

ST BENET'S HALL
UNIVERSITY OF OXFORD



HANDBOOK

2017-2018

INTRODUCTION

St Benet's Hall is a unique community of intellectual and personal formation at the heart of the University of Oxford. In the twelfth century groups of students gathered round a Master, so forming the University. These groups later became Halls and Colleges. Today, St Benet's is the nearest equivalent to such a group gathered round a Master of Arts. When Benedictine monks returned to Oxford in 1897, they founded St Benet's as a Permanent Private Hall so that Roman Catholic monks of Ampleforth Abbey could take degrees at the University of Oxford. Today, the Hall welcomes female and male students from any background (religious or none) to study and live together with a small but vibrant monastic community. We expect all who come here to be respectful of the Benedictine ethos of the Hall.

The Hall is dedicated to academic excellence and the well-being of its members. The purpose of your years here is the full development of your personal and academic potential. There is a strong sense of mutual support. We hope that you will enjoy your experience of the University of Oxford and of life in Hall and form lasting friendships. You have a right to expect the highest standards of teaching and pastoral support.

By accepting a place at St Benet's Hall, you undertake a duty to support the ideals for which the community stands. You have your own free choices to make about religious matters. However, you should always feel welcome in the chapel and at any of the liturgies that are part of the life of the Hall. You also accept important duties in regard to your personal and social life. You have a duty to work to the best of your ability, and you have a duty to respect the right of others to privacy, quality of life, a calm environment, esteem and difference. The observance of those duties guarantees the pursuit of scholarship and harmony in a small community.

Although small, the Hall provides for its members in all the complex concerns of life at Oxford. Members have many academic and personal options and have to meet numerous requirements in a short time. This Handbook offers guidance and practical information.

Even at a time of ever increasing electronic communication you will always be welcome to meet in person with the Master or any of the Officers or Fellows of the Hall.

The standard College-Student contract is appended to this Handbook. So are the graduate and undergraduate licences to occupy resident accommodation. By your accepting a place at St Benet's Hall and coming into residence in the University you are deemed to have accepted this contract, and, if resident, the terms of undergraduate or graduate licence to occupy.

It is in your interest to read and understand these regulations. By your accepting a place in the Hall, you accept the obligation to follow them.

This Handbook has been issued by the Master of St Benet's Hall.

Michaelmas Term 2017

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	Harald Edinger, BSc (WU Vienna), MA (John Hopkins)	30
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Emergency Contact Details

In case of emergency:

Junior Dean (St Giles') 0782 5526661

Junior Dean (Norham Gardens) 0734 2721453

Prior (2)80560

Hall Administrator (2)80556

Master (2)80551

Bursar (2)80690

Senior Tutor (2)80559

University Security Service (8)9999

Emergency Services (9)999

Dr Leaver, Jericho Health Services 01865 311234

REGULATIONS AND INFORMATION RELATING TO JUNIOR MEMBERS

OF ST BENET'S HALL

1. General

- 1.1. For the purposes of these Regulations the term 'junior member of the Hall' includes any person reading for a degree or approved course of study who is a member of the Joint Common Room (JCR). For practical purposes, the term 'junior members' encompasses the following categories:
 1. undergraduates: undertaking first degree courses;
 2. graduates: undertaking higher degree courses;
 3. student monks: undertaking either first degree courses or higher degree courses;
 4. visiting or exchange students.
- 1.2. Everyone who accepts a place at St Benet's Hall is deemed to have bound themselves to observe the Hall Regulations, to have accepted the College-Student contract, and, if resident, the terms of the graduate or undergraduate licence for residence.
- 1.3. It is the duty of members of the Hall regularly to check their incoming mail at least once a day. Communications delivered to Hall pigeonholes or sent to an @stb.ox.ac.uk email address will be deemed to have been received after 24 hours.
- 1.4. The Regulations are kept under review and subject to amendment from time to time by the Master.
- 1.5. All members of the Hall are expected to apply themselves to academic work to the satisfaction of tutors and supervisors, and to behave in a reasonable and responsible manner, with consideration for other members of the Hall and its staff, and for the general public both within and without the Hall premises, for the duration of their period of studies in the Hall.
- 1.6. Members of the Hall must consult their Director of Studies or supervisor before undertaking any non-academic activity which is capable of interfering with academic work. Permission is required for undergraduates to undertake an office within the Hall or the University.
- 1.7. Many of these Regulations and associated procedures are mainly a matter of common sense and good manners, but some are required by law. They will be enforced, in the first instance, by Hall Officers according to their particular area of responsibility: the Senior Tutor (academic obligations), the Master or Dean (discipline), the Bursar (domestic and finance), and the Librarian (library).

2. Hall Terms Dates and Regular Times

2.1. Hall Terms

- 2.1.1. New undergraduate members of the Hall are asked to arrive by 4 p.m. on Sunday 1 October 2017. Hall Terms (as in all the colleges) differ slightly from the so-called Full Terms of the University, which are defined as the period of eight weeks during which formal lectures, classes and tutorials normally occur.

2.1.2. Undergraduates are expected to be in residence for the full length of each term. If any undergraduates are prevented from arriving punctually by ill-health or for any other good reason, it is their responsibility to give proper notification by informing the Bursar in the Hall Office.

2.1.3. Term Dates for the Year

Term	Begins	Ends
Michaelmas	Thursday 5 October 2017	Saturday 2 December 2017
Hilary	Thursday 11 January 2018	Saturday 10 March 2018
Trinity	Thursday 19 April 2018	Saturday 16 June 2018

2.2. Office and Liturgy in the Chapel in Term

Weekdays	Office or Liturgy	Sundays
07:00	Office of Readings & Morning Prayer	08:00
07:30	Mass	10:00
18:30	Vespers (Said)	
18:30 (Tuesday, Thursday)	Sung Latin Vespers	18:30
21:00	Sung English Compline	21:00
c. 22:00 (Hall Guest Nights)	Sung English Compline	

2.3 Meals during Term

Weekdays	Meal	Sundays
08:00-09:30	Breakfast	
11:30 (Saturday only)	Brunch	
12:30-13:30 (exc. Sat)	Informal lunch	
	Formal lunch	12:45 Drinks, 13:00 Lunch
15:00-16:00	Tea	No tea at weekends
19:15 (Mon, Weds, Fri)	Informal Dinner	
19:00 Dinner (Tues)	Formal Dinner with guest speaker and post-drinks	

19:00 Drinks, 19:15 Dinner (Thurs)	Formal Dinner	
19:00 (Sat)	Informal buffet supper	19:00

2.3. Cleaning schedules in the Hall (at the time of publication)

Day	Rooms
Daily	Public bathrooms waste bins
Mon, Wed, Fri	All waste bins
Mondays	Norham Gardens Room 1, 2, 3, 4
Tuesdays	St Giles' Rooms 16, 31, 32, 33, 35, 36, 37 Norham Gardens Rooms 5, 6, 7, 8, 9
Wednesdays	St Giles' Rooms 40, 41, 42, 43, 44, 45, 46, 47, 48, 49 Norham Gardens Rooms 10, 11, 12, 13, 14
Thursdays	St Giles' Rooms 21, 24, 25, 27 Sacristy Room, Basement flat Norham Gardens Rooms 15, 16, 17, 18, 19
Fridays	Norham Gardens Rooms 20, 21, 22, 23, 29 (Junior Dean

2.3.1. Members must allow access to rooms for cleaning from 10 a.m. Cleaning staff are instructed to inform the Junior Dean if they cannot obtain access or if the room is too untidy to be cleaned. Sheets should be changed every two weeks. You will be left a set of clean sheets when your room is cleaned.

3. **Monastic Members of the Hall**

3.1. St Benet's Hall was founded to allow monks to take secular degrees. St Benet's still welcomes monks, priests and religious who may want to read for a BA, Master of Studies degree (MSt) or for a DPhil. Admission to these degrees is through the normal admissions processes of the University, which requires candidates to be of the necessary academic standard.

3.2. Monks resident in the Hall are asked to observe the liturgical timetable outlined above, most especially when they are actually in the Hall at a time of monastic liturgy. They have other arrangements made according to their status in the University. Monks have priority in the allocation of rooms, and may retain residence throughout their time in the University.

3.3. Monks are members of the JCR or SCR according to their status.

4. The Organisation of St Benet's Hall

- 4.1. St Benet's Hall is owned by the Ampleforth Abbey Trust and operated under the St Benet's Trust.
- 4.2. As a Permanent Private Hall, the Hall is licensed by the Vice-Chancellor, to whom the Master is responsible for the operation of the Hall. Relevant statutes and regulations of the University are available on the University website.
- 4.3. The Hall's officials oversee the working of the Hall. All are asked to co-operate with necessary informality in much of our operation. This handbook sets out the working of areas such as academic and personal discipline in some detail, so as to provide information, fairness and equity.
- 4.4. The Master holds responsibility for all the workings of the Hall and stands in a tutorial relationship to undergraduate and graduate students. All members of the Hall should at all times feel free to see or consult the Master. Academic supervision is delegated to the Senior Tutor who is also Tutor for Graduates, and in personal disciplinary or welfare matters to the Dean and Junior Dean.
- 4.5. The Senior Members of the Hall comprise the above named officers, plus the Fellows, Lecturers, Bursar and Research Associates .
- 4.6. The Hall has four formally set up internal committees: an Education Committee meets four times a term; a House Committee meets three times a term; a Library Committee which reports to the Education Committee; and a Welfare Committee which meets once a term. Disciplinary and other committees are arranged as required.
- 4.7. The Education Committee is concerned with the academic work of the Hall. It consists of the Master, Senior Tutor and Directors of Studies.
- 4.8. The House Committee consists of the Bursar, Senior Tutor, Master's PA/Development Officer, a Fellow, Junior Dean (and Dean if necessary), Prior, Chaplain, the President, Treasurer, Secretary and Graduate Officer of the JCR and the Captain of Boats. The House Committee is concerned with the social life of the Hall and any other matters raised by the Junior Members.
- 4.9. The Library Committee consists of the Librarian, Senior Tutor, Fellows' Representative and student subject representatives.
- 4.10. The Welfare Committee consists of the Master, Hall Doctor, Senior Tutor, Prior, Chaplain, Bursar, a Fellow, Junior Dean and the President, Welfare Officer and Graduate Representative of the JCR.
- 4.11. The JCR and Boat Club have their own meetings and organisation. All graduate members hold membership of the Joint Common Room.

5. Matriculation Ceremony and Examination Dress Requirements

- 5.1. The Matriculation Ceremony takes place in the Sheldonian Theatre on the Saturday of the First week of Michaelmas term. Arrangements are made by the Senior Tutor.
- 5.2. It is a University requirement that members of the University wear '*sub fusc*' clothing for Matriculation, examinations and presentation for degrees. Men are required to have a plain white collared shirt, a white bow tie (or black bow tie, or black full-length tie) and a dark suit with dark socks; for women, a white shirt or blouse, a black tie or

ribbon, a dark skirt with black tights or stockings, or dark trousers, and a dark jacket if desired. Candidates serving in HM Forces are permitted to wear uniform together with a gown. (The uniform cap is worn in the street and carried when indoors.) Monks may wear their habit together with a gown. '*Sub fusc*' clothing must be worn with cap and gown, with hoods being worn by graduates at University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's gown.

6. **Academic Obligations for those Reading for Undergraduate Degrees**

6.1. Acceptance of a Place

- 6.1.1. Everyone accepting a place at St Benet's Hall is under an obligation to fulfil the terms of that acceptance: viz:
- 6.1.2. the Hall's requirements regarding University examinations and academic performance set out in these Regulations;
- 6.1.3. that the Hall has admitted them for a particular course only and for its normal duration only, and that deferments or changes of course shall be at the discretion of the Master and Education Committee;
- 6.1.4. that the Hall may after due notice and discussion suspend, rusticate or expel an undergraduate, if in its judgement the undergraduate is not fulfilling the academic requirements.

6.2. The Tutorial System

- 6.2.1. The tutorial system combines independent study by an undergraduate and close personal supervision by the tutor in order to ensure that undergraduates develop their full academic potential. It is a partnership which requires commitment on both sides.
- 6.2.2. Each undergraduate is assigned a Director of Studies. The Director of Studies is responsible for overseeing the teaching of that undergraduate.
- 6.2.3. Tutors will outline the tutorial programme for each term, make available relevant lecture lists and advise on attendance at University lectures, classes and, where appropriate, practicals.
- 6.2.4. Tutors should give a reasonable period of time to undergraduates to complete any set work. Undergraduates are expected to meet deadlines for the submission of written work, to attend tutorials punctually, and to ensure that their work is of a satisfactory standard. Undergraduates who fail to meet academic obligations become liable to Academic Probation.
- 6.2.5. Undergraduate courses at Oxford are designed on the assumption that a considerable amount of study will be done in vacation. Work set in term will cover a substantial part of the syllabus, but by no means all of it. Intellectual reward of the degree course and attainment of satisfactory examination results are dependent on the proper use of the vacation. Vacation work may be of two kinds:
 - 1. Consolidation and expansion of the ground covered in the previous term and
 - 2. Preparation for the coming term. Normally, written collections will be set to provide a focus for vacation study. These are invigilated in the Hall typically on Friday and Saturday of 0th Week, in line with practice in the rest of the University.

Collections may not be missed except for good reason, notified in advance to the Senior Tutor, who must give permission for alternative arrangements to be made. Tutors may also require the writing of extended essays or other academic exercises in the vacations.

- 6.2.6. It is important that a balance be struck between academic and non-academic vacation commitments, and undergraduates should give careful thought to the distribution of their time. It is essential that undergraduates intending to take paid employment should first consult their Director of Studies. Internships or other full-time employment should normally take up no longer than eight weeks of the Long Vacation, unless explicit permission of the Master and Senior Tutor is obtained. Undergraduates who are subject to the academic disciplinary process may be required not to take up such employment as a condition of academic probation or strongly advised against it where a formal written warning is in place. The Hall recommends that periods of holiday or paid employment be limited to two weeks in the shorter vacations.
- 6.2.7. Undergraduates are advised to give careful attention to the question of how to obtain the books they will need for vacation study. They should discover what arrangements exist for the borrowing of books from Oxford libraries for vacations. The libraries of other universities will normally admit Oxford undergraduates, at least during their own vacations, on the production of the University Card. Large city libraries will sometimes be well stocked with academic books, and have facilities to borrow from other libraries books which are not in their own stocks. Undergraduates uncertain what work is expected of them in a vacation should be sure to consult tutors before the end of term.
- 6.2.8. Undergraduates who intend to seek office in any Hall or University student society (including the SBH JCR Committee) should consult their Director of Studies in advance.
- 6.2.9. Undergraduates should expect to receive prompt appraisal for tutorial assignments, including comments on the general standard and advice on improvement. At the end of term a written or oral report will be communicated to the undergraduate, either in the Master's Collections (formal meetings held at intervals with the Master and Senior Tutor and subject tutors if available), or by the Director of Studies. Undergraduates will be informed at the end of each term of the subject or subjects in which tutors intend to set Collections (written tests) at the beginning of the following term. Each term undergraduates will be given a questionnaire on which they are encouraged to comment on the tutorial teaching they have received.
- 6.2.10. Junior members who have mobile phones must ensure they are switched off during tutorials, classes and lectures and at all other times when they might cause disruption, e.g. during Formal Hall (text messaging is not permitted in the Refectory).
- 6.2.11. Tutorials are governed by the University Harassment Code (see section 9). Either a tutor or an undergraduate may terminate a tutorial in the event of inappropriate conduct.
- 6.2.12. There is no obligation on either tutor or undergraduate to accept social invitations, though it is discourteous not to reply to them.
- 6.2.13. Undergraduates may be permitted to change their tutor for valid academic or other reasons and may expect a sympathetic response to a reasonable request to change tutorial partners.

6.2.14. Undergraduates may take a concern on academic or other matters to a tutor in their subject, the Master, the Senior Tutor, the Chaplain, or the Dean.

6.3. Requirements regarding University Examinations

6.3.1. Examination Regulations

Undergraduates on arrival should consult the Examination Regulations for their subject online (<http://www.admin.ox.ac.uk/examregs/>).

6.4. Academic Obligations for Graduates

6.4.1. Graduates work under the direction of their supervisors, who will only in a few cases be Fellows of the Hall. The Hall appoints one of its Fellows as a 'Hall Advisor' for each graduate student, and tutor and graduate are expected to keep in touch. For routine matters, such as obtaining a Hall certification on a standard form, the Hall Office or the Senior Tutor should be approached.

6.4.2. Supervisors of graduates report once a term on the performance of the graduate, and a copy of this report is seen by the Master, the Senior Tutor and the Hall Advisor concerned. In the case of unsatisfactory performance, the Hall will require an explanation. (If persistent, the Hall could require the person concerned to go out of residence and ultimately terminate the course.)

6.4.3. All graduates will be invited to discuss their progress periodically with a small panel comprising the Master, the Senior Tutor and their Hall Advisor.

7. **Changes of Course**

7.1. The offer to a student of a place at St Benet's Hall is conditional upon studying for a particular degree which is specified at the point of acceptance by the Hall. There is no entitlement to change course. Should a change of course be permitted, in the case of undergraduates, the consent of the relevant tutors and the permission of the Master and Education Committee must be obtained; in the case of graduates, the consent of the relevant Faculties and the permission of the Master and Education Committee must all be obtained.

7.2. Every undergraduate in receipt of fees from public funds should note the conditions laid down by Government concerning changes of course. A transfer may be made without loss of an award if either

1. the necessary consent is given before the start of the second year of the student's original course or
2. the new course ends no later than the original one would have done.

8. **Data Protection**

8.1. In order to fulfil its educational, pastoral and administrative responsibilities, the Hall will collect and process personal data about junior members. The Data Protection Act 1998 requires that such information is processed fairly and lawfully, is held securely and is kept up-to-date. Data collected by the Hall may be passed to the University, and data collected by the University may be passed to the Hall.

8.2. The Hall will retain data concerning junior members after they have completed their studies, in order to provide references and transcripts, or to confirm academic

attainments to employers, prospective employers, educational institutions or recognised voluntary organisations. The Hall will not normally disclose information to third parties without the specific consent of the data subject in each case, but may do so without seeking specific consent in the instances cited and in similar circumstances, provided a request is made in writing. Hall records are normally archived, but the Hall is not liable for any loss of data. Junior members are advised to retain any correspondence, documents or certificates issued by the Hall safely and securely.

- 8.3. It is possible that 'sensitive' personal data may appear on file. The Data Protection Act 1998 defines sensitive personal data as information about racial or ethnic origins; political opinions; religious or other beliefs; trade union membership; health; sex life; criminal allegations, proceedings or convictions. The Hall has no need or intention to collect data about political opinions; trade union membership; sexual orientation.
- 8.4. It may be necessary to process data about health, for example because of the need to ask for dispensation to miss an examination, or because of a need for special provisions to be made for certain health problems, or in cases of disability. Any junior member who is concerned about the retention of such material on file, or about the possibility that other types of sensitive data (as defined by the Act) may have been collected, should discuss these concerns with the Hall Data Protection Officer in the first instance.
- 8.5. Unless requested otherwise, the Hall will add relevant personal data to its alumni records, so that former junior members may receive relevant publications and information about alumni activities, events and programmes.

9. **General Discipline**

9.1. General requirements on all Members of the Hall

- 9.1.1. Courteous and reasonable behaviour is expected from members at all times, both in and out of Hall and both among themselves and with all the staff of the Hall. Members of the Hall are also responsible for the behaviour of their guests in the Hall, at parties, and elsewhere. Members of the Hall are warned that drunkenness is no excuse for bad behaviour, and offensive behaviour due to drunkenness will be penalised. Members are to remember that for the duration of their time as students at St Benet's Hall their behaviour should reflect the values of the Hall, whether within the bounds of the building or beyond. Any reputational impact to St Benet's brought about by the behaviour of a student, whether within the Hall or outside it, will be penalised.

9.2. Guests

- 9.2.1. Guests should be signed in for meals by their host. Please note that nicknames or other sobriquets are not to be used on the Meal App: such abuses will be penalised. After 10 pm, to prevent undue noise, no member should have more than one guest. All guests should leave the Hall by 11 pm unless the Bursar's permission has been given in advance to stay overnight. Those with a spare bed in their rooms may request such a permission and sign their guests into the fire safety book; and, if available, the guest room may be booked for the night at the Hall member rate.

9.3. Intruders

- 9.3.1. All members are expected to prevent intrusion into the Hall and to either themselves direct intruders out of the Hall or, if the situation appears threatening, to report

immediately to the Master or any senior member; or, if necessary, directly to the University Security Service ((2)89999) and the police.

- 9.3.2. Members should be particularly careful not to allow strangers to follow them into the Hall without personally checking that the person they claim to be visiting is present to meet them.

9.4. Canvassing

- 9.4.1. No political canvassing is allowed within the Hall except that during election campaigns the electoral appeal of any candidate may be distributed. In a small community such as ours, all are asked to be sensitive at all times to the possibility of causing serious offence to others.

9.5. Dean

- 9.5.1. The Dean is the Hall Officer responsible for general discipline among junior members, and he is assisted by the Junior Deans. In all probability it will be the Junior Deans who are the point of first referral, given that they are in residence during term. The Master may in certain circumstances, such as the ill-health or other unavailability of the Dean, nominate a senior member of the Hall to act for the Dean. Throughout this Regulation, references to the Dean shall include the Junior Deans or any such nominee.

- 9.5.2. The powers of the Dean and the Junior Deans include fining up to and including £250 and restricting access to Hall. A guide to possible fines for some offences is listed in Appendix IV. The cost of rectifying any damage caused may be added to a fine.

- 9.5.3. Members of the Hall may make representations to the Junior Deans and thereafter appeal to the Dean in relation to fines less than £150. Members of the Hall may appeal to the Disciplinary Committee against fines greater than £150 per offence, but they are advised that the Dean or the Disciplinary Committee respectively can impose additional fines or other penalties in the event of trivial or frivolous appeals, or where it believes the offence warrants a more severe penalty than that already imposed.

- 9.5.4. The Dean has the power, after consultation with the Senior Tutor, to suspend the right of access of a junior member of the Hall from Hall premises and facilities with immediate effect for a fixed or indeterminate period where it appears to the Dean that the junior member may be guilty of serious misconduct and such suspension appears to be the Dean to be warranted. Suspension is a precautionary and not a disciplinary sanction; and may continue during the investigation of any such allegation and any subsequent disciplinary proceedings.

- 9.5.5. The Dean will refer to the Disciplinary Committee cases of serious misconduct which he believes may require a penalty more serious than a fine of £250. Misconduct related to drug misuse will be dealt with in accordance with Proctors' guidelines (Appendix VII).

- 9.5.6. The Master, the Dean or the Junior Deans may order the expulsion of any non-member of the Hall from its premises at any time.

9.6. General Misconduct

- 9.6.1. Junior members are expected to behave in ways consistent with the values of the Hall and the University at all times. Within the buildings of the Hall itself members must behave in ways which do not negatively impact the lives of other members of the Hall

in any way. For example: any noise in rooms should not be audible by neighbours after 11.30 pm; laundry machines should not be used after 12 midnight; dress in the public areas of the Hall should always be respectable and shoes worn; silence must be maintained in the library at all times to ensure a good working environment. Please note that housekeeping staff are not permitted to clean bodily fluids from the fabric and furnishings of the Hall: instances of this kind will be the total responsibility of the student concerned.

9.7. Code of Conduct

- 9.7.1. In general junior members will not, or will not attempt to, intentionally or recklessly:
- 9.7.2. a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the Hall, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students, and employees at the Hall and by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the Hall in the performance of his or her duties;
- 9.7.3. b) Damage or deface any property, or knowingly misappropriate such property;
- 9.7.4. c) Occupy or use or attempt to occupy or use any property or facilities except as may be authorised by the University or Hall authorities concerned;
- 9.7.5. d) Forge or falsify expressly or impliedly any certificate or document or knowingly make false statements concerning standing or results obtained in examination;
- 9.7.6. e) Engage in any activity likely to cause injury or to impair safety;
- 9.7.7. f) Engage in violent, indecent, disorderly, threatening or offensive behaviour or language;
- 9.7.8. g) Engage in the harassment of any member, visitor, employee or agent of the Hall;
- 9.7.9. h) Engage in any fraudulent or dishonest behaviour towards the Hall or its members, officers, employees or agents;
- 9.7.10. i) Refuse to disclose his or her name to an officer or an employee or agent of the Hall in circumstances where such person has identified himself and explained the reason for disclosure and it is reasonable to require the name to be given;
- 9.7.11. j) Use, offer or sell or give to any person drugs, the possession or use of which is illegal;
- 9.7.12. k) Engage in conduct in breach of the Current Statutes and Regulations of the University as published from time to time;
- 9.7.13. l) Engage in conduct in breach of Hall regulations regarding conduct in examinations;
- 9.7.14. m) Engage in conduct in breach of Hall regulations regarding the use of the Hall library;
- 9.7.15. n) Engage in any other conduct which is prohibited in this Handbook or which is detrimental to the interests of the Hall.

9.8. Serious Misconduct

- 9.8.1. Serious misconduct by a Junior Member of the Hall, whether committed within the Hall or elsewhere, renders the offender liable to appear before the Disciplinary Committee, the powers of which include requiring a junior member to reside out of Hall premises,

imposing a fine of any magnitude or banning, rustivating or expelling an offender. The Disciplinary Committee may attach such conditions as it sees fit to any penalty.

9.8.2. Serious Misconduct includes but is not limited to violent or threatening behaviour; sexual or other harassment; failure to comply with the provisions of the Code of Practice on Freedom of Speech; intentional or reckless damage to or theft of property; contravention of the Hall's Computer Regulations; fraud or false accounting; the use of dishonest means in any examination or in fulfilling any academic obligation including (but without limitation) cheating in any Hall or faculty collection or in any University examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing Hall premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing a Hall Officer, Tutor or member of staff in the proper discharge of their duty; engaging in conduct resulting in conviction for a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed); wilful contravention of Hall Regulations; or engaging in any other conduct which is seriously detrimental to the interests of the Hall.

9.8.3. Junior members who are facing criminal prosecution or have been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty was imposed) must inform the Master and the Dean.

9.8.4. Proceedings before a Disciplinary Committee are governed by a Bylaw of St Benet's Hall.

9.9. Freedom of Speech

9.9.1. Members of the Hall are required by law to observe the Code of Practice on Freedom of Speech adopted in compliance with Section 43 of the Education (no.2) Act 1986. A link is provided here:

http://www.ox.ac.uk/media/global/wwwoxacuk/localsites/gazette/documents/supplements2014-15/Code_of_Practice_on_Freedom_of_Speech_-_%281%29_to_No_5092.pdf

This is also reproduced in the University Proctors' and Assessor's Memorandum, a copy of which is sent to every member of the Hall on arrival. A copy of the Code is also available from the Hall Office on application.

9.10. Students wishing to book an external speaker or to use Hall rooms for an external speaker or meeting should seek approval from the Dean, who has delegated day to day responsibility to the Bursar.

9.11. Sexual and other Harassment

9.11.1. Harassment is described in the University's Code of Practice Relating to Harassment as "unwarranted behaviour towards another person, so as to disrupt the work or reduce the quality of life of that person, by such means as single or successive acts of bullying, verbally or physically abusing, or ill-treating him or her, or otherwise creating or maintaining a hostile or offensive studying, working, or social environment for him or her.....[including] harassment relating to another's sex, sexual orientation, religion, race, or disability".

9.11.2. The Hall will follow this description of harassment in dealing with a complaint by any of its members or employees against another person. The Hall is committed to protecting

its members, employees, and any other persons for whom it has a duty of care, from harassment. Note that even an isolated incident may constitute harassment if the circumstances are found to be sufficiently serious.

- 9.11.3. All complaints of harassment will be subject to careful and objective evaluation of the circumstances giving rise to complaint. A complaint may not be upheld if it is found to rest solely on personal disagreement or animosity. An accusation of harassment may in some cases be potentially defamatory, and frivolous, false or vindictive accusations may themselves be held to be serious misconduct.
 - 9.11.4. It is essential that all parties involved in a complaints procedure, including the Hall, the complainants and other parties, should adopt the strictest level of confidentiality.
 - 9.11.5. Any Junior Member who believes that he is a victim of harassment may submit a formal complaint to the Master or Dean, and may wish to do so immediately if the circumstances are sufficiently serious, but is strongly encouraged to discuss the circumstances informally and confidentially with a designated Harassment Officer, or else the Senior Tutor or Bursar prior to making a formal complaint. Informal consultation is intended to encourage discussion and understanding of the problem, and in some cases may lead to its resolution without submission of a formal complaint.
 - 9.11.6. On receipt of a formal complaint, the Dean may invoke the Hall's disciplinary procedures if the complaint is against a Junior Member, or refer the matter to the Master if the complaint is against a senior member of the Hall or member of Hall staff. This may give rise to disciplinary action against a member of the Hall or Hall employee. Complaints against persons who are not members or employees of the Hall may, where appropriate, be referred to the University for adjudication.
- 9.12. Protection of Children and Vulnerable Adults
- 9.12.1. The Hall requires its members to observe the University's Policy and Code of Practice on the protection of children and vulnerable adults, published in the University Gazette on 23 September 2015.

(<http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safeguardingcop/>)

10. **Use of Hall Facilities**

10.1. Accommodation

- 10.1.1. Occupation of Hall accommodation by junior members is subject to compliance with Hall Regulations and the licence to occupy, in accord with the Universities UK Accommodation Code of Practice (UUKCOP). A link is here: <http://www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Documents/CodeofPractice.pdf>

Failure to comply with Hall Regulations may lead to withdrawal of provision of accommodation.

- 10.1.2. Accommodation is provided to junior members in order to facilitate their studies at the Hall. Undergraduate students in St Giles' may change room each term when they are living in Hall. Junior members may be moved at any time to alternative accommodation at the Hall's discretion, for example to enable necessary repair and maintenance work.

Junior members must vacate accommodation promptly when their course of studies is completed, terminated or suspended.

- 10.1.3. Accommodation for junior members includes provision of cleaning and ancillary services. Details of schedules are given in the Section 2.3 of this Handbook (Hall Terms, Dates and Regular Times). The domestic staff will endeavour:
1. to empty waste bins three times a week;
 2. to clean, dust or polish uncovered furniture once each week,
 3. to vacuum uncovered carpets once each week and
 4. to clean sinks, baths and showers in rooms once each week. Priority will be given to cleaning communal bath and shower rooms and kitchens to maintain standards of communal hygiene. It may not be possible to maintain levels of service during periods of staff absence. The Hall participates in waste recycling schemes with the support of its junior members. Hall officers, staff, or agents, may enter rooms at all reasonable times to service or maintain them; they may enter at any time in the event of emergency. The Hall will retain keys and access codes for such purposes.
- 10.1.4. Undergraduates, except for second BA students, are required to live in Hall accommodation for their first year. For the subsequent academic years, St Benet's will offer accommodation to most in their final year. Application for these places is made to the Bursar by Friday of 7th week of the preceding Michaelmas term, and priority is allocated according to a list of criteria drawn up and revised from time to time in consultation with the JCR.
- 10.1.5. The Hall can arrange accommodation for some of its graduate students.
- 10.1.6. Junior members not resident in Hall accommodation must inform the Hall Office of their residential address and telephone number. The Hall Office must be informed within 48 hours of any change of address and/or telephone number(s). Junior members resident in rented accommodation should not behave in ways which impact negatively on the Hall's reputation.
- 10.1.7. Accommodation charges are published in the annual table of charges.
- 10.1.8. Undergraduates are charged on a day-to-day basis for the days they are in residence, including vacation periods. Undergraduates are expected to be in residence for the full length of each term.
- 10.1.9. Graduates are charged an annual accommodation charge on the basis of a calculated residence period of 9 calendar months. An additional charge will be levied for residence in excess of 9 calendar months in any academic year.
- 10.1.10. Undergraduates and graduates, whether resident in Hall accommodation or living out, must personally complete the attendance register in the Hall Office when coming into and going out of residence each term. (The Hall has to certify to the University that students have kept statutory residence, and if it is not able to do so this will cause very serious problems for the students concerned.) A fine of £15 will be imposed in the event of failure to make an entry. Those resident in Hall will on arrival receive room codes.

11. **Regulations About The Occupation Of Rooms In The Hall**

- 11.1.1. Animals (excepting guide dogs) are not to be kept on, or brought onto, Hall premises without the permission of the Master.
- 11.1.2. A Hall room is provided for the sole, non-transferable, use of the junior or graduate member to whom it is allocated and may in no circumstances be rented out, sub-let, or used to accommodate any other person.
- 11.1.3. Junior members are required to keep their rooms tidy. Washing-up is not undertaken by Hall staff. Residents must do their washing up on a daily basis. Hall staff may remove items of Hall property from student rooms.
- 11.1.4. If the JCR kitchen area is not kept clean and tidy, the Hall cleaning staff will temporarily withdraw their cleaning service and the students will be required to make the kitchen area clean and tidy within 24 hours. If a second inspection shows that the kitchen area remains (in the reasonable opinion of a Junior Dean) below the required standard, the Hall will be entitled to carry out cleaning and dispose of rubbish and the cost of the work will be charged equally to all students. An administration charge of £3.00 per person will be charged in addition to the cost of the work. Any student who considers they have a good reason for not being charged may appeal to the Dean.
- 11.1.5. Anyone wishing to keep a musical instrument or item of furniture in their Hall room must consult and secure the permission of the Master before coming into residence. Such permission is not automatically granted, and may be refused if judged inappropriate to a room or an imposition on the staff.
- 11.1.6. Furniture, furnishings and fittings may not be removed from rooms without permission from the Bursar. Accommodation may not be decorated or otherwise modified by junior members, and any deficiency should be reported to the Bursar.
- 11.1.7. It is the duty of junior members to report to the Bursar any damage or dilapidation from any cause, including fair wear and tear, to the fixtures, fittings, furniture, furnishings, glazing and decoration of their rooms and staircases. Any damage that constitutes a safety or security hazard should be reported immediately in writing to the Bursar. Occupants of Hall rooms are responsible for any disturbance, irregularity or wanton or careless damage that occurs in their rooms.
- 11.1.8. To avoid damage to the Hall fabric, the use of sellotape or other adhesives, including glues and 'Blu-tack' and 'white-tack', and the use of drawing pins, nails, screws and other ironmongery, on walls and ceilings is forbidden and abuses will be penalised.
- 11.1.9. Junior members are requested to ensure that their rooms are adequately ventilated and heated to prevent damp atmospheric conditions. Please do not dry damp clothing in rooms.
- 11.1.10. To avoid damage to the Hall fabric, detachable shower hoses are not to be used or fitted to bath or basin taps.
- 11.1.11. Undergraduates may be allowed to leave belongings in the JCR cellar with permission during the Christmas and Easter vacations, but only if these belongings are suitably packed and labelled. Undergraduates must remove all their belongings from the Hall at the end of Trinity Term.

- 11.1.12. Junior members who leave belongings in their rooms or elsewhere on Hall premises at any time do so at their own risk. It is the responsibility of members of the Hall to insure their own belongings against damage, loss and theft. The Hall insures only against fire. Junior members are advised that they should lock their rooms whenever they leave them and that they should not leave valuables (especially laptops) unattended in public places (for example, in the Library or Hallway). Beware of open windows in the summer.
- 11.1.13. The Hall supplies sheets, pillows, pillow-cases, duvets but not towels, crockery, cutlery, electric kettles. Bed-side or desk lamps are provided in some rooms. Futons may not be installed in Hall accommodation.
- 11.1.14. All resident members must hold up to date PAT certification for any personal electrical equipment. Failing the showing of this certification, equipment will be tested by the Hall's electrician and the cost plus an administrative charge will be placed on battels. The Hall reserves the right to hold regular Health and Safety inspections of student rooms, usually on a weekly basis with 24 hours' notice by email, to ensure student accommodation is safe and that all appliances being used have been PAT tested in the last 12 months.
- 11.1.15. Use of the Hall's laundry facilities is included in the Hall's Facilities and Meals charges.
- 11.1.16. All members have a responsibility to comply with the Hall's environmental policy, to care properly for the Hall and items within the Hall, and to be mindful of their own behaviour's impact on the environment. In particular, items for disposal should be placed in the correct bins for recycling or general waste, lights and electrical items should be switched off when not in use, and water usage minimised. St Benet's is a zero waste to landfill Hall.
- 11.2. Undergraduate Vacation Residence
- 11.2.1. Undergraduate terms, covered by the standard accommodation charge, run from Thursdays of 0th week to the night of Friday of 8th week inclusive.
- 11.2.2. Provided the Hall is not officially closed, undergraduates may return to residence from Sunday of 0th Week of each term provided they request to do so at least a week in advance in writing to the Bursar; but on the Sunday rooms may not have been serviced, and meals will not normally be available, since arrival will usually be past the booking-in deadline. Nights in residence before the Thursday will be charged.
- 11.2.3. Undergraduates may ask permission to remain in residence over the Saturday and Sunday nights at the end of Hilary Term (but not of Michaelmas Term). Undergraduates with exams at the end of Trinity Term will be able to remain in residence until the day after their last exam. Undergraduates without prior permission for vacation residence are required to vacate their rooms by 11 a.m. on Saturday of 8th Week in each term.
- 11.2.4. Final Year undergraduates may request permission to retain rooms in the vacation. If granted, this will be done on a nine month charge, as for graduates resident. If the room is needed for other purposes during part of a vacation, the member will be refunded for that period.
- 11.2.5. All other vacation residence, however short, requires explicit permission. Priority will be accorded to those sitting University Examinations and with extended terms. Other

valid reasons include a requirement to be in Oxford to research a dissertation or thesis. In special circumstances, vacation residence may be approved on compassionate grounds. If accommodation is available and a good case can be made, short stays to enable participation in University sport, music or other extracurricular activities may be possible. Permission will not be granted to cover intervals of time before parents can collect undergraduates and their belongings. The dates of term are well-publicised and arrangements should be made accordingly. Charges will be levied at the prevailing conference rate for any period of vacation residence for which permission has not been obtained.

- 11.2.6. Except as provided above, undergraduates wishing to remain in residence beyond the end of one term or to return before the beginning of the next, including those awarded or applying for vacation study grants and including candidates for University examinations during a vacation, must submit applications to the Bursar, by Friday of 5th Week.
- 11.2.7. Applications for residence during a period in the Long Vacation that is not contiguous with term should be made to the Bursar by the same date. They must be supported by evidence of an approved programme of work for the requested period in the form of a letter of appointment to a suitable employment, an assignment of a laboratory project, a thesis or extended essay to be prepared for a University examination, or a detailed programme of study. Permission for residence can only be given if there is space free after conference bookings have been made and no guarantee can be given about the use of any particular room.
- 11.2.8. Requests, in exceptional circumstances, for any variation in an approved period of vacation residence must be the subject of a renewed application.
- 11.2.9. Permission for vacation residence confers no right to retain term-time rooms, which may be required for other Hall purposes. In particular, with the exception of those sitting University examinations, undergraduates housed within the Hall will be required to vacate their rooms by 11 a.m. on Saturday of 8th Week in each term.
- 11.2.10. Undergraduates cannot remain in residence when the Hall is closed, for instance at Christmas and Easter unless specific arrangements are agreed with the Bursar.
- 11.2.11. The Hall is closed to undergraduates during the long vacation. For undergraduates who may wish to use the Library during the long vacation, special permission is required by the Master. It will not readily be granted.
- 11.2.12. Storage limitations mean that storage is only available in the JCR cellar outside term-time. The following companies provide commercial storage facilities for hire in Oxford:
 1. Big Yellow Self Storage 01865 332500 www.thebigyellow.co.uk
 2. AVM Storage 0800 833932 info@avm-storage-shipping.co.uk
 3. Barretts 01865 891406 www.barretts-storage.co.uk

11.3. Safety

- 11.3.1. Members are expected to behave in a responsible and considerate manner and to take reasonable care to avoid injury to themselves and to others, including members of staff. A member who contravenes safety regulations, or who carelessly or wilfully puts at risk the safety of any person may be subject to disciplinary action, as well the relevant criminal penalties.

11.4. Accidents and Emergencies

- 11.4.1. If any person is injured in an accident on Hall premises, or in case of any medical emergency, the Hall Office, or if the office is closed, the Junior Dean (80557) or Master must be informed immediately; if they are not contactable then the University Security Service should be informed ((8)9999). In case of minor injuries, first-aid may be administered using the store held in various places in the Hall. If the injury or medical condition is serious, the emergency services should be summoned immediately by dialling (9)999, giving clear instructions as to the precise location of the accident. The nearest Accident and Emergency Hospital is the John Radcliffe Hospital in Headington. Any member who is involved in or witnesses such an accident on Hall premises must record the circumstances as fully as possible in the Accident Book at the Hall Office as soon as possible.
- 11.4.2. Any junior member who suffers from a medical condition that may require emergency medical treatment is strongly advised to inform the Hall Doctor when submitting a medical record form or at any subsequent stage.

11.5. Fire safety

- 11.5.1. Members are required to familiarise themselves with the fire regulations posted in their room and to attend fire drills when they are in residence. They should be aware that fire officers will be inspecting the premises regularly. Students residing in rooms marked 'Fire Warden' should realise they carry special responsibilities when the alarm sounds. They should familiarise themselves with the instructions and make sure they are clear on what is needed.
- 11.5.2. Not only is it a criminal offence to misuse a fire extinguisher, a smoke detector, fire alarm, or any fire equipment, to obstruct a fire escape, tamper with break glass boxes, or to behave recklessly with respect to fire, but these are also actionable Hall offences.
- 11.5.3. It is an offence to prop open fire doors or to obstruct corridors and fire exits (for example, with a chair or items left in corridors such as waste-paper baskets).
- 11.5.4. Any malfunctioning alarms and emergency lights or damage to fire equipment must be reported to the Hall Office.
- 11.5.5. Smoking and the use of candles, fairy-lights, incense, joss sticks or naked flames in Hall rooms is prohibited. Smoking is permitted only in the designated smoking area in the garden.
- 11.5.6. It is an offence to store flammable or explosive substances in the Hall. Flammable waste materials should be disposed of immediately and Hall domestic staff informed.
- 11.5.7. Cooking is not permitted except by use of the limited equipment provided in the JCR and kitchenettes in 11 Norham Gardens. The use of microwaves, toasters, toasted sandwich-makers and similar devices, is not allowed in rooms. Kettles must be of the automatic switch-off type.
- 11.5.8. Barbeques are not permitted except by arrangement and with permission from the Master. It is an offence to possess barbeque equipment in Hall premises, whether inside or adjacent to a student residence. Members may apply to the Master to use the Hall barbeque equipment, such as that in the garden store.

11.5.9. The drying of clothes on top of electric heaters constitutes a fire hazard and is prohibited: members should use the laundry facilities provided.

11.6. Sports Safety

11.6.1. Members are required to familiarise themselves with the rules and safety regulations applying to any sports activities in which they participate. Organised sports and training activities must where appropriate be supervised by a qualified trainer or referee. No sports equipment may be introduced into the Hall other than the croquet set used in the garden or that which may be sanctioned from time to time by the Master.

11.7. Safety in Hall Buildings and Equipment

11.7.1. Climbing on the Hall's walls and roofs, ladders and scaffolding is prohibited. Access to any such areas is prohibited.

11.7.2. It is an offence to interfere with any tools, fixtures, equipment or materials that are the property of the Hall or its staff or contractors. Any malfunctioning equipment (including sports equipment, heating equipment, laundry equipment and computer equipment) should be withdrawn from use and reported to the Hall Office at the first opportunity.

11.7.3. Members should not enter areas of the Hall that have been cordoned off while building, maintenance or cleaning activities are taking place.

11.7.4. St Giles' and Norham Gardens are old houses. Members should exercise due care at all times, especially when climbing or descending steps and staircases, and when traversing paths and stone paving, particularly when icy or wet.

11.8. Electrical Appliances

11.8.1. Permission from the Bursar is required for the use of additional electric heaters. Members of the Hall who wish to use any mains-operated electric appliances in their rooms, other than those furnished by the Hall, should have these appliances correctly wired to an undamaged plug of the correct type for the socket-outlet (normally BS number 1363), the cable secured in the cable clamp and a fuse of the correct rating fitted. Members are responsible for the certification of any personal equipment brought into the Hall. All appliances must be available for testing by the Hall electrician. Appliances failing the safety check will not be allowed in Hall rooms. Other than the changing of light bulbs, alterations or attachments may be made to the electric or light fittings only by the Hall electrician. The use of electrical adaptors is forbidden: only trailing sockets may be used with the mains supply. Transformers may be used by those with specific equipment requiring this.

11.9. Firearms and other Offensive Weapons

11.9.1. Firearms, ammunition or other offensive weapons may not be introduced into Hall.

11.10. Meals in the Refectory

11.10.1. Serving times for meals are posted at the beginning of this handbook.

11.10.2. Meal times may be subject to variation. In exceptional circumstances, meals may be relocated if the Refectory is required for other purposes.

- 11.10.3. Grace is in Latin on Tuesday and Thursday evenings and at lunch on Sunday, as well as on Hall Guest Nights.
- 11.10.4. Members must book into meals online at this address:
<http://www.st-benets.ox.ac.uk/www/index.html#/login>
Failure to turn up for a meal booked will incur a wastage charge.
- 11.10.5. No meals will be available when the Hall is closed at Easter and Christmas.
- 11.10.6. Hall Guest Nights are held once a term. Members wear gowns. These are occasions for the Master, Fellows and Students to invite, in particular but not exclusively, senior members of the University to share the life of the Hall for an evening. Members are encouraged to attend these dinners as they afford the opportunity for the social interaction.
- 11.10.7. Custom has developed so that dress on Tuesday and Thursday evening and at Sunday lunch is regarded as formal: jacket and tie for men and smart separates or a dress for women. Jeans or denim trousers are not appropriate on a formal occasion. The Dean, or any Hall Officer, reserve the right to exclude any member inappropriately dressed without financial refund.
- 11.10.8. On all other occasions members are expected to be reasonably dressed. Each will have his own view as to what is 'reasonable' and 'Common Sense'. It is hoped that the Master or superior at the time should not be called upon to determine the limits.
- 11.10.9. All members are asked to arrive on time for the evening meals. Some will need to leave the Refectory early for particular reasons. Those who are late or leave early are asked to acknowledge the fact as they arrive or prepare to leave by gaining the nod of the Master or whosoever is presiding, as a courtesy to those at the table.
- 11.10.10. Coffee is available after lunch and dinner in the calefactory or garden for those who were at the meal. Assistance with clearing coffee cups is appreciated.
- 11.11. The Calefactory
- 11.11.1. The Calefactory in St Giles and Solar in Norham Gardens are the formal common room for senior members and the monastic community. It is in effect that also for junior members, and, with permission, they may hold JCR meetings there.
- 11.11.2. There may be occasions when the Calefactory is needed by Senior Members for private conversations, meetings or indeed for tutorials. Such needs always take precedence.
- 11.11.3. Those playing the piano in the Calefactory, Yellow Room or Blue Room should always have regard for those who may be in the room at the time, or working in the library or living/working nearby.
- 11.11.4. Laptops, tablets and mobile devices may be used in the Calefactory and Solar, providing that they are silent, and that their use does not disturb others' enjoyment of the Calefactory or Solar, and remembering that the Calefactory and Solar are intended as social spaces and not as extensions of the libraries or the JCR.
- 11.11.5. Recognising that those in Norham Gardens do not have as easy access to the JCR in St Giles', the Solar in Norham Gardens remains the equivalent of the Calefactory from 7am to 7pm (ie during the day), but becomes an equivalent to the JCR from 7pm to

7am (ie evening and night), providing that it reverts back to being the Calefactory at 7am. This requires disciplined behaviour by all to ensure that the daily switch can be made and means that the chairs will need to be returned to their original positions, the room to be tidied and all food, eaten or uneaten, and drinks to be removed.

11.12 Communal Areas of the Hall and the Garden

11.12.1 All areas of the Hall must be kept clean and tidy by those who use them. It is especially important that staircases, baths, showers and lavatories are kept clean. Penalties may be imposed on anyone littering or unreasonably soiling common rooms and other communal spaces and gardens.

11.12.2 Groups in the garden need to bear in mind that noise carries easily into rooms on the upper floors of the house. At any of the times of the monastic office (see 2.4) no noise from the garden should be audible from the chapel and croquet should be restrained.

11.12.3 Croquet may be played by members of the Hall on the lawn. Cricket, soccer and rugby play/practice is better kept for the Parks.

11.13 Meetings, Parties and other Entertainments

11.13.1 The Master's permission must be obtained for any gathering of more than five persons (including the host) on Hall premises. Detailed regulations are set out in Appendix V.

11.14 Noise, Music Hours, and Drama Rehearsals

11.14.1 Music can be an important part of personal life and this is true of Hall life, but excessive noise of whatever kind is anti-social and no occupant of a Hall room should have to suffer from an unreasonable disturbance. Residents should not be able to hear any noise from adjacent rooms after 11.30 pm. Music instruments and sound systems may be played in students' rooms provided that they are inaudible in neighbouring rooms. In similar vein, the playing of musical instruments, or other sound systems, in the open air can be intrusive and explicit permission is needed for this.

11.14.2 Permission needs to be sought from the Master before music or drama rehearsals or any similar activity is held in the garden.

11.15 Access to the Hall

11.15.1 All members are provided with proximity fobs on payment of a deposit to give access to the main door off St Giles', to the main doors for Norham Gardens and to the garden doors at St Giles'. The garden doors are automatically locked after dark, but proximity fobs give access at all times back into the Hall.

11.15.2 Anyone who loses a proximity fob must report its loss immediately to the Bursar. Lending a fob and disclosing the personal code to someone else is an offence which compromises the security of the Hall and the community. If a fob is lost a fine will be imposed as well as a charge to cover the cost of a replacement.

11.15.3 Guests are permitted to enter Hall up to 10.00 p.m. and should always be accompanied by a member of the Hall. All guests must depart by 11 p.m.

11.16 Bicycles, Motor Cars and Motor Cycles

11.16.1 Members who intend keeping a bicycle in Oxford, where the streets are very busy with traffic, are advised to acquaint themselves with the Highway Code. It contravenes the

Highway Code (as well as dangerous) to ride a bicycle on the pavement unless it is marked as a cycle path, as does riding a bicycle at night without lights.

11.16.2 Bicycles are not to be brought into the Hall but may be kept in the basement level stores outside the JCR under the pavement or in the bike racks in Norham Gardens. They must not be left attached to the railings during the vacation. The Hall accepts no responsibility for bicycles. Bicycles should have security registration labels and Hall tags obtainable from the Hall office.

11.16.3 Junior members are strongly advised against bringing motor cars and motor cycles into Oxford because of tight traffic restrictions, the scarcity of parking places and the high level of car crime. Registration numbers should be recorded with the Bursar.

11.17 Leave of Absence: Exeat Book

11.17.1 The Hall is required by the University each term to give a certificate of residence for every graduate and undergraduate.

11.17.2 Undergraduates who wish to be absent from the Hall for any night in term-time should enter their names, and telephone numbers, in the Exeat Book outside the Hall Office.

11.17.3 The Master's permission and consultation with the undergraduate's principal Director of Studies are both required before an undergraduate may absent himself from Oxford for more than three consecutive nights. Graduates should obtain the permission of their supervisor and inform the Hall Office.

11.18 Computing Facilities

11.18.1 Regulations and information governing the use of computing facilities are in Appendix X and displayed in the IT Suite. Members must read these and agree to abide by them as a condition of use of computing facilities. Notification of any changes to these regulations will be communicated to members as they are made.

11.19 Photocopying and Copyright Law

11.19.1 It is the responsibility of all individual members of the Hall to ensure that photocopying by them is carried out within the terms of the Copyright Designs and Patent Act 1988.

11.19.2 If, without the authority of the copyright owner, a person copies outside the very limited "fair dealing" exceptions of the Copyright, Designs and Patents Act, 1988 (which allows copying for, amongst other things, research or private study by individuals), that person may not only be infringing copyright but be committing a criminal offence.

11.19.3 While it is the responsibility of the individual to ensure that his/her photocopying is lawfully carried out, it is additionally the duty of the licensed institution (in this case the University of Oxford and the Hall itself) to ensure that all staff and students are kept properly informed. This Regulation constitutes information to members of the Hall for this purpose. Additional notices giving clarification to staff and students of their obligations under the Act appear beside each Hall photocopier. Where infringement is clearly observed to be occurring, the licensed institution may bring disciplinary charges against the individual, since the institution itself could be found to be in breach of the law.

11.20 Library

11.20.1 Regulations concerning the use of the Library and borrowing of books are posted in the Library and listed at Appendix VI.

11.21 Suspension of Studies

11.21.1 Undergraduates who have suspended their studies voluntarily with the permission of the Master and Education Committee will not ordinarily be permitted the use of Hall facilities including but not confined to the Library, the Refectory, Hall JCR, Computer Rooms, and Boathouse. All St Benet's proximity fobs should be handed in to the College Office before leaving Hall. Access to Hall to meet with Hall Officers or Tutors must be by prior arrangement. Exceptions to this regulation will require the authorisation of the Senior Tutor.

12 **Financial Information**

12.12 Hall Bills ('Battels')

12.12.1 Sums due to the Hall by members for academic fees and accommodation and other charges are recorded on Hall bills, which are still called by the historic name 'Battels'. Battels are delivered to pigeon-holes in St Benet's at the start of each term or sent electronically to St Benet's email addresses. Final Battels are posted to home addresses or emailed after completion of, or withdrawal from, a course of studies. Overseas residents should call at the Office and arrange to settle any outstanding debts before leaving Oxford.

12.12.2 Battels must be paid by the Friday of First Week of each term. If for any reason a member is unable to pay by due date, he must make an appointment to see the Bursar to explain the reasons or submit the matter in writing immediately. Any person who fails to pay Battels by the due date is automatically fined £1 a day, unless they have given advance notice to the Master and obtained his express consent to late payment. Final Battels (at the end of your degree course) must be paid by 1 November, otherwise interest will be imposed in accordance with the Late Payment of Commercial Interest Act 1998.

12.12.3 Payment of Battels does not actually take place until funds authorised by a cheque or payment order are received in the Hall's bank account. Particularly when an overseas bank is involved, money can take several days or even weeks to arrive.

12.12.4 Where special circumstances warrant it, the Bursar may agree to a Battels payment schedule other than the standard termly one.

12.12.5 Please note that battels are subject to an annual increase for the duration of your course.

12.13 Academic Fees

12.13.1 Academic Fees are summarised on the University of Oxford web site (<http://www.ox.ac.uk/students/fees-funding/fees>).

12.13.2 All undergraduates and graduates are personally liable to pay University academic fees.

12.13.3 All undergraduates, except 'publicly funded' undergraduates, and graduates are also personally liable to pay College fees.

12.13.4 A publicly funded undergraduate is a resident of the United Kingdom or European Union who has completed and submitted the necessary application form to the appropriate

student funding body and has been assessed as eligible to receive financial assistance from public funds (see below). Each funding body has its own deadlines for submitting application forms and it is important that forms are submitted before these deadlines.

- 12.13.5 The test for deciding whether an undergraduate is eligible to receive financial assistance from public funds is based on “ordinary residence” not family income. Students who have been resident outside the United Kingdom or European Union, but hold a British or EU passport may not be deemed eligible. Please contact the Bursar in the Hall Office for advice.
- 12.13.6 Overseas students have to pay a college fee. Home and EU undergraduates do not have to pay the College fee.
- 12.13.7 All UK and EU undergraduates are therefore strongly advised to make an application to the relevant funding body, irrespective of whether or not they expect to receive financial assistance or intend to take out a student loan, since the consequence of not making an application and failing to obtain a financial assessment will be to incur a personal debt in respect of the College fee.
- 12.13.8 Publicly funded undergraduates are personally liable for the University tuition fee. All undergraduates may apply for a loan to meet this charge.
- 12.13.9 For details of how to apply for public funds undergraduates should consult the *Financial Guide for Undergraduate Students 2016-17*. This is most easily available online, from the University’s website. Publicly funded undergraduates must send one of the copies of their official financial assessment form to the Senior Tutor as soon as they receive it.
- 12.13.10 University and Hall tuition fees are charged annually in advance and must be paid in full by Friday of First Week of Michaelmas Term.
- 12.13.11 In cases where all, or part of a student’s tuition fees are paid by a Student Finance Company or similar fee paying body, the Hall will claim the fees due from the body concerned. However, the student is ultimately responsible for the payment of University and Hall fees, regardless of the amount of assistance they receive from funding bodies. Every offer of a place at the Hall is conditional on your accepting and discharging this obligation.
- 12.13.12 Publicly funded undergraduates should note that under University Statute it is the duty of the Bursar to notify any undergraduate who has not paid the University tuition fee in full by the due date that, in the event that fees due are not paid in full within four weeks of the due date, he or she shall be liable for suspension from access to and facilities of the University (including the Examination Schools and other places of examination) from the end of the four week period until such time as outstanding fees are paid in full.
- 12.13.13 Late payment of all or part of the University tuition fee can be requested by a student if, before the payment date, the Bursar has certified in writing that the undergraduate has applied for, and on the evidence presented is eligible for, a contribution towards the fee from the relevant Student Finance Company or equivalent funding body.
- 12.13.14 Requests for late payment of tuition fees must be made in writing, before the payment date, to the Bursar. Requests will only be considered where serious and unforeseen financial deprivation or hardship arises through circumstances beyond the undergraduate’s control.

12.13.15 The Hall has a small hardship fund for cases of unexpected financial difficulty. Application is made to the Master.

12.13.16 Please contact the Bursar in the Hall Office if you have any questions about University or Hall fees.

12.14 Accommodation and Meal Charges

The annual Table of Charges for accommodation and meals is published separately and placed on the website (<http://www.st-benets.ox.ac.uk/table-of-charges>).

12.15 Electricity Charges

Electricity charges are included within room charges. All rooms are central heated. Personal additional heating is not allowed without specific permission from the Bursar.

12.16 Other Charges

12.16.1 Other miscellaneous items will also be charged to Battels.

12.17 Grants and Loans

12.17.1 Student maintenance loans are paid to the student upon confirmation of attendance by the University. Fee loans are paid to the University.

12.18 The Access to Learning Fund and Oxford Opportunity Bursaries for Undergraduates

12.18.1 For details of these funds undergraduates should consult the *Financial Guide for Undergraduate Students 2017-18*.

12.19 Living Costs for Overseas Students

12.19.1 Attention is drawn to the 2017-2018 University of Oxford Graduate Studies Prospectus where, under 'Fees, Expenses' there are details of costs that may be incurred. Overseas students should bear in mind that as St Benet's Hall has fewer students to share overall living cost, battels are above average. Details of costs in the current year are available on the website.

13 Joint Common Room (JCR)

13.1 The Hall has adopted a code of practice as follows for the regulation of its Joint Common Room (JCR) in conformity with the Education Act 1994 (Part II). The Junior and Middle Common Rooms are combined to form a Joint Common Room. The JCR is an association open to all undergraduate and graduate members of the Hall. Its main objects are to promote the interests and welfare of and social activities among the members and to represent the interests of students to the Officers of the Hall.

13.2 There is a written constitution, elected officers and regular meetings. Membership of the JCR is automatically granted to all students who qualify for membership.

13.3 Membership is free, but participation in social and other activities sponsored by the JCR may be conditional on payment of a subscription. This subscription will be charged in arrears on Battels unless specific instruction to the contrary is given. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR.

13.4 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 the Oxford University Students Union [OUSU]), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Master of the Hall by the Senior Treasurer.

- 13.5 The Hall provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms. 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 Hall. The services provided by the Hall are available to all undergraduates or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
- 13.6 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 Senior Treasurer or the Master.
- 13.7 A copy of the constitution of the JCR may be inspected in the Hall Office.

14 Scholarships

- 14.1 Undergraduates achieving Firsts or Distinctions in the First Public Examination or whose work is deemed to merit such acknowledgement will be rewarded by promotion to an Exhibition or Scholarship. These will normally provide a small cash prize, and confer the entitlement to wear a scholar's gown. Exhibitions and Scholarships are reviewed regularly and the status renewed if the undergraduate has worked to a high standard.

15 Prizes

- 15.1 The Master and Education Committee award a Collection prize each term to the junior members of the Hall who produce first class performances in written examinations, including Hall Collections. Money granted for prizes must be expended on books of permanent value.

16 Grants

- 16.1 The Hall occasionally has funds for grants either for research purposes or vacation travel. These will be well publicised.
- 16.2 The Master is able to assist with access to loans or grants from Government and Hall funds to assist junior members in unforeseen financial need. Those in need should provide him with a full account of their circumstances.

17 Degrees

- 17.1 Information about how to take a degree after qualifying can be obtained from the Senior Tutor.

18 Hall Chapel

18.1 Respect

The Hall Chapel serves as the equivalent of a Monastic Choir in a monastery. All members are asked to remember that it and the prayer life which takes place within it is central to the life of the Monks whose monastic life is based upon the daily round of prayer and presence in the Chapel, both for the Divine Office and the daily Eucharist.

The times of prayer are advertised and both members and visitors are welcome at all liturgies.

The Chaplain is happy to speak in confidence with any member of the Hall (regardless of religious affiliation) concerning any matter. As monk and priest the confidentiality is absolute regardless of circumstances by the seal of the confessional when he is acting as a priest and in the administration of the sacrament of reconciliation. In other respects he works under the welfare and confidentiality principles listed below.

The organ may be played outside service times with permission of the Master.

19 Student Welfare

- 19.1 In addition to tutors, a number of Hall officers are available to see junior members to discuss problems and offer advice or help. These include the Chaplain, the Senior Tutor and the Dean. Often the first port of call are the Junior Deans who are resident. In urgent cases, Hall officers will endeavour to see junior members at any time. The roles of the Hall officers are explained during the induction of new members. The Hall always has two Harassment Officers and their names are prominently displayed in the Hall.
- 19.2 The student body also elects a number of welfare representatives who are part of the Hall's welfare team.

20 Welfare and Confidentiality Principles

- 20.1 The Hall adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Equality Act (2010), Human Rights Act 1998 and the Data Protection Act 1998. Accordingly, information given in confidence by a student to an adviser will not generally be disclosed to others.
- 20.2 The term 'adviser' is used here to denote anyone whom a student consults for welfare advice in an official capacity, from the Peer Supporters and JCR/MCR Welfare Representatives to the Master, Dean, Tutors, the Chaplain, and other Hall officers. Medical practitioners, clergy and counsellors (including those at the University Counselling Service) also have their own professional guidelines.
- 20.3 The Hall's duty of care for the welfare of all its members may make it necessary in certain circumstances for confidential information to be disclosed, but only to officers who need to know such information in order to exercise that care.
- 20.4 Advisers use professional discretion to assess what information needs to be shared, and with whom.
- 20.5 At the outset of any consultation by a student, an adviser will normally explain these principles (1 and 2) and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case.
- 20.6 Whenever possible, consent to disclose any necessary information to other officers will be sought from a student. The adviser will explain why others may need to know, or why it would be helpful for other advisers to be informed and for advisers to discuss the matter; and that such third parties will also be bound by the same principles.
- 20.7 If consent is not given, the adviser will explain that, in certain circumstances, some disclosure and consequent action may be necessary because of the duty to protect the student or others from harm. Examples include circumstances where this or another

- student carries a serious infectious medical condition, is thought to be at risk of self-harm, has a tendency to violence, or may have committed a sexual assault.
- 20.8 In matters relating to the misuse of drugs and other banned substances, the Chaplain and is happy to talk in confidence to any member of the Hall. Disclosure will only be made in accordance with the exceptions outlined in paragraph 6 of these Principles. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.
- 20.9 Only in rare circumstances will families or nominated persons be contacted without the consent of a student (who would normally be informed that such contact had been made).
- 20.10 In cases of uncertainty as to whether information should be passed on, or where advisers wish to consult others without betraying confidence, they may do so by outlining the general circumstances of a case anonymously to another adviser or officer.
- 20.11 All parties must also respect privacy, including in e-mails and in dealings with the press.
- 20.12 Students, especially those living out, have a responsibility to inform the Hall of changes in their circumstances likely to have a substantial effect on their ability to work and/or welfare.

21 Medical, Dental and Counselling

21.1 Medical

- 21.1.1 All members of the Hall on arrival in Oxford are required to register with the Hall Doctor (Dr Laurence Leaver) or with some other practitioner in the Oxford area. If any person intends to register with a practitioner other than the Hall Doctor, the Bursar must be informed. Overseas students who will be resident in the UK for a period in excess of six months are entitled to be treated under the NHS. However, the NHS may decline to treat any medical condition contracted before arrival in Oxford, so those who have such a pre-existing condition are strongly advised to ensure they have sufficient private health insurance.
- 21.1.2 The Hall Doctor, Dr Laurence Leaver, and his partners Dr Judith Bogdanor and Dr Mark O'Shea, have their surgery at the Jericho Health Centre, Walton Street. Surgery hours are 8.30 a.m. to late morning and afternoons up to 5.30 p.m. Appointments should normally be made by telephone: Oxford 311234 or online: <http://www.bogdanorpractice-jerichohc.nhs.uk/>
- 21.1.3 On registering with the Hall Doctor or a doctor of their choice, new members of the Hall are required to complete Registration Form (GMS1) and the Medical Record form (if necessary with the help of their own doctor) and hand it to their new doctor, if possible, before the beginning of term.
- 21.1.4 Medical cards must be given to the new doctor when registering.

21.2 The Hall Dentist

- 21.2.1 The recommended dental practice is Studental (studental.co.uk) in Headington (tel 01865 484608, 8.30 am – 6.30 pm, 6.00pm on Friday). If you are entitled to exemption from NHS charges it is mandatory that you be in possession of an exemption certificate before attending for treatment. The exemption forms, AG1/AG2 may be

obtained from any Post Office, or from the practice. It would be sensible to obtain certification well in advance, otherwise the appropriate NHS fee will be charged. You will also need to give details of your GP and any medication you are currently taking. You can also call NHS DIRECT (24 hr service on 111) for pain relief advice.

21.3 The University Counselling Service

21.3.1 The University Counselling Service is located at 3 Worcester Street (tel: (2)70300). You may telephone or visit to arrange an appointment to see a counsellor. In addition, a number of students have been trained by the University Counselling Service to offer peer support. This training mainly involves basic listening and questioning skills, awareness of the kinds of problems students might face and knowing when and how to refer them to someone more qualified to help. All conversations with them are confidential.

21.3.2 The University's website on Student Health and Welfare (www.admin.ox.ac.uk/shw) provides access to a wide range of health and welfare activities including advice about:

1. Abuse
2. Anxiety and panic
3. Bereavement and loss
4. Coming to Britain to Study
5. Dentists and Opticians
6. Eating Disorders
7. Financial Hardship
8. First Aid
9. Foreign Travel
10. Harassment
11. Insomnia
12. Mature Students
13. Meningitis
14. Mental Health Policy
15. Nightline (a listening and information service run by students for students, which has many useful links)
16. Occupational Health Service
17. Overseas Students
18. Peer support training programme
19. Relaxation
20. Samaritans and other free advisory services in Oxford
21. Sexual Health

22 Students with Disabilities

- 22.1 The Hall's Disability Contact is the Senior Tutor. St Benet's is committed to providing equality of opportunity for students with disabilities so far as the limitations of the building allow. Disabilities can include conditions such as dyslexia and mental health problems as well as mobility or sensory impairments.
- 22.2 In a practical way, the Hall helps with general welfare support; access relating to the facilities which it provides, including accommodation and dietary needs; and official requests for special examination arrangements. St Benet's works in partnership with Departments and Faculties, the University Equality and Diversity Unit (www.admin.ox.ac.uk/eop/disab), the Disability Advisory Service (www.ox.ac.uk/students/shw/das) and with individual students themselves.
- 22.3 Students are responsible for explaining their needs, applying for funding, using any support provided appropriately and communicating any changes in their circumstances. It is not essential to disclose a disability but early disclosure will help the Hall to make the adjustments necessary to help students with disabilities to study effectively.
- 22.4 In cases where a disability was declared through the application process both the Hall and University will write to new students before they come up. Students with a disability who have not received these letters should notify the Hall Office.

23 PREVENT DUTY

- 23.1 The Counter-Terrorism and Security Act 2015 requires higher education establishments, including St Benet's Hall, to assess the risks of people being drawn into terrorism and to ensure they have plans in place for mitigating these risks.
- 23.2 The Master has prime responsibility for compliance with the duty to prevent people from St Benet's Hall from being drawn into terrorism.
- 23.3 If students or staff are concerned that a person from St Benet's Hall is being drawn into radicalisation or terrorism, they should contact the Master in the first instance.
- 23.4 Students wishing to book an external speaker or to use Hall rooms for an external speaker or meeting should seek approval from the Dean, who has delegated day to day responsibility to the Bursar.

APPENDIX I. HALL OFFICERS, FELLOWS, & LECTURERS

I.1. SENIOR MEMBERS

HALL OFFICERS AND STAFF

Master	Professor Werner G. Jeanrond, MA Oxf, PhD (Chicago)
Prior and Chaplain	The Very Revd Oswald McBride OSB, MA Oxf, BSc, MB, ChB (Edin)
Senior Tutor and Tutor for Graduates	Santha Bhattacharji, MA Oxf, PhD (Bristol)
Tutor for Admissions	The Senior Tutor
Bursar	Stephen Rumford, BSc (Imperial College London)
Fellow-Trustee	Professor Susan Doran, BA Oxf, PhD (London), FRHistS, Hon FHA
Presiding Fellow	Fra' John Eidinow, MA Oxf, DipLaw (City), Barrister (Middle Temple)
Dean	Pieter François, BA MA (Ghent), PhD (London)
Junior Deans	Cristina Dumitru, MPharm (Bath) Harald Edinger, BSc (WU Vienna), MA (John Hopkins)
Dean of Degrees	George Bitsakakis, MA Oxf, BA, MSc (Athens), MA (Michigan-Ann Arbor), MSc, PhD (LSE)
Fellow Librarian	Yvonne Cornish, MA, DPhil Oxf
Librarian	The Revd Gabriel Everitt OSB, MA, DPhil Oxf, MA Edin.
Prevent Officer	The Master
Welfare and Equality Officer and Harassment Adviser	Professor Susan Doran, BA Oxf, PhD (London), FRHistS, Hon FHA
Welfare Officer and Harassment Adviser	Nicholas Waghorn, MA Oxf, PhD (Reading)
Administrator	Martina Stancheva, BSc (Sofia)
Alumni Relations Officer and PA to the Master	Katy Griffiths, BA, MA (London)
Maintenance and Housekeeping Manager	Jason Bean

HONORARY FELLOWS

ⁱLord Hennessy of Nympsfield, MA, PhD (Cantab), FBA, FRHistS (2008—)

ⁱⁱProfessor Henry Mayr-Harting, MA, DPhil, DD Oxf, FBA (2008—)

ⁱⁱⁱPeter D. Sutherland, SC, KCMG, BCL (NUI), Barrister-at-Law (2013—)

^{iv}Very Rev Henry Wansbrough OSB, MA Oxf, STL (Fribourg), LSS (Rome) (2007—)

ⁱProfessor of Contemporary History, Queen Mary and Westfield College, University of London (1992-2000); Gresham Professor of Rhetoric (1994-7); Attlee Professor of Contemporary British History, QMUL (2001-)

ⁱⁱ Slade Professor of Fine Art (1987-8); Regius Professor of Ecclesiastical History and Lay Canon of Christ Church (1997-2003); Corresponding Member, Austrian Academy of Sciences (2001-)

ⁱⁱⁱAttorney-General of Ireland (1981-82, 1982-84); European Commissioner (1985-89); Director-General, WTO (1993-95); Consultor of the Extraordinary Section of the Administration of the Patrimony of the Apostolic See (2006—); President, St Benet's Hall Board of Regents (2015—)

^{iv}Master of St Benet's Hall (1990—2004); Titular Cathedral Prior of Norwich (2004—2009); Titular Cathedral Prior of Durham (2009—); Pontifical Biblical Commission (1997-2007); Magister Scholarum of the English Benedictine Congregation (2001-); Alexander Jones Professor of Biblical Studies, Liverpool Hope University (2011—)

FELLOWS

Santha Bhattacharji, MA Oxf, PhD (Bristol)

Senior Tutor, Tutor for Graduates, Tutor for Admissions (2004—)

George Bitsakakis, MA Oxf, BA, MSc (Athens), MA (Michigan-Ann Arbor), MSc, PhD (LSE)

Fellow and Tutor in Economics, Director of Studies in Economics (2015—), Dean of Degrees

Yvonne Cornish, MA, DPhil Oxf

Fellow and Tutor in History, Director of Studies in History (2010—), Fellow Librarian
 Professor Susan Doran, BA Oxf, PhD (London), FRHistS, Hon FHA
 Senior Research Fellow in History (2007—), Fellow-Trustee, Welfare and Equality Officer, Harassment
 Adviser

Fra' John Eidinow, MA Oxf, DipLaw (City), Barrister (Middle Temple)
 Fellow and Tutor in Classics, Director of Studies in Classics (2004—), Presiding Fellow, Senior Treasurer of
 the Boat Club

Pieter François, BA MA (Ghent), PhD (London)
 Research Fellow in Anthropology (2014—); Dean; Research Coordinator at the Institute of Cognitive and
 Evolutionary Anthropology

Brian Klug, BA, MA (London), PhD (Chicago)
 Senior Research Fellow in Philosophy (2000—); Research Seminar Convenor

Mary Marshall, MA, DPhil Oxf
 Fellow and Tutor in Theology, Director of Studies in Theology (2012—), Senior Treasurer of the Joint
 Common Room; Departmental Lecturer in New Testament Studies in the Faculty of Theology and Religion

Frances Reynolds, BA, PhD (Birmingham)
 Fellow and Tutor in Oriental Studies, Director of Studies in Oriental Studies (2007—); Shillito Fellow in
 Assyriology in the Faculty of Oriental Studies

Stephen Rumford, BSc (Imperial College London)
 Bursar (2015—)

Joseph Shaw, MA, DPhil Oxf
 Fellow in Philosophy (2000—)

Mark Sheehan, MA (Melbourne), PhD (New York)
 Senior Research Fellow in Philosophy (2009—), Dean; Oxford BRC Ethics Fellow, Ethox Centre, and
 Research Fellow, Uehiro Centre for Practical Ethics, in the Faculty of Philosophy.

Nicholas Waghorn, MA Oxf, PhD (Reading)
 Fellow and Tutor in Philosophy, Director of Studies in Philosophy, PPE Coordinator (2013—), Welfare
 Officer, Harassment Adviser

JUNIOR RESEARCH FELLOWS

LECTURERS

Thomas Ainsworth, MA, BPhil, DPhil Oxf,
 Lecturer in Ancient Philosophy (2015—)

Rowena E. Archer, BA (Bristol), MA DPhil Oxf, FRHistS
 Lecturer in Medieval History (2014—)

Alexander Barker, MA Oxf
 Lecturer and Director of Studies in Politics (2013—)

The Revd Jane Baun, BA (Yale), MA (Catholic University of America), PhD (Princeton)
 Research Lecturer in Byzantine Studies (2008—)

Marina Bazzani, Laurea (Genova), MA (Catholic University of America), DPhil Oxf
 Research Lecturer in Classics (2007—); Lector in Latin and Greek Languages in the Faculty of Classics

Leif Dixon, BA (Sussex), DPhil Oxf
 Lecturer in History (2014—)

Nadia Jamil, MA (Edinburgh); DPhil Oxf
 Lecturer in Arabic (2014—); Senior Instructor in Classical and Modern Standard Arabic in the Faculty of
 Oriental Studies

Christopher Mallan, BA, MPhil (Queensland), DPhil Oxf
 Lecturer in Ancient History (2015—)

Louise Nelstrop, BD (London), PGCE, MA (Bristol), PhD (Birmingham),
 Lecturer in Theology (2014—)

Cornelia van der Poll, BA (Stellenbosch), MPhil, PhD (Cantab)
Lecturer in Ancient Greek (2006—)

RESEARCH ASSOCIATES

Nancy Hawker, BA, MA (SOAS), DPhil Oxf
Research Associate in Arabic and Hebrew (2014—); Leverhulme Early-Career Fellow in the Faculty of Oriental Studies

Jonathan Jong, BSc PhD (Otago)
Research Associate in Anthropology (2014—); Research Co-ordinator of the Cognition and Culture Lab in the Institute of Cognitive and Evolutionary Anthropology

VISITING SCHOLARS

Prof Jan-Olavf Henriksen, MA (Oslo), PhD (Oslo)
Dean of Research, Norwegian School of Theology

Heikki Haara, PhD
Faculty of Theology, University of Helsinki

Saskia Wendel, PhD (Freiburg)
Associate Prof University of Köln

EXTERNAL TUTORS

Apart from the tutors listed above, the Hall has the services of about 70 tutors in other colleges for the various subjects read by undergraduates.

I.2. Supervisors for doctoral work

The faculties appoint supervisors for those undertaking doctoral theses and the Master appoints a Hall Advisor.

I.3. Student organisations

I.3.1. The JCR

President	Gurpal Khera
Secretary	Patrick Bunker
Treasurer	Jack Williams
Graduate Officer	Thais Rocha da Silva/Giosiana Turchetti
Welfare Officer	Eleanor Wride
Social Secretary	Josie Gilbert & Natasha Frank
Women's Officer	Alice Gent
LGBTQ+ Officer	Joe Lord
BME Officer	Ines Bonneau
House & Food Officer	Dorota Kolarska
Sports Secretary	Henri du Perier de Larsan
Senior Treasurer	Dr Mary Marshall

I.3.2. The Boat Club

President

Will Frost

Captain of Boats

Marco Hughes

Coach

tbc

Senior Treasurer

Fra' John Eidinow

APPENDIX II. ST BENET'S HALL BYLAW - ACADEMIC DISCIPLINE

II.1. Basic Requirements

II.1.1. Junior members must:

1. all attend tutorials and classes punctually;
2. complete the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe;
3. sit such collections as their tutors prescribe, and achieve in them a standard that is commensurate with their ability.

II.2. Tutors

- II.2.1. For the purposes of the Bylaw on Discipline, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as Director of Studies for the junior member.

II.3. Disciplinary Offences

- II.3.1. The use of dishonest means in any examination or in fulfilling any academic obligation is a serious disciplinary offence. If a junior member is alleged or is suspected to have committed such an offence, the procedures set out in Part B of this Bylaw shall apply.

II.4. Monetary Fine

- II.4.1. If a junior member fails to sit the collections specified by his tutors at the appointed time, without obtaining the prior permission of the Senior Tutor, a fine of £20 shall be levied for each collection paper missed. Any such fine will be without prejudice to the imposition of other academic penalties as well, should the junior member's Director of Studies think fit and the Master agree.

- II.4.2. A second offence of missing collections in any subsequent term will automatically incur not only the fine, but at the minimum an academic warning, as defined below.

Collections are formal occasions at which gowns are worn. Failure to wear a gown attracts a fine of £5 per collection.

II.5. Warning

- II.5.1. If in the opinion of any of his tutors a junior member is in breach of any of the academic obligations under paragraph 1 above, his Director of Studies will normally in the first instance remind him **informally** of these obligations.

- II.5.2. Should the breach be in the opinion of the Director of Studies serious or persistent, the Director of Studies shall specify the shortcomings in writing and issue a **formal written warning**. This results in the student being placed '**on report**' which is communicated to the student's tutors. They will communicate any lapse on the part of the student immediately to the Senior Tutor.

- II.5.3. Failure to rectify them will result in the invoking of **probation**, the breach of whose terms could, after subsequent reference to the Academic Review Committee, lead to severe penalties including expulsion from the Hall.

- II.5.4. The Director of Studies' specification of shortcomings and written warning and any representations made by the junior member will be placed on file and reported in writing to the Senior Tutor, who will ensure that the junior member understands what is required of him and the implications of failure to comply. The junior member will be given the opportunity to put his case and to draw attention to any mitigating circumstances that may apply.
- II.5.5. If the Senior Tutor is interested in the matters relating to the junior member or is otherwise unable to act, the Education Committee shall nominate another fellow to act in his place. Throughout this Bylaw, references to the Senior Tutor shall include any such nominee.
- II.6. Probation
- II.6.1. If within reasonable time of the written warning the junior member fails to respond by meeting in full his academic obligations, his Director of Studies will recommend a period of probation normally of not less than eight weeks, at least five of the weeks being in Full Term. The Director of Studies will propose the duration and conditions of probation in writing to the Senior Tutor, who will seek the junior member's agreement to them.
- II.6.2. If agreement is reached, the Senior Tutor will confirm the duration and conditions in writing to both the Director of Studies and the junior member and will report the probation to the Education Committee. He will send a copy of this Bylaw to the junior member and will draw attention to the possible consequences of failure to satisfy the terms of probation.
- II.6.3. In the event of failure to agree, the junior member shall have the right to ask for the imposition of probation or its conditions to be referred for decision by the Academic Review Committee under the provisions of paragraph 14 below. The Academic Review Committee's decision will be reported to the Education Committee.
- II.6.4. If the probationary terms include a requirement to achieve a specified standard in a collection, the latter will be externally marked. The marker will be told that the collection is a penal one but not the standard required.
- II.7. Review of Probation
- II.7.1. At the end of the stated period of probation or sooner at the determination of the Director of Studies, the Director of Studies shall report in writing to the Senior Tutor, with a copy to the junior member, stating whether the terms of probation have been satisfied.
- II.7.2. If all the terms of probation have been satisfied, the Senior Tutor will inform the junior member in writing that probation has been purged and report accordingly to the Education Committee.
- II.7.3. If the Director of Studies reports that any probationary terms have been breached, one (but not normally more than one) extension of probation may be proposed, under the same terms as before or subject to different conditions. The Director of Studies is not obliged in any case to seek an extension of probation and a breach of the probationary terms may lead directly to a reference to the Academic Review Committee under paragraph 15 below. The Senior Tutor will seek the junior member's agreement to the

extension of probation and its conditions, observing in every respect the provisions of paragraphs 6–9 above.

II.8. Referral to the Academic Review Committee

II.8.1. The Academic Review Committee ("the Review Committee") shall (except as otherwise provided below) consist of a Chairman and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. At least one member of the Review Committee shall be a fellow of the Hall and one member (who may be the same person) shall be a Tutor or Lecturer of the Hall. The Senior Tutor shall not be a member. The junior member's tutors and any other interested persons shall (if otherwise members of the Review Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. The members of the Review Committee thus constituted will appoint one among their number to take the chair. The Review Committee may regulate its proceedings as it sees fit including (without limitation) setting time limits on the evidence to be called and the representations to be made by either the junior member or his Director of Studies consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

II.8.2. Imposition or extension of probation. If the junior member requests referral of the imposition or extension of probation or its conditions to the Review Committee, the Senior Tutor will send its Chairman copies of the Director of Studies's specification of shortcomings and written warning (and, in the case of a proposed extension to probation, the Director of Studies's report on probation and his recommendations as to its extension) and his proposals for the duration and conditions of probation or its extension and any representations previously made by the junior member. The junior member shall state in writing his objections to the proposals, and the Director of Studies shall be invited to respond, a copy of any such response being sent to the junior member. The Review Committee shall meet to consider the case and may ask the junior member and the Director of Studies to attend the meeting and interview them. The junior member may attend at his or her own request but if the junior member does not attend the Review Committee may proceed in his absence. The Review Committee shall have the power to accept or reject or amend as it sees fit the proposals relating to probation or its extension. The adjudication of the Review Committee shall be communicated in writing to the Senior Tutor, the Director of Studies and to the junior member and shall be final. The Senior Tutor will bring the matter before the Education Committee where the decision will be minuted.

II.9. Hearings Concerning a Breach of Probation

II.9.1. Except as provided for by extension of probation the Senior Tutor shall send to the Chairman of the Review Committee a written statement ("the Charge Sheet") setting out the conditions of probation, the report of the Director of Studies, any correspondence with the junior member in relation to the probation and any warning leading to the probation, and any other information which the Senior Tutor deems relevant, including his recommendations as to penalty.

II.9.2. The Charge Sheet and this by-law shall be copied to the junior member.

- II.9.3. The Chairman of the Review Committee shall call a meeting of the Committee, giving the junior member at least five days' notice (not including Saturday and Sunday) unless the junior member agrees to shorter notice being given. The junior member shall be told in writing the time of the meeting and that he may submit written material up to 48 hours before the Review Committee meets.
- II.9.4. Without prejudice to the Review Committee's right to regulate its own proceedings, the following procedure shall normally be adopted. The junior member and the Director of Studies shall attend the meeting and may be interviewed by the Review Committee provided that if the junior member fails or refuses to attend the Review Committee may proceed in his absence. The junior member may be accompanied by an advisor of his choice. The Senior Tutor shall explain the junior member's breach of the conditions of probation. The junior member shall be given an opportunity to respond.
- II.9.5. The Review Committee shall then decide whether the junior member has breached the terms of probation. If it is determined that the junior member has breached the terms of his probation, the Chairman of the Review Committee shall inform him of this fact and of the Senior Tutor's recommendation as to penalty and invite the junior member to make a plea in mitigation. The Review Committee shall then consider the appropriate penalty. The penalty may include: banning, rustication or expulsion from the Hall. The Review Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Review Committee's decision and its reasons. He shall also be advised of his right of appeal to the Academic Appeals Committee.
- II.9.6. The Chairman of the Review Committee shall at once report the Review Committee's decision to the Master, the junior member's Director of Studies, and the Senior Tutor who shall report it to the Education Committee and shall inform (a) the Proctors (if appropriate) and (b) any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Academic Appeals Committee.
- II.9.7. The words "banning", "rustication" and "expulsion" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the Hall" for "the University" in such definitions).
- II.9.8. If the junior member is alleged to have committed any disciplinary offences as well as breaches of probationary conditions, the Senior Tutor may require, in the interests of dealing fairly and expeditiously with the matters concerning the junior member, that the matters should be referred solely to the Disciplinary Committee. The Disciplinary Committee in such a case shall include at least one Director of Studies. The Disciplinary Committee shall, with regard to the alleged breaches of probationary conditions, comply with the procedures set out in this By-law and be treated as the Academic Review Committee for the purposes of this By-law.
- II.10. Appeal
- II.10.1. The Academic Appeals Committee ("the Appeals Committee") shall normally consist of the Master (or his nominee) who shall ordinarily chair the Appeals Committee and two other members appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. Members of the Review Committee shall

not be members of the Appeals Committee. The junior member's tutors and any other interested persons shall (if otherwise members of the Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. In the absence of the Master or his nominee the members of the Appeals Committee thus constituted shall appoint one among their number to take the chair. The Appeals Committee may regulate its proceedings as it sees fit. The Master's nominee may be any member of the Congregation of the University whether or not he is also a fellow or Director of Studies of the Hall.

- II.10.2. Any appeal must be made in writing to the Chairman of the Appeals Committee within five days (not including Saturday and Sunday) of the communication of the Review Committee's decision to the junior member, stating the basis of the appeal.
- II.10.3. The junior member may appeal on the following basis:
 1. errors in the Review Committee's findings (which must be specified by the junior member);
 2. the disproportionality of the penalty to the gravity of the breach of academic obligations.
- II.10.4. The junior member is not entitled to bring an appeal which challenges the academic judgment of the Review Committee.
- II.10.5. The Chairman of the Appeals Committee shall copy the junior member's appeal to the Senior Tutor who shall respond in writing to the Chairman of the Appeals Committee within five days (not including Saturday or Sunday). The Chairman of the Appeals Committee shall then copy that response to the junior member.
- II.10.6. The Chairman of the Academic Appeals Committee shall call a meeting of the Appeals Committee giving the junior member at least five days' notice (not including Saturday or Sunday) of such meeting, unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting.
- II.10.7. Without prejudice to the Academic Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Academic Appeals Committee shall consider the junior member's basis of appeal and the response of the Senior Tutor. The junior member may attend the meeting with an adviser of his choice and make oral representations. If the junior member elects to attend, the Senior Tutor may also attend (and may bring an adviser of his choice). The Appeals Committee may in any case require the presence of the junior member, the Senior Tutor, and the Director of Studies and may interview them; in the event that the junior member or the Senior Tutor or the Director of Studies fails or refuses to attend the Appeals Committee may proceed in their absence.
- II.10.8. The Appeals Committee has power to confirm or amend the decision of the Review Committee. The Appeals Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told of the Appeals Committee's decision and its reasons shall be given in writing. The decision is to be recorded in the minutes of the Education Committee.

- II.10.9. The decision of the Appeals Committee shall be final in the Hall although the junior member shall have the right to appeal the decision of the Appeals Committee to the Conference of Colleges' Appeals Tribunal. If a junior member wishes to bring such an appeal, he shall file a written application with the secretariat of the Conference of Halls within five days of the date of the decision appealed against. The application shall include:
1. a copy of the decision being challenged
 2. a brief statement of the facts and arguments of law on which the application is based
 3. the junior member's request for relief
 4. where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature
 5. the junior member's address and, where applicable, the electronic mail address at which he can be reached for the purpose of the proceedings.
- II.10.10. Where the provisions above have had effect, if any appeal made by the junior member relates both to disciplinary matters and any alleged breach of probationary matters then the appeals shall be referred solely to an Appeals Committee. That Appeals Committee shall, with regard to any matter of academic discipline, be treated as the Academic Appeals Committee for the purposes of this By-law.
- II.10.11. The Chairman of the Appeals Committee shall at once report the Appeals Committee's decision to the Senior Tutor who shall report it to the Education Committee, and shall inform (a) the Proctors (if appropriate) and (b) any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office.
- II.11. Standard and Burden of Proof. At any hearing of the Academic Review Committee or the Appeals Committee the standard of proof shall be the balance of probabilities and the burden of proof shall be upon the person bringing the charge or making the appeal as the case may be.
- II.12. Notice
- II.12.1. During Full Term, any document that this Part of the Bylaw requires to be sent to a junior member shall be left for him in his pigeon-hole in the Hall and notification thereof shall also forthwith be sent by electronic mail to his University electronic mail address.
- II.12.2. Out of Full Term any document that this Part of the Bylaw requires to be sent to a junior member shall be sent by first class letter post to the home address last recorded by the Senior Tutor and notification thereof shall also forthwith be sent by electronic mail to his University electronic mail address. If the junior member is resident in Oxford, then the provisions of paragraph II.12.1 above shall apply notwithstanding that it may not be Full Term.
- II.12.3. During Full Term, any document that this Bylaw requires to be sent by a junior member shall be given by hand to the Senior Tutor or the Bursar for onward transmission to the person to whom the document is required to be given ("the relevant person").

- II.12.4. Out of Full Term, any document that this Bylaw requires to be sent by a junior member may either (a) be given by hand to the Senior Tutor or the Bursar for onward transmission to the relevant person or (b) may be sent to the Senior Tutor by first class letter post, the envelope being marked "ACADEMIC DISCIPLINE: URGENT" and notification thereof shall also forthwith be sent by electronic mail to the Senior Tutor's University electronic mail address.
- II.12.5. During Full Term or if the junior member is resident in Oxford any document that this Part of the Bylaw requires to be sent to a junior member shall be deemed to have been duly received 24 hours after it has been left in his pigeon-hole. Out of Full Term if the junior member is not resident in Oxford any document that this Part of the Bylaw requires to be sent to a junior member shall be deemed to have been duly received 72 hours after posting.
- II.12.6. During Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar. Out of Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar if it is dealt with under paragraph II.12.4(a) or 72 hours after posting if dealt with under paragraph II.12.4(b).
- II.12.7. In the event that posting of a document is in issue, it shall be for the person who claims to have posted it to prove that it was posted.
- II.13. By-law on failure in the First Public Examination (FPE)
- II.13.1. Explanatory note: A student who fails Prelims or Mods may be allowed to resit one or more papers, depending on the appropriate Faculty regulations. If they fail the resit, they are sent down. However, in exceptional circumstances (such as illness or accident), they may appeal to the Hall to be allowed to attempt the FPE a third time. If the Hall grants the appeal, it can then petition the University on their behalf for a third attempt, which is only very rarely granted. The Bylaw below sets out the appeal procedure.
- II.13.2. Where in this Bylaw any notice is required to be given in writing, it shall be sufficient for that notice to be given by email and it shall be presumed for the purposes of this Bylaw that (subject to contrary proof) an email was received by the addressee on the day it was sent. For the avoidance of doubt, provided an email has arrived at its destination, it shall not be necessary for the recipient of an email to have read it for it to have been received by him for these purposes.
- II.13.3. The Senior Tutor shall write to any undergraduate who at the first attempt fails the First Public Examination ("FPE"). The Senior Tutor's letter shall: (i) identify the academic support offered in preparing for the re-sit; (ii) make clear that termination of the course is the normal consequence of a second failure in the FPE, and that permission for a third attempt can only be given by the University; and (iii) remind the recipient of the importance of disclosing any extenuating circumstances which may have affected his performance in the FPE.
- II.13.4. The Senior Tutor shall write to any undergraduate who fails the FPE at the second attempt to notify him that his course will be terminated. Where the undergraduate believes that exceptional circumstances apply to his case he shall have the right to

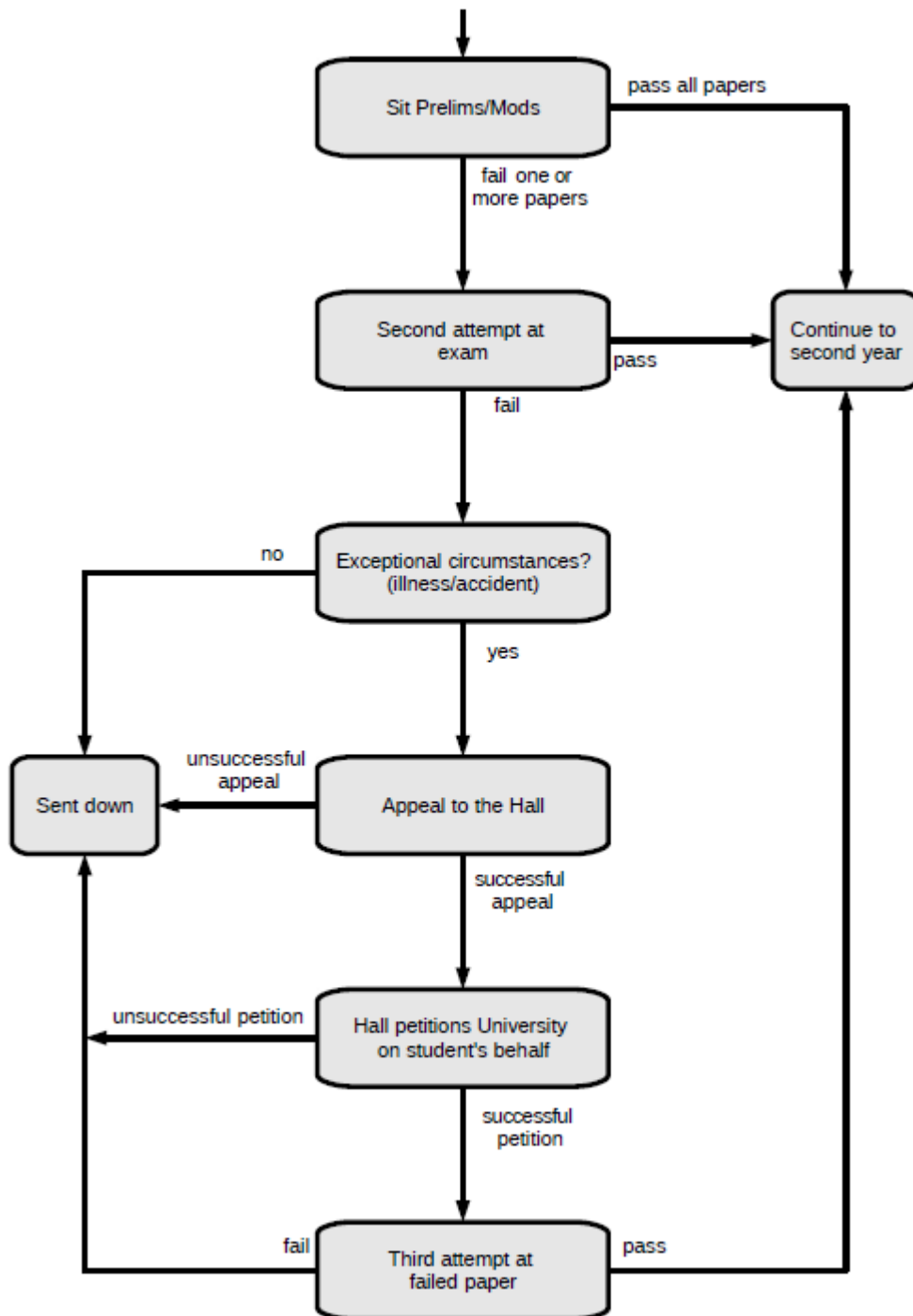
appeal on the grounds of those circumstances to an FPE Appeal Committee which shall be convened by the Master or his appointed deputy.

- II.13.5. Any appeal against the termination of a course for failure in the FPE shall be made in writing to the Master within 5 days (not including Saturday and Sunday) of receipt of the Senior Tutor's letter. The letter of appeal must set out the exceptional circumstances on the basis of which the undergraduate is appealing.
- II.13.6. Except where the Master decides that it is expedient to invite an external person to serve on the Appeal Committee, the Appeal Committee shall consist of three members of Education Committee, not including (i) the undergraduate's own Director(s) of Studies and (ii) any member of Education Committee who has taught the undergraduate in preparation for the FPE. In the event that an insufficient number of members of Education Committee are eligible to serve, the Master may invite any Fellow or Lecturer of the Hall to serve except anyone who has taught the undergraduate in preparation for the FPE. Where the Master decides that it is expedient to invite an external person to serve on the Appeal Committee, the Master may invite any member of Congregation who holds the office of Tutor (or the equivalent) in any College, Hall, or Society of the University to serve as one of the three members of the Appeal Committee except anyone who has taught the undergraduate in preparation for the FPE.
- II.13.7. At its first meeting, the Appeal Committee shall elect one of its members ("the President") to chair the Appeal Committee and shall fix the date for the hearing of the appeal. The President shall notify both the Senior Tutor and the undergraduate of the date fixed for the appeal giving at least five days' notice (not including Saturday or Sunday).
- II.13.8. If the undergraduate intends to rely on medical evidence in support of his appeal, he must submit a report from the Hall Doctor to the President not less than 24 hours before the date fixed for the hearing of the appeal. If the primary treating clinician is not the Hall Doctor, the medical report must be sent to the Hall Doctor in the first instance so that the Hall Doctor may advise the Hall appropriately. If the Hall Doctor is unable to act the Master shall appoint to receive the report and advise the Hall in his place a medical practitioner who is the appointed Doctor at any College, Hall, or Society of the University or if no such person is available any other medical practitioner; and in this Bylaw "Hall Doctor" shall be construed to include a medical practitioner so appointed.
- II.13.9. Subject to paragraph 9 below the Appeal Committee shall regulate its own procedure, having regard to the requirements of natural justice, and shall determine the appeal. The undergraduate may be accompanied and advised at the hearing by any resident junior or senior member of the University (except the Senior Tutor or anyone who has taught the undergraduate in preparation for the FPE) or an OUSU sabbatical officer.
- II.13.10. The sole purpose of the hearing is to enable the Appeal Committee to determine whether the exceptional circumstances presented by the undergraduate mean that his course should not be terminated, and that consequently the Hall should apply on the undergraduate's behalf to the Education Committee of the University for permission for a third attempt at the FPE. At the hearing the Senior Tutor (or his or her appointed

deputy) shall present a report on the circumstances of the case. The Appeal Committee may also request the comments of the Hall Doctor, of the undergraduate's Director(s) of Studies, and of anyone who has taught the undergraduate in preparation for the FPE who may attend in person or submit a written report as circumstances permit. The undergraduate shall then have the opportunity to present his own view of the situation and any supporting evidence and to respond to the Senior Tutor's report and to the comments provided by his Director(s) of Studies and other tutors. After this the members of the Appeal Committee may put questions on any aspect of the case.

- II.13.11. At the end of the hearing the undergraduate and his adviser, the Senior Tutor, and any other persons who have been present for the purposes of the hearing shall withdraw and the Appeal Committee shall consider its decision.
- II.13.12. The President shall write to the undergraduate as soon as possible thereafter to communicate the decision of the Appeal Committee and shall also give a brief account of the reasons for it.
- II.13.13. If the Appeal Committee decides that there are no exceptional circumstances offered by the undergraduate which justify withholding the usual sanction of terminating his course, the undergraduate may appeal to the Conference of Colleges Appeal Tribunal (which is independent of the Hall) and the President's letter shall explain the steps to be taken by the undergraduate to engage such an appeal, shall note that the undergraduate must usually exercise this right within five days of receipt of the Appeal Committee's decision, and shall enclose a copy of the Conference of Colleges Appeal Tribunal's Regulations.
- II.13.14. If the Conference of Colleges Appeal Tribunal upholds the College's decision a further appeal lies to the Office of the Independent Adjudicator (see www.oiahe.org.uk).
- II.13.15. If the Appeal Committee decides that exceptional circumstances mean that the undergraduate's course should not be terminated, the undergraduate shall be informed of any conditions which the Appeal Committee has decided must be met before he is allowed to return to residence.
- II.13.16. Since the University's regulations do not permit an undergraduate to progress to the Final Honour School without first passing the FPE a decision by the Appeal Committee to allow an undergraduate to return to residence shall have no effect unless the University also gives permission for the undergraduate to make a third attempt at the FPE. In the letter communicating the decision of the Appeal Committee the President shall inform the undergraduate (i) that the Hall cannot itself give permission for the undergraduate to take the FPE for a third time, (ii) that the Hall will apply to the University for the relevant permission (all other conditions imposed by the Appeal Committee being satisfied), (iii) that, notwithstanding the decision made by the Hall, the University gives such permission only in exceptional circumstances, and (iv) the Hall therefore cannot guarantee the outcome of its application to the University. The Senior Tutor shall thereupon take appropriate steps to seek the relevant permission from the University.

First Public Examination Failure By-law Flowchart



II.14. St Benet's Hall Bylaw – Discipline for Serious Misconduct

II.14.1. Tutors

II.14.2. For the purposes of the Bylaw on Discipline, a tutor is defined as someone who has filed an academic report on a junior member's work, or will do so in the current academic year, or has acted as Director of Studies for the junior member.

II.14.3. Charges

II.14.4. If the Dean believes that a junior member has committed an offence which, if proved, would merit the junior member's being fined more than £250, banned, rusticated or expelled, he shall refer the case to the Disciplinary Committee.

II.14.5. Serious Misconduct includes but is not limited to violent or threatening behaviour; sexual or other harassment; failure to comply with the provisions of the Code of Practice on Freedom of Speech; intentional or reckless damage to or theft of property; contravention of the Hall's Computer Regulations; fraud or false accounting; the use of dishonest means in any examination or in fulfilling any academic obligation including (but without limitation) cheating in any Hall or faculty collection or in any University examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing Hall premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing a Hall Officer, Tutor or member of staff in the proper discharge of their duty; engaging in conduct resulting in conviction for a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed); wilful contravention of Hall Regulations; or engaging in any other conduct which is seriously detrimental to the interests of the Hall.

II.14.6. The Disciplinary Committee shall consist of a Chairman and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. The junior member's tutors and any other interested persons shall (if otherwise members of the Disciplinary Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. Neither the Dean nor the Junior Dean may be members of the Disciplinary Committee. The Disciplinary Committee may, but shall not be obliged to, ask an assessor be present at its deliberations and to advise it. Such person, who shall be known as the Disciplinary Assessor, shall have no vote. The Disciplinary Committee may regulate its proceedings as it sees fit including (without limitation) setting time-limits on the evidence to be called by either the junior member or the Dean consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

II.14.7. If the Dean is interested in the matters relating to the junior member or if he is otherwise unable to act, the Junior Dean or some other person nominated by the Master (as the case may require) shall act in his place. Throughout this Bylaw, references to the Dean shall include any such replacement.

II.15. Referral to the Disciplinary Committee

II.15.1. Except in the circumstances described at paragraph II.16 below, when referring a case to the Disciplinary Committee, the Dean shall send to the Chairman a written

statement (the "Charge Sheet") setting out the provision(s) of the Hall regulations which have allegedly been broken; the events which form the basis of the charge; the evidence on which the charge is based including the signed statement of any person he is proposing to call as a witness; and any other information which the Dean deems relevant, including his recommendations as to penalty.

- II.15.2. The Charge Sheet and this bylaw shall be copied to the junior member. Copies shall also be sent to his Director of Studies or College Advisor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that he thinks should properly be taken into account. These comments shall be copied to the junior member.
- II.15.3. The Chairman of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday), unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting and that he may submit written material up to 48 hours before the Disciplinary Committee meets. If the junior member intends to call any person as a witness at the meeting, the junior member shall include a written statement signed by such person with the written material submitted to the Disciplinary Committee.
- II.15.4. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Dean and the junior member charged shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his absence. The Dean and the junior member may each be accompanied by an advisor of his choice. The Dean shall present the case against the junior member in his presence (save where the Disciplinary Committee has decided to proceed in the junior member's absence) and may call any witness whose statement he has previously submitted to the Disciplinary Committee. The junior member may question any witness called by the Dean. After the conclusion of the Dean's evidence the junior member shall present his defence and may call any witness whose statement he has previously submitted to the Disciplinary Committee. The Dean may question any witness called by the junior member. For the avoidance of doubt the Disciplinary Committee may also question any person called as a witness. After the conclusion of the junior member's evidence the Dean and after him the junior member shall then each address a concluding statement to the Disciplinary Committee which shall then consider its verdict in the absence of all other persons.
- II.15.5. Where the case is found proved, the Disciplinary Committee shall announce its decision and invite the Dean to make a submission as to the appropriate level of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence. The Disciplinary Committee shall then consider the appropriate sentence in the absence of all other persons. The penalty may include: requiring the junior member to reside out of the Hall; a fine of any magnitude; banning, rustication or expulsion from the Hall. The Disciplinary Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons which shall include all findings of fact made by the Disciplinary Committee. He shall also be advised of his right of appeal to the Disciplinary Appeals Committee.

- II.15.6. The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Master and to the Senior Tutor, who shall report it to fellows and lecturers of the Hall, and shall inform the Proctors (if appropriate) and any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Disciplinary Appeals Committee.
- II.15.7. The words "banning", "rustication" and "expulsion" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the Hall" for "the University" in such definitions).
- II.16. Referral to the Disciplinary Committee: Special provisions for Criminal Convictions and University Penalties
- II.16.1. The following procedures shall apply if a junior member has either: (a) been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed); or (b) been expelled, banned or rusticated by the University for conduct which amounts to serious misconduct. When referring such a case to the Disciplinary Committee, the Dean shall send to the Chairman a written statement (the "Charge Sheet") setting out the fact of the junior member's criminal conviction or his expulsion, banning or rustication by the University; and any other information which the Dean deems relevant including his recommendations as to penalty.
- II.16.2. The Charge Sheet and this bylaw shall be copied to the junior member. Copies shall also be sent to his Director of Studies or College Advisor, as appropriate, who shall be asked to comment in writing on the character of the junior member and any other matter that he thinks should properly be taken into account. These comments shall be copied to the junior member.
- II.16.3. The Chairman of the Disciplinary Committee shall call a meeting of the Disciplinary Committee giving the junior member at least five days' notice (not including Saturday or Sunday) , unless the junior member agrees to shorter notice. The junior member shall be told in writing of the time of the meeting and that he may submit written material on the question of penalty up to 48 hours before the Disciplinary Committee meets.
- II.16.4. Without prejudice to the Disciplinary Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Dean and the junior member shall attend the notified meeting of the Disciplinary Committee, provided that if the junior member fails or refuses to attend the Disciplinary Committee may proceed in his absence. The Dean and the junior member may each be accompanied by an advisor of his choice. The Disciplinary Committee shall accept as fact all findings of fact made by the criminal court or by the University and the hearing shall proceed on that basis. The Dean shall present the case to the Disciplinary Committee and shall make representations concerning the appropriate penalty. The Disciplinary Committee may request the attendance of any other person and may question in relation to the question of penalty. The junior member shall then be entitled to make a plea in mitigation of the offence.
- II.16.5. The Disciplinary Committee shall then decide upon the penalty to be imposed. The penalty may include: requiring the junior member to reside out of the Hall; a fine of any magnitude; or banning, rustication or expulsion from the Hall. The Disciplinary

Committee may attach such conditions as it sees fit to any penalty. The junior member shall be told in writing of the Disciplinary Committee's decision and its reasons. He shall also be advised of his right of appeal to the Disciplinary Appeals Committee.

II.16.6. The Chairman of the Disciplinary Committee shall at once report the Disciplinary Committee's decision to the Master and to the Senior Tutor, who shall report it to directors of studies of the Hall, and shall inform the Proctors (if appropriate) and any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office. In the event of any appeal, it shall be available to members of the Disciplinary Appeals Committee.

II.17. Appeal

II.17.1. The junior member must lodge any appeal against the findings or penalty of the Disciplinary Committee by writing to the Master (or his nominee) within five days (not including Saturday or Sunday) of the communication of the Disciplinary Committee's decision to the junior member stating the basis of his appeal.

II.17.2. The junior member may appeal on either or both of the following grounds:

1. errors in the Disciplinary Committee's findings (which must be specified by the junior member); or
2. the disproportionality of the penalty to the gravity of the offence.

II.17.3. The junior member shall not normally be permitted to introduce new evidence to the Disciplinary Appeals Committee where that evidence could reasonably have been presented to the Disciplinary Committee.

II.17.4. The Disciplinary Appeals Committee shall normally consist of the Master (or his nominee) who shall normally chair the Disciplinary Appeals Committee and two other persons appointed by the Master at the beginning of each academic year from among the fellows and lecturers of the Hall. The junior member's tutors and any other interested persons shall (if otherwise members of the Disciplinary Committee) be replaced by other persons appointed by the Master. The replacement members so appointed shall ordinarily be fellows or lecturers of the Hall but may (if evident necessity so requires) be members of the Congregation of the University who are not fellows or lecturers of the Hall. Neither the Dean nor the Junior Dean may be members of the Disciplinary Appeals Committee. The Disciplinary Appeals Committee may, but shall not be obliged to, ask that an assessor be present at its deliberations and to advise it. Such person, who shall be known as the Disciplinary Assessor, shall have no vote. The Disciplinary Appeals Committee shall regulate its proceedings as it sees fit.

II.17.5. The Chairman of the Disciplinary Appeals Committee shall copy the junior member's appeal to the Dean, who shall respond in writing to the Chairman of the Disciplinary Appeals Committee within five days (not including Saturday or Sunday). The Chairman of the Disciplinary Appeals Committee shall then copy that response to the junior member.

II.17.6. The Chairman of the Disciplinary Appeals Committee shall call a meeting of the Disciplinary Appeals Committee giving the junior member at least five days' notice (not including Saturday and Sunday) of such meeting, unless the junior member agrees to shorter notice being given. The junior member shall be told in writing of the time of the meeting.

- II.17.7. Without prejudice to the Disciplinary Appeals Committee's right to regulate its proceedings, the following procedure shall normally be adopted. The Disciplinary Appeals Committee shall consider the junior member's grounds of Appeal and the response of the Dean. The junior member may attend with an advisor of his choice and make oral representations on his grounds of Appeal. If the junior member elects to attend, the Dean may also attend (and may be accompanied by an advisor). The Disciplinary Appeals Committee may in any event require the attendance of the junior member and the Dean and may interview them and in the event that either fails or refuses to attend may proceed in his absence.
- II.17.8. The Disciplinary Appeals Committee may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Committee could have made. The junior member shall be informed in writing of the Disciplinary Appeals Committee's decision and the reasons for it.
- II.17.9. The Chairman of the Disciplinary Appeals Committee shall at once report the Disciplinary Appeals Committee's decision to the Master and to the Senior Tutor, who shall report it to fellows and lecturers of the Hall, and shall inform (a) the Proctors (if appropriate) and (b) any Hall staff affected by the decision. The full communication to the junior member shall not normally be circulated, but shall be held in the Senior Tutor's office.
- II.17.10. The decision of the Disciplinary Appeals Committee shall be final in the Hall although the junior member shall have the right to appeal the decision of the Disciplinary Appeals Committee to the Conference of Colleges' Appeals Tribunal. If a junior member wishes to bring such an appeal, he shall file a written application with the secretariat of the Conference of Colleges within five days of the date of the decision appealed against. The application shall include:
1. a copy of the decision being challenged
 2. a brief statement of the facts and arguments of law on which the application is based
 3. the junior member's request for relief
 4. where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature
 5. the junior member's address and, where applicable, the electronic mail address at which he can be reached for the purpose of the proceedings.
- II.18. Appeal against Fine
- II.18.1. If the Junior Dean has imposed a fine less than £150 on a junior member which the junior member believes to be unwarranted or excessive the junior member may make written representations to the Junior Dean requesting a review of the fine imposed. Any representations to the Junior Dean shall be made within two days (not including Saturday or Sunday) of the imposition of the fine and the Junior Dean shall respond in writing within two days of the receipt of the written representations (not including Saturday or Sunday) and shall either confirm the fine, remove the fine, or substitute a lesser fine. If the junior member is not satisfied with the decision of the Junior Dean he shall be entitled to appeal to the Dean. Any appeal to the Dean shall be made by electronic mail specifying the grounds of the appeal within two days (not including Saturday or Sunday) of the receipt by the junior member of the response of the Junior

Dean. The grounds of an appeal to the Dean are errors (which shall be specified) in the findings of fact made by the Junior Dean or the disproportionality of the fine to the gravity of the offence. The Dean shall dispose of all such appeals without an oral hearing unless he considers it necessary or expedient to hold one. The Dean shall have the power on appeal to confirm, reduce or increase the fine. The decision of the Dean shall be communicated to the junior member in writing and shall be final.

II.18.2. A junior member who has been fined a sum in excess of £150 by the Dean or the Junior Dean may appeal this fine to the Disciplinary Committee, which may confirm, reduce or increase the fine. The appeal must be lodged in writing within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal. The grounds of appeal are either specified errors in the findings of the Dean or the Junior Dean, or the disproportionality of the fine to the gravity of the offence. The appeal shall be copied to the Dean or the Junior Dean, who shall be asked to respond within five days (not including Saturday or Sunday). The Disciplinary Committee's decision, which shall be final, shall be communicated to the junior member in writing, giving reasons. The Disciplinary Committee has the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty:

1. in the event of trivial or frivolous appeals; or
2. where it believes that the event warrants a more severe penalty than that already imposed.

II.19. Standard and Burden of Proof.

II.19.1. At any hearing of the Disciplinary Committee or the Disciplinary Appeals Committee the standard of proof shall be the balance of probabilities and the burden of proof shall be upon the person bringing the charge or making the appeal as the case may be.

II.20. Notice

II.20.1. During Full Term, or if the junior member is resident in Oxford, any document that this Bylaw requires to be sent to a junior member shall be left for him in his pigeon-hole in the Hall and notification thereof shall also forthwith be sent by electronic mail to his University electronic mail address.

II.20.2. Out of Full Term any document that this Bylaw requires to be sent to a junior member shall be sent by first class letter post to the home address last recorded by the Senior Tutor and notification thereof shall also forthwith be sent by electronic mail to his University electronic mail address. If the junior member is resident in Oxford, then the provisions of paragraph II.12 above shall apply notwithstanding that it may not be Full Term.

II.20.3. During Full Term any document that this Bylaw requires to be sent by a junior member shall be given by hand to the Senior Tutor or the Bursar for onward transmission to the person to whom the document is required to be given ("the relevant person").

II.20.4. Out of Full Term, any document that this Bylaw requires to be sent by a junior member may either (a) be given by hand to the Senior Tutor or the Bursar for onward transmission to the relevant person or (b) may be sent to the Senior Tutor by first class letter post, the envelope being marked "DISCIPLINE: URGENT" and notification thereof shall also forthwith be sent by electronic mail to the Senior Tutor's University electronic mail address.

- II.20.5. During Full Term, or if the junior member is resident in Oxford, any document that this Bylaw requires to be sent to a junior member shall be deemed to have been duly received 24 hours after it has been left in his pigeon-hole. Out of Full Term any document that this Part of the Bylaw requires to be sent to a junior member shall be deemed to have been duly received 72 hours after posting.
- II.20.6. During Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar. Out of Full Term, any document that this Bylaw requires to be sent by a junior member shall be deemed to have been duly received when it is handed to the Senior Tutor or Bursar if it is dealt with under paragraph II.12.4 (a) or 72 hours after posting if dealt with under paragraph II.12.4 (b).
- II.20.7. In the event that posting of a document is in issue, it shall be for the person who claims to have posted it to prove that it was posted.
- II.21. Appointments by the Master
- II.21.1. Where the Master is required by this Bylaw to appoint a replacement for any member of a committee but the Master is himself an interested person any appointment shall be made instead by the Warden of St Anthony's College. For the avoidance of doubt the Master shall not be deemed to be an interested person for the purpose of this Bylaw by reason only of the fact that under the Statutes and Regulations of the University he stands in tutorial relation to the members of Hall who are students and exercises supervision over their conduct and studies.

APPENDIX III.

ST BENET'S HALL BYLAWS - TARIFF OF POSSIBLE FINES

III.1. Domestic

Loss of room key, electronic fob or any other key which is the junior member's responsibility	£25
Failure to produce on demand a room key, electronic fob or any other key which is the junior member's responsibility	£30
Copying a key or permitting a copy to be made	£150
Adhesive materials on walls	£30, plus costs where appropriate

III.2. Library

Damage and loss to books	Replacement cost (£40 or estimated value, if higher, for out of print books), plus administration cost.
Infringement of other library rules	£25 and up depending on severity

III.3. Battels

Late payment on final battels	£25 plus 12% interest on the final battels
Bounced cheques	£30

III.4. Disciplinary

Excessive noise/disturbance	£30 to £95 depending on severity
Damage to Hall rooms, premises, grounds, property	£100 and up depending on severity plus costs
Unauthorised parties	£50
Letting off fire extinguishers	£150 per extinguisher plus costs
Fire safety breaches: e.g. letting off fire alarms, burning candles, cooking, toasting	£50 to £150 depending on severity
Vandalism in another College	£175

Misuse of electronic mail: e.g. unauthorised mass electronic mailing, sending abusive electronic mails	£75
Failure to clean up after party/meeting	Cost plus fine of £30 to £150
Unreasonable mess	Cost plus fine of £30 to £150
Misbehaviour	£30 and up depending on the gravity of the offence
Failure to leave Hall by appointed time	£50

III.5. Other

- III.5.1. The above list of fines should be regarded as illustrative only, not definitive. The amounts may also be varied depending on aggravating or mitigating circumstances.
- III.5.2. The Master and the Dean or Junior Deans have discretion to exact other penalties in addition to or instead of fines.
- III.5.3. In serious cases, the Master or the Dean will refer the case to the Disciplinary Committee if he considers that a penalty in excess of £250 is likely to be called for.

IV.1. Introduction

- IV.1.1. The Complaints and Appeals Procedure outlined below is intended to be followed in cases of disagreement with regard to:

Domestic matters (e.g. accommodation and services, including catering)
Financial matters (e.g. battels for fees and domestic charges, student support)
Academic matters (e.g. award of prizes, tutorial arrangements)

- IV.1.2. Typically, complaints will refer to isolated incidents and the provision of services by the Hall. Separate procedures exist for student appeals relating to Academic Discipline and to Discipline in cases of student misbehaviour. The Hall also has separate procedures for complaints about individuals which involve harassment (e.g. bullying, victimisation, racial or sexual harassment). Details of these other procedures are provided elsewhere in this Handbook.

- IV.1.3. The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or Hall staff member or relevant senior member. Where this is not possible, complainants can adopt an informal procedure, but a formal procedure is also available where a complainant wishes to register a written grievance.

- IV.1.4. Anonymous complainants or complaints made on behalf of someone else will not be allowed. Disciplinary action will be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings malicious or vexatious complaints.

- IV.1.5. If a complaint remains unresolved after the Hall's internal procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Bursar. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance or admissions) cannot be dealt with by the OIAHE.

IV.2. Informal Procedure

- IV.2.1. Complaints may be discussed with a Hall Officer or Fellow, and the complainant can be accompanied at any stage by a friend or an adviser (e.g. an officer of the JCR). Tutors who have been contacted by a complainant are required to inform the appropriate Hall Officer of the complaint as soon as possible.

- IV.2.2. The relevant departmental managers are as follows:

(i) For issues involving domestic college staff and services e.g. catering and accommodation: the Bursar
(ii) For academic matters: the Senior Tutor
(iii) For financial matters and complaints about Hall Maintenance, gardens, IT and Library provision: the Bursar

IV.2.3. To resolve the complaint the relevant departmental manager will:

- (i) seek to offer sympathetic and confidential advice, and/or
- (ii) try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course);
- (iii) note the withdrawal of a complaint where the complainant decides to do so.

IV.3. Formal Procedure

IV.3.1. Although it is hoped that the informal procedure will often be appropriate to resolve a complaint, it is not an a priori condition of using this procedure that an informal approach must be exhausted before a formal approach is adopted. All formal complaints must be made in writing to the Master.

IV.3.2. The Master will convene an *ad hoc* Complaints Panel of not less than three members of the Hall's senior members, not including the student's tutor(s) or college advisor. The complainant may take advice in advance of the hearing and may be adequately, but not legally, represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear before the Panel. The complainant may, in the latter case, be accompanied by a person of their choice. Along with the complainant and their representative, the tutor(s) and any member of staff involved in the presentation of the case against the complaint will withdraw before a decision is made. The Panel's decision will be conveyed in writing to the St Benet's Trust. The Panel's written decision will include all the relevant facts. A copy of it will be given to the complainant.

IV.3.3. The Panel's recommendation will be reviewed by the St Benet's Trust, which will make a decision and communicate it in writing to the complainant. The complainant may appeal against the Panel's decision in a written submission to the St Benet's Trust. In addition, they may appear in person before the St Benet's Trust, in which event they may be accompanied by a person of their choice. The complainant may also ask a tutor or other representative to speak on their behalf at the meeting. Whether or not a complainant chooses to appeal to the St Benet's Trust at this time, all members of the *ad hoc* Complaints Panel should withdraw for the St Benet's Trust's deliberations and decision. The Master shall convey the decision of the St Benet's Trust to the complainant in writing within two days.

IV.3.4. In the absence of a St Benet's Trust meeting, or whenever they judge it in the best interest of the complainant to do so, the Master or, if inappropriate, the most appropriate Senior Fellow), shall act for the St Benet's Trust in considering a formal complaint.

IV.3.5. If a student wishes to appeal against the decision of the St Benet's Trust, they may do so to the Conference of Colleges Appeal Tribunal, of which St Benet's Hall is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the St Benet's Trust's determination.

IV.4. Monitoring Arrangements

IV.4.1. In order to ensure compliance with the Race Relations (Amendment) Act 2000 and to promote equal opportunity and diversity, the Bursar will monitor student complaints made using the formal procedure in an academic year. These records will indicate how many formal complaints have been registered, and what stage they reached (resolved

by Committee, recommendation to the St Benet’s Trust in favour of the complainant, or not resolved in favour of the complainant). This data will be maintained in an anonymised format solely for the purposes of ensuring that the College’s equal opportunities policies are operating effectively. Ongoing monitoring and regular analysis of such data by the St Benet’s Trust will provide the basis for taking any appropriate steps to eliminate unlawful direct and indirect discrimination and to promote equal opportunity and diversity.

APPENDIX V. HOLDING MEETINGS OR PARTIES ON HALL PREMISES

V.1. Obtaining Permission

- V.1.1. The booking of certain Hall rooms and other venues requires the consent of Hall Officers and consultation with staff members before the booking can be accepted by the Bursar.
- V.1.2. Permission must be applied for from the Bursar in writing at least one week before the event is to be held.
- V.1.3. Permission MUST be obtained from the Bursar for any gathering of more than ten persons on Hall premises, which any graduate or undergraduate member of the Hall seeks to hold.
- V.1.4. Any Hall (or University) group or society wishing to book a Hall room for a meeting must give notice to the Bursar. Full details of the purpose of the meeting must be provided with the name of the group or society, and the names of all outside speakers invited to the meeting. Such notification must be given at least one week before the date of the meeting. If the Bursar has not given permission, the meeting will not be allowed.
- V.1.5. Only members of St Benet’s Hall may make bookings for meetings or parties on Hall premises. Prices are set according to the prevailing rate for the type of group concerned. Bookings may only be made as provided below:

Room	Purpose	<i>Maximum numbers</i>
JCR	Meetings	<i>30</i>
JCR	Parties	<i>40</i>
Refectory	Parties	<i>100</i>
Yellow Room	Meetings	<i>20</i>
Yellow Room	Parties	<i>25</i>
Blue Room	Meetings	<i>15</i>
Griffith Room	Meetings	<i>25</i>
<i>Garden</i>	<i>Parties</i>	<i>200</i>

V.1.6. The Hall may withhold permission for parties and other events during times proximate to public examinations, for example after the end of 4th week in Trinity Term or the first week of Long Vacation, in the interests of those taking examinations.

V.2. Publicity

V.2.1. Notices advertising events of any kind must be posted on notice boards, not placed on walls or doors.

V.2.2. Parties to be held in Hall property may not be advertised outside the Hall nor may a charge be made for admission or drinks. The Hall holds a club licence, and organisers should enquire about its conditions.

V.3. Organisation

V.3.1. Organisers must arrange for clear directions to be available to guests and participants. One of the organisers must be present when guests or participants arrive. If the Bursar, in consultation with the Junior Dean, deems it necessary, extra staff or security must be arranged by and at the cost of the organisers.

V.3.2. The requirements of the Code of Practice on Freedom of Speech must be complied with.

V.3.3. Organisers are personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed. The organiser must be present throughout the event. Organisers must not leave before they have ensured that the venue has been left clean, tidy, and ready for use by others. Hall Officers may check that the organisers have stayed until all work is done. All washing up must be done and all rubbish disposed of. Hall staff must not have any extra work as a result unless it has been agreed to employ extra staff at the expense of the organisers. All glasses and debris from a party in the room of a member of the Hall must be cleared before the next visit by the cleaner. Cleaning materials and equipment are usually available from the cleaner.

V.4. Times

V.4.1. The meeting or party must close at 10:30 p.m.

V.4.2. All parties and meetings must disperse before 10:30 p.m. Music at official JCR parties held in Hall may be played up to 11:00 p.m.

V.5. Safety and Security

V.5.1. The Master and Junior Deans must be consulted about security arrangements, especially for functions that are open to outside guests, or where disturbance may reasonable be foreseen. In the case of meetings, organisers must consider difficulties that they may have with participants of opposing views. In the case of parties, organisers must consider the possibility of gatecrashers or drunkenness.

V.5.2. Any electrical equipment to be used must have been inspected and approved by the Hall's electrician at the expense of the organisers.

V.5.3. Organisers of parties or meetings are advised of the importance of observing fire regulations. The maximum number of occupants of each room or venue must be strictly observed.

V.6. Hall Rules and Policies

- V.6.1. The requirements of the Code of Practice on Freedom of Speech must be complied with. Organisers must also consider the difficulties that they may have with participants of opposing views.
- V.6.2. The current schedule of fines is listed above. This is an illustrative schedule- the Dean / Junior Dean can levy fines up to £250 at their discretion.
- V.6.3. The Hall does not normally allow any public performance. Even for private performances, organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Proctors' Memorandum, Part IV.
- V.6.4. Particular attention is drawn to the matter of end-of-examination celebrations. In the interest of public safety and the reputation of the University, the Proctors require all candidates to return directly to the Hall after their examination is over, and to discourage their friends from gathering outside the Examination Schools to meet them. There are ample opportunities for candidates and their friends to celebrate in a civilized way within the Hall. The Proctors and the Hall authorities have a duty to ensure that the conduct of junior members does not disturb the outside community or those still sitting examinations.

The regulations below, first written for the year 2007-8, and subsequently updated, remain in force. A Library Committee was inaugurated in the academic year 2007-8. It has the responsibility of maintaining or amending these Library regulations, subject only to changes being reported to the Education Committee for discussion and finally to the Fellow Librarian and Master for their approval.

VI.1. Use of the Library

- VI.1.1. The Libraries are for the use of members of St Benet's Hall only, and non-members may not be admitted, except with the permission of the Librarian or when accompanied by a Fellow of the Hall. The Hall has membership of the OLIS system, and all borrowings must be carried out in accordance with the provisions of the system. Failure to register books removed from the Library on the OLIS system may be fined.
- VI.1.2. Books may be borrowed only by members of the Hall at present 'in residence' in Oxford. Exceptions may be granted by the Senior Tutor and by the Librarian.

VI.2. Issues and Returns

- VI.2.1. Atlases, dictionaries, statutes, books of reference and certain sets of journals and periodicals are confined to the Library, and may not be removed. If such books are lost, the value of large and important series of reference books is destroyed. Books marked 'Confined to the Library' or stored on 'reference book cases' may not be borrowed by junior members. All items published before 1851 are considered 'Confined'.
- VI.2.2. Each volume borrowed must be checked out by the borrower on the computerised issue system using the Self Issue system.
- VI.2.3. It is an offence to remove a book from the Libraries without recording it on the computerised system. Those who do not record volumes they remove must expect a fine and, if the offence is persistent, exclusion from the Libraries. Borrowers retain full responsibility for any books that they have signed out of the Libraries.
- VI.2.4. Books used in the Libraries must be returned to the returned book box after use, and not reshelfed by readers.

VI.3. Borrowing and Renewals

- VI.3.1. Books borrowed from the Libraries must be returned by 11.59 p.m. on the due date.
- VI.3.2. During term time loans are for one week; books may be borrowed for the duration of the vacation. Loans may be renewed on solo.bodleian.ox.ac.uk.
- VI.3.3. A book may be recalled if required by another reader.
- VI.3.4. Members of Hall going out of 'residence' or at the end of their course must return all Library books before going down.

VI.4. Hall Rules

- VI.4.1. The computers in the Libraries are only for the purpose of self-issue of library books by patrons. They may not be used for other purposes, including electronic mail and programming, without permission of the Librarian.

- VI.4.2. No food or drink may be brought into the Libraries, except water and, for a trial period which will run initially until 4th week Michaelmas Term 2017, hot drinks in a KeepCup. Those found eating or drinking in the Library will be fined.
- VI.4.3. Silence should be maintained in the Libraries. Any mobile telephones brought into the Libraries must be switched to silent and their network connections to flight safe. Those found making noise in the Libraries will be fined.
- VI.4.4. The Libraries have limited desk and floor space. Members are asked to bring with them only a minimum of books and other items.
- VI.4.5. Personal possessions not needed for a reader's work may not be brought into the Libraries.
- VI.4.6. Desks cannot be reserved for lengthy period; common sense and courtesy should be used. Books and papers should not be left on desks overnight. It is expected that all personal materials be kept in a reasonably tidy fashion since the libraries are a public area of the Hall and frequently visited by guests.
- VI.4.7. If, in the Librarian's judgement, an excessive amount has been left on desks or items have not been reasonably tidied, items may be removed and a fine or fines imposed.
- VI.4.8. Readers are strongly advised never to leave valuables unattended.
- VI.5. Fines and Offences
- VI.5.1. For serious offences fines may be imposed. Since, however, the rules exist in order that the Libraries may be generally useful to all members of the Hall, it is hoped that all will see that they are observed.
- VI.5.2. It is a serious offence to mark or deface the Library books. The replacement costs of any damaged, defaced or lost books plus administration costs will be charged to the persons responsible for the damage or loss (£40, or estimated cost if higher, will be charged for the replacement of an out of print book).

VII.1. Guidelines on Dealing with Drug Misuse for Colleges

VII.1.1. The use of specified drugs is illegal within the UK, and is inimical to the University's primary objectives of the pursuit of academic study and research. The presence of drugs within the University community is detrimental to the welfare of its members generally, and will not be tolerated. Taking illegal substances, including so-called 'soft' drugs, has a rapid and serious effect on academic study, and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, it is often not, and therapy is a prolonged, expensive and specialised treatment, which is certainly disruptive. There are secondary but very real health risks such as exposure to infection with hepatitis, and AIDS. The University also recognises its duty to take firm action to protect people who may be affected or put at risk by drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The Colleges and the University are forbidden by law knowingly to allow drug misuse to take place on their premises. Students should be aware that the pastoral and disciplinary frameworks for action set out below, apply to activities within a 'University context' which under the University Statutes is defined as activities on University or College premises; in the course of University activity within or outside Oxford, whether academic, sporting, social, cultural, or other'.

VII.2. The Pastoral Framework

VII.2.1. One step with which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

VII.2.2. Advice is available at both college and University level. Colleges will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. The University Counselling Service provides a source of confidential advice outside the College context. OUSU's Student Advice Service will assist students in finding appropriate support.

VII.3. Medical Help

VII.3.1. One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA 100 (01865 749800), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at www.talktofrank.com.

VII.4. The Disciplinary Framework

VII.4.1. Those involved with drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(l) makes it a disciplinary offence for members of the University intentionally or recklessly to possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal.

VII.4.2. Personal use of drugs.

1. Students found using illegal drugs within their own Colleges or in College-owned accommodation will be subject to the provisions of their College's disciplinary code.
2. Students found using illegal drugs in another College or on University premises will be referred to the Proctors.
3. In the case of use or possession for personal use of Class C drugs, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances.
4. Further offences, or failure to address the problem, will lead to more serious disciplinary action.
5. In the case of Class A and B drugs (e.g. cannabis, heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Student Disciplinary Panel. The Disciplinary Panel has the power to rusticate or expel student members.

VII.4.3. Supplying and Dealing in Drugs

1. Supplying and dealing in drugs will be treated severely. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'supply' includes all forms of passing drugs to someone else, irrespective of whether payment is made. For example, passing a cannabis joint around a group involves a series of 'supplies'. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

[amended 24 October 2011]

VIII.1. The Policy

- VIII.1.1. The University of Oxford and its Colleges and Halls seek to admit students of high academic ability and potential. St Benet's admits men and women as undergraduates, graduates and as Senior Members. It looks to its members to respect its monastic and religious character but otherwise selects students for admission without regard to marital status, race, ethnic origins, colour, religion, sexual orientation or social background. Decisions on admission are based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study. Admissions procedures will be kept under review to ensure compliance with this policy.
- VIII.1.2. St Benet's Hall is committed to treating every person fairly in accordance with his or her personal merit, natural ability and attainment, regardless of race, religion, gender, or any similar grouping. The Hall endeavours to be a diverse and harmonious community of scholars, in which people with different interests and backgrounds work together and learn from one another. It will vigorously discourage behaviour that is likely needlessly to disrupt the harmony of the Hall community.
- VIII.1.3. The Hall is dedicated to the enlargement of knowledge and understanding on a wide front and at the highest level. While it recognizes that its small size and desire to engender a strong sense of community makes it impossible to embrace the study of every subject or to admit every highly qualified candidate, it periodically reviews the size and shape of the Hall. Central to these reviews is the desire to miss no opportunity to enhance the richness and excellence of Hall life by moving into new areas of study and recruitment.

VIII.2. MonitoringVIII.2.1. General

1. The Hall's activities divide into the domestic and academic spheres. The Bursar is responsible for equality policy and enforcement on the domestic side, while the Senior Tutor has these responsibilities on the academic side.

VIII.2.2. Academic Monitoring

1. The Senior Tutor, who is also the Tutor for Graduates and the Tutor for Admissions, shall at all times be alert for any indication that any persons or group of persons are being unfairly treated by virtue of their race, religion, gender, or sexual or political orientation. Any person who has reason to think that the Hall has acted unfairly in the academic sphere, should tell either the Senior Tutor of their concerns, in person or in writing, perhaps on one of the Tutorial Feedback Forms that undergraduates are urged to fill out on a regular basis or at one of the individual review meetings at which every undergraduate and graduate has opportunity to raise such matters. Concerns can also be discussed in confidence with the Welfare Adviser or a member of the JCR executive, who could address the issue at a meeting of the Education Committee. Should the Senior Tutor appear to be culpable in the incident, the concerns should be brought straight to the Master.
2. After consulting with the Master, the Senior Tutor shall report to the Governing Body annually on the Hall's compliance with legislation that bears on equality issues. In this report he/she shall examine any evidence for racial or other biases in recruitment to

the Hall or progress within the Hall. He/she shall recommend to the Master, the Education Committee, or the Governing Body as seems appropriate any action which he/she thinks would help the Hall to fulfil its duty under relevant legislation.

VIII.2.3. Domestic Monitoring

1. The domestic management shall at all times be alert for any indication that any persons or group of persons are being unfairly treated by virtue of their race, religion, gender, or sexual or political orientation. Any staff member who has reason to think that the Hall has acted unfairly in the domestic sphere, should tell the Master of their concerns.

VIII.3. Publication

- VIII.3.1. The Hall's website shall display an up-to-date version of this Policy.

APPENDIX IX. ST BENET'S HALL INFORMATION TECHNOLOGY POLICY AND REGULATIONS

IX.1. Computers

- IX.1.1. Junior members must observe both Hall and University regulations governing the use of computing facilities. University regulations can be obtained from Oxford University IT Services and are posted at <https://www.it.ox.ac.uk/rules>.
- IX.1.2. The Dean or Junior Dean may instigate disciplinary proceedings if warranted and may impose fines on, or withdraw network and IT services from, junior members who are found to be in breach of regulations. Contravention of computer regulations may constitute serious misconduct, rendering the offender liable to appear before the Hall Disciplinary Committee. In some circumstances, junior members may be subject to criminal proceedings in the event of computer misuse.
- IX.1.3. IT facilities are provided to junior members only for academic and administrative purposes that are related to Hall and University activities. Junior members have no right to use IT facilities for any other purposes.
- IX.1.4. Junior members must not use IT facilities to access, store, print, process or transmit offensive or abusive material, or for commercial or illegal purposes.
- IX.1.5. Junior members are bound by the provisions of the Copyright, Designs and Patents Act 1988, the Data Protection Act 2003 and the Computer Misuse Act 1990.
- IX.1.6. Duplication of software licensed to the Hall is forbidden.
- IX.1.7. The Hall accepts no liability for loss of data or consequential damage arising from use of IT facilities.
- IX.1.8. The Hall accepts no liability for loss of network connectivity. The Hall will endeavour to give at least one day's notice of withdrawal of services arising from repair or maintenance of IT facilities.
- IX.1.9. For network security purposes, and in order to investigate breaches of the computing regulations, the Hall reserves the right to monitor network access by users and restrict the use of any computer connected to the network.
- IX.1.10. Access to network services or IT Suite accounts may be suspended with or without notice as appropriate, if the integrity or security of the network is compromised, or if consumption of network resources or bandwidth is unreasonable or wasteful.

IX.2. IT Suite and Library

- IX.2.1. Junior members must not install software on Hall computers, or change system settings or interfere with any equipment or materials that are the property of the Hall or its contractors. Any computer malfunction must be reported to the Bursar.
- IX.2.2. A Hall computer account may be used only by the designated user. Junior members must not divulge their passwords to other users.
- IX.2.3. Users must log off at the end of any session. Workstations must not be left unattended during any session. Junior members who habitually fail to log off, or leave a workstation unattended, may be barred from the system.

- IX.2.4. Personal belongings and Hall library books should not be left unattended in the IT Suite and may be removed by Hall staff.
- IX.2.5. IT facilities are provided for the benefit of all members of the Hall. Users should vacate workstations promptly if required by staff or by other users requiring access to a specific programme or facility. Complaints against unjustifiably protracted or excessive use of IT facilities should be referred to the Junior Dean.
- IX.2.6. The playing of games or use of streaming video or audio on Hall computer equipment is forbidden.
- IX.3. Personal Computer Equipment
- IX.3.1. The Hall accepts no responsibility for the installation or maintenance of computer hardware and software that is not in its ownership. Junior members are personally responsible for personal computer equipment and software, and should keep it secure at all times.
- IX.3.2. Only persons who are members of the University of Oxford are permitted to use University network facilities. Junior members must not permit or provide access to University network facilities by persons who are not members of the University of Oxford. Junior members may be held responsible for use of Hall or personal computer equipment by unauthorised persons.
- IX.3.3. Where provided, use of an Ethernet socket in Hall residential accommodation is confined to the authorised resident. Only computer equipment that is registered with the Hall may be installed on the network.
- IX.3.4. Only a single Ethernet card may be connected to an Ethernet socket. The use of routers, switches or hubs is forbidden.
- IX.3.5. The use of wireless access points other than communal wireless access points provided by the Hall in any networked accommodation is forbidden.
- IX.3.6. All network equipment must be set to have an IP address assigned by the Hall DHCP Server. Static IP addresses must not be configured, and disciplinary sanctions may be applied to persons who use static IP addresses, including permanent withdrawal of Hall IT facilities, unless they have special reasons to do so and have first obtained the express permission of the Bursar.
- IX.3.7. Junior members may not run a games server, email server, web server or any other form of server or file/resource services on the network.
- IX.3.8. Junior members must install a fully licensed anti-virus programme on their personal computer. Operating system patches and anti-virus updates must be installed as soon as they become available.
- IX.3.9. Junior members should seek the advice of the Bursar before using file sharing or port sharing P2P (peer to peer) programmes, Torrent programmes and film/television/music streaming/downloading services. The use of such programmes may be illegal or, where legal, may be subject to regulation and restriction to prevent excessive use of bandwidth for purposes unconnected with Hall or University activities.

- IX.3.10. The use of VOIP programmes including Skype must be configured in accordance with regulations laid down by Oxford University IT Services at www.oucs.ox.ac.uk/network/voip/index.xml?ID=skype.
- IX.3.11. The use of social networking sites such as Facebook, Twitter and YouTube, including any material posted on such websites, or posted to blogs, or posted to comments boards, is subject to Hall discipline. Students who use University or Hall IT facilities in order to access such websites (even indirectly), or in particular who post material about other members of the University on such sites, are acting in a university context and must observe all the Hall's and University's regulations. Further information is available from the Proctors' Office.
- IX.3.12. Wireless access is available. Eduroam is available in the majority of both buildings: www.oucs.ox.ac.uk/network/wireless/services/eduroam/. In order to connect to this service, junior members will need to have registered for a remote access account through Oxford University IT Services: www.oucs.ox.ac.uk/network/remote/.
- IX.4. Hall website
- IX.4.1. The Hall website is www.st-benets.ox.ac.uk.
- IX.4.2. Access to the intranet is via the homepage and requires the same username and password as used to gain access to the Meal App.
- IX.5. Email
- IX.5.1. All junior members are required to check their email accounts at least once a day during term time. Emails sent to junior members are deemed to have been read 24 hours after sending.
- IX.6. Mailing lists
- IX.6.1. The Hall maintains a number of email lists on the University mailing list system, operated by IT Services. These lists are administered by the Bursar and Junior Deans. At the beginning of each academic year an updated email policy document will be circulated to all members enumerating the Hall email lists and explaining their use.
- IX.6.2. Unauthorised emails may not be circulated via the mailing lists without prior approval.
- IX.6.3. Junior members wishing to circulate an appropriate message to the Joint Common Room should forward their message to the JCR President for approval and sending.
- IX.6.4. Unauthorised use of the mailing list system is subject to the disciplinary procedures outlined in this Handbook.

1 Introduction

- 1.1. A matriculated student at Oxford University is a member both of Oxford University and of one of its constituent Colleges, Societies or Halls (referred to as “the College”). The two relationships are governed by separate, though interlinking, contracts. The purpose of this document is to identify the main terms of the contract which you will have with the College on acceptance of the offer of a place on a course which has been made to you. By signing and returning this document you will enter into a contract with the College (referred to as being the ‘College Contract’) on those terms.

2 University and College Membership

- 2.1. The continuing relationship between you and the College is linked to your continuing relationship with the University. You agree as part of the College Contract to abide by the rules and regulations of the University, as amended from time to time in the course of your studies.
- 2.2. Once you become a member of the University by matriculation, your membership of the College will be conditional upon your remaining a member of the University. If you are subjected by the University to suspension or other sanctions, the College may also impose similar or other appropriate sanctions.
- 2.3. It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. Most of them will be set out in the documents referred to in this document, namely the College Handbook and accommodation contract or licence agreement, which will be provided to you. The contents of these documents together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form, whether electronic or hard copy, in which they are made available.

3 Undertakings by the College

- 3.1. Undergraduates
- 3.1.1 Teaching. The College will make such teaching provision for undergraduate students as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes and seminars, and may be carried out by tutors or other fellows or lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.
- 3.1.2 Library and IT facilities. 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 Handbook or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College.
- 3.2. Graduates
- 3.2.1 The College will provide such support for graduate students as it reasonably decides to be necessary in connection with their pursuit of a course of studies at Oxford.

3.3. Undergraduates

3.3.1 Residential accommodation. 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 Handbook or equivalent document, and/or accommodation contract or licence agreement, which may vary from year to year. The College will normally provide accommodation for first year undergraduates, and will observe any undertakings given in its prospectus.

3.4. Undergraduates and Graduates

3.4.1 Meals. The College will provide meals on the terms and conditions set out in the College Handbook, which may vary from time to time. Reasonable notice will be given where possible of any occasions on which meals will not be available.

4 Your Undertakings

4.1. You undertake to abide by the regulations of the College as set out in the College Handbook, or equivalent document, including regulations concerning study, payment of fees and charges and residence. Failure to abide by these regulations may lead to the imposition of disciplinary measures, which may include suspension or expulsion. Procedures for disciplinary measures are explained in detail in the College Handbook or equivalent document or website.

4.2. Study. You undertake to pursue satisfactorily such studies as are required of you by any tutor, fellow or lecturer, or other qualified person, assigned by the College (or University as the case may be) to teach you. For this purpose, studies include the reading of materials, carrying out prescribed activities such as practicals, the completion of written work, attendance in tutorials and classes and lectures, and the sitting of University and internal College examinations.

4.3. Fees and charges. You undertake to pay the fees and charges due to the University and to the College which, after consultation with students (in so far as concerns College charges), may vary from year to year and to provide any guarantee or security for the payment of such fees as the College may require. The College will collect University fees and transmit them to the University.

4.4. Residence. You undertake to comply with the University residence requirements.

5 Personal Data

5.1. By signing and returning this document, you agree to the collection, processing and use of individual personal data by the College for purposes connected with your studies, for the protection of health and safety whilst on College premises, and for maintenance of alumni relations and for any other lawful purposes. You also agree to the sharing by the College of such data for the same purposes with the University.

6 Jurisdiction

6.1. This contract shall be governed and construed in accordance with English Law. By signing and exchanging this document both you and the College submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with the contract.

SIGNED for and on behalf of ST BENET'S HALL IN THE UNIVERSITY OF OXFORD

Name: Dr. Santha Bhattacharji

Position: Senior Tutor

Signature:

Date: _____

SIGNED by the STUDENT

Name: _____

Signature:

Date: _____

(October 2017)

APPENDIX XI. RESIDENTIAL LICENCE AGREEMENT (UG)

The Hall agrees to grant and the Student agrees to take a licence of the Accommodation for the Licence Period on the conditions set out in this licence agreement, in the Hall's General Information and Rules and the Fees & Charges papers for 2017-18.

1 Definitions

Accommodation	A Hall room to be allocated to the Student by the Hall.
Accommodation Contents	The fixtures and fittings as found in the room on taking up occupancy.
Contents	The Accommodation Contents and the Hall Contents.
Common Parts	Any shared facility in the Hall such as kitchen, bathroom, common or other rooms.
Hall Contents	The fixtures fittings and equipment at the Hall which are for students' use but which are not allocated to any student's room.
Payment Dates	Battels need to be paid on or before the following dates: Friday of 1 st week of each term

You may receive an additional battels invoice at the end of Trinity Term and this needs to be paid by the date specified on the invoice.

Rent	As advertised in the Hall's Table of Charges
Rights	(a) to occupy the Accommodation during the Licence Period (b) to use the Contents (c) to use the Common Parts (d) to use the Services (e) to use the Hall's dining facilities (additional charges apply).
Services	(a) repair of the Hall (b) lighting and heating of the Hall (c) providing hot and cold running water to the Accommodation and/or Common Parts (d) providing an electricity supply to the Accommodation (e) disposal of rubbish deposited in proper receptacles

(f) cleaning of the Accommodation and the Common Parts.

Licence Period Michaelmas Term starting at 2.00 pm on Sunday 0th weekend ending at 10.00 am on Saturday 8th week and

Hilary Term starting at 2.00 pm on Thursday 0th week and ending at 10.00 on Saturday 8th week and

Trinity Term starting at 2.00 pm on Thursday 0th week and ending at 10.00 am on Saturday 8th week.

In this licence agreement “Hall” includes all buildings belonging or leased to the Hall for use as student residences and not just the main Hall building whose address is given on the first page of this licence agreement.

2 The Hall’s Obligations

- 1.1 To provide the Services.
- 1.2 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used), for routine cleaning and supervision of cleaning to give the Student at least 7 days’ notice prior to entering the Accommodation during term-time, and not to interrupt the Student’s occupation of the Accommodation more than is reasonably necessary.
- 1.3 Not to disclose personal information obtained from the Student except as permitted by clause 1.35 of this licence agreement or where there is serious risk of harm to the Student to others or the Hall’s property.
- 1.4 To make available to the Student for inspection by prior arrangement the Hall’s:
 - (a) Portable Appliance Testing (PAT) policy
 - (b) Fault reporting and emergency procedures for use of the Hall laundry
 - (c) The Universities UK Code of Practice for the Management of Student Housing
- 1.5 Before the end of the first week of the licence period the Hall will provide the Student with information and advice on all matters pertaining to the welfare and safety of students.
- 1.6 To give a receipt for any of the Student’s property that is confiscated under the terms of this licence agreement.
- 1.7 Maintain any equipment and facilities in the Hall Common Parts in good order and to ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the Hall.

3 Student’s Obligations

- 1.8 To pay the Rent to the Hall in advance on or before the Payment Dates.

- 1.9 To check the accommodation and contents and report any problems to the Hall's Bursar within 7 days of the start of the Licence Period.
- 1.10 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the Hall Contents and the Common Parts in a clean and tidy condition and not to damage them.
- 1.11 At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the Hall the keys to the Accommodation.
- 1.12 To allow the Hall, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the Hall will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.
- 1.13 To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the Hall or The University of Oxford or on the owners or occupiers of nearby property or on members of the public.
- 1.14 To comply with The University of Oxford's Regulations and with the Hall's General Information and Rules and the Fees & Charges papers for 2017-18 previously made available to the Student.
- 1.15 To report to the Hall any damage or want of repair at the Hall or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.
- 1.16 To pay to the Hall all costs reasonably incurred in enforcing the Student's obligations in this licence agreement or arising from a breach of them (including an interest charge of 4% per month where payment of Rent is overdue unless alternative arrangement has been made with the Bursar).
- 1.17 Where damage or loss occurs at the Hall and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 1.18 Promptly to send to the Hall a copy of any communication the Student receives which is likely to affect the Hall.
- 1.19 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the Hall or which may be a fire risk or in any other way put the health and safety or security of others or the Hall's or other people's property at risk. Any portable appliance must comply with the Hall's Electrical Regulations. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the Hall's

reasonable opinion, is unsafe otherwise the Hall may remove it without further notice to the Student and return it to the Student at the end of the Licence Period.

- 1.20 If the Accommodation is on the ground floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door.
- 1.21 To comply with the Hall's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the Hall or by others.
- 1.22 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.
- 1.23 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Hall or the Contents.
- 1.24 Not to bring additional furniture (including items such as fridges and cookers) into the Hall without the Bursar's prior written consent.
- 1.25 Not to use the Accommodation for any other purpose other than as a study bedroom.
- 1.26 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed on the conditions set out in the Hall's General Information and Rules.
- 1.27 Visitors to Hall will not be admitted after 10.00 pm or before 9.00 am. All guests must depart by 11.00pm.
- 1.28 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others and not to cause any obstruction of the Common Parts.
- 1.29 Not to add to or change the telephone services to the Accommodation without the Hall's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.
- 1.30 Not to bring into the Hall any animal unless it is an aid for a person with a disability.
- 1.31 Not to keep any vehicle or vehicle parts in any part of Hall other than bicycles in the designated cycle areas or mobility assistance vehicles.
- 1.32 Where the Student becomes aware of any intruder or damage to the Hall caused by an intruder, to report the incident to the Hall's Office immediately or as soon as reasonably practicable.
- 1.33 Each student is responsible for his or her own insurance cover in respect of his or her own belongings and personal items.

4 Other Conditions

- 1.34 The Student is responsible for the conduct of any invited visitor(s).
- 1.35 The Student hereby authorises the Hall to use his/her personal data for all lawful purposes in connection with this licence agreement (including debt recovery, crime prevention, allocating rooms or where there is a serious risk of harm to the Student or to others or to the Hall's property) and all matters arising from the Student's membership of the Hall and The University of Oxford.
- 1.36 The Hall may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.
- 1.37 This licence agreement does not affect the disciplinary powers of the Hall or of the University of Oxford.
- 1.38 The Hall is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this licence agreement. The Hall is entitled to remove any item left in Hall by the Student at the end of the Licence Period and shall not be obliged to return it to the Student.
- 1.39 This licence agreement is a student licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student).
- 1.40 Notices under this licence agreement must be in writing (which includes email) and the Hall's address for service is given on the first page of this licence agreement.
- 1.41 This licence agreement is not intended to confer any benefit to anyone who is not party to it.
- 1.42 This licence agreement and the policies referred to in it (together with Hall's Handbook and the Table of Charges for 2017-18) contains all the terms agreed to by the Hall and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the Hall's Bursar. The Hall will confirm any agreed variation to the Student in writing at the time the variation is made.

5 Termination of this Licence Agreement

- 1.43 The Hall may terminate this licence agreement at any time by serving written notice on the Student if:
 - (a) Any payment is overdue by 21 days or more or
 - (b) The Student is in serious or persistent breach of any of the Student's obligations or

- (c) The Student does not have status as a member of the Hall or of the University of Oxford or
- (d) In the reasonable opinion of the Hall the health or behaviour of the Student constitutes a serious risk to him/herself or others or the Hall's or other people's property.

1.44 The Student may only terminate this licence agreement in accordance with this clause, and will remain liable for the Rent until:

- (a) the Student has given written notice to the Hall's Bursar that s/he wishes to leave **and**
- (b) the Student makes payment for, or puts right, to the Hall's reasonable satisfaction any breach of the Student's obligations in this licence agreement **and**
- (c) a replacement student or Hall member who is reasonably satisfactory to the Hall as a tenant and who is not already a tenant of the Hall enters into a licence agreement with the Hall (the Hall will assist the Student in finding a replacement, but does not guarantee it will be able to find one).

1.45 Conditions (b) and (c) in the previous clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the Hall's obligations in this licence agreement. For the avoidance of doubt, the Hall will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the Hall caused by the Student's early departure has been filled and there is no loss to the Hall. The Hall shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.

1.46 If this licence agreement is terminated early by either the Hall or the Student the Hall will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the Hall.

1.47 If this licence agreement is terminated early the Hall will refund to the Student a fair proportion of pre-paid Rent as soon as possible after the termination becomes effective but if the Hall terminates under clause 4.2 pre-paid Rent will only be refunded for the period for which the Hall is able to, and after it has, re-let the Accommodation.

1.48 The Hall reserves the right to relocate the Student to alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence agreement the Student will have the right to terminate this licence agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.

- 1.49 The Hall's acceptance of the keys at any time shall not in itself be effective to terminate this licence agreement while any part of the Licence Period remains unexpired.

6 Shared Room Contracts

- 1.50 Where the Accommodation is designated for occupancy by more than one person, this clause 5 applies but not otherwise.
- 1.51 Each occupier will have a separate agreement with the Hall on substantially the same terms.
- 1.52 This agreement takes effect as a licence to occupy and not as a student licence. References to "licence agreement" and "rent" shall be read as references to "licence agreement" and "licence fee".
- 1.53 Where damage or loss occurs at the Accommodation and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 1.54 If the Student becomes the sole occupier of the accommodation, the Hall may require the Student to move to a room designated for single occupancy. Unless the Hall requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation but in these circumstances the Student will be charged the standard single room rent until such time as double occupancy is resumed.
- 1.55 The Hall may introduce a second student to the Accommodation if it is in single occupancy and will use reasonable endeavours to give reasonable notice to the student in occupation of its intention to do so. Rent will revert to the rate for a shared room when a second student begins occupation. Clause 4.3 applies to students wishing to leave shared accommodation, but refunds of Rent will only be given to students who have left a shared room when a replacement sharing student begins occupation.
- 1.56 The Hall shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared rooms have the same rights to terminate their licence agreements as students in single rooms.
- 1.57 Students in shared rooms will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.

APPENDIX XII. RESIDENT LICENCE AGREEMENT (GRADUATES)

St Benet's Hall (the Hall) agrees to grant and the Student agrees to take a licence of the Accommodation for the Licence Period on the conditions set out in this licence agreement, in the Hall's General Information and Rules and the Fees & Charges papers for 2017/2018.

7 Definitions

Accommodation	A Hall room to be allocated to the Student by the Hall
Accommodation Contents	The fixtures and fittings as found in the room on taking up occupancy
Contents	The Accommodation and Hall contents
Common Parts	Any shared facility in the Hall such as kitchen, bathroom, common or other rooms.
Hall Contents	The fixtures fittings and equipment at the Hall which are for students' use but which are not allocated to any student's room.
Payment Dates	Battels will need to be paid on or before the - Friday of 1 st week of each term You may receive an additional battels invoice at the end of Trinity Term and this needs to be paid by the date specified on the invoice
Rent	As advertised in the Hall's Table of Charges
Rights	(a) to occupy the Accommodation during the Licence Period (b) to use the Contents (c) to use the Common Parts (d) to use the Services (e) to use the Hall's dining facilities (additional charges apply)
Services	(a) repair of the Hall (b) lighting and heating of the Hall (c) providing hot and cold running water to the Accommodation and/or Common Parts (d) providing an electricity supply to the Accommodation (e) disposal of rubbish deposited in proper receptacles (f) cleaning of the Accommodation and the Common Parts
Licence Period	Starting at 2 pm on Sunday -1th week Michaelmas Term and ending at 10 am on Saturday 9 th week Trinity Term but excluding the two

week Christmas closure and Good Friday to Easter Monday when the Hall is closed. The Licence Period can be altered as agreed in writing with the Hall's Bursar.

In this licence agreement "Hall" includes all buildings belonging or leased to the Hall for use as student residences and not just the main Hall building whose address is given on the first page of this licence agreement.

8 The Hall's Obligations

To provide the Services.

Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used), for routine cleaning and supervision of cleaning to give the Student at least 7 days' notice prior to entering the Accommodation during term-time (as 2.5 below), and not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary.

Not to disclose personal information obtained from the Student except as permitted by clause 2.2 of this licence agreement or where there is serious risk of harm to the Student to others or the Hall's property.

To make available to the Student for inspection by prior arrangement the Hall's:

Portable Appliance Testing (PAT) Regulations

The Universities UK Code of Practice for the Management of Student Housing

Before the end of the first week of the licence period the Hall will provide the Student with information and advice on all matters pertaining to the welfare and safety of students.

To give a receipt for any of the Student's property that is confiscated under the terms of this licence agreement.

Maintain any equipment and facilities in the Hall Common Parts in good order and to ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the Hall.

1. Student's Obligations

- 1.1. To pay the Rent to the Hall in advance on or before the Payment Dates.
- 1.2. To check the accommodation and contents and report any problems to the Hall's Bursar within 7 days of the start of the Licence Period.
- 1.3. To keep the Accommodation, the Accommodation Contents and (jointly with other students) the Hall Contents and the Common Parts in a clean and tidy condition and not to damage them.
- 1.4. At the end of the Licence Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the Hall the key fobs to the Accommodation.
- 1.5. To allow the Hall, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning or where the need for repair

(or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the Hall will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.

- 1.6. To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the Hall or The University of Oxford or on the owners or occupiers of nearby property or on members of the public.
- 1.7. To comply with The University of Oxford's Regulations and with the Hall's General Information and Rules and the Fees & Charges papers for 2017/18 previously made available to the Student.
- 1.8. To report to the Hall any damage or want of repair at the Hall or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.
- 1.9. To pay to the Hall all costs reasonably incurred in enforcing the Student's obligations in this licence agreement or arising from a breach of them (including an interest charge of 4% per month where payment of Rent is overdue unless alternative arrangement has been made with the Bursar).
- 1.10. Where damage or loss occurs at the Hall and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 1.11. Promptly to send to the Hall a copy of any communication the Student receives which is likely to affect the Hall.
- 1.12. Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the Hall or which may be a fire risk or in any other way put the health and safety or security of others or the Hall's or other people's property at risk. Any portable appliance must comply with the Hall's Electrical Regulations. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the Hall's reasonable opinion, is unsafe otherwise the Hall may remove it without further notice to the Student and return it to the Student at the end of the Licence Period.
- 1.13. If the Accommodation is on the ground floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door.
- 1.14. To comply with the Hall's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the Hall or by others.
- 1.15. Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.
- 1.16. Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Hall or the Contents.
- 1.17. Not to bring additional furniture (including items such as fridges and cookers) into the Hall without the Bursar's prior written consent.
- 1.18. Not to use the Accommodation for any other purpose other than as a study bedroom.

- 1.19. Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed on the conditions set out in the Hall's General Information and Rules.
- 1.20. Visitors to Hall will not be admitted after 10.00 pm or before 9.00 am. All guests must depart by 11.00pm.
- 1.21. Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others and not to cause any obstruction of the Common Parts.
- 1.22. Not to add to or change the telephone services to the Accommodation without the Hall's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.
- 1.23. Not to bring into the Hall any animal unless it is an aid for a person with a disability.
- 1.24. Not to keep any vehicle or vehicle parts in any part of Hall other than bicycles in the designated cycle areas or mobility assistance vehicles.
- 1.25. Where the Student becomes aware of any intruder or damage to the Hall caused by an intruder, to report the incident to the Hall's Office immediately or as soon as reasonably practicable.
- 1.26. Each student is responsible for his or her own insurance cover in respect of his or her own belongings and personal items.

2. Other Conditions

- 2.1. The Student is responsible for the conduct of any invited visitor(s).
- 2.2. The Student hereby authorises the Hall to use his/her personal data for all lawful purposes in connection with this licence agreement (including debt recovery, crime prevention, allocating rooms or where there is a serious risk of harm to the Student or to others or to the Hall's property) and all matters arising from the Student's membership of the Hall and The University of Oxford.
- 2.3. The Hall may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.
- 2.4. This licence agreement does not affect the disciplinary powers of the Hall or of the University of Oxford.
- 2.5. The Hall is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this licence agreement. The Hall is entitled to remove any item left in Hall by the Student at the end of the Licence Period and shall not be obliged to return it to the Student.
- 2.6. This licence agreement is a student licence under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student).
- 2.7. Notices under this licence agreement must be in writing (which includes email) and the Hall's address for service is given on the first page of this licence agreement.

- 2.8. This licence agreement is not intended to confer any benefit to anyone who is not party to it.
- 2.9. This licence agreement and the policies referred to in it (together with Hall's General Information and Rules and the Fees & Charges papers) contains all the terms agreed to by the Hall and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the Hall's Accommodation Manager or Bursar. The Hall will confirm any agreed variation to the Student in writing at the time the variation is made.

3. Termination of this Licence Agreement

- 3.1. The Hall may terminate this licence agreement at any time by serving written notice on the Student if:
 - a) Any payment is overdue by 21 days or more or
 - b) The Student is in serious or persistent breach of any of the Student's obligations or
 - c) The Student does not have status as a member of the Hall or of the University of Oxford or
 - d) In the reasonable opinion of the Hall the health or behaviour of the Student constitutes a serious risk to him/herself or others or the Hall's or other people's property.
- 3.2. The Student may only terminate this licence agreement in accordance with this clause, and will remain liable for the Rent until:
 - a) the Student has given written notice to the Hall's Bursar that s/he wishes to leave **and**
 - b) the Student makes payment for, or puts right, to the Hall's reasonable satisfaction any breach of the Student's obligations in this licence agreement **and**
 - c) a replacement student or Hall member who is reasonably satisfactory to the Hall as a tenant and who is not already a tenant of the Hall enters into a licence agreement with the Hall (the Hall will assist the Student in finding a replacement, but does not guarantee it will be able to find one).
- 3.3. Conditions (b) and (c) in the previous clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the Hall's obligations in this licence agreement. For the avoidance of doubt, the Hall will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the Hall caused by the Student's early departure has been filled and there is no loss to the Hall. The Hall shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation.
- 3.4. If this licence agreement is terminated early by either the Hall or the Student the Hall will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the Hall.
- 3.5. If this licence agreement is terminated early the Hall will refund to the Student a fair proportion of pre-paid Rent as soon as possible after the termination becomes effective but if the Hall terminates under clause 4.2 pre-paid Rent will only be refunded for the period for which the Hall is able to, and after it has, re-let the Accommodation.

- 3.6. The Hall reserves the right to relocate the Student to alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this licence agreement the Student will have the right to terminate this licence agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.
- 3.7. The Hall's acceptance of the key fobs at any time shall not in itself be effective to terminate this licence agreement while any part of the Licence Period remains unexpired.

4. Shared Room Contracts

- 4.1. Where the Accommodation is designated for occupancy by more than one person, this clause 4 applies but not otherwise.
- 4.2. Each occupier will have a separate agreement with the Hall on substantially the same terms.
- 4.3. This agreement takes effect as a licence to occupy and not as a student licence. References to "licence agreement" and "rent" shall be read as references to "licence agreement" and "licence fee".
- 4.4. Where damage or loss occurs at the Accommodation and it is not possible for the Hall (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss.
- 4.5. If the Student becomes the sole occupier of the accommodation, the Hall may require the Student to move to a room designated for single occupancy. Unless the Hall requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation but in these circumstances the Student will be charged the standard single room rent until such time as double occupancy is resumed.
- 4.6. The Hall may introduce a second student to the Accommodation if it is in single occupancy and will use reasonable endeavours to give reasonable notice to the student in occupation of its intention to do so. Rent will revert to the rate for a shared room when a second student begins occupation. Clause 4.3 applies to students wishing to leave shared accommodation, but refunds of Rent will only be given to students who have left a shared room when a replacement sharing student begins occupation.
- 4.7. The Hall shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared rooms have the same rights to terminate their licence agreements as students in single rooms.
- 4.8. Students in shared rooms will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.

APPENDIX XIII. ST BENET'S HALL HEALTH & SAFETY POLICY

This policy recognises and interprets responsibility for health, safety and well-being of the community as outlined in the Ampleforth Abbey Trustees Health and Safety Policy Statement, as amended for St Benet's Hall (SBH).

It is our policy to:

- Maintain a health and safety framework that guides and supports everyone in fulfilling their responsibilities for fire, health and safety
- Outline the responsibilities and arrangements we have for complying with fire, health and safety obligations
- Endeavour to comply with relevant fire, health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support
- Undertake regular reviews of fire, health and safety performance
- Learn from accidents and incidents
- Consult with the SBH community on matters affecting fire, health and safety
- Employ staff and third parties who are suitable and competent
- Provide information, instruction and training which enable the community to undertake tasks safely
- Provide sufficient resources for this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

RESPONSIBILITIES FOR HEALTH AND SAFETY

The Master has responsibility for making sure health and safety obligations are met. He delegates operational responsibility through the existing management structure. He endeavours to ensure that sufficient resources are made available.

The Master reports periodically on fire, health and safety performance to the St Benet's Trust.

Health and safety is the responsibility of all employees of St Benet's Hall.

In particular, all are required to identify and report hazards, accidents and near-misses to the Hall management who must ensure that remedial action is taken.

Everyone associated with the Hall has a safety responsibility and each is required to:

- Co-operate on fire, health and safety matters
- Take care of their own health and safety and that of others
- Report fire, health and safety concerns as soon as possible, as well as accidents and near-misses
- Comply with our policies and procedures

In addition, everyone is reminded that they must not misuse equipment provided, nor interfere with arrangements made in the interests of fire, health and safety.

Staff involvement in health and safety - Staff consultation on fire safety and general health and safety is achieved through the community and existing management structures.

In the first instance, staff are encouraged to raise any fire or health and safety concerns with the Hall management. Staff may also refer such matters to the Master.

Health and Safety is a standing agenda item on all Hall management meetings.

HEALTH AND SAFETY RULES

Introduction

Failure to comply with these rules may jeopardise the safety of other people, and may lead to disciplinary action.

Accidents and work related illness

- All injuries, accidents and cases of work related illness, must be reported to, and investigated by, the Bursar
- Medical conditions, medications or other factors, such as fatigue, which could affect ability to undertake work safely must be reported to the Bursar
- No substance is to be taken which could compromise ability to work safely

Electrical safety

- Check electrical equipment for any defects or signs of damage prior to use: if unsafe withdraw from use
- Do not use electrical equipment in wet or damp atmospheres, unless the equipment is specifically designed for use in these areas

- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless competent and authorised

Food and catering safety

- Follow good hygiene practices and the requirements of food safety
- Wear clean aprons whilst preparing and serving food
- Wear flat or low heeled non slip shoes which fully enclose toes
- Cover cuts, burns, spots or boils with detectable (blue or red), waterproof plaster
- Do not wear jewellery whilst preparing food unless covered by detectable plaster
- Inform supervisor if suffering from sickness and/or diarrhoea; or if suffering from, or have been in contact with, a person who is suffering from:
 - Typhoid, Para-Typhoid, Dysentery, Salmonella, or any other food poisoning illness

Fire safety and Evacuation Procedure

- Follow it when the fire alarm is raised
- Understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment and report any defects
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened
- Use good quality candles, keep them away from combustible materials and act responsibly where and when they are to be used

Harmful substances

- The safe handling of substances marked as hazardous or harmful requires competence
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where and when work is being done alone
- Concerns about lone working situations must be raised with the Bursar.

Machinery and equipment safety

- Follow specific operating guidelines/instructions for the use of machinery and equipment
- Do not undertake repairs and maintenance on machinery and equipment unless competent and authorised
- Do not use machinery or equipment that is damaged, nor allow others to do so
- Report any defects

Moving and handling

- Follow the information, instruction and training regarding the safe way to move loads
- Do not underestimate the risk of injury
- Wear clothing and footwear that is suitable
- Never lift, move or carry anything unless it can be done safely and correctly: if not, seek assistance
- Reduce the weight of the load to be carried whenever possible

- Report any accidents immediately to the Bursar

Occupational health

- Immediately inform a supervisor if suffering from aches or pains as result of any repetitive tasks
- Report any medical condition if it is likely to be made worse by the nature of the tasks to be carried out
- Co-operate on any occupational health surveillance programme

Protective clothing and equipment

- Use protective clothing and equipment provided
- Keep protective clothing and equipment in good condition.
- Report immediately unsuitable, defective or lost items

Safety information, instruction and training

- Follow verbal or written safety instructions and requirements
- Observe safety signs and notices that are displayed
- Inform a supervisor if safety information, instruction or training is not understood
- Do not deface or remove any safety sign or information displayed

Security

- Follow security instructions which are given, either verbally or in writing
- Keep doors locked to prevent unauthorised access
- Report immediately issues concerning the security of people and property

Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, place a warning sign in the area and report it
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Do not use a ladder or stepladder unless it is stable and safe to use
- Do not work off a ladder unless it is secured to prevent it from slipping
- Only undertake work at height if it has been risk assessed and it is safe to do so

Vehicles

- The Master, or any member of the Hall, is responsible for the safety and maintenance associated with his car, and for all matters relating to its use

MANAGEMENT ARRANGEMENTS FOR IMPLEMENTING HEALTH & SAFETY

The Master and his team are required to implement, monitor and ensure the effectiveness of the fire and health and safety arrangements.

Computer Users

- ‘Users’ are defined under current legislation. In general ‘users’ are identified as staff who use equipment for at least an hour or more at a time on a daily basis

- A specific risk assessment is done of each workstation, taking into account the computer equipment, the furniture, the working environment and the user
- Staff are informed of the assessment on their own workstation.
- 'Users' have the opportunity for free eyesight tests and the assisted purchase of any non standard corrective lenses, when required specifically for using display screen equipment
- Students are responsible for their own workstations and must follow the Hall's Information Technology Policy and Regulations (SBH Handbook, Appendix IX)

COSHH – exposure to hazardous substances

- Risks to health from exposure to hazardous substances are risk assessed
- Those responsible for managing work likely to result in exposure to hazardous substances, are aware of the requirements for health and safety
- Equipment provided to control exposure to hazardous substances is maintained in effective working order and inspected in accordance with statutory requirements

Electrics

- Electrical installation and portable electrical appliances are inspected and maintained for safety
- Unsafe electrical equipment is to be removed
- No unauthorised electrical equipment is permitted

Events

- Events are authorised by the Master or Bursar subject to the completion of a suitable and sufficient risk assessment which demonstrates how fire safety and general health and safety controls are established and maintained

Expectant and new mothers

- A detailed risk assessment is carried out with any member of staff who informs us that she is an expectant mother
- The adjustments put into place for the expectant or new mother are suitable in the context of any medical conditions of which she has made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

External areas

- The outdoor space is safely accessible and free from slip hazards

Fire safety

- A fire risk assessment is carried out and significant remedial measures identified are implemented
- The assessments are reviewed annually or when there are significant changes
- Fire emergency action plans are established
- Fire evacuation drills are carried out termly
- People are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken to ensure that they remain free of obstruction

- Fire records are kept up to date

First aid and accident reporting

- The provision of first aid assistance available is determined by risk assessment
- First aid kits are checked and replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated and documented, taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform subsequent risk assessments
- All staff know the location of first aid kits and first aiders

Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

General building & equipment maintenance

- The building, fittings and decorations are safely maintained
- Equipment is maintained and serviced
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

General premises safety

- Fire, health and safety inspections are carried out regularly
- A documented procedure is in place for reporting damage or deficiencies
- Any area found to be unsafe will be isolated
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, & are kept free of obstruction
- Portable residual current devices (RCDs) are provided where necessary (eg use of electrical equipment outside)
- Glazing is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- Opening windows in access areas above the ground floor have safety restraining catches where risk assessment deems necessary

Lettings – guest accommodation

- Accommodation provided and allocated for guests is suitable for their needs
- Guests are informed of the emergency action plan for the premises
- The division of responsibility for fire, health and safety supervision is agreed with group organisers prior to their stay

Library and Offices

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Any floor obstructions are managed to prevent tripping hazards

- Shelving is strong and secure and suitable for the materials stored on it
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps, hop-ups or stepladders are provided to gain access to high level storage

Risk Assessments

- Risk assessments are undertaken to identify significant risks associated with buildings, activities and people.
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- Findings are recorded, communicated, acted upon and are reviewed regularly and following a significant accident, a change in the law, a change in key personnel, or a change in working practice

Safety awareness, induction and information

- Induction training is provided for new staff, and ongoing safety information, instruction and training are provided. This training is documented
- The statutory Health and Safety Poster – ‘What you should know’, and the current Employer’s Liability Compulsory Insurance Certificate, as well as the Trust Policy Statement are displayed in areas where staff can view them
- Staff and students are to be consulted on health and safety issues
- H&S is a standing agenda item on all relevant meeting agendas

Security

- Personal safety is risk assessed
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- Safety of the community is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are never carried out unaccompanied

Stress

- Management of stress is guided by the Health and Safety Executive published Stress Management Standards
- Managers are provided with information on how to identify causes of stress and the effects upon staff
- Claims of ill health due to workplace stress are documented, investigated and lead to an action plan to reduce stress
- Members of staff are encouraged to report stress related concerns to the line manager or to seek advice from a trusted colleague

Work equipment

- Work equipment provided is suitable and safe
- Work equipment is maintained, inspected and tested
- Use of work equipment is restricted to authorised people where specific hazards have been identified
- Information, instruction and training is provided to staff who use work equipment
- Work equipment provided is to the appropriate safety standard required

MONITORING HEALTH AND SAFETY

A number of different checks is made on buildings, equipment and activities in order to ensure the fire, health and safety of our community. In addition the Hall must:

- Undertake periodic self-assessment of progress and produce a formal report for the Master and the Ampleforth Abbey Trust Health and Safety Core Committee
- Monitor fire, health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments
- Investigate fire, H&S issues and hazards and bring to attention of management
- Keep up to date with information on fire, health and safety
- Investigate accidents and near misses
- Review fire, health and safety as part of formal risk management process
- Include Fire and H&S performance in the staff appraisal process

APPENDIX XIV: THE GOVERNING BODY AND JCR AT ST BENET'S HALL

Summary Explanation

Section 22 of the Education Act 1994 places responsibilities on the Hall's governing body¹ in respect of the Joint Common Room (JCR). The JCR is construed as a "students' union" by virtue of section 20(1) of the same act.²

The formal aspects of these relationships are managed on behalf of the governing body of the Hall by the Senior Treasurer of the JCR, who is appointed by the Master in consultation with the Fellows of the Hall.

The constitution of the JCR to be adopted from Michaelmas Term 2017, and to which this appendix makes reference, is published and publically available on request to the Hall.

The legislation is available here <http://www.legislation.gov.uk/ukpga/1994/30/section/22>

Sub-section 22(3) requires the governing body to prepare and issue, and when necessary revise, a code of practice as to the manner in which the requirements of sub-sections 22(1) and (2) are carried into effect. This code of practice in relation to the governing body and JCR of St Benet's Hall is published in full below.

Code of Practice in respect of student unions issued under section 22 of the Education Act 1994

This Code of Practice outlines the manner in which the governing body of St Benet's Hall will carry into effect the requirements of section 22 of the Education Act 1994 in relation the JCR of the Hall, setting out in relation to each of the requirements details of the arrangements made to secure its observance.

Sub-section 1: General duty of governing bodies

The governing body shall take such steps as are reasonably practicable to secure that any students' union for students of the establishment operates in a fair and democratic manner and is accountable for its finances.

This requirement is fulfilled through compliance with the provisions of both the present code of practice and the JCR constitution.

¹ Governing body as defined by section 21 (5): "References in this Part to the governing body of an establishment are to the executive governing body which has responsibility for the conduct of affairs of the establishment and the management and administration of its revenue and property."

² Students' Union as defined by section 20 (1): "In this Part a "students' union" means—
(a) an association of the generality of students at an establishment to which this Part applies whose principal purposes include promoting the general interests of its members as students; or
(b) a representative body (whether an association or not) whose principal purposes include representing the generality of students at an establishment to which this Part applies in academic, disciplinary or other matters relating to the government of the establishment."

Sub-section 2: Particular requirements of the Act

The governing body shall take such steps as are reasonably practicable to secure that the following requirements are observed by or in relation to any students' union for students of the establishment.

These detailed requirements are dealt with below.

(a) The union should have a written constitution.

The JCR has a written constitution.

(b) The provisions of constitutions should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.

The JCR constitution is subject to the approval of the governing body of the Hall (represented by the Master) and is reviewed by the governing body at intervals of not more than five years.

The Senior Treasurer shall invite the JCR to form a working party to review and, if judged necessary, revise the constitution, under the supervision and guidance of the Senior Treasurer. The revised constitution is submitted for approval to the Master and Fellows Committee (on behalf of the governing body). This process should take place at intervals of not more than 5 years and was most recently completed in October 2017.

(c) A student should have the right not to be a member of a union, or in the case of a representative body which is not an association to signify that he or she does not wish to be represented by it, and students who exercise that right should not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.

The JCR Constitution (II.A.3) provides for any student to opt out of membership of the JCR and also provides that such a student will be eligible to use the facilities and services that the JCR provides to its Members (and so avoid unfair disadvantage).

(d) Appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote.

The positions of President, Treasurer, Secretary and Graduate Officer (which should be regarded as major union offices) are to be elected by a secret ballot in accordance with the JCR Constitution (IV.A.1). All Members of the JCR are entitled to vote, with the exception that only graduate and monastic Members of the JCR are eligible to vote for the position of Graduate Officer (in accordance with IV.D.1 and IV.D.2).

(e) Governing bodies are required to satisfy themselves that union elections are fairly and properly conducted.

The conduct of JCR Elections in accordance with the JCR Constitution is overseen by the Senior Treasurer of the JCR and by the Returning Officer of the JCR, who is also a Fellow or Officer of the Hall (in accordance with IV.E.1) and therefore able to report any concerns to the governing body via the Master and Fellows of the Hall.

(f) A person is not to hold sabbatical union office, or paid elected union office, for more than two years in total at the establishment.

There are no sabbatical or paid elected offices.

(g) The financial affairs of unions should be properly conducted and appropriate arrangements should exist for the approval of unions' budgets, and the monitoring of expenditure by the governing body.

The financial affairs of the JCR are managed by the Treasurer of the JCR whose responsibilities are set out in the JCR Constitution (II.E). The JCR Constitution (II.E.1) requires the Treasurer to administer the funds of the JCR in accordance with the budget, at the direction of the JCR Committee and/or in accordance with motions passed by the JCR at its Meetings.

In accordance with the JCR Constitution (II.E.8) the Treasurer shall be responsible to the Senior Treasurer and shall liaise with the Senior Treasurer according to the Senior Treasurer's requirements. The Treasurer shall meet with the Senior Treasurer upon election to office and at the end of the Treasurer's term in office shall present the final accounts to the Senior Treasurer. In accordance with II.E.7 the Treasurer shall also present the final accounts of the JCR to the House Committee of the Hall.

(h) Financial reports of unions should be published annually or more frequently, and should be made available to the governing body and to all students; each report is in particular to contain a list of external organizations to which the union has made donations in the period to which the report relates and details of these donations.

In accordance with the JCR Constitution (II.E.4) the Treasurer shall produce a written report of the JCR's financial situation before the end of First week of each full term and shall make this available to all students.

In accordance with the JCR Constitution (II.E.5) the Treasurer shall give an annual financial report and present the JCR's final accounts in the final Meeting of Hilary Term.

In accordance with the JCR Constitution (II.E.6) the Treasurer will publish, before the 6th Week of Hilary Term (or more frequently), to all students and the governing body via the Senior Treasurer, a report containing a list of external organisations to which the JCR is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year or since the last report.

(i) The procedure for allocating resources to groups or clubs should be fair and set down in writing and freely accessible to all students.

In accordance with the JCR Constitution (II.E.1), the JCR Treasurer shall administer the funds of the Society in accordance with the budget, at the direction of the JCR Committee and/or in accordance with the resolutions of the Society as passed at its meetings. In accordance with the JCR Constitution (III.A.8) any JCR expenditure over the discretionary amount of £50 must be authorised by the JCR Committee.

(j) If a union decides to affiliate to an external organization it must publish notice of its decision stating the name of the organization and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organization, and such notice should be made available to the governing body and to all students.

In accordance with the JCR constitution (VI.B) requires the JCR must publish to all students notice of its decision stating the name of the external organisation and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation. In accordance with the JCR Constitution (VI.C) requires similar notice to be given to the governing body via the Senior Treasurer. In so doing the JCR is reminded that they must act in accordance with the terms of the Act 1994 and the Hall Handbook (so far as is relevant).

(k) Where the union is affiliated to any external organization a report should be published annually or more frequently containing a list of external organizations to which the union is currently affiliated and details of subscriptions or similar fees paid or donations made to such organizations in the past year or since the last report, and such reports should be made available to the governing body and to all students.

In accordance with the JCR constitution (II.E.6), the Treasurer will publish annually (or more frequently) to all students and the governing body via the Senior Treasurer, a report containing a list of external organisations to which the Society is currently affiliated and details of subscriptions or similar fees paid or donations made to such organisations in the past year or since the last report.

(l) There should be procedures for the review of affiliations to external organizations under which the current list of affiliations is submitted for approval by members annually or more frequently, and at such intervals of not more than a year as the governing body may determine and under which a requisition may be made by such proportion of members, not exceeding five per cent., as the governing body may determine, that the question of continued affiliation to any particular organization be decided upon by a secret ballot in which all members are entitled to vote.

In accordance with the JCR constitution (VI.D), affiliations to external organisations shall be reviewed annually in an ordinary Meeting during Trinity Term. At this Meeting a requisition may be made by at least five per cent of the current Membership that the question of continued affiliation to any particular organisation be decided upon by a two-thirds majority of Members in a secret written ballot.

(m) There should be a complaints procedure to be available to all students or groups of students who are dissatisfied in their dealings with the union or who claim to have been unfairly disadvantaged by reason of their having exercised the opt-out right referred to in paragraph (c) above, and this complaints procedure should include provision for an independent person appointed by the governing body to investigate and report on complaints.

Article VII of the JCR Constitution sets out a procedure which is available to all students or groups of students who are dissatisfied in their dealings with the JCR or who claim to be unfairly disadvantaged by reason of having exercised the opt-out right. Complaints should, in the first instance, be made to the President or if the complaint relates to the President then the complaint should be made to the deputy President in the first instance. If the student bringing the complaint does not feel that it has been satisfactorily dealt with, it may be referred to the Senior Treasurer (in the first instance) who may investigate the complaint, suggest a resolution and/or bring the matter to the attention of the appropriate authority. The Senior Treasurer is an independent person appointed by the Master on behalf of the governing body. This provision does not preclude the referral of the complaint to other independent persons in accordance with the Hall's procedures outlined in the Hall Handbook.

(n) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

Article VII of the JCR constitution outlines a complaints procedure including provision for an independent person, the Senior Treasurer of the JCR in the first instance, to investigate the complaint and suggest a resolution and/or bring it to the attention of the appropriate authority to ensure that the complaint is satisfactorily and effectively remedied.

Further to the Code of Practice

Sub-sections 22(4) and 22(5) of the Education Act 1994 require the governing body to bring to the attention of all students, at least once a year, certain information in addition to the Code of Practice. Accordingly, the following information is published here together with the code of practice in the Hall's handbook which is circulated to all students at the beginning of each academic year.

Restrictions imposed on the activities of student unions by the law relating to charities

The JCR is subject to the law relating to charities; its expenditure and activities must conform to the requirements of charity law. The resources provided to the JCR by St Benet's Hall should be used only for the charitable purposes of the society, to represent and promote the interests of its members in ways that are broadly educational and non-political.

Further guidance is available on request from the Senior Treasurer of the JCR in the first instance.

Freedom of Speech

Section 43 of the Education (No. 2) Act 1986 provides for freedom of speech in universities and colleges, It requires *every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.* The legislation is available here <http://www.legislation.gov.uk/ukpga/1986/61/section/43>

Further information in relation to the carrying into effect of this requirement at St Benet's Hall is found in section 9.9 of the Hall Handbook.

The right not to be a member of the JCR

This right is protected by sub-section 22(2)(c) of the Education Act 1994. The Act also requires that appropriate arrangements be made so that no individual who exercises this right is thereby disadvantaged. Necessary provision is made in the JCR constitution as outlined in the above Code of Practice.



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