



ST CROSS COLLEGE
UNIVERSITY OF OXFORD

JUNIOR MEMBERS' HANDBOOK

2018/19

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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 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 some 80 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).

GOVERNANCE OF THE COLLEGE

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. Other College Officers hold their positions in conjunction with posts in the University.

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. Appointments to meet the Senior Tutor can be made through the Academic Administrator or Admissions and Academic Assistant. 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).

All students of the University are subject to the authority of the University Proctors in relation to disciplinary matters. The **Dean** is responsible for student discipline within the College.

Fellows/Members of Common Room with active roles in College

Three Emeritus Fellows share the role of **Dean 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** and **Chair of the Sports Committee** 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 **Wine Committee** purchases wine for the cellar and selects wines to accompany dinners.

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

The **Chair of the Art Committee** chairs the Committee which oversees the care and development of the art collection. A student representative is invited to sit on this committee.

The **Chair of the Development and Alumni Relations Committee** chairs the Committee which oversees Alumni relations. The Student President sits on this committee.

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

The **Archivist and the Archive Registrar** maintain and develop the College archive.

The **Art Registrar** maintains the register of the College's art works.

College staff

The **Development and External Relations Manager** 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 **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 Domestic Bursar, 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** is responsible to the College Accountant 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 first-line 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 **Baxter Storey** 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.

WHEN YOU ARRIVE

You should aim to arrive during the week commencing **Monday 24th September 2018** which is referred to as -1st Week at the University of Oxford. A social programme has been organised for you by continuing students for – 1st and 0th Weeks. Departments also run orientation days during that week.

When you arrive at St Cross you will need to **register** at one of our **welcome sessions**. You will need to sign the College contract and complete our contact form. You will then receive a Welcome Pack and your University Card.

Security

Please note St Cross is not open to the general public. 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. You must inform the Accommodation Officer if a guest will be visiting you in College accommodation. They must not be left unattended and 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 issues can be addressed to him.

Matriculation

Matriculation is the official, **obligatory registration of new students** with the University in formal academic dress. You will need to matriculate shortly after you arrive in Oxford in order to receive your degree when you leave because the University specifies that you must have kept a 'period of residence' in Oxford. This period starts with Matriculation and normally ends when your degree course finishes or you have taken your final examinations.

All new members of the College matriculate at the same time early in the first term and the College arranges the Matriculation procedure for you, so that all new students go together. The Academic Administrator is the person to contact on this matter. Students register in the Common Room, after which they can take breakfast in Hall, have an individual portrait taken and take part in the whole year group photo. Following this all new students proceed to the Sheldonian Theatre, led by the Dean of Degrees.

If you are starting a DPhil (or other) programme slightly late and have to miss the ceremony, you can matriculate at another time the following term. For more information contact the Academic Administrator.

Sub fusc Clothing – formal academic dress

You will need your own *sub fusc* clothing. You should wear the appropriate gown, a mortar board or soft-cap, and your preferred items from the following list:

1. One of:
 - Dark suit with dark socks, or
 - Dark skirt with black tights or stockings, or
 - Dark trousers with dark socks;

2. Dark coat if required;
3. Black shoes;
4. Plain white collared shirt or blouse which is buttoned to the neck;
5. White bow-tie, black bow-tie, black full-length tie, or black ribbon.

Full academic dress must be worn at all formal University ceremonies including **Matriculation** and **degree ceremonies**. *Sub fusc* is also required when sitting **examinations** (although mortar boards and gowns may be removed during the examination). There are a number of specialist clothing shops on Broad Street, High Street and Turl Street. These shops also buy and sell second-hand gowns.

ACADEMIC MATTERS: JUNIOR MEMBERS

Junior Advisors

The Student Welfare Representatives will arrange for one of the continuing students to become your Junior Advisor and you will have several opportunities to meet them during the first few weeks of Michaelmas Term. Their role is to answer questions and to help you settle into College life.

College Advisors

Not to be confused with your departmental supervisor, your College Advisor helps to support the welfare of students. College Advisors are Fellows of the College. Their role is to provide general support and advice with either general academic matters if it is too difficult to talk to your departmental supervisor or with other matters of concern which may have an impact on your academic life. The Senior Tutor will allocate a College Advisor to you, who will arrange to meet you either at the Introductory Dinner or at lunch. Your College Advisor will maintain regular contact with you throughout your academic career at Oxford. One-year students will have the opportunity to meet their College Advisor again later in Michaelmas Term over lunch. 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 (which should be sent to the Senior Tutor for signature) or for writing academic references. **If you find that you are losing contact or have no contact with your College Advisor, please inform the Senior Tutor.**

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 over lunch with their College Advisor. Students are required to respond to the contact made by their College Advisor.

Examinations

Certain taught course students are required to enter themselves for their examinations. This is done using the student self-service system. All students required to submit an examination entry will be prompted to do so by an email from the University.

Degree Ceremonies

The University runs graduation ceremonies throughout the academic year. Taught students who are in their final year of study will be contacted in November by the University and offered several ceremony dates to choose from. Students studying for a research degree will be emailed by the University once they have been granted leave to supplicate for their degree. The College offers lunch for graduating students and up to three guests on the day of the ceremony, however the College is unable to provide this hospitality unless all debts to the College have been settled, including the return of all books to the Library, at least 30 days before the ceremony. It may be possible to bring more guests (at a charge) depending on the numbers graduating on the day - you can check the position with the Academic Administrator (academic.administrator@stx.ox.ac.uk). The College must also have received notice of leave for you to supplicate for the degree or confirmation from the Examiners that you have passed. You can choose to graduate *in absentia*, which means that you will not be able to attend a ceremony in person. If you choose to do so, your certificate will be forwarded to you by post.

Plagiarism and Referencing

The University of Oxford takes plagiarism very seriously and applies a range of penalties to those caught plagiarising the work of others including deducting marks and in some cases expulsion.

The University's statement on plagiarism is as follows:

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

(<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>)

You can find out more about plagiarism and take a tutorial on how to avoid it at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>

To avoid plagiarism you must acknowledge the work and ideas of others whenever you use them in your own work. This applies irrespective of the form and format of the original work. For example, it applies to poems, pictures, audio-visual materials, computer codes, research data, lectures and other intellectual outputs as well as more traditional academic publications such as books and journals. Whether the original work is published, informally published (for example in a blog or wiki) or unpublished is immaterial as is the copyright status of the work.

A number of key skills are important in avoiding unintentional plagiarism:

1. Be organised in your study and note-taking so that when you come to your own work you are clear which ideas are your own and which belong to others;
2. Develop an academic writing style which clearly differentiates between the work and ideas of others and your own research and thoughts;
3. Whenever you use the work or ideas of others, insert a citation in your text, either in the form of an in-text citation or a footnote.

When inserting citations into your work, please be aware that many Faculties and Departments will require you to use a particular citation style. Consult your course handbook to find out the requirements. Your subject librarian (<http://www.bodleian.ox.ac.uk/subjects-and-libraries/subjects/librarians>) is available to help you with queries about plagiarism and citation styles.

Reference Management software tools such as Endnote, Mendeley and Zotero are widely used across the University to facilitate the formatting of in-text citations, footnotes and bibliographies. The Bodleian Libraries provide information and support for reference management software tools through <http://libguides.bodleian.ox.ac.uk/reference-management> and through the Bodleian Libraries' reference management enquiry line reference-management@bodleian.ox.ac.uk

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 Association 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: Chairman of the Art Committee, 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

Induction week for new students - 0th Week

During this week there will be various events to help introduce new students to the University of Oxford and life here at St Cross. **The Introductory Meeting on Wednesday 3rd October is mandatory and should be attended by all new students.** You will have a chance to meet the College doctors after this meeting.

College Tours - -1st and 0th Weeks

Introductory Dinners for new students - 2nd, 3rd and 4th Weeks

You will be invited to a free dinner with your College Advisor to give you both 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.

Matriculation - Saturday 13th October

This is an obligatory ceremony to admit newcomers to the University of Oxford. Breakfast will be provided for you at 08:00. Please contact the Academic Office for further details.

Booking for College Events

Booking for College events is available through the College website.

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 2018-19. This is a relatively informal occasion where day wear is worn although Members of College wear academic gowns. Dinner starts promptly with Grace at 19:15 and all diners should be present so as not to hold up the event for others. 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. College dinners are extremely popular and often fully booked some time in advance, so it is a good idea to book as soon as possible.

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. The theme of the Michaelmas Term meeting will be "An Introduction to Wine Tasting". 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 5.30 pm. 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 Talks Fellow. Booking is available

through the website.

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 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

This is a Carol Service to celebrate Christmas 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. A glass of 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 the **College Ball**, a Feast and a drinks party on the day of **Encaenia** (a University ceremony held to award honorary degrees to distinguished men and women and to commemorate University benefactors). The **Going Down 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. You can top up your lunch card at the lodge with the Accounts Assistant from 10:00 to 13:45 Monday to Thursday. If you need top up your card or make a payment and are unable to do so within the hours listed above you may pay at the Accounts Office between 10:00 and 16:00 - located on the first floor admin corridor.

Mail

External mail is received once a day from Monday to Saturday at the Lodge and is distributed 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. Short-term lockers are available in the cloakroom outside the Saugman Common Room.

Bicycles

To assist the police in tracing lost or stolen bicycles a register is maintained by University Security Services. **ALL BICYCLES MUST BE REGISTERED WITH THE UNIVERSITY SECURITY SERVICES.** Registration packs are available from the Lodge. Bicycles not registered and apparently abandoned on College property will be removed and disposed of.

To ensure your own safety, please:

1. **Make sure your bike is in a good state of repair** - both brakes should work properly and nothing should be loose (seat, chain, etc.);
2. **Have passive reflectors** on the back and sides of your bike. These reflect car headlamps well and help to make you more visible;
3. **Have lights fitted to the front and back** (white at the front and red at the back) and turn them on as soon as it starts to get dark;
4. **Wear suitable clothes when cycling;**
5. **Wear a cycling helmet** - a good cycling helmet can be the difference between life and death;
6. **Be careful of drivers;**
7. **Ask the Porters or Maintenance team for help with bike repairs;**
8. **Use the training and other facilities available from the University.** We will provide a seminar on safe cycling as part of the College induction programme. The central University team also offer occasional seminars and general advice. This is all focussed on practical help to enable you to cycle confidently and safely in the city.

Employment in College

St Cross is able to offer students a number of different employment opportunities. All

vacancies are advertised on the College website but for further information please contact the Bursary Administrator at bursary.admin@stx.ox.ac.uk.

ACCOMMODATION

The College is able to house many of its incoming Junior Members in College accommodation. Current College policy is to offer most rooms to new students on a first-come, first-served basis. Other rooms are allocated to students employed by the College as Junior Deans, Site Wardens, and Student IT Assistants. Continuing students are given the opportunity to apply for accommodation in the Hilary Term ballot. Those not offered College accommodation can apply to the University Accommodation Office well in advance of the required dates to get on the waiting list or they can access oxfordstudentpad.co.uk which is a facility where all colleges and the University Accommodation Office may advertise their vacant rooms.

College accommodation is compliant with the Accommodation Code of Practice which is approved by Universities UK for the management of student accommodation.

Rooms vary in size, facilities and rent. They are divided into categories and you must state your preference on the form. Categories are allocated subject to availability. There are two flats for couples and one suite of rooms (bedroom, sitting room and kitchen, but the bathroom is shared with the rest of the house), as well as two more rooms for double occupancy in the West Wing on the Main Site. **Three rooms in a flat adapted for the disabled** are available at the St Cross Road Annexe and are allocated on a first-come, first-served basis to new students and then to disabled continuers. If they are not taken by a disabled student by the specified deadline, they will be offered to able-bodied students on the waiting list with reference to the allocation policy.

All student accommodation has the use of shared kitchens, bathrooms, and shower rooms. All rooms in the West Wing and Stonemason House have an en-suite shower room. Students must provide their own bed linen, duvets and kitchen crockery and are responsible for cleaning these items. Bedding packs may be ordered in advance on the accommodation application form. Full details of rules associated with College accommodation are contained in the Tenancy Agreement and its attached schedule.

All residents will be issued with a copy of "Living in Graduate Accommodation" for further help and advice.

Any problems with any accommodation should be reported to the Estates Manager by email to estates.manager@stx.ox.ac.uk. Issues with regard to cleaning or accommodation allocation should be addressed to accommodation@stx.ox.ac.uk. All residents are advised to keep a copy of the Living in Graduate Accommodation Guide in their rooms. Issues must be reported by email using the above addresses. The College has a schedule of planned maintenance for the various sites and much of this work takes place during the vacations. However, problems which occur off schedule will be dealt with as soon as possible after they have been reported.

Please note that in accordance with UK Law, **smoking is not permitted within any of the College premises**. Smoking is permitted within the grounds, well away from doors and windows. Please have consideration for those who would have to pick up cigarette ends if thrown by you and please use the ashtrays which are provided.

Charges for rooms are determined with reference to recommendations from the Oxford Colleges' Joint Committee on Charges. Student representatives are consulted and the decision is made by the College's Finance Committee.

Personal Contents Insurance

The College has negotiated insurance cover for the personal contents of residents; the cost will be added to your invoice for rent. If you have any expensive items (including bicycles), you should consult the insurance provider for advice.

Laundry

The College provides coin-operated laundry facilities on the lower level of the South Wing near the Bar. The Annexe also has coin-operated laundry facilities. There are washers and driers that are cheaper than commercial laundrettes. The houses each have their own facilities that are free to use, as does Stonemason House.

Facilities for those with disabilities

The College has three study bedrooms available on the ground floor at the St Cross Road Annexe and two in the West Wing. There are facilities for wheelchair users on the main site including toilet, ramps for the entrances and easy access to the Hall. Outside the front entrance there is an electronic entrance communications system at low level for ease of use by wheelchair users. A hearing loop is installed in the St Cross Room and Lecture Theatre.

Refuse Collection

Rubbish bins in study bedrooms will be emptied with the weekly clean. The cleaners will take the refuse out of the property to specified areas ready for collection by the Council. Please remember that your College can only remain a tidy place if members refrain from dropping litter.

Rubbish for Recycling

The College participates in a recycling scheme and all residents are urged by the Student Association to take part. Bins for recycling are provided at all properties and it is the residents' own responsibility to put out their recycling waste for collection. Cleaners only take out general refuse.

Damage to Accommodation

Tenancy Agreement regulations apply; the College will recover costs for damage incurred in residential and other areas.

COUNCIL TAX

Please note this is a general guide to Council Tax and is not a substitute for the relevant statutes and regulations.

What is Council Tax?

Council Tax is a system of local taxation collected by the Local authority - Oxford City Council. It is a tax on domestic properties.

It is charged annually (April – March) but the payment is taken in 10 monthly instalments from April – December. Charges usually rise by a few percent every year.

Currently the College has two properties where Council Tax could be charged:

The flat at 2 Bradmore Road, currently listed as a band D property, which for 2018/19 is charged at £1909.79 per annum.

The Old School House, currently listed as a band E property, which for 2018/19 is charged at £2334.19 per annum.

Do Students need to pay?

Students in St Cross College accommodation

Halls of residence (including college houses) are exempt from Council Tax as long as the accommodation is owned or managed by an educational establishment (University or College) or where an educational establishment nominates the majority of the student residents.

Student Sharing with Students

If a student is sharing a property with other students then they are all exempt from paying Council Tax. If you receive a Council Tax bill during this time all you need to do is obtain an Enrolment Certificate from the University's online student self-service point (through the University Student Gateway), and forward this to the city council.

Students sharing with non-students or non-student partner

If student(s) and at least 1 non student are sharing a property, then the non-student(s) are liable to pay Council Tax. The Council Tax payer will receive a 25% discount if there is only 1 non-student adult living at the property. Some exemptions do apply for dependent partners from overseas who are not allowed to work in the UK or claim benefits (see the Oxford City Council website for full terms).

Private Rented accommodation

These guidelines will apply if you are in private rented accommodation. It is worth checking the band a property is in before renting if someone will need to pay Council Tax, as rates vary across Oxford. You can do this through the Council Website.

If you are in a House of Multiple Occupation it may be the responsibility of the Landlord to pay and this may automatically be part of your rental charge, whether you are students and liable to pay Council Tax or not.

Finishing your studies – and staying on in Oxford or the UK?

If you are no longer classed by the University as a student, but are staying in Oxford, you will become liable to pay Council Tax.

Please see Oxford City Councils website for more information:

https://www.oxford.gov.uk/info/20008/council_tax

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 that those under-18 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 new building. Named after a recent 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. Outside the front entrance there is a low level electronic entrance communication system. A hearing loop is installed in the St Cross Room and Lecture Theatre. There is also an accessible entrance off Pusey Street in to the West Quad.

The Bar

The College Bar is located on the lower ground floor of the building. The Bar stocks local and speciality beers and cider, plus some spirits, liqueurs and wines. A variety of non-alcoholic drinks and snacks are also available. The Bar is staffed and supervised entirely by Junior Members of College. 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 the heavily intoxicated.

The Café

The Café is located in the Bar and is open Monday-Friday, 08:30 – 16:00, 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 new 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. These rooms are open and available at all times to College members.

Mail

All mail received for you at College will be placed in your pigeon hole in the mail room next to the Lodge. All registered and recorded items must be collected and signed for at the Lodge. If you are in College accommodation, we strongly recommend that you use the main College site as your postal address, rather than your accommodation address.

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 Crawford Miller Guest Flat consists of a double bedroom, sitting room, kitchen and bathroom. There is also a smaller twin room in the South Wing which consists of a 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

Car parking spaces in Oxford are difficult to find and very expensive, so it is inadvisable to bring a car unless you absolutely have to in which case you will need to contact the City Council Office to obtain a parking permit (telephone number: 01865 249811). This applies to the College houses only. No parking permits are allowed for the St Cross Road Annexe or the central College site due to lack of space. Residents at Stonemason House are not permitted to have a car in Oxford for the duration of their tenancy (Oxford City Council regulation).

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

You will need to pay for guest lunches in advance at the Lodge between 10:00 and 13:45; your University Card (or St Cross membership card) can be credited with a minimum payment of £30 and should be swiped every time you have a lunch in order to be debited for each meal you have. A receipt can be given if requested which shows the balance left on your card. Any monies left at the end of the year will be refunded to you or can be carried over to the next academic year.

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 lunches. The cost of the wine is charged to battels. Under-16s are not permitted to consume alcohol on the premises but 16 or 17 year-olds may consume wine with their lunch if they are in the company of an adult.

Private Functions

College facilities may be available for private functions. Please note that the catering must be provided by the College. It is not permissible to organise a function for College Members or external guests without the permission of the Domestic Bursar. Senior Members making a booking for a student group are required to be present.

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.

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 Bar with the consent of the Social Secretary and notification to the Health and Safety Representative and the Domestic Bursar. Numbers present must not exceed 80 and the H&S Representative is responsible for ensuring that safety exits are fully cleared prior to the event.

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.

John Tranter
Bursar

Mark Robinson
Dean

Francis Lenehan
President of Common Room

August 2018

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 lunchtime, 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 www.stx.ox.ac.uk/students/clubs/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 by Wolfson College with which St Cross has an agreement. Please contact the Sports 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.

MEMBERSHIP OF THE COMMON ROOM

Students

All students are Members of the Common Room until submission of their thesis/final examinations (see "Leaving St Cross" for further clarification). They may have lunch daily when the College is open and weekday dinners when these are provided. Unlike Senior Members, students do not pay a Common Room subscription, but do pay for their meals at the advertised price. Students, Fellows and Members of Common Room may attend social functions at the advertised price.

St Cross College also 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.

Former Students (Alumni)

Former students of the College do not pay a Common Room subscription but may have lunch six times a year (at the appropriate charge). They may bring guests by prior arrangement with the Bursar. It should be noted that it is not permissible to bring more than 6 guests in to College on any one occasion. All students who have graduated may apply to become 2-Day Members of Common Room which entitles them to take lunch twice per week at the advertised price. 2-day Members of Common Room pay a Common Room subscription fee.

Children of Members

You are welcome to bring children into the College, providing under 18s are accompanied by an adult and constantly supervised. There is a high chair available for use at lunchtime. Please email the Events Assistant at events@stx.ox.ac.uk, or contact the Catering Manager at catering@stx.ox.ac.uk for more details. Baby changing facilities can also be found on the ground floor in the disabled bathroom, adjacent to the Saugman Common Room.

STUDENT ASSOCIATION

All Junior Members are entitled to membership of the Common Room with voting rights and are members of the Student Association (SA). Meetings take place in Fifth Week of each term at a time to be specified by the President of the Student Association.

STUDENT REPRESENTATIVE COMMITTEE

The Student Representative Committee (SRC) manages the day-to-day business of the Student Association, including the budget, and represents the interests of Junior Members at Governing Body. Elected members include: the President of the Student Association, the Vice-President, the Secretary, the Treasurer, the Welfare Representatives (male and female), the Social Secretaries, the Ball Chair, the Health and Safety Representative, the External Relations Representative, the Sports Representative, the Arts Representative, the Environment Representative, the Careers

Representative and the LGBTQ Representative. Non-voting members include the Junior Deans, the Bar Supervisor, the Library Representative and the Student IT Assistants. Meetings take place in weeks 0th, 2nd, 4th, 6th and 8th Weeks.

Students are advised to refer to the CRC and SRC Constitution and By-Laws in order to understand how you are represented and how decisions are made on your behalf about how grants from the Governing Body are to be spent. You may also refer to the Complaints Procedure found at

www.stx.ox.ac.uk/members/governance/crc/common_room_constitution .

HEALTH AND WELFARE

All Junior Members must inform the College of their GP's name and address.

Although you are free to register with any medical practitioner of your choice, you may find it easiest to register with the College doctors. Their contact details are as follows:

**Drs Leaver & O'Shea
Jericho Health Centre
New Radcliffe House
Walton Street
Oxford
OX2 6NW**

Telephone: 01865 311234

There will be an opportunity to register with them during the GP session in 0th Week. Those already registered with a doctor in Oxford should inform the Academic Administrator.

Once you have registered you will be entitled to free medical attention provided you are registered for a course of study of **more than 6 months' duration**. **Consultations are free** but charges will be made for prescriptions.

Please register at the start of your course as overseas students with less than 6 months' study remaining will not be able to register with the NHS.

If you are ill and confined to bed it is important to let the College know.

Hospital Treatment

Treatment is available at the Casualty (A&E) Department of the John Radcliffe Hospital.

Counselling Service

The University has confidential counselling available to students only, staffed by trained counsellors for assistance with personal, emotional, social or academic problems. Their contact details are as follows:

**Counselling Service
3 Worcester Street
Oxford OX12BX
01865 270300
counselling@admin.ox.ac.uk**

Further Assistance

The following Members of College may be consulted confidentially about problems. If you are concerned about the welfare of someone in College you should speak to the Senior Tutor in the

first instance.

Bursar : financial and College- related problems

Senior Tutor : academic and welfare issues

Junior Deans / Student Welfare Representatives : any problem

Please note the College's Policy on Confidentiality
(www.stx.ox.ac.uk/general/formal_documents).

Out of College

Please see below for details of services you may find useful.

Oxford Nightline

This is a completely independent listening, support and information service run for and by students of Oxford and Oxford Brookes universities. They are available from 20:00 to 08:00, 0th Week to 9th Week during Oxford term-time. Their contact details are as follows:

16 Wellington Square,
Oxford,
OX1 2JD

Telephone: 01865 270270

Samaritans

They are available 24 hours a day, 365 days a year. Their contact details are as follows:

60 Magdalen Rd,
Oxford,
OX4 1RB

Telephone: 01865 722122

Oxford University Student Union

The Student Advice Service is the only advice, information and advocacy service exclusively available to University of Oxford Students. The Service is staffed by a full-time manager and two part-time Advisors. For details on how to speak to an advisor, please see their contact details below.

2 Worcester Street,
Oxford,
OX1 2BX

Telephone: 01865 288466
Email: advice@ousu.ox.ac.uk

FINANCIAL MATTERS

Financial Planning

Admission to College is formally confirmed by the Senior Tutor once the Bursar is satisfied that you have sufficient funds available.

Many DPhil students do not complete their thesis within the expected 9 terms and therefore provision should be made for maintenance costs for additional terms. In addition, DPhil students will have a continuation fee liability should they not submit their thesis within their standard period of fee liability. Current fee rates are £468 per term for University fees and £117 per term for College fees. Continuation fees are due until a student submits their thesis (including the term in which they actually submit).

Hardship Funds

St Cross' Hardship Officer is the Bursar. If you would like to discuss hardship funding, please contact the Bursary Administrator (bursary.admin@stx.ox.ac.uk) to arrange an appointment with him.

Travel and Research Fund

The College awards bursaries to fund travel to fieldwork and conferences, as well as for research material required for a student's course. The deadline for applications is Wednesday of 4th Week each term. The Fund has a capped limit so not all applications will be successful. Application forms can be obtained from the Academic Administrator and on the College website at

<http://www.stx.ox.ac.uk/current-members/prizes-bursaries/travel-research-fund>.

Funding Opportunities

You can search the University's pages at

http://www.ox.ac.uk/admissions/postgraduate_courses/fees_and_funding/ for possible sources of funds. Information is divided into "Home" (UK and EU students) and "International". The University's Student Funding and International Officer will be able to provide more information.

Payment of Fees - Self-Funded Students (Excluding students funded by US Federal Loans & UK Career Development Loans)

A fees invoice for University and College fees will be issued to you, and you are expected to pay your fees in one instalment by one week before Matriculation (pay no later than Friday 5th October 2018). **Please note that you will not be permitted to matriculate (become an official student of the University of Oxford) if your fees have not been paid. Fees may be paid by termly instalments in advance by students who receive their funding in tranches from funding agencies.** Fees are charged for the appropriate number of terms, irrespective of absence for research. University fees will not be forwarded by the College to the University unless all College fees, battels and invoice charges have been paid by the due date. Non-payment of University fees will lead to the University removing the student from the register. Research students should note that all outstanding battels and fees must be paid before examiners for their thesis can be appointed. As of Michaelmas Term 2013, students who commenced research degrees in Michaelmas Term 2011 are liable for the University Continuation Charge (<http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/pgrcfaq/>) of £468 per term for University fees, and £117 per term for College fees (subject to annual inflation) if they have not submitted their thesis before the end of their maximum period of fee liability (www.ox.ac.uk/feesandfunding/fees/information/maxlib/). A FAQ page on graduate

continuation charges is available on the [Fees and Funding Site](#).

Suspension of Fees

Junior Members (students) are Members of Common Room whilst paying fees. Students who are given permission to suspend their academic programme for a short period may also suspend University and College fee payments.

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 by cheque, cash or bank transfer. Lunches must be pre-paid separately by loading credit to your University Card. Interest will be charged on late payments for accommodation and battels - 2% or £1.00 per month whichever is greater after 30 days. All students will be required to deposit £100 payable on receipt of the first battels invoice. All deposits are entirely refundable. Please note your battels deposit will be refunded once your course has been completed once all battels have been settled, keys/fobs returned and on completion of the 'Request for Return of Outstanding Deposits' form. **Members must not leave College without having paid their battels.**

Rent

To secure accommodation, once you have been informed that a room has been allocated to you, a deposit of **£550** (single room), or **£850** (flat) must be paid within 14 days. You will then be invoiced for 14 weeks rental from 24 September, October, November & December. Payment must be received by the end of August. Thereafter rental is payable for 13 weeks, on 1 December for January to March rental, and for 13 weeks on 1 March for April to June rental. Rental for July, August and up to 8 September 2019 will be due on 1 June. Please refer to your tenancy agreement for details regarding early arrival charges. Should you choose to withdraw from College Accommodation once a room has been allocated to you, an administration fee of £100 will be retained from your deposit. However if you withdraw from the University of Oxford, then your deposit will be refunded to you in full.

A single payment of **£4.75** will be added to your invoice to ensure that your personal possessions are covered by insurance. Please see above for payment methods and note that interest will be charged at the rate of 2% if payment is not made within 14 days of the due dates.

Insurance

The College has arranged cost-effective insurance cover for personal contents for those in residence. See the first sentence of the paragraph above. You can increase insurance cover if required.

Methods of Payment

Home students: If paying direct to bank account please credit:
Barclays Bank plc, Account No: 50889199, Sort Code: 20-65-46
Account Name: University of Oxford St Cross
SWIFTBIC: BARCGB22
IBAN: GB14BARC20654650889199

International/EU students: If paying by International Bank Transfer please go to:
www.geoforeducation.com/stcrosscollege

Please see Western Union Business Solutions details below.

Western Union Business Solutions – Bank Transfers

St Cross College has partnered with Western Union Business Solutions to provide a simple and cost effective service to pay your fees using a bank transfer whether you are an International or UK student. Please access the following url:
<http://www.geoforeducation.com/stcrosscollege>

Using this system will provide you with the following benefits:

- It allows you to make payment of your fees in your own currency giving you transparency and a clear understanding of the cost of course fees.
- Obtain a guaranteed exchange rate for a period of up to 72 hours.
- Make the payment using internet/telephone banking or at your local bank.
- Ensures that 100% of the funds transferred reach the College and that no expensive bank charges are deducted that may delay your registration.
- Ensures that the payment can be easily identified and allocated by the College giving you peace of mind.
- It is a secure and quick way to make the transfer ensuring that the College receives the payment promptly.
- No charges are made by Western Union Business Solutions or the College for this service.
- You will be notified upon receipt of your payment.

Please note that direct transfers from an overseas bank account (without using Western Union) may incur charges.

The College must receive the full amount as shown on the invoices for fees, rents and all other expenses. Any bank charges must therefore be paid by the person making the payment - the Remitter.

Contact details

If you have any questions regarding the service, we have arranged for Western Union to provide a dedicated Customer Service team that can aid you with any additional information on the service and its benefits and/or walk you through the process. For any of the above or any other related queries please contact:

Phone: +44 (0)1733 294 459

Email: education@westernunion.com

Please be aware of the opening hours if making contact by phone (Monday - Friday 08:00 to 17:30 UK Time).

How to pay online

Once you have accessed the payment service via the link above simply follow the next few steps to complete the process:

- Enter your student information. Boxes marked with a * are required. Click 'Next'.
- Enter the amount(s) of tuition and/or accommodation fees in the relevant fields in £ sterling. Click 'Continue'.
- Choose your home country and this will automatically convert your fee amount to your home currency (if your home currency is unavailable it will default to the next best option e.g. USD). Click 'Continue'.
- You will be quoted an amount to pay instantly. This amount will be guaranteed for 72 hours.

- Next you will be emailed simple instructions in PDF format that detail which bank your fees need to be transferred to in your home country. You can either make this payment using online banking, telephone banking or in person at your bank in the same way that you would make a standard bank transfer. The PDF instructions provided can also be emailed directly to a family member if they are making the payment on your behalf.
- Accept the conditions of use.

These instructions will contain an important reference that you must ensure your bank quotes when making the payment. This reference allows St Cross College to identify and allocate your fees quickly.

All payments should be made in the Lodge between the hours of 10:00 and 13:45 Monday to Thursday or to the Accounts Assistants in their office (between 09:00 and 16:45).

Setting up a UK Graduate Bank Account

All students are advised to speak to a variety of financial lenders to find the right bank for your needs before submitting an application to the bank of your choice. Proof of student status can be downloaded using the Self-Service application at (www.ox.ac.uk/students), which will be stamped by a member of College staff.

INFORMATION TECHNOLOGY

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.

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

<https://www.stx.ox.ac.uk/current-members/it-and-computing>

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.

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 all of the College's sites.

a. Main Site, St Cross Annexe, 14 and 15 Wellington Square, 2 Bradmore Road

The University-supported wireless networks OWL and Eduroam are provided throughout these locations and should be available in all student rooms. The Eduroam network is provided by the University with an internet experience similar to home broadband, with a current maximum connection speed of 24Mbps. The highest connection speeds may not be achievable in some locations that are further away from the local wireless access point. All rooms in these locations are connected directly to the College network via synchronous 1 Gbps Ethernet links and further up to the University network via optic fibre. These 1 Gbps connections are shared between all the users of the site.

There may be occasional outages of all these connections, as well as occasional situations when the network may be slow. The College will always work with the University to remove such issues as soon as possible.

All Members who reside on the Main Site, at the St Cross Annexe, 14/15 Wellington Square and 2 Bradmore Road and who require wired (Ethernet) Internet access must have their computers checked by the IT Support staff before connection to the College network is made. Appointments may be made for you at Registration or by emailing the Student IT Assistants at itsupport@stx.ox.ac.uk.

b. Stonemason House

The provision and support of the Internet connection at Stonemason House is the responsibility of an external company called StudentCom. The connection speed available to each resident there is up to 50Mbps, as a free of charge base service. Those needing more speed have the option to purchase an upgrade to 100 Mbps, details will be given during the registration process.

Please note that the College IT Team have no access to the Stonemason House system and therefore are unable to help residents with any queries regarding that network. All queries must be directed to the StudentCom Support Desk:

Tel 0333 123 0115

Email support@studentcom.co.uk

Website <http://my.studentcom.co.uk/support>.

Further details will be available to residents of Stonemason House in their welcome packs.

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 Academic Office 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

Whilst students, all Junior Members are Members of Common Room. One-year students may retain College student status until the kitchen is closed for the Long Vacation. DPhil students retain College student status until they receive Leave to Supplicate for their degree. For students who have left the College it is possible to become a 2-day Member of Common Room. Senior Members are required to pay subscriptions. See the Development and Alumni Relations Administrator for details.

Accounts - Junior and Senior Members

Please notify the Accounts staff of your intended departure date at least 3 days in advance so that your final battels account can be prepared. It is not possible for Junior Members to take part in Graduation Ceremony celebrations at St Cross unless all debts to the College have been settled.

Library

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

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.

A range of St Cross memorabilia is available for you to purchase. Please contact the Development and Alumni Relations Office for details.

Email: alumni@stx.ox.ac.uk

Telephone: +44 (0) 1865 278480

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 as 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 Maintenance Team by email to repairs@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.

PROBLEMS AND EMERGENCIES IN COLLEGE

If you discover a problem with the building which needs attention, please report it to the Domestic Bursar during office hours or to the Junior Deans/Site Wardens as soon as possible out of hours. Their contact details are as follows:

Domestic Bursar: domestic.bursar@stx.ox.ac.uk

Junior Deans: junior.dean@stx.ox.ac.uk or 07758 629 747

Site Wardens (Annexe): 07585 783445

Site Wardens (Stonemason House): 07847 941928

For matters which need to be dealt with immediately (burst pipes, broken windows, defective locks etc.), call the Junior Deans or Site Wardens. If you cannot reach them, 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 midnight 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.

Some of the houses which form part of College accommodation are not linked to the University Security Services. Should the **fire alarm** go off you must evacuate the building and decide whether

to call the Fire Brigade.

If there is a **forced entry or an attempted forced entry** call the University Security Services. They will call the Police, secure the scene until the Police arrive and call out any necessary contractors to ensure minimum safety and security standards are put in place. If you happen to see a forced entry take place, you have a duty to call 999 and ask for the Police.

If you lose your key or find yourself locked out you may call the University Security Services on 01865 272944 (their non-emergency number). Please note that the cost of this service will be charged to your battels if used repeatedly.

OFFICIAL DOCUMENTS

Freedom of Speech

The College subscribes to the University of Oxford's Code of Practice. The Policy statement is below:

"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'.

If you are harassed, advice can be sought from the College Harassment Advisors (see the Master's PA for contact details), or one of the two Student Welfare Representatives (see Secretary of the CRC for contact details). OUSU Welfare Service ((2) 88460/ (2) 88461) also offers advice.

Discussions with Harassment Advisors will always be confidential and will take place with the two senior Harassment Advisors only and not normally with anyone else without explicit permission from the complainant. However, when a matter is sufficiently serious the Advisors may discuss it with other Senior Members of the College.

In cases of harassment the complainant can contact either one of the senior Harassment Advisors or the Student Welfare Representatives. The College Harassment Advisors will always consult with each other. If a Student Welfare Representative is first contacted he/she will normally consult with the senior Harassment Advisors. In exceptional cases only would the Harassment Advisors talk to other Senior Members without the explicit permission of the complainant. See the College's Confidentiality Policy.

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.

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

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 a 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 ethnic groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the College's Equality Officer 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 Integrated 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 equality and good relations between different groups.

Review

The 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 plans and the reports prepared by the Equality and Welfare Committee.

Publication

The College will publish the 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/>

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 clauses 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 may 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 at 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 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 appropriate.

POLICY ON CONFIDENTIALITY IN STUDENT HEALTH AND WELFARE

General principle of privacy and respect for confidentiality

The College is committed to respecting the privacy of students wherever possible and is particularly concerned about maintaining 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 and 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 and 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.

The Act places an obligation on the College to ensure that personal data is kept up to date, therefore students are requested to inform the College of changes to personal data.

The College will retain information about students whose studies have been completed so that, for example, references may be provided. If students are concerned about the retention of any sensitive personal data on file after they have left, they should discuss their concerns

with the Bursar.

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 Doctors and their professional colleagues

There are strict guidelines on medical confidentiality which are codified by the General Medical Council. Doctors may share information with other members of the healthcare team such as nurses. There are limited exceptions to confidentiality – *statutory* and in the *public interest* where failure to disclose information may expose the patient or others to risk of serious harm. The College will not seek to discuss students with medical professionals without the consent of the individual or if consent is not forthcoming advice may be sought without identifying the student concerned unless the student appears to have mental health problems and is not in a position to consent.

The University's Counselling Service does not normally disclose information outside the Service without the permission of the student. If a student were considered to be a danger to him/herself or others and consent were not given, then a counsellor would consult with a senior member of the team before a decision to break confidentiality was given.

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. Students with financial problems or health and welfare problems requiring practical assistance are advised to approach the Bursar.

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 it 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 Domestic 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.

Families

Families will not normally be contacted without the consent of the student. Contact may occasionally be justified in a student's best interest but the decision to do so will be made at the highest level and the student will normally be informed.

Personal Matters

It is often helpful for less serious problems of a psychological, behavioural, or emotional nature to be discussed with friends, Junior Advisors or with a member of the College's student welfare team (*Student Welfare Representatives* and *LGBTQ Representative*). In addition to College

Advisors, the Senior Tutor, the Harassment Advisors, the Dean, the President of Common Room, the Bursar and Domestic Bursar are also readily available and students may choose to discuss important matters with them. The College Doctors have the experience, expertise and knowledge of specialist help that is required in the management of any major crisis.

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.

Financial Hardship

St Cross' Hardship Officer is the Bursar. If you would like to discuss Hardship funding, please contact the Bursary Administrator (bursary.admin@stx.ox.ac.uk) to arrange an appointment with him. A private and confidential discussion will then take place but students ought to be aware that applications for hardship funding may be seen by various members of College and University staff. In all instances the information received will be treated with discretion.

Suspension of Status

On rare occasions, a student may request to suspend their studies for a period of time. The University definition is: "Suspension of status within the University 'stops the clock' for all elements of your degree, including residence, fees and terms for which a particular status may be held." The clear understanding is that the student hopes to return after suspension and will then be liable for fees, accommodation charges, etc. for the equivalent extended period. Although the individual is suspending their student status, the University states that: "a student with suspended status will retain their University card and Single Sign On access to online resources, including email, and to University libraries, during periods of suspension." We expect that it will be normal for students to move away from Oxford (typically back home with family) during suspension.

Withdrawal from Course

An alternative to Suspension of Status is withdrawal from a course since it allows reinstatement within two years for taught Master's courses and within an indefinite period for DPhil and Master by Research courses, and offers a longer period for personal circumstances or medical conditions to be resolved before application to return onto a course.

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

College Lodge 278490
Accounts Manager 278491
Kitchen 278495
Fax number 278484
College Doctors 311234
Senior Tutor 278465

Academic Office 278446
Accommodation Office 278488
Junior Deans 07758 629747
Domestic Bursar 278449