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INTRODUCTION

Welcome to St Cross College. The purpose of this Handbook is to give a brief guide to membership of the College as a Fellow including information about our facilities. This Handbook is also available on the College website.

St Cross is a graduate college of the University of Oxford and was founded in 1965. The College moved to the main site in St Giles in 1981. The institution known as Pusey House occupies part of the building. There are 109 permanent Fellows, 48 Emeritus Fellows and approximately 550 students, all of whom share Common Room facilities. There is no separate Middle Common Room or Senior Common Room, a distinctive feature of the College and unusual in Oxford. In addition, St Cross offers a number of short-term Visiting Fellowships to external scholars recommended by the permanent Fellows. Membership of Common Room is also extended on a short-term basis to individuals recommended by the permanent Fellows and to former Fellows and students of the College.

Please see our website for further details about the College and College life (www.stx.ox.ac.uk).

WHAT TO DO WHEN YOU ARRIVE

Your first port of call should be with the Master’s PA who will provide you with a Welcome Pack and make an appointment for you to visit the Master (if this has not already happened). Welcome events are arranged for Senior Members and information will be given to you when you arrive. You will be introduced to the Bursar and various members of staff. The Porter will show you where your mail will be stored and give you a tour of the public rooms of the College. You will also meet the Senior Tutor who will explain Fellows’ duties and the role of College Advisor to you.

Security
Please note St Cross is not open to the general public for visits. Entry to the main site is controlled with an electronic fob (all College Members will be given one). It is very important that you do not allow non-members to gain entry to the College. If you cannot see the person behind you holding a fob please deny them entry. If you bring a guest or friend into College, please do not leave them unattended – they are not permitted to sleep anywhere on the premises other than in your room (this is permitted occasionally, for up to 3 nights, and names are to be given to the Accommodation Officer so that they can be accounted for in case of fire).

CCTV cameras are placed around the College to assist with security matters. The Bursar is the Data Controller and any issues can be addressed to him.

Library Registration
The University has a card system for access to the Bodleian Library and other University departments. You should have completed and returned the application forms before arriving and a Reader's/University Card will be given to you when you arrive at your faculty/department. It is not necessary to obtain a separate Reader's ticket to use the College’s library books. If you wish, you may also use the Pusey House Upper Library as a place to work in College during term-time.
Email address
Your email account will be set up automatically once you have returned your University contract. Your faculty/department will arrange for your departmental email address to be activated. Please advise the Master’s PA of your email address once this has occurred so that you can be added to the circulation list for College business. The College respectfully requests that all Fellows obtain a St Cross email address, which can then be configured to send all College email automatically to the departmental email address if so required.

Sub fusc Clothing
You will need your own sub fusc clothing. This is sometimes used for formal occasions and is required for official examinations and graduation ceremonies. The gown is also worn at Governing Body meetings, some Black Tie Dinners and for the annual College photograph. There are a number of specialist clothing shops on Broad Street, High Street and Turl Street.

GOVERNANCE OF THE COLLEGE

The College requires the participation of Fellows on committees in order to function effectively. Fellows are required, if possible, to become members of committees when requested to do so by the Master.

The College is governed by the Governing Body which meets twice a term. Day-to-day business is delegated to an Executive Committee, which meets four times a term. Various committees meet to discuss College affairs and make recommendations to the Executive Committee or Governing Body. There is an active Common Room Committee on which student members sit as well as a Student Representative Committee. Student representatives attend all Governing Body, Executive Committee and Finance Committee meetings. There is also a Student Association for all Junior Members.

College Officers

The Head of House is the Master. The principal College Officers are the Vice-Master, the Bursar, the Senior Tutor, the Domestic Bursar and the Dean. The Master, the Bursar and the Domestic Bursar hold full-time posts and the Senior Tutor’s post is part-time alongside her academic post.

The Master has overall responsibility for College policy, operation and development.

The Vice-Master deputises for the Master in her absence, chairs the Executive Committee and is involved in matters of College policy.

The Bursar has overall responsibility for the organization, administration and financial management of the College. This brief includes financial and administrative matters relating to individual students.

The Senior Tutor has overall responsibility for students’ academic affairs and is available for consultation should any academic difficulties arise. She is also responsible for the selection and admittance of all students and oversees all College scholarships. The Senior Tutor represents the College in all academic matters.
The Domestic Bursar reports to Governing Body Committees for the domestic management of the College, including buildings, accommodation, catering, services and facilities, maintenance, lettings, events and the Lodge (reception and security). The Master has ultimate authority but responsibility for the effective management and oversight of Health and Safety matters is delegated to the Domestic Bursar who is the College’s Director of Health and Safety and the Designated Premises Supervisor (a legal requirement associated with the sale of alcohol).

The Dean is responsible for student discipline within the College.

There are three Deans of Degrees. They are jointly responsible for presenting students for matriculation and degree ceremonies.

The President of Common Room chairs the Common Room Committee, which is concerned with the provision of cultural, social, sporting and recreational facilities and opportunities for College members. It also represents members in corporate relations with societies, colleges and other bodies both internal and external to the University of Oxford. The Common Room Committee is largely composed of student representatives.

The Sports Fellow is a Senior Member who coordinates sports activities.

The Societies Fellow assists students in setting up and running Clubs and societies.

The Director of IT oversees policy recommendations on the provision of computing facilities in College.

The Garden Master advises in relation to the gardens at all College premises.

The Librarian purchases library books for the College and oversees the College Library. A Student Library Assistant assists her.

The Archivist and the Archive Team maintain and develop the College archive.

College staff

The Head of Development and External Relations acts on behalf of the College and oversees the organisation of social events for alumni. She reports to the Master to raise funds for the College and is supported by the Communications Officer and the Development and Alumni Relations Officer.

The Estates Manager supports the Domestic Bursar with regard to organising and overseeing the repair, maintenance, refurbishment and upkeep of all of the College's buildings and facilities. He also manages the administrative documentation for repairs and maintenance of the premises as well as health and safety matters. He is supported by the Maintenance Assistants with regard to the practical maintenance of the premises.

The Accommodation Officer is responsible, under the general direction of the Estates Manager, for the allocation, monitoring and control of College bedrooms to students and guests. She ensures that there is a coordinated approach from the College for the delivery, condition and maintenance of rooms.

The Conference & Events Manager is responsible for arranging all aspects of College events including those for external clients. She is responsible, under the general direction
of the Domestic Bursar, for the College’s public rooms for events, meetings and external functions. She is supported by the Events Assistant.

The Lodge Porters are responsible to the Domestic Bursar for security, mail and reception.

The College Accountant reports to the Bursar and is responsible for all aspects of the College’s accounting function, including the College’s investments, termly management accounts and annual budget preparation.

The Accounts Manager reports to the College Accountant and is responsible for payments, the collection of tuition fees, rents, battels and the production of the annual accounts. She is supported by two full-time Accounts Assistants and two part-time Accounts Administration Assistants.

The IT Manager is responsible to the Director of IT and the Bursar for policy development in relation to IT, audio visual and telecommunications. He is also responsible for the maintenance of the College’s IT infrastructure and the provision of IT support to College staff. He supervises the Student IT Assistants who provide IT support to students.

The Academic Administrator is responsible to the Senior Tutor and manages all administrative aspects of admissions and academic study. She deals with the Proctors on behalf of students, is the College’s disability coordinator and arranges all welcome sessions for new students. She is supported by the Admissions and Academic Assistant and the Academic Office Secretary.

The Master’s PA provides administrative support for the Master and Fellows.

The Bursary Administrator provides HR support to the Bursar as well as administrative support to various College committees and working groups.

The Junior Deans have student accommodation in the South and West Wings and can be contacted on the duty mobile 07758 629747. They stand in when the Porters are off duty. The Junior Deans report to the Dean and the Domestic Bursar and have authority to speak on their behalf at weekends and during out-of-office hours.

The College employs BaxterStorey to provide the catering, Absolutely Cleaning Services to clean the premises and University Parks to carry out the gardening.

The College places high importance on the existence of cordial relations between members of College and College staff. Staff, students and Fellows are asked to treat each other courteously and with respect at all times.

**ACADEMIC MATTERS: SENIOR MEMBERS**

**College Advisor**

The College does not provide tuition for its graduate students but it does provide a robust personal system of advice and support through College Advisors. The role of the College Advisor is to offer pastoral support to students throughout their study at the College and forms an important link between students and the College. College Advisors act as a first point of contact for students with pastoral issues. There is an expectation that College Advisors should arrange to meet with their
advisees at least twice a year and should maintain regular contact with them, especially postgraduate taught students, throughout the academic year. The Graduate Consultations each Hilary Term provide a formal opportunity for Advisors to meet their advisees, which can take place over a complimentary lunch in College during 1\textsuperscript{st}-6\textsuperscript{th} Weeks of Hilary Term. There is a similar expectation that advisees will meet with and respond in a timely fashion to their Advisors.

All Fellows are required to assume the responsibility of meeting around six students collectively or individually at least once in Michaelmas Term and in Hilary Term, or more frequently, depending on the needs of the advisees. Their role is to provide general support if a student is finding it too difficult to talk to their departmental supervisor or on other matters of concern which may have an impact on their academic life, although academic queries should be referred to the Senior Tutor. The Senior Tutor will arrange during the summer vacation for Fellows to become the College Advisor for students usually in a broadly related subject area. As College Advisor, you should arrange to meet your new advisees either at the Introductory Dinner (free for College Advisors and their advisees) or privately at lunch. College Advisors for postgraduate taught (PGT) students should arrange to also meet their PGT advisees in the second half of Michaelmas Term to review their progress.

You should maintain regular contact with your students throughout their academic career at Oxford and read their termly academic reports. Procedural academic problems and serious welfare concerns should be referred directly to the Senior Tutor. College Advisors do not have any responsibility for signing students’ formal academic progress forms or for writing academic references.

**Graduate Consultations**

During Graduate Consultations in Hilary Term all College students have a formal opportunity to discuss various aspects of their work and their life in College with their College Advisor. College Advisors should contact each student at least twice to arrange a Graduate Consultation meeting and are required to report on both those met and those who did not respond. The Senior Tutor will send a message to all students to inform them about Graduate Consultations each Hilary Term.

After the Graduate Consultations which are normally held between 1\textsuperscript{st}-6\textsuperscript{th} Weeks in Hilary Term all College Advisors should write a brief report (or provide a nil return if appropriate) on each of their advisees, drawing attention to the cases which they think require further action by the Senior Tutor or the College.

**THE COLLEGE CALENDAR**

A termly calendar will be issued by the Bursary Administrator to all College Members, giving details of social events, seminars and meetings. The calendar may also be seen on the College website.

**College Meetings**

College meetings are organised to enable Fellows and members of the Student Representative Committee (SRC) to participate in the running of the College.

**Governing Body**
Most Fellows are members of the Governing Body, which is responsible for the overall governance of the College. Four members of the SRC (the Student President and Treasurer and the two Junior Deans) are invited to attend its meetings. Governing Body delegates authority to deal with many day-to-day administrative matters to the Executive Committee. Chair: Master, Secretary: Domestic Bursar

**Executive Committee** meets four times a term and deals with the day-to-day running of the College. The Junior Deans, Student President and Treasurer attend.
Chair: Vice-Master, Secretary: Bursary Administrator

**Finance Committee**
Its purpose is to keep the present and future financial position and policy of the College under review and to make recommendations to Governing Body. The Student President and Treasurer attend.
Chair: Master, Secretary: Accounts Assistant

**Fellowships Committee**
Its purpose is to keep the composition, balance and By-Laws of Fellowships under continuing review and to give preliminary confidential consideration to suggestions from members of the Governing Body for Fellowships and Membership of Common Room and to make recommendations on these to the Governing Body.
Chair: Master, Secretary: Master's PA.

**Nominating Committee**
Its purpose is to consider and make nominations to Governing Body for College Officers and membership of College committees, election to which falls to the Governing Body. Such nominations do not preclude the right of members of the Governing Body to make additional nominations.
Chair: Master, Secretary: Bursar

**Common Room Committee**
Its purpose is to develop and promote the sporting, social, cultural and recreational facilities and opportunities for members of College. It represents members in their corporate relations with societies, colleges' clubs and other bodies. The Committee includes the Student Representative Committee as well as a number of Senior Members and College staff.
Chair: President of Common Room, Secretary: Student Secretary

**Development and Alumni Relations Committee**
Its purpose is to oversee the development activities and management of the Alumni community and fundraising activities at St Cross. The Student President attends.
Chair: Alumnus/donor, Secretary: Development and Alumni Relations Officer.

**Equality and Welfare Committee**
It meets once a term to consider matters of relevance for the welfare of members of College and staff. It considers the administration of College in relation to equality legislation. The Student Welfare Representatives attend.
Chair: Master, Secretary: Bursary Administrator.

**Art Committee**
It is responsible for the management of the College's art collections. The Student Art Committee Representative attends.
Chair: Governing Body Fellow, Secretary: Master’s PA.
**Academic Committee**
It is responsible for the consideration of academic matters and the formulation of policy advice for the Governing Body.
Chair: Master, Secretary: Academic Administrator.

**Health and Safety Committee**
It meets once a year to review the College's management of health and safety and to ensure its compliance with relevant legislation.
Chair: Master, Secretary: Estates Manager.

**Student Association**
All current Junior Members entitled to membership of the Common Room with voting rights are members of the Student Association unless they give notice in writing to the President of the Student Association indicating their wish not to be members.

**Student Representative Committee**
This committee of elected representatives of the Student Association manages day-to-day business of the latter. Representatives are elected annually and include the Student President, Vice-President, Treasurer, Social Secretaries, Ball Chair, Welfare Representatives, Health and Safety Representative, External Affairs Representative, Careers Representative, Environmental Representative, Art Committee Representative, Careers Representative and LGBT Representative. Non-voting members include the two Junior Deans, Student IT Assistants, Bar Manager and Library Assistant.

**SOCIAL CALENDAR**

**Michaelmas Term**

**Welcome Dinners - 3rd and 4th Weeks**
You will be invited to a free dinner with your College Advisees to give you an opportunity to meet. If you are unable to attend you must inform the Academic Office. The dress code for these dinners is daily wear and gowns.

**Hall (Informal Guest Nights)**
On every Tuesday evening from 1st Week to 9th Week a 3-course dinner is available for members of College and their guests. International themes are planned for 2019/20. This is a relatively informal occasion where day wear is worn although Members of College wear academic gowns. Please ensure you are seated at 19:00 so that Hall may start promptly at 19:15. There is no seating plan for Hall, seating is on a first-come first-served basis. Prices are available on the termly calendar. Please sign up in advance using the online booking system available through the College website (booking closes at 10:00 each Friday). College events are extremely popular and often fully booked some time in advance, so it is a good idea to book as soon as possible.

Unlike lunches, all EVENING DINNERS start promptly at the advertised time.

**Special Dinners (Formal Guest Nights)**
Weekly Dinners are held with wines specially chosen to complement each course by the Wine Committee. These are formal occasions and the dress code is advertised on the termly calendar. The Dinners are open to all College members who may bring up to 3 guests on any one occasion. Places are filled very quickly and you are advised to sign up in advance using the online booking system available through the College website. Booking closes at
10:00, 4 working days prior to each event. This means that for Special Dinners on Fridays, booking will close at 10:00 on the Monday before it. For Special Dinners on Wednesdays, booking will close at 10:00 on the Friday before it. In practice, Dinners are often fully booked well before these deadlines.

An aperitif will be offered at 19:00 to those attending the dinner in the Saugman Common Room. All those attending should be present in the Hall for 19:30 when Grace will be said.

**Founders’ Feast**
This is a formal Black Tie occasion to celebrate the founding of the College. Emeritus Fellows, some of whom are Founding Fellows, return to celebrate. The Master will speak on the subject of the preceding year. A 5-course meal is served with different wines for each course. Aperitifs are served in the Saugman Common Room at 19:00 before the dinner at 19:30. Academic gowns are worn by College members. The Founders’ Feast is open to all College Members but apart from official guests of the Master, guests are not permitted to attend because of the demand for places. The menu and prices are available on our website.

**Wine Tasting**
Occasional wine tastings are organised during the academic year. Please see the website and termly calendar for details and book via the website if you would like to attend. The cost will be added to your battels.

**St Cross Talks**
St Cross has a full programme of lectures and seminars held during term-time in our lecture theatre. In addition to the special Ethics Series, the annual Lorna Casselton Memorial Lecture and various other annual lectures, St Cross Talks are held in Michaelmas and Hilary Terms on Tuesdays at 17:30. The format for this weekly seminar varies and includes presentations, by Junior and Senior Members, alumni and visiting speakers on their area of expertise or interest, followed by drinks. The full programme for the term will be sent by email to College members. If you would like to make a presentation, please contact the Development Office. The requirement to book varies depending on the talk – always check the website for the most up-to-date information.

**Newspaper Auction**
The newspapers and magazines purchased by the Common Room Committee for use by everyone in the Saugman Common Room are sold for the coming year at an auction run by the Treasurer or President of Common Room. The second day subscription to any of the publications available can be purchased for a small fee which is donated to the Common Room Fund. Details are available in the termly calendar.

**Carol Service**
The College Carol Service to celebrate Christmas is held in the Pusey Chapel. Hymns and carols are sung by the College choir and readings are given by members of College. Complimentary mulled wine and mince pies are served immediately afterwards in the Saugman Common Room. All College Members and guests are welcome to this festive occasion (free of charge although a collection is taken after the service, which is donated to a local charity).

**College Christmas Lunch**
This traditional Christmas meal is open to all members of the College but guests are not allowed due to demand for places. Places for this lunch must be booked online. A drinks
reception will be held from 12:30 in the Saugman Common Room before the meal is served at 13:00 in the Hall. Wine will be served with this meal.

During **Hilary Term** there is the usual round of Special Dinners, a Feast, seminars and a Supervisors' Dinner (to which College students may invite their academic supervisors).

**Trinity Term** follows a similar pattern of events as the previous terms. In addition, members have the opportunity to attend a Feast and a drinks party on the day of **Encaenia** (a University ceremony held to award honorary degrees to distinguished individuals and to commemorate University benefactors). The **Leavers' Dinner** is held in June as a farewell celebration event for students in their final term.

**College Photograph**
This is taken each year during Trinity Term (please check the termly calendar for the date). All members of College are encouraged to attend. Dress is daily wear and gowns. Copies of the photograph can be purchased; please see the Academic Administrator for more details.

**GENERAL INFORMATION**

**College Lodge**
The Lodge is on the ground floor by the main entrance door. The Porters are based in the Lodge and direct visitors to the appropriate meeting place. They also handle security matters, mail and newspapers. Any payments including card top-ups should be made in the Lodge between the hours of 11:30 and 13:45 on Monday to Thursday. Please note you will not be able to make payments at the Lodge on Fridays.

**Mail Address**
External mail is received once a day from Monday to Saturday at the Lodge and is distributed to Fellows' lockers situated in the post room next to the Lodge. The College address is:

St Cross College  
61 St Giles  
Oxford  
OX1 3LZ

Fax: 01865 278484

**Internal Mail**
This is delivered and collected twice daily. There is no charge for this service.

**Storage**
24-hour lockers are available in the South Wing basement and short term lockers are available in the cloakroom outside the Saugman Common Room.

**Bicycles**
There is no access to the College site for bicycles of non-residents. However, bicycle parking racks are available in St Giles directly outside the College. We strongly recommend the use of a solid D-lock.
COLLEGE FACILITIES

The premises are open to Members at all times and College facilities are available to all Members throughout the year. Please note that lunches are not available when the Kitchen is closed for two weeks over Christmas, Easter and for four weeks over the Long Vacation.

You are welcome to bring children into the College providing under-18s are accompanied by an adult and constantly supervised. There is a highchair available for use at lunchtime. Please email the Estates Manager at estates.manager@stx.ox.ac.uk for more details. Baby-changing facilities can also be found on the ground floor, adjacent to the Saugman Common Room.

Common Rooms

The Saugman Common Room is on the ground floor of the old building. Named after Per Saugman, a benefactor to the College, this is a room for relaxation. A drinks machine is stocked with coffee, tea and hot chocolate. **Food should not be brought into this room except by the catering staff.**

The Lange Room

The adjacent Lange Room is designated as a quiet room. The newspapers and magazines are kept here, available for reading here or in the Saugman Common Room, and there are stations for quiet study.

The Caroline Miles Room is on the lower ground floor in the South Wing. Named after a benefactor to the College, this is a more informal room with a television.

Facilities for those with disabilities

There are facilities for wheelchair users on the main site. These include a WC, ramps for the entrances and easy access to the Hall and West Wing. Outside the front entrance there is a low level electronic entrance communication system and an access passage into the College from the street level on St Giles. There is also an accessible entrance off Pusey Street into the West Quad. A hearing loop is installed in the St Cross Room and the Lecture Theatre.

The Bar

The College Bar is located on the lower ground floor of the building. Children under the age of 16 may not enter the Bar unless accompanied by an adult. Alcohol cannot be sold to, or for, anyone under the age of 18 and will not be sold to those who have already drunk too much. Bar staff should be treated with courtesy and respect at all times and will not be expected to serve anyone who treats them otherwise.

The Café

The Café is located in the Bar and is open Monday-Friday, serving fresh coffee, sandwiches, hot breakfast items and salad pots. Payment by cash or card only (not battels).

Library

The College Library collection is stored in the West Wing where there are OLIS (Oxford Library Information System) "self-issue" computers. The Library is accessible to College members at any time using the College fob. Members may also use the Pusey House Upper Library as a place to work during term-time.
**IT Facilities**
There are College-owned computers for the use of members of the College in the Library in the West Wing building, as well as a black and white printer/photocopier operated via the members' University Cards. A second, colour photocopier is available in the Lange room in the East Wing.

**Mail**
All mail received for you at College will be placed in your pigeonhole in the mail room next to the Lodge. All registered and recorded items must be collected and signed for at the Lodge.

**Television and DVD**
There are televisions in the Bar and the Caroline Miles Room. There is also a Nintendo Wii games console in the Caroline Miles Room with a selection of games for all Members to use.

**Newspapers etc.**
The Lange Room has newspapers, journals and magazines which may not be removed from the room. They are re-sold at an annual auction to College members who receive them when they become out-of-date.

**Pianos**
Pianos are available for use in the Hall (14:00 to 17:00 and 20:00 to 22:00 as events allow, Monday to Friday during term-time and at weekends) by arrangement, and there is a piano for use by College Members in the Saugman Common Room (neither of these pianos should be played after 22:00 as there are student rooms nearby). A piano is available for use at any time in the Bar.

**Guest Rooms**
The College has three guest rooms: The Crawford Miller Guest Flat consists of a double bedroom, sitting room, kitchen and bathroom. There is also a smaller flat in the South Wing which consists of a twin bedroom, shower room and kitchen area, plus a double en-suite room in the West Wing.

College Members are able to book these rooms through the Accommodation Officer (accommodation@stx.ox.ac.uk) but they are advised to do so well in advance. Please note that the bill must be settled at the time of booking and cancellations made 7 days or less before the booking is due to start will not be refunded. Keys should be collected upon arrival from the College Office between 12:00 and 16:00. Rooms should be vacated by 09:30 on the day of your departure. Please note that the rooms are cleaned Monday – Friday only. The College does not offer hotel service and rooms will not be bookable for Saturday or Sunday if cleaning is required.

**Car Parking**
There are no car parking facilities at St Cross.

**Punt**
A punt is available for all College Members to use, free of charge, from the Cherwell Boathouse on Bardwell Road. For reservations, please contact the Bursary Administrator.

**Catering**
College lunches and dinners are excellent value for money as they are subsidised.
**Lunch Guests**  
Members of College and Common Room are entitled to invite up to three guests to lunch on any one day.

Lunches are normally provided Monday to Friday, between 12:15 and 13:45. It is best to arrive early as the hot meals finish by 13:20. Lunch consists of three courses plus tea or coffee.

* A choice of two soups  
* Either hot meal (meat/fish or vegetarian) OR cold salad meal  
* Either cheese and biscuits or fruit or yoghurt or pudding/dessert on Fridays

**Please note that salads from the cold table are not intended as a first course or an addition to the main course** and that lunch is not a buffet arrangement: the meal is priced based on one serving per person.

Vegetarian options are available for all meals catered in College. A request for a vegetarian option at Special Dinners/Feasts can be made when you book online. Please notify us of any other dietary requirements you may have through the online booking system.

During College events you should leave coats and bags in the cloakroom (opposite the noticeboard on the way from the Saugman Common Room to the Hall). 24-hour lockers are available in the cloakroom and in the basement.

**Wines**  
Wine can be ordered for Hall and must be ordered on the booking system; ordering wine on the day of the booked event will incur an extra charge.

**Private Functions**  
College facilities are available for private functions if not needed for College events. Please note that the catering must be provided by the College. The Domestic Bursar approves bookings for functions for College Members or external guests. Senior Members making a booking for a student group are required to be present at the event itself.

**Closed Periods**  
Catering is not available when the Kitchen is closed for two weeks over Christmas, Easter and for four weeks over the Long Vacation.

**COMMON ROOM**

The Common Room provides cultural, social, sporting and recreational facilities and opportunities for its members. It represents the interests of Members to Governing Body and to other bodies both internal and external to the University. Membership of Common Room with voting rights is extended to the Master, all Fellows who are members of Governing Body, Junior Research Fellows, matriculated students pursuing a course at the University of Oxford, official visiting students and certain members of staff.

The Common Room Committee (CRC) manages the day-to-day business of the Common Room. It is chaired by the President of Common Room (a Fellow) and attended *ex officio* by the Domestic Bursar, the College Accountant, the Accounts Manager, the Development and External Relations Manager, the Estates Manager, the IT Manager, the Bursary Administrator,
the Junior Deans, the Bar Supervisor, Student IT Assistants and the Library Assistant. There are also 3 Fellows who sit on the CRC: one to organise colloquia, one to assist with sporting activities and one to work on social events with students. All members of the Student Representative Committee are members of the CRC. The Student President, the Treasurer and the Junior Deans represent Junior Members’ interests at Governing Body and at Executive Committee and in negotiations with the College administration. The CRC meets three times a term and the minutes are posted on the College website, emailed to all Junior Members and filed in the Saugman Common Room by the Secretary of the CRC.

**Saugman Common Room - Code of Conduct**

Members are asked to observe the following guidelines:

1) No food to be consumed.
2) No use of mobile phones.
3) No feet on the furniture.
4) No rubbish to be left, other than in the bins.
5) The room to be kept free of large bags and coats, which can be left in the cloakroom.
6) The level of noise should not be such as to disrupt the conversations of other members.
7) Members should sit, rather than lie, on the sofas.

Courtesy and respect must at all times be shown for other users of the room, but in particular:

a) at lunch-time, when some Members wish to read newspapers or entertain guests and need a space for conversation;
b) before and after Special Dinners, and other similar events, when the Saugman Common Room is used for pre-dinner drinks and post-dinner coffee.

**The Lange Room**

The adjacent Lange Room is designated as a quiet room. The newspapers and magazines are kept here, available for reading here or in the Saugman Common Room, and there are stations for quiet study.

**Clubs and Societies**

Any Member of College may join or set up a society. Further information is available on the College website [https://www.stx.ox.ac.uk/sports-and-societies](https://www.stx.ox.ac.uk/sports-and-societies), or from the Sports and Societies Representative on the Common Room Committee. There is a Senior Member who is Sports Fellow and Chair of the Sports Committee and there is a Societies Fellow to assist students in running clubs and societies.

**Sport in College**

Rowing, cricket, and other team sports (which require large numbers or expensive equipment) are provided in conjunction with Wolfson College with which St Cross has an agreement. Please contact the Sport Representative on the CRC if you have an interest in any of the activities above. Alternatively you are welcome to organise your own sporting interests and join the Committee. Notices of sporting activities are posted on the main College news board and on the website.

Fellows are entitled to free annual membership of the University Gym on Iffley Road on application to the College. Please contact the Bursar for more information.
MEMBERSHIP OF THE COMMON ROOM

Fellows
All Fellows are automatically Members of the Common Room and are entitled to a free lunch each day when the College is open. Fellows pay a termly Common Room subscription and may attend social functions at the advertised price (with the exception of Governing Body Fellows and Junior Research Fellows from 1 October 2019). Fellows may bring guests into lunch at the advertised price; if there are more than three, the Events Office should be consulted beforehand in order to check on available space on the day in question. Fellows should be aware that lunches during 0th – 4th Weeks in Michaelmas Term are particularly busy and are advised not to bring in guests during this period.

Emeritus Fellows
Fellows who, on vacating their Fellowship, have been Fellows for 12 years continuously and have played an active role in College life may be elected to Emeritus Fellowships by Governing Body. Emeritus Fellows pay a reduced Common Room subscription and are entitled to a free lunch 2 days a week when the College kitchen is open.

Fellows who have retired or resigned
A Fellow who has retired or resigned (except Honorary, Domus and Emeritus Fellows) may elect to continue paying the Common Room subscription in which case he or she shall enjoy the same rights as a Member of Common Room. Alternatively such former Fellows may choose not to pay the Common Room subscription, in which case they may have lunch six times a year (at the appropriate charge). Guests may be brought in by prior arrangement with the Domestic Bursar.

Fellows visiting Clare Hall, University of Cambridge
St Cross College has an arrangement with its sister College at the University of Cambridge, Clare Hall. Members of Clare Hall are able to have membership of Common Room at St Cross for up to ten days without paying Common Room subscription. They may also dine, attend social functions and stay in guest accommodation at the appropriate member rate. This is a reciprocal agreement and applies to Members of St Cross College visiting Clare Hall.
FINANCIAL MATTERS

**Battels**
You will be sent a termly account at the beginning of December, April and August, when you will be charged for your College dinners, photocopying and various other expenses which you may have incurred. This is known as your 'battels' and is payable within 30 days. Members are asked to pay battels promptly; interest will be charged on late payments for accommodation and battels - 2% or £1.00 per month, whichever is greater - after 30 days. **Members must not leave College without having paid their battels.**

**Methods of Payment**
Payment of battels may be made by cash, cheque payable to "St Cross College" with details of "Payment to St Cross College" listed on the back. The preferred method of payment is by bank transfer and in this case it is very important that your name is quoted as a reference so that you can be identified.

The College bank is:

Barclays Bank PLC, Cornmarket Street, Oxford  
Sort Code: 20-65-46       Account No: 50889199  
Account title: St Cross College, University of Oxford  
SWIFTBIC: BARCGB22  
IBAN: GB14BARC20654650889199

Battels payments may be made in the Lodge between the hours of 11.30 and 13:45 on Monday to Thursday. Please note you will not be able to make payments at the Lodge on Fridays.

INFORMATION TECHNOLOGY

**Internet provision**

The College provides internet access for academic purposes free of charge in all the student rooms directly managed by the College. Wireless is available to all members (who hold a current University Card) throughout the College sites.

**Rules for Computer Use**

The College reserves the right to monitor (and restrict in some cases) the use of its network by any computer in order to detect potential misuse or breach of its IT regulations. This includes personally owned computers in public spaces and/or private rooms on all the College sites. While efforts would be made to accommodate further requests, the College can only guarantee one IP address per student.

The College Rules for Computer Use are published on the College website:

https://www.stx.ox.ac.uk/college-policies

These rules apply to all use of the computing and network equipment in all St Cross College buildings and they specify what is considered to be unacceptable behaviour and misuse, as well as what may infringe licence terms or may otherwise be illegal. Members of College should note that in addition to the IT Regulations for St Cross they are subject to the
University’s rules governing the use of computers as given at the following webpages:

http://www.it.ox.ac.uk/rules/

The online version of all the above documents should be considered the most up-to-date and authoritative.

**SOCIAL MEDIA**

The College encourages you to use social media, however, you must be aware of the potential impact on both you and the College.

In all cases where a private social media account is used which identifies the College, it must be made clear that the views expressed on or through that social media account do not represent the views of the College.

You are encouraged to think carefully about the posts you make and the access you allow others to have to your accounts. By maintaining strict privacy settings on your accounts, you are able to reduce the risk of identity or property theft and keep your social life private.

Please be aware that if you contravene the University of Oxford's rules or regulations you may be liable to face disciplinary action.

**DATA PROTECTION**

The law requires the College to keep personal data accurate and up-to-date. It is therefore important that you let the Master’s PA know of any changes to your personal data. Any concerns should be addressed to the Bursar who is the College’s Data Protection Officer.
LEAVING ST CROSS

Former Fellows may choose to become a Member of Common Room. Senior Members are required to pay termly subscriptions. Please contact the Master’s PA (master.pa@stx.ox.ac.uk) for further details.

Accounts
Please notify Accounts of your intended departure date at least 3 days in advance so that your final battels account can be prepared.

Access fob
Please hand in your access fob to the Porters’ Lodge prior to your departure.

Library
Please return all books and check to ensure loan records are cleared so that no amounts will be recorded as due to the College.

Memorabilia
It is possible to buy St Cross College memorabilia such as T-shirts, sweatshirts, ties, prints of the College, mugs etc. Please contact the Development and Alumni Relations Office for details.

MEMBERSHIP OF ST CROSS COLLEGE

“Once a member of St Cross, always a member.”

The international nature of the College means that there are Members all over the world and the College is keen to set up groups of Members in different countries.

As a Member, you will receive regular mailings of the monthly email newsletter, the annual College magazine *Crossword* and the annual St Cross College Record. Before you leave College, please make sure you visit the Development and Alumni Relations Office to provide a forwarding address for College mailings.

Former Fellows are most welcome to attend Gaudies and advance information will appear in the newsletter.

We welcome Former Fellows returning to College as visitors. Please contact the Development and Alumni Relations Office so that arrangements can be made.

*Email: alumni@stx.ox.ac.uk*

*Telephone +44 (0) 1865 278480*
PROBLEMS AND EMERGENCIES IN COLLEGE

If you discover a problem with the building which needs attention, please report it to the Estates Manager (01865 278 485) during office hours or to the Porters' Lodge as soon as possible out of hours.

For matters which need to be dealt with immediately (burst pipes, broken windows, defective locks etc.), call the Lodge. If you cannot reach the porter out of hours, call University Security Services who will arrange for contractors to make repairs to minimum safety and security standards.

University Security Services
The University Security Services monitor the main site between 23:45 and 00:00 each evening before the start of the Junior Dean's shift. They aim to be with us in ten minutes if they are called out. They have maps, fobs and keys for all St Cross properties. They provide a much quicker response than the British National Standard for key holders which is twenty minutes.

University Security Services
01865 289999 (emergencies)
01865 272944 (non-emergencies)

Should the fire alarm go off they will arrive to meet the Fire Brigade. If you know that a real fire is taking place anywhere on College property you have a duty to call 999 and ask for immediate assistance from the Fire Brigade. Please put in a second call to the University Security Services.

TELEPHONE NUMBERS

Useful Numbers

This section lists some useful College telephone numbers. If you are calling within Oxford from outside the University internal phone system, then dial the number as it is shown. For example, for the College Lodge the number is 278490. If you are calling from a University internal phone, then only certain numbers can be reached – usually those beginning with a 2. For these dial only the number after the 2 (e.g. the Lodge from an internal phone is 78490). From outside Oxford you need to add the Oxford dialling code which is 01865, so from outside the Oxford area that number would be 01865 278490. From outside the United Kingdom, the code is +44 1865 and then the numbers below (the + is where you dial your country's international dialling code).

Important St Cross College Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Lodge</td>
<td>278490</td>
</tr>
<tr>
<td>Accounts Manager</td>
<td>278491</td>
</tr>
<tr>
<td>Kitchen</td>
<td>278495</td>
</tr>
<tr>
<td>Fax number</td>
<td>278484</td>
</tr>
<tr>
<td>College Doctors</td>
<td>311234</td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>278465</td>
</tr>
<tr>
<td>Academic Office</td>
<td>278446</td>
</tr>
<tr>
<td>Accommodation Office</td>
<td>278488</td>
</tr>
<tr>
<td>Junior Deans</td>
<td>07758 629747</td>
</tr>
<tr>
<td>Domestic Bursar</td>
<td>278449</td>
</tr>
</tbody>
</table>
APPENDICES

COLLEGE REGULATIONS

House Rules

Normal opening hours for the Bar will be as granted by the Licensing Authority (maximum).

Governing Body-approved Event and Ball Regulations apply.

Up to three bops per term may be held with the permission of the Domestic Bursar.

Members may bring up to 6 guests into College and are held to be responsible for them and any damage caused by them whilst on the premises.

Private functions/parties may not be held without the permission of the Domestic Bursar. It is not permissible to bring alcohol to functions/parties.

Children under 16 are to be supervised at all times by whoever has brought them into College. Parents may not delegate this responsibility.

Smoking is not permitted within the premises; there are smoking bins in the gardens.

Premises Licence

The Governing Body has a Premises Licence granted by Oxford City Council, the Licensing Authority, which permits:

Sale, supply and consumption of alcohol at functions to Members and non-members of College in the Hall, Saugman Common Room, van Heyningen Room, St Cross Room, Caroline Miles Room, Bar, Ian Skipper Room and College grounds with the authority (or delegated authority) of the Designated Premises Supervisor, currently the Domestic Bursar. The Licence will permit the sale of alcohol for consumption off the premises, which must leave the premises in a sealed container. Alcohol will be supplied up to 01:00 maximum; on certain occasions the terminal hour shall be 02:00 following 10 working days’ notice to the Police and the Licensing Authority and subject to the consent of the Police. The terminal hour for the supply of alcohol at the annual summer ball will be 04:00 subject to notice and permission as above.

Provision of regulated entertainment: plays, films, live music, recorded music, performance of dance. Amplified music to be provided out in the open shall be subject to 28 days’ notice to the Licensing Authority and the Police and subject to their consent.

Provision of entertainment facilities for: making music, dancing.

Provision of late night refreshment.
St Cross College Common Room Club Premises Certificate

The Common Room has a Club Premises Certificate granted under section 84 of the Licensing Act 2003 and granted by Oxford City Council. The Secretary of the Common Room is Secretary of the Club and the President of Common Room has authority to bind the Club. The Club has a certificate for the lower ground floor and the ground floor including the gardens. The Certificate permits:

Sale and Supply of alcohol to Members and guests of Members for consumption on the premises where the sale takes place during notified hours only. Alcohol is to be supplied for consumption off the premises in closed containers only – opened containers may not be taken off the premises. Persons under the age of 18 may only enter the premises as the guest of a Member who will be responsible for them whilst on the premises. Members of staff are required to seek “credible photographic proof of age evidence” from anyone who appears to be under the age of 18. Only persons over 18 are permitted to purchase and/or consume alcohol on College premises. Young persons who are guests will be required to show ID if alcohol is requested. Children under the age of 16 will only be admitted if accompanied by a responsible adult. Alcohol will not be served to under-18s or to anyone attempting to purchase on behalf of a person(s) under 18.

Provision of entertainment: films, indoor sporting events, live music, recorded music, performance of dance. Amplified recorded music may only be heard between the hours of 18:00 to 01:00 and if provided out in the open, subject to 28 days' notice to the Licensing Authority and the Police and subject to their consent. Unamplified music is permitted at any hour.

Live music
Performances may take place following consultation with the Social Secretary and the Health and Safety Representative and permission of the Domestic Bursar. Portable Appliance Testing (PAT) certificates for electrical equipment will need to be supplied.

Provision of facilities for dancing
The Bar may be used during normal opening hours.

Films may be shown in the lecture theatre. This can be booked by contacting the Events Office.

EVENT RULES FOR COLLEGE MEMBERS

1) An event is defined as any gathering, whether private or otherwise, of more than 6 people. Permission to hold events must be sought from the Domestic Bursar at least one week in advance (in order to increase the likelihood of permission being given a longer lead time is advisable). The capacity of the Bar in relation to fire regulations is 80 therefore no event may exceed this number. If the event is not a private party, all arrangements and applications should be made through the Social Secretary of the Student Representative Committee. College members may not take the initiative and organise non-private events without the permission of the SRC. Event & Ball rules apply for non-private events and copies of these are with the SRC.
2) Private events must not be advertised outside College.

3) People from outside College and the University may be admitted only if they are bona fide guests of St Cross Members. A notice to this effect must be displayed in the Lodge/entrance lobby. Any St Cross Member can bring a maximum of six external guests. The terms of the licence are such that alcohol may only be supplied to Members of the College and their guests, therefore Members will not be permitted to host strangers allocated to them in order to comply with this requirement. The host/organiser will be responsible for the behaviour of guests whilst on College premises and will incur costs for any damages or cleaning required.

4) Electrical equipment must be professionally installed. Under no circumstances should unqualified College Members set up this equipment. Valid certificates of Portable Appliance Testing for all items of equipment to be brought into College must be supplied to the Estates Manager together with a full list of electrical equipment two weeks prior to the event. The College Maintenance staff must be allowed to inspect any electrical equipment brought into College to ensure that it has been tested and that all equipment has a valid certificate.

5) In the event that a band needs to tune up prior to the event, arrangements should be made with the Domestic Bursar; at least 5 days' notice should be given.

6) At all times, music must be at a volume which is to the satisfaction of the Junior Dean or Duty Porter.

7) The Domestic Bursar must be consulted and approve the date for the event as well as arrangements for the Bar and H&S.

8) Members of College who are not attending the event and are going about their business must not be impeded.

9) The College Bar Manager should organise and run the Bar in accordance with the Club/Premises licence.

10) Under no circumstances should alcoholic drink be brought into College for consumption at the event: all drink must be purchased at the Bar for consumption on the premises.

11) In order to contain noise, windows and side doors are to remain closed except in an emergency.

12) Access to fire doors must remain unimpeded.

13) Cleaning and tidying of the venue and its surroundings are the responsibility of the host/organiser and must be done to the satisfaction of the Dean and Estates Manager. The host/organiser will be charged for any damage sustained to College property during the event if it does not prove possible to allocate responsibility for costs to a particular individual, and/or any extra cleaning required. The host/organiser must meet with the Estates Manager on the first working morning following the event at 09:30 to inspect and discuss cleanliness/damage to the toilets/Common Room/Bar etc.

14) Permission to hold any event is at the discretion of the Domestic Bursar.
HEALTH AND SAFETY REGULATIONS

College Members must at all times conform to the following Health and Safety rules and procedures:

- Members must comply immediately with any requirement served in writing by the College in connection with Health and Safety regulations or procedures.
- Members must not compromise the safety or welfare of other members or visitors to College premises.
- Members must not interfere with any fire detection or firefighting equipment within College premises, nor do anything which would prejudice the validity of relevant fire insurance policies.
- Members must not prop open fire doors as these exist to prevent smoke and fire spreading. Any person being seen to do so will be reported to the Dean immediately.
- Members must evacuate the building immediately on hearing the fire alarm unless previously warned of a test.
- Members are obliged to comply with quarterly fire drills if on the premises.
- Members must not do or allow to be done any act which may obstruct the external or internal drains of the building.
- Members must not smoke, other than in the gardens.
- Members are forbidden to access the roofs and windowsills of any College building.
- Members should note that failure to comply with any health and safety rule or procedure will automatically be referred to the Dean and disciplinary action may follow.

Members living in College accommodation must note and comply with the Health and Safety Regulations as found in the Tenancy Agreement and its attached schedule, and as set out in the ‘Living in Graduate Accommodation’ guide, noticeboards, emails etc.

Risk Assessments for the premises and various activities have been completed and are available for any member of College to view by appointment with the Estates Manager who has responsibility for Health and Safety matters.

Fire Alarms
All College premises are equipped with fire alarm systems which comply with national legislative requirements. Any interference with fire detection and prevention systems is regarded as a serious disciplinary offence. Fire Doors must not be propped open – collective fines may be imposed for a residential site where this occurs.

Electrical Appliances
The College has a Portable Appliance Testing (PAT) policy. Regular scheduled inspections and tests of electrical appliances take place. Faulty or frayed wiring can be very dangerous in that it can lead to a fire. Members should unplug such appliances immediately and report any problems identified by email to estates.manager@stx.ox.ac.uk.

Anyone bringing electrical appliances into College has a responsibility to ensure that they are safe: these should be inspected/tested regularly by a competent person, ideally every 12 months. Members can request a free Portable Appliance Test of their electronic
equipment by contacting the Estates Manager at estates.manager@stx.ox.ac.uk.

**Manual Handling**

PLEASE NOTE THAT MEMBERS SHOULD NOT MOVE FURNITURE UNLESS SPECIFICALLY ASKED TO DO SO BY THE COLLEGE IN ORDER TO AVOID INJURY. THE TABLES IN THE HALL AND IAN SKIPPER ROOM ARE PARTICULARLY HEAVY AND TRAINING IN MANUAL HANDLING IS REQUIRED BEFORE THESE CAN BE MOVED.

**Procedures for reporting accidents**

Accident and incident report forms are held by the Porters and the Junior Deans. Please make a report of accidents/incidents on College premises through one of these people.

**Procedures for reporting safety defects**

These should be reported urgently to the Estates Manager by email to estates.manager@stx.ox.ac.uk.

**Snow and Ice Clearance Policy**

Snow and ice will be cleared from principal pathways by lunchtime whenever possible from Monday to Friday. Salt will be scattered. All residents on the main site are advised to leave the site using the main door onto St Giles' where the pavements are likely to be clear, particularly at the weekends when clearance and salting has not occurred.

**Litter Clearance Policy**

The College grounds are cleared by the Maintenance staff as required. Members are asked to use outdoor bins provided for their rubbish on all sites.
OFFICIAL DOCUMENTS

FELLOWSHIP BY-LAWS

I. General

Any motion for any revocation of or any alteration or addition to these By-Laws shall be put only at a meeting of the Governing Body summoned specially for that purpose. Such a meeting may be held at any time provided that not less than fourteen days' notice in writing is given thereof. At such meetings only that business may be transacted of which notice was given when the meeting was summoned. A motion for any alteration to these By-laws shall require a majority of two-thirds of those present and voting and shall, if agreed, be submitted to Council for approval.

The Governing Body may from time to time make such rules not inconsistent with these By-Laws as it deems expedient for regulating the proceedings of College meetings, and for determining what business shall be transacted thereat, and for fixing, if it thinks fit, the notice to be given before holding any meeting or before bringing forward any question.

II. Categories of Fellows

There shall be the following categories of Fellows of St Cross College:
(a) Official Fellows (including Professorial Fellows)
(b) Fellows by Special Election
(c) Honorary Fellows
(d) Domus Fellows
(e) Visiting Fellows
(f) Research Fellows, Senior and Junior
(g) Emeritus Fellows
(h) Pusey Fellows

III. Establishment

The Executive Committee shall, on the recommendation of the Fellowships Committee, prepare in 1st Week of Hilary Term a recommendation for the next ordinary Governing Body meeting on the total number of Fellowships (excluding Honorary, Domus and Emeritus Fellowships) for the following 12 months, and it may if thought desirable also recommend upper limits for any of the various categories of Fellowships.

IV. Qualifications for the holding of Fellowships

1. General

(a) No Fellowship (other than an Honorary, Domus or Emeritus Fellowship) may be held in conjunction with the Headship or a Fellowship (other than a Fellowship with no emoluments that confers no voice in the government of the College concerned) of any other college, hall or society of the University. A Fellow shall vacate his or her Fellowship of St Cross College on ceasing to hold the appropriate qualifications as set out below under which he or she was elected, unless Governing Body shall approve new qualifications in
place of the old.

(b) Official Fellowships, Fellowships by Special Election, Research Fellowships and Pusey Fellowships shall not be tenable beyond the 30 September immediately preceding the Fellow's 69th birthday, save that

(i) if the University has extended the period of office of an employee who is a Fellow beyond the prescribed retirement age, the Governing Body may extend the period of tenure of his or her Fellowship pari passu.

2. **Official Fellows**

Governing Body may elect as Official Fellows of St Cross holders of University appointments who are entitled to Fellowships under the provisions of any Statute or Regulation, or who will become so entitled if their University appointments are confirmed to retiring age. Such elections shall normally take the form of Joint Appointments with the University. Official Fellows shall be elected for the duration of their tenure of the posts which qualified them for election, and they shall be members of Governing Body. The holder of any professorship allocated to the College by the University under the terms of any Statute or Regulation of the University shall by virtue of his or her office be a Professorial Fellow of the College; and any Official Fellow who at the time of his or her election (or subsequently by promotion) holds an office which qualifies him or her to hold a professorial fellowship shall be designated a Professorial Fellow of St Cross College. For all purposes a Professorial Fellowship shall be a category of Official Fellowship. Persons qualified to be Official Fellows may not, while those qualifications last, hold any other category of Fellowship of St Cross College.

3. **Fellows by Special Election**

(a) The Bursar, domestic Bursar and the Senior Tutor, if not an Official Fellow, shall hold a Fellowship in this category ex officio, conterminously with his or her appointment, and shall be a member of Governing Body

(b) Suitably qualified men or women who are not eligible for Fellowships in any other category may be elected Fellows of St Cross College by Special Election. If they are elected by virtue of being holders of posts within the University or any associated institution, their tenure shall be linked to that of the post concerned, subject always to the provisions of subsection IV.1 (b) above; otherwise, the duration of each Fellowship shall be for a period determined by Governing Body at the time of election, which period shall not exceed five years. In the latter case, persons so elected shall be eligible for immediate re-election any number of times thereafter for periods of up to five years in each case, subject always to the provisions of subsection IV.1 (b) above. Governing Body shall determine in each case whether a Fellow by Special Election, other than the Bursar, Domestic Bursar and Senior Tutor, shall be a member of Governing Body, and shall review its decision at each re-election

Fellows by Special Election may have their Fellowships appropriately titled, for example if the Fellowship has been endowed by benefaction, but for all ordinary purposes such titled Fellowships shall be treated as Fellowships by Special Election.
4. **Honorary Fellows**

Any distinguished person, whose association with the College would, in the opinion of Governing Body, be desirable, or whom the College wishes for any reason to honour, may be elected to an Honorary Fellowship. Election to such Fellowships shall be for life, subject only to the provisions of subsections VII.5-6 below. Honorary Fellows shall not be members of Governing Body.

5. **Domus Fellows**

Any person not already a Fellow of the College who, in the opinion of Governing Body, has made an outstanding contribution to the endowment or development of St Cross as a graduate college of the University of Oxford may be elected to a Domus Fellowship. Election to such Fellowships shall be for life, subject only to the provisions of subsections VII.5-6 below. Domus Fellows shall not be members of Governing Body.

6. **Visiting Fellows**

Men or women temporarily based in or regularly visiting Oxford, though ordinarily residing elsewhere, whose academic or professional experience would enable them to make a personal contribution of value to the College, may be elected to Visiting Fellowships. The tenure of such Fellowships shall be determined by Governing Body in the light of the particular circumstances, and shall normally be for one, two or three consecutive terms. Exceptionally, a Visiting Fellow may be elected for a longer or shorter period and the same person may be elected on more than one occasion. Visiting Fellows shall not be members of Governing Body.

7. **Research Fellows**

There shall be Senior and Junior Research Fellowships of St Cross College to which scholars of established distinction or exceptional promise may be elected. If it is expedient or desirable, any Research Fellowship may bear a specific title, for example, to acknowledge a benefaction which provided it. Governing Body shall determine the duration of each Research Fellowship at the time of election, subject always to the provisions of subsection IV.I (b) above and to the provisos now following.

Senior Research Fellows shall be elected for any period of up to five years in the first instance, with eligibility for immediate re-election any number of times thereafter for periods up to five years in each case. Junior Research Fellows shall be elected for any period up to three years in the first instance, and their Fellowships may subsequently be extended for further periods of one year each up to a maximum tenure of five years in all, after which their eligibility to be Junior Research Fellows of St Cross shall cease.

In the case of Senior Research Fellows, Governing Body shall decide in each case at the time of election whether the person elected shall be a member of Governing Body and shall review its decision at each re-election of the person concerned. Junior Research Fellows shall not be members of Governing Body, with the exception of any Junior Research Fellow to whom duties or responsibilities are
assigned which in the opinion of Governing Body make it desirable for him or her to be a member of Governing Body for such period as it may decide.

Any non-stipendiary Research Fellowship may, subject to the approval of Governing Body, be held in conjunction with any post inside or outside the University (except one which would entitle its holder to an Official Fellowship).

Governing Body may, in appropriate circumstances, confer the title of Senior Research Fellow on any person elected in the category of Fellow by Special Election.

8. **Emeritus Fellows**

Fellows of the College who, on vacating their Fellowships, have been Fellows for not less than 12 years continuously and have played an active role in College life may be elected to Emeritus Fellowships by Governing Body. It is particularly to be noted that the election of qualified Fellows to Emeritus Fellowships on retirement is not automatic. Tenure of an Emeritus Fellowship shall be for life, subject only to the provisions of subsections VII.5-6 below. Emeritus Fellows shall not be members of Governing Body.

9. **Pusey Fellows**

Governing Body is required to admit to Pusey Fellowships of St Cross College those qualified according to University Statute V and Council Regulations 11 of 2002 (8). Tenure for Pusey Fellows shall be on the same basis as that for Official Fellows, as set out above. Pusey Fellows shall be members of Governing Body.

V **Procedures for the election of Fellows**

1. **General**

Only Governing Body can elect a Fellow of St Cross College, with the sole exception that in special circumstances which entail urgency it may delegate that power to the Master and a named group of Fellows (which may be the Executive Committee) after a full and proper discussion of relevant matters, such a decision being taken by a vote at an ordinary or special meeting, not less than 20 members of Governing Body being present and not less than 15 voting in favour of the proposal to delegate the power to elect. The group appointed shall be empowered to offer a specified Fellowship to a specified person, or to the successful candidate in a competition of which the details are known to Governing Body when the decision to delegate is taken, and the Master shall report the election of that Fellow, if the offer is accepted, to the next Governing Body meeting after that election has taken place.

(See subsection VI.3 below for special procedures with regard to Honorary and Domus Fellowships.)

2. **Nominations**

There shall be a Fellowships Committee comprising the Master, the Vice-Master and the Senior Tutor *ex officio* and five elected members, one each from the academic fields of the humanities, the physical sciences, the life sciences/clinical medicine and social studies and one from the fields of library, museum, computing
Any member of Governing Body may make a proposal for election to a Fellowship in any category, such proposals to be submitted in the first instance to the Master (or his or her delegate) who shall bring the proposal before the committee. The Committee shall consider it on a strictly confidential basis, having in mind at all times the overall size and distribution of the Fellowship amongst categories and subjects. If the Committee approves the proposal, it shall forward a formal nomination to Governing Body (moved by the Master (or his or her delegate) and the Vice-Master or Senior Tutor) either directly or through the Executive Committee, at its own discretion. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master’s PA’s Office not later than the day specified for the circulation of the Governing Body agenda (but see below, subsection VI.3, for special procedures with regard to Honorary and Domus Fellows). If the Committee does not approve the proposal, the Master (or his or her delegate) shall discuss the reasons with the proposer(s). If the latter is not satisfied with the decision, he or she may, with the support of five other members of Governing Body, request of the Master, in writing, that the matter be placed on the agenda for the next stated Governing Body meeting. The Master shall ensure that this is done. Governing Body shall decide by a show of hands whether to remit the proposal to the Fellowships Committee for reconsideration in the light of the Governing Body decision.

3. **Voting at Governing Body**

Subject to any special rules set out for individual categories of membership in Section VI below, voting shall normally be by show of hands. If the Chair deems it desirable, or if it is so requested by six members, a written ballot shall be held. The candidate, in order to be elected, must receive the votes of at least two-thirds of those present and voting.

(See subsection VI.3 below for special procedures with respect to Honorary and Domus Fellowships.)

4. **Re-elections**

Where Fellowships in any category are eligible for immediate renewal on expiry, the Master shall so inform Governing Body at the penultimate stated meeting before the Fellowship is due to expire, the Fellowships Committee having previously considered the matter. Any proposal for re-election shall be put on the agenda for the next stated meeting and voted upon as in subsection V.3.

VI. **Special provisions relating to the election of Fellows in certain categories**

1. **Official Fellows**

The Executive Committee, on the advice of the Fellowships Committee, may decide at any time that the College should seek to participate in a joint appointment with the University, provided that there is a vacancy within the current maximum determined for the Fellowship, and within the category of Official Fellows if a maximum for that category shall have been fixed. If a case requiring urgent decision should arise between the latest meeting of the Executive Committee and a Governing Body meeting, Governing Body shall take the decision under the item ‘Master’s Report’.
In elections determined by electoral boards, the College shall follow established University procedures. In the case of Joint Appointments, the Executive Committee shall appoint two persons, of whom one shall be a member of the Governing Body of the College, to serve on the joint selection committee and to participate in the interviewing of all short-listed candidates. The representatives shall recommend to Governing Body whether or not the person appointed by the joint selection committee should be elected to an Official Fellowship. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master's PA's office not later than the day specified for the circulation of the Governing Body agenda. Governing Body shall vote on this recommendation as in subsection V.3. If a recommendation to elect is approved by Governing Body the person so elected shall become an Official Fellow on taking up his or her appointment.

If any person holding a Fellowship of St Cross College in another category be appointed to a post in the University that would qualify him or her for an Official Fellowship and does not thereupon migrate to another college, he or she shall be transferred to the category of Official Fellow without the requirement of an election and Governing Body shall be so informed. The current maximum numbers of the categories concerned, if fixed, shall be adjusted accordingly.

2. Fellows by Special Election

Nominations shall be made, and elections conducted, as in subsections V.2-3 above. No separate formal election is required for the Bursar and the Senior Tutor, who hold a Fellowship ex officio: election to a Fellowship shall be confirmed when Governing Body accepts the recommendation of its selection committee for appointment to the post.

3. Honorary and Domus Fellows

If the Fellowships Committee decides to recommend a candidate for either of these categories of Fellowship, appropriate documents shall be made available to all members of Governing Body on request in the Master's PA's office for a period including not less than two weeks of Full Term. The proposal shall then be put before the next stated Governing Body meeting and voted on at the same meeting by written ballot. The candidate, in order to be elected, must receive the votes of at least two-thirds of those present when the vote is taken.

In extraordinary or urgent circumstances, a specially summoned meeting may be held at the instance of the Master (or of the Vice-Master or Senior Tutor acting with the agreement of the Master) for the purpose of an election in these categories. In such a case proposal of the candidate(s) must be made by the Master or by the Vice-Master or Senior Tutor acting with the Master's agreement. At least two weeks' notice must be given of the meeting, the notice to include the name(s) and curriculum vitae particulars of the candidate(s), any further appropriate documentation concerning whom shall have been lodged in the Master's PA's office. A quorum of 25 shall be required for such meetings. The voting procedure shall be as set out in the previous paragraph, except that in this instance any candidate, in order to be elected, must receive the votes of at least three-quarters of those present when the vote is taken.
4. **Research Fellows**

Election to Research Fellowships, whether Senior or Junior, shall take the form either of a competitive election organised by the College on its own behalf or election in conjunction with an external source of funding, for example an industrial concern or an individual benefactor. Governing Body, with the advice of the Fellowships Committee, shall in each case approve the terms and conditions of any Research Fellowship before the election procedure is initiated, except that in special or urgent circumstances Governing Body may delegate the task of approval to the Master and a group of Fellows with power to act on its behalf, as set out in subsection V.1 above.

For elections in conjunction with an external source of funding, a joint selection committee shall be established on which the College shall be represented by not less than two members of Governing Body appointed by the Executive Committee, one normally being the Master. The representatives shall participate in the interviewing of all short-listed candidates and shall recommend to Governing Body whether or not the person proposed by the joint selection committee should be elected to a Research Fellowship. Appropriate papers relating to the person shall be made available to all members of Governing Body on request in the Master's PA's office not later than the day specified for the circulation of the Governing Body agenda. Governing Body shall vote on the recommendation as in subsection V.3 above.

In the case of Research Fellowships sponsored solely by the College, the Executive Committee shall appoint a selection committee of appropriate size and composition, of which the Master shall normally be Chair. The Fellowship(s) shall be advertised, and the selection committee shall have power to determine its own procedure. It shall report to Governing Body the names of the person(s) it recommends for election, appropriate papers having been made available as above. Governing Body shall vote on the recommendation(s) as in subsection V.3 above.

5. **Pusey Fellows**

The procedure for election is controlled by University Statute. Such procedure having been correctly followed, Governing Body shall formally admit any properly qualified person whose name is put before it.

6. **Emeritus Fellows**

The Master shall inform Governing Body of any impending retirements or resignations of qualified Fellows at the penultimate stated meeting before such retirement or resignation takes effect, the Fellowships Committee having previously considered the question of possible election to an Emeritus Fellowship. Any proposal for such election shall be put on the agenda for the next stated meeting and voted upon as in subsection V.3 above.

This procedure may be varied in exceptional circumstances, as in the case of unexpected retirement, but in all cases a formal proposal must be placed on the agenda of a stated or special meeting of Governing Body.

VII. **Privileges and Responsibilities of Fellows**
1. Unless otherwise decided by Governing Body, all Fellowships shall be non-stipendiary.

2. Fellows shall be entitled to such free meals at the common table as the Governing Body shall from time to time determine.

3. Any Fellow who is granted sabbatical or sick leave from their University post shall be granted leave by the Governing Body for such time as they has been relieved from discharging the duties of that post.

4. Fellows shall in all ways possible promote the best interests of St Cross College as a society devoted to scholarship, research and learning, shall seek to bring distinction to the College, and shall co-operate in all academic and administrative matters relating to the College.

5. If in the opinion of Governing Body a Fellow is unable or unwilling to carry out the general duties of a Fellow as defined in subsection VII.4 above, together with the particular duties (if any) attached to the Fellow's Fellowship, or has been guilty of conduct unbecoming a Fellow, the Governing Body may, at a meeting specially summoned to discuss this business (of which meeting not less than fourteen days' notice shall be given and at which only this business shall be taken), resolve by motion to request the Fellow to resign his or her Fellowship or direct that the tenure of his or her Fellowship be deemed to have ceased, with effect from a date to be stated in the motion, provided that at least two-thirds of the members of the Governing Body present and voting at the meeting shall have voted in favour of such a motion, and provided also that he or she shall have been given at least fourteen days' notice of the proposed motion and shall have been given the opportunity of being heard by and of being represented before the Governing Body, of calling witnesses, and of cross-examining witnesses called against him or her. The Master must, on receipt of a request signed by not less than six Fellows, summon a meeting of the Governing Body to consider such a motion. At any meeting specially summoned for such a purpose the Fellow whose conduct is in question shall not have a vote. Any Fellow so required by Governing Body to relinquish his or her Fellowship may appeal to the High Steward against the decision provided the Fellow does so within fourteen days of receiving notice of the decision. The High Steward may extend this limit of time if he or she thinks that there is good reason in the particular case to do so.

6. The High Steward shall entertain and adjudicate on any such Appeal made by a Fellow against deprivation of his or her Fellowship. The High Steward may confirm, annul or vary the act or decision of the Governing Body, provided that he or she shall not adjudicate on an Appeal without giving the parties an opportunity of being heard, whether in person or through a representative, of calling witnesses, and of cross-examining witnesses called against them. The College shall defray any expenses reasonably incurred by the High Steward in the exercise of his or her functions.

7. Until such time as St Cross College shall become independent under charter, subsections VII.1-6 must be read in conjunction with University Statute V and Council Regulations 11 of 2002.
FREEDOM OF SPEECH

The College subscribes to the University of Oxford’s Code of Practice.

“Members, students, and employees of the University must conduct themselves so as to ensure that freedom of speech within the law is secured for members, students, and employees of the University and for visiting speakers. The freedom protected by this Code of Practice is confined to the exercise of freedom of speech within the law. The University believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

Whilst there is no legal prohibition on offending others, the University expects speakers and those taking part in meetings or protest activities to respect its values, to be sensitive to the diversity of its community and to show respect to all sections of that community. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.”

The Code of Practice may be seen on the University's website.

HARASSMENT

The College subscribes to the University of Oxford's Policy and Procedure on Harassment.

The University does not tolerate any form of harassment or victimisation and expects all members of the University community, its visitors and contractors to treat each other with respect, courtesy and consideration. The University is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the University community are respected. All members of the University community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

The full Policy and Procedure on Harassment may be seen on the college website under the section entitled ‘College Policies and Documents’.

EQUALITY POLICY

Equal Opportunities Policy statement

No member of staff, student, or other College member shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Please see the below link for further information on the Equality Act 2010.


St Cross College welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College’s mission that can be made by individuals from a wide range of backgrounds and experiences.
In relation to staff, the policy and practice of the College require that all the staff are afforded equal opportunities within employment and that entry into employment with the College and the progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, colour, disability, gender (including gender reassignment), nationality, national origin, parental status, race, religion or belief, political opinion or affiliation, sexual orientation or length or type of contract.

In relation to students the College aims to provide education of excellent quality at postgraduate level for able students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to assessment, to welfare and support services, and to staff development and training.

The College will also avoid in the fields of employment, education and provision of goods, facilities, services and premises the use of ostensibly neutral criteria which have disproportionate adverse impact on members of a particular racial group, sex or marital status, unless such use is objectively justifiable.

This policy statement is supported by equal opportunities policies and codes of practice for staff and students, the collegiate University's code of practice on harassment, and the College’s integrated equality policy.

**Monitoring and auditing**

1. The College has established an Equality and Welfare Committee to oversee equality issues, including this policy and action plan and to monitor, by reference to different racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated and reported to the Governing Body.

2. The College is putting in place, through the Committee, procedures to ensure that such monitoring and assessment arrangements are adopted as necessary to ensure that the College is able to identify possible improvements in its practices, whether in relation to learning and assessment, management and governance, admissions, access and participation, students’ support and guidance, behaviour and discipline, partnership and community links, staff recruitment, training and career development, and service delivery.

3. The College's Race Equality Action Plan sets out in greater detail the way in which arrangements for monitoring have been developed.

**Responsibilities**

4. The Governing Body is responsible for securing compliance with the general and specific duties and for overseeing implementation of the Action Plan.

5. The Master is responsible for providing leadership in the promotion and implementation of the Action Plan.

6. The College's Equality and Welfare Committee is responsible to the Governing Body for the development, implementation, monitoring, prioritisation and review of equal opportunities policies generally.

7. All College Committees are responsible for ensuring that this policy is embedded in their duties and functions in relation to both students and staff.
8. **Those with managerial responsibility** have a duty to take forward specific actions under this policy as identified in the Action Plan in addition to the general duties under the Act.

**Contractors and service providers**

9. The College's procurement policies will address where appropriate the obligation to promote race equality and good relations between different racial groups.

**Review**

10. The Race Equality Policy will be reviewed annually to assess its effectiveness. The Governing Body will undertake the review during Trinity Term, through regular monitoring of the Action Plan and the reports prepared by the Equality and Welfare Committee.

**Publication**

11. The College will publish the Race Equality Policy and Action Plan and will update these policies in the light of the annual review. It will also publish the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.

The College follows the University’s Equality Policy which can be found here: [http://www.admin.ox.ac.uk/eop/policy/equality-policy/](http://www.admin.ox.ac.uk/eop/policy/equality-policy/)
BY-LAWS ON DISCIPLINE

I Definitions
For the purposes of these By-Laws, the following words should have the following meanings:

(a) The term ‘student member’ shall include any person who has been or is to be registered or enrolled as a student whether for a degree or diploma or otherwise.

(b) ‘Expulsion’ by the College shall mean the permanent loss of membership of the College and the University.

(c) ‘Banning’ by the College shall mean a withdrawal of the right of access to specified premises or facilities for a fixed period or pending the fulfilment of certain conditions.

(d) ‘Rustication’ by the College shall mean the withdrawal of the right of access to all of the premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions.

(e) ‘Suspension’ by the College shall mean a withdrawal of a right of access as above where action is taken as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Such withdrawal may be for a limited period pending the fulfilment of certain conditions or may be indefinite.

(f) ‘Harassment’ shall mean a course of unwarranted behaviour such as to cause or as may reasonably be expected to cause such distress or annoyance as to seriously disrupt the work or to substantially reduce the quality of life of another person.

(g) ‘Member of the College’ shall mean any Fellow of the College, student member, Member of Common Room (visiting or otherwise), member of College staff, employee or agent of the College.

(h) ‘In a College context’ shall mean:

   (i) on College premises;
   (ii) in the course of a College activity within or outside Oxford whether academic, sporting, social, cultural or other.

II Disciplinary Code: Misconduct
No Fellow, student member or Member of Common Room of the College shall in a College context intentionally or recklessly:

(a) Disrupt or attempt to disrupt teaching, study, research or the administrative, sporting, social or other activities of the College;

(b) Disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students or employees at the College or by visiting speakers;

(c) Obstruct any employee or agent of the College in the performance of his or her duties;

(d) Damage or deface any property of the College or of any Member, Officer or employee of the College, or knowingly misappropriate such property;
(e) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the College or University authorities concerned;

(f) Forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in examinations;

(g) Engage in any activity likely to cause injury or to impair safety;

(h) Engage in violent, indecent, disorderly or threatening or offensive behaviour or language;

(i) Engage in the harassment of any Member, visitor, employee or agent of the College;

(j) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;

(k) Refuse to disclose his or her name or any other relevant details to an Officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given;

(l) Use, offer or sell or give to any person drugs, the possession or use of which is illegal;

(m) Engage in conduct in breach of the Statutes and Regulations of the University or in breach of College regulations published from time to time;

(n) Engage in conduct in breach of College regulations regarding the use of the College Library or computing facilities.

III Criminal Offences
In the event that a student member has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) the Governing Body shall have the power, after hearing any representation that the student member may wish to make, to expel the student member or impose such lesser penalty as it shall see fit.

IV University Offences
(a) In the event that a student member is expelled by the University, such expulsion shall apply to the College also, subject to a right of appeal to the Governing Body. The grounds of appeal shall be limited to the application of that penalty to the student member's use of College premises and facilities.

(b) In the event that a student member is disciplined by the University for conduct in breach of College and/or University statutes or regulations, a penalty of suspension or rustication imposed by the University shall apply also to College premises and facilities, subject to a right of appeal to the Governing Body. The grounds of appeal shall be limited to the application of that penalty to the student member's use of College premises and facilities.

V Disciplinary Procedures
1. For the purposes of the Disciplinary Procedures
(a) The Disciplinary Committee shall consist of the Vice-Master, the Senior Tutor, and two
persons appointed by the Master from a panel of ten members of the Governing Body nominated by the Governing Body. A sitting of the Committee shall be sufficiently constituted (always provided that clause (c) below is observed) by a panel comprising three members, one of whom shall be one of the College Officers specified above, who will take the chair (in the order Vice-Master, Senior Tutor);

(b) No person who has an actual or apparent interest in the outcome of a case before the Disciplinary Committee because, for example, he or she was the complainant or he or she has participated in any decision against which an appeal is being brought, may be a member of the Disciplinary Committee considering the case. In the event that this requirement disqualifies any ex officio member of the Disciplinary Committee, the Master shall have discretion to appoint a substitute;

(c) Membership of the Disciplinary Committee shall be chosen in a way that is consistent with the equality policies of the College and, in particular, so that there is at least one member of each sex.

2. The Disciplinary Procedure may be initiated by the Dean or by any other Member of the College who has good reason to believe that a student member has breached the Disciplinary Code in Section II of these By-Laws. Other than the Dean him/herself, this person (the complainant) shall refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the student member concerned and giving details of the alleged breach.

3. When an alleged breach of the Disciplinary Code involves a student member resident in College or in College premises, the Dean shall have the authority (where the seriousness of the alleged breach justifies it) to suspend the student member from residence or from use of College facilities, if necessary, with immediate effect, for as long as the Disciplinary Procedure is in operation. The student member may, by giving notice to the Dean, appeal a suspension lasting in excess of seven days to a panel of three members of the Governing Body appointed by the Master consistently with clause 1 (b) and (c) above.

4. Where an alleged breach of the Disciplinary Code constitutes, in the opinion of the Dean, a sufficiently serious offence, the Dean shall immediately refer the matter to the Police, and where a student member is subject to criminal proceedings arising out of the alleged breach of the Code, the Dean shall not normally proceed with the case other than to suspend him or her from residence or from use of College facilities if appropriate. The student member may appeal such suspension as in clause 3 above.

5. If the alleged breach is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as if it had not been referred to the Police.

6. If the complaint relates to activity that falls within the College's Code of Practice on Harassment, whether or not it constitutes ‘harassment’ for the purpose of these By-Laws, the Dean shall consider whether the complaint should more appropriately be dealt with under the informal procedures set out in that Code. If he or she takes the view that the complaint should not be so dealt with he or she shall deal with the matter under the following procedure.

7. The Dean shall, if possible, within 24 hours of receiving the report of the alleged breach, require in writing the student member concerned to attend for interview before him or
her at a time and place stipulated and shall normally provide the student member with
24 hours’ notice of the interview. The notification of the interview shall give particulars
of the alleged breach of the Disciplinary Code. The student member may be assisted
by a third person who may be another member of the College or of the University.

8. At the interview, the Dean shall explain to the student member that he or she can:

(a) admit the alleged breach and continue with the interview;

(b) deny the alleged breach and continue with the interview as an investigative process,
which may be adjourned if either the Dean or the student member reasonably requires
evidence in relation to the alleged breach to be provided by other persons.

If the student member opts for (a), the Dean shall elicit all information about the breach
relevant to imposing a penalty.

If the student member opts for (b), the Dean shall investigate whether the alleged
breach is established.

9. (a) At any stage of the interview, the Dean may, if he or she considers it appropriate in
all
the circumstances, refer the matter to the Disciplinary Committee;

(b) At the close of the interview, the Dean may, dependent on its nature and outcome
either:

   (i) take no further action;

   or

   (ii) if the breach has not been admitted, determine that a breach has been
established and, after hearing any mitigation, impose a penalty from those
listed in 9(c) below;

   or

   (iii) if the breach has been admitted, after hearing any mitigation, impose a
penalty from those listed in 9(c) below.

(c) If the Dean is satisfied that a student member is guilty of the breach with which
he or she is charged, the Dean may, separately or in any combination:

   (i) impose a fine not exceeding £75 or such other amount as is determined from
time to time by the Governing Body;

   (ii) order the student member to pay compensation not exceeding £75 to any
person or body suffering injury, damage or loss as a result of the student
member’s conduct;

   (iii) impose an order banning the student member from specified premises or
facilities for such period or on such terms as she/he thinks fit, such ban not
to exceed one Full Term without review;

   (iv) rusticate the student member for a period not exceeding one Full Term.

The Dean may, instead of exercising his or her powers under this clause, give the
student member a written warning as to his or her future conduct and the Dean shall keep a record of the warning. Subject to good conduct, the warning will be spent after one year and removed from the student member’s record.

(d) If the Dean considers in any case that his or her powers under clause 9(c) above are insufficient to meet the gravity of the breach of which he or she finds the student member guilty, the Dean may refer the case to the Disciplinary Committee and invite it to make such decision as it thinks appropriate. The Dean must state to the Committee what penalty would in his or her opinion be appropriate and give reasons for that opinion.

(e) In case 9 (b) (ii) or (iii), details of the breach established and/or penalty imposed shall be entered on an appropriate record and signed by the Dean and the student member. One copy of the record shall be retained by the Dean and one given to the student member.

(f) In case 9 (b) (ii) or (iii), the student member may appeal the matter to the Disciplinary Committee, against a finding of a breach and/or any of the penalties (i) to (iv) imposed under clause (c) above. He or she shall inform the Dean of his or her intention to exercise the right of appeal within 48 hours of the receipt of the Dean’s determination.

10. The function of the Disciplinary Committee shall be to hear and determine:

(a) references made to it by the Dean under clause 9 (a) above;

(b) cases remitted to it for decision as to penalty under 9 (d) above;

(c) appeals made to it by student members under clause 9 (f) above.

11. The Disciplinary Committee will be informed by the Dean

(a) where there is a reference under paragraph 9 (a) above of the particulars of the alleged breach of the rules;

(b) where if there is an appeal under paragraph 9 (f) above particulars of the breach of the rules and the penalty imposed;

(c) in either event of the name or names of the student member(s) involved and of any known witnesses;

(d) where there is a reference under paragraph 9 (d) above of the penalty the Dean thinks appropriate together with reasons for that penalty.

12. Within, if possible, five days of the reference or appeal the Disciplinary Committee shall require in writing the student member concerned and witnesses to attend for a hearing at a time and place stipulated, normally with two full days’ notice. In the case of a reference such notice shall state the details of the alleged breach of the Disciplinary Code. The student member may be assisted by a third person who may be another member of the College or a member of the University. Both the student member and the Disciplinary Committee shall have the right to call witnesses to the hearing and the right, through the Chair, to question witnesses. In all cases the notice shall state the
membership of the Disciplinary Committee. The student member shall have the right
to challenge the membership of the Disciplinary Committee stating in writing and in
advance of the hearing the reasons why it is inappropriate for the person or persons
concerned to hear the case. The Master shall determine whether the reasons given by
the student member are sufficient justification to change the membership. If the
Master does so determine, a new and final written notice shall be issued that my
prescribe a different date and time for the hearing. The membership of the Disciplinary
Committee proposed in this final notice may not be challenged. Where a challenge has
been made, the facts and their outcomes shall be recorded in the report of the
Disciplinary Committee's hearing.

13. Unless the Disciplinary Committee thinks it inappropriate in a particular case or the
Dean is unable to act (in which event the Vice-Master shall appoint a substitute), the
Dean shall act as clerk to the Committee for the purposes of formulating the charges,
making any administrative arrangements for such matters as the summoning of
witnesses and the production of documents, and keeping a record of the hearing as in
clause 18 below. The Dean will have no part in the Committee's decision.

14. If penalty only is in issue, the Disciplinary Committee shall follow, so far as appropriate,
the procedure referred to in clause 12 above, save that the notice shall state the details
of the penalty imposed.

15. If any person required to attend such a hearing before the Disciplinary Committee fails
to make an appearance, the Committee may, at its discretion, adjourn the proceedings
and in particular, if the student member concerned fails to appear, may deal with his or
her case in his or her absence, if satisfied that proper notice has been given.

16. Failure by a student member of the College to attend when summoned to appear
before the Committee as a witness, unless after enquiry the Committee is satisfied that
there was reasonable cause for such failure, shall be treated as an offence under
Section II (a) and (c) above and dealt with under these procedures.

17. The Chair shall explain the procedure to be followed at the hearing and shall read out,
in the case of a reference, the complaint of alleged breach of the Disciplinary Code
against the student member and in the case of an appeal the finding of breach and/or
the penalty imposed against which the appeal is directed.

18. At the hearing, the Disciplinary Committee shall ensure that a full and accurate record
of all evidence considered and of the determination made is compiled.

19. If, in the course of such a hearing, the Disciplinary Committee is given the names of
additional potential witnesses, whose evidence it considers may be significant, it shall
follow, so far as appropriate, the procedure referred to in clause 12 above so as to
arrange their attendance.

20. At the conclusion of the hearing, the Disciplinary Committee shall determine whether
any breach of the Disciplinary Code has been established, taking into account any
representations made by or on behalf of the student member. If the Committee is
satisfied that a student member is guilty of the breach with which he or she is charged,
or in any case remitted to it under clause 9(d) above, the Disciplinary Committee may,
separately or in any combination:

(a) impose a fine of such amount as it thinks fit;
(b) order the student member to pay compensation to any person or body suffering injury, damage or loss as a result of the student member’s conduct;
(c) make an order banning the student member from access to specified premises or facilities for such period or on such terms as it thinks fit;
(d) rusticate the student member for such time as it thinks fit;
(e) expel the student member.

The Committee may, instead of exercising its powers under this clause, give the student member a written warning as to his or her future conduct and a record of the warning shall be lodged with the Dean. Subject to good conduct, the warning will be spent after one year and removed from the student member’s record.

21. The Committee shall inform the student member in writing, as soon as is practicable, of its determination and remind the student member of his or her right of appeal to the Governing Body in appropriate cases, as described in the next paragraph.

22. The student member shall have the right of appeal to the Governing Body against the finding of the Disciplinary Committee and/or any of the penalties (a) to (e) imposed under clause 20 above in cases remitted to it under clause 10 (a) above or against any such penalty imposed in cases remitted under clause 10 (b) above. The decision of the Disciplinary Committee shall be final in cases remitted to it under clause 10 (c) above.

23. The student member shall inform the Dean of his or her intention to exercise the right of appeal within 48 hours of receipt of the Disciplinary Committee’s determination. The appeal shall be made to a panel comprising the Master (who will take the chair) and one other member of the Governing Body and one legally qualified member of Congregation who shall be appointed by the Master consistently with clause 1 (b) and (c) above.

24. If the Disciplinary Committee has imposed the penalty of expulsion or rustication in excess of one term and the Governing Body endorses the Disciplinary Committee’s decision, the student member shall be informed of his or her right of appeal to the Colleges’ Appeal Tribunal in the first instance. Students who are not satisfied with the outcome of an appeal to the Appeal Tribunal will be able to take their complaint to the Office of the Independent Adjudicator for Higher Education, details of which are available from the Master’s Office.

25. Any findings of a breach of the Disciplinary Code by the Dean or the Disciplinary Committee shall be based on the balance of probabilities.

26. The student member may waive at any stage all or any of his or her rights under the foregoing procedure, nor shall any departure from such procedure invalidate any determination purported to be made there under unless in all circumstances such departure is productive of substantial unfairness to the student member.

27. Any time limits contained in this disciplinary procedure may be extended at the discretion of the Dean or the Disciplinary Committee as is appropriate.
CONFIDENTIALITY IN STUDENT HEALTH AND WELFARE

General principle of privacy and respect for confidentiality

The College is concerned to respect the privacy of students wherever possible and is particularly concerned to maintain confidentiality with regard to matters relating to the health and welfare of students.

Students can expect that information given in confidence will be treated in a confidential manner and should make clear at the outset of a discussion whether the content is to be confidential and the extent of confidentiality to be afforded to any disclosures. Senior Members of College who are involved in advising students will, where possible, seek the consent of the student for the onward disclosure of relevant information to those with a clear need to know and will identify the individuals or body who might be informed in such circumstances. Where such consent is not forthcoming, the person entrusted with the information should make it clear that in exceptional circumstances, it may be necessary to disclose the information to others, whilst also making it clear that such disclosure would be on a need-to-know basis only, preserving strict confidentiality in relation to any other third party.

Compliance with the General Data Protection Regulation, 2016/679 (GDPR)

In order to fulfil educational, pastoral and administrative responsibilities, the College will need to collect and process personal data about students. GDPR requires that any such data is processed fairly and lawfully, is held securely and is kept up-to-date. Data collected by the College may be passed to the University/departments and vice-versa so that necessary processing can be undertaken.

Explicit consent is not required for the processing of non-sensitive personal data as the data is needed to allow the College to fulfil its operational responsibilities. Examples of non-sensitive personal data are: name and address, date of birth and gender, name of doctor, emergency contact number, school and admissions documentation, information on academic performance, positions of responsibility held, disciplinary action taken, financial matters, information provided to the College during the course of study.

Explicit consent is required to collect and process sensitive personal data, except in certain limited circumstances. Examples of sensitive personal data are: information about racial or ethnic origins, political opinions, religious or other beliefs, trade union membership, health, sex life, criminal allegations, proceedings or convictions. The College has no need or intention to collect information in this type of category and any such information which is handled by the College will usually have been volunteered by students themselves so consent to process in such cases is not an issue.

The College will not normally send out information about students to any outside organisation without the consent of the student concerned. However, consent is not required in certain limited circumstances, for example, to comply with legal or statutory requirements, in any legal proceedings, or for medical reasons to medical staff. Nor is consent required for the provision of non-sensitive data to outside bodies who are acting as agents of the University or College.

For further details on personal data, please contact the Bursar, who is the College's Data Protection Officer.
**General Duty of Care**

In certain circumstances the College may owe a duty of care to individuals that cannot be discharged unless the institution takes action on information provided in confidence; for example, where information concerns potential harm to the individual or to others, the College must weigh the duty of confidentiality against that potential harm.

**College Advisors**

Students may approach their College Advisors about health, welfare and disciplinary problems. If preferred, students may approach the Senior Tutor or Harassment Advisors.

It is important that College personnel do not become involved in attempting to help with problems that require expert assessment and management, so information may be shared with others who need to know if it is in the best interests of the individual and the community but this will be carried out with the utmost discretion. Generally, College Advisors will inform the Senior Tutor about major health, welfare or disciplinary problems which may have an impact on the lives of students and the Bursar may be informed if the problems could be eased with practical assistance. Should a Senior Member consider it appropriate to convey information to medical or counselling personnel, the student’s consent to do so will be sought. Major mental illness may impair the capacity to take decisions about confidentiality or seeking help. In such cases, the Master, who is the Senior Member responsible for College welfare will act in the public interest if there is a need to do so.

**Personal Matters**

If a student is at risk of self-harm, worries should be reported to the Master and the Senior Tutor. Self-harming activity can vary in its level of immediate danger, however where there are clear indications that the student is in imminent and serious danger the College Doctor should be consulted as quickly as possible and if necessary the emergency services contacted.

**Consequences**

Students should be reassured that discussions about distress or personal problems will not normally result in adverse academic, employment or other consequences. Any discussions in College of students’ academic progress will generally be confined to exchange of information on issues relating to educational performance and discipline.

**Students’ Responsibilities**

Students have the same general obligation as Senior Members to respect the privacy of others in their everyday behaviour and also in what they say to students, local and national press and in the use of electronic communication.
1. **Status and scope of the financial regulations**

The financial regulations apply to all funds, irrespective of their source, passing through the College’s accounts and the conduct of all the financial affairs of the College. The financial regulations are in addition to the Standing Orders of the College which set out how the business of the Governing Body and sub-committees is to be conducted. The primary objective of the financial regulations is to ensure the proper use of finances and resources in a manner which satisfies the College’s requirements for accountability, internal control, and the management of financial risk. The regulations translate into practical guidance the College’s broad policies relating to financial control. If a particular circumstance is not covered by the College financial regulations and it is covered appropriately by the University regulations, then the latter shall apply.

Compliance with these mandatory for all members of the College which includes staff, students, Fellows and other associated individuals. Members of the College who fail to comply with the financial regulations may be subject to appropriate action under the College’s disciplinary procedures. Breaches of the financial regulations will be notified to the Master.

It is the responsibility of the Master and Bursar to ensure that all Fellows, Officers, employees and student office holders are alerted to the existence and content of the College’s financial regulations. Copies are available from the Bursar or on the College website.

Any queries regarding the interpretation of the financial regulations should be referred to the Bursar.

2. **Amendment of the financial regulations**

The College financial regulations are subject to an annual review by the Bursar but may only be amended following approval by the Governing Body upon the recommendation of the Finance Committee.

In the case of urgent need, the Master and Bursar may agree to the amendment of financial regulations for a particular case. Such amendment shall relate only to the case in respect of which it is made and shall lapse if not confirmed by the next meeting of the Governing Body.

3. **Regulatory framework of the College for financial matters**

The College is accountable through its Governing Body to the University of which it is a Society. The Governing Body is responsible for the management and administration of the College and for ensuring the proper use of all funds received by the College but for all every day operations of the College and for all actions within the annual budget, as approved by the Governing Body, this authority is delegated to the Bursar.

The Master is responsible to the Governing Body for ensuring that sound systems of internal control are in place and that accounts records are properly kept.
The Vice-Master will assume the responsibilities assigned to the Master in the case of the sustained absence of the Master, e.g. through end of term of office or incapacity.

Access to accounting systems should be restricted to that appropriate to each user’s role and responsibilities.

4. Audit
As a Society of the University the external and internal auditors of the University and any other authorised auditors, e.g. HEFCE Internal Audit, have the right to unrestricted access to all vouchers, documents, books of account, and computer data and to any other information which they consider relevant to their enquiries and which is necessary to fulfil their responsibilities. Both internal and external auditors also have the right to verify assets and the right of direct access to any employee or person responsible for the administration or management of College funds with whom it is felt necessary to raise and discuss such matters.

5. Fraud
The Governing Body through the Finance Committee is responsible for ensuring the establishment and maintenance of adequate systems of internal control for the prevention and detection of fraud and irregularities.

The Master or person(s) nominated by the Master are responsible for investigating any matters involving irregularities or suspected irregularities in the exercise of activities of the College including financial matters such as fraud concerning cash, stores or other property. The Master shall be immediately informed by any Fellow of the College or by any member of staff of any matter arising which involves or is thought to involve financial or accounting irregularities concerning the assets of the College.

The Master shall take such steps as considered necessary to investigate and report on any such matter.

Where any investigations produce prima facie evidence that a criminal offence has taken place, then the Master shall have discretion, taking into account the circumstances and seriousness of the case, to determine whether the Police shall be informed.

6. Whistle-Blowing
The Public Interest Disclosure Act provides employees with legal protection against being dismissed or penalised by their employers as a result of disclosing certain serious concerns.

7. Ethical Policy
Employees and others with responsibility for the administration or management of College funds should not use their authority or office for personal gain and should always seek to uphold and enhance the standing of the College.

8. Disclosure of Interests
A member or employee of College having a personal, financial, or other beneficial interest in any transaction between the College and third parties shall disclose that interest to the Master.

Where the matter in which the individual has a personal interest is to be discussed at a committee meeting the individual must:
- Declare an interest before the meeting or at the meeting before discussions begin on the matter;
- Be absent from the meeting for that item unless expressly invited to remain in order to provide information;
- Not be counted in the quorum for that part of the meeting;
- Be absent during the vote and have no vote on the matter.
Further information may be accessed from the University website http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/

9. Risk Management
The Governing Body acknowledges the risks inherent in its activities and is committed to managing those risks which pose a significant threat to the achievement of its business objectives and stability. The Master is responsible to the Governing Body for advice on these issues.

10. Dissemination of information regarding the College to external organisations
No information regarding the future development or strategy of the College shall be issued formally to external organisations without the knowledge and approval of the Master. No financial data shall be submitted formally to external organisations without first being reviewed and approved by the Bursar.

11. Financial development plan, budgets and budgetary control
The College Accountant will be responsible for the production of annual and medium-term budgets and the annual financial statements. The College Accountant will prepare annually a medium-term finance development plan in line with the strategic direction of the College and present it to the Master for review. The budget for the following year will form the first year of the plan. The plan will then be presented to the Finance Committee and following their approval to the next meeting of the Governing Body.

Control of spend against the agreed budget is a continuous process throughout the year and a half-yearly review of the College's performance against budget is to be submitted to the Finance Committee.

Individuals are not authorised to commit the College to expenditure without first ensuring that there are sufficient funds to meet the purchase cost within budget. If any departure from budget is foreseen it must be reported immediately to the Bursar and before any further commitment of funds is undertaken.

Only authorised staff have access to the financial records

12. Accounting Records
The Bursar shall ensure that all monies under the College's control are kept safely and are used only for the purposes for which they are approved and that all transactions are properly recorded in the accounting system.

13. Retention of financial documents
The period for the retaining documents is a complex issue and the most favourable retention period will allow for records to be kept as long as they are really needed for legal and commercial purposes.

A programme should be drawn up to select records that are to be retained or destroyed in order to keep the volume of records under control. The retention policy should be just one of the elements comprised in a much broader programme covering records management.

In determining appropriate retention periods the following aspects need to be considered:
- economy;
- legal and related requirements;
- potential demand within the College;
- historical value.

There are few firmly established regulations to follow in deciding how long to keep documents. However, this guideline covers recommended minimum retention periods for
accounting records to discharge the College's legal and statutory obligations in respect of the various taxing authorities and audit requirements.

14. Accounting Systems
All employees with access to any of the College's accounting systems must comply with the relevant password and security controls. Further information is available on the College website regarding password security and regulations relating to the use of Information Technology facilities.
The College will operate such accounting systems as are appropriate to the financial activities of the College.

15. Annual Financial Statements
The Governing Body will approve the annual financial statements of the College for each year to 31st July following recommendation from the Finance Committee.

16. Banking Arrangements

   i. Appointment of Bankers
All monies receivable by the College are to be regarded as income of the College.

College income includes all monies made available to individuals on the basis of their association with the College.

The College's transactions will be processed via University bank accounts with income being paid in promptly and properly accounted for.

No new accounts can be opened without the approval of the Governing Body and the approval of the Director of Finance for the University and ratified by the Finance Committee of the University.

No private bank accounts may be used to divert any monies receivable by the College.

   ii. Operation of the College imprest bank account
The College operates an imprest bank account in the name of the "University of Oxford St Cross College". Transactions through the College bank account will be promptly and properly accounted for. Bank statements are to be reconciled weekly and reviewed by the Accounts Manager. Any discrepancies must be investigated immediately and rectified as appropriate.

Payments may only be made from the account under exceptional circumstances.

Any proposed changes to the mandate for the College bank account must be approved by the Master and the Director of Finance for the University and ratified by the Finance Committee of the University.

All cheques drawn on the College bank account require two signatories. When not in use the cheque book for the College bank account must be kept in a locked cabinet.

17. Receipts
All income received by the College should be identified, receipted and recorded on the day of receipt and banked twice per week.
Staff responsible for the handling and custody of cash must adhere to the following:
   - all monies and any other valuable items must be held in cash drawers, where available, and shall be locked, when not in use, in a fire-proof safe;
• cash income must not be counted in public view or left unattended, even temporarily;
• monies received should, wherever possible, be balanced daily and paid over to the Accounts staff on the day of receipt;
• safes must be kept locked at all times except when in use to deposit or receive monies or other items;
• post-dated cheques must not be accepted for payment except by prior arrangement with the Accounts Manager;
• an official College receipt must be given for all cash received;
• all receipt books when not in use must be kept in a locked cash drawer or safe;
• no deductions may be made from any cash collected on behalf of the College prior to paying the funds over to the Bursary staff. Similarly, personal or other cheques must not be cashed out of money received on behalf of the University.

Those making payment to the College should be advised that cheques are to be made payable to 'St Cross College Oxford' and send payment to St Cross College, St Giles', Oxford, OX1 3LZ. The postal service and University Messenger Service must not be used to send cash.

18. Student Fees
In accordance with the regulations of the University, no person shall be presented for a degree unless he or she has paid all the sums due from him or her to the University. Variation in course fees and fee waivers may only granted in accordance with conditions agreed by Council.
Furthermore, no student shall be presented for a degree unless he or she has paid all fees due from him or her to the College. Variation in the College fee and fee waivers may only be granted by the Master or Bursar.

19. Acceptance of gifts to the College
All gifts to the College must be notified to the Master.
If required, the following persons are authorised to give a valid receipt on behalf of the College:
(a) the Master;
(b) the Bursar.
Any gifts which bear restrictive conditions should be notified to the Master and the Bursar. The Development Manager will maintain a record of gifts received and will initiate claims for the recovery of tax where appropriate.
All members or employees of the College who are offered donations or endowments for the College must have regard to the possibility that the funds may emanate from illegal sources. They should exercise particular caution:
(1) where, having been offered large donations from persons whose identity is not known to the College, they do not receive satisfactory replies to the further enquiries they make;
(2) where donations are conditional on particular individuals or organisations being used to do work for the College;
(3) where offers of donations in cash or foreign currencies are made for a certain period of time, during which the College is to receive the interest, before the capital sum is returned to the donor at the end of the specified period in sterling;
Any such cases must be referred promptly to the Master.

20. Borrowing
No borrowing may take place and College assets may not be offered as security for any
borrowing, without the approval of the Governing Body and the permission of the Council of the University.

21. Investment
The Finance Committee of St Cross College is responsible for the investment of funds and endowments of the College. In the exercise of its responsibilities, the Finance Committee shall have regard at all times to:

(1) the suitability (both generically and specifically) of particular investments to the College;
(2) the need for diversification of investments;
(3) the need to obtain and consider proper advice.
All investments shall be made in the name of the University of Oxford – St Cross College.

22. Deposit Pool
The cash of the College will be held within the University’s deposit pool.

23. Petty Cash
Where a petty cash float is provided to pay minor expenses, it may not be used for:

- cashing of personal cheques
- payment to regular suppliers
- gifts to members or former members of staff
- payment for non-business use of goods or services
- personal expenditure
- loans or advances to employees or students
- wages or salaries
- payments for items in excess of £50
- payment for staff parties/entertainment

No payment is to be made from petty cash unless supported by invoices/vouchers authorised by the appropriate budget holder. Cash receipts should not be added to petty cash balances but must be banked.

Regular claims for reimbursement of the float, supported by the receipts or vouchers, should be submitted on the standard form.

Only staff authorised to operate a petty cash float are permitted access to the float. The holder of the float is responsible for its security and must inform the Accounts Manager as soon as practical of any loss.

Float holders must regularly reconcile their float by ensuring that the total of cash in hand and vouchers/invoices for amounts paid out equals the value of the float.

Periodically, with a minimum of once a year, the Accounts Manager will confirm all petty cash balances except the College petty cash float which will be checked by the Bursar.

Requests for any new floats or changes in the float must be approved by the Bursar and/or the appropriate college committee.

24. Authority to enter into contracts
The Master and Bursar have the authority to enter into contracts and to provide all necessary authorisations for all operations concerning the everyday operation of the College.

The Bursar may delegate this authority to budget holders and those given delegated authority may delegate further on an ad hoc basis. For information, current levels of delegation by the Master are set out in Appendix B: Financial Authority Limits.

No discussions with third parties which might lead to a contractual situation where the
amount exceeds an individual's authority level can be conducted without the knowledge and agreement of the Bursar. This applies equally to the receipt and expenditure of funds. Any activity outside the daily operation of the College requires authorisation by the Governing Body. The Master or Bursar will act on behalf of the Governing Body in effecting the transaction. This would include the purchase, sale, leasing and charging of real property.

No contract may be entered into which is illegal and/or does not comply with the obligations laid down by HEFCE, HM Revenue & Customs or other government authorities. Authority from the University Director of Finance is required for the set up or removal of any subsidiary or associated company.

25. Sales
The Master through the Bursar is responsible for establishing procedures to ensure that all sales are authorised and are subject only to acceptable risks. The liability to VAT of all goods and services supplied must be established, and VAT charged and accounted for as appropriate. The College's internal authority on VAT questions is the Accounts Manager. When determining the prices to be charged for residences, conferences, catering and services to external customers the full cost to the College should be assessed. Sales invoices are to be raised promptly. The full cost should be recovered unless it is appropriate to do otherwise having regard to the particular circumstances. The Bursar must approve sales to employees, members of the College, and other customers which are made without charge, or at a charge below that normally made to external customers. The Bursar and Domestic Bursar must ensure that appropriate charges are made for the use of College premises and facilities for non-College purposes. The Bursar will ensure that arrangements are in place for credit control, proper monitoring of all debts, and the follow up on overdue accounts. Payment arrangements in respect of any amounts overdue can only be made with the agreement of the Bursar or Accounts Manager. Any VAT included in bad debts which have been written off may be recovered by notifying the Head of Systems, Payroll and Taxation at the University. All members of College have a duty to inform the Bursar of any potential new sources of income which may arise as a result of College activities. Requests to write off any other category of debt must be referred in the first instance to the Bursar.

26. Purchases
The Bursar is responsible for establishing procedures to ensure that goods and services are ordered in required quantities of suitable quality at the best terms available after appropriate requisition and approval. The person placing the order must ensure that the expenditure is a valid charge to the College and that adequate budgetary provision is available to meet the expenditure. To ensure invoices are paid when due, invoices must be passed to the Bursary as soon as they have been certified for payment by the person who placed the order. In carrying out this check it must be ensured that:
- the invoice agrees to the order;
- the prices, calculations, trade discounts, credits and the VAT amount are correct;
- the goods have been received or services rendered are satisfactory;
- the expenditure is a proper liability of the College;
- the invoice has not been previously passed for payment.

Suppliers should be instructed that all invoices must be addressed to St Cross College, St Giles', Oxford, OX1 3LZ. Use of copy invoices for payment should be avoided wherever possible. Where this is not possible copy invoices should be boldly marked 'COPY'. Duties of staff should be segregated wherever possible, so that more than one person records and processes each transaction.
The Accounts Manager will supply the Payments Section of the University with a register of authorised signatures for the authorising of documents for payment.

- The register will record the limits on each individual’s authority.
- Each entry on the register must be signed or initialled by the Master.
- The register will be confined to employees of the College.
- The register must be kept up to date.

Prompt payment for discount must not be earlier than the date of supply, except in cases where the supplier must itself make cash outlays at an early stage, and must not be made unless the credit status of the supplier has been established as satisfactory.

Payments to suppliers will normally be by way of BACS transfer or computer-generated cheque.

Payments under employment contracts must be made through the University payroll and not by any other means.

27. Stocks
The Bursar is responsible for ensuring that stocks are adequately protected against loss or misuse. Stocks should be maintained at the minimum level required to support operations. A physical stock count must be conducted at least once a year, preferably on or before 31st July and any significant discrepancies investigated.

28. Equipment and Furniture
The College Accountant is responsible for establishing procedures to ensure that all items of equipment and furniture are adequately protected against loss, damage and misuse, and that all purchases and disposals of equipment are properly authorised, accounted for and recorded.

Any proceeds from the sale of equipment will normally be credited to the account of the College.

Inventories must be maintained and updated at least once a year for each of:
- Furniture and equipment in college premises and rented premises
- Computing equipment
- Artworks

Insurance will be arranged through the Insurance Office of the University and the Accounts Office will provide annually a list of all College property, equipment, artworks and items on loan for which all-risks insurance is required.

Items purchased or loaned between submissions will also be notified at the time of acquisition where the individual value exceeds £50,000.

No asset belonging to the College may be removed for personal use without approval in writing from the Bursar.

29. Buildings
The Master through the Bursar is responsible to the Governing Body for ensuring that procedures for the management and maintenance of the College’s property are in place.

The Bursar can authorise any building works on College properties associated with the ongoing operation of the College, for example repairs and maintenance and minor works. Any other building works, however funded, would require the prior permission of the Governing Body.

The authority of the Governing Body is required for the purchase, lease or sale of property. In urgent cases that authority may be exercised by the Master on the Governing Body’s behalf and reported subsequently to the Governing Body.
30. College Vehicles
No College-owned vehicle may be used unless it is insured for the purpose for which it is being used, has been appropriately taxed, and has a valid MOT test Certificate where required; and unless the driver is qualified to drive the vehicle.
College vehicles may be used only by persons and for purposes authorised in writing by the Bursar and a record of authorised drivers should be maintained; notification should be given to the Insurance Section staff of the University whenever drivers have six or more points on their licences.
Where the use of College vehicles is authorised for travel to and from work and they are not left on College premises at night, any employee of the College is likely to be taxed on the benefit enjoyed.
Where private use is allowed, the terms and conditions of use and reimbursement of costs must be authorised in writing by the Bursar; the motor insurance cover provided through the University will operate in respect of private use of vehicles where this authorisation has been obtained: it is possible that the cover will not operate in the event of an incident arising during a period of private use where the appropriate permission has not been sought and obtained.
College vehicles must be included in the College's asset register: any acquisition must be notified immediately to the Insurance Section staff of the University.
Sales of vehicles should be advertised beyond the College: any disposal must be notified immediately to the Insurance Section Staff of the University.

31. Insurance
Except in cases where the Master has directed otherwise, insurance will be arranged through the Insurance Office of the University and/or collective collegiate arrangements which will provide all necessary advice.

32. Legal Advice
Legal advice on staff matters and Health and Safety matters will be obtained as part of the College's agreement with companies approved by collective collegiate arrangements. All other legal advice will be obtained as directed by the Master.
The taking or defending of any court, tribunal, arbitration, adjudication or (formal) mediation proceedings will be initiated and managed:
(1) in the case of staff matters and Health and Safety matters by Peninsula Business Services as part of the College's agreement with them or the University, as appropriate;
(2) in all other cases as directed by the Master.

33. VAT
The College as a Society of the University is a partially exempt, registered, taxable body and has a legal obligation to account properly for VAT. The College is largely responsible for its own VAT affairs, but relies on the University's Finance Division for appropriate advice and direction. The Accounts Manager is the College's internal authority on VAT questions.
The Accounts Manager must submit correct and timely returns of VAT and other legally required data to the Finance Division of the University, for the inclusion in the University’s returns to HM Revenue & Customs, as well as providing the information needed on invoices and other documents of costs incurred, to allow the University to operate its VAT partial exemption scheme.

34. Staff
All College employees shall be paid through the payroll operated by the Payroll Office of the University.
All documents sent to the Payroll Office authorising the payment of new employees or subsequent changes to their salary or other details must be authorised by the Bursar. It is the responsibility of the Master or Bursar

a) To ensure, by inspection of documentation specified by the Immigration and Nationality Directorate for this purpose, that every prospective employee has the right to work in the UK; or

b) If the person does not have this right, to obtain through Personnel Services of the University a work permit from the Home Office for the specific employment proposed.

35. Travel and Subsistence

35.1 Employees and Officers: Claims for reimbursement
Travel and subsistence reimbursement claims should be made on University claim forms. The claims must be for the reimbursement of actual expenditure incurred wholly and necessarily on the business of the College, and be in accordance with the rates as applied by the University.
Supporting receipts must be provided for the cost of accommodation, fares, and other items of expenditure. No round sum allowances may be paid.
An owner whose vehicle is being used for travel on College business must ensure that it is adequately insured for that purpose.
Employees cannot be reimbursed for the cost of travel to and from their normal place of work otherwise than in exceptional circumstances, when the permission of the Bursar must be sought.
No one may authorise reimbursement of his or her own expenses.
Claims should be approved by line managers except for any claim by the Master whose claims shall be authorised by the Bursar.
Those travelling abroad on College business should take out appropriate insurance cover by registration with the University’s block travel policy available through the Insurance Office.

35.2 Employees and Officers: Travel Advances
Advances will normally be made only to employees and officers of the College for up to two weeks costs.
Advances will be limited to;
(1) 75% of the estimated cost of up to two weeks’ subsistence; and
(2) the full cost of fares (unless the fare is paid directly by the College).
Requests for advances should be made on the College expense claim forms giving details of dates and countries to be visited, and a breakdown of the advance required.
Claimants must submit full documentation within seven days of return and the process of accounting for the claims against advances must be completed within one month of the return date.
Advances should not be outstanding for more than two months.

35.3 Students: Travel Awards
Payments will be made to the student following the receipt of invoices/receipts to the value of the grant awarded as notified to the student in a letter from the Academic Administrator.

36. Payments for Entertaining
Entertaining in the form of meals and hospitality should, wherever possible and appropriate, be carried out in College or the Master’s Lodgings.
Expenditure on entertainment or courtesy gifts may be an appropriate use of College
funds: it will avoid tax liability only if it is incurred wholly, necessarily and exclusively for College purposes.
Details must be included with the claim which specifies those entertained or honoured their companies or institutions, and the purpose of the entertainment or gift.
Prior authorisation must be obtained from the Bursar (except in the case of the Master) for any expenditure to be incurred on entertaining and gifts. The Development Director may incur entertainment expenses up to the agreed limits. The subsequent expense claim, which must be supported by receipts, must be submitted to the Bursar for authorisation.

37. Commercial Activities
No non-College commercial activities may be carried out on College premises and no College facilities may be used for such activities, unless approved by the Master.
In no circumstances may the College address (whether postal or email) be used for non-College commercial activities.

38. Gifts and Hospitality
It is an offence under the Prevention of Corruption Act 1916 for employees to accept corruptly any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in an official capacity or showing favour or disfavour to any person in an official capacity. The guiding principles to be followed by all members of staff must be:

The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest;

The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they or their colleagues deal) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Thus members of staff should not accept any gifts, rewards or hospitality (or have them given to members of their families) from any organisation or individual with whom they have contact in the course of their work which would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such hospitality. The frequency and scale of hospitality accepted should not be significantly greater than the College would be likely to provide in return. In case of doubt members of staff must consult their line managers.

39. Accounting Documents
1. **Purchase invoices:** All paid invoices are to be retained for at least seven years. Once the invoices are one year old then they may be microfiched. Supporting requisitions, purchase orders and goods received notes should be kept for three years.
2. **Sales:** Copies of all sales VAT documents including sales invoices must be held for seven years, i.e. six years plus the current year.
3. **VAT returns:** All supporting documentation used to compile the return should be retained for a period of seven years, i.e. six years plus the current year.
4. **Banking:** For monies paid into the main University bank account or to the Development Office account copies of all receipt records and banking sheets should be kept for three years. All documentation and statements including bank paying-in counterfoils and cheque books for the College bank account should be kept for six years.
5. **Payments to Personnel:** All documents in support of payments to personnel should
be kept for at least seven years, i.e. six years plus the current year.

7. *Equipment Registers*: Equipment registers (i.e. Fixed Asset registers) should be kept for indefinitely. Copies of asset disposal notes should be kept for three years.

8. *Accounts Printouts*: The Finance Division of the University keeps microfilmed copies of the accounts nominal ledger from 1976 onwards.

9. *Payroll Printouts*: The College should keep monthly printouts for one year plus the current year; these should be evidenced as having been checked by the Bursar.

The above is not meant to be a comprehensive list of all the financial documents held in the College and does not imply that all other documentation can be destroyed.