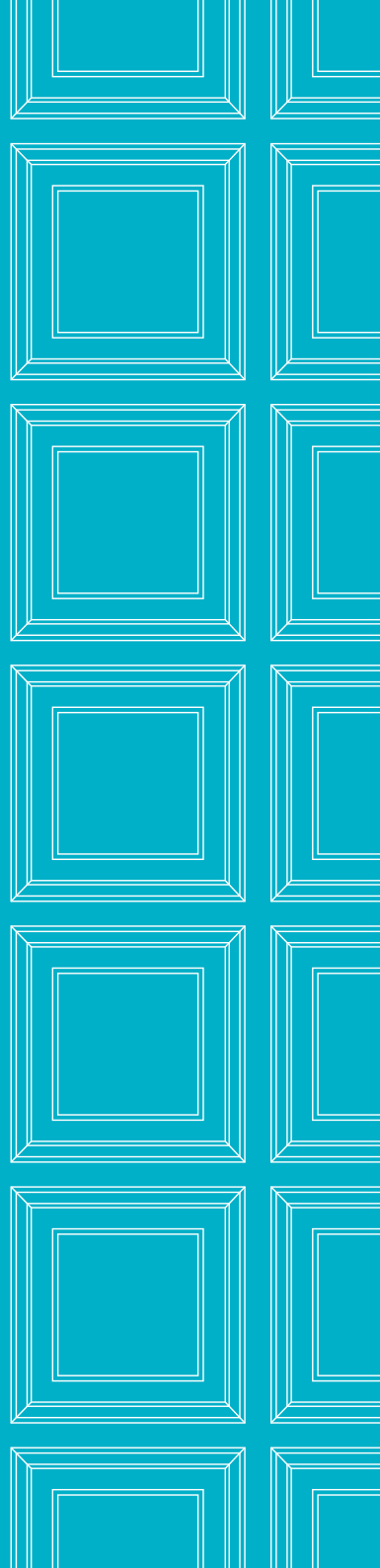




Nuffield
College
UNIVERSITY OF OXFORD

STUDENT HANDBOOK

2018/19



Useful Contacts

Nuffield College

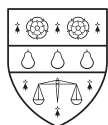
Senior Tutor, Eleni Kechagia-Ovseiko	(senior.tutor@nuffield.ox.ac.uk)
Bursar, Tom Moore	(bursar@nuffield.ox.ac.uk)
College Registrar, Justine Crump	(justine.crump@nuffield.ox.ac.uk)
Buttery	(buttery@nuffield.ox.ac.uk)
Porters' Lodge	(the.lodge@nuffield.ox.ac.uk)
Resident Lodge Porter	(01865 278644)
College Dean	(raymond.fitzpatrick@nuffield.ox.ac.uk)
Junior Dean	(ole.jann@nuffield.ox.ac.uk)
Site Manager	(maintenance@nuffield.ox.ac.uk)
Library	(library@nuffield.ox.ac.uk)
College Counsellor	(college.counsellor@nuffield.ox.ac.uk)
IT	(it@nuffield.ox.ac.uk)
College Doctor/GP	(19 Beaumont Street Surgery; 01865 240501)

University

Student Welfare and Support Services	(swss@admin.ox.ac.uk ; 01865 280444)
Disability Advisory Service	(disability@admin.ox.ac.uk ; 01865 280459)
Counselling Service	(counselling@admin.ox.ac.uk ; 01865 270300)
IT Services	(help@it.ox.ac.uk ; 01865 612345)
Harassment Line	(harassment.line@admin.ox.ac.uk ; 01865 270760)
Careers Service	(reception@careers.ox.ac.uk ; 01865 274646)
Nightline	(01865 270270)
Security Services	(01865 289999)
OUSU Student Advice Service	(advice@ousu.ox.ac.uk ; 01865 288466)

NUFFIELD COLLEGE STUDENT HANDBOOK

2018/19



Nuffield
College
UNIVERSITY OF OXFORD

WELCOME

Welcome to Nuffield College! We hope that the time you spend here will be enjoyable, inspiring, and productive.

The College Student Handbook is intended to provide you with all the important information you will need about life at Nuffield. It is also the document that sets out the main rules and regulations about the College's provision for students and about the way the College operates more generally to ensure a harmonious and pleasant community. The College Student Handbook, together with your offer letter and the terms and conditions you will have received, make up your contract with the College. It is therefore essential that you take the time to read this Handbook before you first arrive in College, and that you please keep a copy to hand in case you need to refer to it again during the course of your studies.

You will also have received, alongside your departmental offer letter, the University Student Handbook, a course information sheet, and the University's Terms and Conditions, which all together govern your relationship with the University. There is also a specific course handbook available from your department, which will provide detailed information about your course and its specific requirements (including information about examinations and assessments). All these documents together with this College Student Handbook and the University website, will form the main sources of information and advice, and should be able to provide an answer to most standard questions about your course or your studies.

This Handbook is divided into eight sections and a collection of appendices. The eight sections concern: information about your Arrival and Induction in College; Academic Matters; Domestic and Social Matters; Financial Matters; Health and Welfare; Library and IT Matters; Communications and Publicity; and College Policies and Procedures. If you have any suggestions about how the Handbook can be improved, please contact the Senior Tutor.

Nuffield College New Road Oxford OX1 1NF United Kingdom
01865 278500 <http://www.nuffield.ox.ac.uk>

Nuffield College
New Road, Oxford OX11NF
www.nuffield.ox.ac.uk

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1. ARRIVAL AND INDUCTION IN COLLEGE

1.1 Arriving in College

New students should plan to arrive in College on either Tuesday 25th or Wednesday 26th September 2018 (unless your course requires you to arrive earlier, which usually applies to Master of Public Policy students and Economics MPhil students only; please refer to your original offer letters for details). In general, you should aim to arrive during normal working hours (i.e., between 9.00am and 5.00pm), when the College is fully staffed, and when more people will be on hand to help. In any case, you will need to arrive before midnight, when the College Lodge will be closed (see below for more details about College hours). Directions to the College can be found on the College [website](#).

Short-stay [parking](#) is available in Worcester Street Car Park, just opposite the College grounds. Limited parking may be available on the main College site, for unloading purposes only: arrangements must be made in advance, so please contact claire.bunce@nuffield.ox.ac.uk for further details.

On arrival, all students will be issued with an electronic key fob which opens the outer doors to the College, plus staircase doors, and also opens doors to some common areas, such as the Library extension. You may also receive a key for your room, if required. Keys will either be left in the Lodge for you to collect on arrival, or handed out at the Registration session on 26th September 2018.

In advance of your arrival, we strongly recommend that you read the section 'New Students' on the University's Oxford Students [website](#).

The dates of the three Oxford terms for the academic year 2018/19 are as follows:

Michaelmas Term 2018

Sunday 7 October to Saturday 1 December

[Return to contents](#)

Hilary Term 2019

Sunday 13 January to Saturday 9 March

Trinity Term 2019

Sunday 28 April to Saturday 22 June

1.2 Student Visas

Students requiring a visa should check requirements on the University's Student Visa & Immigration [website](#). Please note that your department, not the College, is responsible for providing a 'Confirmation of Acceptance' (CAS) number, so students with queries about visa arrangements should contact their department in the first instance. The University's [Student Visa Advisors](#) will also be happy to help. On arrival in College we will need to check your visa as part of the Registration Process.

1.3 Induction and Registration

A wide range of induction events is organized by the College, by your department, and by the wider University; these events provide you with important information about your life as a student at the College and the University, and aim to help you familiarize yourself with the way the College and University community operates. The College's Junior Common Room (JCR) also organizes a variety of social events and activities. Attendance at a number of the official College induction sessions is compulsory, and full details will be sent separately.

It is particularly important that new students attend the **Registration** session in College on **Wednesday 26th September 2018** between 10.00am and 3.00pm. This is an essential part of your enrollment at Oxford; you will not be able to start your course officially unless your College registration is completed. Before attending the Registration session in College you must complete the first part of University registration via the online [Student Self Service](#). The University will send you your IT activation code and log-in details that will enable you to log in to the Student Self Service, verify your details, and confirm that you wish to enroll. At the College Registration session we will complete your registration and provide you with your University Card and other important documents. We will also need to check your passport and visa (if applicable), so please ensure you bring your passport with you to that event. At the Registration session you will also have the chance to meet key colleagues from the various College departments (Academic Office, Library, Finance, Bursary, Communications) and receive important information about domestic and financial matters.

1.4 Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory unless you are entitled to incorporate (for example, if you matriculated at and hold a degree from the University of Cambridge or Dublin) or you are told otherwise by the College or department. Normally, Visiting Students (including Junior Visiting Scholars) and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony. Further details about the matriculation ceremony are available on the University's [website](#).

Matriculation for new students takes place on the Saturday of First Week of Michaelmas Term 2018 (Saturday 13 October), and is organized by the College. You will be sent further details as part of the general induction arrangements. For the ceremony, you will be required to wear academic dress, known as sub fusc; see section [2.9](#) below for further details. If you are unable to attend matriculation on the designated date, please contact the [Academic Office](#) as soon as possible, so that alternative arrangements for a later matriculation ceremony can be made. Please note that the matriculation ceremony is not an event that is open to the public or to guests.

1.5 Main College Contacts

Below are details of the main departments within College. Further information – including up-to-date opening hours and contact details – is available from the relevant pages of the College's website.

The Lodge

The College Lodge is located in the main College entrance on New Road. It is the College's general information desk and the first point of contact for visitors. From Monday to Saturday, the Lodge is normally staffed between 7.00am and midnight, and on Sundays it is staffed between 9.00am and midnight. The College Porters can be contacted by email at the.lodge@nuffield.ox.ac.uk, and by telephone (01865 278500); they can help you find your way around the College, answer general queries, and direct you to other departments and people within the College for more specific help.

The Library

The Library is located in the Tower, the entrance to which is opposite the Lodge at the main College entrance. Nuffield students are granted 24-hour access to the Library. It is staffed from 9.30am to 5.30pm, Monday to Friday (except during the Christmas and Easter staff holidays), and during those times it is also open to external readers. For further information about the Library, see section [6.1](#) below.

Academic Office

The Academic Office is your first port of call for any academic-related matters, including queries about academic and College supervision, scholarships, progress milestones (transfer of status, confirmation of status, appointment of examiners, etc.), examinations and graduations, disability-related support, and provision of letters and forms. The Senior Tutor's office is in C staircase (room C3), and the rest of the team are based in rooms C4 and C5. The offices are normally staffed on weekdays between 8.00am and 4.30pm. For further information about academic matters, see section [2](#) below. You can contact the Senior Tutor by email at senior.tutor@nuffield.ox.ac.uk and the Academic Office team at academic.admin@nuffield.ox.ac.uk.

Bursary

The Bursary, which among other things manages the College's accommodation and study spaces, is located in B staircase. You can contact the Bursary by email at bursary@nuffield.ox.ac.uk, and by telephone (01865 278525), if you have queries relating to domestic matters such as room bookings, student accommodation issues and access to College facilities. For further information about domestic matters, see section [3](#) below.

Finance

The Finance Department is located in B staircase. For further information about fees and charges, and about financial matters more generally, see section [4](#) below. Please contact the Finance Office team by email at finance.department@nuffield.ox.ac.uk, or refer to their [website](#), if you have queries relating to payment of fees and other charges, scholarship payments, and reimbursement claims for study or research-related expenses, including travel grants.

Buttery

The Buttery, located in A staircase alongside the Hall, is where most College meals are taken, and is open from Monday to Friday between 7.30am and 5.00pm and between 7.30am and 2.00pm on Saturdays for tea and coffee. Afternoon tea (and cake!) is available each weekday between 3.30pm and 5.00pm. The telephone number is 01865 278531.

IT

The IT Department is located in D staircase. If you have an IT-related query it is best to report it by email in the first instance, if possible, to it@nuffield.ox.ac.uk. For further information about IT matters, see section [6.2](#) below. The telephone number is 01865 278666.

Maintenance

The Site Manager and Maintenance Assistants are available between 7.30am and 3.00pm for minor repairs and maintenance. The best way to report repairs is by email to maintenance@nuffield.ox.ac.uk. Further information on reporting maintenance problems can be found in section [3.8](#) below. The Maintenance team can be reached by telephone on 01865 278534.

Housekeeping

The Domestic Assistants (known as Scouts) generally work weekdays between 7.00am and 2.00pm. The Housekeeper can be reached by telephone on 01865 278973.

Communications

The Communications Manager is Catherine Farfan. Please contact her with any questions about the website, social media or public relations for the College at comms@nuffield.ox.ac.uk.

Conferences and Events

The Conferences and Events Team is based in the Bursary, located in B staircase. The team coordinates room bookings and catering requirements for all events that take place in the College. They can also provide advice for students who need to organize conferences or workshops within the College or externally. Please contact them for any of your event or catering questions at conference@nuffield.ox.ac.uk.

Development Office

The Development Office is located in D staircase and is responsible for the College's alumni relations and events, as well as for fundraising activities. If you have any development-related queries or ideas, please feel free to make contact with the Development Office by email at development@nuffield.ox.ac.uk.

The College Counsellor

The College has its own College Counsellor, Tamina Oliver/Nicola Psaila, who provides individual and confidential support to students who may be facing difficulties. You can contact the College Counsellor by email at college.counsellor@nuffield.ox.ac.uk.

2.

ACADEMIC MATTERS

2.1 Terms and Conditions of a Nuffield Student Place

Prior to the start of your course you will have been sent and asked to sign a Student-College contract. That document, together with this Handbook, the College's Statutes and By-Laws, and rules and policies made under them, the Student Tenancy Agreement (if applicable), and your original Offer Letter from the College together with the subsequent letter from the College confirming your offer, will form the terms and conditions of your student place at Nuffield.

You will also receive the University's [Terms and Conditions](#), the University Student [Handbook](#), and a Course Information Sheet, and these documents, together with your departmental offer letter and the University's Examination Regulations will govern the terms of your course and the nature of your student status within the University. You should familiarize yourself with the University Student Handbook, which provides formal notification and explanation of the University's codes on residence, intellectual property rights, examinations, conduct, medical fitness to study, and complaints. A hard copy of the University Student Handbook will be provided to you on arrival. Other important information for students is available from the [Proctors' Office pages](#) of the University website.

In addition to the resources listed above, you may wish to consult the [Policy and Guidance documents](#) in respect of both postgraduate taught (PGT) and [postgraduate research](#) (PGR) courses issued by the University's Education Committee, which has ultimate oversight of academic policy and standards within the collegiate University.

If you are in receipt of a studentship from an external source (including, for example, an award from the Economic and Social Research Council) you should ensure that you have read and are familiar with the terms and conditions under which that award has been made. If you are unclear about any details, please feel free to contact the Senior Tutor, or your Departmental Graduate Studies Administrator.

2.2 Nuffield Student Years

Nuffield College employs a system of student years ('Nuffield Student Years') which operate independently of the University's own rules and regulations concerning student status (except that it is not possible to remain a student of the College unless also enrolled as a student of the University). Your Nuffield Student Year of entry will depend on the degree for which you have been admitted and the type of course you studied before you arrived.

DPhil Students: Students who have completed a one-year Master's degree (e.g., an MSc or MSt) normally enter in their second Nuffield Student Year. Students who have completed a two-year Master's degree from Oxford (e.g., an Oxford MPhil) normally enter in their third Nuffield Student Year. Students who have completed a two-year Master's degree from a university other than Oxford normally enter in their second Nuffield Student Year.

DPhil students are entitled to a maximum of two years' residential accommodation in College during their DPhil course. Time spent studying for an Oxford Master's degree at Nuffield or at another Oxford college counts against the Nuffield residential accommodation entitlement.

MPhil Students: Students coming to Nuffield to undertake a two-year MPhil degree enter in their first Nuffield Student Year. MPhil students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

MSc Students: Students coming to Nuffield to undertake a one-year Master's course enter in their first Nuffield Student Year. MSc students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

Master of Public Policy Students: Students taking the MPP course of the Blavatnik School of Government are admitted in their first Nuffield Student Year.

Nuffield Student Years carry implications for College entitlements to accommodation, office space and certain allowances. The following table summarizes the rules for Nuffield Student Years; please refer to [section 4.1](#) below for a detailed description of College entitlements in relation to Nuffield student years.

Degree type and background	Nuffield Student Year of Entry	Fee liability (number of years)	Entitlement to residential accommodation including office space (years)†	Entitlement to College office space only (years)
MSc	1	1	1	-
MPhil	1	2	2	-
DPhil via Oxford MSc*	2	3	1	3
DPhil via non-Oxford Masters degree	2	3	2	2
DPhil via Oxford MPhil*	3	2	0	3

* Includes MSc or MPhil at any Oxford college.

† Students who opt to live out of College whilst eligible for residential accommodation will be allocated office space in College.

2.3 College Supervisors

Each Nuffield student benefits from a supervisor appointed by the College, as well as a supervisor appointed by the University. The College Supervisor is normally a permanent academic Fellow of the College. A summary of the responsibilities of College Supervisors and Supervisees can be found in [Appendix B](#) below (for the responsibilities of the University Supervisor see [section 4](#) of the [Policy and Guidance on Research Degrees](#)). As well as providing auxiliary academic instruction (the main academic supervision is provided by the University Supervisor), the College Supervisor acts as a source of support and advice about academic and non-academic matters. You can expect your College Supervisor to get in touch with you soon after you have arrived in Oxford, and to hold regular meetings (at least one per term) thereafter. You should feel free to take the initiative and contact your College Supervisor for advice at any point during your studies. If you have any questions or concerns about your College supervision arrangements, or if you have difficulties making contact with your College Supervisor, please do not hesitate to get in touch with the [Senior Tutor](#).

2.4 Seminars and College Events

Nuffield College hosts a wide range of academic seminars, workshops, and conferences. Most seminars take place during term time. Any member of the College is welcome to attend College seminars. There are regular seminar series in core areas of Economics, Politics, and Sociology, as well as specialized seminar series and workshops such as the Media and Politics Seminar, the Social Network Seminar, and the Graduate Economic and Social History Seminar. One-off workshops, conferences

and research training events are also frequently held in College. In 2017/18 these included a Sociogenomics summer school organized by Melinda Mills; and the third annual colloquium for Politics graduate students from Oxford, Warwick, and LSE organized by Andy Eggers and Ben Ansell.

Details of all College events are posted on the College website. If you are interested in organizing an event of your own, please contact the Senior Tutor at the earliest opportunity, and discuss your plans with your College Supervisor. You should also consult the [Code of Practice](#) on Meetings and Events in Nuffield College, available on the College website. The College may be in a position to provide administrative and (limited) financial support.

As well as academic events in College, a large number of lectures, seminars, and classes are organized by University departments. Details of lecture and seminar series are published at the beginning of each term in individual lecture lists which are published by each department and posted on their websites. Details of one-off events are usually available from the events pages of departmental websites.

2.5 Academic Progress and Milestones

Your departmental course handbook will set out in detail the academic milestones that you are expected to meet during the course of your studies, including – for research students – the dates by which you are required to transfer and to confirm your status as a DPhil student. You should familiarize yourself with the timetable and details of these processes when you arrive, and if you anticipate difficulties meeting any of the deadlines you should contact the Senior Tutor, your College or University supervisor, or the relevant departmental Director of Graduate Studies at the earliest possible opportunity.

As well as regular meetings with your University and College Supervisors, you will be expected to meet at least once a year with the Senior Tutor. The purpose of the meeting will be to discuss in general terms your academic work and progress, and it will also provide you with an opportunity to raise issues or concerns about other matters, academic or non-academic. Please note that it is not necessary to wait for the annual meeting to raise issues or concerns; you are welcome to contact the Senior Tutor for a confidential discussion at any point during your time in College.

2.6 Graduate Progression (GSO) Forms

In order to apply to formally change any aspect of your status as a graduate student, you must complete and submit the relevant GSO form to the Graduate Studies Administrator of your Department.

GSO forms can be downloaded from the University website. Please make sure that you leave enough time to complete the forms as they must be signed first by your supervisor and then by the Senior Tutor before they can be submitted.

Detailed information on academic milestones and progression can be found in your departmental handbook, or in the Examination Regulations.

2.7 Student Status Letters

Once you have registered, you can print an enrolment certificate from your Student Self Service account. This can be used to apply for a council tax exemption if you are living outside of College accommodation, or to prove your student status for other purposes such as opening a bank account.

If you need more detailed or supplementary proof of student status, please contact the Senior Tutor as soon as possible.

Applications for student rail cards can be signed and stamped in the Academic Office.

2.8 Examinations

Examinations are organized by the University, rather than the College, so in the first instance you should refer to the relevant handbook for your course, provided by your department, for details. It is particularly important to ensure that you register for your examinations; notification for this will normally be sent to you by your department.

The College will also be involved in some aspects of the examination process. For example, if you wish to change the optional papers you take, you would need to submit the relevant form via the College's Academic Office. Most importantly, if you anticipate that any special requirements will arise in respect of examination arrangements, (e.g., extra time, use of a computer, ergonomic seating arrangements), you should contact the Senior Tutor at the earliest possible opportunity. The Senior Tutor is also available to advise students in cases where unforeseen circumstances (e.g., illness) may affect a student's attendance at or performance in an examination, either just before or during the examination. In these cases it is essential that you contact the Senior Tutor or the Academic Office as soon as the need arises.

The rules for examinations are set out in the University Examination Regulations, which are available online. Please make sure you familiarize yourself with the exam regulations relevant to your course.

Detailed guidance about examination entry and conduct, as well as advice about preparation for exams, is available from the University website.

2.9 Academic Dress (“Sub Fusc”)

For examinations, matriculation, and degree ceremonies you will need to wear full academic dress, known as sub fusc. Sub fusc comprises your choice of the following items:

1. one of:
 - dark suit with dark socks, or
 - dark skirt with black tights or stockings, or
 - dark trousers with dark socks or dark hosiery
2. dark coat if required
3. black shoes
4. plain white collared shirt or blouse
5. white bow tie, black bow tie, black full-length tie, or black ribbon
6. graduate gown (knee-length, lay-type black gown, without sleeves, but with streamers/wings adorned with folds.)
7. mortar board or soft-cap.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress scarf for religious reasons, a black scarf should be worn. Members of the armed forces may wear service dress under their gowns.

In addition, students traditionally wear carnations for examinations: a white carnation for your first examination, a red carnation for your last examination and a pink carnation for all examinations in between.

Gowns and hoods, along with mortarboards and caps, can be purchased or hired from, amongst others, Shepherd and Woodward Ltd, 109 High Street Oxford (01865 249491; ask for the Academic Hire Department) or Walters of Oxford (10 Turl Street Oxford, 01865 241848).

2.10 Paid Work

The University's guidelines on paid work for graduate students state that full-time graduate students "should generally regard their studies as a full-time occupation of at least 40 hours per week, and should normally be available for academic commitments during core working hours (i.e., 9.00am to 5.00pm on weekdays). Graduate students on taught courses should regard this as applying to term-time study whilst for students on research courses it applies year-round."

The University therefore recommends that full-time graduate students on a taught course (such as a Master's) do not undertake more than eight hours' paid work each week whilst studying, and students on research courses are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. If you are considering taking up paid work during your studies (including research assistance or a teaching role for one of the other Oxford colleges) you should ensure that you have first consulted your University and College Supervisor. Where applicable, you should also check the terms of your studentship. For advice please contact the Senior Tutor.

Please note that the College offers some internal research assistantship opportunities, mainly funded from Fellows' research allowances. Please contact your College Supervisor or the Senior Tutor for more details.

Students on Tier 4 visas are subject to strict rules governing the amount of paid work that they can take on. PGT students are normally limited to 20 hours per week during term time, and PGR students to 20 hours per week throughout the year. This limit applies to all paid work, regardless of who the employer is. Your student visa should specify the amount of paid work you are able to undertake. Further information is available from the University website.

2.11 Residence Requirements and Absence from Oxford

University regulations give special importance to the time students live in Oxford. In order to count a term towards the requirements for your degree, you must reside in Oxford for at least six weeks during the eight-week period of the University term. DPhil students are normally required to spend a minimum of six terms in Oxford, whilst students who previously completed an MPhil degree and move on to a DPhil must spend at least three terms in Oxford after admission to the DPhil. Full details are available from the University's Examination Regulations, from the relevant policies and guidance section of the University's Education Committee, and from your departmental course handbook.

Students who need to be away from Oxford for a few days are trusted simply to notify the Senior Tutor, and to leave a forwarding address for emergency messages, if the circumstances warrant it. For absences of a term or more (e.g., to do fieldwork abroad), however, you may have to apply to both the College and to the University for Dispensation from Residence. A form for this purpose is available from the University website. Students who have fulfilled the University's residence requirements do not need to obtain formal Dispensation from Residence from the University, but they should inform their College Supervisor and the Senior Tutor of any absence of a week or longer.

If you are going to be absent for a term or more, you should apply to the Senior Tutor for official leave of absence, stating that your College Supervisor has approved the application. The College reserves the right to reallocate your office (and accommodation, if provided). Charges may not be levied during your absence in such a case.

Doctoral students who apply for a year's leave of absence to undertake fieldwork whilst still eligible for College residential accommodation may request to defer their housing rights. More precisely, the College offers a flexible policy towards housing eligibility if students are away for fieldwork for the whole of their second year. Students who meet these eligibility criteria can defer their housing rights from the second to the third year, which means that they would be eligible for a residential room in their third year. Please consult with the Senior Tutor in the first instance. Rooms would then be allocated to eligible students in their third year in the same way as to first-year students (i.e., not via the JCR room ballot). This process is only available to students who are absent for academic reasons, such as fieldwork, and, for practical reasons, it is not possible to apply this right for only one or two terms. The Bursary will not normally permit a student to occupy an office while on fieldwork for a year, but accommodation for short returns to Oxford may be negotiated with the College.

2.12 Suspension of Status and Withdrawal

Graduate study is intensive and can sometimes pose challenges. In case you are not able to undertake your study for a particular reason (e.g., illness, family circumstances, financial hardship), it is possible to apply for suspension of status for no less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms as a full-time graduate research student, or the equivalent length of your course (for example, three terms if you are on a one-year course) as a graduate taught student.

Suspension of status temporarily 'stops the clock' for all elements of your degree, including residence, fees, and terms for which a particular status may be held. It will also affect your entitlements under the Nuffield Student Support Package, which will normally be withdrawn. If you are considering applying for suspension of status, it is essential that you contact the [Senior Tutor](#) at the earliest possible stage. If you are funded by a research council or charity, you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Please consult with your University and/or College Supervisor, Director of Graduate Studies or the Graduate Studies Administrator at your Department on this. Please also refer to University guidance on suspension.

Withdrawing from your course is a permanent decision to stop studying for that course. If you withdraw, you may be able to apply for reinstatement of status at a later stage, depending on your course and the stage you had reached in your studies prior to withdrawing. Note that you cannot withdraw from examinations after the conclusion of your last paper or by the time a dissertation/other written material is due, whichever is the later. Please refer to University guidance on withdrawal.

If you are considering a temporary break in your studies ('suspension of status') or withdrawing from your course, please speak to the Senior Tutor or your College Supervisor at the earliest possible opportunity, as they should be able to give you advice.

2.13 Nuffield/Yale Exchange

The College operates an official exchange scheme with Yale University (Political Science Department) that allows doctoral students at Nuffield to spend the academic year (or part thereof) at Yale. The normal expectation is that one student from each institution will participate in the scheme each academic year, and that each visit will last for up to one full academic year. Proposals for visits lasting less than one academic year will be considered, and it may be possible for more than one student to visit Yale during the same year.

Under the scheme no fees are payable to Yale. The Nuffield student visitor will normally have to meet his/her living costs.

The scheme is open to all doctoral students of Nuffield College and may be made available to non-members of Nuffield where no Nuffield candidate has been forthcoming. Students from Oxford who wish to participate in the scheme need not

be political scientists, but should be intending to undertake academic work during the exchange mainly in the area of political science. The main criteria for selection are: (a) satisfactory academic progress; and (b) the ability to profit from the academic opportunities offered by the Political Science Department at Yale.

Students in receipt of a studentship (including those provided by the ESRC or the Clarendon Fund) should establish before they apply that participating in the exchange is compatible with the terms of their award.

Information about the scheme, including instructions on how to apply, are advertised each year (usually at the start of Hilary term), or for further details please see the relevant link on the College's website. If you wish to be considered for this scheme, please consult with your College Supervisor and the Senior Tutor.

2.14 Graduation

When you have passed the requirements for your degree you are eligible to graduate. Your Graduation is the formal ceremony at which your degree is conferred. Upon successful completion of your degree requirements, you will receive notification from the University's Degrees Office about your graduation. You can graduate either in person, or *in absentia*. In either case you will need to sign up for one of the degree day dates allocated to Nuffield. You can do this using the University's Student Self-Service system, or by contacting the [Academic Officer](#). If you decide to graduate in person, you and your guests will also be invited to a Degree Day celebration in College.

The ceremony itself takes place in the Sheldonian Theatre, the official ceremonial hall of the University. You will need to wear sub fusc, and to make sure that you have the necessary gowns and other regalia; the College will send precise details to you in advance.

If you have any queries regarding graduation, please contact the Academic Officer.

2.15 Transcripts and Degree Certificates

Once your degree has been conferred you will automatically receive a degree certificate. This will either be presented to you by the College on the day of the graduation ceremony (or made available for you to collect), or will be posted to you. You will receive only one copy of your degree certificate; additional copies cannot be ordered, but if your certificate is lost, stolen or damaged, you can order a replacement certificate at a cost of £30.

Students taking postgraduate taught degrees will automatically receive a transcript at the end of their course, which will be sent to the 'home address' listed in their Student Self Service records. DPhil students do not receive transcripts, but can request instead a degree confirmation letter. An official degree confirmation letter may suffice as proof of your degree and is what the University recommends for students who need to provide proof of their degree to a third party. These can be ordered free of charge from the University online shop. Please contact the [Academic Officer](#) for details or check the University website for further information.

2.16 Academic Policies and Procedures

Information on College Policies and Procedures related to academic matters (e.g. fitness to study, student discipline) can be found in [section 8](#) 'College Policies and Procedures'.

3.

DOMESTIC AND SOCIAL MATTERS

3.1 Access to College and Security

Upon arrival in College you will have received an electronic key fob from the Lodge (see [section 1.1](#)). If you lose a key during working hours, or if you have not been provided with a key on your arrival, please contact claire.bunce@nuffield.ox.ac.uk. Outside of normal working hours please contact the Lodge Porter. If you are locked out when the Lodge is closed, you can contact the University Security Service on 01865 289999 (a charge may be levied for out-of-hours attendance).

The main College entrance in New Road, along with all staircase outer doors, is locked each weeknight at 6pm, and remains locked at all times during weekends. The key fob you receive on arrival will give you access to these doors when they are locked, and it is important that you ensure that they are closed firmly behind you. The pedestrian gates located on the Mews side of the College are locked at all times (though access can be gained by using your key fob). These gates should always be left locked on passing through. Never block any of these doors open, and never allow non-members of the College to have access to your College keys or key fob.

3.2 Residential Accommodation

General Rules and Protocols

Students who are eligible for College accommodation and who decide to live in will have received a copy of the College student tenancy agreement together with the College's confirmation of offer letter and student contract. A template copy is available for reference on the website. Rooms for new students are allocated by the Bursary. Rooms for existing students are allocated via a ballot organized by the Junior Common Room (JCR) and overseen by the Junior Dean; please refer to the JCR Handbook for further details about arrangements for the annual room ballot. Residential accommodation in College will be either a bedsit (office space and bedroom combined) or a bedroom in an offsite house with office space in College, but please be aware that accommodation in

College is not uniform; in particular, some rooms have en-suite bathrooms and some have access to shared bathrooms.

The standard annual room entitlement period is 48 weeks; four additional weeks are offered free-of-charge to students who will continue to have a room entitlement in College in the following academic year. Therefore, no subletting can take place during September. These arrangements mean that leaving students must vacate their rooms and hand in their keys to the Bursary no later than 31st August (students who stay beyond this date will incur extra charges and must in all circumstances contact the Bursary if they are not able to comply with these conditions). Students with continuing accommodation entitlements are likewise required to move to their new room (as confirmed by the JCR room ballot) by this date. Rooms chosen in the ballot not occupied by this date will be re-allocated by the Bursary in the normal way. Students occupying rooms in College during the vacation may be temporarily moved to a different room to enable maintenance to be carried out.

Rooms are allocated to students for their individual use. An occasional guest may be permitted to stay for up to two nights without express permission; students wanting partners to stay for longer than this must seek permission from the [Bursary](#). All students are able to book the guest rooms available within College. Further details about arrangements for guests and guest rooms can be found in [section 3.10](#) below, or on the [College Intranet](#). Private arrangements for the use of rooms by other members of the College or guests during a student's absence are not permitted. You cannot 'lend' your room to anyone else; misuse of rooms in this way may result in the withdrawal of room rights. If you are away from Oxford for a year it may be possible to defer your accommodation entitlement; see [section 2.11](#) above for further details.

Furniture and equipment belonging to the College must not be moved from one room to another without the permission of the Bursar. Equally, all personal items must be removed when you vacate your room. Any items that do not belong to the College that are left in the room or outside it will be disposed of and a charge may be levied, depending on the amount or size of items left. Students should not put their own furniture/equipment in their rooms without referring to the Bursar's office first.

Please do not use Sellotape, Blu Tack or similar adhesives to fix posters and pictures to the walls of your room; if you do and damage occurs you will be charged for the cost of repairs. Pets must not be kept in College rooms.

Accommodation provided by Nuffield College complies with the regulations set out in the Universities UK Code of Practice.

Domestic Assistants

Domestic Assistants do not make beds for residents, nor wash up dirty crockery and glasses. Their responsibility is to clean rooms and staircases. You will be expected to allow the College's domestic staff reasonable access to your room at least once a week. On occasions when cleaning may not be required please put your bin outside the door.

Laundry

There is a College Laundry in the basement of A staircase with two coin-operated washing machines, two tumble dryers and ironing facilities. Your room key will give you access.

Staircase Facilities for Self-catering

Most staircases have a pantry/utility room. The pantry is equipped with a refrigerator, kettle and microwave. In addition, there is a large communal student kitchen in I staircase, and there are kitchens in the College's residential accommodation units in 5 George Street Mews and 50 Walton Street. Please do not set up any toasters or portable grills/cookers in your bedroom or study; if found they will be removed by College staff. Cooking in students' studies or bedrooms is prohibited, on the advice of the Fire Service, as is using any other appliance which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property at risk. Electric blankets and foreign travel plugs may not be used. Sockets must not be overloaded with extension leads.

Please do not leave dirty crockery or glasses in bathrooms, since this causes inconvenience to other users and is a health and safety hazard.

Security and Insurance

You must lock your study or bedroom whenever you leave, even for a short time.

All residential accommodation and study rooms owned by the College (with the exception of the Thames Street flats) receive Possessions Insurance cover through the College's policy with Endsleigh Insurance. You will be provided with details of what is covered when you arrive in College, and will have the option of extending the policy to suit your needs as appropriate. For claims information, your policy details, to extend your policy, or if you have a question visit the Endsleigh website.

Accommodation for Couples

The College has a collection of ten studio or one-bedroom apartments available for couples (i.e., for two people who are married or co-habiting). This accommodation is in high demand, and availability is therefore limited. Please contact claire.bunce@nuffield.ox.ac.uk for further information.

The University's Graduate Accommodation Office lets and manages rooms, flats and houses on sites owned by the University in and around Oxford City Centre which are available for graduate students. There is an application process if you wish to be considered for University Graduate Accommodation and all enquiries should be made directly to the University's Graduate Accommodation Office in the first instance. We strongly recommend that all students who may require accommodation for couples place their names on the University waiting list.

Electoral Roll

The College must provide the Oxford City Council with a list of students in September, and the Council will contact each student individually with information on how to register, via a paper or online form. You must ensure that you complete and return the details requested in the form in order for your registration to be completed.

3.3 Living Outside College

Oxford is a small city and finding suitable private accommodation can be both difficult and expensive. The Oxford University Student Union website contains some useful information about how to find student accommodation in Oxford, and another good resource is StudentPad (to access the full site you will need to create an account). The University's Graduate Accommodation Office is also available to help graduate students. The College has also produced a guide to Graduate Housing in Oxford which can be found on the College's website.

If you are living outside of College (including in Thames Street flats) we encourage you to organize your own insurance to cover your possessions. Endsleigh is the official insurance service of the National Union of Students and offers a policy specifically for international students.

3.4 Office Space

Students who are no longer eligible for College residential accommodation, or who elect not to live in College (and who have not exceeded their Fifth Nuffield Student year; see [section 2.2](#) above and [4.1](#) and [4.2](#) below for details) are provided with office space in College, subject to availability. Details of the room you have been allocated will be provided on arrival at the College (together with an access key fob and room key). All office spaces include an Ethernet connection, and contain a desk and chair, plus some shelving or storage space. A wireless internet network is installed throughout the College.

3.5 Meals

Special Dietary Requirements

The College currently provides a wide variety of meal options, including options for vegan, vegetarian, Halal and non-strict Kosher diets. The Kitchen is also able to make adjustments to accommodate medical conditions that require a restricted diet, for example food allergies or intolerances. If you have a medical condition that affects your diet, it is important that you inform the [Kitchen staff](#) as soon as possible.

In order to ensure that staff can devote adequate time and resources to catering to medical conditions, the College is not able to make special arrangements based on food preferences. The Kitchen will always ensure that menus are well balanced with healthy options available.

If there are medical or other reasons which would prevent you from taking meals in Hall, please contact the [College Counsellor](#) or the [Senior Tutor](#).

“Common Table” Meals

“Common Table” refers to standard breakfasts, lunches, and dinners. Those meals, which are self-service, are taken in Hall or the Buttery (located in Staircase A). Please note that items taken from the food line at breakfast, lunch, and dinner are meant to be consumed at that meal, and not to be taken away for later consumption. Likewise, crockery should not be removed from the Buttery. Please be aware that Buttery staff are expected to monitor compliance with the College’s meals policy.

Breakfast

Breakfast is normally available in the Buttery between 7.45am and 9.00am, Monday to Saturday, on days when the Kitchen is open. Students may choose to eat breakfast on a pay-as-you-go basis, or to sign up for a quarterly breakfast meal package. Further information about these charges is set out in [Appendix F](#). Students must record breakfasts that they take by signing the form available in the Buttery, regardless of whether they are paying on an individual basis or have signed up for a meal package.

Lunch

Lunch is normally available in the Buttery Hall between 12.00noon and 1.30pm, Monday to Saturday, on days when the Kitchen is open. Students within their first six Nuffield Student Years are entitled to take lunch in College at no charge on days when the Kitchen is open. Students in subsequent Nuffield Student Years can choose to eat lunches on a pay-as-you-go basis or to sign up for a termly or annual lunch package (see [Appendix F](#) for further information).

Students must sign in for all lunches by presenting their key fob at the electronic system by the entrance to the Hall.

Low Table Dinner

“Low Table” dinner is available in the Buttery on weekdays between 6.30pm and 7.15pm, except during the College closed periods at Christmas and Easter, and during part of the Long Vacation. No Low Table dinner is provided on Saturdays or Sundays. Students may choose to eat Low Table dinner on a pay-as-you-go basis, or to sign up for a meal package which covers Low Table dinners for the period between 1st October and 30th June. Further information about these charges is set out in [Appendix F](#).

All students, regardless of whether they are dining on a pay-as-you-go basis or have signed up for a meal plan, must sign up for Low Table dinners in advance, by 10am on the day in question, using the booking service on the College intranet.

Formal Hall

On Tuesdays during term time, Low Table dinner is replaced with “Formal Hall” for students. A three-course dinner is served; wine is not provided but diners are welcome to bring their own. Participants are asked to take their seats in Hall for 7.10pm, ready for the arrival of High Table diners. Participants are expected to stand at the start and end of the meal for Grace to be said. Students are encouraged to invite guests to Formal Hall.

Students must sign up for Formal Hall in advance, by 12noon on the preceding day, using the booking service on the College intranet.

High Table

High Table is held on Tuesday, Wednesday and Friday nights during term time when waiter service operates. Dinner starts at 7.15pm prompt, and is preceded by drinks at 6.45pm in the Senior Common Room. Each student is entitled to one free High Table dinner per term, may sign up for additional High Table dinners at a subsidised rate, and may bring up to three guests at their own expense. Members of the College are expected to sign up for High Table dinner no later than 12noon on the preceding day, using the booking service on the College intranet.

Tea and Coffee

Tea and coffee are available at no charge from the Buttery during opening hours.

Guests

Students are welcome to invite guests for breakfast, lunch, and especially to Formal Hall (but no more than three at a time). For breakfast and lunch, guests should be signed in using the system by the till in the Buttery, and for Formal Hall and High Table guests should be signed up in advance using the online booking system. In each case, your Battels account will be charged accordingly (see [section 4.4](#) and [Appendix F](#) below for more details about charges). Students are expected to accompany their guests while they are in College. The Lodge should be informed if guests will be left unattended for any length of time, and in general, students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Please note that all guests will be asked to leave when the College shuts, unless their host is present.

Cancellations and Non-Attendance

Please ensure that, if you sign up to attend a meal and need to cancel, you inform the Buttery as soon as possible to prevent food waste and to enable someone on the waiting list to take your space.

Cancellations for pre-booked meals must be made (by email to buttery@nuffield.ox.ac.uk) no later than 10.00am on the day of the meal. Students will be charged for their meals and the meals of any guests if no cancellation is received by this deadline. It will not be possible to accommodate students and their guests who have not signed up for High Table or Formal Hall. Please contact a member of the Buttery team if you would like to eat Low Table Dinner but have not booked in advance.

3.6 Mail, Stationery, and Photocopying

Mail

All post delivered to the College (either by the internal University Messenger Service or by external services) will be placed in pigeonholes each weekday, except when the College is closed. Parcels will be held in the Lodge and the recipient notified for collection.

Stamped letters can be left for posting in the box in the Lodge. Mail connected to your academic work may be left unstamped in the Lodge for franking. This mail must have the sender's initials in the bottom left-hand corner, followed by 1st or 2nd to indicate the class of mail required and will be charged to your battels. Outgoing external mail is collected each weekday at 5.00pm, and should be in the Lodge for franking no later than 4.45pm. No letters will be franked unless the sender can be clearly identified.

Letters to other Oxford colleges and departments are collected from the Lodge (box on the counter to the right of the lodge), by the University Messenger at 10.15am and 2.30pm. There is no charge for this service, but please note that the University Messenger will only deliver letters, not parcels.

The College does not take any responsibility for personal items left at the Lodge for collection by a courier or other individual.

Students who are away from College for extended periods must make arrangements with the Lodge regarding their mail.

Forwarding Mail

When students leave Nuffield, post will not normally be forwarded. However, if an amount of money is deposited in your battels account, the Lodge will forward post to a notified address until the money runs out.

Stationery

Stationery can be purchased from various outlets in Oxford, some of which offer student discounts.

Photocopying

A photocopying machine for student use is available in the Library. The Library copier is operated on a card system; these cards are sold by the Bursary, and may be charged to your research allowance. Use of networked printers is recorded automatically and charged to your research allowance. There is a rate of 1p per page for black and white and 5p per page for colour printed copies.

The College is included in the University's collective licensing agreement for photocopying material. Please make sure you understand the terms and conditions of the license and that you comply with them. A copy of a letter from the Copyright Licensing Agency explaining the terms of the system is displayed next to each photocopier. Breach of copyright may place the College at legal risk.

3.7 Cars, Bicycles, and Public Transport

There is very limited car parking available in the centre of Oxford, and no car parking is available for students within College, so students are advised not to bring a car with them.

Bicycle racks can be found inside the Mews Gates for College members and staff. Cycles must not be left in the quadrangles, the Fellows' Garden, staircase entrances,

in student rooms, or under the arch in the Lower Quadrangle. Bicycles parked in such areas will be removed. The College takes no responsibility for the safety of bicycles or any other vehicles left on the premises, and its insurance policies do not cover damage or theft of such items or any contents.

There is a comprehensive local bus service in Oxford, run by two companies: Oxford Bus Company and Stagecoach. Both run regular coach services to and from London, and the Oxford Bus Company also runs services to and from Gatwick and Heathrow airports. National Express runs services to Luton and Stansted Airports. Gloucester Green Coach Station is a couple of hundred yards from the College, and Oxford Railway Station is less than a mile away.

3.8 Maintenance and Repairs

All maintenance problems must be reported via email in the first instance at maintenance@nuffield.ox.ac.uk. You will receive an automated reply with a job number, and the Maintenance Department will inform you of a response time. General domestic matters can be discussed with the Bursar, and, if problems persist, can be raised by the JCR representatives at the Personnel and Domestic Committee.

In cases of genuine emergency during a closed period, you should contact the Resident Lodge Porter, by telephone on 01865 278644. If the resident Lodge Porter cannot be contacted, and there is an urgent need for repairs (for example, if a pipe has burst), you should contact the University's Security Services on 01865 289999. This line is permanently staffed, and they will respond to genuine emergencies reported by individuals who can identify themselves as College members.

3.9 Junior Common Room

The Junior Common Room (JCR) refers both to the community of graduate students at Nuffield and to the room in A staircase which acts as a communal social space.

Every Nuffield student is a member of the JCR, which meets at least once a term in order to allow the student body to raise and discuss issues of mutual concern. The JCR has a President, a Secretary, and a Treasurer, and is responsible for electing the student representatives who sit on the majority of the College's committees. The current President is Matthias Haslberger. Further information about the JCR and its activities is available from the JCR Handbook, a copy of which will be emailed to you before you arrive in College.

3.10 Guests and Guest Rooms

Students who are resident in College accommodation are permitted to invite occasional overnight guests to stay in their room for up to two nights without express permission; students wanting partners to stay for longer than this must seek permission from the [Bursary](#). Students are welcome to invite guests and partners to lunch and other meals in College, for which normal charges will apply. As above, wherever possible, students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Students with partners who are regular visitors to College can ask the College to provide them with a key card: please contact the [Bursary](#) for further details.

Guest rooms in College are available, and may be booked by students at a discounted rate (see guest room information on the Bursary intranet page for full details/costs). Please contact bursary@nuffield.ox.ac.uk if you wish to make a booking. Keys may be obtained from the Lodge after 3pm on the day of use. Students are asked to be generally responsible for their guests including ensuring that the guest-room keys are returned to the Lodge. A charge of £20 is made for each key not returned. Since the rooms have to be prepared for the next guest before the domestic staff go off duty, departing guests must vacate the room by 10.00am.

When the Lodge is closed departing guests should either give their guest-room keys to their host or, in his/her absence, leave the key in the Lodge letterbox, taking care to close the outer Lodge doors behind them.

Room availability is contingent on other College needs; when rooms are available they may be reserved in advance for a maximum of 3 consecutive nights. For longer periods permission from the Bursar is required. On special occasions (such as Stated Meetings or the Founder's Feast) all guest rooms are reserved for College guests. On Tuesdays, Wednesdays and Fridays during term, College and Fellows' guests have priority for guest rooms. Mews 11 may be booked for guests requiring disabled facilities, or for guests with children.

Bookings for guest rooms can only be taken on the basis that accurate information about the identity of the proposed occupants is provided. A cancellation charge equal to one night of the booking will be made where less than one working day's notice is given of cancellation.

3.11 Children in College

Children are welcome to attend daily College meals other than High Table. The College currently offers one family guest room which may be reserved for visitors with children under the age of eighteen, subject to availability, for short-term visits of less than one week. Parents or guardians staying overnight in College with children under the age of eighteen will be required to sign a Parent/Guardian Letter of Understanding. Please contact the [Bursary](#) for more information.

3.12 Meetings and Events

Some College rooms and facilities are available free of charge to students who wish to hold an academic event, meeting or workshop. Please see the relevant section of the website, or contact the team at conference@nuffield.ox.ac.uk for more information. All bookings must be made at least two weeks in advance of the event in order to be considered.

3.13 Parties

If you want to have a party in your own room, or in communal areas (i.e., 50 Walton Street or student kitchens), and do not wish to use any services, you need only obtain the approval of the Bursar. It may be possible to borrow glasses, crockery etc., from the Buttery, but please consult the Catering and Conference Manager in advance.

Borrowed equipment should be returned (clean) to the Buttery. You are also asked to clear up generally after the party.

For a party in a public room, including the bar, or an event requiring College services, please see the relevant section of the website, or contact the team at conference@nuffield.ox.ac.uk for more information. All bookings must be made at least two weeks in advance of the event in order to be considered.

3.14 Television Licenses

Students who bring a television to College must purchase their own television license. They are not covered by the College's license, which applies only to the televisions in the Lodge and the JCR. Further information about TV licenses is available here: <http://www.tvlicensing.co.uk/>.

Students should note that, as of 1 September 2016, they must be covered by a TV license if they wish to download or watch BBC programmes on demand (including catch-up TV) on BBC iPlayer. This applies to all devices, including smart TVs, desktop computers or laptops, mobile phones, tablets, digital boxes or games consoles. A license is required even if BBC iPlayer is accessed through another provider, such as Sky, Virgin, Freeview or BT.

3.15 CCTV in College

Students should be aware that Closed Circuit Television (CCTV) is in operation around College. Images are monitored and recorded for the purposes of crime prevention and public safety.

3.16 Music and Sports at Nuffield

Music

There is a piano in the Meeting Room (staircase L), and a harpsichord and digital piano in the Chapel are available to those who wish to play them. Your room key will give you access to the Chapel. Please do not move the piano, and when playing these instruments please be sensitive to other people who are nearby and who may be trying to work. Sheet music is kept with the upright piano in the Meeting Room.

Please report any faults or damage with the equipment to the Lodge.

Sports

Most sporting activities within College are organized by the JCR and information can be found in the JCR Handbook.

The College has an arrangement to use the Worcester College tennis courts. Please ensure you book in advance and have your University card with you.

The College has an arrangement with Southfield Golf Club whereby any two members of the College may play on the course at any time available to ordinary members of the Club without paying a Green Fee. Details can be obtained from the Lodge.

Croquet and bowls may be played in the Fellows' Garden (but not in the Upper or Lower Quadrangles).

The College has agreed to subsidize local gym membership at actual costs up to a rate of £11.19 per month of active membership (this is a fixed-rate, which is equivalent to 70% of the rate which students can obtain by signing up to a 12-month contract with PureGym via the UniDays [website](#)). A list of eligible gyms / clubs is copied below.

Students may claim for the subsidy in arrears by submitting to the College Finance Department a [Student Research Allowance Claim Form](#) together with relevant receipts and confirmation of membership. (NB. Reimbursement will not be made from individual research allowances, even though the student research allowance claim form is used.)

Claims for individual monthly membership fees (or a series of monthly fees) must be submitted no less than every 3 months in arrears, together with relevant receipts and proof of membership.

Claims for multi-month membership fees should be submitted no sooner than one month after the membership has been activated, again with the relevant receipt and proof of membership.

It is a condition of this scheme that participating students inform the College if their membership expires or is cancelled for any reason. In these cases, the College will seek a refund of monies paid. The College reserves the right to withdraw or amend the terms of this scheme, at its discretion and given reasonable notice.

The eligible gyms / activities are as follows: Pure gym, DigMe Fitness, Brookes gym, Iffley pool, Iffley gym, Nuffield health gym, Ferry leisure centre gym, Ferry leisure centre pool and Nuffield yoga term pass

Nuffield is an active member of the Linacre College Boat Club.

Further details on College sport are available from [Tuuli Huikuri](#), the contact person for JCR sports.

Please see section [4.9](#) for information about funding available to contribute to the cost of student participation in a sports team representing the University.

3.17 College Gardens

Deckchairs are available in most staircases, and should be returned after use. Please use the paths for walking around College (rather than the lawns), and please note that no ball games are permitted in the College grounds, with the exception of croquet and bowls as mentioned in the previous section.

The Fellows' Garden is open to all members of the College unless it is being used for other functions. Catering staff will open the doors from Hall when the weather permits. The Fellows' Garden is not intended to be used as an alternative to the main gardens where deckchairs are located, as it is often required for College functions.

3.18 Vacations

The College is open most of the year, but closes for some of the Easter and Christmas breaks, and there is a reduced meal service during some of the summer vacation. Full details will be circulated closer to the relevant vacation, but in general:

At Christmas, the College normally closes between 24 December and 2 January inclusive; sometimes an additional two days (due to public holidays) will be added to this period.

At Easter, the College normally closes for 6 days, usually beginning on the Thursday before Easter. Reduced staffing is in place for the remainder of the week which precedes or follows Easter depending on the timing of the holiday but domestic arrangements continue as normal outside the closed period.

The College remains open throughout the Long Vacation, but during August Low Table dinner and some other meals are not available. The College is completely closed on the August Bank Holiday.

4.

FINANCIAL MATTERS

A summary of College and University fees, charges, and allowances is set out below in [Appendix F](#).

4.1 Nuffield Student Support Package

Students within their first four Nuffield Student Years, irrespective of their funding arrangements, are eligible to receive the Nuffield Student Support Package (see [section 2.2](#) above for an explanation of Nuffield Student Years). If you are uncertain whether you qualify, you should check with the [Finance Department](#) or the [Academic Office](#). Please note that the Student Support Package offered from 2018/19 onwards differs from the package offered in previous years.

The various elements of the Student Support Package are listed below.

Provision of Networked Office Space

The provision of networked office space (which may be single or shared) is offered to all students across their first five Nuffield Student Years, subject to availability.

Details about eligibility for residential accommodation within College can be found in [section 2.2](#) above. Further information about office space can be found in [section 3.4](#) above.

Research Allowance

An annual Research Allowance is provided to students in their first four Nuffield Student Years, for academic activities related to their studies (for example, attendance at conferences, purchase of books or specialist software, access to datasets, IT equipment, for which students are asked to consult the College's IT Department prior to purchase). The value of the Research Allowance depends on a student's course of study:

- MPhil and MSc students are allocated a research allowance of £262 per annum.
- DPhil students are allocated a research allowance of £708 per annum.

Reimbursement expense claims from Nuffield Research Allowances should be submitted directly to the College's Finance Department. The Student Research Allowance Claim Form, available from the College intranet, must be used for this purpose. Claims must be accompanied by the relevant original receipts, and must comply with the Payment Rules and Guidelines.

The balance of unspent funds in a Research Allowance can be carried forward to the following Nuffield Student Year, and into the Fifth Nuffield Student Year (see [section 4.2](#) below). Nuffield PGT students who are readmitted to the DPhil may carry any unspent balance of their Nuffield PGT research allowance forward to the first year of the DPhil, to add to their PGR research allowance.

Students anticipating a large outlay from their research allowance within their last Nuffield Student Term should consult the Senior Tutor or Bursar prior to committing to that expenditure. Unreasonable claims will not be authorised.

Meals in College

Students within their first four Nuffield Student Years are entitled to take lunch in College at no charge while the Kitchen is open, and may additionally opt to subscribe to a breakfast and/or dinner package, or to eat dinner and/or breakfast in College on a pay-as-you-go basis. Further information about meals in College is provided in [section 3.5](#) above, and details of meal charges are given in [Appendix F](#) below.

Thesis Binding

The College will meet the cost of thesis binding (up to two copies of a PGT thesis and up to four copies of a DPhil thesis), on deposit of one copy of the thesis in the Nuffield College Library. To reclaim costs please submit the original receipts along with a completed Student Research Allowance Claim form to the [Senior Tutor](#).

The allowances described above apply only to students within their first four Nuffield Student Years, with the exception of the thesis binding allowance, which is applicable to all students.

4.2 Fifth Nuffield Student Year and Beyond

DPhil students who do not complete their course by the end of their Fourth Nuffield Student Year (which normally coincides with the end of the student's standard fee liability) remain members of the College for as long as they are enrolled with the University for a DPhil.

Students in their Fifth Nuffield Student Year only receive or can choose to sign up to the list of entitlements described below:

- office space in College at no charge, but subject to availability;
- access to College computing and library facilities (though library borrowing rights may be restricted);
- free lunches in College (while the Kitchen is open);
- to opt for the student breakfast and/or dinner package; or to eat breakfast and/or dinner in College on a pay-as-you-go basis;
- access to a pigeon hole if required;
- to apply for a College travel grant (see the [section 4.5](#) below for further details about grants);
- to carry forward (for their Fifth Nuffield Student Year only) any unspent funds remaining in their student Research Allowance (see [section 4.1](#) above); and
- a termly Completion Grant, equivalent in value to the Continuation Charge levied by the University, which in 2018/19 will be £468 per term. Students will be eligible for the Completion Grant in their Fifth Nuffield Student Year up to and including the term in which they submit their thesis.

Students beyond their Fifth Nuffield Student Year may apply for a College travel grant and may request office space; such requests will be dealt with on a case-by-case basis and will be subject to availability. Free lunches in College (while the kitchen is open) are available to students in their Sixth Nuffield Student Year and students beyond this may apply on a case-by-case basis. All current Nuffield students may opt for meal packages for breakfast/lunch (if not receiving free lunches) and/or dinner; or to eat on a pay-as-you-go basis.

4.3 Charges

For current and updated fees and charges please refer to the College website and [Appendix F](#) below.

University and College Fees Due

The College is responsible for collecting both the University and College fees for which you are liable. Both sets of fees are payable in advance, on a termly basis. This means that you can expect to receive a bill for fees sometime in 0th week of each term (Please be aware that as of MT 2019 there will be no distinction between University and College fees. There will, instead, be one combined course fee). If your fees are being paid by an

agency or external sponsor, the College will normally send the invoice directly to that body. Non-payment of fees is an extremely serious matter, and may result in disciplinary action. Information about the recovery of debt is set out in the College's Battels policy (see [section 8.4](#) below). General information about fees and periods of fee liability is available from the University website.

Fixed Room Charges

There is a fixed annual room charge which covers 48 weeks of residence, and which is paid termly in advance for all students entitled to live in College accommodation. All fixed charges are non-refundable in the case of early departure from College.

Fixed Meal Charges

Meal plan charges for dinners and breakfasts are payable termly in advance. Please refer to [section 3.5](#) above for further details about meal arrangements in College.

Visiting Students

Visiting Students who have also been admitted as Recognized Students by the University and are liable to full fees, and exchange students (e.g., Yale exchange) are eligible to receive free lunches in College, while the Kitchen is open, and may also choose to sign up for the dinner and/or breakfast meal plans, or to take meals in College on a pay-as-you-go basis. Junior Visiting Scholars are not currently eligible to receive free lunches, but may choose to sign up for a lunch, dinner, or breakfast meal plan or take meals in College on a pay-as-you-go basis.

Guest Room Charges

For further details see [section 3.10](#), or consult the [Bursary](#) or the [Finance Department](#).

Room Booking Charges

Lecture rooms and public rooms are let at no charge for meetings of academic and academic-related societies with which a current member of College is involved (e.g., as secretary). Other societies with which a current member of College is involved may use these rooms for a charge. A member of College should be present at all meetings held in College rooms. Nuffield students who wish to book a lecture room or public room should contact the [Bursary](#), copying their message to the [Senior Tutor](#), and should provide details of the planned event and the likely number of attendees, and a note about how the event relates to their studies. All events hosted by the College are subject to the College's [Code of Practice on Meetings and Events](#).

4.4 Battels

A Battels account is a form of credit and is subject to strict adherence to the College Battels policy, a copy of which is set out in full in [section 8.4](#) below. Any charges which are not payable in advance will usually be collected through your Battels account.

Battels are normally due for payment in arrears, and individual invoices are sent out on the 15th of October, January, April, and July. Membership of the College obliges everyone to pay their Battels promptly, i.e., by the due date. Members of College who expect to be away from Oxford on the due date should contact the Finance Department to make suitable arrangements to make the payment. If you know in advance that you will not be able to settle a bill in full within the normal timeframe, please contact the Senior Tutor, the Bursar, or the College Accountant, so that alternative schedules of payment can be explored (alternative schedules of payment will normally only be agreed where exceptional circumstances apply). If payment is not received, the Finance Department will issue a first reminder two weeks after the due date, and a late payment charge may be applied to your account. If the invoice remains unpaid four weeks after the due date, a final reminder will be issued, and debt recovery arrangements may begin, in line with the steps set out in the College's Battels policy.

4.5 Travel and Research Grants

In addition to the allowances described in [section 4.1](#) above, the College currently administers a Travel Grants scheme to assist research travel. An application form is available on the Nuffield intranet. The travel grants will be allocated as part of four gathered fields each year, taking account of the balance of available funds and in accordance with the following rules:

- The scheme is open to all students enrolled for a graduate degree at Nuffield; students may make up to one application to the scheme per year.
- Students will normally be expected to meet research and travel costs from their College research allowance in the first instance; when applying for an individual grant, they will be expected to demonstrate why the relevant costs cannot be met from their Research Allowance, describing future anticipated commitments as appropriate.
- Applicants will also be expected to apply for funding from other sources (e.g., from their department).
- Applications from PGT or PGR students will be accepted, but in every case grants will only be made in respect of activities which are directly related to the student's research.

- Applications must be supported by the student's supervisor.
- Retrospective applications will not be considered.

The scheme will be administered in accordance with the following rules:

- The annual budget will be divided between four gathered fields, and it will not be possible to consider applications outside of these gathered fields. The deadlines for the academic year 2018/19 are:
 - **29 October 2018**
 - **4 February 2019**
 - **13 May 2019**
 - **1 July 2019**
- Forms should be returned to the College's Academic Office in the first instance (academic.admin@nuffield.ox.ac.uk).
- Any unspent funds will be carried forward from one gathered field to the next, but uncommitted funds will not carry forward from year to year.
- The minimum requested amount will be £100; students requiring assistance with amounts <£100 are encouraged to utilise their research allowance.
- The Senior Tutor will have authority to approve grants with a value of less than £500. Grants of more than £500 must be counter-signed by the Bursar or College Accountant.
- At its second meeting of each term, the College's Strategy and Resources Committee will receive a report on grants approved during the academic year to date.

Please note that funds are limited; the College is very keen to give priority to requests to support attendance at a conference when the student is presenting a paper; students who have not previously applied for and received a travel grant may also be given priority.

The College retains the right to change the procedures for the scheme or withdraw it entirely, at its discretion.

4.6 Funding for Fieldwork and Experiments

The College is able to provide assistance with funding for reasonable costs associated with fieldwork and experiments related to your course. Applications for fieldwork and experiments funding are considered in four gathered fields each year (at the same time as the travel grants and using the same application form), on the basis of the following criteria:

- The scheme is open to all students enrolled for a graduate degree at Nuffield; students will be allowed to make up to one application to the scheme per year.
- Students will normally be expected to meet the costs associated with fieldwork and experiments from their College research allowance in the first instance; when applying for an individual grant, they will be expected to demonstrate why the relevant costs cannot be met from their Research Allowance, describing future anticipated commitments as appropriate.
- Applicants will also be expected to apply for funding from other sources (e.g., from their department).
- Applications from PGT or PGR students will be accepted, but in every case grants will only be made in respect of activities which are directly related to the student's research.
- Applications must be supported by the student's supervisor.
- Retrospective applications will not be considered.

Nuffield students intending to apply for funding to support experiments at CESS would be expected to follow the standard CESS procedures (including the presentation of their proposed research design to the CESS Colloquium and the relevant procedure for ethics approval, where appropriate). Their applications would be assessed by a panel consisting of the Director of CESS, one of the Centre's postdoctoral researchers, and the Senior Tutor. For further information about CESS experiments please contact the Senior Tutor or your College Supervisor in the first instance.

The College retains the right to change the procedures for the scheme or withdraw it entirely, at its discretion.

4.7 Overseas Travel Risk Assessment and Travel Insurance

The College is generally supportive of students whose research requires fieldwork and travel. However, certain locations may present genuine personal danger to travellers. All students are obliged to consider the risks involved in undertaking research-related travel and fieldwork in potentially dangerous regions or situations. Proposed travel to any country or region listed on the Foreign and Commonwealth Office Travel Advice service (www.fco.gov.uk) must be cleared with your Department and University Supervisor.

The University operates a Travel Insurance scheme which will provide cover to students travelling on research-related business. Students undertaking fieldwork abroad or travelling abroad for research purposes are entitled to participate in this scheme, but must provide a risk assessment as requested. Students should therefore contact their

department for further information, or consult the relevant pages of the University website. A copy of any risk assessments and confirmation that the proposed travel has been approved by the University Safety Office should be sent to the Senior Tutor, alongside the application or before travel begins.

4.8 Hardship

Students admitted to courses of study within the University are expected to have secured funding – or to have made arrangements to secure funding – which will support them throughout the entire course of their studies. Students who encounter unforeseen and unforeseeable circumstances of hardship should consider applying to both the College and the University for hardship grants. An application form for the College Hardship scheme is available from the [Senior Tutor](#). Further details about the University scheme are available online. You are encouraged to discuss the details with the Senior Tutor before submitting an application.

4.9 Sports Fund

The College will consider applications for funds to contribute to the cost of student participation in a sports team representing the University (priority may be given to blues sports participants). Eligible costs include subscription fees, assistance with the cost of participation in official team training camps, transport to races/competitions within the UK, and race entry fees. The College would not normally provide funding for the purchase of personal sporting equipment or kit. Applications should be made to the [Senior Tutor](#) in the first instance and should include confirmation of the applicant's participation in the team and of the relevant costs (usually in the form of a letter/email from the applicant's club captain or equivalent).

5.

HEALTH AND WELFARE

5.1 The College Doctor

The College GP is the 19 Beaumont Street Surgery (OX1 2NA; 01865 240501). All students are strongly encouraged to register with the College GP at the beginning of Michaelmas Term, preferably through the online registration system. You can also register at any time by contacting the Surgery. At the end of your studies, you must contact the Surgery to cancel your registration.

If you fall ill please ensure that a fellow student or the Senior Tutor is informed. The College can provide meals in the room if you are confined to bed.

5.2 National Health Service

Students from the UK, the European Economic Area (EEA), and any country with reciprocal health arrangements are currently eligible for free treatment under the National Health Service (NHS).

International students who will be resident in the UK for less than six months may be required to pay for treatment received under the NHS and are required to take out insurance cover against this risk.

International students who are studying full time for more than 6 months and who applied for a visa before 6 April 2015 are entitled to free NHS treatment. Those who paid the Immigration Health Surcharge (IHS) as part of a visa application on or after 6 April 2015 are also allowed access to the NHS free of charge.

Please note that some forms of treatment (for example out-patient treatment in Accident and Emergency Departments, treatment for most infectious diseases) are free for all overseas visitors whatever their length of stay in this country. However, it is understood that although students resident in the UK for a period of study of 6 months or more are entitled to NHS treatment, where there is a pre-existing condition

which may require hospital care, this may not always be covered, and it is suggested, therefore, that private health insurance would be needed in those cases.

Students in the UK for more than 6 months are currently eligible to apply for a European Health Insurance Card (EHIC). Details about benefits and how to apply can be found on the EHIC website. Non-EU nationals will have to file a paper rather than online application and may need to provide a copy of their visa.

The NHS Choices website contains a tool which allows patients to check symptoms and get advice on what to do next. Alternatively, for non-urgent medical advice you can call 111.

5.3 Dentists

Dental treatment on the NHS can be difficult to arrange. Private treatment can be arranged as an alternative, but is expensive. Studental is a dental practice based at Oxford Brookes University which takes NHS patients. It is primarily for Oxford Brookes students and staff but they can also take patients from Oxford colleges. Oasis Dental Care, on Beaumont Street sometimes accepts students for NHS appointments.

5.4 Medical Supplies, Accidents and First Aid

It is recommended that new students either purchase on arrival or bring with them some basic medical supplies, including, for example, plasters and paracetamol. Supplies of condoms and sanitary items are available from the laundry in A staircase, as well as in Walton Street and 5 George Street Mews.

All accidents must be reported direct to the Bursary for recording in the Accident Book, which is kept in the Lodge. Serious accidents should also be notified to the Bursar.

There are a number of first-aiders in College:

Clive Gable, Tony Harling, David Rhodes, Sydney Richardson
(Lodge, 01865 278500)

Beata Dubis, Iwona Pietruszewska (Housekeeping, 01865 278973)

Natalia Madzio, Amie Phillips (Buttery, 01865 278531)

Robert Madzio (Kitchen, 01865 278531)

Karen Richardson (IT, 01865 278574)

College first-aid kits are located in the Lodge, the Workshop, the College and student kitchens, the SCR Pantry, the Library, the Wash Up Area, 42 Park End Street (inside the gym), Walton Street kitchen, 3 George Street Mews (2nd Floor Kitchen), 5 George Street Mews (1st and 2nd Floor Kitchens), the Housekeeper's Office and the IT Department. A defibrillator is located in the Lodge.

In the event of a serious accident, if the patient can be moved, he or she should be sent by ambulance or private car to the Accident and Emergency Department at the John Radcliffe Hospital. In cases of ear, nose, throat or eye accidents, the patient should be taken to the ENT Unit or the Oxford Eye Hospital at the John Radcliffe Hospital. The accident departments should be warned that the patient is coming.

The relevant contact details are as follows:

Accident and Emergency Department, John Radcliffe Hospital, 01865 741166

ENT Department, John Radcliffe Hospital: 01865 231405

Oxford Eye Hospital, John Radcliffe Hospital: 01865 234800 (emergencies only)

Further information about health issues and helplines can be found on the University website and the OUSU website.

5.5 Disability

The College and University are committed to making all reasonable adjustments to enable students with disabilities to participate fully in student life. The Senior Tutor or the College's Disability Coordinator ([Sarah Milne Das](#)) should be contacted as soon as possible if a student has any special requirements or wishes to discuss what facilities might be available, particularly in respect of study support and examination arrangements.

Further details about support for students with disabilities can be found on the University Disability Advisory Service website. The College strongly encourages any student with a disability or long-term medical condition to contact the University Disability Advisory as soon as they arrive in Oxford to discuss the facilities that might be offered in order to assist them in their studies. Funds may be available to help towards the cost of providing study support. Information about the disabled students allowance can be found on the DirectGov website.

The collegiate University operates a Common Framework for Supporting Disabled Students which can be viewed on the University website.

The College's Disability Lead is the Senior Tutor (senior.tutor@nuffield.ox.ac.uk). The University's disability advisor for Nuffield College is Georgina Heywood (georgina.heywood@admin.ox.ac.uk). Students are encouraged to make contact with either the Senior Tutor or the disability advisor to discuss their needs.

5.6 Equal Opportunities

The College welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College's objectives that can be made by individuals from a wide range of backgrounds and experiences. In relation to students, the College seeks to provide education of excellent quality at postgraduate level for high-achieving students, whatever their background. In pursuit of this aim, the College is committed to ensuring that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to teaching and assessment, to welfare and support services, and to staff development and training.

A copy of the College's Equality Statement is available online, along with a copy of the most recent Equality Reports. The College's Equality and Diversity Fellow, Professor David Kirk, takes a lead in the College for promoting equality and diversity.

5.7 Counselling and Welfare Support

The College Counsellor provides confidential counselling, support and advice to all students and staff at Nuffield College. The Counsellor is available for appointments normally one day each week. The University Counselling Service offers free and confidential advice to students, and runs a series of regular workshops designed to provide practical advice and skills on, for example, examination stress, insomnia, and generalised anxiety.

If you are experiencing difficulties of any kind that are disturbing your ability to study or undertake research, please do get in touch with the [College Counsellor](#) or the University Counselling Service, or consider seeking help from someone else within the collegiate University. The Senior Tutor is also available for general welfare advice and support. There are plenty of people within and outside the College available to provide support and advice, including the JCR's Welfare representatives. You will almost certainly find that it helps to talk about your situation, and you can be assured that whatever matters you discuss will be treated in line with the University's [Guidance on Confidentiality in Student Health and Welfare](#). The College's guidelines on confidentiality can be found in [section 8.6](#) below.

5.8 Harassment and Bullying

Nuffield is committed to protecting all members of the College from any form of harassment that might inhibit them from pursuing their work or studies or making proper use of College facilities, and the College will act positively to investigate alleged harassment, and to affect a remedy or take disciplinary action when an allegation is determined to be valid. If you believe that you or someone else is the victim of harassment or bullying, you should refer to the College's Policy and procedure on harassment (also set out in [section 8.1](#) below). The current Harassment Advisor in College is Professor Ben Ansell.

5.9 Student Parental Leave

The College is committed to supporting pregnant students and students on maternity or paternity leave, and to ensuring that they are not disadvantaged as a result of their circumstances. A student on maternity or paternity leave remains a member of College and retains his or her terms and conditions of membership relating to office space, library access and the domestic arrangements of the College (including meals). Any student who becomes pregnant, or whose partner becomes pregnant, may apply to the College through the Senior Tutor for adjustments to be made to the Student Support Package to take account of their circumstances in flexible ways.

Nuffield College will, as a general rule, align its studentship arrangements with those agreed with the student's University Department and external funding bodies. Further information about the College's parental leave scheme is available below, in [Appendix E](#). Information about the University's provision for student parents can be found on the University [website](#).

5.10 Health and Safety

Under the provision of the *Health and Safety at Work Act 1974*, the College is required to ensure the safety of employees, members of the College and the general public, when on College premises.

It is the policy of the College to secure the health, safety and welfare of all persons in College. Accidents, or any other matter relating to safety, should be reported either: by employees to their Head of Department, who will then pass the information to the Bursar; by members of the College direct to the Bursar; or, failing that, to the Warden. Your attention is drawn to the following College procedures:

Fire Safety

Fire drills are normally held twice a year, in Michaelmas Term and in Trinity Term.

All members of the College are urged to take proper fire precautions at all times. Naked lights (including candles, which will be removed by cleaners) must not be used in rooms, nor should combustible material be placed near electrical installations. Where practicable, all power sockets should be disconnected from the electrical socket when not in use, and sockets should not be overloaded. Doors must not be propped open with fire extinguishers. Fire extinguishers should not be removed unless required for a fire. Any misuse will result in disciplinary action.

Make sure you know the escape route from your place of work or staircase, and where the nearest fire alarm point and fire extinguishers are. In particular, you should note the “crossover” routes at the top of some staircases namely:

“H” and “I” – across the top of the main arch.

“L” corridor and 1st Floor Library – from/into Periodicals Room.

If you discover a fire, immediately operate the nearest fire alarm call point. The University Security Services will automatically call the fire brigade when the call point is activated.

On hearing the fire alarm, do not ignore it. Leave the building immediately by the nearest available exit and go straight to the assembly point, which is the Fountain in the Upper Quad. Use stairs rather than a lift. The person in charge of the assembly point (normally the Site Manager) will take charge of any evacuation and ensure that no one is left in the area.

Where practicable to do so, you should close but not lock all windows and doors and turn off all electrical equipment, including computers. You should not stop to collect personal belongings, and should not re-enter the building unless you have been told by the relevant authority that it is safe to return.

To enable a record to be kept of who is in the building overnight all resident students who are away for the night are asked to inform the Lodge.

Electrical Equipment

Normal safety precautions are to be taken in the handling of electrical equipment. Adjustments or repairs to electrical equipment should only be carried out by authorised persons, and in every case, only after the power supply has been disconnected. Only one appliance should be used on each socket, and trailing leads should be avoided. Travel/adaptor plugs must be checked by Maintenance before use, and portable radiant electric fires and electric blankets must not be used in rooms.

Library

The Library (Tower and basement extension between I and L staircases) presents particular fire hazards. The fire doors onto the staircases should be kept closed at all times. The Library has its own alarm system with a bell on each floor and a fire alarm beside the staircase doors. In the event of fire, do not use the lift. You should familiarize yourself with the location of the principal fire exit on the ground floor of the Library Tower and with the secondary fire exits on floors 1 and 2. In the case of the extension, you should note the alternative fire exit onto I Staircase.

5.11 Fitness to Study Guidelines

Nuffield College is committed to providing a supportive and inclusive environment within which all students can realize their academic potential and successfully complete their courses of study. The College's policies and procedures in respect to Fitness to Study matters are set out in the Fitness to Study Guidelines (see [section 8.5](#) below). These should be read in conjunction with the College's Guidelines on Confidentiality in Student Health and Welfare (see [section 8.6](#) below).

5.12 Confidentiality in Student Health and Welfare

Nuffield College has adopted a series of Guidelines on Confidentiality in Student Health and Welfare (reproduced in [section 8.6](#) below) based on and in line with the University's Guidelines on Confidentiality in Student Health and Welfare. The College aims to foster a culture within which students and other members of College feel able to raise personal and private matters as a means of seeking support or advice, and can be reassured that their discussions will be treated with the appropriate levels of confidentiality.

5.13 College Statement on Staff-Student Relationships

Nuffield College subscribes to the principles and procedures set out in the University's Policy on Staff-Student Relationships, and encourages all students and staff to familiarize themselves with the terms of the Policy and its requirements. The College's statement on Staff-Student Relationships is given in [section 8.7](#) below.

5.14 Smoking Policy

The College is concerned to ensure that every member of College is able to live and work in a smoke-free environment. Smoking in any form, including vaping, is not permitted in any room in College. Smoking is not permitted in any outdoor area of College other than the designated smoking area by the main rear gate to George Street Mews. The discarding of cigarette butts other than in the bins provided is regarded as unacceptable.

The Dean is responsible for administering and monitoring the policy. Implementation of the policy will, as far as possible, use informal processes, but members of College should be aware that grievance or disciplinary procedures will be used if necessary.

5.15 Drug Use

If you are experiencing problems with drug use, you are advised to seek help from one or more of the following sources:

- Your GP.
- The Drugs Clinic at the Littlemore Hospital (The Ley Clinic, 01865 741717).
- The University Counselling Service.
- Nightline (01865 270270).
- The Samaritans (028165 722122).
- The OUSU Vice-President for Welfare & Equal Opportunities (vpweo@ousu.ox.ac.uk).

The College will not tolerate drug use, production or dealing on any of its premises.

6.

LIBRARY AND IT MATTERS

6.1 Nuffield College Library

The College Library is situated in the Tower, with the main entrance opposite the Lodge. The Library is staffed from 9.30am to 5.30pm on weekdays (except during the Christmas and Easter staff holidays). From 1.30pm to 5.30pm, it is also open to external readers (graduate students and academics from the wider University). Members of Nuffield have 24-hour access to the Library using their College key fob. There is also a Library Extension in the basement of L staircase, containing government and official publications, plus older periodicals: Nuffield members have 24-hour access to this Extension, again using their College key fob to gain entry.

For new students, library registration will take place on the student induction day, when you will be given further information about borrowing facilities and research support services. There will subsequently be a Library induction session, incorporating a comprehensive Library tour.

The Library can be found on Facebook, Twitter, and Instagram, sharing information about new resources, library services, academic news, and promoting the academic output of Nuffield members:

Facebook <https://www.facebook.com/NuffieldCollegeLibrary>

Twitter <https://www.twitter.com/NuffieldLibrary>

Instagram <https://www.instagram.com/nuffieldlibrary>

Please do keep us up to date with your research, and let us know if you have a publication or event you'd like us to promote. For further information, please visit the Library section of the College website, or send us an [email](#).

6.2 Information Technology

The College's Information Technology Department provides a range of computing facilities for all members of Nuffield. The facilities are based around a Local Area Network, which is connected via the University network to the Internet. Wireless networks are also provided, (particularly Nuffield-WLAN, Eduroam and The Cloud /Sky WiFi).

The IT Department provides a range of services. These include Remote Desktop Services (Compute and Application servers), central file store, Secure File sharing, VPN, network printing and Web page hosting. All students have an account on the network, through which they can access these services.

Email is provided for students via the University's central 'Nexus' system.

Students' own computers can be connected to the College network, provided they meet the IT Department's security criteria. More information can be found on the relevant sections of the Nuffield IT Department web pages.

The College's academic software is predominantly provided via a Windows Remote Desktop service. Applications are run on a server but appear as though they are running on a local PC. The software available includes a wide range of social science applications, as well as more generic software such as Microsoft Office. For further information about the software available, please visit the IT Department's web pages. Students are able to use the Remote Desktop Services from their own computer.

New students are expected to provide their own computer. Details on how to connect to all Nuffield computing facilities, and other IT matters, can be found in the IT Department's welcome letter, provided at the registration session. The College has a collection of notebook computers that can be borrowed temporarily for use while away from Nuffield, or in the event of the failure of a member's personal device. These vary in specification and are limited in number.

The College's networked printers can be found in various locations: see the aforementioned IT department web pages for information. These printers can be used by any computer connected to the Nuffield Network. Printing is electronically logged. There is a rate of 1p per page for black and white and 5p per page for colour printed copies.

All users of College computing facilities, including network connections, are bound by the University rules on computer use and security.¹

1. <http://www.it.ox.ac.uk/policies-and-guidelines>

All students must read and familiarize themselves with the regulations on the use of the College's IT network and facilities, which can be found in IT Rules and Regulations on the College website.² Students must also familiarize themselves with the College's Policy on Information Security³ and Nuffield's Information Security User Guidelines⁴ which are available from the Information Security section of the College intranet.⁵

2. <https://www.nuffield.ox.ac.uk/Resources/IT/Pages/IT-Rules-and-Regulations.aspx>

3. <https://intranet.nuff.ox.ac.uk/Resources/IT/Documents/Information%20Security%20Policy.pdf>

4. <https://intranet.nuff.ox.ac.uk/Resources/IT/Documents/Information%20Security%20User%20Guidelines.pdf>

5. <https://intranet.nuff.ox.ac.uk/Resources/IT/Documents/Information%20Security%20Policy.pdf>

7.

COMMUNICATIONS AND PUBLICITY

College communications and publicity are managed by the Alumni Relations and Communications Manager, who is responsible for managing and providing advice about Nuffield's communications, marketing and public engagement activities. This is partly in support of one of the College's founding aims, to enhance co-operation between academic and non-academic persons in the study of social problems, and also to help ensure that the College's activities and achievements are disseminated in a professional way.

7.1 Website and Social Media

The College maintains an active website and various social media channels in support of its promotional and communications activities. The content we post or share is usually about research achievements, student life, alumni news, publications and events.

The references for these are:

- Website www.nuffield.ox.ac.uk
- Facebook <https://www.facebook.com/OxfordNuffieldCollege/>
- Twitter <https://twitter.com/NuffieldCollege>

Students are encouraged to bookmark these pages, refer to them regularly, and provide any feedback or content updates to the [Communications Manager](#).

We also jointly run with the Nuffield College JCR a Facebook page (<https://www.facebook.com/NuffieldJCR/>) directed at students, to give more informal updates and information about College social events and student achievements. Anyone can publish posts to this page, and we encourage students to use it to share information with each other and demonstrate their support for Nuffield, for example by cheering a College sporting team. Please be aware, though, that this page is public, and we reserve the right to delete inappropriate comments or content.

7.2 Photography and Film

Nuffield College is a small and friendly place, and we strive to provide an atmosphere of inclusiveness and equality among students, staff and Fellows. Part of this can be seen through our new website, which provides photographs of all members of the College, as well as images to show various aspects of College life – seminars, casual moments, events, etc.

When you first arrive in College, we will invite you to attend a photography session, so we can get a professional quality image of you for your profile page on the College website. We also strongly encourage all students to write a short biography about your research interests, achievements and ambitions, which is a great way to start developing your professional profile.

We may also film or take photos at different events over the course of the year to contribute to the College record, some of which we may select to publish on our website or social media channels.

You will be asked to sign a film and photography consent form to allow us to use these videos or images for Nuffield College communications, knowledge exchange and promotional purposes. You have the right to request images to be removed from the website at any time, even if you have previously given consent.

If you have any questions or suggestions about the College's Communications activities, please email comms@nuffield.ox.ac.uk.

7.3 Media and Publicity

We love to share the insights and achievements of our students, and welcome your engagement with the wider public, whether through writing articles, comments to the press, social media announcements or other publicity initiatives.

Please keep us informed of your activities and achievements, so that we can promote them when appropriate, and come to us for advice if you have any questions about how to engage with the media.

We kindly ask you to remember to maintain high standards of professional conduct, and be aware of the reputation you have a responsibility to uphold, especially in any references to Nuffield College or academic activity.

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8. COLLEGE POLICIES AND PROCEDURES

8.1 Nuffield College Policy and Procedure on Harassment

Introduction

1. Nuffield College does not tolerate any form of harassment or victimisation and expects all members of its community to treat each other with respect, courtesy and consideration. A definition of harassment can be found in section 2 below, and a description of behaviours associated with harassment is set out in section 3.
2. Any member of the College who believes that they have been subjected to harassment or bullying by another member of the College, or against whom an allegation of harassment has been made, is strongly encouraged to seek advice and support at the earliest possible opportunity, and, in the case of potentially criminal behavior, to report the matter to the Police if appropriate. The College takes harassment incidents very seriously and will make every reasonable effort to acknowledge promptly reports of harassment and respond in accordance with the procedures described in this document. Any member of the College may contact one of the College's Harassment Advisors (see section 1 below), whose role is to listen non-judgmentally to individuals' concerns and to help them to interpret and implement the processes set out in this Policy. Students may also contact the Senior Tutor, and staff may contact the Bursar. Additional support is available from the College Counsellor, Tamina Oliver/Nicola Psaila, and – in the case of students – from the University's Director of Student Welfare and Support Services' office.
3. Any member of the College who has concerns about harassment, but does not necessarily wish to consider pursuing the matter formally is strongly advised to discuss informally their concerns with a Harassment Advisor (College or University).

4. A full list of sources of support and advice available to members of the College is provided at Annex C.
5. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.
6. The aims of the College as reflected in this Policy are to:
 - a. Promote a positive environment in which people are treated fairly and with respect.
 - b. Make it clear that harassment is unacceptable and that all members of the College have a role to play in creating an environment free from harassment.
 - c. Provide a framework of support for staff and students who feel they have been subject to harassment.
 - d. Provide a mechanism by which complaints can, wherever possible, be addressed in a timely way.
7. Members of the College who occupy positions of authority, such as College officers and heads of department, have formal responsibilities under this Policy and are expected to familiarize themselves with this document on appointment. All managers within College have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas of work for which they are responsible, and that if they do occur any concerns are investigated promptly and effectively.
8. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the College community therefore have a personal responsibility for committing to and complying with this Policy and Procedure and must do so by:
 - Treating others with dignity and respect.
 - Discouraging any form of harassment by making it clear that such behaviour is unacceptable.
 - Supporting any member of the College who feels they have been subject to harassment, including supporting them in making a formal complaint if appropriate.

9. Section 1 below describes the role of the College's Harassment Advisors, and Sections 2 and 3 provide a definition of harassment and a description of associated behaviours. Section 4 outlines the application of the policy.
10. There are four annexes: Annex A sets out the Procedure for dealing with complaints of harassment against College staff and explains when this Procedure is applicable; Annex B sets out the Procedure for dealing with complaints of harassment against student members of the College and explains when this Procedure is applicable; Annex C sets out sources of support available to members of the College who believe that they have been subjected to harassment or bullying; and Annex D provides guidance for staff on handling cases of sexual assault or sexual violence.
11. This Policy and Procedure, which is based on the University's Policy and Procedure on Harassment, will be subject to regular review.

Section 1: College Harassment Advisors

12. The Warden, in consultation with the Equality and Diversity Fellow and other College Officers as appropriate, shall appoint at least two College Harassment Advisors, including one man and one woman.⁶ The College's aim, subject to the availability of suitably trained individuals, is to appoint up to six Harassment Advisors in total, two students, two Fellows, and two staff (one male and one female in each case).
13. The current Harassment Advisor within College is Professor Ben Ansell. The College will be appointing additional Harassment Advisors in due course.
14. Any member of the College may approach a College Harassment Advisor for support or advice. The role of the Harassment Advisor is to listen non-judgmentally to individuals' concerns and to provide them with support by:
 - Listening to staff and students who believe they are being harassed, to clarify the options open to them and to assist them in resolving the matter informally where possible; and providing similar support to those accused of harassment.
 - Guiding them through the College (and, where applicable, University's) Harassment Policy and relevant procedures, formal and informal.
 - Where requested, supporting them through a resolution process, whether formal or informal.
 - Dealing with all cases with the utmost confidentiality (except where there is an unacceptable risk to a student, a member of staff or to the institution, as set out in the College's Guidelines on Confidentiality in Student Health and Welfare).
 - Referring them to another advisor where necessary or to other agencies or support systems as appropriate.

Harassment advisors cannot:

- Make statements to the effect that particular behaviour definitely constitutes harassment that will lead to disciplinary action or to the effect that a particular behaviour is not harassment.
- Approach the alleged harasser in an attempt to mediate or resolve the matter.
- Act as a representative or advocate.
- Act as a party to any formal stage of the complaint process, except in the role of providing support.

6. Although the designation 'man-woman' and the pronouns 'she-he' are used in this document, the College acknowledges that some people do not identify with binary genders and prefer to use other pronouns.

15. Harassment Advisors appointed by the College must undertake relevant training on appointment and thereafter as appropriate, as provided by the University's Equality and Diversity Unit.
16. Further information about sources of support and advice available to individuals who believe that they have been the subject of harassment is set out in Annex C below.

Section 2: Definitions

17. The definitions of Harassment set out below are the same as those used by the University in its Policy and Procedures on Harassment.
18. A person subjects another to harassment where s/he engages in unwanted and unwarranted conduct which has the purpose or effect of:
 - violating another person's dignity; or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

19. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
20. Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
21. The College seeks to protect any member of its community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because s/he has, in good faith:
 - made an allegation of harassment; or
 - indicated an intention to make such an allegation; or
 - assisted or supported another person in bringing forward such an allegation; or
 - participated in an investigation of a complaint; or
 - participated in any disciplinary hearing arising from an investigation; or

- taken any other steps in connection with this Policy and Procedure; or
- is suspected of having done so.

Section 3: Behaviours

22. Harassment may involve repeated or one-off forms of unwanted and unwarranted behaviour.
23. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
24. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.
25. Harassment can take a variety of forms:
- Through individual behavior:
 - face to face, either verbally or physically;
 - through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the College or the University's Regulations Relating to the use of Information Technology Facilities.⁷
 - directly to the person concerned, or to a third party.
 - Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.
26. Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:
- unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
 - i. inappropriate body language
 - ii. sexually explicit remarks or innuendoes
 - iii. unwanted sexual advances and touching

7. See <http://intranet.nuff.ox.ac.uk/Resources/IT/Pages/Rules.aspx> and www.admin.ox.ac.uk/statutes/regulations/196-052.shtml.

- offensive comments or body language, including insults, jokes or gestures and malicious rumours;
 - open hostility, verbal or physical threats;
 - insulting, abusive, embarrassing or patronising behaviour or comments, humiliating, intimidating, and/or demeaning criticism;
 - persistently shouting at, insulting, threatening, disparaging or intimidating an individual;
 - constantly criticising an individual without providing constructive support to address any performance concerns;
 - persistently overloading an individual with work that s/he cannot reasonably be expected to complete;
 - posting offensive comments on electronic media, including using mobile communication devices;
 - threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission;
 - deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history;
 - isolation from normal work or study place, conversations, or social events;
 - publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.
27. Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:
- following a person;
 - contacting, or attempting to contact, a person by any means;
 - publishing any statement or other material:
 - relating or purporting to relate to a person, or
 - purporting to originate from a person;
 - monitoring the use by a person of the internet, email or any other form of electronic communication;
 - loitering in any place (whether public or private);
 - interfering with any property in the possession of a person;
 - watching or spying on a person including through the use of CCTV or electronic surveillance.

Section 4: Application of the Policy

28. Harassment is a serious offence. Any member of the College community who feels s/he has been subject to harassment can make a complaint via the appropriate Procedure: see Annex A below for the Procedure in relation to complaints about staff, and Annex B for the Procedure in relation to complaints about students.
29. When a criminal offence may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. In these cases, students can seek advice from the Senior Tutor and are also encouraged to consult the College Counsellor and/or the University's Director of Student Welfare and Support Services' office, and can approach the Police directly. Members of staff within College can seek informal advice from the Bursar, and/or can also approach the Police directly. Staff or students in any doubt about how to proceed are encouraged to consult one of the College's Harassment Advisors.
30. Further guidance on dealing with cases of sexual assault or sexual violence has been produced by the University and is set out in Annex D below.
31. Incidents of harassment that occur within the University environment – or which concern members or employees of the University who are not members of the College – will normally be dealt with under the University's Policy and Procedures on Harassment.
32. Any member of the University community (including members of the College) who believes that s/he has been subjected to harassment (or against whom an allegation of harassment has been made) can contact the University Harassment Advisory Service, or a College or departmental harassment advisor, for support and advice, and/or can seek advice from the Senior Tutor (in the case of students) or the Bursar (in the case of staff) or the College Counsellor. A list of sources of help and advice can be found in Annex C, and are available online.
33. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

34. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain strict confidentiality throughout the process. Those involved in advising complainants should seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others. Please refer to the College's Policy on Confidentiality in Student Health and Welfare for further details.
35. In dealing with harassment cases every effort will be made to ensure that there is no conflict of interest (for example, through a close working relationship) affecting the persons involved in investigating and resolving the complaint (including the Bursar, Senior Tutor, College harassment advisors and any mediators/conciliators). Where a conflict of interest occurs, or in case of a complaint being made against one of the responsible persons tasked with resolving the complaint (including the Bursar or Senior Tutor), an alternative lead or mediator will be appointed by the Warden (or by the Senior Fellow, in case of a complaint against the Warden). In all cases of harassment every effort will be made to maintain the impartiality of the responsible persons tasked with investigating and/or resolving the complaint.

Annex A: Complaints of Harassment Against College Staff – the Staff Procedure

1. The Procedure below applies in all cases where the person who is the subject of the complaint is a member of College staff (i.e. is an employee of the College), both academic and non-academic. The Bursar will have oversight of all cases, and will take the lead as appropriate in liaising with other parts of the collegiate University.⁸
2. Any complaints against staff who hold a University post (but who are not employed by the College) will normally be dealt with under the relevant sections of the University Policy and Procedure.
3. Where the complainant is a student, support during this process may be sought from the Senior Tutor, and students are also encouraged to contact the College's College Counsellor. The Senior Tutor may seek confidential advice from the University's Director of Student Welfare and Support Services' office throughout the process (and will do so without disclosing or compromising the student's identity, unless his or her consent to do so has been obtained). Students themselves can also choose to contact that University's Director of Student Welfare and Support Services' office directly; contact details are available on the University's website.

Initial action

4. The Procedure below assumes that the individual has not first been able to resolve the issue through an informal approach. If the complainant wishes to seek an informal resolution, s/he should approach in the first instance the Senior Tutor (if s/he is a student) or the Bursar (if s/he is a member of staff), to ask for help in achieving a resolution of the problem.
5. At no time should a student or staff member feel obliged to approach an alleged harasser, and it is important to note that informal action may not be appropriate in serious cases, or in cases where an individual wishes to make a formal complaint of harassment straightaway (see below for details of the formal complaints process).

Mediation or conciliation

6. In some situations, it may be appropriate to ask the parties to consider entering into a mediation or conciliation process. Although mediation or conciliation may be attempted at any time before or after a formal investigation (see below), it may be particularly helpful if it is considered at an early stage before the formal procedure is invoked.

8. For example, in the case of joint appointments (e.g., academic staff employed both by the College and a University department) co-ordination with the University may be sought as appropriate.

7. In the case of a complaint involving two members of staff, an experienced mediator or conciliator acceptable to both parties will normally be nominated by the Bursar. In the case of a complaint involving a member of staff and a student, the Bursar will consult the Senior Tutor concerning the appointment of a mediator or conciliator, and may also consult the University's Director of Student Welfare and Support Services (who may also be consulted by the Senior Tutor). The person appointed will normally meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing.
8. All those involved in the mediation or conciliation process must maintain strict confidentiality.

Complaints procedure

9. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint to the Bursar. If any of the parties considers that the Bursar has a conflict of interest in the complaint, or if the Bursar is the subject of the complaint, the complaint may be referred to another member of the College's Governing Body (who has no previous involvement with the case), who will be appointed by the Warden. Complainants may seek advice about the process from the College's Harassment Advisors, and/or from the University's Harassment Line. Student complainants may also seek support from the Senior Tutor (who may be able to liaise with the Bursar on their behalf) and/or from the University's Director of Student Welfare and Support Services.

Submission of the complaint

10. In submitting the complaint, the complainant should set out as clearly and succinctly as possible:
- a. the nature of the behaviour that s/he is concerned about;
 - b. the effect of this behaviour on her/him; and
 - c. the resolution s/he is seeking.

The complaint submitted should also include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any and where appropriate, have been made to resolve the difficulties and the outcome s/he is seeking.

11. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the complaint within a period of no more than six weeks. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the College (and where appropriate, University) in achieving that result.
12. Both parties to the complaint have the right to be accompanied and supported by a trade union representative⁹ or by a colleague of his or her choice from within the College at any meeting held under this procedure. If the complaint involves a student s/he may be accompanied by another student member, a member of College, or a member of staff from OUSU's Student Advice Service. These people must maintain strict confidentiality throughout the process, in line with the College's Guidelines on Confidentiality in Student Health and Welfare.
13. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Bursar (or other member of the Governing Body appointed in his/her place) considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Bursar will consult the Warden, and in the case of a student complainant, the Senior Tutor (who may in turn consult the University's Director of Student Welfare and Support Services), and may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

Action taken on receipt of a complaint

14. On receipt of a complaint, the Bursar (or other member of the Governing Body acting in his or her place) will take such steps as s/he thinks necessary or appropriate to understand the nature of the complaint and the outcome sought including:
 - informing the person against whom a complaint has been made of the allegations against him or her;
 - meeting separately with the complainant and the alleged harasser (and reminding each party of their right to be accompanied);
 - speaking to other relevant people on a confidential basis; and/or
 - obtaining further relevant information.

In cases where the complainant is a student, before taking any of the steps outlined above the Bursar will consult the Senior Tutor (who may in turn consult the University's Director of Student Welfare and Support Services).

9. Information on recognized trade unions at the University is available at www.admin.ox.ac.uk/personnel/staffinfo/joint.

15. The Bursar (or other member of Governing Body acting in his or her place) will then decide how to proceed and will inform the parties in writing. S/he may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude her or him from concluding the matter in a timely fashion.
16. The Bursar (or other member of Governing Body acting in his or her place) may also determine that immediate interim action is necessary pending the outcome of a formal process.

Investigation

17. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.
18. As a general rule, the investigator must not have had previous involvement with the issues in the case nor have a conflict of interest through a working or personal relationship with either individual. The investigation should be concluded as soon as is reasonably practicable. The investigator will prepare a report and may, if specifically requested to do so by the Bursar (or another member of Governing Body acting in his or her place), make recommendations on possible courses of action.
19. The Bursar (or another member of Governing Body acting in his or her place) will inform the complainant and the person who is the subject of the complaint in writing: (i) of the conclusions she or he has reached having reviewed the evidence, including any investigation report; (ii) the action she or he intends to take; and (iii) the reasons for any such action.
20. The Bursar (or another member of Governing Body acting in his or her place) will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

Possible outcomes of a complaint

21. Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the Bursar (or another member of Governing Body acting in his or her place), in consultation with the Warden (and in the event of a student complainant, the Senior Tutor) will either:
 - i. Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties.

or

- ii. Initiate resolution of the issues (e.g., by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period. This approach will usually be appropriate where the evidence does not support a claim of harassment but it is clear that either party has demonstrated behaviours that are likely to lead to further issues between them if unresolved or, alternatively, that there are structural issues concerning the organization of a College department that require management attention.

or

- iii. Institute disciplinary proceedings where the Bursar (or another member of Governing Body acting in his or her place) is reasonably satisfied that there is evidence to support allegations of harassment that should be further examined through the disciplinary process. In this event, the Bursar (or other person acting in his or her place) will determine what intermediate measures are necessary, including any re-allocation of duties, in consultation as appropriate with the relevant University department.

or

- iv. In rare cases disciplinary action may be instituted against the complainant if the Bursar (or another member of Governing Body acting in his or her place) is satisfied that the complaint of harassment is unfounded and not made in good faith.

Appeals

22. If either party does not accept the outcome of the complaint (including any judgment that the complaint was vexatious), s/he may invoke the relevant College grievance or complaint procedure¹⁰ within the time scales specified in that procedure save that where the decision is to refer the matter for disciplinary action, any matters of dispute will usually be considered as part of that person's response to the disciplinary proceedings.

Confidentiality

23. Information concerning allegations of harassment must be held in strict confidence by those to whom it is divulged (and, in the case of students, in line with the College's Guidelines on Confidentiality in Student Health and Welfare). Unnecessary

10. The College's grievance procedures for non-academic staff can be found in the College Staff Handbook. Academic staff should consult the College's statutes and by-laws.

disclosure of such allegations may attract disciplinary sanction. Information will be shared on a strictly need-to-know basis, including as appropriate with the individual against whom a complaint is brought. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, within certain University departments and offices, or to external bodies. In such cases, the consent of the individual in question will always be sought, in line with the guidelines linked to above.

24. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The College will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

Records

25. The University and all those involved in this process must comply with the principles of the Data Protection Act 1998.¹¹ These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.
26. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions.
27. The Warden, and if the student is a complainant, the Senior Tutor, should be consulted about filing and retaining any notes and documents, all of which must be held in confidence.

Investigations

28. The procedure for an investigation will normally be as follows (but may be adapted by the investigator to meet the needs of the case):
- a. The investigator will meet the complainant to confirm the details of the complaint.
 - b. The complaint as clarified will be forwarded to the person complained against together with any other relevant material that the investigator has.
 - c. The investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.

11. The University’s Data Protection policy is available at: <http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/>. The College Policy is available at: <https://intranet.nuff.ox.ac.uk/administration/hr/policies%20procedures%20and%20forms/dataprotection.pdf>.

- d. The investigator will meet the person complained against to hear his/her response to the complaint and any further evidence that has come to light.
- e. The investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.
- f. Having considered all the evidence, including any relevant documents, the investigator will prepare a written report of her/his findings. The author of the report may check relevant sections in draft with the parties before it is finalised.
- g. The report will be forwarded to the Bursar (or other person acting in his or her place), usually with a copy to the Warden, and, if the complainant is a student, normally to the Senior Tutor. The Senior Tutor, in consultation with the University's Director of Student Welfare and Support Services, will ensure that appropriate support is available to students during an investigation and following it.

Annex B: Complaints of Harassment Against Students – the Student Procedure

1. This Procedure is designed to deal with complaints of harassment that arise within the College context and are made about Nuffield students by other students (from Nuffield or elsewhere within the collegiate University). Complaints of harassment against students which arise purely within the University environment will normally be dealt with under the University Policy and Procedure on Harassment. Complaints of harassment occurring within the College environment which are brought by students against College staff (including joint University employees e.g., jointly appointed academic staff) will be dealt with under the staff Procedure described in Annex A; in those cases, students may be supported by the Senior Tutor and/or the University's Director of Student Welfare and Support Services.
2. If a member of staff wishes to make a complaint of harassment against a student, this will normally be dealt with through the College's disciplinary procedures.¹² In the first instance, a member of staff who intends to make a complaint of harassment against a student should seek support and guidance from the Bursar or (where applicable) from the head of his or her University department.
3. The University's Director of Student Welfare and Support Services' office can provide support to students, and advice to staff (i.e., relevant College officers) requiring guidance on cases involving students.
4. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, serious assault or threat of serious assault. This Procedure therefore focuses on complaints of harassment which can be dealt with within the environment of the collegiate University. However, it also includes the procedure for informing and receiving support from the College and the University in cases where there is police involvement.
5. This procedure is separate from Statute XI on University Discipline, and from the College's own disciplinary procedures. Complaints of harassment made under stage 3 of this Procedure (formal written complaint) may sometimes result, following an investigation, in a decision that the alleged harasser should face disciplinary procedures under the College's disciplinary code and/or under the University's Statute XI.

12. See the relevant section on Disciplinary and Complaints procedures in the Student Handbook..

Stage 1 – Informal Action

6. In some cases, a student who feels that s/he is being harassed by another student may feel able to approach the person in question to explain what conduct s/he finds upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should a student feel obliged to approach an alleged harasser, and it is not the intention of this Policy to suggest that a student who feels that s/he has been harassed is responsible for rectifying the situation; it may often be appropriate to proceed directly to stages 2 and 3 of the procedure.
7. Before taking any informal action, the student could discuss the situation with a College or departmental harassment advisor. If the student does not feel comfortable contacting a local advisor in the College or in their department, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or email harassment.line@admin.ox.ac.uk).
8. Within College, other sources of advice when considering informal resolution include the College Counsellor, and JCR welfare representatives. Sources outside of College include Student Peer Supporters, and OUSU's Student Advice Service (Tel. 01865 288466 or email advice@ousu.org).
9. The sources of support and advice described above are also available to students who have been accused of harassment.

Stage 2 – Referral to the Senior Tutor

10. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the student who believes that s/he is being harassed should contact the Senior Tutor, who will provide support and advice. In doing so, the Senior Tutor may seek guidance (in an anonymized way, without disclosing or compromising the student's identity, unless his or her prior consent has been obtained) from the University's Director of Student Welfare and Support Services' office.
11. If the student has not already made contact with a College Harassment Advisor, the Senior Tutor will refer him or her to one, and that person will be available to support the student throughout the process, including if s/he decides to move to stage 3 and make a formal complaint, and will also provide support following the outcome of any formal complaint. Actions taken by the College Harassment Advisor may include:
 - Giving advice on options for ways to proceed, and helping the student to make decisions on the action s/he wants to take.

- Referring the student to appropriate support services (such as the Student Counselling Service).

The Senior Tutor will oversee all cases which come to his/her attention, and will advise and take action as appropriate. Actions taken by the Senior Tutor may include:

- Facilitating a mediation or conciliation process between the student and the alleged harasser, if both parties agree. An experienced mediator or conciliator acceptable to both parties will normally be nominated by the Senior Tutor. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing. All those involved in the mediation or conciliation process must maintain strict confidentiality, in line with the College's Guidelines on Confidentiality in Student Health and Welfare.
 - Referring a case to the relevant University department or office, if it transpires that the alleged harassment did in fact take place purely within the University environment.
 - Ensuring that relevant members of staff within the collegiate University are informed of the case if appropriate and with the student's consent, and having due regard for obligations of confidentiality owed to others, as set out in the College's Guidelines on Confidentiality in Student Health and Welfare.
12. Students against whom complaints of harassment have been made may also seek support from the Senior Tutor or from the University's Director of Student Welfare and Support Services' office. Actions taken will vary depending on the case, but the support will be equivalent to that available to a student who feels that s/he is being harassed by another student, including referral to appropriate support services, and facilitation of a mediation or conciliation process if both parties agree. The Senior Tutor (or the University's Director of Student Welfare and Support Services) will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of staff, who will maintain appropriate confidentiality.
13. Support from the Senior Tutor and the University's Director of Student Welfare and Support Services' office is also available to students who wish to make or have made a complaint of harassment against a member of staff, under the Staff Procedure set out in Annex A above.

14. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.¹³

Stage 3 – Formal Written Complaint

15. If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the College Dean. In some cases, it will be appropriate to proceed directly to this stage, and in these cases, the Dean will normally seek consent from the complainant to refer her/him to the Senior Tutor (where contact has not already been made), so that s/he can be offered appropriate support from a trained member of staff (which may include a College Harassment Advisor or someone from the University's Director of Student Welfare and Support Services' office).
16. The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.
17. The complainant should set out as clearly and succinctly as possible (i) the nature of the behaviour that s/he is concerned about; (ii) the effect of this behaviour on her/him; and (iii) where possible, the resolution s/he is seeking. The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Dean may request further information.
18. The Dean, or another member of the College's Governing Body appointed by him or her (and who has no supervisory relationship with the student involved, or previous involvement with the issues of the case), will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include holding separate meetings with both the complainant and the alleged harasser, and speaking to other relevant people on a confidential basis (in line with the College Guidelines on Confidentiality in Student Health and Welfare). At all times

13. The University's Data Protection policy is available at: www.admin.ox.ac.uk/councilsec/compliance/dataprotection. The College Policy is available at: <http://intranet.nuff.ox.ac.uk/Administration/HR/Policies%20procedures%20and%20forms/Dataprotection.pdf>.

both parties will have the right to be accompanied at meetings. This could be by a member of Congregation or a member of staff from OUSU's Student Advice Service.

19. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the student who is the subject of the complaint will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.
20. At all times both the complainant and the student complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.
21. In some circumstances, in the interests of the complainant and/or the student complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.
22. Investigation of a formal written complaint of harassment may result in:
 - Deciding that the alleged harasser should face disciplinary procedures under the College's disciplinary procedures.
 - Recommending actions to be taken by the College or by the relevant department or faculty, which might include making arrangements to limit contact between the parties concerned. The Senior Tutor or Warden will normally have responsibility for implementing and monitoring any actions, and for reporting to the Dean that action has been taken. Advice on these procedures will be available from the University's Director of Student Welfare and Support Services.
 - Referring either or both parties to appropriate support services.
 - Referring a case back to the Senior Tutor, or to the Director of Student Welfare and Support Services' office, for the complainant to receive support from a trained member of staff.
 - Referring a case to a University department or office, if it transpires that the alleged harassment did in fact take place purely within the University environment.
 - Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties.

- In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.
23. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, s/he may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. S/he must do so within three months of the date of the Completion of Procedures letter.

Referrals

24. On occasion, complaints of harassment which should be considered under this Procedure may be made to staff other than the Senior Tutor. In this situation, staff should explain the Procedure, and ask the complainant if they would like the case referred to the Senior Tutor, so that support can be arranged, or whether they would like it referred to the Dean as a formal written complaint.
25. If a student does not wish to seek support and advice, or to make a complaint, as described under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, staff can contact the Senior Tutor or the University's Director of Student Welfare and Support Services' office for advice on a confidential basis (and should do so without disclosing or compromising the identity of relevant individuals, in line with the College guidelines on Confidentiality in Student Health and Welfare). Any member of the University can also contact the Proctors for advice and information on any matter (but should take steps to ensure that confidentiality is not compromised).
26. There may be occasions where a student does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Senior Tutor considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Senior Tutor may ask the Dean to initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual's consent will be sought if disclosure is to be made, and a decision on disclosure would only be made after consultation with the Warden. In these rare cases, information would be disclosed on a strictly need-to-know basis, and in line with the College's Guidelines on Confidentiality in Student Health and Welfare.

Potentially criminal misconduct

27. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but would not be limited to, cases of serious assault or threat of serious assault. In the first instance such allegations will normally be a matter for police investigation and action.
28. Support for any student affected by such an incident may be sought from the Senior Tutor or the office of the University's Director of Student Welfare and Support Services.
29. In addition, the Senior Tutor or the University's Director of Student Welfare and Support Services will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary.¹⁴ Further guidance on cases of sexual assault and sexual violence, including support available, is available on the University website and can be found in Annex D below. Issues including but not limited to those around teaching, examinations and accommodation/social activity may need to be considered.

Confidentiality

30. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a strictly need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University or certain other colleges, or to external bodies. All parties involved must comply with the College's Guidelines on Confidentiality in Student Health and Welfare.
31. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator ("OIA") and the civil and criminal courts. The College or the University will not normally report a matter to the police without the complainant's agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

14. See the relevant section on Disciplinary and Complaints procedures in the Student Handbook. The powers of the Proctors in relation to University action pending the outcome of criminal proceedings are laid down in Statute XI: University Discipline.

Records

32. The College and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.¹⁵
33. Those interviewed in the course of any investigation by the Dean will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and at least until such time as the College's (and where applicable, University's) internal processes and any external processes are concluded.
34. The Warden should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held securely and in strict confidence.

15. The University's Data Protection policy is available at: www.admin.ox.ac.uk/councilsec/compliance/dataprotection. The College Policy is available at: <http://intranet.nuff.ox.ac.uk/Administration/HR/Policies%20procedures%20and%20forms/Dataprotection.pdf>.

Annex C: Sources of Advice

1. Any member of the College who believes that they have been subjected to harassment or bullying by another member of the College is strongly encouraged to seek advice and support at the earliest possible opportunity, and to report the matter to the Police if appropriate. Students may contact the Senior Tutor in the first instance, and staff may contact the Bursar. Any member of the College may contact one of the College's Harassment Advisors, whose role is to listen non-judgmentally to individuals' concerns and to help them to interpret and implement the processes set out in this Policy. Additional support is available from the College Counsellor, Tamina Oliver/Nicola Psaila, and – in the case of students – from the University's Director of Student Welfare and Support Services' office.
2. The University operates a confidential harassment advisor network and can provide further information about sources of support in relation to harassment. College members may contact the University's Harassment Line (Tel. 01865 270760 or email harassment.line@admin.ox.ac.uk), if they need additional information or if the responsible persons within the College are unavailable.
3. A full list of sources of support and advice within Nuffield College can be found on the College intranet, and in the introduction to the College's Fitness to Study guidelines.
4. Sources of support and advice within the University are set out in Annex C of the University's Policy and Procedure on Harassment and can also be found online.
5. A copy of the College's Guidelines on Confidentiality in Student Health and Welfare is available here, and a copy of the equivalent University document is available here.

Annex D: University's Guidance for Staff on Handling Cases of Sexual Assault or Sexual Violence

1. The University Policy and Procedures on harassment may not be applicable where the allegations are of behaviours that may attract criminal sanction. In such cases, student members can seek advice from the Director of Student Welfare and Support Services' office and/or approach the Police directly; and staff members can seek advice from the Director of Human Resources and/or approach the Police directly.
2. The student harassment Procedure states that in the first instance such allegations will normally be a matter for police investigation and action, but that support for any student affected by such an incident may be sought from the office of the Director of Student Welfare and Support Services. This guidance gives further information to staff on support and contacts for handling cases of sexual assault or sexual violence, and guidance on dealing with such cases.
3. If you are approached by an individual for advice and support in relation to any behaviour which was unwanted and which might have amounted to sexual assault or sexual violence, you should support him or her in contacting a staff or student advisor with particular welfare responsibilities. These include:

Specially trained Harassment Advisors	harassment.line@admin.ox.ac.uk	270760
The Director of Student Welfare and Support Services' office	director.swss@admin.ox.ac.uk	280444
OUSU Student Advice Service	advice@ousu.org	288466

4. All information concerning sexual assault and sexual violence should be treated in confidence as far as possible and unnecessary disclosure may give rise to disciplinary action. Information should only be shared on a need-to-know basis. If you are concerned for an individual's immediate safety you should discuss this with them before any confidential information is disclosed to a third party. You will need to explain to the individual that they would need to agree to certain information being disclosed to a limited number of University and college staff in order for support to be put in place. This support may include making arrangements to limit contact between the parties concerned.
5. There may be circumstances in which confidentiality cannot be maintained, for example where in your opinion the complainant or other members of the community may be in serious or immediate danger. The individual's consent would normally be

sought if disclosure is to be made, and a decision on disclosure would be made at a senior level. A member of staff might also be called to court in proceedings arising from an allegation of sexual assault or sexual violence, and might be obliged to provide evidence to the court.

6. These caveats to confidentiality should be explained to the individual concerned. If they are unwilling to accept these caveats, you should support the individual to contact support agencies that will deal with individuals on an anonymous basis:

Thames Valley Independent Sexual Violence Advisory service (ISVA) for men and women over 16	Provide a range of services, including support for those who do not wish to report to the police. Highly-trained specialist staff will work with you to create a tailor-made support plan to suit your needs.	0800 221 8186, 0800 221 8186 FREE (Freephone) isvathamesvalley@refuge.org.uk
Independent Sexual Violence Advocate (ISVA) for women and girls over 18	Provides emotional and practical advice and support for women over 18 who have experienced rape, sexual abuse or any other type of sexual violence at any time in their lives.	01865 725311, 01865 725311 isva@osarcc.org.uk
Oxford Sexual Abuse & Rape Crisis Centre for women and girls	Confidential telephone helpline, email support and support groups for women and girls who are dealing with the effects of sexual violence, and supporters of all genders.	01865 726 295, 01865 726 295 (24hr answerphone) 0800 783 6294, 0800 783 6294 FREE (Freephone) support@osarcc.org.uk
Rape Crisis England and Wales for women and men	A free telephone helpline which can provide advice to women and men.	0808 802 9999, 0808 802 9999 FREE (Freephone)
SurvivorsUK for men and boys	A free and confidential telephone helpline for men and boys who are dealing with the effects of sexual violence.	02035983898 info@survivorsuk.org

A: Handling the Disclosure

Let the individual stay in control

7. The pace and direction of your support should always be led by the individual. Sexual abuse or sexual violence can make an individual feel powerless and not in control. Individuals need to feel they can be in charge of their lives again and it is important to resist the temptation to take over by arranging and doing things that you think are best. Instead, let the individual talk about how they feel, while aiming to support them in any decision they need to take.
8. Individuals are often afraid of how others will react to what has happened to them. They may fear not being believed, embarrassment, having their experiences minimised or trivialised, or even rejection. It is important that your interaction does not prevent them from seeking further support, and you should avoid questions that could be seen as accusatory such as: "Why didn't you fight back/scream?", "Why didn't you do/say something sooner?".
9. It is important to remember that the reaction to sexual assault will vary from person to person; the individual may be angry, numb or have feelings of guilt. It is helpful not to have any preconceived expectations of how they will look and act, as this could affect your ability to empathise fully. Individuals will have differing priorities: some will want to report to the police, others will be concerned about pregnancy or sexually transmitted infection (STI). They might come to you in the immediate aftermath or want to discuss a historic case.
10. It is possible that the individual will not have labelled their experience as 'sexual assault' or 'sexual violence' (or as 'harassment' or 'stalking'). It is important that you do not ask or prompt them to do this, but rather allow the individual to come to this point in their own time. Given the distressing nature of these experiences, delayed labelling and responses more generally are common. If it has taken the individual a long time to label their experience, or to realize that they wish to seek help, this does not mean that the individual is any less likely to be honest or in need of help. Given there is no formulaic pathway of support, below are practical considerations you should be aware of.

In the event of a recent incident of sexual violence

11. If relevant, let the individual know that there are external personnel who are trained to gather early medical evidence, and inform them that early evidence may be crucial if they want to proceed with a prosecution at any later stage. As well as gathering evidence, important medical treatment can be offered. The individual has two options:

• **Sexual Assault Referral Centre – if the individual does not want to contact the police immediately**

SARCs have specially trained experienced professionals who can give medical help and advice. They can store forensic results until the individual makes up their mind whether or not to report to the police and can support them through the immediate trauma.

You should always contact the SARC before travelling; whilst they operate a 24 hour service they do need to ensure the relevant staff are available.

You will need to accompany the individual to a SARC or arrange for someone else to do so, and ensure that the individual does not need to pay for transport.

The nearest SARCs are:

Solace Centre	Sherwood Drive Bletchley Milton Keynes MK3 6TP	0300 130 3036
Solace Centre	NHS Upton Park Hospital Albert Street Slough SL1 2BJ	0300 130 3036

• **Specially Trained Officers (STOs) at Thames Valley Police – if the individual does want to make a report to the Police immediately.**

Non-emergency telephone 101; emergency telephone 999.

Note that approaching the Police binds the Police to investigate if they believe a crime has been committed.

The STOs will facilitate the care of the individual from initial report, through medical examination, interview and subsequent investigation. They will then identify and engage the most appropriate methods of support.

Protect and preserve evidence

12. In either case, in the event of a recent assault, the individual should be advised not to:

- Use the lavatory or discard underwear or sanitary products

- Wash, shower, bathe or shave
- Wash their hands
- Remove, wash, discard or destroy clothing worn or bedding and towels used at the time of the incident or subsequent to it
- Drink or eat anything, including non-essential medication
- Clean their teeth
- Smoke
- Disturb the scene or allow other people or animals to enter area where the incident took place, where possible.

Non-physical evidence, such as relevant texts, social media messages and emails should be preserved.

13. If attending a SARC or police station, it is important to bring any underwear or clothing worn at the time of the incident in a plastic bag, if not being worn for the journey. The place of the incident should be made secure if possible.

In the event of an historic incident

14. The guidance in paragraph 11 applies; however it is advisable to telephone the SARC before making a journey to establish whether they are likely to be able to gather any medical evidence.

If the individual decides not to report

15. A decision not to visit a SARC or report to the police is still a valid decision and the individual's wishes should be respected. However it is important that they retain relevant evidence, in so far as this is possible, in case they change their mind in the future.
16. An individual who does not want to go to a SARC or the police, is advised to seek medical attention from their college doctor or nurse, local GP or A&E. The local GUM (Genito-Urinary Medicine) Clinic can provide morning-after pills, tests for STIs and anti-retroviral medication.

GUM Clinic	01865 231231, 01865 231231	Churchill Hospital Old Road Oxford OX3 7LE
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Keeping records

17. A member of staff to whom an allegation of sexual assault is made is advised to make a note of what has been disclosed, either in the presence of the individual (with their permission) or as soon as possible thereafter. You may be asked to act as a witness in any criminal proceedings and a contemporaneous note will be valuable. The notes should be stored in accordance with the principles of the Data Protection Act and should not normally be disclosed without the individual's permission.

B: Supporting the Individual

18. If the alleged perpetrator and the complainant are in the same college or department, contact between them will need to be managed, including contact through teaching, examinations, accommodation and social activity. The Director of Student Welfare and Support Services can advise and make recommendations to the appropriate bodies on such situations, including cases where a complaint is not made to the police or, following a police investigation, the alleged perpetrator is not charged.
19. You can discuss with the individual how they can be helped to feel safer. This might include making sure that relevant staff members are asked not to disclose an individual's whereabouts or telephone number.
20. You can encourage the complainant to contact a specially-trained harassment advisor, the Director of Student Welfare and Support Services' office or OUSU's Student Advice Service for support. If the complainant would like to speak to someone completely outside the University, you can encourage women to contact the Oxford Sexual Abuse & Rape Crisis Centre and men to contact SurvivorsUK. All contact details are given in paragraphs 3 and 6 of this document.
21. You can encourage the individual to speak to the Student Counselling Service where there are professionally trained female and male counsellors, psychotherapists, clinical psychologists and a psychiatrist. Counselling will not erase what has happened, but it may help equip the individual with some new ways to think about what has happened, while helping them mobilize their resources and feel more in control.
22. The Director of Student Welfare and Support Services' office is available to advise staff as well as students, and can advise on issues including whether and how to inform relevant University and college staff of the case, and managing contact between the complainant and the alleged perpetrator.

C: Providing long-term support for the individual

23. The individual may wish to suspend their studies; every effort should be made to ensure that their academic standing is not adversely affected and that their return to study is as smooth as possible.
24. It should be made clear to the individual that all the sources of support described above will be available to them on their return.

D: Sources of support for staff members

25. A member of staff to whom an allegation of sexual assault or sexual violence is made is encouraged to be mindful of their own welfare. Within the University, staff members can contact Occupational Health (email: enquiries@uohs.ox.ac.uk; telephone: 01865 282676, 01865 282676). Outside of the University, staff members can contact the Oxford Sexual Abuse & Rape Crisis Centre, which provides support for supporters as well as survivors.

If you have any comments or questions on this guidance, please contact harassment.line@admin.ox.ac.uk or the Director of Student Welfare and Support Services' office: director.swss@admin.ox.ac.uk.

8.2 Student Disciplinary Procedure

Introduction

1. Students at the University of Oxford are required to observe two separate but complementary sets of disciplinary procedures: the University's conduct regulations (available from the University website) and the code of student discipline of their college.
2. This document sets out the Code of Conduct and associated Disciplinary Procedures of Nuffield College in respect of its student members. It enables the College to take appropriate measures in cases in which one or more of its students are in breach of their obligations as a member of the College. These obligations arise from the College's Statutes, By-Laws and from the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them, and are noted in the College Student Contract. The relevant documents can be found on the College's website.
3. Disciplinary matters which occur purely within the University environment will normally be dealt with under the relevant University procedures (as set out in University Statute XI).
4. Sources of support and advice available to students within College can be found on the College's website, and in the introduction to the College's Fitness to Study guidelines. Further information and guidance is also available on the Student Health and Welfare pages of the University's website.

Definitions

5. For the purposes of these procedures, the following words and terms have the following meanings:
 - a. The term 'Student Member' includes i) any person who has been matriculated by the University on presentation by the College and who is still studying for their degree; ii) any person who has been admitted by the College as a Junior Visiting Scholar or Visiting Student.
 - b. The 'Dean' is the College Officer responsible for student discipline; the role of the Dean in the disciplinary procedure is to deal constructively with allegations pertaining to less serious breaches of the Code. Breaches that might reasonably be considered more serious should be referred to the Student Disciplinary Panel (see below). In such cases the role of the Dean is to investigate the case and provide evidence for the Student Disciplinary Panel.

- c. The 'Student Disciplinary Panel' ['SDP'] is appointed by the Governing Body to act on its behalf and shall consist of
- i. two members of the Governing Body, not normally holding other College offices, appointed by the Warden on behalf of the Governing Body;
 - ii. a representative of the student body who is a member of the University;
 - iii. a Fellow of the College who is not a member of the Governing Body and who shall serve as the non-voting chair of the panel.

Members of the SDP shall be appointed on an ad hoc basis as required. No person who has an actual or apparent interest in the outcome of the case before the SDP and no person who may reasonably be considered to possess prior knowledge of the circumstances of the case such as to give rise to a perception of bias, may be a member of the SDP considering the case.

- d. 'Expulsion' by the College means the permanent loss of membership of the College and the University.
- e. 'Rustication' by the College means the withdrawal of the right of access to all of the premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions.
- f. 'Banning' by the College means a withdrawal of the right of access to specified premises or facilities for a fixed period or pending the fulfilment of certain conditions.
- g. 'Suspension' by the College means a withdrawal of a right of access to all of the College premises or facilities as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Suspension may be for a limited period pending the fulfilment of certain conditions or may be indefinite.
- h. 'Harassment' means unwanted and unreasonable behaviour which has the purpose or effect of either violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- i. 'In a College context' means:
- i. on College premises;
 - ii. in the course of College activity within or outside College premises, whether academic, sporting, social, cultural or other.

Code of Conduct

6. Nuffield College seeks to be an inclusive, friendly and diverse community for its students, employees, and associates. The College embraces equality and aims to foster collegiality and to provide a learning, working and social environment in which individuals are respected and able to realize their potential. All members of the College

community are therefore expected to treat each other with respect, courtesy and consideration. **No Student Member of the College shall intentionally or recklessly:**

- a. Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College.
- b. Disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members and employees of or visitors to the College.
- c. Obstruct or attempt to obstruct any officer, employee or agent of the College in the performance of his or her duties.
- d. Damage or deface any property of the College or of any member, officer or employee of the College or person being accommodated in College, or knowingly misappropriate such property.
- e. Harm or threaten to harm any member, officer, employee of the College or person being accommodated in the College.
- f. Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by College authorities concerned.
- g. Forge or falsify expressly or by implication any University or College certificate or document or knowingly make false statements concerning standing or results obtained in examination.
- h. Engage in any activity likely to cause injury or to impair safety, including activity that may be criminal or fall under the Prevent legislation;
- i. Engage in violent, indecent, disorderly, threatening or offensive behaviour or language.
- j. Engage in the harassment of any member, visitor, employee or agent of the College.
- k. Engage in any fraudulent or dishonest behaviour in relation to the College or its members, officers, visitors, employees, or persons accommodated in the College.
- l. Refuse to disclose his or her name and other relevant details to a relevant officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given.
- m. Use, offer, sell or give to any person drugs the possession or use of which is illegal.
- n. Engage in conduct in breach of the Statutes and Regulations of the University.
- o. Engage in conduct in breach of the College Statutes and By-Laws as amended from time to time and the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them.

- p. Fail to co-operate with regard to any investigation being carried out as a result of this Code or fail to comply with a penalty previously imposed under these procedures.
- q. Fail to pay any monies due and owing by a student to the College.

Interaction with Other Procedures

7. Where an alleged breach of the rules constitutes, in the opinion of the Dean, a violation of the law, the Dean shall normally refer the matter to the Police.
8. Where a Student Member is subject to criminal proceedings arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case other than, if appropriate, temporarily to suspend him or her from residence or from use of College facilities (for example, in order to limit contact between two parties).
9. When a criminal offence has been committed, these procedures may not be appropriate. In the first instance, such allegations will normally be a matter for police investigation and action. For the avoidance of doubt, disciplinary actions may subsequently be taken under these procedures notwithstanding that criminal proceedings were discontinued or criminal charges were dismissed. The Dean may take interim measures not regulated by these procedures to ensure the peace of the College and the safety of its members, which may include the exclusion of the student from College premises, or from certain College facilities or activities.
10. If the alleged breach of the rules is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as though it had not been referred to the Police.
11. If a Student Member is convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed) the College's Student Disciplinary Panel (see below) shall have power, after hearing any representation that the Student Member may wish to make, to expel the Student Member or impose such lesser penalty as it shall see fit.
12. Where an alleged breach of University Discipline has in the opinion of the Dean, not occurred within a College context, the Dean shall immediately refer the matter to the Proctors. Where a Student Member is subject to an investigation by the Proctors arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case other than, if appropriate, temporarily to suspend him or her from residence, or from use of College facilities.

13. If the complaint relates to activity which falls within the College's Policy and Procedure on Harassment, the Dean shall normally refer the matter to the Senior Tutor, who shall be responsible for implementing the relevant parts of the College's Policy and Procedure on Harassment, except that complaints made by a member of staff against a student will normally be dealt with through these procedures.
14. In the event that a Student Member is expelled by the University, such expulsion shall apply to the College also, subject to a right of appeal.
15. In the event that a Student Member is disciplined by the University for conduct in breach of College and/or University statutes or regulations, a penalty of suspension or rustication imposed by the University shall apply also to College premises and facilities, subject to a right of appeal.
16. In the case of non-payment of any monies due and owing by a Student Member to the College, the Dean may suspend the student concerned on receipt of confirmation from the Bursar that the debt is outstanding. Any suspension imposed by the Dean solely in respect of non-payment of monies owed will be lifted on confirmation from the Bursar of receipt of payment of the debt.
17. Matters concerning a student's fitness to study will normally be dealt with separately, under the College's Fitness to Study Policy.
18. Expressions of dissatisfaction about the College's standards of service; actions or lack of actions by the College or its staff; provision of services by the College affecting students, academic and non-academic staff, visitors, or clients of any group should be dealt with under the College's separate Complaints procedure (see section 8.3).

Disciplinary Process

Stage 1: Initial Investigation and Action by the Dean

19. The Disciplinary Procedure may be initiated by any employee or member of the College who has good reason to believe that a Student Member has breached the College Code of Conduct above, or by the Dean if matters come directly to his or her attention. The complainant shall refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the Student Member concerned and giving details of the alleged breach in writing.
20. In the event of an alleged breach of the College Code of Conduct by a Student Member, the Dean shall have the authority, where the seriousness of the alleged

breach justifies it, to suspend the Student Member from residence or from other use of College facilities, with immediate effect, for as long as the Disciplinary Process is in operation.

21. Provided that, in the opinion of the Dean, the complaint is not frivolous or vexatious, s/he shall, if possible within 24 hours of receiving the report of the alleged breach, write to the Student Member concerned to attend an interview with him/her at a specified time and place, providing the Student Member with at least 48 hours' notice. The notification of the interview shall include a description of the alleged breach of the College Code of Conduct and information on the support that is available to the Student Member (see paragraph 4 above). The Student Member shall be told that s/he may be accompanied at the interview by an officer of the JCR or of the Oxford University Student Union.
22. The student must inform the Dean if they are providing copies of any documents that the student intends to rely upon at the interview, and these must be submitted to the Dean with at least 48 hours' notice before the interview. No other documents may be presented at the hearing or further witnesses called unless the Dean decides it is fair and reasonable to do so.
23. If the student fails to appear at the interview after two written notifications from the Dean, the Dean may deal with their case in their absence.
24. At the interview, which shall be private, the Dean shall explain to the Student Member that s/he can:
 - a. Admit the alleged breach and continue with the interview so that the Dean may gather information relevant to the penalty.
 - b. Deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Dean or the Student Member reasonably require evidence in relation to the alleged breach to be provided by other persons.

The Dean may appoint a Legal Adviser to attend and/or advise on procedure but who shall take no part in the decision making process.

25. At any stage of the interview the Dean may, if it seems appropriate in all the circumstances, refer the matter to the Student Disciplinary Panel [SDP].
26. At the close of the interview the Dean may, dependent on its nature and outcome, either:

- c. Take no further action, in which case the matter shall be terminated.
 - d. Accept an admission that a breach has been committed. After hearing any mitigation s/he may:
 - i. EITHER impose an admonition or one or more of the penalties listed in Paragraph 27 below;
 - ii. OR refer the case to the College's SDP if the breach is of such seriousness that it warrants a penalty outside the Dean's own powers.
 - e. If the breach is not admitted:
 - i. EITHER determine that a breach has been committed and, after hearing any mitigation, impose one or more of the penalties listed in Paragraph 27 below;
 - ii. OR refer and present the case to the College's SDP.
27. The Dean has the authority to impose one or more of the following penalties (without referral to the College's Student Disciplinary Panel):
- a. a verbal or written warning ;
 - b. a fine up to a maximum of £250 (the maximum value of the penalty is ratified by the Governing Body from time to time);
 - c. payments in compensation for damage to College property or the property of an employee or College member or fines imposed on the College as a consequence of the breach of the Code of Conduct;
 - d. banning from specified premises or facilities (including Library and IT facilities and accommodation) for a fixed period of time not normally exceeding ten weeks.

On deciding the penalty to be imposed the Dean shall have regard to the effect on the Student Member's ability and eligibility to take an examination or complete a course, their financial means as well as the interests of the College.

28. The details of any breach established and any warning and/or penalty imposed shall be entered on an appropriate record and signed by the Dean and the Student Member. One copy of the record shall be given to the Student Member and one retained by the Dean. The Dean will file his or her record in a sealed envelope that may only be opened by the Dean, the Senior Tutor, or the Warden. This will be held in the Student Member's file for one year or as long as the student is enrolled on a University course, whichever is the longer. It will then be destroyed.
29. As appropriate, the Dean shall consider writing to any witnesses and/or the member(s) of the College who initiated the allegation of the breach of the Code of

Conduct to provide an anonymized summary of the steps taken by the Dean and the outcome of the Dean's investigations.

30. A Student Member may appeal to the SDP against a determination or penalty imposed by the Dean. The Student Member shall inform the Dean of his or her intention to exercise the right of appeal within a maximum of seven days of the receipt of the Dean's determination. The notification of appeal by the student shall include a statement of the arguments on which the application for an appeal is based and the appellant's request for a remedy.
31. If the Student Member decides to appeal, then the Dean shall be entitled, if appropriate, to suspend the student (or continue an existing suspension) from residence or the use of College facilities pending the determination of the appeal.
32. The Dean shall present an anonymized report to Governing Body at the end of each academic year setting out the number and kinds of complaints of misconduct (if any) considered during the year, and the number and kinds of penalty imposed.

Stage 2: Referral to the Student Disciplinary Panel

33. Following stage 1 and in the case of a referral from the Dean or appeal by the Student Member, a SDP shall be set up, as described under paragraph 5c above. Members of the SDP shall be asked to confirm that they have no conflict of interest in the matter to be considered by way of a close personal relationship with the student concerned, or involvement in the alleged breach. If the Student Member against whom an allegation of misconduct has been made objects to an appointment s/he should advise the Chair without delay.
34. The SDP will be informed by the Dean in writing :
 - a. Where there is reference to the SDP under paragraph 26 above of the particulars of the alleged breach of the Code of Conduct;
 - b. Where there is an appeal to the SDP after the initial stage of investigation by the Dean, of the particulars of the breach and of the penalty imposed and the reasons for the penalty; and of the appellant's arguments on which the application for an appeal is based and his/her request for a remedy;
 - c. In either case, copies of any documents used by the student at the initial interview.
35. The Student Member may not introduce new evidence at this appeal stage unless s/he can show that s/he could not reasonably have obtained the evidence in time to put it before the Dean.

36. If a member of the SDP is unable to attend a hearing, or to serve due to a real or perceived conflict of interest or prior involvement in the case being heard, the Warden shall, on behalf of Governing Body, appoint another member to serve in his or her place.
37. Within a maximum of seven days after the reference or appeal to the SDP, the SDP shall require in writing the Student Member and any witnesses to attend for a hearing at a time and place stipulated, normally with not less than seven days' notice. The notice shall state the membership of the SDP.
38. In case of a reference to the SDP such notice shall state the details of the alleged breach of the Code of Conduct. Copies of all relevant documentation shall be provided to the Student Member in advance of the hearing and not less than five days before the date of the hearing.
39. A Student Member appearing before the SDP to answer an allegation of breach of the Code of Conduct or to make an appeal against a finding of a breach or a penalty imposed by the Dean shall be informed of the support that is available to him both within the University and elsewhere (see paragraph 4 above). The Student Member shall be told that s/he may be accompanied to the hearing by an officer of the JCR or of an Oxford University Student Union adviser.
40. If any person required to attend a hearing before the SPD fails to make an appearance, the Panel may, at its discretion, adjourn the proceedings and in particular, if the Student Member refuses, or fails without good reason to appear before the SDP, it may deal with his case in his absence, if satisfied that proper notice has been given.
41. At the hearing, the Chair shall explain the procedure to be followed and shall read out, in the case of a reference, the allegation of a breach of the Code of Conduct against the Student Member; and in the case of an appeal, the finding of breach and /or the penalty imposed by the Dean against which the appeal is directed. The Chair will explain that the Student Member can:
 - a. Admit the alleged breach and continue with the hearing so that the Dean may make a recommendation to the SDP as to the penalty.
 - b. Deny the alleged breach and continue with the hearing so that both the Dean and the Student Member may present their case.
42. The case against the Student Member shall be presented by the Dean. The Dean and the Student Member shall be required to disclose to the Chair of the SDP,

at least 48 hours before the hearing, the evidence (including, if appropriate, witness statements) on which they intend to rely at the hearing. The Dean and the Student Member may call, examine, to cross-examine witnesses.

43. The Student Member may write a letter to the Chair of the SDP at least 48 hours before the hearing, outlining any mitigating factors that they think are applicable in his or her case. Where these mitigating factors include medical evidence, they must submit a report from a qualified medical practitioner.
44. The standard of proof shall be the civil standard, namely the balance of probabilities.
45. At the conclusion of the hearing and after the parties have left the room, the SDP shall determine by the vote of a majority of the voting members present, whether any breach of the rules has been established, taking into account any representations made by or on behalf of the student.
46. The SDP may:
 - a. Dismiss or allow the reference or appeal in whole or part
 - b. Substitute such other finding of breach of the Code of Conduct as the SPD determines is supported by the evidence presented;
 - c. Impose a penalty, in the case of referral, or vary the penalty/ies already imposed by the Dean, in the case of appeal. The penalties available to the SDP are:
 - i. expulsion;
 - ii. rustication for a fixed period of time or pending the fulfilment of certain conditions;
 - iii. banning from specified premises or facilities for a fixed period of time or pending the fulfilment of certain conditions;
 - iv. fine of up to a maximum of £250 (the maximum value of the penalty is ratified by the Governing Body from time to time);
 - v. requirement to make payments in compensation for damage to College property or the property of an employee or College member or fines imposed on the College as a consequence of the breach of rules;
 - vi. deprivation of any scholarship or other financial assistance of which he may be in receipt from the College or of any part thereof;
 - vii. suspension from such scholarship or assistance or from any part thereof.

47. If the SDP is of the opinion that none of the penalties specified above would be adequate, having regard to the circumstances of the offence and of the offender, it may make a recommendation for a different penalty in writing to the Governing Body, giving its reasons. A written copy of the recommendations shall be given to the Student Member charged.
48. The SDP shall inform the Student Member in writing, as soon as is possible and no later than within seven days of the conclusion of the hearing, of its determination and the reasons for any penalty imposed. Subject to a right of appeal, any decision of the SDP shall be final and binding on the Student Member.
49. The details of any breach established and any admonition and/or penalty imposed by the SDP shall be entered on an appropriate record and signed by the Chair of the SDP and the Student Member. One copy of the record shall be given to the Student Member and one filed in a sealed envelope that may only be opened by the Dean or the Senior Tutor or the Warden. This will be held in the student's file for one year or as long as the student is enrolled on a University course, whichever is the longer. It will then be destroyed.
50. As appropriate, the Chair of the SDP shall consider writing to any witnesses and/or the member(s) of the College who initiated the allegation of the breach of the Code of Conduct to inform them of the outcome.
51. If obligated to do so the Dean shall inform the University or any relevant Department.
52. The SDP shall notify the Governing Body of the outcomes of its investigation in an anonymized way.
53. An anonymized report shall be submitted to the Governing Body at the end of each academic year setting out the number and kinds of charges and appeals (if any) considered by SDPs during the year, and the number and kinds of penalty imposed.

Stage 3: Appeal to Governing Body

54. A Student Member may appeal to the Governing Body against any determination or penalty imposed or recommended by the SDP above. To do so, s/he should give notice of his or her intention to appeal to the Chair of the SDP within seven days of receiving the written decision.
55. The notification of appeal should include:
 - a. a copy of the decision being challenged;

- b. a brief statement of the facts;
 - c. a statement of the arguments on which the application for an appeal is based;
 - d. the appellant's request for a remedy.
56. The Student Member may not introduce new evidence at this appeal stage unless s/he can show that s/he could not reasonably have obtained the evidence in time to put it before the SDP.
57. Governing Body shall appoint three of its members, who were not previously involved in the case, to act on its behalf and hear the appeal (the "Appeals Panel"). The Appeals Panel shall have the authority to adjudicate on behalf of the Governing Body and shall consider at a meeting any appeal by a Student Member against a finding of a breach or imposition (or recommendation) of any penalty made by the SDP. The Student Member shall be given at least seven days' notice of the meeting in writing.
58. The Student Member shall have the right to attend the meeting and, if making an appeal to be heard by the Governing Body, to be accompanied by an officer of the JCR or of an Oxford University Student Union adviser.
59. The case against the Student Member (or the case for the recommendation of a penalty made under Paragraph 47 above) shall be made by the Chair of the SDP.
60. All the members of the SDP shall have the right to attend the meeting of the Appeals Panel.
61. At the conclusion of the meeting, the Appeals Panel shall determine by the vote of a majority whether any breach of the rules has been established.
62. The Appeals Panel shall have power either to confirm the decision and/or penalty appealed against, or to reject it and refer the matter back to the SDP for review. The Appeals Panel shall in each case provide to the Student Member and the SDP a detailed description of its decision and the reasons underlying it, in writing.
63. At the conclusion of the process, the details of any breach established and any admonition and/or penalty imposed shall be entered on an appropriate record and signed by the Warden and the Student Member. One copy of the record shall be given to the Student Member and one filed in a sealed envelope that may only be opened by the Dean or the Senior Tutor or the Warden. This will be held in the student's file for one year or as long as the student is enrolled on a University course, whichever is the longer. It will then be destroyed.

64. The Appeal Panel's determination shall be final and no further route for appeal is available within the College. The Student Member is to be reminded of the right of students – once the College's procedures have been completed – to appeal to the Conference of Colleges Appeal Tribunal, and thereafter to take complaints to the Office of the Independent Adjudicator for Higher Education (OIA).

Medical Factors

65. If the Dean believes that ill-health may be the cause of serious disciplinary problems for a Student Member and that the nature or extent of ill-health may not yet have been properly assessed, s/he shall refer the Student Member for assessment to the College Doctor or any other health professional approved by the College for this purpose. The Chair of the SDP shall act similarly in cases where disciplinary proceedings by the Panel have begun. If disciplinary procedures have already been commenced, they shall be adjourned pending a determination under the procedures described in this section.

66. If the Dean or Chair of the SDP, having considered the doctor's assessment, is of the opinion that a further opinion would be helpful, or if the College Doctor recommends it, he may request that the Student Member have an independent specialist assessment, in which case any expense will be borne by the College. The College Doctor shall be asked to recommend an independent specialist, and the Student Member shall be consulted on the choice.

67. In the event that the Student Member refuses to co-operate with an assessment by the College Doctor, or any other health professional approved by the College, the Dean shall have the authority (where the seriousness of the alleged disciplinary problem or the risks to the student or other College members justifies it) to suspend the Student Member from residence or from use of College facilities, if necessary, with immediate effect, pending satisfactory completion of that assessment.

68. If, having considered any health assessments, the Dean or Chair of the SDP is satisfied that ill-health is not an important cause of serious disciplinary problems, he may resume disciplinary proceedings.

69. If, having considered any health assessments, the Dean or Chair of the SDP is of the opinion that ill-health is the sole or an important cause of serious disciplinary problems for a Student Member or that the student's ability to study has been compromised by ill-health, he or she shall refer the matter to the Senior Tutor in the first instance, who shall be responsible for implementing the College's Fitness to Study procedures.

Confidentiality

70. All those concerned in implementing Student Disciplinary Procedures within College shall respect the need for appropriate levels of confidentiality, and should familiarize themselves with and take care to follow the principles and procedures set out in the College's Guidelines on Confidentiality in Student Health and Welfare.

8.3 Complaints Procedure for Students and Staff

Introduction

1. This document sets out the College's procedures for dealing with complaints about the College made either by members of the College (including students, staff, etc) or by external parties (including members of the public, prospective students, visitors, etc).
2. Any member of the College who intends to make a complaint is encouraged to seek advice and support at the earliest possible opportunity from the relevant College Officer or Head of Department. Students should contact the Senior Tutor or their College supervisor in the first instance, and staff should contact their line-manager.

Scope

3. This procedure applies in cases of dissatisfaction about:
 - a. The College's standards of service
 - b. Actions or lack of action by the College or its staff
 - c. Provision of services by the College affecting students, academic and non-academic staff, visitors, or clients of any group.
4. This procedure applies when the matter under complaint occurs in the context of Nuffield College, which means either (i) on College or College-owned premises; or (ii) in the course of College activity within or outside Oxford, whether academic, sporting, social, cultural or other.
5. Where the matter under complaint occurs purely within the University context, concerns a member of University staff, or is an issue which falls under the jurisdiction of the University, it should be referred to the University and dealt with under the relevant University procedures.¹⁶

16. For further details about University complaints procedures, including academic appeals, please refer to <http://www.proctors.ox.ac.uk/complaintsandacademicappeals/>.

6. Where a complainant alleges a violation of the law, the matter shall normally be referred to the Police immediately. Where the individual in question is subject to criminal proceedings arising in connection with the complaint, the College shall not normally continue with the procedures set out below other than, if appropriate, taking steps to temporarily suspend or ban that person from College premises and/or activities pending the outcome of the criminal proceedings. If the matter under complaint is not proceeded with as a criminal matter by the prosecuting authorities, it will be dealt with by the College as though it had not been referred to the Police.
7. If the complaint concerns a grievance relating to an individual's employment by the College, it will normally be dealt with under the College's Grievance Procedures, as set out in the Staff Handbook (in the case of College staff) or the Statutes and By-Laws (in the case of Fellows).
8. If the complaint relates to activity which falls within the College's Policy and Procedure on Harassment, it will be dealt with under the relevant parts of the College's Policy and Procedure on Harassment.
9. Complaints concerning alleged breaches of College discipline by a member of staff, a student, or a Fellow, will normally be dealt with as appropriate under the relevant College disciplinary procedure, as set out in the Student Disciplinary Procedures included in the Student Handbook (for students), the Staff Handbook (for staff), or the Statutes and By-Laws (for Fellows).

Reporting Complaints

10. In the first instance, complainants should contact (or be referred to) the College officer or head of the College department which is most relevant to the subject of their complaint. The complainant can be accompanied at any stage by an officer of the JCR or the Oxford University Student Union for students or by a member of the University or a representative of a trade union for staff/Fellows. A list of College officers and heads of department is available on the College's website and the Student Handbook.

Stage 1: Taking Informal Action

11. This stage is intended to encourage informal discussion and understanding of the problem. It is anticipated that it will be possible for the majority of complaints to be settled through informal resolution or mediation, and the head of the relevant College department or College officer will normally be responsible for dealing informally with complaints which come to their attention.

12. There are no rigidly prescribed methods for the informal resolution of complaints, but in each case the responsible individual (e.g., Head of Department) should ensure (i) that the matter is treated with appropriate seriousness; (ii) that suitable steps are taken to establish the necessary facts; (iii) that the matter is reported to, and advice sought from, other relevant officers as required (and in such a way which does not compromise the identity of the complainant); (iv) that the complainant is given information about sources of support available to him or her, as appropriate; (v) that strict confidentiality is maintained throughout the process (in the case of students, in line with the College's Guidelines on Confidentiality in Student Health and Welfare); and (vi) that appropriate records are kept, in line with the College's Data Protection Policy.
13. Where the relevant head of department considers that the implications for the complainant and/or for others actually or potentially affected are sufficiently serious, he or she may refer the matter to the Senior Tutor or the Bursar so that it can be treated as a formal complaint, as set out in the next section. The complainant's consent will be sought if a referral is to be made. In these rare cases, information would be disclosed on a strictly need-to-know basis, and in line with the relevant College guidelines on confidentiality.

Stage 2: Making a Formal Complaint

14. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should, depending on the nature of the complaint, formally submit a complaint in writing to either the Senior Tutor (for academic matters) or the Bursar (for non-academic matters). Complaints about the Senior Tutor or the Bursar (or complaints in which the Senior Tutor or the Bursar have had some previous involvement) must be referred to another member of the College's Governing Body (who must have no previous involvement with the case) appointed by the Warden. The complaint should normally be made as soon as possible after the event(s) to which it refers, or within one month of the completion of any informal resolution attempts. The receipt of a written complaint will be acknowledged as soon as possible.
15. The complainant should set out as clearly and succinctly as possible (i) the nature of his or her complaint; (ii) its effect on her/him; and (iii) where possible, the resolution s/he is seeking. The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain, where appropriate, any previous attempts that have been made to resolve the complaint.
16. The Senior Tutor or Bursar (or other member of the College's Governing Body appointed to act in their place) will investigate the complaint to establish the relevant

factual evidence and decide on any actions which should be taken. This may include holding meetings with the complainant (and, where appropriate, separately with any third party), and speaking to other relevant people on a confidential basis. At all times both parties will have the right to be accompanied at meetings. This could be an officer of the JCR or the Oxford University Student Union for students or by a member of the University or a representative of a trade union for staff/Fellows.

17. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. The complainant (and any third parties) will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, all relevant parties will be kept informed.
18. The complainant (and any third parties) should be kept informed of proceedings by the relevant officer, be referred as appropriate to sources of support and advice, and be informed in writing of the outcome of the investigation of the complaint.
19. Actions taken at this stage by the Bursar or Senior Tutor (or other member of Governing Body acting in their place) may include (but are not limited to):
 - a. Recommending actions to be taken by the College to address the subject of the complaint and minimize the chances of similar complaints occurring in the future. The Senior Tutor, Bursar, or relevant head of department, will normally have responsibility for implementing and monitoring any actions.
 - b. Recommending, where appropriate, that the matter be pursued under a different set of College procedures (as set out in the section on scope above).
 - c. Where more than one party is involved, facilitating a mediation or conciliation process between the complainant and the other party. An experienced mediator or conciliator acceptable to both parties will normally be nominated by the responsible individual; the mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution.
 - d. Referring a case to the relevant University department or office, if it transpires that the matter in question did in fact take place purely within the University environment.
 - e. Referring the matter to the Police.
 - f. Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the complainant and the College.
 - g. Rejecting the complaint, if it can be shown to be unfounded.

20. Brief records should be kept of all meetings held and actions taken in relation to the complaint at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Appeals

21. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, s/he may appeal to the College's Governing Body which will appoint three of its members, who were not previously involved in the case, to act on its behalf and hear the appeal (the "Appeals Panel"). The Appeals Panel shall have the authority to adjudicate on behalf of the Governing Body. Any notification of appeal should be made to the Warden within fourteen days of receiving a written outcome of the formal complaint procedures described in the preceding section, and should include:
- a copy of the decision being challenged;
 - a brief statement of the facts;
 - a statement of the arguments on which the application for an appeal is based;
 - the appellant's request for a remedy.
22. The complainant may not introduce new evidence at this appeal stage unless s/he can show that s/he could not reasonably have obtained the evidence at an earlier stage of the process.
23. On receipt of the notification of appeal the Warden will request Governing Body to appoint three members to act on its behalf and hear the appeal. The Appeals Panel shall consider the complainant's appeal at a meeting. The complainant shall be given at least fourteen days' notice of the meeting in writing, and shall have the right to attend the meeting (and to be accompanied by an officer of the JCR or the Oxford University Student Union for students or by a member of the University or a representative of a trade union for staff/Fellows.).
24. The Senior Tutor or Bursar (or other member of Governing Body appointed to act on their behalf) shall be invited to present the rationale for the outcome of the formal complaint, but shall not be permitted to vote on the outcome of the appeal.
25. At the conclusion of the meeting, the Appeals Panel shall determine by the vote of a majority, whether the outcome of the formal complaint should be confirmed or referred back to the Senior Tutor or Bursar for review. In the case of a referral, the Appeals Panel shall be entitled to recommend an alternative course or courses of action.

26. The Appeals Panel shall provide in writing to the complainant and the Senior Tutor or Bursar (or other member of Governing Body acting in their place) a detailed description of its decision and the reasons underlying it. The Appeals Panel's decision will be final in the College.
27. Brief records should be kept of all meetings held and actions taken in relation to the complaint at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Office of the Independent Adjudicator for Higher Education

28. If the complainant is not satisfied with the outcome following the appeals process, s/he may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. S/he must do so within three months of the date of the Completion of Procedures letter issued on behalf of Governing Body. Student members of the College may have the right to appeal to the Conference of Colleges Appeal Tribunal before requesting a review of the case by the OIA.

Malicious or Vexatious Complaints

29. All complaints will be given full consideration and complainants will not be disadvantaged for making a genuine complaint. The College expects that complainants will not engage in malicious or vexatious complaints. If malicious or vexatious allegations are made, disciplinary action against the individual(s) concerned may be considered. Where a complainant fails to provide reasonable evidence to substantiate their allegations or to identify themselves, the College reserves the right not to take the complaint further.

Confidentiality

30. All those concerned in implementing these procedures shall respect the need for appropriate levels of confidentiality, and should familiarize themselves with and take care to follow the principles and procedures set out in the College's guidelines on confidentiality. For a formal complaint to be investigated fully, however, and action taken, it will be necessary to disclose the identity of the person making the complaint to the person or body who is the subject of the complaint and to others directly involved.

Conflict of Interest

31. No one involved in investigating a complaint shall have had any prior involvement in the matter in hand, conflict of interest in dealing with the complaint, or vested interest in the outcome.

Record Keeping

32. The College will keep a register of formal complaints made in an academic year and a summary of numbers and outcomes will be presented to the College's Equality Committee and Governing Body in an anonymized way.

8.4 College Battels Policy

Principles

The provision of a battels account is a form of credit and is subject to strict adherence to the College battels policy which applies to all College members. Membership of the College obliges everyone to pay their battels promptly.

The full policy is reproduced below for the information of students:

Timing

Battels are normally due for payment in arrears and individual invoices are sent on:

15 October

15 January

15 April

15 July

All invoices are to be paid **in full** by the due date. Members of College who expect to be away from Oxford on the due date should contact the College Accountant to make suitable arrangements. The College Accountant will notify any variation of the due date caused by unavoidable circumstances.

Reminders

A reminder will be sent by the College Accountant after the due date. A late payment charge of £20 may be added to the account when the reminder is sent. The College Accountant has discretion to cancel this charge if the invoice is paid without further reminders, and if the late payment is shown to be for good reasons outside the member's control.

If the invoice remains unpaid **four weeks** after the due date, the Bursar will issue a final reminder in the form of an invitation to discuss the outstanding invoice with either the Bursar or the Senior Tutor.

If the interview with the Bursar or Senior Tutor does not lead to action under the Student Hardship scheme (in the case of eligible members), the recovery of the debt will proceed in the following ways, at the discretion of the Bursar:

- i. Payment is made in full without further reminders. **No further action will be taken.**
- ii. A scheme of regular payment or other debt management is agreed with the Bursar.
- iii. If none of the above, College credit will be suspended, further sanctions applied as appropriate, and the matter referred to the Dean.

Members have an obligation to co-operate with College Officers; refusal to meet the Bursar or Senior Tutor to discuss battels will be treated as a serious disciplinary matter by the College.

Methods of Payment

The College seeks to be as flexible as possible in the methods of payment permitted, to suit individual budgeting situations.

- i. **Advance payments** – advance payments must be made in full by the due date online, or by credit card, bank transfer, cheque or, exceptionally, by cash. By exception, monthly payments are permitted by standing order only. The following payments are required in advance:
 - a. Accommodation rents.
 - b. Termly meal schemes.
 - c. Fees.
- ii. **Quarterly battels** – battels may be paid online, or by credit card, direct debit, cheque, bank transfer or, exceptionally, by cash. Regular payment schemes may be agreed with the Bursar for payment by standing order only.
- iii. Some charges are not eligible for payment via battels. These include any charge in excess of the credit limit, the Continuing Student charge, certain private functions and purchases of wine.

Disputed Accounts

As a rule, payment of the invoice should not be delayed because of relatively small disputed entries. Any suspected error in the battels account should be reported to the Battels Clerk as soon as possible. Any dispute which cannot be settled by the College Accountant will be referred to the Bursar.

Control of Credit

To assist members in avoiding excessive debt, credit limits are monitored by the Bursar and access to credit may be removed at his discretion.

Members who exceed their credit limit or who fail to pay bills after being sent reminders will have their credit facilities suspended. In practice, computing, printing, telephone and mail accounts will be frozen and meals not already paid for may not be taken in Hall.

Action on Non-payment of Bills

The Student Hardship Fund and regular repayment schemes exist to help members through unforeseen hardship or temporary budgeting difficulties. If a member is not in genuine hardship and has not co-operated over repayments, the College reserves the right to apply the following sanctions:

- i. **Non-payment charge** – this will be raised when the First Reminder is sent, and may be repeated when each subsequent reminder is sent.
- ii. **Suspension of credit** – credit facilities will be suspended after the Final Reminder.
- iii. **Net payment** – if a student member has not responded to the Final Reminder, the College will “net-off” any payments due to the individual from College funds against outstanding battels. With the proviso that the student may appeal to the Senior Tutor to make a case that such action will impede progress with research.
- iv. **Taking of degrees** – the College will decline to present students and former students for the degree of master or doctor unless outstanding debts have been cleared. Similarly, Transfer of Status forms will not be signed until battels have been cleared.
- v. **Disciplinary action** – the College may take disciplinary action against members who fail to co-operate with debt management.
- vi. **Legal action** – in the most serious cases, where there has been no co-operation from the member or former member, the College may resort to legal action to recover the debt.

8.5 Fitness to Study

Introduction

1. Nuffield College is committed to providing a supportive and inclusive environment within which all students can realize their academic potential and successfully complete their courses of study. The purpose of this document is to set out procedures and policies within College in respect Fitness to Study matters. It is divided into three parts:

Part A describes in general terms the sources of support which are available to students who are experiencing medical, psychological, or emotional problems.

Part B outlines the framework which will be used by the College when managing interruptions to courses of study (including delays to the start of a course).

Part C describes the procedures which will be followed in the event that either the student or his or her¹⁷ department does not accept the intermission arrangements being proposed by the College.

2. For the purposes of this policy, and in line with the definition employed by the University, 'Fitness to Study' refers to a student's fitness:

- to commence a distinct course of academic study; or
- to continue with his/her current course of academic study; or
- to return to his/her current or another course of academic study

and his or her ability to meet:

- the reasonable academic requirements of the course or programme; and
- the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff.

3. This document should be read in conjunction with the College's *Guidelines on Confidentiality in Student Health and Welfare*, which note that in certain circumstances the College may owe a duty of care to individuals that cannot be discharged unless action is taken on the basis of information which has been provided in confidence.

17. Although this document uses "his/her" and "he/she" the College and the University acknowledge that some people do not identify with binary genders and prefer to use other pronouns.

Such circumstances may include some elements of the Fitness to Study processes described below. In particular, in order to fulfil its responsibilities under these procedures, the College may need to disclose relevant information to the individual's department or faculty, in order for a decision about his or her fitness to study to be taken. Information will normally only be disclosed with the individual's consent, and the transmission of any information will always be undertaken with the utmost discretion and on a need-to-know basis.

4. Queries or concerns about the information provided in this document should be sent to the Senior Tutor in the first instance.

A. Sources of Support

1. Nuffield College recognizes that many students will encounter medical, psychological, or emotional challenges of some kind during the course of their studies, and that both the causes of such challenges and their impact can vary significantly from individual to individual. The College aims to ensure that all of its students are fully aware of the sources of support and advice which are available both within the College and outside it, and is committed to fostering a supportive environment within which students feel able to seek help as appropriate, and which enables difficulties to be addressed and where possible resolved at the earliest opportunity.
2. Outlined below are the sources of support and advice within the collegiate University to which students experiencing challenges can turn. Such challenges might include: anxiety, depression or other mental health difficulties (academic-related or otherwise); disability; medical issues; harassment, bullying, or inappropriate conduct; and equality and diversity. There is no obligation to approach any of the sources listed below in any particular order, but the following points are worth emphasising:
 - i. Students experiencing challenges will almost always find it helpful to talk to someone about their situation, and are encouraged to do so at the earliest possible opportunity. Many personal problems experienced at University can be resolved quickly by talking to a family member or a friend or by seeking help from one of the sources described below.
 - ii. The College contains a particularly useful set of people who are in a position to provide support and advice of one kind or another, and students may find it helpful to start here in the first instance.
 - iii. Students are encouraged to engage as much as possible with the support process, both by seeking advice as early as possible, and by responding constructively to advice given.
 - iv. Students can be reassured that whatever matters they discuss will be treated in line with the University's and the College's guidelines on confidentiality.

3. Within College, students may find it helpful to contact the Senior Tutor (Eleni Kechagia-Ovseiko), who also acts as the College's Disability Lead; the College Counsellor (Tamina Oliver/Nicola Psaila); the Equality and Diversity Fellow (David Kirk); the President of the JCR or the JCR's Welfare Officers; the Junior Dean; their College Supervisor or one of the three subject group chairs. Contact details for each of these people is available from the Phone List on the College Intranet.
4. Across the University more widely, students can consult the University Counselling Service (which also runs a series of workshops designed to provide practical advice and skills on, for example, examination stress, insomnia, and generalised anxiety); and can seek advice from the University Disability Advisory Service as appropriate (the Senior Tutor or other College officer can also liaise with the Disability Office on the student's behalf). They may also find it helpful to approach their University Supervisor, Head of Department, or Departmental Administrator. Student Advisors at the Oxford University Student Union provide a free, confidential and impartial advice service, and Oxford Nightline (oxfordnightline.org) is a listening, information and support service run by students, for students.
5. Beyond the collegiate University, students are able to seek professional medical advice from their GP, and Nuffield students are encouraged (but not obliged) to register with the College Doctor, 19 Beaumont Street. The Samaritans offers a listening and support service, while TalkingSpace Oxford provides a range of therapies that have been approved by the National Institute for Health and Clinical Excellence (NICE) for the treatment of common problems such as depression and anxiety.
6. As noted earlier, while many challenges experienced by students are not trivial, the majority can be resolved quickly by seeking advice from one of the sources above. Even in those cases where a problem cannot be resolved quickly, approaching one of the sources above will form an important first step in the support process.

B. Interruptions to Study

1. Nuffield is committed to protecting and promoting the welfare of all members of the College, and to enabling its students to fulfil their academic potential. Students admitted to the College are normally expected to commence and complete their course of study within the specified duration of the relevant programme. However, the College recognizes that a delay or an intermission to study will sometimes be necessary and in the interests of the student's health or welfare, and that in some cases reasonable adjustments will be required in order to enable a student to commence or return to study. This section sets out a broad framework within which such cases will be managed, though it is important to note that each case will be

managed on an individual basis, taking account of the specific circumstances of the student involved.

2. Where the College is informed (by the student or a representative acting on his or her behalf) **in advance of the start of a course of study** that a student is experiencing medical, psychological, or emotional challenges which are likely to compromise his or her ability to commence the course, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions:

- Make contact with the student, and where possible request medical certification which describes the nature of the student's condition and provides a prognosis for his or her recovery.
- Seek the student's consent to discuss (in a discreet manner and on a need-to-know basis) his or her circumstances with other relevant College or University officers.
- Consider – on the basis of any medical documentation, on advice sought from the University Disability Office as appropriate, and in conjunction with the relevant College or University officers – whether reasonable adjustments could be made by the College or the University which would enable the student to commence and make appropriate progress on his or her course of study.
- Facilitate – in consultation with the Director of Graduate Studies or other appropriate departmental officer, with the student's supervisor(s), and where appropriate with the relevant subject group chair in College – the arrangements for the student in question to be granted an appropriate period of intermission from his or her studies. For doctoral students, this would normally take the form of deferring entry or suspending status for one or more terms. Given the nature of postgraduate taught courses, students on those programmes who are likely to miss a substantial part of the first year of study (e.g., more than half a term) will normally be expected to defer their entry by one year. The exact nature of any intermission will depend on the details of each case and the advice provided in any available medical certificates.
- Make contact with the student at appropriate intervals during the intermission or period of deferral.
- At the end of the intermission or period of deferral, follow the process governing arrangements for resuming a course of study described below, in paragraph 4 of this section.
- Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College's *Guidance on Confidentiality in Student Health and Welfare*.

3. Where the College is informed or becomes aware that a student **enrolled on a course of study** is experiencing medical, psychological, or emotional challenges which appear to be compromising his or her ability to continue with his or her current course of academic study, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions:

- Make contact with the student, and where possible request medical certification which describes the nature of the student's condition and provides a prognosis for his or her recovery.
- Seek the student's consent to discuss (in a discreet manner and on a need-to-know basis) his or her circumstances with other relevant College or University officers.
- Consider – on the basis of any medical documentation, on advice sought from the University Disability Office as appropriate, and in conjunction with the relevant College or University officers – whether reasonable adjustments could be made by the College or the University which would enable the student to commence and make appropriate progress on his or her course of study.
- Facilitate – in consultation with the Director of Graduate Studies or other appropriate departmental officer, with the student's supervisor(s), and where appropriate with the relevant subject group chair in College – the arrangements for the student in question to be granted an appropriate period of intermission from his or her studies. The exact nature of any intermission will depend on the details of each case (in particular the type of course and the point at which the intermission is sought), and on advice provided in any available medical certificates.
- Make contact with the student at appropriate intervals during the intermission.
- At the end of the intermission, follow the process governing arrangements for resuming a course of study described below, in paragraph 4 of this section.
- Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College's *Guidance on Confidentiality in Student Health and Welfare*.

4. Towards the end of any period of intermission or deferral, the Senior Tutor (or another appropriate College Officer acting on his or her behalf) will normally take the following actions in order to confirm that the student in question is fit to **return to study**:

- Make contact with the student to establish his or her plans in respect of a possible return to (or commencement of) study.
- Where appropriate, request medical certification which confirms in principle that the student is fit to resume or commence his or her course of study.

- Update and consult as appropriate (and with the consent of the student concerned) other relevant College and departmental officers, and facilitate arrangements for the student to formally return to study.
- Consider – on the basis of any medical documentation and advice sought from the University Disability Office as appropriate and in conjunction with the relevant departmental officer – whether any reasonable adjustments need to be made in respect of the student's return to study.
- Ensure that a plan of study / progress is agreed between the student and his or her supervisor or other appropriate departmental officer.
- Initiate appropriate levels of regular contact with the student following his or her return to study.
- Maintain (securely and confidentially) comprehensive written records throughout the process. Follow the principles set out in the College's *Guidance on Confidentiality in Student Health and Welfare*.

C. College Appeal Procedures and the University's Fitness to Study Panel

1. In following the processes set out in section B above, the College's overall approach will be consensual. To that end, its aim will be to discuss and agree the details of any intermission arrangements with the student and the relevant department in advance of an intermission being sought or granted. This section describes the procedures which will be followed in the event that either the student or the department does not accept the intermission arrangements being proposed by the College.
2. Any student granted an intermission, or who has an intermission imposed upon him or her, may appeal against the decision on the grounds that it is not appropriate to his or her case. The student must give notice of appeal in writing (by email will suffice) to the Warden within seven days of being notified that an intermission has been imposed or granted. This period may be extended at the discretion of the Warden. The student's appeal shall be considered by a panel consisting of the Senior Fellow, the Dean, and the Equality and Diversity Fellow. The Senior Fellow shall act as chair of the panel. If anyone who would otherwise have served on the panel has been involved with the case, has a supervisory relationship with the student in question, or is for some other reason unable to serve, the Warden will appoint a Fellow who has not hitherto been involved to serve in his or her place. The student will be invited to submit supporting evidence or to present such evidence in person, and may be accompanied by a representative of his or her choice. The panel shall have the authority to seek professional medical advice (in the first instance from the College Doctor) and to invite relevant College and University officers to attend as appropriate. The result of the appeal shall be communicated to the student in writing within seven days of the Panel's decision being made.

3. In the event that the student is unsatisfied with the outcome of the appeal, or in the event that the student's department does not accept the intermission that has been granted or imposed, the matter may be referred by the College to the University's Fitness to Study Panel. The Panel has power to consider medical and any other appropriate evidence, to take expert advice, and to consider submissions made by or on behalf of the student concerned. At the end of the process, the Fitness to Study Panel will decide (in the case of referrals by University authorities) or recommend (in the case of referrals by colleges) whether or not the student is fit to study. Further details about the Panel are available on the relevant pages of the University website.

8.6 Guidelines on Confidentiality in Student Health and Welfare

Introduction

1. These guidelines are intended for the benefit of all members of College who are involved in student health and welfare and for whom confidentiality might be an issue, including College Officers, College Supervisors, College Staff, and of course students themselves. They are designed to ensure that all relevant parties are aware of the basic principles concerning confidentiality.
2. The guidance provided in this document is based on and in line with the University's Guidelines on Confidentiality in Student Health and Welfare (which also sets out the legal context for principles governing confidentiality, and provide details concerning the disclosure of information to the police), and is in line with the College's Data Protection Policy (which sets out the ways in which the College complies with the obligations entailed in the Data Protection Act of 1998).
3. The document consists of three sections: the first part outlines the aims and principles of the College's guidelines; the second part provides an overview of relevant professional codes of practice; and the third part describes the role of the College's Welfare Committee.

Aims and Principles

4. Nuffield College aims to foster a culture within which students and other members of College feel able to raise personal and private matters as a means of seeking support or advice, and can be reassured that their discussions will be treated with the appropriate levels of confidentiality.

5. To this end, the College operates in accordance with the following principles.
- a. A general respect for privacy means that matters relating to the health and welfare of individuals must be treated as confidential (and in line with the requirements of the College's Data Protection Policy).
 - b. Any member of College to whom a student turns for advice or support on a personal or private matter must take efforts to establish (preferably at the outset of any discussion) the extent to which the content of the conversation is to be treated as confidential.
 - c. The student's consent must always be sought before confidential information is disclosed to a third party or parties (including the student's family members), and the extent of any onward transmission must be clearly agreed.
 - d. In line with the European Convention on Human Rights, the disclosure of confidential information without an individual's consent is permitted only in circumstances where it is necessary to prevent a threat to the health and safety of individuals or groups; even in such circumstances, all reasonable efforts must still be made to secure the individual's consent before confidential information is disclosed, and where practicable, advice must always be sought from the highest available authority within College before confidentiality is breached.
 - e. Students seeking support should be encouraged by those who are advising them to consider the possible benefits of sharing relevant information with other parties (e.g., to achieve a desired outcome, or to obtain professional medical advice), and should be made aware of internal and external sources of support (see the Welfare page of the College intranet for details, and the first part of the College's Fitness to Study policy).
 - f. College members acting in an advisory capacity need not feel that responsibility for managing and taking decisions about an individual student's situation rests with them alone, and are encouraged to seek advice on issues of concern in general terms, without breaching students' confidentiality or disclosing their identity.

Professional Codes of Practice

6. The General Medical Council operates an explicit set of guidelines on medical confidentiality. Doctors have the discretion to share information with other members of an immediate healthcare team, and in a limited set of other circumstances; the General Medical Council states that "Disclosures may be necessary in the public interest where a failure to disclose information may expose the patient, or others, to risk of death or serious harm. In such circumstances you should disclose information promptly to an appropriate person or authority."

7. The College Counsellor is accredited by the relevant professional body(s) (British Association for Counselling and Psychotherapy or UK Council for Psychotherapy or British Psychological Society) and is expected to abide by their ethical framework and guidelines on confidentiality.
8. The University's Student Counselling Service is an organisational member of the British Association for Counselling and Psychotherapy and abides by its Ethical Framework for Good Practice. The University Guidelines on *Confidentiality in Student Health and Welfare* state that: "Confidentiality remains with the staff of Student Welfare and Support Services and information will not normally be conveyed to others without permission. If a student were considered to be a danger to [themselves] or to others then the student's consent would still be sought before information conveyed to others. If this consent were not given then a counsellor would consult with a senior member of the team before a decision to break confidentiality was taken. The impact on the member of staff's future therapeutic relationship with the student would also be taken into consideration. Any breach of confidentiality would be minimised by restricting the information conveyed both to that which is pertinent to the immediate situation and to those persons who can provide the help required by the student."

Nuffield College Welfare Committee

9. The College Welfare Committee exists in order to provide strategic oversight of welfare issues within College, including health, disability legislation, financial aid funds, harassment and bullying, maternity/paternity schemes, equal opportunities, counselling and accommodation. The Committee does not discuss individuals or individual cases, but is concerned with the provision of welfare services in general terms across the College, and may take action, or recommend that action be taken, in response to recurrent welfare themes. The Chair of the Committee is the Warden. The other members are the Equality and Diversity Fellow, the College Counsellor, the Senior Tutor, the Bursar, the Junior Dean, the College Doctor, and one or two representatives of the Junior Common Room.
10. Queries or concerns about these guidelines should be directed to the Senior Tutor in the first instance.

8.7 College Statement on Staff-Student Relationships

The University recently introduced a Policy on Staff-Student Relationships, effective from 1 August 2014. Details of the Policy can be found online. The Policy strongly advises staff against entering into a close personal or intimate relationship with a student for whom they have any responsibility, and requires

... that any close personal or intimate relationship with a student for whom a staff member has any responsibility is brought to the attention of the member of staff's Head of Department in order that action can be taken to mitigate any unintended consequences. The member of staff should also disclose any former relationship with a current student for whom they are given or are to be given responsibility. If the staff member is unsure if they have any responsibility for the student, they should declare the relationship to their Head of Department, in order that they can assess the risk of unintended consequences arising. Any declaration of this kind will, so far as possible and subject to the specific provisions of this policy, be treated in confidence, and every effort will be made to ensure that it does not disadvantage either party with regard to their professional advancement or academic progress.

The Policy also requires staff to disclose (to the Head of Department) any pre-existing close personal or intimate relationship with a prospective student who is applying for admission to the University.

For the purposes of the University policy

... a 'member of staff' is understood as including but not limited to any individual who is working within the University under a formal contract of employment or as a casual paid worker (including graduate students working as teaching assistants), and any other individual (such as visiting academics) to whom the University offers any of the privileges or facilities normally available to its employees.

Nuffield College subscribes to the principles and procedures set out in the University's policy on Staff-Student Relationships, and encourages all students and staff to familiarize themselves with the terms of the Policy and its requirements.

In addition, where a close personal or intimate relationship exists between a member of College staff and a student within College for whom the staff member in question has any responsibility, the member of staff and/or the student are strongly encouraged to draw it to the attention of the Warden or the Senior Tutor. In keeping with the spirit of the University Policy, while close personal or intimate relationships between staff and students within College are not prohibited, such relationships are discouraged, especially where the staff member concerned has some academic or supervisory responsibility for the student.

APPENDIX A

WHO'S WHO, 2018/19

Warden: Andrew Dilnot

Bursar: Tom Moore

Senior Tutor: Eleni Kechagia-Ovseiko

College Officers:

Head of Endowment Office	Gwilym Hughes
Chair of the Senior Common Room	Ray Duch
College Counsellor	Tamina Oliver/Nicola Psaila
Equality and Diversity Fellow	David Kirk
Dean	Ray Fitzpatrick
Junior Dean	Ole Jann
Dean of Degrees	Ridhi Kashyap
Deputy Dean of Degrees	Anthony Taylor
Information Systems Fellow	Ben Ansell
Fellow Librarian	TBC
Keeper of the Gardens	Geoff Evans

Academic Office:

College Registrar	Justine Crump
Academic Officer	Sarah Milne Das
Admin Officer (Fellows)	Maxine Collett
Admin Officer	Sara Rebecchi
HR Officer	Gill Smit

Bursary:

PA to the Warden and Bursar	Claire Bunce
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Finance:

College Accountant	Yani Moyse
Deputy Finance Officer	Caroline Leach
Assistant Accountant	Simon Baker
Finance Assistant (Payroll)	Sue Gardiner
Finance Assistants	Marina Makarova
	Peter Marshall
	Rachel Shama

Information Systems:

IT Director	Mark Norman
IT Infrastructure Analyst	Matthew Lake
IT Officer	Karen Richardson
IT Support Officer	Salman Pasha

Library:

Deputy Librarian	Tessa Richards
Assistant Librarians	Diana Hackett
	Emma Quinlan
	Ed Smithson

Development Office:

Director of Development	Caroline Kukura
Development Executive	Monica Esposito-West
Alumni Relations and Communications Manager	Catherine Farfan

Catering and Conferences:

Catering and Conference Manager	Olivier Goddet
Events Coordinator	Giuliana Forestieri
Front of House Supervisor	Amie Phillips
Front of House Supervisor	Natalia Madzio
Front of House Supervisor	Zsofia Arato
Executive Chef	Robert Murden

Maintenance, Housekeeping, and Lodge:

Site Manager	Gary Hamblin
Maintenance Staff	Bob Ellis, Julian Jeffs, Jason Woodburn
Housekeeper	Gill Gardener
Lodge Porters	Clive Gable
	David Rhodes
	Sydney Richardson
	Tony Harling (Resident Lodge Porter)

APPENDIX B

RESPONSIBILITIES OF NUFFIELD COLLEGE SUPERVISORS AND SUPERVISEES

The Nuffield College Supervisor is expected to play an auxiliary role to that of the University supervisor, who is the person responsible for the overall direction of the student's academic progress. More specifically the responsibilities of the College Supervisor (in other colleges known as College Adviser) are:

1. To provide general help, support and advice to students on any matter affecting their academic work and life in College, and beyond.
2. To report at least termly on the student's academic progress. This report should normally be discussed with the student. There is a presumption that the College Supervisor should meet the student formally (as opposed to socially) at least once a term.
3. To discuss with the student their plan of work at the start of each academic year. The supervisor should monitor the student's progress throughout the year and provide feedback where appropriate following the termly discussion of the student's progress at Group meetings. The supervisor is expected to report any serious concerns to the Senior Tutor who will bring the matter to the student's attention as quickly as possible.
4. To read at least one piece of written work in the course of a term as the basis for the report on the student's academic progress. Whether the College Supervisor undertakes to read more substantial amounts of written work would depend on individual circumstances and mutual agreement: clearly in some cases the research interests of College Supervisor and student are much more closely matched than in others.
5. To maintain contact with the student until such time as the student completes their studies.

It is important to stress that the relationship between student and College Supervisor must necessarily be flexible and adaptable to individual needs, circumstances and temperaments. The obligations set out in 1-5 constitute a minimum which in many cases will be exceeded.

Finally, all students in College have the right to take personal or academic concerns directly to either the Senior Tutor or the Warden if they wish.

The responsibilities of College supervisees are as follows:

1. College advisees should respond to invitations from their College Supervisors to meet them; if the proposed time is not suitable they should contact their supervisor to arrange an alternative time to meet.
2. They should not hesitate (or feel in any way inhibited) to contact their College Supervisor outside their regular meetings and should feel free to consult other College officers as necessary, including the Senior Tutor.
3. College advisees should be aware that the College Supervisor is not expected to perform the academic role of the University supervisor. However, depending on their College Supervisor's field of expertise, advisees may seek academic advice from the supervisor. In addition, advisees should feel free to seek advice from the College Supervisor on academic-related matters including applications for research funding, conferences and seminar attendance, publication and career plans etc. Finally, it is particularly important that advisees should consult their College Supervisor if they experience any difficulty with their University supervisor.
4. Students may ask the Senior Tutor to appoint a replacement if their College Supervisor is on leave or has left the College. Usually, such arrangements will be made by the Group prior to the supervisor's departure.
5. College supervision continues until such time as a supervisee is no longer enrolled as a student. Students no longer in Oxford should maintain contact with their College Supervisor via email where possible.

University Guidance on College Advisers and Advisees

The collegiate University provides the following template for the duties and responsibilities of college advisors and advisees, which applies to all colleges. Nuffield has its own system of College supervision, as described above, which includes and expands these provisions.

College Adviser – Role Description

A. Role purpose

Every graduate student at Oxford has a College Adviser, who is an academic member of his or her College, usually a Fellow.

The role of the College Adviser is additional and complementary to that provided in the student's department or faculty. The College Adviser is not expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study.

NOTE

Throughout this document the term 'College' includes Permanent Private Halls.

B. Key aspects of the role

1. Induction and welcome

- Meet all full-time Advisees in first term of residence, as early as is feasible.
- Establish a basis for future contact, bearing in mind the role purpose and the 'College Advisee: guidance' (which is expected to be disseminated to graduates in arrival packs).

2. Advisee meetings and contact

- Offer the opportunity to all full-time PGT students to meet at least once a term.
- Offer other graduate students this opportunity at least once a year.
- Where meeting in person is not feasible, maintain email contact with advisees.
- Initiate contact directly or through the College Office, by, for example by sending an email, offering a date for Advisees to drop in, meet over lunch/dinner in Hall, at a seminar, a college event, college club/society, in the lab, or for drinks, etc.
- Encourage Advisees to make contact as and when they need advice or help, while also directing to other College Officers as necessary (for example, the Tutor for Graduates/Senior Tutor, College Academic Administrator/Registrar, College Welfare Officer/Chaplain, etc).

3. Progress monitoring

Monitor advisees' progress, by reviewing and where appropriate discussing their

University supervision reports,¹⁸ and by being available for consultation, either in person or by email.

- Discuss with students any problems or difficulties they may be experiencing in their Department or Faculty and/or with their supervisor.
- As appropriate, comment positively on students' progress, and achievements: Advisers are not there only to monitor students' progress and pick up problems.
- Consult the Tutor for Graduates/Senior Tutor if there are concerns about the student's academic progress and if a student appears to be experiencing difficulties with their academic work.
- Participate, as appropriate to the college's local circumstances, in annual progress reviews.

4. Problem-solving, advice and pastoral support

- Offer advice (where and if possible) on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.^{19&20}
- Provide pastoral support, including on health, financial, personal or coping issues, and direct students to appropriate persons/services for assistance.
- Refer students, as necessary, to the appropriate College/University resources.²¹

College Advisee: Guidance

All students are assigned a College Adviser, who is usually a Fellow of the College.

Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;

18. Graduate Supervision System; OxCORT (for BCL, MJur).

19. Further information on resources for students can be found at the Student Gateway; Careers Service.

20. College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.

21. Nuffield College Counsellor; University Health & Welfare Services.

- consult the Tutor for Graduates/Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.²²

Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. (You should also feel free to consult other College officers as necessary: see below.)

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact your Tutor for Graduates/Senior Tutor.

Further Information

This guidance focuses specifically on the role of your College Adviser. Your College Adviser will be able to direct you to relevant sources of advice and support, which you should feel free to consult as necessary. These might include (but are not limited to):

- College Tutor for Graduates/Senior Tutor or Academic Administrator
- College Chaplain or Welfare Fellow
- MCR President or MCR Welfare Officers
- College Nurse or GP
- College Counsellor
- College/Tutorial Office or equivalent
- College Bursary or equivalent
- Financial Aid/Student Hardship Officer

22. College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as Junior Deanship, or a character reference.

APPENDIX C

STUDENT-COLLEGE CONTRACT

PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH THE COLLEGE

Contract with the College

1. As a matriculated student at Oxford University you will be a member both of the University and of one of its Colleges or Permanent Private Halls. For convenience this document refers to both Permanent Private Halls and Colleges as “Colleges”.
2. You will have two separate contracts: one with the University and one with the College.
3. The purpose of these terms and conditions is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.
4. Your contract with the College is made up of:
 - a) The following documents:
 - i. these Terms and Conditions;
 - ii. the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/media/2631/nuffield-college-student-handbook-2018-19.pdf>). The College Student Handbook is updated every summer, and all students then become bound by the updated version from the beginning of the ensuing Michaelmas term. We draw students’ attention to any important changes to the handbook each year. Typical changes might be updates to various College charges (e.g. meals, printing), or the inclusion of a new policy and procedure, or updating information on student welfare provision;
 - iii. the student tenancy agreement (where relevant, students will be asked to sign the tenancy agreement when they arrive in College; a sample tenancy agreement can be viewed on the College website here: <https://www.nuffield.ox.ac.uk/media/1457/sample-nuffield-tenancy-agreement.pdf>); and

- iv. your original Offer Letter from the College together with the subsequent letter from the College confirming your offer.
 - b) The College's Statutes and By-Laws, and rules and policies made under them (see paragraph 9 below).
5. You will enter into your contract with the College before you begin your studies at the University and the College.

University and College Membership

6. You must be a member of a College in order to be a member of the University.
7. Your continuing relationship with your College is linked to your continuing relationship with the University. Similarly, your Offer from your College is linked to your Offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.
8. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other sanctions, the College may impose similar, or other appropriate sanctions.

College Statutes and By-Laws, Rules and Policies, and the College Student Handbook

9. By entering into this contract you agree to comply with the College Statutes and By-Laws as amended from time to time, and with the College Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them. These are available on the College website here: <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/>.

They include the College Student Handbook which sets out regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour. By entering into this contract, you confirm that you have read and understood the regulations set out in the College Student Handbook.

10. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and By-Laws and the College Rules, Regulations and Codes of Policy, Practice and Procedure, including the disciplinary procedures. Such action would take place under the appropriate procedure and could result in sanctions including suspension or expulsion.

Your Responsibilities

11. You are required to comply with College rules on:

a) matters including, but not limited to, behaviour, IT usage and academic studies. You should refer to the College Student Handbook available on the College website here: <https://www.nuffield.ox.ac.uk/media/2631/nuffield-college-student-handbook-2018-19.pdf>.

b) fees and other charges being paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The fees and charges due to the University and to the College may, after consultation with relevant committees with student representation (in so far as concerns College charges), vary from year to year.

The College will collect University fees and transmit them to the University. Failure to pay fees and charges when due may lead to the imposition of sanctions by the College (see sections 4.1-4.4 and 8.4 of the College Student Handbook).

c) obtaining an appropriate visa if necessary and abiding by any visa conditions. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available from Student Information and at <http://www.ox.ac.uk/students/visa>.

Teaching Arrangements

12. The College will provide its graduate students on both taught and research degree courses with such support as it reasonably decides to be necessary in connection with the pursuit of the relevant course.

Library and IT Facilities

13. The College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Student Handbook, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.

Accommodation and Meals

14. The College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and on the terms and conditions and in accordance with the procedures set out in the College Student Handbook and the student tenancy agreement (available on the College website here: <https://www.nuffield.ox.ac.uk/media/2631/nuffield-college-student-handbook-2018-19.pdf> and <https://www.nuffield.ox.ac.uk/media/1457/sample-nuffield-tenancy-agreement.pdf>), both of which may vary from year to year.

15. The College will provide meals on the terms and conditions set out in the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/media/2631/nuffield-college-student-handbook-2018-19.pdf>), which may vary from time to time.

Personal Data

16. The College will collect and use information about you in accordance with the principles set out in the College's privacy notice for current students and applicants who have accepted a College offer. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. All our privacy notices are available (or will shortly be published) on our website at <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/>.

Complaints Procedure

17. The College Complaints procedure including subsequent rights of appeal are explained in the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/media/2631/nuffield-college-student-handbook-2018-19.pdf>), or equivalent document.

Jurisdiction

18. Your contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

SIGNED for and on behalf of
NUFFIELD COLLEGE IN
THE UNIVERSITY OF OXFORD

SIGNED by the STUDENT

Name: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Date: _____

Please sign and return one copy of the contract either by email to graduate.admissions@nuffield.ox.ac.uk (in a scanned pdf format) or by post to the Senior Tutor, Nuffield College, New Road, Oxford, OX1 1NF, or bring it with you when you attend the registration session in College on Wednesday 26 September 2018. You should retain a second copy for information.

APPENDIX D

JCR CODE OF PRACTICE

1. The JCR is an association open to all graduate student members of the College. Its main object is to promote the interests and welfare of and social activities among its members and to represent the interests of students to the Governing Body of the College.
2. The JCR has a written constitution, elects officers and holds regular meetings. Membership of the JCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR not later than the end of Michaelmas Term.
3. Membership is free of charge.
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR.
5. The written constitution of the JCR contains detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs affiliation to external organisations (including OUSU), and the handling of companies. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Dean.
6. The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and the bar. It allows the JCR as an association to participate in the management and provision of these services and from time to time provides the JCR with funds to enable it to maintain these services on behalf of the College. The services provided by the College are available to all graduate student members of the College on equal terms whether or not they are members of the association.
7. Complaints about the management of the JCR should in the first place be made to the President. If you are dissatisfied with the handling of any complaint it may be referred to the Dean.
8. A copy of the constitution of the JCR may be inspected in the Bursary.

APPENDIX E

STUDENT PARENTAL LEAVE POLICY

Nuffield College is committed to supporting students during pregnancy, maternity, paternity or the process of adoption. The College follows the University's [Student Maternity, Paternity, Adoption and Shared Parental Leave Policy](#) which lays out the key rules regarding the timing and duration of leave, the application process, the provision of funded parental leave, and any necessary adjustments to mode of study.

The College's main role in connection with student parental leave is, therefore, to:

- advise the students on the timing of leave and assist them to make applications for suspension of status in cooperation with the relevant department/faculty;
- help prepare the students for their return to study in cooperation with the relevant department/faculty;
- advise students on possible adjustments to mode of study in cooperation with the relevant department/faculty.

Funding

The College's funding arrangements for student parental leave will normally align with those of the University and the UK Research Councils.¹

Practical Arrangements

The College will make practical arrangements on an individual case basis for each student parent, for example, with regards to meals and office space entitlement in

¹ For example, the ESRC policy states that: "Research council funded students are entitled to 52 weeks of maternity or shared parental leave. The first 26 weeks should be paid at full stipend rate. The following 13 weeks should be paid at a level commensurate with employee entitlements to statutory maternity pay. This is c. 41per cent of the minimum doctoral stipend. The final 13 weeks are not paid. Partners are entitled to up to 10 days paid Ordinary Paternity Leave on full stipend. Partners may be entitled to up to 50 weeks of Shared Parental Leave; this may include paid and unpaid leave, depending on the individual circumstances, any paid leave should be at full stipend. There is no qualifying period for maternity, paternity, adoption or shared parental leave." <https://esrc.ukri.org/files/skills-and-careers/studentships/postgraduate-funding-guide/> (p.26-27).

College. In each case the College will endeavour to put in place arrangements that support the student's needs in as generous a way as is practicable.

Overseas students on Tier 4 visas should note that, under the terms of the student visa, if they apply for suspension of status for parental leave, they may be required to return to their home countries while suspended. Students should consult the Student Immigration team for advice on immigration and visas (student.immigration@admin.ox.ac.uk).

Unfortunately, the College does not at present have family accommodation and student parents living in College will need to apply for University or other family accommodation.

The College has access to three sponsored nursery places at the University's nurseries and matriculated students are eligible to apply for one of these places, if available. The University's nursery provision is oversubscribed and there is a long waiting list, so it is advisable for students to apply for a place as soon as possible. Further information about the University's childcare provision can be found at <https://www.admin.ox.ac.uk/childcare/>.

Contact

Students who are expecting to become parents are encouraged to contact the Senior Tutor as early as possible to discuss their leave and associated practical arrangements.

This policy is subject to Governing Body approval and will be reviewed regularly.

APPENDIX F

LIST OF FEES AND FIXED CHARGES

University Fees 2018/19 £

Sociology

Taught Programmes:

Home/EU	
MSc	12,670
MPhil	8,975
Overseas	
MSc	19,915
MPhil	17,275

Research Programmes:

Home/EU	7,620
Overseas	18,620

Economics

Taught Programmes:

Home/EU	13,950
Overseas	17,275

Research Programmes:

Home/EU	4,260
Overseas	16,230

Politics/IR

Taught Programmes:

Home/EU	13,950
Overseas	22,810

Research Programmes:

Home/EU	8,975
Overseas	19,915

College Fee:

3,112

Thesis Grants:

DPhil	actual cost
MPhil	actual cost

Student Research Allowances:

Taught course students	262
Research course students	708

Fixed Charges 2018/19

1. Rents	£	£
Students	Standard	College Ensuite
1 October – 31 August	6,248	6,816
Termly installment (x3)	2,083	2,272
Monthly rent	568	620
2. Fixed Charges Catering	£	£
Lunch		
Annual (1/10 to 30/9)	792	
Termly	264	
Quarter 1,2,3 (visiting students)	213	
Quarter 4 (visiting students)	153	
Dinner (optional) Q1,2,3	110	
Breakfast plan (optional) Q1,2,3	88	

3. Guest Rooms	£	£
Small double/single (en suite)	74	
Standard single (shared bathroom)	47	
Double (en suite)	89	
4. Occasional use of Student Study (per week)		
	£	£
	70	

Meal Charges 2018/19*

	Standard excl. VAT £	incl. VAT £	Student/ Student Guest £
Breakfast	3.67	4.40	2.77
Lunch	7.93	9.52	6.71
Dinner (low table)	7.93	9.52	6.71
High Table	24.42	29.30	12.21
Dessert	3.67	4.40	3.67
Wine at High Table	7.34	8.81	7.34
Wine at Dessert	4.50	5.40	4.50

*The meal charges are likely to change in the course of the academic year.

Notes:

All charges are exclusive of VAT unless indicated otherwise.

Guests other than Student Guests are charged VAT at the standard rate (20%).

Student rate is the 'pay-as-you-dine' rate.

Quarter 1: 1 Oct to 31 Dec

Quarter 2: 1 Jan to 31 March

Quarter 3: 1 Apr to 30 June

Quarter 4: 1 Jul to 30 Sep

Payments made by credit card will incur a card processing fee of 2.5%

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