



**ST CROSS COLLEGE**  
UNIVERSITY OF OXFORD

# **MEMBERS OF COMMON ROOM 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, 47 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](http://www.stx.ox.ac.uk)).

## MEMBERSHIP OF THE COMMON ROOM

There are two categories of elected Members of Common Room:

- 1) **Five-Day Members** – who may have five lunches a week at the appropriate charge
- 2) **Two-Day Members** - who may lunch twice a week at the appropriate charge.

Elected Members of Common Room pay a termly Common Room subscription and 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 a 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.

## WHAT TO DO WHEN YOU ARRIVE

Welcome events are arranged for Senior Members and information will be given to you when you arrive. You will be introduced to the Master, Bursar, Senior Tutor and other members of staff. The Porter will show you where your mail will be stored and give you a tour of the public rooms of the College.

### **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 – they are not permitted to sleep anywhere on the premises other than in your room (this is permitted occasionally, for up to 3 nights, and names are to be given to the Accommodation Officer so that they can be accounted for in case of fire).

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

### **Library Registration**

The University has a card system for access to the Bodleian Library and other University departments. You should have completed and returned the application forms before arriving and a Reader's/University Card will be given to you when you arrive at your faculty/department. It is not necessary to obtain a separate Reader's ticket to use the College's library books. If you wish, you may also use the Pusey House Upper Library as a place to work in College during term-time.

### **Email address**

Please advise the Master's PA of your email address so that you can be added to the circulation list for College business.

## **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 Executive Committee or Governing Body. There is an active Common Room Committee which considers social and sporting matters on which student members sit and a Student Representative Committee. Student representatives attend all Governing Body, Executive Committee and Finance Committee meetings. There is also a Student Association for all Junior Members.

### **College Officers**

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

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

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

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

The **Senior Tutor** has overall responsibility for students' academic affairs and is available for

consultation should any academic difficulties arise. She is also responsible for the selection and admittance of all students and oversees all College scholarships. The Senior Tutor represents the College in all academic matters.

The **Domestic Bursar** reports to Governing Body committees for the domestic management of the College, including buildings, accommodation, catering, services and facilities, maintenance, lettings, events and the Lodge (reception and security). The Master has ultimate authority but responsibility for the effective management and oversight of Health and Safety matters is delegated to the Domestic Bursar who is the College's Director of Health and Safety and the Designated Premises Supervisor (a legal requirement associated with the sale of alcohol).

The **Dean** is responsible for student discipline within the College.

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

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

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

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

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

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

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

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

## **College staff**

The **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 the **Development and Alumni Relations Officer**.

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

The **Accommodation Officer** is responsible, under the general direction of the Estates

Manager, for the allocation, monitoring and control of College bedrooms to students and guests. She ensures that there is a coordinated approach from the College for the delivery, condition and maintenance of rooms.

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

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

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

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

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

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

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

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

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

The College employs **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.

## 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 are organised to enable Fellows and members of the Student Representative Committee (SRC) to participate in the running of the College. Of interest to MCRs:

### **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 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

## SOCIAL CALENDAR

### ***Hall (Informal Guest Nights)***

On every Tuesday evening from 1<sup>st</sup> Week to 9<sup>th</sup> 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. In practice, Dinners are often fully booked well before these deadlines.

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

### **Founders' Feast**

This is a formal Black Tie occasion to celebrate the founding of the College. Emeritus Fellows, some of whom are Founding Fellows, return to celebrate. The Master will speak on the subject of the preceding year. A 5-course meal is served with different wines for each course. Aperitifs are served in the Saugman Common Room at 19:00 before the dinner at 19:30. Academic gowns are worn by College members. The Founders' Feast is open to all

College Members but apart from official guests of the Master, guests are not permitted to attend because of the demand for places. The menu and prices are available on our website.

### **Wine Tasting**

Occasional wine tastings are organised during the academic year. 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 17:30. The format for this weekly seminar varies and includes presentations, by Junior and Senior Members, alumni and visiting speakers on their area of expertise or interest, followed by drinks. The full programme for the term will be sent by email to College members. If you would like to make a presentation, please contact the 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**

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

### **College Christmas Lunch**

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

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

**Trinity Term** follows a similar pattern of events as the previous terms. In addition, members have the opportunity to attend 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. The Accounts Administration Assistant is available in the Lodge from 10:00 to 13:45 on Monday to Thursday to take payments and charge your University Card with credit for lunches. If you need to make a payment outside these hours, please go to the Accounts Office, which is located on the first floor admin corridor.

### **Mail Address**

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 storage is available in the cloakroom outside the Saugman Common Room.

### **Bicycles**

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

### **College Facilities**

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

You are welcome to bring children into the College providing under-18s are accompanied by an adult and constantly supervised. There is a highchair available for use at lunchtime. Please email the Estates Manager at [estates.manager@stx.ox.ac.uk](mailto: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 benefactor to the College, this is a more informal room with a television.

## **Facilities for those with disabilities**

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

## **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 those who have already drunk too much. Bar staff should be treated with courtesy and respect at all times and will not be expected to serve anyone who treats them otherwise.

## **The Café**

The Café is located in the Bar and is open Monday-Friday, 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 Library in the West Wing building, as well as a black and white printer/photocopier operated via the members’ University Cards. A second, colour photocopier is available in the Lange room in the East Wing.

## **Mail**

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

Lodge.

### **Television and DVD**

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

### **Newspapers etc.**

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

### **Guest Rooms**

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

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

### **Car Parking**

There are no car parking facilities at St Cross.

### **Punt**

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

### **Catering**

College lunches and dinners are excellent value for money as they are subsidised.

### **Lunch Guests**

Members of College and Common Room are entitled to invite up to three guests to lunch on any one day.

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

\* **A choice of two soups**

- \* **Either** hot meal (meat/fish or vegetarian) **OR** cold salad meal
- \* **Either** cheese and biscuits **or** fruit **or** yoghurt **or** pudding/dessert on Fridays

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

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

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

### **Wines**

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

### **Closed Periods**

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

## **COMMON ROOM**

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

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

## **Saugman Common Room - Code of Conduct**

Members are asked to observe the following guidelines:

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

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

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

### **The Lange Room**

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

### **Clubs and Societies**

Any member of College may join or set up a society. Further information is available on the College website [www.stx.ox.ac.uk/students/clubs/sports\\_and\\_societies](http://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 in conjunction with 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.

## **FINANCIAL MATTERS**

### **Battels**

You will be sent a termly account at the beginning of December, April and August, when you will be charged for your College dinners, photocopying and various other expenses which you may have incurred. This is known as your 'battels' and is payable within 30 days. Lunches must be pre-paid separately by loading credit to your University Card. Members are asked to pay battels promptly; interest will be charged on late payments for accommodation and battels - 2% or £1.00 per month, whichever is greater - after 30 days.

**Members must not leave College without having paid their battels**

### ***Methods of Payment***

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

The College bank is:

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

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

### ***Common Room Subscription***

Fellows and Members of Common Room are charged a termly subscription by battels. For current charges please see the College website.

The invoicing period will start upon acceptance of the application and the Common Room charge will be included in the invoice for the next battels.

Membership of Common Room is dependent on subs being paid in a timely manner. Please note that failure to do so will be construed as a wish to terminate membership, which will be suspended until confirmation is received and all outstanding battels are paid.

## **INFORMATION TECHNOLOGY**

### ***Internet provision***

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

### ***Rules for Computer Use***

The College reserves the right to monitor (and restrict in some cases) the use of its network by any computer in order to detect potential misuse or breach of its IT regulations. This includes personally owned computers in public spaces and/or private rooms on all the College sites.

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.

**Please note that the status of Member of the Common Room does NOT automatically give you access to College IT facilities.** These facilities are closely linked to continuing full membership of the University of Oxford (a valid full University card).

## **SOCIAL MEDIA**

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

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

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

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

## **Data Protection**

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

## **Leaving St Cross**

### ***Accounts***

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

### ***Access fob***

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

### ***Library***

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

## 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](mailto:alumni@stx.ox.ac.uk)

**Telephone:** +44 (0) 1865 278480

## **Problems and Emergencies in College**

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

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

**Domestic Bursar:** [domestic.bursar@stx.ox.ac.uk](mailto:domestic.bursar@stx.ox.ac.uk)

**Junior Deans:** [junior.dean@stx.ox.ac.uk](mailto:junior.dean@stx.ox.ac.uk) or 07758 629 747

**Site Wardens (Annexe):** 07585 783445

**Site Wardens (Stonemason House):** 07847 941928

**Estates Manager:** [estates.manager@stx.ox.ac.uk](mailto:estates.manager@stx.ox.ac.uk) or 01865 278 485

### **University Security Services**

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

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

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

Security Services.

## TELEPHONE NUMBERS

### ***Useful Numbers***

This section lists some useful College telephone numbers in Oxford. 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

## **APPENDICES**

### COLLEGE REGULATIONS

#### ***House Rules***

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

Governing Body-approved Event and Ball Regulations apply.

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

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

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

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

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

#### ***Premises Licence***

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

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

**Provision of regulated entertainment:** films, live music, recorded music, performance of dance. Amplified music to be provided 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 and 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. A corkage charge is applicable for catered events when the Senior Member wishes to bring their own wines.
- 11) In order to contain noise, windows and side doors are to remain closed except in an emergency.
- 12) Access to fire doors must remain unimpeded.
- 13) Cleaning and tidying of the venue and its surroundings are the responsibility of the host/organiser and must be done to the satisfaction of the Dean and Estates Manager. The host/organiser will be charged for any damage sustained to College property during the event if it does not prove possible to allocate responsibility for costs to a particular individual and/or any extra cleaning required. The host/organiser must meet with the Estates Manager on the first working morning following the event at 09:30 to inspect and discuss cleanliness/damage to the toilets/Common Room/Bar etc.
- 14) Permission to hold any event is at the discretion of the Domestic Bursar.

### **Health and Safety Regulations**

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

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

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 Domestic Bursar who has responsibility for Health and Safety matters.

### **Fire Alarms**

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

### **Electrical Appliances**

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

### ***Manual Handling***

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

### ***Procedures for reporting accidents***

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

### ***Procedures for reporting safety defects***

These should be reported urgently to the Estates Manager at [estates.manager@stx.ox.ac.uk](mailto:estates.manager@stx.ox.ac.uk).

### ***Snow and Ice Clearance Policy***

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

### ***Litter Clearance Policy***

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

## **OFFICIAL DOCUMENTS**

### ***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'.

## **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 facilitate the provision of 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 racial groups, the selection and recruitment of members of staff and the admission of students. The results of this monitoring process are collated by the Master 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 details 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**

10. The Equality Policy will be reviewed annually to assess its effectiveness. 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**

11. The College will publish the race equality policy and action plan and will update these policies in the light of the annual review. It will also publish the results of monitoring and assessments, including information on consultation undertaken as part of the assessment process.

The College follows the University's Equality Policy which can be found here:  
<http://www.admin.ox.ac.uk/eop/policy/equality-policy/>

## **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 seriously to disrupt the work or substantially to reduce the quality of life of another person.
- (g) 'Member of the College' shall mean any Fellow of the College, student member, Member of Common Room (visiting or otherwise), member of College staff, employee or agent of the College.
- (h) 'In a College context' shall mean:
  - (i) on College premises;
  - (ii) in the course of a College activity within or outside Oxford whether academic, sporting, social, cultural or other.

### ***II Disciplinary Code: Misconduct***

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

- (a) Disrupt or attempt to disrupt teaching, study, research or the administrative, sporting, social or other activities of the College;
- (b) Disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students or employees at the College or by visiting speakers;
- (c) Obstruct any employee or agent of the College in the performance of his or her duties;

- (d) Damage or deface any property of the College or of any member, Officer or employee of the College, or knowingly misappropriate such property;
- (e) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the College or University authorities concerned;
- (f) Forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in examinations;
- (g) Engage in any activity likely to cause injury or to impair safety;
- (h) Engage in violent, indecent, disorderly or threatening or offensive behaviour or language;
- (i) Engage in the harassment of any member, visitor, employee or agent of the College;
- (j) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;
- (k) Refuse to disclose his or her name or any other relevant details to an Officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given;
- (l) Use, offer or sell or give to any person drugs, the possession or use of which is illegal;
- (m) Engage in conduct in breach of the Statutes and Regulations of the University or in breach of College regulations published from time to time;
- (n) Engage in conduct in breach of College regulations regarding the use of the College Library or computing facilities.

### ***III Criminal Offences***

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

### ***IV University Offences***

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

## V Disciplinary Procedures

1. For the purposes of the Disciplinary Procedures
  - (a) The Disciplinary Committee shall consist of the Vice-Master, the Senior Tutor, and two persons appointed by the Master from a panel of ten members of the Governing Body nominated by the Governing Body. A sitting of the Committee shall be sufficiently constituted (always provided that clause (c) below is observed) by a panel comprising three members, one of whom shall be one of the College Officers specified above, who will take the chair (in the order Vice-Master, Senior Tutor,);
  - (b) No person who has an actual or apparent interest in the outcome of a case before the Disciplinary Committee because, for example, he or she was the complainant or he or she has participated in any decision against which an appeal is being brought, may be a member of the Disciplinary Committee considering the case. In the event that this requirement disqualifies any *ex officio* member of the Disciplinary Committee, the Master shall have discretion to appoint a substitute;
  - (c) Membership of the Disciplinary Committee shall be chosen in a way that is consistent with the equality policies of the College and, in particular, so that there is at least one member of each sex.
2. The Disciplinary Procedure may be initiated by the Dean or by any other Member of the College who has good reason to believe that a student member has breached the Disciplinary Code in Section II of these by-laws. Other than the Dean him/herself, this person (the complainant) shall refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the student member concerned and giving details of the alleged breach.
3. When an alleged breach of the Disciplinary Code involves a student member resident in College or in College premises, the Dean shall have the authority (where the seriousness of the alleged breach justifies it) to suspend the student member from residence or from use of College facilities, if necessary, with immediate effect, for as long as the Disciplinary Procedure is in operation. The student member may, by giving notice to the Dean, appeal a suspension lasting in excess of seven days to a panel of three members of the Governing Body appointed by the Master consistently with clause 1 (b) and (c) above.
4. Where an alleged breach of the Disciplinary Code constitutes, in the opinion of the Dean, a sufficiently serious offence, the Dean shall immediately refer the matter to the Police, and where a student member is subject to criminal proceedings arising out of the alleged breach of the Code, the Dean shall not normally proceed with the case other than to suspend him or her from residence or from use of College facilities if appropriate. The student member may appeal such suspension as in clause 3 above.
5. If the alleged breach is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as if it had not been referred to the Police.
6. If the complaint relates to activity that falls within the College's Code of Practice on Harassment, whether or not it constitutes 'harassment' for the purpose of these By-laws,

the Dean shall consider whether the complaint should more appropriately be dealt with under the informal procedures set out in that Code. If he or she takes the view that the complaint should not be so dealt with he or she shall deal with the matter under the following procedure.

7. The Dean shall, if possible, within 24 hours of receiving the report of the alleged breach, require in writing the student member concerned to attend for interview before him or her at a time and place stipulated and shall normally provide the student member with 24 hours' notice of the interview. The notification of the interview shall give particulars of the alleged breach of the Disciplinary Code. The student member may be assisted by a third person who may be another member of the College or of the University.
8. At the interview, the Dean shall explain to the student member that he or she can:
  - (a) admit the alleged breach and continue with the interview;
  - (b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Dean or the student member reasonably requires evidence in relation to the alleged breach to be provided by other persons.

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

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

- 9.(a) At any stage of the interview, the Dean may, if he or she considers it appropriate in all the circumstances, refer the matter to the Disciplinary Committee;
  - (b) At the close of the interview, the Dean may, dependent on its nature and outcome, either:
    - (i) take no further action;
    - or
    - (ii) if the breach has not been admitted, determine that a breach has been established and, after hearing any mitigation, impose a penalty from those listed in 9(c) below;
    - or
    - (iii) if the breach has been admitted, after hearing any mitigation, impose a penalty from those listed in 9(c) below.
  - (c) If the Dean is satisfied that a student member is guilty of the breach with which he or she is charged, the Dean may, separately or in any combination:
    - (i) impose a fine not exceeding £70 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 £70 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 in issue, the Disciplinary Committee shall follow, so far as appropriate, the procedure referred to in clause 12 above, save that the notice shall state the details of the penalty imposed.
15. If any person required to attend such a hearing before the Disciplinary Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and in particular, if the student member concerned fails to appear, may deal with his or her case in his or her absence, if satisfied that proper notice has been given.
16. Failure by a student member of the College to attend when summoned to appear before the Committee as a witness, unless after enquiry the Committee is satisfied that there was reasonable cause for such failure, shall be treated as an offence under Section II (a) and (c) above and dealt with under these procedures.
17. The Chair shall explain the procedure to be followed at the hearing and shall read out, in the case of a reference, the complaint of alleged breach of the Disciplinary Code against the student member and in the case of an appeal the finding of breach and/or the penalty imposed against which the appeal is directed.
18. At the hearing, the Disciplinary Committee shall ensure that a full and accurate record of all evidence considered and of the determination made is compiled.
19. If, in the course of such a hearing, the Disciplinary Committee is given the names of additional potential witnesses, whose evidence it considers may be significant, it shall follow, so far as appropriate, the procedure referred to in clause 12 above so as to arrange their attendance.
20. At the conclusion of the hearing, the Disciplinary Committee shall determine whether any breach of the Disciplinary Code has been established, taking into account any representations made by or on behalf of the student member. If the Committee is satisfied that a student member is guilty of the breach with which he or she is charged,

or in any case remitted to it under clause 9(d) above, the Disciplinary Committee may, separately or in any combination:

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

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

21. The Committee shall inform the student member in writing, as soon as is practicable, of its determination and remind the student member of his or her right of appeal to the Governing Body in appropriate cases, as described in the next paragraph.
22. The student member shall have the right of appeal to the Governing Body against the finding of the Disciplinary Committee and/or any of the penalties (a) to (e) imposed under clause 20 above in cases remitted to it under clause 10 (a) above; or against any such penalty imposed in cases remitted under clause 10 (b) above. The decision of the Disciplinary Committee shall be final in cases remitted to it under clause 10 (c) above.
23. The student member shall inform the Dean of his or her intention to exercise the right of appeal within 48 hours of receipt of the Disciplinary Committee's determination. The appeal shall be made to a panel comprising the Master (who will take the chair) and one other member of the Governing Body and one legally qualified member of Congregation who shall be appointed by the Master consistently with clause 1 (b) and (c) above.
24. If the Disciplinary Committee has imposed the penalty of expulsion or rustication in excess of one term and the Governing Body endorses the Disciplinary Committee's decision, the student member shall be informed of his or her right of appeal to the Colleges' Appeal Tribunal in the first instance. Students who are not satisfied with the outcome of an appeal to the Appeal Tribunal will be able to take their complaint to the Office of the Independent Adjudicator for Higher Education. Details of which are available from the Master's Office.
25. Any findings of a breach of the Disciplinary Code by the Dean or the Disciplinary Committee shall be based on the balance of probabilities.
26. The student member may waive at any stage all or any of his or her rights under the foregoing procedure nor shall any departure from such procedure invalidate any determination purported to be made there under unless in all circumstances such departure is productive of substantial unfairness to the student member.
27. Any time limits contained in this disciplinary procedure may be extended at the discretion of the Dean or the Disciplinary Committee as is appropriate.

