

**2025-2026**

**Merton College**

**Junior Members' Handbook**

**Part I: Information**

The Junior Members' Handbook comprises two documents: Part I (**Information**) and Part II (**Regulations and Policies Applying to Junior Members**, referred to in this Part as 'the Regulations').

Part I of this Handbook provides information about:

- (i) The status of Junior Members;
- (ii) The organisation and management of the College;
- (iii) Provision of an academic, financial, welfare, domestic or recreational nature made by the College for Junior Members, and policies and procedures that apply to dealings between the College and Junior Members;
- (iv) Statutory, contractual and other legal obligations that are placed on the College in its dealings with Junior Members.

The College Handbook is also available on the College website at [www.merton.ox.ac.uk/handbook](http://www.merton.ox.ac.uk/handbook), and on the College intranet at <https://intranet.merton.ox.ac.uk/handbook>. Additional information for current Junior Members is available on the College intranet, which should regularly be consulted for updates (log-in required).

If any amendments are made to the Handbook during the 2026-26 academic year, Junior Members will be alerted by email, and the intranet and website versions of the document will be updated.

University documents referred to in the College Handbook are published on the University of Oxford website [www.ox.ac.uk](http://www.ox.ac.uk). Further information for current Oxford students is available at [www.ox.ac.uk/students/](http://www.ox.ac.uk/students/).

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## 1. JUNIOR MEMBERS

1. **Junior Members** of the College are persons who have been presented by the College for matriculation and are engaged in an approved course of study within the University or who have been admitted to the College to pursue an approved course of study. All members of the College, including Junior Members, are subject to and bound by the Statutes and Bylaws of the College from time to time in force.

All Junior Members are encouraged to participate in the academic, social, cultural and recreational life of the College in the broadest sense.

2. In order to be admitted as a Junior Member a person:

(i) Must receive and accept a written offer from the College enrolling them on a course of study, and

(ii) Must agree to abide by College and University Regulations, and

(iii) Must, if admitted to read for a degree of the University, matriculate as a member of the University and attend and be admitted to the College at a College Ceremony of Admission.

3. A person ceases to be a Junior Member when their course of study is completed or is terminated for any other reason.

4. An **undergraduate** is a Junior Member who is enrolled on a course of undergraduate study at the University of Oxford including, for the avoidance of doubt, integrated undergraduate Masters' degrees.

5. A **graduate** is a Junior Member who is enrolled on a course of graduate study at the University of Oxford.

6. A **Second BA** student is an undergraduate who has already obtained an undergraduate degree. A Second BA student may be dispensed from sitting the First Public Examination. Such students are deemed to have 'Senior Status'. A Second BA student has the same academic obligations as an undergraduate. However, for the purposes of residence and provision of accommodation by the College, a Second BA student is normally treated as a graduate. The term 'undergraduate' in this Handbook shall be taken to include Second BA students except where specifically indicated to the contrary.

7. A **Visiting Student** is a Junior Member who is not enrolled on a course of undergraduate or graduate studies at the University of Oxford.

8. An **exchange student** is a Junior Member who has come to the College from another Higher Education Institution to study temporarily, sometimes in exchange for a Junior Member who is studying temporarily at that other institution. Exchange students may be classified as being of undergraduate or graduate status, depending upon the circumstances in which they are admitted.

## 2. ACADEMIC CALENDAR

See also section 5 of the Regulations.

1. The **academic year** runs from 1 October to 30 September and is divided into three Terms, Michaelmas Term (October to December), Hilary Term (January to March), and Trinity Term (April to June).

2. **Full Term**, as defined by the University, is of eight weeks' duration, each week commencing on Sunday. Weeks in Full Term are referred to by number: 1st Week, 2nd Week, etc. Weeks outside Full Term may also be referred to by number: 0th (Noughth) Week, 9th Week, etc.

3. **College Terms** commence on Thursday of 0th Week and end on Saturday of 8th Week. Undergraduates are required to vacate their rooms by 16:00 on the Saturday of Eighth Week of each Term or by 10:00 on the day on which any permitted period of Vacation residence comes to an end. All undergraduates must return to residence by Thursday of 0th Week.

Certain degrees require undergraduates to be in residence for extended Terms in some years of their degree.

4. The dates of Full Terms in the 2025-26 academic year are as follows:

|                 |                                    |
|-----------------|------------------------------------|
| Michaelmas Term | 12 October 2025 to 6 December 2025 |
| Hilary Term     | 18 January 2026 to 14 March 2026   |
| Trinity Term    | 26 April 2026 to 20 June 2026      |

5. Vacation periods between Terms are **Christmas Vacation**, **Easter Vacation** and **Long Vacation** (summer). Undergraduates cannot remain in College during Vacation periods, except when they have permission for Vacation residence. The availability of accommodation during the Vacations for other academic purposes such as revision or research is very limited and must be applied for in advance.

6. Your attention is drawn to the section on accommodation below (section 20) and to the fact that there are regulations about returning to the College and leaving during the Vacations.

## 3. THE GOVERNING BODY AND COLLEGE OFFICERS

1. The College is administered by its **Governing Body** under the **College Statutes** (authorised by the Privy Council through the Universities of Oxford and Cambridge Act 1923) and the **College Bylaws** (made by the Governing Body under powers given by the Statutes).

The Governing Body comprises the **Warden**, who chairs its meetings, and those **Fellows** of the College who are members of the Governing Body (normally employees either of the College or of the University).

The College is a charity, whose charitable objects are, for the public benefit, to advance education, learning, research, and religion through the provision of a

college. The members of the Governing Body are the trustees of the College. The College is registered with the Charity Commission.

2. Governing Body Fellows include **Official Fellows (Tutors and College Officers)**, **Professorial Fellows**, and **Research Fellows**.

The College also has other Fellows who are not members of the Governing Body, including Emeritus Fellows (retired members of the Governing Body), Honorary Fellows (usually very distinguished alumni of the College), and Career Development Fellows.

3. The **Governing Body** meets at least three times each Term and meetings in which open business is discussed are attended by the Presidents of the Junior and Middle Common Rooms.

4. The day-to-day affairs of the College are administered by the following College Officers:

(i) The **Sub-Warden**, who deputises for the Warden, prepares the agenda for the Governing Body, and has a particular responsibility for governance.

(ii) The **Senior Tutor**, who is responsible for the overall administration of academic business in relation to Junior Members.

(iii) the **Tutors**, who are academics who are responsible for the administration and teaching of their subject to undergraduates and who have pastoral responsibility for them.

(iv) The **Chaplain**, who is responsible for the running of the College Chapel and offers pastoral support to the whole College community. The Chaplain is supported by an **Associate Chaplain**.

(v) The **Librarian**, who is responsible for all aspects of the College libraries, special collections and archives, and is supported by a **Deputy Librarian**, an **Archivist**, and other library staff.

(vi) The **Finance Bursar**, who is responsible for the overall administration of College's finances and endowment and who is assisted by the **Land Agent**, who manages the Estates Bursary, in the administration of the College's estates.

(vii) The **Domestic Bursar**, who is responsible for accommodation, catering, the buildings, the domestic staff, and other domestic administration.

(ix) The **Principal of the Postmasters** who is responsible for general discipline among Junior Members, and is assisted by the **Deputy Principal of the Postmasters (DPOP)**.

(x) The **Dean and Keeper of the Statutes**, who advises the Warden, College Officers, and the Governing Body on legal and regulatory matters and the process of College business (including the Bylaws, data protection, freedom of information, and the Prevent duty), and also has responsibility for

ceremonies, including College Admission, Matriculation, and presentation for degrees.

(xi) The **Dean of Graduates**, who is responsible for academic and pastoral oversight of the College's graduate students.

(xii) The **Development Director**, who is responsible for the College's fundraising and alumni relations (including alumni events and publications).

(xiii) The **Reed Rubin Organist and Director of Music & Director of College Music** who is responsible for the development of the Choral Foundation and for promoting music-making in College more generally.

(xiv) Other College Officers, including the **Garden Master**, the **Senior Treasurers of the Junior Common Room and Amalgamated Clubs**, the **Junior Members' Harassment Advisers**, and the **Equality Adviser**.

5. The College is administered through a series of standing committees, which report to the Governing Body. Those of particular importance to Junior Members are:

(i) The **Warden and Tutors' Committee**, convened by the Senior Tutor and attended by the Presidents of the JCR and MCR for open business, regulates all matters relating to Junior Members and also has authority to make regulations on all matters concerning all Junior Members, including academic work, use of College facilities, and disciplinary matters.

(ii) The **Domestic Committee**, convened by the Domestic Bursar, which is responsible for oversight of the domestic management of the College, including suggestions, requests and complaints brought to it by Junior Members, who are represented on the Committee by the Presidents of the Junior and Middle Common Rooms.

(iii) The **Finance Committee**, convened by the Finance Bursar, which is responsible for oversight of the financial management of the College, including charges to Junior Members.

(iv) The **Library and Archives Committee**, convened by the Librarian, is responsible for the oversight of the College Library and Archives and related services provided to the College community. Undergraduates and graduates are represented on the Committee which plays an important role in developing policy and services.

(v) The **Development and Alumni Relations Committee**, convened by the Director of Development, oversees the College's fundraising and alumni relations activities. Both elements of its work are of great benefit to the student body and Junior Members of the College are represented on the Committee by the Presidents of the Junior and Middle Common Rooms.

#### 4. COLLEGE STAFF

1. The following members of the College's staff are of particular importance to Junior Members:

(i) The **Head of Welfare**, who is responsible for the College's welfare provision, convenes the Student Support Sub-Committee and the Welfare Forum, and manages the **Senior Welfare Adviser**, the **Junior Deans for Welfare** and the **College Nurse**.

(ii) The **College Accountant**, **Deputy College Accountant** and **Finance Assistants** are responsible for collection of fees, charges and other College bills. The **Finance Bursary** is on the ground floor of the Finlay Building.

(iii) The **Academic Registrar**, **Deputy Academic Registrar (Graduates)**, and **Academic Officers** are responsible for the administration of academic matters relating to Junior Members. The **Academic Office** is on the ground floor of Fellows' Quad, staircase 4.

(iv) The **Schools Liaison and Access Officer** and **Admissions Officer** work with schools and individuals to encourage applications and to widen access, liaise with the JCR Access Representative over Junior Members' involvement in these projects, and also work with the student teams for Open Days and the Undergraduate Admissions Process. The Admissions Officer also administers the College's degree-days.

(v) The **Head of Accommodation** and **Housekeeping Operations Manager** are responsible for the administration of all accommodation provided for Junior Members, and ancillary services, including furnishings, equipment and cleaning. Their offices are on the ground floor of the Finlay Building.

(vi) The **Head of Events and Conferences** and the **Events Office** are responsible for the booking of all meeting rooms within the College, including for teaching during Term. They co-ordinate College events which are held in the College Hall, the Savile Room and the Senior Common Rooms. In addition they make arrangements for all the College's conference business. The Events Office is on the ground floor of the Finlay Building.

(vii) The **Head Steward** is responsible for the service of meals in Hall. The Head Steward's office is on the ground floor of the Finlay Building.

(viii) The **Head Porter**, **Deputy Head Porter** and **Lodge Porters** are responsible for security, first aid, fire alarm testing and response to all alarm activations, issuing keys and administration of post. The main Lodge is at the entrance to the College in Merton Street. There is also a Lodge at the entrance to Holywell Quadrangle in Holywell Street. The Lodges are staffed 24 hours a day.

(ix) The **IT Department** (the **Head of IT** and the IT team) is responsible for administration of the College data network and computer rooms. The IT Department is located in the Finlay Building, on the half-landing between the

first and second floors; which unfortunately is not wheelchair accessible. College IT questions and suggestions can be reported using the forms at <https://intranet.merton.ox.ac.uk/servicedesk/it> or via e-mail ([it-support@merton.ox.ac.uk](mailto:it-support@merton.ox.ac.uk)). Ideas, issues and enquiries can be relayed to the contact details above but may also be addressed to the Head of IT, or the JCR or MCR IT representatives.

(x) The **Web & Media Officer** is responsible for the College website, intranet and social media channels, and supports the handling of press and media relations. All members are encouraged to contribute content to the College's online presence. The Web & Media Officer is based in Room 5, 6 Merton Street. Visitors and suggestions are always welcome.

(xi) The **Development Office** is responsible for the College's Fundraising and Alumni Relations, with a current target of raising around £4 million per year. The **Alumni Relations Manager** oversees a significant portfolio of events each year; Junior Members are welcome to attend or help at many of these. The **Fundraising Officer** organises an annual Telephone Campaign (in which students are invited to partake) and Direct Mail campaign. The **Alumni Communications Officer** produces the two College publications each year, *Postmaster & Merton Record* and the *Annual Report*, featuring news from Junior Members, Fellows and alumni. The Development Office can be found on the top floor of the Finlay Building and the primary contact for all enquiries is the **Graduate Associate in Development**, who can be reached at [development@merton.ox.ac.uk](mailto:development@merton.ox.ac.uk).

(xii) The **Chapel Office and Choir Manager** provides administrative support for the running of the Chapel and College Choir, including bookings for concerts, plays and other events. The Chapel Office and Choir Manager's office is on the second floor of Fellows' Quad, staircase 4. The **Verger** oversees the use of the Chapel for worship, concerts and other activities. The Verger's office is the Sacristy.

(xiii) The **Welfare and Student Support Administrator** assists those providing welfare and non-academic support to Junior Members. The Welfare and Student Support Administrator's office is part of the **Academic Office** on the ground floor of Fellows' Quad, staircase 4.

(xiv) The **Estates Department** is responsible for the upkeep of all external property, buildings and land owned by the College. The **Estates Office** is on the first floor of the Finlay Building.

(xv) The **Head of Maintenance** is responsible for overseeing the maintenance of the College; a **College Maintenance Team** carries out repairs and minor works to the College Buildings. The Head of Maintenance is based in the Finlay Building on the first floor; the Maintenance Team can be contacted via the Service Desk on the College intranet (<https://intranet.merton.ox.ac.uk/content/service-desk-maintenance>) or by emailing [maintenance@merton.ox.ac.uk](mailto:maintenance@merton.ox.ac.uk).

2. Staff contact information can be found on the student home page of the intranet.

## 5. FREEDOM OF SPEECH AND ACADEMIC FREEDOM

1. **Freedom of speech** and **academic freedom** are central tenets of College life and must be robustly protected. On this basis, the College operates with a strong presumption in favour of freedom of speech and academic freedom.

2. Freedom of speech means freedom, within the law, to impart ideas, opinions or information by means of speech, writing or images (including in electronic form). Academic freedom means, in relation to academic staff of the College, their freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, including their opinions about the College, without placing themselves at risk of institutional censorship, losing their jobs or privileges or experiencing a reduction in the likelihood that they would secure a promotion or a different job at the College, as also further provided for in College Statute 1.4.

3. In all its activities, the College seeks to: secure and promote academic freedom and freedom of speech; ensure a very high level of protection for the lawful expression of a viewpoint and for speech in an academic context; and foster a culture of openness and inclusivity, in which members of the College community engage with each other, and the public, in debate and discussion, remain open to both intellectual challenge and change, and are free to seek, receive and impart lawful views and ideas of all kind.

4. Inevitably, this may mean that members of the College, including Junior Members, and College staff are confronted with views that some may find unsettling, extreme, or offensive. The College believes that a culture of free, open, and robust discussion can be achieved only if all concerned engage with each other critically but with respect for the dignity of the individual expressing their views. Such an environment is fundamental for creating a diverse culture of intellectual enquiry where a range of views can be heard, challenged and debated.

5. The definitive and up-to-date statement of the College's approach to freedom of speech and academic freedom is set out in its **Code of Practice on Freedom of Speech**. This can be found on the College website and in Appendix 5 of the Regulations.

## 6. EQUALITY, DIVERSITY, AND INCLUSION

1. The College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its employees and Junior Members are respected to assist them in reaching their full potential. The College works to remove any barriers which might deter people of the highest potential and ability from applying to Oxford, either as employees or Junior Members. Our aim is to embed equality in the culture and systems of the College by ensuring that policy making, service delivery and employment practice are all equality orientated.

2. The College's Single Equality Scheme can be found on the College website.

3. The College has adopted a policy concerning relationships between students and Fellows or staff of the College (see Appendix 7 of the Regulations).

## **7. ACADEMIC ARRANGEMENTS FOR UNDERGRADUATES**

See also section 9(a) of the Regulations.

1. Undergraduates will be assigned to **Directors of Studies** who have overall responsibility for the oversight of their teaching, monitoring their progress and encouraging their academic development. Where the undergraduate is on a joint course, there will be a single Director of Studies who will liaise as necessary with the other subject tutors. Information about the responsibilities of Directors of Studies can be found in Appendix 2.

2. Undergraduates will be taught by Tutors (or other Fellows) or Lecturers employed by the College or by other persons considered by the College to be suitably qualified.

3. Tutors will set out programmes of work with reasonable amounts of time for completion both during Term and during Vacations. Oxford's undergraduate courses require that a considerable amount of study will be done in Vacations both to consolidate and expand ground covered in the previous Term and to prepare for the coming Term. Extended essays or other academic exercises may be set.

It is strongly recommended that non-academic commitments should not exceed two weeks in the shorter Vacations and eight weeks in the Long Vacation. Undergraduates are advised to plan to be able to access the books and other resources which they will need for study in the Vacations.

4. Academic obligations of undergraduates are outlined in detail in section 9(a) of the Regulations. Undergraduates should attend:

(i) College **tutorials**, which undergraduates will normally attend with one or more other undergraduates;

(ii) College **classes or seminars**, in which undergraduates will be taught in larger groups;

(iii) University **lectures, classes and practicals**.

(iv) **Warden's Collections** to receive a report once a year on academic performance, in the presence of subject Tutors, the Warden and the Senior Tutor.

(v) **0<sup>th</sup> week Collections** (College examinations). Tutors will advise undergraduates at the end of the preceding Term of the subjects on which they will be collected (examined). Undergraduates will be notified by their Directors of Studies or the person setting the paper, of their results and these will be held on file in the Academic Office. Where appropriate, Directors of

Studies propose prizes for good performance. Tutors normally return marked collections by Friday of 2nd Week.

All requests for alternative examination arrangements for 0<sup>th</sup> week Collections (including requirements based on disability, religious obligations and welfare issues) should be addressed to the Academic Registrar at the earliest opportunity.

5. The teaching programme varies from subject to subject and from Term to Term, and will normally be confined to Full Term. The College complies with the University's recommended patterns of teaching for each subject.

6. Unless told otherwise, Junior Members with mobile phones should ensure they are switched off during tutorials, classes, and lectures.

7. Tutors are expected to provide prompt and suitable appraisal of all teaching assignments.

8. At the end of every Term, undergraduates will be provided with a questionnaire to enable comment on the College teaching they have received that Term.

9. At the end of every Term undergraduates will be given an opportunity to discuss their academic progress and hear reports from their tutors that term. This will take place either at a meeting with their Director of Studies or attending a Warden's Collection (see below). Tutorial reports are, in general, recorded and held in the [Teaching Management System \(TMS\)](#). TMS reports are available for undergraduates to view on-line.

10. Directors of Studies will advise undergraduates on options choices but it is the individual undergraduate's responsibility to ensure that their combination of papers complies with the [University's Examination Regulations](#). It is also the individual undergraduate's responsibility to ensure that they are familiar with the syllabus of their chosen options as defined by the relevant Faculty/Department.

11. Undergraduates may be permitted to change the person teaching a paper for valid academic and other reasons. All such requests should be addressed to the Senior Tutor.

Undergraduates who wish to change tutorial partners should, in the first instance, speak the person teaching them and may expect a sympathetic response to a reasonable request.

12. If undergraduates have any complaint concerning teaching arrangements or teaching staff, they may bring it to the attention of the Senior Tutor or, more formally, raise a concern with the Senior Tutor under Stage One of the Junior Members' Complaints Procedure. They may also seek advice from the Academic Affairs Officer of the JCR and this will often be the most appropriate course of action in the first instance.

If they raise a concern with the Senior Tutor under Stage One of the Junior Members' Complaints Procedure and are dissatisfied with the outcome, they may

make a Formal Complaint to the Sub-Warden, under Stage Two of the Junior Members' Complaints Procedure which can be found in Appendix 9 of the Regulations.

13. Undergraduates may seek advice related to academic or other matters from a Tutor in their subject, the Senior Tutor, the Chaplain, or the Head of Welfare / Senior Welfare Adviser.

## **8. ACADEMIC ARRANGEMENTS FOR GRADUATES**

1. Graduates' academic obligations are set out in section 9(b) of the Regulations.

2. Graduates will be assigned by the University to academic **Supervisors**.

3. Graduates will be assigned by the College to **College Advisers**, who, with the Dean of Graduates, may act as a first point of contact for academic and other matters.

4. The College Adviser can:

- monitor progress, by discussing University supervision reports and by being available for consultation, either in person or by email;
- discuss any problems or difficulties a graduate may be experiencing in their Department or Faculty, and/or with their supervisor;
- consult the Dean of Graduates/Senior Tutor if there are concerns about academic progress and if a graduate appears to be experiencing difficulties with their academic work;
- provide pastoral support, for example on health, personal or coping issues, and/or direct to appropriate persons for assistance;
- offer guidance on sources of support available within the College and University.

5. In addition, the College Adviser may sometimes be able to offer advice on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.

6. The College Adviser does not, and should not be expected to, perform the role of the Department or Faculty Supervisor(s), and is not responsible for directing the graduate's academic work or for giving detailed academic guidance.

7. Graduates will first meet their College Adviser during their first Term and are encouraged to contact their College Adviser as and when they need advice or help. (They should also feel free to consult other College Officers as necessary.)

8. The College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons to seek a change of Adviser, graduates should contact the Dean of Graduates.

9. College Advisers would not normally be expected to provide academic references, as others are better placed to do so. Some might be willing to provide a reference for other purposes, though there is no obligation to do so.

10. The Dean of Graduates and College Advisers have access to and review the academic progress reports submitted via Graduate Supervision Reporting. Graduates may view and comment on their own reports via Graduate Supervision Reporting: [Graduate Supervision Reporting \(GSR\) in eVision | Academic Support \(ox.ac.uk\)](#)

11. Graduates in the first year of their degree are invited to attend an optional **Graduate Progress Meeting** with the Dean of Graduates. The aim of these meetings is to monitor academic progress and, if required, provide advice and guidance. They are also an opportunity for graduates to discuss their academic or wider experiences.

These meetings are also available to graduates in each of the later years of their course.

## 9. PUBLIC EXAMINATIONS

1. Information about University Public Examinations is available on the University website.

2. All requests for alternative examination arrangements in Public Examinations (including requirements based on disability, religious obligations and welfare issues) should be addressed to the Academic Registrar at the earliest opportunity, and at the very latest by the end of 4th Week in the Term preceding the Term in which the papers are to be sat.

Examination arrangements which may have timetabling implications should be referred to the Academic Registrar no later than Monday of 3<sup>rd</sup> Week of Michaelmas Term.

3. Any concerns arising immediately before or during Public Examinations may be discussed with Directors of Studies (in the case of undergraduates) or the Dean of Graduates (in the case of graduates) and should also be brought to the attention of the Academic Registrar or Senior Tutor as soon as possible.

4. Particular attention is drawn to the matter of end-of-examination celebrations. In the interest of public safety and the reputation of the University, the Proctors require all candidates to return directly to the College after their examination is over, and to discourage their friends from gathering outside the Examination Schools to meet them. There are ample opportunities for candidates and their friends to celebrate in a civilised way within the College. The Proctors and the College authorities have a duty to ensure that the

conduct of Junior Members does not disturb the outside community or those still sitting examinations.

## **10. UNDERGRADUATE SCHOLARSHIPS AND PRIZES**

1. Prize scholarships called **Postmasterships** and **Exhibitions** may be conferred on undergraduates. The Postmasterships were founded in 1380 by John Wylot, a former Sub-Warden of the College, to support the College's first undergraduates.
2. Undergraduates placed in the First Class or who obtain a Distinction in the First Public Examination, or whose work is deemed to merit such acknowledgement, will be awarded a prize scholarship, normally an Exhibition in the first instance.
3. Subsequent award of a Postmastership may be made in recognition of sustained excellence, but not normally before the Trinity Term in the second year of studies.
4. Postmasterships and Exhibitions may be renewed if undergraduates have continued to work to an appropriately high standard. The Warden & Tutors' Committee may deprive a Postmaster or Exhibitioner of their award for failing to maintain appropriate standards, or for misconduct.
5. The value of a Postmastership or Exhibition is credited to the recipient's battels (College bill) in three equal instalments at the end of each Term.
6. Undergraduates awarded a Postmastership or Exhibition are entitled to wear a scholar's gown at occasions on which academic gowns are worn.
7. The Warden and Tutors' Committee awards prizes to undergraduates who have obtained First Class Honours in Final Honour Schools or Honour Moderations, or Distinction in Preliminary Examinations, Moderations, or the First BM, or have achieved the standard of Distinction. Prizes may also be awarded for distinguished work in other written examinations, including Collections. A range of subject-specific prizes (as set out in the College Bylaws) are also awarded on the basis of academic merit. The College awards prizes in recognition of University prizes awarded to undergraduates.

## **11. GRADUATE SCHOLARSHIPS AND PRIZES**

1. Graduate Scholarships offered by the College will vary from year to year. Details will be made available on the College website [www.merton.ox.ac.uk/graduate/graduate-scholarships](http://www.merton.ox.ac.uk/graduate/graduate-scholarships) and through the University's online funding search tool, available at <https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-funding-and-scholarship-search/search>. Many of the College's awards are funded or part funded by donations from Mertonians, through the work of the Development Office. Those who receive a scholarship or prize which has been funded in some

part by a donor may be asked to write a report on their studies, which will then be forwarded to the donor by the Development Office.

2. The College may award up to four Graduate Prize Scholarships each of £500 each year on the basis of academic excellence. Prize Scholars may have dinner at High Table once a week, in the academic year coinciding with their appointment, without charge, but they may not invite guests to these meals.

3. The College may award prizes to graduates who have achieved a Distinction in the final public examination of a degree and prizes in recognition of a graduate being awarded a University prize (or are awarded *proxime* or receive an honourable mention). Other subject-specific prizes (as set out in the College Bylaws) are also awarded on the basis of academic merit.

## **12. FINANCIAL ASSISTANCE FOR JUNIOR MEMBERS**

Information about grants and funding provided by the College, application deadlines and details about how to apply can be found on the 'Financial Assistance for Students' section of the Merton intranet.

### **The Oxford Bursary scheme**

1. The Oxford Bursary scheme offers non-repayable support to Oxford undergraduates from lower income households, to assist with the cost of attending Oxford. The scheme is funded jointly by the University and the Colleges (in Merton's case by alumni donations). The type and level of support available varies depending on when a Junior Member started their course. Junior Members from the UK and Republic of Ireland who started their course in or after 2012 are eligible to be assessed for an Oxford Bursary. As the Oxford Bursaries are part-funded by generous donors, bursary recipients may be asked by the Development Office to submit a report on their studies at some point during the year.

UK-resident Junior Members studying for their first undergraduate degree with an annual household income of £32,500 or less, will be offered the University-funded Crankstart Scholarship.

Further information is available at

<https://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support>

### **Book grants**

2. The College will make a grant of up to £100 per year towards the cost of books or materials required for academic work and approved by a Junior Member's Tutor or Supervisor. The purchase of e-books, e-readers, electronic materials, DVDs, software and sheet music is also included in the scheme.

## Travel grants

3. The College makes a limited number of grants to undergraduates for the purpose of travel which has an educational benefit. Undergraduate Travel Grants are normally only given once, and not for activities taking place after 8th Week of an undergraduate's final Term. The deadline for applications is Monday of 4th week of the Term preceding the proposed travel.

Clinical medical students going on medical electives are considered as graduates by the College and therefore should submit an application for a Graduate Research Expenses Grant (see paragraph 7).

4. The College also makes a limited number of Grimstone Travel Awards to Junior Members (both undergraduate and graduate students) to undertake travel, preferably abroad. The grants are to support travel that meets one or more of the following criteria: academic development (but not conferences, archival or laboratory work); social justice and engagement; intellectual or personal development. Priority will be given to applications with an academic component. Awards are normally only given once and not for activities taking place after the end of 8th week of a Junior Members' final Term or after thesis submission (DPhil students). Applications will be considered as a gathered field in Trinity Term.

5. Undergraduates reading for degrees in or with Modern Languages are eligible to apply for travel grants (i) to help meet costs associated with studying abroad for which they have a funding shortfall or (ii) for travel in the Vacation to countries whose languages they are studying. It is expected that undergraduates will apply for all funding for which they are eligible (e.g. Student Loan, Turing Scheme grant and applicable Faculty grants) and must inform the College of any other funds received or expected.

6. Travel grants will not be made if the Foreign, Commonwealth & Development Office indicates that the proposed location is unsafe for travel.

Where grants are awarded to enable travel, recipients must obtain travel insurance applicable to the planned activity and destination, to cover contingencies such as: medical expenses, trip cancellation or delays, and lost or stolen baggage. Applicants will be asked to confirm that they have considered the University's Environmental Sustainability Strategy, Travel Hierarchy, and its aim to "reduce aviation emissions from University staff and student travel and offset the balance of emissions".

## Graduate research expenses grants

7. Graduates are entitled to apply for research expenses grants, up to a maximum value which depends on the course of study (details are available on [the intranet](#)). If a graduate starts a new course of study, they will be eligible for the allowance pertaining to that course, but will not be entitled to roll over any unspent allowance from the previous course of study. Awards will not normally be made for activities taking place after thesis submission (DPhil students) or after the date of the final assessment or end of the course, whichever is earlier

(all other graduates). Once the maximum level of grant has been reached, Graduates should not apply to other College funds for research-related expenses.

8. The College may, at its discretion, make a supplementary grant to any graduate who is required to pay for accommodation from which they are absent, for approved academic reasons, for at least 30 consecutive days in any academic year. The grant is payable in addition to any research or other grants that are awarded to the graduate in the academic year. The grant payable to any graduate for this purpose is £300 in any academic year.

To qualify for receipt of this supplementary grant, a graduate who lives in College accommodation must have paid the full annual accommodation charge. The amount of the grant will be credited to battels at the end of the academic year to which it relates. Recipients of the grant are required to complete arrival and departure cards at the beginning and end of the period of absence, return the keys to the Merton Street Lodge on departure and not return to the accommodation (except in emergency and by prior agreement) at any stage during the period of absence.

If the graduate is living in private rented accommodation, the grant will be made as a BACS transfer and evidence of payment of rent during the period of absence must be provided.

The deadline for application is Monday of the 4th Week of the Term preceding the proposed research or by the deadline in the Long Vacation stipulated at the end of Trinity Term by the Academic Office.

9. Graduates studying for an MPhil or DPhil in the History of the period since 300 AD are eligible to apply for the Rajiv Kapur and Lord Dacre of Glanton Awards. These awards are made on the basis of academic merit.

Rajiv Kapur Award: One Award worth up to £1,000 to cover research expenses, e.g. archival travel, conference attendance, books, or computer software. Any graduate may receive the award only once during their time at Merton.

Lord Dacre of Glanton Awards: Two Awards worth up to £300 each to cover research expenses, e.g. archival travel, conference attendance, books, or computer software.

Those wishing to apply for either or both Awards should submit a one-page description of how they would use the Award(s) to support their research, counter-signed by their Supervisor, to the Academic Registrar by 5.00 p.m. on Wednesday of 8th Week of Hilary Term.

10. The College expects to award a small number of Doctoral Completion Bursaries, to assist graduates in the completion of their theses, particularly if the thesis is likely to be submitted in a reasonably short time. Requests for grants towards other major and exceptional expenses may also be considered, if these cannot be reimbursed from regular funding authorities. The Doctoral Completion Bursary cannot be used towards the cost of thesis printing or binding. Priority for

these Awards will be given to applicants who have experienced difficulties or delays beyond those that could normally be expected.

The deadline is Monday of 4th Week of Term, or the deadline in the Long Vacation stipulated by the Academic Office.

### Undergraduate research grants

11. The College can reimburse undergraduates for some research expenses incurred in the preparation of coursework (e.g. research projects, dissertations, theses, extended essays) to be submitted in the fourth year of an integrated Master's course or for examination in a Final Honour School. Expenses may include the cost of visiting archives or otherwise obtaining research materials. Grants will not be made for the cost of binding or copying a thesis or equivalent.

Applications can be made for an amount up to the equivalent of the cost of eight out-of-College tutorials (currently £242.80). Receipts must be provided. There is no deadline, but applications should be made as soon as possible once all expenses are known and before the end of an undergraduate's final Term of study.

### Clinical medical students

12. A grant of up to £200 is available towards the cost of items of essential equipment and laundry for clinical medical students (Second BM) during the period of their course.

Details on how to apply are available on the College intranet under 'Financial Assistance for Students', and claims must be approved by the Supervisor and submitted by Friday of 6th Week in Trinity Term.

### Vacation residence grants for undergraduates

13. The College may at its discretion make grants to undergraduates for the purpose of Vacation residence for academic purposes (see section 15 of Regulations). The application deadline is currently Friday of 4<sup>th</sup> Week of each Term. Undergraduates on courses with three years of residency are permitted to apply for up to 30 days of Vacation study grant, and undergraduates on courses with four years of residency up to 40 days, over the duration of their degree programme.

### Financial assistance grants

14. Junior Members may apply for grants from College to assist with unforeseen financial need. Most grants for this purpose are funded by donations and bequests from Mertonians. Applicants for College financial assistance funds should contact the Student Support Administrator to discuss their application.

There is a University Financial Assistance Fund to which Junior Members may apply. All applications should be discussed with the College Financial Assistance

Officer who can also provide advice on the application process. Further details are available at <https://www.ox.ac.uk/students/fees-funding/assistance/oxford>.

15. The University also offers a Student Support Bursary of £50-£750 to undergraduates with Home Fee status who commenced their course in the 2020/21 academic year or later who may require financial assistance in a range of circumstances, ranging from a shortfall in their finances to help meeting additional exceptional costs. Applications should be discussed with the College's Student Support Administrator who can provide advice on the application process. Further details are available at: <https://www.ox.ac.uk/students/fees-funding/assistance/oxford/ssb>.

16. Merton is committed to supporting the University's Stand Alone Pledge. Estranged or care-experienced undergraduates in financial need can apply for assistance from the College, including with the costs of Vacation residence. The College's Student Support Administrator can provide further information, including about the University's Care Experienced and Estranged Student Bursary. Further details are available on the University's webpage: <https://www.ox.ac.uk/students/fees-funding/assistance/oxford/ceesb>

## Master grants

17. Limited funds are available to award grants to Junior Members, for worthy causes that are ineligible for other forms of College financial support. Funds cannot be used towards the cost of thesis printing or binding. The deadline for applications is Monday of 4th Week, or by the deadline in the Long Vacation stipulated by the Academic Office. Awards are normally only given once and will not normally be made for activities taking place after the end of a Junior Member's final Term or after thesis submission (DPhil students).

## Language courses

18. Support is available from the College for those undertaking courses at the University's Language Centre ([www.lang.ox.ac.uk/](http://www.lang.ox.ac.uk/)).

The College reimburses the full fee (100%) for general, academic English and intensive language courses undertaken through the Language Centre, and half the fee (50%) for fast-track courses.

Claims for reimbursement may be submitted at any time during the year, and it is possible to claim for more than one course. All claims must be received in the same academic year the course is taken.

The Academic Officer will circulate details of how to claim at the start of each Term. Please contact her if you have any queries.

## Tuition in Analysis for Economics undergraduates

19. The College offers tutorials in Analysis for any Economics undergraduates wishing to pursue Economics at postgraduate level. Further details are available from the Academic Registrar.

## Sports Grants

20. Funding is available for all College-representative sporting activity through the Amalgamated Clubs (so-called because it represents the activities of all the College's sports clubs). Please see the [College intranet](#) for further details and an application form.

21. Merton is able to contribute to the costs of membership, facility fees and travel (though not for sports equipment, tuition or coaching) for those who play their sport at the University or higher levels. Funding is available (under a biannual scheme run in Hilary and Trinity Terms) from the College Sports Fund to Junior Members competing in University sports and who (will) participate in a Varsity Match at first or second team level in the current academic year (the award of a Blue is not necessary).

For grant-making purposes, the College will recognise as a sport any activity so recognised by Oxford University Sport Federation or by the International Olympic Committee.

Please see [the College intranet](#) under 'Financial Assistance for Students', for further details and an application form.

22. Please note that applicants for Travel Grants, Graduate Research Grants and Master Grants should normally wait for the outcome of their application to the Student Support Sub-Committee before incurring expenses.

## 13. DATA PROTECTION

1. In order to fulfil its educational, pastoral and administrative responsibilities, the College collects, stores and otherwise processes personal data about Junior Members.

2. Data protection legislation, including the UK General Data Protection Regulation and the UK Data Protection Act 2018, imposes obligations on the College in relation to how the College processes personal data. In this context, "processing" your data includes various operations that may be carried out, such as collecting, recording, organising, using, disclosing, storing and deleting it.

3. Data protection law requires the College:

- to process your data in a lawful, fair and transparent way;
- to only collect your data for explicit and legitimate purposes;
- to only collect data that is relevant, and limited to the purpose(s) we have told you about;
- to ensure that your data is accurate and up to date;
- to ensure that your data is only kept as long as necessary for the purpose(s) we have told you about; and
- to ensure that appropriate security measures are used to protect your data

4. The College has published detailed information in "Privacy Notices" regarding what personal data the College may hold about you, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. The Privacy Notice applicable to Junior Members can be found on our website at [www.merton.ox.ac.uk/privacy/student-data](http://www.merton.ox.ac.uk/privacy/student-data). Additional Privacy Notices covering others within the College and visitors to the College (such as alumni and College staff) are also available on the website.

5. The College's Data Protection Officer is the Dean and Keeper of the Statutes. If Junior Members have any questions regarding data-protection issues, or if they need to report a data-protection breach in accordance with the Data Protection Breach Regulations, please send a message to [dpo@merton.ox.ac.uk](mailto:dpo@merton.ox.ac.uk).

#### **14. JUNIOR COMMON ROOM AND MIDDLE COMMON ROOM**

1. The College has adopted a code of practice for the regulation of its **Junior Common Room (JCR)** and **Middle Common Room (MCR)**, in conformity with the Education Act 1994.

2. The JCR is an association open to all undergraduates of the College.

3. The MCR is an association open to graduates, and to second BA students and undergraduates who are over 25 years of age or who have been continuously engaged on a course of studies for more than three years since matriculation at the University.

4. The main objects of the JCR and MCR are to promote the interests and welfare of and social activities among Junior Members and to represent the interests of members to the Officers of the College.

5. Membership is free, but participation in social and other activities sponsored by the JCR and MCR may be conditional on payment of a subscription. This subscription will be charged on battels unless specific instruction to the contrary is given by the Junior Member to the President of the JCR or MCR.

6. The JCR and MCR have written constitutions, elect officers and hold regular meetings. A copy of the constitutions of the JCR or the MCR may be inspected on their respective websites.

7. The constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations including the Oxford University Student Union (Oxford SU), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Dean and Keeper of the Statutes (in relation to the College's responsibilities under the Education Act 1994 generally) and by the Senior Treasurer of the JCR and the Dean of Graduates respectively in relation to the monitoring of expenditure and the conduct of elections.

8. Membership of the JCR and/or MCR is automatically granted to Junior Members as appropriate. Anyone who does not wish to take up membership

should notify the Secretary of the JCR or MCR. Withdrawal from membership will disqualify Junior Members from standing for office, voting at or attending meetings of the JCR or MCR, but those who have withdrawn retain access to the services and facilities of the JCR and MCR.

9. The College provides social, recreational and welfare facilities for all Junior Members, whether or not they are members of the JCR or MCR. These facilities include the premises in the Merton Street precinct called the Junior Common Room and Middle Common Room, the Bar and the Games Room, and also the Pavilion and communal laundry and other facilities.

10. Bookings for use of College rooms and facilities by Junior Members, including the gardens, sports grounds and Pavilion are made via the Student pages of the College Intranet:  
<https://intranet.merton.ox.ac.uk/content/room-booking-request-form-students>

11. Complaints about the management of the JCR or MCR should be made in accordance with the complaints procedures of the JCR and MCR, which can be found in their respective Standing Orders. This includes the possibility of referring an unsatisfied complaint to the Senior Treasurer of the Junior Common Room or to the Dean of Graduates.

12. **MCR Associates.** Persons who are doing research in Oxford at a senior level but who are not reading for Oxford degrees and are not members of another College, Hall or Society of the University and persons who are reading for postgraduate degrees of other universities who are visiting Oxford for a short period to work with a Fellow of the College are eligible for selection as Associates of the Middle Common Room in Category A.

Persons who have been Junior Members of the College within the preceding five years and are engaged in a programme of study at any university and are resident in Oxford, and persons who are the domestic partners resident in Oxford of members of the Middle Common Room who are also resident in Oxford are eligible for selection as Associates of the Middle Common Room in Category B. An Associate in Category B may be reading for a degree of the University and may be a member of another College, Hall or Society of the University.

Any Fellow or Officer of the MCR may nominate a person who is not a Junior Member as an Associate of the MCR, but a person who is being considered for selection in Category A must be sponsored by a Fellow who has knowledge of the proposed Associate's academic background. The Dean of Graduates and the President of the Middle Common Room shall review the nominations and shall agree on those to be selected as Associates. In making their selection they shall seek the advice of the Graduate Officer and the Treasurer of the Middle Common Room.

For full details of the Associates scheme and for details of the privileges enjoyed by Associates in each Category, please refer to Bylaw V.11(d).

## 15. WELFARE

1. Merton's Welfare provision is intended to help create conditions in which Junior Members can achieve and flourish as independent adults, both in their academic lives and broader student experience. It encompasses mental/cognitive, social/emotional and physical wellbeing, in the context of a residential academic community. It promotes wellbeing and strengthens factors that support Junior Members' health and welfare, enabling them to take proactive steps to fully engage with their learning. This includes facilitating peer community and belonging, offering activities which contribute to a balanced and healthy lifestyle, and helping Junior Members to develop skills and to access support to address any issues that negatively impact on them to the detriment of their academic potential and wider student experience.

An induction session by the College Welfare Team is arranged for all new Junior Members at the start of the academic year.

2. A number of individuals in College can be approached for welfare or pastoral advice and guidance, depending on the nature of the concern. Further information, including about the team's availability and other resources, can be found on the [Health & Welfare](#) pages of the intranet.

- a. **The Welfare Team.** The **Head of Welfare** is responsible for the College's welfare provision and is also the College's Designated Safeguarding Lead. Both she and the **Senior Welfare Adviser** are available during working hours throughout the year (except during periods of closure) to discuss welfare concerns and offer support and guidance to individuals. The **College Nurse** can also be consulted, including about health matters, as a member of the Welfare Team.
- b. For urgent out-of-hours welfare issues during Term and in some weeks immediately before and after Term (see section 15.9 below), one of three **Junior Deans for Welfare** is on call.
- c. The **Welfare and Student Support Administrator** supports the Welfare Team and can also be approached with queries about financial grants and awards.
- d. The JCR and MCR each elect **Welfare Representatives** who, together with trained **Peer Supporters**, can also provide guidance to Junior Members.
- b. Welfare concerns, particularly relating to or affecting academic work, may be addressed to a **Tutor, Director of Studies**, or the **Senior Tutor** in the case of undergraduates, or to a **College Adviser** or the **Dean of Graduates** in the case of graduates.
- c. Concerns about harassment may be discussed with the **Junior Members' Harassment Advisers**.
- d. The **Chaplain** and **Associate Chaplain** are available to provide pastoral care to the whole college community.

3. The Welfare Team operates within the wider University context and reasonable limits. The Welfare Team and the other people listed above who offer welfare and pastoral support have training appropriate to their roles and understand the Oxford ecosystem in order to point Junior Members towards appropriate avenues of support (e.g. the University's [Counselling](#) or [Disability Advisory Services](#)), if they consider that this would be beneficial. They are not mental health professionals and work within professional boundaries, but can signpost, where appropriate.

4. Those listed in paragraph 2 (referred to below as 'advisers') may recommend or facilitate contact by Junior Members with the University's Counselling Service, or suggest they seek medical advice, as appropriate. Alternatively, Junior Members may contact the University's Counselling Service directly. Requests can be made to see a counsellor of a certain gender or who is a person of colour. Further details can be found at [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling).

5. The Welfare Team offers a range of provision to help Junior Members, including (i) one-to-one support (appointments and check-ins), (ii) group activities to build community and balanced, healthy lifestyles, and (iii) workshops and resources to inform and develop skills. Together these can help Junior Members to identify and address challenges, develop confidence and independence, support each other as friends and peers, and identify appropriate professional support.

The Welfare Team helps Junior Members to deal with the ups and downs of everyday life, exceptional stresses that can sometimes occur (e.g. bereavement, relationship challenges, illness, victim of crime/harassment), as well as more serious, ongoing mental health conditions and disorders, disability and chronic illness.

## Welfare Contacts and Resources

6. The Welfare Team can be contacted for general queries via [welfare@merton.ox.ac.uk](mailto:welfare@merton.ox.ac.uk). This email should not be used for urgent matters.

On-course Junior Members can book appointments by contacting individual members of the Welfare Team, as set out below. In urgent cases, a member of the Welfare Team will endeavour to see Junior Members as soon as possible. Meetings can be held in person, over Teams, or by phone.

- Helen Webster, Head of Welfare: [head.welfare@merton.ox.ac.uk](mailto:head.welfare@merton.ox.ac.uk) Tel. (01865 2)86536. Available Monday-Friday, 09:00-17:00
- Jenny Barrett, Senior Welfare Adviser: [welfare.adviser@merton.ox.ac.uk](mailto:welfare.adviser@merton.ox.ac.uk) Tel. (01865 2)86296. Available Monday-Friday, 09:00-17:00
- Julie Osborne, College Nurse: [merton.nurse3@nhs.net](mailto:merton.nurse3@nhs.net) Tel. (01865 2)76320. Available during clinic hours (see the College intranet)

For **urgent out-of-hours welfare issues during termtime**, the on-call Junior Dean for Welfare can be contacted by calling **01865 271534** or **via the Lodge**.

**In the event of an emergency** please contact the following:

- Emergency services (Ambulance, Police, Fire) – call 999
- For medical help or advice from the NHS - call 111

**Non-clinical, listening services** for those in distress include:

- The Samaritans (24 hours per day) - call 116 123
- [Oxford Safe Haven](#), for people experiencing a mental health crisis (open 365 days a year)
- [Togetherall](#) – providing all Oxford students with access to free online support (24 hours per day). Joining instructions can be found on the Health & Welfare pages of intranet.

7. The ability of the Welfare Team to provide immediate and/or practical assistance will be affected by the location of on-course Junior Members, e.g. if they are on a year abroad or carrying out fieldwork. Those studying outside of Oxford should access the most appropriate local services, e.g. medical, police. Junior Members needing advice about research-related health and safety matters should contact their departmental or divisional Safety Officer.

8. Junior Members, especially those living out, should inform the College of changes in their circumstances that are likely to have a substantial effect on their ability to work or on their welfare.

### Availability in and around Full Term

9. 24-hour College welfare-cover is available at the following times:

- |                   |                                  |
|-------------------|----------------------------------|
| • Michaelmas Term | Monday Week -2 to Friday Week 10 |
| • Hilary Term     | Monday Week -1 to Friday Week 10 |
| • Trinity Term    | Monday Week -1 to Friday Week 10 |

Follow-up to out-of-hours calls will typically be by the Head of Welfare, Senior Welfare Adviser or College Nurse, as appropriate.

The Welfare Team and the Junior Deans for Welfare cannot normally attend in person Junior Members who are not in College accommodation, but guidance or advice can be sought by telephone.

### Availability Outside of Term

10. On-course Junior Members can book meetings with the Head of Welfare or Senior Welfare Adviser during working hours. The College Nurse is not available during Vacation periods.

Out-of-hours support, i.e. 17:00-09:00, from the Junior Deans for Welfare is not available in Vacations but information about other resources is circulated at the end of each Term and is published on the intranet.

11. College welfare support is not available during periods of closure (i.e. over the Christmas and New Year period and the long Easter Weekend). Junior Members who need support during these periods should refer to guidance about external support services.

12. Junior Members should note that there is a difference in levels of welfare cover between Terms and Vacations. Undergraduates will need to take this into account in deciding whether they wish to apply for Vacation residence.

## Confidentiality

13. The College adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998, the UK General Data Protection Regulation, and the Data Protection Act 2018. Accordingly, information given in confidence by a Junior Member to an adviser will not generally be disclosed to others, except as set out below. Medical practitioners, clergy, and counsellors, including those at the University Counselling Service, also have their own professional guidelines on the maintenance of confidentiality.

14. To aid safe, effective provision and continuity of care, data and confidential information disclosed to the Welfare Team (including that gathered by the Junior Deans for Welfare) during the course of their work is stored in a secure case-management database which is accessible only by the Head of Welfare, Senior Welfare Adviser, College Nurse, and Welfare and Student Support Administrator. However, confidential information gathered by the College Nurse in the course of her surgery is stored by the College Doctors and is not accessible by the Welfare Team. The principles set out here regarding consent and disclosure apply also to the Welfare Team.

15. In certain circumstances, the College may have a duty of care for the welfare of Junior Members that makes it necessary for confidential information to be disclosed, but only to those who need to know such information in order to exercise that care, e.g. a College Officer. Advisers will use their professional discretion to assess what information needs to be shared, and with whom.

16. At the outset of any consultation by a Junior Member, an adviser will normally explain these principles (see sections 15.13 and 15.14 above) and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case. Junior Members can expect the principles set out above to apply to consultations even if, for some reason, the adviser does not explain them.

17. Whenever possible, consent to disclose any necessary information to other officers will be sought from a Junior Member. The adviser will explain why others may need to know, or why it would be helpful for other advisers to be informed and for advisers to discuss the matter; and that such third parties will also be bound by the same principles.

18. If consent is not given, the adviser will explain that, in certain circumstances, some disclosure and consequent action may be necessary because of the duty to protect the Junior Member or others from harm. Examples include circumstances where this or another Junior Member carries a serious infectious medical condition, is thought to be at risk of self-harm, has a tendency to violence, or may have committed a sexual assault.

19. In matters relating to the misuse of drugs and other banned substances, the Chaplain and College Nurse are happy to talk in confidence to any Junior Member. Disclosure will only be made in accordance with the exceptions outlined above. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person. The College's Policy on the Misuse of Drugs by Junior Members can be found at Appendix 10 of the Regulations.

20. In rare circumstances, families or nominated persons may be contacted without the consent of a Junior Member, who will normally be informed if such contact has been made.

21. In cases of uncertainty as to whether information should be passed on, or where advisers wish to consult others without betraying confidence, they may do so by outlining the general circumstances of a case anonymously to another adviser or College Officer.

### Difficulties with Study

22. In cases where a Junior Member's ability to study is affected by health or disability the College will consider, in appropriate consultation with the relevant University authorities, what reasonable adjustments, short of suspension, might be made to enable the Junior Member to continue to benefit from the course.

23. **Suspension of Status.** Undergraduates do not have an automatic right to suspend their student status, though the College will consider sympathetically requests on medical or other welfare grounds and make reasonable adjustments (including with regard to these procedures) in cases covered by the Equality Act 2010. The College's Suspension of Status Procedure for undergraduates is set out in Bylaw XI D. Graduate students wishing to discuss the possibility of suspending their student status should discuss this with their supervisor, course director or course administrator.

24. **Fitness to Study.** The University has established a common framework across departments/faculties and colleges for cases where questions arise as to whether a Junior Member is fit to study, or to return to study after a period of leave on account of medical, psychological, or emotional problems.

Cases involving undergraduates are dealt with under the College's Fitness to Study Procedure, set out in Bylaw XI E.

For graduates, there is a University Fitness to Study Panel to which serious and difficult fitness to study cases can be referred if all other procedures have been exhausted or are inappropriate. Further information is available [here](#).

25. The College has adopted a Parental Leave Policy for Junior Members, details of which are available from the Academic Office.

## **16. HARASSMENT**

1. Merton College does not tolerate any form of harassment, bullying, or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

2. The College has adopted a *Policy and Procedure on Harassment* and a *Sexual Harassment (College Employees) Policy*. Information about the definition of harassment (both sexual and non-sexual) is included in these policies, which can be found on the Policies page of the College website and in Appendix 6 of the Regulations respectively. Junior Members who feel they have been subject to harassment (whether sexual or non-sexual) can make a complaint via the College's Policy and Procedure on Harassment. See Annexe A of the Policy for the Procedure in relation to complaints about staff or Fellows; and Annexe B of the Policy for the Procedure in relation to complaints about students.

3. Junior Members who believe they may be victims of harassment (whether sexual or non-sexual) or who are seeking advice may approach the Junior Members' Harassment Advisers whose names are listed in Appendix 1 and who may be consulted informally. These Advisers may be approached directly or indirectly through one of the JCR or MCR Officers or any other member of the College or other person.

4. Any member of the College community who believes they have been subject to harassment can also contact the University Harassment Advisory Service for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at: <https://edu.admin.ox.ac.uk/harassment-advice>.

## **17. MEDICAL**

See also section 8 of the Regulations.

### **Medical Services**

1. On arrival in Oxford all Junior Members, other than those with a long-term condition or disability who wish to remain registered with a home doctor, are requested to register with the College Doctor (for contact details see paragraph 8 below) or with another GP/private medical practice in the Oxford area (either under the National Health Service or privately). Registering with the College or other local doctor will enable you quickly to access non-emergency medical treatment if you fall ill while in Oxford. The College Doctors are also familiar with

University requirements and will be able to issue certificates to support applications for extensions to deadlines etc.

2. Junior Members with long-term or chronic conditions who wish to remain registered with their existing non-Oxford GPs may do so and will be treated, if required, by College or other Oxford Doctors as temporary residents.

3. The regulations include a requirement to notify the College if you are not registered with the College GP (see section 8 of the Regulations).

4. New Junior Members should complete and submit the necessary registration documents (in the case of the College GPs, this process is online), if necessary with the help of their own doctor, prior to coming into residence.

5. An induction session by the College Doctors and College Nurse is arranged for all new Junior Members at the start of the academic year.

6. The College Nurse is normally available for consultations in the Surgery (Grove 1.3) at least four days per week Monday-Friday from 0th to 9th Week of each Term. Please see <https://intranet.merton.ox.ac.uk/content/health-welfare> for the Surgery's current opening hours.

During the Nurse's working hours, they can be contacted by telephone, 01865 (2)76320, or email [merton.nurse3@nhs.net](mailto:merton.nurse3@nhs.net).

7. The College Nurse is also available to talk to Junior Members about their mental health, and the College has a direct link with the University Counselling Service.

8. The College Doctor, Dr Laurence Leaver, and his partners Dr Mark O'Shea, Dr Joanna Lambert and Dr Andy Valentine have their surgery at the Jericho Health Centre, New Radcliffe House, Walton Street, Oxford, OX2 6NW. Surgery hours are 8.30 a.m. to 6.00 p.m. Monday to Friday and pre-bookable appointments only on Wednesday and Thursday evenings from 6.30 p.m. to 8.30 p.m. Appointments should normally be made by telephone, 01865 311234, or through the College Nurse. The Surgery also offers an eConsult service via [the Practice website](#). Patients are encouraged to sign up for online access which can be used to book appointments, order prescriptions and check test results. Prescriptions can also be requested by emailing [jerichohc.prescriptions@nhs.net](mailto:jerichohc.prescriptions@nhs.net).

9. For a range of health-related resources please refer to [the College intranet](#).

10. Junior Members from the UK or Ireland, or those with indefinite leave to remain or those who have been granted pre-settled status or settled status under the EU Settlement Scheme are eligible for free treatment under the National Health Service (NHS). Junior Members who require a visa and are studying full time for more than 6 months will need to pay the Immigration Health Surcharge (IHS) as part of a visa application to access the NHS services free of charge. Junior Members from overseas who will not be resident in the UK for over six months must ensure that they have fully comprehensive medical insurance (covering full repatriation).

11. Junior Members are encouraged to bring a basic first aid kit with them to Oxford.

### Medical Incidents and Emergencies

12. If any person is injured in an accident on College premises, or in case of any medical emergency, the relevant Merton Street or Holywell Lodge must be informed by telephone 01865 276310 / 01865 271530. If the injury or medical condition is serious, the emergency services must be summoned first by dialling 999 or 112, giving clear instructions as to the precise location of the incident.

13. Any Junior Member who is involved in or witnesses an accident or potentially dangerous occurrence on College premises must contact the relevant Lodge via telephone 01865 276310 / 01865 271530 or via email.

14. In the case of minor injuries, the Lodge or other first aid qualified College staff may summon medical assistance or administer first-aid.

15. Defibrillators are located at Mure Arch and by the Games room on the Merton Street site, within the Holywell quadrangle at the Holywell Street site and at the front entrance of the Sports Pavilion.

16. Any Junior Member who suffers from a medical condition that may require emergency medical treatment is strongly advised to inform the College Doctor or College Nurse when submitting a medical form or at any subsequent stage.

### Dentists

17. Owing to the shortage of NHS dentists in the Oxford area, Junior Members who are registered with a dentist in their usual place of residence are advised to maintain that registration. Junior Members who have a check-up or treatment planned are advised to schedule this for before their arrival in Oxford or during the Vacation.

18. There is a dental practice based at Oxford Brookes' Headington Hill Campus which is open to Oxford University students, called [Damira](#) Dental Studios. Emergency treatment and extended work are available to both graduates and undergraduates (NB although subject to change, this practice has at present reached capacity and is therefore not currently accepting any new NHS patients).

19. Information on dental costs can be found at [www.nhs.uk/NHSEngland/Healthcosts/Pages/Dentalcosts.aspx](http://www.nhs.uk/NHSEngland/Healthcosts/Pages/Dentalcosts.aspx). Junior Members eligible for NHS treatment are reminded to complete an HCI form for help with dental costs. Further details are available at <https://www.nhsbsa.nhs.uk/nhs-low-income-scheme>.

## **18. DISABILITIES**

1. All queries concerning disability issues should be addressed, in the first instance, to the College's Disability Coordinator, who is the Academic Registrar. The Senior Tutor, as Disability Lead, oversees the College's provision.
2. The College is committed to providing equality of opportunity for Junior Members with disabilities.
3. Disabilities can include sensory or mobility impairments, long-term health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties.
4. In a practical way, the College helps with general academic and welfare support, access relating to the facilities which it provides, including accommodation and dietary needs, arrangements relating to the Library and its resources, and official requests for alternative examination arrangements.
5. The College works in partnership with Departments and Faculties, the University Disability Advisory Service (see [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability)) and with individual Junior Members themselves.
6. Junior Members are responsible for explaining their needs, applying for funding, using any support provided appropriately and communicating any changes in their circumstances. Certain support arrangements and/or adjustments will require registration with the University Disability Advisory Service. Evidence required as part of registration may differ from prior educational institutions. The Academic Registrar can provide advice on this process, as required.
7. It is not obligatory to disclose a disability but early disclosure will help the College to make reasonable adjustments to help Junior Members with disabilities to study effectively.
8. Without early disclosure, it may not be possible for the College to make accommodation arrangements in response to individual circumstances. The College may require independent verification of the particular requirements requested.
9. In cases where a disability has been declared through the application process both the College and University will contact Junior Members before they come into residence. Junior Members with a disability who have not been contacted should notify the Academic Registrar.
10. Grants of up to £300 are available to any Junior Member with a disability or long-term health condition. The grant is intended to support the purchase of study-related equipment, for example ergonomic furniture, IT equipment, software, or learning aids. In your application, you should explain how your need for the equipment is related to your disability or health condition. If you have any questions about the eligibility of your application, please contact the

Academic Registrar prior to making any purchases. The application form can be found [on the College intranet](#).

If the applicant is not registered with the Disability Advisory Service, medical evidence of their disability or health condition will be required. Evidence from a range of medical professionals can be considered including psychologists, counsellors, physiotherapists etc. If the applicant is eligible for Disabled Students' Allowance (DSA), and their DSA covers the items they wish to purchase, they are expected to use their DSA before applying for a College Disability Grant. Applications will be considered in confidence by the Academic Registrar and the Head of Welfare.

Applications can be made more than once, but must be made before the end of the final Term of study.

11. Merton is aware of its obligations to extend accessibility for people with disabilities. We should be very pleased to receive comments and suggestions. Those of a non-academic nature should be directed to the Domestic Bursar while those bearing on academic matters should be directed to the Senior Tutor.

## **19. CHAPEL**

1. Chapel services follow the rites of the Church of England, but all members of the College and their guests are welcome to attend. Most scheduled Chapel services are livestreamed and available for offline viewing.

2. The main Sunday service, alternately Choral Evensong and Choral Eucharist, is at 17:45, and is followed by drinks in the Ante-Chapel.

3. There is also a Sunday morning service at 9.00 a.m., followed by breakfast, and daily services during Full Term.

4. Full details of services can be found on the termly Chapel card and Chapel services booklet, College website and on the Chapel notice-board in the Lodge.

5. The Chaplain is generally available to members of the College on weekdays (except Fridays) and at weekends during Full Term.

6. The Associate Chaplain assists the Chaplain in the day-to-day running of the Chapel and has particular responsibility for the pastoral care of the Chapel community.

7. The Chaplains are happy to speak in confidence with any member of the College regardless of any religious affiliation (or none) concerning any matter.

## **20. ACCOMMODATION AND ANCILLARY SERVICES**

See also section 14 of the Regulations

1. Occupancy of College single accommodation by Junior Members is governed by the Accommodation Licence published as Appendix 2 of the Regulations.

Junior Members are also bound by all other regulations and undertakings concerning the provision and use of accommodation that are contained in this College Handbook.

2. Occupancy of College couples' accommodation by Junior Members is governed by separate agreement that will be provided via the Estates Bursary.

3. The College intends that all residents should enjoy occupancy of accommodation with as little disruption or disturbance as possible. The agreement and all other regulations relating to accommodation are intended to reflect the interests of all parties and to reflect the fact that the College is a mixed-use amenity as well as a residential community.

4. The College owns a stock of accommodation for use by Junior Members. Accommodation for undergraduates (excluding second BA students) is located in Merton Street, Holywell Street, Mansfield Road and Manor Place. Accommodation for graduates (and second BA students) is located in Holywell Street and Manor Place. Accommodation for couples is provided in Iffley Road.

5. The college provides up to 318 rooms for undergraduate accommodation, which consists for 2025-26 of 235 standard rooms with shared bathrooms and 83 en-suite bedrooms, including one room that is fully adapted for wheelchair use. Up to 129 rooms are provided for graduate accommodation, which comprises 31 standard rooms with shared bathrooms and 90 en-suite rooms, including one room that is fully adapted for wheelchair use, and for couples, 8 one-bedroom flats.

6. There are communal kitchens in all properties in Holywell Street and Manor Place and Mansfield Road. There are communal kitchens in the Junior and Middle Common Rooms, otherwise in the Merton Street precinct there is communal kitchen provision in 21 Merton Street, Rose Lane North Lodge, and in Rose Lane 5. Breakfast, lunch and dinner are available in Hall at the times specified in section 24 below.

7. Couples' accommodation is self-contained and comprises a living room, bedroom, bathroom and kitchen.

### Fixtures, furniture and furnishings

8. All accommodation is provided with lighting and heating, and is furnished with carpets, curtains/blinds, bed, desk, desk chair, shelving, wardrobe or clothes hanging space and waste disposal and recycling bin (some accommodation has additional items of furniture).

9. The College does not supply sheets, pillows, pillow-cases, duvets, towels, crockery, cutlery, glassware, electric kettles, and bed-side lamps except where there are special requirements, e.g. in the case of disability.

## Services

10. Single accommodation includes provision of cleaning and ancillary services. College staff will endeavour to:

- (i) Clean, dust or polish furniture once each week;
- (ii) Vacuum carpets once each week; and
- (iii) Clean sinks, baths and showers in rooms once each week,

all in accordance with cleaning schedules that are published on notice boards.

Priority will be given to cleaning communal bath and shower rooms and kitchens to maintain standards of communal hygiene. It may not be possible to maintain levels of service during periods of staff absence or where staff have only limited access, or are unable to gain access to rooms. Access to rooms must be given on designated cleaning days.

11. Cleaning services are not provided by the College to residents in couples' accommodation.

12. All accommodation offered to Junior Members is covered by the University wireless network data services; cabled Ethernet connections are considered on request and a practical or academic justification will usually be required. The exception to these data arrangements are residential properties that are let from time-to-time on tenancies, which may have different facilities. Wireless and Ethernet use are free of charge. The College does not provide computer equipment for personal use.

13. Laundry facilities, offering washing-machines and dryers, are available to Junior Members and are located in the basement of St Alban's Quadrangle, staircase 3, the ground floor of Rose Lane 5, and the basement of 2 Holywell Street. Instructions on their use, prices, and payment options are provided in each location by the laundry operating company.

14. The College will endeavour to rectify minor failures in lighting or heating services within two working days of notification, and minor leaks to taps and shower heads within five working days of notification. Any defective fixtures, fittings, furniture or equipment provided by the College that pose a safety-risk will be withdrawn from use immediately and the College will endeavour to replace them within five working days. The College will endeavour to rectify or replace other defective fixtures, fittings, furniture or equipment within four weeks of notification.

Junior Members who encounter any issues or problems, should report them using the **Service Desk** via the intranet. There are currently five categories of reporting through **Service Desks** on the College Intranet (please log in first):

- o **IT Support;**
- o **Health & Fire Safety;**

- o **Housekeeping;**
- o **Maintenance;** and
- o **Lodge & Security**

A short form enables Junior Members to provide brief details of the problem, including the exact location, and click submit. The person making the report will then get an email with a ticket number for reference, and the team responsible will contact them to help resolve the issue. Junior Members can also submit a picture or screenshot to help explain the problem.

15. Emergencies or major defects, including flooding, failure of electrical supplies, risk of electrocution and serious structural damage, should be reported immediately to the relevant Lodge. The College will arrange if possible to move Junior Members immediately to alternative accommodation while the situation is remedied.

16. Complaints about defects in accommodation and services should be referred to the Head of Accommodation in the first instance; thereafter, if required, a concern may be raised with the Domestic Bursar. Complaints about data network services should be referred to the IT Office in the first instance ([it-support@merton.ox.ac.uk](mailto:it-support@merton.ox.ac.uk)).

17. The processes by which Junior Members may raise a concern with the appropriate College Officer and/or make a Formal Complaint to the Sub-Warden (if they are dissatisfied with the outcome of raising their concern) are set out in the **Junior Members' Complaints Procedure**. Please refer to Appendix 9 of the Regulations.

### Allocation of accommodation

18. It is College policy to offer single accommodation to all undergraduates so far as possible for the normal duration of their studies, that is for two, three or four years. The College reserves the right not to accommodate undergraduates who have breached the terms of the Accommodation Licence or where a disciplinary sanction has been imposed or where there are safety concerns.

Undergraduates (excluding second BA students) are allocated single accommodation in their first year. In subsequent years, accommodation is allocated by ballot organised by the JCR. Undergraduates who have specific accommodation requirements on medical, disability, religious, or other appropriate grounds are given an opportunity to apply for special consideration rather than enter the ballot. The Head of Welfare, Disability Co-ordinator, and Senior Tutor assess each of these applications.

Undergraduates should be aware that **if they fail to sign a departure-card and return their room-key to the Lodge by 16:00 on the Saturday of Eighth Week of each Term or by 10:00 on the day on which any permitted period of vacation residence comes to an end**, they will not be permitted to participate in the JCR accommodation-ballot (or will lose the room they won in the ballot, if it has already taken place) and will be allocated a room for the following year from among those left over after the ballot. If required,

arrangements can be made by the Porters for undergraduates to have access to the JCR on the relevant departure day while they wait to be collected after they have returned the key to their room.

19. In exceptional circumstances it may not be possible to provide College accommodation to all undergraduates, for example in the event of damage to College buildings through fire, flood or other emergency.

20. It may not be possible to provide College accommodation to undergraduates returning after a period of deferral, interruption or suspension of studies on grounds of ill-health or any other grounds.

21. Graduates (including second BA students) are normally offered single accommodation in Holywell Street precinct or in Manor Place in their first year. In subsequent years, accommodation is allocated by ballot organised by the MCR. Those who commence their first year later than Michaelmas Term are included in the ballot.

The College reserves the right not to accommodate graduates who have breached the terms of the Accommodation Licence or where a disciplinary sanction has been imposed or where there are safety concerns.

Graduates who have specific accommodation requirements on medical, disability, religious, or other appropriate grounds are given an opportunity to apply for special consideration should their place in the ballot guarantee them a room, or, exceptionally, a room allocated outside the ballot. The Head of Welfare, Disability Co-ordinator, and Senior Tutor assess each of these applications.

22. The College aims to accommodate all its fresher graduates. However, it may not be possible to offer accommodation to everyone in the first year of graduate study, especially in case of late application.

23. The College will use its best endeavours to accommodate new graduates who are required by their faculty or department to come into residence before the start of the academic year. However, the College's ability to offer accommodation is dependent upon the early, voluntary departure of graduates who are already on course, and it may be necessary to make temporary arrangements in these circumstances.

24. In allocating couples' accommodation, the College will give priority to couples moving to Oxford from other locations. The College does not undertake to provide couples' accommodation for longer than one year and reserves the right to allocate accommodation by ballot if demand exceeds supply.

25. The College is not able to offer accommodation to families with children. Suitable accommodation for families may be available through the University's Graduate Accommodation Office:

<https://www.ox.ac.uk/students/life/accommodation>.

## Guests

26. Junior Members may have one overnight guest in their rooms at a time, on the condition that this does not disturb their neighbours or have an unreasonable impact on their neighbours' use of shared facilities, such as bathrooms and kitchens.

In any fourteen-day period, Junior Members are allowed an overnight guest on no more than three nights, and may not have a permanent or semi-permanent live-in guest.

For reasons of fire safety, guests of Junior Members are to adhere to all College Fire Safety Regulations and evacuate any room or building when a Fire alarm is activated. The Junior Member is responsible for their guest being aware of all relevant Fire assembly points and College Fire Safety Regulations at all times.

27. A JCR Guest Room is available for use by overnight guests of Junior Members, one or two persons aged 16 or over only, for a maximum of three consecutive nights per stay. In the interests of fairness to all, Junior Members are not permitted to make consecutive guest bookings. Your University card must be valid when the room is occupied.

The room is twin-bedded and the booking includes breakfast in Hall (Mon-Sat only) and access to the College car parks for one car for the person(s) staying in the room for the period of the booking. The room can be booked by emailing the Merton Street Lodge [mclodge@merton.ox.ac.uk](mailto:mclodge@merton.ox.ac.uk).

Payment is to be made by bank card at Merton Lodge or via BACs payment at the College Bursary at least 7 days in advance of the booking date. If booking a room with less than 7 days' notice prior to arrival, payment must be completed at the Merton Street Lodge before the booking is made. You are required to give 48 hours' notice of cancellation or no refund will be given. Where payment has not been received within 7 days in advance of your booking, the reservation will be cancelled.

## Power and water supplies

28. All College electrical equipment belonging to the College will have at least a visual inspection before it is used. Routine inspection and preventative maintenance are essential if accidents are to be avoided.

In relation to portable electrical appliances, guidance contained in HSE Guidance Note PM32 "The Safe Use of Portable Electrical Appliances" will be followed. A copy will be kept in the Health and Safety file.

29. Junior Members of the College who wish to use in their rooms any mains-operated electric appliances other than those furnished by the College must have these appliances correctly wired to an undamaged plug of the safety-sleeve type and carrying BS number 1363, the cable secured in the cable clamp and a fuse of the correct rating fitted.

Every appliance must carry the appropriate British Standard number or Kitemark, and flexible cables must be in good condition and not worn, perished, split, stretched or twisted. Any electrical appliances to be used on the College site must be compatible with British power sockets and voltage levels (240v). Any adapters, if not new, must be tested to ensure they are not faulty.

The College tests all appliances, College-owned and personal, throughout the year.

30. All portable electrical appliances that are supplied by the College for use of College members or College staff are subject to at least one safety check by a qualified electrician annually or biennially.

31. All portable electrical appliances owned by Junior Members and used in College buildings will be tested once a year by a qualified electrician.

32. Appliances failing a safety check will not be allowed in College rooms. Any electrical appliance that appears to pose a safety risk will be isolated by College staff and/or Electrical Contractors and withdrawn from use at any time, whether it is supplied by the College or otherwise.

33. Any item deemed unsafe that is owned by a Junior Member, will be removed from the room and stored by the College. The student Junior Member will be notified in writing that the particular item has been removed from their room due to safety reasons and will be given the choice of its being disposed of by the College or returned to them when they leave their accommodation at the end of the current Term.

34. Junior Members must not interfere with electrical fittings, connect appliances to a lighting circuit, or connect multi-way adapters or extension cables to a socket outlet. Junior Members must not tamper in any way with electric circuits or fittings.

35. The College will install residual current devices or miniature circuit breakers where possible to power supplies to College premises.

36. Safety checks on domestic water supplies and equipment are scheduled and carried out by a qualified engineer with all results recorded.

37. Ambient temperatures in residential accommodation are controlled by residents. All space heating is fitted with thermostatic controls and/or timers.

38. The College will endeavour to maintain water temperatures at levels required to prevent legionella infection.

## Quadrangles and pathways

39. Most College quadrangles are stone paved and are kept clean and regularly sprayed with fungicide. Junior Members must not walk on the lawns of Fellows' Quad, St Alban's Quad or Mob Quad.

## Smoking

40. Junior Members should note that regulations dealing with smoking in the College can be found in section 22 of the Regulations.

## Bicycles and cars

See section 20 of the Regulations for information about the registration, use and storage of bicycles and other vehicles.

41. Junior Members who ride a bicycle in Oxford are strongly advised to acquaint themselves with the Highway Code, to wear a helmet, maintain their lights, and to exercise due care on the City's busy and crowded streets.

Junior Members are reminded that it is an offence to ride a bicycle on the pavement, unless it is marked as a cycle path, or to ride a bicycle at night without lights.

42. The College accepts no responsibility for damage to or loss of bicycles and Junior Members are advised not to bring expensive bicycles to Oxford.

43. Users of mobility assistance vehicles are requested to contact the Domestic Bursar in advance as the College may need to make reasonable adjustments to accommodate it (without imposing any obligation on the College if the vehicle cannot reasonably be accommodated).

44. Bicycles may be kept in the bicycle stores in the Old Warden's Lodgings Yard or at North Lodge, Rose Lane, and in the basement of Holywell Buildings.

45. Junior Members are discouraged from bringing cars and motorcycles into Oxford because of tight traffic restrictions, the scarcity of parking places and the incidence of car crime.

46. The College accepts no responsibility for damage to or loss of cars.

47. In exceptional circumstances, the College may (but is not obliged to) permit a Junior Member to park their own car for a short period in one of the limited number of parking spaces at the Sports Pavilion.

The following charges apply to all Junior Members:

- 1) 1-4 days: free
- 2) 5-7 days: £11.25
- 3) 8-14 days: £22.50

#### 4) 8 week Term: £90

All periods are exceptional and periods longer than 7 days are very exceptional.

Payments for parking must be made prior to access being provided either at the Lodge or by bank transfer to the Bursary (bank transfer can be made from 4pm Friday to 9am Monday but this will not be verified by the Lodge so parking access cannot be provided until payment is verified).

The only circumstances in which requests by a Junior Member for permission for a third party to park temporarily at the Pavilion will be considered by the Head Porter are:

- For the drop-off or collection of a Junior Member at the start and/or end of each Term.
- If the third party is attending an official event at the College.
- If the third-party is booked into the JCR Guest room.

In other circumstances, Junior Members should suggest that the third party make alternative arrangements, including the City park-and-ride facilities.

Applications by Junior Members for car-parking (whether for themselves or for a third-party) should be made to the Porters' Lodge in person or by email to [mcldodge@merton.ox.ac.uk](mailto:mcldodge@merton.ox.ac.uk).

## 21. SECURITY

Please see section 13 of the Regulations for additional information about requirements that must be observed, including information about use of, and lost, keys/fobs.

1. The Merton Street Lodge and Holywell Lodge main gates are locked at 23:00 during Term and 22:30 at all other times. Junior Members are provided with electronic fob access through the late gates at other times.

The College reserves the right to lock temporarily any College gate that would normally be open where, in its judgement, circumstances require this. The College will endeavour to give early notice, where possible. In such circumstances Junior Members will be informed of the open routes of access. Normally, access will continue to be available through the Lodge gates.

2. Closed circuit television (CCTV) surveillance is installed on College premises to deter and detect crime and disorder. CCTV data is subject to Data Protection procedures and legislation. Details regarding the College's use of CCTV and its treatment of personal data collected via CCTV, are published in the College Privacy Notice for College Security and CCTV, located on our website at [www.merton.ox.ac.uk/privacy/security-cctv](http://www.merton.ox.ac.uk/privacy/security-cctv).

3. Junior Members are provided with room keys / electronic fobs and house or staircase keys. Junior Members will also be issued with electronic keys that

provide access to late gates, libraries, laundries, common rooms and other communal areas.

4. Undergraduate accommodation keys/electronic fobs for Merton Street, 75 Iffley Road and Precinct rooms are issued from the Merton Street Lodge.

Undergraduate accommodation keys/electronic fobs for Holywell Street rooms and keys/electronic fobs for Graduate accommodation are issued from the Holywell Lodge.

All other keys/electronic fobs are issued from the Merton Street Lodge.

5. Accommodation keys/electronic access fobs are issued to residents only and will not be issued to any other persons apart from College staff or contractors for the purposes of carrying out necessary cleaning, security and maintenance duties.

Entry-phone systems are installed in staircases and houses, except in Manor Place and Front Quad, staircases 1, 2 and 3, and St Alban's Quad, staircase 1, which do not have staircase doors.

See Appendix 2 and Appendix 3 of the Regulations for information about the terms on which Junior Members are issued with keys/fobs.

6. Junior Members living out of College accommodation may request an out-of-residence electronic fob by sending a message to [headporter@merton.ox.ac.uk](mailto:headporter@merton.ox.ac.uk). Junior Members will be emailed when the electronic fob is ready to be collected from the Merton Lodge. A £5 deposit (payable only by card) will be required.

7. Cleaning-rosters will be publicised on notice boards in staircases and houses. Maintenance-staff will, so far as possible, give one day's notice if they need to visit any room. Cleaning-staff may enter rooms to carry out their duties when residents are absent and maintenance and security staff may also do so if necessary. Staff will keep a record of any unscheduled visits to unoccupied rooms.

8. There are Regulations relating to the notification of lost, mislaid, or damaged keys/fobs and actions that can be taken as a consequence (see Section 13 of the Regulations).

9. The main College site in Merton Street is normally open to the public and to members of the University from Monday to Friday, 14:00 to 17:00 (last entry 16:30), on Saturday, 10:00 to 17:00, and on Sunday, 12:00 to 17:00 (last entry 16:30), except during the Christmas Vacation and on other dates when the College may close to visitors for particular events (see updates on the College website).

10. It is a condition of the College's Premises Licence that children under the age of 16 must be supervised by a responsible adult at all times when on College premises.

11. Public access is normally restricted to Front Quad, Fellows' Quad, St Alban's Quad, Mob Quad and the Chapel. Guided tours of the Upper Library are available from time to time. Junior Members wishing to visit the Upper Library with guests during Term should contact the Librarian. Individual visits may depend upon the availability of library staff. Other College premises, gardens and grounds may be open to the public on special open days.

12. Guests of Junior Members are permitted to enter College up to 22:30 or later if accompanied by a member of the College. Junior Members are responsible for escorting their guests out of the College when the main gates are closed.

13. If a Junior Member becomes aware of damage to the College caused by an intruder they should report the incident to the Porters' Lodge as soon as possible.

## **22. INSURANCES**

### **Property**

1. The College insures against loss and damage to property of residents caused by fire, lightning and explosion, subject to a limit of £500 per person and an excess of £50 per claim. It is the responsibility of Junior Members to insure their own belongings against other accidental damage, loss and theft. The Student Support Sub-Committee is unable to assist Junior Members who have failed to take out personal property insurance.

2. Junior Members who leave belongings in their rooms or elsewhere on College premises at any time do so at their own risk.

### **Personal accident**

3. College insurances do not cover any personal accident suffered by Junior Members. Junior Members may wish to insure themselves against personal accident, especially if they engage in activities of a hazardous nature, which may include sports activities (see below).

### **Public and products liability**

4. The College is insured against liabilities to third parties in respect of accidental bodily injury, loss or damage that may arise in connection with the business of the College from the actions of Junior Members in the United Kingdom. These insurances do not apply with respect to activities that are not connected with the business of the College or that are of a hazardous nature, and public liability coverage is not available with respect to acts of terrorism other than through the Government scheme.

5. Junior Members who are authorised to be engaged on College business in a voluntary capacity are deemed to have the status of employees for this purpose.

## Sports and cultural activities

6. The College's public liability insurances provide indemnities against legal liabilities that the College may owe to participants in sports and cultural activities, spectators and others on College premises.

7. College insurances do not necessarily apply to other premises, or travelling to and from other premises, or in respect of especially hazardous kinds of activity, and do not apply at all outside Great Britain, Northern Ireland, the Channel Islands and the Isle of Man. Special insurance arrangements must be arranged or confirmed by organisers and team leaders for away fixtures and especially hazardous kinds of activity.

8. As noted in paragraph 22.3 above, College insurances do not cover any personal accident suffered by Junior Members, nor do they apply to purely accidental injuries or injuries arising from careless, reckless or aggressive behaviour. Junior Members should consider obtaining personal insurance against such contingencies, especially if they are active and frequent participants in sports.

9. Although accidental injury is an 'occupational hazard' for any person participating in sport, Junior Members have a duty of care under common law to other participants and may be held personally responsible for inflicting injury upon them. Junior Members must be familiar with the regulations and procedures governing sports in which they participate, and abide by the decisions and directions of referees, umpires and College officials responsible for their regulation.

## Travel Insurance

10. Junior Members who are awarded College grants to enable travel (for academic or non-academic purposes) must obtain travel insurance applicable to the planned activity and destination. The insurance must cover contingencies such as medical expenses, trip cancellation or delays, and lost or stolen baggage. For details of the travel insurance provided by the University, please refer to: <https://finance.admin.ox.ac.uk/travel-insurance>.

## 23. LIBRARIES, COMPUTER ROOMS, SPORTS AND MUSIC FACILITIES

### Libraries

Please see section 18 of the Regulations for additional information.

1. The main College Library is in the Old Warden's Lodgings (OWL) in Merton Street and houses collections relating to the majority of subjects taught at Merton. There are additional open-access collections and study spaces in the Lower Library in Mob Quad. The Library aims to provide a selection of essential reading-list books for undergraduate and some postgraduate areas of study.

All members of the College are welcome to use the library collections and study space, and to suggest books for purchase, using the online form <https://intranet.merton.ox.ac.uk/library/suggest-book>.

Multifunction printers are located on the ground floor of Old Warden's Lodgings and in the computer room of the Lower Library in Mob Quad.

Visits to the medieval Upper Library and research consultation of items from historic and special collections may be arranged by appointment with Library staff.

Further information is available in the Library section of the college intranet <https://intranet.merton.ox.ac.uk/library>.

2. Opening hours for the College Libraries during Term and Vacations (other than College closure-periods) are as follows:

Old Warden's Lodgings: 07:30 – 02:00

Information desk/Library office: Monday – Friday 09:00 a.m. to 12:00 noon and 13:00 to 17:00

Lower Library Mob Quad: 07:30 – 02:00

Temporary changes to these hours will be communicated as necessary.

3. The Librarian, Deputy Librarian, Archivist and other Library staff are happy to assist members of the College with research enquiries and with questions about access to other collections. Staff may be contacted by email to arrange consultations at other times.

4. Guests of Junior Members are not permitted in the College Libraries.

5. A guide to the libraries is available through the college intranet at <https://intranet.merton.ox.ac.uk/library>.

## Computer rooms

Please see section 26 of the Regulations for additional information.

6. Communal computer rooms for use by Junior Members are on the ground floor of Old Warden's Lodgings, in the Lower Library in Mob Quad, and in the Junior Members post room in the basement of Block A Holywell Buildings.

7. The OWL/Mob Computer Rooms are accessible during library opening hours. Entrance to the Holywell Annexe Computer Room is via electronic fob at any time.

8. Wireless access is available for use with **personal equipment**, provided by Oxford University IT Services' 'eduroam' service: <https://help.it.ox.ac.uk/how-to-connect-to-eduroam>. In order to connect to this service, Junior Members will

need to have registered for a remote access account through Oxford University IT Services: <https://help.it.ox.ac.uk/it-services-accounts#collapse2213036>

## Sports Facilities, Pavilion, and Boathouse

Please see section 25 of the Regulations for additional information.

9. The Sports Ground and Pavilion are located at Manor Road. The Boathouse is on the boathouses' island in Christ Church Meadow. The Punthouse is on the River Cherwell adjoining 22 Manor Place.

10. Pitches at the Sports Ground are laid out for football, rugby, cricket, hockey and other team sports and there is a hard-paved tennis court.

11. The Pavilion contains two squash courts, a rowing-machine / ergometer room, and changing areas. The Pavilion also contains a bar and social area which is used for JCR and other activities.

12. Use of sports facilities is administered by the Amalgamated Clubs (AMALGAS) and the Boat Club, subject to arrangements made by the Sports Sub-Committee (convened and chaired by the Senior Treasurer of the Amalgamated Clubs).

13. Claims for essential costs incurred by College sports teams may be submitted at any time via the JCR Sports Representative to the Senior Treasurer of the Amalgamated Clubs, using the online form. The inclusion of receipts for all expenditure is essential. Further information is available at: [https://intranet.merton.ox.ac.uk/sites/default/files/page\\_attachment/AMALGAS\\_Application\\_0.pdf](https://intranet.merton.ox.ac.uk/sites/default/files/page_attachment/AMALGAS_Application_0.pdf).

14. The Pavilion, including the main hall, ergometer room, and changing rooms are accessible via electronic fob between 07:00 and 22:00.

Access requests for the ergometer room should be made through the College rowing club [mcbbc-mens@merton.ox.ac.uk](mailto:mcbbc-mens@merton.ox.ac.uk); or [mcbbc-womens@merton.ox.ac.uk](mailto:mcbbc-womens@merton.ox.ac.uk); access requests to use the main hall should be made online via the College Events Team. Once requests are verified, access will be added either to the Junior Member's electronic fob or be issued via Holywell Lodge on receipt of the members university card.

The College's squash and tennis courts at the Pavilion are accessible by electronic fob; access is automatically added to all Junior Members' electronic fobs at the start of each academic year. Please book squash and tennis courts via <https://intranet.merton.ox.ac.uk/bookings>.

15. Junior Members may use Merton College punts and kayaks on the river. These can be booked using a system managed by the JCR, available via <https://intranet.merton.ox.ac.uk/bookings>. Before using kayaks, Junior Members must familiarise themselves with the rules applicable. These can be obtained from the JCR or MCR Admiral. In particular, Junior Members are required to wear both a lifejacket and helmet when using kayaks and are not

allowed to go out if the Isis stretch of the Thames does not have a green flag status as advertised by OURCs (see also section 25 of the Regulations). Junior Members' University Cards will be taken as deposit.

Returning a boat late inconveniences other users and may attract a fine (see section 25 of the Regulations). Returning a boat after the closure of the Punthouse disturbs those living in the vicinity and risks access to the river for all Junior Members.

16. An air-conditioned Fitness Room (College gym) is available to all Junior Members. It is located in Rose Lane and has both cardio-vascular and resistance equipment. The Fitness Room is open 24 hours a day.

The Fitness Room cannot be used until an induction has been completed and a disclaimer signed. On completion of an induction (available at the start of each Term), access will be added to the Junior Member's electronic fob at the Merton Street Lodge on signature of a disclaimer. This access will be added by the Head / Deputy Head Porter within 24 hours of an induction being completed (Monday-Friday).

Appropriate clothing and shoes must be worn at all times when using the Fitness Room. Junior Members' guests including other University members are not permitted to use the Fitness Room. Rules for the use of the Fitness Room are on display and must be followed at all times. Further details are available from the JCR Sports Representative.

17. During Trinity Term (and the Long Vacation, for Junior Members who have permission for Vacation residence) the croquet-kit access-key can be collected from the Merton Lodge, on receipt of a University card, once the booking has been verified.

18. Junior Members may apply for Master Grants to enable participation in non-College sporting activities, including membership and facility fees and travel costs (see section 12 above). The deadline for applications is Monday of 4th Week, or by the deadline in the Long Vacation stipulated by the Academic Office.

Awards are only given once, and, in the case of Junior Members in their final year, not for activities taking place after 8<sup>th</sup> Week of their final Trinity Term.

## College sports

19. College sports are overseen by the Senior Treasurer of the Amalgamated Clubs. The Men's and Women's Captains of Boats are the team leaders for Rowing. The College Boat Club has its own constitution and has special safety procedures required for water sports. The Junior Treasurer of the Amalgamated Clubs is the overall team leader for College sports other than rowing; each sport may have its own team leader in turn.

20. In some cases, College teams are formally affiliated to the relevant National Governing Bodies, and captains and team leaders may be affiliated in a personal capacity.

21. Any Junior Member who suffers from a medical condition that may be aggravated by physical exercise is strongly advised to inform the captain or team leader before embarking on any training programme or fixture, so that assistance may be provided in the event of illness or injury. Such information will be kept confidential, except that it will be divulged to protect personal safety in the event of medical emergency.

22. The College is responsible for maintaining the Pavilion and the sports equipment that is provided to the Amalgamated Clubs.

## Music

23. Junior Members have access to three Ensemble Rooms and two Music Practice Rooms in St Alban's Quad, staircase 4. These practice rooms all include a Yamaha B2 piano.

These rooms are available on a first-come-first-served basis (access available at the Merton Street Lodge on receipt of a University Card), but can be booked in advance at the Lodge if a Junior Member needs to rehearse in a particular room.

First study pianists (i.e. music students for whom piano is their first instrument) are able to book time on the College's Steinway which is housed in the T.S. Eliot Theatre via the College Events Team online.

24. The College Music Society organises a regular concert-series, including lunchtime recitals in most weeks during Term and occasional evening concerts. The Chapel, the T.S. Eliot Theatre, and the Mure Room are all used for performances and occasionally the College joins forces with University College to perform a concert in the Sheldonian Theatre.

The Fidelio Orchestra and Kodaly Choir are both student-led and offer all College instrumentalists and singers an opportunity to make music together.

The College Choir consists of thirty undergraduate and post-graduate singers, many of whom are Choral Scholars and Choral Exhibitioners. The Choir sings services on Sunday, Tuesday and Thursday during Term and is directed by the Reed Rubin Organist and Director of Music.

The Choral Foundation was established in 2008. In 2016 Merton College became the first College in Oxford University to admit girls into its Choral Foundation. The Girls' Choir sings services on Monday and Wednesday during Term and is also directed by the Reed Rubin Organist and Director of Music.

25. The Student Support Sub-Committee welcomes applications for Master Grants for music tuition, for the repair and maintenance of musical instruments, and for participation in non-College musical activities. Applications should be submitted using the form on the College intranet by Monday of 4th Week, or by the deadline in the Long Vacation stipulated at the end of Trinity Term by the Academic Office.

Awards are only given once, and, in the case of Junior Members in their final year, not for activities taking place after 8<sup>th</sup> week of their final Trinity Term (see section 12 above).

26. Eight Music Awards of the value of £450 per annum are available to Junior Members. An Award may be held for up to three years and will be reviewed annually. Auditions take place early in Michaelmas Term and are conducted by a panel convened by the Director of Music.

Award-holders are expected to contribute to College music-making in both practical and administrative ways. This may include directing and managing the Kodaly Choir, the Fidelio Orchestra and the lunchtime concert series. Award-holders are encouraged to promote music-making at every level.

### Multi-Faith Prayer Room

27. A Multi-faith Prayer Room is situated on the lower ground floor of St Alban's Quadrangle, staircase 4. It provides a quiet space for prayer or reflection to all members of the College, without booking.

Entry is via Junior Members' electronic fobs; users are asked to change the door sign to indicate when the room is in use. A hand basin and wudu washing station are provided, and the adjoining room has soft furnishings, dimmable and other lighting, and prayer-mats.

### Withdrawal of facilities

28. Access to facilities may be withdrawn during maintenance, refurbishment and cleaning programmes, during stock taking, and on account of staff leave. Notice of closure will be given where possible.

## 24. MEALS

### Meal Arrangements

1. Meals are normally served in Hall to Junior Members in residence at the following times, except when the College is closed in the Easter and Christmas Vacations:

|           |                               |                                              |
|-----------|-------------------------------|----------------------------------------------|
| Breakfast | Monday to Saturday            | 08:15 - 09:15 (08:30-09:00 during Vacations) |
| Lunch     | Monday to Saturday            | 12:15-13:30 (12:00-13:00 during Vacations)   |
|           | Sunday Brunch                 | 11:30-13:00 (11:30-12:15 during Vacations)   |
| Dinner    | Monday/Wednesday and Saturday | Supper 18:00-19:00 (18:30 during Vacations)  |

|                                       |                                                |
|---------------------------------------|------------------------------------------------|
| Tuesday/Thursday/Friday<br>and Sunday | Supper 18:00-18:30 (18:30<br>during Vacations) |
| Tuesday/Thursday/Friday               | Formal Hall 19:15 (during Full<br>Term only)   |
| Sunday                                | Formal Hall 19:30 (during Full<br>Term only)   |

2. Meal-times may be subject to variation. In certain circumstances, meals may be cancelled when the Hall is required for other purposes. Please consult the EPOS meal-booking system, in particular for meal-times during Freshers' Week.

3. Formal Hall is served at table, other meals are self-service. Gowns must be worn by all members of the College at Formal Hall. The dress code for Formal Hall is jacket and tie, or equivalent.

4. Junior Members and their guest(s) attending Formal Hall are expected to be seated by 19:15 p.m. (19:30 p.m. Sunday). Late attendees may not be allowed to join the Dinner and in that case no refund will be issued.

5. The following Latin Grace is read before Formal Hall by a Postmaster, Exhibitioner, or Graduate Scholar, or in their absence by a Fellow:

*Oculi omnium in te respiciunt, Domine, tu das escam illis tempore opportuno. Aperis manum tuam et imples omne animal benedictione tua. Benedicas nobis, Deus, omnibus donis quae de tua beneficentia accepturi simus. Per Jesum Christum Dominum nostrum. Amen.*

(The eyes of all wait upon thee O Lord, and thou givest them their food in due season. Thou openest thine hand, and fillest all things living with plenteousness. Bless to our use, O Lord, all these gifts, of which by thy bounty we are about to partake. Through Jesus Christ our Lord. Amen.)

6. Junior Members must book meals through the College intranet at <http://epos.merton.ox.ac.uk>.

7. New Junior Members will have their meal accounts credited with £21 which will be added to their first battels bill. After this credit, payments (minimum £20), may be made online through the meal-booking system, or most debit and credit cards at the Finance Bursary. Any unused credits will be refunded on battels at the end of a Junior Member's course of studies.

8. Booking for meals must be completed by 10:30 for the following day and 10:30 on Friday for Saturday, Sunday and Monday. There are restrictions on the numbers that may book in for Supper and Formal Hall and, on occasion numbers may be restricted for other meals, or meals may be cancelled. Junior Members must not transfer bookings to non-members of the College.

9. During the Long Vacation there may be a period when Junior Members in residence are invited to take meals jointly with the Fellows in the Savile Room or the Senior Common Room, details of which will be announced in advance. Junior

Members are not permitted to bring guests to meals during this period for reasons of space.

10. Bookings for guest meals may be made via the EPOS meal-booking system. Up to three guests may be invited for any meal.

11. Formal Hall seats can be reserved (reservation for a minimum of five attendees) by contacting the Head Steward in advance on [malgorzata.skalik@merton.ox.ac.uk](mailto:malgorzata.skalik@merton.ox.ac.uk).

12. Special Guest Nights are normally held in Hall on Fridays of 2nd, 4th and 6th Weeks.

13. Copies of the menu (subject to last minute changes due to unavoidable circumstances) are published on a weekly basis on the intranet and online booking system.

14. The Kitchen is very happy to make every effort to exclude the fourteen notifiable allergens from dishes when requested to do so. All the staff have received training and are aware of the allergens and where they typically occur. However, all meals are prepared in the same kitchen and we make extensive use of multiple ingredients every day. Therefore, although we take great care, we cannot guarantee that our food will not contain traces of allergens.

Junior Members who are medically allergic to any of the 14 allergens listed must indicate this **every time** they sign in for a meal in College. The allergens are: cereals containing gluten, crustaceans, molluscs, eggs, fish, peanuts, nuts, soya, milk, celery, mustard, sesame, lupin, and sulphur dioxide (at a level above 10mg/kg or 10mg /litre). The Kitchen is currently unable to exclude any other ingredients than those listed.

In addition, to avoid any possible mix-up, Junior Members with a medical allergy to any of these allergens must identify themselves to the Dining Hall Supervisor before the meal begins and ask a member of the Catering/Dining Hall/Waiting staff if the food provided is safe for them before they start eating.

Junior Members should be aware that where they have the opportunity to serve themselves (typically at breakfast & lunch) foods may become mixed, serving utensils can be moved from one dish to another, and seeds etc., on bread for example, can drop onto other things.

Halal and Kosher meals are available upon request for lunch, supper, and Formal Hall dinners. To order these meals, simply pre-book via the EPOS booking system, selecting from the various options listed (subject to availability).

For information about meal charges see section 25 below.

## **25. FINANCIAL ARRANGEMENTS AND CHARGES**

### **Fees and Charges**

1. Fees and charges are normally set annually in advance prior to the academic year to which they apply. Information about course fees can be found on the University of Oxford's [Fees and Funding](#) webpages.
2. Increases in fees and charges will normally reflect increases in underlying costs incurred by the College and the University, and proposals to make any such increases that are at the College's discretion will be notified to and discussed with the Presidents of the JCR and MCR not later than during Trinity Term preceding the date of implementation.
3. The College does not have any discretion with respect to fees and charges made by the University and may have only limited discretion with respect to fees that are charged by the College but that are linked to general levels of funding provided to the higher education sector or other external factors.
4. The College will use its best endeavours to give the maximum possible period of notice of any proposals to make extraordinary increases in charges for accommodation and meals that reflect extraordinary increases in underlying costs or that exceed increases in underlying costs. Such proposals will where possible be notified to and discussed with the Presidents of the JCR and MCR at least twelve months before implementation.

### **Accommodation Charges**

5. Charges for single accommodation are made termly in advance on the basis set out in the licence agreement.
6. Charges for undergraduate Vacation residence are charged in arrears.
7. Rents for couples' accommodation are payable calendar monthly in advance.
8. Charges for single accommodation payable for the academic year 2025-2026 are set out in the licence agreement.
9. Charges for couples' accommodation payable for the academic year 2025-26 are from £1,127 per calendar month for accommodation with one bedroom.
10. The charge for use of a Junior Members' guest room is £43.10 per night for the academic year 2025-26.

### **Electricity Charges**

11. Electricity supplied to most rooms in College is measured through a separate meter. There is no charge for the first 1,000 units of electricity consumed each Term, but undergraduates will be charged for electricity consumed in excess of

1,000 units at the prevailing rate set out in the licence agreement. Graduates will be charged for consumption in excess of 1,000 units per billing period.

12. Electricity is charged to battels in arrears.

### Meal Charges

13. Meal charges for the academic year 2025-2026 are as follows:

|           | Members | Guests |
|-----------|---------|--------|
| Breakfast | £2.60   | £3.96  |
| Lunch     | £4.73   | £7.10  |
| Dinner    | £5.82   | £8.77  |

The College operates a prepaid meal system. Sufficient funds must be available on a Junior Member's meal card to eat a meal in Hall.

### Other Charges

14. Other miscellaneous items, such as JCR and MCR levies, will be charged to battels.

15. Financial problems experienced by Junior Members will be treated by the College in a sympathetic and constructive fashion provided reasonable explanations are disclosed to the Finance Bursar before the due date. Junior Members may also discuss financial difficulties with members of the College's welfare team. Junior Members who experience unforeseen financial hardship may qualify for financial assistance from University, College or Government funds.

## 26. POST AND EMAIL

See also section 4 of the Regulations.

1. The College's postal address is Merton College, Merton Street, Oxford, OX1 4JD.

The Holywell postal address is: Merton College, Holywell Annexe, Oxford, OX1 3SA. If a house number is required please use number 7.

2. Junior Members are allocated individual mail-boxes ('pigeonholes') in the Junior Members' post-room in Front Quad. All mail delivered by Royal Mail, mail-carriers and internal mail addressed to a Junior Member at Merton College must be collected from the Junior Members' post-room; this includes parcels. Courier deliveries/parcels will be signed for by Lodge Porters and put in the post-room.

An additional post-room is located in Holywell Quadrangle, Block A, in the basement computer-room, for the use of those living in the Holywell Quadrangle

or houses in Holywell Street. This is in addition to the pigeonhole allocated to those Junior Members in the Junior Members' post-room in Front Quad.

If any item of mail is too large for a Junior Member's pigeonhole, it will be placed underneath and a named/dated slip placed in the Junior Member's pigeonhole as means of notification. If the item is of too high value (where known), too large and/or too fragile to be placed in the post-room, the Lodge Porters will notify the Junior Member by email to collect the item from the Lodge itself. Such items must be collected from the Lodge within 24 hours of the Junior Member being notified.

All Recorded/Special Delivery mail delivered by the Royal Mail will be recorded in a register in the Lodge; the Lodge Porters will notify the Junior Member of the arrival of Recorded/Special Delivery mail by means of email and by a notification placed in the Junior Member's pigeonhole. The Junior Member will be required to sign for the item before it is released. Junior Members should be aware that the Lodge Porters may ask to see identification before an item of mail is released.

The Junior Members' post-room is for mail only and not for the storage of personal items. Any personal items found in the post-room will be removed by the Lodge Porters and placed into found property. It is the responsibility of the Junior Members to keep the post-room tidy and to dispose of their mail-packaging in the bins provided.

It is the personal responsibility of each Junior Member to destroy all hard-copy records containing personal data, including names, addresses, phone numbers, email addresses, bank details etc., either by shredding or by placing such material in confidential waste-bins provided for that purpose.

3. Any written communication on paper from the College to a Junior Member who is in residence (see also section 4 of the Regulations) will be delivered to their pigeonhole at the Merton Street Lodge.

4. Each Junior Member is allocated an email address in the domain @merton.ox.ac.uk by the University IT Services. Written instructions concerning the activation and use of email will be issued at the start of each academic year and are available at <http://help.it.ox.ac.uk/nexus365>.

5. Any electronic communication from the College to a Junior Member who is in residence will be sent to their email address in the domain @merton.ox.ac.uk. Most communications with Junior Members will be sent via email.

6. Junior Members must check their email daily both in Term and during the Vacations. Junior Members must also check their pigeonholes regularly when they are in Oxford.

7. When Junior Members are not in residence, the Lodge uses address-information provided through the University's Student Self Service to forward mail. It is a Junior Member's responsibility to ensure that their records are regularly updated with their current address. In the event that an address is not provided, mail will be returned to sender. Student Self Service can be accessed [here](#).

## **27. CONFERMENT OF DEGREES**

1. Information about presentation for and conferment of degrees can be found at [www.merton.ox.ac.uk/alumni-and-friends/alumni-information/degree-graduation-information](http://www.merton.ox.ac.uk/alumni-and-friends/alumni-information/degree-graduation-information).

2. Junior Members on taught courses will receive an email invitation from the University's Degree Conferrals Team at the start of their final year with information about booking a degree ceremony. Research students who have been granted leave to supplicate will also receive an email invitation from the University's Degree Conferrals Team with information about booking a degree ceremony. Further details are available at [www.ox.ac.uk/students/graduation/ceremonies/](http://www.ox.ac.uk/students/graduation/ceremonies/).

## **28. ASSISTANCE WITH VISA APPLICATIONS**

1. The University's [Student Immigration Team](#) is able to assist international students applying to extend their leave to remain in the UK. For further information see [www.ox.ac.uk/students/visa](http://www.ox.ac.uk/students/visa).

## **29. WEBSITE, INTRANET, SOCIAL MEDIA AND BRAND GUIDELINES**

See also section 27 of the Regulations, including for further information about use of social media and the Merton College branding guidelines.

1. The College's online presence consists of the website, the intranet and the College's social media channels. These are maintained, managed and developed by the Web & Communications Manager, in conjunction and consultation with Fellows, members of staff and Junior Members as appropriate.

2. The website is the primary source of public information about the College; it is intended to reflect all aspects of College life and the Merton community, to engage and interest prospective Junior Members and employees, and to promote the College's activities and facilities to alumni, the wider academic community and the general public. College members are encouraged to visit the website regularly, to comment constructively on its content, structure and design, and offer suggestions and material for inclusion on the website.

3. The intranet (<https://intranet.merton.ox.ac.uk>) is the primary source of information for current members of the College. In order to access most information, documentation, and functionality on the intranet, users need to log in using their Oxford Single Sign-On credentials. On logging in, Junior Members are recommended to navigate to the student homepage, which carries information and links of particular interest to Junior Members. Anyone who wishes to submit content for inclusion on the intranet, for example to promote a College club or society event or activity, should contact the Web & Communications Manager: [webmaster@merton.ox.ac.uk](mailto:webmaster@merton.ox.ac.uk).

This Handbook is available on the intranet as a downloadable PDF document. Application forms for grants, room booking, and many others can be found on

the intranet. There is also a searchable contact list with staff and Fellows' phone numbers and room locations.

4. The College's social media presence includes its Facebook page ([www.facebook.com/MertonCollegeOxford](http://www.facebook.com/MertonCollegeOxford)) and YouTube channel ([www.youtube.com/MertonCollegeOxford](http://www.youtube.com/MertonCollegeOxford)). Members are encouraged to 'like'—and follow—the College on Facebook, and similarly to engage with the College on other channels where they themselves are active. There are a number of other College-related Facebook pages and accounts with which members may also wish to engage.

5. Requests and suggestions for content to be added to or shared via any of these channels should be sent to the Web & Communications Manager ([webmaster@merton.ox.ac.uk](mailto:webmaster@merton.ox.ac.uk)).

6. Members are reminded that they should conduct themselves in an appropriate manner when they are using social media and have identified themselves, either explicitly or implicitly, as having an affiliation with the College.

7. Photographs or films of individuals are the personal data of those individuals and must be processed lawfully, i.e., in accordance with the Data Protection Act 2018 and the UK GDPR, so far as they apply. Processing of personal data which is carried out by a natural person in the course of a purely personal or household activity is outside the scope of the UK GDPR. The extent to which posting to social media by a natural person (i.e., a human) will be construed as being carried out in the course of a purely personal activity is likely to be affected by the extent to which the general public has access to the post.

It should be noted, however, that posting to social media accounts operated on behalf of the JCR and MCR or by clubs and societies **does not** benefit from this exception and will be within the scope of the UK GDPR: those responsible for these accounts should therefore ensure that they have the consent of those who appear in photographs or films before posting them.

### 30. DEVELOPMENT AND ALUMNI RELATIONS

1. The College's Development Office has two main functions: to maintain contact with alumni, in their lifelong membership of the College and as part of a worldwide community of Mertonians, and to raise money to support the student experience and the core aims of the College set out in its [Statutes](#) ("for the public benefit, to advance education, learning, research and religion"). The Development Director and Deputy Director of Development are the principal major gifts fundraisers for the College.

2. Whilst primarily responsible for alumni and some external relationships, the Development Office also provides the following opportunities and services for all Junior Members:

- A number of networking events each year, which provide the opportunity to meet a diverse range of alumni.
- The opportunity to volunteer or work at various events.

- Employment opportunities within the College's Telephone Campaigns (roughly two per annum) and administrative work in the Development Office.
- A range of publications, summarising College news (for which Junior Members' input is warmly welcomed).
- Advice on using Merton College branding for publications or in any other instances via the Alumni Communications Officer (brand guardian for the College) where permission has been given (see section 27 of the Regulations for additional information).
- Opportunities to connect with alumni in the context of career mentoring.
- Discussion groups which connect alumni, current Junior Members and Fellows.
- A range of College merchandise which is available for purchase from the Lodge or Development Office.
- A Returners' Dinner in Hilary Term for the finalists of the previous Trinity Term and in recognition of the Leavers' Gift.
- An MCR Returners' Garden Party in late June.

3. Current Junior Members are welcome to visit the Development Office or contact staff if they have feedback, suggestions, or ideas from their own experience which they think could be of interest to the wider Merton community beyond the College's walls.

## **31. SUSTAINABILITY AND BIODIVERSITY**

1. The College has adopted a Policy on Sustainability and Biodiversity by which it has 2035 as its target date for achieving net zero carbon and biodiversity net gain in the College and across the College's estate. In support of this Policy, it has adopted a Sustainability Strategy which addresses different aspects of the College's activities. A College Sustainability Duty has been introduced to ensure that decisions and recommendations within the College are assessed to understand their impact on achieving the College's sustainability and biodiversity commitments. The Sustainability Strategy can be found on the College website.

In 2025, the College achieved the Gold level Green Impact award, details of which can be found at <https://sustainability.admin.ox.ac.uk/green-impact>.

2. The College recycles food-waste, plastics, glass, metals, cartons, and paper and card products. The College endeavours to reduce waste and minimise purchases of environmentally harmful products and participates in schemes for their collection and safe disposal. Junior Members are encouraged to reduce waste and recycle where possible.

3. The College aims to reduce energy-usage and, where possible, purchases energy-efficient supplies and installs energy-efficient equipment, including low-energy fluorescent light fittings, daylight sensors, induction hobs, and energy-efficient refrigerators, washing machines, photocopiers and computer equipment.

4. The College participates in an energy purchasing group which negotiates on behalf of the University and colleges and which endeavours to procure carbon emission-free electricity on favourable terms. The College procures zero-carbon electricity through a nuclear tariff.

5. Recent College building work has been carried out to high standards in terms of thermal conductivity and heat recovery. Given the varied and dispersed nature of the College's estate, and the antiquity of many of its buildings, it is difficult to install and manage environmental control systems. It is also necessary to maintain ambient temperatures to preserve the fabric, water temperatures to take account of legionella infection, and lighting to illuminate fire exits.

6. Junior Members are encouraged to assist the College with the reduction in wasteful use of energy, water and supplies and to participate in recycling schemes, which are also supported, and in some cases organised, by the JCR and MCR Committees. The College is included in the provisions of the new law covering the Carbon Reduction Commitment (CRC).

Every member of the College has a part to play in reducing energy – consumption and our carbon-emissions and therefore our carbon output, on an ongoing basis, as the targets and penalties increase on an annual basis. Simple measures are all important, so switching off all heating and electrical appliances including computers and lighting when not required, and being mindful and reducing your use of water, will help reduce our carbon-emissions.

The College is working to understand its impact on biodiversity, not just on site but of what it procures, and aims to mitigate negative impacts. On site the College aims to increase biodiversity, and Junior Members can aid in tracking biodiversity through the College iNaturalist project.

## **32. COMPLAINTS**

1. Merton College takes seriously complaints about any aspect of its operation. A Complaints Procedure is provided for Junior Members which can be found as Appendix 9 of the Regulations and on the College website. The purpose of the Complaints Procedure is to enable Junior Members to bring complaints to the attention of the College and to provide an efficient process for investigating and responding to them. The aim of the Complaints Procedure is to reach a satisfactory resolution of a complaint within a reasonable timescale, having due regard to natural justice.

## **APPENDIX 1: COLLEGE OFFICERS 2025-26**

|                                                                           |                                           |
|---------------------------------------------------------------------------|-------------------------------------------|
| Archivist:                                                                | Mr Julian Reid                            |
| Associate Chaplain:                                                       | Revd Lyndon Webb                          |
| Chaplain:                                                                 | The Reverend Canon Justin White           |
| Dean & Keeper of the Statutes:                                            | Frater John Eidinow                       |
| Dean of Graduates:                                                        | Dr Kate Blackmon                          |
| Deputy Principal of the Postmasters:                                      | Juliette Caucheteux                       |
| Development Director:                                                     | Mr Mark Coote                             |
| Domestic Bursar:                                                          | Mr Timothy Lightfoot                      |
| Equality Adviser:                                                         | Dr Alice Brooke                           |
| Finance Bursar:                                                           | Mr Charles Alexander                      |
| Garden Master:                                                            | Professor Radek Erban                     |
| Harassment Advisers to Junior Members:                                    | Dr Alice Brooke<br>Professor James Newton |
| Harassment Advisers to Staff:                                             | Dr Jane Gover<br>Revd Canon Justin White  |
| Health & Safety Rep for Academic Staff:                                   | Dr Andrés Bustamante                      |
| Librarian:                                                                | Dr Julia Walworth                         |
| Principal of the Postmasters:                                             | Dr Matthew Grimley                        |
| Reed Rubin Organist and Director of Music & Director of College Music:    | Mr Benjamin Nicholas                      |
| Research Convenor:                                                        | Professor Steven Gunn                     |
| Secretary to the Harmsworth Trust:                                        | Professor Alan Morrison                   |
| The Harmsworth Convenor of Selection Panels for Early Career Researchers: |                                           |
| Humanities & Social Sciences:                                             | Professor Richard McCabe                  |

|                                            |                                  |
|--------------------------------------------|----------------------------------|
| Sciences:                                  | Professor James Newton           |
| Senior Treasurer of the Amalgamated Clubs: | Dr Bassel Tarbush                |
| Senior Treasurer of the JCR:               | Professor Radek Erban            |
| Senior Tutor:                              | Dr Jane Gover                    |
| Steward of Common Room:                    | Professor Alexander Schekochihin |
| Sub-Warden:                                | Professor Michael Whitworth      |
| Wine Steward:                              | Mr Mark Coote                    |

**College Officers' email addresses are in the usual form:**

firstname.lastname@merton.ox.ac.uk

## **APPENDIX 2: DUTIES OF DIRECTORS OF STUDIES FOR UNDERGRADUATES**

All undergraduate members of the College are assigned a Director of Studies. In most cases this will be a Tutor but in some cases it may be a Fitzjames / Leventis Early Career Researcher or a College Lecturer. Directors of Studies are intended to be undergraduates' main point of contact, with oversight of, and responsibility for, academic matters. Termly teaching may, of course, be discussed with those delivering teaching for particular courses. Undergraduates can also discuss academic issues with other tutors in a subject, the Senior Tutor or other appropriate individuals.

The allocation of Directors of Studies is determined by the Tutors in each degree, with some being based on year groups and others sharing the role across cohorts. It is normally the case that a substitute will be made when a Tutor is on leave. Details of Directors of Studies are circulated to all undergraduates at the start of each academic year. Undergraduates who are unclear about who their Director of Studies is should seek advice from the Academic Office.

Director of Studies should arrange at least one meeting per term with each of their undergraduates.

Directors of Studies are responsible for:

- (i) Ensuring that arrangements are in place for the tutorial needs of each undergraduate well before the end of the previous Term. Such arrangements may be made by the Director of Studies or by another tutor who has organising responsibilities (e.g. for specific areas / topics or, in the case of joint degrees, for different subjects). In some cases, tutorial provision may also be arranged centrally by a department or faculty. Undergraduates with queries or concerns about their teaching arrangements should raise these in the first instance with their Director of Studies.
- (ii) Having oversight of teaching to ensure that this is by suitably qualified individuals e.g. from colleagues at Merton or elsewhere, or graduate students on departmental/faculty registers where these exist.
- (iii) Ensuring that the teaching provided is of an acceptable standard e.g. through review of undergraduate feedback questionnaires, seeking comments from undergraduates in report readings or other discussions, and monitoring the timeliness of collection marking.
- (iv) Ensuring the undergraduate is aware of the preparation required over the Vacation for the next Term's work.
- (v) Ensuring that the undergraduate is clear about the 0<sup>th</sup> Week Collections they are expected to take at the start of a new Term, which may be arranged by the Director of Studies or other tutors. All tutors (whether Directors of Studies or others) who set 0<sup>th</sup> Week Collections are responsible for informing the undergraduates and the Academic Office at the end of the previous Term.
- (vi) Monitoring the academic progress of the undergraduate. This includes:

- Collating the results of 0<sup>th</sup> Week collections, communicating these to the Academic Office, and requesting Fowler prizes where the qualifying conditions are met;
- Reading and evaluating undergraduates' reports at the end of each Term;
- Presenting an overview of performance annually at Undergraduate Warden's Collections, a formal progress meeting with subject Tutors in the presence of the Warden and Senior Tutor;
- Requesting academic promotions from Exhibitioner to Postmaster where the qualifying conditions are met;
- Encouraging the undergraduate's skills in self-assessment and in taking responsibility for their own academic development.

(vii) Ensuring, with the undergraduate, that the combination of papers being taken by them complies with the relevant *Examination Regulations*.

(viii) Initiating action in response to poor academic performance in line with Bylaw XI A. The Bylaw defines specific responsibilities for the Director of Studies at various stages of the academic disciplinary process. The Senior Tutor should be notified of any issues at the informal warning stage.

(ix) Providing a submission to the Disciplinary Panel on the character of undergraduates involved in disciplinary proceedings in line with Bylaw XI B.

(x) Acting in a pastoral role to promote the welfare of the undergraduate, or respond to concerns about an undergraduate's welfare or fitness to study, in liaison with the College welfare team and/or Senior Tutor, as appropriate.

(xi) Taking action in response to a request to suspend student status in line with Bylaw XI D or concerns about an undergraduate's fitness to study in line with Bylaw XI E. The Bylaws define specific responsibilities for the Director of Studies at various stages of the Suspension of Status and Fitness to Study procedures.

(xii) Ensuring in liaison with the Academic Registrar or Senior Tutor that suitable arrangements are made in response to undergraduates who require alternative assessment arrangements.

(xiii) Discussing with undergraduates their plans to undertake non-academic activity that could interfere with academic work, including employment in Vacations and office in a College (e.g. a JCR office) or University Society.

(xiv) Scrutinising and supporting where appropriate an undergraduate's applications for Vacation residence and Vacation study grant, in line with the criteria set out in the *Merton College Handbook for Junior Members*. Directors of Studies are also required to authorise applications for grants and awards, such as travel grants.

(xv) Providing references e.g. to employers and funding bodies.

For Terms of absence, arrangements for a substitute should be made and communicated to the Senior Tutor and Academic Registrar.