

MERTON COLLEGE HANDBOOK FOR JUNIOR MEMBERS

2024-2025

The College Handbook is divided into four sections.

The **first section** contains the text of a **contract** governing the relationship between the College and its Junior Members and should be read in conjunction with the comparable contract provided by the University of Oxford. Junior Members must confirm their acceptance of both contracts when they are admitted to the College and the University.

The **second section** contains **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 **third section** contains detailed **regulations** that apply to Junior Members in their dealings with the College, including statutory, contractual and other legal obligations.

The **fourth section** contains the text of the **Licence** that governs the provision of **accommodation** by the College to Junior Members.

Many of the regulations, agreements and undertakings contained in the College Handbook create legally binding obligations on the College and on Junior Members. All legal obligations are governed by English Law.

Before coming into residence at the College, Junior Members must sign and return a statement that they have read and understood these regulations and agreements and undertake to abide by them. All Junior Members should therefore read the College Handbook carefully and seek advice where necessary.

The College aims to achieve the highest outcomes in education, learning and research at national and international level. It in turn 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 staff and students are respected to assist them in reaching their full potential. The College will work to remove any barriers which might deter people of the highest potential and ability from applying to Oxford, either as staff or students. The College's equality objectives are set out in the Single Equality Scheme in Appendix 10.

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The College Handbook is also available on the College website at www.merton.ox.ac.uk/handbook, and on the College intranet at <https://intranet.merton.ox.ac.uk/handbook>. The intranet acts as an additional repository of information for current students.

If any amendments are made to the Handbook during the 2024-25 academic year, junior members will be alerted by email, and the intranet and website versions of the document will be updated.

The College Handbook refers to documents that are published on the University of Oxford website www.ox.ac.uk. Further information for current Oxford students is available at www.ox.ac.uk/students/.

STUDENT-COLLEGE CONTRACT

Preamble

1. As a student at the University of Oxford you must be a member both of the University and of one of its Colleges, Societies, or Permanent Private Halls.
2. You will have two separate contracts: one with the University and one with Merton College ("the College").
3. The purpose of this document is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

Your Contract with the College

4. Your Contract ("Contract") with the College is made up of:
 - a) The following:
 - i. the terms and conditions set out in this document;
 - ii. the College Handbook www.merton.ox.ac.uk/handbook;
 - iii. the Accommodation Licence Agreement;
 - iv. the letter ("Offer Letter") from the College making you an offer ("Offer") of a place;
 - b) The College Statutes and Bylaws, and rules, regulations and policies made under them (see clause 13 below)
5. It is a condition precedent to your Contract with the College (i.e. a necessary requirement for your Contract to be binding on the College) that you satisfy the financial conditions set out in the Financial Declaration Form.
6. It is a condition precedent to your Contract with the College (i.e. a necessary requirement for your Contract to be binding on the College) that you satisfy any academic conditions set out in your Offer Letter.
7. Subject to clause 5 and clause 6, your Contract with the College will take effect from the date on which the College receives a copy signed by you of this document. This is the date at which your acceptance of the terms set out here, and those incorporated by reference through clause 4 above, will be treated as communicated to College.
8. You are responsible for satisfying any requirements imposed by any department or agency of the United Kingdom Government in connection with your studies, including (but not limited to) any visa requirement. It is a condition of your Contract that you obtain any visa or immigration permission that the UK Government requires in connection with the taking up of your Offer, and hold such a visa or permission for the duration of your studies in the College. For the avoidance of doubt, this means that the College is entitled without more to terminate your Contract if you do not obtain, or at some

point during your studies in the College lose, any required visa or immigration permission.

9. It is also a condition of your contract that any information submitted with or in relation to your application (whether to UCAS, the University or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide. If failure to meet this condition is discovered after you have communicated your acceptance to College (see Clause 7) but before you have been admitted to the College your Contract with the College may be terminated at the College's discretion. If failure to meet this condition is discovered after you have been admitted to the College, disciplinary proceedings may be brought against you, and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions including expulsion.

University and College Membership

10. You must be a member of the University in order to remain a member of the College. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your Offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.
11. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

College Statutes, Bylaws, Rules, Regulations and Policies

12. By entering into your Contract with the College you agree to comply with the College Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time. Links to these are set out at www.merton.ox.ac.uk/about/college-policies. They include:
 - a) The Merton College Handbook for Junior Members, as amended from time to time ("the College Handbook") www.merton.ox.ac.uk/handbook. This sets out behaviour which is considered unacceptable by students and which may result in disciplinary action.
 - b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations

relating to examinations and assessments, the ownership and exploitation of intellectual property, harassment and bullying, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.

- c) Any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic (including Covid-19), epidemic or local health emergency. The term 'HSI' includes any University or College code, policy or guidance, as introduced or updated from time to time, which sets out behaviour required of students during any pandemic, epidemic or local health emergency. Students are required to comply with any HSI as a condition of being permitted access to in-person teaching and facilities and failure to comply may result in loss of that access and/or disciplinary action.
13. Your Contract with the College is also subject to a condition that you disclose any relevant unspent convictions.
14. By entering into your Contract with the College you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure and any HSI as described in clause 12 (c) of this document. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

Your Responsibilities

15. You are required to comply with the following:
- a) The College's Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time as set out in clause 13 above. These include (but are not limited to) the College's rules on behaviour, IT usage, data protection and academic studies. You should refer to the College Handbook at www.merton.ox.ac.uk/handbook.
 - b) Payment of fees and other charges when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to the College for College services and a set amount to the University for University services. The College will collect

University fees and transmit them to the University. For more details contact student.fees@admin.ox.ac.uk.

- c) Any reasonable measures or instructions given by the College or the University to reduce risk of transmission of any illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence, an instruction by the University or the College to leave residence, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during the pandemic, epidemic or local health emergency.
- d) Immediately declaring to the College if you have any serious and easily transmissible infectious illness, and comply with any required health, testing, isolation or distancing measures or advice given.
- e) Obtaining an appropriate visa or immigration permission if necessary (see clause 8 above as to the consequences of failure to obtain the requisite permission) and abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and promptly provide a copy of your visa/confirmation of immigration status and passport identification page whenever requested by your college or department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies at Oxford. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Support and information are available from the University's Student Immigration team and at <http://www.ox.ac.uk/students/visa>.
- f) It is your responsibility to progress your own academic studies. This will include submitting work when required to do so, meeting College and University deadlines and attending tutorials, classes, lectures, and other academic commitments.

Teaching Arrangements

16. The College will make provision for students as follows:

- a) For undergraduate courses such teaching and other provision as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, seminars, and may be carried out by Tutors or other Fellows or Lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Some teaching will be delivered by the department and this will vary between Colleges. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.
 - b) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.
17. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by the UK Health Security Agency, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through colleges.
18. Examples of measures the College may take in the circumstances identified in clause 17 include:
- a. Providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;
 - b. Moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);
 - c. Teaching at unusual times;
 - d. Requiring students to comply with health and safety measures the College deems necessary which are specific to particular sites or activities, which may be in addition to any HSI;
 - e. Staggering attendance by students so that for part of the term you are not allowed physically to attend the College;
 - f. Varying, limiting or cancelling any course content, or optional modules;
 - g. Varying, limiting or cancelling access to any University or College services or facilities;
 - h. Varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to

- face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);
- i. Varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.
19. Subject to paragraph 18 above, no refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from Public Health England. The College will also not be liable for any consequential losses or expenses you may incur (e.g. travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

Library and IT Facilities

20. Subject to clauses 17 and 18 above, the College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook and/or other relevant document issued by the College, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. See College IT Regulations.

Accommodation and Meals

21. Subject to clauses 18 and 19 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Handbook and/or other relevant document issued by the College and/or accommodation licence, which may vary from year to year.
22. Subject to clauses 18 and 19 above, the College will provide meals on the terms and conditions set out in the College Handbook at www.merton.ox.ac.uk/handbook or other relevant document issued by the College, which may vary from time to time.

Events beyond the College's control

23. The College will not be in breach of its obligations under your Contract, nor liable to you for any loss caused to you under your Contract which results from events which are beyond the College's reasonable control, such as: pandemic (Covid-19 or otherwise), epidemic, a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, government order or law, action by any governmental authority, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and sub-contractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services. More information is available in the Student Protection Plan on the University website at <https://academic.admin.ox.ac.uk/student-protection-plan>.

Personal Data

24. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notice at <https://www.merton.ox.ac.uk/privacy-notice-and-ropas>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at <https://compliance.admin.ox.ac.uk/student-privacy-policy>

Complaints Procedure

25. The College Complaints procedure including subsequent rights of appeal are explained in Appendix 9 of the College Handbook at www.merton.ox.ac.uk/handbook.

Amendment

26. The terms of this document may be unilaterally amended by the College as a consequence of changes from time to time to national, University or College legislation, statutes, regulations or guidance. You will receive notification of material changes and any consultation process within which you may make representations prior to the change taking effect.

Jurisdiction

27. Your Contract with the College and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

INFORMATION FOR JUNIOR MEMBERS

1. JUNIOR MEMBERS

1. The **Junior Members** of the College shall be persons who have been presented by the College 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 the 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 studies at the University of Oxford.

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

6. A **Second BA** student is an undergraduate who has already obtained a 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

1. The **academic year** runs from 1 October to 30 September and is divided into three terms, Michaelmas term (autumn), Hilary term (spring), and Trinity term (summer).
2. Full term is of eight weeks' duration, each week commencing on Sunday. Certain degrees require undergraduates to be in residence for extended terms in some years of their degree.
3. Weeks in Full term are referred to by number: 1st Week, 2nd Week, etc. Weeks out of Full term may also be referred to by number: 0th Week, 9th Week, etc.
4. **College terms** commence on Thursday in 0th Week and end on Saturday of 8th Week. Undergraduates must return to residence by Thursday of 0th Week (whether or not they are due to sit College collections) unless they have, in advance, sought and received permission from the Senior Tutor.
5. Vacation periods between terms are the **Christmas Vacation, Easter Vacation** and **Long Vacation** (summer). Undergraduates are required to leave College during the vacations unless they have obtained permission to remain because of compulsory academic commitments outside full-term, such as extended terms or examinations, or have an Undergraduate Summer Project Award. There is limited availability of accommodation during the vacations for other academic purposes such as revision or research.
6. Full terms in the 2024-25 academic year are as follows:

Michaelmas term	13 October 2024 to 7 December 2024
Hilary term	19 January 2025 to 15 March 2025
Trinity term	27 April 2025 to 21 June 2025

3. THE GOVERNING BODY AND COLLEGE OFFICERS

1. The College is administered by its **Governing Body** which comprises the **Warden**, who chairs its meetings, and the **Fellows** of the College who are members of the Governing Body (normally employees either of the College or of the University).
2. Governing Body Fellows include **Tutors, Research Fellows, College Officers** and **Professorial 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 Rooms¹.

¹ See section 11 below

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, convenes 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 is supported by an **Associate Chaplain**.²
- (v) The **Librarian**³, 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;
- (vii) The **Domestic Bursar**, who is responsible for the overall administration of domestic matters;
- (viii) The **Estates Bursar and Land Agent**, who is responsible for administration of the College's estates and buildings;
- (ix) The **Principal of the Postmasters**, and their **Deputy**, who are responsible for administering discipline among junior members;
- (x) The **Dean and Keeper of the Statutes**, who is responsible for legal and regulatory matters and the process of College business (including data protection, freedom of information, and the Prevent duty), as well as for ceremonies, including admission, matriculation, and presentation for degrees;
- (xi) The **Dean of Graduates**, who is responsible for the College's relations with its graduate students after their admission.
- (xii) The **Development Director**, who is responsible for the College's Fundraising and Alumni Relations (to include Alumni Events and Publications);
- (xiii) Other College Officers, including the **Garden Master**, the **Senior Treasurers of the Junior Common Room and Amalgamated**

² The Associate Chaplain will be Acting Chaplain in Michaelmas Term 2024.

³ The College Librarian will be on sabbatical leave for Michaelmas Term 2024 and Hilary Term 2025 during which time the Deputy Librarian will be Acting Librarian.

Clubs, the Equality Adviser, and the Reed Rubin Organist and Director of Music & Director of College Music.

5. The College is administered through a series of standing committees, each of them reporting 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 and enforce 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 College 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 manages the **Senior Welfare Adviser**, three **Junior Deans for Welfare** and the **College Nurse**;⁴

⁴ The Senior Welfare Advisor is Acting Head of Welfare during Michaelmas Term 2024.

(ii) The **College Accountant, Assistant 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, Graduate Officer,** 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 time. 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 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 Buildings in Holywell Street;

(ix) The **IT Department** is responsible for administration of the College data network and computer rooms. The **Head of IT** and the **IT team** are located in the Finlay Building, on the staircase between the first and second floors; unfortunately, there is no accessible entrance. 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). Ideas, issues and enquiries are welcome 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, and the **Alumni Communications Officer** produces the two College publications each year, *Postmaster & Merton Record* and the *Annual Report*, featuring news from students, 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.

(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 **Vergers** oversee the use of the Chapel for worship, concerts and other activities. The Vergers' office is the Sacristy;

(xiii) The **Welfare and Disability Administrator** assists those providing welfare and non-academic support to the student body. The Welfare and Disability Administrator shares an office with the Chapel Office and Choir Manager on the second 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 **Clerk of Works** (head of maintenance) is responsible for overseeing the maintenance of the College Properties; a **College Maintenance Team** carries out repairs and minor works to the College Buildings. The Clerk of Works is based in the Finlay Building on the first floor; the Maintenance Team can be contacted via the Service Desk on the College intranet (or by emailing maintenance@merton.ox.ac.uk).

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

5. ACADEMIC SUPERVISION OF UNDERGRADUATES

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 16.

2. Undergraduates will be taught by Tutors or 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 vacation periods. 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. 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 vacation study.

4. Academic obligations of undergraduates are outlined in detail in section 33. Tutors may require that undergraduates attend all:

(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**.

5. The teaching programme will vary from subject to subject and from term to term, and will normally be confined to term. The College will comply with the University's recommended patterns of teaching for each subject.

6. Tutors will provide prompt and suitable appraisal of all teaching assignments.

7. At the end of every term undergraduates will be provided with a questionnaire to enable comment on the teaching they have received from the College.

8. At the end of every term or when attending an Undergraduate Collection (see below) undergraduates will have an opportunity to discuss academic matters and receive a report on academic performance by their principal tutors that term from their Director of Studies. Tutorial reports are, in general, recorded and held in the [Teaching Management System \(TMS\)](#). TMS reports are available for undergraduates to view on-line.

9. Once a year, undergraduates are required to attend a **Warden's Collection**, which is a formal progress meeting with subject Tutors in the

presence of the Warden and Senior Tutor, and will receive a report on academic performance.

10. Undergraduates may be required to attend College examinations, called **Collections**, at the start of term, and will be advised by Tutors at the end of the preceding term of the subjects on which they are to be 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.

11. 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](#).

12. Undergraduates may be permitted to change the person teaching a paper for valid academic and other reasons and may expect a sympathetic response to a reasonable request to change tutorial partners. All such requests should be addressed to the Senior Tutor.

13. If undergraduates have any complaint or grievance concerning teaching arrangements or teaching staff, they may bring it to the Senior Tutor. 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. Any complaint that is not resolved by the Senior Tutor within a reasonable timeframe may be referred to the Warden as a formal complaint, in line with the College's Complaints and Appeals Procedure⁵.

14. Undergraduates may also take a concern related to academic or other matters to a Tutor in their subject, the Senior Tutor, the Chaplain, or the Welfare Adviser.

15. All requests for alternative examination arrangements in college Collections and 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 the 4th Week in the term preceding the term in which the papers are to be sat. Exam arrangements which may have timetabling implications should be referred to the Academic Registrar by Monday of 3rd week of Michaelmas Term.

6. ACADEMIC SUPERVISION OF GRADUATES

1. Graduates' academic obligations under College regulations are set out in section 34.

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

⁵ See Appendix 8

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 the academic progress reports submitted via Graduate Supervision Reporting. Graduates are invited to attend an annual **Graduate**

Progress Meeting with the Dean of Graduates. The aim of these meetings is to monitor academic performance and, if required, provide advice and guidance. They are also an opportunity for graduates to provide direct feedback. These meetings are optional for all graduates and are held in Hilary and Trinity terms. Graduates will be able to book online if they wish to have a meeting. Graduates may view and comment on their own reports via Graduate Supervision Reporting: [Graduate Supervision Reporting \(GSR\) in eVision | Academic Support \(ox.ac.uk\)](http://Graduate%20Supervision%20Reporting%20(GSR)%20in%20eVision%20|%20Academic%20Support%20(ox.ac.uk))

7. UNDERGRADUATE SCHOLARSHIPS AND PRIZES

1. Prize scholarships called **Postmasterships** and **Exhibitions** may be conferred on 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 scholarship 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.

8. 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 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 these 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.

9. FINANCIAL ASSISTANCE FOR JUNIOR MEMBERS

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 student started their course. Students from the UK and Republic of Ireland who started their course in or after 2012 are eligible to be assessed for an Oxford Bursary. Further information is available at <https://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/oxford-support>.

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

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.

Recipients of Oxford Bursaries (including Reuben Scholars) will also receive a Merton Aruna and Arijit Chakraverty Bursary of £1,500 per year. This Bursary is paid automatically in three equal instalments and is intended to supplement other sources of funding, including government

loans and grants, to help make living and studying in Oxford more manageable.

Book grants

2. The College will make a grant of up to £100 p.a. towards the cost of books or materials required for academic work and approved by each 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. Details on how to apply are available on the College intranet under 'Financial Assistance for Students'. Grants will be made to Junior Members who are on a year abroad, but not to those whose status is suspended or lapsed.

Copies from books and journals will qualify for the book grant at the rate of 5p per sheet (or at a higher rate if validated by receipts), provided that the applicant signs a declaration that the photocopies have been legally obtained within the provisions of the Copyright, Design and Patents Act 1988.

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 a student's the final Trinity Term.

Details of how to apply for Travel Grants are available on the College intranet under 'Financial Assistance for Students'. Applications must be made by the Monday of the 4th Week of the term preceding the proposed travel using the [Undergraduate Travel Grant](#) form on the College Intranet. There is also an application deadline during the Long Vacation, details of which will be circulated by the Student Financial Assistance Officer.

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 Gerry Grimstone Travel Awards to undergraduate or graduate students to undertake travel, preferably abroad. The grants, of up to £2,000 each, are not intended to fund student holidays, but are instead intended 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. Students who have already held an award may not apply again. Awards will not normally be made for activities taking place after the end of 8th week of a student's final Trinity Term (undergraduates); after thesis submission (DPhil students); after the date of the final assessment or end of the course, whichever is earlier (all other graduates). Details of how to apply are available on the College

intranet under 'Financial Assistance for Students', and applications must be made by the Monday of the 4th Week of Trinity Term using [Gerry Grimstone Travel Award](#) form on the College intranet.

5. Undergraduates reading for degrees in or with Modern Languages are eligible to apply to the Student Support Sub-Committee for travel grants (i) to help meet costs associated with studying abroad for which they have a funding shortfall or (ii) for vacation travel to countries whose languages they are studying.

Details on how to apply are available on the College intranet under 'Financial Assistance for Students'. Applications should normally be made (using [the form on the College intranet](#)) once outcomes of alternative funding sources are known (e.g. Student Finance, Turing). It is expected that students will apply for all funding for which they are eligible (e.g. Student Loan, Turing Scheme grant and applicable Faculty grants) as well as applying to the College, and must inform the College of any other funds received or expected.

A student encountering unforeseen financial difficulty during the course of their year abroad, may apply for an additional College grant. Students who receive financial assistance for their year abroad are still eligible to apply for a travel grant (see paragraphs 4 and 5 above).

6. Travel grants will not be made where the Foreign, Commonwealth & Development Office indicates that the 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.

Graduate research expenses grants

7. Graduates are entitled to apply, at any point in their studies, for research expenses grants, up to a maximum value which depends on the course of study (details are available on [the intranet](#)). Applications may be for some, or all of the total amount available and can be made in a student's final term. 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. Grants will not normally be made for research activity taking place after thesis submission. 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 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.

Details on how to apply are available on the College intranet under 'Financial Assistance for Students', and applications should be submitted using [the form on the College intranet](#) at by the 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 Student Financial Assistance Officer.

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 £1,000 will be made in 2024-25 to cover research expenses, e.g. archival travel, conference attendance, books, or computer software. Any student may receive the award only once during their time at Merton.

Lord Dacre of Glanton Awards: Two Awards worth £300 each will be made in 2024-25 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 Awards 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 make a small number of grants, in the form 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. Alternatively, 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.

Details on how to apply are available on the College intranet under 'Financial Assistance for Students'. Applications should first be discussed with the College Financial Assistance Officer and then submitted using the [Doctoral Completion Bursary Form](#). Completion of a College Financial

Assistance Form is required which can be obtained from the Student Financial Assistance Officer. The deadline is Monday of 4th Week of term, or the deadline in the Long Vacation stipulated at the end of Trinity term by the Student Financial Assistance Officer.

Undergraduate research grants

11. The College is able to reimburse undergraduates for some research expenses incurred in the preparation of coursework (including research projects, dissertations, theses, and extended essays) to be submitted in the fourth year of an integrated Master's course or for examination in a Final Honour School. Research expenses may include the cost of visiting archives or otherwise obtaining research materials. No grant will 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). Applications should be made through an [online application](#) form on the College intranet. Receipts must be provided. There is no application deadline, but applications should be made as soon as possible once all expenses have been incurred, and before the end of a student'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, 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 purposes⁶. Undergraduates may apply to the Academic Registrar by the deadline, currently Friday of Week 4 of each term for the cost of college accommodation in the following vacation for the taking of examinations or for other academic purposes. Students on courses with three years of residency are permitted to apply for up to 30 days of vacation study grant, and students on courses with four years of residency up to 40 days, over the duration of their degree programme.

Financial assistance grants

14. The Student Support Sub-Committee is able to make grants from College funds to assist Junior Members in unforeseen financial need. Most of the College grants come from donations and bequests to Student

⁶ See section 43 below

Support from Mertonians. Applicants for College financial assistance funds should contact the Student Financial Assistance Officer 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>.

The University also offers a Student Support Bursary 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. A non-repayable bursary of between £50 and £750 is available. 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/ssb>.

Merton is committed to supporting the University's Stand Alone Pledge. Undergraduates without family support can apply for financial assistance from the College and should contact the College Financial Assistance Officer for further information. First degree UK Undergraduates who are estranged from their family or who are care experienced, can also receive support from the University through a 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

15. Limited funds are available to award grants to Junior Members, undergraduate or graduate, for worthy causes that are ineligible for other forms of College financial support. These funds cannot be used towards the cost of thesis printing or binding. Details on how to apply are available on the College intranet under 'Financial Assistance for Students', and applications should be submitted using the [Master Grant](#) 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 Student Financial Assistance Officer. Awards are normally only given once and will not normally be made for activities taking place after the end of 8th week of the final Trinity term (undergraduates); after thesis submission (DPhil students); after the date of the final assessment or end of the course, whichever is earlier (all other graduates).

Language courses

16. Support is available from the College for those undertaking courses at the University's Language Centre (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, Rachel Wilkins, 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

17. 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

18. Funding is available for all College-representative sporting activity through the Amalgamated Clubs (so-called because it represents the joint sporting activities of Merton and Mansfield Colleges). Please see the [College intranet](#) for further details and an application form.

19. Grants for sport to individual student members of the College are made for any activity recognised as a sport by Oxford University Sport Federation or by the International Olympic Committee (though not for sports equipment, tuition or coaching). They are intended to enable participation in non-College sporting activities, including membership and facility fees and travel costs. Merton is able to contribute to the costs of membership, facility fees and travel 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 students 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). Please see [the College intranet](#) under 'Financial Assistance for Students', for further details and an application form.

20. 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.

10. 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 student Privacy Notice can be found at Annexe 11, and on our website at 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 Dean and Keeper of the Statutes is the College's Data Protection Officer. If Junior Members have any questions regarding the content of Privacy Notices, or other questions regarding data protection issues, please contact dpo@merton.ox.ac.uk

11. 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 Room⁷, the Bar and the Games Room, and also the Pavilion and communal laundry and other facilities.

10. 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.

11. 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 shall be 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

⁷ Use of the Middle Common Room is restricted 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.

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.

12. 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. The details of the privileges enjoyed by Associates of the MCR are set out in Bylaw V.11(d).

12. WELFARE

1. An induction session by the College welfare team will be arranged for all new Junior Members at the start of the academic year.

2. Any personal problem, including any problem of an academic, financial, emotional and medical nature, can be raised as a welfare concern in the first instance. Junior Members are encouraged to discuss welfare concerns with any member of the College welfare team: the Head of Welfare⁸, the College Nurse, the Senior Welfare Adviser, or the Junior Deans for Welfare. The JCR and MCR elect a number of welfare representatives who also provide support to Junior Members. Further information is available at <https://intranet.merton.ox.ac.uk/content/health-welfare>.

3. In addition, welfare concerns may be addressed directly to a Tutor or the Senior Tutor in the case of undergraduates, or to a College Adviser or the Dean of Graduates in the case of graduates.

4. Concerns about harassment may be discussed with special College advisers⁹.

5. In urgent cases, College Officers will endeavour to see Junior Members immediately or as soon as possible. For urgent, out-of-hours (6.00 p.m. – 9.00 a.m.) welfare support, ring the welfare mobile: 07762 906913. A call forwarding system will connect the call to a member of the welfare team or other College officer on duty.

6. 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

⁸ The Senior Welfare Adviser will be Acting Head of Welfare in Michaelmas 2024.

⁹ See section 36 below

2018. Accordingly, information given in confidence by a Junior Member to an adviser¹⁰ will not generally be disclosed to others.

7. In certain circumstances, the College may have a duty of care for the welfare of Junior Members that make 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.

8. At the outset of any consultation by a Junior Member, an adviser will normally explain these principles (12.6 and 12.7 above) and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case.

9. 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.

10. 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.

11. 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 in paragraph 12.10 above. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.

12. In rare circumstances, families or nominated persons may be contacted without the consent of a Junior Member, who would normally be informed that such contact had been made.

13. 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 officer.

¹⁰ The term 'adviser' is used here to denote anyone whom a student consults for welfare advice in an official capacity, from the Peer Supporters and JCR/MCR Welfare Representatives to the College Junior Deans for Welfare, Senior Welfare Adviser, Tutors, the Chaplain, the Warden and other College officers. Medical practitioners, clergy and counsellors including those at the University Counselling Service also have their own professional guidelines.

14. All parties must also respect privacy, including communication by email and in dealings with the press.
15. Junior Members, especially those living out, have a responsibility to inform the College of changes in their circumstances likely to have a substantial effect on their ability to work or their welfare.
16. College advisers may refer Junior Members to the University's Student Counselling Service where appropriate. Alternatively, Junior Members may contact the Student Counselling Service directly. If a student wishes to see a counsellor of a certain gender or who is a person of colour, this can be requested. Further details are published on the University website at www.ox.ac.uk/students/welfare/counselling.
17. 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 student to continue to benefit from the course.
18. Undergraduates do not have an automatic right to suspend study, 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 procedures on Suspension are set out in Bylaw XI D in Appendix 6.
19. The University has established a Common Framework across departments/faculties and colleges for cases where questions arise as to whether a student is fit to study, or to return to study after a period of leave on account of medical, psychological, or emotional problems. Cases involving undergraduates are dealt with under the College's own procedures, set out in Bylaw XI D in Appendix 6; 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](#).
20. The College has adopted a Parental Leave Policy, details of which may be obtained from the Senior Tutor.

13. MEDICAL

1. An induction session by the College Doctors and College Nurse is arranged for all new Junior Members at the start of the academic year.
2. 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 term. Please see <https://intranet.merton.ox.ac.uk/content/health-welfare> for current surgery opening hours.

During the Nurse's working hours, they can be contacted by telephone, 01865 (2)76320, or email merton.nurse2@nhs.net.

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

4. 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.

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

6. 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).

7. Our advice to students regarding provision of dental care has been amended due to the shortage of NHS dentists in the Oxford area. We suggest that if you are registered with a dentist in your usual place of residence that you maintain the registration. If you have a check-up or treatment planned, we suggest you schedule this for before you arrive in Oxford or during your vacation time.

8. There is a dental practice based at Oxford Brookes' Headington Hill Campus which is open to Oxford University students, called [Damira](#). 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). Students can also register for the services of [Bupa Dental Care Oxford](#), which is located at 22 Beaumont Street.

9. Information on dental costs can be found at www.nhs.uk/NHSEngland/Healthcosts/Pages/Dentalcosts.aspx. Students 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>.

14. 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 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) 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.
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.

15. 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.
2. The main Sunday service, alternately Choral Evensong and Choral Eucharist, is at 5.45 p.m., 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 happy to speak in confidence with any member of the College regardless of any religious affiliation (or none) concerning any matter.
6. The Chaplain is generally available to members of the College on weekdays (except Fridays) and at weekends during Full Term.
7. 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. The Associate Chaplain is Acting Chaplain in Michaelmas Term 2024, during which time Canon Christopher Collingwood will also be in residence as Visiting Chaplain.

16. ACCOMMODATION AND ANCILLARY SERVICES

1. The College has 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.

2. The College provides up to 326 rooms for undergraduate accommodation, which consists for 2024-25 of 232 standard rooms with shared bathrooms and 94 en-suite bedrooms, including one room that is fully adapted for wheelchair use. Up to 125 rooms are provided for graduate accommodation, which comprises 27 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.

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 only limited 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 20 below.

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

Fixtures, furniture and furnishings

4. 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).

5. 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.

6. Junior Members returning to College in the following year who wish to leave fridges over the Long Vacation must contact the current occupant of the room to which they will be moving for permission to store their fridge there by the end of Trinity term. Fridges must be labelled with name and the room number for the new academic year and are left by Junior Members in College at their own risk. The College will dispose of unmarked fridges.

Services

7. 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.

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

9. 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 a shorthold tenancy basis, which may have different facilities. Wireless and Ethernet use are free of charge. The College does not provide computer equipment for personal use.

10. Card-operated laundry facilities are located in the basements of St Alban's Quadrangle, Staircase 3, 2 Holywell Street; and on the ground floor of Rose Lane 5. Laundry Cards are available from the machine located in the students' post room. Cards cost £2 and students will then need to top them up using the online system provided via the laundry provider, Circuit. Website and contact details are provided in each Laundry area together with the process required.

11. 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.

If you encounter any issues or problems, these can be reported 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):

- [IT Support](#);
- [Health & Fire Safety](#);
- [Housekeeping](#);
- [Maintenance](#); and
- [Lodge & Security](#)

Please fill out a short form giving brief details of the problem, including the exact location, and click submit - you will then get an email with a

ticket number for reference, and the team responsible will contact you to help resolve the issue. You can even submit a picture or screenshot to help you explain the problem.

12. In the event of emergencies or major defects, including flooding, failure of electrical supplies, risk of electrocution and serious structural damage, the College will arrange if possible to move Junior Members immediately to alternative accommodation while the situation is remedied.

13. Complaints about defects in accommodation and services should be referred to the Head of Accommodation in the first instance and thereafter if required to 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).

14. Any complaint that is not resolved to the satisfaction of a Junior Member within a reasonable time frame may be referred to the Warden as a formal complaint, in line with the College's Complaints and Appeals Procedure¹¹.

Allocation of accommodation

15. Undergraduates (excluding second BA students) are normally offered single accommodation in Merton Street precinct in their first year of studies. In subsequent years of study, accommodation is allocated by ballot organised by the JCR. Students 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.

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

17. 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.

¹¹ See Appendix 8

18. 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.

19. 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.

20. 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.

21. 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.

22. In allocating couples' accommodation, the College will give precedence 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.

23. 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>.

24. Graduates who live out (i.e. not in College accommodation) are required to advise the Graduate Officer of their Oxford term-time address and contact telephone number.

Accommodation Licence

25. Occupancy of College single accommodation by Junior Members is governed by the agreement published in this Handbook. 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.

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. It is not permitted that a Junior Member has 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.

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.

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

Guest room

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. The room is twin-bedded and the booking includes breakfast in Hall (Mon-Sat only) and access to College car parks where available. The room can be booked by emailing the Merton Street Lodge 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. Your University card must be valid when the room is occupied.

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. Members of the College who wish to use in their rooms any mains-operated electric appliances, other than those furnished by the College, should 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, should 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 students 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 student, will be removed from the room and stored by the College. The student will be notified in writing that the particular item has been removed from their room due to safety reasons and given the choice of it being disposed of or returned to them when they leave their accommodation at the end of the current term.

34. It is forbidden to interfere with electrical fittings, to connect appliances to a lighting circuit or connect multi-way adapters or extension cables to a socket outlet. Alterations or attachments may be made to the electric circuits or fittings only by the College electrician.

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.

40. In the event of snow or icy conditions, or obstruction by leaf fall, the College will endeavour to grit or clear paved areas on the same day where possible or otherwise by the next working day.

Environmental policy

41. The College adheres, where possible, to the University's [Environmental Sustainability Strategy](#). In 2019 the College achieved the bronze level Green Impact award, details of which can be found at <https://sustainability.admin.ox.ac.uk/green-impact>.

42. The College participates in schemes to recycle waste materials, primarily glass, metals 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.

43. Where possible the College 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.

44. 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.

45. Recent College building work has been carried out to high standards in terms of thermal conductivity and heat recovery. Given the variegated 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.

46. 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 College has a part to play in reducing energy consumption 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 will help reduce our carbon output.

Bicycles and cars

47. 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.

48. The College accepts no responsibility for damage to or loss of bicycles and Junior Members are advised not to bring expensive bicycles to Oxford. All Junior Members are required to join the www.bikeregister.com scheme and also register their name and all bicycle details with the Merton Street or Holywell Porters' Lodge. The Junior Member will then be issued a permit which is to be visibly displayed on the bicycle at all times.

49. Junior Members must not keep any vehicle or vehicle parts in any part of the College other than bicycles in the designated cycle storage areas, or mobility assistance vehicles, and must not ride or drive any vehicle in Merton College unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the College's 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).

50. 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. Bicycles must not block any fire exit (internal or external), be kept in student rooms or in communal areas of the College, including residences in Holywell Street, Manor Road, and Manor Place, except bicycle stores. Bicycles must not be left near or against College buildings on the south side of Merton Street as this creates difficulties for wheelchair and pushchair users. Unregistered bicycles found in residences will be removed by College staff, whilst registered bicycle owners will be emailed to remove the bicycle immediately. If the same bicycle is found in a residence on more than one occasion the matter will be referred to the College's Deputy Principal of the Postmasters. All bicycles kept on College sites will be subject to registration checks throughout the academic year. Any unregistered bicycles will be disposed of to a Charity of the College's choosing. At the end of their studies, all Junior Members will remove their bicycles from College sites. Any bicycles left on College sites after Junior Members have left, will be deposited to a charity of the College's choosing. If a Junior Member decides to transfer ownership of their bicycle to another Junior Member, they must inform the Merton Street or Holywell Street Porters' Lodges so all records can be updated.

51. 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.

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

53. If it is strictly necessary for a Junior Member to keep a car in Oxford, there are a 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
- 5) 8 week Term plus following Vacation period: £120

Payment for same day parking must be paid for at Merton Street Porters' Lodge prior to access being provided. All other parking payments can be made 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 verified). All Junior Member applications for car parking should be made to the Porters' Lodge in person or by email to mclodge@merton.ox.ac.uk.

17. SECURITY

1. The Merton Street Lodge and Holywell Lodge main gates are locked at 11.00 p.m during term and 10.30 p.m. 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.

3. Junior Members are provided with room keys / electronic fobs and house or staircase keys. Entry phone systems are installed in staircases and houses, except in Manor Place, and on staircases I, II and III in Front Quad and I in St Alban's Quad which do not have staircase doors.

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. Junior Members must:

- i. Not loan any room keys/electronic fobs to any other person including college members;
- ii. Not swap any room keys/electronic fobs with other college members without authority from the Accommodation Manager and in their absence the Head Porter;
- iii. Not tamper with any room keys/electronic fobs or remove the tags;
- iv. Return complete and undamaged sets of keys/electronic fobs to the lodge on departure. All personal items attached to College key rings are to be removed prior to keys/electronic fobs being handed in to the Lodge.

Charges will be levied in accordance with Appendix 1 (Tariff of Possible Fines and Charges) if incomplete or damaged sets of keys are returned.

6. 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 do so if necessary. Staff will keep a record of any unscheduled visits to unoccupied rooms.

7. Junior Members will be issued with electronic keys that provide access to late gates, libraries, laundries, common rooms and other communal areas. Junior Members must:

- v. Not loan any room keys/electronic fobs to any other person including College members;
- vi. Not swap any room keys/electronic fobs with other college members without authority from the Accommodation Manager and in their absence the Head Porter;
- vii. Not tamper with any room keys/electronic fobs or remove the tags;
- viii. Return complete and undamaged sets of keys/electronic fobs to the lodge on departure. All personal items attached to College key rings are to be removed prior to keys/electronic fobs being handed in to the Lodge.

Charges will be levied in accordance with Appendix 1 (Tariff of Possible Fines and Charges) if incomplete or damaged sets of keys are returned.

For students living out of college accommodation, an out of residence (OOR) electronic fob can be requested via the headporter@merton.ox.ac.uk email address. Junior Members will be emailed when the electronic fob is ready to be collected from the Merton Lodge where a £5 deposit (payable only by card) will be required.

8. Junior Members who have lost, damaged or mislaid keys/electronic fobs and are unable to gain access to their rooms and/or College should attend or telephone either the Merton Street Lodge on 01865 276310/07880 600921 or Holywell Lodge on 01865 271530/07900 580707 and will immediately be issued spare keys/electronic fobs. In the case of lost/mislaid keys/electronic fobs, Junior Members have 24 hours from the

time the spare keys/electronic fobs are issued to return the spare key or fob to the issuing Lodge. If that key or fob has not been returned to the main Lodge in that time the Junior Member in question should email headporter@merton.ox.ac.uk as to the circumstances of the loss. If the Head Porter has not received an email, the Head Porter will email the Junior Member asking for the circumstances of the loss. If no response is received after a further 24 hours from the time of the Head Porter's email, a charge may be levied in accordance with Appendix 1 (Tariff of Possible Fines and Charges).

9. The main College site in Merton Street is normally open to the public and University members Monday to Friday 2pm-5pm (last entry 4.30pm), Saturday 10am-5pm and Sunday 12-5pm (last entry 4.30pm), except during the Christmas vacation and other dates for particular events (see updates on the College website).

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.

10. 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 time 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.

11. Junior Members must lock doors and shut windows of their rooms whenever they leave them and that they should not leave valuables unattended in public places, for example, in the Hall, Common Rooms, Library, seminar rooms or in the College Sports Pavilion and Boathouse.

12. Guests of Junior Members are permitted to enter College up to 10.30 p.m. 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. Guests of Junior Members are not permitted into the College libraries or student post room.

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.

18. 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 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 18.3 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>.

19. LIBRARIES, COMPUTER ROOMS, SPORTS AND MUSIC FACILITIES

Libraries¹²

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 College Libraries during term and vacations (other than College closure periods) are as follows:

Old Warden's Lodgings

7.30 a.m. – 2.00 a.m.

Information desk/Library office: Monday – Friday 9.00 a.m. to noon and 1.00 p.m. to 5.00 p.m.

Lower Library Mob Quad

7.30 a.m. – 2.00 a.m.

Temporary changes to these hours will be communicated as necessary.

¹² See also section 39 below

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. The OWL Library is staffed Monday to Friday, 9.00 a.m. to noon and 1.00 p.m. to 5.00 p.m. Staff may be contacted by email to arrange consultations at other times.

Computer rooms¹³

4. 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.

5. 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.

Sports Ground, Pavilion and Boathouse¹⁴

6. The Sports Ground and Pavilion are located at Manor Road. The Boathouse is in Christ Church Meadow. The punhouse is on the River Cherwell adjoining 22 Manor Place.

7. 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.

8. The Pavilion contains 2 squash courts, rowing ergometer room and changing areas.

9. The Pavilion also contains a bar and social area which is used for JCR and other activities.

10. Use of sports facilities is administered by the Amalgamated Clubs (AMALGAS) and the Boat Club. Claims for essential costs incurred by College sports teams may be submitted at any time via the JCR Sports Representative to the Senior Treasurer for AMALGAS, 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.

11. The Pavilion, main hall, rowing club ergometer room and changing rooms are accessible via electronic fob between 7am – 10pm. Access requests for the ergometer room should be made through the College rowing club mcbc-mens@merton.ox.ac.uk; or mcbc-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

¹³ See also section 40 below

¹⁴ See also section 47 below

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>.

12. Students may use Merton College punts and kayaks on the river, according to a booking system managed by the JCR available via <https://intranet.merton.ox.ac.uk/bookings>. Before using kayaks, students must familiarise themselves with the rules applicable. These can be obtained from the JCR or MCR Admiral. In particular, students 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. Junior Members' University Cards will be taken as deposit. Returning a boat late inconveniences other users. Returning a boat after the closure of the Punthouse disturbs those living in the vicinity and risks access to the river for all Merton students. Those returning boats late may be fined in line with the standard tariffs laid out in Appendix 1.

13. 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 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 24hrs 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 Rep.

14. The Student Support Sub-Committee welcomes applications for Master Grants to enable participation in non-College sporting activities, including membership and facility fees and travel costs. 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 Student Financial Assistance Officer. Awards are only given once, and, in the case of final year students, not for activities taking place after 8th week of the student's final Trinity Term¹⁵.

Music

15. Junior Members have access to 3 Ensemble Rooms and 2 Music Practice Rooms in Staircase 4 of St Alban's Quad. These practice rooms all include a Yamaha B2 piano. Whilst these rooms are available on a first-come-first-served basis (access available at the Merton Street Lodge on receipt of a University Card), they can be booked in advance at the Lodge

¹⁵ See also section 9 above

if you need 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 TS Eliot Theatre via the College Events Team online.

16. The College Music Society organises a regular concert series, including lunchtime recitals most weeks during term and occasional evening concerts. The Chapel, the TS 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 30 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 Director of Music. 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 Director of Music.

17. 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 final year students, not for activities taking place after 8th week of their final Trinity Term¹⁶.

18. 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. 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. Auditions take place early in Michaelmas Term and are conducted by a panel convened by the Director of Music.

Multi-Faith Prayer Room

19. A Multi-faith Prayer Room is situated on the lower ground floor of Staircase 4 in St Alban's Quadrangle. It provides a quiet space for prayer or reflection to all members of the College, without booking. Entry is via students' 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 lighting, prayer-mats and LED candles.

¹⁶ See also section 9 above

Withdrawal of facilities

20. 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.

20. MEALS

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	8.15 a.m. - 9.15 a.m. (8:30-9:00am during vacations)
Lunch	Monday to Saturday	12.15 p.m. - 1.30 p.m. (12:00-1:00pm 12.30 during vacations)
	Sunday Brunch	11.30 a.m. - 1.00 p.m. (11:30am-12:45 12.15pm during vacations)
Dinner	Monday/Wednesday and Saturday	Supper 6.00 p.m. - 7.00p.m. (6:30pm during vacations)
	Tuesday/Thursday/Friday and Sunday	Supper 6.00 p.m. - 6.30p.m. (6:30pm during vacations)
	Tuesday/Thursday/Friday	Formal Hall 7.15 p.m. (during Full Term only)
	Sunday	Formal Hall 7.30 p.m. (during Full 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. Students and their guest(s) attending Formal Hall are expected to be seated by 7.15 p.m. (7.30 p.m. Sunday). Late attendees may not be allowed to join the Dinner and 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 by cheque, cash, or most debit and credit cards at the Finance Bursary. Any unused credits will be refunded on battels at the end of the course of studies.

8. Booking for meals must be completed by 10.30 a.m. for the following day and 10.30 am on Friday for Saturday, Sunday and Monday. There are restrictions on the numbers that may book in for Supper and Formal Hall. Junior Members must not transfer bookings to non-members of the College.

9. During the Long Vacation there is a period when Junior Members in residence take meals jointly with the SCR in the Savile Room or the Senior Common Room, details of which are 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.

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 in College 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). We are 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.

Students 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).

21. POST AND EMAIL

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 Merton Street student post-room. All mail delivered by Royal Mail, mail-carriers and internal mail addressed to a Junior Member at Merton College must be collected from the student post-room area; this includes parcels. Courier deliveries/parcels will be signed for by Lodge staff and put in the post-room.

An additional post-room is located in A Block basement computer room for the use of those living with the Holywell Precinct or Holywell Street Houses. This is in addition to their mail pigeonhole allocated at the main precinct. The same rules apply for use of the room & reallocation as those of the Merton college post room

If any item of mail is too large for the 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 such high value, too large and/or fragile to be placed in the post-room, the Lodge staff 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 staff will then notify the Junior Member of the arrival of this type of mail by means of email and notification in the Junior Member's pigeonhole. The Junior Member will then be required to sign for the item before it is released. Junior Members should be aware that the Lodge staff 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 staff 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 Junior Members 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 from the College to a Junior Member who is in residence (see section 28 below) 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 (see section 28 below) will be sent to their email address in the domain @merton.ox.ac.uk. Most communications with students will be sent via email.

6. Junior Members must check their email daily both in term and during the vacation, and 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](#).

22. DEGREES

1. Information about presentation for and conferment of degrees can be obtained at www.merton.ox.ac.uk/alumni-and-friends/alumni-information/degree-graduation-information.

2. Taught course students 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 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/.

23. 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.

24. WEBSITE, INTRANET, SOCIAL MEDIA AND BRAND 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 & Media Officer, 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 students and members of staff, 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 students are recommended to navigate to the student homepage, which carries information and links of particular interest to the student body. 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 & Media Officer: 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), X (formerly Twitter) account (<https://x.com/mertoncollege> NULL) and YouTube channel (www.youtube.com/MertonCollegeOxford). Members are encouraged to 'like'—and follow—the College on Facebook, to follow @MertonCollege on

X (formerly Twitter), 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 X 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 & Media Officer (webmaster@merton.ox.ac.uk), or made direct via the relevant channel (e.g. X (formerly Twitter) DM, Facebook message, etc.).

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. Any member whose comments or behaviour online are deemed to have breached College Regulations, or to have otherwise brought the College into disrepute, will be subject to disciplinary procedures.

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. However, 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.

8. Junior Members must not use the College's coat-of-arm, colours, images, font and/or logo without the College's consent. If they wish to use them, they must contact the Alumni Communications Officer in the Development Office in the first instance to seek approval.

25. 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 students:

- 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 student 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 paragraph 24.8 above);
- Opportunities to connect with alumni in the context of career mentoring;
- Discussion groups which connect alumni, current students 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 students 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 walls.

REGULATIONS APPLYING TO JUNIOR MEMBERS

26. ADHERENCE TO REGULATIONS

1. Before coming into residence, Junior Members must sign a declaration that they will adhere to the regulations contained in the Junior Members' Handbook, which will include the accommodation agreement in the case of Junior Members residing in College accommodation, and to the University regulations as set out in the [University Student Handbook](#), the [Examination Regulations](#) and elsewhere.
2. Copies of amended College regulations will be provided to Junior Members prior to the commencement of each academic year.
3. Amendments made to College regulations at other times will be communicated to Junior Members by post or by email when implemented.

27. AMENDMENTS TO REGULATIONS

1. College regulations will be reviewed at least annually in Trinity Term by the Senior Tutor, Principal of the Postmasters, Bursars and other College Officers and any proposed material amendments will be discussed with the Presidents of the JCR and MCR and reviewed and approved by Warden and Tutors' Committee after reference to the Statutes and Bylaws Committee.
2. College regulations may be amended at the initiative of any College Officer at other times in response to changes in legislation or other material changes in circumstances and any proposed amendments will be discussed with the Presidents of the JCR and MCR and reviewed and approved by Warden and Tutors' Committee and Graduate Committee after reference to the Statutes and Bylaws Committee.

28. COMMUNICATION

1. Junior Members must check their email daily both in term and during the vacation, and check their pigeonholes regularly when they are in Oxford.
2. Junior Members must respond promptly to communications from Fellows, College staff, and the University.
3. Communications from Fellows and College staff to undergraduates during term and graduates at any time that are delivered to College pigeonholes will be deemed to have been received after 24 hours, unless the Junior Member is out of residence. Any communications sent to Junior Members' email addresses in the domain @merton.ox.ac.uk will be deemed to have been received after 24 hours.

29. ENFORCEMENT OF REGULATIONS

Principal of the Postmasters

1. The Principal of the Postmasters (POP) is responsible for general discipline among Junior Members, and is assisted by the Deputy Principal of the Postmasters (DPOP).
2. The Warden and Tutors' Committee may, in the event of the ill-health or other unavailability of the Principal of the Postmasters, nominate a member of the Governing Body to act in their stead. Throughout these regulations, references to the Principal of the Postmasters shall include any such nominee.
3. The Principal of the Postmasters and the Deputy Principal of the Postmasters are empowered to impose fines and charges up to and including £250 and to restrict access to College facilities. A guide to possible fines and charges can be found in Appendix 1 (Tariff of Possible Fines and Charges). The cost of rectifying any damage caused may be added to a fine.
4. The Principal of the Postmasters may refer to the Disciplinary Panel any case which appears to warrant a more severe penalty. The Disciplinary Panel is chaired by the Sub-Warden (or the Sub-Warden's nominee). Details of the Disciplinary Panel and process can be found in Appendix 4.
5. Misconduct related to drug misuse will be dealt with in accordance with details set out in Appendix 2 (guidelines previously issued by the Proctors' Office).
6. Junior Members who have been fined less than £150 may make written representations to the Deputy Principal of the Postmasters within two days and thereafter appeal in writing to the Principal of the Postmasters. Junior Members may appeal to the Disciplinary Panel against fines greater than £150. They are advised that the Principal of the Postmasters or the Disciplinary Panel respectively may impose additional fines or other penalties in the event of trivial or frivolous appeals, or where the offence is believed to warrant a more severe penalty than that already imposed.
7. The Principal of the Postmasters also has the power, after consultation with the Senior Tutor, to suspend the right of access of a Junior Member to College premises and facilities. Suspension takes immediate effect for a fixed or indeterminate period where it is believed that the Junior Member may be guilty of serious misconduct and such suspension appears to be warranted.
8. The Principal of the Postmasters or the Deputy Principal of the Postmasters may order the expulsion of any non-member of the College from its premises at any time.

Other College Officers

9. The Senior Tutor is responsible for enforcement of academic regulations applying to Junior Members.

10. The Finance Bursar is responsible for enforcement of financial regulations applying to Junior Members and may impose fines for non-payment of battels.

11. The Librarian is responsible for enforcement of library regulations and may impose fines in the event that books and other library items are not returned when due, are lost or damaged by Junior Members, or if there has been a serious or recurring breach of library regulations.

12. The Senior Treasurer of the Amalgamated Clubs is responsible for oversight of the Amalgamated Clubs, the Senior Treasurer of the Junior Common Room is responsible for oversight of the Junior Common Room, and the Dean of Graduates is responsible for oversight of the Middle Common Room.

13. The Principal of the Postmasters may enforce the collection of fines imposed by the Finance Bursar, Librarian, Senior Treasurer of the Amalgamated Clubs, Senior Treasurer of the Junior Common Room, or the Dean of Graduates when requested.

30. RESIDENCE

1. New undergraduates (excluding second BA students) must come into residence at the College by 5.00 p.m. on Monday 7 October 2024 and must attend a Ceremony of Admission to the College on Tuesday 8 October at 6.00 p.m. Those who are unable to attend for any reason must advise the Academic Registrar in writing. It is possible on request for international undergraduates to arrive slightly earlier; please contact the Academic Registrar to discuss this.

2. New graduates (including second BA students) must come into residence at the College by 5.00 p.m. on Friday 4 October 2024 and must attend a Ceremony of Admission to the College on Monday 14 October at 6.30 p.m. Those who are unable to attend for any reason must advise the Academic Registrar in writing.

3. Undergraduates must reside in College or at a confirmed address within six miles of Carfax Tower for the full length of each College Term¹⁷, unless they have obtained the permission of the Senior Tutor to be absent, or they are unavoidably absent on grounds of ill-health or other grounds, in which case the Academic Registrar must be notified. Students who do not intend to reside in college accommodation in any academic year, must

¹⁷ College terms, covered by the standard accommodation charge, run from Thursday of 0th Week to Saturday of 8th Week inclusive. See section 43 below.

inform the Academic Registrar no later than Friday of 3rd Week of Hilary Term in the preceding academic year.

4. Graduates must reside in College or at a confirmed address within 25 miles of Carfax Tower, unless they have received permission to live outside of this limit. Information about procedures for, and permission required to be absent from the University's residential requirements can be found [here](#). In all cases of absence, whether for work purposes or due to ill-health or other appropriate grounds, graduates must notify the College's Graduate Officer.

5. Junior Members resident in College accommodation must complete arrival and departure cards at the relevant Lodge when coming into and going out of residence. A charge in accordance with Appendix 1 (Tariff of Possible Fines and Charges) will be levied in the event of failure to submit an arrival or departure card. Undergraduates who are resident in College accommodation will be charged daily for periods that they are signed into residence.

6. Room keys will be issued to Junior Members who are resident in College accommodation only on receipt of a signed and dated arrival card. Room keys must be surrendered with a signed and dated departure card when going out of residence.

7. Junior Members who are not resident in College accommodation must inform the Finance Bursary and the Academic Office of their current residential address by updating their individual record on [Student Self-Service](#).

8. Undergraduates who wish to be absent from the College for any night in term-time must email the relevant Lodge with their name, room number, telephone number and how many nights / dates they are to be away from College before leaving. They must leave all College keys/electronic fobs at that Lodge before leaving and must obtain a Tutor's permission and inform the Academic Registrar in writing for periods of absence of more than three consecutive nights.

9. Graduates must obtain the permission of their Supervisor for periods of absence of more than three consecutive nights and must inform the Academic Registrar in writing.

10. Junior Members whose student status has been suspended will not ordinarily be permitted the use of College facilities including but not limited to the Library, Hall, College Bar, JCR, Computer Rooms, Sports Pavilion, and Boathouse. Access to the College to meet with College Officers or Tutors must be by prior arrangement. Junior Members who are suspended will be permitted to visit friends who are Junior Members of Merton only in their private rooms as accompanied guests. Exceptions to this regulation will require the explicit authorisation of the Senior Tutor.

31. MATRICULATION AND ACADEMIC DRESS

1. New Junior Members must attend the University Matriculation Ceremony on Saturday 19 October 2024, and must assemble for a College matriculation photograph in Front Quadrangle prior to the Ceremony. Instructions will be issued by the Dean.
2. It is a University requirement that members of the University wear academic dress (called 'sub-fusc') when attending Matriculation, examinations and presentation for degrees.¹⁸ New Junior Members should note **that they will not be permitted to matriculate** if they are not correctly dressed.
3. Junior Members who are prevented from attending the Matriculation Ceremony by ill-health or for any other good reason must inform the Academic Registrar in writing.

32. MEDICAL

1. On arrival in Oxford all Junior Members, other than those with a long-term condition or disability, are expected to register (either under the National Health Service or privately) with the College Doctor or with another GP/private medical practice in the Oxford area. 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. Students 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. Junior Members intending to register, or to remain registered, with a GP other than the College Doctor must notify the Academic Registrar in writing prior to coming into residence, and they must provide the Academic Registrar with details of the GP with whom they are registered.
4. New Junior Members are required to 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.

¹⁸ See www.ox.ac.uk/students/academic/dress?wssl=1. 'Sub-fusc' clothing must be worn with a gown and mortar board or cap, with hoods being worn by graduates at University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's gown. Visiting Students may wear a Commoner's gown.

33. ACADEMIC OBLIGATIONS OF UNDERGRADUATES

1. The offer to an undergraduate of a place at the College is conditional upon studying the course which is specified in the College's offer letter.
2. No undergraduate may change their course of study without the prior consent of the relevant subject Tutors and the permission of the Warden and Tutors' Committee.¹⁹
3. All Junior Members are expected to devote themselves exclusively to the course of studies to which they were admitted and must not undertake any other academic or non-academic courses concurrently unless explicit permission is received from the Senior Tutor.
4. Undergraduates must apply themselves to their academic work at a level commensurate with their ability to the satisfaction of their Tutors. Unless prevented by some urgent cause, in which case they should let the tutor know as soon as possible, undergraduates must:
 - (i) Attend all their tutorials punctually;
 - (ii) Sit all their Collections (start of term College exams to assess progress);
 - (iii) Attend annually a Warden's Collection with the Warden, Senior Tutor and their subject tutors;
 - (iv) Submit all work required of them on time and, if the work has to be read by the tutor, legibly;
 - (v) Submit work that is of a standard commensurate with ability, authentically their own, and with appropriate referencing if any is required;
 - (vi) Participate actively at a reasonable level in tutorials;
 - (vii) Do whatever reading and writing are required of them during vacations in order to consolidate subjects that they have already studied and/or to prepare for new subjects;
 - (viii) Ensure that they know of any meetings that they are required to attend or of any information that they are required to supply either to their Tutor(s) or to the Academic Office, by checking their email daily and their pigeonhole regularly;
 - (ix) Attend any such meeting, and supply any such information;

¹⁹ Junior members in receipt of fees from public funds must note the conditions laid down by Government concerning changes of course. A change may be made without loss of an award if either (i) the necessary consent is given before the start of the second year of the student's original course or (ii) the new course ends no later than the original one would have done.

(x) Give their Tutors a reasonable amount of time to write references, to endorse applications, or to arrange tutorials for special options;

(xi) Carry out prescribed activities, such as practicals.

In instances where tutorials clash with undergraduates' religious commitments, it is possible to ask tutors for the tutorial to be re-arranged.

5. Undergraduates must consult their Director of Studies before undertaking paid employment or any non-academic activity including holding office in a College or University society which is likely to interfere with their academic work. Internships or other full-time employment should normally take up no longer than eight weeks of the Long Vacation unless the explicit permission of the Warden and Tutors' Committee is obtained. Undergraduates who are subject to the academic disciplinary process may be required not to take up such employment as a condition of academic probation.

6. The College may after following the procedures for formal written warning, academic probation, referral to the Academic Review Panel, and appeal set out in Bylaw XI A (see Appendix 3) ban, rusticate or expel an undergraduate who in its judgement is not fulfilling their academic requirements.

7. Undergraduates must sit the First Public Examination in their subject at the earliest reasonable opportunity, unless they are senior status students who are exempted from sitting this examination.

8. A candidate who fails to satisfy the Moderators or Examiners in their initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the re-sit in that subject).

9. The College will normally terminate the course of a student who fails to achieve a pass mark or grade at the second attempt in any paper in the First Public Examination. Undergraduates have the right to appeal this decision on the grounds of exceptional circumstances, as set out Bylaw XI C (see Appendix 5).

10. Undergraduates must sit the Second Public Examination in their subject at the earliest reasonable opportunity.

11. Undergraduates who fail to obtain honours in the Second Public Examination at the earliest reasonable opportunity shall normally be regarded as having terminated their course.

12. Under the University's Examination Regulations progression to Part II in 4-year degrees can be conditional on attainment of a minimum standard during Part I.

13. Undergraduates must avoid plagiarism in their academic work. A detailed definition, examples, and helpful resources to avoid plagiarism can be found at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

Students must be aware that presenting the material or ideas of others without full acknowledgement is plagiarism, and can include media such as computer code or illustrations as well as text. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (except when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability).

34. ACADEMIC OBLIGATIONS OF GRADUATES

1. The offer to a graduate of a place at Merton College is conditional upon studying the course which is specified in the University's offer letter.
2. No graduate may change a course of study without the prior consent of the relevant Faculty or Department and the permission of the Warden & Tutors' Committee.
3. Graduates are expected to apply themselves to their academic work to the satisfaction of their Supervisors.
4. Graduates must consult their Supervisors (in the case of research students) or Course Director or College Adviser (in the case of taught course students) before undertaking any non-academic activity which is likely to interfere with their academic work. The College expects its graduate students to observe the University's guidelines on paid work <https://academic.admin.ox.ac.uk/policies/paid-work-guidelines-graduate-students>.
5. Graduates are expected to devote themselves exclusively to the course of studies to which they were admitted and must not undertake any other academic or non-academic courses concurrently unless explicit permission is received from the Dean of Graduates. This includes Law Conversion Courses and Legal Practice Courses.
6. Graduates whose status is lapsed are required to hand their University Card in to the Academic Office. They will forfeit the right to access any College facilities while lapsed.
7. Graduates are invited to attend an optional Graduate Progress Meeting with the Dean of Graduates in Hilary Term of their first year of their current course. These meetings are also available to students in the second or a later year of their current course. Meetings for students in their second year or above will be held in Trinity Term.

35. CONDUCT

1. Courteous and reasonable conduct is expected from Junior Members at all times, both in and out of College, and towards other members of the University, College and University staff, and members of the public.
2. Junior Members are held responsible for the conduct of their guests while on College premises.
3. Unreasonable or offensive conduct, including behaviour that is attributable to the influence of alcohol or illegal drugs, may be the subject of disciplinary action.
4. Serious misconduct by a Junior Member, whether committed within the College or elsewhere, renders the offender liable to appear before the Disciplinary Panel, the powers of which are set out in Bylaw XI B (see Appendix 4). The Disciplinary Panel may attach to any penalty such conditions as in the circumstances it sees fit. For the purposes of this regulation "Junior Member" shall mean not only a person who was a Junior Member as defined by the Statutes at the time when the alleged misconduct took place but also a person who is a Junior Member as defined by the Statutes at the beginning of disciplinary proceedings and against whom disciplinary proceedings are ongoing even if they were not a Junior Member as defined by the Statutes at the time when the alleged misconduct took place.
5. Serious Misconduct includes but is not limited to:
 - Violent or threatening behaviour;
 - Harassment²⁰;
 - Failure to comply with the provisions of the Code of Practice on Meetings and Events ²¹;
 - Intentional or reckless damage to property;
 - Contravention of the College's Computer Regulations²²;
 - Theft, fraud or false accounting;
 - The use of dishonest means in any examination or in fulfilling any academic obligation including but without limitation cheating in any College or faculty collection or in any University examination;
 - Producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing College premises to be used for these purposes;
 - Interference with fire prevention or any other equipment; Obstructing a Fellow, Tutor or other College Office or member of staff in the proper discharge of their duty;
 - Engaging in conduct resulting in conviction for a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed);
 - Wilful or persistent contravention of College Regulations;

²⁰ See section 36 below

²¹ See section 37 below

²² See section 40 below

- Engaging in any other conduct which is gravely detrimental to the interests of the College.

6. Junior Members who are facing criminal prosecution or have been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty was imposed) must inform the Warden and the Principal of the Postmasters.

7. Proceedings before the Disciplinary Panel are governed by Bylaw XI B of the College Bylaws (see Appendix 4).

36. 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.

2. 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.

3. A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:

- (i) violating another person's dignity; or
- (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

4. Any member of the College community who feels they have been subject to harassment can make a complaint via the College's Policy and Procedure on Harassment, which can be found at: <https://www.merton.ox.ac.uk/college-policies>. 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.

5. The College has designated two senior members whose names are listed in Section 49 as advisers who may be consulted informally by Junior Members who believe they may be victims of harassment, or who are merely seeking advice. 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.

6. Any member of the College community who feels 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>.

37. FREEDOM OF SPEECH

1. The College Statutes identify as a guiding principle ensuring that members of the College have academic freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.
2. Junior Members' attention is drawn to the University's [Code of Practice on Freedom of Speech](#) which they must observe.

38. COMMUNAL AREAS AND FACILITIES

1. All areas of the College must be kept clean and tidy by those who use them. It is especially important that kitchens, laundries, baths, showers and lavatories are kept clean. Penalties may be imposed on any Junior Member littering or unreasonably soiling common rooms and other communal spaces and the grounds and gardens.
2. Junior Members must not deface the quadrangles, lawns and gardens by leaving cigarette ends and litter about, or by wearing paths across the lawns.
3. Junior Members must not walk on the lawns of Fellows' Quad, St Alban's Quad or Mob Quad.
4. Junior Members may use the Fellows' Garden and the Holywell Gardens for work or relaxation but must not play games there or take food or drink into them except bottled water. Students may not gather in the Fellows' Garden or Holywell Gardens between 12.30 a.m. and 6.30 a.m. without permission from the Deputy Principal of the Postmasters.
5. Junior Members may play croquet but no other game on the Chestnut Tree lawn during Trinity Term between the hours of 9.00 a.m. and 9.00 p.m. Bookings are via <https://intranet.merton.ox.ac.uk/bookings>. The croquet kit access key can be collected from the Merton Lodge on receipt of a University card once the booking has been verified.
6. Bicycles, scooters (including e-scooters) or the like must not be brought into College quadrangles, houses, rooms or corridors.
7. Bicycles, scooters (including e-scooters), hoverboards, roller skates, roller blades, skateboards or similar apparatus are not to be ridden in the College.

8. Junior Members are not allowed to park vehicles on College premises, except at the Sports Ground car park and only if they applied for and been granted access.

9. Junior Members must not possess or use water pistols, water guns, water balloons, or similar objects in the College. They must not deliberately hurl, drop or project anything from a College window or building, including water, particularly at members of the public.

10. No member of the College shall within any College building or within 100 yards of any College building or in the Fellows' Garden or any College garden or quadrangle throw, pour, spray, apply or use anything or substance in a way which is intended, or is likely, (a) to cause injury to any person, or (b) to cause damage to, or defacement or destruction of, any property (whether or not with the consent of the owner of that property), or (c) to cause litter.

11. Junior Members must not, without the permission of the Chaplain or other person in charge, take photographs or make visual or sound recordings during any service, concert, or ceremony in the College Chapel.

39. LIBRARY

1. The Library is for the use of members of Merton College only, and others must not be admitted, except with the prior permission of the Librarian or when accompanied by a Fellow of the College. A guide to the libraries is available through the college intranet at <https://intranet.merton.ox.ac.uk/library>.

2. Books may be borrowed only by current members of the College. Exceptions may be granted by the Senior Tutor or by the Librarian, to whom written application should be made.

3. Reference books and most sets of journals and periodicals are confined to the Library and must not be removed. Books marked 'Confined to the Library' cannot be borrowed by Junior Members. All items published before 1851 are deemed to be 'Confined'.

4. Each volume borrowed must either be issued to the borrower on the computerised issue system or, if the self-service machine is out of service and no library staff are available, be signed out in legible handwriting on the self-issue slips and placed in the loan slip box located near the self-service machines.

5. Junior Members must not remove a book from the Library without recording it on the computerised system or on an issue slip. Those who do not record volumes they remove may be fined and, if the offence is persistent, excluded from the Library.

6. Borrowers retain full responsibility for any books that they have borrowed from the Library.

7. No one may have in their possession more than twenty College Library books from the main collection at any time without the permission of the Librarian or Deputy Librarian.
8. Books borrowed from the Library must be returned by 11.59 p.m. on the day on which they are due.
9. Term-time loan periods and renewal privileges for books from the general collection are as follows: undergraduates: 28 days, with online renewals possible up to [a total of] 112 days (but books borrowed or renewed after 4th Week will be due on Wednesday of 8th Week); graduates: one term, with online renewals possible up to [a total of] 280 days. Once the set renewal period has ended, books must be brought to the Library and discharged before being re-borrowed (if not on hold for another reader). Books borrowed for a vacation must be returned or renewed on or before the Wednesday of 1st Week of the succeeding term. More information can be found on the college intranet at <https://intranet.merton.ox.ac.uk/library>.
10. A book may be recalled if required by another reader. A book which is not returned after recall will be regarded as overdue.
11. Fines will be charged for the late return or renewal of books and non-book material. See Appendix 1 (Tariff of Possible Fines and Charges).
12. All fines will be added to battels at the end of the term in which the fines have been incurred.
13. Students whose books are more than a term overdue and who fail to respond to communications from the Library may have their College Library privileges suspended and may additionally be charged the fine normally charged for lost books. See Appendix 1 (Tariff of Possible Fines and Charges).
14. Members of College going out of residence or at the end of their course must return all Library books before going down. Requests for exceptions should be directed in writing to the Senior Tutor. Books not returned before a student leaves College at the end of their final term will be deemed 'lost', and the fine for lost books will apply. See Appendix 1 (Tariff of Possible Fines and Charges).
15. It is a serious offence to mark or deface Library books or to use adhesive bookmarks in Library books. A fine for each damaged, defaced or lost book will be charged to the persons responsible for the damage or loss (normally the person to whom the item has been issued). See Appendix 1 (Tariff of Possible Fines and Charges).
16. The Library workstation computers ("OPACs") are to be used only for access to library catalogues, e-journals and other electronic research resources. They may not be used for other purposes, including email, running applications or programming.

17. Readers of special collections material must consult a member of library staff if they wish to photograph Library or Archive items.
18. Damaged or defective items should be brought to the attention of library staff.
19. No food (including chewing gum) or drink, other than water in a lidded bottle, may be brought into the Library. Temporary exceptions may be made at the Librarian's discretion. Open containers of food or drink will be removed by staff immediately and discarded.
20. So far as is possible, silence should be maintained in the Library. Mobile telephones and other devices brought into the Library must be switched to silent mode. The use of library spaces for video and/or telephone calls and meetings is not permitted.
21. Personal possessions not needed for a reader's work must not be brought into the Library.
22. Library study space is limited and must be shared with others. Guidelines on whether and how books and papers may be left overnight in the Library may vary according to the term and will be posted. Readers are expected to follow these guidelines and normally should tidy books and papers when leaving the Library for more than a short break, so that others can use the desk space. Staff reserve the right to clear tables and desks when necessary.
23. All visitors to the Upper Library must be accompanied by a Fellow of the College, or by a member of the library staff. All visitors' bags other than small handbags must be left at the foot of the stairs; parties of more than 8 persons may be admitted only by permission of the Librarian; and visitors must not enter the bays or touch any book. Members of College and up to two personal guests may attend the summer college tours provided by College Guides free of charge but must normally register in advance. Please see the College website for current information about tours
24. The regulations applying to books should be understood to apply generally also to information objects in other formats (CDs, DVDs, etc.). Special borrowing periods and fine schedules may apply to designated sub-collections and/or items in non-printed formats. See Appendix 1 (Tariff of Possible Fines and Charges).

40. INFORMATION TECHNOLOGY

1. Junior Members must observe both College and University regulations governing the use of computing facilities. University regulations can be obtained from the University of Oxford IT Services and are posted at www.it.ox.ac.uk/rules.

2. The Principal of the Postmasters or Deputy Principal of the Postmasters may instigate disciplinary proceedings if warranted and may impose fines on, or withdraw network and computer room services from, Junior Members who are found to be in breach of regulations. Contravention of computer regulations may constitute serious misconduct, rendering the offender liable to appear before the College Disciplinary Panel. In some circumstances, Junior Members may be subject to criminal proceedings in the event of computer misuse. Junior Members are reminded that all other rules, in particular those relating to conduct and harassment, fully apply to their online activities.

3. IT facilities are provided to Junior Members principally for academic and administrative purposes that are related to College and University activities. Junior Members have no right to use IT facilities for any other purposes. Reasonable personal use is expected but members are asked to give way to those wishing to complete academic work when using shared facilities.

4. Junior Members must not use the College's IT or network facilities in ways which contravene the [University's Regulations Relating to the use of Information Technology Facilities](#) (IT Regulations 1 of 2002).

Attention is drawn to the prohibition on using IT facilities with the intention of drawing people into terrorism.

5. Junior Members are bound by the provisions of the Copyright, Designs and Patents Act 1988, applicable data protection legislation (including but not limited to the UK General Data Protection Regulation and the Data Protection Act 2018) and the Computer Misuse Act 1990. Junior Members are required to observe the College's Information Security Policy, Data Protection Policy, Data Protection Breach Regulations, Mobile Device Security Regulations, Network Acceptable Use Regulations, and Password Policy. These are included as appendices to this Handbook and may also be found here: <https://www.merton.ox.ac.uk/college-policies>.

6. Duplication of software licensed to the College is forbidden.

7. The College accepts no liability for loss of data or consequential damage arising from use of IT facilities.

8. The College accepts no liability for loss of network connectivity. The College will endeavour to give at least one day's notice of withdrawal of services arising from repair or maintenance of IT facilities.

9. For network security purposes, and in order to investigate breaches of the computing regulations, the College reserves the right to monitor network access by users and restrict the use of any computer connected to the network. Such activity is conducted in accordance to the College's Privacy Notices (<https://www.merton.ox.ac.uk/privacy>).

10. The Head of IT or any member of the IT department may suspend access to network services or computer room accounts, with or without

notice as appropriate, if the integrity or security of the network is compromised, or if consumption of network resources or bandwidth is unreasonable or wasteful.

Computer rooms and College Computers

11. Computer rooms are designated for normal use in the Old Warden's Lodgings, Mob Library, and the post room in Holywell Buildings Block A.

12. Junior members must not install software on College computers, or change system settings or interfere with any equipment or materials that are the property of the College or its contractors. Any computer malfunction must be reported to the IT department.

13. A College computer account may be used only by the designated user. Junior Members must not divulge their passwords to other users.

14. Users must log off at the end of any session. Workstations must not be left unattended during any session. Junior Members who habitually fail to log off, or leave a workstation unattended, may be barred from the system.

15. No food (including chewing gum) or drink may be brought into the computer rooms.

16. Personal belongings and College Library books should not be left unattended in the computer rooms and may be removed by College staff.

17. IT facilities are provided for the benefit of all members of the College. Users should vacate workstations promptly if required by IT staff or by other users requiring access to a specific program or facility. Complaints against unjustifiably protracted or excessive use of IT facilities should be referred to the Head of IT or IT department.

Personal computer equipment

19. The College accepts no responsibility for the installation or maintenance of computer hardware and software that is not in its ownership. Junior Members are personally responsible for personal computer equipment and software, and should keep it secure at all times.

20. Only persons who are members of the University of Oxford are permitted to use University network facilities. Junior Members must not permit or provide access to University network facilities by persons who are not members of the University of Oxford. Junior Members may be held responsible for use of College or personal computer equipment by unauthorised persons.

21. Where provided, use of an Ethernet socket in College residential accommodation is confined to the authorised resident. Only computer

equipment that is registered with the College may be installed on the network.

22. Only a single Ethernet interface may be connected to an Ethernet socket. The use of routers, switches or hubs is forbidden.

23. The use of wireless access points other than communal wireless access points provided by the College is forbidden.

24. All network equipment connected to wireless or cabled networks within College must be set to have an IP address assigned by the College DHCP Server – the most common default setting for such devices. Static IP addresses must not be configured, and disciplinary sanctions may be applied to persons who use static IP addresses, including permanent withdrawal of College IT facilities, unless they have special reasons to do so and have first obtained the express permission of the Head of IT.

25. Junior Members may not run a games server, email server, web server or any other form of server or file/resource services on the network.

26. Junior Members must install a fully licensed anti-virus program on their personal computer. Suitable software may be downloaded from the University registration website (<https://register.it.ox.ac.uk/self/software>). Operating system patches and anti-virus updates must be installed as soon as they become available.

27. Junior Members must seek the advice of the IT department before using file sharing or port sharing P2P (peer to peer) programs, Torrent programs and similar media downloading services. The use of such programs may be illegal or, where legal, may be subject to regulation and restriction to prevent excessive use of bandwidth for purposes unconnected with College or University activities.

28. Individual Junior Members must be covered by a TV Licence to watch or stream live TV on any streaming platform or device or to watch BBC iPlayer. This could be on any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or Blu-ray/DVD/VHS recorder. Further information is available from TV Licensing at www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1.

29. The use of social networking sites such as Facebook, Instagram, X (formerly Twitter) and YouTube, including any material posted on such websites, is subject to College Regulations. Students who use university or college IT facilities in order to access such websites (even indirectly), or in particular who post material about other members of the University on such sites, are acting in a university context and must observe all the College's and University's regulations. Further information is available from the Proctors' Office.

30. Wireless access is available and 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>

41. PHOTOCOPYING AND COPYRIGHT

1. Junior Members must ensure that photocopying and printing from the internet is carried out by them within the terms of the Copyright Designs and Patent Act 1988. If, without the authority of the copyright owner, a person copies outside the very limited "fair dealing" exceptions of the Copyright, Designs and Patents Act, 1988 (which allows copying for, amongst other things, research or private study by individuals), that person may not only be infringing copyright but be committing a criminal offence.

2. It is the duty of the licensed institution (in this case the University of Oxford and the College itself) to ensure that Junior Members are kept properly informed concerning photocopying and copyright law. This Regulation, together with notices that appear beside each College photocopier, constitutes information to Junior Members for this purpose.

3. The College, as the licensed institution, may bring disciplinary charges against any Junior Member who infringes photocopying and copyright law.

42. LICENSING

1. The College holds premises licences authorising licensable activities on College premises.

2. All activities on College premises are subject to College regulations, whether they are authorised by license or otherwise.

3. Licensable activities that are authorised are the supply of alcohol and late night refreshment, performances of plays, films, live and recorded music and dance.

4. College premises that are licensed are the main College site in Merton Street and the Pavilion. The Boathouse is licensed for the supply of alcohol only. All other College premises are unlicensed, including all premises in Holywell Street, Jowett Walk, Mansfield Road, St Cross Road, Manor Road and Manor Place.

5. Licensable activities may take place only at the following times:

	Merton Street	Pavilion	Boathouse
Supply of alcohol	10.00 a.m. to 12.00 midnight daily, or until 2.00 a.m. on the following day on not more than 24 occasions each calendar year subject to 10 days' notice to the Licensing Authority and Police and the consent of the Police. Once every 3 years alcohol may be served throughout the night on the occasion of the College Ball subject to 3 months' notice to the Licensing Authority and Police and the consent of the Police.	10.00 a.m. to 2.00 a.m. on the following day on not more than 24 occasions each calendar year subject to 10 days' notice to the Licensing Authority and Police and the consent of the Police.	12 midnight to 12 midnight on the following day.
Late night refreshment	11.00 p.m. to 5.00 a.m. on the following day.	11.00 p.m. to 5.00 a.m. on the following day.	
Performances of plays, films, live and recorded music and dance	12 midnight to 12 midnight on the following day. See further below for College Ball and comparable events.	12 midnight to 12 midnight on the following day.	

6. No supply of alcohol may be made by the College unless there is a Designated Premises Supervisor in post who holds a valid Personal Licence. The Designated Premises Supervisor for the time being is the Domestic Bursar.

7. Every supply of alcohol made by the College must be made by or authorised by the Designated Premises Supervisor or by a person who holds a Personal Licence.
8. Alcohol may be supplied only to members and employees of the College and their guests or to persons attending private functions or conferences or other persons in residence during vacation periods.
9. It is illegal for any person under the age of 18 to be served with alcohol by the College, or to purchase or endeavour to purchase alcohol from the College, or to consume alcohol purchased from the College on their behalf. However, it is permissible to serve wine, beer or cider provided with a table meal to a person aged 16 or 17, provided they are accompanied by an adult.
10. Alcohol supplied by the College must not be removed from College premises other than in sealed containers.
11. All external doors and windows must be kept closed other than for access and egress in all rooms in which events involving amplified music and speech are taking place.
12. Music and speech may not be relayed through external speakers without the prior consent of the Licensing Authority.
13. Drones, or fireworks or other pyrotechnics may not be deployed without the prior consent of the Licensing Authority.
14. Children under the age of 16 must be supervised by a responsible adult at all times when on College premises.
15. Where a film in the 12A, 15 or 18 categories is displayed no person appearing to be under the age of 12 and unaccompanied, 15 or 18 as appropriate may be admitted and a notice to that effect must be displayed.
16. With respect to College Balls and to any comparable events that may be approved by the College:
 - (i) The Ball Committee (or comparable organising committee) must give three months' notice to the Licensing Authority and the Environmental Health Office of the date for the College Ball (or comparable event).
 - (ii) Each Ball (or comparable event) will be subject to a noise risk assessment in accordance with the current Oxford City Council Code of Practice which must be undertaken by the organising committee and submitted by it to the Environmental Health Office three months in advance of the date for the event.
 - (iii) The organising committee must invite representatives from the Licensing Authority and other relevant authorities to discuss the event one month in advance of the date for the event.

(iv) The organising committee must notify residents in the immediate vicinity two weeks in advance of the event by means of a leaflet stating dates and times and providing a telephone number and contact person to whom complaints can be directed.

(v) Any amplified music played at a College Ball or comparable event in the open air or in a marquee must cease by 3.00 a.m.

43. VACATION RESIDENCE FOR UNDERGRADUATES

1. The Regulations in this section do not apply to second BA students.
2. College Terms, covered by the standard accommodation charge, run from Thursday of 0th Week to Saturday of 8th Week inclusive (i.e. the first night covered by the charge is Thursday of 0th Week and the last night is Friday of 8th Week). Undergraduates must return to residence by Thursday of 0th Week (whether or not they are due to sit College Collections) unless they have sought and received permission in advance from the Senior Tutor.
3. Provided the College is not officially closed, undergraduates may return to residence from Sunday of 0th Week of each term without special permission. Rooms may not have been serviced by Sunday of 0th Week, and evening meals will not normally be available, since arrival will usually be past the deadline for meal booking.
4. Unless they have received prior permission for vacation residence, undergraduates must vacate their rooms by 10.00 a.m. on Saturday of 8th Week in Michaelmas term, by noon on Saturday of 8th Week in Hilary term, and by noon on Sunday of 9th Week in Trinity term
5. All other vacation residence requires explicit permission and objective academic justification. Priority will be accorded to those sitting University Examinations²³ and with extended terms. Vacation residence expires at 10.00 a.m. on the day of departure; this departure time applies throughout the vacations, not just on the weekends at the end of term.
6. In special circumstances, vacation residence may be approved on compassionate grounds.
7. If accommodation is available and a good case can be made, short periods of vacation residence to enable participation in University sport, music or other extracurricular activities may occasionally be possible.
8. Vacation residence will not be approved to cover intervals of time before parents can collect undergraduates and their belongings. The dates of term are well-publicised and arrangements should be made accordingly.

²³ Sitting exams in this context means being in residence after the end of term to take papers, not revising for exams in the following term.

9. Charges will be levied at the prevailing conference rate for any period of vacation residence for which permission has not been obtained.

10. Except as provided above, Junior Members wishing to remain in residence beyond the end of one term or to return before the beginning of the next, including those awarded or applying for vacation study grants and including candidates for University examinations during a vacation, must submit applications to the Academic Registrar by the deadline, currently Friday of 4th Week.

The College has put in place a supplementary deadline in the Long Vacation for applications to return prior to the start of Michaelmas Term. Students will be notified of the date of this deadline via email.

11. Vacation residence is only available for continuous periods, either at the end of one term or before the start of the next, and Junior Members are not permitted to sign in and out of residence. Exceptions may be granted for laboratory-based projects or similar with a set start-date later in the vacation, and evidence of the later start-date will be required.

12. The application forms for vacation residence and vacation study-grants will be circulated by email during 2nd Week of each term.

13. Requests for any variation in an approved period of vacation residence must be the subject of a renewed application and will be agreed only in exceptional circumstances.

14. Permission for vacation residence confers no right to retain term-time rooms, which may be required for other College purposes. In particular, with the exception of those sitting University examinations, Junior Members housed within the main College precinct will be required to vacate their rooms by 10.00 a.m. on Saturday of 8th Week in Michaelmas term, by noon on Saturday of 8th Week in Hilary term, and by noon on Sunday of 9th Week in Trinity term. Accommodation elsewhere will be allocated if rooms are available.

15. Vacation residence during periods of closure will not be granted to undergraduates whose home address is in the UK.

Any other undergraduate wishing to remain in residence during a period when the College is closed must apply for permission and provide objective justification.

Junior Members who are under the age of 18 will not be permitted to remain in residence (a) during periods when the College is closed and (b) at other periods in the vacations when the College determines it is unable to offer appropriate supervision.

16. Undergraduates require the authorisation of the Senior Tutor to use the Library and computer rooms during vacations. This authorisation is automatic for those with vacation residence permission. Non-resident

undergraduates should email the Academic Registrar by the end of 8th Week to request permission.

17. With the exception of 9th week of each term, undergraduates may not access the JCR and TV Room during vacations as these rooms are used by College for other purposes.

18. Undergraduates must not leave any belongings in a college room during vacations, even after a period of approved vacation residence, unless they have been given express prior permission by the Head of Accommodation..

44. NOISE AND NUISANCE

1. Excessive noise is antisocial. No Junior Member or any other person should have to suffer from an unreasonable and avoidable disturbance.

2. Permission must be obtained for any gathering of more than ten persons or for any College party on College premises. Detailed regulations are set out in Appendix 8 (Holding Meetings or Parties on College Premises).

3. Playing musical instruments or sound systems in the open air is forbidden, except where prior permission is granted by the Principal of the Postmasters.

4. Junior Members may only play music, whether live or reproduced, in their rooms between 9.00 a.m. and 11.00 p.m. Music played within the permitted times must be kept to a tolerable level for your neighbours, or those teaching in neighbouring rooms, and must not be audible beyond your room.

5. Music played within the permitted times must be kept to a tolerable level.

6. The Music Rooms must be used for musical activities only. Food and drink, except bottled water, must not be taken into them. The playing of amplified music in the Music Rooms is forbidden except by express permission of the Principal of the Postmasters. Music played in Music Rooms should only be played between 8.00 am and 10.00 pm.

7. Permission must be sought from the Warden and Tutors' Committee before music or drama rehearsals or any similar activity is held in the gardens. The application should be made through the Senior Member of Merton Floats (in the case of drama) or the Principal of the Postmasters (in the case of any other activity) and in all cases the Garden Master must be consulted. (Permission is likely to be withheld during times proximate to Public Examinations.) Performances of music and drama are activities that are regulated by the College's premises licence, see section 42.

8. Junior Members who have mobile phones must ensure they are switched off during tutorials, classes and lectures and at all other times when they might cause disruption, including during Formal Hall.

9. A penalty in accordance with Appendix 1 (Tariffs of Possible Fines and Charges) will be imposed for the setting off of a fire alarm in communal kitchens between the hours of 11.00 p.m. and 6.00 a.m. Any noise caused by the use of the kitchen facilities or other communal areas for preparing or consuming food during quiet hours should be minimised.

45. SMOKING

1. Smoking and use of e-cigarettes or vaping is only permitted in the quadrangles and gardens of the College, excluding all covered passageways between quadrangles, or in close proximity to doors and open windows or of flammable materials or liquids. Students are requested not to smoke, use e-cigarettes or vape in Front Quad.

2. Smoking and use of e-cigarettes or vaping is not permitted inside any College building. This includes personal accommodation, the Hall, Chapel, Bar, Pavilion, Boathouse, libraries, seminar rooms, common rooms and music rooms, corridors, staircases. Smoking and use of e-cigarettes or vaping is also not permitted in any substantially enclosed areas (more than 50% enclosed with a roof).

3. It is the responsibility of smokers to dispose of smoking materials in a safe and tidy manner in the smoking bins provided.

46. HEALTH AND SAFETY

1. New Junior Members will be inducted in key aspects of health and safety, in particular fire safety, at the start of the academic year. All new Junior Members and those who are being readmitted as graduate students are obliged to attend these induction sessions. The sessions are optional for graduate students who have already taken a graduate course at Merton, provided they have already a session as a new student within the last two years.

2. Junior Members are expected to behave in a responsible and considerate manner and to take reasonable care to avoid injury to themselves and to others. A Junior Member who contravenes safety regulations or who carelessly or wilfully puts at risk the safety of any person, including themselves, may be subject to disciplinary action.

Accidents and emergencies

3. 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 should be

summoned first by dialling 999 or 112, giving clear instructions as to the precise location of the accident.

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

5. 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.

6. 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.

Fire safety

7. Junior Members are required to familiarise themselves with the fire notices posted in their room and to attend fire drills when they are in residence. The first fire drill in Michaelmas will be announced; thereafter fire drills will be unannounced. Whenever the fire alarm sounds, except at the time of a designated test, the building must be evacuated and Junior Members must not return until the all-clear is given by either the Lodge Porter or by the Fire Officer. It is an offence not to evacuate the building in the event of a fire alarm, even it is believed that the reason for the alarm is known.

8. It is an offence to misuse a fire extinguisher, a smoke detector, fire alarm, or any fire equipment, to obstruct a fire escape, tamper with break glass boxes, or to behave recklessly with respect to fire.

9. It is an offence to prop open fire doors or to obstruct corridors and fire exits. All corridors and escape routes must be kept clear of all items, no matter how small, at all times and fire doors must not be propped open, obstructed or rendered inoperative.

10. Any malfunctioning alarms and emergency lights or damage to fire equipment must be immediately reported to the relevant College Lodge.

11. It is prohibited to bring into College rooms or to use there candles, incense, joss sticks or other flammable materials. Smoking is not permitted in personal accommodation.

12. It is an offence to store or ignite flammable, hazardous or explosive substances on College premises, including but not limited to fireworks, gas cylinders, and all items of compressed air. Junior Members must not bring into any College room or re-charge there batteries used for e-bikes, e-scooters or the like.

13. Cooking and the use of microwaves, toasters and similar devices, is not permitted in any accommodation. Junior Members are not permitted to bring any of the following electric appliances into College: cooking appliances (including microwaves, toasters and sandwich makers), heaters (including non-electric heaters), irons, heated clothes airers or any other appliances that may constitute a hazard.

14. Kettles must be of the automatic switch-off type. Small (single cup) coffee machines are allowed, preferably capsule type.

15. Unauthorised barbeques are not permitted. It is an offence to possess barbeque equipment in College premises, whether inside or adjacent to a student residence. Junior Members can apply to the College via the College Events team to use the College barbeque equipment at the Pavilion or at Holywell Quad Summerhouse (Holywell residents only).

16. The drying of clothes on top of any heaters (electric or other) constitutes a fire hazard and is prohibited. Junior Members must use the laundry facilities provided.

College buildings and equipment

17. Climbing on College buildings, including roofs, walls, ladders and scaffolding, or fire escapes unless in an emergency, is prohibited.

18. It is prohibited to interfere with any tools, fixtures, equipment or materials that are the property of the College or its staff or contractors.

19. Any malfunctioning equipment including sports equipment, heating equipment, laundry equipment and computer equipment must be withdrawn from use and reported to the appropriate College Officer or to the Lodge at the first opportunity.

20. Trucks and trolleys used for the transportation of personal effects must not be removed from College premises, except to transport items to & from Merton/Holywell precincts. Junior Members are advised that they use these items at their own risk. It is recommended that two people are in control of any truck or trolley when used on public pavements and roads. All trucks/trolleys must be returned to the precinct they were collected from.

21. Junior Members must not enter areas of the College that have been cordoned off while building, maintenance or cleaning activities are taking place.

22. The College is an institution of considerable antiquity. Junior Members must exercise due care at all times, especially when climbing or descending steps and staircases, and when traversing paths and stone paving, particularly when icy or wet.

Electrical appliances

23. 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.

24. Electrical appliances that are over two years old must be tested by a qualified electrician and certified as fit for use before being introduced into College. The College may at any time inspect certification or require that appliances be made available for testing by the College electrician, for which a fee may be payable. Appliances failing a safety check will not be allowed in College rooms.

25. It is prohibited to interfere with electrical fittings, to connect appliances to a lighting circuit or connect multi-way adapters or extension cables to a socket outlet. Alterations or attachments must not be made to the electric circuits or fittings, except by the College electrician.

Firearms and other offensive weapons

26. Firearms, ammunition or other offensive weapons must not be brought into College without prior written permission of the Principal of the Postmasters.

47. COLLEGE SPORTS

1. Junior Members are required to familiarise themselves with the rules and safety regulations applying to any sports activities organised by the Amalgamated Clubs of Merton and Mansfield Colleges in which they participate.

2. College sports are administered 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.

3. The sports officers must carry out risk assessments of sports activities and record their findings in writing.

4. Each sports team must have an appropriate induction procedure in which Junior Members are made aware of any regulations and codes of conduct and any significant risks attaching to the sports before participating in it.
5. Captains or team leaders must be familiar with the regulations and codes of conduct promulgated by the relevant National Governing Body of the sport. Junior Members must adhere to the regulations and codes of conduct applying to any sport in which they participate.
6. 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.

Personal fitness

7. Junior Members must achieve the required level of fitness to engage in any sporting activity. Captains or team leaders must provide induction in fitness training, including warming up and warming down exercise programmes that should be adhered to prior to and immediately after physical exertion.
8. 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.

Equipment

9. The College is responsible for maintaining the Pavilion and the sports equipment that is provided to the Amalgamated Clubs.
10. Junior Members must ensure that they are familiar with the requirements for clothing and equipment applying to any sport in which they participate. They must report any defect in clothing or equipment provided by the College to the Senior Treasurer of Amalgamated Clubs as soon as it is detected.
11. The College is not responsible for personal clothing or equipment but reserves the right to debar Junior Members from participation in any sport where clothing or equipment is judged defective or inadequate.

Accidents and emergencies

12. There is an Accident Book at the College Pavilion. Irrespective of the cause, the circumstances of any non-trivial accident or near-miss sustained on the premises must be recorded in the Accident Book by the person suffering or narrowly avoiding injury or by a witness, and the accident record reported by email to the Domestic Bursar, who has overall

responsibility for health and safety within the College. This is a statutory requirement.

13. There is a Sports first-aid kit and a portable defibrillator available at the College Pavilion. The captain or team leader must locate the kit, ensure it is adequately stocked and verify first-aid procedures before each fixture. If the captain or team leader is not qualified in first aid, they must verify whether the referee, umpire or any other person present is qualified. The Groundsman is qualified in first-aid but may not be available to be summoned. The College Nurse, Lodge Porters and other College staff are also qualified in first-aid but it would take time to summon them to the Sports Ground and they might not be available. First-aid will normally be administered only in relatively trivial cases of injury, or in serious cases, as a holding measure while the emergency services are summoned.

14. The telephone in the College Pavilion, or any available mobile phone, may be used to summon assistance. The captain or team leader must ensure prior to the fixture that the approach road to the Pavilion is clear for vehicular access.

15. If any person becomes ill or is injured, other than in case of minor cuts, bruises etc., arrangements must be made to accompany and transport them back to the College, or to the doctor's surgery or hospital as appropriate. A taxi may be summoned through the Holywell or Merton Street Lodge for this purpose, if necessary.

16. In cases of serious injury or illness, the ambulance service must be summoned on 999 or 112, giving clear instructions as to the precise location of the incident, and providing a telephone contact-number. No attempt should be made to move a person who is immobilised by injury, prior to the arrival of the emergency services. The Holywell or Merton Street Lodge must be contacted via telephone in all such cases to inform them as to details of the situation. The Lodge will then advise a member of the Welfare Team where appropriate and necessary and a Porter may be in a position to advise and/or assist in person.

Away fixtures

17. Most sporting activities take place in Oxford on college or University premises. In the exceptional event that any College club fixture or event is booked at another location, the Senior Treasurer of the Amalgamated Clubs must be consulted and the following registration procedures will apply.

18. The captain or team leader (who must be a person attending the event) must provide to the Senior Treasurer the following details in writing and advance:

- (i) The nature of the event and an itinerary for it, including the date, time, duration and precise location (address) of the event.

- (ii) Estimated times for departure and return.
- (iii) Contact telephone numbers for team leader and at least one deputy, and the host if possible.
- (iv) Names of all participants.
- (v) Transport arrangements, including details of vehicles and drivers.
- (vi) First aid arrangements.
- (vii) Insurance arrangements, including transportation in private vehicles.

Fitness Room

19. An air-conditioned Fitness Room is available to all Junior Members (see section 19, paragraph 13). Junior Members must not use the Fitness Room until they have completed an induction and signed a disclaimer. Appropriate clothing and shoes must be worn at all times when using the facilities. Junior Members' guests including other University members are not permitted to use the facilities. Rules for the use of the Fitness Room are on display and must be followed at all times.

48. FINANCIAL

Liability for academic fees

1. Fees are payable by all students studying for a degree, diploma or certificate at the University. For most programmes of study, fee rates are dependent on a student's country of nationality and residence as well as the level of previous study. The fees status of Junior Members will be one of: Home, Republic of Ireland, Islands and Overseas.

Fee information is provided to Junior Members in their Financial Declaration documentation. Information, including for Junior Members who were on course prior to the 2024-25 academic year, can also be found on the University's [Fees & Funding webpages](#).

All queries relating to fees, including about fee status, should be addressed to the Accounts Assistant in the Finance Bursary (bursary@merton.ox.ac.uk).

2. Undergraduates with Home fee status (or EU students starting courses in 2020 or before) are normally eligible to a loan from the UK government for the full amount of course fees, if they wish. Information about to apply can be found at www.gov.uk/apply-for-student-finance. This page contains separate links for students from England, Scotland, Wales, and Northern Ireland. Each funding body has its own application deadlines and it is important that applications are submitted before these dates. Eligible

students who chose not to access UK Government support must pay the fees themselves.

3. Home undergraduates are personally liable for the course fee of £9,250, but they may receive financial assistance from their student funding body if they have elected to be financially assessed on their application form. Undergraduates can apply for a student loan to cover all or part of their course fee. Any part of the fee not covered by a student loan is payable to the College, which collects fees on behalf of the University.

5. In cases where all or part of an undergraduate's course fees are paid by Student Finance England or similar fee-paying body, the College will claim the fees due from the body concerned. However, the undergraduate is ultimately responsible for the payment of Course fees, regardless of the amount of assistance they receive from funding bodies. Every offer of a place at the College is conditional on accepting this obligation.

Accommodation Charges

6. Charges for single accommodation are made termly in advance on the basis set out in the licence agreement.

7. Charges for undergraduate vacation residence are charged in arrears.

8. Rents for couples' accommodation are payable calendar monthly in advance.

9. Charges for single accommodation payable for the academic year 2024-2025 are set out in the licence agreement.

10. Charges for couples' accommodation payable for the academic year 2024-25 are from £1,098.00 per calendar month for accommodation with one bedroom.

11. The charge for use of a Junior Members' guest room is £42.00 per night for the academic year 2024-25.

Meal Charges

12. Meal charges for the academic year 2024-2025 are as follows:

	Members	Guests
Breakfast	£2.53	£3.84
Lunch	£4.60	£6.90
Dinner	£5.66	£8.52

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

Electricity Charges

13. 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.

14. Electricity is charged to battels in arrears.

Other Charges

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

Payment

16. University and College tuition fees are charged annually in advance and must be paid in full by Friday of 1st Week of Michaelmas term.

17. Charges for accommodation and electricity, as set out in the Licence Agreement, and all other charges must be paid by the Friday of 1st Week of each term. The College will accept payment by cheque, bank transfer or most debit/credit cards. Payment is deemed to take place only when cleared funds are received in the College's bank account. A cheque drawn on a UK bank can take three or four days to clear. Particularly when an overseas bank is involved, money can take several weeks to arrive.

18. If for any reason a Junior Member is unable to pay fees or charges by the due date, they must explain the reasons to the Finance Bursar by email prior to the due date.

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.

19. Any Junior Member who fails to pay fees or battels by the due date is automatically fined (see Appendix 1 (Tariff of Possible Fines and Charges), unless they have given advance notice to the Finance Bursar and obtained his express consent to late payment. Late payment of accommodation charges is governed by clause 2 of the Licence Agreement.

20. Where special circumstances warrant it, for example where a Junior Member is funded from a third-party source at times that do not permit settlement of fees or charges by the due date, application should be made to the Finance Bursar, who may agree to an individual payment schedule

other than the standard termly one. In order to conform with the Consumer Credit Act 1974, annual fees must be paid within twelve months and in no more than four instalments.

21. Persistent failure to pay fees or charges without reasonable explanation may be deemed to be serious misconduct.

22. Under University Examination Regulations ([Regulations on Financial Matters](#) paragraph 3.3) it is the duty of the Finance Bursar to notify any Junior Member who has not paid the University tuition fee in full by the due date (see paragraph 16 above) or by the agreed date (see paragraph 20 above) that, in the event that fees due are not paid in full within four weeks of that date, they shall be liable for suspension from access to and facilities of the University including the Examination Schools and other places of examination from the end of the four week period until such time as outstanding fees are paid in full. A Junior Member may be suspended from access to and facilities of the College during any period for which they are suspended from access to and facilities of the University for the purposes of this regulation.

Increases in fees and charges

23. Fees and charges are normally set annually in advance prior to the academic year to which they apply.

24. 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.

25. 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.

26. 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.

Refunds of fees and charges

27. Junior Members who wish to terminate or suspend studies must give notice in writing to the Senior Tutor and will be invited to discuss their reasons.

29. Refunds of course fees will be made in accordance with the prevailing policies applied by the University, which may vary from course to course.

29. Refunds of accommodation charges may be made in accordance with the provisions contained in the licence agreement.

30. Credit balances on meal cards will be refunded through battels.

49. COLLEGE OFFICERS

Access Advisers: Tutor x 1 H/SS	Dr Lucy Brookes (2024-25) Dr Bassel Tarbush (2025-26)
Tutor x 1 MS/MPLS	Dr Lindsay Baker (2024-26)
Acting Chaplain:	Revd Lyndon Webb (MT24 only)
Acting Head of Welfare:	Ms Jenny Barrett (MT24 only)
Archivist:	Mr Julian Reid
Associate Chaplain:	Revd Lyndon Webb
Chaplain:	<i>Vacancy</i>
College Nurse:	Lucille Champion
Dean & Keeper of the Statutes	Frater John Eidinow
Dean of Graduates:	Dr Kate Blackmon (2024-26)
Deputy Principal of the Postmasters:	Juliette Caucheteux
Development Director:	Mr Mark Coote
Domestic Bursar:	Mr Timothy Lightfoot
Equality Adviser:	Dr Martina Astrid Rodda (2023-25)
Estates Bursar & Land Agent:	Mr John Gloag
Finance Bursar:	Mr Charles Alexander
Garden Master:	Professor Radek Erban (2024-26)
Harassment Advisers to Junior Members:	Dr Alice Brooke (2023-26; <i>mat</i> MT24 & HT25) Professor Rhiannon Ash (MT24 & HT25 <i>vice</i> Brooke) Professor Matthew Higgins (2023-25)
Harassment Advisers to Staff:	Dr Jane Gover (2020)
Health & Safety Rep for Academic Staff:	Dr David Nadlinger (2024-25)
Junior Deans for Welfare:	Daisy Bressington, Olivia Simpson & Philippa Warman
Librarian:	Dr Julia Walworth (<i>sab</i> MT24 & HT25)
Principal of the Postmasters:	Dr Bassel Tarbush (2024-25)
Reed Rubin Organist and Director of Music & Director of College Music:	Mr Benjamin Nicholas
Research Convenor:	Professor Lorna Hutson (2022-25)
Secretary to the Harmsworth Trust:	Professor Alan Morrison (2023-27)
The Harmsworth Convenor of Selection Panels for Early Career Researchers: Humanities & Social Sciences: Sciences:	Professor Richard McCabe (<i>Emeritus Fellow</i> ; 2023-25) Professor Thomas Richards (2024-25)
Senior Treasurer of the Amalgamated Clubs:	Professor Jonathan Prag (2010-25)
Senior Treasurer of the JCR:	Professor Radek Erban (2019-26)
Senior Tutor:	Dr Jane Gover
Steward of Common Room:	Professor Alexander Schekochihin (2017-26)
Sub-Warden:	Professor Michael Whitworth (2024-26) Professor Jonathan Prag (2026-28) Professor Alan Barr (2028-30)
Senior Welfare Adviser:	Ms Jenny Barrett
Visiting Chaplain:	Revd Canon Christopher Collingwood (MT24 only)
Wine Steward:	Mr Mark Coote (2023-26)
Two members, appointed by the College of the Committee for the College Compassionate Fund:	Warden, Professor Gunn & the Chaplain

ACCOMMODATION LICENCE

LICENCE AGREEMENT

Between

The Warden and Scholars of the House or College of Scholars of Merton in the University of Oxford (commonly known as Merton College) (“the College”)

and

the Junior Member (“the Licensee”)

This Licence is not intended to confer exclusive possession on the Licensee or to create the relationship of Landlord and Tenant between the parties. This Licence shall not entitle the Licensee to any tenancy, or to any assured shorthold or assured tenancy, or to any statutory protection under the Housing Act 1988, or to any other statutory security of tenure now or upon determination of the Licence.

The College complies with the Universities UK (UUK) Accommodation Code of Practice. Further Details can be found at:

<http://www.universitiesuk.ac.uk/accommodationcodeofpractice>

The College agrees to provide the Accommodation and the Licensee agrees to occupy the Accommodation on the conditions set out in this Licence and in the College Handbook.

This Licence is conditional on the Licensee remaining a current Junior Member of the College and University Student of the University of Oxford (as defined below). If the Licensee ceases to hold either status, then this Licence terminates immediately without notice and the Accommodation must be vacated forthwith.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

Accommodation	A single room or en-suite room to be allocated to the Licensee by the College from time to time
Accommodation Contents	The fixtures, fittings and equipment in the Accommodation as specified in paragraph 16 of the College Handbook
Accommodation Period	The periods defined in the Arrival Card and in Appendix 15 of the College Handbook
Arrival Card	The card and document entitled “Details of Licence Agreement Terms for Academic Year” signed by the Licensee at the start of the first Accommodation Period for each Academic Year which includes details of:-

	<p>the Accommodation</p> <p>the date of arrival</p> <p>the Accommodation Period</p> <p>Charges for the Accommodation Period and Vacation Period and Payment Dates for the Accommodation Period and the Vacation Period</p>
Charges	The charges defined in the Arrival Card and in Appendix 15 of the College Handbook
College	Merton College, Merton Street, Oxford OX1 4JD
College Handbook	The publication from time to time entitled 'Merton College Handbook for Junior Members' as currently found at: https://www.merton.ox.ac.uk/college-policies
Designated Days	The days designated for cleaning of the Accommodation by College staff in accordance with the published cleaning schedules
Payment Dates	The dates for payment of the Charges as defined in the Arrival Card and in Appendix 15 of the College Handbook
Rights	<p>To occupy the Accommodation during the Accommodation Period</p> <p>To use the Accommodation Contents</p> <p>To have the Services</p>
Services	<p>Repair of the Accommodation</p> <p>Lighting and heating of the Accommodation</p> <p>Provision of hot and cold running water to the Accommodation</p> <p>Provision of an electricity supply to the Accommodation</p> <p>Disposal of rubbish deposited in proper receptacles, except for food waste</p> <p>Cleaning of the Accommodation</p>
University Student	A student member of the University of Oxford as defined by its Statutes
Vacation Period	Any period during a calendar year which is not within an Accommodation Period

1.2 The terms 'Junior Member', 'undergraduate', 'graduate', 'second BA student', 'term' and 'academic year' will have the meanings defined in paragraphs 1 and 2 of the College Handbook.

- 1.3 Where a reference is made to a College Officer, such as the Domestic Bursar, or to a member of the College staff, their details will be in the College Handbook.
- 1.4 Unless the context requires otherwise, words in the singular shall include the plural and in the plural shall include the singular.
- 1.5 Unless the context requires otherwise, a reference to one gender shall include a reference to other genders.
- 1.6 A reference to writing or written includes email.
- 1.7 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.8 Reference to clauses are to the clauses of this Licence.
- 1.9 Any words following the terms including, include, in particular, for example, or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.10 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

2. Obligations of the Licensee

- 2.1 To pay the Charges to the College in advance on or before the Payment Dates.
- 2.2 To check the Accommodation and Accommodation Contents and report any problems to the Domestic Bursar within seven days of the start of each Accommodation Period.
- 2.3 To keep the Accommodation and the Accommodation Contents in a clean and tidy condition and not to damage them.
- 2.4 At the end of each Accommodation Period and, in the case of Licensees who are undergraduates, on the last day of each Term, to leave the Accommodation in a clean and tidy condition and clear of all rubbish and personal belongings and to return to the College the keys to the Accommodation.
- 2.5 To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the Designated Days, or where the need for repair or any other matter affecting the suitability of the Accommodation for habitation was reported by the Licensee or others (such as the Scout, Lodge Porter etc.), but otherwise the College will endeavour to give seven days' prior

notice for planned maintenance work and twenty-four hours' prior notice for other purposes.

- 2.6 To comply with all applicable legislation to avoid the actions or negligence of the Licensee having an adverse effect on the College or The University of Oxford or on the owners or occupiers of nearby property.
- 2.7 To report to the Head of Conference and Accommodation any damage or want of repair in the Accommodation or failure of the Services as soon as reasonably practicable and in any event within twenty-four hours of becoming aware of it.
- 2.8 To pay to the College all costs reasonably incurred in enforcing the Licensee's obligations in this agreement or arising from a breach of them, including but not limited to any costs incurred in removing the Licensee from the Accommodation should they not leave as required by the terms of this Agreement.
- 2.9 To pay interest at the rate of 3% above the base rate of the Bank of England should the Charges not be paid within 14 days after the relevant Payment Date, such interest to be payable from the relevant Payment Date up to and including the date payment is made.
- 2.10 Promptly to send to the Domestic Bursar a copy of any communication the Licensee receives which is likely to affect the College or the Accommodation.
- 2.11 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the Accommodation or which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property. Any portable electrical appliance must comply with the Regulations contained in the College Handbook paragraph 46. The Licensee must within three days of request either provide a safety certificate for, or remove from the College, any appliance which in the College's reasonable opinion is unsafe, otherwise the College may remove it without further notice to the Licensee, charge any storage costs to the Licensee, and return it to the Licensee at the end of the Accommodation Period.
- 2.12 If the Accommodation is on the ground or first floor, not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door.
- 2.13 To comply with the University of Oxford's environmental policy (available at <https://sustainability.admin.ox.ac.uk/environmental-sustainability-strategy>) and in particular to take reasonable steps to avoid wasting fuel or water by turning off lights, electrical

equipment and taps when not in use, and to participate in any waste recycling schemes operated by the College or by others.

- 2.14 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.
- 2.15 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Accommodation or the Contents. Should anything be damaged, to pay the College's reasonable losses incurred in repairing or replacing the damaged item.
- 2.16 Not to move furniture from the Accommodation nor bring additional furniture into the Accommodation without the prior written consent of the Domestic Bursar. Sofas, inflatable mattresses, hammocks, futons or any portable beds, etc., are not permitted.
- 2.17 Not to use the Accommodation for any purpose other than as a study bedroom, or as a study and a bedroom where the Accommodation is a set of rooms.
- 2.18 Not to share the use of the Accommodation or allow any person to use it or sleep in it. Occasional overnight visitors are permitted to reside in guest rooms on the conditions set out in the College Handbook paragraph 16. Unaccompanied visitors will not be admitted to the College after 10.30 p.m. or before 7.30 a.m.
- 2.19 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others.
- 2.20 Not to add to or change the telephone services or the information technology services installation to the Accommodation.
- 2.21 If permitted to have an assistance animal in their Accommodation, Licensees will be responsible for the proper care and control of that assistance animal and will be liable for any damage or nuisance which that animal causes.

3. Obligations of the College

- 3.1 To provide the Services, subject to regulations and undertakings in the College Handbook section 16.
- 3.2 Except in the case of an emergency or serious disrepair, for disrepair reported by the Licensee or other matter preventing the Accommodation from being used and for cleaning on Designated Days to give the Licensee at least seven days' notice prior to entering the Accommodation during term-time for planned maintenance work and twenty-four hours' prior notice for other purposes.

- 3.3 Not to interrupt the Licensee's use of the Accommodation more than is reasonably necessary.
- 3.4 Not to disclose personal information obtained from the Licensee except as permitted by clause 4.2 of this agreement or where there is serious risk of harm to the Licensee or to others or the College's property.
- 3.5 To make available to the Licensee for inspection where necessary by prior arrangement with the College's Domestic Bursar:
- (a) the College's risk assessments with respect to the Accommodation;
 - (b) the College's Portable Appliance Testing procedures;
 - (c) The Universities UK Code of Practice for the Management of Student Housing; and
 - (d) the University of Oxford's transport policy.
- 3.6 The College Handbook contains information and advice for the Licensee on:
- (a) action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;
 - (b) health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of the College and why cooking in the Accommodation is a safety risk and in breach of this Licence; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for misuse of fire precautions equipment;
 - (c) how to get access to the Accommodation in the event of the Licensee losing their keys/access cards;
 - (d) cleaning schedules and students' responsibilities for cleaning (where applicable);
 - (e) the respective roles and responsibilities of the College and its resident students;
 - (f) health, welfare, and guidance on communal living;
 - (g) where to get advice on financial difficulties;
 - (h) where to get counselling;

- (i) how to register with a local health service;
 - (j) the management structure for the College and contact details of the main College officers, with out-of-hours emergency contact details; and
 - (k) any special arrangements made to help with any disability the Licensee may have disclosed to the College.
- 3.7 To give a receipt for any of the Licensee's property which is removed under the terms of this agreement.
- 3.8 To ensure security staff are clearly identified, and that any member of staff or contractor requiring access to the Accommodation carries, and allows the Licensee to inspect, appropriate identification documents.
- 3.9 To ensure clear and appropriate instructions for use are given for any equipment which the Licensee needs to operate in the College.

4. Other Conditions

- 4.1 The Licensee is responsible for the conduct of any person invited by her or him to the Accommodation or the College.
- 4.2 The Licensee acknowledges that the College may use her or his personal data in connection with this agreement, including to facilitate debt recovery, crime prevention and all matters arising from the Licensee's membership of the College and The University of Oxford.
- 4.3 The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this agreement and personal belongings left at the College are at the Licensee's own risk.
- 4.4 The College is not liable to repair any damage caused by the Licensee unless the cost is met by insurance or by the Licensee any excess on the policy being payable by the Licensee. This clause shall not apply where the College has an overriding statutory obligation to make the College safe.
- 4.5 This agreement does not affect the disciplinary powers of the College or of The University of Oxford (as to which, see <https://governance.admin.ox.ac.uk/legislation/statutes>).
- 4.6 The College is entitled, at the Licensee's expense, to remove from the Accommodation or elsewhere in the College any article of the Licensee's which constitutes an obstruction or a fire or health or safety risk but unless perishable will, if requested when removed, return it to the Licensee on the termination of this Licence.

- 4.7 The College is further entitled, at the Licensee's expense, to remove any item left in the Accommodation or elsewhere in the College by the Licensee at the end of the Accommodation Period. The College shall not be obliged to return any item to the Licensee but shall be entitled to dispose of it in any way that the College thinks fit whether the item has value or not. Should any such item have value and be sold the Licensee agrees to the College retaining the proceeds of sale for the College's use.
- 4.8 This agreement contains all the terms agreed to by the College and the Licensee at the time it comes into effect and any variation to the terms will only be effective if agreed between the Licensee and the College.

5. Termination of this Licence

- 5.1 This Licence shall terminate on the earliest of the following:
- (a) automatically on the first day of each Accommodation Period if the conditions set out in clause 5.2 are met;
 - (b) immediately without notice if the Licensee is suspended, rusticated, expelled or barred from the College pursuant to the College's bylaws or statutes;
 - (c) immediately without notice if the Licensee ceases to be a member of the College or a University Student;
 - (d) immediately without notice if any payment is overdue by 21 days or more unless the Licensee has secured the permission of the College's Domestic Bursar to defer payment in accordance with the procedures described in paragraph 48 of the College Handbook.
 - (e) on the termination date given in any notice under clause 5.3. If the notice is silent on the termination date, this will be the date the notice is deemed served in accordance with clauses 6.1 and 6.2; or
 - (f) on the termination date given in any valid notice under clause 5.4.
- 5.2 Unless the Licensee has made arrangements with the Domestic Bursar for late arrival this Licence will automatically terminate if the Licensee has not taken up residence on or before the first day of each Accommodation Period.
- 5.3 The College may terminate this Licence at any time if:
- (a) the Licensee is in serious or persistent breach of any of their obligations in this agreement; or

- (b) in the reasonable opinion of the College the health or behaviour of the Licensee constitutes a serious risk to herself or himself or others or the College's or other people's property.

The College shall give written notice to terminate the Licence and any such notice may terminate the Licence with immediate effect where reasonable but will otherwise terminate the notice on the date specified in the notice.

- 5.4 The Licensee may only terminate this Licence in accordance with this clause, and will remain liable for the Charges until:
 - (a) the Licensee has given four weeks' notice to the College's Domestic Bursar that she or he wishes to leave; and
 - (b) the Licensee makes payment for, or puts right, to the College's reasonable satisfaction any breach of their obligations in this Licence.
- 5.5 If this Licence is terminated early by the Licensee, the College will refund a fair proportion of pre-paid Charges as soon as possible after the termination becomes effective.
- 5.6 If this Licence is terminated early by the College, the College will refund to the Licensee a fair proportion of pre-paid Charges as soon as possible after the termination becomes effective.
- 5.7 The College reserves the right to relocate the Licensee to comparable alternative accommodation during the Licence Period where it is reasonable to do so but unless the reason for relocation is because the Licensee is in breach of one or more of their obligations in this Licence the Licensee will have the right to terminate this Licence (without having to comply with the conditions in clause 5.4) as an alternative to relocating.
- 5.8 The College's acceptance of the keys at any time shall not in itself be effective to terminate this Licence.

6. Notices

- 6.1 Any notice or other communication given under this Licence shall be in writing and shall be delivered by hand or sent by email or by pre-paid first-class post or by other next working day delivery service to the relevant party as follows:
 - (a) to the College marked for the attention of the Domestic Bursar (except that a notice to terminate this Licence may not be given by email); or

- (b) to the Licensee at the Accommodation or at the Licensee's home address or email address (if any) or the Licensee's pigeon-hole in the Merton Street Lodge.

6.2 Any notice or other communication given in accordance with Clause 6.1 will be deemed to have been received:

- (a) if delivered by hand, at the time the notice or other communication is left at the proper address;
- (b) if sent by email to the last known email address of the Licensee or of the Domestic Bursar of the College (as the case may be) at the time of receipt; or
- (c) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

6.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

7. Accommodation during the Vacation Period

7.1 Undergraduates may reside in their Accommodation during the Vacation Period only on the terms described in Section 43 of the College Handbook.

7.2 If departing during the Vacation Period, the date of departure should be advised at the earliest possible time to the Head of Conference and Accommodation by email.

7.3 The College reserves the right to allocate alternative Accommodation for the purpose of residence during the Vacation Period.

7.4 The College aims to make the Accommodation clean and serviceable prior to the first day of each Accommodation Period.

7.5 Charges for periods of residence during the Vacation Period will be payable on the next Payment Date or on or before 30 September in the year they are incurred if later.

8. Limitation of College's liability

8.1 Subject to Clause 0, the College is not liable for:

- (a) the death of or injury to the Licensee or invitees to the Accommodation; or
- (b) damage to any property of the Licensee or invitees to the Accommodation; or

- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or invitees to the Accommodation in the exercise or purported exercise of the rights granted by this Licence.

8.2 Nothing in Clause 0 shall limit or exclude the College's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the College or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the College to exclude or restrict liability.

9. Third party rights

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

10. Governing law

This Licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

11. Jurisdiction

Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

APPENDIX 1: TARIFF OF POSSIBLE FINES AND CHARGES

Disciplinary action will primarily take the form of monetary fines. A fine may be replaced by a warning in less serious cases (with a more severe fine if reoffence occurs). Disciplinary action will be decided at the discretion of the POP/DPOP according to: the severity of the offence, the offender's disciplinary record, and the offender's attitude.

Fines can be imposed by the College on Junior Members pursuant to this Handbook for breaches or non-observance of the Regulations. Where breaches or non-observance relate solely to a Junior Member's accommodation, the College may instead require compensation from the Junior Member as Licensee for any loss or damage the College suffers as a consequence of a breach of any term of the Licence Agreement.

Keys (see Regulation 17 Security)

Lost Key which is the Junior Member's responsibility, or failure to return room key on request or on departure (this to include incomplete sets on return –missing tags/labels/fobs removed). £47.00(including administration fee)

Lost Fob which is the Junior Member's responsibility, or failure to return room key on request or on departure (this to include incomplete sets on return –missing tags/labels/fobs removed). £10.50(including administration fee)

Obtaining an unauthorised copy of a key or electronic fob or providing a key/ electronic fob for use by an unauthorised person £75

Library (see Regulation 39)

Overdue books 10p per day per volume accruing to a maximum of £2 per volume for late return or renewal; 50p per volume for ignoring a recall notice, plus £5 (or more at discretion of Librarian) if two recall notices are ignored. 10p a day per overdue DVD accruing to a maximum of £2 per DVD for late return or renewal. Fines will be added to battels in the term in

which the fines have been incurred.

Damage to and loss of library items

If the item can be replaced by the Library with another copy of the same edition and format or staff-approved updated edition, the fine will be the full cost (refundable) of replacement plus a non-refundable £10 admin fine. The borrower will receive a copy of the relevant invoice or other proof of cost.

If the item cannot be replaced at reasonable cost or if the necessary edition/format is no longer available, the fine will be a refundable fee of £35 plus a non-refundable £10 admin fine. All replacements will be made by the Library (not the borrower) and determination of what constitutes a replacement or whether an item can be replaced will be determined by library staff.

If a borrower with items overdue for more than a term does not respond to communications from the Library, the items may be deemed lost and a fine charged. Additionally, library privileges may be withdrawn until the issue is resolved. Library items not returned before a student leaves at the end of their final term will normally be deemed 'lost' and relevant fines will apply.

Infringement of other library rules

£30 and up depending on circumstance

Battels (other than Accommodation Charges)

Late payment (see Regulation 48)

£30 plus interest 3% above UK base rate on the final battels

Bounced cheques

£30

Arrival and Departure

Failure to complete an arrival/departure card (see Regulation 30)	Reasonable administration charge up to £30
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Disciplinary

Where the matter complained of relates exclusively to the Junior Member's accommodation, the College reserves the right to impose an administration charge for dealing with it which will not exceed the highest fine identified in relation to that behaviour below.

Computer misuse (see Regulation 40)	£30 and up depending on circumstances
Excessive noise/disturbance and unauthorised parties (see Regulation 44)	£30-£75 depending on severity
Antisocial behaviour (e.g. stealing food)	£30-£75 depending on severity
Smoking in areas designated as non-smoking (see Regulation 45)	£30
Health and safety and fire safety severity breaches e.g. letting off fire alarms in a non-emergency situation, failure to evacuate a building when the fire alarm sounds, storing hazardous substances on College property including fireworks, gas and compressed air cylinders, burning candles, cooking (including toasting) in all areas except designated kitchens, unauthorised barbeques (see Regulation 46)	£15-£250 depending on severity
Security breaches e.g. leaving ground-floor windows open in unattended rooms, propping security doors open, sharing of or negligent use of College keys or fobs	£30-75 depending on severity, plus damages where applicable
Damage to College rooms, premises, grounds, Property, including littering and soiling	£30-£250 depending on severity plus costs
Failure to clean up after an event/gathering, failure to maintain communal facilities in an acceptable condition, unreasonable mess	£30-150 depending on severity

Leaving personal belongings in rooms during the vacation (see Accommodation Agreement)	Reasonable administration charge up to £30
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Unregistered room guests (see Regulation 16)	Reasonable administration charge up to £30-£75 depending on severity
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The above list of fines and charges should be regarded as illustrative only, not definitive. The amounts may also be varied depending on aggravating or mitigating circumstances.

The Principal of the Postmasters and Deputy Principal of the Postmasters have discretion to exact other penalties in addition to or instead of fines.

In serious cases, the Principal of the Postmasters will refer the case to the Disciplinary Panel if it appears that a penalty in excess of £250 is likely to be called for.

APPENDIX 2: GUIDELINES PREVIOUSLY ISSUED BY THE PROCTORS' OFFICE ON DEALING WITH DRUG MISUSE

The use of specified drugs is illegal within the UK, and is inimical to the University's primary objectives of the pursuit of academic study and research. The presence of drugs within the University community is detrimental to the welfare of its members generally, and will not be tolerated. Taking illegal substances, including so-called 'soft' drugs, has a rapid and serious effect on academic study, and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, it is often not, and therapy is a prolonged, expensive and specialised treatment, which is certainly disruptive. There are secondary but very real health risks such as exposure to infection with hepatitis, and AIDS. The University also recognises its duty to take firm action to protect people who may be affected or put at risk by drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The Colleges and the University are forbidden by law knowingly to allow drug misuse to take place on their premises. Students should be aware that the pastoral and disciplinary frameworks for action set out below, apply to activities within a 'University context' which under the University Statutes is defined as activities on University or College premises; in the course of University activity within or outside Oxford, whether academic, sporting, social, cultural, or other'.

The Pastoral Framework

One step which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

1. **Advice** is available at both college and University level. **Colleges** will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. **The Student Counselling Service** provides a source of confidential counselling outside the College context. **OUSU's Student Advice Service** will assist students in finding appropriate support.

2. **Medical Help.** One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA (01865 723500), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at www.talktofrank.com.

The Disciplinary Framework

Those involved with using or supplying drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(l) makes it a disciplinary offence for members of the University intentionally or recklessly to possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal.

Personal use of drugs. Students found using illegal drugs within their own Colleges or in College-owned accommodation are likely to be subject to the provisions of their College's disciplinary code. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use or possession for personal use of Class C drugs, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action. In the case of Class A and B drugs (e.g. cannabis, heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Student Disciplinary Panel. The Disciplinary Panel has the power to rusticate or expel student members.

Supplying and dealing in drugs will be treated severely. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'supply' includes all forms of passing drugs to someone else, irrespective of whether payment is made. For example, passing a cannabis joint around a group involves a series of 'supplies'. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

[amended 24 October 2011]

APPENDIX 3: BYLAW XI A: ACADEMIC DISCIPLINE

Introduction

1.
 - (a)
 - (i) Merton College promotes academic excellence and seeks to support all its undergraduates in fulfilling their academic potential. When joining the College, undergraduates contract to pursue satisfactorily the studies which are required of them. Academic obligations are set out in detail in Section 31 of the *College Handbook*.
 - (ii) The primary sources of academic advice and support for undergraduates are the Directors of Studies assigned to them each year and their Tutors. Information on their role is set out in Section 5 of the *College Handbook*.
 - (b)
 - (i) The Academic Disciplinary process outlined below is intended to be followed in cases where an undergraduate is deemed to be in breach of academic obligations.
 - (ii) Undergraduates should be aware that they are also subject to the University's regulations concerning student conduct and that they are therefore expected to observe two sets of (complementary) disciplinary regulations. The University's Student Handbook (Proctors' and Assessor's Memorandum) provides more information on the University's remit, see <http://www.admin.ox.ac.uk/proctors/info/pam/>.
 - (c) The College's process is presented in a flowchart at the end of the Bylaw.

Disciplinary Offences

2. The use of dishonest means in any examination or in fulfilling any academic obligation is a serious disciplinary offence. If an undergraduate is alleged or is suspected to have committed such an offence, the procedures set out at Bylaw XI B shall apply.

Informal Warning

3. Academic obligations include and are not confined to attending all tutorials and classes punctually; completing the work set to a standard that is commensurate with their ability and by the deadlines that their tutors prescribe; and sitting such collections as their tutors prescribe, and achieving in them a standard that is commensurate with their ability.
4. If in the opinion of any of his or her tutors an undergraduate is in breach of any of the academic obligations, his or her director of studies shall

normally in the first instance remind him or her informally of these obligations.

5.
 - (a) This reminder shall normally take place at an individual, face to face meeting at which the director of studies shall clarify that an informal warning is being given, specify the breaches of academic obligations which have prompted it, give the undergraduate an opportunity to comment, and agree with the undergraduate actions needed to improve performance.
 - (b) The director of studies shall make a note of the date of the informal warning and it shall usually be considered spent within one year after it has been issued, provided there has been no further breach of academic obligations, unless the director of studies specifies otherwise.

Formal Warning

6.
 - (a) Should the breach be serious or persistent, the director of studies shall specify the shortcomings in writing and issue a formal written warning that failure to rectify them will result in the invoking of probation, the breach of whose terms could, after subsequent reference to the Academic Review Panel, lead to severe penalties including expulsion from the College.
 - (b) The undergraduate shall be given the opportunity to put his or her case and to draw attention to any mitigating circumstances that may apply.
7.
 - (a) Mitigating circumstances are to be understood as significantly disruptive and/or unexpected events which are beyond the undergraduate's control (e.g., illness or bereavement) but which might affect academic performance when submitting assessed work or sitting examinations.
 - (b) Circumstances or events that would not normally merit consideration include consequences of paid employment and sporting commitments.
 - (c) The College may require independent confirmation of mitigating circumstances, for example a medical certificate from the College Doctor in cases of illness or equivalent proof in other circumstances.
8.
 - (a) The director of studies' specification of shortcomings and written warning and any representations made by the undergraduate will be placed on file and reported in writing to the Senior Tutor, who

shall ensure that the undergraduate understands what is required of him or her and the implications of failure to comply.

- (b) The Formal Warning shall be considered spent one year after it has been issued, provided there has been no further breach of academic obligations.
9. If the Senior Tutor is interested in the matters relating to the undergraduate or is otherwise unable to act, the Warden and the Tutors' Committee shall nominate another member of the Governing Body to act in the Senior Tutor's place. Throughout this Bylaw, references to the Senior Tutor shall include any such nominee.

Probation

- 10.
- (a) If within reasonable time of the written warning the undergraduate fails to respond by meeting in full his or her academic obligations, the undergraduate's director of studies shall recommend a period of probation normally of not less than eight weeks, at least five of the weeks being in Full Term.
 - (b)
 - (i) The director of studies shall propose the duration and conditions of probation in writing to the Senior Tutor, who shall seek the undergraduate's agreement to them.
 - (ii) If agreement is reached, the Senior Tutor shall confirm the duration and conditions in writing to both the director of studies and the undergraduate and shall report the probation to the Warden and Tutors' Committee.
 - (iii) The Senior Tutor shall send a copy of this Bylaw to the undergraduate and shall draw attention to the possible consequences of failure to satisfy the terms of probation.
- 11.
- (a) In the event of failure to agree, the undergraduate shall have the right to ask for the imposition of probation or its conditions to be referred for decision by the Academic Review Panel under the provisions of (17) below.
 - (b) The Academic Review Panel's decision shall be reported to the Warden and Tutors' Committee.
12. If the probationary terms include a requirement to achieve a specified standard in a collection, the latter shall be externally marked. The marker shall be told that the collection is a penal one but not the standard required.

Review of probation

13. At the end of the stated period of probation or sooner at the request of the director of studies, the director of studies shall report in writing to the Senior Tutor, with a copy to the undergraduate, stating whether the terms of probation have been satisfied.
14. If all the terms of probation have been satisfied, the Senior Tutor shall inform the undergraduate in writing that probation has been purged and report accordingly to the Warden and Tutors' Committee.
15.
 - (a)
 - (i) If the director of studies reports that any probationary terms have been breached, one (but not normally more than one) extension of probation may be proposed, under the same terms as before or subject to different conditions.
 - (ii) The director of studies shall not be obliged in any case to seek an extension of probation and a breach of the probationary terms may lead directly to a reference to the Academic Review Panel under paragraph 18 below.
 - (b) The Senior Tutor shall seek the undergraduate's agreement to any extension of probation and its conditions, observing in every respect the provisions of paragraphs 10-12 above.

Referral to the Academic Review Panel

16.
 - (a) The Academic Review Panel reports to the Warden and Tutors' Committee and consists of six members of the Governing Body including at least three people holding the office of Tutor. The Senior Tutor shall not be a member.
 - (b) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this sub-paragraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.
 - (c) The members of the Academic Review Panel as constituted after any replacements have been co-opted shall elect one from among their number to take the chair.
 - (d) The Academic Review Panel may regulate its proceedings as it sees fit including (without limitation) setting time limits on the evidence to be called and the representations to be made by either the undergraduate or the director of studies consistent with

providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard and determined expeditiously.

- (e) At any hearing concerning a breach of probation the burden of proving the charges shall be on the director of studies and the standard of proof shall be the balance of probabilities.

Hearings concerning the imposition or extension of probation

17.

- (a) If the undergraduate requests referral of the imposition or extension of probation or its conditions to the Academic Review Panel, the Senior Tutor shall send its Chair:
 - (i) copies of the director of studies' specification of shortcomings and written warning (and, in the case of a proposed extension to probation, the director of studies' report on probation and recommendations as to its extension); and
 - (ii) the director of studies' proposals for the duration and conditions of probation or its extension; and
 - (iii) any representations previously made by the undergraduate.
- (b) The undergraduate shall state in writing his or her objections to the proposals, and the director of studies shall be invited to respond, a copy of any such response being sent to the undergraduate.
- (c)
 - (i) The Academic Review Panel shall meet to consider the case and may ask the undergraduate and the director of studies to attend the meeting and interview them.
 - (ii) The undergraduate may attend at his or her own request.
 - (iii) The Academic Review Panel may proceed in the undergraduate's absence.
- (d)
 - (i) The Academic Review Panel shall have the power to accept or reject or to amend as it sees fit the proposals relating to probation or its extension.
 - (ii) The adjudication of the Academic Review Panel shall be communicated in writing to the Senior Tutor, the director of studies and to the undergraduate and shall be final.

Hearings concerning a breach of probation

18. Except as provided for by extension of probation the Senior Tutor shall send to the Chair of the Academic Review Panel a written statement ("the Charge Sheet") setting out (a) the conditions of probation, (b) the report of the director of studies, (c) any correspondence with the undergraduate in relation to the probation and any warning leading to the probation, and (d) any other information which the Senior Tutor deems relevant, including recommendations as to penalty.
19. The Charge Sheet and this by-law shall be copied to the undergraduate.
20.
 - (a) The Chair of the Academic Review Panel shall call a meeting of the Academic Review Panel, giving the undergraduate at least five days' notice (not including Saturday and Sunday) unless the undergraduate agrees to shorter notice being given.
 - (b) The undergraduate shall be told in writing the time of the meeting and that written material may be submitted up to 48 hours before the Academic Review Panel meets.
21.
 - (a) Without prejudice to the Academic Review Panel's right to regulate its own proceedings, the following procedure shall normally be adopted.
 - (b)
 - (i) The undergraduate and the director of studies shall attend the meeting and may be interviewed by the Academic Review Panel provided that if the undergraduate fails or refuses to attend the Academic Review Panel may proceed in his or her absence.
 - (ii) The undergraduate may be accompanied by a current member of the University or an Oxford SU sabbatical officer as an adviser.
22.
 - (a) The director of studies shall explain the undergraduate's breach of the conditions of probation.
 - (b) The undergraduate shall be given an opportunity to respond, or to say anything that he or she considers relevant.
23.
 - (a) The Academic Review Panel shall then decide whether the undergraduate has breached the terms of probation.

- (b) If the Academic Review Panel finds that a breach has occurred, the Chair shall inform the undergraduate of this fact and of the Senior Tutor's recommendation as to penalty and invite the undergraduate to make a plea in mitigation.
 - (c)
 - (i) The Academic Review Panel shall then consider the appropriate penalty.
 - (ii) The penalty may include: banning, rustication or expulsion from the College. The Academic Review Panel may attach such conditions as it sees fit to any penalty.
 - (d) The undergraduate shall be told in writing of the Academic Review Panel's decision and its reasons and shall also be advised of the right of appeal to the Appeals Panel.
- 24.
- (a) The Chair of the Academic Review Panel shall at once report the Academic Review Panel's decision to the Principal of the Postmasters, and to the Senior Tutor who shall report it to the Warden and Tutors' Committee, and shall inform the Proctors if appropriate and any College staff affected by the decision.
 - (b)
 - (i) The full communication to the undergraduate shall not normally be circulated, but shall be held in the Warden's office.
 - (ii) In the event of any appeal, it shall be available to members of the Appeals Panel.
25. The words "banning", "rustication" and "expulsion" shall bear the meanings given to them in Part A of Statute XI of the University's Statutes and Regulations (substituting "the College" for "the University" in such definitions).
26. **Banning** means that for a specific period of time the undergraduate ceases to be provided with tuition by the College or to have the use of College facilities. The undergraduate remains a member of the University of Oxford and may still enter his or her name for its examinations as an individual, and may appear in the Class List, provided that statutable residence has been kept.
27. **Rustication** means that the undergraduate's right of access to the facilities of the College and/or the University are withdrawn, usually for a specified period or until certain conditions have been fulfilled. The undergraduate remains a member of the University but ceases to be formally in residence and so cannot complete the required number of statutable terms. The Vice-Chancellor and Proctors have the power to excuse from part of statutable residence any member of the University who has been prevented by illness or other reasonable cause from keeping such residence, every application for such

dispensation being made through the College. 'Reasonable cause' will be considered to include having been rusticated.

28. **Expulsion** means that an undergraduate is deprived of membership both of the College and of the University and therefore loses the right to enter for University examination or take its degrees.
29.
 - (a) If the undergraduate is alleged to have committed any disciplinary offences as well as breaches of probationary conditions, the Senior Tutor may propose, in the interests of dealing fairly and expeditiously with the matters concerning the undergraduate, that the matters should be referred solely to the Disciplinary Panel.
 - (b) The Disciplinary Panel in such a case shall include at least three Tutors and shall, with regard to the alleged breaches of probationary conditions, comply with the procedures set out in this Bylaw and be treated as the Academic Review Panel for the purposes of this Bylaw.
30.
 - (a) The Appeals Panel reports to the Warden and Tutors' Committee.
 - (b)
 - (i) The members of the Appeals Panel shall in cases of academic discipline under Bylaw XI A be the Warden (or another member of the Governing Body nominated by the Warden) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Members of the Academic Review Panel shall not be members.
 - (ii) Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this subparagraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.
 - (c) The Warden or the Warden's nominee shall ordinarily chair the Panel when it is convened for the purposes of Bylaw XIA. If the Warden or the Warden's nominee is replaced the Panel as constituted after any replacements have been co-opted shall elect one from among their number to take the chair.
 - (d)
 - (i) The Appeals Panel may regulate its proceedings as it sees fit.

- (ii) The Chair of the Appeals panel shall have the power whether on application by the Junior Member or the Chair of the Academic Review Panel or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).
- 31. Any appeal must be made in writing to the Chair of the Appeals Panel within five days (not including Saturday and Sunday) of the communication of the Academic Review Panel's decision to the undergraduate, stating the basis of the appeal.
- 32.
 - (a) The undergraduate may appeal on the following basis:
 - (i) errors in the Academic Review Panel's findings (which must be specified by the undergraduate); and/or
 - (ii) the disproportionality of the penalty to the gravity of the breach of academic obligations.
 - (b) The undergraduate shall not be entitled to bring an appeal which challenges the academic judgment of the Academic Review Panel.
- 33. The Chair of the Appeals Panel shall copy the undergraduate's appeal to the Chair of the Academic Review Panel who shall respond in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday). The Chair of the Appeals Panel shall then copy that response to the undergraduate.
- 34.
 - (a) The Chair of the Appeals Panel shall call a meeting of the Appeals Panel giving the undergraduate at least five days' notice (not including Saturday or Sunday) of such meeting, unless the undergraduate agrees to shorter notice being given.
 - (b) The undergraduate shall be told in writing of the time of the meeting.
- 35.
 - (a) Without prejudice to the Appeals Panel's right to regulate its proceedings, the following procedure shall normally be adopted. The Appeals Panel shall consider the undergraduate's basis of appeal and the response of the Chair of the Academic Review Panel.
 - (b) The undergraduate may attend the meeting with a current member of the University or an Oxford SU sabbatical officer as an advisor and make oral representations. If the undergraduate elects to attend, the Chair of the Academic Review Panel may also

attend (and may bring a current member of the University as an advisor).

- (c) The Appeals Panel may in any case request the presence of the undergraduate, the Chair of the Academic Review Panel, and the director of studies and may interview them; in the event that the undergraduate fails or refuses to attend the Appeals Panel may proceed in his or her absence.
36. The Appeals Panel can confirm or amend the decision of the Academic Review Panel. The Appeals Panel may attach such conditions as it sees fit to any penalty. The undergraduate shall be told of the Panel's decision and its reasons in writing.
- 37.
- (a) The decision of the Appeals Panel shall be final in the College although the undergraduate shall have the right to appeal the decision of the Appeals Panel to the Conference of Colleges' Appeals Tribunal (see <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll/> for further information).
 - (b) If an undergraduate wishes to bring such an appeal, he or she shall file a written application with the secretariat of the Conference of Colleges within five days of the date of the decision appealed against. The application shall include:
 - (i) a copy of the decision being challenged;
 - (ii) a brief statement of the facts and arguments of law on which the application is based;
 - (iii) the undergraduate's request for relief;
 - (iv) where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature; and
 - (v) the undergraduate's address and, where applicable, the electronic mail address at which he or she can be reached for the purpose of the proceedings.
 - (c) If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Academic Office.
38. Where the provisions of paragraph 2 above have had effect, if any appeal made by the undergraduate relates both to disciplinary matters and any alleged breach of probationary matters then the appeals shall be referred solely to an Appeals Panel constituted in accordance with

paragraph 19 of Bylaw XI B. That Appeals Panel shall, with regard to any matter of academic discipline, be treated as the Appeals Panel for the purposes of this Bylaw.

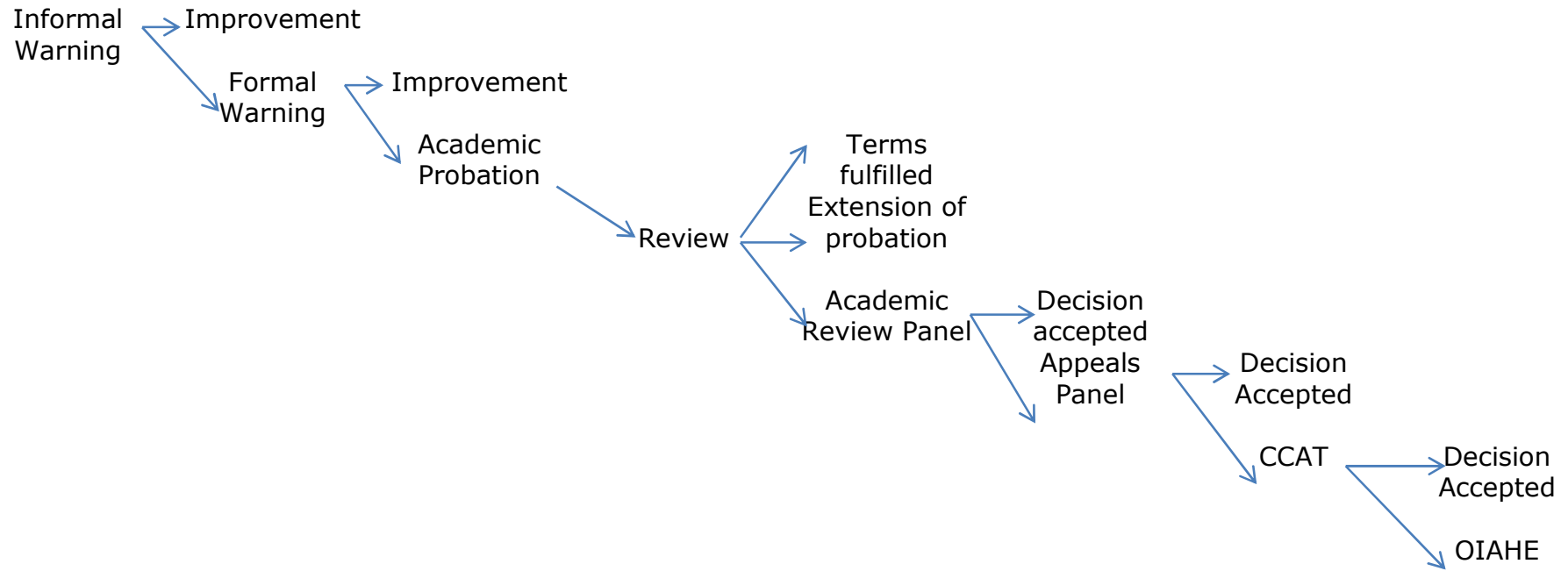
39.

- (a) The Chair of the Appeals Panel shall at once report the Appeals Panel's decision to the Principal of the Postmasters, and to the Senior Tutor who shall report it to the Warden and Tutors' Committee, and shall inform the Proctors and any College staff affected by the decision.
- (b) The full communication to the undergraduate shall not normally be circulated, but shall be held in the Warden's office.

Notice

- 40. In Full Term any document that this Bylaw requires to be sent to an undergraduate shall be deemed to be duly given 24 hours after it has been left for him or her at the College lodge. Out of Full Term an additional copy will be posted to the home address he or she has given the Academic Office, and the document will be deemed to be duly given three days after the date of posting. A copy of all documents served shall also (unless the volume of them is such as to make it unreasonable) be sent by email to the undergraduate's University email address unless it has been suspended.

Bylaw XI A flowchart



[Revised Trinity term 2012]

APPENDIX 4: BYLAW XI B: CONCERNING DISCIPLINE FOR SERIOUS MISCONDUCT

Introduction

1.
 - (a) Junior Members admitted to Merton College undertake to abide by the regulations of the College as set out in the *College Handbook*. These include the specific rules set out in Part 3 of the *College Handbook* and for those who reside in College accommodation, the accommodation agreement set out in Part 4.
 - (b) Responsibility for general discipline is vested in the Principal of the Postmasters, assisted by the Deputy Principal of the Postmasters. Their powers are described in the *College Handbook*.
2. The Disciplinary process outlined below is intended to be followed in cases of serious misconduct, defined in the *College Handbook*. A flowchart presents the processes for the handling of serious cases, as well lesser offences.
3. Junior Members should be aware that they are also subject to the University's regulations concerning student conduct and that they are therefore expected to observe two sets of (complementary) disciplinary regulations. The University Students' Handbook provides more information on the University's remit.

The Disciplinary Panel

4.
 - (a) The Disciplinary Panel reports to the Warden and Tutors' Committee or the Graduate Committee depending on the status of the Junior Member concerned.
 - (b) The Disciplinary Panel normally consists of the Sub-Warden (or if the Sub-Warden is unavailable another member of the Governing Body nominated by the Sub-Warden) and four other members of the Governing Body at least two of whom shall hold the office of Tutor. The Principal of the Postmasters shall not be a member.
 - (c) The Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.
 - (d) Any tutor of the Junior Member brought before the Panel and any other person with an interest in the subject-matter of the allegations made against the Junior Member shall be replaced

by other members of the Governing Body co-opted by the other members of the Panel.

(e) For the purposes of Bylaw XI B.4(d) above only a "tutor" shall be defined as follows:

- i. in the case of an undergraduate as any person who has acted as that undergraduate's director of studies; and
- ii. in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor; and
- iii. in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(f) The Sub-Warden or the Sub-Warden's nominee shall ordinarily chair the Panel. If the Sub-Warden or the Sub-Warden's nominee is replaced pursuant to Bylaw XI B.4(d) above the most senior of the Tutors present shall chair the Panel.

(g)

- i. The Disciplinary Panel may regulate its proceedings as it sees fit.
- ii. The power of the Disciplinary Panel to regulate its proceedings includes (without limitation) the power to set time-limits on the evidence to be called by either the Junior Member or the Principal of the Postmasters consistent with providing a fair opportunity for each of them to present relevant evidence whilst ensuring that the matter is heard expeditiously and determined fairly.
- iii. The Chair of the Disciplinary Panel shall have the power whether on application by the Junior Member or the Principal of the Postmasters or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(h)

- i. A Junior Member who is accused of misconduct shall normally be entitled to see and be provided with copies of all documents and other material that will be put to the Panel, to see all the witness-statements upon which the Principal of the Postmaster intends to rely, to know the identity of the maker of any such statement, and to ask questions of all witnesses.
- ii. The rule stated in Bylaw XI B.4(h)(i) shall be disappplied only in exceptional cases. Such exceptional cases

include cases where there is a reasonable fear that a witness may be subjected to intimidation or violent reprisal.

- iii. If the Principal of the Postmasters believes that it is necessary for something to be done which is contrary to the rule stated in Bylaw XI B.4(h)(i) he or she shall apply to the Chair of the Disciplinary Panel in writing for a direction.
- iv. The Junior Member shall be notified of the nature of the application but shall not be provided with any document or information which would render the application pointless. If the Junior Member wishes to respond to the application, he or she shall do so in writing within 5 days (not including Saturday or Sunday).
- v. The Chair of the Disciplinary Panel shall determine the application without an oral hearing unless he or she considers it necessary or expedient to hold one and shall notify the Principal of the Postmasters and the Junior Member in writing of his or her decision.
- vi. Once the Chair has notified the Principal of the Postmasters and the Junior Member of his or her decision no action shall be taken in relation to any material which was the subject of the application until either:
 1. the time in which they could apply for a redetermination has elapsed without such an application being made or
 2. there has been a redetermination.
- vii. If either the Principal of the Postmasters or the Junior Member is dissatisfied with the result of the application to the Chair he or she may apply for redetermination by the Disciplinary Panel without the participation of the Chair.
- viii. An application for a redetermination shall be made in writing to the Chair of the Disciplinary Panel within five days of receiving his or her decision.
- ix. The Disciplinary Panel shall determine the application without the participation of the Chair. The material upon which the redetermination shall be made shall normally be only the material provided to the Chair. There shall not be an oral hearing unless the Disciplinary Panel considers it necessary or expedient to hold one.

- x. The Disciplinary Panel shall notify the Chair, the Principal of the Postmasters and the Junior Member in writing of its decision and shall give directions accordingly.
 - xi. The decision of the Chair (if there has been no redetermination) or of the Disciplinary Panel shall be final and there shall be no right to appeal the decision to the Appeals Panel.
 - xii. If the Principal of the Postmasters makes an application which would, if accepted, have the effect of concealing the identity of any person, and the application is rejected, that person's identity shall nonetheless not be disclosed to the Junior Member without that person's consent.
 - xiii. If a witness refuses to consent to the disclosure of his or her identity to the Junior Member or refuses to be questioned on his or her evidence by or in the presence of the Junior Member or refuses to attend a hearing, the Disciplinary Panel shall exclude the witness's evidence from consideration in the absence of exceptional circumstances as provided in Bylaw XI B.4(h)(ii). If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the disadvantage to the Junior Member of not knowing the identity of the witness or of being unable to test the witness's evidence by questions.
- (i) In any proceedings before the Disciplinary Panel the burden of proving the allegations shall be on the Principal of the Postmasters and the standard of proof shall be the balance of probabilities.
 - (j) The Chair of the Disciplinary Panel shall ensure that arrangements are made for a written note to be taken and a sound-recording made of the open proceedings (but not of the Disciplinary Panel's private deliberations).
 - (k)
 - i. All material submitted to the Disciplinary Panel by either party shall be treated as confidential.
 - ii. The requirement of confidentiality does not prevent either party or the Disciplinary Panel from taking appropriate advice or seeking appropriate welfare support.

Referral to the Disciplinary Panel

5. If the Principal of the Postmasters believes that a Junior Member has a case to answer in relation to an offence which, would, if proved, require a more severe penalty than the Principal of the Postmasters can impose, he or she shall refer the case to the Disciplinary Panel.
6. If the Principal of the Postmasters is interested in the matters relating to the Junior Member or is the Junior Member's tutor (in the sense of Bylaw XI B.4(e) above) or if the Principal of the Postmasters is otherwise unable to act, the Warden and Tutors' Committee shall nominate another member of the Governing Body to act in his or her place. Throughout this Bylaw, references to the Principal of the Postmasters shall include any such nominee.
7.
 - (a) The procedures set out in Bylaws XI B.8(b) to XI B.13 shall not apply if a Junior Member has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed). In such circumstances Bylaws XI B.14-19 shall apply instead.
 - (b) Subject to (a) above, when referring a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out:
 - i. the provision(s) of the College regulations which have allegedly been broken;
 - ii. the facts which form the basis of the allegation;
 - iii. the evidence on which the allegation is based including the signed statement of any person the Principal of the Postmasters is proposing to call as a witness; and
 - iv. any other information which the Principal of the Postmasters deems relevant, including recommendations as to penalty.
8.
 - (a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.
 - (b)
 - i. Copies of the Statement of Case shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.

- ii. At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.
- 9.
- (a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday), unless the Junior Member agrees to shorter notice being given.
 - (b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted up to 48 hours (not including a Saturday or Sunday) before the Disciplinary Panel meets.
 - (c) If the Junior Member intends to call any person as a witness at the meeting, the Junior Member shall include a written statement signed by such person with the written material submitted to the Disciplinary Panel.
- 10.
- (a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.
 - (b)
 - i. The Principal of the Postmasters and the Junior Member whose case has been referred shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in his or her absence.
 - ii. The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an Oxford SU sabbatical officer in the case of the Junior Member.
 - (c)
 - i. The Principal of the Postmasters shall present the case against the Junior Member in his or her presence (except where the Junior Member fails or refuses to attend and the Disciplinary Panel has decided to proceed in the Junior Member's absence).
 - ii. The Principal of the Postmasters may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the

Principal of the Postmasters to ask questions to clarify any point in the statement.

- iii. The Junior Member may question any witness called by the Principal of the Postmasters.
- iv. After the Junior Member has questioned a witness the Disciplinary Panel may allow the Principal of the Postmasters to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Junior Member.

(d)

- i. After the conclusion of the Principal of the Postmasters' evidence the Junior Member shall present his or her defence.
- ii. The Junior Member may call any witness whose statement he or she has previously submitted to the Disciplinary Panel. The Disciplinary Panel shall ordinarily rely on the submitted statement as the substance of the witness's evidence but may allow the Junior Member to ask the witness questions to clarify any point in the statement.
- iii. The Principal of the Postmasters may question any witness called by the Junior Member.
- iv. After the Principal of the Postmasters has questioned a witness the Disciplinary Panel may allow the Junior Member to ask further questions but only for the purpose of clarifying anything said by the witness in answer to the Principal of the Postmasters.

(e)

- i. For the avoidance of doubt the members of the Disciplinary Panel may also question any person called as a witness.

(f)

- i. If a person who has provided a witness statement is not called as a witness, that person's evidence shall be excluded from consideration by the Disciplinary Panel unless the Junior Member and the Principal of the Postmasters agree that it should be read by the Disciplinary Panel or there are exceptional circumstances.
- ii. If the Disciplinary Panel does not exclude the evidence from consideration, due weight must be given to the fact that the witness's evidence has not been tested by questions.

- (g)
 - i. If a person who has provided a witness statement is willing to be questioned on his or her evidence but is not able to be present in Oxford on the date of the hearing, the Disciplinary Panel may, on the application of the person wishing to call that witness, make arrangements for that witness to be questioned via electronic means which permit the witness to be seen and heard by all those concerned in the hearing.

(h) After the conclusion of the Junior Member's evidence:

- i. first the Principal of the Postmasters shall address a concluding statement to the Disciplinary Panel;
- ii. next the Junior Member shall address a concluding statement to the Disciplinary Panel; and
- iii. then the Disciplinary Panel shall consider its verdict in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

11.

(a) Where the Disciplinary Panel finds the case against the Junior Member to have been proved, the Chair shall announce its decision and invite the Principal of the Postmasters to make a submission as to the appropriate level of penalty.

(b) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

(c) The Disciplinary Panel shall then consider the appropriate sentence in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.

- (d)
 - i. The penalty shall be such as the Disciplinary Panel considers fair and proportionate in all the circumstances and may include (without limitation): requiring the Junior Member to reside out of College premises; a fine of any magnitude; banning, suspension, or expulsion from the College.
 - ii. The Disciplinary Panel may attach such conditions as it sees fit to any penalty.
 - iii.
 - 1. "Banning" means withdrawing the right of access to specified land, buildings, facilities or services

of the College for a fixed period or pending the fulfilment of certain conditions.

2. "Suspension" means withdrawing the right of access to all of the land, buildings and facilities of the College including teaching, examinations, and all related academic services for a fixed period or until the fulfilment of specified conditions. For the avoidance of doubt, this is equivalent to "rustication" as defined in the University's Statute XI.
3. "Expulsion" means depriving a Junior Member permanently of his or her membership of the College.

(e)

- i. The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel.
- ii. The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

12.

(a)

- i. The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.
- ii. The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee or to the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(b) The full communication to the Junior Member shall not normally be circulated, but shall be held in the Warden's office. In the event of any appeal, it shall be available to members of the Appeals Panel.

Referral to the Disciplinary Panel: Special provisions for criminal convictions

13.

(a) The procedures set out in Bylaw XI B.13(b)-18 below shall apply if a Junior Member has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a sentence is imposed).

(b) When referring such a case to the Disciplinary Panel, the Principal of the Postmasters shall send to the Chair a written statement (the "Statement of Case") setting out:

- i. the fact of the Junior Member's criminal conviction and
- ii. any other information which the Principal of the Postmasters deems relevant including his or her recommendations as to penalty.

14.

(a) The Statement of Case and this Bylaw XI B shall be copied to the Junior Member.

(b)

- i. Copies shall also be sent to the Junior Member's director of studies or college advisor, as appropriate, who shall be asked to comment in writing on the character of the Junior Member and any other matter that the director of studies or college advisor thinks should properly be taken into account. These comments shall be copied to the Junior Member.
- ii. At the request of a Junior Member who is a graduate student a copy of the Statement of Case shall also be sent to his or supervisor who shall be asked to comment in writing in the same manner as the college advisor. These comments shall be copied to the Junior Member.

15.

(a) The Chair of the Disciplinary Panel shall call a meeting of the Disciplinary Panel giving the Junior Member at least five days' notice (not including Saturday or Sunday) , unless the Junior Member agrees to shorter notice.

(b) The Junior Member shall be told in writing of the time of the meeting and that written material may be submitted on the question of penalty up to 48 hours (not including Saturday or Sunday) before the Disciplinary Panel meets.

16.

(a) Without prejudice to the Disciplinary Panel's right to regulate its proceedings, the following procedure shall normally be adopted.

(b)

- i. The Principal of the Postmasters and the Junior Member shall attend the notified meeting of the Disciplinary Panel, provided that if the Junior Member fails or refuses to attend the Disciplinary Panel may proceed in his or her absence.

- ii. The Principal of the Postmasters and the Junior Member may each be accompanied by a current member of the University as an advisor or, alternatively, an Oxford SU sabbatical officer in the case of the Junior Member.
- (c) The Disciplinary Panel shall accept as fact all findings of fact made by the criminal court and the hearing shall proceed on that basis.
- (d)
- i. The Principal of the Postmasters shall present the case to the Disciplinary Panel and shall make representations concerning the appropriate penalty.
 - ii. The Disciplinary Panel may request the attendance of any other person and may question such person in relation to the issue of penalty.
- (e) The Junior Member shall then be entitled to make a plea in mitigation of the offence.

17.

- (a)
- i. The Disciplinary Panel shall then decide upon the penalty to be imposed in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.
 - ii. The penalty may include: requiring the Junior Member to reside out of the College premises; a fine of any magnitude; or banning, suspension, or expulsion from the College.
 - iii. The Disciplinary Panel may attach such conditions as it sees fit to any penalty.
 - iv. The words "banning", "suspension" and "expulsion" shall bear the meanings given to them in Bylaw XI B.11(d)(iii) above.
- (b)
- i. The Junior Member shall be told in writing of the Disciplinary Panel's decision and its reasons which shall include all findings of fact made by the Disciplinary Panel which have not already been made by the criminal court.
 - ii. The Junior Member shall also be advised of the right of appeal to the Appeals Panel.

18.

- (a)
 - i. The Chair of the Disciplinary Panel shall at once report the Disciplinary Panel's decision to the Principal of the Postmasters and to the Senior Tutor, and shall inform the Proctors (if appropriate) and any College staff affected by the decision.
 - ii. The Senior Tutor shall report the Disciplinary Panel's decision to the Warden and Tutors' Committee or to the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.
- (b) The full communication to the Junior Member shall not normally be circulated but shall be held in the Warden's office. In the event of any appeal, it shall be available to the members of the Appeals Panel.

Referral to the Disciplinary Panel: Special provisions for University penalties

- 19. The procedures set out at Bylaw XI B.20-23 below shall apply if a Junior Member has been expelled, banned or rusticated by the University pursuant to Statute XI of the University Statutes.
- 20.
 - (a) If the Principal of the Postmasters considers that a more serious penalty than that imposed by the University should be imposed by the College, the Principal of the Postmasters shall refer the case to the Disciplinary Panel.
 - (b) In such a case, the procedures set out in Bylaw XI B.13-18 above shall apply, mutatis mutandis.
- 21.
 - (a) In any other case a penalty of expulsion, banning or rustication imposed by the University upon a Junior Member shall also apply to College premises and facilities, subject to the right of appeal conferred by Bylaw XI B.22 below.
 - (b)
 - i. The imposition of the College penalty shall be confirmed in writing to the Junior Member by the Principal of the Postmasters, and shall be copied to the Senior Tutor and to any College staff affected by the decision.
 - ii. The Senior Tutor shall report the College penalty to the Warden and Tutors' Committee or the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.

(c) The Principal of the Postmasters shall advise the Junior Member in writing of the right of appeal to the Disciplinary Panel.

22.

(a) A Junior Member penalised under Bylaw XI B.21 above may appeal to the Disciplinary Panel against the application of the University penalty to College premises and facilities.

(b) Bylaw XI B.33 shall apply to an appeal under this paragraph.

Appeals from decisions of the Disciplinary Panel

23.

(a) The Appeals Panel reports to the Warden and Tutors' Committee or the Graduate Committee depending on the status of the Junior Member concerned.

24.

(a) The Appeals Panel shall normally consist in cases of discipline for serious misconduct under Bylaw XI B of the Warden (or another member of the Governing Body nominated by the Warden) and four other members of the Governing Body of whom at least two shall hold the office of Tutor. Neither the Principal of the Postmasters nor any member of the Disciplinary Panel shall be a member.

(b) The Appeals Panel may (but shall not be obliged to) ask an assessor, to be known as the Disciplinary Assessor, to be present at its deliberations and to advise it but such person shall have no vote.

(c) Any tutor of the Junior Member whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel.

(d) For the purposes of Bylaw XI B.23(c) above only a "tutor" shall be defined as follows:

(i) in the case of an undergraduate as any person who has acted as that undergraduate's director of studies and

(ii) in the case of a graduate student as any person who has acted as that graduate student's supervisor or college advisor and

(iii) in either case as including any person who has filed or will file an academic report on that Junior Member's work during the course of the current academic year.

(e) The Warden or the Warden's nominee shall ordinarily chair the Appeals Panel as constituted under Bylaw XI B. If the Warden or

the Warden's nominee is replaced pursuant to Bylaw XI B.23(c) above the most senior of the Tutors present shall chair the Panel.

(f)

(i) The Appeals Panel shall regulate its proceedings as it sees fit.

(ii) The Chair of the Appeals Panel shall have the power whether on application by the Junior Member or the Chair of the Disciplinary Panel or without such an application to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed).

(g) The Chair of the Appeals Panel shall ensure that arrangements are made for a written note to be taken and a sound recording made of the open proceedings (but not of the Appeals Panel's private deliberations).

25. The Junior Member must lodge any appeal against the findings or penalty of the Disciplinary Panel by writing to the Warden within five days (not including Saturday or Sunday) of the communication of the Disciplinary Panel's decision to the Junior Member, stating the basis of his or her appeal.

26.

(a) The Junior Member may appeal on either or both of the following grounds:

(i) errors in the Disciplinary Panel's findings (which must be specified by the Junior Member); and/or

(ii) the disproportionality of the penalty to the gravity of the offence.

(b) The Junior Member shall not normally be permitted to introduce new evidence to the Appeals Panel where that evidence could reasonably have been presented to the Disciplinary Panel.

27.

(a) The Chair of the Appeals Panel shall copy the Junior Member's appeal to the Chair of the Disciplinary Panel, who shall respond in writing to the Chair of the Appeals Panel within five days (not including Saturday or Sunday).

(b) The Chair of the Appeals Panel shall then copy that response to the Junior Member.

- 28.
- (a) The Chair of the Appeals Panel shall call a meeting of the Appeals Panel giving the Junior Member at least five days' notice (not including Saturday and Sunday), unless the Junior Member agrees to shorter notice being given.
 - (b) The Junior Member shall be told in writing of the time of the meeting.
- 29.
- (a) Without prejudice to the Appeals Panel's right to regulate its proceedings as it thinks fit, the following procedure shall normally be adopted.
 - (b)
 - (i) The Junior Member may attend with a current member of the University or an Oxford SU sabbatical officer as an advisor and make oral representations on his Grounds of Appeal.
 - (ii) If the Junior Member elects to attend, the Chair of the Disciplinary Panel may also attend (and may be accompanied by a current member of the University as an advisor).
 - (iii) The Appeals Panel shall in any event normally request the attendance of the Junior Member and the Chair of the Disciplinary Panel but in the event that either fails or refuses to attend may proceed in that person's absence.
 - (iv) The Junior Member shall present his or her appeal and the members of the Appeals Panel may put questions to the Junior Member.
 - (v) At the conclusion of the Junior Member's presentation the Chair of the Disciplinary Panel shall be invited to respond to the appeal and the members of the Appeals Panel may put questions to the Chair of the Disciplinary Panel.
- 30.
- (a)
 - (i) The Appeals Panel shall consider the Junior Member's Grounds of Appeal and the response of the Chair of the Disciplinary Panel and determine the appeal in the absence of all other persons except the Disciplinary Assessor (if any) who shall remain present to advise the Panel but shall not be entitled to vote.
 - (ii) The Appeals Panel may quash or confirm the decision appealed against, or make any order in substitution for it which the Disciplinary Panel could have made.

- (b) The Junior Member shall be informed in writing of the Appeals Panel's decision and the reasons for it.
 - (c) Unless the Appeals Panel merely quashes the decision appealed against, the Appeals Panel's decision shall be accompanied by (a) a letter informing the Junior Member of his or her right to appeal to the Conference of Colleges' Appeal Tribunal (as provided in Bylaw XI B.31 below) and the time-limit for filing the appeal-application and (b) a copy of the Conference of Colleges' Appeal Tribunal Regulations.
- 31.
- (a)
 - (i) The Chair of the Appeals Panel shall at once report the Appeals Panel's decision to the Principal of the Postmasters and to the Senior Tutor and shall inform the Proctors (if appropriate) and any College staff affected by the decision.
 - (ii) The Senior Tutor shall report the Appeals Panel's decision to the Warden and Tutors' Committee or the Graduate Committee, and to the Junior Member's Director of Studies or the Junior Member's college advisor as the case may require.
 - (b) The full communication to the Junior Member shall not normally be circulated, but shall be held in the Warden's office.
32. The decision of the Appeals Panel shall be final in the College although the Junior Member shall have the right to appeal the decision of the Appeals Panel to the Conference of Colleges Appeal Tribunal.
33. If the Conference of Colleges Appeal Tribunal upholds the College's decision, the Junior Member may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Academic Office.

Appeals against the application of University penalties (XI B.21-22)

- 34.
- (a) A Junior Member who wishes to appeal against the application of a University penalty to him or her under Bylaw XI B.21 must send the appeal in writing to the Warden within five days (not including Saturday or Sunday) of receipt of confirmation of the penalty from the Principal of the Postmasters.
 - (b) The Junior Member's appeal must fully set out the special circumstances which are alleged to justify not applying the University penalty in his or her case.

- (c) The appeal shall be copied to the Principal of the Postmasters, who shall send a response to the Warden within five days (not including Saturday or Sunday).
- (d)
 - (i) The Disciplinary Panel shall dispose of the appeal without an oral hearing unless it considers it necessary or expedient to hold one.
 - (ii) If the Disciplinary Panel is satisfied that there are special circumstances, it may permit the Junior Member concerned to continue to have access to College premises and facilities with or without conditions as to such access.
- (e)
 - (i) The Disciplinary Panel's decision shall be communicated to the Junior Member in writing by the Chair and shall be final. Copies of the decision shall be sent to the Principal of the Postmasters and the Senior Tutor and any College staff affected by the decision.
 - (ii) The Senior Tutor shall report the decision to the Warden and Tutors' Committee or the Graduate Committee as the case may require.

Appeals against fines of less than £150

35.

- (a) If the Deputy Principal of the Postmasters has imposed a fine less than £150 on a Junior Member which the Junior Member believes to be unwarranted or excessive the Junior Member may make written representations to the Deputy Principal of the Postmasters requesting a review of the fine imposed.
- (b) Any representations to the Deputy Principal of the Postmasters shall be made within two days (not including Saturday or Sunday) of the imposition of the fine.
- (c) The Deputy Principal of the Postmasters shall respond in writing within two days of the receipt of the written representations (not including Saturday or Sunday) and shall either confirm the fine, set aside the fine, or substitute a lesser fine.
- (d) If the Junior Member is not satisfied with the decision of the Deputy Principal of the Postmasters he shall be entitled to appeal to the Principal of the Postmasters.
- (e) Any appeal to the Principal of the Postmasters shall be made in writing specifying the grounds of the appeal within two days (not including Saturday or Sunday) of the receipt by the Junior Member of the response of the Deputy Principal of the Postmasters.

- (f) The only grounds of an appeal to the Principal of the Postmasters shall be errors (which shall be specified) in the findings of fact made by the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.
- (g)
 - (i) The Principal of the Postmasters shall dispose of all such appeals without an oral hearing unless he considers it necessary or expedient to hold one.
 - (ii) The Principal of the Postmasters shall have the power on appeal to confirm, reduce or increase the fine.
 - (iii) The decision of the Principal of the Postmasters shall be communicated to the Junior Member in writing and shall be final.

Appeals against fines greater than £150

36.

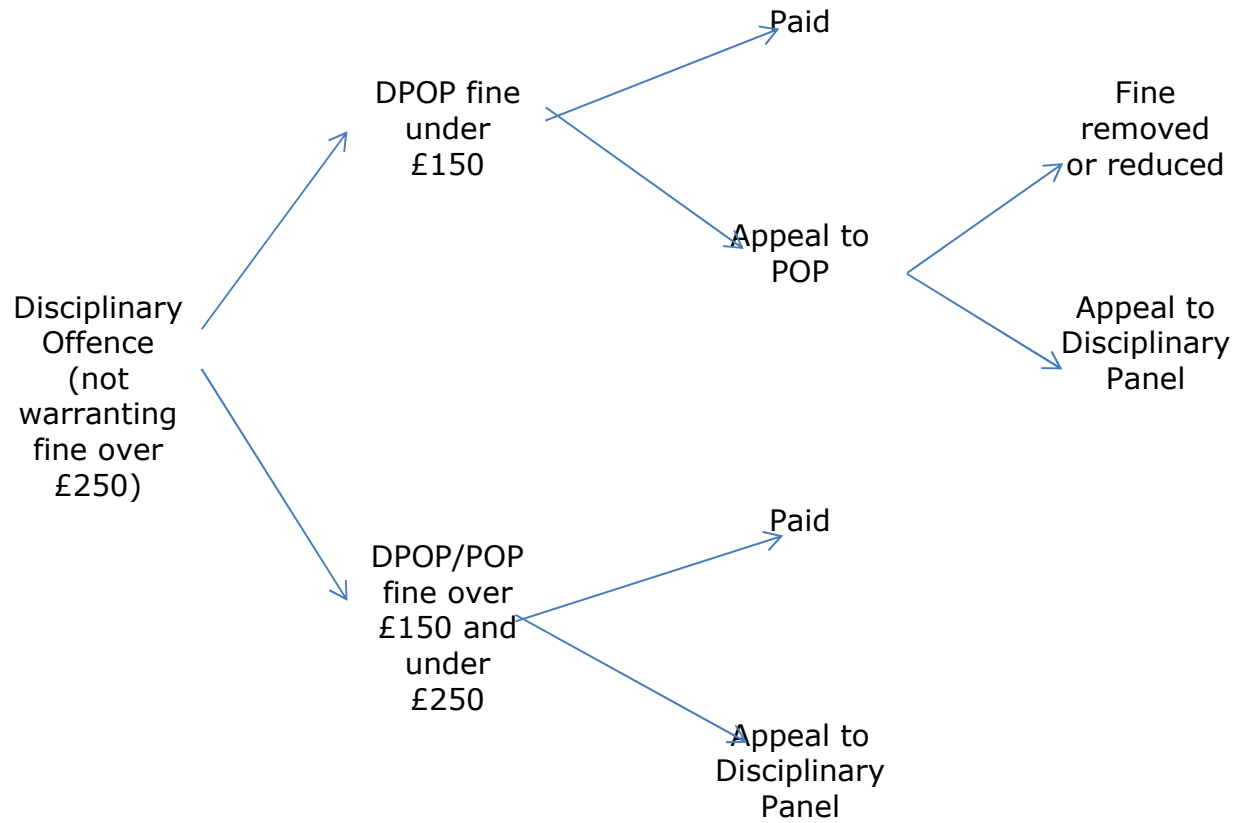
- (a) A Junior Member who has been fined a sum in excess of £150 by the Principal of the Postmasters or the Deputy Principal of the Postmasters may appeal this fine to the Disciplinary Panel, which may confirm, reduce or increase the fine.
- (b) Any appeal must be lodged in writing with the Warden within five days (not including Saturday or Sunday) of the imposition of the fine stating the basis of the appeal.
- (c) The only grounds of appeal shall be errors (which shall be specified) in the findings of the Principal of the Postmasters or the Deputy Principal of the Postmasters and/or the disproportionality of the fine to the gravity of the offence.
- (d) The appeal shall be copied to the Principal of the Postmasters or the Deputy Principal of the Postmasters, who shall be asked to respond within five days (not including Saturday or Sunday).
- (e)
 - (i) The Disciplinary Panel's decision, which shall be final, shall be communicated to the Junior Member in writing, giving reasons.
 - (ii) The Disciplinary Panel shall have the power to impose additional fines or other penalties and may attach such conditions as it sees fit to any penalty:
 - (a) in the event of trivial or frivolous appeals; or
 - (b) where it believes that the event warrants a more severe penalty than that already imposed.

Service of documents

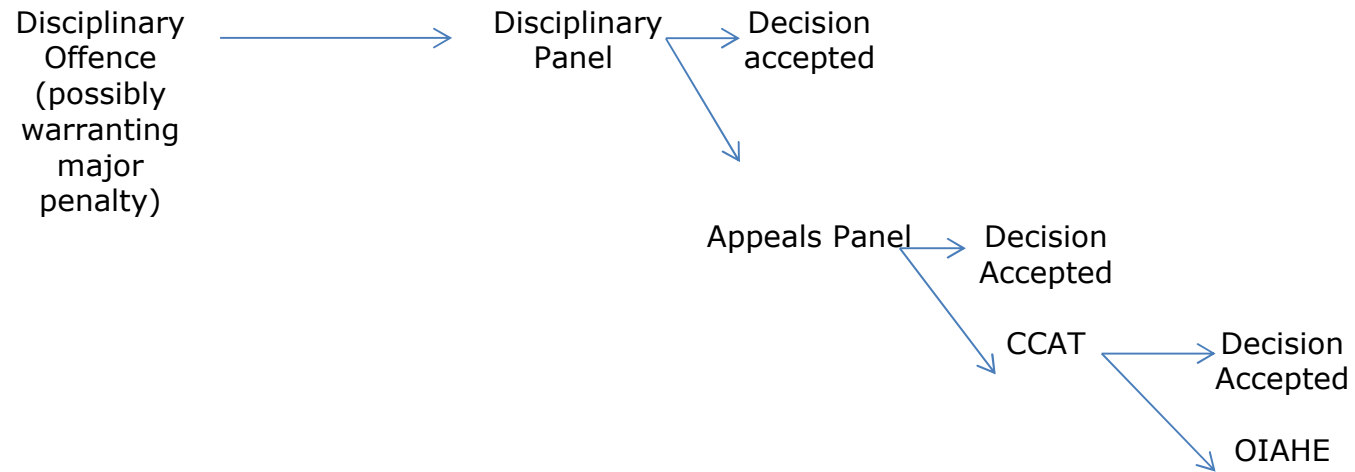
37.

- (a) Unless the Junior Member's University email account has been suspended, all documents required by this Bylaw to be sent to a Junior Member shall be sent by email to the Junior Member's University email address and shall be deemed to be duly delivered when sent.
- (b) If the Junior Member's University email account has been suspended:
 - (i) the Junior Member shall be asked to provide an alternative email address and any documents required by this Bylaw to be sent to him or her shall be sent to that address and shall be deemed duly delivered when sent;
 - (ii) if the Junior Member has not provided an alternative email address documents shall be left at the College lodge (if he or she is still in residence) and shall be deemed duly delivered 24 hours thereafter or shall be posted to the home address he or she has provided via Student Self Service (if he or she is not in residence), and shall be deemed duly delivered three days after the date of posting.
 - (iii) Where any documents are required to be posted to the Junior Member's home address and he or she resides abroad all necessary steps shall be taken to ensure that the documents arrive within the period provided.
- (c) Documents required by Bylaw XI B to be sent to any College Officer or any member of the University other than the Junior Member concerned shall be sent by email to the appropriate University email address and shall be deemed duly delivered when sent.
- (d) Notwithstanding the provisions above as to the use of email, if the volume of documents is such as to make sending them by email unwieldy or impracticable the Chair of the Panel may be asked to direct the use of an alternative method for exchanging documents such as the use of any system of file-sharing provided by the University or, if necessary, paper.

Bylaw XI B flowchart – offences warranting lesser penalty



Bylaw XI B flowchart - offences warranting greater penalty



APPENDIX 5: BYLAW XI C: FAILURE IN THE FIRST PUBLIC EXAMINATION

1.
 - a. The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the first attempt.
 - b. The Senior Tutor's letter shall
 - i. clarify the academic support offered in preparing for the re-sit;
 - ii. make clear the possible consequence of termination of the course in the event of a second failure; and
 - iii. remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination.
2.
 - a. The Senior Tutor shall write to any undergraduate who fails the First Public Examination at the second attempt to notify him or her that their course will be terminated.
 - b.
 - i. The undergraduate shall have the right to appeal this decision on the grounds of exceptional circumstances to an Appeals Panel convened by the Warden, or the Sub-Warden in the Warden's absence. This shall comprise no fewer than three members of the Governing Body of whom at least two shall hold the office of Tutor. The Senior Tutor shall not be a member.
 - ii. Any tutor of the undergraduate whose case has been referred and any other interested person shall be replaced by other members of the Governing Body co-opted by the other members of the Panel. For the purposes of this subparagraph only a "tutor" shall be defined as any person who has acted as that undergraduate's director of studies or has filed or will file an academic report on that undergraduate's work during the course of the current academic year.
 - iii. The members of the Appeals Panel as constituted under Bylaw XI C after any replacements have been co-opted shall elect one from among their number to take the chair.
3.
 - a.
 - i. Any appeal pursuant to Bylaw XIC.2(b)(i) above must be made in writing to the Chair of the Appeals Panel within five

days (not including Saturday or Sunday) of the communication of the Senior Tutor's letter.

- ii. The appeal must set out the exceptional circumstances applicable in the case.
 - b. If the undergraduate intends to rely on medical evidence at the hearing, he or she must submit a report from the College Doctor to the Senior Tutor at least 24 hours in advance of the hearing unless the primary treating clinician is not the College Doctor, in which case the medical report must be sent to the College Doctor in the first instance five working days in advance of the hearing so that the College Doctor can advise the College appropriately.
4.
 - a. The Senior Tutor shall notify the undergraduate of the date of the hearing, giving at least five days' notice (not including Saturday or Sunday), unless the undergraduate agrees to shorter notice being given.
 - b. The hearing shall be conducted and determined by the Appeals Panel.
 - c. The undergraduate may attend the meeting with a current member of the University (except the Senior Tutor or his or her subject tutors) or an Oxford SU sabbatical officer as an advisor.
5.
 - a. The purpose of the hearing shall be to enable the Appeals Panel to assess whether the exceptional circumstances presented by the undergraduate mean that their course should not be terminated.
 - b. At the hearing, the Senior Tutor (or deputy) shall present a report on the circumstances of the case. The Panel may also seek the comments of subject tutors who may attend in person or submit a report as circumstances permit.
 - c. The undergraduate shall then have the opportunity to present his or her own view of the situation and any supporting evidence, and to respond to the Senior Tutor's report and to the subject tutors' comments.
 - d. After this, members of the Appeals Panel shall be given an opportunity to put questions on any aspect of the case.
6.
 - a. At the end of the hearing, the undergraduate, advisor, the Senior Tutor and subject tutors shall withdraw while the Appeals Panel considers its decision.

- b. The Chair of the Appeals Panel shall write to the undergraduate as soon as possible to communicate the decision, providing a brief account of the reasons for it.
- 7.
- a. If the Appeals Panel decides that exceptional circumstances mean the undergraduate's course should not be terminated, the undergraduate shall be informed of any conditions which must be met before being allowed to return to residence.
 - b. The University's regulations prevent an undergraduate from progressing to the Final Honour School without passing the First Public Examination. Permission will need to be sought from the University's Education Committee for any third attempt at the First Public Examination: the College does not have authority to permit this itself.
- 8.
- a. If the Appeals Panel decides that the circumstances presented as exceptional do not justify withholding the usual sanction of terminating the undergraduate's course, the undergraduate may appeal to the Conference of Colleges Appeal Tribunal, a body independent of the College.
 - b. The undergraduate must normally exercise this right to appeal within five working days of receipt of the Appeals Panel's decision. The Chair's letter shall explain how to do this. Further information shall also be available from the Academic Office.
9. If the Conference of Colleges Appeals Tribunal upholds the College's decision, the undergraduate may appeal to the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes shall be available from the Academic Office.

APPENDIX 6: BYLAW XI D: SUSPENSION OF STATUS PROCEDURE

Scope

1.

- (a) The Suspension of Status Procedure is intended for situations where an undergraduate requests Suspension of Status on medical or other grounds. It sets out the procedure which the College follows when considering such requests.
- (b) This Procedure does not apply to postgraduates because their requests for Suspension of Status are considered by departmental and faculty committees. If a postgraduate's Status is suspended or resumed through a departmental or faculty process, their Status as regards the College is automatically suspended or resumed without further process and their Suspension of Status or resumption will be reported to the Warden and Tutors' Committee.
- (c) In this Bylaw the following terms have the following meanings:

Appeals Panel	A Panel constituted under Bylaw VII.41(d) to hear reviews under Bylaw XI D, consisting of the Warden or another member of the Governing Body nominated by the Warden, with two other members of the Governing Body, of whom at least one is a Tutor.
College Doctor	The medical practice appointed by the College from time to time to be available to treat Junior Members of the College, as identified in the College Handbook.
Director of Studies	A Fellow or Lecturer assigned to each undergraduate as their Director of Studies.
Further Suspension	After a Non-Resumption Decision : a further period of Suspension of Status.
Non-Resumption Decision	A decision under Bylaw XI D.8(a) by the Senior Tutor, the Head of Welfare and an undergraduate's Director of Studies that an undergraduate has not met the conditions for resumption of Status.
Overstanding	Overstanding for honours, i.e., the requirement for an undergraduate to obtain a dispensation from the University so as to be eligible for a classified honours degree despite having passed the maximum time allowed under

	relevant University regulations to be considered for honours.
Status	In relation to a student, enrolled status as a student.
Suspension of Status	A period during which a student will not be considered to be on course and will not hold enrolled status as a student. Suspension of Status is sometimes referred to colloquially by students as "rustication" or "intermission".
Suspension of Status Panel	The Suspension of Status and Fitness to Study Panel constituted under Bylaw VII.40 when sitting as the Suspension of Status Panel under this Bylaw.
University	University of Oxford
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.
Working days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

The Suspension of Status Panel

2. The Suspension of Status and Fitness to Study Panel shall sit as the Suspension of Status Panel in cases referred to the Suspension of Status Panel under this Bylaw.

General

3.
 - (a) In operating this Procedure the College shall take account of all relevant legislation as well as of a student's general rights and expectations of confidentiality.
 - (b) The College acknowledges that in implementing this Procedure it will receive sensitive and special category personal data and data of a confidential nature pertaining to the student and other third parties. The College shall ensure that all data is handled, processed and stored in accordance with the College's legal obligations in this regard.
 - (c)
 - (i) Where in the Senior Tutor's opinion there is good reason for doing so, they may appoint the Academic Registrar or a member of the

Governing Body to act in their place. Reference in this Procedure to the Senior Tutor includes reference to any person appointed to take their place.

- (ii) Where in the Head of Welfare's opinion there is good reason for doing so, they may appoint another appropriate member of the Welfare Team to act in their place. Reference in this Procedure to the Head of Welfare includes reference to any person appointed to take their place.
- (iii) If in any case the undergraduate's Director of Studies is not available or where there is another good reason for doing so, the Warden shall appoint a member of the Governing Body to take their place. Reference in this Procedure to the undergraduate's Director of Studies includes reference to any person appointed to take their place.

Requests for Suspension of Status

4.

- (a) Undergraduates do not have an automatic right to suspend status, but the College will consider sympathetically requests made on medical or other welfare grounds and will make reasonable adjustments in cases covered by the Equality Act 2010. All requests will be considered individually, taking account of all relevant information.
- (b)
 - (i) Suspensions of Status on medical grounds shall require medical certification in support of the request from the College Doctor or other appropriate medical professional.
 - (ii) The College shall not grant Suspension of Status solely on the ground that an undergraduate is or feels ill-prepared for examinations.
 - (iii) Requests for Suspension of Status by undergraduates should be made in a timely manner. Requests should normally be made by the undergraduate but in extreme circumstances the College may permit requests to be made by a representative appointed by the undergraduate.

Initial Consideration

5.

- (a) Requests shall first be considered confidentially at a meeting with the undergraduate by the Senior Tutor (in the chair), the Head of Welfare, and the undergraduate's Director of Studies, with the involvement of other subject tutors if appropriate. This meeting is referred to as "the Initial Consideration".
- (b)
 - (i) The Senior Tutor may invite other persons to the Initial

Consideration to provide advice or information when the Senior Tutor considers that this would be appropriate. These persons should be kept to a minimum so as not to compromise the informality of the meeting and in general attempts should be made to obtain relevant information before the meeting takes place.

- (ii) In any case, the undergraduate must be informed in advance of who will be present and why they will be there.
 - (iii) The undergraduate must normally be given at least 5 working days' written notice of the Initial Consideration, but in urgent situations or with the undergraduate's consent the Senior Tutor may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.
- (c)
- (i) The undergraduate may be accompanied at the Initial Consideration by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability. The student may not be accompanied by a member of their family unless that is agreed by the Senior Tutor in advance.
 - (ii) The undergraduate must notify the Senior Tutor at least 24 hours in advance of the meeting if they are to be accompanied and by whom.
 - (iii) The Initial Consideration is a confidential part of an internal College process for study support and is not an adversarial or formal legal hearing. The attendance of legal advisers is not permitted.
- (d) The Initial Consideration shall consider not only the merits of the request to suspend but also at least the following matters to ensure that any Suspension of Status and any subsequent return to study and resumption of Status are properly planned:
- (i) Where Suspension of Status is requested on medical grounds, confirmation by the College Doctor or other appropriate medical professional of an appropriate plan of treatment;
 - (ii) Appropriate access to facilities while suspended;
 - (iii) Academic plan for catching up on any backlog of work and preparing for the term of return, including any collections to be taken;
 - (iv) Any expectations regarding the provision of interim reports by the undergraduate;

- (v) Consideration of a referral to the Disability Advisory Service;
- (vi) A review-meeting preceding return;
- (vii) Implications for examinations (including Overstanding or changed regulations);
- (viii) Conditions attached to return;
- (ix) The case for repeating any terms;
- (x) Anticipated medical, welfare or disability support on return;
- (xi) Financial implications;
- (xii) Visa implications where relevant.

Reference to the Suspension of Status Panel

6.
 - (a) Once the Initial Consideration has been completed, the Senior Tutor shall make a recommendation to the Suspension of Status Panel, by notifying the Chair, who shall then convene the Panel.
 - (b) If the Senior Tutor's recommendation has been accepted by the undergraduate, the Suspension of Status Panel may be asked to approve the recommendation by email without a meeting and the requirements of Bylaw VII.8(a)(viii)(a) shall apply. If on an email vote the Suspension of Status Panel does not approve the recommendation, it shall be convened to consider the recommendation at a meeting.
7.
 - (a) The College expects shortfalls in completed work to be made up and does not ordinarily permit undergraduates to repeat terms if they have received the full tuition. The Panel shall therefore authorise repetition only in rare cases e.g. where there are material gaps in the undergraduate's tuition.
 - (b) An undergraduate shall not normally be permitted to come into College during a period of Suspension of Status except as provided by College Regulations or on terms agreed by the Suspension of Status Panel or with written permission in advance from the Head of Welfare or the Senior Tutor.
 - (c)
 - (i) Where the Panel does not approve the request for Suspension of Status, or decides to impose further or other conditions for the undergraduate's return or otherwise, the Chair shall set out the reasons for this decision in writing to the undergraduate within seven working days.

- (ii) Where the Panel approves the undergraduate's request, the Senior Tutor shall convey the Panel's decision and any conditions in writing to the undergraduate within seven working days and report the resulting Suspension of Status to the Warden and Tutors' Committee.
- (d) The undergraduate's participation in the meeting held under paragraph XI D.8 below to decide on their resumption of Status is a condition of their resumption of Status and must be included as such in the conditions notified to the undergraduate by the Senior Tutor.

Resumption of Status

8.

- (a)
 - (i) The Senior Tutor, the Head of Welfare, and the undergraduate's Director of Studies shall have responsibility for deciding whether the undergraduate has met the conditions for resuming their Status and for this purpose they shall hold a meeting with the undergraduate.
 - (ii) The meeting shall be convened and chaired by the Senior Tutor and shall normally take place no later than two calendar months before the undergraduate's expected return-date.
 - (iii) The undergraduate's participation in the meeting is a condition of their resumption of Status.
 - (iv) Where an undergraduate has suspended Status on medical grounds, the College must receive a recent medical assessment from the College Doctor or other appropriate medical professional stating whether or not, in their opinion, the undergraduate is fit to resume their Status.
 - (v) The medical assessment shall take into account any reports provided by other medical professionals involved in the care of the undergraduate during the period of suspension.
- (b)
 - (i) If the undergraduate is considered to have met the conditions for resumption of Status, the Senior Tutor must inform the undergraduate in writing within seven working days and report the undergraduate's return to the Warden and Tutors' Committee.
 - (ii)
 - (a) If the undergraduate is considered not to have met the conditions for resumption of Status, the Senior Tutor must inform the undergraduate of the Non-Resumption Decision in writing within seven working days and advise them that they may request that the meeting be reconvened to

consider Further Suspension provided that the request is received by the Senior Tutor within five working days of the Senior Tutor's communication.

- (b) If the meeting is reconvened at the undergraduate's request to consider Further Suspension, paragraphs 5(b), (c), and (d) above shall apply to the meeting as if the words "Initial Consideration" were replaced by the words "Meeting to consider Further Suspension".
- (c) If the meeting is reconvened at the undergraduate's request and arrangements for Further Suspension are agreed, they must be submitted to the Suspension of Status Panel for approval and paragraphs 6 and 7 above apply as if the words "Once the Initial Consideration has been completed" in paragraph 6(a) were replaced by the words "Once arrangements for Further Suspension have been agreed".
- (d) If the meeting is reconvened at the undergraduate's request and arrangements for Further Suspension are not agreed or if no request for the meeting to be reconvened is received by the Senior Tutor within the time allowed, the Senior Tutor must write to the undergraduate within seven days of the meeting or of the expiry of the time-limit (as the case may be) to confirm the Non-Resumption Decision and to inform the undergraduate of their right to seek a review.
- (e) If no arrangements for Further Suspension have been agreed and approved, the undergraduate shall not be permitted to resume their Status except as may be determined by the Appeals Panel on review.

Review

9. In the event that

- (a) the undergraduate disputes a decision of the Suspension of Status Panel (including a refusal of the Suspension of Status Panel to approve arrangements for Further Suspension agreed with the undergraduate after a Non-Resumption Decision), or
- (b) a Non-Resumption Decision has been made and it has not been possible to agree arrangements for Further Suspension for submission to the Suspension of Status Panel,

the undergraduate may apply for a review in accordance with the procedure for review set out below.

10.

- (a) Reviews are conducted by the College's Appeals Panel.
- (b)
 - (i) The Appeals Panel may regulate its proceedings as it sees fit.

- (ii) The Chair of the Appeals Panel has the power to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the undergraduate or (where the decision to be reviewed has been made by the Suspension of Status Panel) by the Chair of the Suspension of Status Panel or (where the decision to be reviewed is a Non-Resumption Decision) by the Senior Tutor.

11.

- (a)
 - (i) The undergraduate must set out their case for review to the Chair of the Appeals Panel in writing within five working days of the communication of a decision of the Suspension of Status Panel or of the Senior Tutor's confirmation of a Non-Resumption Decision under Bylaw XI D.8(b)(ii)(c).
 - (ii) The undergraduate's case must set out any alleged procedural unfairness or failures in the reasoning underlying the decision in question.
- (b) The Chair of the Appeals Panel must copy the undergraduate's appeal to the Chair of the Suspension of Status Panel or (where the decision to be reviewed is a Non-Resumption Decision) to the Senior Tutor, who must respond in writing to the Chair of the Appeals Panel within five working days. The Chair of the Appeals Panel must then copy that response to the student.

12.

- (a) The Chair of the Appeals Panel must convene a meeting of the Appeals Panel giving the undergraduate at least five working days' notice of the meeting, unless the undergraduate agrees to shorter notice being given.
- (b) The undergraduate must be told in writing of the time and venue of the meeting.

13.

- (a) Without prejudice to the Appeals Panel's right to regulate its own proceedings, the following procedure shall normally be adopted:
- (b) The Appeals Panel shall consider the basis of the undergraduate's request for review and the response of the Chair of the Suspension of Study Panel or of the Senior Tutor, as the case may be.
- (c)
 - (i) The undergraduate has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support

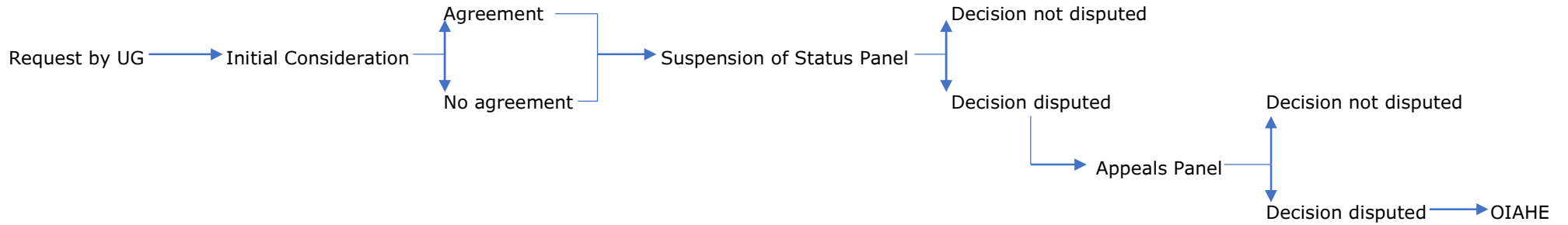
students with a disability.

- (ii) Attendance by a member of the student's family as the student's supporter is not permitted unless this is agreed by the Chair in advance.
 - (iii) The attendance of legal advisers is not permitted.
 - (iv) The undergraduate must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.
 - (v) The undergraduate may make oral representations at the meeting.
- (d) In the event that the undergraduate does not attend the hearing, the Appeals Panel may proceed in their absence.
- (e) The Appeals Panel can confirm or amend the decision under review and shall issue its decision in writing to the undergraduate, the Chair of the Suspension of Study Panel, and the Senior Tutor within seven days.

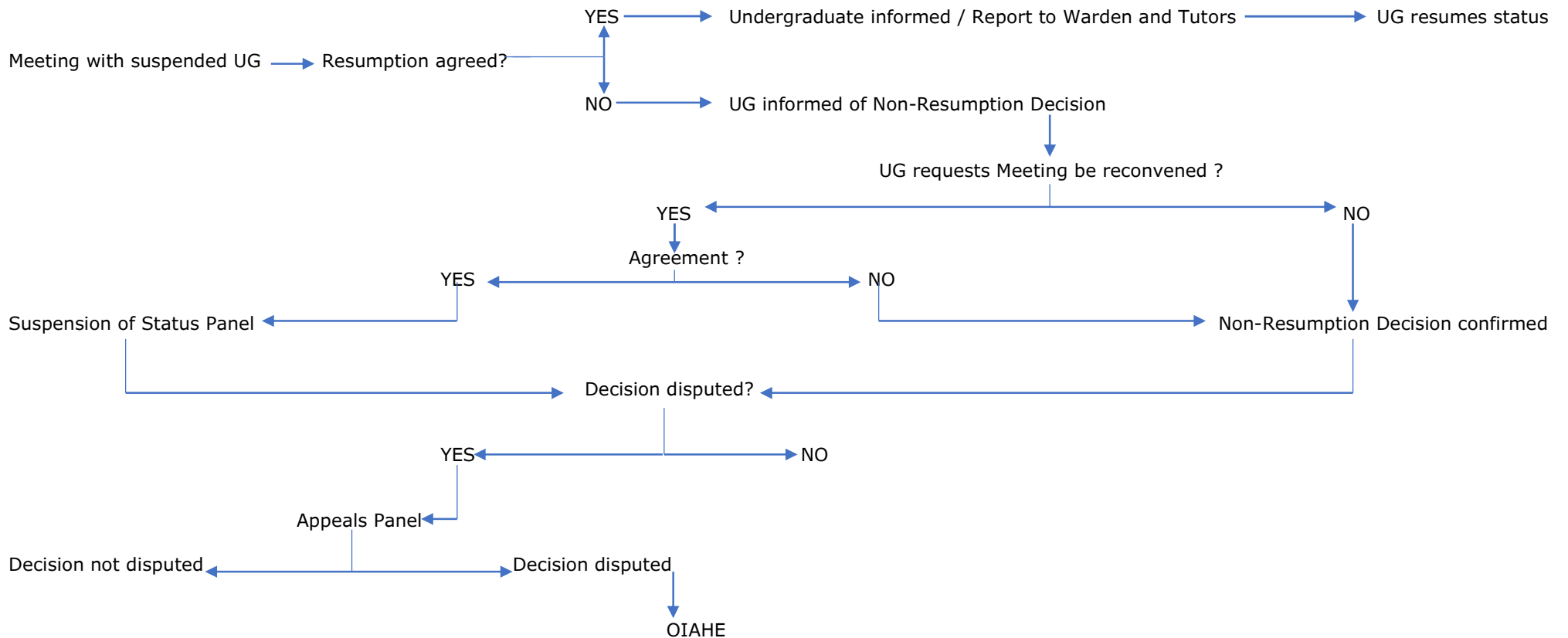
14.

- (a) The College's procedures are complete when the Appeals Panel's decision has been issued and the appropriate College Officer shall provide the undergraduate with a Completion of Procedures letter.
- (b) If the undergraduate remains dissatisfied, they may apply to the Office of the Independent Adjudicator for Higher Education (see <http://www.oiahe.org.uk/>). The Senior Tutor Application must make available the forms and accompanying guidance notes at the undergraduate's request.

REQUEST FOR SUSPENSION OF STATUS



RESUMPTION OF STATUS



APPENDIX 7: BYLAW XI E: FITNESS TO STUDY PROCEDURE

Scope

1.
 - (a) This Fitness to Study Procedure has three stages depending on the severity of the problem, the student’s engagement with efforts to respond to it, and the perceived level of risk. In serious and urgent cases, where in the opinion of the Senior Tutor the circumstances justify it, Stages 1 and/or 2 may be bypassed. A flowchart to illustrate the operation of the Fitness to Study Procedure is set out at Appendix 2.
 - (b) Where there is good reason for doing so, the Head of Welfare may appoint another appropriate member of the Welfare Team to act in their place. Reference in this Procedure to the Head of Welfare includes reference to any person appointed to take their place.
 - (c) Where there is good reason for doing so, the Senior Tutor may appoint another member of the Governing Body to act in their place. Reference in this Procedure to the Senior Tutor includes reference to any person appointed to take their place.
 - (d) If in any case an undergraduate’s Director of Studies or a postgraduate’s College Adviser is not available or where there is another good reason for doing so, the Warden shall appoint a member of the Governing Body to take their place. Reference in this Procedure to a Director of Studies or College Adviser includes reference to any person appointed to take their place.
 - (e) In this Bylaw the following terms have the following meanings:

Appeals Panel	A Panel constituted under Bylaw VII.41(d) to hear reviews under Bylaw XI E, consisting of the Warden or another member of the Governing Body nominated by the Warden, with two other members of the Governing Body, of whom at least one is a Tutor.
Ban	To withdraw the right of access to specified land, buildings, facilities, or services of the College for a fixed period or pending the fulfilment of certain conditions.
Case Review Group	A Case Review Group under Stage 2 of this Procedure. A Case Review Group consists of a Chair (“the Chair”) appointed by the Warden from among Tutors who have had no significant involvement with the student, the Senior Tutor, the Head of Welfare, and the

	student's Director of Studies or College Adviser. In the case of a postgraduate, the Senior Tutor may also invite the student's supervisor or (if there is no Supervisor) Course Director to be a member. The Chair chairs the Case Review Meeting.
Case Review Meeting	A meeting of the Case Review Group under Stage 2 of this Procedure.
College Adviser	A Fellow or Lecturer assigned to each postgraduate as their College Adviser
College Doctor	The medical practice appointed by the College from time to time to be available to treat Junior Members of the College, as identified in the College Handbook.
Director of Studies	A Fellow or Lecturer assigned to each undergraduate as their Director of Studies.
Fitness to Study Panel	The Suspension of Status and Fitness to Study Panel constituted under Bylaw VII.40 when sitting as the Fitness to Study Panel under this Bylaw.
Non-Resumption Decision	A decision under Bylaw XI D.8(a) by the Senior Tutor, the Head of Welfare and an undergraduate's Director of Studies that a student has not met the conditions for resumption of Status.
Specialist Assessment	A specialist assessment by an appropriately qualified practitioner, preferably one familiar with the University of Oxford, fitness to study, and the spectrum of student difficulties, such as the College Doctor, but alternatively the student's own appropriately qualified practitioner.
Status	In relation to a student, enrolled status as a student.
Suspension of Status	A period during which a student will not be considered to be on course and will not hold enrolled status as a student. Suspension of status is sometimes referred to colloquially by students as "rustication" or "intermission".
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.

Working days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.
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2.
 - (a) The College will consider whether a student's conduct or behaviour is a disciplinary matter or is to be treated as one concerning their health and welfare and possible fitness to study.
 - (b) In some cases behaviour which might amount to a breach of discipline may so clearly be caused by or be so bound up with health and welfare concerns that it would not be appropriate to pursue the matter under as a matter as a disciplinary one: in these cases, this Fitness to Study Procedure is likely to be the most appropriate process for making recommendations and decisions about the student.
 - (c) In other cases, it may be appropriate to pursue a disciplinary case and to take relevant health and welfare concerns into account in mitigation when determining the appropriate penalty if the disciplinary breach is proved.

3.
 - (a) The College will ensure that where a student's conduct or behaviour is in question, there is appropriate liaison between the College Officers responsible for the discipline of Junior Members of the College (the Principal of the Postmasters and the Deputy Principal of the Postmasters) and those responsible for administering this Fitness to Study Procedure.
 - (b) During the investigation of a disciplinary matter, the Principal of the Postmasters may decide to refer a student to the Senior Tutor for their fitness to study to be considered under this Procedure and any disciplinary procedures will be suspended until a decision has been made under this Procedure.

4. Concerns about a student's fitness to study can arise in a number of situations. Tutors, members of the Welfare Team, the Principal and Deputy Principal of the Postmasters, other students, and/or members of the College staff may observe behaviour that suggests that a student's medical, psychological, or emotional problems are compromising their fitness to study.

5. Throughout this Procedure, fitness to study means:
 - (a) a student's fitness:
 - (i) to commence a distinct course of academic study; or
 - (ii) to continue with their current course of academic study; or

- (iii) to return to their current or another course of academic study;
- and
- (b) their ability to meet:
 - (i) the reasonable academic requirements of the course or programme; and
 - (ii) the reasonable social and behavioural requirements of a student (whether resident in College or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or College staff (not withstanding adjustments required by law).

6. The stages of the Fitness to Study Procedure are set out below.

Stage 1- Initial Action by the College

7.

- (a) Stage 1 of the Procedure is initial action by the College. Any member or employee of the College who has concerns about a student's fitness to study is encouraged to consult a member of the Welfare Team informally. The Welfare Team will consider appropriate action, and may make discreet enquiries about the student's behaviour and academic performance. In appropriate cases, the Welfare Team may initially direct the student towards available support and guidance rather than make a referral under this Procedure.
- (b) Where a referral is made under this Procedure, the Head of Welfare shall arrange an informal meeting with the student to explain, in a supportive and understanding manner, that concerns about their fitness to study have been raised. At this stage the Senior Tutor must be informed, if not already aware, that there are concerns about the student's fitness to study.
- (c) Other appropriate persons, such as the student's Director of Studies, may be invited to the meeting to provide advice or information, but these should be kept to a minimum so as not to compromise the informality of the meeting and the Head of Welfare should in general attempt to obtain relevant information before the meeting takes place. In any case, the student must be informed in advance of who will be present and why they will be there.
- (d) An outcome of the meeting should be the identification, definition, and illustration of the event, behaviour, or concern that has given rise to the referral. The student must be given the opportunity to

explain the circumstances and present their own views. The meeting might include, where appropriate, use by the student of medical and/or student welfare and support services and might also involve the identification of reasonable adjustment for a disability or other measures to help resolve concerns about the student's fitness to study.

- (e) Since the purpose of this initial action is to attempt to resolve the concerns about the student by discussion, it may be necessary for more than one informal meeting to take place.
- (f) The Head of Welfare must ensure that an accurate record is kept of discussions at any meeting.
- (g) Where agreement is not reached or the student is unable or unwilling to co-operate with the process the case must be moved to Stage 2 of this Procedure.
- (h)
 - (i) Where agreement is reached, a review period must be agreed in consultation with the Senior Tutor.
 - (ii) The Head of Welfare must send the student a written statement identifying the steps that have been agreed and the agreed review period and invite the student to confirm that the statement represents their understanding of the agreement.
 - (iii) The statement must set out the respective responsibilities and expectations of the College, the student and others, including support services where involved, together with any agreed timetable for steps to be taken and a provisional date for a meeting at the end of the review period.
- (i) At the end of the review period the Head of Welfare must hold a further meeting with the student to discuss the steps agreed. Paragraph 7(c) above applies to this meeting.
- (j) If it appears from the meeting that the fitness to study concerns have been resolved, this will be recorded and there must also be discussion about whether to schedule further meetings to monitor the student's situation and/or progress and to help ensure that continued support is provided to the student to enable them to study effectively.
- (k) If it appears from the meeting that the fitness to study concerns have not been resolved, either a new agreement may be made with the consent of the Senior Tutor which identifies the steps to be taken, the respective responsibilities of those involved and a new review period or the case must be moved to Stage 2 (or Stage 3, if appropriate) of the procedure.

Stage 2 - Case Review Meeting

8.

- (a) Stage 2 of the Procedure is referral to a Case Review Meeting. Referral to a Case Review Meeting may take place in the following circumstances among others:
 - (i) If the Head of Welfare believes that the case is too serious at the outset to be dealt with by informal discussion and agreement under Stage 1 or where informality of procedure is not appropriate to the circumstances; or
 - (ii) If Stage 1 has not been effective; or
 - (iii) If the College has been supporting a student with health or welfare concerns for some time but the student is still unable to meet the academic, social, or behavioural requirements of their course of study and in the opinion of the Senior Tutor or the Head of Welfare this is having an unacceptable impact on the health and/or safety and/or welfare of the student and/or other students and/or members or employees of the College and/or the University.
- (b)
 - (i) Where a referral has been made to a Case Review Meeting, a Case Review Group must be convened for a Case Review Meeting by the Senior Tutor.
 - (ii) The Senior Tutor, either on their own initiative or at the request of the Chair, may invite a representative from the Disability Advisory Service and/or the College's designated link to the Counselling Services and/or the College Nurse and/or any other appropriate person to attend the Case Review Meeting to provide information and advice.
- (c) In Stage 2 the Senior Tutor as convenor of the Case Review Group is the point of contact with the student and with all other bodies and individuals. The Senior Tutor is responsible for ensuring that an accurate record is kept of the process and of the Case Review Meeting.
- (d)
 - (i) Before the Case Review Meeting, the Senior Tutor may on their own initiative or at the request of the Chair require the student to provide evidence to enable the College to address the student's difficulties in the most effective manner possible and make an accurate assessment of risk.
 - (ii) For this purpose the student may be asked to undergo a Specialist Assessment.
- (e) The Specialist Assessment is to be used to help determine the following matters:

- (i) the nature and extent of any event, health, safety, or welfare issue which the student may be experiencing;
 - (ii) the timescale for resolution and/or prognosis;
 - (iii) the extent to which it may affect their fitness to study and ability to manage reasonable academic requirements and the normal demands of student life;
 - (iv) any impact it may have on or risk it may pose to others;
 - (v) if reasonable adjustments or other measures have been put in place, the effectiveness of those measures;
 - (vi) whether any additional steps should be taken by the College, in light of the event or issue, to enable the student to study effectively, and if so what steps;
 - (vii) whether the student will be receiving any ongoing treatment, therapy, or support which is relevant to their need for fitness-to-study support or the steps to be taken to resolve the fitness-to-study concern.
- (f)
- (i) The student shall be encouraged to authorise full disclosure to the College of the results of any Specialist Assessment.
 - (ii) The College recognises that any such information disclosed will constitute 'special category data' for the purposes of the UK General Data Protection Regulation, and that it must be handled, processed and stored accordingly.
- (g)
- (i) Information received at Stage 2 may also be used in Stage 3 of this Procedure.
 - (ii) If the student chooses not to undergo a Specialist Assessment or to disclose the contents of a Specialist Assessment, the College may continue with this procedure based on the information already in its possession.
 - (iii) The Case Review Group may then draw such inferences as are reasonable and is entitled to take a precautionary approach to risk in the absence of evidence (including medical or other specialist evidence) provided by the student.
- (h)
- (i) The student must normally be given at least 5 working days' written notice of the Case Review Meeting and must be informed of its purpose and the referral or request that has led to its being convened.

- (ii) In urgent situations on the advice of the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.
 - (iii) With the notice of the Case Review Meeting the student must be provided with any documents to be considered by the Case Review Group and must be asked to provide in good time for the meeting any documentation they may wish the Case Review Group to consider.
- (i)
- (i) The student has the right to attend the Case Review Meeting and to make oral representations and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.
 - (ii) Attendance by a member of the student's family as the student's supporter is not permitted unless this is agreed by the Chair in advance.
 - (iii) The Case Review Meeting is a confidential part of an internal College process for study support and is not an adversarial or formal legal hearing. The attendance of legal advisers is not permitted.
 - (iv) The student must notify the Senior Tutor at least 24 hours in advance of the Case Review Meeting if they are to be accompanied and by whom.
- (j) The purpose of the Case Review Meeting is to ensure that:
- (i) the Case Review Group and the student are aware of and understand the nature and extent of the concerns that have been raised;
 - (ii) the student's views and wishes are heard and taken into account;
 - (iii) the best way to proceed is determined, i.e. that the options to resolve the fitness-to-study concerns and the best option in all the circumstances are identified and, if possible, agreed;
 - (iv) the likely outcomes if the fitness-to-study concerns are not resolved are identified and made clear.
- (k)
- (i) The Case Review Group shall determine its own procedure and

may seek information and opinions, including written materials, from those present and, if appropriate, from University Student Welfare and Support Services and other professionals working with the student, and cause such inquiries to be made as may assist its deliberations.

- (ii) If the student fails to attend the Case Review Meeting, the Case Review Group may either adjourn to enable the Senior Tutor to make inquiries about the reason for the student's non-attendance or may proceed to a decision in the student's absence.

9.

- (a) The Case Review Group may make one of the decisions set out at (i) to (v) below:

- (i) That no further action is required.
- (ii) To formally monitor the student's progress for a specified period of time with an action plan agreed with the student.
- (iii) To recommend that special academic arrangements, i.e. reasonable adjustments in the form of a Student Support Plan prepared by the University's Disability Advisory Service and/or other measures and support are put in place, reviewed or continued.
- (iv) To recommend Suspension of Status for a specified period of time or subject to conditions.
- (v) To recommend that the student withdraw from their course of study.

- (b) In relation to the available decisions set out in paragraph 9(a) above:

- (i) Where further action is agreed or recommended under paragraph 9(a)(ii) or (iii), there must be an action plan providing for:
 - (a) Any steps the student will need to take and/or any support to be provided to the student;
 - (b) Who is responsible for any steps to be taken and for how long in order to resolve the concerns identified;
 - (c) Provision for regular review meetings with the student for the duration of the action plan to ensure that the action plan is being appropriately followed and/or that measures to enable the student to study effectively are being provided;

- (d) Provision for a review meeting with the student at the end of the action-plan;
 - (e) The identity of College Officers or staff who will undertake the reviews;
 - (f) The likely consequences of the failure of the action plan to resolve the fitness-to-study concerns, which will normally involve a student's fitness to study being referred by the Senior Tutor to a Fitness to Study Panel under Stage 3.
- (ii) Where the recommendation is Suspension of Status for a period of time and/or subject to conditions under paragraph 9(a)(iv):
- (a) the duration of any Suspension of Status must be carefully considered bearing in mind that very short Suspensions of Status may sometimes aid the resolution of urgent issues or the obtaining of essential evidence, whereas longer Suspensions of Status should have regard to the fact that the student will ordinarily resume their course of study at the point they left it with the consequence that 12 months may be necessary;
 - (b) consideration must be given to the matters set out under *Initial Consideration and Resumption of Study* in Bylaw XI D (Suspension of Status);
 - (c) consideration must be given to whether and how resumption of Status may need to be monitored and/or phased to take account of any expert advice;
 - (d) the undergraduate's participation in the meeting held under paragraph 12 below to decide on their resumption of Status is a condition of their resumption of Status and must be included as such in the conditions notified to the undergraduate by the Case Review Group.
- (iii) A student who does not accept a recommendation under paragraphs 9(a)(iv) or (v) must be referred automatically to the Fitness to Study Panel under Stage 3 of this Procedure. This provision must be drawn to the student's attention when the recommendation is made.
- (c)
- (i) The written decision of the Case Review Group, together with a concise record of the Case Review Meeting, must be sent to the student within 7 working days after the date of the meeting and a copy kept on the student's personal file.
 - (ii) The Senior Tutor must consider with the student whether it is

appropriate to inform the student's faculty or department of any steps that have been agreed, having regard to any University guidance on confidentiality in health and welfare.

- (iii) Where the decision includes a recommendation under paragraphs 9(a)(iv) or (v) the student must be asked to inform the Senior Tutor within 7 working days whether or not they accept the recommendation. If they do not respond within 7 working days, they shall be deemed not to have accepted the recommendation.

Stage 3 – Fitness to Study Panel

10.

- (a) Stage 3 is referral to the Fitness to Study Panel. Stage 3 of the procedure shall be used:
 - (i) following a referral from a Case Review Group, or
 - (ii) if the Senior Tutor considers that the seriousness or urgency of the case makes referral to the Panel appropriate without having been through earlier stages of the Procedure, for example where it appears that an immediate Suspension of Status is necessary and the student has not agreed.
- (b)
 - (i) The Warden has the power to ban the student from the College temporarily pending further action.
 - (ii) If the Warden is not available, the Sub-Warden or (in the absence of the Sub-Warden) any of the following may exercise this power: a Bursar, the Librarian, the Principal of the Postmasters or the most senior of the conveniently available Tutors.
- (c) Where the case concerns a graduate, the Fitness to Study Panel may suspend its procedures at any point in Stage 3 and refer the case to the University's Fitness to Study Panel.
- (d) The Chair must fix a date for a meeting of the Fitness to Study Panel to hear the case and must invite the student to attend.
 - (i) The student must normally be given at least 5 working days' written notice of the hearing and must be informed of its purpose and the referral or request that has led to its being convened.
 - (ii) In urgent situations on the advice of the Senior Tutor or the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.

- (iii) With notice of the hearing the student must be provided with any documents to be considered by the Fitness to Study Panel and must be asked to provide in good time for the meeting any documentation they may wish the Fitness to Study Panel to consider.
 - (iv) The Chair must ensure that all parties have access to all documents.
- (e) The student has the right to attend and make oral representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.
 - (i) A member of the student's family is not permitted to attend as the student's supporter unless this is agreed by the Chair in advance.
 - (ii) The attendance of legal advisers is not permitted.
 - (iii) The student must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.
- (f) The purpose of the hearing is to consider the evidence available, including the student's perception of these concerns, in order:
 - (i) to determine whether the student is fit to study;
 - (ii) to determine the best way to proceed to resolve the fitness-to-study concerns.
- (g)
 - (i) The Fitness to Study Panel shall determine its own procedure and may seek information and opinions, including written materials, from those present and, if appropriate, from University Student Welfare and Support Services and other professionals working with the student, and cause such inquiries to be made as may assist its deliberations. It shall also consider any previous assessments of the student's fitness to study.
 - (ii) If the student fails to attend, the Fitness to Study Panel may either adjourn to enable the Senior Tutor to make inquiries about the reason for the student's non-attendance or may proceed to a decision in their absence.
- (h)
 - (i) The Fitness to Study Panel makes decisions by majority.
 - (ii) The decision may include one or more of the following:

- (a) That no further action is required.
 - (b) To formally monitor the student's progress for a specified period of time with an action plan agreed with the student.
 - (c) To require that special academic arrangements, i.e. reasonable adjustments in the form of a Student Support Plan prepared by the University's Disability Advisory Service and/or other measures and support are put in place, reviewed or continued.
 - (d) To require the student's Suspension of Status for a specified period of time or subject to conditions.
 - (e) To require the student's withdrawal.
 - (f) Any other action considered to be appropriate and proportionate, which may include banning the student.
- (iii) In relation to the available decisions set out in paragraph 10h(ii) above, the provisions of paragraph 9(b)(i) apply to (b) and (c) and the provisions of paragraph 9(b)(ii) apply to (d).
- (i)
- (i) The student must be notified of the decision by the Chair, with reasons, as soon as possible and no later than seven working days from the meeting of the Panel.
 - (ii) Communication of the decision to the Junior Member should normally be undertaken in person by the Chair and must in any case be confirmed immediately in writing.
 - (iii) Support should normally be made available to the student at the time when the decision is communicated, preferably from a member of the Welfare Team or the student's Director of Studies or College Adviser.

Resumption of Status

11.

- (a)
 - (i) The Senior Tutor, the Head of Welfare, and the student's Director of Studies or College Adviser shall have responsibility for deciding whether the student is fit to study and has met the conditions for resuming their Status and for this purpose they must hold a meeting with the student.
 - (ii) The meeting shall be convened and chaired by the Senior Tutor and shall normally take place no later than two calendar months

before the student's expected return-date.

- (iii) The student's participation in the meeting is a condition of their resumption of Status.
 - (iv) Where a student has suspended Status on medical grounds, the College must receive a recent medical assessment from the College Doctor or other appropriate medical professional stating whether or not, in their opinion, the student is fit to resume their Status.
 - (v) The medical assessment shall take into account any reports provided by other medical professionals involved in the care of the student during the period of suspension.
- (b)
- (i) If the student is considered to have met the conditions for resumption of Status, the Senior Tutor shall inform the student in writing within seven working days and report the student's return to the Warden and Tutors' Committee.
 - (ii)
 - (a) If the student is considered not to have met the conditions for resumption of Status, the Senior Tutor shall inform the student of the Non-Resumption Decision in writing within seven working days and advise them that a Case Review Meeting may be convened at their request provided that the request is received by the Senior Tutor within five working days of the Senior Tutor's communication.
 - (b) If a Case Review Meeting is reconvened at the student's request, paragraphs 8-10 above shall apply.
 - (c) If no request for the convening of a Case Review Meeting is received by the Senior Tutor within the time allowed:
 - (a) the Senior Tutor shall write to the student within seven working days of the expiry of the time-limit to confirm the Non-Resumption Decision and to inform the student of their right to seek a review;
 - (β) the student shall not be permitted to resume their Status except as may be determined by the Appeals Panel on review.

12. Review

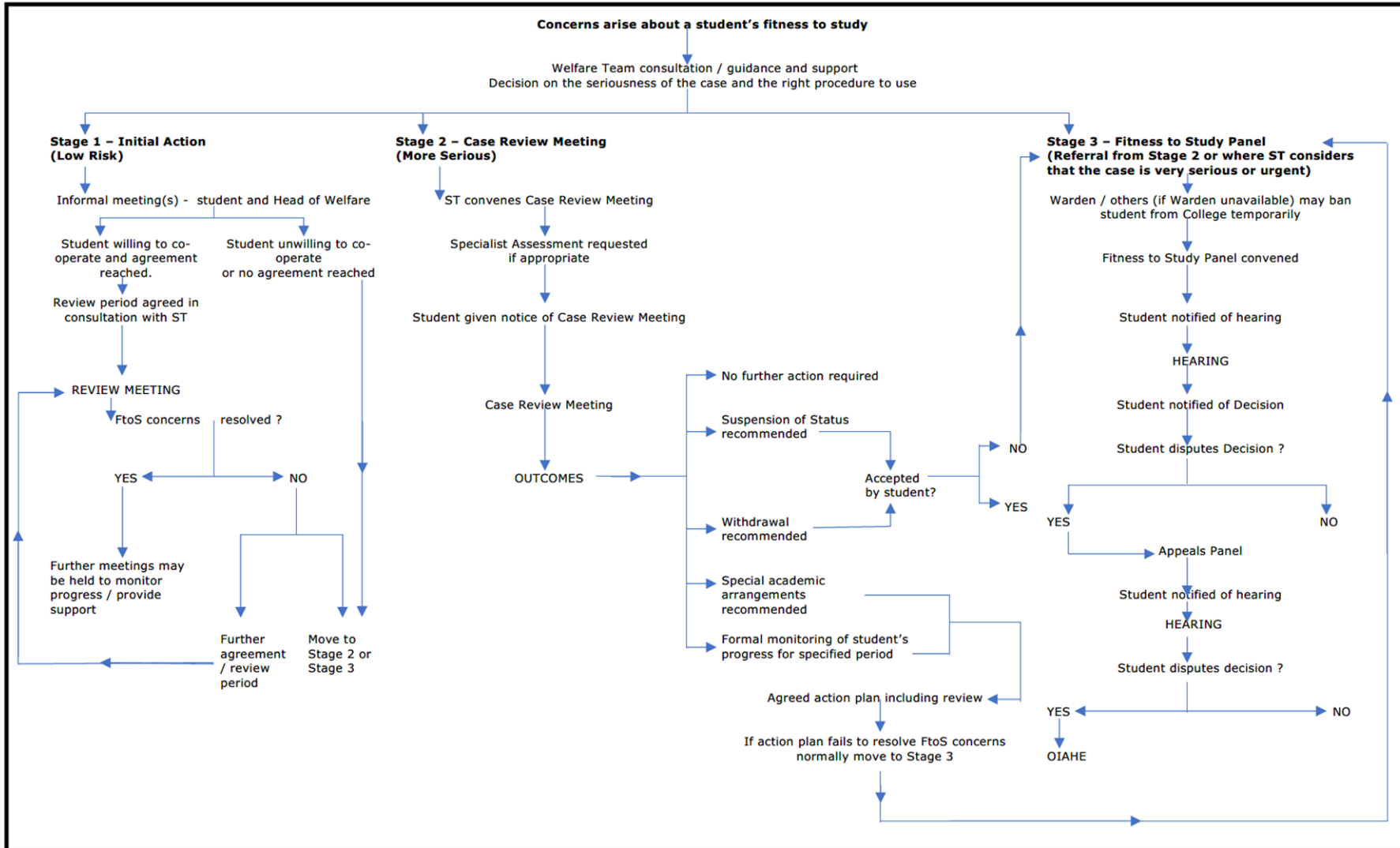
- (a) If the student is dissatisfied with a decision of the Fitness to Study Panel or a Non-Resumption Decision has been confirmed under paragraph 11(b)(ii)(c) above, they may seek a review.
- (b) Reviews are conducted by the Appeals Panel.

- (c)
 - (i) The Appeals Panel may regulate its proceedings as it sees fit.
 - (ii) The Chair of the Appeals Panel has the power to extend any time-limit imposed by this Bylaw where it seems expedient to do so (such as to take account of periods when the College will be closed) on their own initiative or on application by the undergraduate or (where the decision to be reviewed has been made by the Fitness to Study Panel) by the Chair of the Fitness to Study Panel or (where the decision to be reviewed is a Non-Resumption Decision) by the Senior Tutor.
- (d)
 - (i) The student must set out the case for review in writing to the Chair of the Appeals Panel within five working days of the communication of a decision of the Fitness to Study Panel or of the Senior Tutor's confirmation of a Non-Resumption Decision under paragraph 10(b)(ii)(c). The student's case must set out any alleged procedural unfairness or failures in the reasoning underlying the decision in question.
 - (ii) The Chair of the Appeals Panel must copy the student's appeal to the Chair of the Fitness to Study Panel or (where the decision to be reviewed is a Non-Resumption Decision) the Senior Tutor, who must respond in writing to the Chair of the Appeals Panel within five working days. The Chair of the Appeals Panel must then copy that response to the student.
 - (iii)
 - (a) The student must normally be given at least five working days' written notice of the hearing and must be informed of its purpose and the referral or request that has led to its being convened.
 - (b) In urgent situations on the advice of the Senior Tutor or the Head of Welfare the Chair may shorten the period of notice. Any shorter period of notice must nonetheless be reasonable in all the circumstances.
 - (iv) The student must be told in writing of the time and venue of the meeting.
 - (v) Without prejudice to the Appeals Panel's right to regulate its proceedings, the following procedure shall normally be adopted:
 - (a) The Appeals Panel shall consider the basis of the student's appeal and the response of the Chair of the Fitness to Study Panel.
 - (b) The student has the right to attend and make oral

representations at the hearing and may be accompanied at the meeting by a member of the Oxford SU Student Advice Service, a fellow student, a member of the Welfare Team other than the Head of Welfare, another current member of the University, or another supporter or adviser including those who are able to support students with a disability.

- (c) Attendance by a member of the student's family as their supporter is not permitted unless this is agreed by the Chair in advance.
 - (d) The attendance of legal advisers is not permitted.
 - (e) The student must notify the Chair at least 24 hours in advance of the hearing if they are to be accompanied and by whom.
 - (f) In the event that the student does not attend the hearing, the Appeals Panel may proceed in their absence.
- (e) The Appeals Panel can confirm or amend the decision under review and must issue its decision in writing to the undergraduate, the Chair of the Fitness to Study Panel and/or the Senior Tutor within seven working days.
- (f) The College's procedures are complete when the Appeals Panel's decision has been issued and the appropriate College Officer shall provide the undergraduate with a Completion of Procedures letter.
- (g) If the student remains dissatisfied, they may apply to the Office of the Independent Adjudicator for Higher Education (see <http://www.oiahe.org.uk/>). The Senior Tutor must make available the forms and accompanying guidance notes at the student's request.

FITNESS TO STUDY PROCEDURE FLOWCHART



APPENDIX 8: HOLDING MEETINGS OR PARTIES ON COLLEGE PREMISES

Obtaining Permission

Permission MUST be obtained from the Deputy Principal of the Postmasters for any gathering of more than ten persons on College premises, which any graduate or undergraduate member of the College seeks to hold. College premises includes all rooms, corridors, and gardens, whether in the main College, Rose Lane, Holywell, Manor Place, Iffley Road, the Sports Pavilion, the Holywell Meadows, or wherever the College has management of a property. Special conditions applying to student gatherings of three or more persons on College premises will apply on specified occasions including the Time Ceremony, College Ball, and end-of-examination celebrations. These conditions will be notified to the JCR and MCR members of College by the Deputy Principal of the Postmasters before such an occasion.

The form for obtaining permission, making a booking, and arranging security and safety is available from the intranet page:
<https://intranet.merton.ox.ac.uk/content/room-booking-request-form-students>.

Every room booking request is different in terms of its nature, size and requirements. We require the student room booking form to be completed to help us to understand any risks involved, collect all the information about your event, and identify which level of authorisation is needed before approval can be made.

The form must be fully completed with accurate and detailed information two weeks in advance. The DPOP must be informed if any substantive changes to the plans for the meeting or party occur after permission has been granted. Only members of Merton College may make bookings for meetings or parties on College premises.

The booking of certain College rooms and other venues requires the consent of College Officers and consultation with staff members before the booking can be accepted by the Deputy Principal of the Postmasters. Documentation of this consent must be submitted with the form. (See below for details of venues and contacts.) The College reserves the right to impose a rental charge for the use of certain College rooms and other venues to Merton students and non-Merton Clubs and Associations.

Permission must be applied for from the Deputy Principal of the Postmasters in writing at least two weeks before the event is to be held.

The College may withhold permission for parties and other events during times proximate to public examinations. A ban on such events is enforced from the start of 4th Week Trinity term until the end of 10th Week Trinity Term, in the interests of those taking examinations.

Organisers must arrange with the Head Porter for clear directions to be available at the Lodge to guests and participants.

A guest list of all external visitors for events must be submitted to the events team and Head Porter no less than 7 days prior to the event.

If necessary, one of the organisers must be present in the Lodge when guests or participants arrive. All guests must be signed in and accompanied. If the Head Porter, in consultation with the Deputy Principal of the Postmasters, deems it necessary, extra staff or security must be arranged by and at the cost of the organisers.

Freedom of Speech

The requirements of the Code of Practice on Meetings and Events²⁴ must be complied with. Freedom of speech and academic freedom are central tenets of academic life. The legal duties of UK universities to protect free speech is enshrined in legislation, including the Education (No 2) Act 1986 and the Human Rights Act 1998, and academic freedom is protected by the Education Reform Act 1988. All members of the College, including academics, staff, students, and visitors, must have due regard to the need to prevent people from being drawn into terrorism ('Prevent duty') under the Counter-Terrorism and Security Act 2015. Only criminal speech is proscribed. Speakers and audiences must observe the relevant college policies on harassment and conduct civil academic discussions at all times.

In order to meet the College's obligations under the Prevent legislation, students who organise an online event with an external speaker

- i. which is organised on behalf of any College society or group (including the JCR and MCR) or
- i. which is branded in any way as associated with the College or
- ii. which uses the College's IT facilities

must provide details to the Deputy Principal of the Postmasters no fewer than 7 days in advance, including the name of the speaker and the speaker's proposed subject.

The Head Porter must be consulted about security arrangements, especially for functions that are open to outside guests, or where disturbance may reasonably be foreseen. In the case of meetings, organisers must consider difficulties that they may have with participants of opposing views and requirements for physical security. In the case of parties, organisers must consider the possibility of gate crashers or drunkenness.

Responsibilities of Organisers

²⁴ See <https://compliance.admin.ox.ac.uk/prevent/code-of-practice-on-meetings-and-events#:~:text=The%20University%20of%20Oxford%20seeks,both%20intellectual%20challenge%20and%20change>.

Organisers are personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed. The organiser must be present throughout the event. All parties and meetings must observe music hours, be quiet after 11.00 p.m., and disperse before 11.45 p.m. Music at official JCR or MCR parties held in College may be played up to 11.30 p.m., and special extensions of music hours may be allowed for parties held at the Pavilion upon application to the Principal of the Postmasters.

Organisers must not leave before they have ensured that the venue has been left clean, tidy, and ready for use by others. The Porters and College Officers may check that the organisers have stayed until all work is done. All washing up must be done and all rubbish disposed of. College staff must not have any extra work as a result. All glasses and debris from a party in the room of a member of the College must be cleared before the next visit by the scout/cleaner. Cleaning materials and equipment are usually available from the scout/cleaner, and are provided in the JCR, MCR, Mure Room, and the Pavilion. A charge may be levied in the event that the venue is not fully cleaned.

Organisers of parties or meetings are advised of the importance of observing fire regulations. The maximum number of occupants of each room or venue must be strictly observed. Barbeques are not permitted. It is an offence to possess barbeque equipment in College premises, whether inside or adjacent to a student residence.

Organisers of parties or meetings are asked to remind their guests that photographs or films of individuals who are attending the event 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 (i.e., a human) 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 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. However, 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.

Notices advertising events of any kind must be posted on notice boards, not placed on walls or doors.

The current schedule of fines includes fines for: excessive noise/disturbance £30-£75 depending on severity; damage to College rooms, premises, grounds, £30 and up depending on severity + costs property; unauthorised parties £30-£75, depending on severity; failure to clean up after party/meeting, cost plus fine of £30-£150; unreasonable mess, cost plus fine of £30-£150.

Any College (or University) group or society wishing to book a College room for a meeting must give notice to the Deputy Principal of the Postmasters using the appropriate form available on the intranet

<https://intranet.merton.ox.ac.uk/student/room-booking-request> . You must provide full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers invited to the meeting. Such notification must be given at least two weeks before the date of the meeting. If the Deputy Principal of the Postmasters has not given permission, the meeting will not be allowed.

Parties to be held in College property may not be advertised outside the College nor may a charge be made for admission or drinks. Junior Members are reminded that a licence is normally required for the sale of alcoholic drinks to persons who are not members of the College or their bona fide guests.

Alcoholic refreshments may be sold at the College Bar only to members of the College and their bona fide guests. The Bar must close at 11.00 p.m.

Any disco or other electrical equipment to be used must have been inspected and approved by the College's electrician. The use of smoke vapour machines is strictly forbidden except by special permission.

Junior Members are reminded that entertainment licences are required by law for a "public performance". This does not apply to private events confined to members of the University and their bona fide guests. For such a performance not to be public the restriction on the audience must be announced on any advertisement that the public might see, and all reasonable steps must be taken to exclude members of the public. Advertisements should be confined to "private" areas of the University therefore. Even for private performances, organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Proctors' Memorandum, Part IV.

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.

Booking

All bookings for gatherings of more than ten people must be authorised by the Deputy Principal of the Postmasters. Booking certain College rooms and other

venues requires the consent of other College officers and consultation with staff members before the Deputy Principal of the Postmasters will accept the booking.

The form for obtaining permission, making a booking, and arranging security and safety is available from the intranet page: <https://intranet.merton.ox.ac.uk/content/room-booking-request-form-students>. The form must be submitted no later than 2 weeks prior to the event date, and must be fully completed with accurate and detailed information.

Any event that does not follow the room booking process or provide accurate information may be cancelled by the College.

Additional information is given below.

Venue	Permission	Additional information
JCR	1. JCR President; and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter	If you have been given permission to hold a party in the JCR, you must write to all residents of St Alban's staircases and Front V in advance warning them of the event. You may only play music at an authorised event in the JCR up to 11.30 p.m. You must turn down the music 15 minutes before this time. In Trinity Term loud noise/music played in the JCR must cease by 9.00pm.
MCR/Holywell Music Room	1. MCR President or MCR Social Secretary, as nominated by the MCR Executive Committee; and 2. If the gathering is for more than 10 people, the DPOP 3. Head Porter or Deputy Head Porter	Before submitting the request form to the DPOP you must obtain the signature of the MCR President or the MCR Social Secretary. You may only play music at an authorised event in the MCR up to 11.30 p.m. You must turn down the music 15 minutes before this time.
Mure Room	1. Domestic Bursar: and 2. If the gathering is for more than 10 people, the DPOP	A charge of £40 may be levied for the use of the Mure Room to non-Merton Clubs and Associations. If you have been given permission to hold a party in the Mure Room, you must write to all residents of Rose Lawn

Venue	Permission	Additional information
	3. Head Porter or Deputy Head Porter	<p>staircases in advance warning them of the event.</p> <p>You may not move the Grand Piano. Food, drink, and smoking are prohibited in the Mure Room.</p>
Fitzjames 1	<p>1. Domestic Bursar and</p> <p>2. If the gathering is for more than 10 people, the DPOP</p> <p>3. Head Porter or Deputy Head Porter</p>	
TS Eliot Theatre	<p>1. Domestic Bursar and</p> <p>2. If the gathering is for more than 10 people, the DPOP</p> <p>3. Head Porter or Deputy Head Porter</p>	<p>A charge of £100 may be levied for the use of the TS Eliot Theatre to non-Merton Clubs and Associations.</p> <p>Applications to use the TS Eliot Theatre must be received at least two weeks in advance.</p> <p>Wine and soft drinks may be served in the foyer area, however no glasses (or food) are to be taken into the TS Eliot Theatre or any of the breakouts.</p>
Sports Pavilion	<p>1. Domestic Bursar;</p> <p>2. Groundsman;</p> <p>3. If the gathering is for more than 10 people; the DPOP; and</p> <p>3. Secretary of Amalgamated Clubs</p> <p>4. Head Porter or Deputy Head Porter</p>	<p>A charge will be levied to cover the cost of parties at the Pavilion. This charge is currently £100 (£150 for non-Mertonian clubs and associations).</p> <p>Unless a special extension of music hours has been agreed with the Principal of the Postmasters, you may only play music at partisan authorise event held in the Pavilion up to 11.30 p.m. You must turn down the music 15 minutes before this time.</p>

Venue	Permission	Additional information
		<p>All musical equipment must use the designated power points attached to the acoustic control system.</p> <p>You may not play or relay live or amplified music to the grounds outside the Pavilion at any time.</p>
Lawns and gardens	<ol style="list-style-type: none"> 1. Domestic Bursar; 2. Garden Master; and 3. Principal of the Postmasters 4. Deputy Principal of the Postmasters; 5. Depending on circumstances, Senior Member of Merton Floats, Warden & Tutors' Committee 	<p>Use of the lawns and gardens by Junior Members for parties is restricted.</p> <p>You may apply to hold an event on a Merton College lawn or garden and the appropriate location (Chestnut Lawn, Sundial Lawn, Fellows Garden) will be assigned, taking preferences into account where possible</p> <p>You may apply to use a Merton College lawn on behalf of an official College body (e.g., JCR, MCR) or recognised College clubs or societies. Normally a Fellow of the College must agree to be present at the function.</p> <p>Garden functions may not exceed four hours in duration (including set up and close down), except by special permission from the Warden and Tutors' Committee through the Principal of the Postmasters.</p> <p>No more than 100 people including the organisers may be invited to an event unless it is an official JCR or MCR event, except by special permission from Warden and Tutors' Committee through the Principal of the Postmasters.</p> <p>No student, club or society may hold more than one event in the gardens per term.</p> <p>A maximum of three parties per week will be allowed and one party per day.</p> <p>All applications for garden parties must be approved by the Garden Master by</p>

Venue	Permission	Additional information
		<p>Friday of 0th Week of Trinity term so that the list of Garden Parties can be approved by the Warden and Tutors' Committee.</p> <p>You must obtain permission from the Warden and Tutors' Committee before a music or drama rehearsals or any similar activity is held in the gardens.</p> <p>The Senior Member of Merton Floats must request permission from the Warden & Tutors' Committee before drama rehearsals or performances.</p> <p>The Principal of the Postmasters must request permission from the Warden & Tutors' Committee for any other events in the Gardens. A maximum of three parties per week will be allowed and one party per day</p> <p>You may not play live or amplified music in the Gardens. Special requests to play non- amplified music may be made to the Domestic Bursar and will be considered under exceptional circumstances only.</p>
College House	1. DPOP 2. Head Porter or Deputy Head Porter	<p>Junior Members who wish to hold a party or meeting in a College house or garden, which will total 10 or more persons present either serially or at a single time (unless all of the people to be present are resident in that house), must present the Deputy Principal of the Postmasters with written evidence attached to the form that all members of the house have been consulted and given their agreement to the event.</p> <p>No more than 50 people (not including the residents of that house) may be invited to a party or meeting in a college house or garden associated with the house. Organisers must inform their immediate neighbours of the party or meeting in writing at least one week prior to the event taking place.</p>

Venue	Permission	Additional information
		The common areas of the house or garden must be cleaned and cleared before the cleaner's next visit or 10.00 a.m. the next morning, whichever is earlier.
Holywell Summerhouse	MCR President or Social Secretary; and if the gathering is for more than 10 people, the DPOP	No live or amplified music may be played outside the Holywell Summerhouse. Music may be played inside the Holywell Summerhouse only if the doors and windows are closed and remain closed whilst it is being played.
Savile Room	1. DPOP 2. Domestic Bursar 3. Head Porter or Deputy Head Porter	Use of the Savile Room for club dinners and other functions is restricted, and permission may well be refused. A Fellow of the College must agree to be present at the function.
Hall	1. Warden 2. The Domestic Bursar 3. Steward 4. Head Porter or Deputy Head Porter	You must apply to the Warden for permission to use the Hall, who may also ask for other College officers to be consulted. You should also consult the Catering Manager about availability and catering.
Student room	1. DPOP 2. Head Porter or Deputy Head Porter	No more than 12 students are permitted to attend a party in a student room at a time. Only one guest may be present in a student room after 12 midnight. You may only play music, whether live or reproduced, in your room between 9.00 a.m. and 11.00 p.m. Music played within the permitted times must be kept to a tolerable level for your neighbours, or those teaching in neighbouring rooms, and must not be audible beyond your room. You must clear all glasses and debris must be cleared before the scout's / cleaner's next visit.
Music Rooms	1. DPOP 2. Head Porter or Deputy Head Porter	The Music Rooms may be used for musical activities only.

Venue	Permission	Additional information
		<p>Food, drink, and smoking are prohibited in the Music Rooms.</p> <p>You may not play amplified music in the Music Rooms without the written permission of the Principal of the Postmasters.</p> <p>Music played in music rooms located near residential rooms should only be played between 8.00am and 10.00pm.</p>
Chapel and Ante-Chapel	The Chaplain	Requests to use the Chapel and/or Ante-Chapel should be arranged directly with the Chaplain.

Major events require additional consideration, as outlined below.

Event		
College Ball, Plays, Arts Festival		<p>The date and major venues for the College Ball should be submitted to the Warden & Tutors' Committee one year in advance.</p> <p>A complete schedule of events must be submitted to the appropriate College Officers one term in advance.</p> <p>You must ensure that any testing of the sound system before the Ball does not cause a disturbance during quiet hours.</p> <p>You must write to any people who might be affected by the Ball. Students must disperse quietly.</p>
Bops, discos, etc.		<p>A termcard including the schedule of bops and other events should be submitted by the JCR and MCR respectively to the DPOP in 8th Week of the preceding term. Extensions of this deadline may be arranged directly with the DPOP. The DPOP shall consult with the POP before approval will be given.</p>

APPENDIX 9: JUNIOR MEMBERS' COMPLAINTS PROCEDURE

1. Scope

- 1.1. This Complaints Procedure is provided for Junior Members and in very limited circumstance former Junior Members. Merton College takes seriously complaints about any aspect of its operation. The purpose of this 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 this Complaints Procedure is to reach a satisfactory resolution of a complaint within a reasonable timescale, having due regard to natural justice.
- 1.2. In this Complaints Procedure, the following terms have the following meanings :

Board	A Committee, Sub-Committee, or Forum of the College as set out in Chapter VII of the Bylaws.
Bylaws	The College Bylaws as amended from time to time.
College Officer	As defined by College Statute 5.2 and Bylaws IV.1 and 2 but (for the purposes of this Procedure) including the Warden in relation to a complaint about the conduct of the Sub-Warden.
Complainant	A person making use of this Complaints Procedure.
Complaints Review Panel	A Panel convened by the Reviewer under Stage Three consisting of the Reviewer (chair and convener) and two Fellows of the College enlisted by the Reviewer who have had no involvement in the complaint or its handling in Stage One or Stage Two.
Eligible Complaint	A complaint fulfilling the criteria set out in paragraph 2.
Eligible Complainant	A Junior Member of the College with current student status ; or

	<p>a Junior Member whose student status is temporarily suspended for any reason (whether or not a condition attaches to their resumption of student status); or</p> <p>a former Junior Member whose complaint relates to a matter that arose while they were a Junior Member (whether or not their student status was suspended at the time).</p>
Formal Complaint	A complaint made under Stage Two of this Complaints Procedure.
Investigator	The person appointed under Stage Two to investigate a Formal Complaint.
Junior Member	A Junior Member of the College as defined by College Statute 6.1, i.e., a person who has been presented by the College for matriculation or who has migrated to the College and is engaged in an approved course of study within the University or who has been admitted to the College to pursue an approved course of study.
Life Member	A Life Member of the College as defined by Bylaw V.12, i.e., any person who was a Junior Member and who is a member of the Convocation of the University and any person who has been a Warden or Fellow of the College (but not a Visiting Research Fellow).
Private Dispute	A dispute between a Junior Member and another member or employee of the College that does not arise from the conduct of those members or employees acting or holding themselves out as acting in their capacity as members or employees of the College.

Representative	A person appointed to represent a Junior Member in making or pursuing a complaint in accordance with and subject to the provisions of paragraph 3.
Review	A review of the handling of a Formal Complaint. A Review is provided for under Stage Three.
Reviewer	The person to whom a request for a Review must be send in accordance with paragraph 7.2.
Senior Fellow	The member of the Governing Body who is first in order of precedence under Bylaw III.3.
Stages	The Stages of this Complaints Procedure set out in paragraph 4.
Welfare Team	The Head of Welfare, the Senior Welfare Adviser, the College Nurse, and the Junior Deans for Welfare.
Working days	Days other than : Saturdays, Sundays, Bank Holidays in England and Wales, or days within the College's Christmas and Easter closures.

2. Eligible Complaints

- 2.1. Subject to paragraph 2.2, this Complaints Procedure applies to any objection by an Eligible Complainant to or arising from any aspect of the College's academic, administrative, welfare, or domestic provision, the behaviour of its Fellows, officers, or employees, or any other aspect of the operation of the College where the subject-matter of the objection is alleged to have had a direct adverse impact on the Eligible Complainant concerned as an individual.
- 2.2. This Complaints Procedure does not apply to:
- 2.2.1. Matters of academic judgment.

- 2.2.2. Complaints about the behaviour of a Junior Member. Concerns about the behaviour of a Junior Member may, however, fall within the disciplinary jurisdiction of the Principal of the Postmasters and their Deputy and/or under the Policy and Procedure on Harassment.
- 2.2.3. Complaints that a member or employee of the College has committed harassment falling under the Policy and Procedure on Harassment.
- 2.2.4. A matter which is being dealt with or has been dealt with under any part of Chapter XI of the Bylaws.
- 2.2.5. A matter falling within the scope of any other specific procedure that the College may adopt from time to time.
- 2.2.6. Complaints about people who are not members or employees of the College. In this context, "members" does not include those who have no current status in the College other than Life Member, except where the complaint against a Life Member arises from behaviour in the context of a College event or activity (including those occurring virtually).
- 2.2.7. Private Disputes.
- 2.2.8. A complaint about a matter which has had no adverse individual impact on the Complainant. Suggestions and observations about matters of general College policy or affecting Junior Members generally should be raised with the College through the President of the Junior or Middle Common Room.
- 2.2.9. Complaints by those who are not Eligible Complainants.
- 2.3. This Complaints Procedure cannot be used to appeal against disciplinary decisions of the Principal or Deputy Principal of the Postmasters. Provision for such appeals is made in Bylaw XI B. For the avoidance of doubt (see paragraph 2.2.4 above), this Complaints Procedure cannot be used to appeal against or to seek review of decisions made under any part of Chapter XI of the Bylaws.

3. Eligible Complainants

- 3.1. A complaint under this Complaints Procedure may only be made by an Eligible Complainant or (subject to paragraph 3.2) by a Representative on their behalf and where in Stage One, Stage Two, or Stage Three this Complaints Procedure provides for action by a Complainant in making or pursuing a complaint, "Complainant" includes reference to a duly-appointed Representative.
- 3.2.

- 3.2.1. A complaint may be made or pursued by a Representative on behalf of a Complainant only in the following exceptional circumstances:
 - 3.2.1.1. The Complainant is so unwell or suffering from such other severe difficulty as to be prevented from making or pursuing the complaint themselves; and
 - 3.2.1.2. the Complainant has written to the Sub-Warden (a) to give the Representative authority to act on their behalf and (b) to explain the circumstances which prevent the Complainant from being able to act on their own behalf.
- 3.2.2. Where in the Sub-Warden's judgment the Complainant's explanation does not adequately identify circumstances that prevent them from acting personally, the appointment of a Representative will not be accepted. If the appointment of a Representative has not been accepted the Sub-Warden will notify the Complainant in writing within five working days and will explain why.
- 3.2.3. A Representative should normally be another member of the College or a member of Oxford SU Student Advice Service. The appointment of a legal or other professional adviser as the Complainant's Representative is not normally permitted.
- 3.2.4. If a Complainant appoints a Representative the College will deal only with the Representative concerning the complaint and will not deal with the Complainant personally until the Sub-Warden has received written notice from the Complainant revoking the Representative's appointment.
- 3.3. A group of Complainants who wish to make the same complaint may make a joint complaint. In this case, they must nominate one of their number to act on their joint behalf as their spokesperson and the spokesperson will be the Representative of the other Complainants concerned in the complaint.
- 3.4. Anonymous complaints will not be considered except in exceptional circumstances where there are compelling reasons to do so. A complaint made anonymously must satisfactorily identify the Complainant's standing to use this Complaints Procedure and must explain what the exceptional circumstances and compelling reasons are for its consideration.

4. Outline of Complaints Procedure

- 4.1. This Complaints Procedure contains the following Stages :
 - 4.1.1. Stage One : Raising a Concern
 - 4.1.2. Stage Two : Formal Complaint

- 4.1.3. Stage Three: Review.
- 4.2. Subject to the exception provided in paragraph 6.2, a Complainant must follow the Stages in the order set out above.
- 4.3. Before beginning the procedure set out above, a Complainant may discuss confidentially the nature of the proposed complaint and how to proceed with an appropriate member of the Welfare Team or any Fellow unconnected with the subject-matter of the proposed complaint who may be willing to be consulted.
- 4.4. A Complainant who remains dissatisfied after completion of all the Stages may apply to the Office of the Independent Adjudicator for Higher Education as set out in paragraph 7.12 below.
- 4.5. Complaints must be dealt with confidentially by all parties except where it is necessary to disclose information to carry out a fair investigation. To enable an investigation to be carried out fairly, the Complainant's identity will usually need to be disclosed to any person who is the subject of the complaint.
- 4.6. All parties involved in a complaint must act reasonably and fairly and treat the College's procedures with respect.
- 4.7. Disciplinary action may be taken against:
- 4.7.1. a Complainant who makes a malicious or vexatious complaint ;
- 4.7.2. anyone who victimises a Complainant.

5. Stage One : Raising a Concern

5.1.

- 5.1.1. In Stage One, the Complainant raises a concern with the appropriate College Officer, as follows :
- for academic matters affecting undergraduates and matters relating to the Academic Office: the Senior Tutor;
 - for academic matters affecting graduates: the Dean of Graduates;
 - for matters involving domestic College staff and services e.g. food and accommodation; security; repairs and maintenance; information technology; gardens and grounds: the Domestic Bursar;

- for financial matters and matters relating to the Bursary: the Finance Bursar;
- for matters relating to the operation of the Chapel or the Chapel Office : the Chaplain;
- for matters relating to development and the Development Office : the Development Director;
- for matters relating to the Library: the Librarian;
- for matters relating to sports: the Senior Treasurer of the Amalgamated Clubs;
- for matters relating to the provision of welfare-services: the Senior Tutor;
- concerns about the actions of a College Officer (other than the Sub-Warden) or relating to the Warden's Office: the Sub-Warden;
- concerns about the actions of the Sub-Warden: the Warden.

5.1.2. If the Complainant is in doubt about the appropriate College Officer with whom to raise their concern, they may consult the Dean and Keeper of the Statutes.

5.2.

5.2.1. The Complainant may raise their concern with the appropriate College Officer either in person or in writing. If they raise their concern in person, they must also put it in writing if asked to do so to assist the College Officer dealing with it. A Complainant who uses this procedure to raise a concern must state explicitly that they are using this procedure.

5.2.2. If a Complainant raises a concern in person, they may be accompanied by another member of the College when doing so.

5.2.3. The Complainant must raise their concern with the appropriate College Officer as soon as possible and in any case within sixty working days after the problem arises or, if the problem has emerged gradually, within sixty working days after the action or event which, according to the Complainant, caused the problem to become a matter for complaint.

5.2.4. Except for exceptional reasons, a concern raised outside the time-limit in paragraph 5.2.3 will not be considered. If a Complainant believes that there are exceptional reasons why a concern raised outside the time-

limit should be considered, they must state this when raising the concern.

5.3.

5.3.1. If a College Officer with whom a Complainant raises a concern forms the view that they are not the most appropriate College Officer to deal with it, they should, in consultation with the Complainant and the Dean and Keeper of the Statutes, identify a more appropriate College Officer to whom responsibility for dealing with the concern will be transferred.

5.3.2. The College Officer with whom the concern has been raised (or to whom responsibility for it has been transferred) must investigate expeditiously and attempt to resolve the concern by informal means.

5.3.3. In carrying out their duty under Stage One, the College Officer may request further information from the Complainant or others and those so requested must provide that information fully and promptly.

5.3.4. If the Complainant raises a concern about or relating to a particular person, the College Officer will expect to be given the Complainant's consent to disclose to that person the concern that has been raised, including, where appropriate, the identity of the Complainant. If the Complainant refuses to consent to such disclosure, the College Officer may properly decline to proceed further with Stage One.

5.3.5. Once the College Officer has completed their investigation and made a reasonable attempt to find an appropriate means of resolving the concern, they must inform the Complainant in writing of the outcome, i.e., the College Officer must (a) identify the results of their investigation and (b) either propose a resolution or state any agreed resolution. The College Officer may, if they wish, deliver the written outcome to the Complainant at a meeting organised for the purpose.

5.3.6. Except where the matter is complex or where delays have occurred which are beyond the control of the investigating College Officer, the duration of Stage One should not normally exceed fifteen working days. For the avoidance of doubt, previously booked leave is to be regarded as a delay beyond the control of the investigating College Officer. If the duration of Stage One appears likely to exceed fifteen working days, the investigating College Officer must inform the Complainant of that fact and of the expected duration.

5.4. Stage One is complete once the Complainant has been informed in writing of the outcome in accordance with paragraph 5.3.5.

5.5. If the Complainant is dissatisfied with the outcome of Stage One, they may proceed to Stage Two.

6. Stage Two : Formal Complaint

- 6.1. In Stage Two, the Complainant makes a Formal Complaint.
 - 6.1.1. Once Stage One has been completed in accordance with paragraph 5.3.5, the Complainant must make any Formal Complaint within ten working days of its completion.
 - 6.1.2. Unless there are exceptional reasons, a Formal Complaint made outside the time-limit in paragraph 6.1.1 must be dismissed, whether or not it is an Eligible Complaint. If a Complainant believes that there are exceptional reasons for it not to be dismissed, they must state this when making the Formal Complaint.
 - 6.1.3. Except where paragraph 6.1.4 applies, a Formal Complaint must be made by setting out in writing the information required by Appendix 1 and, sending it to the Sub-Warden. If sent by email it must be sent to sub-warden@merton.ox.ac.uk and the subject-line of the email must state "Formal Complaint". If the Sub-Warden is unable to act or is conflicted (e.g., because they are the Complainant's Director of Studies) they must appoint another member of the Governing Body to act in their place. In this circumstance, "Sub-Warden" in the procedure for Stage Two should be understood as referring to the Fellow so appointed.
 - 6.1.4. A Formal Complaint about the Sub-Warden must be made by setting out in writing the information required by Appendix 1 and sending it to the Warden. If sent by email it must be sent to warden@merton.ox.ac.uk and the subject-line of the email must state "Formal Complaint". In this circumstance, "Sub-Warden" in the procedure for Stage Two should be read as "Warden".
 - 6.1.5. A Complainant who makes a Formal Complaint is taken thereby to consent to its investigation and to the making of inquiries in pursuit of that investigation.
- 6.2. Except as provided in paragraph 6.2.1, the Complainant must have completed Stage One before making a Formal Complaint.
 - 6.2.1.
 - 6.2.1.1. A Complainant who wishes to make a Formal Complaint without completing Stage One must (a) have a good reason for doing so and (b) state that reason explicitly in their Formal Complaint.
 - 6.2.1.2. Examples of good reasons include (without limitation) that Stage One would not be appropriate because the subject-matter of the Formal Complaint is too serious or that because informal attempts to find a resolution have already been made outside this Complaints Procedure, Stage One would be pointless.

- 6.2.2. If it appears that a Complainant has made a Formal Complaint without having completed Stage One and they do not have or have not stated a good reason for not having completed it, the Sub-Warden must refer the matter to the appropriate College Officer and it must be treated as if the Complainant had raised it as a concern with that College Officer under Stage One.
- 6.3. Within ten working days of receipt of the Formal Complaint, the Sub-Warden must:
 - 6.3.1. consider the Formal Complaint and determine whether it is an Eligible Complaint and whether it was made within the time-limit, and if it is an Eligible Complaint and was not made within the time-limit, whether there are exceptional reasons for it not to be dismissed; and
 - 6.3.2. write to the Complainant and either (a) confirm that the Sub-Warden will appoint an Investigator or (b) notify the Complainant that the Formal Complaint has been dismissed.
- 6.4. If the Formal Complaint is to be investigated under Stage Two, the Sub-Warden must appoint an Investigator.
 - 6.4.1. An Investigator should normally be a Fellow of the College. An Investigator must not have been involved in Stage One or have had any other involvement with the subject-matter of the Formal Complaint.
 - 6.4.2. The Complainant must be notified of the identity of the proposed Investigator and given an opportunity to object.
 - 6.4.3. A Complainant who wishes to object to a proposed Investigator must do so in writing to the Sub-Warden within five working days of being notified and must give reasons.
 - 6.4.4. The Sub-Warden must appoint another Investigator if, in the Sub-Warden's opinion, the Complainant's objections disclose good reasons for doing so.
- 6.5. The duty of the Investigator is to investigate the Formal Complaint independently and impartially and thereafter to make a report to the Sub-Warden as further set out below.
 - 6.5.1. The Investigator must make appropriate and proportionate inquiries in pursuit of their duty. Inter alia the Investigator may request additional information, including documents, from the Complainant and/or any other person, and hold interviews with the Complainant, any witnesses identified by the Complainant, and any other person.

- 6.5.2. The Investigator must keep notes of all interviews and meetings conducted by them and for that purpose may have a note-taker present at any interview or meeting. The Investigator must ensure that the note-taker understands and accepts that they are bound by confidentiality.
- 6.5.3. The Investigator must complete their investigation as expeditiously as the subject-matter and fairness allow.
- 6.5.4. Within ten working days after the end of their investigation, the Investigator must produce a report in writing, setting out the details of their investigation and including as an appendix copies or notes of any evidence relied upon.
- 6.5.5. The Investigator must provide a copy of their report and its appendices to the Complainant and to any person or persons who are the subject of the Formal Complaint and invite them to submit to the Investigator any proposed corrections or objections.
- 6.5.6. Any proposed corrections or objections must be submitted to the Investigator in writing within five working days of the Investigator's invitation to submit them.
- 6.5.7. At the expiry of five working days from the Investigator's invitation to submit corrections or objections, the Investigator shall submit their report to the Sub-Warden together with any proposed corrections or objections received.
- 6.6.
- 6.6.1. The Sub-Warden must consider the Investigator's report and any additional material provided under paragraph 6.5.7 and decide whether to uphold, partially uphold or dismiss the Formal Complaint.
- 6.6.2. If the Sub-Warden decides to uphold or partially uphold the Formal Complaint, they must decide what remedy, if any, is to be given or other action taken, including any recommendations that it may be necessary or expedient to make to the Governing Body or any Board.
- 6.6.3. In making decisions under this paragraph, the Sub-Warden must not (without the prior agreement of those concerned) take into account any information or material not available to the Complainant or to the person who is the subject of the Formal Complaint.
- 6.7. Within ten working days of receiving the Investigator's report:
 - 6.7.1. The Sub-Warden must write to the Complainant to notify them of the outcome of Stage Two, i.e., the decisions taken by the Sub-Warden under paragraph 6.6 above and the reasons for taking them.

- 6.7.2. The Sub-Warden must also notify the outcome to anyone who was the subject of the Formal Complaint and to any College Officer who needs to be made aware of it.
- 6.8. If the Sub-Warden's term of office comes to an end during Stage Two:
 - 6.8.1. if they continue to be a Fellow of the College and are not then on leave they must continue to deal with the Formal Complaint as if they were still Sub-Warden and references to "Sub-Warden" in or in relation to Stage Two include such a person;
 - 6.8.2. if they cease to be a Fellow of the College or are on leave, the new Sub-Warden must take over the handling of the Formal Complaint.

7. Stage Three: Review

- 7.1. In Stage Three a Complainant who is dissatisfied with the outcome of Stage Two requests a Review.
 - 7.1.1. The Complainant must request a Review within ten working days of being notified of the outcome of Stage Two in accordance with paragraph 6.7.1 above.
 - 7.1.2. Unless there are exceptional reasons, a request for a Review made outside the time-limit in paragraph 7.1.1 will be dismissed. If a Complainant believes that there are exceptional reasons for it not to be dismissed, they must state this when making the request for a Review.
 - 7.1.3. A request for a Review must be made by setting out in writing the grounds on which the request is made and sending it to the Reviewer, as provided below.
 - 7.1.3.1. Except where paragraph 7.1.3.2 applies, a request for a Review must be sent to the Warden. If sent by email it must be sent to warden@merton.ox.ac.uk and the subject-line of the email must state "Request for Review (Formal Complaint)."
 - 7.1.3.2. If the Formal Complaint was dealt with by or concerned the Warden, the written request for a Review must be sent to the Senior Fellow, whose name and email-address are available from the Warden's Office. If sent by email the subject-line of the email must state "Request for Review (Formal Complaint)".
 - 7.1.4. Where the Warden dealt with the Formal Complaint, references to "Sub-Warden" in paragraphs 7.2 and 7.3 below should be read as "Warden".
- 7.2. A Complainant may request a Review on one or more of the following grounds:

- 7.2.1. That there was a procedural irregularity or error in the handling of the Formal Complaint.
- 7.2.2. That the outcome of Stage Two was objectively unreasonable.
- 7.2.3. That the Sub-Warden did not provide reasons or did not provide clear reasons for their decisions in notifying the Complainant of the outcome of Stage Two.
- 7.2.4. That the Complainant has material evidence which the Investigator and the Sub-Warden have not seen and good reasons for why this evidence was not provided earlier.
- 7.3. As regards the grounds on which a Complainant may request a Review:
 - 7.3.1. If the Complainant relies on the ground in paragraph 7.2.1 they must identify the irregularity or error in their request for a Review.
 - 7.3.2. If the Complainant relies on the ground in paragraph 7.2.2 they must identify which aspects of the outcome they consider to be objectively unreasonable and explain why.
 - 7.3.3. If the Complainant relies on the ground in paragraph 7.2.3 they must identify where reasons were not given or the aspects in which the reasons given by the Sub-Warden were unclear.
 - 7.3.4. If the Complainant relies on the ground in paragraph 7.2.4 they must provide the evidence and explain their reasons for not providing it earlier.
- 7.4. Within ten working days of receipt of the request for a Review, the Reviewer must:
 - 7.4.1. Consider the request for a Review and determine whether there is a prima facie case for a Review and whether the request was made within the time-limit, and if there is a prima facie case and the request was not made within the time-limit, whether there are exceptional reasons for it not to be dismissed; and
 - 7.4.2. write to the Complainant and either (a) confirm that the Reviewer will convene a Complaints Review Panel or (b) notify the Complainant that the request for a Review has been dismissed.
- 7.5. If the request for a Review is dismissed the College's procedures for dealing with the complaint are at an end and the Reviewer must inform the OIA Point of Contact so that a Completion of Procedures letter can be issued to the Complainant. If the OIA Point of Contact was the object of the

Complaint, the Completion of Procedures letter will be issued by the OIA Point of Contact Delegate.²⁵

- 7.6. If the request for a Review is not dismissed the Reviewer must convene a Complaints Review Panel which must then meet as often as necessary to complete the Review. The Complaints Review Panel must aim to complete the Review within ten working days and must ensure that the Complainant is kept informed if for any reason the Review will take longer.
- 7.7. In undertaking the Review the Complaints Review Panel must consider the documents set out in paragraph 7.8 without holding any hearing and on that basis decide whether to uphold, partially uphold or dismiss the Formal Complaint.
- 7.8. The documents to be considered by the Complaints Review Panel pursuant to paragraph 7.7. above are the following:
 - 7.8.1. The Formal Complaint;
 - 7.8.2. the report and other material submitted by the Investigator pursuant to paragraph 6.5.7 above;
 - 7.8.3. the notification of the outcome of Stage Two received by the Complainant pursuant to paragraph 6.7.1 above; and
 - 7.8.4. the request for a Review submitted by the Complainant pursuant to paragraph 7.1 above.
- 7.9. If the Complaints Review Panel decides to uphold or partially uphold the Formal Complaint, it must decide what remedy, if any, is to be given or other action taken, including any recommendations that it may be necessary or expedient to make to the Governing Body or any Board.
- 7.10. Within five working days after the Complaints Review Panel has made its decisions the Reviewer must write to the Complainant to notify them of those decisions and of the reasons for them.
- 7.11. The College's procedures are complete when pursuant to paragraph 7.10 the Reviewer has notified the Complainant of the Complaints Review Panel's decisions. The Reviewer must inform the OIA Point of Contact so that a Completion of Procedures letter can be issued to the Complainant. If the OIA Point of Contact was the object of the Complaint, the Completion of Procedures letter will be issued by the OIA Point of Contact Delegate.¹
- 7.12. If the Complainant remains dissatisfied once the College's procedures are complete, they may apply to the Office of the Independent Adjudicator for

²⁵ At the date of publication of this Procedure, the OIA Point of Contact was the Dean and Keeper of the Statutes and the OIA Point of Contact Delegate was the Senior Tutor. This footnote will be updated as necessary.

Higher Education (see <http://www.oiahe.org.uk/>). The Senior Tutor must make available the forms and accompanying guidance notes at the Complainant's request.

8. Monitoring of Formal Complaints

- 8.1. The Warden's Office must keep an anonymised record of the number of Formal Complaints made, the general area of each one, of their outcomes (dismissed, partially upheld, upheld), of any requests for Review and of their outcomes (dismissed, partially upheld, upheld).
- 8.2. The Sub-Warden must present a report to the Governing Body at the beginning of Michaelmas Term each year containing the information recorded during the previous academic year pursuant to paragraph 8.1.

APPENDIX 1 to the Junior Members' Complaints Procedure

NOTES

- a. **Stage One:** Before submitting a Formal Complaint you must have completed Stage One of the Complaints Procedure, except in the special circumstances set out in paragraph 6.2 of the Complaints Procedure.
- b. **Group complaints:** A group of Junior Members who are jointly making a Formal Complaint must nominate one of their number to act on their joint behalf as their spokesperson and the spokesperson must complete this form. The spokesperson will be the Representative of the other Junior Members concerned in the complaint. All the Junior Members concerned must sign the Formal Complaint or, if the Formal Complaint is submitted by email, all the Junior Members listed must be copied into the email.

Information to be included in a Formal Complaint

Part A

1. Your Family-name and forename.
2. Your matriculation-year and subject.
3. Your email-address.
4. Is this a group complaint ? If so,
 - 4.1. Please give the family-name and forename of each complainant.
 - 4.2. Please confirm that you are authorised by the other complainants to act as their spokesperson.

Part B

5. Please identify the subject of your complaint (i.e., the service, department, or person about whom you are complaining).
6. Have you been through Stage One of the Procedure?
 - 6.1. If so, when was it completed?
 - 6.2. If not, do you have a good reason why not? What is that reason?
7. The time-limit for making a Formal Complaint after Stage One is ten working days after the completion of Stage One.
 - 7.1. Is your Formal Complaint being submitted within that time-limit?

- 7.2. If not, do you have an exceptional reason why you are submitting your Formal Complaint late? If so, what is it?
8. Please set out in numbered paragraphs the key points of your complaint. This should include a brief summary of the crucial facts, including dates, a summary of what you say the subject of your complaint did wrong, a summary of the supporting evidence. Please try to keep to a maximum of 1,000 words.
9. Please list and attach any supporting evidence.
10. Please confirm the following:
 - 10.1. That you have read and understood the Junior Members' Complaints Procedure.
 - 10.2. If you are the Representative of a group of Junior Members:
 - 10.2.1. That you are the nominated representative of the group and that all its members agree that you can make this Formal Complaint on behalf of all of them.
 - 10.2.2. That you understand and accept that you must ensure that you are fairly representing the views of all the group's members.
 - 10.2.3. That the list of members of the group which you have attached to your complaint is an accurate and complete list of all the members of the group.
 - 10.2.4. That all members of the group have read your Formal Complaint and agree with it.
 - 10.3. That you (and if you are the representative of a group, the members of the group) understand and accept that the College may need to process personal details about you (and them) in order to investigate the Formal Complaint.
 - 10.4. That you (and if you are the representative of a group, the members of the group) understand and accept that the College may need to exchange information about the Formal Complaint with other persons during its investigation, including disclosure of complainants' identities.
 - 10.5. That all information given by you in making your Formal Complaint is true, correct, and complete to the best of your knowledge.

APPENDIX 10: SINGLE EQUALITY SCHEME 2021-24

Aim of the Single Equality Scheme

Merton 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 staff and students are respected to assist them in reaching their full potential. The College will work to remove any barriers which might deter people of the highest potential and ability from applying to study or work at Merton College.

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 oriented.

The Single Equality Scheme, which supersedes previous Equal Opportunities Policies, sets out the specific objectives the College has set to promote equality, and reports progress against these objectives. It is published on the College website and is incorporated into the Staff Handbook; Fellows and Lecturers' Handbook; and the College Handbook (for Junior Members).

About Merton College

Merton College, the first fully self-governing College in the University, was founded in 1264 by Walter de Merton. Today it is one of the 38 independent, self-governing colleges of the University of Oxford. It is also a Registered Charity, under the Charity Commission.

From the initial foundation of twenty male fellows, Merton has expanded over the years to a diverse community which today comprises 290 undergraduates, 300 graduates, 69 Governing Body Fellows, 47 Lecturers across a range of academic disciplines supported by 108 non-academic staff, plus 16 casual staff.

The College's aims for the public benefit include achieving the highest outcomes in education, learning and research at national and international level. This in turn requires a firm commitment to equality of opportunity, so that the College considers every possible source of talent.

College Governance and the Single Equality Scheme

It is the responsibility of the Governing Body to provide the mechanisms and resources through which the College's strategic objectives for equality and diversity can be delivered. To support this work, the College established an Equality Forum in June 2011. Its remit is to:

- consider all existing and emerging equality legislation with a view to identifying relevant issues, which are then translated into key College policies for approval by the Governing Body;
- facilitate consultation with specific groups of staff and students;
- identify equality-related training needs of specific groups of staff and students;

- provide monitoring of key strategic issues; and
- draft publications for approval by the Governing Body as appropriate.

The Committee is chaired by the Warden and convened by the Senior Tutor with the following other members: the Domestic Bursar, the Principal of the Postmasters, the Chaplain, a Fellow, the Equality Advisor, the Academic Registrar, a College Lecturer, two JCR representatives drawn from the five JCR Equality Reps, two MCR representatives drawn from the Welfare Reps and Women's Officer, two members of staff from different departments, and an external member. It meets once per term and reports to the Governing Body to which it makes a formal report once a year.

All College Committees are responsible for ensuring that this Scheme is embedded in their duties and functions in relation to both students and staff.

The Senior Tutor (with respect to academic matters) and the Domestic Bursar (with respect to non-academic matters) are responsible for the day-to-day implementation and delivery of the College's strategic objectives for equality and diversity in accordance with the guidance attached to this policy.

The Domestic Bursar also has primary responsibility for facilitating the accessibility of the College's buildings for disabled users.

The Harassment Advisors may provide informal advice in the first instance to any member of staff or student prior to bringing any complaint or grievance about harassment.

Publication and Dissemination of the Single Equality Scheme

The Single Equality Scheme is published on the College website and is incorporated into the Staff Handbook; Fellows and Lecturers' Handbook; and the *College Handbook* (for Junior Members).

Merton's approach to equality is outlined to new members of College as part of induction. For Junior Members, this means that equality awareness is included in Freshers' talks and events. Line managers are responsible for covering equality within induction for non-academic staff.

Other areas within the College that need to take account of the College's Single Equality Scheme include:

- Partnership arrangements, where the College will make clear to partner organisations its duties under the Equality Act 2010.
- Procurement, where the College will be expected to ensure that procurement processes take account of the requirements of this Scheme, and that contractors/suppliers understand and comply with the duties required of the College.
- Communications, including the way that the College communicates to Fellows, students and staff, and potential applicants to study or work at Merton College (e.g. in hard copy, electronic media) in such a way that complies with the spirit of this scheme.

- Managers and supervisors will be expected to be familiar with the provisions of the Scheme and its implications for the areas that they manage or supervise.

Single Equality Scheme: Legal Context

The Equality Act requires the College to publish relevant, proportionate information showing compliance with the Equality Duty on a yearly basis and also to publish at least one measurable objective that it thinks it should achieve to meet any of the three aims of the equality duty. The College achieves this through the Single Equality Scheme.

The Equality Act came into force in October 2010 and has two main purposes – to harmonise discrimination law and to strengthen the law to support progress on equality. Discrimination law protects people on the basis of the following eight protected characteristics: (in alphabetical order)

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

It also applies to marriage and civil partnerships, but only in respect of the requirement to have due regard to the need to eliminate unlawful discrimination in employment. Merton College is subject to the Equality Act 2010 as an education provider, employer and provider of goods, facilities and services.

In providing a public function, the College has a *general duty* to:

1. Eliminate discrimination, harassment, victimisation and any other conduct which the Act prohibits;
2. Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not;
3. Foster good relations between people who share a relevant protected characteristic and people who do not.

To address point 2 – that is, to advance equality of opportunity – the College must have due regard to the need to:

- Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons who share a relevant protected characteristic that are different to the needs of the persons who do not share it;
- Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

To address point 3 – that is, to foster good relations – the College must have due regard to the need to:

- Tackle prejudice and
- Promote understanding

As Merton College is part of the University of Oxford, it is important that this document should be read in conjunction with the University's approach to Equality and Diversity which is described at <http://www.admin.ox.ac.uk/eop/>.

Equality Objectives

Please see Appendix 1 for an overview of the College's equality objectives.

Equality Information

The College will ensure that it publishes information to comply with its public equality sector duty.

See Appendix 2 for information on race, gender, and disability related to Merton staff and students.

Further Information

Further information about the College's approach to equality for current or prospective staff can be obtained from the Human Resources Manager.

Further information about provisions for students can be obtained from the Academic Office.

Review

The Single Equality Scheme is reviewed annually, and updated every three years.

Adopted 2012; updated 2015, 2018 and 2021

APPENDIX 11: PRIVACY NOTICE

This privacy notice applies to current students and applicants who have accepted offers from Merton College

A summary of what this notice explains

Merton College is committed to protecting the privacy and security of personal data.

This notice explains what personal data Merton College holds 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.

For the parts of your personal data that you supply to us, this notice also explains the basis on which you are required or requested to provide the information. For the parts of your personal data that we generate about you, or that we receive from others, it explains the source of the data.

There are some instances where we process your personal data on the basis of your consent. This notice sets out the categories and purposes of data where your consent is needed.

Merton College has also published separate notices, which are applicable to other groups and activities. Those notices may also apply to you, depending on your circumstances, and it is important that you read this privacy notice together with other applicable privacy notices, available at www.merton.ox.ac.uk/privacy:

1. applicants and prospective students
2. alumni and donors (including what financial information we hold about our alumni and how we use it when considering fundraising initiatives)
3. archives (which explains what data we hold about former students in our archive)
4. security, maintenance and health and safety (including how we use CCTV)
5. website and cookies (including how we monitor use of our website)
6. IT systems (including how we monitor internet and email usage)
7. Staff (which may be relevant for example if you are a graduate student out tutor)

What is your personal data and how does the law regulate our use of it?

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

“Processing” your data includes various operations that may be carried out on your data, including collecting, recording, organising, using, disclosing, storing and deleting it.

Data protection law requires us:

- 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;
- To ensure that appropriate security measures are used to protect your data.

Merton College's Contact Details

If you need to contact us about your data, please contact:

Data Protection Officer
Merton College
Merton Street
Oxford
OX1 4JD

Telephone: 01865 276310

Email: dpo@merton.ox.ac.uk

Data that you provide to us and the possible consequences of you not providing it

The provision of most data that you provide to us is a contractual requirement. If you do not provide us with information that you are contractually obliged to provide, the consequences will depend on the particular circumstances. In some cases we may not be able to provide you with certain services; in other cases, this could result in disciplinary action or the termination of your contract.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources. These include:

- Data that we and our staff generate about you, such as during tutorials and in connection with your attendance and accommodation at Merton College;
- The University of Oxford, which operates a number of systems that Colleges have access to, including access your examination results, fees outstanding, degree ceremony bookings, emergency contact details, student loan status, "right to work" checks and visa information, disability information and reports by supervisors;
- Your school or previous educational establishments or employers if they provide references to us;
- Fellow students, family members, friends, visitors to Merton College and other contacts who may provide us with information about you if and when they contact us, or vice versa.

The lawful basis on which we process your data

The law requires that we provide you with information about the lawful basis on which we process your personal data, and for what purposes.

Most commonly, we will process your data on the following lawful grounds:

- Where it is necessary to perform the contract we have entered into with you;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary to comply with a legal obligation;

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your data, typically in an emergency, where this is necessary to protect your vital interests, or someone else's vital interests. In a small number of cases where other lawful bases do not apply, we will process your data on the basis of your consent.

How we apply further protection in the case of "Special Categories" of personal data

"Special categories" of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

The Special Categories of personal data consist of data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership.

They also consist of the processing of:

- genetic data;
- biometric data for the purpose of uniquely identifying someone;
- data concerning health;
- data concerning someone's sex life or sexual orientation.

We may process special categories of personal data in the following circumstances:

- With your explicit written consent; or
- Where it is necessary in the substantial public interest, in particular:
 - is necessary for the purposes of the prevention or detection of an unlawful act, must be carried out without the consent of the data subject so as not to prejudice those purposes; or
 - for equal opportunities monitoring;
- Where the processing is necessary for archiving purposes in the public interest, or for scientific or historical research purposes, or statistical purposes, subject to further safeguards for your fundamental rights and interests specified in law.

We have in place an appropriate policy document and other safeguards which we are required by law to maintain when processing such data.

Less commonly, we may process this type of data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the data public.

Criminal convictions and allegations of criminal activity

Further legal controls apply to data relating to criminal convictions and allegations of criminal activity. We may process such data on the same grounds as those identified for "special categories" referred to above.

Details of our processing activities, including our lawful basis for processing

We have prepared a detailed table (www.merton.ox.ac.uk/privacy/student-data-ropa) setting out the processing activities that we undertake, the source of the data, the reasons why we process it, how long we keep it and the lawful basis we rely on.

The table includes detailed information about how and why we process various categories of data, and the related lawful basis including:

- Details of which course you are studying
- Other data that is necessary to the operation of the Merton College/student contract or to the functioning of Merton College including:
 - any data about you contained in your assessed work, our assessments of your work and details of any qualifications you are awarded;
 - details of any disciplinary complaints or decisions about you;
 - your contact and accommodation details;
 - any communications you have with us, and any communications we generate about you, for example if you ask us to defer your studies to a later academic year;
 - details of any payments that you make to us, including your bank/payment card details.
- Data you and others sent us when you applied to us (including information sent to us via UCAS and your predicted grades). This includes your academic record and personal statement which we use to assess your application;
- Details of any relevant criminal convictions, allegations or charges that we ask you to declare to us either when you apply to us, or whilst you are a student, or which are reported to us, and of any Disclosure and Barring Service checks that we request. Relevant criminal convictions or charges are those that indicate an applicant or student might pose an unacceptable risk to other students or staff.

More information is available for undergraduate admissions at:

www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/criminal-convictions?wssl=1

And for graduate admissions at:

www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions?wssl=1.

- Information that you voluntarily provide to us about any disabilities or health conditions you have, and about your age, ethnicity, gender, religion and belief, and/or sexual orientation. You may also provide this information to us as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Where you inform us of a health condition or disability, we will take this information into account when considering whether to make a reasonable adjustment under equality law and in other cases where we are legally required to.
- Data about you that we have to collect by law (for example where UK immigration law requires us to record information about you, or to report it to the immigration authorities);
- Data that we voluntarily provide about you, either whilst you are a student or after you graduate, for example if you ask us for a reference.

- Bank and other payment details, where we need to reimburse you, or where you provide such details to us when making a payment.

How we share your data

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law. This includes for example:

- where we are required to report information about students that are subject to visa controls to UK Visas and Immigration;
- where we are required to report information to the University of Oxford in order for it to fulfil its obligations to report information to the Higher Education Statistics Agency or its successor body in order to comply with regulatory obligations;
- where we decide to report alleged criminal misconduct to the police;

It also includes disclosures where the third party is an agent or service provider appointed by the College to enable us to operate effectively, provided we are satisfied that appropriate safeguards have been put in place to ensure adequate levels of security for your data. All our third party service providers are required to take appropriate security measures to protect your personal information in line with our policies, and are only permitted to process your personal data for specific purposes in accordance with our instructions. We do not allow our third party providers to use your personal data for their own purposes.

More information on the categories of recipients of your data is set out in a table available at www.merton.ox.ac.uk/privacy/data-sharing-table.

Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated means, however we will notify you in writing if this position changes.

Sharing your data outside the European Union

The law provides various further safeguards where data is transferred outside of the EU.

When you are resident outside the EU in a country where there is no “adequacy decision” by the European Commission, and an alternative safeguard is not available, we may still transfer data to you which is necessary for performance of your contract with us, or to take pre-contractual measures at your request.

We may transfer your data outside the European Union, but only for the purposes referred to in this notice and provided either:

- There is a decision of the European Commission that the level of protection of personal data in the recipient country is adequate; or
- Appropriate safeguards are in place to ensure that your data is treated in accordance with UK data protection law, for example through the use of standard contractual clauses; or
- There is an applicable derogation in law which permits the transfer in the absence of an adequacy decision or an appropriate safeguard.

How long we keep your data

The detailed table of processing activities explains how long we will keep your data. In some cases student data is retained permanently for archiving and/or research purposes, as explained in the table. Merton College's privacy notice relating to its archives (www.merton.ox.ac.uk/privacy/library) has further detail about the information retained in the archive and your rights when data is archived.

Please note that we may keep anonymised statistical data indefinitely, but you cannot be identified from such data.

Your legal rights over your data

Subject to certain conditions set out in UK data protection law, you have:

- The **right to request access** to a copy of your data, as well as to be informed of various information about how your data is being used;
- The **right to have any inaccuracies in your data corrected**, which may include the right to have any incomplete data completed;
- The **right to have your personal data erased** in certain circumstances;
- The **right to have the processing of your data suspended**, for example if you want us to establish the accuracy of the data we are processing.
- The right to receive a **copy of data you have provided to us**, and have that transmitted to another data controller (for example, another University or College).
- The **right to object to any direct marketing** (for example, email marketing or phone calls) by us, and to require us to stop such marketing.
- The **right to object to the processing of your information** if we are relying on a "legitimate interest" for the processing or where the processing is necessary for the performance of a task carried out in the public interest. The lawful basis for any particular processing activity we carry out is set out in our detailed table of processing activities, available at www.merton.ox.ac.uk/privacy/student-data-ropa.
- The **right to object to any automated decision-making** about you which produces legal effects or otherwise significantly affects you.
- Where the lawful basis for processing your data is **consent**, you have the **right to withdraw your consent at any time**. When you tell us you wish to exercise your right, we will stop further processing of such data. This will not affect the validity of any lawful processing of your data up until the time when you withdrew your consent. You may withdraw your consent by contacting the relevant part of the University that you are dealing with or that is processing your data.

Further guidance on your rights is available from the Information Commissioner's Office (<https://ico.org.uk/>). You may also wish to contact the College's Data Protection Officer (see contact details above) if you are considering how or whether to exercise your rights.

You have the right to complain to the UK's supervisory office for data protection, the Information Commissioner's Office if you believe that your data has been processed unlawfully.

Future changes to this privacy notice, and previous versions

We may need to update this notice from time to time, for example if the law or regulatory requirements change, if technology changes, if the University makes changes to its procedures, or to make Merton College's operations and procedures more efficient. If the change is material, we will give you not less than two months' notice of the change so that you can decide whether to exercise your rights, if appropriate, before the change comes into effect. We will notify you of the change by email and via the student intranet.

You can access past versions of our privacy notices at www.merton.ox.ac.uk/privacy/archive.

Version control: V.1.0 (May 2018)

APPENDIX 12: DATA PROTECTION BREACH REGULATIONS

1. Approval and binding effect

- 1.1. These Regulations were approved by the Governing Body of Merton College ("the College") on Wednesday 3 October 2018.
- 1.2. Any amendments to these Regulations require the Governing Body's approval. The Governing Body approved amendments to this Policy on 19 June 2023.
- 1.3. These Regulations apply to all personal data held by the College.
- 1.4. All members of the College and all employees or other staff of the College are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable; and "members" includes both Fellows and Junior Members.

2. Definitions

- 2.1. "DPO" means the College's Data Protection Officer.
- 2.2. "GDPR" means the UK General Data Protection Regulation.
- 2.3. "ICO" means the Information Commissioner's Office.
- 2.4. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Types of breach

Examples of breaches include (but are not limited to):

- 3.1. Data Breach / Loss/ Theft: physical or digital;
- 3.2. loss or theft of data or equipment on which data is stored;
- 3.3. inappropriate access controls allowing unauthorised use;

- 3.4. equipment failure;
- 3.5. human error;
- 3.6. unforeseen circumstances such as fire or flood;
- 3.7. hacking;
- 3.8. offences where information is obtained by deception.

4. Reporting a breach or suspected breach

- 4.1. Any member of the College who discovers, suspects or receives a report of a breach or suspected breach **must** immediately inform the DPO (or, if the DPO is not available, the Finance Bursar; or, if the Finance Bursar is not available, the Domestic Bursar) and, where the breach involves information technology, the Head of IT.
- 4.2. Any member of the College's staff who discovers, suspects or receives a report of a breach (or suspected breach) **must** immediately inform the DPO (or, if the DPO is not available, the Finance Bursar; or, if the Finance Bursar is not available, the Domestic Bursar) and their Head of Department and, where the breach involves information technology, the Head of IT.
- 4.3. Where under the GDPR the College is under a duty to report a data breach to the ICO, this **must** be done within 72 hours of becoming aware of the breach.²⁶

5. Immediate Containment / Recovery

- 5.1. In a case falling within regulation 4.1:
 - 5.1.1. Where the breach involves information technology, the Head of IT **must** ascertain whether the breach is still occurring; if so, steps **must** be taken immediately to minimise the effect of the breach;²⁷

²⁶ The following ICO guidance will help the DPO decide whether and how to notify:

- When a personal data breach has occurred, you need to establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it is likely that there will be a risk then you must notify the ICO; if it is unlikely then you do not have to report it. However, if you decide you do not need to report the breach, you need to be able to justify this decision, so you should document it.

- In assessing risk to rights and freedoms, it is important to focus on the potential negative consequences for individuals. Recital 85 of the GDPR explains that: "A personal data breach may, if not addressed in an appropriate and timely manner, result in physical, material or non-material damage to natural persons such as loss of control over their personal data or limitation of their rights, discrimination, identity theft or fraud, financial loss, unauthorised reversal of pseudonymisation, damage to reputation, loss of confidentiality of personal data protected by professional secrecy or any other significant economic or social disadvantage to the natural person concerned."

- This means that a breach can have a range of adverse effects on individuals, which include emotional distress, and physical and material damage. Some personal data breaches will not lead to risks beyond possible inconvenience to those who need the data to do their job. Other breaches can significantly affect individuals whose personal data has been compromised. You need to assess this case by case, looking at all relevant factors.

- If it is decided to report the incident to the ICO, the following link has details on how to do so: <https://ico.org.uk/for-organisations/report-a-breach/>

²⁷ E.g. by shutting down a system or alerting relevant staff.

- 5.1.2. the DPO and (where the breach involves information technology) the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.
- 5.2. In a case falling within regulation 4.2:
- 5.2.1. The Head of Department **must** ascertain whether the breach is still occurring. If so, steps **must** be taken immediately to minimise the effect of the breach.²⁸ If the breach involves information technology the Head of Department **should** ask for assistance from IT staff.
- 5.2.2. The Head of Department **must** check that the the DPO has been informed and **must** also inform the College Officer with supervisory responsibility for the staff concerned as soon as possible.
- 5.2.3. The DPO and the supervising College Officer, working with the Head of Department, and (where the breach involves information technology) the Head of IT **must** ensure that appropriate steps are taken quickly to recover any losses and limit the damage.
- 5.3. Steps to recover losses and limit damage might include:
- 5.3.1. Attempting to recover lost equipment;
- 5.3.2. Contacting any affected individuals or departments so that they are prepared for any potentially inappropriate enquiries 'phishing' for further information on those concerned;
- 5.3.3. Contacting the relevant people so that they can be prepared to handle any press or other enquiries that may result;
- 5.3.4. The use of back-ups to restore lost/damaged/stolen data;
- 5.3.5. If bank details have been lost/stolen, contacting banks directly for advice on preventing fraudulent use.
- 5.4. If the data breach includes any entry codes or passwords, these codes **must** be changed immediately and all relevant employees and members of the College informed.
- 5.5. The DPO **must** consider whether the police need to be informed. Informing the police would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future given the nature of information lost.

6. Investigation

- 6.1. The DPO **shall** ensure that the College investigates the breach and ascertains whose data was involved in the breach, the potential effect on

²⁸ E.g. by shutting down a system or alerting relevant staff.

the data subject and what further steps need to be taken to remedy the situation.

- 6.2. The investigation **should** involve the Head of IT (where the breach involves information technology) and the relevant Head of Department and/or supervising College Officer.
- 6.3. The investigation **shall** consider: the type of data concerned, its sensitivity, what protections are in place (e.g. encryption), what has happened to the data, whether the data could be put to any illegal or inappropriate use, how many people are affected, what type of people have been affected (the public, suppliers etc.) and whether there are wider consequences to the breach.
- 6.4. The investigation **shall** be completed urgently and wherever possible within 24 hours of the breach being discovered or reported. A further review of the causes of the breach and recommendations for future improvements **must** be done once the matter has been resolved.

7. Informing and recording

- 7.1. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, the DPO **shall** ensure that the College informs those individuals without undue delay.
- 7.2. The DPO **shall**, after seeking legal advice (where necessary), decide which agencies and which other persons should be notified of the breach. Some people/agencies may need to be notified as part of the initial containment, but the decision will normally be made once an investigation has taken place.
- 7.3. The DPO **shall** liaise with the Estates Bursar & Land Agent about informing the College's insurers.
- 7.4. The DPO **shall** ensure that the College keeps a record of all personal data breaches by reporting them to the Finance Committee (see further paragraph 8.1) and retaining copies of those reports, regardless of whether the College was required to notify data subjects.

8. Evaluation

- 8.1. In the aftermath of the breach, the DPO **shall** fully review both the causes of the breach and the effectiveness of the response to it and prepare a written report for the next meeting of the Finance Committee.
- 8.2. If systemic or ongoing problems are identified, an action plan **must** be drawn up and approved by the Finance Committee to correct these.
- 8.3. If the breach warrants a disciplinary investigation this **shall** be conducted by the appropriate College Officer or Head of Department in accordance with the College's Bylaws and other relevant regulations.

9. Implementation

- 9.1. All Heads of Department **must** ensure that their staff are aware of these Regulations and their requirements. This should be undertaken as part of induction and supervision.
- 9.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.

10. Review and Amendment

These Regulations **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

Useful contacts

Data Protection Officer: dpo@merton.ox.ac.uk
01865 276310 (College Lodge)

IT Department: it-support@merton.ox.ac.uk
01865 276310 (College Lodge)

Head of IT: head.of.it@merton.ox.ac.uk
01865 276310 (College Lodge)

APPENDIX 13: NETWORK ACCEPTABLE USE REGULATIONS

1. Approval and binding effect

- 10.1. These Regulations were **approved** by the Governing Body of Merton College ("the College") on Monday 3 December 2018.
- 10.2. Any amendments to these Regulations require the Governing Body's approval. The Governing Body approved amendments to this Policy on 21 March 2021 and 19 June 2023.
- 10.3. This Policy is to be reviewed **annually** to ensure any new developments are covered and protected.
- 10.4. All members of the College, all employees or other staff of the College, and all other Users (as defined below) are bound by these Regulations and **must** comply with them. For the avoidance of doubt any reference to employees or staff shall include permanent, temporary, contract and other support staff as applicable; and "members" shall include both Fellows and Junior Members.

2. Definitions

- 2.1. "College network" means a physical or virtual data network service where the configuration and gateway are within the control of Merton College or a suitably connected third party.
- 2.2. "DPO" means the College's Data Protection Officer.
- 2.3. "Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.
- 2.4. 'MUST' and 'SHALL' mean that the item is an absolute requirement.

'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. Scope and purpose

- 3.1. These Regulations outline the College's approach to the acceptable use of the College and University networks to ensure that the College's security objectives are met. Anyone who connects a computer or other device to the College network must abide by the Regulations provided here.
- 3.2. These Regulations are applicable across the College and individually apply to all individuals who connect their computers and other devices to the College network.

4. Use of the College Network

- 4.1. Anyone who connects a computer or other device to the College network **must** comply with the University's Regulations Relating to the use of Information Technology Facilities (IT Regulations 1 of 2002) as amended from time to time.²⁹
- 4.2. In particular, Users **must not** use College network facilities or IT for any of the following:
 - 4.2.1. any unlawful activity;
 - 4.2.2. the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material unless specifically approved for academic related reasons;
 - 4.2.3. the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Harassment Policy;
 - 4.2.4. the creation or transmission of defamatory material about any individual or organisation;
 - 4.2.5. the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;
 - 4.2.6. the sending of any message appearing to originate from another legal or natural person, or otherwise attempting to impersonate another person;
 - 4.2.7. the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;
 - 4.2.8. automatic forwarding of emails received at any email address within the ox.ac.uk domain to any email address outside that domain;

²⁹ <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>

- 4.2.9. the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;
- 4.2.10. private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes without specific authorisation;
- 4.2.11. gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;
- 4.2.12. the deliberate or reckless undertaking of activities such as may result in any of the following: (a) the waste of staff effort or network resources, including time on any system accessible via the university network; (b) the corruption or disruption of other Users' data; (c) the violation of the privacy of other Users; (d) the disruption of the work of other Users; (e) the introduction or transmission of a virus into the network.
- 4.3. Any password, authorisation code, etc. given to a user shall be for that user's use only, and must be kept secure and not disclosed to or used by any other person.
- 4.4. Distributed file sharing programs which are commonly used to distribute copyrighted material must not be used, including but not limited to BitTorrent, Kazaa, eMule, uTorrent, Limewire, Thunder, Vuze, and Ares.

5. Mobile Devices

- 5.1. The security of mobile devices shall be the responsibility of the user. If purchased by the College the responsibility shall be that of the assigned user.
- 5.2. The College shall not be responsible for the payment of any mobile fines (roaming, data charges) incurred, which shall be the responsibility of the user.
- 5.3. Users of mobile devices connected to the College network or used to access College data shall comply with the College's Mobile Device Security Policy.

6. Responsibilities

The following bodies and individuals have specific information security responsibilities as provided in the College's Information Security Policy and Data Protection Policy:

- 6.1. The **Finance Bursar** is accountable to the Governing Body for management of the information security risks to the College's Fellows, employees, Junior Members and other members.

- 6.2. The **Finance Committee** has responsibility for overseeing the management of the information security risks to the College's Fellows, employees, Junior Members and other members.
- 6.3. The **Domestic Bursar** is responsible for establishing and maintaining such arrangements as may be necessary to ensure the availability, integrity and confidentiality of the College's information.
- 6.4. The **Head of IT** is responsible for the implementation of information security arrangements for the computer and digital information systems operated internally by the College. The Head of IT is responsible for the provision of expert technical advice in relation to computer and digital information security arrangements with any third-party partners or suppliers.
- 6.5. The **DPO** is (as set out in more detail in the Data Protection Policy) responsible for monitoring internal compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO.
- 6.6. **Users** are responsible for making informed decisions to protect the information that they process.

7. Compliance

The College regards any breach of data privacy legislation, of these Regulations or of any other policies or regulations introduced by the College from time to time to comply with data privacy legislation as a serious matter which may result in disciplinary action.

8. Review and development

These Regulations **shall** be reviewed and updated annually by the Finance Bursar and the Data Protection Officer to take account of guidance from the Information Commissioner's Office and national legislation and **shall** be approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee.

9. Related policies and regulations

These Regulations should be read in conjunction with related policies and regulations, including the **Information Security Policy**, the **Data Protection Policy**, the **IT Password Policy**, **Mobile Device Security Regulations**, and the **Data Protection Breach Regulations**.

APPENDIX 14: IT PASSWORD POLICY

1. Approval and binding effect

- 1.1. The following Policy was **approved** by the Governing Body of Merton College ("the College") on 19 April 2023.
- 1.2. Any amendments to this Policy require the Governing Body's approval.
- 1.3. This Policy will be reviewed **annually** to ensure that any new developments are covered and protected.
- 1.4. All members of the College, all employees of the College, all departments within the College, and all other Users (as defined below) are bound by this Policy and are required to comply with it.

2. Definitions

- 2.1. "DPO" means the College's Data Protection Officer.
- 2.2. "Passphrase" is a series of unrelated words that can be used as a password. Three words are much easier to remember than a series of random characters, letters and numbers, yet they are much harder to hack.

"Password" is a secret series of characters that enables a User to access a system, computer, file or application.

"Phishing" is a cybercrime in which a target or targets are contacted by email, telephone or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data such as personally identifiable information, banking and credit card details, and passwords.

"National Cyber Security Centre" The NCSC is the UK's technical authority for cyber threats. It is part of the Government Communications Headquarters (GCHQ) and has several roles in NIS.

"NIS" is intended to establish a common level of security for network and information systems. These systems play a vital role in the economy and wider society, and NIS aims to address the threats posed to them from a range of areas, most notably cyber-attacks.

"Users" are Fellows, employees, students, consultants, contractors, agents and other authorised users accessing Merton College IT systems and applications.

- 2.3. 'MUST' and 'SHALL' mean that the item is an absolute requirement.
'MUST NOT' and 'SHALL NOT' mean that the item is absolutely prohibited.

'SHOULD' means that there may exist valid reasons in particular circumstances not to comply with a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

'SHOULD NOT' means that there may exist valid reasons in particular circumstances when particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

3. The Scope and Purpose of this Policy

- 3.1. This Policy outlines the approach of Merton College to Password management and provides the guiding principles and responsibilities to ensure the College's security objectives are met. It is intended to provide a single point of access for all Users who require information and guidance on this subject.
- 3.2. All Users access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of IT's strategy to make sure only authorised people can access those resources and data.
- 3.3. All Users who have access to any of those resources are responsible for choosing strong Passwords and protecting their log-in information from unauthorised people.
- 3.4. The purpose of this Policy is to make sure all College resources and data receive adequate Password protection. This Policy covers all Users who are responsible for one or more accounts or have access to any resource that requires a Password.
- 3.5. The importance of constantly updating system Passwords and the responsibility each individual User has for their log-in details are addressed in this Policy and the implications of other Users accessing another's account are made clear.
- 3.6. If a computer system or data held within a drive are misused, altered or deleted the User logged on will be held solely responsible.
- 3.7. Support and guidance for departments is offered by the College's IT Department which in turn is supported by the central University of Oxford Information Security team, "InfoSec".

4. Password creation

- 4.1. All Passwords **should** be reasonably complex and difficult for unauthorised humans or computers to guess. Users **must** use multi-factor authentication (two-step verification) wherever supported.

- 4.2. Users **should** choose Passwords that are at least sixteen characters long and contain a combination of upper- and lower-case letters, numbers, punctuation marks and other special characters.
- 4.3. In addition to meeting those requirements, users **should** also use common sense when choosing Passwords. They **must not** reuse old Passwords and basic combinations that are easy to crack. For instance, choices like "password," "password1" and "Pa\$\$w0rd" are equally bad from a security perspective.
- 4.4. A Password **should** consist of a memorable passphrase that is easy for the user to remember. For example "Surfing-Housing-Kittens1!" is a Passphrase that satisfies complexity requirements but is easier to remember than random characters.
- 4.5. Users **must** choose unique Passwords for all their College accounts and **must not** use a Password they already use for a personal account.
- 4.6. Default Passwords — such as those created for new users when they start or those that protect new systems when they're initially set up — **must** be changed as quickly as possible.
- 4.7. If the security of a Password is in doubt— for example, if it appears that an unauthorised person has logged in to the account — the Password **must** be changed immediately and the incident **must** be treated as an actual or suspected data breach and reported in accordance with College's [Data Protection Breach Regulations](#).³⁰

5. Protecting Passwords

- 5.1. Users **must not** share their Passwords with anyone else, including co-workers, managers, administrative assistants, IT staff members, etc. Everyone needing access to a system will be given their unique Password.
- 5.2. Users **must not** share their Passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- 5.3. Users **should** take steps to avoid phishing scams and other attempts by hackers to steal Passwords and other sensitive information. All Users will receive training on how to recognise these attacks.
- 5.4. Users **must not** put Passwords into writing and keep them at their workstations or anywhere where they could readily be connected with

³⁰ Any member of the College who discovers, suspects or receives a report of a breach (or suspected breach) **must** inform the DPO (or if the DPO is not available the Finance Bursar or the Domestic Bursar) and the Head of IT immediately.

Any member of the College's staff who discovers, suspects or receives a report of a breach (or suspected breach) **must** their Head of Department and the Head of IT immediately. They **must** also inform the DPO.

their accounts. See 4.4 for advice on creating memorable but secure Passphrases.

- 5.5. Users **must** report any suspicious account activity or if they suspect that their account may have been compromised to the Merton IT Department immediately. An actual or suspected data breach **must** be reported in accordance with the College's Data Protection Breach Regulations (see also 4.7).

6. Implementation, Review, and Amendment

- 6.1. All Heads of Department **must** ensure that their staff are aware of this Policy. This should be undertaken as part of induction and supervision.
- 6.2. The DPO in co-operation with the Finance Bursar, the Sub-Warden, and the Senior Tutor **must** ensure that the Fellows and Junior Members of the College are aware of these Regulations and their requirements.
- 6.3. This Policy **shall** be reviewed and updated annually by the Finance Bursar and the DPO and approved by the Governing Body after review by the Finance Committee and the Statutes and Bylaws Committee

7. References

National Cyber Security Centre advice for system owners responsible for determining Password policies and identity management within their organisations : <https://www.ncsc.gov.uk/collection/passwords/updating-your-approach>

8. Useful Contacts

Data Protection Officer: dpo@merton.ox.ac.uk - 01865 276310 (College Lodge)

IT Department: it-support@merton.ox.ac.uk - 01865 276310 (College Lodge)

Head of IT: head.of.it@merton.ox.ac.uk - 01865 276310 (College Lodge)

APPENDIX 15: DETAILS OF LICENCE AGREEMENT TERMS FOR ACADEMIC YEAR 2024-25

Accommodation Period	<p>For Licensees who are undergraduates: 13 October 2024 to 7 December 2024 19 January 2025 to 15 March 2025 27 April 2025 to 21 June 2025</p> <p>For Licensees who are graduates and second BA students: 1 October 2024 to 31 July 2025</p>
Charges	<p>For the Accommodation Period:</p> <p>For all Licensees who are undergraduates: £4,719 for a single room or £4,988 for an en-suite room payable in three equal instalments in advance on or before the Payment Dates. This sum includes the price of the Services and 1,000 units of electricity supplied during each academic term. Electricity over 1,000 units supplied to the Accommodation during each academic term will in addition be charged at 11p per unit.</p> <p>For all Licensees who are graduates or second BA students: £7,593 payable in 3 equal instalments in advance on or before the Payment Dates. This sum includes the price of the Services and 1,000 units of electricity supplied during each academic term. Electricity over 1,000 units supplied to the Accommodation during each academic term will in addition be charged at 11p per unit.</p> <p>For the Vacation Period:</p> <p>For all Licensees who are undergraduates: £26.97 per day for a single room or £28.56 per day for an en-suite room.</p>
Payment Dates	<p>Friday 18 October 2024 Friday 19 January 2025 Friday 26 April 2025</p>
<p>All other terms to be as set out in the Accommodation Licence included in the Junior Members' Handbook, which is found under "College Handbook" at: https://www.merton.ox.ac.uk/college-policies</p>	

APPENDIX 16: DUTIES OF DIRECTORS OF STUDIES

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 students' 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 each 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. Students who are unclear about who their Director of Studies is should seek advice from the Academic Office.

Director of Studies are responsible for:

- (i) Ensuring that arrangements are in place for the tutorial needs of each student *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. Students 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 student feedback questionnaires, seeking comments from students in report readings or other discussions, and monitoring the timeliness of collection marking.
- (iv) Ensuring the student is aware of the preparation required over the vacation for the next term's work.
- (v) Ensuring that the student is clear about the 0th 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 0th week collections are responsible for informing the students and the Academic Office at the end of the previous term.
- (vi) Monitoring the academic progress of the student. This includes:
 - Collating 0th week collection results, communicating these to the Academic Office, and requesting Fowler prizes where the qualifying conditions are met;

- Reading and evaluating students' 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 Exhibitioners to Postmasters where the qualifying conditions are met;
 - Encouraging the student's skills in self-assessment and in taking responsibility for their own academic development.
- (vii) Ensuring, with the student, 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 students involved in disciplinary proceedings in line with Bylaw XI B.
- (x) Acting in a pastoral role to promote the welfare of the student, or respond to concerns about a student'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 concerns about a student's fitness to study or a request to suspend studies in line with Bylaw XI D. The Bylaw defines specific responsibilities for the Director of Studies at various stages of the suspension of studies and fitness to study processes.
- (xii) Ensuring in liaison with the Academic Registrar or Senior Tutor that suitable arrangements are made in response to students who require alternative assessment arrangements.
- (xiii) Discussing with students 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 a student'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.