



ST HUGH'S COLLEGE, OXFORD

**HANDBOOK**  
FOR STUDENT MEMBERS  
**2014-15**

**This handbook contains important information about the College**

All students are required to sign and return the blue declaration form to show that they have read and understood the handbook and understand their obligations to abide by the College's Rules and Bylaws.

You should take the time to read the handbook now, and then keep it so that you can refer to it as necessary.

## Contents

Introduction	3
Section 1: Academic Matters	4
Section 2: Health and Welfare	11
Section 3: Decanal Matters	13
Section 4: Domestic Matters	15
Section 5: Financial Matters	22
Section 6: The Chapel	25
Section 7: Grounds and Property	26
Section 8: IT Services	32
Section 9: Codes of Practice	36
Section 10: Contact Details	39

St Hugh's was founded in 1886 by Elizabeth Wordsworth (1840–1932), the great niece of the poet, William Wordsworth, and daughter of Christopher Wordsworth, Bishop of Lincoln (1868-85). The College was named for St Hugh of Avalon, a twelfth-century Bishop of Lincoln. Elizabeth was a champion of women's education and she intended the College to enable poorer women to gain an Oxford education. St Hugh's admitted its first male undergraduates in its centenary year. The College was born from a determination to make the delight of learning available to all and has a character and tradition all its own. St Hugh's is a community that seeks to combine friendliness and informality with an absolute commitment to the life of the mind.

Decisions about the College are taken by the Governing Body, which consists of the Principal and all Tutorial Fellows, Professorial Fellows, Fellows by Special Election and Fellows by Resolution. The College also has a number of committees which discuss different aspects of the College's operations. Student representatives attend meetings of the Governing Body and these committees, except for items which are confidential. Undergraduates may be members of the Junior Common Room (JCR) and graduates members of the Middle Common Room (MCR). The JCR and MCR Code of Practice may be found in Section 9 of this handbook. Fellows and senior academic and administrative staff are members of the Senior Common Room. The Presidents of the JCR and MCR attend Governing Body meetings for matters of unreserved business.

*The main College Officers:*

**The Principal**, Dame Elish Angiolini, is the Head of the College and chairs the majority of College Committees.

**The Vice-Principal**, Professor Roy Westbrook, assists the Principal and chairs the Student Support Committee.

**The Bursar**, Ms Vicki Stott, is responsible for overseeing financial, domestic and operational matters.

**The Senior Tutor**, Dr Lizzy Emerson, is responsible for overseeing academic matters.

**The Dean**, Dr Nicholas Perkins exercises jurisdiction over disciplinary matters related to community living. He is supported by the Assistant Dean and four Junior Deans.

Details of other College Officials, including their roles and how to contact them, can be found in the relevant sections of the handbook, and a full list of contact details is available in Section 10. Details of JCR and MCR committee members can be found on the Common Room websites.

If you have any questions, the first place to ask is in the College and Finance Offices, at the end of the admin corridor in Main Building.

## Section 1: Academic Matters

As a member of St Hugh's, you are part of an academic community and academic study should be your first priority. Your continued membership of the College depends upon maintaining a satisfactory academic record. This section sets out the College's academic expectations of you and explains the support available for your academic work.

### **1.1 *College and University Teaching***

Undergraduates have tutorial teaching (which may be held singly, in pairs, or in small groups) and this is usually arranged by the Personal Tutor. Attendance at tutorials is compulsory. If an undergraduate is unable to attend (for example, because of illness), he or she should make every effort to contact the tutor concerned in advance. Work for tutorials should always be of the best possible standard and good preparation for tutorials is essential.

In addition to tutorials, all undergraduates attend lectures and classes arranged by the University. Some of these, like tutorials, are compulsory. Others are optional, but undergraduates are strongly encouraged to make the most of all lectures and teaching opportunities arranged by the University.

### **1.2 *Personal Tutors***

Each undergraduate has a Personal Tutor (normally one of the Fellows or Lecturers in College in the relevant subject) who directs their studies, helps to arrange teaching for them, and is available to offer academic and general advice. Personal tutors will normally see their undergraduates for report readings at the end of term, and may also arrange other meetings from time to time.

Undergraduates will be told the name of their Personal Tutor at the beginning of each academic year, and advised of any subsequent changes. If an undergraduate is unsure who their personal tutor is, they should consult the Academic Registrar or the Senior Tutor. Students should feel free to consult their Personal Tutor about academic matters, and to approach them about pastoral or financial matters in the first instance.

Undergraduates may also choose to approach any Fellow or Lecturer in College in the relevant subject for advice, or to approach the Senior Tutor with questions about academic and/or welfare provision in College.

In view of the demands of academic work and examinations, undergraduates are required to obtain the permission of their tutors before standing for election to become an officer of the JCR or of a University Club or Society. They must also consult their tutors before agreeing to a heavy commitment such as taking part in a stage production, or undertaking paid employment both in term time and vacations. Either during or at the end of their course, undergraduates applying for employment or seeking accommodation outside College may be asked to give the names of referees. Anyone wishing to give the name of the Principal, a College tutor, lecturer, etc, must first obtain his or her permission.

### **1.3 *Collections and Reports***

'Collections' in Oxford have two main purposes: At the beginning of every term, most undergraduates sit examinations in College to consolidate their work and to allow tutors to monitor their progress.

'Principal's Collections' refer to the meeting held each year for each undergraduate with that undergraduate's tutor and the Principal. These are formal meetings to discuss and monitor academic progress. Time is allocated each Hilary Term for Graduate Students to

request a Principal's Collection. At the time of their collection with the Principal, students can make comments anonymously through teaching assessment forms, distributed by the Principal's PA. Gowns should be worn at Principal's Collections and at any other formal interview with the Principal. You can contact any of the tutors in your subject, the Senior Tutor, or the Principal at any time if you have concerns or problems.

Undergraduates meet their personal tutors regularly to discuss reports submitted on their work by tutors.

#### 1.4 *Academic Awards*

The College may award undergraduate scholarships and exhibitions to those who perform very well in University examinations and/or in their College work and examinations. These awards are made to reward academic excellence and to encourage students to work at the highest level.

##### Named College Prizes

*Students do not apply for these prizes, but are nominated by their tutors*

- The Hurry Prize (£400) To the most distinguished finalist. Recommendations are considered by the Hurry Prize Committee, which meets in Michaelmas Term.
- The Alison Sheppard Prize for Mathematics (£350) For the third year Mathematician with the highest First Class mark. The prize will be open to all joint schools; the prize will be assessed only on the students' mathematical achievements, including Statistics but not Computer Science or Philosophy
- Elizabeth Francis Prize (£50) To a student of French who has shown marked improvement over the second year
- Hilary Haworth Prize (£100) To a student in the 2nd or penultimate year of a Mathematics or Sciences degree
- The Mary Lunt Prize in Practical Biochemistry (£50)
- The John Morris Medical Award (£300) For the top performance in Preclinical Finals
- The Jonathan Boulter Memorial Award (£300) For the top performance at First BM
- The Jones Award (£400) For the top performance in Clinical Finals
- The Lois Vernon Prize (Part IA) (£150) For the best performing St Hugh's Chemist in the second year examination (with the stipulation that it must be a First Class ranking equivalent)
- The Lois Vernon Prize (Practical Work) (£150) For the Chemist scoring the highest practical mark after Part IB

##### FHS Prizes

All undergraduates awarded a First in the Final Honour School receive a prize of £50 from the College; some of these prizes are associated with a named donor.

##### Book Prizes

Tutors may nominate a student for book prizes of £50 for truly excellent performance in College Collections or vacation essays, etc. Recommendations are considered by Education Committee.

##### Scholarships

Scholarships are automatically awarded to students who have obtained a First or Distinction in the First Public Examination or in intermediate (Part I Final, etc) examinations. Scholarships are worth £200 with several nights free vacation residence annually, and are granted from the start of the academic year following the examination.

##### Exhibitions

Recommendations for exhibitions (worth £150 with several nights free vacation residence annually) may be made by subject tutors in the cases of candidates who, following a year of strong academic performance, were ‘near-miss’ for First or Distinction in either First Public or intermediate examinations, or who obtained a University Prize in a single paper in such examinations. Recommendations are considered by Education Committee.

*The College also administers a number of competitions during the year:*

The Avril Gilchrist Bruton Award for Creative Writing (£200)

Categories of writing included in the scope of the award include: poetry; short prose fiction; drama; memoir and life writing; travel writing. Entries, of no more than 6,000 words, should be submitted to the College Office by 5<sup>th</sup> Week of Hilary Term.

The Edith McMorran Verse Translation Prize (£100 and £50)

Entries should be between 12 and 60 lines in length, and will be translations into English of verse writing in French, German, Italian, or Spanish. Submissions should be made to the appropriate Modern Languages Fellow by 0<sup>th</sup> Week of Hilary Term.

The Joseph and Nancy Burton Prize (£250)

The Prize is awarded on the basis of an essay, no longer than 10,000 words, submitted by any undergraduate of St Hugh’s College in a topic in Philosophy, Politics, or Economics. Essays should be submitted to the appropriate Tutorial Fellow by 2<sup>nd</sup> Week of Trinity Term.

The Anna Haxworth Prize (£60 pa)

The Prize is awarded for a musical performance of between 10 and 15 minutes on any instrument or voice (excepting the organ) by any student, providing, if need be, their own accompanist. The competition is usually held in Trinity Term and the winner invited to give a recital shortly afterwards.

**1.5 *Vacation Work***

Tutors will set vacation work as part of the undergraduate degree course and this must take priority over all other vacation activities.

**1.6 *Examinations***

It is each student’s responsibility to ensure that they are entered for the correct examinations by the necessary deadlines. The College Office will distribute examination entry forms which must be completed and returned promptly. Where a student has no exam options, their entry is automatic.

**1.7 *Graduation***

During their final year, students will be invited by email to book their graduation. With a few exceptions, the ceremonies for undergraduates take place on the last Friday and Saturday in September at the Sheldonian Theatre, with a celebratory event in College after the ceremony. Graduates on taught courses will also be invited in their final year, and DPhil students receive an invitation to book a ceremony once they have submitted their theses.

**1.8 *Disciplinary Procedures and University Regulations***

Students are encouraged to talk to their tutors and supervisors, and/or to the Senior Tutor if they find that they are experiencing academic difficulties. The College expects its students to work at an appropriate level at all times and to put their academic work first. In rare cases, it may be necessary to invoke disciplinary procedures in order to ensure that students are working effectively. The College is responsible for academic disciplinary procedures for undergraduates, and has clear processes set out in Appendix B to the Bylaws. These processes set out a system of warnings and probationary measures. In the

event that academic disciplinary procedures are required, undergraduates will be given the opportunity to discuss the processes with their tutors and/or with the Senior Tutor. Undergraduates should familiarise themselves with the academic disciplinary procedures before they begin their course, so as to ensure that they understand the level of work and commitment that is expected of them. A copy of the College's Bylaws is on the College website and students must familiarise themselves with the contents. It is every student's responsibility to acquaint themselves with the University Examination Regulations book, and to note in particular that "*no person may be admitted to the Second Public Examination unless he or she has passed, or been exempted from, the First Public Examination*".

### **1.9 *Plagiarism***

Plagiarism is the use, without appropriate acknowledgement, of the words or ideas of another author. The University has a policy on plagiarism in University examinations which can be found at [www.admin.ox.ac.uk/proctors/pam/section9.shtml](http://www.admin.ox.ac.uk/proctors/pam/section9.shtml). The examination rules state that no candidate shall present as his or her own work any part or the substance of any part of another person's work. In any written work, passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.

Students should also take care in their tutorial essays always to make sure that quoted material is presented as such and that it is appropriately referenced. The authorship of material which is being paraphrased for the purposes of an essay must also be acknowledged.

The College takes a serious view of plagiarism. While tutors recognise that it can take time to learn how properly to present the ideas of other authors, it will not tolerate such practices as the downloading and submission as a student's own work of essays from the internet, the purchase of essays from other students, the copying of essays or passages in essays from other students or from books or journals, and so on.

In relation to the case of other students' work, collaborative work among students will not be treated as plagiarism or cheating, provided that its collaborative character is clearly indicated on the piece of work submitted and that this does not present another person's work as the work of the student whose name is on it.

Cases of such practices will be regarded at a minimum as non-submission of work and are likely to lead to proceedings under the College's procedure for academic deficiency (see Appendix 2). These may lead to a student being rusticated (suspended by a disciplinary panel) or sent down (expelled).

### **1.10 *Supervisors and Advisors (Graduate Students)***

Each graduate reading for a higher degree or diploma is allocated a supervisor by the relevant Faculty Board of the University when he or she is admitted. The supervisor may be a member of any college.

Each graduate also has a senior member of the College as an Advisor. This is in addition to the supervisor, who is appointed by the University and has direct responsibility for monitoring academic progress. The College Advisor is usually a Fellow of St Hugh's, but may also be another member of the Senior Common Room who is familiar with the subject area. Advisors see the reports written by the supervisor each term.

College Advisors can act as the first port of call about personal or financial problems. Graduates can, for example, discuss eligibility for academic-related grants with the College Advisor before submitting applications or requests to the Senior Tutor. In view of the demands of academic work and examinations, graduates are required to obtain the permission of their College Advisor before standing for election to become an officer of the MCR or of a University Club or Society. If the College Advisor is unavailable for a period (because he or she is on sabbatical leave, for example), the graduate should contact the Senior Tutor.

## 1.11 *Library Services*

### **Access to the college library**

The library is for the use of current students and staff of St Hugh's College only. This means that you may not allow members of other colleges into St Hugh's College Library. External readers (anyone who is not a current student or member of staff of the college) may be admitted by appointment. External readers wishing to make a visit must email the library at least a week in advance to arrange an appointment.

### **Behaviour in the library and care of its resources**

You may bring bottled water into the library. No other drinks or food may be brought into the library. Please keep your mobile phone on silent mode in the library, and step outside the library if you need to make or receive a call. If you would like to use headphones, please keep the volume low so that other readers are not disturbed.

When you have finished working in the library, clear your desk space and take your personal belongings with you. Put books on the trolley to be re-shelved, and if you have borrowed any of the books, return them via the book return bin. Desk spaces may not be reserved and any personal belongings left unattended will be removed.

Library books and resources are for the use of all College members. Please **do not mark or deface** any items.

### **Library alarm**

If your actions cause the alarm to go off, you must **report immediately** to the Library Office; or, if the Office is closed, complete a form in the Alarm Trigger Log (blue folder) which you can find just outside the Library Office. If you trigger the alarm and fail to report it, you will be fined £50.

### **Using the self-service kiosk to borrow and return items**

To **borrow** items, you will need your blue University card. You do not need your card to return items. Follow the instructions on the screen. You may place multiple items in the kiosk aperture simultaneously. If you are issued a new University card at any point in your studies, please bring it to the Library Office so that we can update your borrower record.

JCR and MCR members may borrow according to the following rules:

Item type	Maximum number of items	Loan period	Maximum number of renewals
Book	20	2 weeks	4
CD	20	2 weeks	4
DVD	3	3 days	0

Please note that vacations are not counted for loan periods, so if you borrow a book in 8th Week, it will be due back in 0th Week of the following term.

Return your books via the self-service kiosk and place them in the return bin in the library lobby. The best time to return your books is during the week, when the staff are there to

empty the bin frequently. Try to avoid returning your books on a Sunday evening when you may find that the book return bin is full.

### **DVDs and CDs**

The JCR/MCR's DVD collection is available for loan from the College Library. You can find the DVD section in the lobby. DVDs are chosen and paid for by the JCR/MCR. Our collection also includes CDs that accompany textbooks. CDs are also located in the lobby.

To borrow DVDs or CDs, use the self-issue kiosk just as you would to borrow books. As you leave the library, remember to 'unlock' the case using the unit on the wall. Please return discs to the return bin in the library lobby. When you borrow a CD or DVD, the box will be locked and show a red lock icon on the side. Once you have borrowed a DVD or CD using the self-service kiosk, pass through the security gates and look for the unlocker unit on the wall. Swipe the case through this unit, and check to see that the green unlocked icon is displayed, showing that the case has been unlocked.

### **Terms and conditions for borrowing DVDs**

When you borrow a DVD, you agree to observe the following:

1. Films may be borrowed on a short-term basis by registered Library users for their own individual private study and non-commercial research.
2. Films may be borrowed by registered Library users and shown to an audience of University staff and students. Such a showing must be for educational, instructional purposes only. No fee may be charged for the viewing.
3. Films may not be shown to the general public.
4. No copies of a film may be made in any format or media. Digital rights management measures such as copy control mechanisms embedded in the media may not be removed for any purpose.

### **Overdue items**

St Hugh's College Library does not fine you for returning items late. However, if an item becomes very overdue, it will be assumed lost and you will be charged the standard item replacement fee (currently £35) for each item not returned. This allows the library to purchase a replacement copy of the item. The library management system is set up to email you with overdue notices for items you have on loan. These will be followed up by email contact from the library advising you to return your overdue items or be invoiced for the standard item replacement fee (currently £35) for each item not returned. If you choose to return items after the invoice has been issued, a credit note for £30 will be issued for each item, and you will still need to pay a £5 administrative charge per item. Use the 'My Account' function in SOLO to keep track of the items you have on loan and renew items online.

If you need any help with managing your library account, please come and talk to a member of library staff.

### **Renewals and reservations/holds**

Books may be renewed up to 4 times online (if the title has not had a reservation placed on it by another reader). You may renew your books online via SOLO

(<http://solo.bodleian.ox.ac.uk>) - you can find instructions here: <http://bit.ly/Q1Tot2>

If all copies of a book at St Hugh's College Library are out on loan, you may place a hold (reservation) on that title. You can find instructions here: <http://bit.ly/NuFHHf>

### **Copyright**

Reproducing information from books, journals, or the internet is subject to copyright law. Please bear this in mind when photocopying, printing, photographing or scanning such

information to ensure your use is legal. Information on keeping your copying legal is displayed on a noticeboard next to the combined/printer/scanner.

### **Use of computers in the library**

Six reader PCs are available in the library: 4 in the lobby, 1 in the Upper Reading Room and 1 in the Law Library. You may send items to the library printer from any of these computers. WiFi internet access is available in the library. You are welcome to use your laptop in any part of the library except the Silent Reading Room on the upper floor.

If you wish to plug your laptop in to the mains, you must do so in a way that does not leave the cable trailing across the floor, as this creates a trip hazard. Reader seats with sockets can be found in the Fulford Room, Science Reading Room, East Room, and the Upper Reading Room.

You can find out more information about the Library in our LibGuide: <http://ox.libguides.com/sthughs>

## Section 2: Health and Welfare

The College takes the health and welfare of its members very seriously. You should not hesitate to contact any College Official if you have any questions. Further details are to be found in the 'Student Support' leaflet which is issued each term to graduates and undergraduates, posted on welfare notice boards and also to be found in the Lodge.

### 2.1 *Medical Matters*

<b>EMERGENCIES</b>	<b>The Emergency Services</b>	<b>999</b>
	<b>The College Lodge</b>	<b>01865 274 900</b>
	The Lodge mobile number	07966 382 488
	The College Doctors	01865 515 552
	National non-emergency health line	111

All students should register with an Oxford doctor of their own choice, who may be one of the College doctors. It is particularly important that all students register with a doctor at the start of their course, both for their health and wellbeing, and to ensure that medical notes *etc* can be provided in the event that special arrangements are required for examinations or similar.

Overseas students from countries that do not have reciprocal arrangements with the United Kingdom for medical treatment are required to have medical insurance acceptable to the College. Overseas students who are in the UK on a course lasting 6 months or more are eligible to register with the National Health Service, and should do so at the beginning of their course. If the course is shorter than 6 months, then Medical Insurance is necessary.

The College Surgery is in the Mary Gray Allen Building (first floor east).

The College Nurse, Mrs Sarah Dragonetti, is available in the Surgery each weekday to see students (at no charge); Sarah can be contacted by email: [nurse@st-hughs.ox.ac.uk](mailto:nurse@st-hughs.ox.ac.uk). Her surgery hours are as follows:

Monday	8.30am – 11.30am
Tuesday	11.30am – 3.00pm
Wednesday	11.30am – 3.00pm
Thursday	11.30am – 3.00pm
Friday	9.00am – Noon

The College Doctors are Dr Matthew Cheetham and Dr Penny Moore. Surgery hours in College, during term time, are Monday 8.30am–10am. Dr Moore, Dr Cheetham, or one of their partners, can also be consulted by appointment at the Summertown Health Centre, 160 Banbury Road (01865 515552). [www.summertownhealthcentre.co.uk](http://www.summertownhealthcentre.co.uk)

Students are encouraged to visit their home dentists for routine appointments. For emergency treatment, students are advised to see Studental at Brookes University [www.studental.co.uk](http://www.studental.co.uk).

Basic First Aid equipment for use in emergencies only is available from the College Lodge and the JCR or MCR Welfare Reps.

### 2.2 *Welfare*

Where appropriate, students are encouraged to consult their personal tutors on welfare matters which may concern them. They should also feel free to approach the Senior

Tutor. The College and University also provide other facilities for the support of student welfare - see below.

The College Counsellor, Ms Elizabeth Treasure, is available to students who may need to discuss personal matters in strict confidence. All queries, including requests for appointments, should be sent by email to [counsellor@st-hughs.ox.ac.uk](mailto:counsellor@st-hughs.ox.ac.uk).

The University Counselling Service at 11 Wellington Square may be contacted on 01865 270300. The Counselling Service and the College Counsellor provide their services to students free of charge.

The Chaplain, Dr Shaun Henson, is in College on most weekdays and Sunday afternoons and evenings during full term. He is available to all students who wish to discuss any matters of concern in strict confidence. Please contact him by email: [shaun.henson@st-hughs.ox.ac.uk](mailto:shaun.henson@st-hughs.ox.ac.uk) or telephone: 01865 274955.

Peer Supporters are students who have received training in listening skills. Contact details for Peer Supporters can be found online and in the Lodge.

The College's Communications and Marketing Manager, Kate Pritchard, is available to help and advise any student contacted by the media; and is happy to discuss any related matter informally.

The College Bylaws (Appendix K– Confidentiality in Student Health and Welfare) set out the circumstances in which information of a personal and private nature may need to be disclosed. As is made clear there, any disclosure without consent from the individual concerned would only be made in exceptional circumstances, on a strict 'need to know' basis, confined to the minimum practically necessary and only after due consultation with the Principal or immediately concerned College Officers. Such an event is rare and restricted to cases where there is very serious risk to one or more individuals.

### **2.3 *Disability***

The University and College are committed to making arrangements to enable any student with a disability to participate as fully as possible in student life. The College's Disability Officer is the Academic Registrar, Miss Thea Crapper (01865 274918, [thea.crapper@st-hughs.ox.ac.uk](mailto:thea.crapper@st-hughs.ox.ac.uk)).

The College's contact at the Disability Office is Mrs Katherine Noren-Curtis, who can be contacted by email: [katherine.noren-curtis@admin.ox.ac.uk](mailto:katherine.noren-curtis@admin.ox.ac.uk).

Students with disabilities or specific needs, including Specific Learning Difficulties, are urged to notify College as soon as they are able of any alternative requirements or provisions, with respect to examinations, adapted rooms, ramps, fire evacuations *etc.* Detailed information for students with disabilities is available on request.

A separate booklet, 'The Health and Welfare Pages' is available from the College Office.

## Section 3: Decanal Matters

All members of College are expected to behave courteously and sensibly at all times. Behaviour that threatens people or property or which makes it difficult to live and work easily in College, will be treated very seriously. The Dean, who has the power to impose fines and other sanctions, enforces the College's Disciplinary Code and is supported by the Assistant Dean and four Junior Deans. The Disciplinary Code forms Appendix C to the College's Bylaws and can be found online:

[www.st-hughs.ox.ac.uk/data/assets/pdf\\_file/0007/1501/Bylaws-March-2012.pdf](http://www.st-hughs.ox.ac.uk/data/assets/pdf_file/0007/1501/Bylaws-March-2012.pdf).

Students must read the Disciplinary Code so that they are aware of the standards of behaviour expected of them when living in our community.

### **3.1** *Noise*

In particular, disturbing others by loud noise at any time of day is not allowed. The Porters, Assistant Dean, and Junior Deans will intervene in the case of irresponsible or disruptive behaviour. If you are being disturbed by noise or other disruption and cannot resolve the issue yourself, you should phone the Lodge (01865 274 900). Each night during term one or two of the Assistant and Junior Deans are on duty, as well as the College Porters. They act with authority delegated to them by the Dean and have a responsibility for the safety and security of students, for keeping noise to a reasonable level, for responding to incidents and for recording details of incidents for report to the Dean. The Porters also act with authority delegated by the Dean in some matters.

### **3.2** *Smoking*

Smoking is banned by law anywhere within the College's buildings, including its balconies. Any undergraduate who contravenes this law, or who in his or her study bedroom allows others to do so, will be summoned to see the Dean and will be liable to a minimum fine of £100 for a first offence.

### **3.3** *Visitors*

Visitors are allowed in College and most College houses between 8am and 2am on all days of the week. Students may have overnight guests in their rooms at weekends (Friday and Saturday nights). If you wish to have an overnight guest in your room on another night or you will not be there yourself, you must apply in advance to the Dean for permission. Whenever a guest stays in College, his or her host should sign the guest's name in a book kept in the Lodge by midnight, for reasons of personal safety and security. A member of the College must accompany visitors after midnight.

### **3.4** *Parties, Events, and Society Meetings*

Permission from the Dean is required for all parties with more than 10 people present held in College or in College houses, including the gardens. In order to avoid trouble with gate-crashers, the guests should be personally invited **by written (paper or email) invitations**. Those who wish to entertain in a College house should first obtain permission from any resident tutor. Student event end times will be determined by the Dean, but **all** parties must end by 11.45pm. Students wishing to use College rooms or space, including the JCR for undergraduates, the MCR for graduates, the Wordsworth Room, or College Bar, should first book the room with the Conference and Events Manager, then obtain permission from the Dean (and the Bar Manager, where applicable). **The Conference and Events Manager holds application forms for this purpose**. Once all relevant sections of the form have been completed, it should be returned to the Conference Office for processing. Forms should be completed **at least two weeks** in advance of the proposed event.

Extra cleaning and any damage will be charged. To avoid disturbance during working times, permission is normally given for evening parties on Friday and Saturday nights only. Permission will not be granted for parties or events during the period from Sunday at the end of Week 3 of Trinity Term until all University examinations are complete.

No Society or Club meeting will be permitted which might contravene section I (n) of the Disciplinary Code, which states that junior members may not “intentionally or recklessly engage in ... conduct which is detrimental to the interests of the College”. Students are not permitted to use the college facilities, property, name or address for financial gain. Students wishing to book society or club events must complete a room booking form.

### **3.5 Gardens and Grounds**

See Appendix L to College Bylaws for regulations relating to use of premises and grounds.

**Note in particular that student cars may not be driven or parked anywhere in the College grounds except**

- a) with the written permission of the Dean, *or*
- b) at the beginning and end of each term for the purpose of delivering and collecting belongings in accordance with directions made and restrictions imposed by the College Porters.

**Bicycles may not be brought into College grounds** beyond the bike racks positioned at each entrance. Bicycles should be left only in the bike racks; bicycles left elsewhere will be removed.

The use of skateboards, scooters, roller-blades or roller-skates is also prohibited.

The JCR and MCR barbecues can be booked for private use through the JCR and MCR websites. Where more than 10 people are in attendance, permission is required from the Dean and such barbecues are also covered by the entertainment ban during exams in Trinity Term. The person organising the barbecues will be responsible for cleaning up at the end of the event. Portable barbecues are strictly prohibited and only those provided by College may be used.

## Section 4: Domestic Matters

### **4.1 Catering**

#### **Dining Hall**

Monday-Friday Breakfast	8-10am
Weekend Brunch	10am-1.30pm
Monday-Friday Lunch	12.30-1.30pm
Monday-Friday Dinner	6.15-7.15pm
Formal Hall (doors open)	7pm

Any changes to these times are noted on the weekly menu which is put on the notice board outside the hall and on the JCR/MCR web pages.

There is no dress code, except at Formal Hall, but undergraduates are reminded that for health and safety reasons they should wear shoes when not in their study bedrooms.

One evening a week dinner is formal and must be booked in advance, tickets are available online. On that evening students wait for Senior Members to come in to High Table and stand for Grace. Dress code is smart and mobile phones are prohibited.

Meals may be bought using the 'cashless card system', *ie* money credited to a student's University Library card, which will be swiped at the Hall till. An initial amount is added to the fresher's card in the first year. Subsequent top ups can be made on line using [www.upay.co.uk](http://www.upay.co.uk) and if for some reason you experience problems with this you can do top ups in the finance office.

#### **Guests**

Guests may be entertained to all meals in Hall with payment made as described above.

#### **Special Diets**

All those requiring special diets must register at the start of each term with the Domestic Bursar. Those requiring special diets for medical reasons should bring a doctor's letter. We are grateful for any additional information and advice that can be given with regard to the provision of special diets.

#### **Cutlery**

China, glass and cutlery must not be taken from the Dining Hall.

### **4.2 Accommodation - General**

#### **Guests Staying in College**

Arrangements should first be made with the Accommodation Officer. The charge for the guestroom is £20.55 +VAT per night (room only) for 2014/15. If you wish to have an overnight guest in your room on a Friday or Saturday night and you will be there yourself, you must inform the Lodge. If you wish to have an overnight guest in your room on another night or you will not be there yourself, you must apply in advance to the Dean for permission (see Decanal Matters, 3.1)

#### **Rooms and Kitchens**

Students should aim to keep rooms in the condition in which they find them on arrival. They must not damage the walls or doors by using drawing pins, sellotape or blutack. Should any damage occur and in the opinion of the College the walls of the room require painting, the undergraduate will be charged accordingly. Room inventories should be

completed and returned to the Accommodation Office by Monday of 2<sup>nd</sup> Week of each term; there is a £10 fine for late returns.

All rooms and kitchens must be kept clean and tidy. Used china and cooking utensils left in kitchens overnight should be cleared away by 10am. All washing up should be done in the kitchens and all laundry in the special rooms provided. Students may be fined in the event of a drain becoming blocked as a result of misuse. The cooking of food and boiling of water in study bedrooms is prohibited and this includes the use of kettles, cookers, toasters and microwaves.

### **Repairs**

All repair requests should be made using the College's website: [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk). Click on Welfare and Facilities. From this page you can click on "Maintenance Request Form". **No repairs or alterations may be carried out by students.**

Students are asked to report immediately any accidents to furniture or soft furnishings. Stains can often be completely removed if treated immediately and breakages repaired more efficiently if repairs are carried out immediately. Repairs and replacements attributable to unfair wear and tear to a room and/or its contents may well be charged to the occupant against the deposit. Furniture, carpets and curtains must not be removed from any room without permission from the Accommodation Officer.

### **Housekeeping Requests**

All requests should be made on the Welfare and Facilities page of the College's website [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk).

### **Lights**

Students are asked to turn off unnecessary lights. The bulbs supplied at the beginning of Michaelmas Term are suitable for the size of the rooms concerned and the power of the bulb should not be increased. If a replacement bulb is required, the old bulb should be brought to the College Lodge and exchanged for a new one, or a maintenance request form submitted via the College website [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk).

### **Pets**

Students are not allowed to keep pets or animals of any kind in their rooms or any College buildings.

### **Lost Property**

Lost property should be handed to and reclaimed from the College Lodge.

### **Changes of Accommodation**

Written notice is required for ALL changes of accommodation, as follows:

1. Whenever possible changes should be at the beginning or end of term.
2. Rooms within College and College houses:  
Two weeks' written notice to the Accommodation Officer.
3. Changes in and out of College: Undergraduates vacating a room in College for any reason, except withdrawal from the University (see Regulation 4) during the year, will normally be required to pay the College Maintenance Charge for the remainder of the year, or until the vacated room is re-occupied. Applications must be made in the normal way, with the tutor's approval.

4. No student may change his or her accommodation except through the above mentioned procedures and charges will NOT be adjusted for unauthorised changes. Room changes are permitted entirely at the discretion of the College.

### **Living Out**

Students who live out will require an electronic fob key to gain access to the College, a deposit of £10 is taken for each fob issued. The deposit is refunded when the fob is returned at the end of a student's course.

### **4.3 Accommodation - Undergraduates**

Accommodation in the College is covered by the Universities UK Code of Practice for the Management of Student Housing. The following should be read in conjunction with the section Domestic Services (Undergraduates) Code of Practice.

College has adopted a policy of offering all undergraduates accommodation in College for all years of their course. Undergraduates may ballot for their choice of room for the second, third and fourth years living in College. Undergraduates wishing to live out in any year must consult their tutor each year and apply to the Senior Tutor on a form obtained from the Accommodation Officer. Applications to live out must be received by the end of 6<sup>th</sup> week in Hilary Term. Permission will not necessarily be given.

All first year undergraduates, including mature students or those with Senior Status, will have a room in one of the College buildings and a deposit of £250 must be paid, which is refunded at the end of a student's course after a final inventory check. There are a limited number of rooms with pianos and priority for these rooms will be given to undergraduates reading Music.

Queries about accommodation should be raised in the first instance with the Accommodation Officer. Undergraduates seeking welfare or financial advice related in particular to their accommodation should feel free to approach the Accommodation Officer, or any other member of the College's welfare staff as appropriate (see Section 2).

Undergraduates are required to give notice by the end of the first week in term if they intend to withdraw during or at the end of term. Failure to provide such notice will render undergraduates liable for payment of the College Maintenance Charge for the term following withdrawal. University and College fees are not normally reimbursed if an undergraduate leaves during the course of a year. Undergraduates vacating a room in College for any reason, except withdrawal from the University (see above) during the year, will normally be required to pay the College Maintenance Charge for the remainder of the year, or until the vacated room is re-occupied.

### **4.4 Accommodation - Graduates**

#### **Graduate Accommodation in College**

Graduate accommodation is provided in the newly-built Dickson Poon Building and in some of the Victorian houses situated around the College site, there are also some rooms reserved at Castle Mill. Rooms are of varying sizes and whilst a small number have their own showers and toilets, most rooms share bathroom facilities with the other residents living in their area of each house, all kitchen facilities are shared. Rooms all have computer connections and each room contains a bed, bedside unit, wardrobe, chest of drawers, desk, desk lamp, desk chair, easy chair, and book shelves. College does not provide bedding (beyond a mattress and mattress protector) and you will need to provide your own duvet, pillows, sheets, pillowcases and towels. Bedding packs consisting of sheet, duvet, duvet cover, pillow and pillowcase can be purchased from College, for

further details please contact the Accommodation Officer. You will also need to provide kitchen utensils, crockery and cutlery, although you are advised not to buy the last three items until after you arrive because graduates generally pool their resources and when they complete their course they very often leave these items behind for the use of future graduates.

The rent bands have been agreed with the MCR Committee and mainly represent the size of the room, although standard of décor, numbers sharing facilities *etc.* have been taken into account.

The rent bands for 2014-15 are as follows:

Band 1	£463.73
Band 2	£492.12
DPB Band 2	£503.49
Band 3	£514.85
DPB Band 3	£530.95
Band 4	£547.04
Band 5	£577.29

*This information is provided to give a general view of the accommodation available to graduates - it has no connection with actual accommodation allocations.*

### **Terms and Conditions Relating to College Graduate Accommodation**

1. Graduate accommodation will be let on the basis of 9, 10, 11, or 12 months' occupancy (all commencing 1<sup>st</sup> October 2014). You will be able to make it clear on the contract which option you would like to take up.
2. A deposit (equivalent to a month's rent) is due at the beginning of the tenancy and will be held until you vacate your room; this, together with the first month's rent, must be paid before occupancy. Rents will be charged per calendar month.
3. Subsequent monthly rental payments are expected to be made by direct debit and will be taken on 1<sup>st</sup> of each month. If payment is returned unpaid charges will be made in line with the Consumer Credit Act 1974.
4. No remission of rent is offered in respect of periods of absence but graduate students undertaking research trips/visits away from Oxford may apply for assistance to the Student Support Committee which may take rental commitments into account in determining any award made. Queries should be addressed to the Bursar's Secretary. Students should inform the Lodge if they are to be away from College for longer than two nights.
5. Arrears in payments will attract a surcharge and interest at bank rate base rate plus 4%. Persistent offenders will be reported to the Dean.
6. Rooms (excluding the College's two studios) are for single occupancy only and may not be sub-let except by special arrangement with the Accommodation Officer.
7. The rent includes the use of hot water, lighting, cooking facilities, and cleaning of associated bathrooms and kitchens Monday to Friday and individual rooms once a week.
8. Bedding is not provided, though students may purchase a £25 bedding pack
9. Graduate tenants are responsible for maintaining the room and its contents in good order. Any loss, breakage or damage will be charged for and should be reported immediately to the Accommodation Officer.
10. Graduate tenants are responsible for keeping common parts clear of belongings and for maintaining a reasonable standard of tidiness in common parts (washing crockery etc).
11. No animals may be kept in any of the accommodation provided for the MCR.

12. The College retains the right to inspect graduate accommodation and to refuse accommodation or give due notice if these terms and conditions are not adhered to.

### **Graduate Accommodation Procedure**

In order to give all graduates a better idea of what accommodation the College may be able to offer in each successive year the following procedure has been adopted:

#### *Existing Graduates:*

1. All correspondence relating to accommodation for existing members of the MCR will be via the pigeonholes until such time as the MCR email list is considered by College to be complete.
2. Week 1 Hilary Term – An application form requesting information relating to accommodation requirements for the following year will be sent to all current graduates by the Accommodation Officer.
3. Week 3 Hilary Term – Completed forms should be returned by the end of Week 3 to the Accommodation Officer.
4. Week 4 Hilary Term – Acknowledgements that forms have been received will be sent out at the end of week 4.
5. Week 7 Hilary Term – All those graduates who have sent in completed application forms will be informed as to whether they have been allocated accommodation or a place and number on the waiting list for accommodation for the following year.
6. Week 1 Trinity Term – To confirm their accommodation all existing graduates who have been allocated accommodation must have paid a deposit, equivalent to one month's rent for their room, by the end of Week 1 in Trinity Term, and signed their licence agreement.

#### *Notes:*

There will be a certain number of places within graduate accommodation allocation reserved for existing graduates. This number will include ten non-transferable places for MCR Committee office holders.

A. Existing graduate scholars should complete the accommodation request forms and if their scholarship continues to be current in the following year then their accommodation is i.) guaranteed and ii.) does not come from the twenty-five places referred to in A above. However, they will have to pay a deposit and sign a licence agreement by the end of Week 1 in Trinity Term.

B. As and when the waiting list alters the MCR President and Housing Rep will be notified.

*College Accommodation is only confirmed once the deposit and signed tenancy agreement has been received. The deposit is refundable at the end of the period of the licence agreement – it is non-refundable if the accommodation is not taken up.*

## **4.5 Vacation Arrangements**

### **Vacation Residence - Undergraduates**

College does not undertake to offer accommodation to undergraduates during vacations, though in practice will try to deal sympathetically with exceptional requests. To reconcile the needs of conference activities, which are vitally important to the finances of the College, it may be necessary to move undergraduates to rooms other than those they occupy normally.

## Grants for Vacation Residence, Reading, Examinations, and Travel

Grants may be applied for during each term preceding the vacation when residence is required. Information on how to apply for grants will be issued to all undergraduates during the second week of each term.

## Vacation Storage Arrangements

College has a very limited amount of storage space available for students' belongings during the vacations. Storage is limited to an average of two items per student (five for overseas students). Acceptable items for storage are trunks, suitcases or strong cardboard boxes. College cannot store or take responsibility for money, jewellery, musical instruments, clocks, watches, photographic equipment, televisions, computers, works of art, fridges, freezers, microwaves or any other kitchen equipment. Additionally, food, flammable, or corrosive materials cannot be accepted.

### 4.6 Additional Facilities

The following are available:

Facility	Location
Computing facilities	Rachel Trickett Building and the Library
Music practice rooms <i>see below</i>	Mary Gray Allen Building Eloise Susanna Gale Music Room The Music Room, Principal's Lodgings
Freezers	Now provided in most but not all kitchens
Washing machines and tumble dryers	Basements of Kenyon and Maplethorpe Buildings
Refrigerators, kettles, cookers and/or microwave ovens	All kitchens
Iron and ironing boards	Available from the Lodge
Vending machines	The Buttery
Telephone call boxes	Ground floor Rachel Trickett Building
Squash courts (Wolfson College)	Booking through St Hugh's College Lodge
Croquet sets	College Lodge
Television	JCR
Sky	JCR
Newspapers	JCR - College Bar & Buttery
Crockery, cutlery, glasses for special events	Apply to the Domestic Bursar
College stationery	Apply to the JCR Treasurer
JCR Photocopier	Library and JCR IT Room
Gym	Rachel Trickett Building

## Music Practice Rooms

The College has several rooms available for students to practise. The largest of these is the MGA basement practice room, reached by the external steps near the bike stands. The key, and the key for the Eloise Susanna Gale Music Room near the Mordan Hall, is available from the Lodge. When the Chapel is not in use for services or private prayer, students may use the space for practising.

## Instruments

The College owns several instruments for student use:

Instrument	Steinway grand piano
Location	MGA Practice Room – external steps
Access for	All students
Key from	The Lodge

Instrument	Grand piano
Location	Mordan Hall
Access for	Those with Grade 8 Piano, whose names have been verified by the President of the Music Society to the Accommodation Officer
Key from	Arrangements must be made with the Conference Office for the piano to be brought out into the main hall and unlocked
Instrument	Schimmel upright piano
Location	Eloise Susanna Gale Music Room
Access for	All students
Key from	The Lodge
Instrument	Yamaha Clavinova
Location	Chapel
Access for	All students
Key from	Students are asked to be considerate of other Chapel users
Instrument	Tamburini Organ
Location	Chapel
Access for	Organists granted express permission by the Chaplain
Key from	The Chaplain or Chapel Music Tutor
Instrument	Blüthner grand piano
Location	Principal's Music Room
Access for	Students of a serious disposition unable to find time in the main practice rooms
Key from	The Lodge, by prior arrangement with the Principal's PA
Instrument	Harpsichord
Location	Principal's Music Room
Access for	Students of a serious disposition
Key from	The Lodge, by prior arrangement with the Principal's PA

#### 4.7 *Graduate Centre*

The Middle Common Room is located in the Graduate Centre, 87 Banbury Road, which is a large house on the College site, adjacent to a second graduate house. There is easy access to University departments, and also local shops.

The Centre contains common rooms, a kitchen, a television room, and laundry facilities. There is a seminar/computer room with a whiteboard, projector screen, computers and printers.

The Television Room is provided with a video, SkyTV, daily papers and magazines for the use of all members of the MCR, resident and non-resident. The Common Room has a stereo for the use of members until 11pm (midnight at weekends). The Graduate Centre also has a University internal phone.

Information about MCR activities, University appointments, examinations, job offers, events, and other matters of general interest is posted on the notice board. Incoming mail is placed in the MCR pigeonholes - which are situated in the Lodge.

The Common Room may be reserved by members for teaching or for parties, which must end by 11pm on weeknights and midnight on Fridays and Saturdays. The Computer Room also has a booking sheet for reservations.

## Section 5: Financial Matters

### **Undergraduates**

#### **5.1 *Payment of Fees/Charges***

##### **(a) Tuition fees**

Tuition fees comprise University fees and College fees and are payable annually in advance. University fees are payable by all students. College fees are generally payable by overseas undergraduates or home/EU undergraduates who are doing a second undergraduate degree.

An invoice will be raised and sent to you two weeks prior to term commencing. This must be paid either before or on arrival. If you are expecting a student loan to pay your fees you must send your loan documents as evidence.

Payment details are included on the invoice. The College prefers that you pay this invoice by bank transfer, but payment can also be made by debit or credit card by telephoning the College's Finance Office on 01865 274 915.

##### **(b) Fresher Advance charges**

If you are using College accommodation you will be required to pay a room deposit and contents insurance. As a fresher there are also other small amounts you will need to pay. An invoice for all of these charges will be sent two weeks prior to term commencing and is payable either before or on arrival.

The College will invoice you before your arrival for:

- Room deposit (£250)
- Library deposit (£50)
- Cashless card starter balance (£10, for use in dining hall etc.)
- Contents insurance (£5.26)
- JCR membership (£35-47)
- Any other items you have requested using the checklist within the Fresher's Pack

##### **(c) Maintenance Charges**

This is your accommodation charge of £3,852.00 per annum payable in termly instalments of £1,284.00 and covers accommodation from Sunday of 0th week until Saturday of 8th week. Invoices will be sent two weeks prior to term commencing.

- **Home students** - You must complete the Direct Debit bank instruction found within your Fresher's Pack and post it to the College's Finance Office immediately. The Direct Debit will be taken from your account on Friday of the first Week of term; this date is in place to capture any delays in receiving your student loan.
- **Overseas/EU students** who do not have a UK bank account - You will be required to pay your invoice by bank transfer prior to your arrival, using the payment details on the invoice. Alternatively payment can be made by debit or credit card by phoning the College's Finance Office on 01865 274 915. For subsequent invoices you must open a UK bank account and then complete the Direct Debit bank instruction found within your Fresher's Pack and give it to the College's Finance Office as soon as possible.

##### **(d) Payment of Battels**

During your time at College, you may incur additional charges which are known as Battels, such as:

- Purchase of bedding pack
- Charges for lost keys

- Charges for late library books
- New gym membership
- Vacation residence charges
- Guest accommodation fees

The College will send you an email invoice for these items on a weekly basis (if incurred). These invoices are payable by direct debit and payment will be taken 14 days following the date of the invoice.

Overseas/EU students who do not have a UK bank account must open a UK bank account and then complete the Direct Debit bank mandate form within your Fresher's Pack and give it to the College's Finance Office as soon as possible.

*NB. Arrears outstanding following the 14 day period will incur surcharges to commensurate your balance and interest charges in line with the consumer credit act 1974.*

## **5.2 Payment of Fees/Charges**

(a) Fees are payable annually in advance and invoices will be sent during September. Fees must be paid prior to arriving in College. If you are expecting a student loan to pay your fees please provide your loan document as evidence.

(b) The Maintenance Charge/Licence Fee is also payable in advance (if appropriate by post-dated cheque) before a student is admitted to a College room. The charge covers the period from Sunday, 0<sup>th</sup> week to 10am on Saturday, 8<sup>th</sup> week each term and must be paid prior to arriving in college.

(c) Vacation Residence accounts, for pre- and post-term residence, are payable within seven days of invoice.

(d) Arrears outstanding at the end of the first week of term will incur surcharges in line with the Consumer credit act 1974.

## **5.3 Vacation Grants and Bursaries**

A limited amount of money is available for vacation courses and required reading in Oxford. The College has some additional funds available to contribute towards expenses incurred in travel in connection with a course or other vacation studies.

Details of how to make applications for grants are announced each term.

All students entitled to full or partial fee remission will receive an Oxford Opportunity Bursary. [www.ox.ac.uk/admissions/undergraduate/fees-and-funding](http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding). Details of assistance available from the University may be found online:

## **5.3 Financial Assistance**

Both the College and the University have funds from which grants or loans may be made to students who are experiencing unforeseen financial difficulties, *eg* because of a serious change in family circumstances. Normally undergraduates would first discuss such problems with their Personal Tutor. Applications should be made on the appropriate forms, available from the Bursary ([catherine.barton@st-hughs.ox.ac.uk](mailto:catherine.barton@st-hughs.ox.ac.uk)), in accordance with information publicised at the beginning of each term and on the College website. A copy can be obtained from the JCR Welfare Officer.

## **Graduates**

### **5.4 *Payment of Fees and Charges***

Graduates who are not in receipt of grants from public bodies are required to provide a form of financial declaration to the College. University and college fees are specified within this declaration and are required to be paid at least two weeks prior to arrival in College. Where possible an invoice to support these amounts will have been produced by the Finance Office or will be made available early in the Michaelmas Term.

### **5.5 *Rents***

Rents will be charged per calendar month. The equivalent of one month's rent will be paid by way of deposit, together with the first month's rent before occupancy. Subsequent monthly rental payments will be collected by direct debit on or around the 1<sup>st</sup> of the month. A direct debit mandate will be issued with the tenancy agreement. Where a direct debit is not in place, payment for the year in advance will be expected.

### **5.6 *Grants***

The Research Councils and British Academy grants are paid quarterly; other publicly funded Maintenance Grants are paid termly. All grants are paid directly into students' bank accounts. Research Graduates may apply for small grants from the Barbinder Watson Fund to support research trips, attendance at Conferences, and similar academic enterprises. They should, however, also apply to any other possible sources. Grants will only be available to those still in the period of fee-paying. Application forms are available from the Academic Registrar.

### **5.7 *Hardship/Access Funds***

Graduate students are required, before admission, to satisfy the College that they have adequate financial resources. Limited financial help may be available in cases of unforeseeable difficulty. The Bursar's Secretary, or the Finance Bursar, should be consulted in the first instance

The College cannot in general support graduate students whose grants have expired but who have not completed their studies. The College might be prepared to offer loans, exceptionally, to students in the first year after the fee-paying period of their course, *eg* fourth-year DPhil students in the process of completing their theses. However, it is College policy not to consider requests for assistance after the end of that year.

Application forms may be obtained from the Bursary ([catherine.barton@st-hughs.ox.ac.uk](mailto:catherine.barton@st-hughs.ox.ac.uk)).

### **5.8 *MCR Subscriptions***

All MCR members in residence beyond their liability should pay MCR subscriptions direct to the MCR Treasurer for College fees.

## Section 6: The Chapel & Prayer Room

**The Chapel** is on the first floor, above the front door of the Main Building at the head of the stairs, and is open day and night to provide space for quiet reflection and prayer.

Services are held during term every Sunday at 6.15pm. The usual service is Evensong, in the traditional Book of Common Prayer (1662) version. There are also Anglican and Roman Catholic Masses once or more per term. Although most services are Anglican (Church of England) in form, they are completely ecumenical in character. Members of College of all denominations and viewpoints, or no religious views at all, are warmly welcome and invited to take part. Guests from other colleges and the public are also most welcome. Each service is followed by sherry or juice and then a Chapel Supper in the College Dining Hall, which is free to all in attendance.

On occasion other special services are held in Chapel during term, which are advertised widely throughout College. The Chapel also offers Baptisms, Confirmation preparation, and Weddings to College members.

The Chapel sponsors various discussion groups, concerts, and other entertainment activities throughout the academic year, which are advertised in Chapel and on College notice boards.

A Chapel card is published every term giving full details of all services and other activities, and is distributed to all members of College.

Alongside our Christian Chapel, we have a dedicated **Multi-faith Prayer and Quiet Room** for College members of any religious viewpoint or none who desire a separate space for private prayer, meditation, or contemplation. The room is located in the Wolfson Building at the foot of Staircase 3, and is well-lit and ventilated by large windows. Features include a storage cabinet where items such as prayer mats, images, or literature can be stored for personal use. The room is accessible day and night by activated key fob. Guidelines for sharing the space are clearly displayed.

**St Hugh's College Chapel Choir** is an important and vibrant part of College life, and is integral to Chapel worship. The Choir meets to rehearse every Friday at 5.00pm (4.45pm for cake and tea) in Chapel, followed by supper in College, and on Sundays at 4.00pm. The Choir is led by a Senior Organ Scholar, with the help of Middle and Junior Organ Scholars, each with their own monetary award. There are also four Choral Awards given each year, one for each part, which run for three terms. Please see the Chaplain for applications. The Chapel has a Chapel Music Tutor who teaches conducting and the organ, and gives overall guidance to the functioning of music in Chapel.

**The Chaplain**, The Revd Dr Shaun Henson, is in College on most weekdays and Sunday afternoons and evenings during full term. On Tuesdays he can be found in his room (Main Building 24) between 3.00-4.00pm for consultation on any matter. He welcomes unscheduled and informal visits whenever helpful. On any day he can be contacted via the Lodge, by email: [shaun.henson@st-hughs.ox.ac.uk](mailto:shaun.henson@st-hughs.ox.ac.uk), or by telephone: 01865 (2)74955. The Chaplain is always available to members of College in any kind of need, to offer friendly support in strict confidence.

## Section 7: Grounds and Property

### **7.1 *Property Services***

All requests to the Estates Section for maintenance work should be made using the College's web based reporting system. This can be accessed via the computer terminal in the Lodge or direct from your Room. It is located on the St Hugh's website at [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk) within the Welfare and Facilities Section. The form is simple to complete but please give as much information as possible which will ensure your request is dealt with efficiently. There is a housekeeping request form for reporting domestic issues, such as cleaning and furniture replacement.

In the case of a genuine emergency or health and safety concern, for example water is pouring through a ceiling or a major heating/ electrical failure you should immediately inform the College Lodge by telephone or in person and they will take the appropriate action. You must also complete a confirmation maintenance request to ensure the job is properly logged.

We endeavour to complete all repairs in accordance with the following response times. In the majority of cases the repair should be completed well in advance of these targets.

Emergency Repairs - 2hrs

Urgent Issues - 48hrs

Non-urgent repair - 7 days

In certain circumstances the work may be delayed where the College has been unable to obtain the correct materials or parts to facilitate the repair. In such circumstances the student will be issued a non- completion feedback form explaining the reasons for the delay. If you are in your Room the explanation will be given verbally.

All maintenance works are undertaken so as to minimise the inconvenience to the residents. This will, however, not always be possible with unplanned (reactive) maintenance where immediate action is required.

The resident will normally be given 7 days' notice prior to the commencement of Planned Maintenance work. The College will endeavour to avoid sensitive periods such as examinations.

The resident will be given 24 hours' notice of reactive maintenance, unless the repairs are an emergency or where the request was made by the resident.

Students are encouraged to provide feedback regarding the service provided via the Customer Satisfaction Questionnaire, which is left in their following the completion of all maintenance works. All complaints are investigated by the Head of Estates, with a formal response provided to the student. It is equally important to provide positive feedback as well as highlighting areas where improvements can be made. The results of the feedback from the questionnaires are reviewed at Estates Committee, which meets every term.

Light bulbs, but not elements within sealed or rigid fixtures, are available on an exchange basis from the College Lodge or via the maintenance request procedure. The bulbs supplied by the College are low energy and suitable for the size of the rooms concerned. Students should not install bulbs with a higher power output or use standard tungsten bulbs.

## **7.2 Energy Efficiency**

The College is committed to reducing the amount of energy it consumes and the resultant carbon dioxide emissions. Where viable, energy saving measures are incorporated within all refurbishment schemes.

Students are reminded that they must use energy responsibly and actively try to reduce consumption. A few key items are noted below-

1. Turn off all lights when you leave the room.
2. Use natural daylight where possible.
3. Turn off all electrical equipment when not in use.
4. Do not leave computers, printers and TVs on standby mode.
5. Turn down your room heating where possible.
6. Report dripping taps and running overflows.
7. Only use portable electric heaters (no larger than 2kW) as a last resort.

The College is keen to work with undergraduates on energy initiatives and welcomes suggestions as to where improvements can be made.

The College maintains internal room and hot water temperatures at levels suitable for the buildings' use. If you have any concerns, these can be discussed with the College's Maintenance Engineer or Head of Estates.

The College heating system is available between 1<sup>st</sup> October and 1<sup>st</sup> June. If the weather is unseasonably cold the Bursar may agree for the heating to be on outside the above dates.

All students are encouraged to read the detailed guidance on Energy and Water Conservation which is located on the College website at <http://www.st-hughs.ox.ac.uk/welfare-and-facilities/estates>.

## **7.3 Grounds Management**

The College gardens and grounds are maintained to a high standard and are there for the enjoyment of all College members. Students are asked to keep to the paths when walking through the gardens and consciously to avoid making tracks across the lawns. No spiked or studded shoes may be worn on the grassed areas. See Appendix N to College Bylaws (included in this handbook) for regulations relating to use of premises and grounds.

## **7.4 Litter clearance**

The leaving of litter anywhere within the College Grounds is strictly prohibited. Please use the litter bins provided. The external bins are emptied and general litter cleared throughout the grounds regularly, the frequency of clearance will be increased as the need dictates.

## **7.5 Snow and Ice Clearance**

Students are reminded to take extra care within the College grounds following snow falls and frost. The external paths and steps are likely to be very slippery. The Grounds Manager and Quadspersons are responsible for clearing snow and applying salt following a frost. Their efforts will be concentrated on external steps and key access routes around College. All excess salt will be brushed clear of steps and ramps after the ice has melted. During the weekend and outside normal working hours, the Porters will take over this responsibility.

If you are concerned about the safety of the College grounds following extreme weather, please speak to the Porters, who will arrange the appropriate remedial works.

## 7.6 *Health and Safety*

The College is committed to providing a safe environment where students can live and study. To achieve this goal, we need the help and co-operation of all College members.

The College has a Health and Safety Policy, Risk Assessments and procedures in place which are checked and reviewed by an independent safety advisor.

Detailed below are some of the main Health and Safety issues / procedures which you **MUST** be aware of and comply with at all times while you are at St Hugh's College.

## 7.7 *Fire Precautions*

- The fire alarms are tested on a Tuesday every week between 10am and Noon in all College buildings. The alarm will sound for 5 seconds and it will then be silenced. If you are concerned about the audibility or notice a sounder that is not functioning in any part of College, you should immediately report this to the College Lodge.

If the fire alarms sound at any other time, or for longer than 5 seconds on Tuesday morning, you should immediately evacuate the buildings.

- The College arranges a practice evacuation of all buildings each year. The evacuation is intended to ensure, by means of training and rehearsal, that the College's procedures are satisfactory should a real emergency occur in the future. Any undergraduate who fails to evacuate his or her room during this practice evacuation (or any other fire evacuation) will be summoned to see the Dean and will be liable to a **minimum** fine of £20.
- All undergraduates should familiarise themselves with the procedure on what to do 'IF YOU DISCOVER A FIRE' and 'ON HEARING THE FIRE ALARM'. A copy is located within in bedrooms and adjacent to the fire alarm call points within all buildings.
- You should familiarise yourself with the means of escape and other fire precautions in the building in which you reside and other buildings that you visit.
- Fire extinguishers and other fire fighting equipment are situated at key locations throughout all buildings. These are provided for your own safety and under no circumstances should they be interfered with, moved or damaged. If you notice that, for example, an extinguisher has been moved, please replace it in the correct position. Any damage **MUST** be reported to the College Lodge.
- All College buildings are fitted with a Fire Alarm System consisting of smoke and heat detectors, which are designed to alert residents and visitors to the danger of fire by activating the fire alarm sounders. Never tamper with any part of the fire alarm system. This includes covering smoke detectors with tape, cling film or bags.
- Never prop open any fire door: each is there for a reason. If you see a door propped open, please remove the obstruction.
- All corridors, staircases and escape routes **MUST** be kept clear of furniture, equipment and other combustible items.

- The use of candles, tea lights, or any other item of equipment that produces a naked flame, is forbidden within College.
- Kettles, toasters, cookers, microwaves, and other food preparation equipment **MUST NOT** be used in bedrooms.
- Take special care when using the kitchenettes; never leave the kitchen unattended while cooking.
- Smoking is illegal anywhere within the College's buildings or on its balconies. Any undergraduate who contravenes this law, or who in his or her study bedroom allows others to do so, will be summoned to see the Dean and will be liable to a **minimum** fine of £100 for a first offence.

It is important to note that it is a criminal offence for any person to interfere with any part of the College's Fire Precautions, fire fighting equipment or means of escape. If caught, at a minimum, the student will be reported to the Dean and fined. All students will be issued via email with a copy of the 'Student & Visitor Fire Emergency Plan' and the general Fire Safety Leaflet on an annual basis. This provides detailed information regarding the College's fire procedures, which you should read and digest.

## **7.8** *General Considerations*

- Do not enter restricted areas.
- Access to roof areas is strictly prohibited.
- Comply with all warning signs that are displayed throughout College.
- Do not interfere with or alter the settings on any boiler or hot water system. If there is a problem with either system, it **MUST** be reported to the College Lodge or via the maintenance request form.
- It is illegal to smoke in any building, balcony, or enclosed space in the College. If you smoke outside, only dispose of cigarette ends carefully and in the bins provided.
- Never run within the buildings and be aware of site conditions, as slips, trips and falls are the most common cause of injury. Do not walk in communal areas in bare feet.
- Report all accidents and near misses within the accident book in the College Lodge.
- If you see anything around College, however small, that you consider dangerous, please report it immediately to the College Lodge. Do not take the view that it must have already been reported.
- Keep away from all areas where contractors are working. This is especially important where scaffolding or other access equipment is being used to undertake the works.

## **7.9** *College Electrical Regulations*

- Do not overload the electrical supply in your bedroom.
- Switch off and unplug electrical equipment and flexible cables when not in use.

- Under the Electricity at Work Regulations 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.
- You can only bring electrical appliances into College if you can guarantee their safety. If they are over one year old you should have them inspected/PAT tested by a qualified electrician before bringing them into College. You may be asked for proof of testing or asked to pay a fee to the College if we have to test the item. If you are unsure about the safety of an item, you should contact the College Maintenance Engineer (01865 274925) and ask for advice.
- If necessary, the College can arrange for your electrical equipment to be inspected and/or tested at a cost of £1.20+VAT per appliance. This **MUST** be carried out in your first week at College and can be arranged by submitting a maintenance request form via the College website.
- Every appliance must carry the appropriate British Standard number or Kitemark. The plug must also carry BS number 1363, be of the safety sleeve type, and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted. You are responsible for ensuring that appliances are well maintained and tested regularly by a competent person.
- **ITEMS YOU MUST NOT BRING WITH YOU TO COLLEGE:** You may not bring any kind of cooking appliance including kettles, microwaves, toasters, sandwich makers, rice boilers etc; electric fires, heaters of any kind (gas, oil, paraffin, electrical); and infra-red lamps.
- Electric irons should not be used within student bedrooms. Ironing should be carried out within the College laundries.
- You must not interfere with electrical fittings; connect appliances to a lighting circuit, or use two or three plug (multi-way) adaptors plugged directly into a socket outlet. DIY multi-sockets and rotary extension cables are strictly prohibited. Factory made, fused multi-sockets fitted with a plug to BS 1363 and with cable not exceeding 1 metre long may be used where there are insufficient permanent sockets. All appliances **MUST** be fitted with a fused British standard Three Pin Plug. Foreign plug adaptors are not permitted and will be removed if found.
- The College reserves the right to enter any room in order to check on the use and safety of any electrical equipment. Any appliances, leads etc thought to be faulty or potentially dangerous will be removed. All cooking appliances will automatically be removed. There is a decanal fine for using cooking equipment in bedrooms.
- If you require any further help or assistance regarding these regulations, please speak to the College Maintenance Engineer, (01865 274925).
- **THE COLLEGE'S DECISION ON THE USE OF AN ELECTRICAL APPLIANCE IS FINAL.**

### **7.10 College Security**

The College is committed to maintaining a secure environment for its students. All College members and staff have a role in ensuring security. Do not simply rely on the

automatic door closing mechanisms. It is your responsibility to ensure that doors close behind you. If you are unlocking a door, do not let anyone pass through the door with you unless you know that they are entitled to pass. If you are suspicious or concerned about any activity in the College, during the day or night, contact the College Lodge. You should keep your bedroom door locked at all times.

### **Access to College Houses and Buildings at Night**

All outside gates except the one at the Lodge are locked at dusk. St Hugh's has a very open site and intruders may enter College buildings if simple precautions are not taken. Security measures can only be maintained with the co-operation of all concerned. Care should therefore be taken to see that all doors are kept locked and that the front doors of all College houses are always locked by members going in and out. This is for the protection of those living in College and of their property and that of the College. Window locks, if fitted, must be used.

### **Insurance**

The College has arranged a block insurance policy to cover the possessions of all students who are in residence. This has been arranged at a competitive price through Endsleigh Insurance, will be charged to battels and should be paid with the term's undergraduate Maintenance Charge or with a graduate's first month's rent. Further details and policy documents will be provided on arrival at College. Because of the risk of petty thieving, students are asked not to leave money or valuables unattended and to keep their rooms locked at all times. The Accommodation Officer will keep valuables in the Strong Room on request. **The College cannot accept responsibility for any property that is lost or left in College at any time, including during vacations.**

### **Bicycles**

In order to park your bicycle within the College grounds (parking is allowed only in the racks provided), you will be required to collect a bicycle registration pack from the Lodge. The pack consists of a plastic envelope containing a small registration card that requires completion, a small holographic sticker bearing a unique serial number and a UV pen. The card should be completed, the sticker applied to the bicycle and the UV pen then used to write the College initials (SHC) and the serial number as many times and in as many places as you like on the bicycle. The completed card should then be returned to the Lodge where it will be registered and then forwarded to the University Security Service for entry on the database. A bonus of the scheme is that if other equipment such as a laptop, mobile phone or stereo is marked with the UV pen using your unique bicycle reference number, the item will be traceable in the event it goes missing and is recovered by the police.

A 'cull' of unused bicycles is carried out regularly. Details are circulated via student email accounts and College notice boards.

### **Keys, Fobs, and Key-cards**

Keys for individual rooms and keys that open the front door and give access to many parts of College, including the Library, are issued at the beginning of each year. The Maintenance Charge/Licence Fee must be paid before keys can be issued. If a key is lost, you should report this to the Lodge immediately. A charge is made for a replacement.

Keys should never be lent to anyone and must be handed in at the College Lodge at the end of each term. A fine of £25 will be imposed for keys not returned at the end of term. Members of the College are strongly advised to lock their rooms at all times, including overnight.

## Section 8: College IT Services

### **8.1 *Computer Facilities***

There are computer rooms open 24 hours a day for student use. All PCs are networked and have a standardised set of software. The computer room for the JCR is located in Rachel Trickett Building (RTB) Basement, and there is a computer room in 87 Banbury Road exclusively for graduate use.

Both computer rooms also have networked photocopier/printers. Students are required to supply their own A4 paper. Paper can be bought from the IT Office.

If you find that the photocopier is jammed or is not working please contact the Student IT Assistants (SITAs), JCR DODO (IT Rep) or the College IT Services Office.

You can find details of how to contact the SITAs on the notices within the computer rooms as well as on the sign outside the IT Services Office on the corner of the Admin Corridor.

There is also a colour photocopier/printer in the Library lobby. This setup uses an account balance system where you are required to swipe your university card.

The username and password required for logging onto PCs in the computer room and Library is the same username and password as your University email account. Therefore if you do not have an activated University email account, you will not be able to access the public computers.

It is imperative that you logout after you finish using the computers as the IT Services Office will not be held responsible for any data loss or damage caused should you leave yourself logged into the computers.

Please note that when using the PCs, it is also your responsibility to ensure you safeguard/backup any files or documents and do not leave important information within the computer facilities.

### **8.2 *Email Accounts***

All current students **must** hold an active St Hugh's College email address in the form firstname.surname@st-hughs.ox.ac.uk and this must be checked **daily** during term time.

All new students will be allocated an address upon arrival in College. However this address will need to be activated successfully before you can receive emails.

Access to email is normally via the Nexus Webmail interface - <http://nexus.ox.ac.uk/>, however email clients can be configured using the instructions found here - <http://www.oucs.ox.ac.uk/nexus/email/>.

For further assistance in activating or using your University email account you can contact either the SITAs or the IT Services Office.

### **8.3 *IT Support***

St Hugh's College has IT Services staff who are responsible for the day to day running of the network and College owned machines. These staff are able to offer advice and

assistance with any problems you have in relation to the network or any of the available services within the College.

The IT Services Office is contactable at [it-services@st-hughs.ox.ac.uk](mailto:it-services@st-hughs.ox.ac.uk). Although email is the preferred and often quickest method of contact, telephone messages can be left on (2)74931. Please be patient if your query does not get an immediate response. College infrastructure, staff and fellows have to be given priority, so there are times when an immediate response is impossible.

## **8.4 Chargeable Services**

The College aims to provide the best ICT service levels that it can to its students. Help and advice for personal computers and laptops will be offered free of charge by the IT Office until the machine needs significant work to be performed on it. The following is a list of services that can be provided once an initial investigation has been completed. All services are subject to a non-refundable minimum labour charge/deposit of £10, which will be deducted from the final bill for any work carried out.

### **1. Computer clean-up £25**

*PLEASE MAKE SURE YOUR DATA HAS BEEN BACKED UP BEFORE USING THIS SERVICE*

- We will use a series of anti-virus, anti-spyware, Trojan, anti-malware, and rootkit removal tools, to delete any packages which may cause the computer to become unusable.
- If the computer becomes unusable as part of the problem removal, then we will inform you and you may want to use our system re-install service.

### **2. Data Backup to external media £25**

- Provided that we are able to get to the hard disk of your computer, we will take backups of your data from the directories that you specify. We will supply up to 4 CDs or 2 DVDs to back up your data onto. If we need more discs then there will be a charge of £5 per disc. If you provide your own external storage then there will be no extra charge.

### **3. System re-install £35**

- All existing data on the computer will be removed through re-formatting the drive(s).
- The Operating System, together with current Operating System updates will be reinstalled. We will attempt to reinstall hardware drivers where possible.
- Proof of ownership of the Operating System together with a licence key must be provided.
- If you cannot supply the original restore or Operating System disk(s) we will endeavour to re-install using our own generic (English language) disks.

### **4. Data Backup, System Re-install & Data Restore £50**

- This service is a combination of the above services.
- 

## **8.5 Access to the Internet from student owned PCs**

### **Using the Wired Network within College**

All student accommodation within College is fitted with Ethernet ports for connecting personal computers to the network.

St Hugh's College operates an automated Computer Registration System; this allows students to register their own computers on the network.

Please note it is imperative that you make sure your computer has the latest updates and a fully licensed and up-to-date antivirus program installed.

If you have a trial version or an expired version, please remove it and install either AVG (from the Computer Registration System) or Sophos (available from <http://www.oucs.ox.ac.uk/registration>).

You will need a long enough Ethernet cable to reach from your computer to the Ethernet port in your room. These can be bought from the IT Services Office (subject to availability) and are competitively priced.

You must read and follow the Terms and Conditions when registering as any violation of these rules will be taken very seriously. You are responsible for your own computer, its software and any security breaches. Ignorance is not an excuse. If you are unsure about any aspects of your computer please contact IT Services.

### **Using the Wireless Network**

To use the wireless network you need to have signed up for a Remote Access Account, which you can do at <http://www.oucs.ox.ac.uk/registration>. You will also need to download the VPN client software from the 'downloads' section of the link mentioned above.

You can use OWL and Eduroam in the following locations:

- The Library
- Maplethorpe Building
- Mordan Hall
- JCR Common Room
- MGA Lecture/Seminar Rooms
- Wordsworth Room
- Rachel Trickett Building
- Dickson Poon Building

## **8.6 Viruses**

Viruses are a potential problem within a network such as St Hugh's College. It is imperative that you keep your antivirus software fully licensed and up-to-date, as well as protecting your computer by making sure it has the latest updates installed.

If you encounter a virus either in the computer room or your own machine, please let IT Services know immediately. There is no shame in reporting a virus, but if your computer is unprotected, IT Services reserve the right to disconnect it as well as any other computer which is considered to be a threat to the network.

## **8.7 Oxford University IT Services (OUIT)**

The University IT Services are located at 13 Banbury Road, which is approximately 10 minutes walk away from St Hugh's College. They have a range of computing facilities including computer rooms and A3 colour printing facilities.

Please note that you will not be charged for using the computer rooms, but you will be charged for your printing and photocopying within OUIT.

For details about the extensive range of courses that OUIT offers as well as the normal opening hours please see their website - [www.it.ox.ac.uk](http://www.it.ox.ac.uk).

**NOTE** - Please make sure you take your University card with you when you visit OUIT as they may refuse entry if you cannot prove you are a member of the University.

## **8.8 Terms and Conditions for using the College Network and IT Resources**

To connect your computer to the College network the following rules must be followed:-

- All Peer-to-Peer software must be removed (e.g. Limewire, BitTorrent etc). All file sharing is strictly forbidden. Such software has an adverse effect on other users of the network and, depending on the severity, will be considered as computer misuse. Any other actions that cause disruption to the network could also warrant disciplinary proceedings including fines and loss of connectivity.
- All antivirus software must be fully licensed and up-to-date at all times for all Operating Systems.
- If Skype is to be used it must be used with consideration for other network users and it must be configured according to University Regulations.
- You must not download any unpaid copyrighted material such as DVDs or software without proof of purchase.
- You must not use a downloaded TV application such as BBC iPlayer download, 4oD or Sky-By-Broadband.
- Webcams are not allowed on the network due to the excessive bandwidth requirements.
- You must not use any unauthorised network device such as your own wireless router.
- You must not share music via iTunes with other people on the College network.
- You must not use any unauthorised network device such as your own wireless router.

Any violation of these rules will be taken very seriously, you are responsible for your own computer, its software and any security breaches. **Ignorance is not an excuse.** If you are unsure about any aspects of your personal computer please contact IT Services.

**NOTE** - Anyone found to be breaching these rules will be disconnected from the network and fined a minimum of £50 by the University, and it is normal practice for the College to impose a comparable administration fee.

You must also abide by the Oxford University IT policies which can be found at -

- <http://www.ict.ox.ac.uk/oxford/rules>
- <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

Rule 6(2) of the ICTC Regulations 1 of 2002, states that '*Any password, authorisation code, etc. given to a user will be for his or her use only*'.

This applies to any aspect of the network which could be misused by someone else from your email username and password to your University barcode number.

It is also your responsibility to ensure that your computer is fully up-to-date with the latest patches and updates for your computer.

## **8.9 Further Useful Information for IT Users**

Welcome to IT

<http://welcometoit.ox.ac.uk>

OUIT website A to Z

<http://www.oucs.ox.ac.uk/atoz>

Use of Peer to Peer software

<http://www.ict.ox.ac.uk/oxford/rules/p2p.xml>

If you are in any doubt about whether you are allowed/not allowed to run any piece of software, please contact IT Services for further support -

## Section 9: Codes of Practice

### **9.1 Domestic Services (Undergraduates)**

#### **Introduction**

This document describes the services provided to resident students of the College in their rent (maintenance charge).

#### 1. Rooms

Undergraduates are provided with a single study-bedroom furnished with, at a minimum:

A bed with mattress protector; A desk, chair and reading lamp; An easy chair; A bookcase; A chest with drawers; A wardrobe; A wastepaper bin; A mirror; Curtains.

No additional charges are raised for heating, lighting or hot water (whether provided in the room or in the communal facilities). The College is working towards the provision of four double electrical sockets in each room.

#### 2. Cleaning

a) Study bedrooms (including en-suite rooms) are cleaned once per week by College staff. Students will be notified of the day when cleaning of their room will take place. Scouts will dust and polish as appropriate, clean the wash-hand basin area or bathroom, if present, and vacuum. Wastebins will be emptied every day; if the bin is left outside the room, the Scout will empty it without entering the room. Should the bin not be outside, the Scout will not enter the room to empty it. Additional bins are sited in buildings to enable undergraduates to empty their own bins if necessary.

b) Communal facilities and in particular bathrooms/toilets and kitchens are cleaned daily. College staff are not expected to clean students' cooking utensils or crockery/cutlery. A written notice will be posted at least three days before the confiscation of dirty utensils, crockery and/or cutlery from kitchens.

c) A general 'spring clean' is carried out before each term begins, when college-owned fridges are defrosted and cleaned thoroughly.

d) Staff are instructed to report any circumstance in which their normal duties are obstructed, or made impossible, by student behaviour, including untidiness.

#### 3. Repairs

Breakages and other needs for repairs or replacement are reported, if routine, on the College website: [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk) by clicking on the relevant Request Form from the Welfare and Facilities page. Urgent or serious matters should be reported to the Head of Estates or, in his absence, to the Lodge Porter on duty. Urgent or serious matters will be dealt with immediately and all other repairs as soon as reasonably possible. If a repair cannot be effected within 48 hours, the student(s) concerned will be informed of the reason. This information will be provided through the reporting book and directly if appropriate. Light bulbs, but not elements within sealed or rigid fixtures, should be replaced by the

occupant of the room. New bulbs are provided on an exchange basis from the College Lodge. If breakages are caused by wilful or careless damage, a charge will be raised.

4. College Dining Hall

Meals are purchased using the cashless card system. Menus and pricing levels can be raised as matters for discussion with the Domestic Bursar.

5. Kitchens

Each kitchen contains a sink and a cooking facility, either a two-ring unit or microwave. In certain areas of College, larger numbers of students are provided with a kitchen equipped with full four-ring cookers. No charges are raised for power consumption in kitchens.

6. Bathrooms

- a) Residential buildings should have at least one shower.
- b) All basins and baths will be equipped with plugs.
- c) Basins adjacent to toilets will be equipped with soap and paper hand towels or equivalent.

7. Storage of Students' Personal Effects

Owing to Conference commitments during vacations, it is not possible for students' belongings to be left in rooms out of term. A secure General Store in front of Main Building is available and access details are published in the regular 'End of Term Arrangements' memorandum.

8. Telephones

University Network telephones are provided in communal areas throughout College's residential buildings and may be used by undergraduates to make calls within the University and to make calls to the Emergency Services (Fire, Ambulance, Police). A pay phone is provided in the Rachel Trickett Building

## **9.2 *The JCR and MCR: Code of Practice***

The JCR is an association open to all undergraduate members of the College. The MCR is a similar association open to all graduate students.

1. Their main objects are to promote the interests and welfare of, and social activities among, their members and to represent the interests of students to the Governing Body of the College.
2. The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR or MCR (as the case may be) not later than the end of the Second Week of Michaelmas Term.
3. Membership is free of charge to students of the College.
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.
5. The written constitutions of the JCR and MCR contain 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 OUSU), and the

handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Dean, in respect of elections, conduct of affairs and handling of complaints, and by the Bursar in respect of financial matters.

6. The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and the bar. It provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all undergraduates or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.
7. Complaints about the management of the JCR or MCR should in the first place be made to the President in question. If you are dissatisfied with the handling of any complaint it may be referred to the Dean or the Bursar.
8. A copy of the constitution of the JCR and MCR may be inspected in the Senior Tutor's office.

## Section 10: Contact Details

In the event of a **life-threatening emergency**, call **999** and ask for the relevant service (police, fire or ambulance), giving your location as St Hugh's College, St Margaret's Road, OX2 6LE.

In the case of all other emergencies, telephone the Lodge on 01865 274900.

Contact details for College Officials in St Hugh's are given below. Telephone numbers are those for the internal network. For outside calls, prefix with '01865 2'.

For contact details of tutors in College and in other colleges and departments, you may find it helpful to use either the St Hugh's website ([www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk)) or the 'contact search' facility on the University's website ([www.ox.ac.uk/contact/](http://www.ox.ac.uk/contact/)).

### *College Officials*

Principal	Dame Elish Angiolini <a href="mailto:elish.angiolini@st-hughs.ox.ac.uk">elish.angiolini@st-hughs.ox.ac.uk</a>	74919
Principal's PA	Mrs Amanda Moss <a href="mailto:amanda.moss@st-hughs.ox.ac.uk">amanda.moss@st-hughs.ox.ac.uk</a>	
Vice-Principal	Professor Roy Westbrook <a href="mailto:roy.westbrook@st-hughs.ox.ac.uk">roy.westbrook@st-hughs.ox.ac.uk</a>	74419
Bursar	Ms Vicki Stott <a href="mailto:vicki.stott@st-hughs.ox.ac.uk">vicki.stott@st-hughs.ox.ac.uk</a>	74913
Bursar's Secretary	Miss Catherine Barton <a href="mailto:catherine.barton@st-hughs.ox.ac.uk">catherine.barton@st-hughs.ox.ac.uk</a>	74914
Senior Tutor	Dr Lizzy Emerson <a href="mailto:lizzy.emerson@st-hughs.ox.ac.uk">lizzy.emerson@st-hughs.ox.ac.uk</a>	74917
Senior Tutor's Secretary	Miss Thea Crapper <a href="mailto:thea.crapper@st-hughs.ox.ac.uk">thea.crapper@st-hughs.ox.ac.uk</a>	74918
Dean	Dr Nicholas Perkins <a href="mailto:nicholas.perkins@st-hughs.ox.ac.uk">nicholas.perkins@st-hughs.ox.ac.uk</a>	74964
Assistant Dean	Mr Solomon Pomerantz <a href="mailto:solomon.pomerantz@st-hughs.ox.ac.uk">solomon.pomerantz@st-hughs.ox.ac.uk</a>	
Junior Deans	Mr Jack Fuller <a href="mailto:jack.fuller@st-hughs.ox.ac.uk">jack.fuller@st-hughs.ox.ac.uk</a> Mr Peter Tudor <a href="mailto:peter.tudor@st-hughs.ox.ac.uk">peter.tudor@st-hughs.ox.ac.uk</a> Ms Patty Sachamitr <a href="mailto:patty.sachamitr@st-hughs.ox.ac.uk">patty.sachamitr@st-hughs.ox.ac.uk</a> Miss Mary Foord-Weston <a href="mailto:mary.foord-weston@st-hughs.ox.ac.uk">mary.foord-weston@st-hughs.ox.ac.uk</a>	

**College Office and Finance Office**

Academic Registrar &  
Disability Contact      Miss Thea Crapper  
[thea.crapper@st-hughs.ox.ac.uk](mailto:thea.crapper@st-hughs.ox.ac.uk)      74918

Admissions & Outreach Officer  
[admissions@st-hughs.ox.ac.uk](mailto:admissions@st-hughs.ox.ac.uk)      74910

Deputy Academic Registrar      Miss Jane Whitehead  
[jane.whitehead@st-hughs.ox.ac.uk](mailto:jane.whitehead@st-hughs.ox.ac.uk)      74911

Finance Bursar      Ms Jessica Kennedy  
[jessica.kennedy@st-hughs.ox.ac.uk](mailto:jessica.kennedy@st-hughs.ox.ac.uk)      74903

Financial Controller      Mrs Karen Peake  
[karen.peake@st-hughs.ox.ac.uk](mailto:karen.peake@st-hughs.ox.ac.uk)      84447

Assistant Finance Officers      Ms Nicole Cooper  
[nicole.cooper@st-hughs.ox.ac.uk](mailto:nicole.cooper@st-hughs.ox.ac.uk)      74915  
Miss Claire Riseley  
[claire.riseley@st-hughs.ox.ac.uk](mailto:claire.riseley@st-hughs.ox.ac.uk)      74916

**Health and Welfare**

College Doctors      Dr Penny Moore  
Dr Matthew Cheetham  
(Summertown Health Centre      01865 515552)

College Nurse      Mrs Sarah Dragonetti  
[nurse@st-hughs.ox.ac.uk](mailto:nurse@st-hughs.ox.ac.uk)      74945

College Counsellor      Ms Elizabeth Treasure  
[counsellor@st-hughs.ox.ac.uk](mailto:counsellor@st-hughs.ox.ac.uk)      74945

Chaplain      Revd Dr Shaun Henson  
[shaun.henson@st-hughs.ox.ac.uk](mailto:shaun.henson@st-hughs.ox.ac.uk)      74955

**Library**

Library Fellow      Dr George Garnett  
[george.garnett@st-hughs.ox.ac.uk](mailto:george.garnett@st-hughs.ox.ac.uk)      74972

Librarian      Ms Nora Khayi  
[nora.khayi@st-hughs.ox.ac.uk](mailto:nora.khayi@st-hughs.ox.ac.uk)      74938

**Accommodation and Buildings**

Accommodation Officer      Mrs Magdalena Robinson  
[accommodation.officer@st-hughs.ox.ac.uk](mailto:accommodation.officer@st-hughs.ox.ac.uk)      74907

Senior Scouts      [housekeeping@st-hughs.ox.ac.uk](mailto:housekeeping@st-hughs.ox.ac.uk)      23260

Head of Estates      Mr Colin Bailey  
[colin.bailey@st-hughs.ox.ac.uk](mailto:colin.bailey@st-hughs.ox.ac.uk)      74909

Maintenance Engineer      Mr Will Barton  
[william.barton@st-hughs.ox.ac.uk](mailto:william.barton@st-hughs.ox.ac.uk)      74925

<b><i>IT Services</i></b>		
IT Fellow	Dr Glen Loutzenhiser <a href="mailto:glen.loutzenhiser@st-hughs.ox.ac.uk">glen.loutzenhiser@st-hughs.ox.ac.uk</a>	
IT Manager	Mr Ben Bridle <a href="mailto:ben.bridle@st-hughs.ox.ac.uk">ben.bridle@st-hughs.ox.ac.uk</a>	74993
IT Assistants	Mr Simon Wedge & Mrs Barbara Young <a href="mailto:it-services@st-hughs.ox.ac.uk">it-services@st-hughs.ox.ac.uk</a>	74993
<b><i>Lodge</i></b>		
Head Porter	Mr Robert Lewis <a href="mailto:robert.lewis@st-hughs.ox.ac.uk">robert.lewis@st-hughs.ox.ac.uk</a>	74900
<b><i>Catering</i></b>		
Domestic Bursar	Mrs Rahele Mirnateghi <a href="mailto:rahele.mirnateghi@st-hughs.ox.ac.uk">rahele.mirnateghi@st-hughs.ox.ac.uk</a>	74908
Catering Manager	Mr Andrew Sheridan <a href="mailto:andrew.sheridan@st-hughs.ox.ac.uk">andrew.sheridan@st-hughs.ox.ac.uk</a>	74905
<b><i>Conference Office</i></b>		
Conference and Events Manager	Ms Gemma Sedgwick <a href="mailto:gemma.sedgwick@st-hughs.ox.ac.uk">gemma.sedgwick@st-hughs.ox.ac.uk</a>	74921
<b><i>Development</i></b>		
Head of Development	Ms Sarah Carthew <a href="mailto:development.director@st-hughs.ox.ac.uk">development.director@st-hughs.ox.ac.uk</a>	84443
Alumni Relations Manager	Mrs Rachel Rawlings <a href="mailto:rachel.rawlings@st-hughs.ox.ac.uk">rachel.rawlings@st-hughs.ox.ac.uk</a>	84477
<b><i>Communications</i></b>		
Communications & Marketing Manager	Ms Kate Pritchard <a href="mailto:kate.pritchard@st-hughs.ox.ac.uk">kate.pritchard@st-hughs.ox.ac.uk</a>	74965