



BALLIOL  
COLLEGE  
UNIVERSITY OF OXFORD

# **College Handbook 2017–2018**

## About this Handbook

A new edition of the Handbook is published annually, via consideration at the appropriate College committee; it may also be updated in-year from time to time as necessary.

The online version of the College Handbook ([www.balliol.ox.ac.uk/current-members/college-handbook](http://www.balliol.ox.ac.uk/current-members/college-handbook)) is to be taken as the authoritative and most up-to-date version.

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.

In this handbook, all references to College premises include the Jowett Walk Building and the Graduate Centre unless explicitly stated otherwise. The Graduate Centre, also known as the Holywell Manor Complex, comprises Holywell Manor, James Fairfax Yard, the Dellal Building and the Martin Building. 'College' also includes Balliol property such as the boathouse, sports pavilion, and land and houses elsewhere in Oxford. Throughout, the word 'residence' means 'residence in Oxford as a registered fee-paying student member of the College and University'.

The term 'junior members' refers to both undergraduate and graduate members of the College.

For the governing documents of the College, members are referred to the College [Policies and Statutes](#), which include a Conflict of Interests Code.

The [Current Members](#) section of the Balliol website includes some of the information in this handbook, as well as some useful links for College members.

This handbook was last updated on 2.01.18.

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# I GENERAL & WHO'S WHO

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## 1.1 Terms

The dates of full terms during the academic year 2017/2018 are as follows:

Michaelmas 2017	Sunday 8 October	Saturday 2 December
Hilary 2018	Sunday 14 January	Saturday 10 March
Trinity 2018	Sunday 22 April	Saturday 16 June

**Undergraduate Freshers should arrive on Monday 2 October, any time after 10.00am. Returning undergraduates 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 the end of term **unless they have the Dean's prior permission** (see 3.2.4.1). Provided all academic commitments, including handshaking, are over, undergraduates may depart on Friday of 8th Week. Temporary absence during term is covered by Rule 3.2.4.2. The arrival date for graduates will be dictated by their course commitments, communicated by their department or faculty. College Fresher activities for graduates begin on 30 September.

## 1.2 Closed Periods

College\* is closed completely on the following dates:

Christmas:	Close at midday on Wednesday 20 December 2017 Reopen on Tuesday 2 January 2018
Easter:	Close at midday on Thursday 29 March 2018 Reopen on Tuesday 3 April 2018

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

## 1.3 Post and Email

All graduate and undergraduate students are issued with a pigeonhole, for both internal and external mail, at Broad Street; graduates also have a pigeonhole at Holywell Manor. Pigeonholes are accessed via a coded door at the Broad Street and Holywell Manor Lodges. **All official correspondence from the College is sent to the pigeonholes at Broad Street**, so it is important that graduates regularly check their Broad Street pigeonholes as well as those at Holywell Manor.

All mail should be addressed to the student, Balliol College, Oxford, OX1 3BJ. Emergency messages can be taken on 01865 277777 or at [porter@balliol.ox.ac.uk](mailto:porter@balliol.ox.ac.uk).

Tutors and College Officers arrange meetings with students by leaving messages in students' pigeonholes and by posting notices in the Porters' Lodges. It is important for both undergraduates and graduates to **check noticeboards and pigeonholes daily**.

Many tutors, College Officers 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 all students 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.**

## 1.4 Keys and Security

The Lodge Porters should be contacted in any emergency – e.g. fire, flood, etc. – or if suspicious people are seen in College. See also [What to Do in an Emergency](#) (5.5.12). Both Lodges are manned 24 hours a day. The porters are responsible for postal services, room keys (4.2.8) and security.

The **Head Porter, Mr David Yates**, and his team of four day porters and two night porters work in the Porters' Lodge at the Broad Street entrance. They can be contacted at the Porters' Lodge or: [porter@balliol.ox.ac.uk](mailto:porter@balliol.ox.ac.uk) | 01865 277777

The **Holywell Manor Lodge Manager, Mr Mark Howe**, and the night porters work in the Porters' Lodge at Holywell Manor. They can be contacted at the Lodge or: [hmlodge@balliol.ox.ac.uk](mailto:hmlodge@balliol.ox.ac.uk) | 01865 271501 | emergency mobile if the Lodge is unoccupied 07826 785020

The **Jowett Walk Wardens, Ms Mary Jiyani** and **Mr Ryan McKay**, are the first point of contact in matters relating to emergencies and security at Jowett Walk. They live in the two ground-floor rooms of Tower 3 in the complex and at least one is on site from 7.00pm to 8.00am each day September–June except when College is fully closed. [jowett.warden@balliol.ox.ac.uk](mailto:jowett.warden@balliol.ox.ac.uk) | 07470 114665

The **Warden of the Dellal and Martin Buildings, Mr Calum White**, is the first point of contact in relation to emergencies and security at the Dellal and Martin Buildings. [calum.white@balliol.ox.ac.uk](mailto:calum.white@balliol.ox.ac.uk) | 07010 050125

At Broad Street, the staircases and the Library are accessed either by codes, or by electronic locks for which you will need your University Card.

The Holywell Manor front door is closed at midnight. Residents are issued with a front door key to use after midnight. There are digital locks on the external doors of the Martin and Dellal Buildings, and the Garden doors at Holywell Manor. Entry to the Court Yard door at Holywell Manor is via your University Card. 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.

**Junior members are strongly advised to ensure that 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.

## 1.5 Who's Who

The following people are the main contacts for students; please also see the Balliol website for full lists (including photographs and contact details) of [Fellows](#), [Lecturers](#), the principal [College Officers](#) and [staff by department](#).

**NB:** If dialling from an internal phone, you will need to delete the 01865 area code and delete the first 2 from the telephone number given here.



### 1.5.1 Master and Vice-Masters

The **Master** is **Professor Sir Drummond Bone**.

The **Vice-Master (Executive)**, **Dr James Forder**, is **Vicegerent** for Hilary Term 2018. He may be contacted through the **Master's PA, Ms Nathalie Perret**.

[masters.secretary@balliol.ox.ac.uk](mailto:masters.secretary@balliol.ox.ac.uk) | 01865 277710

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.

The **Vice-Master (Academic)**, **Dr Daniel Butt**, is mainly concerned with Balliol's academic policy. He is happy to see people by appointment.

[daniel.butt@balliol.ox.ac.uk](mailto:daniel.butt@balliol.ox.ac.uk) | or via [college.office@balliol.ox.ac.uk](mailto:college.office@balliol.ox.ac.uk)

### 1.5.2 Wellbeing and Welfare

The **Chaplain/Wellbeing and Welfare Officer**, **Canon Bruce Kinsey**, welcomes the opportunity to meet any member of the College in his room (Staircase XXI, Room 8) and to assist with any problems or to offer discreet advice about personal or work-related issues. He is a trained counsellor and a registered psychotherapist (with UKCP); he is also a trained and registered supervisor of therapy (with BAPPS).

[bruce.kinsey@balliol.ox.ac.uk](mailto:bruce.kinsey@balliol.ox.ac.uk) or [chaplain@balliol.ox.ac.uk](mailto:chaplain@balliol.ox.ac.uk) | 01865 277716

He is also contactable via the **Chaplain's Secretary, Mrs Catherine Willbery**.

[chaplains.secretary@balliol.ox.ac.uk](mailto:chaplains.secretary@balliol.ox.ac.uk) | 01865 277733

Bruce leads the following team: their details are also on the website under [Wellbeing and Welfare](#).

The **College Nurse, Sister Chris Sunga**, comes into College at Broad Street and Holywell Manor every weekday from 0th Week to 9th Week inclusive to advise, treat and support any College member who is unwell, injured or in any other difficulty. See 5.3.1 and the [Wellbeing and Welfare web page](#) for her contact details and the times of her clinics.

The **Academic Work Counsellor, Dr Denise Barulis**, is available in the Bajpai Room to see Balliol students on Tuesday mornings during Weeks 0 to 8 by appointment.

[denisebarulis@hotmail.com](mailto:denisebarulis@hotmail.com) | text 07963131460

The **Student Counsellor, Ms Mischka Byworth**, is the College's Liaison Counsellor from the [Oxford University Counselling Service](#), which any member of Balliol can access, by appointment.

[reception@counserv.ox.ac.uk](mailto:reception@counserv.ox.ac.uk) | 01865 280300 | Visit the office at 3 Worcester Street

The **Junior Deans** also contribute towards pastoral care in the community: see 1.5.3. The **Peer Supporters** are student volunteers who are available to listen to Balliol members who would like to discuss problems of any nature. Their names and contact details are on the [Peer Support web page](#).

The **Financial Aid Officer, Canon Bruce Kinsey**, is available in his room on Staircase XXI to discuss financial issues by appointment via the **Student Finance Officer, Stacey McGowen**, who is also able to help with financial aid enquiries or to make an appointment for you to see the Financial Aid Officer if necessary. (See also 6.3.2.)

[student.finance@balliol.ox.ac.uk](mailto:student.finance@balliol.ox.ac.uk) | 01865 277748

The **Women's Officer, Dr Lisa Walker**, is available to talk to anyone who wholly or partially identifies as a woman, about problems or concerns, particularly those relating to issues such as gender representation, discrimination, harassment, safety and sexual health.

[lisa.walker@balliol.ox.ac.uk](mailto:lisa.walker@balliol.ox.ac.uk) | 01865 277726

The **Harassment Officers, Dr Scot Peterson and Dr Lisa Walker**, can be contacted for confidential advice on matters relating to harassment.

[scot.peterson@balliol.ox.ac.uk](mailto:scot.peterson@balliol.ox.ac.uk) | 07533 826183

[lisa.walker@balliol.ox.ac.uk](mailto:lisa.walker@balliol.ox.ac.uk) | 01865 277791

### 1.5.3 Decanal

The **Dean, Dr Rachel Quarrell**, is responsible for decanal and non-academic discipline among the College's undergraduate members, according to the rules set out in 3.1 and 3.2. She is mindful of pastoral, medical, and academic considerations, and therefore works closely with senior College Officers and the [wellbeing and welfare team](#), for the good of the College community and the individuals within it. If any junior member (graduate or undergraduate) is injured and taken to hospital the Dean likes to know as soon as possible regardless of the hour of day. She can be contacted as follows:

In an emergency or in relation to urgent personal problems, in confidence, at any time: 01865 277777

Minor and/or routine matters: [dean@balliol.ox.ac.uk](mailto:dean@balliol.ox.ac.uk)

Appointments: through the **Dean's Secretary, Mrs Catherine Willbery:**

[deans.secretary@balliol.ox.ac.uk](mailto:deans.secretary@balliol.ox.ac.uk) | 01865 277733

The **Junior Deans, Ms Jessica Lamb and Mr Oscar Lyons**, assist the Dean with discipline and are responsible for maintaining necessary and desirable levels of health and safety standards and welfare for undergraduate members, especially those residing on the main site at Broad Street. They are available to help with any problems: please check the Junior Dean rota ([available here](#)) to see which one is on duty. Both are resident in College: Oscar Lyons lives on Staircase IV, Room 3, and Jessica Lamb lives on Staircase III, Room 9.

[junior.dean@balliol.ox.ac.uk](mailto:junior.dean@balliol.ox.ac.uk) | duty mobile 07010026478

Decanal responsibility for the graduate community lies with the Praefectus of Holywell Manor: see 1.5.6.

### 1.5.4 Academic Administration: the College Office

The **Senior Tutor/Academic Registrar and Tutor for Graduates, Dr Nicola Trott**, has responsibility for academic planning and is in overall charge of academic administration. She should be contacted to discuss any academic problem not resolved by Personal Tutors/College Advisers (see 5.1). She is also the Disability Lead. Students are welcome to drop by her office (Room 1 of the College Office).

Specific appointment times: [senior.tutor@balliol.ox.ac.uk](mailto:senior.tutor@balliol.ox.ac.uk) | or for confidential matters

[nicola.trott@balliol.ox.ac.uk](mailto:nicola.trott@balliol.ox.ac.uk) | 01865 277738

The **Graduate Administrator and Student Finance Officer, Dr Stacey McGowen**, administers all aspects of graduate business, including student registration and matriculation, examination entries, arrangements for examinations in College, University Cards, and graduate changes of status. She has responsibility for graduate scholarships, and for project/travel grants, academic awards and financial support for both graduates and undergraduates. She also runs the graduate admissions exercise on behalf of the **Tutor for Graduate Admissions, Professor**

**Adam Smyth.** She is the College's Disability Co-ordinator for graduates.  
[graduate@balliol.ox.ac.uk](mailto:graduate@balliol.ox.ac.uk) | 01865 277748

The **Undergraduate and Academic Administrator, Mr Patrick Holmes**, administers all aspects of on course undergraduate business, including student registration and matriculation, examination entries, Collections, arrangements for examinations in College, University Cards, academic transcripts, and confirmations of student status. He is the College's Disability Co-ordinator for undergraduates.  
[undergraduate@balliol.ox.ac.uk](mailto:undergraduate@balliol.ox.ac.uk) | 01865 277758

The **Undergraduate Admissions and College Office Administrator, Ms Heather Dehnel-Wild**, supports the Undergraduate and Academic Administrator, and provides other academic administration. She also runs the undergraduate admissions exercise on behalf of the **Tutor for Undergraduate Admissions, Dr Sebastian Shimeld**.  
[college.office@balliol.ox.ac.uk](mailto:college.office@balliol.ox.ac.uk) | 01865 277765

### 1.5.5 Domestic and Financial Administration

The **Domestic Bursar, Mrs Fran Wright** (who is also Data Protection Officer, Fire Precautions Officer, and Freedom of Information Officer), is happy to see students during normal office hours. However, if possible, please make an appointment via the Bursars' PA (see below).  
[domestic.bursar@balliol.ox.ac.uk](mailto:domestic.bursar@balliol.ox.ac.uk) | 277772

The **Finance Bursar, Mr Richard Collier**, is normally in College in term time and may be consulted by appointment via the Bursars' PA.  
[bursars.office@balliol.ox.ac.uk](mailto:bursars.office@balliol.ox.ac.uk) | 01865 277742

The **Bursars' PA is Ms Roisin Moriarty**.  
[bursars.office@balliol.ox.ac.uk](mailto:bursars.office@balliol.ox.ac.uk) | 01865 277742

The **Fees and Battels Officer is Ms Lisa Carpenter**.  
[fees@balliol.ox.ac.uk](mailto:fees@balliol.ox.ac.uk) | 01865 277762

The **Domestic Manager, Mrs Keeley Mortimer**, is responsible for the allocation and administration of student bedrooms and for the management of the cleaning staff.  
[domestic.manager@balliol.ox.ac.uk](mailto:domestic.manager@balliol.ox.ac.uk) | 01865 277712

The **Maintenance Manager, Mr Roland Harris**, heads the Maintenance Department, which rectifies all small and large maintenance problems.  
[maintenance@balliol.ox.ac.uk](mailto:maintenance@balliol.ox.ac.uk) | 01865 277761

The **College Surveyor, Mr Neville Clark**, is responsible for major works requiring outside contractors.  
[neville.clark@balliol.ox.ac.uk](mailto:neville.clark@balliol.ox.ac.uk) | 01865 277811

The **Director of ICT, Mr Christopher Thompson**, heads the IT department, which is located in the basement of Staircase XI.

[it.director@balliol.ox.ac.uk](mailto:it.director@balliol.ox.ac.uk) | 01865 279594  
For any computing problems: [helpdesk@balliol.ox.ac.uk](mailto:helpdesk@balliol.ox.ac.uk)

The **Development Director, Mr Richard Norman**, runs the Development Office, which is responsible for alumni relations and fundraising for College needs. He is pleased to have the

involvement of current students in many of these activities.

[development.office@balliol.ox.ac.uk](mailto:development.office@balliol.ox.ac.uk) | 01865 277636

#### 1.5.6 Graduate Centre: Holywell Manor

The **Praefectus of Holywell Manor, Professor Tom Melham**, is resident at Holywell Manor and has pastoral responsibility for and decanal powers over graduates. He welcomes the opportunity to see any students for personal and confidential advice and is usually available via the Lodge or by appointment through his secretary.

[praefectus@balliol.ox.ac.uk](mailto:praefectus@balliol.ox.ac.uk)

The **Praefectus's Secretary is Ms Mandy King**.

[hmsecretary@balliol.ox.ac.uk](mailto:hmsecretary@balliol.ox.ac.uk) | 01865 281370

The **Assistant Praefectus, Ms Helen Taylor**, assists the Praefectus in his pastoral responsibilities. She is available throughout the day and night during term time as the first point of contact in an emergency and to offer support to any student who seeks her help. She is resident in Holywell Manor in Room NW74 (North Wing).

[helen.taylor@balliol.ox.ac.uk](mailto:helen.taylor@balliol.ox.ac.uk) | 07010 050963

#### 1.5.7 Academic Resources

The **Librarians, Mrs Naomi Tiley (job share Monday–Wednesday) and Mr Stewart Tiley (job share Wednesday–Friday)**, are normally available in the Library between 9.00am and 5.00pm, Monday to Friday. She and all the Library staff can be contacted with enquiries about the Library, including its collections of early and rare books.

[library@balliol.ox.ac.uk](mailto:library@balliol.ox.ac.uk) | 01865 277709

The **Archivist and Curator of Manuscripts, Miss Anna Sander**, is responsible for the College's administrative archives, ancient manuscripts and modern papers collections. She also has responsibility for records management. She is based at the College's Historic Collections Centre at St Cross Church (next to Holywell Manor, on Manor Road).

[archivist@balliol.ox.ac.uk](mailto:archivist@balliol.ox.ac.uk) | 01865 271900

The **Fellow Librarian, Professor Seamus Perry**, may be contacted with enquiries about the Library and the College's historic collections. The day-to-day operations of the Broad Street Library and the Historic Collections Centre at St Cross are the responsibility of the Library staff.

[seamus.perry@balliol.ox.ac.uk](mailto:seamus.perry@balliol.ox.ac.uk)

#### 1.5.8 Junior Members

The **JCR President, Ms Leah Mitchell**, is responsible for representing the interests of the Junior Common Room (JCR), of which all Balliol students are automatic members, and for coordinating the activities of the JCR Committee. The [JCR website](#) contains much useful information for undergraduates, including a list of Committee members.

[jcr.president@balliol.ox.ac.uk](mailto:jcr.president@balliol.ox.ac.uk) | 07476 013111

The **MCR President, Mr Lukas Freund**, is responsible for representing the interests of the Middle Common Room (MCR), of which all graduate students at Balliol are automatic members, and for overseeing the activities of the MCR Committee. The [MCR website](#) contains much useful information for graduates and a list of Committee Members.

[mcr.president@balliol.ox.ac.uk](mailto:mcr.president@balliol.ox.ac.uk) | 07714 672761

## **1.6 Complaints Procedure**

If you are dissatisfied with the College's provision, you should first take it up with the relevant College Officer as per Stage One of the [Student Complaints Procedure](#). Complaints which cannot be resolved by these informal routes should follow the [Student Complaints Procedure](#), starting at Stage Two. A student who remains unsatisfied with the College's response may complain to the [Office of the Independent Adjudicator for Higher Education](#).

For how the Complaints Procedure operates in respect of academic provision, see 2.4.4.

## 2 ACADEMIC PROGRESS

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### 2.1 **Studies**

#### 2.1.1 **University Resources**

Students should be aware of the following University resources, which are relevant to the information in this section:

- [Student Handbook](#) (Proctors' and Assessor's Memorandum)
- Course handbooks for all undergraduate and taught postgraduate courses, available from these index pages:
  - [Undergraduate course handbooks](#)
  - [Postgraduate course handbooks](#)

#### 2.1.2 **Study before Residence (Undergraduates)**

Undergraduates 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.

#### 2.1.3 **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 matriculated (with exceptions for graduates of Cambridge and Trinity College, Dublin).

The required clothing for this occasion is formal academic dress, known as sub fusc, which is also worn for examinations and at degree ceremonies.

#### 2.1.4 **Sub Fusc**

When required to wear sub fusc, you should wear your preferred items from the following: dark suit with dark socks, or a dark skirt with black tights or stockings, or dark trousers with dark socks or dark hosiery; a dark coat if required; black shoes; plain white collared shirt or blouse; a white bow tie, black bow tie, black full-length tie, or black ribbon. You are also required to wear a gown and mortar board or soft cap. Clothes should be appropriate for formal occasions. Hoods are worn by graduates at University examinations and at presentations for degrees.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress/scarf for religious reasons, a black scarf should be worn. Members of the armed forces may wear service dress under their gowns. Members of the University serving in HM Forces are permitted to wear uniform underneath the gown. The uniform cap is worn in the street and carried when indoors.

Graduates of other universities who are reading for higher degrees and diplomas other than the Diploma in Legal Studies may wear either the graduate student's gown or the academic dress of their own universities; graduates reading for certificates may wear either a commoner's or (if appropriate) scholar's gown or the academic dress of their own universities; graduates of other universities reading for Final Honour Schools must wear a commoner's or (if appropriate) a scholar's gown.

It is possible to obtain the headwear, tie and gown on arrival at the College; these can also be loaned or hired from various outfitters in Oxford or from the Porters' Lodge at Broad Street. Balliol Porters' Lodge hire rates are as follows: deposit for gown, including cap, hood (for graduates) or 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. Requests for academic dress, gowns, etc. must be made direct to the Head Porter, Monday–Friday prior to the date required.

#### **2.1.5 Course of Study (Undergraduates)**

All undergraduates 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.

#### **2.1.6 Change of Course**

Undergraduates who wish to change their course of study must apply for the permission of the College through the Senior Tutor/Academic Registrar. The College normally permits changes of course to undergraduates in good academic standing (2.3.2) only after a Pass at First Public Examination (with a presumptive right to change only for those gaining Distinction at FPE), and with the agreements of tutors in both subjects.

Graduate members of the College who wish to change their status must have their forms signed by the Graduate Administrator. The forms are available [online](#). 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 declarations.

#### **2.1.7 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. 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.

#### **2.1.8 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).

#### **2.1.9 Intercollegiate Classes (Undergraduates)**

Undergraduates should be aware that intercollegiate classes, at which attendance is compulsory, are regularly taken and assessed by appropriate graduate students within the faculty.

#### **2.1.10 Employment during Term and Vacation for Undergraduate Students**

Undergraduates are reminded that University courses require full-time commitment. Junior members may not take substantial employment (i.e. more than eight hours per week) outside the College during term without the permission of Academic Progress Committee. 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 eight 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 emphasise that hardship funds are available, and encourages students to apply for these before resorting to paid work during term time (see 6.3.2).

### 2.1.11 Paid Work Guidelines for Graduate Students

The College recognises that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help to support themselves financially. The University has [Paid Work Guidelines](#) which students are advised to read. These guidelines aim to ensure that any paid work undertaken does not adversely affect students' success in their studies or their ability to complete their course on time. In addition, some graduates will have prescribed limits on how many hours' paid work they can do, which must be observed: for example, graduates funded by research councils and some other scholarships, and those graduates with Tier 4 visas (see 2.1.12). Students should be aware that demand for part-time paid work in Oxford often exceeds the amount of paid work available, whether it is academic paid work or other forms of paid work. For this reason, graduate students should not rely on the availability of paid work to fund their University and College fees and their living costs when planning how to finance their studies and completing their [Financial Declaration](#).

Full-time graduate students should generally regard their studies as a **full-time occupation of at least 40 hours per week**, and should normally be available for all academic commitments during usual working hours (i.e. 9.00am to 7.00pm on weekdays). Graduate students on taught courses should regard this as applying to term-time study whilst for students on research courses (such as a DPhil) it applies all year round **for a minimum of 44 weeks of the year**.

The University and the College therefore recommend that full-time graduate students on a taught course (such as a Master's) do not undertake more than eight hours' paid work each week whilst studying. Students may find they have substantial study commitments in the Christmas, Easter and summer vacations as well as the University's three full terms of eight weeks each. The number of weeks of full-time study required will depend on the course structure, and students should check the structure of their own course and its implications for any paid work with their department or faculty before taking up any such work.

### 2.1.12 Working while Studying on a Tier 4 Visa

There is information for all students about working while studying if you have a Tier 4 visa [here](#).

Undergraduates are already limited to no more than eight hours' paid work a week during full term (University rule), and those with Tier 4 visas may not work for more than 20 hours in any week during non-term working weeks. These include any time when you would need to be in Oxford or studying elsewhere for course-related academic purposes, and include project weeks, field trips, dissertation writing periods and fourth-year extended terms. Those on years abroad must follow the rules for the country they are in. Outside these taught/study periods undergraduates with Tier 4 visas may work any number of hours per week.

Tier 4 research graduates may not work more than 20 hours a week during their studies.

For Tier 4 taught-course graduates this limit includes all weeks during which they have contact hours (labs, lectures, seminars, etc.) and any weeks doing exams (including revision time immediately



before them), studying in libraries/rooms or writing dissertations. When not doing any academic study, Tier 4 taught-course graduates may work more than 20 hours a week.

For Tier 4 research graduates, the only times when the 20-hours-a-week earning limit does not apply are when they are on complete holiday from their studies, i.e. not going into libraries/labs, not gathering data, not even studying in their room. Most Tier 4 research graduates are limited by their department to having no more than 4–5 weeks like this a year, in accordance with the University's [paid work guidelines](#).

Tier 4 DPhil students who have submitted their final thesis may be able to count some weeks between submission and viva as vacation, provided that their supervisor does not need them to do any work such as paper-writing, further research, or preparation for their viva.

**For all the above**, a 'week' means any possible seven-day period; it is not an average. So if you are under Tier 4 rules, you may not work ten hours on each of Saturday, Monday and Wednesday and then do nothing for a month, because there is a seven-day period during which you are breaking the rules.

Students who hold Tier 4 visas are obliged to keep a careful log of their paid University work hours and are advised to note their vacation dates in case of checks, and if working for a company may be required to show their passport and visa at the start of employment as proof of the right to work and limitations upon it.

Anyone on a Tier 4 visa who breaks these rules may be liable to have their visa removed permanently, and to be blacklisted from future entry into the UK.

### 2.1.13 Reading Parties

From time to time, at their discretion, tutors and other senior members may organise 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 organised reading parties in the Lake District, in Scotland, and in France at the [Chalet des Anglais](#), a site owned by a separate trust with trustees from Balliol, University and New Colleges. For all such parties, participants must take out appropriate insurance (6.3.7).

### 2.1.14 Oxford SU Sabbatical Officers

Any member of the College wishing to stand for election as an Oxford University Students' Union Sabbatical Officer must have permission in advance from Academic Progress Committee. Applications must be made through the Senior Tutor/Academic Registrar.

### 2.1.15 Enrolment Certificates and On-Course Transcripts

Once University registration is complete, all students are able to print enrolment certificates from the [Student Self Service](#). This certificate may be used to confirm student status for many purposes such as council tax exemption, opening a bank account, renting private property, etc.

A transcript, an official summary of your academic performance and progress to date, may be required by prospective employers or another educational institution. Final and on-course transcripts, showing academic achievement to date but not final classification, are available from the University: for more information, see [this page](#).

## 2.2 **Academic Progress Committee**

The body responsible for the academic oversight of all Balliol students is Academic Progress Committee.

Academic Progress Committee (APC) has oversight of individual students' academic progress. Its membership consists of the Master (who chairs it), the Vice-Master (Academic), the Senior Tutor/Academic Registrar, the Chaplain/Wellbeing and Welfare Officer, four Tutorial Fellows, and the Praefectus of Holywell Manor and the Domestic Bursar (these last two normally attend only when specific cases require them). APC is scheduled to meet in Weeks 2, 5, 7 and 9 of term, and is empowered to meet at other times when there is urgent business. The Tutorial Fellows on APC are chosen to ensure representation from a range of subjects and so that APC always includes both men and women. APC's decisions are normally made by consensus; if necessary, they can be made by a simple majority of those present and voting. Where a matter is urgent and no meeting can be scheduled, APC is empowered to make decisions via electronic circulation, provided that a quorum (comprising at least two College Officers and two Tutorial Fellows) of APC's membership participates in the electronic vote.

APC's powers are delegated to it by the Tutorial Board (TB), which includes all the College's Tutorial Fellows as well as APC members, and which meets once per term to consider general matters of academic policy. Members of TB are entitled to attend APC and are expected to do so to report on individual student cases in their subject when these arise. (Research and, normally, Professorial Fellows are not members of either APC or TB, but may be asked by students to represent them at APC.)

## 2.3 **Academic Standards**

### 2.3.1 **Good Academic Practice and Plagiarism**

Good academic practice involves a set of skills: for advice on many aspects, see [this page](#). Plagiarism is the use, without appropriate acknowledgement, of the words or ideas of another author: see [this page](#), where you will find 'Academic good practice: a practical guide'; for guidance the online course is available [here](#). All 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/graduate supervisors 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 Academic Progress Committee (2.2) and may lead to a student being required to withdraw from the College.

The University policy on plagiarism in University examinations can be found [here](#).

### 2.3.2 **Good Academic Standing (Undergraduates)**

At undergraduate level (including 2nd BA), students shall be deemed to be of 'good academic standing' only if they:

- Keep appointments with tutors and College Officers, keep informed of electronic and other communications sent by tutors and the University and College

academic authorities and those on the noticeboards, and attend Handshaking (end-of-term reports) and Master's Interviews as required.

- Pass (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 their course.
- Attend 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.
- Produce on time 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.
- Undertake that all work submitted is their own and is consistent with good academic practice (2.3.1).

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 Academic Progress Committee (2.2), which may impose disciplinary sanctions. Any student who has been suspended from study on academic disciplinary grounds will normally be refused tutorial teaching and the use of College facilities in subsequent terms, until the suspension is lifted.

## **2.4 Feedback, Support and Complaints**

In College, undergraduates are given feedback, both written and oral, in the context of Collections, tutorials, classes and other academic meetings and conversations with tutors.

In the case of graduates, online reports on academic progress from the University supervisor, and the student's own self-reports, are regularly monitored by the College Office and made available to Balliol College Advisers. The Praefectus or Head of the Graduate Centre has a formal meeting with each graduate annually.

### **2.4.1 Handshaking and Master's Interviews (Undergraduates)**

Undergraduates 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 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.

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 by means of email and a notice in the Lodge – students are urged to check the noticeboard regularly for the timetables towards the end of each term.

### **2.4.2 Feedback by Students**

Undergraduates are invited each term to give [anonymous electronic feedback](#) on the tutorial teaching they have received from tutors in Balliol and in other colleges, and to reflect on their own learning and development. They can also report on academic matters at any time by email or in person, either to their Personal Tutor or to the Senior Tutor/Academic Registrar (for Academic Complaints Procedure, see 2.4.4).

Graduates are invited to give anonymous feedback on all aspects of College provision via an annual online survey.

### 2.4.3 Student Support

Students who run into work-related or other difficulties should seek to resolve these as soon as possible. It is recognised that there are many ways and contexts in which problems can arise; whatever the reasons for difficulty, there will be someone who can help or who will be able to refer you for help as necessary. You are invited to discuss any academic problems openly with your [Personal Tutors \(undergraduates\)](#) and [College Advisers \(graduates\)](#), preferably before any formal academic disciplinary process gets under way. You are warmly encouraged to draw on any and all of the other relevant resources in College: the [Chaplain/Wellbeing and Welfare Officer](#) (as College's welfare lead), [peer supporters](#) and [graduate officers](#), the [Academic Work Counsellor](#) (text 07963131460), the [Senior Tutor and Tutor for Graduates](#), and specifically for graduates the [Praefectus](#); for health-related matters, the [College Nurse](#) and [College Doctors](#).

There are also specialist support services for the collegiate university to which all students have access: the [Oxford University Counselling Service](#) and [Disability Advisory Service](#). Oxford SU, the Student Union, also has a [Student Advice Service](#).

### 2.4.4 Student Complaints Procedure

If you are an undergraduate and you are dissatisfied with teaching arrangements, you are encouraged to discuss the matter with one of your subject tutors or your Personal Tutor. If the difficulties cannot be resolved or if there are problems of communication or compatibility, or the problem arises in the context of other academic or academic-related provision, you should then, as per Stage One of the [Student Complaints Procedure](#), consult the responsible College Officer, in this case the Senior Tutor/Academic Registrar. Complaints which cannot be resolved by these informal routes should follow the [Student Complaints Procedure](#), starting at Stage Two.

Graduates who wish to discuss supervision arrangements or other academic problems should see their College Adviser (5.1). Difficulties which cannot be resolved by the College Adviser can be taken up with the Tutor for Graduates (the Senior Tutor/Academic Registrar) or another College Officer.

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

## 2.5 Examinations

### 2.5.1 Collections and Vacation Work (Undergraduates)

Collections (College examinations) take place under invigilation every Thursday afternoon of 0th Week between 1.50 and 5.00pm, on every Friday of 0th Week between 9.20am and 12.30pm and 1.50 and 5.00pm, and on every Saturday of 0th Week between 9.20am and 12.30pm. It is possible that additional Collections may be held, if necessary, between 1.50 and 5.00pm on Saturday of 0th Week. The Thursday afternoon and Saturday morning sessions are 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. **Collections start at 9.30am and 2.00pm. However, the doors to Hall open 10 minutes earlier than the start times and students must arrive 10 minutes before each session, at the times indicated above.**

Students with special examination requirements sit their Collections separately under invigilation. The Bajpai Room is set up with laptops for students with permission to word process exams; the Massey Room is available for students permitted extra time. **Students must inform the Undergraduate 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 Academic Progress Committee. 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 practise 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 or dictionaries 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 Hall should be placed in a designated area away from the examination tables. Mobile communication devices must **not** be brought into an exam room.
- 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.
- h. Students who arrive late will not have extra time to complete the Collection but must finish on schedule.

Failure to attend Collections or to hand in prescribed vacation work and markedly inadequate performance in the same is reported to the College, and may lead to a Special Collection being set (2.8.4). You will be charged for the cost of invigilating a Special Collection.

### 2.5.2 Examination Entry

Students are personally responsible for entering their names for University examinations via the [Student Self Service](#) website. To ensure that you are entered for the correct examinations and assessments, you will need to follow the [University guidance on examination entry](#). This includes details of how to pay any relevant fees, including a **Late Examination Entry fee of £40**. In order to complete your examination entry successfully you must have completed your University registration within the student registration window.

### 2.5.3 Dress for Examinations

At University examinations all students are required to wear sub fusc: see 2.1.4.

### 2.5.4 Special Arrangements for Exams

There is a system for students with ongoing exam difficulties or special requirements. Relevant categories include SpLDs, physical disabilities, 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 Undergraduate or Graduate Administrator (as appropriate) as soon as possible so that requests can be submitted to the Proctors on their behalf. Non-urgent provisions 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 Undergraduate or Graduate Administrator immediately the need arises and provision will be at the discretion of the Senior Tutor/Academic Registrar.

### **2.5.5 Factors Affecting Exam Performance**

The College does not itself have any power to alter examination results for medical or any other reasons. It is possible for the relevant Board of Examiners to consider factors which you believe may have affected your academic performance when it meets to determine degree results. You will be required to write a statement about the illness, incident or condition in question, which the College Office will submit on your behalf, along with any supporting medical evidence. Factors affecting performance include acute illness, long-term disabilities and/or health conditions, and other urgent causes such as traffic accidents or bereavements.

If you have medical or other factors to submit, you should inform the Undergraduate Administrator or Graduate Administrator (as appropriate) 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 Board of Examiners has met.

### **2.5.6 Illegible Exam Scripts**

If the examiners determine that a script is illegible, the student concerned will be required to pay for the invigilation and typing of that script, either in the Examination Schools or in College (plus an administrative fee of £40).

### **2.5.7 Exam Performance Expectations (Undergraduates)**

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 (FPE) 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. Failure to comply with this condition will normally mean that a candidate will be required to withdraw from the course and cease to be a member of the College.

Students who fail to achieve more than a low pass in the FPE or re-sit will normally be required to sit a First Special Collection at the beginning of the term succeeding the First Public Examination. Performance in any second-year degree examinations should be at a clear Honours level, failure to attain which will normally result in the setting of a First Special Collection. The potential consequences of failing Special Collections are set out below (2.8.4).

On certain courses, students intending to progress to Year 4 should take note of any departmental and University regulation requiring a minimum 2:1 level of performance in second- and third-year exams.

## 2.6 **Scholarships, Exhibitions and Awards**

### 2.6.1 **Undergraduate Scholarships and Exhibitions**

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

Prelims Prizes may be awarded to those whose First Public Examination results show First Class performance short of a Distinction; and post-FPE there are pathways to further academic awards via performance in Collections and second-year exams.

See the [Academic Awards Flowchart](#). Note also:

- Scholars are invited to a College meal and celebratory ceremony in recognition of their achievement.
- Scholars and Exhibitioners are paid by a credit on battels. The standard amounts paid are: £200 for a Scholar and £150 for an Exhibitioner.
- Scholars and Exhibitioners may wear the Scholar's gown rather than the commoner's gown on occasions when gowns are to be worn.
- Scholarships and Exhibitions are tenable only during residence in Oxford. However, those on a Year Abroad who qualify will continue to receive their awards.

### 2.6.2 **Other Scholarships, Prizes and Awards for all Students**

A number of other scholarships, prizes and awards for academic/academic-related purposes are open to Balliol undergraduates and graduates. Full details about all these, and how to apply for them, may be found on the [Financial Support web page](#).

### 2.6.3 **Rules for all College 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 will be indicated when advertised. Students whose status is suspended are not normally eligible to make submissions for prizes.

Examiners are empowered to divide the 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.

### 2.6.4 **Subject Prizes for Undergraduates Only**

The Senior Tutor/Academic Registrar may authorise the award of a special prize from time to time to an undergraduate reading a subject not covered by the list on the [Financial Support web page](#).

## 2.7 **Fitness to Study**

### 2.7.1 **Fitness to Study**

Balliol College adopts the definition of 'Fitness to Study' as stated in [Statute XIII](#).

'Fitness to Study' means an undergraduate or graduate student's fitness:

- to commence a distinct course of academic study, or
- to continue with his/her current course of academic study, or
- to return to his/her current or another course of academic study



and his/her ability to meet:

- the reasonable academic requirements of the course or programme, and
- the reasonable social and behavioural requirements of a student member (whether resident in College or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law).

### **2.7.2 Suspension from Study on Medical/Personal Grounds (Undergraduates)**

You may, in serious medical, personal or other circumstances, apply through your Personal Tutor, the Chaplain/Wellbeing and Welfare Officer, or the Senior Tutor/Academic Registrar to the Academic Progress Committee (APC) – a small internal College committee which includes the Chaplain/Wellbeing and Welfare Officer and Senior Tutor (see 2.2) – for permission to suspend your student status for a specified period, usually one year. In exceptional circumstances, a request to suspend a second year will be heard. APC will not normally agree to the repetition of completed terms; and will not agree to a suspension based solely on the ground that you are or feel ill-prepared for University examinations. In cases of ill-health a medical certificate in support of the request to suspend is required from the College Doctors. A student whose request for a suspension of study is granted does not need to put a case to APC, but one whose request is turned down may do so. At the end of the period of suspension, the College will require another medical certificate from the College Doctors (informed by reports from the clinicians who have been treating you while suspended and/or from health professionals the College Doctors have consulted), confirming you are fit to resume study. APC may require that some academic work take place in the run-up to a resumption of study, such as submitting an academic plan, or other written work assigned by tutors, or preparing to sit a returning Collection identical to that which is being set to the year group you will be joining. This academic component is intended to help you get ready to resume full-time study once you are well, and does not reflect any lack of good academic standing.

The Senior Tutor/Academic Registrar will write to you to convey the decision of APC with regard to the request to suspend, outline any conditions for return, and confirm the arrangements agreed for [access to University facilities, services and support](#), communication with College while suspended, and other details as required.

The College will consider sympathetically a request to return into residence early, though normally not earlier than 0th Week of term, in order that you be able to settle in to academic work. Given sufficient notice, it may be possible to provide accommodation, for which you would normally be charged. Any early return into residence will require the certification of fitness to study to be brought forward accordingly.

See also this [Guidance on Undergraduate Suspension of Status](#).

### **2.7.3 Interactions with College during Suspensions from Study**

If you are granted permission to suspend status you will be given a primary point of contact for communicating with College while your student status is suspended, access to university facilities and services will be clearly explained, and one or more meetings with the Chaplain/Wellbeing and Welfare Officer will normally be offered in the course of the suspension. Visits to the College for



any other purpose require the permission of Academic Progress Committee. While your status is suspended you may not participate in the activities of any College society, represent the College in any team, or obtain credit in College. You should also ensure that you return any books out on loan to the College Library, or any other University Library, before departing.

#### 2.7.4 **Disputed Fitness to Study**

Where the College, advised by its Welfare Team and with reference to the criteria for Fitness to Study (2.7.1), recommends a period of suspension from study, it will seek your agreement in the first instance. In exceptional cases, where the College, advised by the College Doctors, Counselling Service, or other health professionals, understands a student to be unfit for study, but the student disagrees, the case will be decided within a week by APC, informed by available professional advice. If a decision is taken that you should be required to suspend study on medical or welfare grounds, and you do not accept the decision, you are entitled to put a case to APC as to why this should not happen. This case can be made in writing, or by addressing APC in person, or by a Fellow (for instance the Chaplain/Wellbeing and Welfare Officer) who has been asked to speak on your behalf. (Any Fellow who speaks in this capacity will then take no part in any vote of APC, even if they are a committee member.) You may choose instead to be represented or accompanied by a member of the Balliol JCR or MCR (such as the President or a Welfare or Academic Affairs Officer), but there is no obligation for any Balliol junior member to take on this role and this must be made clear to a fellow student at the time of asking. Following any decision of APC to require you to suspend study, you will be able to appeal that decision (2.8.7).

During the interim period, while APC and where relevant the Appeals Committee consider the evidence, you would normally remain registered and actively studying unless continuing to study is likely to be significantly harmful to your health or unless there is potential risk to staff or other students if you continue on course. The Master would make such a decision. If it is necessary to suspend you pending the outcome of an appeal, the interim suspension should not be seen as pre-judging the Appeal Committee's decision.

Wherever possible, such cases are dealt with under the College's own procedures; but the University has established a common framework across departments/faculties and colleges for cases where questions arise as to whether a student is fit to study, or to return to study after a period of suspension on account of medical, psychological, or emotional problems. Once normal procedures have been exhausted, a college or department may refer the case to a [Fitness to Study Panel](#). Further information is available [here](#).

## 2.8 **Academic Discipline**

### 2.8.1 **Failure in Examinations or Unsatisfactory Work**

Under its Academic Disciplinary Procedure (ADP), the College **may at any time require** you to discontinue residence, either temporarily or permanently, for failure in public or (for undergraduates) College examinations, unsatisfactory work, or other failures to be in good academic standing (2.3.2), **provided that** you have first been given clear and adequate notice, in writing, of the conditions you must fulfil to remain a member of the College, and that you have then failed to meet them. (Here and elsewhere, the forms of written communication used by the College should be understood to include electronic as well as printed or hand-written messages, notices and letters.)

**It is most important that you make your tutors, or for graduate students your supervisor and College Adviser, 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 and allowances made (2.4.3, 5.3.4).**

The College's ADP comprises sections 2.8.2–2.8.9 and refers also to sections 2.2, 2.3, 2.5.1 and 2.5.7 above. There is an [Academic Disciplinary Procedure Framework](#) for this ADP and graduate students should refer to this document; **the sections below apply specifically to undergraduate students (UG).**

## **2.8.2 Academic Discipline (UG)**

The College expects and requires that you attend on time all of your classes (including inter-collegiate classes), tutorials and other meetings with tutors unless you have received prior permission to miss a meeting, that you hand in all work you are set on time and to a satisfactory standard, that you work for and sit College Collections at a satisfactory level, and that you fulfil all other conditions required to be in good academic standing (2.3.2). Minor failings to do so will normally be dealt with, initially, in informal discussion with your tutor(s) or College Officers either in person or in writing during term, or in end-of-term progress meetings (Handshakings).

Informal warnings may continue but, if your work is persistently unsatisfactory or you are otherwise significantly failing to be of good academic standing, you are likely to be referred by your tutors to the College's Academic Progress Committee (APC), which has formal oversight of student academic performance (2.2). Your tutors will normally tell you if they are going to do this, but in the event of repeated absence from meetings or serious under-performance your case may be referred directly to APC.

At this stage, the APC will normally decide that you should receive a **formal warning** from the Senior Tutor/Academic Registrar and be placed on academic probation (2.8.3). The letter from the Senior Tutor/Academic Registrar will ask you to come and discuss the situation, and will spell out what is required of you in order to avoid further sanctions, with reference to the fundamental requirement that you should return at once to good academic standing by putting sufficient time and effort into your studies and by attending, and completing work for, all of your teaching. APC will reconsider whether you have met these requirements in its subsequent meetings (it is scheduled to meet approximately every two weeks during term time and can conduct business by email at other times).

If, despite a formal warning, you continue not to be in good academic standing, the APC will decide what further action to take, based on your individual circumstances (including your tutors' assessment of the quality of work you could reasonably be expected to produce if you worked satisfactorily for it).

Although the letter from the Senior Tutor/Academic Registrar may have mentioned particular points about which APC is dissatisfied, APC always decides what to do on the basis of your academic performance as a whole. The academic disciplinary procedure within which APC decisions are made provides for two main courses of action: the first, to ensure you are meeting the academic standards expected of you by the College and of which you are understood to be capable, proceeds by Special Collections (2.8.4); the second, to ensure you make a consistent return to good academic standing, proceeds through Academic Disciplinary Probation (2.8.5). The two procedures may be combined, and are intended to be mutually reinforcing so as to provide you with every opportunity to get back on track academically.

At all stages of academic discipline prior to a decision to suspend or expel, you will be able to recover good academic standing and remain on course. There are many sources of support to help you do this (2.4.3).

### **2.8.3 Academic Probation (UG)**

If you are on academic probation, you will have received a formal warning that you are required to attend all tutorials, classes and other meetings, and to complete all work set on time and to the best of your ability; that is, you are simply required to be in good academic standing, as are all the College's students (2.3.2). You should aim to return to good academic standing as soon as possible, and to stay in it. Once APC has ascertained that you are back in, and sustainedly remaining in, good academic standing, it will consider removing you from academic probation. There is no set period for probation, but you can expect your case to be reviewed termly.

There are certain respects in which being on academic probation may impact on your life in College: while on probation you will not be able to stand for and, if already elected or appointed, you will be expected to resign from, a JCR position or office. It may also be taken into account in applications you make for College jobs, although it will not necessarily debar you from being appointed.

If you are on academic probation then your tutors will be tasked with monitoring your performance carefully. If it continues to be the case that you are not doing what is required of you in order to be in good academic standing (2.3.2), that is, you fail to attend your teaching and/or to complete your work satisfactorily and on time, APC will decide on what further steps to take.

### **2.8.4 Special Collections (UG)**

If despite a formal warning (2.8.2) you have failed to return to or to maintain good academic standing (2.3.2), APC will normally require you to sit a First Special Collection or, exceptionally, will move straight to a Second Special Collection. Independently of this process, Special Collections may also be set in the context of unsatisfactory performance in College Collections or public examinations (2.5.1, 2.5.7).

A Special Collection is a College examination with a required mark. It is set in situations where APC, advised by your tutors, assesses that your work is significantly below the level that you are judged to be capable of achieving; the Special Collection enforces and checks that you have improved your work to a satisfactory level. The grade set for a Special Collection is decided after advice from your tutors and is meant to reflect your capacity, so it is likely to be higher than a barely passing grade for the subject (though it would be exceptional for the required mark to be higher than a 2:1).

If you are set a Special Collection, you will be informed of this in writing, and the letter will spell out exactly what is expected of you and what the possible consequences are of failing to achieve the required mark. It will also inform you of what is expected of you if you do achieve it.

Achieving the required mark for a (First or Second) Special Collection does not in itself return you to good academic standing. When you have met the required standard in a Special Collection, you will receive a letter confirming the fact and reminding you of your continuing requirement to return to good academic standing. As a norm, the letter will also notify you that you will remain on academic probation for the time being and that if any further report of poor academic standing should come to APC then APC will consider further measures, including setting a First (or, exceptionally, Second) Special Collection again at a subsequent date or placing you on Academic Disciplinary Probation (2.8.4, 2.8.5). You should commit yourself, after sitting the Special Collection, to getting back into and remaining in good academic standing, especially (though not exclusively, see

section 2.3.2), by completing your work satisfactorily and on time and by attending all your required teaching. Provided you do this consistently, no further sanctions will follow, and, in due course, APC will consider lifting your academic probation.

If you do not achieve the required mark in a First Special Collection, you will normally be set a Second Special Collection. This will be marked both by your tutors in Balliol and, if it is failed, by an independent external marker in a University department or at another college. APC will again decide the required mark for the Second Special Collection in consultation with your tutors; the topic of the Collection may be different from, and the required mark higher than that for, any First Special Collection which you have taken.

If you are doing a course where inter-collegiate classes or other centrally organised teaching is the norm (as in the later years of some science subjects, in particular), APC may designate your attendance at these classes and/or some pieces of classwork as having the same status as a First or Second Special Collection, and having the same consequences if you do not achieve the required mark. In this situation, any externally marked work will be taken back into College for verification by your subject tutors.

If you fail a Second Special Collection APC will have a full review of the case to decide what further action to take. Normally you should expect to be expelled from the course and the College after failing a Second Special Collection, though in appropriate circumstances APC may instead decide to suspend you for a certain period of time (2.8.6). In the event of your failing a Second Special Collection, you will be given the opportunity to state your case to APC (2.8.7), and you will hear of the outcome in writing. Following any decision of APC to expel you or to require you to suspend study, you will be able to appeal that decision (2.8.7).

### **2.8.5 Academic Disciplinary Probation (UG)**

Academic Disciplinary Probation will be imposed by APC when it considers that is what will best ensure your consistent return to good academic standing. Normally this will be when you are consistently failing to carry out some objectively verifiable part of your academic responsibilities, such as attending tutorials or submitting work on time. Where your academic good standing is a matter for academic judgement, such as when your work is judged by your tutors to be of unsatisfactory quality, the Special Collection process will normally be used instead.

Your tutors will carefully monitor your attendance at, and timely completion of work for, all academic meetings. Being placed on Academic Disciplinary Probation will mean that, if you continue to fail to attend your teaching and complete your work in a timely manner, APC will decide on what further steps to take. Normally, you will receive a final formal warning, in writing, explaining the possible consequences you face, and you will then be given time – not less than four weeks in full term – to demonstrate a return to good academic standing (2.3.2). Once you have done this, you will normally be taken off Academic Disciplinary Probation, but will remain on academic probation for the time being; and will normally be on notice that further disciplinary measures may be renewed following any repetition of the failure to maintain good academic standing. However, if while on Academic Disciplinary Probation you continue to fail to be in good academic standing, you are at risk of being required to suspend study for a period of time, or of being directly expelled from your course and from the College (2.8.6). In these circumstances, APC will hold a full review of the case, you will be given the opportunity to state your own case to APC (2.8.7), and you will hear of the outcome in writing. Following any decision of APC to expel you or to require you to suspend study, you will be able to appeal that decision (2.8.7).

### **2.8.6 Suspension of Study or Expulsion (UG)**

If APC is to consider whether to require you to suspend study for a period or to expel you permanently, you are entitled to present a case to APC as to why this should not happen. You will be informed in advance of the APC meeting that this is a possibility. You can make this case in writing, or you may address APC in person, or ask a Fellow, for instance the Chaplain/Wellbeing and Welfare Officer, to speak on your behalf whether or not you yourself are present. (Any Fellow who speaks on your behalf will then take no part in any vote of APC, even if they are a committee member.) You may choose to be represented instead by a member of the Balliol JCR or MCR committees (such as the President or a Welfare or Academic Affairs Officer), and/or to be accompanied by a Balliol junior member, but there is no obligation for a fellow student to take on this role and this must be made clear to anyone you ask.

If APC requires you to suspend study for a period (you may come across people using the old expression 'rustication'), then it will normally set academic conditions for your return. You will be informed of these conditions in writing, normally within a week of being suspended and in any case well before your return date. If you do not meet these conditions you will not be permitted to return, and in this situation there is no equivalent right to present a case to APC, although you do have the right to appeal its decision (2.8.7).

### **2.8.7 Appeals against APC Decisions to Suspend or Expel (UG)**

If you are suspended or expelled from your course and the College by APC, or if you are not permitted to return after a period of suspension, you have a right of appeal. You must inform the Senior Tutor/Academic Registrar of your intention to appeal within seven days of being sent notification of APC's decision. Your appeal will be heard by an Academic Disciplinary Appeals Committee, which consists wholly of Fellows or other senior members of the College or other Colleges who are not members of APC and who have not been involved in any way with earlier decisions involving you. You have a right to represent yourself at the Appeals Committee or to be represented by another student, Fellow or Tutor (with that person's permission).

The Appeals Committee will review the decision on the basis of information presented to it by the Senior Tutor/Academic Registrar and by you. It has the power to reverse or amend a decision of APC if it judges that (i) you did not receive a fair hearing at APC; (ii) the original decision was based on material errors of fact (as opposed to errors of academic judgement); or (iii) APC's action was disproportionate to the seriousness of your failures to meet the academic conditions given to you. The Appeals Committee is not empowered to revisit issues of academic judgement, for instance in the marking of a Special Collection.

The detailed procedures and regulations governing appeal are set out in the [Academic Disciplinary Appeal Procedure](#). Once the College's own Appeals Procedure has been exhausted, you also have the right to apply, normally within five days of the College's judgement, to CCAT (the [Conference of Colleges Appeal Tribunal](#)) and, if you remain unsatisfied, to refer to the Office of the Independent Adjudicator for Higher Education (an independent review scheme: please see [www.oiahe.org.uk/](http://www.oiahe.org.uk/) for more information).

### **2.8.8 Summary of Academic Disciplinary Paths (UG)**

The academic disciplinary process via Special Collections (2.8.4) has the following steps:

1. formal warning + academic probation
2. First Special Collection (exceptionally, straight to Second Special Collection)
3. Second Special Collection

4. case review with chance to state own case
5. suspension or expulsion
6. right to appeal decision to suspend or expel

(For the setting of Special Collections in the separate context of unsatisfactory performance in College Collections and public examinations, see 2.5.1, 2.5.7.)

The alternative process via Academic Disciplinary Probation (2.8.5) has the following steps:

1. formal warning + academic probation
2. Academic Disciplinary Probation
3. final formal warning + defined period of monitored Academic Disciplinary Probation
4. case review with chance to state own case
5. suspension or expulsion
6. right to appeal decision to suspend or expel

Depending on the particular cases, these processes may sometimes be combined. However, in any situation where you are suspended or expelled due to failures of academic good standing that require academic judgement to assess, you will always have been given the chance to demonstrate a satisfactory level of academic attainment via at least one, and more normally two, Special Collections. You will be suspended or expelled without recourse to Special Collections only if you are consistently failing to fulfil objectively verifiable requirements such as attendance of teaching and timely completion of work.

#### **2.8.9 Poor Academic Standing Followed by Suspension from Study on Medical Grounds (UG)**

If you request and are granted a suspension from study on medical grounds (2.7.2) following a period in which you were not in good academic standing (2.3.2) and were subject to academic discipline, you will remain or be placed on academic probation upon your return to Balliol. You will be required to obtain a certificate of your fitness to study from the College Doctors as a condition of your return. This process will normally take into account reports from your local clinical and/or mental health services, and may additionally require a consultation with specialist health professionals in Oxford. Any relevant records should be transmitted to the College Doctors in good time. If you do not meet the medical condition you will not be permitted to return, and in this situation there is no right to present a case to APC, although you do have the right to appeal its decision (2.8.7).

Provided you are certified fit to study, you will be expected to sit, at the beginning of the term in which you return, any Collections which are set for the year group which you will be joining.

If APC grants your request to suspend study, you will be informed in writing of the medical condition for return, together with the details of any Collections which you will need to sit on your return and of your remaining on academic probation, soon after you are suspended and in any case well before your return date.

In order to allow you to prepare for a return to full-time study, and in light of the fact that Oxford students are expected to study outside term time, the presumption will be that you are capable of resuming academic work in at least the four weeks leading up to full term. Tutors may set some preparatory work to be handed in either prior to or on your return. (The same access agreements and procedure for requesting early return into residence apply as in 2.7.2–2.7.3.)

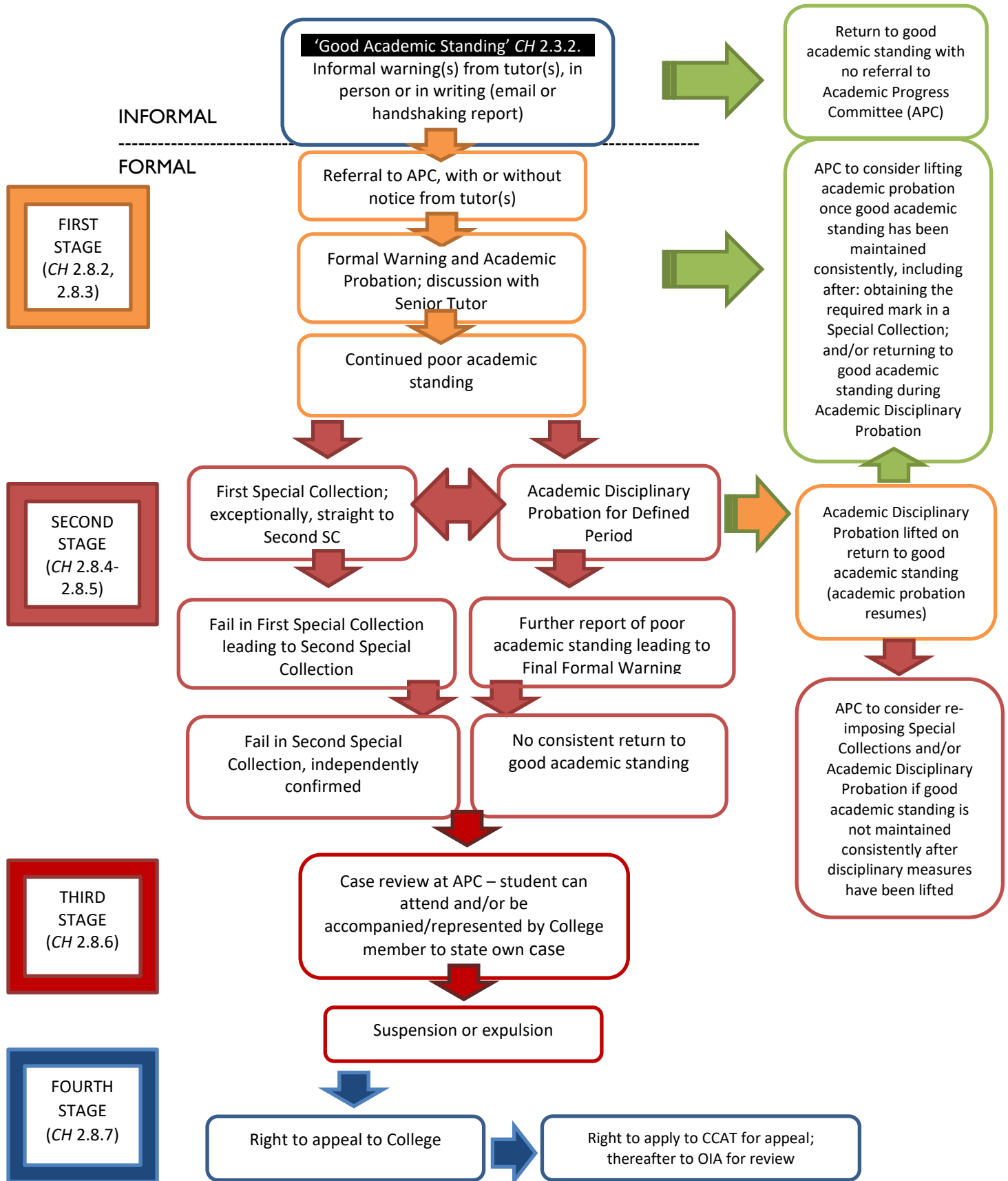
Your fitness to study having been certified, you will be expected to maintain good academic standing (2.3.2). Any continued failure to remain in good academic standing – including serious underperformance on any Collections you sit on your return – will be considered by APC and may lead to further academic disciplinary proceedings, including Special Collections or Academic Disciplinary Probation.

The diagram on the following page is for illustrative purposes; and does not replace the procedure as published in [College Handbook](#) 2.8.2–2.8.9 *passim*, referring also to 2.3.1, 2.3.2, 2.5.1, 2.5.7.



## Balliol College Academic Disciplinary Procedure for Undergraduates

All students are required to remain in 'good academic standing' and to observe 'good academic practice' (*College Handbook*, 2.3.2, 2.3.1). Most people will never have any problems when they're here, but occasionally something can go wrong. This diagram outlines how the College will work to get you back on track if you start to struggle academically. We often find that academic and non-academic problems are inter-related. If an underlying issue is identified help will be made available. You will be supported by the Chaplain/Wellbeing and Welfare Officer, who can coordinate access to other support services (2.4.3).





## 3 COLLEGE RULES

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### 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 at the main site in Broad Street, in the Boathouse, and in 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 and the Praefectus have 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 the 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
- impose other penalties and take other measures as she/he thinks appropriate.

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

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

The full process under which the Dean and Praefectus have authority to act is laid out in the College's [Non-Academic Disciplinary Procedure](#). Appeals against penalties imposed by the Dean or Praefectus are made to the Master, also as laid out in the College's Non-Academic Disciplinary Procedure.

Any non-academic disciplinary case which may result in a decision to suspend or expel a student cannot be taken forward by the Dean or Praefectus, but must be referred to a Non-Academic Disciplinary Panel as set out in the College's Non-Academic Disciplinary Procedure. Appeals against a Panel's determinations are heard by a Non-Academic Disciplinary Appeal Committee. The process and mechanism for appealing Panel determinations are set out in the College's Non-Academic Disciplinary Appeals Procedure.

## 3.2 College Rules

### 3.2.1 **General Rules**

- 3.2.1.1. 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.
- 3.2.1.2. 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 issued from time to time by the College pursuant to the duty imposed by Section 43 of the Education (No. 2) Act 1986 (see 8.1).
- 3.2.1.3. Members of College are required to show consideration for each other by taking care not to create excessive noise or unreasonable disturbance in or immediately outside College premises.
- 3.2.1.4. It is an offence to cause a disturbance to the public in or from the College.
- 3.2.1.5. 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.
- 3.2.1.6. Failure to comply with reasonable instructions given by the Junior Deans, the Dean or the Praefectus is an offence.
- 3.2.1.7. 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 (list of debtors), except with the Domestic Bursar's permission
  - to offer a worthless cheque in College with intent to delay or avoid payment.

### 3.2.2 **Meetings, Parties, Music and Noise**

- 3.2.2.1. Members of the College who wish to hold parties of more than ten people anywhere in College or Jowett Walk Buildings must request permission from the Dean at least three days in advance, including the following information:
  - where the party is to be held how many guests are invited
  - whether or not music will be played and at what times (see 3.2.2.4, 3.2.2.5).
- 3.2.2.2. 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.
- 3.2.2.3. Parties on staircases are discouraged and the number of people present must never exceed 100 or such lower limit as may be set.
- 3.2.2.4. 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.
- 3.2.2.5. 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.
- 3.2.2.6. The Dean or the Junior Deans may require the complete shutdown of music if they consider the noise excessive. The noise level will be assessed with respect to the lateness of the hour.
- 3.2.2.7. Live music (other than routine organ or keyboard practice in the Chapel or residential piano rooms) may be played in College outside the music room only if permission is given by

the Dean and the JCR Committee. Except at authorised performances, drums may be played only in the music room.

- 3.2.2.8. Permission for parties or meetings in public rooms in College or Jowett Walk Buildings (e.g. the Massey Room, Pavilion, Michael Pilch Studio, Bajpai Room) or in the gardens must be obtained from the Dean normally at least three days in advance. The room must be booked through the Conference and Events Manager, except for the Michael Pilch Studio which must be booked through the Broad Street Lodge with specific permission granted by Professor Seamus Perry, and academic rooms, which may be booked through the Lodge. Those organising functions in Hall which will involve 50 or more JCR members must discuss the event with the Dean beforehand, and may be required to have a Junior Dean and/or a College Fellow present. Functions in Hall should normally finish by 11.00pm; any exception to this general rule should be agreed by the Master or the Dean.
- 3.2.2.9. The Dean, in consultation with the JCR Committee as appropriate, may give permission, subject to whatever conditions they think fit, for parties or meetings in public College rooms, at Jowett Walk or in the gardens; when sufficient notice has been given and when refusal of permission is contemplated the Dean will consult the JCR Committee and, if she 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 a large private birthday or other type of party (apart from the agreed JCR bops).
- 3.2.2.10. The Praefectus and, as appropriate, the MCR Committee may give permission for parties or meetings in public rooms or the garden of Holywell Manor. Permission may be subject to conditions. 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 (defined on page 2 of this handbook).
- 3.2.2.11. Parties will be allowed in the first week of the long vacation under the same conditions as in term, but must cease by 11.45pm, or earlier during examination season.
- 3.2.2.12. Audible music may be played in the College only between the hours of 1.00 and 5.00pm and 7.30 to 10.30pm, unless special permission is granted by the Dean.
- 3.2.2.13. During Trinity Term gaming machines in the JCR TV Room may not be played after 11.00pm. The curfew also applies to the television, both for viewing and playing games, in consideration for those preparing for exams. At other times the TV must be switched off at midnight unless special permission has been given by the Dean.
- 3.2.2.14. Once the JCR and TV room have been cleaned at the end of term, they are not for use by students during the vacation. Possessions left in either room may be confiscated and students are not permitted to sleep there in the vacation.
- 3.2.2.15. When using outside space at Jowett Walk, the main college gardens, or the tables outside the Buttery, there must be no electronic sound and no cigarette butts, all rubbish and mess must be taken away and cleaned up; and the tables must be left entirely clear every time they have been used. The Dean and Graduate Officers are authorised to put a stop to excessive noise.

### 3.2.3 **Guests**

- 3.2.3.1 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.

### **3.2.4 Residence and Temporary Absence**

- 3.2.4.1. Undergraduates must come into residence in College not later than 1.00pm on Thursday of 0<sup>th</sup> Week of each term. Failure to return to College 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 it is unlikely to be granted unless the student has already established that subject tutors are content.
- 3.2.4.2. Undergraduates leaving Oxford for one or more nights between their 0<sup>th</sup> week return and Friday of 8<sup>th</sup> week (1.1) must inform the Dean in advance by email or an online form submission. 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.
- 3.2.4.3. In all cases where the above information is substantially altered, the College must be informed by telephone (01865 277777).
- 3.2.4.4. Those resident in College or Jowett Walk Buildings must leave their keys at the Broad Street Lodge before departure.
- 3.2.4.5. In all cases where the absence involves the missing of College or University tutorials, classes, etc., written permission must be obtained in advance from the member's tutor and forwarded to the Dean.
- 3.2.4.6. Graduates should see 4.1.4 for the conditions governing residence. Graduates who are going to be temporarily absent from Oxford are encouraged to inform the Holywell Manor Lodge of the period they will be away.
- 3.2.4.7. All members of College, graduate and undergraduate, must satisfy the appropriate University residence requirements: see 4.1.4.

### **3.2.5 Privacy**

- 3.2.5.1. 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.
- 3.2.5.2. No member of College may interfere with personally addressed items in the pigeonholes without the permission of the addressee except in an emergency.

### **3.2.6 Drugs**

- 3.2.6.1 The illegal use or sale 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 or sale of drugs on its premises.

### **3.2.7 Gardens**

- 3.2.7.1. It is an offence to walk across the lawns as a shortcut, although the croquet lawn and the main lawn in the Garden Quad may be used for normal leisure pursuits subject to rules 3.2.2.1, 3.2.2.2 and 3.2.2.8.

- 3.2.7.2. 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.
- 3.2.7.3. It is an offence to damage the lawns or to leave litter (e.g. cigarette ends, packets, papers, bottles, etc.), crockery, glasses, furniture or clothing out on the lawns. Crockery and glasses should be removed immediately after use.
- 3.2.7.4. The above offence is taken to include mess left behind by those celebrating after examinations. Substances which damage the grass, walkways or plants may not be thrown or spilled in the College.
- 3.2.7.5. Meals may be taken in the garden at Holywell Manor.
- 3.2.7.6. The playing of musical instruments or radios/stereo systems in the gardens is not permitted.
- 3.2.7.7. Wooden benches, tables and chairs should not be moved on to the lawns. Any furniture brought on to the lawns should be replaced after use.
- 3.2.7.8. It is an offence to climb trees on College premises. This is a College disciplinary offence.
- 3.2.7.9. The wearing of bikinis or similarly inappropriate clothing in the College gardens is prohibited.
- 3.2.7.10. It is an offence to light BBQs on the Broad Street site.

### 3.2.8 Fires and Firearms

- 3.2.8.1. No weapons or ammunition of any kind may be brought into College premises except by leave of the Dean or the Praefectus.
- 3.2.8.2. 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 and will be removed or made inoperative if discovered. Highly inflammable materials such as petrol, diesel and other fuels may not be brought into college, even in small quantities.
- 3.2.8.3. Improper use of the fire extinguishers or the fire alarm system, including deliberate triggering of the latter, is an offence. There is an automatic fine of £80 for breach of this rule, in addition to the cost of replacement and repair necessitated by 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.
- 3.2.8.4. 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 the Praefectus any infringement of rules 3.2.8.1–3.2.8.4.**

**See also sections 5.5 and 5.6 for specific fire rules.**

### 3.2.9 College Property

- 3.2.9.1. Members in College premises who have radios or television sets may not erect outside aerials. Students should make their own arrangements for TV licences: see 4.2.6.

- 3.2.9.2. Members of College may not wilfully damage or deface College property or any neighbouring property.
- 3.2.9.3. 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 gardeners' shed and Trinity College wall, and scaffolding erected for building repairs. This is a College disciplinary offence.
- 3.2.9.4. Members of College may not tie or attach objects to windows or window latches, or place objects on to or around window ledges or areas outside windows, in any College room. This is a College disciplinary offence.
- 3.2.9.5. Crockery and cutlery must not be removed from the Hall or Buttery. The exception is dining outside in the summer on the lawns, tables and benches, when crockery and cutlery may be borrowed, but must be taken straight back afterwards with no mess left behind.
- 3.2.9.6. Removing or attempting to remove a book from the Library without properly checking it out is a serious offence.
- 3.2.9.7. Deliberately damaging a book, computer, or any part of the self-issue or security system in the Library is a serious offence.
- 3.2.9.8. 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 rights to use the Library will be withdrawn for one week. Academic Progress Committee is empowered to increase the sanction on a reader's right to use the Library as necessary.
- 3.2.9.9. If a reader deliberately damages a book, a tag or the security system in the Library 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. Academic Progress Committee is empowered to increase the sanction on a reader's right to use the Library as necessary.
- 3.2.9.10. Stealing books from the Library is a criminal offence.
- 3.2.9.11. Deliberately abusing or damaging College telephones and computers is a serious offence.

## 4 ACCOMMODATION, MEALS & FACILITIES

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### 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. Many second-years choose to live out, but a number of rooms are available in Jowett Walk for those who prefer to live in. For third-years and fourth-years a room ballot is held for rooms in College and Jowett Walk.

#### 4.1.2 Graduates

Oxford University postgraduates are not guaranteed accommodation. Balliol is able to offer accommodation to the majority of first-year postgraduates, usually in the Graduate Centre. First-year students whom we cannot initially accommodate are placed on a waiting list and allocated rooms if they become available. Thereafter rooms are assigned by ballot. The rules governing the ballot are approved by Executive Committee and distributed to students well in advance of the ballot draw. Rooms for the academic year 2017/2018 are available from September 2017 to July 2018, and this may be extended to 31 August 2018 subject to availability (please check with the Domestic Manager).

#### 4.1.3 Living Out

**All members not living in College premises must inform the appropriate Porters' Lodge, and the Undergraduate or Graduate Administrator as appropriate, of their Oxford addresses and telephone numbers by Monday of 1st Week (9 October) at the latest. Any change during the year should be notified immediately.**

#### 4.1.4 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 Undergraduate or Graduate Administrator as appropriate with a current address, see 4.1.3). 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, immigration law and degree examinations.

#### 4.1.5 Council Tax

Full-time students living in rented property are exempt from paying council tax. An enrolment certificate is available from [Student Self Service](#) to download and print, which may be used by students living outside College accommodation to claim for council tax exemption. You will need to visit the Undergraduate or Graduate Administrator to obtain the official Balliol stamp and for any related enquiries.

### 4.2 Rooms and Furniture

#### 4.2.1 General

Rooms and beds 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 single study bedrooms. Rooms in the Jowett Walk Buildings and Staircases II and XII and some rooms on Staircase XXII 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.

#### **4.2.2 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 be affixed to pin boards only. If the use of substances such as Blu-Tack, White-Tack, drawing-pins or Sellotape causes damage to the walls, including fading, marking or peeling of paint/plaster, the costs of repair and/or redecoration will be charged to the student. Each student may request a pin board from the Accommodation Manager and may hang pictures from any picture rails in the room, provided that the walls are not marked as a result. Please report any other damage or defect to your Scout, the Lodge, or the Domestic Manager, who will inform the Maintenance Department. We endeavour to respond within four hours.

#### **4.2.3 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 College are not allowed to make any alterations or additions to electrical circuits or computer cabling 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 Maintenance Department at [maintenance@balliol.ox.ac.uk](mailto:maintenance@balliol.ox.ac.uk) or out of office hours to the Porters' Lodge.

#### **4.2.4 Private Furniture**

Private soft furnishings are permitted in College only if they comply with current fire regulations. In this regard, the opinion of the Domestic Manager should be sought. 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 Domestic Manager before arrival.

#### **4.2.5 Posters in Windows**

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

#### **4.2.6 Television**

Any student who uses a television in their room, or who watches or downloads any BBC programmes on iPlayer (live, catch-up or on demand), or watches or records live television on any device, **must** have a TV licence specifically for the room, irrespective of the ownership of the television set or device. The fine imposed by the licensing authorities for not having a licence is



currently £1,000. The authorities have the right to call and inspect without warning, and do so from time to time.

#### 4.2.7 **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 Domestic Manager in advance of arrival, together with a medical certificate from your doctor. Small refrigerators (i.e. under 4 cubic feet/113 litres in total internal capacity including fittings) are permitted, provided permission is sought from the Domestic Manager in advance and they are removed from Oxford every vacation. See 4.4.3 for charges for removal of abandoned fridges.

**NB:** Refrigerators are not permitted at Jowett Walk, as there is generous provision in kitchens.

#### 4.2.8 **Room Keys**

Room 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 and for periods of absence of more than three consecutive nights. Failure to do so will result in a charge of £20 per key on battels. Junior members are not allowed to obtain 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.

**NB:** Spare keys may be issued in an emergency only and **must be returned** the same day.

### 4.3 **Domestic Arrangements**

#### 4.3.1 **Smoking**

Smoking or vaping of any kind is not permitted in bedrooms, in any other enclosed spaces, in the library passage, in Front Quad, or directly outside open windows or the entrances to buildings. Smoking in College is permitted *only* in the Garden Quad and the Master's Garden.

#### 4.3.2 **Kitchenettes**

Members using kitchenettes in College premises are responsible for cleaning the facility, 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 is not allowed in kitchenettes at Broad Street for Health and Safety reasons. Frying pans, woks and deep-fat fryers are not permitted at Broad Street. All food must be removed from kitchens and refrigerators at the end of each term or it will be disposed of.

**NB:** To prevent risk of fire, it is forbidden to use microwaves, toasters or rice cookers after 11.00pm in the kitchenettes.

#### 4.3.3 **Recycling**

Rooms in College have a commingled recycling bin for paper, card, glass, tins, plastics and cartons, and a green food bin for compostable waste, emptied daily by housekeepers. Jowett Walk rooms are provided with a yellow waste-paper bin for paper recycling, emptied weekly by housekeepers. All other recycling is to be taken to the recycling area.

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.

#### **4.3.4 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 45 minutes' parking to load or unload their belongings. Any vehicle staying longer will incur a charge of £30.

#### **4.3.5 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 70p). 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 too. 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 the new bicycle must be registered.

- 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.
- Bicycles must not be ridden in the quadrangles.
- Bicycles left in the underground bicycle store in College by students going out of residence will be disposed of every September before Freshers arrive.
- Untagged bicycles in the underground store will similarly be disposed of.
- 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.
- Roller blades, roller skates, hoverboards, skateboards and similar items are banned from College premises. Consult the Dean if unsure.

#### **4.3.6 Domestic Staff**

Domestic staff are forbidden to order goods from tradespeople for junior members without written authority from the Domestic Bursar (for undergraduates) or the Praefectus at Holywell Manor (for graduates).

#### **4.3.7 Animals**

No animals (including fish) may be introduced into College, service animals excepted (with prior permission from the Domestic Bursar).

#### **4.3.8 Deliveries of Perishable Goods**

The Lodge Porters will not accept deliveries of perishable goods ordered by students. If food is ordered then the student must be at the Porters' Lodge in time to accept the delivery.

### 4.3.9 Laundry

For undergraduates, there is the Laundry Room, located on Staircase XXI in the basement. It is free for all JCR members to use (it is funded through a termly levy), and you can use it as often as you like, but you must book in advance at the JCR website's [booking system](#). You can book up to three slots at a time. One slot gives you access to one of the three washing machines for one hour and one of the three tumble dryers for the following hour. If you forget to book, you can use them between midnight and 6.00am without signing up.

For graduates, there are laundry rooms with washing machines, dryers, irons and ironing boards in Holywell Manor, Dellal Building, and Jowett Walk. Martin Building residents use the facilities in Dellal. A booking system operates for hourly slots in the Manor and Dellal laundry rooms. Sign-up sheets can be found outside the Lodge (Holywell Manor) or near the noticeboard in the entrance foyer (Dellal). A slot lasts two hours. You may sign up for up to two slots on a given day and if you are more than 15 minutes late you forfeit your slot.

### 4.3.10 Music Room

There is a Music Room on the main site in which instruments are routinely stored. To use it, you must first join the [Balliol College Musical Society](#) and then sign out the key to the room. Holywell Manor has its own music facility. You are advised to insure your musical instruments.

## 4.4 Vacation Residence

### 4.4.1 Undergraduates

Undergraduates are required to vacate their rooms at the end of the rental contract period each term (see Normal Residency Periods below) and remove all belongings, unless special dispensation has been given by the Dean or an application for vacation residence has been approved: see 4.4.4. 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: II, X, XI, XII, XV, XVII, XX, XXII and Jowett Walk Towers 4 and 6. All kitchenettes will be locked during vacations, except for that on Staircase III, which will remain open.

The Normal Residency Periods for Undergraduates in 2017/2018 are:

Michaelmas 2017	Freshers: 2 October 2017 to 2 December 2017 Returners: 3 October 2017 to 3 December 2017
Hilary 2018	All students: 7 January 2018 to 13 March 2018
Trinity 2018	All students: 15 April 2018 to 19 June 2018

Returning students should not arrive until after 2.00pm and should always vacate by 10.00am.

### 4.4.2 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 Domestic Manager in consultation with the Praefectus if necessary, during Trinity Term. Graduates who are absent for a few days are required to inform the Holywell Manor Porters' Lodge.

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

#### 4.4.3 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 storerooms if you live overseas (see 4.4.7; please note that there is only limited storeroom 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 the Praefectus and the Domestic Manager is beyond reasonable wear and tear, will be charged to the occupant. See 4.2.2 and 4.2.7 for specific issues which might prompt damages charges. 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 while the room is out of use; in addition, equipment will be disposed of.

Keys must be returned to the Lodge; 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.

#### 4.4.4 Vacation Residence Procedure (Undergraduates)

Vacation Residence Forms are emailed to each undergraduate in 5th Week each term.

Undergraduates wishing to apply for vacation residence must complete their forms and return them to the Domestic Manager's Office by 12.00 noon on Tuesday of 7th Week each term. 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 apply for vacation residence if required will result in a £50 charge. Failure to submit an application form on time will result in the individual being put to the back of the queue in being considered for vacation residence. Students who wish to change their agreed vacation residence dates may do so only with the Domestic Manager's permission, which must be obtained at least three working days in advance, even if the student leaves a day or more earlier than agreed.

Students must vacate their rooms by 10.00am on the final day of their tenancy, or on the agreed day of departure if they have been granted vacation residence. Failure to vacate the room by 10.00am will result in a charge £10 per hour for every full hour taken to vacate after the 10.00am deadline.

While 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. The College obtains a significant income by hosting conferences during the vacations. While this helps to reduce the charges to junior members, it also reduces the number of rooms available for vacation residence. 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. Rooms are allocated according to academic priorities. 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, except to students who are due to sit exams.

College services and facilities are also restricted during the vacations. Please note that the Hall is not open to junior members for much of the vacation periods, as we have to cater for conferences.

#### 4.4.5 Vacation Charges

With the exception of those students required to stay up outside full term to sit examinations, who are not charged for College accommodation, all undergraduates 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.

#### **4.4.6 Vacation Study Grants**

Vacation Study Grants, subject to funding, may be awarded to those requiring help with living costs while undertaking academic study during the vacation (noting that if you are sitting a public examination shortly after the end of full term you are not charged for accommodation in College: 4.4.4, 4.4.5). For more details, see the [Financial Support web page](#).

**NB:** you need to apply separately for Vacation Residence in College (4.4.4).

#### **4.4.7 Vacation Store Rooms**

For undergraduates, there are two vacation store rooms and a room for storing student fridges in the basement of Staircase XIII. The Overseas Reps are in charge of these rooms and they should be contacted to request permission to store items in the store rooms. The keys can be signed out from the Lodge.

For graduates, there is a small provision of storage space at Holywell Manor. Those who wish to use it should email the Lodge Manager, Mark Howe, who manages it.

The College accepts no liability for items left in store.

### **4.5 Meals**

#### **4.5.1 Hall**

We provide an attractive full-choice buffet-style lunch and dinner in the College Hall seven days per week in term time. All meals are individually priced, except on College Guest Nights when there are set menus. For payment, see 4.5.7.

#### **4.5.2 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 to 7.15pm with a semi-formal Hall at 7.45pm (4.6.3).

#### **4.5.3 JCR Pantry**

The JCR Pantry (a cafeteria) is run by and for Balliol's students. It serves breakfast from 6.30 to 11.30am (inc. itemised cooked breakfast, cereals and toast), lunch from 12.30 to 2.30pm (inc. pasta, jacket potatoes, toasties, sandwiches and panini, all with a variety of fillings) and dinner from 6.00 to 7.30pm on weeknights and Saturdays, and Sundays on which there is a General Meeting in the JCR. There is a vegetarian option every night and increasing provision for vegans too. Pantry also sells a variety of sweet baked goods, chocolates, crisps and pastries, as well as ice creams in the summer.

#### 4.5.4 **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.

As per the new allergen labelling legislation, the daily menu in Hall (<https://intranet.balliol.ox.ac.uk/menus/index.asp>: paste link into your browser) shows the presence in a dish of any of these 14 allergens listed below: gluten, lupin, peanuts, nuts, milk, soya, mustard, eggs, fish, crustaceans, molluscs, sesame, celery and sulphur dioxide.

For allergen information for any formal dining please ask a member of our waiting staff present or email [catering@balliol.ox.ac.uk](mailto:catering@balliol.ox.ac.uk) prior to the meal.

#### 4.5.5 **Meals for Graduates during Vacations**

Hall will be available on a sign-in basis for graduate students during the Christmas and Easter vacations (but not the long vacation) whenever it is open for other purposes such as conferencing, Fellows and staff.

#### 4.5.6 **Dress**

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

#### 4.5.7 **Payment for Catering Services**

We provide an attractive full-choice buffet-style lunch and dinner in the College Hall seven days per week in term time. There is a Fixed Living-in Charge for undergraduates and graduates living in College accommodation of £35.17. This charge makes a contribution towards the overhead costs of the College Kitchen.

It is compulsory for students living out to pay the Fixed Living-out Charge of £22.75 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.

To pay for meals in Hall, you may choose:

- a. To deposit money on the University Card via the [online payment system](#), or
- b. To make a Catering Pre-Payment (CPP) of £182.37 for 7 dinners per week, or £146.76 for 5 dinners any day of the week (Monday to Sunday), or £129.91 for 5 dinners per week (Monday to Friday), or £129.93 for 5 lunches per week for Weeks 1–8 of each term – via the [online payment system](#) – or
- c. To pay by cash for any meals eaten in Hall at the full cash rate.

If you choose (b), the CPP will be added to your University Card. The following terms and conditions apply:

- Meals commence on the Monday of 1st Week and end 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.
- The CPP entitles you 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.

## 4.6 **Entertaining**

### 4.6.1 **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 guests at all times.

### 4.6.2 **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.

### 4.6.3 **Tuesday Hall**

Tuesday Hall dinners take place in Hall at 7.45pm in Weeks 1 to 8 in Michaelmas and Hilary Terms, and Weeks 1 to 7 in Trinity Term. These dinners aim to combine the formal and the informal, so a three-course dinner and coffee are served but gowns are not worn. Wine must be purchased from the Buttery. The cost of a Tuesday Hall dinner is £14.58. Students are also welcome to bring guests, although larger groups should book in advance. Please note that the price for guests is £14.58 + VAT, so £17.50 in total. Bookings for these dinners are made available online at the start of each term via <https://food.balliol.ox.ac.uk/> (paste link into your browser). You will need to make sure you have sufficient funds on your University card to cover the number of meals booked.

### 4.6.4 **Functions for Societies and Clubs**

College societies and clubs wishing to hold dinners and lunches in College must first obtain leave from the Dean. Arrangements must then be made through the Conference and Events Manager 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. See 3.2.2.8 for specific rules for events held in Hall or the OCR.

### 4.6.5 **Booking Rooms for Meetings**

Students may book teaching rooms for College/University society meetings (for functions, see 4.6.4). All bookings should be made via the Head Porter on the form provided by him or by [email](#) from 0th to 9th Week. Teaching rooms may be booked **after 7.00pm** only on Monday to Friday, and from 9.00am at weekends.

The person booking the room is responsible for it being left in a clean and tidy state with nothing in it having been damaged. No food or drink is allowed in any of these rooms, except the Massey, Wolfson or Buttery Archive.

The names of any speakers attending meetings must be submitted to the Dean beforehand. Special arrangements may be made by the Dean for events or attendees which are expected to attract a great deal of external attention.

Those inviting VIPs or anyone with security details to events must inform the Dean beforehand.

### 4.6.6 **Overnight Guests**

Guests may be accommodated in College premises only as follows:



- a. In a junior guest room: at Broad Street there is a twin guest room with an en-suite shower room, a single guest room with shared bathroom facilities, and one double guest room with shared bathroom facilities (available during term times only); at Holywell Manor there is a twin room with an en-suite bathroom and there are two single rooms in the Dellal Building with shared facilities. The charges for these per night are: £35.50 inc. VAT for a single room; £50.00 inc. VAT for the double room; £50.00 inc. VAT for the Holywell Manor twin guest room.
- b. 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: £7.25 per night inc. VAT; bed, linen, blankets, etc. £17.85 for the first night (bed only for subsequent nights).
- c. In a member's room: no charge.

All guest room bookings should be made by contacting [bursars.office@balliol.ox.ac.uk](mailto:bursars.office@balliol.ox.ac.uk). Camp beds should be booked via the Porters' Lodge.

No one person may stay in College premises as a guest in excess of three consecutive nights; nor may one person stay more than a total of eight nights in any one term.

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 Domestic Manager or the Dean or the Praefectus.

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

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

#### 4.6.7 Guest Rooms at St John's, Cambridge

A reciprocal arrangement between Balliol College and its sister college in Cambridge, St John's, permits junior members the use of a guest room at St John's for up to three nights, if available, during full term and the Long Vacation Period of Residence, for a fee. Breakfast will be provided Mondays to Saturdays free of charge. Lunch and supper may be paid for in cash in the Buttery Dining Room. Visitors wishing to dine in Hall should notify the Accommodation and Bookings Office at least 48 hours in advance to make a reservation.

College Members should contact the Accommodation and Bookings Office: [catering@joh.cam.ac.uk](mailto:catering@joh.cam.ac.uk) or 01223 338691, giving as much notice as possible of the dates of their proposed stay and in no case less than one month. Accommodation and Hall bills must be settled by credit/debit card on arrival, when visitors should present proof of identity.

### 4.7 Buttery and Bars

The Buttery is next to the Hall steps. Its opening hours are 12.30–9.00pm on Monday to Friday, with alcohol available 12.30–1.45pm and 5.00–9.00pm, and 11.00am–5.00pm on Saturdays. Outside term time, its opening hours are 11.00am–6.00pm on Monday to Friday, and 11.00am–5.00pm on Saturdays. Please remember to bring your University Card in order to receive the discounted member prices.



The Lindsay Bar in Staircase XV is open for the sale of drinks during term, 6.30–11.00pm from Mondays to Thursday and on Sundays, and 6.30–11.30pm on Fridays and Saturdays.

## 4.8 Library

The Library aims to be a comfortable working environment for all members of College, and to provide lending copies of core texts, along with a broad range of wider reading and some research-level materials. There is detailed information about what the Library offers on the [Library web pages](#).

All books in the open-shelf collection are catalogued on SOLO (Search Oxford Libraries Online), which also contains the catalogues of the Bodleian and faculty libraries. Readers can also [request books for purchase](#) by the Library.

The Library is open 24 hours a day, except during the College's closed periods (1.2). Readers may borrow books at any time by using their University Card at the self-issue machine on the Library landing.

If you have a disability and feel that you would benefit from extra support in order to get the most out of the Library during your time at Balliol, the Early Career Librarian and Library Disability Rep, would be very happy to hear from you. Whatever support you need, please contact them via email.

Readers may use their own computers and access the Eduroam wifi network in the Library.

Staff are happy to assist with using Library services across the rest of the University, including the extensive online resources, and can also provide advice on research and information literacy. Library staff are normally available between 9.00am and 5.00pm on weekdays and can be contacted on 01865 277709, or at [library@balliol.ox.ac.uk](mailto:library@balliol.ox.ac.uk).

### 4.8.1 Archives and Special Collections

The College holds important and extensive collections of early and rare printed books, medieval manuscript books, institutional records, personal and family archives, and literary papers. All of the archives and manuscripts are housed in the College's Historic Collections Centre at St Cross Church on Manor Road, near Jowett Walk and next door to Holywell Manor. The early and rare printed books are currently divided between the Broad Street Library and St Cross.

Most of the early and rare printed books are catalogued on SOLO, while the [Archives and Manuscripts website](#) contains descriptions of those collections. Further information is often available from staff.

Enquiries and research appointment requests about archives and manuscripts, as well as queries about college history, should be addressed to the Archivist and Curator of Manuscripts, Anna Sander, at [archivist@balliol.ox.ac.uk](mailto:archivist@balliol.ox.ac.uk), and enquiries about early and rare printed books to the Librarian, at [library@balliol.ox.ac.uk](mailto:library@balliol.ox.ac.uk). The Fellow Librarian, Professor Seamus Perry, is also happy to receive enquiries about the Historic Collections.

Exhibitions, open days, talks and special events are scheduled throughout the year and advertised via email and social media. Staff regularly support Balliol tutors teaching seminars based on special collections material and providing dissertation research training. More about the historic collections and how to access them is on the [Library web pages](#).

A revised 2nd edition of the College History by Dr John Jones (OUP, 2005) is available to members from [Catherine Willbery](#) in the College Office @ £30.

#### 4.8.2 Library Rules

Balliol is delighted to have a library that is open 24 hours a day. To make it work satisfactorily all students must read and abide by these Library rules.

1. Use of the Library is restricted to current members of the College. Readers need their University Card to gain access. University Cards must not be loaned to others, nor may non-members of Balliol be admitted.
2. Readers may not borrow Balliol books for the use of non-Balliol members; nor may Balliol members borrow books from other college libraries.
3. Food (including chewing gum and sweets) and drink are not allowed anywhere in the Library, except for bottles of water and drinks contained in official Bodleian or Balliol KeepCups. Bottles of ink are also prohibited.
4. Each item borrowed must be issued at the self-issue machine on the Library landing. Readers should not remove or attempt to remove material from the Library without properly issuing it, and if the alarm sounds, they are to re-enter and check out the item properly or contact Library staff. Readers are responsible for all books on their account until they are properly returned on the self-issue machine.
5. Periodicals, reference books, law reports and dictionaries are confined to the Library. Library staff may give permission to borrow these volumes very briefly.
6. Twelve books and/or DVDs may be held on loan at any time. Please consult Library staff if more are needed. During term the loan period is two weeks; up to four renewals are possible unless the book or DVD has been reserved by another reader.
7. All books and DVDs during term are due back on Wednesday of 8th Week. Books and DVDs may be borrowed for the vacation from Monday of 8th Week. Books borrowed for the vacation are due back on the Monday of 1st Week.
8. Fines of 20p per day will be accrued on overdue books and DVDs, and charged to battels. The cost of replacing lost or damaged books and DVDs will be also charged to battels. If a lost book or DVD is one of a set, the cost of replacing the whole set may be charged. Delays in answering librarians' queries about overdue or lost books may result in books needing to be replaced and a charge being made for that replacement, even if the books are later returned. Administration charges may also be imposed to cover staff time and materials wasted by an incident.
9. Deliberately defacing or damaging a book, DVD, Library computer, furnishings, or any part of the self-issue or security system is regarded as a serious offence.
10. Readers are asked not to hold conversations in the reading rooms, and all mobile phones must be switched to silent before entering the Library.
11. 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.
12. Books, notebooks, and papers that students wish to leave out during the day or overnight must be left in a tidy pile and have a currently dated slip with them; any items without a slip may be cleared. Items such as bags, jackets, bottles, and others left overnight may be cleared and placed in lost property. Items left on 'hot desks' during peak times will be cleared according to posted notices.
13. Readers are required to abide by the University's [rules on computer use](#).
14. External readers are only be admitted by prior appointment with the Librarian. Appointments will normally only be given to consult items from the Library's special collections or where the College holds the only copy of an item in the University.

**Fines and/or suspension of Library privileges may be imposed if these rules are not followed. If problems arise, the 24-hour opening may be reviewed.**

## **4.9 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. The Nursery is one of the few in the UK (1 in 100) judged to be 'Outstanding' in its [inspection report](#).

The Nursery has 16 places for children from 3 months to 5 years and is open weekdays from 8.45am to 5.00pm. 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 academic year 2017-18 are:

- Non-Balliol members £246.71 per week
- Current Balliol staff, Fellows and students £239.13 per week.

There is also a charge for lunches of £10.00 per week, for all. The Nursery is registered for Early Years Education funding, which enables parents of all three- and four-year olds to qualify for a grant from the government towards the fees. At present this is £60.15 per week for 38 weeks per year.

To find out more about the Nursery and how to apply, see the [Nursery web pages](#) or contact the **Nursery Manager, Ms Vanessa Clark NNEB**, at [nursery@balliol.ox.ac.uk](mailto:nursery@balliol.ox.ac.uk) or 01865 515654 (between 9.00 and 10.30am on weekdays).

### **4.9.1 Georgina Horlick Childcare Bursaries**

An Old Member of Balliol, Nicola Horlick, has donated to the College funding for two childcare bursaries towards fees, in memory of her daughter Georgina. The bursaries are available to children at the Balliol Day Nursery whose parents are undergraduate or postgraduate students at Balliol. Further information may be found on the [Financial Support web page](#).

## **4.10 ICT Facilities**

There are computer rooms in Balliol equipped with networked PCs, together with quality printers and scanners. All student rooms have network points to which students may attach their own computers. Wireless facilities are available throughout College. 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, how to set up internet access, printing, the University email system, etc. can be found on the College website at [www.balliol.ox.ac.uk/computing](http://www.balliol.ox.ac.uk/computing). The College computing facilities are managed by the ICT Department.

### **4.10.1 Balliol Logo**

Electronic files of the Balliol logo and shield of arms (also incorrectly known as the crest) are available to all College Members on [WebLearn](#), and may be used by any student for College purposes. Anyone requiring assistance should contact the [Publications and Web Officer](#).

#### **4.10.2 Audio Visual Equipment**

The BII (Balliol Interdisciplinary Institute) has purchased easy-to-use audio visual recording equipment, which is kept in the Lodge and available to all members on a sign-out basis, Porters retaining a University Card and £10 refundable deposit. BII projects will have priority, but it is there for all to use and enjoy. If you post video material online, kindly be in touch with the [Publications and Web Officer](#).

#### **4.10.3 Projector Hire**

Students may hire a data projector from the Porters' Lodge at Broad Street for use at club/society meetings. There is a £10 refundable deposit to be paid, and one student is to be responsible for the projector, whose University Card will be surrendered for the duration of the hire period. If the equipment is returned faulty or damaged then the 'responsible student' will be liable for the repair or replacement cost, plus loss of deposit.

### **4.11 Chapel**

Details of Chapel services are given on a card distributed at the beginning of each term and in the [Chapel web pages](#).

At 5.30pm on Sundays there is Evensong. 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.

All members of College, undergraduate and graduate, are welcome to participate in Chapel activities. There is a Chapel Choir and the Organ Scholar, Joseph Barber, would be delighted to meet anyone interested in joining: contact him in his room (Staircase I, Room 1) or at [joseph.barber@balliol.ox.ac.uk](mailto:joseph.barber@balliol.ox.ac.uk).

### **4.12 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 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 for performances. Term-time performance weeks are agreed between the Balliol Drama Society (BDS), the Bursar and Dean, and the BDS selects production companies which will have use of the studio for Tuesday–Saturday inclusive in specific weeks under a BDS contract and conditions. Balliol productions should use this route to book the Pilch for performances.

During term-time non-performance days or weeks, the Michael Pilch Studio is bookable through the Lodge by Balliol members for appropriate activities (rehearsal, dance and other non-messy indoor sports, meetings and approved society activities; these do not generally include social events.) 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 Housekeeping team.) 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; activities may not go on beyond 11.00pm; and the Studio must be completely empty and locked by 11.10pm at the very latest. Those wishing to use 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, the Dean or the Fellow Custodian of the Michael Pilch Studio (who is Professor Seamus Perry).

## 5 WELFARE, HEALTH & SAFETY

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### 5.1 Personal Tutors and College Advisers

The Personal Tutor/College Adviser system is an important element of the College's academic and pastoral provision. Each student is allocated, on arrival, a Fellow or Lecturer, normally in the subject which the student is studying, who acts as Personal Tutor (for undergraduates)/College Adviser (for graduates) in Balliol. The tutor/adviser is available to provide or to direct students towards appropriate personal and academic support, and students should feel able to contact their tutor/adviser for advice on any difficulties and problems which they may encounter during their course. When tutors/advisers are on sabbatical leave, their personal tutees/advisees are reallocated temporarily to other Fellows in the subject or in a similar field, who will be available to provide the same support.

See also the [College Adviser Role Description](#) for graduates.

As with all such relationships, informality is often best, and tutors/advisers are encouraged to facilitate contact by providing their students with contact details (such as email addresses and 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 (accessible from [this web page](#)). It is expected that students should subsequently have the opportunity of a termly (or for graduate students annual) 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/adviser 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 [those with particular responsibility for student health and welfare](#): the Chaplain/Wellbeing and Welfare Officer, the Academic Work Counsellor, the Harassment Officers, the Women's Officer, or (for graduates) the Praefectus of Holywell Manor; the Junior Deans, peer supporters, or graduate officers; the College Nurse, Doctors or Dentists (see the [Health web page](#) for contact details).

### 5.2 Harassment

The College has a Code of Practice relating to harassment, and there are two Harassment Officers, Dr Scot Peterson and Dr Lisa Walker (1.5.2). The College has adopted the University's code of practice on harassment, which may be found on the University's website [here](#).

### 5.3 Medical Arrangements

#### 5.3.1 College Nurse

The College Nurse, Sister Chris Sunga, can be consulted in her room (Staircase XXII, Rooms 1A/B) or in her room on the first floor, North Wing, at Holywell Manor. Please consult the College

website for [times and locations](#). She may be contacted at [balliolnurse@nhs.net](mailto:balliolnurse@nhs.net), or on 01865 277737. If a student is too ill to leave their 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. She works closely with the College Doctors (see below) and all consultations are in strictest confidence.

### 5.3.2 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. Freshers will find registration details in the Freshers' e-Guide. Further information can be found in a separate leaflet on 'Medical Arrangements', which is obtainable from the College Nurse. The doctors work from a practice at 19 Beaumont Street, Oxford (tel. 01865 240501). The practice has a very helpful and comprehensive website; for information on making an appointment or getting telephone advice from a GP see [www.19beaumontstreet.com/Appointments.aspx](http://www.19beaumontstreet.com/Appointments.aspx).

Anyone who has a genuine problem with registering with an Oxford GP should contact the Dean or the College Nurse as soon as possible. UK students who need to consult a GP when away from Oxford can be seen as a temporary patient by any other GP practice, usually the family GP.

### 5.3.3 Dental Treatment

The George Street Dental Practice will accept any member of the College for regular or emergency care; however, only undergraduates will be eligible for NHS treatment. The practice is at 3 George Street, Oxford (tel. 01865 244304); the hours are 7.30am to 5.30pm, Monday to Thursday, and 8.00am to 4.30pm on Friday.

Students in serious financial need may be entitled to an exemption certificate and would then receive treatment free. If you are entitled to exemption from NHS charges it is mandatory that you **present your exemption certificate at the time of treatment**; otherwise you will be charged the appropriate NHS fee. Such fees are normally reclaimable retrospectively. The exemption forms, HCI/HC2, can be obtained from the College Nurse or from post offices.

Graduate students should, if necessary, contact a dentist who is accepting NHS patients, such as [Studental](#), which provides NHS dentistry for all Oxford University students. NHS dental treatment is not free, but it is cheaper than private dentistry.

The out-of-hours emergency telephone number for dental advice or treatment is 111. You are advised to retain your dentist at home for routine check-ups.

### 5.3.4 Disabled Students

A disability is any impairment, physical or mental, that has a 'substantial' and 'long-term' negative effect on the ability of a person to carry out normal day-to-day activities. The College is always willing to make provision for disabled students, working with the University's [Disability Advisory Service](#) and within its [Common Framework for Supporting Disabled Students](#). The Undergraduate and Graduate Administrators, the Senior Tutor/Academic Registrar and the Domestic Bursar are pleased to discuss any potential requirements. The Disability Lead (Senior Tutor/Academic Registrar, who is also Tutor for Graduates) has oversight of provision for disabled students; the Disability Coordinators – the Undergraduate and Graduate Administrators – are the principal points of contact for arranging and implementing individual reasonable adjustments, from the first contact with College through to final examinations. In liaison with the Disability Advisory Service, the College Nurse and others, they seek to overcome barriers disabled students face in relation to their studies

at Oxford and take steps to remove them where possible. To find out more, go to the [Balliol disability web page](#) and the [University's disability web pages](#).

### 5.3.5 Flu and Other Pandemics

Information and practical advice is available [here](#).

## 5.4 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, must 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.
- Refrain from tampering with fire or safety equipment or obstructing those carrying out safety duties; such action 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.

## 5.5 Fire Safety

### 5.5.1 General

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. Please see also this [video on fire safety for Oxford students](#). 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 £80 for each offence in addition to the cost of rectification. Offenders are likely to be evicted from College accommodation.

The Assembly Point in the Garden Quad at the main site on Broad Street is indicated by a green sign. There are also marked Assembly Points by the Jowett Walk Buildings and in Holywell Manor garden.

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, then immediately call the Porters' Lodge (01865 277777). 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 furthest from the fire.



## 5.5.2 **Cooking**

- 5.5.2.1 The College is fully fire-alarmed with very sensitive heat, smoke, and steam detectors: these must not be tampered with in any way.
- 5.5.2.2 Cooking in private rooms is forbidden, including the use of toasters, although electric kettles may be used.
- 5.5.2.3 No cooking equipment may be introduced into Jowett Walk Buildings.
- 5.5.2.4 Sandwich toasters, roasters and electric grilling machines are not permitted in College.
- 5.5.2.5 When cooking in kitchenettes, great care must be taken. Appropriate cookware should be used on induction hobs and microwaves. 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. Microwave ovens, toasters and rice cookers must not be used after 11.00pm.

## 5.5.3 **Fire Doors**

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

## 5.5.4 **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, or will be made inoperable.

## 5.5.5 **Smoking**

Smoking is not permitted in bedrooms or in any 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.

## 5.5.6 **Electrical Safety**

If members 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 Lodges.

- 5.5.6.1 Under the Electricity at Work Act 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.
- 5.5.6.2 It is the responsibility of any 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.
- 5.5.6.3 It is strictly forbidden to interfere with electrical fittings, to connect appliances to a lighting circuit, or to 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 Maintenance Supervisor.
- 5.5.6.4 Any appliances must be under one year old or PAT tested and labelled. The Maintenance Department can test equipment which does not fulfil these criteria. The Domestic Bursar's decision on the use of an appliance is final.

## 5.5.7 **Bathrooms**

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



### 5.5.8 Roofs

Members are not to venture on to any roof of any building. This is a College disciplinary offence (Rule 3.2.9.3).

### 5.5.9 Window Latches and Ledges

Members 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 3.2.9.4).

### 5.5.10 Trees

Members are not to climb, or use equipment to climb, any tree on any part of College grounds. This is a College disciplinary offence (Rule 3.2.7.8).

### 5.5.11 Occupancy Levels in Public Rooms

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

Hall:	240
Buttery:	100
JCR Bar:	100
Chapel:	150
MCR Common Room:	100
MCR Cockpit:	100
Massey:	50
Pavilion:	100
JCR Norway Room:	160
Old Archive Room:	50
Lecture Room 23	100

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.

### 5.5.12 What to Do in an Emergency

This is the official College policy on contacting the emergency services (i.e. a 999 call to request emergency assistance from police, the fire service, or an ambulance).

Occasionally it will be necessary for students confronted with an emergency both to call the emergency services on 999 and to inform the Lodge afterwards. Alternatively, students may call the Lodge, or one of the Graduate Officers, and ask them to initiate bringing in the emergency services.

If you find a fire, please hit the nearest 'break glass' point and evacuate.

However the emergency services are contacted, there are two important things for students to bear in mind:

1. If you deem it necessary to raise the alarm and call in the emergency services, you will have the College's full support for your decision: whether this relates to calling an ambulance, fire service, or the police.
2. Anyone who calls 999 must inform the Lodge immediately or as soon as is reasonably practicable when any emergency services have been called. This is

important, as only then will the Lodge be able to assist the emergency services in reaching their appropriate destination.

Please also note that we have an automatic defibrillator at the main site Lodge and all Porters are trained in its use. In addition all Lodge Porters, the Junior Deans and the Jowett Wardens have first-aid training.

If you require assistance in deciding whether to take emergency action please contact the Lodge or, if for some reason the Porter is away from the Lodge, one of the Junior Deans or the Dean (or, if relevant, the Jowett Walk/Dellal-Martin Warden or Holywell Manor Lodge).

Please see also the University's leaflet ['What to Do in the Event of an Attack by an Armed Person or Persons'](#).

#### **Emergency contacts:**

- Porters' Lodge (Broad Street): 01865 277777
- Porters' Lodge (Holywell Manor): 01865 271501
- Dean: 01865 277777
- Junior Deans: 07010 026478
- Assistant Praefectus (Holywell Manor): 07010 050963
- Jowett Walk Wardens: 07470 114665
- Dellal/Martin Warden: 07010 050125

**NB:** There is not always a porter on duty in Jowett Walk. However, the two rules (above) still apply: i.e. you must inform the main site Lodge of your decision immediately or as soon as is reasonably practicable. In addition you must also alert one of the Wardens of Jowett Walk so that the Warden on duty is able to offer assistance. All wardens are first-aid trained.

## **5.6 Sport and Personal Safety**

### **5.6.1 Rowing**

Everyone who rows must be able to swim 100m clothed. Nobody who has not passed the swim test conducted by the Oxford University Rowing Colleges (OURCs), or otherwise satisfied the Rowing Sabbatical Officer that they can swim, may row in any Balliol boat.

### **5.6.2 Gym Equipment**

There are multi-gyms at Broad Street and at Holywell Manor. All students wishing to use the gyms must pay a £10 per term membership fee; they may sign up yearly or by term, using the [online form](#). Students must also attend an induction session for each gym they intend to use before using the gyms for the first time. The inductions are usually held in Michaelmas Term at the end of Freshers' Week.

Keys to the gyms are available from the Lodge Porters, who 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 must be returned to the Porters' Lodge. Gym key issue will require a University Card to be left with the Lodge as a deposit. All fire exits must be kept clear of gym equipment and any faults/damage must be reported immediately. Free weights are locked with a separate key which will only be issued by the Lodge by means of a second University Card as deposit and on the assurance that **there will always be two people present when free weights are being used**. The

College reserves the right to request a medical certificate be obtained from the student's Oxford City GP confirming fitness to use the College gym facilities.

### 5.6.3 Squash

The College Squash Courts are being re-built as part of the [Master's Field Project](#) development. In the interim, Balliol students, Fellows and staff may use Jesus College's facilities, noting the requirement to book in advance by calling 01865 279700 or emailing [lodgeopen@jesus.ox.ac.uk](mailto:lodgeopen@jesus.ox.ac.uk). A University Card will be exchanged as deposit for the access fob.

### 5.6.4 Insurance

All participants in organised College or University sports are covered by the College's insurance policy. All who participate in any other sport or use training facilities (including College gyms) do so at their own risk.

### 5.6.5 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 Balliol 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 those held on the Master's Field). Items missing from the boxes, or newly used, should be reported to the Lodge on return.

### 5.6.6 Health and Safety Procedures for All Sports

1. The Chairman of the College's Health and Safety Committee and the Domestic Bursar will hold an obligatory safety briefing for all sports captains and sports reps during Wednesday or Thursday of 0th Week of Michaelmas Term each year.
2. The Chair of Sports Committee is responsible for all sports, risk assessments and insurance.
3. Team captains are to carry out a risk assessment for their sport at the beginning of each Michaelmas Term to include accident reporting procedures; templates are available from University sports clubs.
4. Team captains are to nominate a first aider for each game or practice session who is responsible for signing out a first aid kit from either Lodge for any organised games or practices on the Master's Field or University Parks. This person should also have a mobile phone with which to summon emergency services if required (details of postcodes are in the first aid kits).
5. A risk assessment must be completed and submitted to the Domestic Bursar and Dean before any overseas trip.

### 5.6.7 Sport at the Master's Field

The Master's Field is available to all students to play and practise sports, both formally and informally, during daylight hours but should be booked via the online booking system at <https://bookings.balliol.ox.ac.uk> (paste link into your browser).

1. When there is the possibility of machinery being in use, the field cannot be used before 2.00pm on weekdays.
2. There is no requirement for a qualified first aider to be present at any match or training as long as the measures in 5.6.6. (4) above are followed.

## 6 FINANCIAL INFORMATION

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### 6.1 Expenses

#### 6.1.1 Tuition Fees

For information on University Tuition Fees please go to [www.ox.ac.uk/feesandfunding](http://www.ox.ac.uk/feesandfunding).

#### 6.1.2 College Consolidated Fee

The annual College Consolidated Fee (also known as the College Fee) covers the general direction and supervision of studies, lectures, classes, and private instruction inside the College. In addition, this charge includes a contribution towards the maintenance of the Chapel, Library, gardens, lecture rooms and other parts of the College common to all, including rates, taxes, heating, lighting, insurance, College dues, administration expenses and staff.

It also includes a subscription to the Balliol Students' Club. All undergraduates are automatically members of the JCR; all graduates are automatically members of the MCR. All students are also members of the Amalgamated Sports Club. The Commons Rooms and the Amalgamated Sports Club are jointly called the Balliol Students' Club.

Home/EU undergraduates have the College Consolidated Fee paid for them automatically. Graduates and Overseas undergraduates pay College fees in any term in which they are required to pay University fees.

- Honours Degree students: the College Consolidated Fee of £7,350 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.
- Students on courses which include a compulsory year abroad: students on a year abroad are charged the College Consolidated Fee at half the standard rate.
- DPhil, BPhil, MPhil and research students pay a College Consolidated Fee of £3,021.
- Clinical Medicine students are charged a College Consolidated Fee of £3,021.
- MBA students are charged a College Consolidated Fee of £3,150.
- EMBA students are charged £1,511.

#### 6.1.3 JCR/MCR Charges

As well as the Balliol Students' Club subscription (6.1.2), the JCR and MCR have an additional system of levies:

- a. JCR members pay compulsory levies of about £20 per term.
- b. MCR members pay MCR levies of about £9.00 per term.

There are optional levies in addition to these, which undergraduate members may opt out of, and graduate members may opt in to.

#### 6.1.4 Graduate Continuation Charges

The University Continuation Charge and the College Continuation Charge are levied once a student has reached the end of their standard period of fee liability. They are only payable by students registered on research programmes. All graduate research students who started their research programme in or after September 2011 and who have reached the end of their standard period of

fee liability are liable to pay the charges. Those who started their programmes before September 2011 are not expected to pay the charges.

The University Graduate Continuation Charge is £455 per term; the College's Graduate Continuation Charge is £104 per term.

### 6.1.5 Room rents

Rent covers the provision of fully furnished rooms in College, Jowett Walk Buildings or the Graduate Centre, their upkeep and decoration, normal depreciation of furniture, service, etc. The rent of the Jowett Walk Buildings flats also covers electricity, heating and shared use of kitchen/dining facilities. The rent in the Dellal Building also covers electricity and heating. To cover the cost of laundry facilities, all Holywell Manor residents are charged £12.15 per term on battels. Rents are charged as follows (you can download the full list of room rents from [this page](#)):

Undergraduates:

- In College: £1,023–£2,055 per term (27-week contract)
- In Jowett Walk, paid termly: £1,667 (27-week contract); £1,996 (36-week contract)

Graduates:

- Holywell Manor, James Fairfax Yard, Martin and Dellal Buildings: £1,467–£2,455 per term (44-week contract)
- Jowett Walk Building: £1,933 per term (36½-week contract).

### 6.1.6 Charges for Electricity and Laundry

Variable termly charges are as follows:

Undergraduates in College (9 weeks)	Laundry and electricity	say £74
Graduates in Holywell Manor (14⅔ weeks)	Electricity	say £146

### 6.1.7 Other Living Expenses

- For the cost of meals in Hall, see 4.5.7.
- The University provides [estimates for other living expenses](#).
- Overseas students should budget more for travel costs. Overseas undergraduates should allow for the additional costs of staying in Oxford during the vacations.
- When budgeting, remember to allow for expenses during vacations.

## 6.2 Payments

### 6.2.1 Payment of Fees

All College and University fees for the whole of the academic year 2016–2017 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.

If you have not paid your fees in full by Friday of 1<sup>st</sup> Week of Michaelmas Term and you have not made an agreement to pay in instalments, you are liable for suspension from access to the premises and facilities of the University. You will be notified of your liability for suspension and from the

notification date you have a further four weeks in which to pay your fees. If within that time period you do not make arrangements to pay your fees in full or in instalments, you will be suspended until such a time as your fees have been paid.

**NB:** Many Scholarship holders such as Rhodes Scholars and Clarendon Scholars will have their University and their College fees paid automatically. Students who are in any doubt about their liability for fees should consult the Undergraduate or Graduate Admissions Officer as appropriate.

### 6.2.2 **Payment of Graduate Continuation Charges**

The University Graduate Continuation Charge of £455 per term will be collected via the online shop (in the same way as fees for recognised students). The College Graduation Continuation Charge of £104 per term will be charged to battels.

### 6.2.3 **Payment for Meals in Hall**

Payment for meals in Hall is by debiting a balance of money deposited on the University Card via the [online payment system](#) or by cash (see 4.5.7).

### 6.2.4 **Battels**

Battels (i.e. College bills) are sent out by email in 0th Week of each term, with an additional battels statement issued at the end of Trinity Term. These consist of fee items and non-fee items. The battels bill should be paid by **Friday of 1st Week of each term**. Permission to postpone payment of non-fee battels must be obtained from the Fees and Battels Officer on 01865 277762 by Friday of 1st Week. Failure to pay will result in a Late Payment Charge of £30, which will be levied on Monday of 2nd Week.

**Students who have not paid their battels risk sanctions until the bills are paid in full (see 6.2.1).**

Finalists are unable to charge any item to battels in their final term and will receive a battels bill at the end of Trinity Term.

Battels can be paid by using the online payments system (<https://payments.balliol.ox.ac.uk> – paste link into your browser), 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 experience problems, please email the Bursary prior to the start of term ([fees@balliol.ox.ac.uk](mailto:fees@balliol.ox.ac.uk)) or call into the Bursary.

## 6.3 **Financial Assistance**

### 6.3.1 **Student Loans Company**

Many Home/EU undergraduate students will be eligible for government loans and/or grants towards their fees and/or maintenance. You must apply every year of your course, and it is recommended that you do so no later than the Easter vacation before the start of the next academic year. More information is available [here](#).

If you find that you need a tuition fee loan after the start of the academic year, you are able to apply up until the end of May. If you have already paid your fees but would like to take out a loan instead, please contact the Bursary ([fees@balliol.ox.ac.uk](mailto:fees@balliol.ox.ac.uk)).

If you wish to alter the amount of tuition fee loan you have requested, then you should be able to do this using your Student Finance or SAAS account.

To make it quicker and easier to apply, and 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 advisers and obtain real-time assistance.

### **6.3.2 Financial Aid**

The College makes provision for financial aid to junior members in instances of both expected and unexpected need. A generous amount of money is put aside in the Financial Aid annual budget for hardship loans and grants. The Financial Aid Officer, Bruce Kinsey, is available in his room on Staircase XXI by appointment, Monday to Friday, to discuss any financial concerns, from short-term cashflow problems (e.g. if a government loan cheque is expected to arrive late) to more serious difficulties. The Student Finance Officer is able to help with financial aid enquiries or to make an appointment for you to see Bruce if necessary; contact her at [student.finance@balliol.ox.ac.uk](mailto:student.finance@balliol.ox.ac.uk) or by telephone Monday to Friday 9.00am to 5.00pm on 01865 277748.

Details of the financial help that may be available to students can be found on the [Financial Support](#) web page.

### **6.3.3 Sports Finance**

Funding is available to Balliol team sports, and to Balliol students who participate in sport at University/Blues level. For details, see the [Financial Support](#) web page.

### **6.3.4 Undergraduate Project Grants and Graduate Project Grants**

Grants towards academic, academic-related or other worthwhile projects are available to undergraduates. For details, see the [Financial Support](#) web page.

### **6.3.5 Linguists' Year Abroad (Undergraduates)**

Small discretionary top-up grants are available for assisting Modern Languages undergraduates during their year abroad, to help with the cost of language courses or special tuition. For details, see the [Financial Support](#) web page. Appropriate insurance must be taken out by all year-abroad students (6.3.7).

### **6.3.6 Exchange and Travel Schemes**

For details of exchange and travel schemes, including the Pathfinders scheme (which funds Balliol students to travel in North America or Asia, staying with Old Members of the College), see the [Financial Support](#) web page.

### **6.3.7 Travel Insurance**

In *all* cases of travel, whether as part of a course (e.g. field work, year abroad, medical elective) or an extra-curricular activity (e.g. a project for which College has provided financial support, a College reading party, or Pathfinder award), students are responsible for taking out appropriate medical and travel insurance for the whole of their time away, including any independent trips made alongside, and for consulting relevant travel advice, for instance as [provided by the Foreign Office](#). Reading party participants are expected to sign waivers prior to departure. Students are *not* permitted to travel to countries or regions for which appropriate travel insurance cannot be obtained.

## 7 GRADUATION & GOING DOWN

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### 7.1 Degree Certificates and Final Transcripts

Upon degree completion all students will automatically receive one paper copy of their final transcript. This will be sent to the 'home address' listed in the Student Self Service. Additional copies may be ordered: please see [this page](#).

All students will automatically receive a degree certificate once their degrees have been conferred at a degree ceremony. Students who have passed their examinations but have not yet had their degrees conferred at a degree ceremony can request a degree confirmation letter free of charge. The letter will confirm successful completion of the course at the University of Oxford, the dates of attendance and the classification. More information is available [here](#).

### 7.2 Graduation

You can formally graduate at a ceremony (hereafter known as 'conferring a degree') at any time after completing your degree. You can confer your degree either by attending a ceremony in person, or by taking it in absence. You must confer your degree at a ceremony in order to receive your degree certificate. You do not have to confer your degree to be an alumnus/alumna of Balliol, or of the University.

Undergraduates and postgraduate taught-course students will be sent an email invitation in Michaelmas Term of their final year, inviting them to book to confer their degree at a ceremony in the summer. Postgraduate research students will be invited to confer their degree after they have been granted leave to supplicate.

More information about graduation ceremonies can be found at [www.alumniweb.ox.ac.uk/balliol/graduation](http://www.alumniweb.ox.ac.uk/balliol/graduation), including details about eligibility for the MA degree. The **Degrees Clerk, Ms Angharad Jones**, is contactable at [degrees@balliol.ox.ac.uk](mailto:degrees@balliol.ox.ac.uk) or on 01865 277690.

The College expects a student to have paid their battels (see 6.2.4) and any outstanding debt in full prior to leaving the College. Anyone in financial difficulty should keep the Bursary informed and may consult the Financial Aid Officer (see 6.3.2).

### 7.3 Keeping in Touch

As soon as you go down, you become an Old Member: a member of Balliol's community of alumni – a global network of around 8,000 remarkable people. Please stay in touch! The [Development Office](#) maintains close ties with Old Members through a variety of events – in Oxford, London and worldwide – and publications, such as the monthly e-newsletter, *Floreat Domus* magazine and the *Annual Record*. The Young Alumni Programme, a series of social and networking events organised by a steering group of Old Members from the last decade, will be of particular interest to you.

Before leaving Balliol, you will be asked to provide your new contact details and let us know about your plans for the future by completing an online Leavers Form (you will receive your very own Balliol mug!).

Once you have left, you can check out your new [alumni benefits](#), update your [contact details](#) and join [alumni groups and societies](#) via the [Alumni and Supporters](#) pages of the College website. You can also follow Balliol on [Twitter](#) and [Instagram](#).



## 7.4 **University Benefits**

The University IT Services will contact you towards the end of Trinity Term about your University email account.

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 on the [Student Self Service](#) website. 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 [IT Services](#). By keeping your contact details up to date you will ensure that you receive important correspondence from the University. You will also ensure that you receive help from the [University Careers Service](#), which is available to you either now or in the future after you leave Oxford.

Alumni Cards are sent to Finalists in Trinity Term of their last year, via the Development Office for undergraduates, and Departments for postgraduates. If you do not receive one, you can order a new card at [www.alumni.ox.ac.uk/oxford-alumni-card](http://www.alumni.ox.ac.uk/oxford-alumni-card).

## 8 LAW & CODES OF PRACTICE

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### 8.1 Codes of Practice and Policies

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. All College policies and codes of practice are available at [www.balliol.ox.ac.uk/policies](http://www.balliol.ox.ac.uk/policies). The JCR/MCR Code of Practice is available there and on the JCR and MCR websites.

### 8.2 The Law Relating to Charities

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

### 8.3 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. The University's Information Security Policy is available [here](#).

### 8.4 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 [www.balliol.ox.ac.uk/foi](http://www.balliol.ox.ac.uk/foi). Other enquiries can be made to the FOI Officer, in writing or by email to [foi.officer@balliol.ox.ac.uk](mailto:foi.officer@balliol.ox.ac.uk).

### 8.5 Counter-Terrorism and Security Act 2015

The College is required by the Counter-Terrorism and Security Act 2015 to maintain a 'Prevent policy' which embodies our reaction to the obligation to have 'due regard to the need to prevent people from being drawn into terrorism'. There is obviously a threat of tension between this and our commitment (and legal obligation) to the maintenance of free speech and equality. The College is very conscious of this tension, but also obliged to comply with the Act. Our response was designed in collaboration with the JCR and MCR Presidents and can be found [here](#). It complies with the law whilst providing the utmost safeguards to free speech and equality. Students are required to comply with it and co-operate in its application. We do not believe it will restrict free speech or the activities of the College and its members, but the Vice-Master (Executive) will welcome feedback on this arising from actual operation of the policy.