

ST HUGH'S COLLEGE  
UNIVERSITY OF OXFORD

# HANDBOOK FOR STUDENT MEMBERS 2022-2023

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

All students are required to complete the Undergraduate or Graduate Information 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.

Please note, the contents of this year's Handbook may be superseded at any time by changes in national, local, or College regulations, including those generated in response to the pandemic. Students are expected to behave with respect for their own and others' health and safety; this is part of living in a community. Students will be notified if and when updates are published, and a revised version will be made available on the website.

# Contents

<b>A. Introduction to St Hugh's College</b>	<b>5</b>
<b>B. College Officers</b>	<b>6</b>
<b>C. Academic Matters</b>	<b>8</b>
1. <i>College and University teaching</i>	8
2. <i>Personal Tutors (undergraduates)</i>	8
3. <i>Supervisors and Advisors (graduate students)</i>	9
4. <i>Academic and other communications</i>	9
5. <i>Learning Development and Support Tutor</i>	10
6. <i>Collections</i>	10
7. <i>Academic awards</i>	10
8. <i>Competitive awards</i>	11
9. <i>Vacation work</i>	12
10. <i>Examinations</i>	12
11. <i>Academic difficulties and disciplinary procedures</i>	12
12. <i>Plagiarism</i>	13
13. <i>Graduation</i>	13
<b>D. Wellbeing, Health, and Welfare</b>	<b>14</b>
1. <i>Medical matters</i>	14
2. <i>Welfare support</i>	15
3. <i>Emergencies</i>	16
4. <i>University welfare services</i>	16
5. <i>Disclosure</i>	16
6. <i>Harassment</i>	17
7. <i>Disability</i>	17
8. <i>Undergraduate suspension of status</i>	18
9. <i>Register to vote</i>	18
10. <i>Media</i>	19
<b>E. Decanal Matters</b>	<b>20</b>
1. <i>Noise</i>	20
2. <i>Smoking</i>	20
3. <i>Fire doors and Fire Safety</i>	21

4.	<i>Visitors and identification</i>	22
5.	<i>Parties, events, and meetings</i>	22
6.	<i>Gardens and grounds</i>	23
<b>F.</b>	<b>Domestic Matters</b>	<b>25</b>
1.	<i>Catering</i>	25
2.	<i>Accommodation – general</i>	26
3.	<i>Accommodation – undergraduates</i>	29
4.	<i>Accommodation – graduates</i>	29
5.	<i>Vacation arrangements</i>	30
6.	<i>Additional facilities</i>	31
7.	<i>Graduate Centre</i>	32
<b>G.</b>	<b>Financial Matters</b>	<b>34</b>
1.	<i>Finance Office</i>	34
2.	<i>Confidentiality and consent</i>	34
3.	<i>Undergraduate fees and charges</i>	34
4.	<i>Payment of undergraduate course fees</i>	35
5.	<i>Payment of accommodation and mandatory charges</i>	35
6.	<i>Payment of invoices (Battels)</i>	35
7.	<i>Arrears</i>	36
8.	<i>Financial assistance – vacation grants and bursaries</i>	36
9.	<i>Graduate fees and charges</i>	36
<b>H.</b>	<b>The College Library</b>	<b>38</b>
1.	<i>Access to the College Library via ‘Bod Card’</i>	38
2.	<i>Using the self-service kiosk to borrow and return items</i>	38
3.	<i>DVDs and CDs</i>	38
4.	<i>Renewals and reservations</i>	39
5.	<i>Overdue items</i>	39
6.	<i>Behaviour in the Library and care of its resources</i>	39
7.	<i>Library alarm</i>	40
8.	<i>Use of computers in the Library</i>	40
9.	<i>Copyright</i>	40
<b>I.</b>	<b>The Chapel &amp; Prayer Room</b>	<b>41</b>
1.	<i>The Chapel</i>	41
2.	<i>Multi-faith Prayer and Quiet Room</i>	41

3.	<i>Chapel Choir</i>	41
4.	<i>The Chaplain</i>	42
<b>J.</b>	<b>Grounds and Property</b>	<b>43</b>
1.	<i>Maintenance and property services</i>	43
2.	<i>Energy efficiency</i>	43
3.	<i>Grounds management</i>	44
4.	<i>Litter</i>	44
5.	<i>Snow and ice</i>	44
6.	<i>Health and safety</i>	45
7.	<i>Fire precautions</i>	45
8.	<i>General safety regulations</i>	46
9.	<i>Electrical regulations</i>	46
<b>K.</b>	<b>College Security</b>	<b>48</b>
<b>L.</b>	<b>College IT Services</b>	<b>50</b>
1.	<i>IT Support</i>	50
2.	<i>Single Sign-On (SSO)</i>	50
3.	<i>Internet access</i>	50
4.	<i>Printing</i>	51
5.	<i>Email accounts</i>	51
6.	<i>Computer facilities</i>	51
7.	<i>Backing up data</i>	52
8.	<i>Hardware repairs</i>	52
9.	<i>Viruses</i>	52
10.	<i>Door access</i>	52
11.	<i>Oxford University IT Services</i>	53
12.	<i>Terms and conditions for College network and IT resources</i>	53
<b>M.</b>	<b>Codes of Practice</b>	<b>54</b>
1.	<i>Domestic services (undergraduates)</i>	54
2.	<i>JCR and MCR codes of practice</i>	56
<b>N.</b>	<b>Development and Alumni Relations</b>	<b>57</b>
<b>O.</b>	<b>Contact Details</b>	<b>58</b>

## A. Introduction to St Hugh's College

St Hugh's is one of the 38 constituent colleges of the University of Oxford. The colleges are independent, self-governing communities and are also registered charities, and every student is a member of a college as well as a member of the central University.

St Hugh's was founded in 1886 by Dame Elizabeth Wordsworth (1840–1932), the great niece of the poet William Wordsworth and daughter of Christopher Wordsworth (1807-1885), who was Bishop of Lincoln from 1869 until shortly before his death. The College was named for St Hugh of Avalon (c. 1135/40-1200), another Bishop of Lincoln, who was consecrated exactly 700 years before the foundation of the College, in 1186.

Elizabeth Wordsworth was a champion of women's education. She was the founding Principal of Lady Margaret Hall and when she inherited some money from her father, she founded St Hugh's College to enable poorer women to gain an Oxford education. St Hugh's admitted its first male undergraduates in its centenary year, 1986. The College was founded to make Oxford more accessible, and its distinct character and tradition are strongly characterized by the ambition to enhance access and equality. St Hugh's is widely recognized as a community that seeks to combine friendliness, informality, and supportiveness with an unwavering commitment to the highest levels of teaching, learning, and research.

Undergraduates are members of the Junior Common Room (JCR) and graduates are members of the Middle Common Room (MCR). The JCR and MCR Code of Practice may be found in Section M of this handbook. Fellows and other senior staff are members of the Senior Common Room (SCR).

Detailed decisions about the way the College is run are taken by the Governing Body, which consists of the Principal, Tutorial Fellows, Professorial Fellows, and Fellows by Special Election. The College also has several important committees which advise on distinct aspects of the College's operations (academic, financial, welfare, infrastructure, support, etc.). Student representatives from the JCR and MCR Committees attend all major committees as well as the three termly meetings of the Governing Body, except for items which are confidential. If you would like to raise matters for committees or the Governing Body to consider, please contact your JCR or MCR representatives and they will bring those requests directly to the College Officers.

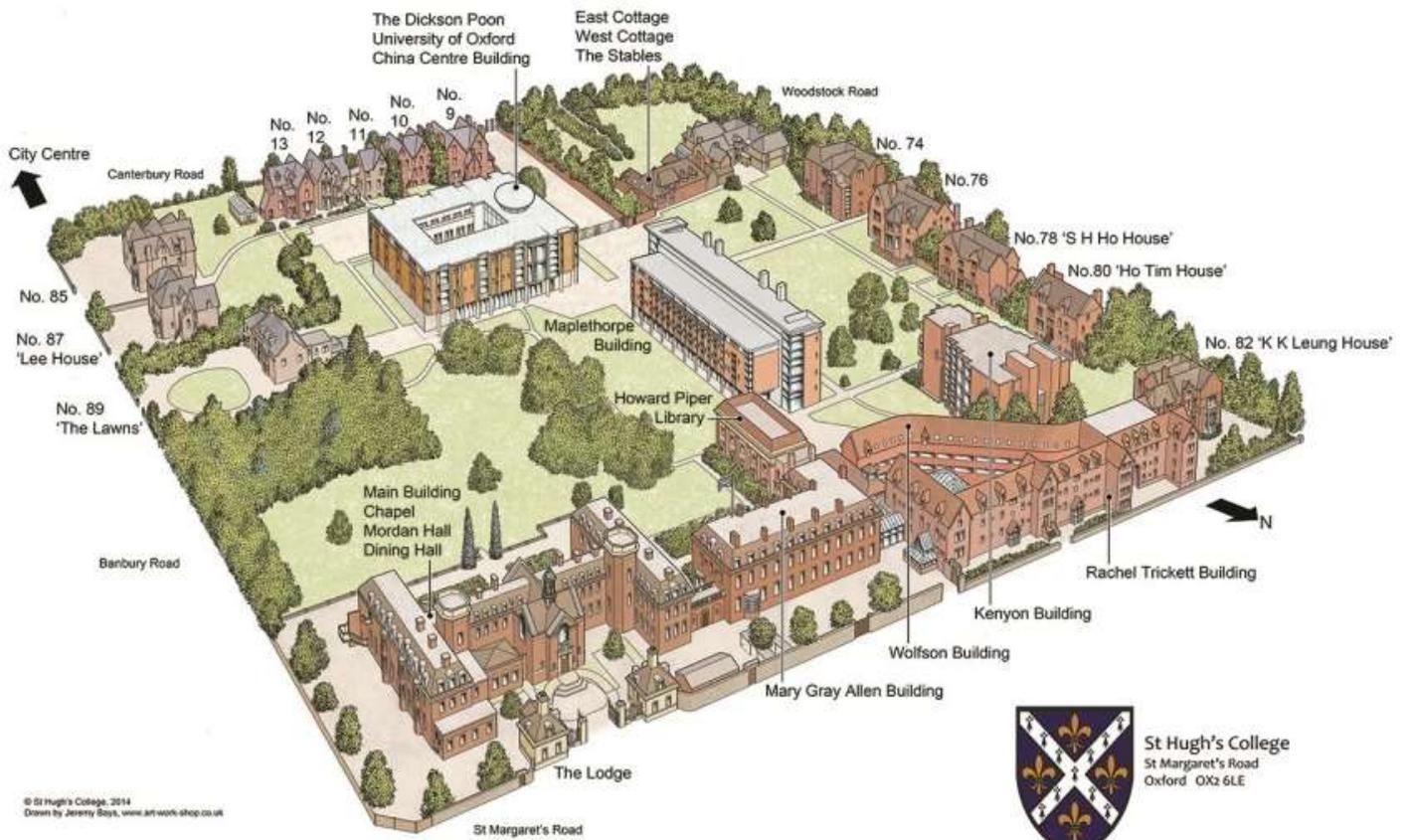
St Hugh's College is committed to protecting the privacy and security of personal data, and our privacy notices explain what personal data the College holds about students and former students, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it. These notices can be found on the college website at [www.st-hughs.ox.ac.uk/discover/governance/](http://www.st-hughs.ox.ac.uk/discover/governance/).

## B. College Officers

The Governing Body of St Hugh's appoints a number of College Officers to oversee the implementation of its policies, ensure the smooth running of the College, and provide support for students and staff. Those with whom undergraduate and postgraduate students will most often come into contact are listed here. Others may be found in Section O of this Handbook.

- The **Principal**, Lady Elish Angiolini LT DBE PC QC, is the Head of the College ('Head of House') and chairs most College committees. She is also a Pro-Vice-Chancellor of the University. She is an eminent lawyer, the first woman to hold the posts of Solicitor General and Lord Advocate of Scotland.
- The **Vice-Principal**, Professor Peter McDonald, assists the Principal and chairs the Student Support Committee.
- The **Senior Tutor**, Professor Robert Vilain, is responsible for overseeing academic matters (including admissions, teaching, and assessment) and is a member of the College's Welfare Team. He is also Tutor for Admissions and Tutor for Graduates.
- The **Academic Registrar**, Thea Crapper, supports the Senior Tutor and runs the College Office. She can be consulted on academic matters. She is Disability Lead for the College and is also a member of the Welfare Team.
- The **Tutor for Learning Development and Support**, Dr Emma Kavanagh, is available to all students to advise on study skills. Students may book individual sessions with her or join the group sessions that she advertises regularly.
- The **Dean**, Dr Damian Jenkins, is responsible for disciplinary matters related to community living. He is supported by the Assistant Dean and four Junior Deans.
- The **Bursar**, Gareth Prior, is responsible for financial, domestic, and operational matters.
- The **Domestic Bursar**, Rahele Mirnateghi, works closely with the Bursar and is responsible for the College's domestic operations.

If you have any questions, in most instances the first places to turn are the College Office ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)) or the Finance Office ([finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk)), depending on the nature of your query. Staff can be found in person in a large room overlooking the gardens at the end of the Admin Corridor in Main Building (near the door to the croquet lawn). If you are uncertain, please ask the College Porters at the Main Lodge on St Margaret's Road and they will direct you.



## C. Academic Matters

As a member of St Hugh's, you are part of a community whose underlying rationale and purpose is academic, so 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 work.

### 1. College and University teaching

In College, most undergraduates have teaching in 'tutorials'. These are usually hour-long sessions taught by a Fellow or a Lecturer with students singly, in pairs, or in small groups, and they are arranged by your Academic Tutors. Attendance at tutorials is compulsory. Undergraduates who are unable to attend (for example, because of illness), 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 is essential. Tutors are not expected to re-arrange tutorials missed without notice and/or good reason.

In addition to tutorials, undergraduates will attend lectures, classes, and/or laboratory sessions arranged by the University (Department and/or Faculty). 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. Your Tutors will ensure you know what is required in terms of attendance at such classes.

### 2. Personal Tutors (undergraduates)

Every undergraduate student is assigned a Personal Tutor (one of the College Fellows or Lecturers in a relevant subject) who oversees their studies and is available to offer academic and general advice. Personal Tutors will normally see their undergraduates at the end of each term to discuss the reports submitted on their work and may also arrange other meetings from time to time.

Personal Tutors are also Academic Tutors in almost all cases. Students reading for Joint Schools may have more than one Academic Tutor (e.g. a PPE student's work will be arranged by a Tutor in Politics, a Tutor in Philosophy, *and* a Tutor in Economics: these three individuals will liaise with each other regularly). Students will normally only have *one* Personal Tutor, however.

Undergraduates will be given the name of their Personal Tutor at the beginning of each academic year and will be advised of any changes in this role that might be necessary (e.g. if a Tutor takes research leave). Anyone who is unsure who their Personal Tutor is should consult the College Office ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)).

Personal Tutors may be asked for advice on any aspect of living and studying in Oxford and at St Hugh's and are the 'first port of call' for routine queries about work. Students may approach them about pastoral or financial matters also, although Personal Tutors may then involve others in the Welfare and Finance Teams to provide advice. Any undergraduate may approach any Fellow or Lecturer in College for advice. They are also encouraged to approach the Senior Tutor or the Academic Registrar, especially if their questions concern academic or welfare matters.

Given the demands of academic work and examinations, undergraduates are required to **obtain the permission of their Personal Tutor** before standing for election to become an officer of the JCR or of a University Club or Society. Permission will not be withheld unreasonably. They should also consult their Personal Tutor before agreeing to a heavy commitment such as taking part in a stage production or undertaking paid employment either in term time or during vacations.

Undergraduates applying for employment or seeking accommodation outside College may be asked to give the names of referees: your Personal Tutor will normally be the person to ask about this, but other academics with whom you have worked closely may be approached if you prefer. It is essential to obtain agreement in advance from any person you wish to write a reference – i.e. *before* citing them on an application form. Please do not ask for references at short notice.

### **3. Supervisors and Advisors (graduate students)**

Every graduate student reading for a higher degree or diploma is allocated a Supervisor by the relevant Faculty Board of the University when admitted. The Supervisor may be a member of any college and has direct responsibility for advising students on their studies and monitoring academic progress.

St Hugh's graduate students are also allocated a senior member of St Hugh's College as a Graduate Advisor. This is in addition to the academic Supervisor (even if the student's Supervisor is a member of St Hugh's). The College Advisor is usually a Fellow of St Hugh's, but may also be another member of the Senior Common Room (Lecturer, Senior Research Fellow) who is familiar with the subject area. Where the College does not have a Fellow in a relevant field, the Senior Tutor may act as College Advisor.

The reports written by Supervisors each term are seen by College Advisors and by the Senior Tutor, who may be contacted whenever a graduate student needs academic or welfare support. The Senior Tutor may contact a graduate student if he is concerned, e.g. about a run of problematic reports.

College Advisors may act as the 'first port of call' for personal or financial difficulties – and they will know who to ask for more targeted help with specific problems. Graduates can, for example, discuss eligibility for academic or hardship-related grants with the College Advisor before submitting applications or requests.

Given the demands of academic work and examinations, graduate students are also 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 (e.g. if they are on sabbatical leave), a new Advisor will be appointed. If in doubt, please contact the Senior Tutor or the Academic Registrar via the College Office ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)).

### **4. Academic and other communications**

The College's routine form of communication with students is via email and we will use the University email address provided for you (ending [@st-hughs.ox.ac.uk](mailto:@st-hughs.ox.ac.uk)). You must check this email inbox regularly (at least every day, including weekends during term, and ideally more than once a day). Please set up your electronic devices to enable quick and easy access to this

inbox as soon as you arrive in College (see <https://help.it.ox.ac.uk/how-to-configure-your-email-client>). In an emergency we may use the personal email address or the phone number(s) that are held on your university record.

## 5. Learning Development and Support Tutor

In 2022, St Hugh's appointed a Learning Development and Support Tutor whose role is to ensure that all students are equipped with the skills they need to succeed in their studies. Dr Emma Kavanagh offers 1:1 appointments in term time to help students use their time and resources effectively, from planning and prioritising to revision tips.

In 2022-2023 she will launch a seminar programme (open to all students) to address effective study techniques, as well as a workshop series teaching the fundamentals of academic writing. She works at St Hugh's two days a week; students can book 1:1 appointments in her office hours by emailing [study.help@st-hughs.ox.ac.uk](mailto:study.help@st-hughs.ox.ac.uk).

## 6. Collections

The word 'collections' is an idiosyncratic Oxford term with two distinct meanings.

The first is a College-based examination. Just before the start of every term, most undergraduates sit examinations in College to consolidate their work, practise their exam technique, and allow tutors to monitor their progress. These 'collections' are held in person at 9.30am and 2.30pm on Friday and Saturday of 0th Week and **gowns must be worn**. These collections do not affect degree results and marks are not recorded by Departments.

The second type is 'Principal's Collections' – the meetings held annually between each individual undergraduate and the Principal, sometimes with undergraduate tutors attending. These are formal meetings to discuss and monitor academic progress and again **gowns must be worn** (gowns are worn for all formal meetings with the Principal).

Time is also allocated each Hilary Term for **graduate students** although this is by request only. If a graduate student wishes to meet with the Principal for a Collection, they should email the Principal's Executive Assistant, Amanda Moss ([amanda.moss@st-hughs.ox.ac.uk](mailto:amanda.moss@st-hughs.ox.ac.uk)). Any graduate student may also contact the Tutor for Graduates at any time ([robert.vilain@st-hughs.ox.ac.uk](mailto:robert.vilain@st-hughs.ox.ac.uk)).

## 7. 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 collections. These awards are made to recognize academic excellence and to encourage students to work at the highest level.

It is a significant honour to receive an Oxford Scholarship or Exhibition and potential employers or those considering applications for further academic study are likely to regard this positively, so students are encouraged to include the award in their CVs.

### Scholarships

Scholarships are automatically awarded to students who have obtained a First or a Distinction in the First Public Examination. 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

‘Exhibition’ is the Oxford name for another form of scholarship. These are worth £150 (with several nights free vacation residence) annually. Recommendations for these awards may be made by subject tutors in the cases of candidates who, following a year of strong academic performance, were a ‘near-miss’ for first or a 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 Governing Body.

### Named College Prizes

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

- The Hurry Prize (£400) is awarded to the most distinguished finalist. Recommendations are considered by the Hurry Prize Committee, which reports in Michaelmas Term.
- The Alison Sheppard Prize for Mathematics (£350) is for the third-year Mathematician with the highest first-class mark. The prize is open to all joint schools but is assessed only on the students’ mathematical achievements (including Statistics but not Computer Science or Philosophy).
- The Elizabeth Francis Prize (£500) is awarded to a student of French who has shown marked improvement over the second year.
- The Hilary Haworth Prize (£100) is for a student in the second or penultimate year of a Mathematics or Sciences degree.
- The Mary Lunt Prize is awarded in Practical Biochemistry (£100).
- The Lois Vernon Prize (Part IA) (£150) is for the student of chemistry who performs best the second-year examination (provided that the results are of first-class quality).
- The Lois Vernon Prize (Practical Work) (£150) is awarded to the student of chemistry scoring the highest practical mark after Part IB.
- The Joseph and Nancy Burton FPE Prize (£150) is awarded to the student who receives the highest distinction marks in the Preliminary Examination in PPE.
- The Joseph and Nancy Burton FHS Prize (£250) is for the student who receives the best first-class degree in PPE Finals.

### FHS Prizes

All undergraduates who are awarded a first in their 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 periodically nominate a student for book prizes of £50 for excellent performance in College Collections or vacation essays, etc. Recommendations are considered by Academic Committee and then Governing Body.

## 8. Competitive awards

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

### The Avril Gilchrist Bruton Award for Creative Writing (£250)

Categories of writing included in the scope of the award include: poetry; short prose fiction; drama; memoir and life writing; travel writing. Details are advertised at the start of Hilary Term.

#### **The Edith McMorran Verse Translation Prizes (£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. The awards are advertised via the College Office for submissions by 0th week of Hilary Term.

#### **The Joseph and Nancy Burton Essay 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. This award is advertised by the College Office for submissions by 2nd 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 (excepting the organ) or voice by any first-year undergraduate student. Applicants should provide, if necessary, their own accompanist. The competition is usually held in Trinity Term and the winner invited to give a recital shortly afterwards.

### **9. Vacation work**

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

### **10. Examinations**

It is each student's responsibility to ensure that they are entered for the correct examinations by the necessary deadlines. Students will receive an email from the University concerning their examination entry. The appropriate forms should be submitted promptly, and failure to submit before the deadline will incur a fee. Where a student has no exam options, their entry is automatic. It is imperative that students check these entries carefully as errors are extremely hard to correct and may delay examination results or even necessitate 'resits'.

### **11. Academic difficulties and disciplinary procedures**

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 a high level at all times and to put their academic work first, but we understand that difficulties arise from time to time and will support students in such cases. We always prioritize academic support and personal welfare needs, so please be assured that however serious your problems, however far behind you may be falling, you can ask for help without fear of any kind of sanction.

In rare cases, however, it may be necessary to invoke disciplinary procedures to ensure that students work 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. If academic disciplinary procedures

are required, undergraduates will be given the opportunity to discuss the processes with their tutors and/or with the Senior Tutor.

A copy of the College's Bylaws is on the College website under the heading 'Regulations and College Documents' ([www.st-hughs.ox.ac.uk/discover/governance/](http://www.st-hughs.ox.ac.uk/discover/governance/)). All students should familiarise themselves with the contents. It is also every student's responsibility to acquaint themselves with the University Examination Regulations that can be found online at [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs), 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*".

## 12. Plagiarism

Plagiarism is cheating. It is the use of the words or ideas of another author without appropriate acknowledgement. Plagiarists pass off someone else's ideas or phrasing as if they were their own. The University has a clear policy on plagiarism in the University's Student Handbook and every student should read this at an early stage in their studies:

<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>.

The examination rules state that no candidate shall present as their 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. Your Academic and Personal Tutors and the College's Learning Development and Support Tutor will be able to advise you in detail on what does and what does not constitute plagiarism.

Students should also take care always to make sure that quoted material is presented as such in their tutorial essays 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, they 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. While students are often encouraged to share ideas and work collaboratively, they should never incorporate another student's writing into their own submissions. Collaborative work generated by more than one student will not be treated as plagiarism or cheating, provided that its collaborative character is clearly indicated on the piece of work submitted and that responsibility for the collaborative input is clearly indicated.

If plagiarism is detected, it will be regarded – at the very least – as equivalent to the non-submission of the piece of work. It is likely to lead to proceedings under the College's Academic Standards Policy (see Appendix B to the Bylaws). These may lead to a student being rusticated (suspended by a disciplinary panel) or sent down (expelled).

## 13. Graduation

During their final year, students will be invited by email to book a place at a graduation ceremony. With a few exceptions, the ceremonies for undergraduates take place in September at the Sheldonian Theatre, with a celebratory event in College afterwards. Those who are

unable to attend the ceremony must decline their invitation and may apply to attend an alternative ceremony, although they will not be prioritised for other dates. This can be done via the College's website or by contacting the College Office. Graduates on taught courses will also be invited in their final year, and graduate research students receive an invitation to book a ceremony once they have submitted their theses and been given leave to supplicate. Students must settle any financial arrears with the College before graduation.

## D. Wellbeing, Health, and Welfare

The College takes the health and welfare of its members very seriously. Students are encouraged to contact the College Nurse & Wellbeing Coordinator, their Personal Tutor / College Advisor, the Senior Tutor, the Academic Registrar, or any College Officer if they have any welfare concerns. Further details are to be found in the 'Student Health and Welfare' pages on the College website (<https://www.st-hughs.ox.ac.uk/current-students/health-welfare/>).

All students are advised to add the College Lodge's telephone number to their phone: **01865 274900**. The Lodge is the first point of contact for any emergency or urgent concerns.

### 1. Medical matters

<b>Emergency Services</b>	<b>999</b>
<b>College Lodge</b>	<b>01865 274900</b>
<b>College Doctors</b>	<b>01865 515552</b>
<b>Non-emergency health advice</b>	<b>111</b>

The College Nurse & Wellbeing Coordinator, Sarah Dragonetti, is available every weekday for non-emergency medical care and advice (at no charge) in the Surgery on the first floor of the Mary Gray Allen Building (MGA). Sarah can also be contacted by email ([nurse@st-hughs.ox.ac.uk](mailto:nurse@st-hughs.ox.ac.uk)) or by telephone (01865 274945). Students should check the College website for surgery hours at [www.st-hughs.ox.ac.uk/currentstudents/welfare/](http://www.st-hughs.ox.ac.uk/currentstudents/welfare/).

All undergraduate students must register with a General Practitioner (GP) in Oxford, ideally with Summertown Health Centre (the College Doctors). Graduate students are also recommended to register with an Oxford GP. It is particularly important that students register with a doctor at the start of their course, in most cases *before* health problems arise, to ensure that medical notes etc. can be accessed when needed, e.g. when special arrangements are required for examinations or similar. If there are ongoing health issues to be taken into consideration, the sooner a student registers with an Oxford GP the better.

**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 six 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 six months, then Medical Insurance is necessary.

The College Doctors are **Dr Siobhan Becker** and **Dr Charles Luo**, and a College Surgery is held every Tuesday 1st–8th week of term from 08.30–10.30. To book, students should call Summertown Health Centre on **01865 515552**. This is the number to book both for the Tuesday morning surgery and for more general GP appointments during the week. Appointments can

also be made on econsult, via the Summertown website: [Consult Online from Home - Summertown Health Centre \(webgp.com\)](#).

First Aid can be sought from the Porters in the College Lodge, where Basic First Aid equipment, for use in emergencies only, is also available.

The nearest **Sexual Assault Referral Clinic** is in Bicester. For urgent reporting, telephone 0300 130 3036 to alert the centre to your journey, then call the Lodge and ask for a taxi to be ordered on 'the Solace Fund'. This ensures that the taxi is paid for by the College and the process will be anonymous.

Students are encouraged to visit their home dentists for routine appointments. If you need emergency out-of-hours dental treatment, consult the NHS website:

<https://www.oxfordhealth.nhs.uk/dental-services-oxfordshire/our-service/emergency-cases/>

## 2. Welfare support

Welfare support at St Hugh's can be sought directly from the following at any time during 'normal hours' (i.e. 8.30 a.m. to 5.30 p.m.):

- Personal Tutors
- The College Nurse & Wellbeing Coordinator
- The College Counsellor
- The Senior Tutor
- The Academic Registrar
- The Chaplain

The Assistant Dean and the Junior Deans will also be able to help if welfare issues arise 'out of hours'. However, unless the matter is urgent (in which case they may call the emergency services) they will normally refer students to one of the above to be followed up at the earliest opportunity. The Decanal Team may be contacted via the Lodge on **01865 274900**.

The College and University also provide other facilities for the support of student welfare as detailed below.

For routine welfare issues, especially those connected with academic work, students are encouraged to consult their Personal Tutors in the first instance. They should also feel free to approach the Academic Registrar or the Senior Tutor, both of whom can help with a variety of problems and (if necessary) ensure that relevant contacts in the College and the University are kept informed. Conversations about welfare are **confidential** unless a member of the Team is concerned for a student's safety, in which case they will inform the student that they need to share information (see also below under 'Disclosure').

The **College Counsellor**, Dr Femke Stokes, 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** is at 3 Worcester Street, OX1 2BX. It may be contacted through its website (<https://www.ox.ac.uk/students/welfare/counselling>). The Counselling Service and the College Counsellor provide their services to students free of charge.

The **College Nurse & Wellbeing Coordinator**, Sarah Dragonetti, is also happy to see students to discuss non-medical matters: email [nurse@st-hughs.ox.ac.uk](mailto:nurse@st-hughs.ox.ac.uk).

The Chaplain, the **Reverend Dr Shaun Henson** is seconded to a full-time University teaching and research assignment in 2022-2023. An Interim Chaplain will be in post by the beginning of Michaelmas Term 2022 and will normally be in College most weekdays and on Sunday afternoons and evenings during full term. They will be available to all students – of any faith or of none – who wish to discuss matters of concern in confidence. Personal contact details for the Interim Chaplain will be added as soon as they are available but in the meantime, both the permanent and interim Chaplains can be reached via [chaplain@st-hughs.ox.ac.uk](mailto:chaplain@st-hughs.ox.ac.uk).

The **Tutor for Equality and Diversity**, Dr Thomas Cousins, may be consulted by any student on welfare matters that relate to equality and diversity and by students with suggestions for improving College practice in these areas. The Tutor for Equality and Diversity also arranges events to promote equality and diversity. Appointments may be arranged by email: [tutorforequality@st-hughs.ox.ac.uk](mailto:tutorforequality@st-hughs.ox.ac.uk).

The College's **Harassment Advisors**, For 2022-2023 the Advisors are Nora Khayi and Karen Peake, and the College is in the process of confirming a third. They can be contacted in confidence by email at [harassment.advisor@st-hughs.ox.ac.uk](mailto:harassment.advisor@st-hughs.ox.ac.uk) whenever a student or member of staff is concerned that harassment of any kind may be occurring.

St Hugh's JCR and MCR also have Peer Supporters – students who have received training in listening skills. Contact details for Peer Supporters can be found online and in the Lodge.

### 3. Emergencies

In an emergency of any kind, students should contact the College Lodge on 01865 274900. If it is obvious that urgent medical assistance is needed, students should call 999 first and direct the emergency services to whichever entrance to College is closest. In such cases they should *also* call the Lodge to inform them that an ambulance is expected.

College has rooms available to students for short stays on emergency welfare grounds. During the day, please contact any member of the College's Welfare Team or the Accommodation Office ([accommodation@st-hughs.ox.ac.uk](mailto:accommodation@st-hughs.ox.ac.uk)) if you need to stay. Otherwise keys can be signed out at the Lodge: you will need to give your name and a brief reason why the room is needed.

### 4. University welfare services

The University provides a range of services to support student welfare. These include the Counselling Service, Disability Advisory Service, Student Resolution Service, and the Sexual Harassment and Violence Support Service (please see [www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare) for full details). They provide free support and advice independently of your College or Department.

### 5. Disclosure

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. 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 number of individuals practically necessary and only after due consultation with the Principal and/or College Officers. Such an event is rare and restricted to cases where there is serious risk to one or more individuals.

## 6. Harassment

The College has a zero-tolerance approach to all forms of harassment, bullying, or victimisation. Harassment is unacceptable, demeaning to the victim and damaging to the environment of mutual respect and equality of opportunity that the College is committed to maintaining.

Harassment is defined as any unwanted behaviour that has the purpose or effect of violating someone else's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment, where the behaviour either:

- relates to a Protected Characteristic (which the law defines as: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race or ethnicity; religion or belief; sex; and sexual orientation), or;
- is sexual in nature.

Our students and staff should feel able to recognise, challenge, and complain about harassment and bullying with confidence that their concerns will be treated with the utmost seriousness and investigated fairly and promptly.

The College has two or more Harassment Advisors who can offer confidential support and advice to anyone who feels subject to threatening or exploitative behaviour from another member or employee of College. For 2022-2023 the Advisors are Nora Khayi and Karen Peake, and the College is in the process of confirming a third. They can be contacted in confidence by email at [harassment.advisor@st-hughs.ox.ac.uk](mailto:harassment.advisor@st-hughs.ox.ac.uk) whenever a student or member of staff is concerned that harassment of any kind may be occurring.

Junior members who feel that they are being harassed by a member of the College may also approach the Dean, Dr Damian Jenkins ([damian.jenkins@st-hughs.ox.ac.uk](mailto:damian.jenkins@st-hughs.ox.ac.uk)).

For any advice or guidance regarding sexual harassment, the University has a confidential specialist service (<https://www.ox.ac.uk/students/welfare/supportservice>) that works closely with the Oxford Sexual Abuse and Rape Crisis Centre: [www.osarcc.org.uk](http://www.osarcc.org.uk).

The College's harassment policy can be found here:

[www.st-hughs.ox.ac.uk/wp-content/uploads/2019/02/Harassment-Policy.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2019/02/Harassment-Policy.pdf)

The College's anti-sexual harassment policy can be found here:

[www.st-hughs.ox.ac.uk/wp-content/uploads/2018/11/Sexual-harrasment-policy.pdf](http://www.st-hughs.ox.ac.uk/wp-content/uploads/2018/11/Sexual-harrasment-policy.pdf)

## 7. Disability

The University and College are committed to enabling any student with a disability to participate as fully as possible in student life. The College's Disability Contact is the Academic Registrar, Thea Crapper ([thea.crapper@st-hughs.ox.ac.uk](mailto:thea.crapper@st-hughs.ox.ac.uk)). If a student has any difficulties regarding their College room, the Accommodation Manager will ensure that necessary adjustments are made.

The College's Advisor at the University's Disability Advisory Service is Pauline Graham, who can be contacted by email: [pauline.graham@admin.ox.ac.uk](mailto:pauline.graham@admin.ox.ac.uk); the College's Disability Advisor for mental health is Teena Bowes: [teena.bowes@admin.ox.ac.uk](mailto:teena.bowes@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 for examinations, adapted rooms, ramps, fire evacuations etc.

## **8. Undergraduate suspension of status**

In exceptional circumstances, students may apply to suspend their studies voluntarily for a year. Suspension is never an ideal option, but it exists to give students the best chance of completing their degrees when they face serious health or personal issues. Voluntary suspension normally lasts one year and takes effect from the beginning of one of the three terms in the year.

Voluntary suspension is different from involuntary suspension, which may be imposed as a sanction for a serious breach of discipline (“rustication”) or for other contractual reasons such as non-payment of fees. Involuntary suspension usually entails the loss of access to University libraries and services as well as a prohibition from entering College premises and using College facilities for the duration of the suspension.

An undergraduate who considers that voluntary suspension might be necessary, should discuss the matter with their Personal Tutor and with the Academic Registrar, who will then ask them to send her an email making a formal request for suspension of studies. Students may be asked to supply a supporting medical statement.

If permission is granted, the student must arrange to leave College as soon as possible; belongings may be placed in storage for collection later if it is impractical to remove them immediately.

While voluntarily suspended, a student’s email, single sign-on accounts, and University Card will be continued, as will their access to University Libraries and other University services, including the Counselling and Careers Services. However, students who have suspended are not permitted to use the College facilities or premises without express permission from a College Officer and may not hold office in JCR or participate in College sports or other activities. Although students are encouraged to stay in touch with the College and their tutors, they are not entitled to tuition.

A student granted permission to suspend before the end of 3rd Week, will return to the course at the beginning of that term in the following year. A student suspending after 3rd Week will return at the beginning of the next term in the following year. No additional tuition fees will be due in either case, and students will only pay accommodation for the nights they are actually in residence. UK funding bodies can sometimes provide interim financial support:

[www.gov.uk/student-finance-if-you-suspend-or-leave/getting-student-finance-while-you-suspend-your-studies](http://www.gov.uk/student-finance-if-you-suspend-or-leave/getting-student-finance-while-you-suspend-your-studies).

Before returning from a suspension that has been granted on health grounds, students must provide a letter from their doctor or specialist confirming that they are well enough to return to full-time residence and study.

The University’s website gives more information about suspension:

[www.ox.ac.uk/students/academic/guidance/undergraduate/status](http://www.ox.ac.uk/students/academic/guidance/undergraduate/status).

## **9. Register to vote**

Not strictly Wellbeing, Health, or Welfare, but arguably related to all of these: to have your say in an election or referendum in the UK, you must be registered to vote. Register to vote online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote), which only takes a few minutes. Alternatively, you can register to vote by post, downloading the voter registration forms from the gov.uk website.

Further information, including how to update your name, address or other details on the electoral register can also be found on the website.

Please, if you are eligible, register to vote! It is your democratic right, and some would argue that it is also your democratic duty. The College will never seek to influence your vote in any way.

## **10. Media**

Occasionally issues arise that provoke attention from journalists, newspapers, TV channels, and other media. All members of College are strongly advised *not* to respond in any way to communications from journalists but to refer them to the College's Communications Manager, Tessa Wood. She is available to advise anyone contacted by external media outlets ([communications.manager@st-hughs.ox.ac.uk](mailto:communications.manager@st-hughs.ox.ac.uk)).

## E. Decanal Matters

St Hugh's is a wonderful environment in which to live and work, and this environment is an asset that we seek to protect. Maintaining harmony requires courtesy and mutual respect amongst those using the College site and its facilities (whether in person or online), and any behaviour that threatens our people or property, or that disrupts the proper functioning of College or others' studies, will be taken seriously.

The Decanal team – consisting of the Dean, the Assistant Dean, and the Junior Deans – works to ensure the good behaviour of our students. Where necessary, the Dean may impose sanctions for breaches of discipline or other misconduct. The College's Disciplinary Procedures are revised from time-to-time to ensure that they remain up-to-date and effective, and the latest revision is due to be approved by Governing Body at the start of Michaelmas Term 2022 and will be circulated to all students.

- The Dean, Dr Damian Jenkins: [damian.jenkins@st-hughs.ox.ac.uk](mailto:damian.jenkins@st-hughs.ox.ac.uk)
- The Assistant Dean, Eri Ichijo: [eri.ichijo@psy.ox.ac.uk](mailto:eri.ichijo@psy.ox.ac.uk)
- To contact the Junior Deans, ring the College Lodge (**01865 274900**).

### 1. Noise

Noise impairs people's enjoyment of, and ability to work within, College, so loud noise is forbidden at any time of day. 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 form of disruption and cannot resolve the issue yourself, you should phone the Lodge (**01865 274900**).

Each night during term a member of the Decanal Team is on duty to assist the College Porters. Acting with authority delegated to them by the Dean, the Porters and the Decanal Team have a responsibility for the safety and security of students, which includes keeping noise to an acceptable level, for responding to incidents, and for reporting incidents to the Dean.

### 2. Smoking

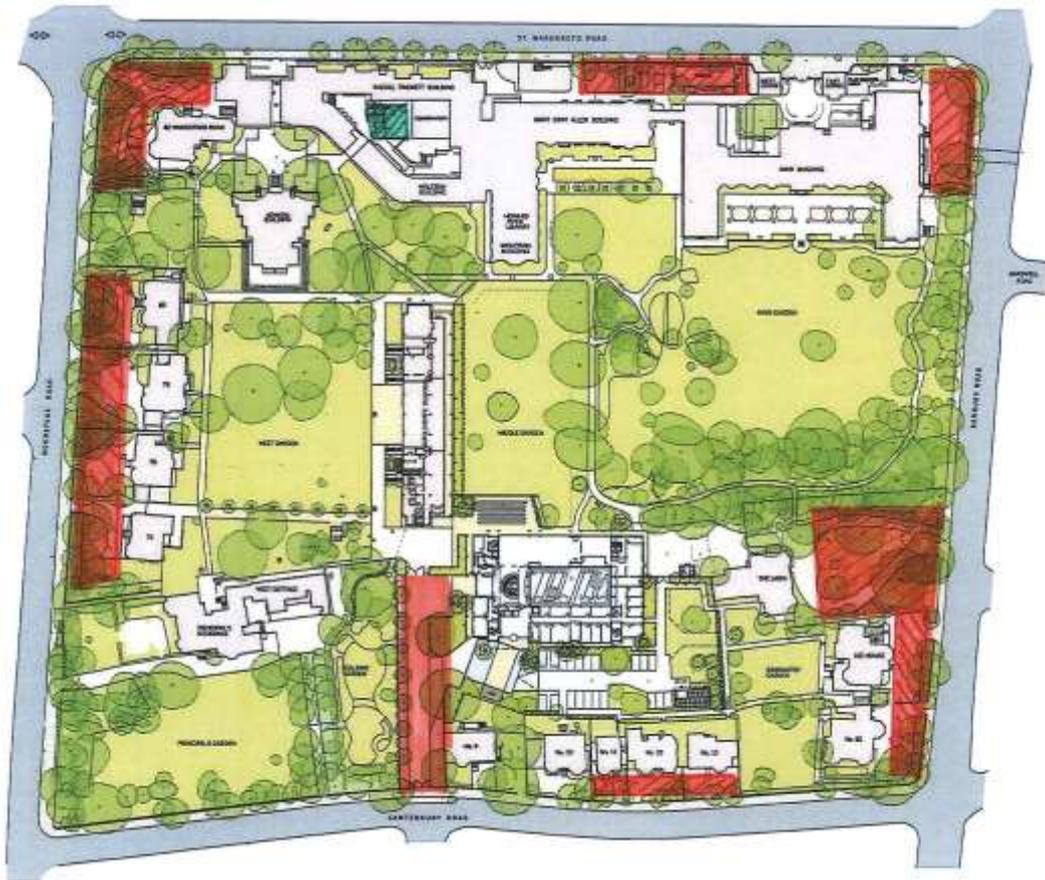
Smoking and vaping are forbidden by law anywhere within the College's buildings and on balconies. Any student who disregards this, or who allows others to do so, will be subject to disciplinary procedures.

Smoking in College is permitted only in the areas marked in red on the map overleaf. Smokers must remain two metres away from any building to prevent smoke drifting in through open windows.

On 'bop nights' only, smoking is permitted on the JCR decking area (marked in green on the map). Smokers here are asked to remain two metres away from the Wolfson Building to prevent smoke drifting into bedroom windows. Smoking is never permitted in the 'Wolfson arch', even on 'Bop nights'.

The designated smoking areas are equipped with suitable bins for cigarette butts, which must not be left on the ground. A covered smoking area can be found in the MGA carpark.

Any breach of this smoking policy will be addressed by the Decanal Team.



Map of St Hugh's College, showing designated smoking areas (in red).

### 3. Fire doors and Fire Safety

Fire doors can only slow the spread of fire when they are closed and their seals left intact. For this reason, the law prohibits individuals from propping open, or tampering with, fire doors. Similarly, fire safety equipment is there to protect both people and assets and should only be used for its legitimate purpose. Any individual(s) found to have propped open or tampered with fire doors, and any individual(s) found to have misused fire safety equipment, will be sanctioned by the Dean. This may include a loss of privileges (e.g. access to shared kitchens or access to College accommodation).

Communal spaces in and around student rooms must *always* be kept clear and must not be used to store personal or shared possessions. Items left in communal spaces will be removed to maintain fire safety.

Fire alarms save lives. If you hear a fire alarm in your building, please evacuate by the safest and fastest route. College members must also respond to fire drills, which are carried out each term. Failing to respond to a fire alarm or drill will result in an immediate referral to the Dean and a suitable sanction.

## **4. Visitors and identification**

Visitors are welcome at St Hugh's and students are usually permitted to bring visitors onto the site and to have overnight guests. However, permission from the Dean must be sought at least one week in advance if a visitor intends to stay longer than two consecutive nights. All visitors should be signed in at the Lodge (registering their name, where in College they will be staying, and their intended length of stay). Students must minimise any potential disruption to students or tutors living in the same accommodation, and visitors must be accompanied around College by their host after midnight.

Students wishing to bring more than six visitors onto the site at once, other than for official College sporting or society activities, must seek permission in advance from the Dean or another College Officer. A student who is suspended from the University or College for any reason will not be permitted access to the site without prior approval by the Dean, and then only for academic purposes.

For safety and security, the Porters and Decanal Team may ask students or visitors for proof of identity (e.g. a University card). Under no circumstances should a student or visitor obstruct the Porters or the Decanal Team by refusing to reveal their identity. Visitors refusing to identify themselves may be excluded from College and their hosts sanctioned by the Dean.

Students are responsible for the behaviour of their visitors, and a student whose visitor(s) disrupt the good order of the College or otherwise behave unacceptably may be liable to disciplinary sanction (including the suspension of permission to have visitors in College).

Bringing visitors onto the College site is a permission, not a right. The College may restrict this from time to time where it is necessary for the proper and safe functioning of the College. This can include forbidding specific individuals from coming onto the College site, and/or removing the permission for a student to have visitors for a period of time.

## **5. Parties, events, and meetings**

Permission from the Dean and Domestic Bursar is required for all parties held in College where more than 10 people are present. This includes gatherings in the gardens. To avoid trouble with gate crashers, guests should be personally invited by written invitation (paper or email) in a form that can be scrutinized by Porters or College Officers. Those who wish to entertain in a College house should first obtain permission from any resident tutor. It is always advisable to plan major events in collaboration with the College, and the Dean and Domestic Bursar are more than willing to assist.

The closing time for official student events will be determined by the Dean on a case-by-case basis, but all parties must end by 11.45 p.m. at the latest. Students wishing to use College rooms or spaces – including the JCR (for undergraduates), the MCR (for graduates), or the College Bar – should first book the room with the Conference Office, then obtain permission from the Dean and the Domestic Bursar (and the Bar Manager, if applicable). Application forms for this purpose can be found online at [Student Event Booking Form](#). Forms will only be considered if submitted at least two weeks in advance of the proposed event. Some events require a longer period of consultation and permission, and events requiring catering or College staff attendance must be submitted at least one month in advance.

To avoid disturbance during working hours, permission is normally given for evening parties on Friday and Saturday nights only. Permission will not be granted for parties or events from the beginning of Week 4 (Sunday) in Trinity Term until all University examinations are

complete. This period is known as the ‘Entz Ban’ and has been agreed with successive JCR Committees.

No Society or Club meeting will be permitted that risks contravening the Disciplinary Code, specifically the section that 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 events aimed at personal financial gain.

Rules imposed on group gatherings to protect the health of College members must be followed without deviation. Any breaches will be treated as a serious misdemeanour. Damages and costs for additional cleaning will be charged where they arise.

## 6. Gardens and grounds

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

### Cars *etc.*

Although College occupies a large footprint, the number of car parking spaces is strictly limited. This is **city-wide** limitation aimed at improving air quality and increasing road space for non-motorists. To that end, student cars may not be driven or parked anywhere in the College grounds except under exceptional circumstances and then only with the written permission of the Dean. Vehicles may be used at the beginning and end of each term to deliver or collect belongings in accordance with the directions and restrictions set out by the College Porters.

### Bicycles

Bicycles may not be brought further into College than the bike racks located at each site entrance. Bicycles should be left in the bike racks and those left elsewhere will be removed. You are required to register your bike prior to bringing it into College (see Section K for further information). The use of skateboards, scooters, rollerblades, or roller-skates is prohibited within College grounds.

### MCR BBQ

The MCR barbecue can be booked for private use. Permission from the Dean is required for gatherings of 10 people or more, and such events are not permitted during the Trinity Term ‘Entz Ban’. The person organising the barbecue will be responsible for cleaning at the end of the event. Portable or disposable barbecues are strictly prohibited and only those provided by College may be used.

### Sports

The College sports ground, located on the Woodstock Road, has cricket and football pitches, cricket nets, space for netball, two clay tennis courts, and one grass tennis court. The ground is shared with Keble College, and bookings can be made through the Groundskeeper, Mr Adrian Roche: 07817 863841 ([adrian.roche@keble.ox.ac.uk](mailto:adrian.roche@keble.ox.ac.uk)).

### Rowing

The College boathouse, located on the river below Christ Church Meadow and shared with two other colleges, is available for student use. However, no student shall row on the river without

the prior permission of the Proctors between 8.30 a.m. and 1 p.m. Monday to Friday inclusive. Single sculling is exempt from this rule.

### **Punting**

In Trinity Term students may take out punts from the Cherwell Boathouse on Bardwell Road. JCR punts can be booked through the Lodge, where authorisation slips are provided. The MCR operates a system of reimbursement on presentation of a receipt.

## F. Domestic Matters

### 1. Catering

#### Meal Times in the Dining Hall during Term

Monday–Friday Breakfast	8.00 – 9.30 a.m.
Weekend Brunch	10.30 a.m. – 1.30 p.m.
Monday–Friday Lunch	12.30 – 1.30 p.m.
Monday–Friday Dinner	6.00 – 7.15 p.m.
Formal Hall (doors open)	7.00 p.m.

Any changes to these times are noted on the weekly menu which is put on the notice board outside the Dining Hall, on the JCR/MCR web pages, and on the College website:

[www.st-hughs.ox.ac.uk/currenstudents/food](http://www.st-hughs.ox.ac.uk/currenstudents/food).

#### Dining Hall

There is no dress code in the Dining Hall, except at Formal Hall, but students are reminded that it is not appropriate to attend meals in sleep attire, and that for health and safety reasons they should wear shoes when not in their study bedrooms.

One evening a week during term dinner is formal and must be booked in advance. 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. Enquiries about tickets and diets should be addressed to the Catering Manager, Andrew Sheridan, at [andrew.sheridan@st-hughs.ox.ac.uk](mailto:andrew.sheridan@st-hughs.ox.ac.uk). Please note that any guests at formal hall must be over 18 years of age. China, glass, and cutlery must not be taken from the Dining Hall.

Meals are bought using the ‘cashless card system’, i.e. money credited to a student’s University Card, which will be swiped at the Hall till. An initial amount of £10 is added to a fresher’s card in the first year, which is invoiced to the student. Bookings for meals and subsequent top ups should be made online using [www.upay.com](http://www.upay.com) and if you experience problems with this you can contact IT or Finance Office for help. Any monies unused at the end of your studies will be returned when you cancel your Upay account.

The estimated average costs for meals taken in the Dining Hall are: breakfast £2.46, lunch £3.84, dinner £3.80. The estimated cost of three meals per day for 175 days (i.e. 3 terms) is £1,768.67.

#### Elizabeth Wordsworth Tea Room

The Wordsworth Team Room in the Dickson Poon Building is usually open each weekday during Term (0th–9th Weeks) from 9.30 a.m. until 4.30 p.m., serving breakfast, lunches, and cakes. The Tea Room is cashless, and your University or bank card can be used to purchase items.

## Guests

Guests may be entertained to all meals in Hall with payment made by the host as described above. However, if you plan to bring more than one guest to Hall, you must let the Hall team know in advance so they can cater accordingly.

## Special diets and food allergies

We are proud to offer a wide range of high quality, excellent value food for breakfast, lunch, and dinner in our Dining Hall, including special options for a variety of dietary needs, ensuring that all our students, staff and guests are well catered for. These meals are available between Monday and Friday during term-time, with brunch served at the weekend.

All our meals are accompanied by allergy charts, providing comprehensive information about the allergens in the food we serve. While we will do our best to cater for those with allergies, as with most commercial kitchens, we do not operate an allergen-free environment. This means that while a dish may not contain allergens such as nuts, dairy or seafood, it will have been prepared in a space which uses those ingredients. Additionally, the college serves food items manufactured elsewhere (including confectionary, desserts and pastry, sandwiches, and other pre-prepared foods), which may contain allergens, or be produced in a location in which such food allergens are present. Wherever possible (and where not already identified by labelling on the product itself), the college will identify potential allergens.

College members with known food allergies (whether mild or serious) should notify the Catering Manager ([andrew.sheridan@st-hughs.ox.ac.uk](mailto:andrew.sheridan@st-hughs.ox.ac.uk)) of their dietary requirements at the start of each term, so that suitable meals can be prepared for them. While St Hugh's is not able to guarantee a completely allergen free environment, College members with known allergies should advise the Catering Team ([catering@st-hughs.ox.ac.uk](mailto:catering@st-hughs.ox.ac.uk)) at the beginning of each week which days they intend to eat in the Dining Hall so that the catering team can take as many precautions as possible to prepare the individual meals as and when requested.

## Vacation meals

Catering times often vary out of term time and meals may not be available if an event is taking place in College. You will be advised of any changes by email. During vacations, it is particularly important that you let Hall know in advance of any guests you are planning to bring, so that they can cater accordingly.

## 2. Accommodation – general

St Hugh's offers accommodation to all undergraduate students, and we also have rooms for some 80+ graduates. Many people find living in College an important part of their student experience, and we want everyone to enjoy their time with us. Anyone who lives outside College needs to give their address to the College Office ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)). College residents also need to inform the Lodge if they will be away from College for more than two nights.

Accommodation in the College is covered by the Universities UK Code of Practice for the Management of Student Housing.

Students living in College need to follow certain rules, some of which are common to any form of accommodation in the wider world, others being specific to the College community. Your Licence to Occupy your room gives details of these, but the most important is: 'be considerate'. You will share the College site with over 500 other resident students, each with their own likes,

dislikes, habits, and noise tolerance. The College is also a place of work, study, research, and socialising. The good functioning of the site depends on everyone respecting others and behaving with appropriate consideration and common sense.

You should familiarise yourself with the College rules and with the conditions of your Licence, but please pay particular attention to anything to do with fire or safety. You should also familiarise yourself with the evacuation route and fire exits on your first day and avoid doing anything that could increase the risk of a fire or impede your own or others' ability to get out quickly in an emergency. For good reason, it is strictly forbidden to cook or boil kettles anywhere other than kitchens, and you cannot smoke or light candles or other naked flames in any College building. Corridors and fire exits need to be kept clear of all items, including clothing, and fire doors should *never* be propped open (in an emergency, this can quite literally mean the difference between life and death). Anyone who disregards fire safety or puts others at risk (including tampering with smoke detectors or fire extinguishers) can expect to receive a serious disciplinary sanction and may be required to leave College accommodation.

That said, most people are sensible and follow the rules. We also ask that you keep rooms and other spaces tidy and in good condition, and that you adhere to all the terms of your Licence. If you are in any doubt about what is or is not allowed in College accommodation, please contact the Accommodation Manager.

If you damage something (other than reasonable wear and tear) then you will need to pay to make it good, but it is important to let us know as soon as possible via the [Maintenance Request Form](#). This is not least because many types of damage become more serious or costly if they are left unattended. Please also use this form to report anything that stops working, or any housekeeping requests. Whatever happens, please do not try to repair anything yourself! In many cases this can make things worse, and it can also be dangerous.

All rooms have access to kitchen facilities, which are shared with other nearby residents. Study bedrooms have computer connections and Wi-Fi, and each room contains a bed, bedside unit, wardrobe, chest of drawers, desk, desk lamp, desk chair, and bookshelves. College does not provide bedding (beyond a mattress and mattress protector) and you will need to provide your own duvet, duvet covers, pillows, sheets, pillowcases, and towels. Bedding packs consisting of a sheet, duvet, duvet cover, pillow and pillowcase can be purchased from College (for further details please contact the Accommodation Manager). You will also need to bring your own kitchen utensils, crockery, and cutlery.

### **Guests Staying in College**

Arrangements should first be made with the Accommodation Manager. In 2022-2023 the charge for the guest room is £25.10 + VAT per night on B&B basis. Payment must be made at time of booking. If you wish to have an overnight guest in your room and you will be there yourself, you must inform the Lodge. If you wish to have an overnight guest in your room for a longer period or if you will not be there yourself when a guest is present, you must apply in advance to the Dean for permission.

### **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, glue, or Blu-Tack. Should any damage occur, and the walls of the room require painting, students will be charged accordingly (see the [Damage Charge List](#)).

Room inventories should be completed and returned to the Accommodation Office by Monday of 1st Week of each term; non-returns will be taken to indicate acceptance of the inventory.

All rooms and kitchens must be kept clean and tidy. Once students have finished cooking and eating, they should wash and dry their cutlery and cooking utensils and put them away in the cupboard provided as this will help keep the kitchen clean for the next user. All washing up should be done in the kitchens and all laundry in the allocated laundry rooms. Students may be charged on a cost reimbursement basis in the event of a drain becoming blocked because of misuse. The cooking of food and boiling of water in study bedrooms is prohibited; this includes the use of cookers, toasters, and microwaves. Instruction manuals for cooking equipment can be found at the Lodge. Students are not permitted to bring any cooking appliances to the College.

Students are asked to report immediately any accidents to furniture or soft furnishings. Stains can often be completely removed if treated immediately and breakages can be treated 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 be charged to the occupant's battels. Furniture, carpets, and curtains must not be removed from any room without permission from the Accommodation Manager. Students are asked not to bring additional substantial pieces of furniture including double beds to their accommodation without asking prior permission.

### Animals

Students are not allowed to keep pets or animals of any kind (including fish in fish tanks) in their rooms or any College buildings, except for official assistance animals.

The College cats, Professor Biscuit and Admiral Flapjack, are beloved members of the College community. They must *not* be kept in inside any area (e.g. rooms or hallways) past 6 p.m. and they should be released or expelled into the grounds by that time. It is important that feelings of the other residents are taken in to an account as not all students are comfortable around cats. We also ask that students do not feed the cats – they are well provided for and do not go hungry!

### Lost Property

Lost property should be handed to, and reclaimed from, the Porters' Lodge.

### Changes of Accommodation

Any student proposing to change or swap accommodation must write to the Accommodation Manager for permission in advance. Further:

- Whenever possible changes should be at the beginning or end of term.
- Permission must be sought and granted *two weeks prior* to any move.
- Changes in and out of College: Students vacating a room in College for any reason, except withdrawal from the University during the year, will normally be required to pay the College Maintenance Charge for the remainder of the year/licence to occupy period, or until the vacated room is reoccupied.
- No student may change his or her accommodation except through the procedures outlined above and charges will NOT be adjusted for unauthorised changes. Room changes are entirely at the discretion of the College.

### Appliances

Please see the Health and Safety section below for important details on bringing electrical appliances into College. Portable heaters are not allowed, except when supplied by College as a temporary measure if heating fails. Students are also not allowed to bring personal fridges

into College. Should a fridge be required (which will usually only be permitted for medical reasons, or as a reasonable adjustment under the Equality Act) the College will supply one.

### 3. Accommodation – undergraduates

Accommodation for undergraduate students is charged at a fixed cost of £1,556.28 per term or £4,668.84 per year for 2022-2023. This will be invoiced termly.

College has adopted a policy of offering all undergraduates accommodation in College for all years of their course. Rooms are allocated by the College to freshers. Undergraduates may ballot for their choice of room for the second, third and fourth years living in College.

All first-year undergraduates are expected to live in, including mature students or those with Senior Status. They will be allocated a room in one of the College buildings for which a deposit of £250 must be paid. This is refunded at the end of a student's course after a final inventory check. There are a few number 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 Manager. Undergraduates seeking welfare or financial advice related to their accommodation should feel free to approach the Accommodation Manager, or any other member of the College's Welfare Team as appropriate.

#### Living Out

Undergraduates are required to seek permission from their Personal Tutor *and* from the Senior Tutor if they wish to live out of the College. A 'living out application form' can be requested from the Accommodation Office ([accommodation.manager@st-hughs.ox.ac.uk](mailto:accommodation.manager@st-hughs.ox.ac.uk)); it should be sent to the Personal Tutor for approval and then sent to the Senior Tutor for confirmation ([senior.tutor@st-hughs.ox.ac.uk](mailto:senior.tutor@st-hughs.ox.ac.uk)). The deadline is the end of 6th Week of Hilary Term. When approval is given, students must give their living out address to the College Office ([college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)).

### 4. Accommodation – graduates

Graduate accommodation is provided in the Dickson Poon Building (where rooms are ensuite) and in some of the Victorian houses situated on the perimeter of the College site (whose 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).

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 2022-2023 (monthly amounts) are as follows;

Band 1	£562
Band 2	£595
Band 3	£610
Band 4	£624

Band 5	£644
Band 6	£663
Band 7	£699
Studio	£810

Graduate accommodation is let on the basis of 9, 10, 11, or 12 months' occupancy (all commencing 27th September 2022). If offered accommodation, you will be able to choose

which option you prefer. Information regarding deposits can be found in Section G under Financial Matters.

No remission of rent is offered in respect of periods of absence from Oxford but graduate students undertaking research trips 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 College Accountant ([jeremy.weeks@st-hughs.ox.ac.uk](mailto:jeremy.weeks@st-hughs.ox.ac.uk)).

Rooms (excluding the College's studio) are for single occupancy only and may not be sub-let except by special arrangement with the Accommodation Manager.

The following procedure for accommodation applications is in place for current graduates:

- **Hilary Term 1st Week:** An application form requesting information relating to accommodation requirements for the following year will be sent by email to all current graduates by the Accommodation Manager.
- **Hilary Term 3rd Week:** Completed forms should be returned to the Accommodation Manager ([accommodation.manager@st-hughs.ox.ac.uk](mailto:accommodation.manager@st-hughs.ox.ac.uk)) by the end of this week.
- **Hilary Term 4th Week:** Acknowledgements that forms have been received will be sent out by the end of the week.
- **Hilary Term 7th Week:** All current graduates who have applied for accommodation in the following year will be informed whether they have been allocated accommodation or whether they have a place on the waiting list.
- **Trinity Term 1st Week:** To confirm their accommodation, current graduates who have been allocated accommodation must have paid a deposit, equivalent to one month's rent for their room, by the end of 1st Week in Trinity Term, and must have signed their licence to occupy.

A certain number of graduate accommodation places are reserved for current graduates. This number will include up to ten non-transferable places for MCR Committee office holders.

## 5. *Vacation arrangements*

College does not guarantee to offer accommodation to undergraduates during vacations. Students are only permitted to remain in College during a vacation by permission of the Senior Tutor and such permission is usually granted only where the student demonstrates specific academic reasons to justify their continued stay in College. The expectation is that most students will return home for every vacation. Nonetheless, the College is aware that in some cases this is not possible or desirable and every consideration will be given to those who find themselves in need of support in this respect. If you would like to discuss your needs, please email the Senior Tutor ([senior.tutor@st-hughs.ox.ac.uk](mailto:senior.tutor@st-hughs.ox.ac.uk)).

Out of term time, it may be necessary to move any undergraduates in residence during the vacation to rooms other than those they normally occupy (e.g. if safeguarding issues need to be considered for summer schools). This includes Extended Term students. The rules around vacation residence may be found in a separate policy, here: [Vacation Residence Policy](#). If granted, the cost of vacation residence per night is £25.10. All undergraduate students will be granted an allowance of 21 nights Free Allowance for vacation residence over the first three years in which they are resident at St Hugh's.

## Grants for Vacation Residence

Grants are available in some circumstances. The [Student Support Committee](#) website has a link to a form that you can use to apply. Grants to support vacation residence may be applied for during the term preceding the vacation when residence is required, but they will only be made in cases of genuine need.

## Vacation Storage Arrangements

College has a 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 sturdy cardboard boxes (not mattresses, furniture, or other bulky items). College cannot store or take responsibility for money, jewellery, musical instruments, clocks, watches, photographic equipment, televisions, computers, works of art, or any kitchen equipment.

## 6. Additional facilities

The following table lists the available facilities and their locations.

<b>Facility</b>	<b>Location</b>
Computing facilities	Rachel Trickett Building and the Library
Music practice rooms	Eloise Susanna Gale Music Room, Main Building Band Room, Basement of Main Building Music Room, Principal's Lodgings (by arrangement with the Principal's Executive Assistant)
Freezers	Provided in most kitchens
Washing machines and tumble dryers	Basements of Kenyon and Maplethorpe Buildings, Ground floor at 13 Canterbury and 87 Banbury Road
Refrigerators, kettles, toasters, cookers and/or microwave ovens	All kitchens
Iron and ironing boards	Provided in laundry rooms
Vending machines	The Bar
Squash courts (Wolfson College)	Booking through St Hugh's College Lodge
Key to the croquet sets	College Lodge
Television and Sky	JCR and MCR Common Rooms
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 & Printer	Library, JCR IT Room, ground floor Maplethorpe Building
Insurance coverage	All study-bedrooms; speak to the Accommodation Office or information available on St Hugh's College website
Gym	Rachel Trickett Building

## Music Practice Rooms

The College has several rooms available for students to practise. The largest of these is the Main Building basement practice room, reached by the external steps in the kitchen carpark. 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.

## Musical instruments

The College owns several instruments for student use:

<b>Instrument</b>	<b>Location</b>	<b>Access for</b>	<b>Key from</b>
<b>Clavinova</b>	The Band Room, Basement Practice Room – external kitchen carpark steps	All students	Lodge
<b>Grand piano</b>	Mordan Hall partition	Those with Grade 8 Piano, whose names have been verified by the President of the Music Society to the Accommodation Manager	Contact Conference Office to bring piano into the main hall
<b>Schimmel upright piano</b>	Eloise Susanna Gale Music Room	All students	Lodge
<b>Yamaha Clavinova</b>	Chapel	All students	No key: please be considerate of other Chapel users
<b>Tamburini organ</b>	Chapel	Organists with the permission of the Chaplain	Chaplain / Chapel Music Tutor
<b>Blüthner grand piano</b>	Principal's lodging	Students of a serious disposition unable to find time in the main practice rooms	Lodge, after prior agreement from the Principal's EA
<b>Harpsichord</b>	Principal's lodging	Students of a serious disposition with a need to use this instrument	Lodge, after prior agreement from the Principal's EA

## 7. Graduate Centre

The Middle Common Room is in the Graduate Centre, 87 Banbury Road, which is a large house on the College site, close to the Dickson Poon Building. There is easy access to University departments, and also to local shops. The Centre contains common rooms, a kitchen, a television room, and laundry facilities. There is a seminar room / computer room with a whiteboard, projector screen, computers, and printers.

The Television Room is provided with a video, Sky TV, daily papers and magazines for the use of all members of the MCR, whether resident or non-resident. The Common Room has music equipment for the use of members until 11pm (midnight at weekends).

Information about MCR activities, University appointments, examinations, job offers, events, and other matters of general interest is posted on the Graduate Mailing list and the MCR-run blog. Incoming mail is placed in students' pigeonholes, which are situated in the Lodge.

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

## G. Financial Matters

### 1. Finance Office

The Finance Office can be found at the end of the Admin Corridor in Main Building and can be contacted by email with questions regarding any of the sections below ([finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk)). All matters concerning your finances and any actions you may need to take will be communicated by email to your College email address (ending [@st-hughs.ox.ac.uk](mailto:@st-hughs.ox.ac.uk)) and all communications from the Finance Office should be treated as urgent. You will not be sent marketing material from the Finance Office.

### 2. Confidentiality and consent

Your financial information is confidential and will not be shared with any party beyond St Hugh's and the University or their professional advisors without first obtaining your consent, unless required by law. The Finance Office will not discuss your account with anyone but you. Should you wish Finance Office staff to discuss your account, or an item on your account with a nominated person (for example a parent), you should provide consent in advance, in an email to [finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk) containing the name and email address of the nominated person and (in a separate email) an agreed password.

### 3. Undergraduate fees and charges

#### Course Fees

Course fees are payable annually in advance. These fees are payable by all undergraduate students and differ depending on course and fee status (Home/ROI, Islands, or Overseas). All students complete a Financial Declaration, and this will give more information about the relevant course fees.

#### Accommodation Charges

The cost of accommodation for undergraduates is £4,668.99 per annum, payable either as a single payment or in termly instalments of £1,556.33. The termly sum covers accommodation from Sunday of 0th Week until 10 a.m. on Saturday of 8th Week. **Accommodation charges must be paid, or a direct debit must be in place before a student is allowed access to their room.**

#### Mandatory Freshers' Advance Charges

In addition to course fees and maintenance charges, new undergraduates will be invoiced for a number of other mandatory charges relating to their college accommodation and student membership:

- Room deposit (£250 refunded on completion of course via direct debit details)
- Library deposit (£50 refunded on completion of course via direct debit details)
- Cashless card starter balance (£10 non-refundable, for use in the Dining Hall)

The College also invoices Freshers for monies collected on behalf of the JCR, for those who have not opted out. This includes the £20 annual JCR membership fee as well as other optional contributions as detailed by the JCR.

### Optional Freshers' Advance Charges

Using the online Freshers' Finance Form, new undergraduates can request that optional charges be added to their invoice. These optional charges are listed below:

- Additional cashless card top-up (variable)
- Purchase of bedding pack (£25)
- Any other items you have requested using the online Freshers' Finance Form

## 4. Payment of undergraduate course fees

An invoice for your course fees will be raised and sent to you by email before the start of term. This must be paid in full by Friday of 1st Week of each term unless you have a student loan. Payment details are included on the invoice.

If you are expecting a student loan, please send your loan confirmation information to [finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk).

### Home students

Home students with UK bank accounts must complete the Direct Debit bank instruction form found on the College website ([Making Payments to College](#)) and return it to the Finance Office before arrival in College. The Direct Debit will be taken from your account at the end of 1st Week.

### Overseas students

International students with UK bank accounts will be required to set up a Direct Debit as above. Payment will be taken from your account at the end of 1st Week.

International students who do not have a UK bank account must pay before arrival in College using Flywire. A link to this payment method will be included on an email alongside each invoice. Further information can be found at the [Making Payments to College](#) section of the website.

## 5. Payment of accommodation and mandatory charges

Payment of accommodation and mandatory charges must be made by bank transfer before arrival or via direct debit by end of 1st Week. If you have a student loan to pay for your accommodation you must have a direct debit in place.

## 6. Payment of invoices (Battels)

'Battels' is another idiosyncratic Oxford term. It means your College bill, the charges that you have accrued (for meals, accommodation, etc.) that you need to settle termly. All members of College, including Tutors, have Battels.

During your time at College, you may incur additional charges such as:

- The cost of replacing lost keys and spare access cards (£25 per lost key, £10 for lost spare key card) – there is no charge for temporary use of spares
- Charges for late library books (£35, reduced to £5 if returned)
- Vacation residence charges for pre- and post-term residence (£25.10 per night)
- Guest accommodation fees (£25.10 +VAT per night)

- Printing (charged at the end of each term)
- Essay binding (£4 per document).

These charges will be invoiced to your St Hugh's email address. Payment is made by Direct Debit, if in place, and will be taken from your account on or around the 15th of each month. Payment by bank transfer should be made 14 days after the date of the invoice. St Hugh's operates a cash-free site.

## 7. Arrears

Arrears outstanding at the end of the 1st Week of a new term may incur surcharges in line with the Consumer Credit Act 1974. Students with fee payments outstanding after Friday of 1st Week may be suspended from access to the premises and facilities of the College and the University. Arrears in accommodation payments will be in breach of obligations within the Licence to Occupy so you will normally be asked to vacate your accommodation.

## 8. Financial assistance – vacation grants and bursaries

All students are required, before admission, to satisfy the College that they have adequate financial resources. Limited financial help may be available from the University and the College in cases of *unforeseeable* difficulty, for example because of a serious change in family circumstances. Normally undergraduates would first discuss such problems with their Personal Tutor.

The College cannot in general support graduate students whose grants have expired but who have not completed their studies. The College may be prepared to offer loans, exceptionally, to students in the first year after the fee-paying period of their course, (for example, 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.

Applications should be made via the [Financial Assistance](#) page on the College website and more specific advice can be obtained from the College Accountant ([jeremy.weeks@st-hughs.ox.ac.uk](mailto:jeremy.weeks@st-hughs.ox.ac.uk)).

Separately, 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 by travel in connection with course requirements (including the Year Abroad for modern linguists) or vacation studies. Please see the [Financial Grants](#) pages of the College website for more information.

All students entitled to full or partial fee remission will receive an Oxford Bursary. Details of this and other assistance available from the University may be found online: [University Fees and Funding Pages](#). All students are also expected to explore external sources of funding where possible.

## 9. Graduate fees and charges

### Course fees

Course fees are payable annually in advance by all graduate students. All students complete a Financial Declaration which gives more information about the course fees relevant to them.

Confirmation of funding from other sources should be sent to [finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk).

### Rent

Graduate rents will be charged per calendar month at the appropriate rate for the band of the room (see above). The equivalent of one month's rent is paid in advance, before occupancy, by way of a refundable deposit; this is in addition to the first month's rent. The deposit is returned at the end of the tenancy.

### Payment of Graduate Fees and Charges

An invoice will be raised and sent to you by email before the start of term. This must be paid before arrival. Payment details are included on the invoice. If you are expecting a student loan or another funding body to pay your fees, you must send documents as evidence to [finance.office@st-hughs.ox.ac.uk](mailto:finance.office@st-hughs.ox.ac.uk). Monthly rental payments will be collected by Direct Debit on or around the 15th of the month: a Direct Debit mandate is issued with the licence to occupy.

### Home students

Home students with UK bank accounts *must* complete the Direct Debit bank instruction form found here ([Direct Debit Instruction](#)) and return it to the Finance Office before arrival in College. The Direct Debit will be taken from your account at the end of 1st Week.

### Overseas students

International students with UK bank accounts will be required to set up a Direct Debit bank instruction form found here ([Direct Debit Instruction](#)) and return it to the Finance Office before arrival in College. The Direct Debit will be taken from your account at the end of 1st Week.

International students who do not have a UK bank account must pay before arrival in College using Flywire. A link to this payment method will be included on an email alongside each invoice. Further information can be found at the [Making Payments to College](#) section of the website.

### Grants

Research Council grants are paid quarterly; other publicly funded Maintenance Grants are paid termly. All grants are paid directly into students' bank accounts.

### Barbinder Watson Fund

Graduates may apply for research travel grants from the Barbinder Watson Fund (between £150 and £500), and to the Travel Grant Fund.

### MCR Subscriptions

All MCR members in residence beyond the standard period of fee liability should pay MCR subscriptions direct to the MCR Treasurer.

## H. The College Library

### 1. Access to the College Library via 'Bod Card'

The Howard Piper Library is one of the largest College libraries in Oxford. The Library is at the heart of the college academic life, supporting members with a wide range of books and comfortable study spaces in a beautiful 1930s art deco building.

The Library is open 24 hours a day and is for the exclusive use of current students and staff of St Hugh's College. This means that you may not allow members of other colleges or members of the public into the Library. Students who are suspended for any reason may not use the Library. Access is gained using your University ID card ('Bod Card').

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.

Library office: [library@st-hughs.ox.ac.uk](mailto:library@st-hughs.ox.ac.uk)  
Tel: 01865 274938

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

To **borrow** items, you will need your University card. You do not need your card to return items. Follow the instructions on the self-service kiosk 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	Maximum no. of items	Loan period	Maximum no. 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 1st Week of the following term.

Return your books via the self-service kiosk and place them in the return bins 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.

### 3. DVDs and CDs

The JCR and MCR's DVD collection is available for loan from the College Library. Our collection also includes CDs that accompany textbooks. You can find the DVD and CD section in the lobby. To borrow DVDs or CDs, use the self-issue kiosk as you would to borrow books.

As you leave the Library, remember to 'unlock' the case using the unit on the wall. 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. Please return discs to the return bin in the Library lobby.

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

- Films may be borrowed on a short-term basis by registered Library users for their own individual private study and non-commercial research.
- 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.
- Films may not be shown to the general public.
- 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.

#### ***4. Renewals and reservations***

Books may be renewed up to four 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 on how to manage your SOLO account here:

<https://libguides.bodleian.ox.ac.uk/solo/youraccount>

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:

<https://libguides.bodleian.ox.ac.uk/solo/search>.

#### ***5. Overdue items***

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 staff advising you to return your overdue items.

St Hugh's College Library does not fine you for returning items late. However, if an item is overdue for a considerable period, it will be assumed lost and you will be charged a standard item replacement fee (currently £35) for each item not returned. This allows the Library to purchase a replacement copy of the item.

If you can return items after the replacement fee has been paid, a credit note for £30 will be issued for each item (meaning that a £5 administrative charge per item has been made).

#### ***6. Behaviour in the Library and care of its resources***

You may bring drinks in sealed containers, such as a bottle or KeepCup, into the Library. No other drinks or food may be brought into the Library. Please keep your mobile phone on silent mode, 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.

## **7. Library alarm**

Should anything you do 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, or email the details of the incident to [library@st-hughs.ox.ac.uk](mailto:library@st-hughs.ox.ac.uk). If you trigger the alarm and fail to report it, you may be subject to disciplinary proceedings.

## **8. Use of computers in the Library**

Five reader PCs are available in the Library: three in the lobby, one in the Upper Reading Room, and one in the Law Library. There is an additional PC in the lobby for searching SOLO only. You may send items to the Library printer from any of these computers. Wi-Fi 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](#).

## **9. 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.

# I. The Chapel & Prayer Room

## 1. The Chapel

is on the first floor of the Main Building at the head of the central staircase. It is open day and night to provide space for quiet reflection and prayer to those of any faith.

Services are held during term every Sunday at 6.15 p.m. The usual service is Evensong, in the traditional Book of Common Prayer (1662) version. There are also Anglican and Roman Catholic Masses several times 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, and these are advertised widely throughout College. The Chapel may also be used by College members for baptisms, confirmation preparation, and weddings.

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.

## 2. Multi-faith Prayer and Quiet Room

In addition to the 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 at **89 Woodstock Road, room 12**, and has its own en-suite bathroom and can be accessed from the gardens. It contains 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 key card – if you would like to use this room, go to the IT Office and ask for your card to be activated. Guidelines for sharing the space are clearly displayed.

## 3. Chapel Choir

St Hugh's College Chapel Choir is an important part of College life and is integral to Chapel worship. The Choir meets to rehearse every Friday at 5.00 p.m. (4.45 p.m. for tea and cake) in Chapel, followed by supper in College, and on Sundays at 4.30 p.m.

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 six Choral Awards given each year, distributed between each part, which run for three terms in the first instance, and are renewable for succeeding years. Choral Award holders receive free singing lessons several times each term from a local professional. Please see the Chaplain if you would like to apply. The Chapel has a Chapel Music Tutor who teaches conducting and the organ and gives overall guidance to the functioning of music in Chapel.

#### **4. The Chaplain**

The St Hugh's College Chaplain is the **Reverend Dr Shaun Henson**. He is seconded to a full-time University teaching and research assignment in 2022-2023. An Interim Chaplain will be in post by the beginning of Michaelmas Term 2022 and will normally be in College most weekdays and on Sunday afternoons and evenings during full term. They will be available to all students – of any faith or of none – who wish to discuss matters of concern in confidence. Personal contact details for the Interim Chaplain will be added as soon as they are available, but in the meantime, both permanent and interim Chaplains can be reached via [chaplain@st-hughs.ox.ac.uk](mailto:chaplain@st-hughs.ox.ac.uk).

## J. Grounds and Property

### 1. Maintenance and property services

Requests to the Estates Section for maintenance work may be made using the 'Maintenance Request' form that appears at the foot of every page on the college website ([www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk)). The form is simple to complete; please give as much information as possible which will ensure your request is dealt with efficiently. Use the Maintenance Request Form also for reporting domestic issues, such as cleaning and furniture replacement.

In the case of a genuine **Emergency or Health and Safety concerns** – for example if water is pouring through a ceiling or there is a major heating or electrical failure – you should immediately inform the College Lodge by telephone (01865 274900) or in person. The Lodge will take immediate action but you should also complete an online maintenance request to ensure the job is properly logged.

We endeavour to respond to all maintenance requests within the following timescales. In most cases the repair should be completed within these targets.

- Emergency Repairs – 2 hours
- Urgent Issues – 2 working days (Mon-Fri)
- Non-urgent repair (excluding cosmetic repairs) – 7 working days (Mon-Fri)
- Scheduled/Programmed Repairs – dates to be agreed.

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 notified, and the delay explained (in person if you are in your room).

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

Where possible, residents will be given 7 days' notice of planned maintenance work. The College will endeavour to avoid sensitive periods such as examinations.

You can request new light bulbs (but not elements within sealed or rigid fixtures) via the maintenance request form. 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.

In the event of a major boiler/heating failure, portable heaters can be requested using the maintenance request form. The maximum output of these heaters will not exceed 2kW (1kW in the Dickson Poon Building). The use of personal electrical heaters in rooms is not permitted and the College will remove any such items.

### 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. This is for sound ecological reasons and to help minimize the effect on rents of rising energy costs.

Students are therefore reminded to use energy responsibly and try actively to reduce consumption. Here are some simple suggestions that, if followed by everyone, will have a significant cumulative effect:

- Turn off all lights when you leave the room.
- Use natural daylight where possible.
- Turn off all electrical equipment when not in use.
- Do not leave computers, printers, and TVs on standby mode.
- Turn down your room heating where possible.
- Report dripping taps and running overflows.

The College is keen to work with students on energy initiatives and welcomes suggestions as to where improvements can be made. Please contact your JCR/MCR environmental representative.

The College maintains internal room and hot water temperatures at recommended levels and suitable for the buildings' use. If you have any concerns, these can be discussed with the College's Building Maintenance Manager ([paul.blake@st-hughs.ox.ac.uk](mailto:paul.blake@st-hughs.ox.ac.uk)).

The College heating system is in use between 6 a.m. and 11 p.m., from 31st October to 1st April. If the weather is unseasonably cold the heating may be temporarily switched on outside these dates and times.

### **3. Grounds management**

The College's beautiful gardens and grounds are a source of great pride and are widely admired. They are maintained to a high standard by a dedicated team and are there for the enjoyment of all College members. Students are asked to keep to the paths when walking through the gardens and to avoid making tracks across the lawns. No spiked or studded shoes may be worn on the grassed areas. See Appendix N to the College Bylaws in the [College Governance](#) section of the website for regulations relating to use of premises and grounds.

### **4. Litter**

The leaving of litter anywhere within 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.

### **5. Snow and ice**

Students are reminded to take extra care within the College grounds following snow falls and frost. Paths and steps are likely to be very slippery. The Estates Department is responsible for clearing snow and applying salt following a frost or snowfall and they will endeavour to clear a route for passage on main footways and steps by 9 a.m. (gravel footways will not be cleared). 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.

## 6. Health and safety

The College is committed to providing a safe environment in which students may live and study securely. 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 and procedures which everyone must be aware of and with which you must comply at all times.

## 7. Fire precautions

All students will be issued via email with a copy of the 'Student & Visitor Fire Emergency Plan' and the general 'Fire Safety Leaflet' every year. These provide detailed information regarding the College's fire procedures, which you should read carefully.

The fire alarms are tested on a Tuesday every week between 10 a.m. and noon in all College buildings. The alarm will sound for 5 seconds before being 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 in Michaelmas term. The evacuation is intended to ensure, by means of training and rehearsal, that the College's procedures are satisfactory should a real emergency occur. Any student who fails to evacuate the building during this practice evacuation (or any other fire evacuation) will be liable to a disciplinary sanction.
- All students 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 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 your building and other buildings that you visit.
- Fire extinguishers and other firefighting 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. Report any damage to the College Lodge.
- All College buildings are fitted with a fire alarm system consisting of smoke and heat detectors. These will 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.
- Never prop open any fire door: they are all 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 strictly forbidden within College.

- Kettles, toasters, cookers, microwaves, and other food preparation equipment may not be used in bedrooms.
- Take particular care when using the kitchenettes; never leave the kitchen unattended while cooking. Do not use cooking equipment with the kitchen door open –this will trigger the fire alarm in the corridor and cause an unnecessary evacuation of the building.
- Smoking and ‘vaping’ are forbidden by law anywhere within the College’s buildings, including its balconies. See above (Section E).

**It is a criminal offence to interfere with any part of the College’s fire precautions, fire-fighting equipment or means of escape. Any infringements will be subject to disciplinary proceedings and may be reported to the police.**

## **8. General safety regulations**

All contraventions of safety regulations will be subject to disciplinary action that may include loss of the right to live in College.

- 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 you suspect a problem with either system, report it to the Lodge (if urgent) or via the maintenance request form.
- It is illegal to smoke in any building, balcony, or enclosed space in the College. College rules extend this ban to the College’s grounds (excluding designated smoking areas) and includes the consumption of e-cigarettes. Cigarette ends must be disposed of carefully in the bins provided.
- Do not 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 to the Lodge (see also the report form under ‘Accidents and Near-Miss Accidents’ in the [Student Facilities](#) section of the website).
- If you see anything around College, however minor, that you consider dangerous or to present a risk, please report it to the Lodge. Do not assume 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 used.

## **9. Electrical regulations**

- Switch off and unplug electrical equipment and flexible cables when not in use.
- All electrical equipment brought into College by students must be tested (Portable Appliance Testing / PAT). The College can provide this service in house and free of charge. Details on dates/times/location will be provided at the beginning of term. This service can be offered periodically through the academic year, should the need arise.
- 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. If you need a test to be carried out, complete a maintenance request form.

- You may not bring any kind of cooking or heating appliance to College: this includes but is not limited to microwaves, toasters, sandwich makers, rice cookers, electric fires, gas heaters, oil heaters, paraffin heaters, electric heaters, infra-red lamps.
- Students are not permitted to bring fridges into College rooms. If you require a personal fridge for medical reasons, College will provide this. Please contact the College Office in the first instance.
- Electric irons should not be used within student bedrooms. Ironing may be carried out within the College laundries with irons provided by College.
- You must not interfere with electrical fittings or connect appliances to a lighting circuit.
- 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. However, you may *not* use two- or three-plug (multi-way) adaptors plugged directly into a socket outlet; DIY multi-sockets and rotary extension cables are strictly prohibited.

The College reserves the right to enter any room 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 and heating appliances will be removed.

If you require any further help or assistance regarding these regulations, please use the maintenance request form to request advice.

## K. College Security

St Hugh's is committed to maintaining a secure environment for its students. All College members, both students and staff, have a role in ensuring security. Do not let strangers follow you in when you use your card to enter the College. Check that doors close behind you when you enter (and report any malfunctioning locks or closing mechanisms to the Lodge). Lock your bedroom door when you are out and when you go to sleep.

### 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 cooperation 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. If you think a window needs a lock, complete a maintenance request form.

### Insurance

The College has a block insurance policy to cover the possessions of all students who are in residence. This has been arranged through Endsleigh Insurance; further details and policy documents will be provided on arrival at College and more information can be found online: <https://www.endsleigh.co.uk/student/confirm-your-student-cover>. Because of the risk of petty thieving, do not leave money or valuables unattended. Keep your locked. The Accommodation Manager will keep valuables in the Strong Room on request.

Please note that the contents insurance provided by the College may not cover all of your valuables. Students are strongly advised to check the insurance policy available on our website and if necessary, consider supplementing the insurance policy to cover all of their property.

**The College cannot accept responsibility for any property that is lost or left in College at any time, including during vacations. You should never leave large sums of cash in your room even when it is locked.**

### Bicycles

All bicycles must be registered with the Lodge. Unregistered bicycles may be removed if they cannot be identified. When you have registered your bicycle the Lodge will provide you with a bike registration form and two stickers. Attach both stickers to your bicycle frame and register your bike on-line with [www.bikeregister.com](http://www.bikeregister.com). Always use a substantial lock to secure your bicycle to the racks provided. A 'cull' of unused bicycles is carried out regularly. Details are circulated via student email accounts and College notice boards.

### Keys, and access-cards

Keys for individual study bedrooms are issued on arrival each term, and students' University Cards are activated to grant access to the shared areas of College. If your card has been updated, you should touch it on the key panel on the door at the main entrance to activate the update. Fees must be paid before keys can be issued.

If you lost your Bod card you can (a) apply to the Lodge for an interim access card, at no charge, and (b) order a replacement from the University's online store (there is a fee to pay):

[Oxford University Store: Replacement of University Card](#). Placing an order automatically cancels the old card. New cards are delivered to the College Office c. 36 hours after ordering.

If a room key or an access card is misplaced, you may sign out a spare temporarily from the Lodge. Lost keys and access cards should be reported to the Lodge immediately. For lost keys and access cards, a charge is made for replacements (£25 for a key and £10 for a lost spare key card).

Keys, access cards, and Bod cards should never be lent to anyone. Keys and access cards must be handed in at the College Lodge at the end of each term or you risk a charge for creating a replacement.

# L. College IT Services

## 1. IT Support

St Hugh's College has an IT Services Team that is responsible for the day-to-day running of the network and College-owned machines. This team can offer advice and assistance with any problems you have in relation to the network or any of the available services offered within the College.

The IT Services Team is contactable by email on [it-support@st-hughs.ox.ac.uk](mailto:it-support@st-hughs.ox.ac.uk) and in person in the IT Office (Main Building, corridor running to the right of the main entrance). An immediate response to requests for support is not always possible, so please be patient.

You may also want to look at this website: <https://www.it.ox.ac.uk/getting-started> – it has clear and helpful advice on getting started.

## 2. Single Sign-On (SSO)

When you become a member of St Hugh's you will be given Single Sign-On access to the University's resources. All College and University electronic resources will require this. The email or letter sent out following the allocation of an Oxford Single Sign-On account username includes an Activation Code, for example ABCD-EFGH-IJKL.

The Activation Code has a limited lifetime (specified in the email or letter) during which you must activate your new account via the web page at: <https://webauth.ox.ac.uk/activate>. If you do not activate your account within this time, you can contact IT Services Central Service Desk: <https://help.it.ox.ac.uk/service-desk>.

When you go to the webpage, you will be asked to fill in some personal details and then include either your university card number or student number. You will then be asked for your Oxford username and Activation Code.

## 3. Internet access

### Wireless Network

The wireless network in College is Eduroam. To use it, you need first to sign up for a Remote Access Account, which you can do at <https://register.ox.ac.uk>. You can use Eduroam throughout College, but it is also available throughout the UK higher-education network and overseas – your Oxford credentials should allow you to use it almost anywhere in the world where Eduroam is supported. If you experience problems connecting to Eduroam, please visit the IT Office.

### Wired Network

All student accommodation within College is fitted with Ethernet ports. St Hugh's College operates an automated Computer Registration System that allows students to register their own computers on the network. Ethernet cables can be bought from the IT Services Office (subject to availability) and are currently priced at £2 for 2m and £3 for 3m.

Please note it is imperative that 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 Sophos (available **free** from <https://register.ox.ac.uk>).

You must read and follow the Terms and Conditions when registering your device. You are responsible for your own computer, its software, and any security breaches. Ignorance is not an excuse. If you are unsure about anything concerning computing and internet access, please contact IT Services.

## 4. Printing

The College provides a service called WebPrint which enables you to print to any of the student College photocopiers from a personal device. To use this service you should visit, <https://print.st-hughs.ox.ac.uk> and sign in using your Single Sign-On credentials.

You must be connected to the University network to use this service: including wired connections, Eduroam or VPN. You will need your University card to collect your documents from the photocopier; uncollected documents will be deleted and refunded automatically after 48 hours.

A £25 one-off allowance is given to all students at the start of their course. All printing charges, beyond this allowance will be charged to Battels and invoiced each term.

For further assistance in activating or using your University email account you can contact either the student IT Reps or ‘DODOs’ ([jcr.dod@st-hughs.ox.ac.uk](mailto:jcr.dod@st-hughs.ox.ac.uk), or [mcr.dod@st-hughs.ox.ac.uk](mailto:mcr.dod@st-hughs.ox.ac.uk)) or the IT Services Office ([it-support@st-hughs.ox.ac.uk](mailto:it-support@st-hughs.ox.ac.uk)).

## 5. Email accounts

All new students will be allocated an address upon arrival in College in the form [firstname.surname@st-hughs.ox.ac.uk](mailto:firstname.surname@st-hughs.ox.ac.uk). However, this address will need to be activated successfully before you can receive emails.

All current students *must* hold an active St Hugh’s College email address and check their email account at least daily (see above ‘Academic and Other Communications’).

Access to email is via the Nexus365 Webmail interface (<https://outlook.office365.com>), but email clients can be configured using the instructions found here:

<https://help.it.ox.ac.uk/nexus365/setting-up-email>.

## 6. 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 JCR computer room is in Rachel Trickett Building (RTB) Basement.
- The MCR computer room is in 87 Banbury Road (Graduate use only).
- The Library has several computers for student use.
- The MCR computer room has a colour photocopier.
- The Library has a colour photocopier/printer.
- All students are given £25 printer credit at the start of their time at St Hugh’s; subsequent usage will be invoiced termly.

- If a photocopier is jammed or is not working, please contact the JCR/MCR DODO (see above) or the College IT Services Office.

You need to have activated your University Single Sign-On (SSO) to use the computer rooms. Remember to back up your data (see below). Do not store data solely on the public computers. Remember to logout after you finish using the computers, as the College is not responsible for any data loss.

## **7. Backing up data**

You should always back up data. A backup can be to an external drive or to a Cloud storage provider (e.g. Google Drive, OneDrive, Dropbox). Please make sure that you have at least two copies of all your data – data stored solely on an external drive is not a backup, and hard drives do fail.

If your device has a hardware fault and you have data on it that needs to be retrieved, the IT Office may be able to take the hard drive out and recover the data. However, we do stress that this is not guaranteed and that backing up your data is imperative. There are also commercial data recovery options, but they are often very expensive. It is infinitely easier to rectify data problems if there are proper backups.

## **8. Hardware repairs**

If you have any problem with a personal device and require support, the IT Office is always happy to have a look and advise on the best course of action. We do not generally offer hardware repairs, although it is always worth bringing the device to us in case we are able to offer a solution.

## **9. Viruses**

Sophos Anti-Virus software is available free of charge from the University's [Software Download Site](#). It would be grossly irresponsible of any student *not* to download this free resource or use an appropriate alternative.

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. If your computer is unprotected, IT Services reserve the right to disconnect it, as well as any other computer considered to be a threat to the network.

## **10. Door access**

All students are issued with a University Card, which you will need to open many doors in College. You should use your card regularly on a silver card reader (these are located mainly on the external entrances into College) to keep your card active. Make sure to always hold your card on the reader until the light goes green – this makes sure that your card is correctly updated. If you have any difficulties accessing any door in College, please visit the IT Office who will investigate.

## 11. Oxford University IT Services

St Hugh's College should be your initial contact for IT Support. However, the University IT Services also provide a range of support services for students. If visiting, they require an appointment to be made by telephone first – 01865 612345. Please see their website [www.it.ox.ac.uk](http://www.it.ox.ac.uk) for more details.

## 12. Terms and conditions for College network and IT resources

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

- You must abide by the Oxford University IT policies, which can be found at [www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules).
- 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 may be considered as computer misuse and subject to disciplinary procedures.
- Any other actions that cause disruption to the network could also warrant disciplinary proceedings including loss of connectivity.
- All antivirus software must be fully licensed and up to date at all times for all operating systems.
- You must not download any unpaid copyrighted material such as DVDs or software without proof of purchase.
- You must not use any unauthorised network device such as your own wireless router.
- You are responsible for your own computer, its software, and any security breaches. If you are unsure about any aspects of your personal computer, please contact IT Services.

Anyone found to be breaching these rules will be disconnected from the network and fined a minimum of £50 by the University. The Dean may also take further disciplinary action and IT administration fees may be charged.

# M. Codes of Practice

## 1. Domestic services (undergraduates)

### Introduction

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

### 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 storage unit; a wardrobe; a wastepaper bin; 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.

### Cleaning

- Students are responsible for keeping their study bedrooms clean and in good condition. Housekeeping will also clean study bedrooms at regular intervals throughout the term. Cleaning schedules are displayed in all corridors and communal areas. Scouts will dust and polish as appropriate, clean the hand basin area or bathroom, if present, and vacuum. Additional waste and recycling bins are sited within buildings to enable undergraduates to manage their waste in an environmentally sustainable manner.
- Students should ensure that study bedrooms are tidy and free of clutter when Housekeeping are due to clean. If a study bedroom is not in an acceptable state for cleaning when Housekeeping staff arrive, you will be given a week's notice to rectify this before they visit again and to avoid any additional cleaning charges.
- The Housekeeping team will empty all student bedroom bins on a regular basis. Please do not leave your waste bin outside your bedroom door as a signal to Housekeeping that you do not want your room to be cleaned as it obstructs corridors and fire escapes. If you do not want your bin emptied or your room entered on any occasion, please tell Housekeeping when they come round.
- Communal facilities and in particular bathrooms/toilets and kitchens are cleaned daily. College staff are not expected to clean students' cooking utensils, crockery, or cutlery. A written notice will be posted at least three days before the confiscation of unhygienic utensils, crockery, or cutlery from kitchens.
- A general 'spring clean' is carried out at the end of each term, when College-owned fridges and freezers are defrosted and cleaned thoroughly. Students are required to remove all perishable food.
- Staff are instructed to report any circumstance in which their normal duties are obstructed, or made impossible, by student behaviour, including untidiness.

### Waste & Recycling

- Recycling bins are provided in all kitchens for glass, plastics, cans, tins, and paper products. Please do not contaminate the recycling bins with non-recyclable waste, food waste or pizza boxes or food containers etc., as this will result in additional charges from our service

provider (**pizza boxes are not accepted because grease interferes with the recycling processes**).

- Cardboard: Waste arising from online purchases (e.g. Amazon) should be broken down and flattened and placed in the large grey bins with blue lids located at the following locations:
  - MGA car park
  - 89 Banbury Road
  - 74 Woodstock Road
- Storage Boxes: Students bringing cardboard storage boxes to transfer belongings at the beginning of term are encouraged to flatten these and submit a maintenance request for collection from their room. The boxes will be stored for re-use and (subject to availability) students may request a number of boxes to assist with their move at the end of each term, again by submitting a maintenance request. This action should reduce the amount of waste produced at the beginning of term and enable the boxes to be re-used saving money on purchasing new. Please note that this is not an individual storage system, and you may not receive your original boxes.
- Food waste: College works closely with environmental and sustainability representatives building-by-building, and students are encouraged to use the available provisions to minimise waste.

### Repairs

If repairs of any kind are needed, use the maintenance report form available on every page of the College website. Wilful damage will incur a charge.

### Kitchens

All College accommodation will have access to a communal kitchen.

### Bathrooms

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

### Storage of Students' Personal Effects

Owing to Conference Office 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 the Main Building is available and access details are published in the regular 'End of Term Arrangements' memorandum.

### Pest Control

The College site is in an urban environment, and everyone needs to be mindful not to do anything to attract vermin or other pests. Most importantly, please keep accommodation and communal spaces tidy, and be sure to clear away food waste and wash dirty dishes promptly. If you do encounter pests of any kind, please inform the Lodge straightaway.

Urban foxes do occasionally enter the College gardens. Please do not feed them under any circumstances: as well as encouraging them to come back, this can alter their natural behaviour in ways that put them at long-term risk.

## **2. JCR and MCR codes 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.
- 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.
- 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. 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.
- Withdrawal from membership will disqualify students from standing for office, voting at, or attending meetings of the JCR or MCR.
- 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.
- 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.
- 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.
- A copy of the constitutions of the JCR and MCR may be inspected in the Senior Tutor's office.

## N. Development and Alumni Relations

The College's Development Team is responsible for engaging with our community of over 10,000 alumni based around the world, and for fundraising activities. Donations from alumni are hugely important to the College as it extends and enhances its provision for current students. The Development Team will be your main point of contact with the College once you leave, but we hope that you will also get to know them while you are a student.

Current students are warmly invited to many of the Development Team's events, including the popular Business Breakfast Series and our programme of guest lectures. The Development Team also offers a range of employment opportunities, including through our annual fundraising Telethon (which usually takes place in Hilary Term). Invitations to such events and details of employment opportunities are typically circulated via email to the main Undergraduates and Graduates mailing lists.

You may wish to explore My Oxford Network – the University's student and alumni networking platform, about which you can find out more on the Oxford University [Careers Service Networking](#) site.

On matriculation, students automatically become members of the St Hugh's Alumni Association, which works to support the Development Team's activities and organises its own events for alumni and students. Members are invited to the Alumni Association's Annual General Meeting and to special events organised by the Alumni Association committee in College, in London, across the UK and overseas.

Members of the Development Team are always delighted to meet with students for a friendly chat, to hear students' ideas and to let you know more about their work. The Development Office is in MGA 2, should you wish to meet the Team in person. You can also get in touch by email at [development.office@st-hughs.ox.ac.uk](mailto:development.office@st-hughs.ox.ac.uk),

Connect with the College's social media accounts for alumni and students for the latest updates on their activities and news from the wider St Hugh's community:

Facebook:	<a href="http://www.facebook.com/StHughsAlumni">www.facebook.com/StHughsAlumni</a> <a href="http://www.facebook.com/StHughsCollege/">www.facebook.com/StHughsCollege/</a>
Twitter	<a href="https://twitter.com/StHughsCollege">twitter.com/StHughsCollege</a>
LinkedIn	<a href="http://www.linkedin.com/in/sthughsalumni/">www.linkedin.com/in/sthughsalumni/</a>

Please be sure to update your contact details with the Development Team when you leave to ensure that you can continue to enjoy the benefits of your lifelong association with the College. You can find the online form at [www.st-hughs.ox.ac.uk/alumni-friends/update-your-details](http://www.st-hughs.ox.ac.uk/alumni-friends/update-your-details).

## O. 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. Once you have done this, you should then **alert the Lodge** on 01865 274900.

For all other emergencies, telephone the Lodge on 01865 274900. Details for College Officers and other useful contacts in St Hugh's are given below. Telephone numbers are those for the internal network. For outside calls, prefix with '**01865 2**' (or '01865 6' for numbers beginning with 1).

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 Officers

Role	Name	Telephone	Email
Principal	Lady Elish Angiolini	74920	<a href="mailto:elish.angiolini@st-hughs.ox.ac.uk">elish.angiolini@st-hughs.ox.ac.uk</a>
Principal's Executive Assistant	Amanda Moss	74920	<a href="mailto:amanda.moss@st-hughs.ox.ac.uk">amanda.moss@st-hughs.ox.ac.uk</a>
Vice-Principal	Prof. Peter McDonald	74971	<a href="mailto:peter.mcdonald@st-hughs.ox.ac.uk">peter.mcdonald@st-hughs.ox.ac.uk</a>
Senior Tutor	Prof. Robert Vilain	74917	<a href="mailto:robert.vilain@st-hughs.ox.ac.uk">robert.vilain@st-hughs.ox.ac.uk</a>
Academic Registrar	Thea Crapper	74918	<a href="mailto:thea.crapper@st-hughs.ox.ac.uk">thea.crapper@st-hughs.ox.ac.uk</a>
Bursar	Gareth Prior	74913	<a href="mailto:gareth.prior@st-hughs.ox.ac.uk">gareth.prior@st-hughs.ox.ac.uk</a>
Bursary Executive Assistant	David Hodges	74913	<a href="mailto:david.hodges@st-hughs.ox.ac.uk">david.hodges@st-hughs.ox.ac.uk</a>
Tutor for Equality and Diversity	Prof. Thomas Cousins	74981	<a href="mailto:tutorforequality@st-hughs.ox.ac.uk">tutorforequality@st-hughs.ox.ac.uk</a>

### Decanal Team

Role	Name	Telephone	Email
Dean	Dr Damian Jenkins	01865 274900  (via the Lodge)	<a href="mailto:damian.jenkins@st-hughs.ox.ac.uk">damian.jenkins@st-hughs.ox.ac.uk</a>
Assistant Dean	Eri Ichijgo		<a href="mailto:eri.ichijgo@st-hughs.ox.ac.uk">eri.ichijgo@st-hughs.ox.ac.uk</a>
Junior Dean	Joana Bessa		<a href="mailto:joana.bessa@st-hughs.ox.ac.uk">joana.bessa@st-hughs.ox.ac.uk</a>
Junior Dean	Yana Lishkova		<a href="mailto:yana.lishkova@eng.ox.ac.uk">yana.lishkova@eng.ox.ac.uk</a>
Junior Dean	Yurim Park		<a href="mailto:yurim.park@st-hughs.ox.ac.uk">yurim.park@st-hughs.ox.ac.uk</a>
Junior Dean	Marin Vuksic		<a href="mailto:marin.vuksic@materials.ox.ac.uk">marin.vuksic@materials.ox.ac.uk</a>

### College Office

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Academic Registrar	Thea Crapper	74918	<a href="mailto:thea.crapper@st-hughs.ox.ac.uk">thea.crapper@st-hughs.ox.ac.uk</a>
Academic Administrator	Sinéad Adams	74911	<a href="mailto:college.office@st-hughs.ox.ac.uk">college.office@st-hughs.ox.ac.uk</a>
Academic Officer	Tabitha Wallace	74929	<a href="mailto:college.office@st-hughs.ox.ac.uk">college.office@st-hughs.ox.ac.uk</a>
Admissions Coordinator	Jessie Judges	74910	<a href="mailto:admissions@st-hughs.ox.ac.uk">admissions@st-hughs.ox.ac.uk</a> <a href="mailto:graduate.admissions@st-hughs.ox.ac.uk">graduate.admissions@st-hughs.ox.ac.uk</a>
Outreach & Partnerships Manager	Elena Sorochina	74989	<a href="mailto:outreach@st-hughs.ox.ac.uk">outreach@st-hughs.ox.ac.uk</a>

### Finance Office

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
College Accountant	Jeremy Weeks	74903	<a href="mailto:jeremy.weeks@st-hughs.ox.ac.uk">jeremy.weeks@st-hughs.ox.ac.uk</a>
Financial Controller	Karen Peake	84447	<a href="mailto:karen.peake@st-hughs.ox.ac.uk">karen.peake@st-hughs.ox.ac.uk</a>
Finance Officer	Charlotte Oates	74915	<a href="mailto:charlotte.oakes@st-hughs.ox.ac.uk">charlotte.oakes@st-hughs.ox.ac.uk</a>
Finance Officer	Lesley Mabanta	74916	<a href="mailto:finance.office@st-hughs.ox.ac.uk">finance.office@st-hughs.ox.ac.uk</a>
Finance Assistant	tbc	74919	<a href="mailto:finance.office@st-hughs.ox.ac.uk">finance.office@st-hughs.ox.ac.uk</a>

### Health and Welfare Team

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
College Doctor	Dr Siobhan Becker	01865 515552	n/a
College Doctor	Dr Charlie Luo	01865 515552	n/a
College Nurse & Wellbeing Coordinator	Sarah Dragonetti	74945	<a href="mailto:nurse@st-hughs.ox.ac.uk">nurse@st-hughs.ox.ac.uk</a>
College Counsellor	Dr Femke Stokes	by email only	<a href="mailto:college.counsellor@st-hughs.ox.ac.uk">college.counsellor@st-hughs.ox.ac.uk</a>
Senior Tutor	Prof. Robert Vilain	74917	<a href="mailto:robert.vilain@st-hughs.ox.ac.uk">robert.vilain@st-hughs.ox.ac.uk</a>
Academic Registrar	Thea Crapper	74918	<a href="mailto:thea.crapper@st-hughs.ox.ac.uk">thea.crapper@st-hughs.ox.ac.uk</a>
Chaplain	tbc	74955	<a href="mailto:chaplain@st-hughs.ox.ac.uk">chaplain@st-hughs.ox.ac.uk</a>

### Library and Collections

Role	Name	Telephone	Email
Library & Archive Fellow	Prof. Eve Morisi	74972	<a href="mailto:eve.morisi@st-hughs.ox.ac.uk">eve.morisi@st-hughs.ox.ac.uk</a>
Curator of Pictures	Prof. Shelagh Vainker	78080	<a href="mailto:shelagh.vainker@st-hughs.ox.ac.uk">shelagh.vainker@st-hughs.ox.ac.uk</a>
Librarian	Nora Khayi	74956	<a href="mailto:head.librarian@st-hughs.ox.ac.uk">head.librarian@st-hughs.ox.ac.uk</a>
Library Assistant	tbc	74938	<a href="mailto:library@st-hughs.ox.ac.uk">library@st-hughs.ox.ac.uk</a>
Archivist	Amanda Ingram	(6)13846	<a href="mailto:archivist@st-hughs.ox.ac.uk">archivist@st-hughs.ox.ac.uk</a>

### Accommodation and Buildings

Role	Name	Telephone	Email
Accommodation Manager	Magdalena Robinson	74907	<a href="mailto:accommodation.manager@st-hughs.ox.ac.uk">accommodation.manager@st-hughs.ox.ac.uk</a>
Housekeeping		23260	<a href="mailto:housekeeping@st-hughs.ox.ac.uk">housekeeping@st-hughs.ox.ac.uk</a>
Head of Estates	Richard Noonan	(6)13882	<a href="mailto:richard.noonan@st-hughs.ox.ac.uk">richard.noonan@st-hughs.ox.ac.uk</a>
Building Maintenance Manager	Paul Blake	(6)13882	<a href="mailto:paul.blake@st-hughs.ox.ac.uk">paul.blake@st-hughs.ox.ac.uk</a>

### IT Services

Role	Name	Telephone	Email
IT Fellow	Prof. Stephen Duncan	74967	<a href="mailto:stephen.duncan@st-hughs.ox.ac.uk">stephen.duncan@st-hughs.ox.ac.uk</a>
IT Manager	Mike Pitts	74993	<a href="mailto:ictmanager@st-hughs.ox.ac.uk">ictmanager@st-hughs.ox.ac.uk</a>
IT Officers		74931	<a href="mailto:it-services@st-hughs.ox.ac.uk">it-services@st-hughs.ox.ac.uk</a>

### Lodge

Role	Name	Telephone	Email
Head Porter	Robert Lewis	74900	<a href="mailto:robert.lewis@st-hughs.ox.ac.uk">robert.lewis@st-hughs.ox.ac.uk</a>
The Lodge		74900	<a href="mailto:lodge@st-hughs.ox.ac.uk">lodge@st-hughs.ox.ac.uk</a>

### Catering and Conferences

Role	Name	Telephone	Email
Domestic Bursar	Rahele Mirnateghi	74908	<a href="mailto:rahele.mirnateghi@st-hughs.ox.ac.uk">rahele.mirnateghi@st-hughs.ox.ac.uk</a>
Catering Manager	Andrew Sheridan	74905	<a href="mailto:andrew.sheridan@st-hughs.ox.ac.uk">andrew.sheridan@st-hughs.ox.ac.uk</a>
Conferences & Events Manager	Gemma Sedgwick	74424	<a href="mailto:conferences@st-hughs.ox.ac.uk">conferences@st-hughs.ox.ac.uk</a>

## Development and HR

<b>Role</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Director of Development	Bruce Lawrence	74443	<a href="mailto:bruce.lawrence@st-hughs.ox.ac.uk">bruce.lawrence@st-hughs.ox.ac.uk</a>
Development and Alumni Relations	General inquiries	74958	<a href="mailto:development.office@st-hughs.ox.ac.uk">development.office@st-hughs.ox.ac.uk</a>
Director of HR	tbc		
HR Advisor	Melina Kapsala	(6)13834	<a href="mailto:hr@st-hughs.ox.ac.uk">hr@st-hughs.ox.ac.uk</a>