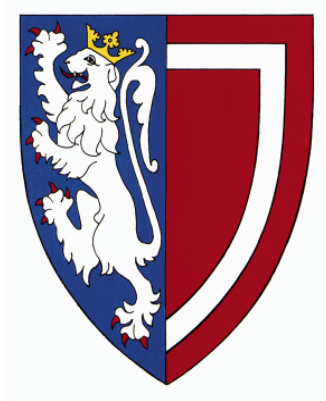


College Handbook

2011-2012



Balliol College Oxford

(http://www.balliol.ox.ac.uk/sites/default/files/college_handbook_3.pdf)

Last updated 31.01.12

(The online version of the College Handbook is to be taken as the authoritative and most up-to-date version)

Note: In this handbook, all references to College premises include the Jowett Walk Building and the Graduate Centre unless explicitly stated otherwise. The Graduate Centre comprises Holywell Manor, the Dellal Building and the Martin Building. Throughout, the word “residence” means “residence in Oxford as a registered fee-paying student member of the College and University”.

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1 GENERAL INFORMATION

1.1 TERMS

The dates of full terms during the academic year 2011-2012 are as follows:

Michaelmas Term: Sunday 9 October to Saturday 3 December 2011

Hilary Term: Sunday 15 January to Saturday 10 March 2012

Trinity Term: Sunday 22 April to Saturday 16 June 2012

Undergraduate Freshers should arrive on Monday 3 October, any time after 10.00am. Tuesday 4 October and Wednesday 5 October are set aside for an introduction to College facilities. **Junior members reading for a first degree must come into residence on Thursday of 0th Week of each subsequent term**, being sure to arrive in time for any afternoon collections or subject meetings; and must remain in residence until Saturday of 8th week, **unless they have the Dean's prior permission (see further, 3.3.4)**. Temporary absence during term is covered by Rule 3.3.4 (Residence).

Acceptance

All students accepting a place at Balliol College are deemed to have agreed to be bound by these regulations and any subsequent amendments to them. These regulations shall be posted on the Balliol College website.

1.2 CLOSED PERIODS

College* is closed completely on the following dates:

- Christmas: Close after lunch on Thursday 22 December 2011
Reopen before lunch on Wednesday 4 January 2012
- Easter: Close after lunch on Thursday 5 April 2012
Reopen before lunch on Tuesday 10 April 2012
- Summer: Close after lunch on Thursday 16 August 2012
Reopen before lunch on Monday 3 September 2012

*This applies to the Broad Street Site and some Jowett Walk Buildings only. The Graduate Centre remains open throughout the year.

1.3 COLLEGE ADMINISTRATION

Tutors and College Officers arrange meetings with students by posting notices in the Porters' Lodge, by leaving messages in students' pigeonholes or by email. It is important for both undergraduates and graduates to check notice boards and pigeonholes daily.

Many tutors and administrative staff communicate with students primarily by email, and important and urgent information may reach students by this means. It is the responsibility of each student to ensure that they can be contacted swiftly in this way. **STUDENTS MUST CHECK THEIR COLLEGE EMAIL ACCOUNTS (@balliol.ox.ac.uk) AT LEAST ONCE IN EVERY 24-HOUR PERIOD.**

The Master - Professor Sir Drummond Bone. The Master is available by appointment through his P.A., Mrs Shirley Enoch, at masters.secretary@balliol.ox.ac.uk or on (2)77710.

The Vice-Master (Academic) - Prof Dermot O'Hare. The Vice-Master (Academic) is mainly concerned with Balliol's academic policy. He is happy to see people by appointment: please contact him by email at dermot.ohare@balliol.ox.ac.uk.

The Vice-Master (Development) - Dr Seamus Perry. The Vice-Master (Development and Alumni Relations) has a particular interest in matters concerning the College's development and in its relations with alumni. He is happy to see people by appointment: please contact him by email at seamus.perry@balliol.ox.ac.uk.

The Vice-Master (Executive) - Dr Adam Swift. The Vice-Master (Executive) is a source of advice to the College on its budgetary position, and, in particular, on its non-academic income and expenditure. He is happy to see people by appointment: please contact him by email at adam.swift@balliol.ox.ac.uk.

WELFARE

The Chaplain - Revd Dr Douglas Dupree. The Chaplain is available in his room in College (Staircase XXI, Room 8, (2)77716). He welcomes the opportunity to meet all members of the College. He is happy to assist with any problems or to offer discreet advice about personal or work-related issues and can be reached at douglas.dupree@balliol.ox.ac.uk or chaplain@balliol.ox.ac.uk. During Hilary Term 2012 the **Acting Chaplain** is Revd Celeste Tisdelle, who can be contacted at chaplain@balliol.ox.ac.uk or celeste.tisdelle@balliol.ox.ac.uk, and on Staircase XXI, Room 8, (2)77716).

The Dean - Revd Dr Douglas Dupree. Appointments to see the Dean may be made through the Dean's Secretary, Mrs Catherine Willbery, on (2)77733 or at deans.secretary@balliol.ox.ac.uk. The Dean is happy to deal with minor and/or routine matters by email at dean@balliol.ox.ac.uk. He is available through the Lodge, on (2)77777, in an emergency or to help with urgent personal problems, in confidence, at any time. If any Balliol junior member (graduate or undergraduate) is injured and taken to hospital the Dean likes to know of the incident as soon as possible regardless of the hour of day. During Hilary Term 2012 the **Acting Dean** is Dr Tom Douglas, who can be contacted at dean@balliol.ox.ac.uk, or tom.douglas@balliol.ox.ac.uk, and (2)77783.

The Junior Dean - Ms Aimé Lopez Aguilar. The Junior Dean is resident in College (Staircase III, Room 9, on (2)77797 or 07826 179473) and assists the Dean. She is similarly available to help with any problems. She can be reached at junior.dean@balliol.ox.ac.uk.

The JCR President - Mr Stephen Dempsey. The JCR President is responsible for representing the interests and views of the Junior Common Room (JCR), of which all Balliol students are automatic members. He may be contacted in relation to any personal or academic problems on 07798 888913 or by email at jcr.president@balliol.ox.ac.uk.

The MCR President - Ms Phoebe Downing. The MCR President is responsible for representing the interests and views of the Middle Common Room (MCR), of which all graduate students at Balliol are automatic members. She is also responsible for overseeing the activities of the MCR Committee, and can be contacted on 07580 279266 or by email at mcr.president@balliol.ox.ac.uk, or phoebedowning@balliol.ox.ac.uk.

The College Nurse - Mrs Alison Nicholls can be consulted in her room (Broad St Staircase XXII, Rooms 1A/B) between 9.30am and 11.15am on Mondays, Tuesdays, Thursdays and Fridays, and between 1.15pm and 3.30pm on Wednesdays; and also has a surgery for graduates, on Mondays between 2.15 to 3.45pm and Thursdays between 3.15 to 4.45pm in the Old Scout Rest Room at Holywell Manor. and is also happy to see Balliol students at Trinity Surgery between 11.30am to 1.00pm Monday to Friday. She may be contacted at college.nurse@balliol.ox.ac.uk or on (2)77737. During the above hours she can also be contacted on her mobile number, 07881 836803.

Student Financial Aid Officer - Revd Dr Douglas Dupree. The Student Financial Aid Officer is available to process Student Loans each weekday in term (Monday to Friday except Thursdays) between 12.00 noon and 1.00pm. He also administers the Student Hardship Fund which operates to

assist College members who experience exceptional and unexpected financial problems, and can be reached at douglas.dupree@balliol.ox.ac.uk or chaplain@balliol.ox.ac.uk, or via his secretary, Mrs Catherine Willbery, on (2)77733 or chaplains.secretary@balliol.ox.ac.uk.

Women's Officer - Ms Anna Sander. The Women's Officer can be reached at anna.sander@balliol.ox.ac.uk or on (2)71900.

College Counsellors and Harassment Officers - Dr Armin Reichold on (2)77741 or armin.reichold@balliol.ox.ac.uk and **Professor Frances Kirwan** on (2)77791 or frances.kirwan@balliol.ox.ac.uk. may be contacted for confidential advice on matters relating to harassment.

ACADEMIC ADMINISTRATION: THE COLLEGE OFFICE

The Senior Tutor/Academic Registrar - Dr Nicola Trott. The Senior Tutor/Academic Registrar (who is also the Disability Officer) has responsibility for academic planning and is in overall charge of academic administration. She should be contacted to discuss a change of subject, leave of absence, special need, or academic problem not resolved by Personal Tutors/College Advisers. Appointments can be arranged at senior.tutor@balliol.ox.ac.uk, or for confidential matters at nicola.trott@balliol.ox.ac.uk; or on (2)77738.

The Academic Administrator - Ms Glynis Price. The Academic Administrator can be contacted on (2)77758 or at academic.administrator@balliol.ox.ac.uk. She administers student registration and matriculation, graduate and undergraduate project/travel grants, graduate changes of status, all examination entries, and arrangements for examinations in College. She also deals with University cards, academic transcripts, confirmations of student status, and certification letters for council tax and banks.

The Admissions Secretary - Mr Bruce Forman runs the Admissions Office on behalf of the Tutor for Undergraduate Admissions (**Dr Sophie Marnette**), the Tutor for Graduate Admissions (**Dr James Forder**) and the Deputy Tutor for Admissions (**Dr Maria O'Sullivan**). He can be contacted on (2)77748 or at admissions@balliol.ox.ac.uk.

DOMESTIC AND FINANCIAL ADMINISTRATION

The Domestic Bursar - Miss Jo Roadknight. The Domestic Bursar (who is also Data Protection Officer and Fire Precautions Officer) is happy to see students during normal office hours. However, if possible, please make an appointment through her secretary (Melissa Lee) on (2)77742 or bursars.secretary@balliol.ox.ac.uk, or email her directly at domestic.bursar@balliol.ox.ac.uk.

The Fees and Battels Officer - Ms Lisa Carpenter can be contacted on (2)77762.

The Accommodation Manager - Ms Katie Scheinkonig. Ms Scheinkonig is responsible to the Camerarius (the Chaplain) for the allocation and administration of student bedrooms and for the management of the cleaning staff, both in-house Scouts and contract cleaners. She can be contacted on (2)77712 and at accommodation.manager@balliol.ox.ac.uk. Ms Scheinkonig is also the College Personnel Officer, under the direction of the Domestic Bursar.

The Clerk of Works - Mr Paul Mulford. The Clerk of Works is responsible for rectifying all small and large maintenance problems. He can be contacted on (2)77761 or at cow@balliol.ox.ac.uk.

Computing IT Manager - Dr Ian Plummer. The Computing Department is in the basement of Staircase XI and can be contacted on (2)77747 or at computing@balliol.ox.ac.uk.

The Finance Bursar - Mr Richard Collier. The Finance Bursar is normally in College in term-times and may be consulted by appointment via his secretary (Melissa Lee) on (2)77742, or at bursars.secretary@balliol.ox.ac.uk.

The Development Director - Ms Judy Longworth. The Development Director can be reached at development.office@balliol.ox.ac.uk or on (2)77691. The Development Office is responsible for alumni relations and fundraising, and is pleased to have the involvement of current students in many of these activities.

The Conference & Events Manager - Ms Jacqui Fossey can be contacted on (2)77676 and at conference.manager@balliol.ox.ac.uk.

The Nursery Manager - Ms Vanessa Clark. The Nursery Manager is in charge of the Balliol Day Nursery at 2a Rawlinson Road, Oxford. She can be contacted on (01865) 515654 and at nursery@balliol.ox.ac.uk.

POST, KEYS AND SECURITY

The Head Porter - Mr Ian Fifield. The Head Porter can be contacted at the Porters' Lodge and is responsible for postal services, room keys and security. Post should be addressed to the student, 'Balliol College, Oxford, OX1 3BJ'. The Lodge is manned 24 hours a day. Emergency messages can be taken on 01865 (2)77777 or at porter@balliol.ox.ac.uk. Requests for academic dress, gowns, etc. must be made directly to the Head Porter, Monday - Friday prior to the date required.

Holywell Manor Lodge. The Porters are responsible for postal services, room keys and security at Holywell Manor. They can be contacted on 01865 (2)71501, or via the Porters' Lodge at Holywell Manor or hmlodge@balliol.ox.ac.uk.

The Wardens of Jowett Walk – Ms Anja Hayen, Mr Oscar Schonfeld, Ms Se-shauna Wheatle. The Wardens of Jowett Walk are the first point of contact in matters relating to emergencies and security. They can be contacted on 07807956580 (Anja), 07900897224 (Oscar), and (2)81872 (Se-shauna), or at anja.hayen@balliol.ox.ac.uk, oscar.schonfeld@balliol.ox.ac.uk, or sessauna.wheatle@balliol.ox.ac.uk.

The Jowett Walk Lodge/Caretaker - Mr Tomasz Irek can be contacted on (2)81330.

The Warden of Dellal/Martin - Ms Ashley Nord. The Warden of the Dellal and Martin Buildings is the first point of contact in relation to emergencies and security. She can be contacted on 07760926312 or at ashley.nord@balliol.ox.ac.uk

GRADUATE CENTRE: HOLYWELL MANOR

The Praefectus - Professor Tom Melham The Praefectus has decanal powers over graduates. He welcomes the opportunity to see any students for personal and confidential advice and is available by appointment through the Holywell Manor Lodge, on (2)71501. He can be reached at praefectus@balliol.ox.ac.uk.

The Assistant Praefectus - Ms Jaspreet Kanghura. The Assistant Praefectus is resident in Holywell Manor in room NW-74, on (2)81341, and assists the Praefectus. She can also be contacted at jaspreet.kanghura@balliol.ox.ac.uk.

ACADEMIC RESOURCES

The Librarian - Mr Jeremy Hinchliff. The Librarian is normally available in the Library between 9.00am - 1.00pm and 2.00pm - 5.00pm Monday to Friday. Messages may be left at the Porters Lodge, on (2)77709, or at library@balliol.ox.ac.uk.

College Archivist and Curator of Manuscripts - Miss Anna Sander. The archivist is responsible for the college's administrative archives, ancient manuscripts and modern papers collections. She also has responsibility for records management and is the College Freedom of Information Officer. She is based at the College's Historic Collections Centre at St Cross Church (next to Holywell Manor, on Manor Road). She can be contacted at archivist@balliol.ox.ac.uk or on (2)71900.

The Fellow Librarian - Seamus Perry. The Fellow Librarian may be contacted with enquiries about the College Library and the College's historic collections. His email is seamus.perry@balliol.ox.ac.uk. The day-to-day operations of the main Library on Broad Street and the Historic Collections Centre at St Cross are the responsibility of the Librarian and the Lonsdale Curator.

2 ACADEMIC LIFE AT BALLIOL

2.1 STUDIES

2.1.1 **Study before Residence**

Junior members admitted to the College may be required to do work set by the College in the interval between admission and residence, and, in very few instances and with explicit advice from tutors, to be examined on it upon coming into residence.

2.1.2 **Matriculation**

The Matriculation ceremony is the formal admission to the University and attendance at this ceremony at the beginning of a University course is compulsory; no person is permitted to reside as a member of the University unless they have been matriculated (with exceptions for graduates of Cambridge and Trinity College, Dublin). The required dress for this occasion is: for *men*, dark suit, dark socks and black footwear, a white shirt, white collar and bow tie, cap and gown; for *women*, a white blouse, black tie, dark skirt or trousers, dark stockings, black footwear and dark coat (if desired), cap and gown. It is possible to obtain the tie, cap and gown on arrival at the College, and it can also be loaned or hired from various outfitters in Oxford or from the Porters' Lodge at Broad Street. (See also *sub fusc* under Examinations.) Balliol Porters' Lodge hire rates are as follows: deposit for gown, including cap or hood/mortar board: £10; hire charge: £5; deposit for cap or hood/mortar board: £5; hire charge £2. Spoiled or damaged gowns or cap/hood/mortar board will result in the loss of the deposit and a charge for the cost of replacement.

2.1.3 **Course of Study**

All junior members admitted to the College are required to read for Honours in one of the Final Schools, for a Higher Degree, or, with the leave of the College, for a Diploma, or for such other course of studies as the College may approve.

2.1.4 **Change of Course**

Junior members who wish to change their course of study must apply for the permission of the College through the Senior Tutor/Academic Registrar.

2.1.5 **Good Academic Standing**

Criteria for good academic standing at undergraduate level (including 2nd BA)

A student shall be deemed to be of 'good academic standing' only if he or she:

Keeps appointments with tutors and college officers, keeps informed of electronic and other communications sent by tutors and the University and College academic authorities and those on the notice boards, and attends Handshaking (end-of-term reports) and Master's Interviews as required.

Passes (normally by the second attempt in cases where this is permitted by applicable regulations) the First Public Examination or other examinations laid down by the University as a necessary part of his or her course.

Attends on time all College tutorials, classes and other required academic engagements, and all University classes and practicals, except where

permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned.

Produces work of a standard commensurate with individual ability and circumstances and appropriate to the stage in the course that has been reached: normally of 2.1 standard, but in no case below Third Class standard. Undergraduates are not allowed to read for a pass degree.

College tutorials form a central part of an undergraduate course. **Attendance is compulsory** and any student who fails to attend or is otherwise in breach of the criteria for good academic standing will be reported to the Tutorial Board, which may impose disciplinary sanctions. Any student who has been suspended from access to the premises and facilities of the University will normally be refused tutorial teaching and the use of College facilities in subsequent terms, until the University suspension is lifted.

2.1.6 **Plagiarism**

Plagiarism is the use, without appropriate acknowledgement, of the words or ideas of another author: see <http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml> for further information. Students should take care in their tutorial essays always to make sure that quoted material is presented as such, and that it is appropriately referenced. The authorship of material which is being paraphrased for the purposes of an essay must also be acknowledged.

The College takes a serious view of plagiarism. While tutors recognise that it can take time to learn how properly to present the ideas of other authors, it will not tolerate such practices as the downloading and submission as a student's own work of essays from the internet, the purchase of essays from other students, the copying of essays from other students, and so on. Suspected cases of such practices will be referred to Tutorial Board and may lead to a student being required to withdraw from the College.

The University policy on plagiarism in University examinations can be found at <http://www.admin.ox.ac.uk/epsc/plagiarism/disprocess.shtml>.

2.1.7 **Degree Ceremonies**

Degrees are not automatically conferred at the end of the course. There are ten degree ceremonies each year at which degrees can be conferred in person or *in absentia*. Some ceremonies are booked up many months in advance for personal attendance; there are no restrictions on having degrees conferred *in absentia*. Information on degree ceremonies can be obtained from Mr Richard Beacham in the Bursary, at degrees@balliol.ox.ac.uk.

2.1.8 **Further Degrees**

All members of the College who wish to **stay on at Balliol** for a further degree must make formal application to the University and also apply for the permission of the College through the Tutor for Graduate Admissions. Students should consult the faculty to which they wish to seek admission about application procedures and deadlines. Readmission to the College for a graduate degree is subject to approval by the Tutor for Graduate Admissions, in consultation with the relevant subject tutors.

All graduate members of the College who wish to change their status must have their forms signed by the Academic Administrator. The forms are available from her or from the Graduate Studies Office. They are also obtainable at http://www.ox.ac.uk/students/course_guidance_supervision/graduates/forms/. Graduate members who wish to change their course are reminded that such changes may require the approval of their grant-giving body and new financial guarantees.

2.1.9 Payment for Tutorials

Any junior member who arranges tutorials or classes for him/herself with tutors outside the College without the approval of a College Tutor or misses arranged tutorials or classes may be required to pay for them. Graduates who attend undergraduate classes without the prior approval of the Senior Tutor/Academic Registrar may also be required to pay for them. Of course, any student may attend any lecture (unless expressly restricted).

2.1.10 Employment during Term and Vacation

Junior members are reminded that University courses require full-time commitment. Junior members may not take substantial employment (i.e. more than 8 hours per week) outside the College during term without the permission of Tutorial Board. The College reserves the right to refuse permission or to require a student to cease employment for academic reasons. The College does, from time to time, have jobs available for Balliol students (again for no more than 8 hours per week during term or 35 hours per week for part of the vacations). The Domestic Bursar maintains a Register of Students seeking paid College work, and students may ask to be placed on the Register. The College wishes to emphasize that hardship funds are available, and encourages students to apply for these before resorting to paid work during term-time.

2.1.11 Reading Parties

From time to time, at their discretion, tutors may organize and invite junior members to attend a Reading Party either during or out of Term. The tutors select a small group of students to go somewhere outside College to read together or revise for a week. In recent years tutors have organized reading parties in the Lake District, Scotland and in France at the Chalet des Anglais, a site owned by a separate trust with trustees from Balliol, University and New College. The Balliol trustees of the Chalet des Anglais are Dominic O'Brien, Adam Swift, and Nicola Trott.

2.1.12 Modern Linguists' Year Abroad

Small discretionary top-up grants are available for assisting Modern Languages students during their year abroad, to help with the cost of language courses or special tuition. Applications should be made to the Senior Tutor/Academic Registrar.

2.1.13 Oxford University Students' Union Sabbatical Officers

Any member of the College wishing to stand for election as an OUSU Sabbatical Officer must have permission in advance from the Tutorial Board. Applications must be made through the Senior Tutor/Academic Registrar.

2.2 HANDSHAKING AND MASTER'S INTERVIEWS

Undergraduate students receive formal feedback on their progress both in Master's Handshaking, where the Master receives a report on the academic progress of the

undergraduate in the presence of tutors, and also at Tutors' Handshaking, where undergraduates receive reports on their work from their tutors. They are also invited regularly to meet the Master on a one-to-one basis. In the case of graduates, written reports on academic progress, from the University supervisor and from the Balliol College Adviser, are submitted to the College Office and seen by the Master each term.

Attendance at both forms of Handshaking and at Master's Interviews is compulsory, unless the Master's permission to be absent has been obtained through a tutor. In the case of Tutors' and Master's Handshaking, notification is solely by means of a notice in the Lodge – students are urged to check the notice board regularly for this notification towards the end of each term.

2.3 EXAMINATIONS

2.3.1 Collections and Vacation Work

Collections (College examinations) take place under invigilation every Thursday afternoon of 0th Week between 1.50 – 5.00pm, on every Friday of 0th Week between 9.20 - 12.30pm and 2.00 - 5.00pm and on every Saturday of 0th Week between 9.30am - 12.30 pm. It is possible that additional Collections may be held, if necessary, between 2.00 - 5.00pm on Saturday of 0th Week. The Thursday afternoon and Saturday morning sessions are sat in Hall only, and, if the Friday sessions become congested other rooms are used for overspill. Students must, however, go to Hall for **all** sessions in the first instance.

Students with special examination requirements (typically those who have obtained permission from the Junior Proctor to have 15 minutes extra time due to dyslexia or dyspraxia) sit their Collections separately under invigilation. There are two word processors available in room 2:4 for use during Collections for students who have obtained permission to word process their examinations. Students **must** inform the Academic Administrator in good time if they require special arrangements to be made for sitting their Collections.

Collections are taken seriously by the College and both excellent and poor performance will be noted at meetings of Tutorial Board. They are an important indicator to you and your tutors as to how solid a knowledge you have of the previous term's work or how thoroughly you have prepared for the term in hand. They can enable you to be more adventurous than you might be in University examinations, but they also help you to practice for those public examinations under similar conditions. To that end, the following rules are in place for all collections:

- a) Students must sit their collections in Hall or other designated and invigilated rooms at the specified times. (The Library must **not** be used.)
- b) Students should not use notes when writing their collections. Open books are permitted only when specified in advance and indicated on the paper being sat.
- c) All bags, books, etc. brought into the Hall should be placed in a designated area away from the examination tables. Mobile phones and other electronic devices should be switched off and put away.
- d) Students should not sit together in subject clusters.
- e) Silence must be maintained at all times.
- f) Students who break the rules on silence and/or are found to be cheating will be required to sit their collection as a Special Collection at another time.

- g) Students should not leave the room during the first and last 15 minutes of the examination.

Failure to attend Collections or to hand in prescribed vacation work, or markedly inadequate performance in the same, is reported to the College, and may lead to a Special Collection being set. You will be charged for the cost of invigilating a special collection.

2.3.2 Examinations Entry

Junior members are personally responsible for entering their names for University Examinations through the College Office at the times given in the *Examination Decrees*, a copy of which will be given to Freshers on arrival. It must be retained and consulted regularly for the duration of the course. Examination entry forms must be sent to the Academic Administrator by the relevant deadline. **Please note: Forms submitted after the deadline will incur a University fine of £40.**

2.3.3 Sub fusc

All members of the University are required to wear academic dress (i.e. a gown) with *sub fusc* clothing when attending any University examination, i.e. *Men*: a dark suit and socks, black shoes, a white bow tie, and plain white shirt and collar. *Women*: a dark skirt or trousers, a white blouse, black tie, black stockings and shoes, and, if desired, a dark coat.

2.3.4 Special Requirements for Examinations

There is a system for students with ongoing exam difficulties or special requirements. Relevant categories include dyslexia, physical disabilities, use of foreign language dictionaries, and religious beliefs preventing students from sitting examinations on certain days.

Students who fall into any of these categories and have public examinations coming up in the academic year should inform the Academic Administrator (academic.administrator@balliol.ox.ac.uk) as soon as possible so that requests can be submitted to the Proctors on their behalf. Non-urgent provisions, such as the use of bi-lingual dictionaries, must be made by the end of Michaelmas Term.

In cases of sudden, real and urgent need, special arrangements for examinations can be made at short notice, but these requirements **must** be notified to the Academic Administrator immediately the need arises and provision will be at the discretion of the Senior Tutor.

2.3.5 Circumstances Affecting Examination Performance

The College does not itself have any power to alter examination results for medical or any other reasons. It is possible for the college to inform the Proctors of any reasons which it believes may have affected your academic performance, and the Proctors will pass this information to the Examiners if they deem it appropriate. You should note, however, that the Proctors have stated that continuing, long-term issues (such as depression or bereavement) are a reason to defer examinations until a later date, and not a legitimate excuse for poor performance in examinations; they are therefore unlikely to pass medical or other information on to the Examiners except in cases where the issue has arisen suddenly, in close proximity to the exams.

If you believe that there are medical or other grounds that might affect your examination performance, you should inform the Academic Administrator immediately. (Your tutors may be able to advise you but they will not normally

themselves inform the College.) It is important that evidence of this kind is provided in good time, as only in exceptional circumstances will it be considered after the examination results are published.

2.3.6 **First Public Examinations**

Candidates are expected to obtain results consistent with graduating at a clear Honours level in all University examinations. In particular, those who are required by University regulations to pass a First Public Examination are expected by the College to pass such examinations not later than the second possible occasion on which the examination might have been taken after coming into residence, and performance in any second year degree examinations should be at a clear Honours level. Failure to comply with this condition will normally mean that a candidate will be required to cease to be a member of the College.

Students will normally be required to sit a First Special Collection at the beginning of the term succeeding the First Public Examination if they fail to achieve more than a low pass in the FPE or re-sit.

2.3.7 **Illegible Scripts**

If the examiners determine that a script is illegible, the student concerned will be required to pay for the costs of invigilation and typing of that script (in the order of £60 per script).

2.3.8 **Failure in Examinations or Unsatisfactory Work**

The College may at any time require any undergraduate or graduate to discontinue residence, provided that, where the grounds are failure in examinations or unsatisfactory work, or, in the case of undergraduates, failure to remain in good academic standing (paragraph 2.1.5, above), he or she shall first have been given clear and adequate notice in writing of the conditions to be fulfilled so as to remain a member of the College and shall then have failed to meet them. It is normal for students to receive a formal warning from the Senior Tutor/Academic Registrar if their work is persistently unsatisfactory and to be given notice of the improvements that are required in order to avoid further sanctions. If, despite the formal warning, the stated improvements are not achieved, Tutorial Board will normally proceed to set a 'Special Collection', or a College examination for which students are required to reach a grade specified by the Board. There is scope for the penalties and measures applied to individual students to vary, according to a given student's capacity, application, and individual circumstances. The grade set for a Special Collection is meant to reflect the student's capacity and so may be higher than a barely passing grade for the subject; a 2.1 is the normal upper range. Failure to meet the required standard in a first Special Collection normally entails being set a second Special Collection. Failure to meet the required standard in a second Special Collection (which will be marked by a College Tutor and, if it is failed, by an assessor or assessors external to the College, to ensure independence) normally results in a student being required to withdraw from the College.

Tutorial Board. The body of the College which can apply academic disciplinary measures is Tutorial Board, the membership of which consists of the Master (in the Chair), Tutorial Fellows, and senior College Officers, including the Dean and Chaplain, and the College Counsellors. (Research Fellows and Professorial Fellows are not members of the Board, but may attend, and may be asked by students to be their representatives to the Board.) Tutorial Board meets at the beginning, middle and end of each term. If students' work is giving cause for serious concern, tutors

may propose to the Board that formal action be taken. Students can normally expect to be informed by tutors in advance that this is going to happen. The Board's discussion may well result in the Senior Tutor sending a formal warning of the need for improvement. Time will be given to display that improvement: as a norm, the period between one Tutorial Board meeting and the next. Although the Senior Tutor's letter may mention particular points about which Tutorial Board is dissatisfied, the judgment is always made in the general context and the standard of work as a whole. The ultimate sanction of being sent away from the College permanently is taken only exceptionally, by voting members, and there is a variety of other responses that the Board may employ if appropriate. Students have an opportunity to put their side of the case to Tutorial Board and an appeals process against any decision to require them to leave.

2.3.8.1 **Academic Probation**

Students whose work has been deemed unsatisfactory or who otherwise breach the criteria for good academic standing (paragraph 2.1.5, above) may be placed by Tutorial Board on 'academic probation' whereby they are required to attend all tutorials and classes and to complete all work set to the best of their ability, in order to avoid the setting of Special Collections; and, if found in breach of the terms of their academic probation, they may be set a Special Collection directly, **either** as a first **or**, exceptionally, as a final Special Collection, failure in which latter case will normally result in a student being required to withdraw from the College.

2.3.8.2 **Academic Disciplinary Hearings by Tutorial Board**

A student who has failed to meet the specified standard in a second or final Special Collection is entitled to present a case to Tutorial Board. The student may do so in writing or address the Board in person or ask a Fellow to speak on his or her behalf. Any Fellow who has agreed to represent a student and who is also a member of Tutorial Board will take no part in any vote by the membership on any proposed course of action in that case. A student may exceptionally choose instead to be represented by a member of the JCR or MCR Committee, such as the President or the Academic Affairs Officer, providing that it is made clear that there would be no obligation on a committee member to take on this role.

There is no equivalent entitlement in the case of a student who, having already been sent out of residence ('rusticated') by Tutorial Board for academic disciplinary reasons, fails to meet the academic condition set at the time of rustication by Tutorial Board and is therefore not permitted to return. A student refused permission to return may however appeal against the decision of Tutorial Board, as per the procedure in 2.3.8.4.

It is most important that tutors are made aware at an early stage of any medical or personal reasons there may be for poor academic performance, so that appropriate support can be given and appropriate adjustments made.

2.3.8.3 **Stages of Academic Discipline**

The College's academic disciplinary procedure will normally involve the following stages:

- (i) informal discussion with tutor(s), in person or in writing; and/or, formal report(s) at Handshaking;
- (ii) report by tutor(s) to Tutorial Board and, where performance has been persistently unsatisfactory, a decision **either** to issue a formal warning and await a further report

by tutor(s) to Tutorial Board **or** to issue a formal warning and impose academic probation on terms agreed by the Board;

(iii) formal warning in a letter from the Senior Tutor on behalf of Tutorial Board, **either** giving notice of improvements required in order to avoid being set a Special Collection **or** imposing academic probation and stating the conditions of probation and the consequences of breaching it;

(iv) where performance remains unsatisfactory but the student is not on academic probation, a further report by tutor(s) to Tutorial Board and a decision to set a first Special Collection at a given pass mark; where academic probation has been imposed and the terms of probation have been breached, a decision to set a first **or**, exceptionally, a final Special Collection directly, at a given pass mark;

(v) where a first Special Collection has been set, a letter from the Senior Tutor on behalf of Tutorial Board giving notice of the first Special Collection and the consequences of failure; where a second or final Special Collection has been set, a letter from the Senior Tutor on behalf of Tutorial Board giving notice of the second Special Collection and the consequences of failure, together with notice of the process for appealing any decision requiring withdrawal from the College;

(vi) where a first Special Collection has been failed, a further report by tutor(s) to Tutorial Board and a decision to set a second Special Collection at a given pass mark (which may be higher than that set for the first); where a second or final Special Collection has been failed, a full hearing of the case and a decision about whether the student should be required to withdraw either temporarily ('rustication') or permanently ('sending down').

2.3.8.4 Appeals Procedure

A student who is dissatisfied with a decision of Tutorial Board to require them to discontinue residence may appeal to the Appeals Committee, which will consist wholly of Fellows who are not members of Tutorial Board and who have not been involved in any way with earlier decisions involving the student. The Senior Tutor/Academic Registrar must receive notice of the student's intention to appeal within seven days of the student being sent notification of the decision of Tutorial Board. The Appeals Committee will review the decision on the basis of information presented to it by the Senior Tutor/Academic Registrar (on behalf of Tutorial Board) and by the student. The Appeals Committee has the power to reverse or amend a decision of Tutorial Board if it judges that (i) the student did not receive a fair hearing at Tutorial Board, (ii) the original decision was based on material errors of fact (as opposed to errors of academic judgement), or (iii) the measure proposed by Tutorial Board was disproportionate to the seriousness of the student's failures to meet the requisite academic conditions. The Appeals Committee is not empowered to revisit issues of academic judgement.

Once the College's own Appeals Procedure has been exhausted, the student also has the right to complain to the Office of the Independent Adjudicator for Higher Education (please see <http://www.oiahe.org.uk> for more information).

2.3.9 Academic Complaints Procedure

An undergraduate who is dissatisfied with teaching arrangements is encouraged to discuss the matter with one of the subject tutors. If the difficulties cannot be resolved or if there are problems of communication or compatibility the student should then see his or her Personal Tutor, one of the College Counsellors, or the Senior Tutor/Academic Registrar. Problems which cannot be solved at that level can be taken directly to the Master.

A graduate who wishes to discuss supervision arrangements or other academic problems should see his or her College Adviser. Difficulties which cannot be resolved by the College Adviser can be taken up with the Senior Tutor/Academic Registrar, or, if necessary, referred to the Master.

A student who remains unsatisfied with the College's response may complain to the Office of the Independent Adjudicator for Higher Education (please see <http://www.oiahe.org.uk> for more information).

2.3.10 **Leave of Absence on Medical Grounds**

Any application for leave of absence on medical grounds must be supported by a medical certificate from the College Doctors covering the period in question. Return into residence following such a period of absence will be conditional on receipt of a medical certificate from the College Doctors confirming that the student is considered fit to resume his or her studies. In most cases, students returning from medical leave will also be asked to demonstrate their fitness to study, for instance by sitting a standard collection or by handing in work assigned by their tutors prior to their return. Any academic conditions that are set will be communicated to the student well in advance of his or her return, and usually in the letter that is sent by the Senior Tutor shortly after Tutorial Board has granted formal permission for medical leave of absence to be taken.

2.4 **SCHOLARSHIPS, EXHIBITIONS AND AWARDS**

2.4.1 **Scholarships and Exhibitions**

Tenure

Scholarships and Exhibitions are tenable only during residence in Oxford.

Extension

Undergraduates who have excelled academically may be nominated first to Exhibitions (usually, following a First or Distinction in the First Public Examination) and afterwards, with continuing excellent performance, to Scholarships. Awards are held for one year at a time, but holders may be re-elected annually.

Payment

Scholars and Exhibitioners are paid by a credit on battels. The amounts paid are: £200 for a scholar and £150 for an exhibitioner.

Gowns

Scholars and Exhibitioners may wear the Scholars' gown rather than the Commoners' gown on occasions when gowns are to be worn.

2.4.2 **Prizes**

No essay which has already won a College or University Prize shall be submitted for another College Prize. The closing date for all essays and poems (unless indicated below) is the Saturday of 2nd Week of Trinity Term.

Examiners are empowered to divide prizes. In any year in which there are no candidates of sufficient merit the examiners may decide not to award the Prize or to award a Prize of lesser value.

Galpin Scholarships

Galpin Scholarships, Exhibitions or Bursaries may be awarded to students who are of Dorset descent and have been educated in Dorset. They are awarded for academic excellence in any subject, or for financial need. Students who wish to be considered should put their names forward to the Academic Administrator by the end of June in each academic year. Awards are made the following October.

Brassey Italian Scholarships:

Brassey Italian Scholarships of a value between £200 and £500 may be awarded for projects involving travel to Italy, on the basis of proficiency and promise in the Italian language and literature. Priority will be given to students of Modern Languages.

English Poetry:

A Gertrude Hartley Prize of £100 is awarded annually in Trinity Term for the best poem in English submitted by a graduate or undergraduate member of the College.

Essays:

George Powell Prizes to the value of £200 are awarded annually for original essays in English by undergraduate members of the College without restriction of subject.

Indian Studies:

The Raja Sir Maharaj Singh Prize of £100 may be awarded every second year to an undergraduate member of the College reading for a Final Honour School for an essay on some subject connected with India, ancient, medieval or modern.

Music:

The Lewis Masfield and Edward Rodd Memorial Studentship of about £150 is awarded from time to time to assist members of the College in the study of Music, and small sums can be granted for music lessons. The Jasper Ridley Prize of about £75 is awarded annually by the Master for knowledge of and devotion to Music and/or Greek Literature.

Nettleship Instrumental Award:

A Nettleship Instrumental award of £150 per annum is advertised and awarded each year in Trinity Term for performance on any musical instrument.

Any subject:

Nasrudin Essay Prize. An essay of up to 3,000 words on scientific research, philosophy or economics of illness, health or sanity in the broadest sense. First Prize: £100; £85 for second, £65 for third.

Samuel Dubner Prize. Two Samuel Dubner Prizes of £75 each may be awarded annually to a student in any subject who has worked extremely hard and deserves recognition, motivation and celebration.

2.4.3 **Subject Prizes**

The Senior Tutor/Academic Registrar may authorise the award of a special prize from time to time to a junior member reading a subject not covered by the following list.

Chemistry:

Greville-Smith Prizes to a total value of £150 may be awarded annually to students reading Chemistry Part I or Part II. These are paid from the Domus Fund.

Classical Languages and Literature:

The Jenkyns Exhibition, the amount of which is usually £150 for one year, renewable in certain circumstances for a second year, is awarded after an examination and is open to members of the College who are reading *Literae Humaniores*. This Exhibition may be divided between two or more undergraduates. A Jenkyns Prize of £75 is awarded annually to 2nd year undergraduates reading Classical Honour Moderations. Samuel Dubner Prizes may also be awarded to 2nd Year post-FPE students for the purpose of purchasing materials relevant to the FHS course and encouraging work towards Finals.

Economics and Management

The Kyriacou and Sherwin-Smith Prize of £250 for Economics and Management is awarded at the end of the third year, for performance in Economics and Management papers in Part 1 Finals of EEM.

Engineering:

A Lubbock Prize of £75 and a Prosser Prize of £50 may be awarded annually to undergraduates reading any Engineering School.

Engineering, Economics and Management:

The Leonie Foong Prelims/Finals Prize of £250 is awarded for the best performance in Prelims and Finals by students reading EEM at Balliol each year.

English Literature:

Two Elton Prizes of £75 and £50 are awarded annually to 1st and 2nd year undergraduates for proficiency in English Literature, with special reference to Shakespeare.

Two Kington Oliphant Prizes of £75 and £50 can be awarded annually for proficiency in English Philology.

History:

Kington Oliphant, James Gay and Martin Wright Prizes are awarded annually for distinguished performance in Honour Moderations or in the Final Honour School. The total sum available for distribution through these prizes will not exceed an average of £300 *per annum*, and in awarding these prizes consideration will be given both to undergraduates reading for the Final Honour School of History and to undergraduates reading Joint Honour Schools in which History is a part.

A William Mazower Prize of £120 is awarded annually to the History undergraduate who performed best over the course of the second year.

History and Science Subjects

A Roger Hall Prize of £75 can be awarded annually to a student of history or a science subject in rotation.

International Relations and History:

Two Sir Raymond Beazley Prizes of £75 each (in awarding one of which preference will be given to junior members in their first year) are awarded annually to the undergraduate members of the College who shall have submitted the best essays on topics approved by the College in any one of the following fields: International History, International Political Problems, the History of Exploration and the History of Russia.

Law:

A Jenkyns Prize of £300 for the best essay and a Younger Prize of £75 for the essay showing greatest improvement in the work of its author, may be awarded by the law tutors for essays written during the long vacation, on topics approved in advance by the law tutors. The essays should be 5000 to 7000 words long. The Paton Studentship, to the value of £220 or more, is awarded annually on the result of Law Schools.

Management Studies:

The Nind Prize of £75 may be awarded annually for the best performance in Management Studies, either for the Master's degree or in an Honour School.

Mathematics:

Two Prosser Prizes of £100 and £50 are awarded annually to 3rd or 4th year undergraduates reading Mathematics or one of the joint schools. The Les Woods Memorial Prize may also be offered to students in Applied Mathematics and related subjects embarking on various academic initiatives.

Medical Sciences:

Samuel Dubner Prizes of £125 each will be awarded for the highest mark in Finals achieved by either a Pre-Clinical Medical or a Physiology student; and, in the 5th year, to the student achieving the best all-round academic and clinical performance on the Clinical course.

Modern Languages:

A Brassey Prize of £75 is awarded annually to a final year undergraduate for the best essay in a modern foreign language on a subject approved by the College. Essays must be submitted by the Saturday of 3rd Week of Michaelmas Term. A Prize of up to £150 may also be awarded to a 1st year undergraduate to allow him or her to travel abroad in the vacation following the Preliminary Examination.

Oriental Studies:

A Prize of up to a total value of £65 may be awarded annually to a 3rd year undergraduate reading Oriental Studies.

Philosophy:

Ernest Walker Prizes are awarded for essays of about 5000 words on topics agreed with a philosophy tutor, written by a philosophy student over the long vacation immediately after their first year in residence: either three prizes at £75, two prizes at £110 or one prize at £150.

Philosophy, Politics and Economics:

Two Jenkyns Prizes of £75 and £50 are awarded annually for best performance in Mock Schools. Samuel Dubner Prizes may also be awarded to First Year students.

Political Economy:

Thomas Balogh or GDH Cole Prizes of £75 are awarded for essays on approved subjects in Economics and Politics.

Politics:

A James Hall Prize of £100 may be awarded for an essay on an approved subject in Politics.

Physics:

Conroy Prizes to a total value of £175 may be awarded annually to students reading Physics or Physics and Philosophy. Three Ken Allen Prizes of £100 each are awarded annually for the best experimental record by a Balliol Physics student in the First, Second and Third years.

Physiological or Medical Sciences:

Periam Prizes to a total value of £100 may be awarded annually to students reading Physiological or Medical Sciences. These are paid from the Domus Fund.

3 DECANAL MATTERS & COLLEGE RULES

3.1 DISCIPLINARY RULES

All members of the College have a duty to show respect for other members of the College and its employees, and to support the purposes of the College. The disciplinary rules set out below are designed to promote those purposes. They apply at all College sites.

The Dean, in consultation with the Master, is responsible for discipline in the College and the Jowett Walk Buildings. The Praefectus, in consultation with the Master, is responsible for discipline in Holywell Manor and the Dellal and Martin Buildings.

The Dean/Praefectus has the power to enforce the Disciplinary Rules, and also to take measures against acts or activities liable to prejudice the order, social life or good name of the College, which are not explicitly mentioned in the Disciplinary Rules. The Dean and Praefectus can, with the authority conferred on them by the Master:

- impose fines,
- require a student to pay the cost of damage resulting from breach of the Disciplinary Rules,
- require removal from the College of electrical equipment or other property belonging to a student which causes risk or disturbance to members of the College,
- ban a student from specified College premises or facilities, or require the student to go out of residence for a specified period, or
- impose other penalties and take other measures as he thinks appropriate.

Any instruction to see the Dean (Praefectus) is mandatory. If you have been reported to the Dean (Praefectus) for a disciplinary offence, the Dean (Praefectus) will:

- tell you what is alleged and ask you to state your position,
- confer with others (including tutors) at his discretion, and
- inform you of his decision and the reasons for it.

Appeals against disciplinary decisions may be made to a committee consisting of:

- the Vice-Master (Academic),
- a Fellow chosen by the student (or students, if more than one is involved),
- the Chaplain.

If either the Vice-Master (Academic) or the Chaplain is the Personal Tutor of the student(s), the Senior Tutor/Academic Registrar will serve instead. If anyone who would otherwise serve on the committee has been involved with the case, the Master will appoint a Fellow who has not hitherto been involved. Students should be aware that the Appeals Committee has the power to increase various penalties as well as to reduce them.

A student who remains unsatisfied with the College's response may complain to the Office of the Independent Adjudicator for Higher Education (please see <http://www.oiahe.org.uk> for more information).

3.2 PERIODS OF ABSENCE

Members of College whose studies are interrupted for a term or more by leave of absence or disciplinary action and who are therefore not in residence paying fees are not allowed to use any College facilities without express permission from the Dean.

3.3 COLLEGE RULES

3.3.1 General Rules

- 3.3.1.1 No member of College may deliberately disrupt the teaching, research or administration of the College or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members and employees of the College and by visiting speakers.
- 3.3.1.2 It is an offence to cause a disturbance to the public in or from the College. It is an offence to throw anything from any part of the College into the street or into Trinity College. It is also an offence for Balliol members to congregate, sing or shout abuse in front of the gates of Trinity College, or to climb on the gates.
- 3.3.1.3 Members of College are required to show consideration for each other by taking care not to create excessive noise or unreasonable disturbance in College premises.
- 3.3.1.4 Failure to comply with reasonable instructions given by a Dean (Praefectus) is an offence.
- 3.3.1.5 Every member of the College shall, to the extent that such provisions may be applicable to that member, comply with the provisions of the Code of Practice on Freedom of Speech (see p. 36) issued from time to time by the College pursuant to the duty imposed by Section 43 of the Education (No.2) Act 1986.

- 3.3.1.6 Dishonesty in financial dealings with the College is an offence. In particular it is an offence
- knowingly to attempt to obtain credit anywhere in the College whilst on the cross list, except with the Domestic Bursar's permission, and
 - to offer a worthless cheque in College with intent to delay or avoid payment.
- 3.3.1.7 Abuse of College telephones or computers is an offence.

3.3.2 **Meetings, Parties, Music and Noise**

- 3.3.2.1 Members of the College who wish to hold parties of more than 10 people anywhere in College or Jowett Walk Buildings must give the Dean the following information at least three days in advance:
- where the party is to be held,
 - how many guests are invited,
 - whether music will be played or not (see rule 3.3.2.4 below).
- 3.3.2.2 Members of the College who hold parties are required to take reasonable steps to exclude uninvited or disorderly guests, and to prevent damage or unreasonably noisy behaviour. Guests must be individually invited.
- 3.3.2.3 Parties on staircases are discouraged and the number of people present must never exceed 100 or such lower limit as may be set.
- 3.3.2.4 Except with the special permission of the Dean, parties at which music will be played may be held in College and Jowett Walk Buildings only on Friday and Saturday evenings.
- 3.3.2.5 The music must cease by 11.45pm on Fridays and Saturdays. The level of noise must be turned down from 15 minutes before this time.
- 3.3.2.6 A Dean (including the Junior Dean and the JCR Deans) may require the complete shutdown of music if he considers the noise excessive. The noise level will be assessed with respect to the lateness of the hour.
- 3.3.2.7 'Live' music may be played in College only if permission is given by the Dean and the JCR Committee.
- 3.3.2.8 Permission for parties or meetings in public rooms in College or Jowett Walk Buildings (e.g. the Massey Room, the Pavilion, the Michael Pilch Studio, the Bajpai Room) or in the garden must be obtained from the Dean normally at least three days in advance. The room must be booked through the Bursars' Secretary except for the Michael Pilch Studio which must be booked through the Broad Street Lodge. Functions in Hall should normally finish by 11.00pm; any exception to this general rule should be agreed by the Master or the Dean.
- 3.3.2.9 The Dean and the JCR Committee may give permission, subject to whatever conditions they think fit, for parties or meetings in public College rooms or in the garden; when sufficient notice has been given and when refusal of permission is contemplated the Dean will consult the JCR Committee and, if he chooses, the Governing Body. During Trinity Term (especially after the date of the Balliol Ball/Summer Event) when a large proportion of students are revising for Exams, the Dean is unlikely to grant permission for any large private birthday or other type of parties (apart from the agreed JCR bops).
- 3.3.2.10 The Praefectus and MCR Committee may give permission, subject to whatever conditions they think fit, for parties or meetings in public rooms or in the garden at Holywell Manor. Between the end of 4th Week and the end of 8th Week of Trinity Term no parties may be held in the Holywell Manor Complex.

- 3.3.2.11 Parties will be allowed in the first week of Long Vacation under the same conditions as in term, but must cease by 11.45pm.
- 3.3.2.12 Music may be played in the College only between the hours of 1.00pm and 5.00pm and 7.30pm to 10.30pm, unless special permission is granted by the Dean.

3.3.3 **Guests**

Between the hours of midnight and 8.00am the Porters are required to admit to College only members of College and guests who are accompanied by members of College, except that unaccompanied guests may be admitted if the Porter is satisfied that they are invited guests of members in College. Members expecting late guests are therefore advised to inform the night Porter in advance. The Porter has authority to exclude large and/or disorderly parties from College between those hours.

3.3.4 **Residence**

Undergraduates must come into residence not later than Thursday of 0th week of each term. Failure to return on time causes serious inconvenience to tutors, and students in breach of this regulation may incur a fine. Permission for late return must be for exceptional reasons and sought in advance from the Dean; and is unlikely to be granted unless the student has already established that subject tutors are content.

- 3.3.4.1 Undergraduates and Graduates resident in College or Jowett Walk Buildings leaving Oxford for NOT MORE THAN THREE consecutive nights must inform the Dean (or, in the case of Holywell Manor and the Martin and Dellal Buildings, the Praefectus) by completing a form obtainable from the Lodge. This must indicate:

- Date and time of leaving,
- Address and telephone number(s) where the member can be contacted in an emergency,
- Date and time of return.

In all cases where the above information is substantially altered, the College must be informed by telephone (01865 277777). In all cases where the absence involves the missing of College tutorials, classes, etc., permission must be obtained in advance from the member's tutor and forwarded to the Dean or Praefectus as appropriate.

- 3.3.4.2 Members of the College wishing to be absent from Oxford for MORE THAN THREE nights must obtain written permission from their tutor and show this to the Dean. The normal conditions for absence must still be fulfilled.
- 3.3.4.3 Members of College must satisfy the appropriate University residence requirements.

3.3.5 **Privacy**

- 3.3.5.1 Residents are entitled to reasonable privacy in their rooms. No member of College, senior or junior, may enter another member's room without permission, except in emergency or in the necessary administration of the College.

- 3.3.5.2 No member of College may interfere with personally addressed items in the pigeon-holes without the permission of the addressee except in an emergency.
- 3.3.6 **Drugs**
The illegal use of drugs in College or on premises managed by College is prohibited and members in breach of this rule may be required to discontinue residence in College. The College is criminally liable if it knowingly permits the illegal use of drugs on its premises.
- 3.3.7 **Gardens**
- 3.3.7.1 It is an offence to walk across the lawns as a short-cut, although the croquet lawn and the main lawn may be used for normal leisure pursuits subject to rules 3.3.2.1, 3.3.2.2 and 3.3.2.8.
- 3.3.7.2 No games except croquet and those approved by the Gardens Committee may be played on the lawns. Balls, frisbees, etc. may not be thrown on the lawns. Water pistols are not permitted.
- 3.3.7.3 It is an offence to damage the lawns or to leave litter (e.g. cigarette ends, packets, papers, bottles, etc.), crockery, glasses or clothing out on the lawns. Crockery and glasses should be removed immediately after use.
The above offence is taken to include mess left behind by those celebrating after examinations.
- 3.3.7.4 Meals may be taken in the garden at Holywell Manor.
- 3.3.7.5 The playing of musical instruments or radios/stereo systems in the gardens is not permitted.
- 3.3.7.6 Wooden benches should not be moved on to the lawns. Any deckchairs brought on to the lawns should be replaced after use.
- 3.3.7.7 It is an offence to climb trees on College premises. This is a College disciplinary offence.
- 3.3.7.8 The wearing of bikinis or similar inappropriate clothing in the College gardens is prohibited.
- 3.3.8 **Fires and Firearms**
- 3.3.8.1 Firearms: No weapons or ammunition of any kind may be brought into College premises except by leave of the Dean or Praefectus.
- 3.3.8.2 Fire: Bonfires are prohibited. Fireworks and inflammable liquids must not be introduced into College premises on any account. No heating equipment other than that provided by the College may be used without the prior permission of the Domestic Bursar or the Praefectus. This rule applies, for example, to stoves or other heating appliances using fuel such as paraffin or calor gas. No cooking in rooms is allowed. Candles, joss sticks and fairy lights are banned.
- 3.3.8.3 Improper use of the fire extinguishers or the fire alarm system is an offence. There is an automatic fine of £50 for breach of this rule in addition to the cost of replacement and any damage. Offenders are likely to be evicted from College accommodation. In those cases where the offender cannot be traced, residents of the site in question may be charged the cost of refilling any voided fire extinguishers.
- 3.3.8.4 Residents are forbidden to tamper with or switch off any smoke detectors or hard-wired fire detectors. If you discover that a detector is not functioning correctly, this **must** be reported to the Lodge immediately. Failure to report a faulty detector will result in an automatic call-out charge of £25. Persistent

offenders, or anyone found tampering with the hard-wired system, forfeit their rights to College accommodation.

The Scouts are required to report to the Dean or Praefectus any infringement of rules 3.3.8.1 - 3.3.8.4.

3.3.9 College Property

- 3.3.9.1 Members in College premises who have radios or television sets may not erect outside aerials.
- 3.3.9.2 Members of College may not wilfully damage or deface College property or any neighbouring property.
- 3.3.9.3 Members of College may not climb or walk upon or otherwise make unauthorised use of any part of the roofs of College premises. This includes the Gardener's shed and Trinity College wall. This is a College disciplinary offence.
- 3.3.9.4 Members of College may not tie or attach objects to windows or window latches, or place objects onto or around window ledges or areas outside windows, in any College room. This is a College disciplinary offence.
- 3.3.9.5 Crockery and cutlery must not be removed from the Hall.
- 3.3.9.6 Removing or attempting to remove a book from the Library without properly checking it out is a serious offence.
- 3.3.9.7 Deliberately damaging a book, library computer, or any part of the self-issue or security system is a serious offence.
- 3.3.9.8 If a reader fails to return to the Library after having set off the alarm, or attempts to evade the security system, a fine of £50 will be imposed and the reader's right to use the Library will be withdrawn for one week. Tutorial Board is empowered to increase the sanction on a reader's rights to use the Library as necessary.
- 3.3.9.9 If a reader damages a book, a tag or the security system a minimum fine of £100 will be imposed (in addition to the cost of making good any damage) and the right to use the Library will be withdrawn for two weeks. Tutorial Board is empowered to increase the sanction on a reader's rights to use the Library as necessary.
- 3.3.9.10 Stealing books from the Library is a criminal offence.
- 3.3.9.11 Students may book teaching rooms for College/University society meetings. All booking should be made via the Head Porter on the form provided by him. Bookings must be made 48 hours in advance of the date required. Teaching rooms may only be booked from 7.00pm, although the Massey Room and the Bajpai Room may be booked via the Bursars' Secretary at any time during the day.

4 COLLEGE ACCOMMODATION & FACILITIES

4.1 ACCOMMODATION

4.1.1 Undergraduates

Freshers must live in College for the duration of their first year in rooms which are allocated to them: the Dean will deal with correspondence about exceptions to this rule. Some 2nd years live out although rooms will be available in Jowett Walk. For 3rd and 4th years a room ballot is held for rooms in College and Jowett Walk.

4.1.2 Graduates

Graduates coming from outside Oxford are normally provided with College accommodation for their first year. Thereafter rooms are assigned by ballot. Rooms for the academic year 2011-12 are available from September 2011 to July 2012, and this may be extended to 31 August 2012 subject to availability (please check with the Accommodation Manager).

4.2 LODGINGS

All members not living in College premises must inform the appropriate Porters' Lodge, the Academic Administrator and the Domestic Bursar of their Oxford addresses and telephone numbers by Monday of 1st Week (10 October) at the latest. Any change during the year should be notified immediately. Graduate students should also inform the Accommodation Manager at Holywell Manor.

4.2.1 Residence Requirements

All junior members must keep statutory residence. This is defined as residing within 25 miles of Carfax for graduates and within 6 miles of Carfax for undergraduates. All junior members must supply the Senior Tutor/Academic Registrar with a current address. In the absence of such information the Senior Tutor/Academic Registrar will not be able to certify attendance for the purposes of grant giving bodies and degree examinations.

4.2.2 Council Tax

Full-time students living in rented property are exempt from paying council tax. Certificates confirming your student status (which can be used to prove your exemption from council tax) may be obtained from the Academic Administrator. You may also prepare your own exemption certificate by accessing the Student Gateway at <http://www.ox.ac.uk/students/new/yourfirstfewweeks/>. You will need to visit the College Office to obtain the official Balliol stamp.

4.3 VACATION RESIDENCE

4.3.1 Undergraduates

Undergraduates are required to vacate their rooms at the end of the rental contract period each term and remove all belongings, unless special dispensation has been given by the Dean or an application for Vacation Residence has been approved. For the mutual convenience of students and conference delegates, students in conference staircases will have to move promptly to other rooms even if they have been granted vacation residence. Conference staircases are: 2, 10, 11, 12, 15, 17, 20, 22 and Jowett Walk Towers 3, 4 and 6. Kitchenettes on conference staircases will be

locked during vacations. Finalists in their final term are unable to charge any items to battels; therefore, if they require vacation residence after their final examination, the vacation charges will be payable in advance.

The College has for many years obtained a significant income by hosting conferences during the vacation. Whilst this helps to reduce the charges to junior members, it also reduces the number of rooms available for vacation residence. Although the College seeks to satisfy all requests for vacation residence, this is not always possible and rooms are therefore allocated according to academic priorities. College services and facilities are also restricted during the vacation. Students required to stay up outside full term to sit examinations are not charged for college accommodation.

4.3.2 **Graduates**

Graduates living in Holywell Manor have 44-week residence contracts. Applications to extend or shorten these contracts are dealt with on an individual basis by the Accommodation Manager in consultation with the Praefectus if necessary. Graduates who are absent for more than two days are required to inform the Porters' Lodge.

If students have any issues with their lease they should speak to the Accommodation Manager.

Your keys must be left at the Lodge when you go away. Keys must be returned to the Lodge when vacating Holywell Manor, otherwise a fine of £20 will be imposed for each key not returned. A charge of £20 will be made for any key that is lost during the academic year and has to be replaced.

4.3.3 **Vacating Rooms**

Vacating rooms, whether at the end of the academic year or at other times, entails packing up and removing all personal effects (including books, posters, refrigerators, futons, computer and electrical appliances), and either taking them home or placing them in one of the College store rooms (please note that there is only limited store-room space). The College accepts no liability for items left in store. Rooms are to be left clean and tidy. Failure to do so will incur a £50 charge to cover the cost of cleaning, or may mean that the resident is refused permission to reside in College premises in future. The cost of making good any damage, which in the opinion of the Dean or Praefectus (as appropriate) and the Domestic Bursar is beyond reasonable wear and tear, will be charged to the occupant. There will also be an administrative charge of £50 for the removal of any items belonging to the occupant that are left in rooms and have to be removed by the staff, and a full conference rent will be chargeable whilst the room is out of use; in addition, your equipment will be disposed of.

4.3.4 **Undergraduate Vacation Residence Procedure**

Vacation Residence Forms are placed in each undergraduate's pigeon hole by the Porters in 5th Week each term. Undergraduates wishing to apply for vacation residence must complete their forms and return them to the Domestic Bursar's Office by 12.00 noon on Thursday of 7th Week each term. The forms must be countersigned by a tutor. Unless we know everyone's wishes and intentions it is impossible to plan the allocation of rooms to students, conferences and maintenance activities. Failure to submit an application form on time will result in a charge of £50 and put the individual to the back of the queue in being considered for vacation

residence. Students who wish to change their agreed vacation residence dates may only do so with the Accommodation Manager's permission, which must be obtained at least 3 working days in advance. Failure to give requisite notice will incur an administration fee of £50, even if the student leaves a day or more earlier than agreed.

Whilst the College will do its best to meet the wishes of all applicants, vacation residence has to be tailored to fit in with the College's conference trade. Regrettably therefore there can be no guarantee that all applicants will be granted vacation residence or that the successful ones will be granted the actual period they have requested. Likewise there is no guarantee that vacation residence will be in the applicant's term-time room. There may be no vacation residence, i.e. no assurance that in any one vacation the College will be able to offer any vacation residence.

Please note that the Hall is not open to junior members for much of the vacation period, as we have to cater for conferences.

4.3.5 **Vacation Charges**

All undergraduate members of the College who reside in College during Vacation periods are charged a daily rate for the period they stay, calculated in accordance with a complex formula at the end of each vacation. Finalists requiring vacation residence after their final examination will be required to pay their vacation residence charges in advance. Graduate vacation residence is charged at the daily rate applying to each room.

4.4 **PERSONAL MAIL COLLECTION PROCEDURES**

All graduate and undergraduate students are issued with a pigeon hole, for both internal and external mail, at Broad Street, and graduates also have a pigeon hole at Holywell Manor. Pigeon holes are accessed via a coded door at the Broad Street and Holywell Manor Lodges. **Please note: all official correspondence from the College is sent to the pigeon holes at Broad Street, so it is important that graduates regularly check their Broad Street pigeon holes as well as those at Holywell Manor.** All mail should be addressed to the student, Balliol College, Oxford, OX1 3BJ. The Head Porter is responsible for postal services and can be contacted on 01865 277777.

Emergency messages can be taken on 01865 277777 or at porter@balliol.ox.ac.uk.

4.5 **ROOMS AND FURNITURE**

4.5.1 **General**

Rooms in College premises are provided for single occupancy only. Some College rooms, known as sets, have a study and adjoining bedroom. However, the great majority of rooms are study bedrooms. Rooms in the Jowett Walk Buildings, on Staircases 2 and 12 and some rooms on Staircase 22 in College are *en suite*.

Room charges vary according to location and room size. In the case of rooms without electric meters a consolidated room charge is made. Charges are levied termly.

No pillows, bed linen or towels are provided by College. All bedding should be provided by the junior member.

No crockery or cutlery will be provided by the College.

4.5.2 **Smoking**

Smoking of any kind is not permitted in bedrooms and in all other enclosed spaces **INCLUDING THE LIBRARY PASSAGE AND OUTSIDE ENTRANCES TO BUILDINGS** in accordance with advice received from Oxford City Council and in compliance with the Health Act 2006.

4.5.3 **Recycling**

Rooms in College and Jowett Walk are provided with a yellow waste paper bin for paper recycling. This is emptied weekly by housekeepers. All other recycling is to be taken to the recycling area by Staircase XX or to the recycling area at Jowett Walk.

Rooms in the Holywell Manor Complex are provided with a red waste bin for commingled recycling (paper, cardboard, plastic bottles, cans/tins). This is emptied twice weekly by housekeepers. Glass, cans and plastic should be recycled in the appropriate bins in the MCR bar.

4.5.4 **Damage**

The furniture and furnishings in rooms are the property of the College and the occupant is responsible for any damage or losses. Posters, etc. must only be affixed to pin boards. If blu- or white-tack or sellotape are used any damage will be charged to the student. All damage will be chargeable to residents. Please report any other damage or defect to your Scout or to the Lodge, who will inform Maintenance. We endeavour to respond within 4 hours.

4.5.5 **Alteration and Repairs**

All alterations and repairs require the permission of the Domestic Bursar, and such work is carried out by the College maintenance staff. When furniture or decorations are specially renewed at the request of the occupant, the cost may be charged to the battels of the individual concerned.

Members of the College are not allowed to make any alterations or additions to electrical circuits, telephone lines or computer lines without the express authorisation of the Domestic Bursar, or, in Graduate Centre rooms, the Praefectus.

Furniture may not be exchanged between rooms or used for recreational purposes, without the express permission of the Domestic Bursar or Praefectus.

Heating, hot water breakdowns and all serious maintenance problems should be reported to the Clerk of Works cow@balliol.ox.ac.uk or out of office hours to the Porters' Lodge.

4.5.6 **Private Furniture**

Private soft furnishings are permitted in College only if they comply with current fire regulations. In this regard, the opinion of the Assistant Clerk of Works, Mr Adrian Clark, should be sought. The Domestic Bursar's decision is final. The College will not purchase such furniture or have it covered by the College Insurers. Futons are not permitted except on production of a medical certificate; this should be enclosed with a letter which must be sent to the Accommodation Manager before arrival.

4.5.7 **Telephones**

A telephone point and receiver is supplied to every bedroom in College. There is currently a compulsory charge of £27.10 per annum charged with the first battels bill of the academic year.

The fee is £2.50 per week for residents of Holywell Manor and Martin Building, regardless of whether or not you choose to use the telephone. Telephone call charges and notification of your total bill are placed on battels on a quarterly basis. It is possible to order an itemised print-out of charges through the Bursary.

Calls between University extensions are free-of-charge; other out-going calls are made via use of a telephone charge card - e.g. BT Phonenumber, Dog 'n' Bone, etc.

4.5.8 **Posters in Windows**

It is forbidden to display any political or religious posters in bedroom windows.

4.5.9 **Televisions**

Any student who uses a television in his or her room **MUST** have a TV licence specifically for the room, irrespective of the ownership of the television set. The fine imposed by the licensing authorities for not having a licence is currently £1000. The authorities have the right to call and inspect without warning and do so from time to time.

4.5.10 **Microwaves and Refrigerators**

Microwave ovens are not permitted in bedrooms unless there are certified medical or other special dietary reasons: a letter must be sent to the Accommodation Manager in advance of arrival, together with a medical certificate from your doctor. Small (i.e. 4 cubic ft) refrigerators are permitted, provided they are removed from Oxford every vacation. Permission must be sought from the Accommodation Manager.

Note: Refrigerators are not permitted at Jowett Walk as there is generous provision in kitchenettes.

4.5.11 **Kitchenettes**

Members using kitchenettes in College premises are responsible for cleaning the kitchen, cooker and microwave, and for washing-up utensils after use. Failure to adhere to this policy could result in the kitchenette being closed and being reopened only when users arrange to clean it properly. Frying pans, woks and deep fat fryers are not permitted at Broad Street. Frying is not allowed in kitchenettes at Broad Street for Health and Safety reasons. All food must be removed from kitchens and refrigerators at the end of each term or it will be disposed of.

Note: To prevent risk of fire, it is forbidden to use ovens, microwaves, toasters or rice cookers after 11.00 pm in kitchenettes or bedrooms.

4.5.12 **Overnight Guests**

Guests may be accommodated in College premises only as follows:-

In a guest room for which the charge is £22.96 + VAT for a single room and £32.25 + VAT for a double room per night. The charge for a Holywell Manor double guest room is £32.25 + VAT.

In a member's room on a camp bed hired from the Lodge in College or at Holywell Manor for which the charge is:

Bed only	£4.65 + VAT per night;
Bed, linen, blankets, etc.	£11.63 + VAT per night.

In a member's room - no charge.

No one person may stay in College premises as a guest in excess of four consecutive nights and no more than a total of eight nights in any one term.

All guest room bookings should be made via the Bursars' Secretary at bursars.secretary@balliol.ox.ac.uk or on 01865 (2)77742. Camp beds should be booked via the Porters' Lodge.

When College guest rooms have all been booked and a member nevertheless wishes to offer a guest a room and a bed, the room of another member temporarily absent may be used (with the member's permission), but only by prior arrangement with the Accommodation Manager or the Dean/Praefectus.

When more than one guest is involved, e.g. visiting sports teams, arrangements must be made beforehand with the Accommodation Manager during term time or with the Conference & Events Manager out of term time.

A £12 charge will be levied for guest room bookings not honoured or for bookings cancelled within 24 hours of the date of the guest's expected arrival.

4.5.13 **Guests**

Whether day, evening or overnight, guests may only be admitted to College premises by a Balliol member in person. The Balliol member is responsible for the actions of their guest at all times.

4.5.14 **Keys**

Keys will be issued by Lodge Porters. At the beginning of the academic year, all students will be asked to sign an acknowledgement that they understand the College's conditions that govern the use of a room. The College key policy is that room keys are to be returned to the Porters' Lodge when rooms are vacated at the end of each term. Failure to do so will result in a charge of £20 per key on battels. Junior members are not allowed to get copies of keys cut. Lost keys may be replaced by applying to the Porters' Lodge, for which a replacement key charge of £20 will be made on battels. Back Gate keys and Holywell Manor front door keys are issued for the duration of each student's course and are to be returned to the Porters' Lodge at the end of the course. Failure to do so will result in a charge of £20.

Note: Spare keys may be issued for *emergency* only and *must be returned* the same day.

4.5.15 **Car Parking**

There are no parking spaces for students in College, Holywell Manor or at the Jowett Walk Buildings, but special arrangements can be made for disabled students. Returning or departing students will be allowed forty-five minutes parking to load or unload their belongings. Any vehicle staying longer will incur a charge of £30.

4.5.16 **Bicycles**

Junior members keeping bicycles in College are required to register their bicycles with the Broad Street Lodge. The Lodge staff will issue a numbered Oxford University Security Pack, containing ultra-violet marker pen, two hologram identity stickers and registration card (cost 60p). The identity sticker should be fixed securely to the bicycle on the collar of the frame where the saddle tube is fitted. Those keeping bicycles at the Graduate Centre must register them at Holywell Manor Lodge in the same manner. If you are leaving your bicycle at Jowett Walk over the summer, it must be registered with the Porters' Lodge at Broad Street. New Jowett Walk residents must also register their bicycles with the Porters' Lodge at Broad Street. If you change your bicycle during your time at Balliol it must be re-registered.

4.5.16.1 Bicycles brought into College must be left only in the underground bicycle store. They must be put in the racks provided and not obstruct the walkway, which is also a fire escape route. Failure to adhere to this rule will result in the bicycle being confiscated.

4.5.16.2 Bicycles must not be ridden in the quadrangles.

4.5.16.3 Bicycles left in the underground bicycle store in College by students going out of residence will be disposed of every September before Freshers arrive.

4.5.16.4 Untagged bicycles in the underground store will similarly be disposed of.

4.5.16.5 Bicycles must not be kept in students' rooms. *Bicycle owners should be aware that the incidence of bicycle theft in Oxford is very high.* It is advisable to use a very secure lock and attach unattended bicycles to something which is immovable.

4.4.16.6 Roller blades, roller skates and skateboards are banned.

4.5.17 **Domestic Staff**

Domestic Staff are forbidden to order goods from tradesmen for junior members without written authority from the Domestic Bursar (for undergraduates) or the Accommodation Manager at Holywell Manor (for graduates).

Each staircase notice board should contain a notice outlining the duties of the Scouts and some of the responsibilities of the residents.

It is customary for students to give a small monetary sum to their Scout at the end of three terms' residence, and to the Head Porter on taking a degree, or on ceasing to reside at the University.

4.5.18 **Animals**

No animals (including fish) may be introduced into College.

4.6 **THE GRADUATE CENTRE**

The Holywell Manor Complex consists of the Manor building and the Martin and Dellal Buildings. The Manor provides an academic and social base for all Balliol graduate students whether living in or out. Members of the Middle Common Room Committee organise social and welfare activities and their names are usually displayed on the Lodge notice boards. The Bar is run by the MCR, under the ultimate authority of the College.

The Praefectus is resident at Holywell Manor and has decanal authority and pastoral responsibility there. He can usually be contacted via the Lodge.

The Lodge at Holywell Manor is open 24 hours a day. The telephone number is (2)71501 and the fax number is (2)71503. In cases of emergency, if the Lodge is unoccupied, the Porter can be contacted on the Lodge emergency mobile telephone: 07813 437617.

There are digital locks on the external doors of the Martin and Dellal Buildings, and within the Holywell Manor Complex. Please ensure that these doors are closed at all times. Do not inform other people of the entry code number. **It is strictly forbidden to post the entry code outside the building, for example in a message left for a friend.**

The Holywell Manor front door is closed at midnight. Residents are issued with a front door key to use after midnight.

All graduates are members of the Middle Common Room (MCR). The MCR website is www.balliolmcr.com. A Holywell Manor guide, written by MCR students, can be found linked on the MCR website, and contains much useful information about life as a graduate in Balliol. The MCR has an elected Committee. Overseen by the MCR President, the MCR Committee represents the interests of Balliol College graduate students, endeavouring to make Holywell Manor a lively and friendly place by organising social events and generating community spirit. Any questions or concerns may be addressed to any of the Committee members listed on the MCR website.

4.7 MEALS

4.7.1 Hall

All meals are individually priced except College Guest Nights where there are set menus.

4.7.2 Times

During term, meals are served in Hall at the following times:

Lunch:	from 12.30pm to 1.30pm
Dinner:	from 6.30pm to 7.30pm*

*Dinner on Tuesdays is at 6.15pm with a semi-formal Hall at 7.45pm.

4.7.3 JCR

Breakfast (itemized cooked breakfast, cereals and toast) is served in the JCR Pantry from 8.00am - 11.30am. Lunch (sandwiches, pasties, pastries and cakes) is served from 1.00pm - 1.45pm. Tea (as lunch) is served between 3.30pm - 5.00pm. Dinner (various quick-cook foods) is served between 7.00pm - 8.00pm. The JCR Pantry opens at 9.00am at weekends.

4.7.4 Special Requirements

VEGETARIANS / SPECIAL DIETS / NUT ALLERGIES: Freshers receive documentation allowing them to register any special dietary requirements before coming up to Balliol. Any dietary requirements not registered at this stage should be notified to the Domestic Bursar's Office as soon as possible at the beginning of term.

4.7.5 **Graduate Students**

Hall will be available on a sign-in basis for graduate students during vacation whenever it is open for other purposes such as conferencing, Fellows and staff.

4.7.6 **Dress**

Dinner in Hall is usually informal and gowns are not required.

4.7.7 **Catering Services Information**

We provide an attractive full-choice buffet-style lunch and dinner in the College Hall on seven days per week in term-time. The Catering Subsidy Charge for undergraduates and graduates living in accommodation is £30. The Catering Subsidy Charge for undergraduates living out is £19.40. The Catering Subsidy Charge makes a contribution towards the overhead costs of the College Kitchen.

It is compulsory for students living out to pay a Catering Subsidy Charge of £19.40 per term, (unless they have special dietary requirements, such as religious or medical needs, which mean they cannot eat in College) which does not include any meals, and then choose either:

- a) To deposit money on the University Card via www.balliol.ox.ac.uk/current-members/meals
- b) To pay by cash for any meals eaten in the College Hall at the full cash rate.
- c) To pay £142.67 per term Catering Pre-Payment which includes 7 dinners per week, or £101.63 for 5 dinners per week, Monday to Friday, Weeks 1-8 of each term. Payment can be made by logging on to www.balliol.ox.ac.uk/current-members/meals.

If you choose (c), then the following terms and conditions apply:

- You will be able to have an evening meal at dinner starting on the Monday of 1st Week and ending on the Sunday of 9th Week
- At the till, you will need to show the till operator your University Card. If you fail to produce your University Card, you will be charged cash for the meal.
- You are entitled to this Meal Package: main course meat/vegetarian dish served with vegetables or a standard salad, plus a piece of fruit or hot or cold sweet.
- No refund is due; neither are any monies transferable to following terms.
- The prepayment package will not be valid from Monday of 9th Week,; students will need to pay cash or use money deposited on their University Card.

4.8 ENTERTAINING

4.8.1 Guests in Hall

Members may entertain up to four guests at any meal in Hall. *Bona fide* guests are charged for meals at the same rate as members. Members with more than five guests wishing to eat in Hall should make prior arrangement with the Domestic Bursar (domestic.bursar@balliol.ox.ac.uk).

4.8.2 Society and Club Dinners and Luncheons

College Societies and Clubs wishing to hold functions in College must first obtain leave from the Dean. Arrangements must then be made through the Domestic Bursar seven days in advance, when a Function Form which includes the current rules must be completed. Only Societies approved by the Dean may have their subscriptions and expenses collected via battels.

4.9 BUTTERY AND BAR

The Buttery is open for the sale of coffee and drinks on weekdays from 12 noon to 5.00pm and 6.00pm to 7.45pm, and on Saturdays from 11.00am to 1.45pm The Lindsay Bar is open for the sale of drinks from 6.30pm to 11.00pm Mondays to Thursdays and Sundays and from 6.30pm to 11.30pm on Fridays and Saturdays.

4.10 THE LIBRARY

The Library may be used only by members of the College, except with the permission of the Librarian. Readers are required to observe the Library rules, which are posted in the Library. Balliol members may not borrow Balliol books for members of other colleges, nor may they borrow books from other college libraries.

The Fellow Librarian is Seamus Perry, who has ultimate responsibility for the operation and strategy of the main Library and the College's Historic Collections Centre at St Cross. He may be contacted through email, seamus.perry@balliol.ox.ac.uk. The day-to-day operation of the main Library on the Broad Street site is the responsibility of the Librarian, Jeremy Hinchliff, who is also Keeper of Early and Rare Printed Books. The day-to-day operation of the Historic Collections Centre at St Cross is the responsibility of the Lonsdale Curator, Anna Sander, who is also the Curator of Archives and Manuscripts.

The Librarian is normally available in the Library between 9.00am and 5.00pm on weekdays. He can be contacted on (2)77709, or at library@balliol.ox.ac.uk.

A brief guide to the Library is available on the College website (www.balliol.ox.ac.uk/library/) which has a section on the Library's history. The Library aims to provide most books that undergraduates in most subjects will need for tutorials in core areas. The Library is normally open 24 hours a day, except during the College closed period. Opening times are posted on the Library notice board and on the website. Readers should bring their University Card, which acts as a Balliol Library card, to admit them to the Library and allow them to borrow books.

All books in the open shelf collection are now catalogued on the automated OLIS (Oxford Library and Information System), which also contains the catalogues of the Bodleian and

faculty libraries and records from other libraries associated with Oxford University. OLIS can be consulted from any computer with access to the Oxford network. The circulation system is now automated, and books may be checked out using the reader's University Card at the self issue machine on the Library landing. Removing a book or periodical from the Library without properly checking it out is a serious offence. Loans may be renewed online, or by emailing library.circulation@balliol.ox.ac.uk.

All books borrowed must be returned on time or fines will be charged. Any reader losing a Library book will be charged for its replacement; if it is one of a set the reader may be asked to replace the whole set.

SOLO (Search Oxford Libraries Online) gives access to major bibliographic and full-text databases, e-journals, the Oxford Research Archive etc. It may be consulted from any computer with access to the Oxford network.

Readers may use their own portable computers in the Library. The University wireless service "OWL" is available throughout the Library; to use this you need to set up your laptop with the Oxford University VPN service: see www.balliol.ox.ac.uk/comp/owl. Additionally Ethernet points are available by some desks. Readers are required to abide by the University's rules on computer use.

Readers are reminded to observe the Health and Safety recommendations on the use of ladders and kick-steps, and other Health and Safety notices displayed in the Library.

The College has important and extensive collections of medieval and modern manuscripts, and a large holding of early and rare printed books, which are cared for in the Historic Collections Centre at St Cross, next to Holywell Manor. The Centre is due to open its doors to readers in October 2011, and members of College wishing to consult material will be warmly welcome. They will need to make an appointment. Enquiries about the archives and manuscript collections should be addressed in the first instance to the Lonsdale Curator, Anna Sander (archivisit@balliol.ox.ac.uk), and enquiries about the printed books to the College Librarian, Jeremy Hinchliffe (library@balliol.ox.ac.uk). The Fellow Librarian, Seamus Perry, is also happy to receive enquiries about the Historic Collections (seamus.perry@balliol.ox.ac.uk).

4.11 THE BALLIOL DAY NURSERY

Balliol College operates a small friendly Day Nursery on the ground floor of an Edwardian house at 2A Rawlinson Road, North Oxford.

Following its latest Ofsted inspection, the Nursery became one of the few in the U.K. (1 in 100) judged to be 'Outstanding' in every area. To read the inspection report, please go to www.ofsted.gov.uk.

The Nursery has built an outstanding reputation, based on its family atmosphere, dedicated staff, fun activities and happy children. It operates as a mixed aged group setting, where all children benefit from being with children of different ages, as well as having the security of a key worker who is responsible for only 4 children.

The Nursery has 16 places for children from 3 months to 5 years and is open weekdays from 8.45 am to 5.00 pm. It is open for 46 weeks per year with closed periods at Christmas, Easter, and in August.

The Nursery is open to all, although priority is given to Balliol Members e.g. staff, students, and Fellows. It operates on a non-profit making basis and is able to offer a reduced rate of fees to Balliol Members. Fees for the 2011-2012 academic year are:

- non Balliol members £200 per week
- current Balliol staff, Fellows and students £ 192.50 per week.

There is also a charge for lunches of £8 per week, for all. The Nursery is registered for Early years Education funding, which enables parents of all 3 and 4 year olds to qualify for a grant from the Government towards the fees. At present this is equivalent to approximately £45 per week.

Balliol Day Nursery is run by a committee consisting of Fellows of the College and advised by the Nursery Manager and Deputy Manager.

To find out more about the Nursery or to obtain an application form please contact the Manager, Vanessa Clark NNEB, on 01865 515654 between 9.00am and 10.30am weekdays, or download an application form at www.balliol.ox.ac.uk/official/nursery/index.asp. Alternatively the Chair of the Nursery may be contacted: Dr Rosalind Thomas (rosalind.thomas@balliol.ox.ac.uk).

4.11.1 **Georgina Horlick Childcare Bursaries**

An Old Member of Balliol, Nicola Horlick, has donated funding to the College to assist undergraduate and postgraduate students with Nursery fees. The bursaries will be awarded by the Balliol Nursery Committee. Anyone interested in applying for one of the bursaries should contact the Chair of the Nursery Committee, Dr Rosalind Thomas (rosalind.thomas@balliol.ox.ac.uk).

4.11.2 **Balliol Day Nursery Committee**

Dr Rosalind Thomas (Chair)
Dr Sophie Marnette
Dr Jessica Moss
Professor Frances Kirwan
Professor Nick Trefethen
Advised by Vanessa Clark

4.12 **COMPUTING FACILITIES**

There are computer rooms in Balliol and Holywell Manor equipped with networked PCs, together with quality printers, DVD writers and scanners. There are also a number of dedicated email terminals around College. All student rooms have network points to which students may attach their own computers. Students using these facilities are required to abide by the rules governing the use of computers in College, and those governing the use of the University network. Further details about the computing facilities can be found on the College web page <http://www.balliol.ox.ac.uk/comp>.

The College computing facilities are managed by Dr Ian Plummer.

4.13 THE ARCHIVES

Balliol's archives are rich and extensive; our earliest documents predate the foundation of the College. The Archives website (<http://archives.balliol.ox.ac.uk> or via Balliol home page History and Archives) contains collection catalogues and numerous virtual exhibitions. Interested College members and other researchers are encouraged to consult archival material by appointment with Anna Sander, the Lonsdale Curator of Archives and Manuscripts, and enquiries about the College's History and archives should be directed to her (anna.sander@balliol.ox.ac.uk). Owing to the work entailed in preparing them for the move to new premises in St Cross Church, the archives and manuscript collections will be open enquirers from the beginning of Michaelmas Term 2011. A revised 2nd edition of the College History (OUP 2005) is available from Mrs Willbery in the College Office.

4.14 CHAPEL SERVICES

Details of Chapel services appear on a card distributed at the beginning of each term.

At 5.45pm on Sundays there is Holy Communion or Evensong alternately. This is the main College service of the week with music and often special guest preachers.

There is a termly Roman Catholic celebration of Mass in Chapel, the time and date of which is announced at the start of each term.

All members of College, undergraduate and graduate, are welcome to participate. There is a Chapel Choir and anyone interested in joining should contact the Organ Scholar in his room (Staircase I, Room 1).

4.15 THE MICHAEL PILCH STUDIO

The College has its own performance space, the Michael Pilch Studio, which is located in Jowett Walk. Subject to conditions and availability, the studio may be hired by members of College for theatrical and musical performances (open to members of the University and their *bona fide* guests). The studio is also available as a rehearsal space, when not booked out for performances. During term, the Michael Pilch Studio is booked through the Lodge. The Balliol member who makes the booking will be held responsible for the use of the studio, and should personally ensure that it is left clean and tidy each day. (A daily report will be provided to the Domestic Bursar by the Jowett Walk Caretaker.) A fine will be imposed for the infringement of these rules. Residents of the Jowett Walk Buildings are not to be disturbed by the use of the Studio; performances may not go beyond 11pm; and the Studio must be completely empty and locked by 11.30pm at the very latest. Those wishing to hire the studio should consult, and agree to abide by, the complete booking conditions, which are available on request from the Head Porter, the Domestic Bursar, or the Fellow Custodian of the theatre (who is Mr Perry - seamus.perry@balliol.ox.ac.uk).

5 COLLEGE WELFARE SERVICES, HEALTH & SAFETY

5.1 PERSONAL TUTORS/COLLEGE ADVISERS/COLLEGE COUNSELLORS

The Personal Tutor/College Adviser system is an important element of the welfare facilities of the College. Each student is allocated, on arrival, a Fellow or Lecturer, normally in the subject which the student is studying, who acts as his or her Personal Tutor throughout their time at Balliol. The tutor is available to provide personal and academic support to the student, and a student should feel able to contact their tutor for advice on any difficulties and problems which they may encounter during their course. During periods of sabbatical, the personal tutees of a tutor are reallocated temporarily to another Fellow in the subject or a similar field who will be available to provide the same support.

As with all such relationships informality is often best, and tutors are encouraged to facilitate contact by providing their students with contact details (such as email addresses and work and home telephone numbers) as well as by providing a system of “office hours” when they will normally be available to meet students.

Students will be informed at the beginning of their course of the name of their Personal Tutor/College Adviser, which appears in the College List. It is expected that students should subsequently have the opportunity of a termly individual meeting with their Personal Tutor/College Adviser (in addition to any teaching contact they may have with that tutor). This may take the form of a meeting in 0th Week at which teaching arrangements for the term can be clarified. It is stressed, however, that the nature of the student-tutor relationship is more important than any particular routine of meetings. It is a reciprocal relationship whereby tutors would expect to be informed of any problems encountered by a student and students in turn should feel confident that they can contact a tutor whenever they encounter particular difficulties.

If a student wishes for any reason to change their allocation of Personal Tutor or College Adviser, they can do so by contacting the Senior Tutor/Academic Registrar. For other matters, students can also contact the College Officers with particular responsibility for student welfare: the Chaplain, the College Doctors, the College Dentists, the Nurse, the College and Harassment Counsellors (currently: Dr Armin Reichold and Professor Frances Kirwan, the Women’s Officer Ms Anna Sander, the Praefectus of Holywell Manor and the Dean or the Master).

5.2 HARASSMENT

The College has a Code of Practice relating to harassment and there are two harassment advisers, Dr Armin Reichold and Professor Frances Kirwan. The College has adopted the University’s code of practice on harassment, which may be found on the University’s website at <http://www.admin.ox.ac.uk/eop/har>.

5.3 MEDICAL ARRANGEMENTS

5.3.1 **The College Nurse**

Mrs Alison Nicholls is the College Nurse and comes into College every weekday to advise, treat and support any College member who is unwell, injured or in any other difficulty. She works closely with the College Doctors (see below) and all consultations are in strictest confidence. Her room is on the ground floor of Staircase XXII, Rooms 1A/B. Mrs Nicholls can be consulted there between 9.30am and 11.30am on Mondays, Tuesdays, Thursdays and Fridays, and between 1.15pm and 3.15pm on Wednesdays, or may be contacted at alison.nicholls@balliol.ox.ac.uk or college.nurse@balliol.ox.ac.uk or on (2)77737. During these hours she can also be contacted on her mobile number, 07881 836803. She is also happy to see Balliol students at Trinity Surgery between 11.30am to 1.00pm Monday to Friday. Please ask at the Porters' Lodge for directions. If a student is too ill to leave his or her room a note should be left at the Lodge via a student's Scout or friend, and the College Nurse will call to see the student. Consultations at Holywell Manor take place on Mondays between 2.15pm and 3.45pm and Thursdays from 3.15pm to 4.45pm

5.3.2 **The College Doctors**

All members of College are required to be registered with a doctor in Oxford, and must notify the College of who that doctor is. The College Doctors, Drs Chris Kenyon and Deborah Waller, will take any member of College on their list. Registration details will be sent to each Fresher individually. Further information can be found in the separate leaflet on "Medical Arrangements". The doctors, together with their five partners, work from a practice at 19 Beaumont Street, Oxford (01865 240501).

5.3.3 **Dental Treatment**

The College Dentist is Mr John Coulter at the practice of Coulter, Dahlman and Nagi. He will accept any member of the College for regular or emergency care. However only junior members are entitled to NHS treatment. There are small charges for NHS dental treatment, which are payable at the time of treatment. Students in serious financial need may be entitled to an exemption certificate and would then receive treatment free. Certificates have to be shown **at the time of treatment, or the NHS charge will be made**. HC1 application forms are available from the Nurse or post offices. The dental practice is at 3 George Street, Oxford (01865 244304). The hours are 8.30am to 5.30pm, Monday to Friday (4.30pm on Friday).

5.3.4 **Disabled Students**

The College is always willing to make provision for disabled students, including special car-parking arrangements. There are some fully accessible rooms, ramps and lifts. The Dean, the Senior Tutor/Academic Registrar and the Domestic Bursar are pleased to discuss any potential requirements.

5.3.5 **Flu and Other Pandemics**

Information and Practical advice is available at <http://www.balliol.ox.ac.uk/flu>.

5.4 SECURITY

Junior members are strongly advised to ensure they lock their rooms when they are unoccupied even if only brief absence is intended. They are also advised to lock money, cheque books and credit cards away in a drawer. Cheque books and cheque cards should be kept separately. Significant amounts of cash should not be left in rooms, even if locked away. Casual thefts do occur from time to time. The College accepts no responsibility for the loss of or damage to personal property on College premises and members are therefore advised to arrange suitable insurance. All members are asked to report anyone acting suspiciously to the Lodge.

5.5 SAFETY

Students' Health and Safety Obligations

The College's Health and Safety Policy and its responsibilities under the Health and Safety at Work Act (1974) require students to:

- Ensure that they are aware of appropriate College safety rules, and that they conform to them at all times.
- Report to the Duty Lodge Porter all accidents, whether persons are injured or not, and all damage. In the case of an accident, an accident report form, obtainable from the Duty Lodge Porter, will need to be completed.
- Report immediately to the Duty Lodge Porter any defects in any part of the building, plant, equipment or machinery which may be or may become a danger to themselves or others.
- Comply with the current College Handbook.
- Students are reminded that tampering with fire or safety equipment or obstructing those carrying out safety duties may constitute a criminal offence. The College would always consider disciplinary action in such cases.
- Take personal responsibility for their own Health and Safety and that of all other members.

5.6 FIRE SAFETY

5.6.1 **General**

Junior members are expected to read the College Fire Instructions posted in each room. All Freshers are expected to attend a briefing and a short training session during Freshers' Week. It is a criminal and College disciplinary offence to tamper with any item relating to fire safety, whether fire exit signage, fire extinguishers or any aspect of the fire alarm system. There will be an automatic fine of £50 for each offence in addition to the cost of rectification. Offenders are likely to be evicted from College accommodation.

The Assembly Points in the two quads in College are indicated by green signs on poles, one by the Chapel, the other by the Hall.

The Oxfordshire Fire and Rescue Brigade Service has confirmed that the procedure followed during the Fire Brigade Union's strike action is now permanent - i.e. the Fire Brigade will NOT respond to automatic signalling. If you suspect there is a fire, you should sound the fire alarm by breaking the glass in the normal way then dial '999' immediately from the nearest available telephone, immediately following your call by a call to the Porters' Lodge (telephone: 01865 (2)77777). The Porter will have been alerted by the triggering of the fire alarm, so he will know the

location of the fire, and he will have responded by attending the scene and then telephoning the Fire Brigade himself from his mobile telephone. **BUT YOU SHOULD NOT RELY ON THIS, YOU SHOULD DIAL '999' YOURSELF FIRST.**

If the fire alarm sounds, Fellows, staff and students must evacuate and gather at the Assembly Point in the quad furthest from the fire. The Porters will open either Chapel or the Hall to provide shelter from the elements. There are also marked Assembly Points by the Jowett Building and in Holywell Manor garden.

5.6.2 **Cooking**

5.6.2.1 The College is fully fire alarmed with very sensitive heat detectors: these must not be tampered with in any way.

5.6.2.2 Cooking in private rooms is forbidden, although electric kettles may be used. However, **no cooking equipment may be introduced into Jowett Walk Buildings.**

5.6.2.3 When cooking in kitchenettes great care must be taken. **Cooking must not be left unattended.** Smoke from burnt toast or other cooking will set off the fire alarms. The Fire Service will charge colleges that generate numerous false alarms each year, and these charges will be passed on in whole or in part. **Ovens, microwave ovens, toasters and rice cookers must not be used after 11.00 pm.**

5.6.2.4 Sandwich toasters and electric grilling machines are **NOT** permitted in College.

5.6.3 **Fire Doors**

These must **not** be wedged open. Likewise, fire escape hatches in certain members' rooms **MUST** not be obstructed.

5.6.4 **Candles**

Candles, etc. are not permitted, neither are joss sticks, fairy lights or electric blankets. These will be confiscated on sight and will not be returned until the end of term.

5.6.5 **Smoking**

Smoking is not permitted in bedrooms and in all other enclosed spaces **INCLUDING THE LIBRARY PASSAGE AND OUTSIDE ENTRANCES TO BUILDINGS** in accordance with advice received from Oxford City Council and in compliance with the Health Act 2006.

5.6.6 **Electrical Safety**

If students have any concerns about electrical safety in their rooms or elsewhere in College, they should report them immediately via the Broad Street or Holywell Manor Lodge.

5.6.6.1 Under the Electricity at Work Act 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.

5.6.6.2 It is the responsibility of any junior member bringing an electrical appliance into College to ensure that it has the appropriate British Standard Number or Kitemark. All plugs must carry the BS Number 1363, be of the safety sleeve type and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted. Fridges and microwaves are to be submitted to the Clerk of Works for checking,

once the Accommodation Manager has approved their installation in principle.

5.6.6.3 It is strictly forbidden to interfere with electrical fittings, connect appliances to a lighting circuit, or use two or three plug adaptors plugged directly into a socket outlet. Multiway boards may be used provided approval is obtained from the College Electrician via the Clerk of Works.

5.6.6.4 THE DOMESTIC BURSAR'S DECISION ON THE USE OF AN APPLIANCE IS FINAL.

5.6.7 **Bathrooms**

Residents must not leave baths running unattended. Serious electrical and other damage can be done by flooding which can easily be caused this way.

5.6.8 **Roofs**

Students are not to venture onto any roof of any building. This is a College disciplinary offence (Rule 3.3.9.3).

5.6.9 **Window Latches and Ledges**

Students are not to tie or attach any objects to windows or window latches or place any items on window ledges or other areas around the windows of any college rooms. This is a College disciplinary offence (Rule 3.3.9.4).

5.6.10 **Trees**

Students are not to climb, or use equipment to climb, any tree on any part of College grounds. This is a College disciplinary offence (Rule 3.3.7.7).

5.6.11 **Occupancy Levels in Public Rooms**

For reasons of fire safety, maximum occupancy levels are set for certain rooms in College.

Hall:	240
JCR Bar:	100
Chapel:	150
MCR Common Room:	100
MCR Cockpit	100
Massey:	50
JCR Norway Room	160

When numbers approach these levels, it is the responsibility of the senior staff member present or the organiser of the event to ensure that all doors leading from the room are unlocked along the entire escape route (or routes) from the building. They are also responsible for nominating individuals to hold open the doors to the room in the event of a fire. The Dean or the Domestic Bursar will consider requests for dispensations from the above maxima on a case-by-case basis.

5.7 **PERSONAL SAFETY AT SPORT AND IN THE GYM**

5.7.1 **Rowing**

Everyone who rows must be able to swim 100m clothed. Nobody who has not signed the declaration form confirming that they can do this, and returned it to the Captain of Boats to be retained by the Senior Member of the Boat Club, may row in any Balliol boat.

5.7.2 **Gym Equipment**

There are multi-gyms in Balliol College and at Holywell Manor. Keys are available from the Lodges. All students wishing to use the gyms must pay a £10 per term membership fee; they must also attend an induction session for each gym they intend to use before using the gyms for the first time. These are usually held in Michaelmas Term *at the end of Freshers' Week*.

Keys to the gyms are available from the Lodges and the Lodge Porters are under instruction to issue gym keys **only** to those whose names appear on the list of those trained. Keys **must not be passed on** to others but returned to the Porters' Lodge. Gym key issue will require a University card to be left with the Lodge as a deposit of safe return. All fire exits must be kept clear of gym equipment and any faults/damage must be reported immediately. Users are advised that CCTV will monitor the correct use of the facilities and that the use of free weights is not recommended when there are no other users present.

5.7.3 **Insurance**

Except for rugby, for which there is a special limited compulsory national scheme, there is no College insurance for personal injury. All who participate in any other sport or use training facilities do so at their own risk.

5.7.4 **Injuries**

All injuries must be reported to the Dean via the Lodge as soon as possible, and an accident form completed and sent to the Domestic Bursar. In the case of team sports, this is the responsibility of the Balliol team captain, who should report opposition injuries as well as any suffered by our own people. First Aid Kits should be signed out from the Lodge by the Team Captain or their deputy, and taken to all matches and training sessions which are held off College premises (i.e. except the Master's Field).

6 FINANCIAL INFORMATION

6.1 PAYMENTS AND EXPENSES

Payment for meals in Hall is by debiting a balance of money deposited on the University Card (<https://payments.balliol.ox.ac.uk>) or by cash.

6.1.1 **Battels**

Battels (i.e. College bills) are sent out by email in 0th Week of each term. These consist of fee items and non-fee items. The battels bill should be paid by **FRIDAY OF 1ST WEEK EACH TERM**. Permission to postpone payment of non-fee battels must be obtained from the Bursary Manager on (2)77767 by Friday of 1st Week. Failure to pay will result in a Late Payment Charge of £30 and will be levied on Monday of 2nd Week.

Students who have not paid their battels will be reported to the Tutorial Board and will risk being suspended by the College and refused tutorial teaching and the use of College facilities until the bills are paid in full.

Finalists will also receive a battels bill at the end of Trinity Term.

Battels can be paid by using the online system (<https://payments.balliol.ox.ac.uk>), bank transfer (details will be provided on your battels statement), cheque, debit or credit card. Credit cards incur a 2% charge and the College cannot accept American Express; debit cards are free of charge.

Please do not pay in cash. Should you be experiencing problems please email the Bursary prior to the start of Term - lisa.carpenter@balliol.ox.ac.uk or call into the Office.

6.1.2 **Summary of Student Costs**

The average cost of residence including rent and meals (except breakfast), for an undergraduate living in College is around £2433 per term, but it can be less if you have a cheaper room and self-cater some of your meals. For further information please go to: www.ox.ac.uk/feesandfunding. This is exclusive of College Consolidated Fees and University Fees, which vary according to the category of student and type of course, these fees are often in whole or in part paid direct to the College or University by the funding bodies or scholarship awarding bodies.

Most Important - No provision has been made in these figures for expenses during vacations.

6.1.3 **Fees**

For information on Tuition Fees please go to: www.ox.ac.uk/feesandfunding

6.1.4 **Student Loans Company**

This year, the Student Loans Company have made some changes to the system to make it quicker and easier to apply. To help students complete their application forms, the Student Loans Company is now running daily online student finance surgeries, where students can pose questions - via Facebook or Twitter - to their advisors and get real-time assistance.

Each year you will need to apply at the start of Spring Term to the Student Loans Company if you are applying for Student Finance (www.direct.gov.uk/studentfinance).

A. Room rents:

Termly for undergraduates (9 weeks) in College:	(lowest)	851.13
	(highest)	1435
Termly for undergraduates (9 weeks) in Jowett Buildings flats (inclusive of heat, light, kitchen, etc):	(lowest)	1212
	(highest)	1292
Termly for graduates (excluding Jowett Walk) (14 $\frac{2}{3}$ weeks):	(lowest)	1247
	(highest)	2016

(To cover the cost of laundry facilities all Holywell Manor residents are charged £9.45 per term on battels.)

B Termly variable charges:

Undergraduates in College (9 weeks)	Meals (lunch and dinner in hall)	say 340
	Laundry and electricity	say 66
Graduates in Holywell Manor (14 $\frac{2}{3}$ weeks)	Meals	say 564
	Electricity	say 130

It is recommended that graduates allow a minimum of £12,300 and undergraduates a minimum of £7,300 for maintenance over a full year. Overseas students should budget more for travel costs and overseas undergraduates should allow for the additional costs of staying in Oxford during the vacations.

6.2 NOTES

THE ANNUAL CONSOLIDATED FEE covers general direction and supervision of studies, lectures, classes, and private instruction, inside the College. In addition, this charge includes a subscription to the Balliol Students' Club and represents a contribution towards the maintenance of the Chapel, Library, Garden, Lecture Rooms and other parts of the College common to all, including rates, taxes, heating, lighting, insurance, College dues, administration expenses and staff. Publicly funded undergraduates have this fee paid for them automatically.

Graduates and non-publicly funded undergraduates pay College fees in any term in which they are required to pay University fees.

Honours Degree Students: The College Consolidated Fee of £5920 is charged to all non-publicly funded students who are reading for the degree of BA, MChem or MPhys and to Bachelors of Arts reading for a further Honour School.

Courses which include a compulsory year abroad: Students on a year abroad are charged the College Consolidated Fee at half the standard rate.

BPhil, MPhil and Research Students: All BPhil, MPhil and research students pay an annual College Consolidated Fee of £2238. Members of College reading for a Diploma pay an annual College Consolidated Fee of £2238 except that where they are receiving full tuition from the College, they pay the normal Consolidated Fee of £5920. Probationers for the Overseas Service and certain other Public Services pay an annual College Consolidated Fee of £2238.

The Clinical Medicine Course: Members of the College reading the clinical medicine course are charged an annual College Consolidated Fee of £2238.

MBA: Members of the College reading for an MBA are charged an annual College Consolidated Fee of £3150.

PAYMENT OF FEES. All College and University fees for the whole of the 2011/2012 academic year are to be paid to the College in advance or, with the agreement of the Domestic Bursar, at the latest by Friday of 1st Week of Michaelmas Term (14 October 2011). If the fees are not paid, the College reserves the right to refuse to present students for matriculation to the University.

Note: Many scholarship award-holders such as Rhodes Scholars will also have their University and their College fees paid automatically. Students who are in any doubt about their liability for fees should consult the College Admissions Office.

THE RENT covers the provision of fully furnished rooms in College, Jowett Walk Building or the Graduate Centre, their upkeep and decoration, normal depreciation of furniture, service, etc. The rent of the Jowett Walk Building flats also covers electricity, heating and shared use of kitchen/dining facilities. The rent in the Dellal Building covers electricity and heating.

6.2.1 **JCR/MCR Charges**

All undergraduates are automatically members of the JCR and all graduates are automatically members of the MCR. All students are also members of the Amalgamated Sports Club. A subscription to the CRs and the Amalgamated Sports Club (jointly called the Balliol Students' Club) is included in the College Consolidated Fee. The CRs also have the additional system of levies.

(a) Undergraduate members of the JCR pay compulsory levies of about £20 per term. There are optional levies in addition to these, which undergraduate members may opt out of, and graduate members may opt in to.

(b) MCR members pay MCR levies of about £6.50 per term.

6.2.2 **Sports Finance**

Sports management and finance is in the hands of a Sports Committee. Enquiries should be addressed to the Domestic Bursar. Enquiries about financial assistance with individual expenses (e.g. in representing the University) should be addressed to the Financial Aid Officer.

6.2.3 **Financial Aid**

The College makes provision for financial aid to junior members both in instances of expected and unexpected need. A generous amount of money is put aside in the Financial Aid annual budget for hardship loans and grants. For short-term 'cash-flow' problems (e.g. if a Government loan cheque is expected to arrive late) contact the Financial Aid Officer, the Revd Dr Douglas Dupree, who is happy to deal with these any weekday (except Thursday) between 12.00 noon - 1.00pm in his room, Staircase XXI, Room 8, or by email to douglas.dupree@balliol.ox.ac.uk, or by appointment. He is also available at the same time weekdays (except Thursdays) or by appointment to discuss more serious financial problems that may occur. Appointments may be made through the Chaplain's Secretary.

Details of the financial help available to students are given in the *Money Matters* booklet at http://www.balliol.ox.ac.uk/sites/default/files/money_matters.pdf

6.2.4 **College Trusts**

Modest sums are available from certain College Trusts for special academic purposes. Some Trusts are more general. For example some financial assistance is available from the Brackenbury Trust for medical assignments and electives. Students seeking further information should consult the Senior Tutor/Academic Registrar.

6.2.5 **Project Grants**

The College awards a number of grants each year for academic and other valuable projects. All undergraduates will be emailed forms in Hilary Term. They should be completed and returned to the Academic Administrator. Project grants are in the order of £100-£500 maximum. All students are urged to seek funding assistance from their departments where applicable. Students cannot apply for project grants after Finals, and only one project grant is awarded per year.

6.2.6 **Graduate Grants**

Graduates may apply once a year, at any time in the course of an academic year, for research/conference grants. There is no application form. College Advisers should be asked to email the Academic Administrator in support; and students should themselves provide the Academic Administrator with an account of the project, an estimate of the costs involved, and details of any funding already provided or in prospect. Wherever appropriate, application for funding should also be made to the relevant university department/faculty. College awards, usually between £50 and £250, will be made by the Senior Tutor. Funds are normally released once the student has submitted a report; but advance payment can be arranged on request.

Graduates may also apply for assistance towards costs involved in the production of a DPhil thesis; but cannot apply for project, research or travel grants after they have received leave to supplicate for their degree. Those on Taught Courses are not eligible for funding towards the cost of attending conferences.

6.2.7 **Phizackerley Senior Scholarships**

The College also offers Phizackerley Senior Scholarships to outstanding graduates in the Medical Sciences each year. Phizackerley Scholarships are open to all graduates of the University. Application forms should be obtained from the Academic Administrator.

Graduates should also note that there is an annual Vice-Chancellor's Fund Award scheme, that is intended to assist academically outstanding DPhil students in the last stages of their degree who require extra funding to complete their research and are intending to submit their thesis within twelve months of the closing date. Details of the scheme are circulated in Hilary Term, and applications should be made through the Academic Administrator.

6.3 **EXCHANGE AND TRAVEL SCHEMES**

6.3.1 **Maximilianeum Exchange Scheme**

Balliol has an exchange agreement with the Maximilianeum (a college attached to the University of Munich). The exchange is advertised in Hilary Term. The Maximilianeum Exchange is open to graduate and undergraduate students in any

subject; graduates are normally expected to be within, or immediately beyond, their fee-paying period. Further details are available from the Admissions Secretary (admissions@balliol.ox.ac.uk).

6.3.2 **École Normale Supérieure de Cachan**

Balliol participates in a University exchange scheme for graduate students of history with the École Normale Supérieure de Cachan. Further information is available from Professor Robert Gildea (Worcester College), who is the co-ordinator of the scheme.

6.3.3 **The William Westerman Pathfinders Awards Scheme**

For many years, as the result of the generosity of benefactors, Balliol has funded eight Balliol students to travel to North America each summer and to remain there for a period of 6-8 weeks staying for periods of 2-3 days with Old Members of the College. The purpose of the scheme is to encourage better understanding of North America and its peoples. The scheme is normally open only to undergraduate or graduate students who are in the last year of their course of study, and is usually advertised in Hilary Term. It may be extended in 2011/12 or 2012/13 to include the possibility that some students may visit Asia on a similar basis. Further details are available from the Master's PA.

7 GOING DOWN

Before leaving Balliol it is important that you let the College know (in broad outline) about your plans for the future. The Development Office is the main conduit for this process. In Hilary Term you will be requested to notify the Alumni Officer (alumni.officer@balliol.ox.ac.uk) of your post-Balliol plans. For undergraduates, it is important to let the Alumni Officer know if you are on a four-year course OR if you intend to stay as a graduate student after Finals. At the beginning of Trinity Term a Leavers form will be sent to those who appear to be leaving after Finals - please complete this form or use the online form at <http://www.balliol.ox.ac.uk/alumni-and-friends/leavers-details> to confirm the information held by the Development Office.

The University Computing Department will contact you towards the end of Trinity Term about your University email account. Please also return any Library books to the College Library and inform the Academic Administrator (academic.administrator@balliol.ox.ac.uk) of your contact details. Finally, the Degrees Clerk, Mr Richard Beacham (degrees@balliol.ox.ac.uk), is the person to contact to arrange your degree ceremony.

The College organises a number of events for Old Members, mostly in Oxford and London, although some are held elsewhere. Most of these are open to all Old Members, some are for special groups, and others, such as Gaudies, limited to particular years. Keeping the College apprised of your contact details will ensure that they can let you know about forthcoming events. The Development Office can also arrange for you to have access to the online Old Members' directory, where contemporaries can keep in touch and bring each other up to date with their post-Balliol activity.

The University also likes to be kept up to date with leaving students' contact details. As you leave Oxford please remember to update your personal profile in Student Self Service at http://www.ox.ac.uk/current_students. You will be able to access your homepage for six months after you have finished your course. If you have difficulties logging in please contact OSIC@admin.ox.ac.uk. By keeping your contact details up to date you will ensure that you receive important correspondence from the University. It will also ensure that you receive help from the University Careers Service (www.careers.ox.ac.uk) which is available to you either now or in the future after you leave Oxford.

Leaving students should also sign up for an Alumni Card, details of which can be found at www.alumni.ox.ac.uk/benefits/oxford_alumni_card/get_your_oxford.html.

8 LAW & CODES OF PRACTICE

8.1 CODES OF PRACTICE

The College has codes of practice relating to Harassment and to the Duties to Uphold Rights to Freedom of Speech and Assembly. It also has policies relating to Equal Opportunities and to Race Equality. These are available on the College website at:

<http://www.balliol.ox.ac.uk/official/handbooks/index.asp>.

8.2 JCR AND MCR CODES OF PRACTICE

The JCR and MCR also have codes of practice available at the website above.

8.3 THE LAW RELATING TO CHARITIES

The Governing Body is required by the Education Act 1994, Part II, section (4)(b) to draw the restrictions imposed by the law relating to charities on the activities of the Junior Common Room and the Middle Common Room to the attention of all students.

It duly does so hereby. The DFEE booklet *Students' Unions: A Guide* (1995: EDUC JO 344 57 NJ; ISBN 0-85522-471) provides helpful guidance. The Dean has a copy which may be consulted by any member and so does the JCR office.

8.4 PERSONNEL RECORDS

The College holds training and employment records about students, which may include personal information. This information is held for the purposes of education and (in some cases) employment. The College is aware of and complies with its obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000. If any student requires access to any personal information held about him or her by the College or has any other query relating to data protection, please contact either the Senior Tutor/Academic Registrar or the Data Protection Officer. The College makes a charge of £10 for any copies supplied in accordance with the relevant legislation. Students are requested to give consent to the housing of data by the College when they are asked to sign the University of Oxford Data Consent Form.

8.5 FREEDOM OF INFORMATION ACT 2000

Like all other UK public institutions, the College is subject to the Freedom of Information Act 2000 and publishes a wide range of information via its Publication Scheme; for more details see our web pages at <http://www.balliol.ox.ac.uk/official/foi/index.asp>. Other enquiries can be made to the FOI Officer, in writing or by email to foi.officer@balliol.ox.ac.uk.