

---

# ***PART A – INTRODUCTION***

---

## **Table of Contents**

---

<b>PART A – INTRODUCTION</b>	<b>1</b>
<b>A.1. Who’s Who</b>	<b>1</b>
<b>A.2. The Student Handbook</b>	<b>1</b>
<b>A.3. Office Hours</b>	<b>2</b>

## **A.1. Who's Who**

---

The Warden is the head of the College; he chairs many of the College Committees and the Governing Body. The Governing Body, which has ultimate authority within the College, consists of the Warden and Fellows. Undergraduate and graduate students are represented on all major College Committees and on the Governing Body.

There are two College Officers with bursarial roles. The person referred to simply as the Bursar has responsibility for College finances and estates, while the Domestic Bursar is responsible for the 'hotel keeping' side of College life.

The Dean, who is assisted by the Sub-Dean and the Junior Deans, is in charge of discipline and also works with the Senior Tutor to co-ordinate pastoral support within the College. The Sub-Dean has responsibility for, and resides in, the H B Allen Centre. The Junior Deans live in College; they represent the Dean and also act as a channel of communication between the Junior and Senior Members of College.

The Senior Tutor has general oversight of all the academic activities of the College, especially those concerning undergraduate teaching and learning as well as being a key source of pastoral support for students. He also deals with matters relating to undergraduate admissions, outreach and liaison with schools. At Keble, the Senior Tutor is also Tutor for Graduates, with responsibility for graduate admissions and shared oversight of graduate education. The Academic Director of the H B Allen Centre has responsibility for the social and intellectual life of the graduate community.

In the area of welfare and academic support, if you are an undergraduate, as well as your subject tutors you will also have assigned to you an Alternative Personal Tutor. If you are a graduate student you will have a College Advisor. Both of these roles are explained in more detail in Section B.

One of the roles of the JCR and MCR committees is to represent undergraduates and graduates respectively to the College authorities. If you want to discuss something about the functioning, facilities or rules of the College, you should ask for their help in the first instance.

## **A.2. The Student Handbook**

---

This Handbook, prepared by the College Officers, is designed to introduce you to the College and help you understand how we function. It provides essential information on academic matters, discipline, domestic matters, welfare, financial information, and College and University codes of practice.

On joining the College, you will sign a contract of membership which refers you to this Handbook for details of your rights and obligations as a Junior Member of Keble College. It is a condition of membership of the College that you abide by the rules laid down in this Handbook.

If you have a particular problem which is not addressed in this Handbook, you should consult the appropriate College Officer. If you have a comment on the Handbook itself, you should contact the Senior Tutor, who has overall responsibility for editing it.

You should read this Handbook in conjunction with the *The University Student Handbook* (a small blue booklet, also online at <https://www.ox.ac.uk/students/academic?wssl=1>), which provides details of your rights and obligations as a member of the University. Detailed information about degree course requirements and examinations is provided in the Examination Regulations. You will receive a copy (either physical or electronic) of both documents shortly after you arrive and you should keep them in a safe place. You should also receive a handbook or similar document from your faculty or department giving further information about your chosen course (this may also be online).

### **A.3. Office Hours**

---

The Accounts Section of the Bursary is open for Junior Members' enquiries on normal working days from 10.00 a.m. to 12.00 noon. The entrance is in Staircase P1. Alternatively Junior Members can email any enquiry about financial matters to [hien.le@keble.ox.ac.uk](mailto:hien.le@keble.ox.ac.uk)

The College Office (Staircase P2) is open for Junior Members' enquiries on normal working days, from 8.00 a.m. to 6.00 p.m.

Alternatively Junior Members can email enquiries (including about examinations) to [college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk).

Junior Members wishing to see the Bursar should make an appointment with his PA (email: [bursars.pa@keble.ox.ac.uk](mailto:bursars.pa@keble.ox.ac.uk); telephone: (2)72709).

Junior Members wishing to see the Warden should make an appointment with his PA (email: [wardens.pa@keble.ox.ac.uk](mailto:wardens.pa@keble.ox.ac.uk); telephone: (2)72700).

The IT office is open during normal office hours, but dedicated student surgery times are 2.30 p.m. - 3.30 p.m. on Monday, Wednesday and Friday during term and students may be asked to return during those times if the IT staff are already busy.