



## **Keble College**

# **Handbook and Regulations for Junior Members 2024-25**

**Part A – INTRODUCTION**

**Part B – ACADEMIC MATTERS**

**Part C – DECANAL MATTERS**

**Part D – DOMESTIC MATTERS (PARKS ROAD SITE)**

**Part E – DOMESTIC MATTERS (HBAC)**

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**This PDF is Searchable by pressing the Control key and F together**

**The Handbook is updated at the start of each academic year. There may be some minor changes to regulations agreed in College Committees during the course of the year.**

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# PART A - INTRODUCTION

## A.1. Who's Who

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The Warden is the head of the College; they chair 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. The Fellows, of whom there are around 50, include Tutorial Fellows (who teach mainly undergraduates) and Professorial Fellows (who either teach mainly graduates in departments or hold administrative roles). There is a list of [current Governing Body Fellows](#) on the College website and individual profiles under [Our People](#). 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, i.e. catering and accommodation.

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. They also deal 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.

The Welfare Fellow (who is also the Chaplain), the Student Support Officer, and the College Nurse form the core welfare team. They are assisted by the Junior Deans, graduate students who live in college and also act as a channel of communication between the Junior and Senior Members of College. 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.

The Dean, who is assisted by the Sub-Dean and the Junior Deans, is in charge of discipline.

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.

## Key contacts

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For further details go to <https://www.keble.ox.ac.uk/our-people/>

Warden	Dr Sir Michael Jacobs	<a href="mailto:warden@keble.ox.ac.uk">warden@keble.ox.ac.uk</a> 72701
Warden's PA	Andrea Lovegrove	<a href="mailto:andrea.lovegrove@keble.oxa.cuk">andrea.lovegrove@keble.oxa.cuk</a> 72700 (Pusey 2)
Bursar (interim)	Tom Polkey	<a href="mailto:bursar@keble.ox.ac.uk">bursar@keble.ox.ac.uk</a> 72704 (Pusey 5)
Bursar's PA	Andrea Lovegrove	<a href="mailto:Andrea.lovegrove@keble.ox.ac.uk">Andrea.lovegrove@keble.ox.ac.uk</a> 72709
Senior Tutor	Dr Alisdair Rogers	<a href="mailto:Senior.tutor@keble.ox.ac.uk">Senior.tutor@keble.ox.ac.uk</a> 72733 (Pusey 2)
Student Administration Manager	Penny Bateman	<a href="mailto:College.Office@keble.ox.ac.uk">College.Office@keble.ox.ac.uk</a> 72711 (Pusey 2)
Admissions Officer	Vicky Archibald	<a href="mailto:College.Office@keble.ox.ac.uk">College.Office@keble.ox.ac.uk</a> 72708 (Pusey 2)
Access Fellow	Dr Foteini Dimirouli	<a href="mailto:Foteini.dimirouli@keble.ox.ac.uk">Foteini.dimirouli@keble.ox.ac.uk</a>
Academic Director of the H B Allen Centre	Dr Ian Archer	<a href="mailto:ian.archer@keble.ox.ac.uk">ian.archer@keble.ox.ac.uk</a>
Director of Development	Jenny Tudge	<a href="mailto:Development.director@keble.ox.ac.uk">Development.director@keble.ox.ac.uk</a> 82308 (Pusey 7)
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Head of Rooms Division	Oana Darac-Pelea	82333 (Pusey 2)
Housekeeping Manager	Mirjana Haouam	<a href="mailto:Mirjana.haouam@keble.ox.ac.uk">Mirjana.haouam@keble.ox.ac.uk</a> or <a href="mailto:team.leader@keble.ox.ac.uk">team.leader@keble.ox.ac.uk</a> 82321
Reservations and Accommodation Manager	TBC	<a href="mailto:accommodation@keble.ox.ac.uk">accommodation@keble.ox.ac.uk</a> 82505
Maintenance Manager	TBC	<a href="mailto:workshop@keble.ox.ac.uk">workshop@keble.ox.ac.uk</a> 72757
Head of Sales	Bronwyn Friedemann	<a href="mailto:conference@keble.ox.ac.uk">conference@keble.ox.ac.uk</a> 72789

Catering Team	Kirsty King	<a href="mailto:catering.supervisor@keble.ox.ac.uk">catering.supervisor@keble.ox.ac.uk</a>
IT Manager	Steve Kersley	<a href="mailto:it.manager@keble.ox.ac.uk">it.manager@keble.ox.ac.uk</a> 72776 (Lodgings basement)
Senior IT Officer	Jacob de Goris Jedrzejewski	<a href="mailto:it-support@keble.ox.ac.uk">it-support@keble.ox.ac.uk</a> 72768 (Lodgings basement)
Lodge Manager	Laurie Paret	Laurie.Paret@keble.ox.ac.uk 72768 (Parks Road Lodge)
Porters Lodge Parks Rd		<a href="mailto:Porters.lodge@keble.ox.ac.uk">Porters.lodge@keble.ox.ac.uk</a> 72727
Porters Lodge HBAC		<a href="mailto:Hbac.porters@keble.ox.ac.uk">Hbac.porters@keble.ox.ac.uk</a> 82300
Chaplain/ Welfare Fellow	Fr Max Kramer	<a href="mailto:chaplain@keble.ox.ac.uk">chaplain@keble.ox.ac.uk</a> 72725 (Liddon 10)
Student Support Officer	Layla Al-Katib	<a href="mailto:Student.support@keble.ox.ac.uk">Student.support@keble.ox.ac.uk</a> Pusey staircase 1
Equality & Diversity Fellow	Dr Sabrina Martin	<a href="mailto:Sabrina.martin@keble.ox.ac.uk">Sabrina.martin@keble.ox.ac.uk</a>
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Sub-Dean	Dr George Webster	<a href="mailto:george.webster@worc.ox.ac.uk">george.webster@worc.ox.ac.uk</a>
Junior Deans	Zachary Oliver Bhadrajee Hewage Rawletta Barrow Annie ul Ain	<a href="mailto:Junior.deans@keble.ox.ac.uk">Junior.deans@keble.ox.ac.uk</a> 72727
Librarian	Fiona Wilson	<a href="mailto:librarian@keble.ox.ac.uk">librarian@keble.ox.ac.uk</a> 72797
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HR Manager & Equality Officer	Marie Ruffle	<a href="mailto:HR.manager@keble.ox.ac.uk">HR.manager@keble.ox.ac.uk</a> 72707
Gardens & Grounds Manager	Adrian Roche	<a href="mailto:Adrian.roche@keble.ox.ac.uk">Adrian.roche@keble.ox.ac.uk</a> 82733

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

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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\*](#), which provides details of your rights and obligations as a member of the University. Detailed information about degree course requirements and examinations is provided at <https://examregs.admin.ox.ac.uk/>. You should 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**

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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., although it is sometimes closed over lunch (12.30-1.15 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).

The Student Support Officer has an office in the basement of the Warden's Lodgings.

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)

Junior Members wishing to see the Warden should make an appointment with his EA (email: [andrea.lovegrove@keble.ox.ac.uk](mailto:andrea.lovegrove@keble.ox.ac.uk); telephone: (2)72709).

The IT office (located in the basement of the Warden's Lodgings) 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.

# PART B - ACADEMIC MATTERS

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## B.1. Aims and Objectives

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The fundamental objectives of the College as an educational institution are to create an environment conducive to learning and to pursue excellence in teaching and research.

The College seeks to enable undergraduates to realise their full academic potential whilst they are in Oxford. Your tutors will encourage, guide and advise you, giving you the opportunity to make the best possible academic progress in all aspects of your degree course. You must give your academic work priority over all other activities.

Graduate students make a different and distinctive contribution to the intellectual life of the College and University. Whether you are taking a taught course or conducting research, you will expect to advance the boundaries of knowledge and understanding in your field. You will find that membership of the MCR and a range of College organised events give you access to an internationally and culturally diverse community of scholars across a very large number of disciplines, providing an opportunity to enrich and enlarge your intellectual horizons.

Sections B.2, B.3 and B.7 provide general information for graduates and undergraduates. Section B.4 deals with graduate education. Sections B.5 – B.6 deal with undergraduate education.

## B.2. General Information

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### B.2.1. The Academic Year

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**B.2.1.1** At Oxford, the three terms which make up the academic year are called Michaelmas (Autumn/Fall), Hilary (Spring), and Trinity (Summer). Each is a period of eight weeks known as Full Term. The weeks of term are generally referred to as First Week, Second Week and so on. Each week starts on Sunday. The week before the start of Full Term is known as 0<sup>th</sup> Week and the week after the end of Full Term as Ninth Week.

**Students are required to be in residence for at least 42 nights in each term.**

The dates of Full Term in the 2024-25 academic year are as follows:

Michaelmas Term 2024	Sunday 13 <sup>th</sup> October to Saturday 7 <sup>th</sup> December
Hilary Term 2025	Sunday 19 <sup>th</sup> January to Saturday 15 <sup>th</sup> March
Trinity Term 2025	Sunday 27 <sup>th</sup> April to Saturday 21 <sup>st</sup> June

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**B.2.1.2.** Undergraduates and graduates on taught courses are required to come into residence by 5.00 p.m. on the Wednesday before Full Term. In Michaelmas Term, Fresher undergraduates must arrive on the Monday, and Fresher graduates must arrive by the Sunday, of 0<sup>th</sup> week. In Hilary and Trinity terms undergraduates and graduates may come into residence from the Sunday before Full Term. In Michaelmas Term second, third and fourth-year undergraduates may come into residence from the Sunday before Full Term. The Thursday and Friday of 0<sup>th</sup> week are reserved for termly College Examinations.

**B.2.1.3.** At the end of term undergraduates may be required to appear for 'Warden's Collections' (individual meetings with the Warden, Senior Tutor and subject tutors to discuss the student's academic progress) at times which will be indicated by email (see Section B.6.1). Attendance at Warden's Collections is compulsory and if you are unable to attend for good reason you should notify the College Office in advance.

Graduates are invited to attend an Annual Progress Meeting with the Warden, Senior Tutor and/or the Academic Director of the H B Allen Centre during Hilary Term (for those on the first year of their course) and during Trinity Term (for second and subsequent years), at times which will be indicated by email (see Section B.4.4).

**B.2.1.4.** At the beginning of each term undergraduates are required to sign in on arrival at the Porters' Lodge.

## **B.2.2 Registration**

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**B.2.2.1** All students must register with the University at the beginning of each academic year (or at the anniversary of the term in which they first registered for their current programme of study). Student registration is an entirely online, self-service process. Students are able to access and change their personal details throughout the year, and to produce for themselves a copy of an Enrolment Certificate which can be used as confirmation of their student status and for Council Tax exemption.

The registration process is:

*New students* (including those who are returning to start a new programme of study): in August the Oxford University Computing services will email graduate and undergraduate Freshers a New Student's User ID Registration Guide. Registration passwords will be emailed directly to Freshers shortly afterwards. From 1st September all Freshers will be able to log-in to Student Self Service to check and amend personal and academic details. When students arrive in Oxford, the College will issue University cards, and complete the registration process.

*Continuing students* (progressing to or repeating another year in the same programme of study) must re-register by the anniversary of their start date; a [registration guide](#) is available on the University website.

*Intercalating Students:* Students who are studying or working abroad for the academic year as part of their course must still register on-line.

Important: Student Maintenance Loans will not be paid to students until they have completed the student registration process.

### **B.2.3 Residence and Leave of Absence**

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**B.2.3.1.** 'Residence' has a formal meaning within the University. To be in residence a Junior Member must be (a) paying fees and (b) living in Oxford or within the distance prescribed by the University for statutory residence (unless dispensed). Only a person who is 'in residence' and has paid their fees (College – including continuation fees where applicable - and University) is permitted to use the facilities of the College (unless prohibited from doing so by a College authority). All students in these categories are members of the College. Full conditions regarding residence, including those for graduates, are given in the *Examination Regulations*, published annually by the University, a summary of which is available in the [University Student Handbook](#).

**B.2.3.2.** An undergraduate who wishes to come into residence late or to go out of residence early, must apply to their Director of Studies, who will forward the application with their recommendations to the Warden. Students who fail to do so may be subject to fines or other decanal disciplinary measures. Leave will be granted only if good cause is shown.

**B.2.3.3.** Undergraduates or graduates resident in College who wish to apply to be away from College for any night or nights during the term must fill in this form: [Out of Residence Notification - Keble College \(ox.ac.uk\)](#) /. This information is necessary so that students can be contacted in the case of emergency and so people can be accounted for in the event of fire. It will be circulated to the Porters, Housekeeping and the Accommodation Office.

**B.2.3.4.** A student, whether undergraduate or graduate, may go 'out of residence' for a limited period, either voluntarily with the permission of the College (see Section B.7.), or compulsorily because of disciplinary reasons. If you need to be away from Oxford during Full Term, you should discuss this first with your Director of Studies if you are an undergraduate, or with your University Supervisor or Course Advisor if you are a graduate. Absence from College will not be accepted as an excuse for failure to meet your academic requirements.

## **B.2.4 Vacations**

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**B.2.4.1.** Junior Members occupy their rooms under the terms of a licence. In the case of most undergraduates living in College, this runs from the Sunday of 0<sup>th</sup> Week to the Saturday of 8<sup>th</sup> Week and requires the rooms to be vacated at the end of each term. Undergraduates resident in the ARCO Building may opt for 37-week licences. All graduates resident in the H B Allen Centre are offered a 9-month contract which allows them to remain permanently in residence until the end of June. Those graduates wishing to remain for academic reasons may apply for an extension during the Long Vacation.

**B.2.4.2.** College is not obliged to offer accommodation outside the dates of the accommodation licence agreement unless it is for academic purposes such as examinations, extra teaching, or 'Blues' sporting events (in 9<sup>th</sup> Week). Accommodation offered in vacation may not be your term time room.

Publicly-funded students who are required to stay up outside normal term dates in order to sit University examinations or to undertake extra tutorial work on a tutor's recommendation (for example, to make up work missed through illness) shall, if living in College accommodation, not be charged rent for those additional days. Self-funded students will be charged for their accommodation at the normal accommodation rate. An undergraduate student may apply to stay up after the end of term to carry out coursework certified as essential by his or her tutor (for example, project work); these students will be charged for their accommodation at the normal rate, but may be able to apply for assistance with these costs (through the College or Keble Association administered funds). See also Section D.14.3.

**B.2.4.3.** Arrangements for meals in vacation are on the College website; times may vary from term-time.

## **B.2.5 Information about Academic Matters**

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**B.2.5.1.** Tutors, advisors and supervisors frequently communicate via your pigeon-hole in the Lodge/HBAC or by e-mail. You should check mail and email regularly (daily is expected). Failure to check mail and e-mail will not be accepted as an excuse for not complying with requirements. Communications delivered to College pigeon-holes or sent to an e-mail address '@keble' will be deemed to have been received after 48 hours.

**B.2.5.2.** Email is the default method of communication within the College, and all Junior Members must ensure that the College Office has their current email address. Students are given an email address upon arrival and must either use this as their primary email address or establish an automatic forwarding arrangement from it to their preferred address.

Failure to respond to an email will have the same consequences as failure to reply to any other form of communication.

**B.2.5.3.** All Junior Members are issued with a University Card ('Bod Card') which is used to: borrow books from the Libraries; to register personal computers onto the College network; as proof of identity for issuing lost passwords; as proof of identity when sitting University examinations and College examinations; for access to College, some College facilities and University Departments; and also for the purchase of meals in Hall and items bought in the cafes.

The loss of a Card should be reported immediately to the College Office to prevent unauthorised use so that a new one may be ordered. The University Card Office charges £15 for the replacement of each lost University Card, and payment will be required from the cardholder through the University Card Office website On-Line Store link, <https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards>

which is available at If your card is stolen it will be necessary to provide a police incident number to ensure that the £15 fee is not charged. On receipt of payment the Card Office will send a replacement card to the College Office for collection. Once a card is reported as lost, the barcode will be stopped and changed; should the original card be found, it will no longer be useable. Worn Cards will be replaced free of charge and should be requested via the College Office; the worn card must be produced when collecting the new card.

Further details can be found at <https://estates.admin.ox.ac.uk/university-card-office>

**B.2.5.4** Under no circumstances should you lend your University Card to another person, including other students.

## **B.2.6 Academic Dress**

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**B.2.6.1.** Full academic dress is worn to the Matriculation ceremony, when taking University examinations and when graduating. Details for the requirements for this, and guidance on what to wear and when, are found on the University website on [Academic dress](#).

**B.2.6.2.** All members of College are required to wear gowns at dinner in Hall during Formal Hall during Full Term (Sundays, Tuesdays, and Fridays) and will not be admitted unless they are wearing a gown; hats may not be worn at dinner in Hall except for religious or cultural reasons. Members are reminded that they are also required to wear gowns at Chapel services on Sundays; and when officially calling on the Dean.

## **B.2.7 Degrees and Graduation Ceremonies**

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The University organizes graduation ceremonies and the information is available at <http://www.ox.ac.uk/students/graduation/ceremonies/>

**B.2.7.1.** Undergraduates are qualified for a degree as soon as they have passed the necessary examination and have resided for the required number of terms; nine for the degree of Bachelor of Arts, and twelve for a Master's degree.

**B.2.7.2.** Bachelors of Arts are qualified for the degree of Master of Arts as soon as they have entered on the twenty-first Term from their matriculation (eighteenth term for those with Senior Status).

**B.2.7.3.** Before members of the College can proceed to any degree, they need to obtain the grace of the College.

**B.2.7.4.** Degrees are conferred by the University at ceremonies which take place on stated days throughout the year. Degrees may be taken in person, at a ceremony in the Sheldonian Theatre, or in absentia. Candidates who appear in person are presented by the Dean of Degrees of the College.

**B.2.7.5.** Candidates for degrees are required to wear academic dress.

**B.2.7.6.** Undergraduate Degree Ceremony: In addition to the ceremonies described in B.2.7.4., the College holds a graduation ceremony at which up to 130 recent finalists may graduate as a year group in May of the year following Finals. The College provides lunch for those graduating and their guests after the ceremony. Finalists will be contacted by the Development Office at the end of Trinity Term asking for confirmation of contact details and invitations for this degree ceremony will be sent out in the following January to this address. Students must therefore inform the Development Office of any changes of address. Please contact the Development Office for further information.

**B.2.7.7.** Graduate Degree Ceremonies: Taught course students will receive an email invitation in November of their final year inviting them to log into the eVision degree ceremonies booking system to book a place at a degree ceremony. Research students granted leave to supplicate will receive an email invitation with information about booking a degree ceremony.

Places that have not been taken up by students to graduate in person will be available to students who have not had their degree(s) conferred and candidates for the MA – please contact the College Alumni Office (Alumni@keble.ox.ac.uk to be placed on a waiting list and for further information.

## **B.3. Facilities**

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### **B.3.1 The Library**

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**B.3.1.1.** The College Library is a place to study and a lending library, and also provides other resources to support student life at Keble.

**B.3.1.2.** The librarians offer an enquiry service and can advise on finding books and information resources in all subjects offered at Keble, searching the online catalogue, using the online resources provided by the University, and accessing other materials from other libraries across Oxford. They also welcome enquiries about Keble's historic collections of manuscripts and rare printed books, and can provide access to these by appointment. The library is staffed Monday-Friday, 8.30am -4.30pm.

**B.3.1.3.** The Library is for use by current members of Keble only. Access to the Library is with your University card. You must not let non-members accompany or follow you into the Library. Non-members may only be admitted by appointment with the Librarian.

**B.3.1.4.** Undergraduates can borrow up to 15 books for two weeks, or the length of the vacation. Postgraduates can borrow up to 15 books for one month. Loans can be renewed up to four times. Reminder emails are sent before and after the due date. Late fees are charged at 5p per item, per day, and will be added to battels.

**B.3.1.5.** Books must not be removed from the Library without being checked out. The Library is protected by a security system. If the alarm sounds, go back and try the self-issue machine again, or note your loans on the paper form. Anything that triggers the alarm is logged on CCTV and video.

**B.3.1.6.** Readers are responsible for all books checked out in their names; loans are not transferable. Readers with books that are lost, damaged, or not returned after several reminders will be charged the cost of a replacement copy, and if items forming part of a set are lost/damaged, the cost of a replacement set may have to be charged.

**B.3.1.7.** Food and drink may not be brought into the library, except for bottled water or drinks in KeepCups. Smoking and the use of e-cigarettes is prohibited.

**B.3.1.8.** Library desks may not be reserved and must be kept clear when not in use. If you want to leave study-related belongings in the library between study sessions, you may store these in the area by the photocopier. Any library books in crates must be checked out to you. Valuables should not be left unattended anywhere in the Library.

**B.3.1.9.** The Library is a space for silent study. Please show respect for your peers by keeping noise to a minimum and by keeping mobile phones on silent and taking conversations outside.

**B.3.1.10.** Photocopying and printing is charged to battels. IT rules and regulations apply to all public computers and when connecting your own computer to the web using the Ethernet ports or a wireless connection (see IT section for details).

**B.3.1.11.** Readers must observe the Health and Safety recommendations on the use of ladders and kick-steps, and other Health and Safety notices displayed in the Library.

**B.3.1.12** Misuse of the Library Services may result in fines of £30-75 or other decanal disciplinary measures. Repeated offences may lead to banning from the Library.

## **B.3.2. IT Facilities**

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**B.3.2.1.** Each student will be given two different User IDs and Passwords: a University User ID and Password provided by the University which is required for logging on to email, Canvas, TMS etc; and a Keble College User ID and password which is required for logging on to the library computers. Please make sure you make a note of these somewhere. Passwords for University and College accounts must not be revealed to any other person. College members who connect to the College network are responsible for any actions taken by others who use that computer. IT facilities may only be used by members of the College.

**B.3.2.2** The library computer facilities are provided for academic purposes only; it is a serious offence to use them otherwise. All users must obey the University's regulations relating to the use of IT facilities, which are set out in *Keble College Policies and Codes of Practice*. The College subscribes to the University Policy in regard to computer misuse, and any infringements of this policy will be reported to the appropriate authorities. Failure to adhere to the rules may result in the removal of your network access.

**B.3.2.5.** Computers connected to the College network may not run any server or service to other users, inside or outside the College without express permission from the College IT Manager. This includes, but is not limited to: web-servers, file sharing, online games, audio or video communication.

**B.3.2.6.** Computers connected to the College network are not permitted to be used for the illegal storage and/or distribution of offensive or copyright material. This specifically includes participation in any manner of file sharing network.

**B.3.2.7.** Computers connected to the College network must be kept up-to-date at all times with security updates for the Operating System and applications, and must have

installed approved anti-virus software which is up-dated frequently. The College strongly recommends that all College members use the Sophos anti-virus software, which is freely available. However, the IT Department will also try to support Norton, AVG, F-Secure and McAfee, but please ensure that you have any installation disks and license codes, and that you purchase updates for the duration of your use of the software.

## **B.4. Graduate Education**

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### **B.4.1. Academic Provision**

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The primary responsibility for the provision of graduate education lies with the University, via Faculties and/or Departments. If you are a research student, the University will assign you a Supervisor to guide your studies. If you are taking a taught course, your faculty or department will provide your teaching. The role of the College is to facilitate your studies by providing academic and pastoral support of various kinds, and to provide you with social and recreational facilities.

### **B.4.2. Tutor for Graduates and Academic Director of the H B Allen Centre**

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The Tutor for Graduates (who is also Senior Tutor) is responsible for keeping under review the academic progress of graduate students. You may consult the Tutor for Graduates in confidence about any matter, whether academic, personal or financial.

The Academic Director of the H B Allen Centre shares some of the responsibilities as Tutor for Graduates, with principal responsibility for leadership, advocacy, induction, and the organisation of a college-based programme of academic activities for graduates.

Students studying for a Second BA come within the jurisdiction of the Tutor for Graduates for all non-academic matters and are members of the MCR. However, the organisation of their studies is similar to that of undergraduates, so they should pay particular attention to the information on undergraduate education, below.

#### **Progression forms**

At various points in your graduate programme you will encounter forms, some of which require a signature from a College officer as well as your Department or Faculty. In addition to the transfer of status, confirmation of status, examination and submission-related applications, there are also forms to change your programme of study, update your personal details, and change your thesis title. These forms are available on the University website at:

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression>



There are two people in College authorized to sign these forms: the Senior Tutor ([senior.tutor@keble.ox.ac.uk](mailto:senior.tutor@keble.ox.ac.uk)) and the Student Administration Manager ([penny.bateman@keble.ox.ac.uk](mailto:penny.bateman@keble.ox.ac.uk)). It's recommended that you attach the form (preferably as a Word document) to an email and send it to both together. One of them will respond, normally right away during normal office hours and during term.

#### **B.4.3. College Advisors**

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The College appoints a College Advisor for each graduate student. You will be notified of the name of your College Advisor when you arrive and you should feel free to contact them to introduce yourself. You will in any case meet your College Advisor informally at the Graduate Freshers' dinner at the start of the academic year. Thereafter, College Advisors typically provide the opportunity to meet their advisees individually once a term to discuss their progress, though this may vary according to the needs and preferences of students and Advisors. Your College Advisor is not intended to be a replacement for the Supervisor appointed for you by the University, but they will take an interest in your progress and should be regarded as a useful source of advice about any matter, whether academic, personal or financial. In particular, you should contact your College Advisor if you have difficulties with your supervision. If for some reason your College Advisor is unavailable, you should contact the Senior Tutor/Tutor for Graduates.

#### **B.4.4. Monitoring of Academic Progress**

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The College takes a serious interest in the academic progress of graduate students. The Warden, Senior Tutor and/or Academic Director of the H B Allen Centre invite graduates to Annual Progress Meetings. These are short meetings normally held during Hilary Term (for those on the first year of their course) and during Trinity Term (for second and subsequent years), at times which will be indicated by email. Annual Progress Meetings provide an important opportunity for students to review their progress and to raise any problems they may be experiencing.

#### **B.4.5. Graduate Feedback Questionnaire**

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Shortly after the start of the academic year, and again in Hilary and Trinity Terms, the College Office invites all Graduates to complete an on-line questionnaire. Although this is a voluntary exercise we do hope as many Graduates can respond as fully as possible. The purpose of the exercise is twofold: to ensure that the College is aware of and able to respond to any problems affecting the academic progress of graduate students, and to contribute to the development of College policies for graduate students. You may contact the Senior Tutor at any time, either directly or via an MCR Officer, regarding any matter, whether academic, personal or financial.

#### **B.4.6. University Examinations**

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It is your own responsibility to ensure you enter for examinations at the right time and for the right papers, though you will receive adequate notice and guidance from the University Examinations Office. In case of difficulties, you should seek help from your tutors or from the Student Administration Manager in the College Office.

Students will receive an email with an invitation to login to Student Self Service to complete their examination entry. Student's core assessment units will be displayed in Student Self Service. Entries that are completed late will be subject to a late entry fee.

It is each student's own responsibility to ensure the examination details entered into the system are correct (via the Student Self Service in e-vision). Any errors or queries should be reported to the Student Administration Manager

##### Late entry and/or change of option

Late entries are accepted only with the permission of the Chairman of the Examiners and the University exacts a late entry fee (minimum £75) which must be paid via the University's on-line shop.

In order to change an option, candidates must submit a 'change of option' request via the University's on-line shop; this requires payment of £75. Once this payment has been made and an order number obtained, you should contact the Student Administration Manager ([College.Office@keble.ox.ac.uk](mailto:College.Office@keble.ox.ac.uk)) and request a change of options form to be completed.

See University Regulations Part 9, cl.9.6-8 for further details relating to late entry and change of option.

##### Confirmation of entry

Approximately two weeks after each entry date, you should check that both compulsory core and optional assessments units have been correctly recorded through the "My Exam Screen" in student self-service. Any errors should be notified to the Examinations Schools Academic Office at [aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk) and also to the Student Administration Manager ([college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk)).

#### **B.4.7. Financial Support for Graduate Study**

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There are a number of sources of financial support available to graduates and these are listed in the *Financial Guide*, together with details of how and when to apply. They include the Graduate Study Support Fund and awards from the Keble Association.

**B.4.7.1.** *Paid work guidelines:* The College's policy on paid work by graduates follows the [University guidelines issued by Education Committee](#). Full-time graduate students should generally regard their studies as a full-time occupation of at least 40 hours per week, and should normally be available for academic commitments during usual working hours (i.e. 9 am to 7 pm on weekdays). Graduate students on taught courses should regard this as applying to term-time study whilst for students on research courses it applies year-round. The University therefore recommends that full-time graduate students on a taught course (such as a Master's) do not undertake more than 8 hours' paid work each week whilst studying. The number of weeks of full-time study required will depend on the course structure. Students may find they have substantial study commitments in the Christmas, Easter and summer vacations as well as the University's three full terms of eight weeks each. Students should check the structure of their own course, and its implications for any paid work, with their department or faculty. Students on research courses (such as a DPhil) are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies.

#### **B.4.8. College Facilities and Events for Graduates**

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Graduates are entitled to participate equally with undergraduates in all aspects of College life. The MCR provides you with an opportunity to become part of an international, multi-disciplinary community of scholars. You are strongly encouraged to make use of the MCR and to take part in the events it organises.

The College also runs interdisciplinary and other research events, many of them under the direction of the Academic Director of the H B Allen Centre, which are of significant interest to graduates. A wide range of College dinners and similar activities occur throughout the year for graduates.

### **B.5. Undergraduate Education – Your Academic Obligations**

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This section outlines the key components of an undergraduate education at Keble and explains your obligations as an undergraduate member of this College. It should be read in conjunction with B.6 and Appendix 1, which provides further details of the academic support provided by the College.

While the College encourages you to take a full part in the College community and the wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work. Academic work must have the first claim on your time and effort.

## Expected study time

The expectations of how much time you should spend studying are set out in the [Policy and Guidance on Undergraduate Teaching](#) published by the University's Education Committee (3.29-3.31). It states *"it is expected that students will treat academic study as a full-time commitment during Full Term. Students should typically expect to spend **approximately 40 hours per week** on academic work during Full Term; this includes both scheduled contact time (tutorials, lectures, classes, practicals etc.) and time spent in private study. The expectation is that these 40 hours are spent on focussed, concentrated academic work. The balance between scheduled contact time and private study will vary between subjects."*

*"It is recognised that workloads will vary from week to week, and students will sometimes need or wish to work for longer. If students find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis (rather than occasionally, or for a limited time period), they should seek advice from their tutors."*

*"It is expected that students will use time outside Full Term and during vacations to consolidate learning from the last term and to 'read around' their subject. They may also need to undertake pre-reading or work in preparation for the next term, or to revise for examinations (which may be college collections or University examinations)."*

## Extra-curricular activities and paid employment

If you wish to take part in non-academic activities (including taking JCR or similar posts) that may interfere with your studies you must have the written approval of their Director of Studies. Involvement in extra-curricular activities will not be regarded as a valid reason for any failings of academic effort or achievement.

You may undertake paid employment during term with the written permission of your Director of Studies, provided it does not exceed six hours a week or significantly interfere with your studies. Any employment undertaken must be in line with UK employment law. Paid employment will not be accepted as a reason for not completing academic work set for vacations.

### B.5.1 Good Academic Standing

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**B.5.1.1** All undergraduates are required to be in *good academic standing* with the College. For the purposes of these regulations, 'undergraduates' include graduates

reading for a Final Honour School and Foundation Year students. It also includes Visiting Students following an undergraduate course of study at Keble, but not reading for a Final Honour School, except that (i) and (ii) below do not apply to such students.

**B.5.1.2** Undergraduates are in good academic standing if they:

- (i) keep the residence requirements laid down by the University, unless they are granted dispensation by the University (see also B.2.3.1); and
- (ii) pass the First Public Examination by no later than the second attempt (see Section B.5.7.2); and
- (iii) attend on time and participate actively in all tutorials, classes and other required academic engagements in College and Department or Faculty, including practicals, having prepared adequately, except where permission is obtained, preferably in advance, from the tutor(s) concerned; and
- (iv) produce assignments (essays, problem sheets etc.) of a good academic standard with the regularity required by the tutor(s), on time, except where permission is obtained, preferably in advance, from the tutor(s) concerned; and
- (v) sit invigilated College Examinations at the times required by their tutors (normally 0<sup>th</sup> week of each term), producing work of a good standard and having prepared adequately, and/or submit vacation work as required by their tutor; and
- (vi) maintain regular, open, and honest communication with tutors, college officers, and college staff throughout term and when required at other reasonable times during the vacations (see B.2.5.2); and
- (vii) make all reasonable efforts to refrain from plagiarism, intentional or otherwise (see section); and
- (viii) follow all relevant regulations and guidelines set out by the relevant Faculties and Departments in course requirement specifications and in course handbooks, and by the University in academic conduct specification (see [student handbook](#)).

**B.5.1.3.** For the purposes of section above, work of a '**good standard**' means work consistent with the achievement of an upper second-class standard in Final Honour School (FHS), except where individual circumstances make the setting of a lower standard

realistic and justifiable. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Upper Second Class Honours degree (a 2.1).

Details of how the College can support students whose academic work is not meeting the expected standard are found in Section B.6.

## **B.5.2 College Teaching and assessment**

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**B.5.2.1** All undergraduates are assigned to a Director of Studies from among the Fellows or Lecturers of the College. There are separate arrangements for Foundation Year students. In general, your Director of Studies will teach you for some of your papers, and will be responsible for arranging suitable tuition for the remainder. During the three or four years of your degree course, you will probably be taught by Keble tutors for some parts of your course and by tutors of other colleges or Departments for other parts.

**B.5.2.2.** The main modes of instruction within the College are tutorials and classes. The purpose of a tutorial is to discuss your knowledge and understanding of a topic as presented in an essay or other written work. You will be using the tutorial system to best advantage if you take an active role, testing your own thoughts against those of your tutor. Further information on what to expect in a tutorial is available on the University website: <https://www.ox.ac.uk/students/academic/guidance/skills/tutorials>.

**B.5.2.3.** Your Director of Studies and your tutors will schedule tutorials, classes and other meetings, often including at the start and end of term. It is important that you do your best to attend these occasions and complete any assignments. Being disciplined about submitting work on time supports your own wellbeing as it prevents a backlog of work building up, and it helps you feel in control of your work and making progress. It is also essential to submit work on time so that your tutors, who have busy schedules themselves, can read and assess it in the time-slot they have allocated to do so. If you do not submit work on time a tutor may be unable read it.

**B.5.2.4.** The Oxford tutorial system is designed to enable you to learn working alongside other students, listening to their ideas and contributing your own. Non-attendance has potentially detrimental consequences for other students.

**B.5.2.5.** You are also expected to complete any assigned work for the tutorial (essays, problem sheets etc.) in a conscientious and organised manner and to a good standard. You must follow your tutor's instructions regarding when and how these assignments are

submitted. There is no set way of tutoring at Oxford, so these instructions may vary between tutors.

**B.5.2.6.** Attendance at tutorials and classes is compulsory. If you are unable to attend a tutorial due to illness or other good cause, you should inform your tutor in advance wherever possible. Recreational and social activities will not be regarded as good reasons for missing a tutorial.

**B.5.2.7.** There may be good reasons why you are unable to attend a class or tutorial or unable to complete an assignment on time. Your tutors may consider requests to be flexible e.g., for short extensions on essays or, where possible, rescheduled tutorials. But they will also take account of the possible impact on other students and there may be limits to how flexible they can be with classes for example. If you are persistently or regularly unable to attend classes and tutorials or complete your assignments, then your tutors may reasonably expect you to seek advice and support outlined in Section B.6.

**B.5.2.8.** If your studies are disrupted by, for example, sudden and serious illness or family crises, your tutors will do their best to be flexible and direct you to the appropriate sources of support.

### **B.5.3. Academic Work in the Vacation**

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Tutors will set vacation work which you should regard as an integral part of your course. The College expects you to devote sufficient time during the vacations to the completion of vacation work and to give it priority over other vacation activities. You will also need to devote time in the vacation to revising for College Examinations.

### **B.5.4 College Examinations**

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**B.5.4.1.** At the beginning of most terms, you will normally be required to sit one or more College Examinations. These usually take place on Thursday and Friday of 0th Week. If you are ill, or unable to attend for some other good reason, you must obtain permission to postpone College Examinations from your Director of Studies in advance. Because organising examinations and invigilation is time-consuming, if you do not show up for a rescheduled invigilated examination you run the risk of having some cost charged to your battels.

**B.5.4.2.** College examinations serve four main purposes, although the balance between them may vary between the first and subsequent years.

**Familiarisation** with examination conditions helps reduce the understandable anxiety associated with examinations so that you can perform to a level dictated by your expertise rather than one constrained by nerves. This is why the College tries, as far as possible, to replicate the circumstances under which your public examinations are taken. There are invigilators, gowns are worn, you show your University card, the exams are conducted according to a fixed timetable and extra time is provided as required. Sitting a paper in your own room is no substitute for this experience.

The opportunity to practice **examination technique** is essential for two main reasons. First, it is highly likely that the style and format of the University's examinations will differ from anything you have experienced before. Second, good performance in tutorial and class assignments does not necessarily translate into good performance in examinations; the skills needed may differ. Making yourself familiar with the marking and assessment guidelines for university examinations and then applying them to college examinations is an important exercise. There are certain common failings that exam practice can address:

1. Being able to complete the requisite number of questions in the time available (i.e. good time management) takes practice.
2. Writing by hand for a considerable length of time may also need practice. You do not want to find out that examiners cannot read your handwriting for the first time in a University examination. Remember that you may have to return to College and pay for invigilation if your scripts are deemed illegible by University examiners.
3. Failure to address the question is the single biggest mistake made in essay-based university examinations. Learning to address the question, rather than say reproduce an otherwise perfectly good piece already written for an assignment, will benefit you enormously.

University examinations generally require you to learn a great deal more material than you have hitherto encountered. Proper **preparation** for college examinations is an opportunity to not only organise your thoughts and notes and commit to memory the things you need to know, but it is also a reality check. It will help you realise quite how much you are required to comprehend. By the time public examinations come, a lot of the material will therefore already have been revised at least once. This should help take the pressure of you when the time comes.

Everybody welcomes **feedback** on how they are doing. Weekly essays enable you to reflect on a topic in depth and discuss it with a tutor. College examinations provide more of a sense of how far you have understood what is required in terms of the University examination requirements. Oxford University, unlike some other British universities, does not provide any feedback on its public examinations. The only chance you have to read comments on examinations and discuss them with a tutor is in college examinations. They



are also an effective way for your tutors to monitor your progress. Limitations in examination technique can be addressed, but only if they become apparent in good time. Likewise, gaps in understanding can be identified and acted upon. College examinations also help tutors identify what might be done to translate good performance into very good performance.

Excellence in college examinations can be used to award prizes and scholarships (x-ref). Under-performance may be addressed by asking you to retake the paper(s) at a later date. By successfully completing examinations under examination conditions you will feel assured that you will be able to cope with the real thing. Although some first public examinations have provision for re-sits, it is obviously better to get it right the first time.

In conclusion, College examinations are an essential opportunity for you to assess your academic progress and therefore they should be taken seriously.

### **B.5.5 Academic Feedback**

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**B.5.5.1.** The intensive nature of College teaching provides ample opportunities for you to obtain oral and written feedback on your academic performance e.g. during tutorial meetings and via College examinations. If you need any further advice, you should consult your tutor.

**B.5.5.2.** You are entitled to have essays and problem sheets either marked or commented on with reasonable promptness. Tutors should mark and return College Examinations promptly, and no later than Monday 4<sup>th</sup> week for examinations taken in 0<sup>th</sup> week, with some comment on how you have done and how you can improve. Once every term, you are entitled to a meeting with tutors and/or a written report about your progress over the course of the term. Students may view all tutorial reports online using their Single Sign-On and password to access TMS (Teaching Management System).

**B.5.5.3.** Every year you will have a Warden's Collection. Warden's Collections take place in the Warden's Lodgings during the last week of each term; times will be emailed. Your subject tutors will report briefly on your progress to the Warden and the Senior Tutor, and you will be given an opportunity to comment. Attendance at Warden's Collections is compulsory. If for some good reason you are unable to attend at the time allocated, you must contact the [college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk) in advance to rearrange the meeting. You should not make arrangements to leave the College until the Saturday morning of Eighth Week.

**B.5.5.4. Tutorial Questionnaires.** Each term all undergraduates are invited to complete an on-line questionnaire on their tutorials. The purpose of the questionnaire is to help the College to achieve best practice in teaching and in other academic provision. It gives you the chance to communicate back to the College on both good and less satisfactory experiences with your tutors. To achieve these aims, a high response rate is needed. Please make sure that you participate in the survey.

The questionnaire will be anonymous unless you choose otherwise. All responses will be reviewed by the Senior Tutor, who will, where appropriate, discuss the contents with particular tutors. Individual tutors will have the opportunity to see students' anonymized comments about their teaching to enable them to reflect on their own practice.

### **B.5.6. Concerns and Complaints**

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If you have a concern about the organisation of your course or the teaching you are receiving, you should raise this with your Director of Studies. They will be able to advise you as to whether the matter is the responsibility of the College or of your Faculty or Department, and as to how best to resolve the problem. If you are uncomfortable about raising your concern with your Director of Studies, you should feel free to approach the Senior Tutor. The JCR Academic Affairs Representative and/or your Alternative Personal Tutor may also be approached for advice.

In the case of more specific complaints, the majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or college staff member as above. Where this is not possible, a formal procedure is also available where a complainant wishes to register a written grievance. For details of the student complaints procedure, please see *Keble College Policies and Codes of Practice*.

### **B.5.7. Changing Courses**

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You will have been admitted to the College because you showed aptitude to study a particular subject. You should not assume that you will necessarily be allowed to change to some other subject. If you think you might do better by changing subject, you must discuss this possibility both with your current and prospective tutors. Only with the agreement of all tutors concerned will a change be possible. If you feel uneasy about speaking directly to your current tutors, you should speak instead to the Senior Tutor in the first instance. (See *Request to Change Undergraduate Course* in the appendices Handbook).

Undergraduates may not read for a School other than that for which they were admitted to read unless they have first secured (by application through their tutors) the leave of the College.

#### **B.5.8. University Teaching and assessment**

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In addition to College tutorials and classes, instruction is provided by the University through lectures, practical classes, field courses and other means. Tutors will give advice on these matters.

Where the University requires you to fulfil certain obligations (e.g. laboratory classes in science subjects) or where your tutors tell you that you must attend specified lectures or classes, you must do so in an organised and conscientious manner.

#### **B.5.9. University Examinations**

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All undergraduates are required to take the University examinations necessary for their degree course at the normal time. They may not, without special leave from the College, postpone taking any such examination to a later term or year.

The University gives due notice each year of the dates for entering the various examinations at <http://www.ox.ac.uk/students/exams/> where details of which examinations contain core and optional assessment units may also be found.

All undergraduates take at least two University examinations. The First Public Examination (FPE) is usually taken during the first year, at the end of either two or three terms. It is known as the Preliminary Examination, Honour Moderations or Moderations according to subject. The second Public Examination is usually the final examination on which the degree is awarded. In some subjects there are two or more parts to the final examination, which are spread over different years.

Members of the College may not, without the leave of the College, reside in the University in any term after that in which they have completed the examinations of a Final Honour School.

### **B.5.9.1 Examination Entry Procedure**

It is your responsibility to ensure you enter for examinations at the right time and for the right papers, though you will receive adequate notice and guidance from the Student Administration Manager. In case of difficulties, you should seek help from the Student Administration Manager in the College Office.

It is each student's own responsibility to ensure the examination details entered into the system are correct (via the Student Self Service in E-Vision). Any errors or queries should be reported to the Student Administration Manager.

#### Late entry and/or change of option

Late entries are accepted only with the permission of the Chair of the Examiners and the University exacts a late entry fee (minimum £75) which must be paid via the University's on-line shop.

In order to change an option, candidates must submit a 'change of option' request via the University's on-line shop; this requires payment of (currently) £75. Once this payment has been made and an order number obtained, you should contact the Student Administration Manager ([College.Office@keble.ox.ac.uk](mailto:College.Office@keble.ox.ac.uk)) and request a change of options form be completed.

See [University Regulations Part 9, cl.9.8](#) for further details relating to late entry and change of option.

#### Confirmation of entry

Approximately two weeks after each entry date, you should check that both compulsory core and optional assessments units have been correctly recorded through the Academic and Assessment Information page in student self-service. Any errors should be notified to the Examinations Schools Academic Office at [aro@admin.ox.ac.uk](mailto:aro@admin.ox.ac.uk) and also to the Student Administration Manager ([college.office@keble.ox.ac.uk](mailto:college.office@keble.ox.ac.uk)).

Undergraduates render themselves liable to expulsion, or to such other penalties as the College may determine:

- (i) if they have not passed the First Public Examination by the time allowed by the University (see B.5.7.2);
- (ii) if, taking the First BM, they fail to pass the whole of that examination by the end of their second year;

- (iii) if, taking a Final Honour School, they fail to secure at least a pass.

### **B.5.9.2 First Public Examinations**

**B.5.9.2.1.** The [University regulations on the First Public Examination](#) (3.16) are:

- (1) A candidate who fails to satisfy the examiners in his or her initial examination for the First Public Examination shall be permitted to re-enter for the examination on one further occasion in accordance with the special regulations governing re-sits in the programme concerned. This resit attempt shall normally be taken at the next opportunity, but may be deferred once, i.e. it must be taken at one of the next two opportunities. Candidates shall be required to resit the same papers for which they were examined at the first attempt.
- (2) A further exceptional opportunity to re-sit the examination shall require application to and approval on behalf of the Education Committee. If granted, this exceptional resit attempt shall normally be taken at the next opportunity, but may be deferred once, i.e. it must be taken at one of the next two opportunities. Candidates shall be required to resit the same papers for which they were examined at the previous attempts.
- (3) A candidate who passes the First Public Examination whether at the first attempt or after re-sitting the examination shall be deemed to have reached the University's threshold standard for embarking on the Final Honour School.

**B.5.9.2.2.** The further College-specific regulations governing First Public Examinations are:

- (i) If an undergraduate's result in the First Public Examination (whether on a first or second attempt) constitutes a failure to meet requirements incumbent upon them under the Academic Support and Review Procedure, they shall (subject to iv below) be dealt with accordingly, following that procedure.
- (ii) If, on their second attempt at the First Public Examination, an undergraduate fails the Examination, or achieves only an unclassified pass in a classified Examination:
  - (a) the Senior Tutor shall as soon as possible write to the undergraduate, enclosing a copy of relevant University and College Regulations informing them of the option to seek an exceptional third attempt to pass the First Public Examination via a request to Education Committee. The undergraduate will be offered support in deciding their options, including, where possible, finding

alternative courses at other Universities. If the undergraduate does not indicate their wish to pursue this option (in writing, and within one week of the Senior Tutor's communication), the Senior Tutor shall inform the undergraduate that they are expelled.

(b) if the undergraduate indicates their wish to make an application to Education Committee, the Senior Tutor shall advise the Deputy Senior Tutor of the need to constitute a Review Panel. The Panel consists of three Fellows, who need not be members of Governing Body; none of the members shall have been a tutor of the undergraduate; the Senior Tutor may not be a member. Members of the Panel are chosen by the Deputy Senior Tutor. Upon receipt of the student's case to Education Committee (using the appropriate form) the Panel shall meet as soon as practicable, normally within one week. It shall be the duty of the Panel to review all the relevant facts and documentation. There need not be a hearing held, unless the undergraduate requests to appear before the Panel. The Panel will, in the light of its investigation, decide whether, and to what degree, the College should support the request to Education Committee. The Chairperson will make a written record of its findings. There is no appeal.

For the purposes of these regulations, the First BM constitutes the First Public Examination.

#### **B.5.9.3. Second Public Examination**

[The University regulations on the Second Public examination](#) (FHS) explain the conditions for entering the examinations, the maximum time for taking them and the options for re-sitting in the event of a failure.

#### **B.5.10. Good Academic Practice**

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**B.5.10.1.** You are strongly encouraged to learn and also adopt the skills of 'good academic practice'. This will probably take time and you should not expect to acquire these skills and habits right away. You will receive advice on how to do this from your tutors, and you should regularly consult the University's online guidance: <https://www.ox.ac.uk/students/academic/guidance/skills>. Many undergraduate course handbooks also contain detailed subject-specific information.

**B.5.10.2.** In particular, you should be aware of the risks of plagiarism: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

The University website has the following advice on plagiarism: *"Plagiarism is the passing off of someone else's work as one's own. The necessity to acknowledge others' work or*

*ideas applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text and data drawn from books and journals, and to unpublished text and data, whether from lectures, theses or other students' essays. You must also attribute text, data, or other resources downloaded from websites."*

*"The best way of avoiding plagiarism is to learn and employ the principles of good academic practice from the beginning of your university career. Avoiding plagiarism is not simply a matter of making sure your references are all correct, or changing enough words so the examiner will not notice your paraphrase; it is about deploying your academic skills to make your work as good as it can be."*

**B.5.10.3.** Although the essays and problem sheets you produce for College teaching assignments are not part of your formal (summative) assessment, nonetheless plagiarism is not acceptable. Your tutors will guide you on how to adopt good academic practice, understanding that it might take time to do so. You are expected to follow their advice to the best of your ability. There is no tolerance for downloading essays from the internet, passing off another student's essay as one's own, or purchasing essays from third parties. You should not present model answers or solutions, including those provided by examiners or tutors, as your own work. These practices constitute Academic Misconduct and action may be taken under the Academic Support and Review procedures depending upon the severity of the offence (see below). In order to properly teach and guide you, your tutors must trust that the work you submit is your own.

There is an [online course](#) which has been developed to provide a useful overview of the issues surrounding plagiarism and practical ways to avoid it.

### **B.5.11. Academic Misconduct**

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**B.5.11.1.** The term 'academic misconduct' implies that there is a deliberate attempt to deceive or gain unfair advantage in your work. A student who tries to learn good academic practice will not normally be considered to have committed misconduct.

**B.5.11.2.** As an undergraduate member of Keble College you are also a member of the University and subject to its regulations, some of which concern academic misconduct (see The Student Handbook: <https://www.ox.ac.uk/students/academic/student-handbook> and Statute XI: <https://governance.admin.ox.ac.uk/legislation/statute-xi-university-discipline-0>).

**B.5.11.3.** As outlined in the *Good Practice Framework of the Office of the Independent Adjudicator for Higher Education*, academic misconduct includes, but is not limited to:

- Plagiarism - presenting someone else's work or ideas as the student's own;
- Self-plagiarism - submitting the same work that the student has already submitted for another assessment when this is not permitted;
- Taking a copy of another student's work without their permission;
- Falsifying data, evidence or experimental results;
- Collusion - working with someone else on an assessment which is intended to be the student's own work;
- Contract cheating - where someone completes work for a student who then submits it as their own (including use of essay mills or buying work online);
- Arranging for someone else to impersonate a student by sitting their examination;
- Cheating in examinations (or other formal assessment), including possession of unauthorised material or technology during an examination, and attempting to access unseen assessment materials in advance of an examination;
- Submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims (this may also be considered a non-academic disciplinary matter);
- Breaches of research and ethics policies - e.g. carrying out research without appropriate permission.

**B.5.11.4.** Plagiarism is a serious examination offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under its disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University. These rules apply equally to any material obtained via the internet. Any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

## **B. 5.12 Undergraduate Education – Academic Success**

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The College is committed to helping you to achieve your full potential. In addition to providing the teaching, the College seeks to support and encourage you in a variety of different ways. This section provides information on the rewards we offer for academic excellence.

### **B.5.12.1 Undergraduate Scholarships**

Scholarships are awards made by the Governing Body in recognition of academic excellence. The annual value of a Scholarship is £200, credited to battels in termly



instalments, and the Scholar is also entitled to two free meals a week in Hall during term (but no more than four formal halls per term). Scholars are entitled to wear a special gown and are invited annually to a Scholars' Dinner.

The Governing Body will elect to scholarships students declared by their Director of Studies to have shown consistent excellent academic performance through their results in the First Public Examination, College Examinations, and/or other assessments.

Awards are subject to renewal each year. Governing Body may at any time withdraw such a scholarship, or a College Organ, Choral or Music Scholarship, on the recommendation of the Director of Studies or the Senior Dean, if the holder's academic work or behaviour is deemed to be of an inadequate standard.

#### **B.5.12.2 Undergraduate Prizes**

College prizes may be awarded by tutors as follows:

- i) for a first-class performance in a College examination; and/or
- ii) for sustained excellence in tutorial essays or analogous assignments; and/or
- iii) for significant academic improvement;

All finalists who obtain a first-class degree will be invited to the Founders and Benefactors Feast held in the Michaelmas Term following their finals examinations.

#### **Other College Prizes**

*The Michael Zola Prize* of £250, for outstanding performance in First Public Examinations by a student from a non-selective, non fee-paying school/college, open to all undergraduates from such schools/colleges.

*The Denis Meakins Prize* of up to £500 for the best 'all round' performance in Chemistry, taking into account academic achievement and extra-curricular contributions to the College. Open to all undergraduates reading Chemistry, this award may be divided between two or more students and participation in University level activities (e.g. sport) may be taken into account in assessing contribution to college life.

*The Sir Christopher Dobson Prize for Chemistry* (£200) for best undergraduate thesis in Chemistry.

*The Roquette Palmer Prize* of £200 for proficiency in French, awarded after

examination in the Trinity Term, and open to all undergraduate members of the College in their first two years of residence; the prize will not be awarded to any candidate who, in the opinion of the examiner, is a native speaker of the language.

*The Owen Travelling Scholarship* of £600 for travel in connection with the study of classical antiquity, to be awarded to an undergraduate studying either Ancient and Modern History, Classical Archaeology and Ancient History or Archaeology and Anthropology, or a postgraduate studying Classical Archaeology

*The Harris Prize* (£200) is awarded to the undergraduate achieving the best performance in the Final Honour School of Jurisprudence.

*The Franklin Prize for Engineering Science* at Keble awarded to for the best overall performance in the Final Honours School in Engineering Science.

*The Franklin Prize for the best Engineering Science Project* at Keble is given to the student awarded the highest result in the 4<sup>th</sup> Year project.

*The Bennett Prize* (£100) is awarded for the best in-College 4th Year Engineering Science presentation (Hilary Term).

The Gordon Smith Prize for Geography (£200) is awarded for the best performance by a second year Geography student.

*The Gordon Smith Dissertation Award(s)* (up to £200) is awarded for demonstrating excellence in research undertaken for an undergraduate dissertation

*The Deidre Tucker Prize* (typically £500 for each) Law, Mathematics and Modern Languages), for second-year undergraduates.

£200 prizes are awarded to the students with the best College First Class or Distinction result in each subject (or subject grouping) in the First Public Examination. These prizes are awarded at dinner in Hall at the start of Michaelmas Term. The awards include the named prizes of: the Geffen Prize for English; the Harris Prize for Law; the Bennett Prize for Engineering; and the Talyarkhan Prize for PPE.

### **B.5.12.3 Financial Support for Undergraduate Study**

The Keble Association provides financial support to students for course or research-related expenditure. Further details and applications forms for Keble Association travel

grants, study and arts awards are available from [The Financial Guide](#) on the College website.

## **B. 6 Academic Progress: Monitoring and Support**

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Your academic progress is routinely monitored by your Director of Studies, based on your attendance and performance in college teaching, termly reports on the Teaching Management System, and college examinations. In the normal course of events, tutors will remind students of their obligations to be in Good Academic standing and suggest ways of improving their academic progress. Directors of Studies may consult with other tutors in the subject if they have concerns. You should try to follow their advice.

The Senior Tutor also monitors performance in College and University examinations to identify students who may need additional support. They are able to liaise with tutors and other College officers, including Study Skills tutors and the Student Support Officer.

### **B.6.1. Dealing with Academic Difficulties**

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If you have problems with your academic work, make sure you raise them quickly, as something can always be done to address them. Worrying about your academic progress in silence will add pressure and anxiety rather than resolve your issues.

The first port of call if you are having problems with your work should normally be your Director of Studies, who is best placed to deal effectively with difficulties. If you feel uncomfortable approaching your Director of Studies there are various alternatives:

- Speak to your Alternative Personal Tutor. You will be advised of your Alternative Personal Tutor soon after you arrive. Each student has an Alternative Personal Tutor who is a teaching fellow of the College and, where possible, is from the same Division (but not the same subject) as the student's area of study. They are able to provide additional support on academic-related coping issues and similar concerns, particularly within some of the "grey areas" of overlap between academic and personal issues. These might have to do with feelings of personal deficiency in relation to their studies, or feeling not able to cope with workload, or questioning their study choices, or similar very stressful issues, which might however not be suitable to take to a "welfare" person in the college.

- Get in touch with the Senior Tutor ([senior.tutor@keble.ox.ac.uk](mailto:senior.tutor@keble.ox.ac.uk)) who has overall responsibility for individual and collective academic progress and can speak to you in confidence about your best course of action
- If you think that your problems may be related to specific learning differences, you can contact the Student Support Officer ([student.support@keble.ox.ac.uk](mailto:student.support@keble.ox.ac.uk))
- Speak to the JCR Academic Affairs Representative (see JCR website: <http://jcr.keble.ox.ac.uk/>) who, if you would prefer, can speak to your Director of Studies or the Senior Tutor on your behalf.

It is often the case that study-related concerns are tangled up with other things going on in life, such that they become broadly welfare issues. There is a [guide to College Welfare](#) on the College website, which details the sources of advice and support available.

### **B.6.2 Additional Teaching and Study Skills Support**

The College has dedicated Study Skill Tutors who can provide both individual and subject/yeargroup support. Speak to your Director of Studies or the Senior Tutor about whether this might be a good option for you.

You are provided with a full teaching programme of tutorials, classes etc. in line with the patterns of teaching recommended by each Faculty or Department. You are expected to engage with the teaching programme in line with being in Good Academic Standing. The organisation and provision of teaching, especially in small-group sessions and college examinations, requires significant effort from tutors and staff. Requests for additional teaching because of personal welfare circumstances will be considered sympathetically. But requests based on personal preference or extra-curricular activity are unlikely to be granted. Undergraduates should not seek teaching in additional options from out-of-college tutors without first consulting their Director of Studies.

### **B.6.3 Academic Progress: Support and Review Procedures**

There is a framework for supporting undergraduates who, for whatever reason, are not able to make good progress with their academic studies. This procedure, which is described in detail in an Appendix, includes a series of graduated steps designed to: a) identify as quickly as possible the reason(s) why a student is not in Good Academic Standing; and b) put in place a framework to set expectations, establish support

mechanisms, and, only where necessary, take disciplinary measures to enable the student to successfully and satisfactorily complete their course of study.

The two guiding principles are:

- (i) that issues of academic progress are addressed by informal means as far as possible without the need for more formal measures.
- (ii) that as far as possible, the College will support students who do their best but run into academic difficulties.

## **B.7. Temporary Withdrawal from Course**

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### **B.7.1. Going out of Residence**

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**B.7.1.1.** When serious medical, personal or other circumstances arise during a course, the junior member may apply to suspend their status as a student and go out of residence for a specified period (see B.2.3). A graduate should first consult their supervisor, course advisor or the relevant Director of Graduate Studies in their Department or Faculty (see: <https://www.ox.ac.uk/students/academic/guidance/graduate/status>). Arrangements may differ between full- and part-time students. An undergraduate must first approach their Director of Studies and/or the Senior Tutor. The Senior Tutor will consult with their Director of Studies. Following their advice, the undergraduate should make a written request to the Senior Tutor who, in consultation with the Director of Studies, will make a decision and communicate it to the student. In the event that the student does not agree with this decision, in full or in part, the Senior Tutor will ask the Deputy Senior Tutor to convene a panel to include the Welfare Officer and one other Tutorial Fellow selected by the Deputy Senior Tutor. If the Deputy Senior Tutor is also a subject tutor of the undergraduate, the Senior Tutor will select an alternate Tutorial Fellow.

**B.7.1.2.** The panel should meet promptly to decide whether to agree the request, including any request to repeat one or more terms, and what conditions, including a work requirement, should be attached. The Deputy Senior Tutor will communicate the decision to the Senior Tutor, who will then take the appropriate steps. There will be no appeal of the panel's decision.

The policy and procedure on suspending student status, including sources of advice and support, can be found in the appendices to this Handbook.

### **B.7.2. Returning to College**

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**B.7.2.1.** As a condition of return into residence, an undergraduate who withdraws temporarily for medical reasons must send to the Senior Tutor by a specified date (usually

the Monday of 8<sup>th</sup> Week of the Term preceding return) a medical certificate confirming that they are well enough to resume their course and/or to return to sit University examinations. The Senior Tutor must copy this certificate to the Student Support Officer, the College Nurse and the College doctor, who may then contact the student. On their return, the undergraduate must also make an appointment with the Student Support Officer and/or College Nurse.

**B.7.2.2.** As a condition of their return into residence, an undergraduate who withdraws temporarily for personal reasons must write to the Senior Tutor by a specified date to confirm that the personal reasons for withdrawal no longer apply.

**B.7.2.3.** Returning undergraduates are required to sit the same College Examination(s) in 0<sup>th</sup> week of the term in which they return as other students who are at similar stage of the same programme of study. Their Director of Studies will provide advice on how to prepare for these examinations once the student's return has been agreed.

### **B.7.3. Entitlement to College Accommodation**

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Any Junior Member who withdraws temporarily during a year in which they are occupying College accommodation will not normally be guaranteed a room when returning to resume that year's studies, though the Accommodation will offer a room if a suitable one is available. The same rule applies to a student who repeats a period of study.

# PART C - DECANAL MATTERS

## C.1. Introduction

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Courteous and reasonable behaviour is expected from Junior Members at all times, both in and out of College. Members of the College are also responsible for the behaviour of their guests at all times. Impoliteness to College staff will not be tolerated. Drunkenness is no excuse for bad behaviour, and offensive behaviour due to drunkenness will be penalised.

### C.1.1 Scope of Authority

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The College Regulations apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II, who have been, or will be, matriculated at Keble College. They also apply to Visiting Students admitted to membership of Keble College.

### C.1.2 College Regulations within the framework of the University Statutes

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Junior Members are bound by the Statutes of Oxford University, in particular Statute XI relating to Discipline.

## C.2. The Dean, Sub-Dean and Junior Deans

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The Dean is the College Officer responsible for enforcing College rules relating to discipline. In this responsibility, the Dean is assisted by the Sub-Dean.

As representatives of the Dean, the Junior Deans will report to the Dean matters for possible further action. Typical tasks undertaken by the Junior Deans are ensuring that functions end on time, dispersing crowds when the bar is being closed and enforcing reasonable behaviour regarding noise within the College.

## C.3. Non-academic Misconduct

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The procedure for dealing with non-academic misconduct has been revised for academic year 2021-22 onwards and can be found in the Appendices G.5 of this Handbook.

## C.4. Equal Opportunities Policies

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**C.4.1.** Keble College affirms its commitment to ensuring an environment for all members and employees which is fair, humane and respectful; an environment which supports and rewards members and employees on the basis of relevant considerations such as ability and effort. Sexually or racially offensive behaviour, in particular behaviour which inappropriately asserts sexuality or ethnic origin as relevant to members' or employees'

performance, or well-being, is damaging to that environment. See the Keble College Equal Opportunities Policy Statement in Keble College Policies and Codes of Practice; further details of the College's equality policies relating to race, sex, gender assignment, age, disability, sexual orientation, faith and belief are posted on the College website.

**C.4.2.** All members and staff of the College are informed that the Governing Body of Keble College has issued a policy on matters relating to sexual and other forms of harassment; see *Keble College Policies and Codes of Practice*. Any such persistent mode of behaviour is regarded as intolerable by the College.

**C.4.3.** The membership of all Committees and Panels will be informed by the College's code on equality.

## **C.5. Freedom of Speech**

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**C.5.1.** All members of the College are informed that in pursuance of its statutory obligations under the Education (No.2) Act 1986, Section 43(3), the Governing Body of Keble College has issued a code of practice on freedom of speech; see *Keble College Policies and Codes of Practice*.

## **C.6. Events in College Public Rooms**

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### **C.6.1. Permission**

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Permission given by the Deans to hold events in College is conditional on organisers of parties and gatherings seeking to ensure that forms of behaviour set out below are actively discouraged. If such discouragement proves ineffective, then future permissions may be withheld. Additionally, any individuals found engaging in these activities, or any other forms of irresponsible behaviour, will be subject to Decanal sanctions.

### **C.6.2. Standing on tables and other furniture**

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Standing on furniture is regarded as irresponsible behaviour, especially where drinking alcohol is involved and any individuals found engaging in these activities will be subject to Decanal sanctions.

## **C.7. Abuse of Alcohol**

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Any activities which are likely to result in the abuse of alcohol among junior members (including but not limited to, drinking games and any kind of initiation event encouraging alcohol abuse) are strictly prohibited and any individuals involved in any such activities will be subject to Decanal sanctions.



## **C.8. Subscriptions**

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No one may make any collection or invite any subscription from members of the College without first obtaining permission from the Dean. An exception is allowed only for the termly or annual subscriptions of recognized College and University societies, which may be invited and collected without such leave.

## PART D - DOMESTIC MATTERS – PARKS ROAD SITE

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Here is everything you need to know about your accommodation and domestic arrangements while at Keble. Information is also available on the College website and members of staff are here to help should you require further assistance.

### Accommodation Code of Practice

Keble is signed up to the Student Accommodation Code [www.thesac.org.uk/](http://www.thesac.org.uk/)

The induction programme for all freshers during 0th Week of Michaelmas Term includes advice on health and welfare matters, gives instruction on health & safety issues, fire prevention, safety and evacuation procedures, and your use of IT and the Library. Attendance is compulsory.

### D.1. General

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#### D.1.1. Scope of authority of Part D

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The Regulations in Section D apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II<sup>1</sup>, who have been, or will be, matriculated at Keble College. They also apply to Visiting Students admitted to membership of Keble College and to any signatory of a Tenancy Agreement governing renting of accommodation at Keble.

#### D.1.2. College Staff

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The College policy is to support its staff in carrying out their jobs in a reasonable and diligent manner. All staff should be treated with courtesy and consideration at all times. Failure to observe this rule will be treated as a serious disciplinary offence.

Members of staff may report Junior Members to the appropriate College Officer if a Junior Member's behaviour is considered to be offensive or to breach the College's rules on living in College.

#### D.1.3. Domestic Arrangements

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Management of the College's domestic arrangements (primarily accommodation and catering) is the responsibility of the **Domestic Bursar**, reporting to the Bursar. Appointed by the Governing Body to exercise responsibility for the day to day running of the

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domestic aspects of college life, his role is to ensure that the College complies with its statutory and contractual responsibilities in providing accommodation and facilities on the Keble sites.

The **Accommodation Office** is responsible for allocation and management of accommodation

The **Housekeeping Office**, is responsible for cleaning and waste disposal.

The **Maintenance Office** is responsible for repairs and the upkeep of College premises.

The **Bursar** deals primarily with the members of JCR and MCR Committees rather than with individual Junior Members.

All departments undertake to deal as efficiently as possible with any problems arising with your accommodation. Contact details can be found at the beginning of the handbook.

#### **D.1.4. Breaches of Licence Agreements**

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The Domestic Bursar has the power to take appropriate action where you breach your licence agreement or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. You will be responsible for the payment of any costs incurred as a result of the breach.

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, it may be referred to the Dean for decision under their jurisdiction. Any such referral is without prejudice to the Domestic Bursar's power to charge you for cleaning and repairs, though in such cases this power must be exercised in consultation with the Dean. You should note that the Dean has power to exclude you from College facilities (e.g. the Bar) or to withdraw your privilege of living in College accommodation.

#### **D.1.5. Cigarette smoking and other smoke generation**

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The College has a **Smoking and Vaping Policy** (in *Keble College Policies and Codes of Practice*) which governs the rules on smoking and shows how the College complies with national legislation.

**D.1.5.1.** Smoking including the use of e-cigarettes is not permitted in any College building, nor within three metres of any building entrance. In particular, on the Parks Road site, the covered walkways in De Breynne and Hayward quads, the water garden outside ARCO, and the area at the bottom of the staircase up to Hall are no-smoking areas.

**D.1.5.2.** Junior Members who smoke must use the outdoor receptacles provided around the college to dispose of cigarette ash and butts.

**D.1.5.3.** Any Junior Member found smoking inside a building will be reported to the Dean and may be fined. Persistent offenders will be required to vacate their room.

**D.1.5.4.** It is forbidden to cause anything to burn that can make smoke or might start a fire (lighting candles or burning incense, for instance) anywhere within student accommodation.

## **D.1.6. Damages and Theft**

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**D.1.6.1.** Junior Members are not permitted to redecorate College rooms.

**D.1.6.2.** Junior Members are not permitted to keep animals, reptiles or birds. The College would make an exception to this policy if a student with a disability needed an assistance dog, provided that appropriate arrangements are made for the accommodation and care of the dog. A student in this situation should discuss the matter with the Domestic Bursar and the Disability Officer.

**D.1.6.3.** Under the terms of the licence Junior Members will be charged for any damage to the furniture, fabric, or decorations to their rooms. Extensive damage may be caused by the careless fixing of pictures (adhesive tape, blu-tack etc.), which may make it necessary to replace, at the Junior Member's expense, the whole of the emulsion paint or wallpaper in a room. To prevent damage, we ask that you do not use blu tack, sellotape or drawing pins on any walls or doors. Only picture hanging strips can be used to hang pictures on the walls. Pin Boards and drawing pins are provided in your accommodation for you to fix things to.

**D.1.6.4.** Damage to College property elsewhere than in rooms will be charged to those responsible. Unassigned damage will be charged to the General Damages Account which is divided among all Junior Members of the College in residence. Damage occurring on the occasion of any Club or College dinner, or any other party or festivity, will be treated (if it is not assigned to an individual) as the joint responsibility of all those present at the dinner or party.

**D.1.6.5.** The Governing Body will normally expect that, in the event of serious instances of pre-meditated theft of College property by Junior Members, the person(s) responsible will be subject to ordinary processes of the criminal law.

### **D.1.7. Procedure before the Domestic Bursar**

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College Policy, and the informal and formal procedures governing the mechanism of appeals including those about domestic matters, are set out definitively in Section G.4. of the Handbook. We hope that you will be able to resolve within College any concerns or problems. However, if you remain dissatisfied, you may be able to appeal to the Office of the Independent Adjudicator, a public body independent of the College. Details of how to do this are available on the web at: [www.oiahe.org.uk/](http://www.oiahe.org.uk/).

Where the facts of the case involving a potential penalty or charge are clear-cut, the Domestic Bursar will write to you with their decision. If the facts are not clear-cut, the Domestic Bursar will invite you to a meeting at which you will be given an opportunity to explain what has happened and to identify any mitigating circumstances. The Domestic Bursar may confer with others (including College staff and subject tutors) at his discretion. They will write to you as soon as possible to inform you of their decision.

If you think that the decision imposed by the Domestic Bursar is unduly harsh, you may ask them to reconsider. You may write to the Domestic Bursar outlining any mitigating factors you think are applicable in your case. Where these mitigating factors include medical evidence, you must submit a report from a qualified medical practitioner. The Domestic Bursar will write back to you as soon as possible with his decision. If you are still not satisfied with the outcome you may make a formal complaint using the Keble College Complaints and Appeals Procedure (see *Keble College Policies and Codes of Practice*).

### **D.1.8. Dealing with Problems and Complaints**

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Report all Housekeeping, Maintenance, and IT problems via the College website page [www.keble.ox.ac.uk/students/maintenance-form](http://www.keble.ox.ac.uk/students/maintenance-form).

If you have any other concerns about your accommodation, College facilities or noise which cannot be addressed through your Scout or the Porters' Lodge, you should contact the Domestic Bursar. Where the concern is a more general one about the College's policies, it may be more appropriate to involve the JCR or MCR Committee and to raise it with the Domestic Bursar.

If you wish to complain about a member of the Domestic staff you should do so in the strictest confidence to the Domestic Bursar. If the Domestic Bursar decides that a serious breach of College rules has taken place they may invoke the College formal disciplinary code for members of staff. The Domestic Bursar's decision in this matter is final subject to the complaints procedure detailed in *Keble College Policies and Codes of Practice*. Complaints about other members of staff should be made to the relevant College Officer.

## D.2. Health and Safety

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### D.2.1. General

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Student residences and their contents as supplied by the College meet the requirements of all relevant health and safety regulations and codes of practice. Certain special circumstances (e.g. legislation relating to listed buildings) may justify a partial relaxation of these requirements. Extra care should be taken whilst moving around the Victorian parts of College. Uneven stair treads and low banisters are on some staircases. Residents are also advised that they must not lean out of bedroom windows.

The College makes an analysis of the risk of such events as fire, outbreak of disease or major breakdown and develops procedures for dealing with them. The analysis and the procedures are documented in risk registers and are available for inspection by residents, subject to data protection legislation and assessed security risks.

Security within the College is the responsibility of all residents. Security doors at the entrances to college buildings must remain locked at all times. Residents are advised to close their windows (especially in rooms on the ground floor) and lock the door when leaving their room.

Tampering with window restrictors and door closing mechanisms is an offence and will be reported to the Dean.

### D.2.2. What to Do in an Emergency

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In the event of any emergency, including one requiring the attendance of the police, fire or ambulance services, you should **contact the Lodge** on 01865-272727. If for any reason you independently have to summon an emergency service to College, you must **inform the Lodge** as soon as you can. The College is required to record in the Report Book in the Lodge injury to any person within the curtilage of the College.

**If there's a fire, follow "Actions in the event of Fire" (D.4., Error! Reference source not found.)**

## D.3. Fire safety

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For the safety of occupants, the College has installed a comprehensive fire precautions system. Fire safety systems are maintained in working order and regularly tested in accordance with the appropriate regulations. The design and detail of systems in existing buildings is determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities. Safety systems such as emergency lighting, emergency secondary power supplies, and fire doors will be regularly tested in accordance with the appropriate British Standard.

You must not engage in any activity which could give rise to a fire hazard.

You must not interfere intentionally or recklessly with fire alarms or extinguishers.

You must take all reasonable steps to minimise triggering false alarms.

Unannounced fire evacuation practices will be conducted at the beginning of each academic year and at least once in Hilary and Trinity Terms and a record will be maintained. You must participate in any such practices.

Whilst living and working at Keble it is essential that certain rules are followed to ensure your safety and the safety of others. Please take a few moments to read the following as breach of regulations can be costly.

**D.3.1.** Junior Members shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions. If a Junior Member interferes with fire extinguishers and heat/smoke detectors they will be responsible for any costs incurred as a result. Further it should be noted this behaviour is a criminal offence. When no culprit is identified, the costs will be added to the General Damages Account. In the event of a fire alarm being activated maliciously, the Fire Brigade call-out fee will be charged to the culprit, or, if the culprit is not found, to the General Damages Account.

**D.3.2.** Junior Members shall not infringe safety regulations or instructions in published notices concerning safety precautions in any part of the College.

**D.3.3.** All Members of the College are required to comply with fire precaution procedures. In the event of a fire alarm being sounded, everyone must leave the building immediately and proceed to the appropriate assembly point. The only exception is when alarms are being tested, which is normally between 10.00 a.m. and 12 noon every Wednesday.

No one may re-enter any building until told that it is safe to do so. Please see the full fire safety instructions that follow.

**D.3.4.** To ensure safe evacuation in the event of fire junior members should be aware that all corridors, doorways, stairs and fire exits should remain clear at all times. Nothing should be left where it may cause a potential hazard. You must not do anything to obstruct corridors, landings, stairs, hallways or fire exits because this may endanger people's lives in the event of a fire.

**D.3.5.** Fire doors must not be 'propped' open.

**D.3.6.** Disabled students should make themselves known to the Student Support Office prior to arrival, so that they may be advised of any special arrangements, such as personal evacuation plans, which are in place for them in case of fire or other emergency.

**D.3.7.** Cooking in rooms is dangerous and is expressly forbidden except where equipment is provided by the College. Toasters, hotplates, rice or slow cookers and sandwich makers are not permitted; microwaves are allowed. Provided such appliances are safe, the use of kettles is permitted. Refrigerators must be kept clean. . Do not leave any cooking unattended and do not place hot pans on work surfaces or on the floor, unless on heatproof stands (damage to unprotected work surfaces is costly to repair and will result in charges to the tenant).

**D.3.8.** If the fire alarm is activated more than once where individual kitchenettes are provided with cooking facilities, the equipment will be removed.

**D.3.9.** Junior Members who persist in infringing safety regulations and endanger other members and/or staff of the College will be required to vacate their room.

## **D.4. Actions in the Event of Fire**

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The immediate actions in the event of fire are displayed in all study bedrooms, kitchens, public spaces and at each manual call point. For your own safety make sure that you are thoroughly familiar with these instructions and that you are aware of the escape route from your room. If the fire alarm sounds continuously in your building, evacuate quickly and calmly – do not stop to collect personal belongings.

Do not use the lift. Do not re-enter any building until you are informed it is safe to do so.

## **D.5. Fire Regulations – ARCO Building**

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The general requirements above apply also in ARCO. But ARCO residents must abide by the additional specific points

### **D.5.1. The ARCO Building**

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The ARCO Building is constructed to provide a high standard of fire protection to the occupants. As well as incorporating the normal detection and alarm equipment it has additional features to facilitate an escape if that became necessary. The purpose of this note is to describe the system, to outline the measures to be taken to prevent fire, and to define action in the event of fire.

### **D.5.2. Accommodation areas**

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The accommodation is constructed in the form of self-contained flats, each with a single point of entry and exit. The two room flats on the ground floor have an escape route through the main entrance corridor and the main door. The large ten to twelve room flats on the ground, first, second and third floors as well as the two room flats on the fourth floor have escape routes into the centre stairwell and through to the rear door exit. In the event of a fire the centre stairwell is supplied with fresh air while air continues to be extracted from the flats, thereby reducing the possibility of smoke



entering the escape routes. In the event of fire, the stairwell itself is always sealed by an automatic closing door on the ground floor.

#### **D.5.3. Public areas**

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The three seminar rooms in the basement are also protected by automatic closing doors and have escape routes onto the patio and lawn; and the plant room, store room, and basement toilets have escape routes onto the patio and stairwell.

#### **D.5.4. Fire Alarm and Detection Systems**

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The fire alarm is activated by the manual call points and the smoke and heat detectors. There are alarm sounders throughout the building and the indication and location of the fire is displayed at the rear entrance. The fire warning is shown on the monitor screen in the lodge. Smoke detectors are fitted in all study bedrooms, seminar rooms and common room, common areas, store rooms and the plant room. Rate of rise heat detectors are fitted in the basement kitchen and the kitchen of each flat.

#### **D.5.5. Fire Prevention and Containment**

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The measures to prevent fires and contain them if they do break out are fundamental to a building of this design. Most are integral to the construction but some involve restrictions and limitations. These are:

**D.5.5.1.** The air inlet and outlet ducts in the rooms and common areas are to be kept free and unobstructed.

**D.5.5.2.** Internal fire doors into rooms and flats are never to be propped open and are always to be left free to close.

**D.5.5.3.** The automatic closing fire doors are to remain unobstructed and free to close fully at all times. They must not be wedged open at any time.

**D.5.5.4.** The external doors at the top of the stairwell are to remain locked or under control of a named individual.

**D.5.5.5.** Cooking is to be confined to the kitchens. Care is to be taken when cooking; toasters are not to be used in the kitchens of 2 room flats and deep fat frying is prohibited in all kitchens

**D.5.5.6.** Rubbish is to be removed from rooms and kitchens.

**D.5.5.7.** Exit and escape routes are to be kept clear of obstructions at all times.

**D.5.5.8.** Smoking is not permitted.

**D.5.5.9.** Smokers are to ensure that the cigarette stubs and matches are always extinguished prior to entering a building.

**D.5.5.10.** Do not use plug-in air fresheners, candles, oil burners, fireworks, joss sticks, shishas, hookahs, flammable liquids and gases etc. as they are a potential cause of fire, can endanger life and cause damage to your possessions and University property. Please ensure the correct amps and plugs are used for electrical equipment

## **D.6. Services**

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### **D.6.1. Electricity and gas supplies**

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The College undertakes that, except in the case of emergencies or essential maintenance, electricity and gas supplies and lighting will be maintained without interruption. Gas and electrical installations will be properly maintained and tested in accordance with gas safety regulations and British Standards. Instructions will be provided on the safe operation of all gas or electrically operated equipment that a student may need to operate. These instructions will be posted near to the relevant equipment.

### **D.6.2. Gas Installations**

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The College undertakes to ensure that all gas supplies, distribution pipe work and gas fired appliances comply with the relevant gas safety regulations.

The College ensures that all gas appliances have an annual gas safety check undertaken by a Gas-Safe registered gas installer. A copy of the safety certificate is available from the Domestic Bursar in accordance with the regulations.

### **D.6.3. Electrical Installations**

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The College undertakes to ensure that all new electrical installations including fixed equipment will be installed, and all existing installations maintained, in accordance with the most recent version of the Institute of Electrical Engineers (IEE) Regulations. All building electrical installations will be inspected and tested in accordance with the IEE Regulations, currently at least every 5 years, and the results recorded in an appropriate register.

### **D.6.4. Electrical Safety**

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Any electrical appliance which is brought into the College is required by law to be safe. Student electrical equipment is not subject to portable appliance testing (PAT) regulations as it is considered to be for leisure purposes and not for use at work. Please note that the voltage supplied in College rooms is 220v-240v or 115/230v in shaver points which are 2 pin. Electric sockets take square 3 pin Type G (BS 1363) electrical plugs. Please check the voltage of your appliance before using it. Any equipment which becomes unsafe is not to

be used and should be removed from the College. Extra heaters, lamps, irons or air purifiers are not allowed in rooms.

You may use factory made, fused multi-sockets fitted with a plug to BS 1363 may be used where there are insufficient permanent sockets. Where used, cables are not to be trailed in such a way to constitute to a trip hazard.

If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disabled.

Junior Members are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter their room e.g. ensuring that cables to personal electrical equipment are safe and unable to cause a trip hazard

All portable electrical appliances supplied by the College, or used in the premises by College staff, will be inspected and maintained in accordance with the College's Portable Appliance Testing (PAT) policy.

#### **D.6.5. Water Supplies**

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All areas of the college are provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinkable is clearly identified as such.

All waste water is removed via an appropriate trapped connection to the sewerage system.

The College undertakes to ensure that hot and cold water services are installed, monitored and maintained in accordance with all appropriate legal requirements.

#### **D.6.6. Lighting**

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The College provides lighting in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination is achieved by the use of local task lighting (e.g. desk lamps).

### **D.7. Security**

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#### **D.7.1. General Security**

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The College Lodge is responsible for day to day security assisted at times by University Security Officers. Lodge Porters may be identified by their Keble name badge. Any unauthorised access to rooms or cause for suspicion should be reported to the Lodge immediately.

The College does not accept responsibility for loss of or damage to your personal possessions when on College premises. You are strongly advised to insure your possessions before you arrive in Oxford.

### **D.7.2. CCTV**

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The College maintains a CCTV system for the safety and security of staff, students and visitors. Notices to this effect are posted in the lodge and in other building entrances as appropriate. The College operates the CCTV system in accordance with the relevant legislation. CCTV and Security Policies are available on the college website <https://www.keble.ox.ac.uk/governance-and-policies/>

### **D.7.3 Drones**

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The flying of drones in or around the vicinity of residences is prohibited. This is for the safety and privacy of residents

#### **D.7.3.4 Your responsibilities**

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Junior Members must be aware of their own security as well as that of other residents. Locks are installed to protect residents from unauthorised access and leaving such doors unlocked or open removes this protection. “Tailgating” – the practice of holding a door for someone following – may also allow unauthorised access.

Each room has an individual door lock; the blocks or buildings also have a main door which should be kept locked.

Students are responsible to ensure all external windows are locked when they are away from their rooms.

Your accommodation is for your occupancy only and you compromise security by allowing others to have access to your room unaccompanied.

### **D.7.4. Keys**

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Keys are issued from the Lodge and must be returned there at the end of each term. First year undergraduates are issued their room keys on arrival in 0<sup>th</sup> Week Michaelmas Term as part of the Freshers’ induction programme. If a Junior Member fails to return their room key at the end of each term, they will be charged the costs of the replacement. Should the College incur any losses as a result of your failure to return the key, which may

extend to (but is not limited to) loss of income if the College is unable to rent the room to commercial guests during vacation periods, you will be charged for these losses.

The University card opens all external entrances to the College, including the lodge internal gate. From midnight to 6.00am access is only through the main door in Parks Road.

The University card also gives access to other public doors (e.g. the Blackhall Road entrances and the staircase doors in Liddon, Pusey, Hayward and De Breyne Quads).

Room keys are issued to all Junior Members living in College, and if a replacement is required, the cost of doing so will be charged to the Junior Member.

Do not give your keys to anyone else. Your accommodation is for your occupancy only and you compromise security by allowing others to have access to your room unaccompanied.

## **D.8. Accommodation**

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### **D.8.1. General**

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Keble has 370 student rooms on its Parks Road site and 230 graduate rooms at the H B Allen Centre. 245 of the main site rooms are ensuite and the majority of the rest share one bathroom between two study-bedrooms. All of the H B Allen Centre rooms are ensuite.

#### *Undergraduate accommodation*

The College currently accommodates approximately 370 undergraduate students in rooms on the Parks Road site. First- and second-year students are allocated rooms in the Butterfield, Hayward/De Breyne and Sloane Robinson buildings, located in the Liddon, Pusey, Hayward and Newman Quads; third- years are allocated rooms in the ARCO Building, Newman Quad. After the second year some students have to live out of College in private rented accommodation. Keble is able to offer accommodation on its Parks Road site to all undergraduates in their first, second and third years. Some students on four-year courses will have to live out in their final year.

Rooms for first-year undergraduates are allocated by the Accommodation Office, though incoming students may express a preference. Second-year and third-year students choose their room by a ballot system. Modern Languages students and those in other subjects with a compulsory year abroad who study or work abroad during year 3 will be guaranteed accommodation in their fourth year.

The College's Policy and procedure on Students with Specific Access Requirements (available in the *Guide for Disabled Students*) details the circumstances in which reasonable adjustments can be made with respect to accommodation.

All College bedrooms are in buildings with an outer security door and all are provided with individual locks. They are furnished with either a single (3ft) bed (or a double size bed in selected larger rooms), mattress, mattress cover and pillows, a desk and chair, and either a wardrobe or space for hanging clothes. There is a bookshelf and/or cupboard supplied. All bathrooms are fitted with a shower, wash basin and toilet.

The rooms in Liddon, Pusey and Sloane Robinson are organized along corridors, whilst those in Hayward and DeBreyne are on staircases. The 93 ARCO rooms consist of seven flats which contain 10-12 ensuite rooms, one large shared kitchen/common room, there are then a further six 2-bed apartments. Apartments have one bathroom and one small kitchen, each flat has a large equipped kitchen/common room.

### **D.8.2. Room Rents**

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Undergraduates are able to live in College rooms on the Parks Road site for the first three years of their course (apart from Modern Languages and Law (LSE)). Given that it is important for students to have as clear an idea as possible of the likely costs of their course, Keble fixes room rents for all three years and publishes them in advance of offers of places being made. In fixing the rents, the College aims to position itself at the median of the second quartile of undergraduate rents in Oxford colleges – that is, slightly above the average. The justification for this is location of the rooms (all on one site in the centre of the University), quality (almost all new or completely refurbished within the last twenty years) and facilities provided (all are ensuite or share one bathroom between two-four rooms). However, not all rooms are the same. They differ in bathroom facilities (ensuite vs shared), size (large vs standard) and aspect (quad facing vs street facing).

The mix of rooms for each year and the corresponding rents are published in the College's Financial Guide: [Financial-Guide.pdf \(ox.ac.uk\)](https://www.ox.ac.uk/financial-guide).

First and second year tenancies are for three terms of 9 weeks duration. Third year students may choose between a three week-term and a nine-month contract. Third year three-term contract includes one extra week (-0<sup>th</sup> week) at the beginning of Trinity Term.

All Undergraduates resident in the Parks Road site are required to vacate their rooms on the last day of term by 6pm according to their accommodation licence agreement. If you stay in College without permission you will be charged use and occupation charges. This will be based on the amount of the Licence Fee payable for the room. Should the College incur any losses as a result of your failure to vacate, which may extend to (but is not limited to) loss of income if the College is unable to rent the room the room for commercial guests during vacation periods.

### **D.8.3. Bathroom, toilet and shower areas**

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Where en-suite facilities are provided, these will comprise sanitary ware located within a study bedroom or between two adjacent single study bedrooms for the sole use of the resident(s) of the room(s). The facility, although contained in the room, will have external ventilation and an entrance door fitted making it a self-contained unit.

### **D.8.4. Furniture and Decor**

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The College undertakes to ensure that decor and furnishings will be in good order with regular checks taken on defects and refurbishment programmes implemented as required. All furnishings provided will conform to the relevant regulations. Furniture and furnishings must not be removed from rooms, nor should any furniture be brought into rooms.

In special circumstances permission may be given to bring your own furniture into a room but if you do so it must be removed over vacations. If you believe that you qualify, you must seek permission from the Head of Room Division before you proceed to bring any extra furniture into College. Cases will be considered on an individual basis.

### **D.8.5. Room Inventories**

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Rooms are provided with furniture, décor and fittings in good order and are regularly checked for defects. Upon arrival in Michaelmas Term, you should complete the online room inventory form for your bedroom. However, should something in your room require attention or need repair throughout the term please report this by using the online form <https://www.keble.ox.ac.uk/maintenance-form/>

### **D.8.6. Environmental Quality**

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The College will provide adequate heating, hot water and ventilation, as appropriate, for each bedroom, social space, kitchen and shower/bath room.

Junior Members are encouraged to turn off lights and electrical devices when not required in order to conserve energy and reduce costs. You should also be environmentally responsible in the consumption of energy and use of water.

### **D.8.7. Televisions**

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A television or receiver may be brought into College, but it is the Junior Member's responsibility by law to obtain a licence for it. The College is checked by the relevant

licensing authority at regular intervals, and anyone with a television or receiver and without a licence could face criminal prosecution.

#### **D.8.8. Food storage**

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If you use a fridge in your room, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of each term. Refrigerators requiring cleaning will be charged for at the end of each term.

#### **D.8.9. Cleaning**

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The Housekeeping team will clean bedrooms once a week during each term. This will include but not limited to vacuuming, dusting, cleaning bathrooms and emptying bins. It is still the responsibility of the Junior member to keep their bedroom tidy to allow the team to be able to clean around your belongings.

Cleaning of shared kitchens, common areas and shared bathrooms will be carried out daily (Mon – Fri). However, Junior Members should nonetheless ensure that they keep the kitchens clean and tidy between visits for the benefit of other residents. It is your responsibility to wash, dry and put away all your plates and cooking utensils daily, failure to do this means kitchens cannot be cleaned properly. Junior Members living in small Arco kitchens will have their kitchens cleaned when their bedroom cleaning takes place.

Rubbish is collected daily (Monday – Friday) from corridors and the large kitchens in Arco. Keble recycling bags are provided for mixed waste recycling. Junior Members are asked to recycle as much waste as possible and to check the notices regarding recycling to avoid contamination.

In each corridor, there will be a cleaning schedule displayed of when the team member will visit a Junior Members bedroom. If the scheduled cleaning time slot is not suitable, the Junior Member should contact the Housekeeping team with a minimum of 3 working days' notice and they will attempt to reschedule. If you refuse cleaning for more than 2 weeks, this will be reported to the Dean.

Junior Members should not bring their own cleaning equipment/chemicals. Should these be required between cleaning visits, the Junior Member should contact the Housekeeping team who will provide such items.

The Housekeeping team encourage Junior Members to report any spillages or damages as soon as they occur. This will allow the Housekeeping team to arrange repairs/cleaning in a timely manner. Junior members should use the online reporting form <https://www.keble.ox.ac.uk/maintenance-form/>



### **D.8.10     Pest Control**

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If an infestation occurs please report it directly to the Porters Lodge. If there is a severe infestation of stinging insects the call out will be within three hours. Otherwise it will be within 24 hours.

### **D.8.11     Laundry facilities**

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The College Laundrette is located in the basement, downstairs from the SCR passage, between Liddon and Hayward Quads, and has 6 washing machines and 6 dryers. Charges apply per wash and drying is free of charge.

Instructions for use are posted in each launderette. In the event of breakdown or emergency please report any issues to the Lodge. If the fault is mechanical, and not user-misuse, money may be refunded at the Domestic Bursar's discretion.

### **D.8.12.    Access to Study Bedrooms**

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The College reserves the right to enter your room at any time in cases of emergency. There are several departments who will need access to your rooms during your occupation, when you are not there:

Housekeeping Dept (cleaning and furniture defects) – Cleaning staff, Accommodation Coordinators, Housekeeping supervisors, Housekeeping Manager, approved window cleaning contractors (twice per annum).

Maintenance (any maintenance problems) – Maintenance Staff, Maintenance Supervisor, approved contractors working on behalf of the Maintenance Dept.

Lodge (fire, security or emergency) – Lodge Porters.

Generally, seven days' notice should normally be given to residents. For urgent work the minimum notice will be twenty four hours unless an emergency requires immediate action.

### **D.8.13.    Finance**

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An account is kept for each Junior Member of the College. This account, known as battels, is sent out by email at the beginning of each term for payment by Friday of 1<sup>st</sup> week, and at the end of Trinity Term for settlement in full by 10<sup>th</sup> August

**D.8.13.1.** Junior Members are required to make the following payments:

- the accommodation charge for the term in accordance with the licence agreement.
- the cost of food and other items debited from the preceding term.

- first year graduates and undergraduates a deposit of £185 caution money which will be credited to the final term's battels.

**D.8.13.2.** Late payment of all battels other than the Licence Fee will incur a charge of £15.00 after the Friday of 1<sup>st</sup> Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2<sup>nd</sup> Week. Where the Licence Fee remains unpaid for 14 calendar days or more, interest will be charged at the daily rate of 3% above the base rate of the Bank of England, to be backdated to the date the Licence Fee was due and payable up to and including the date of payment. After the Friday of 4<sup>th</sup> Week disciplinary action may be taken including, in the case of a Junior Member occupying a College Room under licence, the issuance of a Notice to Quit.

**D.8.13.3.** Accommodation rents are set by Governing Body and are published in Trinity Term each year. Rents are applied to each room according to the facilities within the room or nearby, size of room and location within a building. Accommodation charges are payable termly in advance. Refer to *the Financial Guide* for rents for the academic year.

**D.8.13.4.** Payments methods accepted by the College are detailed here:

<https://www.keble.ox.ac.uk/fees-and-battels-payment-methods/>

## **D.9. Mail, Internet and University Card**

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### **D.9.1. External and internal mail**

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#### **D.9.1.1. Incoming mail**

External and internal mail addressed to Junior Members living in the Parks Road site will be put in individual pigeon-holes in the post-room of the Porters' Lodge: the address is Keble College, Oxford, OX1 3PG. Parcels and all registered and recorded mail will be held in the Porter's Lodge and the addressee notified by via email. The College cannot accept responsibility for any mail received.

You should check your pigeon-hole regularly. Although every effort is made to keep the Lodge secure, you should not leave valuable items in each others' pigeon-holes. When you leave, it is your responsibility to notify others of your change of address. All uncollected or undeliverable mail will be returned, as far as is practicable, to sender.

The parcel collection times are as follows:

Monday to Friday  
7.30am – 8.30am  
1.30pm – 2.30pm  
5.00pm – 8.00pm

Saturday and Sunday

7.30am – 8.30am

1.30pm – 2.30pm

5.00pm – 7.00pm

If the delivery is time sensitive, Junior Members can ask for their parcels to be delivered to a click and collect point in the city or authorise a friend or a fellow student to collect their parcel on their behalf (please email authorisation to the relevant Lodge prior to collection).

Also, please consider using the Amazon Lockers based in the Fellows Car Park or H B Allen Centre where possible.

Amazon Hub Locker – chengdu

Keble College, OX1 3PG, Parks Road, Oxford,  
Oxfordshire OX1 3PG

Amazon Hub Locker – esta

Keble College, H B Allen Centre, 25 Banbury Road, Oxford,  
Oxfordshire OX2 6NN.

Here's How Amazon Locker Works

To dispatch your order to an Amazon Locker:

1. Search for a Locker location near you on the Pickup Locations page, by choosing Amazon Locker as your pickup option.
2. "Select" a Locker location to add it to your Address Book, and next time you add an item to your basket, click "Dispatch to this address" to have it delivered to your favourite Locker.
3. Once your parcel is delivered to the Amazon Locker, you'll receive an e-mail with instructions and a unique pick-up code. Enter your pick-up code and the Locker slot with your order will open. Your order will be available for pickup for three business days after you receive your pick-up code.

#### **D.9.1.2. Outgoing mail**

External stamped mail can be sent via the Lodge post box, this is collected twice a day, morning and afternoon.

There is a University messenger service for internal mail to other Oxford University Colleges or University Departments.

**D.9.1.3.** Mail will be forwarded to you if you leave a forwarding address with the Lodge before departure. If no address is available it will be returned to sender, as far as it is practicable.

**E.9.1.4.** No grocery/takeaway deliveries will be accepted at the Porters Lodge.

### **D.9.3. Internet access**

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All rooms are connected to the University network. See also Section B.3.2. IT Facilities.

Email is the default method of communication within the College, which includes sending battels' bills. All Junior Members must ensure that the College Office has their current email address. Undergraduates and graduates are given an email address upon arrival and must either use this as their primary email address or establish an automatic forwarding arrangement from it to their preferred address. Any changes of email address must be immediately notified to the College Office. Junior Members are required to check their email on a regular basis (at least once a day). Failure to respond to an email will have the same consequences as failure to reply to any other form of communication.

### **D.9.4. University Card**

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The University card is used for the purchase of breakfast, lunch and informal dinners in Hall and for items bought in the café in the Sloane Robinson Building. Cards will be issued to Undergraduate Freshers on arrival; Graduate Freshers should collect their card from the College Office at the earliest opportunity. The card works as a credit card, the amount charged being debited to Battels. The loss of a card should be reported immediately to the College Office to prevent unauthorised use and so that a new one may be ordered. The replacement of a card may take up to three working days. There is a £15 charge for replacement - unless it has been stolen when a Police Crime Number must be given, or it has worn out.

The University Card is also used to open all external doors to the college, borrow books from the Library; to register personal computers onto the network; as proof of identity for issuing lost passwords and for accessing the main wicket gate, the Museum Road entrance, the Library, the Computer Room and both the JCR and the MCR. The University card must be displayed when sitting a University or College examination; Junior Members should ensure that their card clearly shows their name and photograph as a worn card will not be accepted. See also Section B.2.5.3.

## **D.10. Application for Undergraduate Accommodation**

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Accommodation in College rooms is offered to

All First-year undergraduates (all in rooms in College)

All Second-year undergraduates

All Third-year undergraduates (including in ARCO, except for those with a third-year abroad)

Junior Member may opt to live outside College in their second, third or fourth years if they wish.

The Dean may accord a student absolute priority in room allocation where there are overriding medical, welfare or academic grounds. Requests for reasonable adjustments on grounds of disability will require appropriate supporting evidence and may involve consultation with the disability Officer and/or the disability Advisory Service. Such requests should be made to the Dean in writing no later than two weeks before any relevant ballot, with supporting evidence.

#### **D.10.1. First-Years (Freshers)**

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The College Office will send details of accommodation to Freshers in the March preceding the start of their course. This will give the types of room available and ask for individual's preference. It is also an opportunity to make the College aware of any factors that might require a reasonable adjustment to be made. This does not guarantee that students will be allocated the room of their choice; however, from the information given on the preference form (including medical and other considerations), the Accommodation Office will allocate, at random, the nearest type available. Students will be notified of their room type, room number, and other specific information concerning their room by mid-September.

#### **D.10.2. Second Years**

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Second years requiring College accommodation will be invited to join the 2nd year room ballot. This will take place in August, after we have allocated first year students.

#### **D.10.3. Third Years**

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Third years requiring College accommodation will be invited to join the 3rd year room ballot. This will take place in August, after we have allocated first year and second year students.

#### **D.10.4. Room Trading**

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The room allocations determined as a result of the agreed procedures shall create a contractual commitment between the College and each student, for the College to provide and the student to pay for the room at the rate agreed by the Governing Body. Students will be required to sign an agreement to this effect. Details of any room trading system will be agreed in the course of 2024-25.

### **D.10.5. Disputes**

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In the event of any dispute in connection with these arrangements an appeal may be made to the Dean. The Dean's decision shall be final. Students entering the room allocation procedure agree to accept the Dean's decision without argument, demur or appeal.

## **D.11. Occupancy**

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### **D.11.1. Living Out of College**

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**D.11.1.1.** The attention of Junior Members making arrangements to live in private accommodation is drawn to the section in **University Handbook for Students** concerning residence limits. Dispensation from the residence limits will only be granted by the Proctors in very exceptional circumstances. Application needs to be made through the College, and Junior Members are advised to obtain the necessary permission to live outside the residence limits before making any commitment to rent or buy accommodation.

**D.11.1.2.** Junior Members living out of College must inform the Student Administration Manager of the address of their lodgings before Friday of 1st Week of Michaelmas Term.

### **D.11.3. Residence – Undergraduates**

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Undergraduates must arrive by 5.00 p.m. of the Wednesday before Full Term (Thursday of 0<sup>th</sup> Week). In Michaelmas Term, Freshers are expected to arrive on Monday of 0<sup>th</sup> Week. You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). See B.2.3.2. above. You must vacate your room by 6.00 p.m. on Saturday of 8<sup>th</sup> Week. You must notify the lodge of your arrival and departure. Term dates are given in B.2.1. and at

[http://www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)

In general, you are expected to be in residence throughout the term. If you need to be away from Oxford during term, you are advised, whenever possible, to discuss this first with your tutor. If you do not intend to sleep in your room for one or more nights you should record this on the Out of Residence Notification form [Out of Residence Notification - Keble College \(ox.ac.uk\)](#) See B.2.3.

## **D.12. Guests and Guest Rooms**

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**D.12.1.** All rooms are allocated by the College on the condition that they are occupied only by the person to whom they have been allocated, save for occasional overnight guests as indicated in D.12.5 below.

**D.12.2.** Junior Members are responsible for the behaviour and actions of their guests on College premises at all times whether accompanied by the person who invited them or not.

**D.12.3.** Guests may be entertained to lunch or dinner in Hall on any day under normal circumstances and may be served at the College Bar if accompanied by their host.

**D.12.4.** Junior Members who have guests staying in College after midnight are to inform the Lodge Porter(via email) in order to comply with the fire evacuation procedures.

**D.12.5.** Junior members may have guests over the age of 16 years old to stay in their room for a maximum of 3 nights only as long as the Lodge has been informed via email.

**D.12.6.** Junior Members may book guest rooms in College subject to the following:

Up to two of the SCR guest rooms in L6 may be booked by junior members on any given day

Bookings may not be made more than 3 weeks in advance for home students and six weeks for overseas students

The maximum stay at any one time is 3 nights

The cost of the stay will be charged to battels when the room is booked

International (non-UK resident) junior members may book the twin or double room for up to 3 nights per year out of term for family members and/or spouses. Term refers to weeks 0-8 inclusive

Charges for guest rooms for 2024-25 are

Room Type	Single Occupancy	Double Occupancy
Double En-suite	£109.50	£117.35
Single Shared Bathroom	£54.50	N/A
Twin Shared Bathroom	£99.00	£106.85
HBAC Double En-suite Studio	£126.00	£134.00

## **D.13. Accommodation Licence Agreement**

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All junior members living in College accommodation will be expected to sign an accommodation licence agreement which covers the duration of occupancy of the room allocated. See Appendix D .1. for an example agreement.

## **D.14. Vacation and Departure**

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### **D.14.1. Prior to departure**

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Prior to departure all belongings, including pictures and posters from the notice boards must be removed. Rooms should be left in the condition in which they were found on arrival. The occupant will be responsible for the full cost of remedying any damage that may have been directly or indirectly caused by the licensee, or any guests of the licensee.

Undergraduates resident in rooms in Hayward and De Breyne quad are permitted to leave personal belongings in the cupboard behind the bed at the end of Michaelmas and Hilary Terms provided they are returning to the same room the following term. Students are reminded that they leave belongings there **entirely at their own risk**.

Undergraduates resident in rooms in Parks Road where a lockable bookcase or cupboard is provided may also leave belongings in these at the end of Michaelmas and Hilary Terms provided they are returning to the same room the following term.

All belongings left in rooms must be non-perishable and the College reserves the right to remove any item which it considers unsuitable.

Junior members should be aware that all vacant rooms are used by guests staying in College during the vacations.

All rooms must be cleared at the end of Trinity Term.

### **D.14.2. Departure date**

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All Junior Members are required to vacate their rooms on the last day of term by 6 p.m. according to their accommodation licence agreement. If you stay in College without permission you will be charged use and occupation charges. This will be based on the amount of the Licence Fee payable for the room. Should the College incur any losses as a result of your failure to vacate, which may extend to (but is not limited to) loss of income if the College is unable to rent the room for commercial guests during vacation periods, you will be charged for these.

### **D.14.3. Application for accommodation during vacation**

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Application forms for undergraduates to remain in College accommodation during the vacations are issued in 4<sup>th</sup> Week and must be submitted by Wednesday of 6<sup>th</sup> Week. College is not obliged to offer accommodation outside the dates of your accommodation licence agreement unless it is for academic purposes such as examinations, extra tutorials, or 'Blues' sporting events (in 9<sup>th</sup> Week). However, each application will be



considered individually. All applications will be answered by 7<sup>th</sup> Week. Accommodation offered in vacation may not be your term time room.

Overseas students unable to return home during vacation should complete an application form at the same time as all other students. Although accommodation in College cannot be guaranteed every effort will be made to help with housing.

Publicly-funded non-finalists who are required to stay up outside normal term dates in order to sit University examinations or to undertake extra tutorial work on a tutor's recommendation (for example, to make up work missed through illness) shall, if living in College accommodation, not be charged rent for those additional days. Self-funded students will be charged for their accommodation at the normal accommodation rate. An undergraduate student may apply to stay up after the end of term to carry out coursework certified as essential by his or her tutor (for example, project or research work); these students and those staying to participate in a 'Blues' sporting event will be charged for their accommodation at the normal rate, but may be able to apply for assistance with these costs (through the College or Keble Association administered funds).

#### **D.14.4. Vacation Arrangements**

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**D.14.4.1.** You must leave a vacation address and telephone number at the Lodge. Any change in your permanent home address must be notified to the College Office, Bursary and Lodge.

**D.14.4.2.** Arrangements for meals in vacation are emailed to all students.

**D.14.4.3.** During the vacations all public rooms on the Parks Road site, except the Middle Common Room, will be reserved for the use of conferences. During the Christmas vacation the Junior Common Room will also be available for Junior members but may also be available to conferences.

**D.14.4.4.** Any Junior Member remaining in College accommodation on Christmas Eve, Christmas Day and Boxing Day must inform the Lodge that they are in residence in case of fire or emergency.

#### **D.14.5. Vacation Storage and Lost Property**

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There is no storage available at either College site. Anyone needing to store belongings will need to do so through an outside provider.

The Housekeeping team will make every effort to contact Junior Members to let them know if any lost property has been found in their bedrooms. The Housekeeping team will log and keep any item(s) found for 3 months from the date it has been found. After this time the item(s) will be disposed of at a cost.

## **D.15. Maintenance**

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### **D.15.1. General**

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All college buildings are operated and maintained in accordance with current legislation.

### **D.15.2. Defect Reporting**

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For all emergencies telephone the Porters Lodge on 01865 272727.

If you're unsure whether your report is an emergency, please telephone the Porters Lodge. An emergency is anything that would cause danger to you, a member of the public or to the building, for example: electrical faults; an inability to access or secure your residence; water ingress.

All other maintenance, housekeeping, and IT reporting should be reported via the on-line booking system at <http://www.keble.ox.ac.uk/students/maintenance-form>

## **D.16. Gate**

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**D.16.1.** The Lodge gate is opened at 7 a.m. and is generally closed at around 10p.m. When locked, access may be gained via the salto lock mechanism using the University Card. A similar mechanism operates on all external gates/doors to College.

**D.16.2.** Tradespersons are not allowed to pass the gate except at the request of a member of the College. Junior Members who order a tradesperson to call at their rooms should leave written notice with the Porter.

**D.16.3.** Junior Members are expressly forbidden to enter the Lodge Porter's Office.

## **D.17. Motor Cycles and Pedal Cycles**

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**D.17.1.** Junior Members are not permitted to bring motor cycles or mopeds into the College, or to park them either in the College or within the area bounded by Parks, Museum, Blackhall and Keble Roads.

**D.17.2.** Pedal cycles may not be left anywhere within the College except in cycle parking spaces. Bicycle storage is provided in the bicycle racks located near the ARCO Building on main site or on Mickie Lane within the H B Allen Centre. No bicycles are to be taken into buildings or bedrooms. Bicycles left elsewhere within the College will be

impounded and a fine levied for their release. Guests of Junior Members must leave their bicycles outside the curtilage. Junior Members are required to provide their own locks and chains for securing bicycles. Please contact Security Services to enquire about the cycle registration scheme and find out how to purchase quality D-locks at discounted prices. For anti-crime tips for bicycles please visit their website [www.admin.ox.ac.uk/ouss/](http://www.admin.ox.ac.uk/ouss/)

**D.17.3.** At the end of Trinity Term undergraduates, except for those who reside overseas and are returning, are to remove their bicycles from the College. Junior Members in their Final Year may give their bicycle to the College for it to deal with as it chooses. Any such bicycle left in College after Saturday of Tenth Week of Trinity Term shall be confirmation of such gift.

**D.17.4.** All bicycles must be marked clearly with the Keble College label containing an identifying number (which will be issued, on application, by the Lodge Porter). Bicycles not so marked are liable, if found within the College precincts, will be removed and disposed of.

**D.17.5.** The College accepts no responsibility for the loss of, or for damage to, any bicycle kept or left within the College precincts, whether in term or in vacation, and bicycles are not covered by any College insurance policy. Junior Members are strongly advised to insure their bicycle before they arrive in Oxford.

**D.17.6.** Cycling and the use of other forms of personal transport including personal scooters, rollerblades, and skateboards, within the College precincts (including the Lodge entrance) can be dangerous, and for this reason is expressly forbidden. Offenders will be fined.

## **D.18. Motor Vehicles**

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### **D.18.1. Vehicle access**

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**D.18.1.1.** Students are not eligible for vehicle parking permits. On the advice of the Student Support Officer applications based on disability may be considered however. Unauthorised parking will be subject to a fine.

**D.18.1.2.** Cars may be driven into the quadrangles for unloading and loading only, as follows

Arrival for term is between Sunday – Wednesday of 0<sup>th</sup> week: Entry via Museum Road gate will be from 9am. The last entry will be at 4:30pm, all cars to exit by 6pm

Departure for vacation is on Saturday 8<sup>th</sup> week: Entry via Museum Road gate will be from 9am. The last entry will be at 4:30pm, all cars to exit by 6pm.

**D.18.1.3.** Cars which are parked-without authorization in the quad will be clamped and charges will apply. There is parking in Museum, Blackhall and Keble Roads that can be used outside access times. Parking charges apply.

**D.18.1.3.** Cars which are parked illegally in the quad will be clamped and a charge of £40 imposed. There is ample parking in Museum, Blackhall and Keble Roads that can be used outside access times. Parking charges are currently £4.00 for one hour or £6.00 for two hours, this being the maximum stay.

## **D.18.2. Traffic Flows in College**

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**D.18.2.1.** Within the College a one-way system operates. Please ensure that you enter from Museum Road and leave through the Main Gate.

**D.18.2.2.** Loading and Unloading in the curtilage on access days

Parking within the curtilage is strictly limited to 90 minutes. No return is permitted. Please do not park anywhere else and please ensure that cars do not go onto the grass or passengers walk on the flowerbeds.

In summary, please:

### **Follow the one-way system**

Do not drive on the grass or tread on the borders

Speed limit is 5 mph

Leave the curtilage before closing time

Do not exceed the ninety minute time limit

**D.18.2.3.** Experience has shown that, provided everyone follows these instructions, the access arrangements will work smoothly to the benefit of all. Please note, however, that, in order to encourage compliance, staying beyond the time limit, or failing to display the permit or failure to hand it in on departure will result in an automatic charge of £20 to the Junior Member's battels account; and any car staying for more than 2 hours shall, in addition to the £20 charge, be banned from coming within the curtilage on any subsequent visit.

**D.18.2.4.** Several trucks are available for transporting belongings. Junior members who borrow the College trucks are reminded that they must be returned to the service yard immediately after use. Except for transfers of belongings to and from a vehicle at the start or end of term, trucks are NOT TO BE TAKEN OUTSIDE the grounds without prior

permission from the Lodge Manager or Accommodation Office. Trucks must never be overloaded.

## **D.19      Grounds and Quadrangles**

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**D.19.1.**      The College aims to provide a safe and pleasant outdoor environment. Principal pathways and car parks are hard paved (or have another suitable surface) and are illuminated appropriately for the environment. Litter is collected and paths swept regularly. The College plans to clear hazards (ice, snow or leaves) from paths as soon as it is reasonably practicable to do so. The grounds are for everyone's enjoyment. Considerable efforts are made to make the flower borders and tubs look attractive. They make a very favourable impression on visitors, and College members should do everything they can do to help this, such as clearing up bits of litter if it is safe to do so.

**D.19.2.**      The regulations on College lawns are:

1. All college lawns are **closed between 1 November and 31 March**, unless permission is sought from and granted by the Garden Master in consultation with the Gardens and Grounds Manager. Please note: permission will ordinarily not be granted, save for any special events and dependent upon the weather and condition of the lawns.

2. All college lawns are **open** and may be used by college members **between 1 April and 30 October, subject to the following regulations:** 2.1 The lawns may be closed at any time by the Garden and Grounds Manager due to bad weather, or other adverse conditions and may not be used until re-opened. This will be indicated by a 'Lawns Closed' or 'Lawns Open' sign which will be displayed in the Porters Lodge.

2.2 Individual lawns may also be closed from time to time by the Garden and Grounds Manager for maintenance and may not be used until re-opened. This will be indicated by a sign on the lawn(s) in question inviting members of college to stay off the grass. Other lawns may still be used if the 'Lawns Open' sign is displayed in the Porters Lodge.

2.3 Subject to clause 2.6 the lawns may only be used for sitting on, including walking across them for this purpose. **They should not be used as an alternative to the paths available in college.**

2.4 Subject to clause 2.6, **no sports or games are permitted at any time.**

2.5 Refreshments and food are permitted on the lawns but college members are responsible for the disposal of all litter and must ensure they leave the lawns in the same condition as they found them.

2.6 Subject to clauses 2.1 and 2.2 croquet may be played only on the lawns in Pusey Quad and only at the following times: (i) Monday to Friday 1pm till dusk; except for weeks 4 to 9 in

Trinity Term (ie when examinations are in progress) when play is only permitted from 7pm till dusk; (ii) Saturday to Sunday 9am till dusk.

2.7 Garden furniture (tables, chairs etc) is only permitted on the lawn in Hayward Quad, save for special events with the prior permission of the Garden Master in consultation with the Gardens and Grounds Manager

**D.19.3.** The dropping of any litter, cigarette stubs, etc. in the College premises, including the Quads and gardens will be subject to a fine.

**D.19.4.** The code of conduct drawn up by the University Proctors concerning post-examination celebrations applies also to the College premises.

**D.19.5.** Climbing onto the roofs of the College buildings or scaling its walls or scaffolding is extremely hazardous and is strictly forbidden. Disciplinary action at the level of a Serious Offence (Section C.3.3.) may well ensue, even for a first offence.

**D.19.6** The College will operate a snow clearing policy during Michaelmas and Hilary Terms. During this time we will endeavor to maintain safe access to all buildings, within the curtilage by clearing snow and treating surfaces with rock salt.

## **D.20. Music**

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Keble has first-class facilities for music and drama, which Junior Members are strongly encouraged to enjoy and use. The rules below are for maintaining everything in first-rate condition, and to avoid annoyance to neighbours at inappropriate times.

**D.20.1.** Junior Members are permitted to keep and use in their rooms musical instruments and audio-equipment; but they are required when using them to exercise consideration for their neighbours. Where possible, it is better to use a practice room (D.20.5.). Junior Members are permitted to play live musical instruments in their rooms only during the following hours:

Monday to Friday from 6 p.m. to 11 p.m.

Saturdays and Sundays from 9.30 a.m. to 11 p.m.

**D.20.2.** The Dean may withdraw this permission from any Junior Member who infringes any part of this regulation or the regulation concerning electrical appliances (D.6.4.).

**D.20.3.** Audio-equipment may be used at any time if it is not audible outside the room in which it is used. It may not at any time be used out of doors within the College precincts.

**D.20.4.** The Andrew and Christine Hall Music Room is available to members of the Music Society for music practice and concerts during term. The room is bookable via the Lodge.

**D.20.5.** Music practice may take place:

- for solo instruments, in the two practice rooms in the Sloane Robinson Building, at times and dates that do not conflict with rehearsals or events in the O'Reilly Theatre since these rooms are also used as Dressing Rooms for the theatre.
- in the West vestry, at times and dates that do not coincide with services and events in the Chapel. This vestry has a piano and is suitable for small choral groups.
- on the piano in the Pusey Room, 9 a.m. to 11 p.m. when not booked for other purposes.

## **D.21. Events and Entertainments in Public Rooms**

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### **D.21.1 Organisation of events**

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A schedule for special Hall Dinners is agreed by Domestic Committee each year. These include dinners for college sports teams, societies and subject (by Division). They take place only on Wednesday evenings and only during term. A timetable is issued at the start of Michaelmas Term.

Many other events, including speaker meetings and more informal socials, occur frequently throughout term. Read D.21.5 onwards concerning the arrangements for these.

For whichever kind of event

**D.21.1.1.** No smoking is allowed anywhere at any time, except outdoors.

**D.21.1.2.** In the interests of those taking examinations, no event is allowed between the end of Week 3 and the end of week 10 of Trinity Term. During this time booking requests for University and College clubs and societies will not be accepted.

**D.21.1.3.** One specified Junior Member must act as main Organiser. This person

- must make the application for permission to hold the event, as indicated below;
- must supervise the making of the arrangements with appropriate members of staff, as indicated below;
- in advertising the event, must ensure that notices conform with D.21.7

Keble College Handbook and Regulations for Junior Members 2024-25

- if guests make a payment, must collect money in advance for pre-dinner drinks, drinks in Hall, and administrative expenses;
- is personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed;
- must be present throughout the event;
- if it is a Hall Dinner, must make an announcement advising people to leave the Hall when the meal is over (normally by 10 p.m.) and must remain in Hall until everyone else has left;
- must ensure that the room(s) is/are cleared of rubbish (using the black bags available in the Lodge, ensure any furniture moved is reset to the default layout (diagrams are posted by the light switches) and that the key is returned to the Lodge porter no later than 30 minutes after the close of the event. Charges will apply if the room is not left reasonably clean and furniture is not reset.

Future bookings may be denied if the above is not adhered to.

### **D.21.2. Booking of rooms**

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**D.21.2.1.** You must be a Keble College Student in order to book a college room. Secretaries of College Societies wanting to book rooms, and of University Societies whose executive committee includes a member of Keble College, should first register with the Junior Dean via <https://www.keble.ox.ac.uk/current-students/registration-of-college-societies-with-junior-deans/>. Societies failing to register before the end of 1st Week of any term may find that their bookings are not accepted in that term.

**D.21.2.2.** Requests for block bookings throughout term may be declined in the interests of making rooms as widely available as possible. Such requests should be discussed with the Junior Dean. A University Society may book rooms no more than twice a term.

**D.21.2.3.** Anyone wishing to hold an event in one of the College's public rooms must obtain permission well in advance (see below for time limits)

- For Keble College students there will be no hire fee for a Keble College event, unless there is a participation fee being charged to those attending.
- For Keble College students who are the President of a registered University club or society event there will be no hire fee.
- For Oxford Student Union bookings, there will be no hire fee; however, the room must be booked through the JCR or MCR president.

Anyone who organises an event without permission will be subject to disciplinary action. Remember that the time and place have to be firmly fixed before a meeting can be



advertised. The Junior and Middle Common Rooms count as public rooms and are governed by this Regulation, if any of the points below apply.

All room requests must be entered via the Online Booking Form. If one or more of the following apply, then a minimum of TEN days' notice is required, and the application form must be routed initially via the Junior Dean:

- You are not the President of a University club or society
- Serving of alcohol, whether sold or not. This is subject to the general terms of the College's licence with the public authorities. Permission of the Domestic Bursar is required (or, failing them, the Operations Manager).
- Hosting of an outside speaker (see also Code of Practice on Freedom of Speech in *Codes and Policies*). Permission of the Dean is required. The Junior Dean will forward the application to the Dean, who will conduct a risk assessment and, if necessary, seek advice from the University Registrar and/or University Marshall (for example, where the College's Prevent duty may be relevant). The Dean will keep a written record of all requests and decisions regarding outside speakers. Such events must comply with the College's and University's 'Prevent' duties under the Counter-terrorism and Security Act 2015 alongside the Policy and Practice on Freedom of Speech.
- Playing of music, whether recorded or live, that is audible outside the room (but no further permission beyond that stated in D.21.5. is needed in the case of music practice).
- Event will be open to non-Keble College members.
- Attendance numbers may exceed 50 (except for normal common room meetings of JCR members within the JCR or MCR members within the MCR).

If none of the above applies, the Meetings team may directly make the booking. A minimum of THREE days' notice is required.

### **D.21.3. Availability of Rooms**

- JCR: available for meetings with the permission of the JCR President (and of the Dean if any of the points in D.21.2.3. apply), but never for drinks parties or discos.
- MCR: available for meetings (all days), drinks and parties at the discretion of the MCR President (and of the Dean if any of the points in D.21.2.3. apply).
- Pusey Room: available only for meetings, concerts, exhibitions, drama rehearsals or other disturbance-generating non-academic activities. No food, no drink apart from white wine and mineral water after lectures or meetings. Applies to all days during term time.
- Roy Griffiths Room (ARCO): Available for lectures, seminars, or speaker meetings; all days during term time. No food, no drink apart from white wine and mineral water

after lectures, seminars, and speaker meetings.

- Jean Robinson Room (ARCO): available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after lectures, seminars and speaker meetings.
- Stafford Crane Room (ARCO): available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after speaker meetings.
- Except with the express prior permission of the Dean, none of the ARCO rooms may be used for disturbance-generating non-academic use in term time weekdays before 7 p.m. At these times they may be used only for teaching or other quiet academic purposes. Non-academic activities may be held during term time there after 7 p.m. on weekdays, or any time on Saturday or Sunday. At these times, those who book a room in ARCO for academic purposes need to be aware of the risk of noise interference and may wish to use an alternative venue.
- O'Reilly Theatre: Contact the Meetings Team on [meetings@keble.ox.ac.uk](mailto:meetings@keble.ox.ac.uk)

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#### **D.21.4. Times of events**

Speaker meetings and other academic meetings may start at a time convenient to be followed by a meal or other social activity, but no purely social event may start before 8.00 p.m., except pre-dinner drinks. These may begin no earlier than 7.30 p.m. and are normally in the Bar or MCR. Dinners should normally start at 8 p.m. and finish by 10 p.m. After-dinner drinks, if any, are in the bar or MCR. All events must end by midnight.

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#### **D.21.5. Special Hall Dinners and Guest Nights**

A schedule of dinners and guest nights will be published at the start of Michaelmas Term. Since this is prearranged by the Dean, no further permission is needed. However, the arrangements for Club, Society and Subject dinners must be made through the Hall Staff in plenty of time beforehand: a minimum of TEN days is needed.

**D.21.5.1.** Junior members may invite guests to Guest Nights. They must take personal responsibility for their guests' behaviour (see C.1).

**D.21.5.2.** Attendance at Club, Society and Subject dinners is restricted to members of College, although a limited number of appropriate non-College guests may be invited by the organisers with the permission of the Dean. The numbers at such dinners will not exceed 60 except for certain subjects and occasions as agreed by Governing Body.

**D.21.5.3.** A member of the Senior Common Room or a Junior Dean must attend and act in a supervisory capacity; they will not count as one of the 60. For dinners and guest nights with over 60 diners, two members of the Senior Common Room must attend, one of whom may be a Junior Dean. They will be in addition to the agreed permitted number.

#### **D.21.6. Conduct during Dinners and Guest Nights**

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No drinks may be taken into Hall, unless purchased in the College Bar. No balloons, hats or noise-making instruments are permitted. Those attending dinners and guest nights are expressly forbidden to throw food or liquid in Hall, and must abide by the rules of behaviour appropriate to the setting and the occasion. The Hall Supervisor has the authority to terminate any dinner where behaviour is unacceptable and to levy an additional charge on each diner. The Dean has the authority to ban dinners by any club, society or subject in the following year or years.

#### **D.21.7. Advertising and fly-posting**

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Notices may be displayed only on notice boards, not stuck to walls, doors or windows. They must show the contact name or email address of the publisher. In particular, fly-posting for electioneering for Common Room elections is forbidden.

#### **D.21.8. College's Premises Licence**

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Junior Members are reminded that public performances of any type of entertainment fall within the remit of the College's Premises Licence. The Domestic Bursar is the Designated Premises Supervisor for the College and he should be consulted before staging any performance or entertainment other than those in the O'Reilly Theatre or internal college events.

Organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Proctors' Memorandum, Section 5:

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

### **D.22. Meals**

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#### **D.22.1. Hall**

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There is a self-service facility for breakfast, brunch and lunch and all items are charged individually. In addition there is a daily chef's lunch special. Booking for lunch is required.

Dinner on Sunday, Tuesday and Fridays of Full Term is formal. A gown must be worn and junior members must be in place by 19.10. Formal Dinner must be booked using the online meal booking system by 10:30am on the day except for Saturday dinner which will fall in line with the Sunday formal booking cut off time of Friday at 11:30. Dinner on Monday, Saturday, Wednesday and Thursdays during Full Term is informal and gowns are not worn. Formal Halls have a set three-course menu at a fixed price. For informal Hall, as well as breakfast, lunch and brunch, there is a self-service facility and all items are charged individually. A full range of option menus is available and there are daily lunch and informal Hall specials.

Charges for guests will apply.

The times of meals in Hall are:

Breakfast: Monday to Friday	08.00 – 09.30
Lunch: Monday to Friday	12.30 – 13.45
Formal Dinner:	19.15 (junior members to be in place by 19.10)
Informal Dinner	18.00 – 19.30
Brunch: Saturday & Sunday	10.30 – 12.00

Special arrangements for meals apply during vacations. These will be notified to all Junior Members via both the website and email as well as the meal booking system. During 9<sup>th</sup> week and whenever meals are available during vacation, junior members requiring meals must sign in with the online booking system. There are special arrangements for Freshers during 0<sup>th</sup> Week of Michaelmas Term.

Wine may be purchased either in Hall or from the Bar and consumed in Hall. Wine or other beverages purchased outside College may not be consumed in Hall or in the Bar.

### **D.22.2. Café Keble**

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Situated in the College Bar, there is a café and bar on site for students to use. More information is published at the start of term.

## **D.23. Junior Common Room**

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During term time and usually in the week before and after term, the JCR is available for use by all current undergraduate students. It is kept locked at all times for security reasons and admission is by a card operated lock.

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the JCR or TV Room is unacceptable it will be closed; the JCR Committee will be responsible for cleaning it. The JCR Treasurer will fine offenders who mistreat the JCR. The Deans may also impose a penalty, including closing the JCR between 10 p.m. and 7 a.m. for a specified period.

## **D.24. Middle Common Room**

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A Middle Common Room on the Parks Road site is available to graduate members throughout the year. It is kept locked at all times for security reasons and admission is by a card operated lock. The College staff will undertake reasonable cleaning duties. If on any occasion the state of the MCR is unacceptable it will be closed; the MCR Committee will be responsible for cleaning it. The Dean may also impose a penalty.

## **D.25. The College Bar**

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The Bar is open on regular occasions during the week and timings will be sent to students prior to the start of term. Use of the television to show sporting events is strictly limited and approval is required in advance from the Manager.

The JCR and MCR entertainment officers may apply for permission to hold social events during term by completing an online form to gain approvals from relevant parties.

## **D.26. Good Neighbour Policy**

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Since the College is densely populated, consideration for others is essential. Care must be taken not to disturb other students or to hinder staff in their work, or to disturb people in neighbouring properties. Please treat your room and the communal areas of the College with care and respect.

In order for the College to retain a pleasant and harmonious appearance for all students, displays in or from windows are not allowed, including flags, posters, notices, washing etc..

## PART E – DOMESTIC MATTERS - H B Allen Centre

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Here is everything you need to know about your accommodation and domestic arrangements whilst at the H B Allen Centre. Information is also available on the College website and members of staff are here to help should you require further assistance.

### Accommodation Code of Practice

Keble is signed up to the Student Accommodation Code [www.thesac.org.uk/](http://www.thesac.org.uk/)

The induction programme for all freshers during 0th Week of Michaelmas Term includes advice on health and welfare matters, gives instruction on health & safety issues, fire prevention, safety and evacuation procedures, and your use of IT and the Library. Attendance is compulsory.

### E.1. General

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#### E.1.1. Scope of authority of Part E

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The Regulations in Part E apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II<sup>2</sup>, who have been, or will be, matriculated at Keble College. They also apply to Visiting Students admitted to membership of Keble College and to any signatory of a Tenancy Agreement governing renting of accommodation at Keble.

#### E.1.2. College Staff

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The College policy is to support its staff in carrying out their jobs in a reasonable and diligent manner. All staff should be treated with courtesy and consideration at all times. Failure to observe this rule will be treated as a serious disciplinary offence.

Members of staff may report Junior Members to the appropriate College Officer if a Junior Member's behaviour is considered to be offensive or to breach the College's rules on living in College.

#### E.1.3. Domestic Arrangements

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Management of the College's domestic arrangements (primarily accommodation and catering) is the responsibility of the **Domestic Bursar**, reporting to the Bursar. Appointed by the Governing Body to exercise responsibility for the day to day running of the domestic aspects of college life, their role is to ensure that the College complies with its

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<sup>2</sup> [www.admin.ox.ac.uk/statutes/12-011.shtml](http://www.admin.ox.ac.uk/statutes/12-011.shtml)

statutory and contractual responsibilities in providing accommodation and facilities on the Keble sites.

The **Accommodation Office** is responsible for allocation and management of accommodation.

The **Housekeeping Office** is responsible for cleaning and waste disposal.

The **Maintenance Office** is responsible for repairs and the upkeep of College premises.

The **Bursar** deals primarily with the members of the MCR Committees rather than with individual Junior Members.

All departments undertake to deal as efficiently as possible with any problems arising with your accommodation. Contact details can be found at the beginning of the handbook.

#### **E.1.4. Breaches of Licence Agreements**

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The Domestic Bursar has the power to take appropriate action where you breach your licence agreement or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. You will be responsible for the payment of any costs incurred as a result of the breach.

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, it may be referred to the Dean for decision under their jurisdiction. Any such referral is without prejudice to the Domestic Bursar's power to charge you for cleaning and repairs, though in such cases this power must be exercised in consultation with the Dean. You should note that the Dean has power to exclude you from College facilities (e.g. the Bar) or to withdraw your privilege of living in College accommodation.

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#### **E.1.5. Cigarette smoking and other smoke generation**

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The College has a **Smoking Policy** (in *Keble College Policies and Codes of Practice*) which governs the rules on smoking and shows how the College complies with national legislation.

**E.1.5.1.** Smoking (including e-cigarettes) and vape pens is not permitted within the buildings or Quad of the H B Allen Centre; smoking is permitted on Mickie Lane.

On the Parks Road College site smoking (including e-cigarettes) is not permitted in any College building, nor within three meters of any building entrance. In particular, the

covered walkways in De Breyne and Hayward quads, the water garden outside ARCO, and the area at the bottom of the staircase up to Hall are no-smoking areas.

**E.1.5.2.** Junior Members who smoke must use the outdoor receptacles provided around the site to dispose of cigarette ash and butts.

**E.1.5.3.** Any Junior Member found smoking inside a building will be reported to the Dean and may be fined. Persistent offenders will be required to vacate their room.

**E.1.5.4.** It is forbidden to cause anything to burn that can make smoke or might start a fire (lighting candles or burning incense, for instance) anywhere within student accommodation.

## **E.1.6. Damages and Theft**

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**E.1.6.1.** Junior Members are not permitted to redecorate College rooms.

**E.1.6.2.** Junior Members are not permitted to keep animals, reptiles or birds. The College would make an exception to this policy if a student with a disability needed an assistance dog, provided that appropriate arrangements are made for the accommodation and care of the dog. A student in this situation should discuss the matter with the Domestic Bursar.

**E.1.6.3.** Under the terms of the licence Junior Members will be charged for any damage to the furniture, fabric, or decorations to their rooms. Extensive damage may be caused by the careless fixing of pictures (adhesive tape, blu-tack, hooks etc), which may make it necessary to repair, at the Junior Member's expense, the whole of the emulsion paint or walls in a room. To prevent damage, we ask that you do not use blu tack, sellotape or drawing pins on any walls or doors. Only picture hanging strips can be used to hang pictures on the walls. Pin Boards and drawing pins are provided in your accommodation for you to fix things to.

**E.1.6.4.** Damage to College property elsewhere than in rooms will be charged to those responsible. Unassigned damage will be charged to the General Damages Account which is divided among all Junior Members of the College in residence. Damage occurring on the occasion of any Club or College dinner, or any other party or festivity, will be treated (if it is not assigned to an individual) as the joint responsibility of all those present at the dinner or party.

**E.1.6.5.** The Governing Body will normally expect that, in the event of serious instances of pre-meditated theft of College property by Junior Members, the person(s) responsible will be subject to ordinary processes of the criminal law.



### **E.1.7. Procedure before the Domestic Bursar**

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College Policy, and the informal and formal procedures governing the mechanism of appeals including those about domestic matters, are set out definitively in *Keble College Policies and Codes of Practice*. We hope that you will be able to resolve within College any concerns or problems. However, if you remain dissatisfied, you may be able to appeal to the Office of the Independent Adjudicator, a public body independent of the College.

Details of how to do this are available on the web at:

<https://www.oiahe.org.uk/>

Where the facts of the case involving a potential penalty or charge are clear-cut, the Domestic Bursar will write to you with his decision. If the facts are not clear-cut, the Domestic Bursar will invite you to a meeting at which you will be given an opportunity to explain what has happened and to identify any mitigating circumstances. The Domestic Bursar may confer with others (including College staff and subject tutors) at his discretion. They will write to you as soon as possible to inform you of his decision.

If you think that the decision imposed by the Domestic Bursar is unduly harsh, you may ask them to reconsider. You may write to the Domestic Bursar outlining any mitigating factors you think are applicable in your case. Where these mitigating factors include medical evidence, you must submit a report from a qualified medical practitioner. The Domestic Bursar will write back to you as soon as possible with his decision. If you are still not satisfied with the outcome you may make a formal complaint using the Keble College Complaints and Appeals Procedure (see *Keble College Policies and Codes of Practice*).

### **E.1.8. Dealing with Problems and Complaints**

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Report all Housekeeping, Maintenance, and IT problems via the College website page [www.keble.ox.ac.uk/students/maintenance-form](http://www.keble.ox.ac.uk/students/maintenance-form).

If you have any other concerns about your accommodation, College facilities or noise which cannot be addressed through your Scout or the Porters' Lodge, you should contact the Accommodation Team. Where the concern is a more general one about the College's policies, it may be more appropriate to involve the MCR Committee and to raise it with the Domestic Bursar.

If you wish to complain about a member of the Domestic staff you should do so in the strictest confidence to the Domestic Bursar. If the Domestic Bursar decides that a serious breach of College rules has taken place he may invoke the College formal disciplinary code for members of staff. The Domestic Bursar's decision in this matter is final subject to the complaints procedure in *Keble College Policies and Codes of Practice*. Complaints about other members of staff should be made to the relevant College Officer.

## **E.2. Health and Safety**

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### **E.2.1. General**

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Student residences and their contents as supplied by the College meet the requirements of all relevant health and safety regulations and codes of practice. Certain special circumstances (e.g. legislation relating to listed buildings) may justify a partial relaxation of these requirements. Extra care should be taken whilst moving around the Victorian parts of the main College. Uneven stair treads and low banisters are on some staircases. Residents are also advised that they must not lean out of bedroom windows.

The College makes an analysis of the risk of such events as fire, outbreak of disease or major breakdown and develops procedures for dealing with them. The analysis and the procedures are documented in risk registers and are available for inspection by residents subject to data protection legislation and assessed security risks.

Security within the College is the responsibility of all residents. Security doors at the entrances to college buildings must remain locked at all times. Residents are advised to close their windows (especially in rooms on the ground floor) and lock the door when leaving their room.

Tampering with window restrictors and door closing mechanisms is an offence and will be reported to the Dean.

### **E.2.2. What to Do in an Emergency**

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In the event of any emergency, including one requiring the attendance of the police, fire or ambulance services, you should contact the Lodge on 01865-282300. If for any reason you independently have to summon an emergency service to College, you must inform the Lodge as soon as you can. The College is required to record in the Report Book in the Lodge injury to any person within the curtilage of the College.

**If there's a fire, follow "Actions in the event of Fire" (E.4. Error! Reference source not found.)**

## **E.3. Fire safety**

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For the safety of occupants, the College has installed a comprehensive fire precautions system. Fire safety systems are maintained in working order and regularly tested in accordance with the appropriate regulations. The design and detail of systems in existing buildings is determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities. Safety systems such as emergency lighting, emergency secondary power supplies, and fire doors will be regularly tested in accordance with the appropriate British Standard.

You must not engage in any activity which could give rise to a fire hazard.

You must not interfere intentionally or recklessly with fire alarms or extinguishers.

You must take all reasonable steps to minimise triggering false alarms. This means in H B Allen Centre showering with the bathroom door closed to prevent this.

Unannounced fire evacuation practices will be conducted at the beginning of each academic year and at least once in Hilary and Trinity Terms and a record will be maintained. You must participate in any such practices.

Whilst living and working at Keble it is essential that certain rules are followed to ensure your safety and the safety of others. Please take a few moments to read the following as breach of regulations can be costly.

**E.3.1.** Junior Members shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions. If a Junior Member interferes with fire extinguishers and heat/smoke detectors they will be responsible for any costs incurred as a result. Further it should be noted this behaviour is a criminal offence. Junior Members must not cover any smoke alarm or tamper with it in any way. When no culprit is identified, the costs will be added to the General Damages Account. In the event of a fire alarm being activated maliciously, the Fire Brigade call-out fee will be charged to the culprit, or, if the culprit is not found, to the General Damages Account.

**E.3.2.** Junior Members shall not infringe safety regulations or instructions in published notices concerning safety precautions in any part of the College.

**E.3.3.** All Members of the College are required to comply with fire precaution procedures. In the event of a fire alarm being sounded, everyone must leave the building immediately and proceed to the appropriate assembly point. The only exception is when alarms are being tested, which is between 10.00 a.m. and 12 noon every Wednesday.

No one may re-enter any building until told that it is safe to do so. Please see the full fire safety instructions that follow.

**E.3.4.** To ensure safe evacuation in the event of fire junior members should be aware that all corridors, doorways, stairs and fire exits should remain clear at all times. Nothing should be left where it may cause a potential hazard. You must not do anything to obstruct corridors, landings, stairs, hallways or fire exits because this may endanger people's lives in the event of a fire.

**E.3.5.** Fire doors must not be 'propped' open.

**E.3.6.** Students with disabilities should make themselves known to the College Student Support Officer (prior to arrival, so that they may be advised of any special arrangements, such as personal evacuation plans, which are in place for them in case of fire or other emergency).

**E.3.7.** Cooking in rooms is dangerous and is expressly forbidden except where equipment is provided by the College. Do not leave any cooking unattended and do not place hot pans on work surfaces, unless on heatproof stands (damage to unprotected work surfaces can be costly to repair and may result in charges to the tenant) Toasters, rice or slow cookers and sandwich makers are not permitted. If a refrigerator is kept in a room it must be kept clean. Do not leave any cooking unattended and do not place hot pans on work surfaces or on the floor, unless on heatproof stands (damage to unprotected work surfaces is costly to repair and will result in charges to the tenant)

**E.3.8.** If the fire alarm is activated more than once where individual kitchenettes are provided with cooking facilities, the equipment will be disconnected or removed.

**E.3.9.** Junior Members who persist in infringing safety regulations and endanger other members and/or staff of the College will be required to vacate their room.

## **E.4. Actions in the Event of Fire**

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The immediate actions in the event of fire are displayed in all study bedrooms, kitchens, public spaces and at each manual call point. For your own safety make sure that you are thoroughly familiar with these instructions and that you are aware of the escape route from your room. If the fire alarm sounds continuously in your building, evacuate quickly and calmly – do not stop to collect personal belongings.

Do not use the lift. Do not re-enter any building until you are informed it is safe to do so.

## **E.5. Fire Prevention and Containment**

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The measures to prevent fires and contain them if they do break out are fundamental to the building design. Most are integral to the construction but some involve restrictions and limitations. These are:

**E.5.1.** The air inlet and outlet ducts in the rooms and common areas are to be kept free and unobstructed.

**E.5.2.** Internal fire doors into rooms and flats are never to be propped open and are always to be left free to close.

**E.5.3.** Any automatic closing fire doors are to remain unobstructed and free to close fully at all times. They must not be wedged open at any time.

**E.5.4.** The external doors at the top of stairwells are to remain locked or under control of a named individual.

**E.5.5.** Cooking is to be confined to the kitchens or kitchenettes. Care is to be taken when cooking; deep fat frying is prohibited in all kitchens

**E.5.6.** Rubbish is to be removed from rooms.

**E.5.7.** Exit and escape routes are to be kept clear of obstructions at all times.

**E.5.8.** Smoking is not permitted.

**E.5.9.** In the designated area where smoking is permitted, Smokers are to ensure that their cigarette stubs are always extinguished.

**E.5.10.** Do not use plug-in air fresheners, candles, oil burners, fireworks, joss sticks, lice coals, shishas, hookahs, flammable liquids and gases etc. as they are a potential course of fire, can endanger life and cause damage to your possessions and University property. Please ensure the correct amps and plugs are used for electrical equipment

## **E.6. Services**

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### **E.6.1. Electricity and gas supplies**

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The College undertakes that, except in the case of emergencies or essential maintenance, electricity and gas supplies and lighting will be maintained without interruption. Gas and electrical installations will be properly maintained and tested in accordance with gas safety regulations and British Standards. Instructions will be provided on the safe operation of all electrically operated equipment that a student may need to operate. These instructions will be posted near to the relevant equipment.

### **E.6.2. Gas Installations**

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The College undertakes to ensure that all gas supplies, distribution pipe work and gas fired appliances comply with the relevant gas safety regulations.

The College ensures that all gas appliances have an annual gas safety check undertaken by a Gas-Safe registered gas installer. A copy of the safety certificate is available from Domestic Bursar in accordance with the regulations.

### **E.6.3. Electrical Installations**

The College undertakes to ensure that all electrical installations are maintained in accordance with the most recent version of the Institute of Electrical Engineers (IEE)

Regulations. All building electrical installations will be inspected and tested in accordance with the IEE Regulations, currently at least every 5 years, and the results recorded in an appropriate register.

#### **E.6.4. Electrical Safety**

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Any electrical appliance which is brought into the College is required by law to be safe. Student electrical equipment is not subject to portable appliance testing (PAT) regulations as it is considered to be for leisure purposes and not for use at work. Extra electrical appliances not supplied by the college are not allowed in kitchens this includes smoothie makers, mixers, blenders, coffee machines etc. Extra heaters, lamps, irons or air purifiers and diffusers on the prohibited list as per Health and Safety meeting actions are also not allowed in rooms

Please note that the voltage sockets take square 3 pin plugs. Please check the voltage of your appliance before using it. Any equipment which becomes unsafe is not to be used and should be removed from the College.

If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disabled.

Junior Members are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter their room e.g. ensuring that cables to personal electrical equipment are safe and unable to cause a trip hazard

All portable electrical appliances supplied by the College, or used in the premises by College staff, will be inspected and maintained in accordance with the College's Portable Appliance Testing (PAT) policy.

#### **E.6.5. Water Supplies**

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All areas of the college are provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinkable is clearly identified as such.

All waste water is removed via an appropriate trapped connection to the sewerage system.

The College undertakes to ensure that hot and cold water services are installed, monitored and maintained in accordance with all appropriate legal requirements.

#### **E.6.6. Lighting**

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The College provides lighting in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination is achieved by the use of local task lighting (e.g. desk lamps).

## **E.7. Security**

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### **E.7.1. General Security**

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The H B Allen Centre Lodge is responsible for day to day security assisted at times by University Security Officers. Lodge Porters may be identified by their Keble name badge. Any unauthorised access to rooms or cause for suspicion should be reported to the Lodge immediately.

The College does not accept responsibility for loss of or damage to your personal possessions when on College premises. **You are strongly advised to insure your possessions before you arrive in Oxford.**

### **E.7.2. CCTV**

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The College maintains a CCTV system for the safety and security of staff, students and visitors. Notices to this effect are posted in the lodge and in entrances to the site as appropriate. The College operates the CCTV system in accordance with the relevant legislation. CCTV and Security Policies are available on the college website <https://www.keble.ox.ac.uk/governance-and-policies/>

### **E.7.3. Drones**

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The flying of drones in or around the vicinity of residences is prohibited. This is for the safety and privacy of residents.

### **E.7.4. Key-Fobs/University cards**

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Key-Fobs are issued from the Lodge for the flats, access cards are issued for the single study bedrooms, both must be returned at the end of tenancy. If a Junior Member fails to return their access card at the end of the tenancy, they will be charged the costs of the replacement. Should the College incur any losses as a result of your failure to return the access card, which may extend to (but is not limited to) loss of income if the College is unable to rent the room to commercial guests during vacation periods, you will be charged for these losses.

The Key-Fob/access card open all external gates and doors to the H B Allen Centre.

Your University Card will open all external doors to main College. Access to the main College site from midnight to 6.00am is only through the main door in Parks Road.

Key-Fobs/Access cards are issued to all Junior Members living in the H B Allen Centre. There is a charge for replacement Fobs.

Do not give your Fob/keys/University card to anyone else. Your accommodation is for your occupancy only and you compromise security by allowing others to have access to your room unaccompanied.

## **E.8. Accommodation**

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### **E.8.1. General**

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The H B Allen Centre provides ensuite accommodation for 230 graduates (with provision for graduates on modular part-time courses where available).

Freshers' accommodation is allocated by the Accommodation Team. Where needed, subsequent years are allocated by the MCR in a room ballot held on Sunday 1<sup>st</sup> Week of Hilary Term.

All bedrooms have an outer security door and all are provided with individual locks. They are furnished with 4ft Double Beds, mattress, mattress cover and pillows. There is a built-in desk with chair, a built-in wardrobe with shelving and have under bed storage. There is a bookshelf and pin board. All bathrooms are fitted with a shower cubicle, wash basin and toilet. All the rooms are ensuite and fitted with a shower cubicle, wash basin and toilet.

You can either provide your own bed linen or purchase a bedding pack, charges will apply and will be communicated to students before the start of term.

The bedrooms are configured either as individual self-contained study-bedrooms, each with a kitchenette, your access card will need to be placed in the slot provided within the room to use the hob. Or in flats of five, six or seven or eight, each flat with its own large fully equipped shared kitchen.

### **E.8.2. Room Rents**

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Rents are published in the College's Financial Guide: [Financial-Guide.pdf \(ox.ac.uk\)](https://www.ox.ac.uk/financial-guide)

### **E.8.3. Bathroom, toilet and shower areas**

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All en-suite facilities comprise sanitary ware located within the study bedroom for the sole use of the resident of the room. The facility, although contained in the room, has external ventilation and an entrance door fitted making it a self-contained unit.

#### **E.8.4. Furniture and Decor**

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The College undertakes to ensure that décor and furnishings will be in good order with regular checks taken on defects and refurbishment programs implemented as required. All furnishings provided will conform to the relevant regulations. Furniture and furnishings must not be removed from rooms, nor should any furniture be brought into rooms.

In special circumstances permission may be given to bring your own furniture into a room but if you do so it must be removed upon departure. If you believe that you qualify you must seek permission from Head of Room Division before you proceed to bring any extra furniture, equipment etc. into College. All cases will be considered on an individual basis.

#### **E.8.5. Room Inventories**

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Rooms are provided with furniture, décor and fittings in good order and are regularly checked for defects. However, should something in your room require attention or need repair throughout your stay please fill out the appropriate online request form.

Room Inventories are completed via a on line data base. A QR code will be issued and be on information provided in your room on arrival. It should be completed as soon as possible or within three (3) weeks of arrival. Failure to complete an inventory will mean charges could be made for items damaged/missing before arrival. Charges will be made to each student after departure if anything is missing/damaged or not left as it was on arrival. As much detail as possible as to the state of furnishings and furniture is encouraged, taking photos and attaching to the inventory is also encouraged.

#### **E.8.6. Environmental Quality**

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The College will provide adequate heating, hot water and ventilation, as appropriate, for each bedroom, social space, kitchen and shower/bath room.

Junior Members are encouraged to turn off lights and electrical devices when not required in order to conserve energy and reduce costs. You should also to be environmentally responsible in the consumption of energy and use of water.

#### **E.8.7. Televisions**

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A television or receiver may be brought into College, but it is the Junior Member's responsibility by law to obtain a licence for it. The College is checked by the relevant

licensing authority at regular intervals, and anyone with a television or receiver and without a licence could face criminal prosecution.

#### **E.8.8. Food storage**

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All rooms have access to a fridge, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of your stay. Refrigerators requiring emptying and/or cleaning will be charged for.

#### **E.8.9. Cleaning**

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The Housekeeping team will clean bathrooms and shower room traps fortnightly (between 8.30am and 3.00pm), excluding weekends, Bank Holidays and Christmas closure week.

Cleaning of shared kitchens, common areas and shared bathrooms will be carried out weekly (Mon – Fri). However, Junior Members should nonetheless ensure that they keep the kitchens clean and tidy between visits for the benefit of other residents. It is the responsibility of the Junior Members to wash, dry and put away all their plates and cooking utensils daily, failure to do this means kitchens cannot be cleaned properly.

Rubbish will be collected daily (Monday – Friday) from corridors and shared Kitchens. Keble recycling bags are provided for mixed waste recycling to enable Junior Members to manage their waste in an environmentally sustainable manner. Junior Members are asked to recycle as much waste as possible and to check the notices regarding recycling to avoid contamination.

In each corridor, there will be a cleaning schedule displayed of when the team member will visit each bathroom. If the scheduled cleaning time slot is not suitable, Junior Members should contact the Housekeeping team by emailing [hbac.tl@keble.ox.ac.uk](mailto:hbac.tl@keble.ox.ac.uk) with a minimum of 3 working days' notice and they will attempt to reschedule. Please only do this when absolutely necessary. If you refuse cleaning on two consecutive occasions, this will be reported to the Dean.

Cleaning equipment (such as vacuum cleaners, chemicals, cloths etc.) will be provided and Junior Members are not allowed to bring their own cleaning materials. The cleaning items can be replenished by contacting the Housekeeping team by emailing [hbac.tl@keble.ox.ac.uk](mailto:hbac.tl@keble.ox.ac.uk) and producing the empty container. Further details, including step-by-step cleaning, risk assessments etc. can be found in either the kitchen flat folder or studio folder.

#### **E.8.12. Finance**

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An account is kept for each Junior Member of the College. This account, known as battels, is sent out by email at the beginning of each term for payment by Friday of First Week, and at the end of Trinity Term for settlement by 10<sup>th</sup> August.

**E.8.12.1.** Junior Members are required to make the following payments:

- the accommodation charge for the term in accordance with the Licence Agreement.
- the cost of food and other items debited from the preceding term.
- first year graduates and undergraduates a deposit of £185 caution money which will be credited to the final term's battels.
- a security deposit of £500

**E.8.12.2.** Late payment of all battels other than the Licence Fee will incur a charge of £15.00 after the Friday of 1<sup>st</sup> Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2<sup>nd</sup> Week. Where the Licence Fee remains unpaid for 14 calendar days or more, interest will be charged at the daily rate of 3% above the base rate of the Bank of England, to be backdated to the date the Licence Fee was due and payable up to and including the date of payment. After the Friday of 4<sup>th</sup> Week disciplinary action may be taken including, in the case of a Junior Member occupying a College Room under licence, the issuance of a Notice to Quit.

**E.8.12.3.** Accommodation rents are set by Governing Body and are published in Trinity Term each year. Rents are applied to each room according to the facilities within the room or nearby, size of room and location within a building. Accommodation charges are payable termly in advance. Refer to the *Financial Guide* for rents payable in 2024-25.

**E.8.12.4.** Payment methods accepted by the College are detailed here:

<https://www.keble.ox.ac.uk/fees-and-battels-payment-methods/>

## **E.9. Mail, Parcels, Deliveries, Internet and University Card**

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### **E.9.1. External and internal mail**

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#### **E. 9.1.1. Incoming mail**

External and internal mail addressed to Junior Members at the College will be put in individual pigeon-holes located in the Sarah Acland Building: the address is H B Allen Centre, 25 Banbury Road, Oxford, OX2 6NN. Parcels and all registered and recorded mail will be held in the Porter's Lodge and the addressee notified via email. The College cannot accept responsibility for any mail or parcels received. Please ask for your parcels to be delivered to the amazon lockers located on Mickie Lane wherever possible

You should check your pigeon-hole regularly. Although every effort is made to keep the area secure, you should not leave valuable items in each others' pigeon-holes. When you leave, it is your responsibility to notify others of your change of address. All uncollected or undeliverable mail will be returned, as far as is practicable, to sender.

The parcel collection times are as follows:

Monday to Friday

7.30am – 8.30am

1.30pm – 2.30pm

5.00pm – 8.00pm

Saturday and Sunday

7.30am – 8.30am

1.30pm – 2.30pm

5.00pm – 7.00pm

If the delivery is time sensitive, Junior Members can ask for their parcels to be delivered to a click and collect point in the city or authorise a friend or a fellow student to collect their parcel on their behalf (please email authorisation to the relevant Lodge prior to collection).

Also, please consider using the Amazon Lockers based in the Fellows Car Park or H B Allen Centre where possible.

Amazon Hub Locker – chengdu Keble College, OX1 3PG, Parks Road, Oxford, Oxfordshire OX1 3PG

Amazon Hub Locker – esta

Keble College, H B Allen Centre, 25 Banbury Road, Oxford, Oxfordshire OX2 6NN.

Here's How Amazon Locker Works

To dispatch your order to an Amazon Locker:

1. Search for a Locker location near you on the Pickup Locations page, by choosing Amazon Locker as your pickup option.
2. "Select" a Locker location to add it to your Address Book, and next time you add an item to your basket, click "Dispatch to this address" to have it delivered to your favourite Locker.
3. Once your parcel is delivered to the Amazon Locker, you'll receive an e-mail with instructions and a unique pick-up code. Enter your pick-up code and the Locker slot with your order will open. Your order will be available for pickup for three business days after you receive your pick-up code

#### **E.9.1.2.     Outgoing mail**

There is a University messenger service for internal mail to other Oxford University Colleges or University Departments, the internal mailbox is located in the lodge.

**E.9.1.3.**     Mail will be forwarded to you if you leave a forwarding address with the Lodge before departure. If no address is available it will be returned to sender, as far as it is practicable.

**E.9.1.4.** No grocery/takeaway deliveries will be accepted at the Porters Lodge.

### **E.9.2. Internet access**

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All rooms are connected to the University network. See also Section B.3.2. IT Facilities.

Email is the default method of communication within the College, which includes sending battels' bills. All Junior Members must ensure that the College Office has their current email address. Undergraduates and graduates are given an email address upon arrival and must either use this as their primary email address or establish an automatic forwarding arrangement from it to their preferred address. Any changes of email address must be immediately notified to the College Office. Junior Members are required to check their email on a regular basis (at least once a day). Failure to respond to an email will have the same consequences as failure to reply to any other form of communication.

### **E.9.3. University Card**

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The University card is used for the purchase of breakfast, lunch and informal dinners within the main site dining Hall and for items bought in the café. Graduate Freshers should collect their card from the College Office at the earliest opportunity. The card works as a credit card, the amount charged being debited to Battels. The loss of a card should be reported immediately to the College Office to prevent unauthorised use and so that a new one may be ordered. The replacement of a card may take up to three working days. There is a £15 charge for replacement - unless it has been stolen when a Police Crime Number must be given, or it has worn out.

The University Card is also used to open all external doors to the college main site, borrow books from the Library; to register personal computers onto the network; as proof of identity for issuing lost passwords and for accessing the main wicket gate, the Library, the Computer Room MCR. The University card must be displayed when sitting a University or College examination; Junior Members should ensure that their card clearly shows their name and photograph as a worn card will not be accepted. See also Section B.2.5.3

## **E.10. Application for Graduate Accommodation**

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### **E.10.1. First-Years (Freshers)**

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In the offer pack from Keble you will receive a letter describing the types of accommodation on offer and a form, which should be returned, to indicate your preference of room type. This does not guarantee that you will be allocated the room of your choice; however, from the information you provide (including medical and other

considerations), the Accommodation Manager will allocate the nearest type of room available. Your room allocation will be notified to you at the end of August prior to the start of term. Requests for reasonable adjustment (for example on the grounds of disability) will be considered; it is advised to contact the Disability Officer as soon as possible. Further information can be found in the Policy and Procedure for Students with disabilities on the College website.

A deposit is required to confirm acceptance of accommodation and this is credited towards the first term's rent.

## **E.10.2. Returning Graduates**

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For accommodation purposes you are termed a 'returning graduate' if you are in your 2<sup>nd</sup> or subsequent years of your course and require College accommodation. There are a number of rooms offered to returning graduates and, where demand is greater than supply, these are allocated by the MCR in a room ballot held on Sunday 1<sup>st</sup> Week Hilary Term. Requests for special or preferential treatment in the ballot may be entertained on medical grounds. Such requests should be made to the Dean in writing no later than two weeks before the ballot meeting, with supporting evidence.

## **E.11. Occupancy**

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### **E.11.1. Living Out of College**

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**E.11.1.1.** The attention of Junior Members making arrangements to live in private accommodation is drawn to the section in **University Handbook for Students** (<https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>) concerning residence limits. Dispensation from the residence limits will only be granted by the Proctors in very exceptional circumstances. Application needs to be made through the College, and Junior Members are advised to obtain the necessary permission to live outside the residence limits before making any commitment to rent or buy accommodation.

**E.11.1.2.** Junior Members living out of College ensure they update their student details, i.e. term time address on the student self service ([www.ox.ac.uk/stents](http://www.ox.ac.uk/stents)) before Friday of 1st Week of Michaelmas Term.

### **E.12.2. Residence – Graduates**

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In general, graduates living in College accommodation may occupy their rooms from 1<sup>st</sup> October to 30<sup>th</sup> June. If your course requires you to arrive earlier or to stay later, the College will endeavor to accommodate you, albeit the room cannot be guaranteed. Please contact the Accommodation Manager to arrange this.

## **E.13. Guests and Guest Rooms**

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**E.13.1.** All rooms are allocated by the College on the condition that they are occupied only by the person to whom they have been allocated, save for occasional overnight guests as indicated in E.13.5 below.

**E.13.2.** Junior Members are responsible for the behavior and actions of their guests on College premises at all times whether accompanied by the person who invited them or not.

**E.13.3.** Guests may be entertained to lunch or dinner in Hall on any day under normal circumstances and may be served at the College Bar if accompanied by their host.

**E.13.4.** Junior Members who have guests staying in College after midnight are to inform the Lodge Porter in order to comply with the fire evacuation procedures.

**E.13.5.** Junior members may have guests to stay in their room for a maximum of 3 nights in any week only as long as the Lodge has been informed.

**E.13.6.** Junior Members may book guest rooms in College subject to the following:

Up to two of the SCR guest rooms on the main site in L6 may be booked by junior members on any given day  
Bookings may not be made more than 3 weeks in advance for home students and six weeks for overseas students  
The maximum stay at any one time is 3 nights  
The cost of the stay will be batted when the room is booked  
International (non-UK resident) junior members may book the twin or double room for up to 3 nights per year out of term for family members and/or spouses. Term refers to weeks 0-8 inclusive

Charges for guest rooms for 2023-24 were as follows.

Room Type	Single Occupancy	Double Occupancy
Double En-suite	£104.25	£111.75
Single Shared Bathroom	£51.75	N/A
Twin Shared Bathroom	£94.25	£101.75
HBAC Double En-suite		
Studio	£131.25	£138.75

## **E.14. Accommodation Licence Agreement (Licence Agreement)**

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All junior members living in College accommodation will be expected to sign an accommodation licence agreement which covers the duration of occupancy of the room allocated.

Residents are not permitted to sub-let, attempt to advertise their room for letting on websites, noticeboards, or allow other students to live in their rooms.

## **E.14. Vacation and Departure**

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### **E.14.1. Departure**

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All Junior Members are required to vacate their rooms on the last day of their tenancy by 12 noon according to their accommodation licence agreement. The end date is set out in your Licence Agreement and you should vacate your accommodation on this date unless you have agreed an alternative date with the Accommodation Manager. If you wish to vacate your accommodation earlier, you are free to do so but please be aware that you will be liable for the rent until the end of your tenancy. Please remember, furniture, electrical items or medical supplies cannot be disposed of in the College's bins. If you need help finding a method of disposal please speak to the Housekeeping Manager.

If you stay in College without permission you will be charged Use and occupation charges. This will be based on the amount of the Licence Fee payable for the room. Should the College incur any losses as a result of your failure to vacate, which may extend to (but is not limited to) loss of income if the College is unable to rent the room the room for commercial guests during vacation periods, you will be charged for these.

### **E.14.3. Vacation Arrangements**

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**E.14.3.1.** You should leave a vacation address, email and telephone number at the Lodge. Any change in your permanent home address must be notified to the College Office, Bursary and Lodge.

**E.14.3.2.** Arrangements for meals in vacation are emailed to all students.

**E.14.3.3.** During the vacations all public rooms, except the Quiet Middle Common Room within H B Allen Centre and the main site Middle Common Room, will be reserved for the use of conferences.

**E.14.3.4.** Any Junior Member remaining in College accommodation on Christmas Eve, Christmas Day and Boxing Day must inform the Accommodation Manager that they are in residence in case of fire or emergency.



### **E.14.5. Storage**

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There is no storage available at the H B Allen Centre. Anyone needing to store belongings will need to do so through an outside provider. Any belongings left in accommodation after a lease has finished will be deemed thrown away, a charge maybe levied for removal.

## **E.15. Maintenance**

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### **E.15.1. General**

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All College buildings are constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates are available for inspection.

### **E.15.2. Defect Reporting**

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For all emergencies telephone the Porters Lodge on 01865 282300.

If you're unsure whether your report is an emergency, please telephone the Porters Lodge. An emergency is anything that would cause danger to you, a member of the public or to the building, for example:

- Electrical faults

- An inability to access or secure your residence

- Water ingress

All other maintenance, housekeeping, and IT reporting should be reported via the on-line booking system at <http://www.keble.ox.ac.uk/students/maintenance-form>

### **E.15.3 Pest Control**

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If an infestation occurs, please report it directly to the Porters Lodge. If there is a severe infestation of stinging insects the call out will be within three hours. Otherwise, it will be within twenty-four hours.

## **E.16. Gate**

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**E.16.1.** Mickie Lane gates are opened at 6 a.m. and are generally closed from 11 p.m. When locked, access may be gained via the salto lock mechanism using the key-fob or access card. A similar mechanism operates on all external gates/doors to the Centre.

**E.16.2.** Tradespersons are not allowed to pass the gate except at the request of a member of the College. Junior Members who order a tradesperson to call at their rooms should leave written notice with the Porter.

**E.16.3.** Junior Members are expressly forbidden to enter the Lodge Porter's Office.

## **E.17. Motor Cycles and Pedal Cycles**

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**E.17.1.** Junior Members are not permitted to bring motor cycles or mopeds into the College main site or H B Allen Centre.

**E.17.2.** Pedal cycles may not be left anywhere within the College except in cycle parking spaces. Bicycle storage is provided in the bicycle racks located near the ARCO Building on main site or on Mickie Lane within the H B Allen Centre. No bicycles are to be taken into buildings or bedrooms. Bicycles left elsewhere within the College will be impounded and a fine levied for their release. Guests of Junior Members must leave their bicycles outside the curtilage. Junior Members are required to provide their own locks and chains for securing bicycles. Please contact Security Services to enquire about the cycle registration scheme and find out how to purchase quality D-locks at discounted prices. For anti-crime tips for bicycles please visit their website [www.admin.ox.ac.uk/ouss/](http://www.admin.ox.ac.uk/ouss/)

**E.17.3.** At the end of their term of licence graduates are to remove their bicycles from the College.

**E.17.4.** All bicycles must be marked clearly with the Keble College label containing an identifying number (which will be issued, on application, by the Lodge Porter). Bicycles not so marked are liable, if found within the College precincts.

**E.17.5.** The College accepts no responsibility for the loss of, or for damage to, any bicycle kept or left within the College precincts, whether in term or in vacation, and bicycles are not covered by any College insurance policy.

Junior Members are strongly advised to insure their bicycle before they arrive in Oxford.

**E.17.6.** Cycling and the use of other forms of personal transport including personal scooters, rollerblades, and skateboards, within the College precincts (including the Lodge entrance) can be dangerous, and for this reason is expressly forbidden. Offenders will be fined.

## **E.18. Motor Vehicles**

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### **E.18.1. Vehicle access**

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Students are not eligible for vehicle parking permits. On the advice of the Student Support Officer applications based on disability may be considered however. Unauthorised parking will be subject to a fine

## **E.18.2. Traffic Access on Mickie Lane**

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**E.18.2.1.** Loading and Unloading within the curtilage on access days. If you wish to book a parking slot you must email the Lodge Guest Relations Manager at least 72 hours before your arrival/departure date.

Within the H B Allen Centre a one-way system operates. Please ensure that you enter from Woodstock Road and leave through the gate onto Banbury Road.

Parking within the curtilage is strictly limited to 90 minutes. No return is permitted.

Drivers will be issued with a time-stamped permit on entry. Only one permit per student will be issued. This must be displayed prominently on the dashboard and handed in at the Lodge on departure.

**E.18.2.2.** Experience has shown that, provided everyone follows these instructions, the access arrangements will work smoothly to the benefit of all. Please note, however, that, in order to encourage compliance, staying beyond the time limit, or failing to display the permit or failure to hand it in on departure will result in an automatic charge of £20 to the Junior Member's battels account; and any car staying for more than 2 hours shall, in addition to the £20 charge, be banned from coming within the curtilage on any subsequent visit.

**E.18.2.3.** Several trucks/trolleys are available for transporting belongings. Junior members who borrow the College trucks are reminded that they must be returned to the storage area on Mickie Lane immediately after use, and are not intended to be used inside of any part of the buildings. Except for transfers of belongings to and from a vehicle at the start or end of term, trucks are not to be taken outside the grounds without prior permission from the Lodge Manager. Trucks must never be overloaded.

## **E.19 Grounds and Quadrangles**

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**E.19.1.** The College tries to provide a safe and pleasant outdoor environment. Principal pathways are hard paved (or have another suitable surface) and are illuminated appropriately for the environment. Litter is collected and paths swept regularly. The College plans to clear hazards (ice, snow or leaves) from paths as soon as it is reasonably practicable to do so. The grounds are for everyone's enjoyment. Considerable efforts are made to make the flower borders look attractive. They make a very favourable impression on visitors, and College members should do everything they can do to help this, such as clearing up bits of litter if it is safe to do so.

**E.19.2.** Because of the hazard to plants and to windows, no games of any kind are allowed within the H B Allen Centre curtilage.

**E.19.3.** The dropping of any litter, cigarette stubs, etc. in the College premises, including the Quads and gardens will be subject to a fine.

**E.19.4.** The code of conduct drawn up by the University Proctors concerning post-examination celebrations applies also to the College premises.

**E.19.5.** Climbing onto the roofs of the College buildings or scaling its walls or scaffolding is extremely hazardous and is strictly forbidden. Disciplinary action at the level of a Serious Offence (Section C.10.) may well ensue, even for a first offence.

**E.19.6** The College will operate a snow clearing policy during Michaelmas and Hilary Terms. During this time we will endeavor to maintain safe access to all buildings, within the curtilage by clearing snow and treating surfaces with rock salt.

## **E.20. Music**

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Keble has first-class facilities for music and drama, which Junior Members are strongly encouraged to enjoy and use. The rules below are for maintaining everything in first-rate condition, and to avoid annoyance to neighbours at inappropriate times.

**E.20.1.** Junior Members are permitted to keep and use in their rooms musical instruments and audio-equipment; but they are required when using them to exercise consideration for their neighbours. Where possible, it is better to use a practice room (E.20.5.). Junior Members are permitted to play live musical instruments in their rooms only during the following hours:

Monday to Friday from 6 p.m. to 11 p.m.

Saturdays and Sundays from 9.30 a.m. to 11 p.m.

**E.20.2.** The Dean may withdraw this permission from any Junior Member who infringes any part of this regulation or the regulation concerning electrical appliances (E.6.4.).

**E.20.3.** Audio-equipment may be used at any time if it is not audible outside the room in which it is used. It may not at any time be used out of doors within the College precincts.

**E.20.4.** On the main College site the Andrew and Christine Hall Music Room is available to members of the Music Society for music practice and concerts during term. The room is bookable via the main Lodge.

**E.20.5.** Music practice may take place:

- for solo instruments, in the two practice rooms in the Sloane Robinson Building, at times and dates that do not conflict with rehearsals or events in the O'Reilly Theatre since these rooms are also used as Dressing Rooms for the theatre.
- in the West vestry, at times and dates that do not coincide with services and events in the Chapel. This vestry has a piano and is suitable for small choral groups.
- on the piano in the Pusey Room, 9 a.m. to 11 p.m. when not booked for other purposes.

## **E.21. Events and Entertainments in Public Rooms**

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### **E.21.1 Organisation of events**

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A schedule for special Hall Dinners is agreed by Domestic Committee each year. These include dinners for college sports teams, societies and subject (by Division). They take place only on Monday or Thursday evenings and only during term. A timetable is issued at the start of Michaelmas Term.

Many other events, including speaker meetings and more informal socials, occur frequently throughout term. Read E.22.1.1 onwards concerning the arrangements for these.

For whichever kind of event

**E.21.1.1.** No smoking is allowed anywhere at any time, except in specified areas.

**E.21.1.2.** In the interests of those taking examinations, no event is allowed between the end of Week 3 and the end of week 10 of Trinity Term. During this time booking requests for University and College clubs and societies will not be accepted.

**E.21.1.3.** One specified Junior Member must act as main Organiser. This person

- must make the application for permission to hold the event, as indicated below;
- must supervise the making of the arrangements with appropriate members of staff, as indicated below;
- in advertising the event, must ensure that notices conform with E.21.7.;
- if guests make a payment, must collect money in advance for pre-dinner drinks, drinks in Hall, and administrative expenses;
- is personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed;

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- must be present throughout the event;
- if it is a Hall Dinner, must make an announcement advising people to leave the Hall when the meal is over (normally by 10 p.m.) and must remain in Hall until everyone else has left;
- must ensure that the room(s) is/are cleared of rubbish (using the black bags available in the Lodge) and that the key is returned to the Lodge porter no later than 30 minutes after the close of the event.

### **E.21.2. Booking of rooms**

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**21.2.1.** You must be a Keble College student in order to book a college room. Secretaries of College Societies wanting to book rooms, and of University Societies whose executive committee includes a member of Keble College, should first register with the Junior Dean via <https://www.keble.ox.ac.uk/current-students/registration-of-college-societies-with-junior-deans/>. Societies failing to register before the end of 1<sup>st</sup> Week of any term may find that their bookings are not accepted in that term.

**E.21.2.2.** Requests for block bookings throughout term may be declined in the interests of making rooms as widely available as possible. Such requests should be discussed with the Junior Dean. A University Society may book rooms no more than twice a term.

**E.21.2.3.** Anyone wishing to hold an event in one of the College's public rooms must obtain permission well in advance.

- For Keble College students there will be no hire fee for a Keble College event, unless there is a participation fee being charged to those attending.
- For Keble College students who are the President of a registered University club or society event there will be no hire fee.
- For Oxford Student Union bookings, there will be no hire fee; however, the room must be booked through the JCR or MCR president.

Anyone who organizes an event without permission will be subject to disciplinary action. Remember that the time and place have to be firmly fixed before a meeting can be advertised. The Junior and Middle Common Rooms count as public rooms and are governed by this Regulation, if any of the points below apply.

All room requests must be entered via the Online Booking Form. If one or more of the following apply, then a minimum of TEN days' notice is required, and the application form must be routed initially via the Junior Dean:

- You are not the President of a University club or society
- Serving of alcohol, whether sold or not. This is subject to the general terms of the College's licence with the public authorities. Permission of the Domestic Bursar is required (or, failing him, the Steward).
- Hosting of an outside speaker (see also Code of Practice on Freedom of Speech). Permission of the Dean is required. The Junior Dean will forward the application to the Dean, who will conduct a risk assessment and, if necessary, seek advice from the University Registrar and/or University Marshall (for

example, where the College's Prevent duty may be relevant). The Dean will keep a written record of all requests and decisions regarding outside speakers. Such events must comply with the College's and University's 'Prevent' duties under the Counter-terrorism and Security Act 2015 alongside the Policy and Practice on Freedom of Speech.

- Playing of music, whether recorded or live, that is audible outside the room (but no further permission beyond that stated in D.21.5. is needed in the case of music practice).
- Event will be open to non-Keble College members.
- Attendance numbers may exceed 50 (except for normal common room meetings of JCR members within the JCR or MCR members within the MCR).

If none of the above applies, the Meetings team may directly make the booking. A minimum of THREE days' notice is required.

### **E.21.3. Availability of Rooms**

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**MCR (not quiet room):** available for meetings (all days), drinks and parties at the discretion of the MCR President (and of the Dean if any of the points in E21.2.3 apply).

**Pusey Room:** available only for meetings, concerts, exhibitions, drama rehearsals or other disturbance-generating non-academic activities. No food, no drink apart from white wine and mineral water after lectures or meetings. Applies to all days during term time.

**Roy Griffiths Room (ARCO):** Available for lectures, seminars, or speaker meetings; all days during term time. No food, no drink apart from white wine and mineral water after lectures, seminars, and speaker meetings.

**Jean Robinson Room (ARCO):** available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after lectures, seminars and speaker meetings.

**Stafford Crane Room (ARCO):** available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after speaker meetings.

Except with the express prior permission of the Dean, none of the ARCO rooms may be used for disturbance-generating non-academic use in term time weekdays before 7 p.m. At these times they may be used only for teaching or other quiet academic purposes. Non-academic activities may be held during term time there after 7 p.m. on weekdays, or any time on Saturday or Sunday. At these times, those who book a room in ARCO for academic purposes need to be aware of the risk of noise interference and may wish to use an alternative venue.

**O'Reilly Theatre:** Contact [meetings@keble.ox.ac.uk](mailto:meetings@keble.ox.ac.uk)

**HB Allen Rooms** Graduates can book rooms for study/small scale seminars or academic/work collaboration during times they are not otherwise booked. Inquiries can be made at the Lodge on the day. Any graduate booking a room must take responsibility for any damage or mess caused. The main rooms available are:

The Howe High Terrace Common Room 09.00-19.00 each day  
Glen Callater Room 21.00 - midnight (weekdays)  
Seminar Room 4 21.00- midnight (weekdays)

#### **E.21.4. Times of events**

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Speaker meetings and other academic meetings may start at a time convenient to be followed by a meal or other social activity, but no purely social event may start before 8.00 p.m., except pre-dinner drinks. These may begin no earlier than 7.30 p.m. and are normally in the Bar or MCR. Dinners should normally start at 8 p.m. and finish by 10 p.m. After-dinner drinks, if any, are in the bar or MCR. All events must end by midnight.

#### **E.21.5. Special Hall Dinners and Guest Nights**

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A schedule of dinners and guest nights will be published at the start of Michaelmas Term. Since this is prearranged by the Dean, no further permission is needed. However, the arrangements for Club, Society and Subject dinners must be made through the Hall Staff in plenty of time beforehand: a minimum of TEN days is needed.

**E.21.5.1.** Junior members may invite guests to Guest Nights. They must take personal responsibility for their guests' behaviour (see C.1).

**E.21.5.2.** Attendance at Club, Society and Subject dinners is restricted to members of College, although a limited number of appropriate non-College guests may be invited by the organisers with the permission of the Dean. The numbers at such dinners will not exceed 60 except for certain subjects and occasions as agreed by Governing Body.

**E.21.5.3.** A member of the Senior Common Room or a Junior Dean must attend and act in a supervisory capacity; they will not count as one of the 60. For dinners and guest nights with over 60 diners, two members of the Senior Common Room must attend, one of whom may be a Junior Dean. They will be in addition to the agreed permitted number.

#### **E.21.6. Conduct during Dinners and Guest Nights**

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No drinks may be taken into Hall, unless purchased in the College Bar. No balloons, hats or noise-making instruments are permitted. Those attending dinners and guest nights are expressly forbidden to throw food or liquid in Hall, and must abide by the rules of behaviour appropriate to the setting and the occasion. The Hall Supervisor has the authority to terminate any dinner where behaviour is unacceptable and to levy an additional charge on each diner. The Dean has the authority to ban dinners by any club, society or subject in the following year or years.

#### **E.21.7. Advertising and fly-posting**

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Notices may be displayed only on notice boards, not stuck to walls, doors or windows. They must show the contact name or email address of the publisher. In particular, fly-posting for electioneering for Common Room elections is forbidden.

#### **E.21.8. College's Premises Licence**

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Junior Members are reminded that public performances of any type of entertainment fall within the remit of the College's Premises Licence. The Domestic Bursar is the Designated Premises Supervisor for the College and he should be consulted before staging any performance or entertainment other than those in the O'Reilly Theatre or internal college events.

Organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Student Handbook [www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/)

### **E.22. Meals**

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#### **E.22.1. Hall**

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There is a self-service facility for breakfast, brunch and lunch and all items are charged individually. In addition there is a daily chef's lunch special. Booking for lunch is required

Dinner on Sunday, Tuesday and Fridays of Full Term is formal. A gown must be worn and junior members must be in place by 19.10. Formal Dinner must be booked using the online meal booking system by 10:30am on the day except for Saturday dinner which will fall in line with the Sunday formal booking cut off time of Friday at 11:30. Dinner on Monday, Saturday, Wednesday and Thursdays during Full Term is informal and gowns are not worn. Formal Halls have a set three-course menu at a fixed price. For informal Hall,

as well as breakfast, lunch and brunch, there is a self-service facility and all items are charged individually. A full range of option menus is available and there are daily lunch and informal Hall specials.

Charges for guests will apply.

The times of meals in Hall are:

Breakfast: Monday to Friday	0800 - 0930
Lunch: Monday to Friday	1230 – 1345
Formal Dinner:	1915 (junior members to be in place by 19.10)
Informal Dinner	1800 – 1930
Brunch: Saturday & Sunday	1030 – 1200

Special arrangements for meals apply during vacations. These will be notified to all Junior Members via both the website and email as well as the meal booking system. During 9<sup>th</sup> week and whenever meals are available during vacation, junior members requiring meals must sign in with the online booking system. There are special arrangements for Freshers during 0<sup>th</sup> Week of Michaelmas Term.

Wine may be purchased either in Hall or from the Bar and consumed in Hall. Wine or other beverages purchased outside College may not be consumed in Hall or in the Bar.

### **E.22.2. Robin Geffen Café at H B Allen Centre**

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Situated in the H B Allen Centre, there is a café on site for students to use. More information is published at the start of each term.

## **E.23. Middle Common Rooms**

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There are three Middle Common Rooms; two are in the H B Allen Centre, one is located on Pusey Quad on the main College site. They are accessed by card/fob or University Library Card.

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the MCR is unacceptable it will be closed; the MCR Committee will be responsible for cleaning it. The Dean may also impose a penalty.

## **E.24. The College Bar**

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The Bar is open on regular occasions during the week, and timings will be sent to students prior to the start of term. Use of the television to show sporting events is strictly limited and approval is required in advance from the Manager.

The JCR and MCR entertainment officers may apply for permission to hold social events during term by completing an online form to gain approvals from relevant parties.

## **E.25. Good Neighbour Policy**

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Since the College is densely populated, consideration for others is essential. Care must be taken not to disturb other students or to hinder staff in their work, or to disturb people in neighbouring properties. Please treat your room and the communal areas of the College with care and respect.

In order for the H B Allen Centre to retain a pleasant and harmonious appearance for all students, displays in or from windows is not allowed including flags, posters, notices, washing etc..

## PART F – WELFARE MATTERS

### F.1. Introduction

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University life can be very taxing both physically and mentally, and like everyone else you may be subject to various other pressures – relationships, troubles at home and so on. Together the College and the University offer a wide range of personal support agencies that you can call on when necessary for help or advice. Whatever your problem, whether a relatively trivial ailment or something more serious or persistent, it is in your interests to take appropriate professional advice as soon as possible. Do not let things drag on. This is particularly important if the problem is in any way likely to affect your academic performance. In such cases you should normally inform your Director of Studies. If for any reason this is impossible or inappropriate, you should make sure that the College doctor or one of the other people listed below is aware of the circumstances so that they may vouch for you if your academic progress is called into question. Information provided to the College Doctor or College Nurse in confidence will not be passed on without your permission.

Guidance on these matters, including key contacts, can be found in the *Welfare and Personal Support Guide* on the College website.

### F.2. Health

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#### F.2.1. Medical Arrangements: General

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**F.2.1.1.** When you come to Oxford as a student you are advised to register with a local GP who will provide health care for you while you are studying here. Most students register with the appointed College Doctor (The Keble College Doctor is The Observatory Medical Practice based in Jericho). If you choose to register with a different GP in Oxford you must make sure the College knows of this so they know who to call in any emergency, you still have access to the College Nurse.

Arrangements for consulting the College Doctor and College Nurse are posted in the Lodge corridor on the Parks Road site and in the entrance to Sarah Acland House in the H B Allen Centre

**F.2.1.2.** Students living in College and confined to their rooms by illness must arrange for the Lodge to be informed – either on the Parks Road site or the H B Allen Centre as appropriate. Students should not attempt to look after other students who are seriously unwell and/or injured.

**F.2.1.3.** Students should not assume responsibility for taking a student who requires urgent medical attention to hospital. They should notify the Duty Porter, who will take appropriate action. The Duty Porter must also be informed of any incident involving the emergency services being called to the College. The College has a legal duty of care for all students and can only discharge this duty properly if the Duty Porter is informed of students who require medical attention.

**F.2.1.4.** Junior Members living in private accommodation should arrange for the Lodge to be informed in the following circumstances:

- (i) if they are confined to their rooms by illness;
- (ii) if a doctor has been called;
- (iii) if they have been admitted to hospital.

## **F.2.2. Registering with a Doctor**

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**F.2.2.1.** All students are required to register with an Oxford doctor when they arrive. Please bring your medical card with you. The mechanics of registering are sent to you before you commence your studies. Free treatment is available for residents of the EU and countries with which the UK has reciprocal arrangements. Students from overseas are strongly urged to check the availability of free health treatment on arrival. In any event they are required to inform the College Nurse of the name of their doctor.

You are free to register with any doctor, but we recommend that you register with the Oxford medical practice that has agreed to act as 'College Doctor'. It is:

Observatory Medical Practice  
Jericho Health Centre  
New Radcliffe House  
Walton Street  
Oxford OX2 6NW  
Tel: 01865 429993

This is a group practice with several doctors, so you may be seen by any one of the doctors in the Practice.

Appointments should be booked through the College Nurse ([pml.keblenurse@nhs.net](mailto:pml.keblenurse@nhs.net)).

College members registered with The Observatory Medical Practice may telephone Oxford (01865) 429993 for an appointment to see any doctor who works at the Health Centre. In cases of real emergency, a doctor may visit the College to see you.

The Health Centre is open from Monday to Friday 8.30 am to 6.00 pm.

## Emergencies

If you require emergency treatment outside the Health Centre's hours, please call the Health Centre number (01865) 429993, and you will automatically be transferred to the emergency out of hours service. If a doctor is going to visit you at College, the Lodge should be informed.

### F.2.3. The College Nurse

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During term time the College Nurse is available every week day. She is based at Somerville College, a few minutes' walk from Keble. The Nurse's times are available in the welfare section of the College website.

### F.2.4. In the Case of Serious Health Problems

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**F.2.4.1.** If the Dean believes that a Junior Member is suffering from a serious problem arising from ill-health, such that the academic progress of the Junior Member or the academic progress or the well-being of other members of the College are being adversely affected, the Dean can make use of the measures available under the procedure for Non-academic misconduct (6.1) or the Fitness to Study procedure (4.4) as appropriate.

## F.3. Support for Disabled Students

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In line with the Common Framework on Support for Disabled Students approved by colleges and departments in 2014, the College has a strong commitment to promoting equality of opportunity for students and with a disability. Two college officers have particular responsibilities. The Senior Tutor ([senior.tutor@keble.ox.ac.uk](mailto:senior.tutor@keble.ox.ac.uk)) acts as Disability Lead and has strategic oversight or provision for students with disabilities. The responsibilities of Disability Coordinator, which include the implementation of policies and coordination with departments, are undertaken by the Student Support Officer ([student.support@keble.ox.ac.uk](mailto:student.support@keble.ox.ac.uk)).

Further information can be found in the ***Guidelines for Disabled Students***, available on the College website.

Full information on support offered across the collegiate University is available on the website of the Disability Advisory Service:

<https://www.ox.ac.uk/students/welfare/disability?wssl=1>

## **F.4. Safety and Security**

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### **F.4.1. Personal Safety**

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Useful advice on personal safety is provided in the [\*University Student Handbook\*](#).

### **F.4.2. Theft**

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All Colleges unfortunately suffer sporadically from petty theft, and occasionally from unpleasant intrusions. Any such incident must be reported to the relevant Lodge immediately. Students should lock their doors whenever they are absent from their rooms. They are also strongly advised to insure their personal possessions whether living in College, or in private accommodation.

## PART G. APPENDICES – POLICIES

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# **G1 Academic Progress: Support and Review Procedures**

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## **1. Introduction**

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1.1 This document describes what happens when, for whatever reason, a student is not in Good Academic Standing. The process set out below is intended to balance, on the one hand, the support measures available to the College for students in this situation and, on the other, the action that can be taken if a student is not meeting their academic obligations or is otherwise failing to make academic progress without good and justifiable reason. The procedure for supporting, monitoring and reviewing academic progress is designed to: a) identify as quickly as possible the reason(s) why a student is not in Good Academic Standing; and b) put in place a framework to set expectations, establish support mechanisms, and, only where necessary, take disciplinary measures to enable the student to successfully and satisfactorily complete their course of study. The College undertakes to enable each student to realise their academic potential and believes that it is in their best interests to be fully aware of their academic position and the potential consequences of not fulfilling the requirements and expectations of being in Good Academic Standing.

1.2 This procedure does not generally concern Academic misconduct (see section B.5.1 of the regulations), which is principally a matter for the University. Nor does it concern non-academic misconduct, which is subject to a separate code and procedure (elsewhere in these appendices).

1.3 At every stage of the academic progress support and review procedure students will be given every opportunity to explain any special circumstances that should be taken into account in assessing their situation.

1.4 There are six steps in the procedure for supporting and monitoring academic progress. Step 1 is regarded as more informal. Steps 2-5 are more formal, involving a written record. The two guiding principles are:

- (i) that issues of academic progress are addressed by informal means as far as possible without the need for more formal measures.
- (ii) that as far as possible the College will support students who do their best but run into academic difficulties.

Where there are serious concerns about a student's academic progress, the process may begin at other than the first step.

## **2. Routine monitoring of academic progress**

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2.1 A student's academic progress is routinely monitored by their Director of Studies, based on their attendance and performance in college teaching, termly reports on the

Teaching Management System, and college examinations. In the normal course of events, tutors will remind students of their obligations to be in Good Academic standing and suggest ways of improving their academic progress. Directors of Studies may consult with other tutors in the subject if they have concerns. Students should try to follow their advice.

2.2 The Senior Tutor also monitors performance in College and University examinations to identify students who may need additional support. They are able to liaise with tutors and other College officers, including Study Skills tutors and the Welfare and Disability Officer.

2.3 There are separate arrangements for students on the Astrophoria Foundation Year (AFY) which are aligned with the steps described in this procedure. For such students, the role of the Director of Studies in step 1 and the Senior Tutor in step 2 is undertaken by the AFY Director.

### **3. Step 1 Notification of Concern**

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3.1 If a tutor concludes that routine advice and feedback is not sufficiently effective, for whatever reason, they should notify the student of their concern. In some cases, they may ask the relevant Director of Studies to do this.

3.2 It will necessarily be a matter of judgement by the tutor whether this step is appropriate, but as a guide, two or more instances of missed teaching sessions or unsatisfactory assignments would normally lead to notification. A single missed or insufficient performance in a College examination without good reason would also justify this step.

3.3 The Notification of Concern will normally follow a face-to-face meeting at which the tutor (or Director of Studies as relevant) will explain: why they think the student is not in Good Academic Standing; what steps could be taken to redress this situation; and what support may be available in College or the University. The student should be given an opportunity to comment and to make known any circumstances which they think are relevant to their situation. The aim of the meeting is to find an agreed solution to the issues giving rise to it and it is preferable, though not necessary, that the student agrees to the proposed course of action. The tutor should set a timeframe for improvement or action, normally of the order of two-to-four weeks. The tutor should summarise in writing the meeting, the actions expected and the timeframe for improvement and copy it to the student and the Senior Tutor. The tutor may also inform colleagues as appropriate, for example in joint schools. It is good practice for the tutor to make and keep a note of the meeting.

3.4 In some cases, where the tutor believes that a student is not in Good Academic Standing because they are not meeting their academic obligations, or if their actions constitute Academic Misconduct in a College context (B.5.1), this notification may take the form of an Informal Warning and should be clearly described as such in

communication. If their concern is serious enough, they may consult with the Senior Tutor about initiating a later step in the process.

3.5 If, as a result of the discussion, the tutor is not satisfied that the student is fit to study as defined by the College's *Undergraduate Fitness to Study Policy and Procedure*, they should consult the Senior Tutor.

3.6 At the end of the period set for improvement the tutor should assess any progress made and make a judgement about whether the student has, on balance, returned to Good Academic Standing. They may conclude that the measures agreed in the notification should be extended or amended for a specified period. This should preferably be agreed with the student. Or they may judge that further steps are necessary, as below. Whichever is the case, they should inform the student in writing and copy in the Senior Tutor and, if appropriate, colleagues.

3.7 If the notification takes the form of an Informal Warning, it will be deemed to have lapsed after two terms from the date of issued provided there have been no further concerns.

#### **4. Step 2 Review and Report**

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4.1 If either the tutor judges that an issue is too serious to be addressed by the measures described in Step 1, or if they conclude that Step 1 has not had the intended outcome, they should ask the Senior Tutor to undertake a Review of the case.

4.2 It will necessarily be a matter of judgement by the tutor whether immediate recourse to Step 2 is appropriate. As a guide, persistent and repeated non-attendance, late or incomplete assignments, failures to respond to emails, or meetings missed without good reason would justify starting with this step.

4.3 The Review begins with a meeting between the student and the Senior Tutor, at which the relevant subject tutor(s) may or may not be present. The Senior Tutor should remind the student before the meeting of the College's *Guidelines on Confidentiality* and also provide them with a copy of this procedure. The purpose of the meeting will be to agree, as far as possible, further measures to enable the student to return to Good Academic Standing. The Senior Tutor will explain why there is a concern about the student's academic progress and ask them to comment on any matters raised. There will be an opportunity for the student to make known any special or complicating circumstances. If these are of a medical kind, the Senior Tutor may ask for supporting evidence. The Senior Tutor will direct the student to any appropriate sources of support and advice in the College and the University and encourage them to make use of them. The Senior Tutor may also advise them to discontinue or scale back extra-curricular activities if there is good reason to believe that they are preventing the student from making sufficient academic progress.

4.4 The Review meeting can still take place without the student in attendance, provided all reasonable steps have been taken to arrange a meeting with sufficient notice and taking account of any justifiable demands on the student's time.

4.5 At this stage, the Senior Tutor should satisfy themselves that the student is fit to study and if it is concluded that they may not be, the student should be referred to the College's *Fitness to Study Policy and Procedures*.

4.6 The outcome of the Review meeting will be a course of action to enable and support the student to return to Good Academic Standing and make good academic progress. There will be a timeframe for improvement, normally not less than four weeks, and for a regular Report on progress. It is preferable but not necessary that the action and timeframe should be agreed with the student.

4.7 If the Senior Tutor believes that a student is not in Good Academic Standing because they are derelict in meeting their academic obligations, they may issue a Formal Warning. This should specify the improvements required, a timeframe for them, and a clear statement of the possible consequences of failure to meet them. Unless otherwise communicated to the student, a Formal Warning lapses after two further terms.

4.8 Whether the outcome is a Report or a Formal Warning, it should be put in writing to the student and copied to the relevant Director of Studies and tutors. This should be done without delay. The written record should clearly set out the respective responsibilities and expectations of the College, the student and others, arising from the meeting. Any timetable for the steps that are agreed should be identified. The Senior Tutor should confirm with the student that the written communication has been received and is a good and accurate record of the decisions made.

4.9 The Report should provide for regular (normally every fortnight) monitoring on academic progress. The Senior Tutor will be proactive in consulting with tutors and college officers on the progress being made by the student, including responses from the relevant sources of College and University support. Wherever possible, the Report period should include an opportunity to demonstrate progress in a College examination.

4.10 At the end of the agreed timeframe for either a Report or a Formal Warning the Senior Tutor will decide whether: a) to conclude the monitoring and support process based on it having achieved the intended outcome; b) extend the reporting period, for example to enable measures being taken to have their full effect; c) refer the case to the next step in the process; d) take other action as appropriate. Their decision, together with any reasons supporting it, must be communicated without delay to the student and their Director of Studies.

## **5. Step 3 Probation**

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5.1 A student may be placed on Probation when there is good reason to judge that their continuation on their course of study, and/or possible membership of the College, should

be in question. A student who has made all reasonable efforts to return to Good Academic Standing will not normally reach the step of Probation. Where there are serious health-related impediments to progress the Fitness to Study procedure is likely to be more appropriate. But where there is serious and persistent academic misconduct, continuing failure to engage with the support resources available, and/or grave dereliction of academic obligations then Probation may be appropriate.

5.2 Before considering placing a student on Probation, the Senior Tutor should consult the Director of Studies, the Deputy Senior Tutor, the Dean, and the Welfare Fellow with a view to establishing whether there are any potentially mitigating circumstances of which they are hitherto unaware. If the student is on the Astrophoria Foundation Year the Senior Tutor should consult the AFY Director, the relevant AFY Course Lead and the AFY Welfare Lead.

5.3 The Senior Tutor should summon the student to a meeting at which a member of the College's administrative staff will take minutes. The student may choose to be accompanied to the meeting by a supporter who should be a member of the University and may be a representative of the JCR or the Oxford Student Union. If they are accompanied, they should inform the Senior Tutor in advance.

5.4 The meeting can still take place without the student in attendance, provided all reasonable steps have been taken to arrange a meeting with sufficient notice and taking account of any justifiable demands on the student's time.

5.5 At the meeting, the Senior Tutor will explain the reasons why they are considering placing the student on Probation. The student will have the opportunity to comment on the reasoning and make known any mitigating or complicating circumstances. If these are of a medical kind, the Senior Tutor may ask for supporting evidence. The Senior Tutor will direct the student to any appropriate sources of support and advice in the College and the University and encourage them to make use of them.

5.6 The outcome of the meeting will be a course of action to enable and support the student to return to Good Academic Standing and make good academic progress. There will be a timeframe for improvement, normally not less than four weeks, and for regular reporting on progress.

5.7 The Senior Tutor may also require the student to discontinue or scale back extra-curricular activities if there is good reason to believe that they are preventing the student from making sufficient academic progress. Failure to act as required may be taken into account in an Academic Disciplinary Committee.

5.8 The student may be advised that, during the period of Probation, applications to study and travel grants, or other College resources where there is scope for discretion, may be affected. Any scholarship held may be rescinded.

5.9 The Senior Tutor should satisfy themselves that the student is fit to study and if it is concluded that they may not be, the student should be referred to the College's *Fitness to Study Policy and Procedures*.

5.10 If, at the conclusion of the meeting and having had time to take account of any additional material evidence, the Senior Tutor judges that the case is serious enough to justify Probation, they will write accordingly and without further delay to the student. The letter will be copied to the Director of Studies, the Dean, and the Warden. The letter should summarise the reasons for Probation, set out the required improvements and the timeframe for improvement, and clearly state the consequences of a failure to meet the conditions set. The timeframe will not normally be less than two weeks. The Senior Tutor should confirm with the student that the written communication has been received and is a good and accurate record of the decisions made.

5.11 At the end of the agreed timeframe for Probation the Senior Tutor will decide whether: a) to conclude process based on it having achieved the intended outcome; b) extend the Probation period; c) refer the case to the Academic Disciplinary Committee; d) take other action as appropriate. Their decision, together with any reasons supporting it, must be communicated without delay to the student, their Director of Studies, the Dean, and the Warden. Probation cases must also be reported at the next meeting of Tutorial Board.

5.12 If the decision is to proceed to an Academic Disciplinary Committee the Senior Tutor must send the student the relevant sections of the regulations (x-y) and advise them that they will shortly be contacting the Warden to start the next step. They should also direct them to the independent sources of advice and support available in the College and the University, including the Oxford SU Student Advice Service.

5.13 There is no appeal against Probation but there is a *College Procedure for Complaints and Appeals*.

## **6. Step 4 Academic Disciplinary Committee**

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6.1 An Academic Disciplinary Committee is convened either when a student has not met the conditions of their Probation or their alleged Academic Misconduct and/or dereliction of academic obligations is of such severity that it falls outside the scope of steps 1-3. Its purpose is to determine whether a student should be permitted to continue on course and/or remain a member of the College; it may attach conditions to its decision.

6.2 Persistent and intentional plagiarism, repeated contract cheating, or arranging for someone else to impersonate a student by sitting their examination (see x) are examples of severe misconduct.

6.3 On receipt of the Senior Tutor's request to form a Disciplinary Committee, the Warden should proceed without delay to appoint its members.

6.4 The Disciplinary Committee consists of three members of the Governing Body, excluding the Senior Tutor, and the Deputy Senior Tutor. The Warden may not be a member. They are appointed by the Warden, who also appoints one of them as Chair. Letters of appointment should name the student whose case is being considered and

direct Committee members to appraise themselves of the relevant sections of these regulations as well as the [\*OIA Good Practice Framework: Disciplinary Procedures\*](#). The Warden will identify a Secretary to the Committee who will provide administrative support. The Chair and the Secretary should agree at the outset who will take lead responsibility for all communications with Committee members, the student and any witnesses.

The members of a Disciplinary Committee shall not be:

- Any person who has taught, advised, supported or supervised any student significantly involved in the case or who might reasonably be expected to do so given their role in College; or
- Any person who has served on a Disciplinary Committee or Appeal Panel (either Academic or non-Academic) involving the same student.

6.5 The Warden will inform the student in writing of the proposed Committee membership as soon as practically possible after it has been confirmed. If the student wished to object to any members of the Committee they should do so in writing to the Warden, giving their reason and within 24 hours of having been first informed of the Committee membership. If the Warden agrees to the objection, they will appoint one or more replacements normally within 48 hours. The Warden will inform the student of the new Committee membership. The date of this communication will be regarded as the date of the constitution of the Committee.

6.6 The Warden will give due consideration to the gender balance of the Committee, taking account of the particular circumstances of the case. Its cultural mix or diversity may be relevant in some cases.

6.7 If the Warden finds it difficult to convene a Committee from eligible members of Governing Body, they may consider other College Fellows or other suitable members of the University. The reasons for doing this must be explained to the student.

6.8 The Committee will agree within 72 hours of being constituted that one of its members should be the Investigator. The Investigator's role is to examine the entire case from an independent perspective based on the available evidence and make a recommendation of how to proceed.

6.9 The Investigator should proceed without delay in obtaining all information they consider relevant to their investigation, including, copies of written communications from steps 1 onwards. The Senior Tutor will provide a note of how the case has progressed, preferably with a chronology of the main points. Tutors may be asked for any written comments they think relevant. Tutors and College officers are expected to cooperate promptly with sourcing information.

6.10 The Investigator must offer the student an opportunity to make representations, preferably in person at a meeting but otherwise in writing as the student prefers. If a meeting is held, the student may be accompanied by a representative (as above). The

Investigator has the option of asking the Secretary of the Committee to take notes. The Investigator should set out their understanding of the case and the reasons why it has reached this stage. They should invite the student to comment on the course of their case and offer any justifications or mitigating circumstances they think relevant. The Investigator should encourage the student to make known any relevant medical or personal circumstances that might assist their cause.

6.11 If, following these representations, the Investigator believes that they need to obtain further information or evidence, they may do so provided that they proceed without undue delay. They may hold a further meeting with the student if they believe it would assist their investigation.

6.12 On completion of their inquiries, the Investigator will make a written report to the Academic Disciplinary Committee, including any notes of meetings held with the student, and a recommendation of its disposal. This must be copied in full to the student.

6.13 On receipt of the Investigator's report the Chair or Secretary of the Academic Disciplinary Committee will arrange a hearing and notify the undergraduate of the time and place. They should remind the student of their right to be accompanied (5.3). The members of the Committee should ensure that they have carefully read the report and any accompanying documentation before the hearing.

6.14 The hearing shall take place as soon as practicable; normally within one week of receipt of the report. The purpose of the Disciplinary Committee is to consider all relevant facts, based upon the information in the Investigator's report and any statements made during the hearing itself and then to decide the proportionate, appropriate and practical disposal

6.15 There is an expectation that the student will appear at the hearing, with or without a representative, unless they give notice of an intention not to appear, in which case they will be permitted to make a written submission or appear by alternative means (for example, video call). The hearing may proceed if the student fails to attend as notified or to make a submission.

6.16 The Committee shall conduct the proceedings as it sees fit, provided that they are consistent with the principles of the OIA Good Practice Framework. They may set such limits as required to make the hearing practical and reasonable in length. The Committee will agree which, if any, College Officers and tutors may be in attendance or at its disposal. It will determine whether witnesses should be called and, if so, under what conditions.

6.17 What follows is only a suggestion based on past practice; it is not binding on the Disciplinary Committee, which is entitled to determine its own procedure.

- (a) The hearing will begin with the Chair reading the statement of the grounds for the student being referred to the Committee.



(b) The student, their representative, any College Officers present and, where relevant, witnesses may be asked to speak in an order and format to be determined by the Chair.

(c) It is at the discretion of the Chair whether to allow any new evidence not previously considered by the Investigator.

(d) The Chair will ask the any person present other than the members of the Committee and its Secretary to withdraw while it deliberates. They may re-summon any previous attendee.

6.18 Having considered the matter, the Committee will agree its decision by vote. The standard of proof shall be on the balance of probabilities. The Committee will decide, bearing in mind the interests of both the student and the College, on one of the following outcomes:

To discharge the case

To refer the student to the *Fitness to Study Policy and Procedure*

To refer the case back to the Senior Tutor with a recommendation that they take such measures as already permitted under the Academic Progress and Monitoring process

To suspend the student for a period of up to one academic year, with the option of setting conditions for return (suspension)

To expel the student from the College (expulsion)

6.19 If there are any conditions attached to any penalty, the Committee should set out the possible consequences of a failure to observe them and identify which College Officer will be responsible for monitoring compliance.

6.20 A student's previous disciplinary record will not normally be relevant to the determination of any allegation, but it may be taken into account in decisions about the appropriate penalty.

6.21 The Chair of the Disciplinary Committee should promptly write to the student with the final outcome of the hearing, giving a clear explanation of, and setting out the reasons for, each decision and any penalty and conditions. This letter should also give information about: the right to appeal and the grounds on which appeals can be made; the time limit for making an appeal; the appropriate procedure; and where to obtain appropriate support and advice. The written record of the hearing will also be provided to the student by the Chair. A copy of the letter should be made to the Warden and the Senior Tutor.

6.22 The Chair of the Committee is responsible for ensuring that there is a written record of the hearing.

6.23 This step of procedure will normally be completed within 30 calendar days of the request from the Senior Tutor to convene a Committee. All; those involved will endeavour

to keep to this timetable but it is recognised that there may be circumstances where it is not practicable to do so. In such situations a justification for any delay will be provided to the student concerned in writing.

## 7. Step 5 Appeal

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7.1 The Appeal stage is not intended as a rehearing of the case; it is a review of the formal stage, including the independent investigation and the Disciplinary Committee. It should be noted that there are further levels of appeal beyond the College.

7.2 The student may appeal against the decision of the Academic Disciplinary Committee. Notice of any appeal must be made to the Warden either within 72 hours of either: a) the student receiving written notification of the Disciplinary Committee's decision; or b) the imposition of a penalty as a result of a judgement that the student has not met the conditions set out in the Academic Disciplinary Committee's original decision (6.19).

7.3 The student must communicate the grounds of appeal. Grounds for appeal can include:

- i) That the procedures were not followed properly;
- ii) That there is a bias or reasonable perception of bias during the procedure;
- iii) That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
- iv) That the penalty imposed was disproportionate or not permitted under the procedures

7.4 On receipt of an appeal, the Warden shall promptly appoint an Appeal Panel. If there is no appeal the procedure is as described in 7.17 below.

7.5 The Appeal Panel consists of three Fellows who need not be members of Governing Body. The Warden will appoint one of the Panel as Chair. The members of the Panel shall *not* be:

- The Senior Tutor;
- Any person who has taught, advised, supported, or supervised any student significantly involved in the case; or
- Any person directly involved in the events relating to the case.
- Any person who has served on a Disciplinary Committee or Appeal Panel (either Academic or non-Academic) involving the same student

7.6 The Warden will inform the student in writing of the proposed Panel membership as soon as practically possible after it has been confirmed. If the student wished to object to any members of the Panel they should do so in writing to the Warden, giving their reason and within 48 hours of having been first informed of the Panel membership. If the Warden agrees to the objection, they will appoint one or more replacements normally within 48 hours. The Warden will inform the student of the new Panel membership. The date of this communication will be regarded as the date of the constitution of the Panel.

7.7 The Warden will give due consideration to the gender balance of the Panel, taking account of the particular circumstances of the case. Its cultural mix or diversity may be relevant in some cases.

7.8 If the Warden finds it difficult to convene a Panel from eligible Fellows, they may consider other suitable members of the University. The reasons for doing this must be explained to the student.

7.9 The Warden should appoint a Secretary to the Appeal Panel, who may be the same person as the Secretary to the Disciplinary Committee. The Secretary will provide the members of the Appeal Panel with all documentation presented at the hearing of the Disciplinary Committee, including its report as well as the letter of appeal from the student to the Warden. Panel members should appraise themselves of the relevant sections of the regulations as well as [the OIA Good Practice Framework: Disciplinary Procedures](#).

7.10 The appeal stage should normally be completed within 30 days of the Warden's receipt of the students' appeal.

7.11 The Chair should convene the Panel as soon as practicable; normally within one week of being appointed by the Warden. It shall be the duty of the Panel to determine whether the appeal should be allowed or dismissed. The Appeal Panel will allow an appeal if (and only if): (a) the decision of the Academic Disciplinary Committee was wrong; or (b) unjust because of a significant procedural irregularity.

7.12 If the Panel determines that an appeal should be allowed it may substitute its own penalty or it may decide to impose no penalty. All penalties available to the Academic Disciplinary Committee are also available to the Panel.

7.13 If the Panel determines that there is new material evidence that the student was unable, for valid reasons, to provide earlier in the process and that: a) this evidence may be significant enough to alter the decision of the Disciplinary Committee; and b) a fair consideration of this evidence requires a hearing, it may request that the Warden appoint a new Academic Disciplinary Committee.

7.14 If the appeal is successful the Panel may need to consider whether there has been an adverse impact on the student and whether it should provide a remedy.

7.15 The Chair of the Panel will be responsible for ensuring that there is a written record of its deliberations.

7.16 The Chair of the Appeal Panel should promptly write to the student with the outcome of its deliberations, giving a clear explanation of, and setting out the reasons for, each decision and any penalty. This letter should also give information about: the further right to appeal (see below); the time limit for making an appeal; the appropriate procedure; and where to obtain appropriate support and advice. The written record of

the hearing will also be provided to the student by the Chair. A copy of the letter, which must be dated, should be made to the Warden.

7.17 If the student *does not* appeal the decision of the Academic Disciplinary Committee, the Warden will report its decision at the next meeting of the Governing Body. If the student *does* appeal the decision of the Academic Disciplinary Committee, the Warden will report the decision of the Appeal Panel to the next meeting of the Governing Body.

7.18 By convention, the Governing Body will follow the recommendation of a Disciplinary Committee. A student therefore has no right to make further representations to Governing Body in respect of any recommendation of a Disciplinary Committee.

7.19 Either at the conclusion of the Disciplinary Committee or, if there has been an appeal at the conclusion of the Appeal Panel, the Warden must provide the student with a *Completion of Procedures Letter* within 28 days of the communication of the relevant decision. Guidance (including a template) on how to write a Completion of Procedures Letter can be found at: [Completion of Procedures Letters - OIAHE](#). The Letter should also inform the student of their possible right to appeal to the Conference of College Appeal Tribunal as well as to the Office of the Independent Adjudicator for Higher Education.

7.20 This step of procedure will normally be completed within 30 calendar days of the notification from the student to the Warden of their intention to appeal. All those involved will endeavour to keep to this timetable but it is recognised that there may be circumstances where it is not practicable to do so. In such situations a justification for any delay will be provided to the student concerned in writing.

## 8. Step 6 Further Appeal

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8.1 If the student wishes to appeal against the outcome they may be able to do so to the Appeal Tribunal of the Conference of Colleges of which Keble is a member. The appellant must file such an appeal with the Secretariat of the Conference of Colleges ([Conference of Colleges, in the University of Oxford](#)), within five days of the communication of the Appeal Panel's conclusion. Note:

“The functions of the Tribunal shall be to consider appeals on disciplinary decisions imposing a substantial penalty, made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body). Disciplinary decisions means the imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters. Substantial penalty includes the penalties of expulsion, rustication or suspension, substantial fines, and other penalties of similar severity.”

8.2 *The Office of the Independent Adjudicator for Higher Education (OIAHE)*. Under the Higher Education Act 2004, certain complaints which the student considers not to have been properly dealt with by either the College and/or the Conference of Colleges Appeal Tribunal can be pursued with the Office of the Independent Adjudicator for Higher Education ([Office of the Independent Adjudicator for Higher Education - OIAHE](#))

## **Appendix A: Notes**

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*Communication.* Where a notice or record is to be given 'in writing', this will normally be done by email with attachment, sent to the student's College email address. Such emails will be deemed to be delivered to the recipient at the time of sending. Students are expected to read emails at their college address at least once a day, although some allowance will be made for communication outside full term. If notice or record is delivered on paper, this will be to the recipient's College pigeon hole (if in residence) or to the address previously notified to the College Office (if out of residence). It will be deemed delivered either when it is placed in the pigeon hole or two days after dispatch by first-class post as appropriate.

*Meaning of 'Day'.* Except where otherwise stated, a day shall mean a full working day (Monday to Friday) and shall exclude Saturday, Sunday, and public holidays. This applies at all times, including University vacations (i.e., outside full term).

*Online meetings.* Any meeting or hearing that is part of this procedure may take place in-person or online, provided that it uses devices and software of suitable confidentiality.

Definitions:

*Expulsion.* Expulsion is the permanent deprivation of membership of the College and therefore the University (see Statute XI). A person who has been expelled is not considered an alumnus (Old Member) and receives no rights or privileges of having been a member of the College.

*Suspension.* Suspension of status is the withdrawal of the rights of access to all of the buildings and facilities of the College, including teaching, and all related academic services for a fixed or indeterminate period or until the fulfilment of specified conditions. A student whose status is suspended will not therefore meet the requirements of statutable residence necessary for entering University examinations. When suspension is the consequence of a non-academic disciplinary process it is also termed 'rustication'. When it results from an academic disciplinary process it is also termed 'being sent out of residence'.

## **G2 Undergraduate Fitness to Study Policy and Procedures**

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### **1. Introduction**

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1.1 These procedures will need to be used only where University and College support for health and welfare and for academic studies, including adjustments required by law, are insufficient to prevent a fitness to study question from arising or continuing. Student health and welfare matters, including disability, will normally be dealt with satisfactorily via the available medical and Student Welfare and Support Services, including those provided by the College, and academic progress will normally be managed alongside these provisions. However, where it is apparent that the student continues to have health and safety issues or to make insufficient academic progress despite this support and either as a consequence or otherwise the student, other students or University and College staff are experiencing an unacceptably deleterious impact upon their health, safety and/or welfare, referral to the fitness to study procedures may be appropriate.

### **2. Scope and definitions**

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2.1 Fitness to study is defined by the University as follows:

(a) a student's fitness:

- (i) to commence a distinct course of academic study; or
- (ii) to continue with their current course of academic study; or
- (iii) to return to their current or another course of academic study;

*and*

(b) a student's ability to meet:

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

2.2 In the case of an undergraduate the College is the 'primary body' for the student concerned and the Department or Faculty of the University is the 'secondary body'. In cases where a student's behaviour (as defined at 3.1 below) is causing concern in the secondary body only (i.e. the Department or Faculty), it may be appropriate for the secondary body to ask the primary body to take forward fitness to study procedures.

2.3 In the case of graduates the Department or Faculty is the primary body and the

College is the secondary body. In such cases the Department or Faculty will follow the University guidance as set out in [Statute XIII, Part B](#) and [Council Regulations 1 of 2012](#) and the [Procedure for Departments](#).

2.4 The Senior Tutor is responsible for the Undergraduate Fitness to Study Policy and Procedures. They act as a co-ordinator and single point of contact for all those involved. In their absence, or where they have a conflict of interest, the Warden should identify an alternate.

### **3. Circumstances under which a student's fitness to study might be brought into question**

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3.1 Procedures may be triggered when a College tutor and/or an appropriate College officer is alerted to any of the following concerns:

- (i) A significant deterioration in the apparent health or welfare of a student which may be evidenced by or which may impact on the student's ability to meet the reasonable academic requirements of their course of study; (for example, a persistent inability of a student to submit work or to attend tutorials, classes, lectures, seminars or meetings) or to participate in other normal aspects of the life of a student;
- (ii) A student's behaviour causing concern in relation to their own health, safety and welfare;
- (iii) A student's behaviour adversely affecting the learning environment or the health, safety and welfare of others.

In such circumstances the tutor or College officer should refer the case to the Senior Tutor.

Fitness to study may also be brought into question during procedures for *Academic Support and Review*.

### **4. The relationship between this Policy and Procedure and others**

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4.1 Where a student is following a course of study to become a doctor or a teacher, the Regulations for procedures for dealing with questions of Fitness to Practise amongst medical students (Council Regulations 7 of 2006) or the Regulations for procedures concerning Fitness to Teach during the course of the PGCE programme (Council Regulations 8 of 2006), will also apply to the student.

4.2 The existence of health and welfare concerns such as outlined in 3.1 does not in itself excuse behaviour, and it may well be appropriate to pursue a disciplinary case with the relevant concerns to be taken into account in mitigation when determining the sanction if

the disciplinary breach is proved. However, in some cases the behaviour, even if it might constitute a disciplinary breach, may clearly be caused by, or be so bound up with health and welfare concerns that it would not be appropriate to pursue the matter purely as a disciplinary referral. In those circumstances, fitness to study procedures are likely to be the most appropriate method of making recommendations or decisions.

4.3 Where a student's conduct or behaviour is in question, the Senior Tutor should liaise with the Dean, who is responsible for non-academic disciplinary procedures. If it is determined that a disciplinary case should be pursued, the Dean will decide whether it can or should be dealt with by the College in accordance with its regulations, or whether the matter should be referred to the Proctors under Statute XI: University Discipline. The Dean may refer a matter to the Senior Tutor for consideration under the College's fitness to study procedures, and the Proctors may refer a matter under their jurisdiction to the University's Fitness to Study Panel, in the course of their investigations, for the purpose of establishing whether the student is fit to study and thus to undergo the disciplinary process (whether that be the investigation, interviews, hearing or other form of determination). Disciplinary proceedings will be suspended pending the decision in respect of the student's fitness to study.

4.4 A student's health, safety or welfare may give rise to a need for immediate action, for example the need to protect a student or other students and staff by recommending interim or immediate suspension for a short time-limited period. In such cases, the Dean should follow the procedure found in Section 6 of the College's *Non-Academic Misconduct: Disciplinary Code and Procedure*.

4.5 In urgent cases where there is a risk or threat to the student or to others the Dean should contact the appropriate statutory agency (for example, the NHS or the police).

4.6 In an individual case, those who are involved in the procedure should have regard to the College's policies on conflict of interest and be able to designate an alternate.

## 5. General Principles

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5.1 These Procedures follows the principles set out by the Office of the Independent Adjudicator for non-academic discipline: accessibility; clarity; proportionality; timeliness; fairness; independence; confidentiality; and improving the student experience. All persons involved in proceedings under these Procedures are expected to follow these principles. These procedures are internal to the College and are not unduly formal. It is recognised that persons involved in proceedings may not have legal or other formal training relevant to fitness to study situations, but they are expected to act to the best of their ability and in a reasonable manner. It is expected that students, their representatives and staff will act reasonably and fairly towards each other and will treat the disciplinary process with respect.



5.2 Wherever possible, the College will always try to resolve fitness to study concerns by informal agreement with a student (stage 1). Only on rare occasions will it be necessary for more formal procedures to be used (stages 2 and 3).

5.3 Anyone participating in these procedures should follow the [University's Guidance on Confidentiality in Student Health and Welfare](#).

5.4 Any meeting or hearing that is part of these procedures may take place in-person or online, provided that it uses devices and software of suitable confidentiality.

5.5 At any of the three stages described in these Procedures, the student may be accompanied at any meeting by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the Chair or Senior Tutor, as appropriate, at least 24 hours in advance of a meeting if they are to be accompanied and by whom. The supporter should not be a member of the student's family unless that is agreed in advance. Meetings and hearings are a confidential part of an internal collegiate university study support process. They are not adversarial or formal legal hearings. The attendance of legal advisors is not permitted.

5.6 Where necessary, at each stage of these Procedures the College should seek professional advice from the Student Welfare and Support Services. In particular, appropriate advice should be taken on whether reasonable adjustments for long-term health conditions and/or disability can and should be made or need to be reviewed.

5.7 In every case consideration must be given by the Senior Tutor or Chair as appropriate to the support which the student may need to take an effective part in the procedure leading to the recommendations and decisions that are to be made. Such support may include help to understand what is a fair process. It is in the nature of the concerns that are likely to be raised that the student will have experienced or will be experiencing difficulties that will need to be treated with compassion and in a way that is fair and consistent.

5.8 6 At each stage, the Senior Tutor, Chair of Formal Case Review Meeting and/or Chair of Fitness to Study Decision Making Panel should ensure that the procedures provide for the identification, definition and illustration of the concerns that have been raised in clear language and in a chronological context. If at any stage of the procedures it is agreed that a review meeting should take place to follow up on the outcomes, the review should be of clear and measurable objectives accompanied by a timetable for delivery and the identification of responsibilities where appropriate. In each case these should be provided in a written form. The procedures, forms and any accompanying guidance should be written in a straightforward language and be available in a variety of formats. Individual arrangements or adjustments to procedure will need to be made for students with a disability or, for example, who are placed overseas.

5.9 Students whose fitness to study has been brought into question often also manifest difficulties with communication. Every reasonable effort should be made to ensure that the student receives communications as part of these Procedures. Where a notice or record is to be given 'in writing', this will normally be done by email with attachment, sent to the student's College email address. Such emails will be deemed to be delivered to the recipient at the time of sending. Students are expected to read emails at their college address at least once a day, although some allowance will be made for communication outside full term. If notice or record is delivered on paper, this will be to the recipient's College pigeon hole (if in residence) or to the address previously notified to the College Office (if out of residence). It will be deemed delivered either when it is placed in the pigeon hole or two days after dispatch by first-class post as appropriate. In some circumstances it may be advisable to deliver written notices or documents by hand to the student's College room.

5.10 The procedures have three stages:

- (i) Stage 1: Informal Meeting: informal resolution of the fitness to study concerns through discussion in College which may be repeated.
- (ii) Stage 2: Formal Case Review Meeting: where prolonged or more serious concerns are identified.
- (iii) Stage 3: Referral to a fitness to study Decision Making Panel: where the concerns remain unresolved or are too difficult to resolve by an informal meeting or at a Case Review Meeting.

5.11 The three-stage process does not have to progress in sequence and is not intended to be prescriptive. It may be accelerated according to (a) the seriousness of the concerns or (b) the stage that has been reached in other procedures to manage the student's academic progress and/or health and welfare.

## **6. Stage 1 – Initial action and Informal Meeting**

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6.1 When a referral is made to the Senior Tutor they should ensure that an Informal Meeting takes place with the student. Other relevant members of staff may be invited to the meeting to provide advice or information that is in their own knowledge, but they should be kept to a minimum in order to encourage an informal and open discussion. The Senior Tutor should attempt to obtain the available information from those who have relevant knowledge before the meeting takes place, including other College officers. The student should be informed of who will be present and why.

6.2 If need be, there can be a number of meetings over time to enable the Senior Tutor to

seek professional advice from the Student Welfare and Support Services. In particular, appropriate advice should be taken on whether reasonable adjustments for long-term health conditions and/or disability can and should be made or need to be reviewed.

6.3 Before the meeting, the Senior Tutor should provide the student with a copy of these procedures and also direct them to the [University's Guidance on Confidentiality in Student Health and Welfare](#).

6.4 The aim of the Informal Meeting is to resolve the concern through discussion with the student. The Senior Tutor should explain, in a supportive and understanding manner, that concerns about their fitness to study have been raised. The student should be encouraged to explain any circumstances they think relevant. The discussion might include, where appropriate, use by the student of medical and/or Student Welfare and Support Services. It might also involve the identification of reasonable adjustments for a disability or other measures to help resolve the fitness to study concern. At the end of the discussions, the student should be informed that there will be a review period and follow-up meeting to ensure that the concern about their fitness to study has been addressed and resolved.

6.4 The Senior Tutor is responsible for ensuring that there is a good record of the meeting.

6.5 If the student is unable or unwilling to co-operate with the process, it may be necessary to consider a formal Case Review Meeting under stage 2.

6.6 After the meeting(s), the Senior Tutor should write to the student to:

- confirm the steps that were agreed between them and invite the student to confirm that this represents their understanding of what was agreed.
- set out the respective responsibilities and expectations of the College, the student and others, including support services, arising from the meeting.
- identify any timetable for the steps that are agreed.
- confirm the date of a follow-up meeting after a review period.

The Senior Tutor should consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the [University's policy on sharing confidential and sensitive information](#).

6.7 At the end of the review period, a meeting should be held with the student to discuss the steps that were agreed. If the fitness to study concerns have been resolved, this should be recorded and the question whether and if so how any need for ongoing monitoring and support arrangements to help the student should be addressed. If the steps agreed have not been taken and/or the fitness to study concerns have not been resolved, a further agreement involving the steps to be taken, the responsibilities of those involved and the timescale for further review should be agreed.

6.8 Alternatively, in some circumstances the Senior Tutor may decide to move to the next stage of the procedures. Equally, if a student is unable or unwilling to co-operate with the process or an agreement or repeated or prolonged fitness to study concerns are not resolved, it may be necessary to consider a formal Case Review Meeting under stage 2.

6.9 If an urgent concern about a significant risk of harm arises on or during a referral, the Senior Tutor should recommend to the Dean that there should be a suspension for an interim time-limited period. In such cases, the Dean should follow the procedure found in Section 6 of the College's Non-Academic Disciplinary Policy and Procedure. Immediate and interim periods of suspension must be subject to regular review (at least every 21 days) and should not be extended save in exceptional circumstances that are recorded and reasoned in writing. If the recommendation is not agreed with the student, the Senior Tutor may refer the matter under stage 3 of the procedures to a Fitness to Study Decision Making Panel. Where the Proctors are involved, they are empowered to suspend a student from the University for periods of up to 21 days at a time, pending a consideration by the University Fitness to Study Panel. The consequences of suspension for tier 4 visa students should be considered by the Dean and the Senior Tutor.

## **7. Stage 2 – Formal Case Review Meeting**

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7.1 A referral to a formal Case Review Meeting will be appropriate in the following non-exclusive circumstances:

- (i) if the steps agreed at an informal meeting under stage 1 have not been effective;
- (ii) if the referral or request to the Senior Tutor is thought to be too serious at the outset to be dealt with by informal discussion and agreement or where informality of procedure is not appropriate to the circumstances;
- (iii) if the College has been supporting a student with ill-health or welfare for some while but the student is still unable to meet the academic, social, or behavioural requirements of their course of study and this is having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff;
- (iv) if a concern arises in the course of the Academic Progress: Support and Review Procedures.

7.2 If the Senior Tutor has held one or more meetings under stage 1 of these procedures, it will normally be the case that they ask the Warden to appoint someone else as Chair of the Formal Case Review. If the procedures begin at Stage 2, the Senior Tutor will normally Chair. (Hereinafter 'Chair' may therefore refer to the Senior Tutor.)

7.3 In addition to the student those with a significant interest in the student's academic progress, health and welfare will be invited to attend, for example, the student's Director of Studies, and other members of the University and College's academic and welfare

support staff who have knowledge of the student's health, safety, welfare and academic progress.

7.4 The Chair will arrange for the student to be given written notice of the convening of a Case Review Meeting and will arrange for the student to be told of its purpose, that is the referral or request that has led to the meeting being convened. The Chair will also arrange for the student to be given any documents that will be considered at the meeting, and for the student to be asked to provide, in reasonable time, any documentation they may wish to be considered. The Chair should provide the student with a copy of these procedures and also direct them to the [University's Guidance on Confidentiality in Student Health and Welfare](#). They should advise the student of the sources of support and advice available to them in the College and the University, and remind them of their right to be accompanied (5.5).

7.5 The Chair may require the student to provide evidence. For this purpose, the student may be asked to undergo a specialist assessment from a qualified practitioner preferably one familiar with this Guidance and fitness to study concerns, such as the College Doctor or a member of the University's Counselling Service. Alternatively, the student may wish to provide the college with specialist advice from their own qualified practitioner, which may be relevant to help determine the following matters:

- The nature and extent of any event, health, safety or welfare issue which the student may be experiencing;
- The timescale for resolution and/or prognosis;
- The extent to which it may affect their fitness to study and ability to manage reasonable academic requirements and the normal demands of student life;
- Any impact it may have on or risk it may pose to others;
- If reasonable adjustments or other measures have been put in place, the effectiveness of those measures;
- Whether any and if so what additional measures should be taken by the college to enable the student to study effectively;
- Whether the student will be receiving any ongoing treatment, therapy or support which is relevant to their need for fitness to study support or the steps to be taken to resolve the fitness to study concern.

7.6 Should the student choose not to undertake a specialist assessment or to disclose the contents of the same, the College may continue based on the information already in its possession. The Case Review Meeting may then draw such inferences as are reasonable and is entitled to take a precautionary approach to risk in the absence of evidence including medical evidence being provided by the student.

7.6 In more complex cases, it may be helpful for the Chair to convene a preliminary meeting with the student to discuss the procedure at the Case Review Meeting, the student's need for support at the Case Review Meeting, the identity, definition and

description of the fitness to study concerns and the information requirements that there might be to help resolve the concerns.

7.7 The purpose of the meeting is to ensure that:

- Those participating in the Case Review Meeting and the student are aware of and understand the nature and extent of the concerns that have been raised;
- the student's views and wishes are heard and taken into account;
- the best way to proceed is determined, that is the options to resolve the fitness to study concerns and the best option in all the circumstances are identified and preferably agreed;
- the likely outcomes if the fitness to study concerns are not resolved are identified and made clear.

The Chair should ensure that those in attendance are aware of this purpose, for example by making available to them a copy of these procedures and drawing attention to the relevant sections.

7.8 The Case Review Meeting will determine its own procedure in the Chair's discretion and seek information and opinions, including written materials, from those present and, if appropriate, from Student Welfare and Support Services and other professionals working with the student, and cause such enquiries to be made as may assist its deliberations.

7.9 Having taken advice from all concerned, the Case Review Meeting may, among other things appropriate to the circumstances, make one of the following decisions or recommendations:

- (i) that no further action is required; or
- (ii) to formally monitor the student's progress for a specified period of time with an action plan agreed with the student; or
- (iii) to recommend that special academic arrangements, that is reasonable adjustments in the form of a Student Support Plan prepared by the Disability Advisory Service and/or other measures and support are put in place, specifying the nature of the same and the responsibility for their provision; or
- (iv) to recommend that the student's status be suspended for a period of time; or
- (v) to recommend that consideration be given to the student withdrawing from their course of study.

7.10 The duration of any suspension of status must be carefully considered. Very short suspension, for example for up to 21 days, can sometimes be used to facilitate the

resolution of urgent issues or the obtaining of essential evidence whereas longer suspension should have regard to the fact that the student will ordinarily resume their course of study at the point they left it with the consequence that 12 months may be necessary. Resumption of a course of study may need to be monitored and/or if it is practicable phased to take account of expert advice. It will also be necessary to consider the possible consequences for students on Tier 4 visas, or students who are estranged or independent.

7.11 In each case where further action is agreed or recommended to be put in place, there should be an action plan outlining:

- any steps which the student will need to take; and/or
- any support to be provided to the student;
- in each case the responsibilities for the steps to be taken and for how long in order to resolve the concerns identified;
- provision for regular review meetings with the student for the duration of the action plan including at the end of the period agreed to ensure that the action plan is being appropriately followed and/or that measures to enable the student to study effectively are being provided;
- the identity of the cCollege and/ or University staff who will undertake the reviews;
- the likely consequences of the failure of the action plan to resolve the fitness to study concerns which will normally involve a student's fitness to study being considered at a stage 3 panel.

7.12 The Chair should ensure that the recommendations of the Case Review Meeting, together with a concise record of the meeting, are sent to the student within 7 working days from the date of the meeting, and a copy kept on the student's personal file. The Chair will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to the [University's Guidance on Confidentiality in Student Health and Welfare](#).

7.13 If, having agreed, the student decides not to follow the action plan or where a recommendation is made, the student does not accept the same, the college should inform the student that the Chair will consider referring the matter to a Fitness to Study Decision Making Panel under stage 3 of this Guidance. If the concerns remain unresolved, including because of a repeated failure in any support measures agreed or recommended, a referral to a stage 3 panel should be made by the Chair.

## **8. Stage 3 – Fitness to Study Decision Making Panel**

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8.1 A case should be referred to a Fitness to Study Decision Making Panel either:

- (i) where the stage 1 and 2 procedures have been exhausted without resolving the

- fitness to study; or
- (ii) where, at any stage, the Senior Tutor, in consultation with appropriate College Officers and members of the University Student Welfare and Support Services, considers that the seriousness of the case makes referral to a panel appropriate without going through the two earlier stages of the procedures; or
- (iii) where an immediate suspension is necessary and the student does not agree.
- (v) where, during the course of the Academic Progress: Support and Review Procedures or the Non-Academic Disciplinary Procedure there is sufficient evidence and concern to switch to these Procedures.

8.2 The decisions and recommendations that Decision Making Panel is empowered to make may include but are not limited to the following:

- (a) a decision or recommendation that the student is not fit to study (as defined in 2.1);
- (b) a decision or recommendation that the student is fit to study (as defined in 2.1);
- (c) a decision or recommendation that the student's continued access to College facilities and premises be subject to certain conditions;
- (d) a decision or recommendation that the student's access to College premises and facilities be suspended for a specific, or for an indefinite, period ('suspension');
- (e) a decision or recommendation that the student be withdrawn from their course or programme of study (if suspension under paragraph (d) above is not appropriate);
- (f) a recommendation that the case is referred back to an earlier stage in these procedures
- (g) a decision that no further action need be taken.

8.3 In considering a case a Decision Making Panel shall be entitled to employ or to draw upon suitably qualified expert advice, including but not limited to expert medical, psychiatric and legal advice and shall have due regard to the obligations under equality legislation and in particular the duty to make reasonable adjustments.

8.4 The Senior Tutor or the Chair of the Case Review Meeting as appropriate, should inform the Warden of the need to convene a Panel; the Warden should proceed without delay to appoint its members.

8.5 At the same time, the Senior Tutor or the Chair of the Case Review Meeting should; inform the student in writing that a Panel will be convened; make available a copy of these procedures; direct them to the sources of support and advice available in College and the University; remind them of their right to be accompanied (5.5). They should take whatever steps they reasonably can to ensure that the student has accessed the support they need.

8.6 The Panel consists of three members of the Governing Body, excluding the Dean and the Senior Tutor. They are appointed by the Warden, who also appoints one of them as Chair. Letters of appointment should include a copy of these procedures and Panel members are expected to inform themselves of its content. The Warden will appoint a



Secretary to the Committee who will provide administrative support. The Chair and the Secretary should agree at the outset who will take lead responsibility for all communications with Committee members, the student and any witnesses.

8.7 The members of a Fitness to Study Decision Making Panel shall not be:

- Any person who has taught, advised, or supported the student or who might reasonably be expected to do so given their role in College; or
- Any person who has served on a Disciplinary Committee, Appeal Panel (either Academic or non-Academic), or previous Fitness to Study Decision Making Panel involving the same student.

8.8 The Warden will inform the student in writing of the proposed Panel membership as soon as practically possible after it has been confirmed. If the student wished to object to any members of the Panel they should do so in writing to the Warden, giving their reason and within 24 hours of having been first informed of the Panel membership. If the Warden agrees to the objection, they will appoint one or more replacements normally within 48 hours. The Warden will inform the student of the new Panel membership. The date of this communication will be regarded as the date of the constitution of the Panel.

8.9 The Warden will give due consideration to the gender balance of the Panel, taking account of the particular circumstances of the case. Its cultural mix or diversity may be relevant in some cases.

8.10 If the Warden finds it difficult to convene a Panel from eligible members of Governing Body, they may consider other College Fellows or other suitable members of the University. The reasons for doing this must be explained to the student.

8.11 If it has not already taken place, the Chair may require the student to provide evidence and/or undergo a specialist assessment as described in paragraph 7.5 above.

8.12 The Senior Tutor and/or the Chair of the Case Review Meeting shall make available to the Panel via its Chair any and all documentation gathered in the case to date. All College Officers are expected to cooperate promptly in the assembly of relevant information and documentation.

8.13 A copy of such papers is normally to be provided without delay to the student except to the extent that the Panel, informed by expert guidance, is of the view that any matter under consideration, if known to the student, could have an unacceptably deleterious impact on the student or on others.

8.14 The Fitness to Study Decision Making Panel will hold a hearing to consider the case, to which the student will be invited. The Chair shall direct the procedure for the hearing with due regard for the principles of natural justice and the Secretary shall be responsible for making such arrangements as a necessary. The hearing may take include more than one meeting.

8.15 Refusal or failure to attend the hearing by the student, their witnesses or any person chosen to accompany the student, and any refusal or failure by the student to attend a consultation under regulation 8.11, shall not necessarily invalidate the proceedings. The Panel will consider in such circumstances whether an adjournment would in such circumstances be appropriate but has the right under such circumstances to proceed with the hearing.

8.16 The Chair shall arrange for the student to be notified of the date of the hearing and their right to be accompanied normally with a minimum of 10 working days' notice.

8.17 The Chair shall arrange for the student to be given reasonable notice, and wherever reasonably possible a minimum of 10 working days' notice, of the matters to be considered by the Panel.

8.18 Where expert opinion is required, the panel will adjourn until such time as the opinion has been obtained.

8.19 The hearing shall commence with private discussions of the Panel to clarify matters of process only.

8.20 The student and an accompanying person (if any) shall be called to appear before the Panel. The student and any accompanying person may normally be present for the duration of the hearing until such time(s) as s/he is asked to withdraw so as to enable the Panel to come to its decision.

8.21 The Chair of the Panel shall outline the detail which the Panel has been convened to consider and ensure that the student understands the nature of the matters under consideration.

8.22 A statement shall be requested from the student about the matters under consideration upon which the Panel shall be entitled to question the student. Any failure by the student to provide such a statement shall not necessarily invalidate the proceedings.

8.23 Witnesses or external advisors (of which the Panel and the student have been notified in advance) shall be called in the following order: those called by the Panel followed by those called by the student. Each witness or external advisor shall be requested to make an oral statement or to confirm the contents of a previously provided written statement. They shall be questioned by the Panel and may be questioned by the student or accompanying person. Witnesses or external advisors shall withdraw from the hearing after questioning.

8.24 The student and any accompanying person shall withdraw to enable the Panel to consider its decisions and recommendations.

8.25 The decisions and recommendations of the Panel shall be confirmed in writing to the student and to the referring bodies by the Secretary, normally within 10 working days of the hearing. The student will also be informed of their right of appeal.

## 9. Appeal

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9.1 The appeal stage is not intended as a rehearing of the case; it is a review of the formal stage, including the Case review and the Fitness to Study Panel. It should be noted that there are further levels of appeal beyond the College.

9.2 The student against the decision(s) and recommendation(s) of the Fitness to Study Decision Making Panel. Notice of any appeal must be made to the Warden within three working days of the student receiving written notification as described in 8.25. The student must communicate the grounds of appeal. Grounds for appeal can include:

- v) That the procedures were not followed properly;
- vi) That there is a bias or reasonable perception of bias during the procedure;
- vii) That the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
- viii) That the decision(s) and/or recommendation(s) were disproportionate or not permitted under the procedures.

9.3 On receipt of an appeal, the Warden shall promptly appoint an Appeal Panel. If there is no appeal the procedure is as described in 10.1 below.

9.4 The Appeal Panel consists of three Fellows who need not be members of Governing Body. The Warden will appoint one of the Panel as Chair. The Warden will appoint a Secretary to the Committee who will provide administrative support; they may be the same Secretary as the Fitness to Study Panel. The Chair and the Secretary should agree at the outset who will take lead responsibility for all communications with Panel members, the student and any witnesses. The rules of composition and the provision for objection are the same as for the Fitness to Study Panel (8.7-8.10).

9.5 The Secretary will provide the members of the Appeal Panel with all documentation presented at the hearing of the Fitness to Study Panel, including its report as well as the letter of appeal from the student to the Warden. Panel members should appraise themselves of these Procedures.

9.6 The Chair should convene the Panel as soon as practicable; normally within one week of being appointed by the Warden. It shall be the duty of the Panel to determine whether the appeal should be allowed or dismissed.

9.7 The Appeal Panel will determine its own procedure, provided that it is consistent with the Guiding Principles in these procedures (5.x). It will determine whether or not there

should be a hearing. If there is a hearing, it is recommended that it follows where possible and/or where appropriate the procedure described in section 8.

9.8 If the Panel determines that the appeal should be allowed it may substitute its own decision or recommendation. All disposal available to the Fitness to Study Decision Making Panel (in 8.2) are also available to the Appeal Panel.

9.9 If the Panel determines that there is new material evidence that the student was unable, for valid reasons, to provide earlier in the process and that: a) this evidence may be significant enough to alter the decision of the Fitness to Study Decision Making Panel; and b) a fair consideration of this evidence requires a hearing, it may request that the Warden appoint a new Fitness to Study Decision Making Panel.

9.10 The Chair of the Panel will be responsible for ensuring that there is a written record of its deliberations.

9.11 The Chair of the Appeal Panel should promptly write to the student with the outcome of its deliberations, giving a clear explanation of, and setting out the reasons for, each decision and/or recommendation. This letter should also give information about: the further right to appeal (see below); the time limit for making an appeal; the appropriate procedure; and where to obtain appropriate support and advice. The written record of the hearing will also be provided to the student by the Chair. A copy of the letter, which must be dated, should be made to the Warden.

9.12 If the student *does not* appeal the decision of the Fitness to Study Decision Making Panel, the Warden will report its decision at the next meeting of the Governing Body. If the student *does* appeal the decision of the Fitness to Study Decision Making Panel, the Warden will report the decision of the Appeal Panel to the next meeting of the Governing Body.

9.13 By convention, the Governing Body will follow the recommendation of a Fitness to Study Decision Making Panel or an Appeal Panel. A student therefore has no right to make further representations to Governing Body in respect of any decisions or recommendations made by either Panel.

## **10. Completion of Procedures**

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10.1 Either at the conclusion of the Fitness to Study Decision Making Panel or, if there has been an appeal at the conclusion of the Appeal Panel, the Warden must provide the student with a *Completion of Procedures Letter* within 28 days of the communication of the relevant decision. Guidance (including a template) on how to write a Completion of Procedures Letter can be found at: [Completion of Procedures Letters - OIAHE](#). The Letter should also inform the student of their possible rights to appeal to the Conference of College Appeal Tribunal as well as to the Office of the Independent Adjudicator for Higher Education.

## **11. Return to Study**

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11.1 In cases where the student has suspended their status at any stage as an outcome of the fitness to study procedures, the conditions necessary for resumption of their student status and return to their course of study must be made clear by the Senior Tutor or the Chair of the Panel that made the recommendation or decision. The conditions will be provided in writing to the student prior to suspending so that student is fully informed before they suspend of the conditions that must be met in order to reinstate by returning to their course of study. The conditions are likely to include evidence of improved health or welfare or improved management of health conditions or behavioural concerns in order to establish that an identified fitness to study concern is resolved.

11.2 The monitoring of fitness to study for a specified period of time after resumption and/or the gradual return to a course of study with conditions to be considered at each stage are possible outcomes.

11.3 The improvement in health, welfare or behaviours required for resumption of status should be explicit. These may include reasonable social and behavioural requirements in the context of the student's health, safety and welfare or may refer to the reasonable requirements of the course of study. The College will have regard to any reasonable adjustments which apply to a student who has a disability and in particular where there are pre-existing agreements about those adjustments, for example, the length of the course of study or adjusted deadlines.

11.4 When a student indicates to the Senior Tutor that they wish to resume their studies after a period of suspension of student status, it may be necessary for the student to be offered support to make an application to return to study. The College will assist the student in their application and ensure that they have sought appropriate advice from any appropriate specialist or professional practitioner and/or from Student Welfare and Support Services.

11.5 A return to study decision will normally involve a further Informal Meeting with the student or a Formal Case Review Meeting to which the student is invited. In each case, the Senior Tutor or Chair, as appropriate, will ensure that a procedure is followed that is appropriate to the circumstances having regard to these procedures and their Guiding Principles.

11.6 In order that the College may be satisfied that the conditions necessary for return have been met, the Senior Tutor or Chair (as appropriate) should seek advice from any specialist or professional practitioner who was involved in the fitness to study procedures and from Student Welfare and Support Services where that is appropriate. The College

may request the student to provide evidence from an appropriate specialist or professional practitioner or confirmation of their health or welfare and ability to resume their course of study and to sustain that resumption. This is likely to be from the specialist or professional practitioner who has provided support or treatment for the student during suspension. The College has the right to seek a second opinion. The College may require both medical and other evidence relating to the fitness to study concern in order to decide that it is appropriate for the student to return to study and/or that the relevant conditions have been met or can be maintained. Medical fitness is not necessarily the same as an overall conclusion that a student is fit to study.

11.7 Resumption of status following any suspension that exceeds a continuous period of 24 months will only be considered in exceptional circumstances.

11.8 In preparation for an informal decision on an application to return to study or a formal Case Review Meeting considering such an application, the college may, if appropriate, obtain advice from Student Welfare and Support Services in the form of a Return to Study Plan. The Senior Tutor or the Chair of the Case Review Meeting will conduct a review of the documentary evidence relating to return to study including the records from the stage 1, 2 or 3 procedure that concluded with the agreement or decision to suspend. The Senior Tutor or the Chair will consider that evidence in the context of the academic requirements of the student's course of study and any reasonable adjustments that exist where the student has a disability.

11.9 The Senior Tutor or the Chair will hear and take into account the student's wishes and feelings about return to study and make a decision or recommendation that includes the following:

- whether the conditions have been met and/or can be met on a sustained basis so that it is appropriate for the student to return to study;
- if not, whether there are further steps or evidence that are required before return to study is appropriate;
- if so, the most appropriate time for the student to return to study and how that return is to be managed in the context of the academic requirements of the student's course of study
- if the student's course of study has changed, whether or not it is feasible to return to it and what the options are for the student and the best option in all the circumstances of the case;
- the availability of continuing support for the student including from Student Welfare and Support Services.

11.10 In each case Student Welfare and Support Services will, if asked, help to draw up a 'Return to Study Plan' in consultation with the student and the relevant welfare, disability and academic leads. The Plan will ordinarily address and include:

- the specific study-related support needs of the student in returning to education;

- the support which is reasonably required in the short term;
- the involvement of and liaison with external agencies;
- any longer term support or adjustments that are reasonably required and any conditions that might or will apply;
- a risk management plan that takes account of the experiences that led to the student initially suspending from their course of study and any other information that is known to be relevant.

11.11 Any return to study recommendation that is not agreed by the student will be referred by the Senior Tutor or the Chair to the next relevant stage of these procedures. If either considers that there are still grounds to be concerned about a student's fitness to study, they may either agree with the student a further period of suspension with a view to receiving a further application to return to study at a later date or convene a further Formal Case Review Meeting in accordance with stage 2 of the procedures, to consider the matter after a further period of time which is to be specified.

11.12 A decision or recommendation to return to study together with a concise record of the meeting, should be sent to the student within 7 working days from the date of the meeting by the responsible person, and a copy kept on the student's personal file. Colleges will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the [University's Guidance on Confidentiality in Student Health and Welfare](#).

## G3 Non-Academic Misconduct: Disciplinary Code and Procedure

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### 1. Scope

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1.1 By becoming members of Keble College, students of the College agree to follow, and are expected to follow all regulations set out in the [College Handbook and Regulations](#), to adhere to the conditions of their licence agreement (if in College-owned accommodation) and to follow the University's regulations set out in the [University's Student Handbook](#) and elsewhere.

1.2 The purpose of this Code and Procedure ('**the Code**'), which forms part of the College Handbook and Regulations, is to enable the College to take appropriate action if students are in breach of these regulations ('**Misconduct**'). The College has a reasonable expectation that staff, students, and visitors will conduct themselves in ways that are not disruptive or harmful to other members of a community which, although predominantly residential, is also a workplace for many.

1.3 This Code applies to any current or suspended student of Keble College, whether undergraduate or graduate, any visiting student, common awards student, associate member of the JCR or MCR, and whether in residence or out of residence at the time, who is alleged to have breached the College Code of Discipline.

1.4 *College context.* An alleged breach of the College Code of Discipline may be the subject of disciplinary steps under this Procedure only if the subject is alleged to have committed the alleged breach in their capacity as a member of the College. A breach of discipline will be treated as having been committed in that capacity if:

- a) it was committed on or near College premises; or
- b) it was committed on or near the premises of another college or on or near University premises and a reasonable request is received from the Dean or other competent official of that other college, or from the University Proctors or the Head of a University Department or the Chair of a University Faculty as the case may be, to deal with the matter as an offence against College discipline; or
- c) it was committed during College activities away from College premises; or
- d) it was committed when studying at a partner organization; or
- e) it was committed on social media against any other member of the College; or
- f) it threatens to bring the College into disrepute among reasonable people; or
- g) it was committed by the use of College facilities (such as computer networks) or privileges such as intercollegiate internal mail); or
- h) it was committed by the use of University facilities (such as computer networks) or privileges (such as a University card) and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or
- i) it was committed against the College or any other member of the College.



1.5 Students are deemed responsible for the behaviour of their guests on College premises or using College facilities.

### Other jurisdictions

1.6 *The University and other Colleges.* The College authorities will cooperate with the University Proctors, other University personnel concerned with discipline and with the Deans (or equivalent officers) of other colleges. In some circumstances it may be appropriate for College officers to support Keble students or assist in their defence at the University's Disciplinary Panel. There may also be occasions when it is appropriate for the College to refer allegations to the University Proctors.

1.7 All Oxford colleges have broadly similar codes of conduct and disciplinary procedures. Officers of Keble College will cooperate with any reasonable requests from Deans (or equivalent) of other colleges to assist with their investigations and disciplinary measures. We would expect the Deans of other colleges to cooperate with Keble. In some circumstances, for example where students from multiple colleges are involved in alleged Misconduct, it may be appropriate for the Deans of one or more colleges to refer a matter to the University authorities.

1.8 *PGCE and medical students.* Reports about medical students and PGCE students may be subject to preliminary consideration by the relevant University Departments under Fitness to Practice procedures and may also be considered by that Department after the completion of a disciplinary procedure in College. The Department may impose precautionary measures pending the outcome of investigation under this procedure.

1.9 *Proctors' jurisdiction.* Where a breach of regulations is such that it is proper for the University Proctors to consider it, and where they have begun to do so, the College will stay any steps under its own procedure. However, disciplinary steps may be taken under the College procedure notwithstanding that Proctorial proceedings were discontinued or that Proctorial charges were dismissed. No finding of fact by the Proctors or absence of any such finding shall bind the College.

1.10 *Reporting to the Police.* Very serious offences that could lead to criminal proceedings may be reported to the police or other relevant public authority. Repeated offences involving minor drugs may also be reported. The Dean will normally be responsible for making the report. In some cases, notably concerning allegations of sexual misconduct, a report should not be made without the knowledge and consent of the complainant (see also 1.12).

1.11 *Behaviour which would constitute a criminal offence.* Where this Procedure applies and the situation of the student who is alleged to have breached the College Code also constitutes a proper basis for investigation by the police or any other public authority, or for any other steps to be taken towards prosecution in the criminal courts, and such steps have been proposed or initiated (or their imminent proposal or initiation can reasonably

be foreseen), any steps proposed or initiated in this Procedure will usually be stayed until the conclusion or abandonment of the investigation or prosecution.

1.12 Where the alleged victim of an alleged criminal offence is a member of College, the College will provide that person with necessary support, including supporting them in their decision about reporting the matter to police.

1.13 Disciplinary steps may subsequently be taken under this Procedure notwithstanding that criminal proceedings have not been commenced or have been discontinued or that criminal charges have been dismissed. The College will not treat discontinuance or dismissal of such proceedings as evidence that the student did not breach the Code of Discipline in the manner alleged.

1.14 The fact that proceedings under this Procedure are stayed pending the outcome of criminal investigation or prosecution will not prevent the Dean from taking precautionary measures as described in section 6 below.

1.15 Where a student is found guilty of a breach of University regulations or a criminal offence, the College may subsequently pursue the same matter under this Procedure and attach its own penalty to the same breach or offence, making due allowance for any penalty or other measures already imposed by the Proctors or the courts. The college also retains the right, following any Proctorial finding against or criminal conviction of the student as well as in any other circumstances, to take steps to ensure the peace of the College and the safety of its members, which are not regulated by this Procedure.

1.16 *Other Policies and Procedures.* Misconduct involving allegations of harassment, discrimination, and bullying are considered by separate [College](#) and/or [University](#) procedures. Complaints about members of College staff are considered by separate procedures in College and/or University as appropriate. The College procedure is found in the *College Handbook and Regulations*.

1.17 *Consolidation.* Where this Procedure applies, and the situation of the student who is alleged to have breached the College Code also constitutes a proper basis for steps to be taken under another College policy or procedure, and the person responsible for that other procedure confirms that a report has been made about the student under the procedure or that steps under that other policy and procedure are anticipated or have been proposed or initiated, the responsible College officers under each policy or procedure will together determine, in consultation with the student, whether all steps should be consolidated so that they are taken under a single policy or procedure, provided that such consolidation may not have the effect of depriving the student of an avenue of appeal that they would otherwise have enjoyed. In the event of a disagreement as to the appropriateness of a consolidation, the final determination is to be made by the Warden.

1.18 *Disputes between individuals.* The Code is principally intended to address misconduct by students rather than to resolve disputes between individuals, except insofar as they involve a breach of College regulations.

**1.19 Questions about the Code.** Any questions about the scope of the Code should be addressed, in the first instance, to the Dean. The Dean is the College Officer with oversight of the non-academic disciplinary Code and Procedure and has lead responsibility for enforcing College rules relating to discipline.

## **2. General Principles**

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**2.1 Principles.** The Code follows the principles set out by the Office of the Independent Adjudicator for non-academic discipline: accessibility; clarity; proportionality; timeliness; fairness; independence; confidentiality; and improving the student experience. All persons involved in proceedings under this Code are expected to follow these principles. Disciplinary procedures are internal to the College and are not unduly formal. It is recognised that persons involved in proceedings may not have legal or other formal training relevant to disciplinary situations, but they are expected to act to the best of their ability and in a reasonable manner. It is expected that students, their representatives and staff will act reasonably and fairly towards each other and will treat the disciplinary process with respect.

**2.2 Definition of Misconduct.** Misconduct is defined as:

- improper interference, in its broadest sense, with the functioning or activities of the College or those who work, study or are accommodated in the College; and/or
- any conduct activity or failure to act in a way, which otherwise damages the College or its reputation, or those who work, study or are accommodated in the College.

**2.3 Examples of Misconduct.** Examples of Misconduct include (but are not limited to):

- Antisocial behaviour, for example, disruptive noise;
- Inappropriate, abusive, or threatening behaviour, including on social media;
- Rudeness towards staff, visitors, members of the public, other students;
- Compromising the safety of and/or wellbeing of staff, other students, or visitors;
- Internet access abuse, such as visiting inappropriate websites, uploading/downloading inappropriate content, propagation of internet viruses;
- Misuse of library services;
- Disruptive behaviour on College premises, such as setting off fire alarms or obstructing access to buildings or rooms;
- Failure to take reasonable steps to prevent disruptive or offensive behaviour on the part of any guests invited into College;
- Damage to College property or abuse of its facilities;
- Obstruction of the freedom of speech;
- Grossly indecent or offensive behaviour;
- Violence, harassment and hate crimes;
- Acts of unlawful discrimination;

- Behaviour likely to bring the College into disrepute, such as disruptive behaviour in the community;
- Impairment of, or interference with, fire safety systems, for example, interference with fire extinguishers and heat/smoke detectors, malicious activation of fire alarms;
- Causing health or safety concerns, for example, by failing to follow stated health and safety rules and procedures
- Possession, supply or use of illicit drugs;
- Theft, or unauthorised possession of money or property, whether belonging to the College, another student, or a third party;
- Relying on forged, falsified or fraudulent documentation, and other forms of deception that are intended to gain an advantage, for example submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims;
- Refusal to comply with reasonable requirements by the Porters, Junior Deans, or other members of staff to discontinue unacceptable behaviour and/or withdraw from the scene of an incident;
- Refusal to comply with any penalties and conditions applied as a consequence of this procedure
- Refusal to disclose your name and other relevant details to an officer, employee or agent of the College in circumstances where it is reasonable to require such information to be given; and
- Failure to attend a summons from the Dean without reasonable cause.

**2.4 Minor and major Misconduct.** Misconduct may be minor or major. Repeated instances of otherwise minor Misconduct may be regarded as major Misconduct and thereby receive more substantial penalties. Likewise, where several acts of otherwise minor Misconduct are committed it may be regarded as major Misconduct. Refusal or failure to comply with penalties and conditions imposed as a result of this Procedures may also be regarded as major Misconduct. Harassment, violence, and unlawful acts of discrimination are normally regarded as major Misconduct, as is interfering with fire safety systems. Interference with fire extinguishers and heat/smoke detectors is a criminal offence. Misconduct that is illegal under the criminal law, for example, possession and dealing of Class A drugs, will be reported to the police. This may include repeated offences involving minor (Class C) drugs. See also the *College Drugs Policy* in the *College Handbook and Regulations*.

**2.5** It is the responsibility of the Dean to determine whether Misconduct in any given situation is minor or major.

**2.6** Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for breaches of the Code, and may be regarded as an aggravating feature.

**2.7 Penalties.** Examples of Misconduct and the range of possible penalties are found in Appendix A. The potential penalties for Misconduct include:

- A requirement that the subject apologise, orally or in writing, to the College or to named individuals;
- A fine of up to £500 (including suspended fines), so calculated so as not to expose the subject to disproportionate hardship;
- Confiscation, for example of audio equipment;
- Reparation;
- Exclusion (i.e., banning) from parts of the College, including College-owned accommodation, for a fixed period or pending the fulfilment of certain conditions;
- Disconnection from the IT network, for a fixed period or pending the fulfilment of certain conditions;
- Moving to accommodation elsewhere in College;
- Service on College premises, of up to 20 hours, so scheduled as to give priority to the subject's academic work;
- Charges for damage to property sufficient to cover the costs of repair and/or replacement; and
- Requirement to attend courses of training or similar intended to help the student with behavioural issues, for example excessive alcohol consumption or drug misuse

The potential penalties for major Misconduct include, in addition to the above:

- A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College accommodation with or without conditions that need to be satisfied before a return to the College premises and/or accommodation; or
- A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College accommodation unless certain conditions are satisfied, with or without further conditions that need to be satisfied before a return to the College premises and/or accommodation; or
- Suspension for up to one year, i.e., withdrawal of the right of access to all of the land, buildings and facilities of the College including teaching, and all related academic services, with or without conditions that need to be satisfied before a return to College; or;
- Suspension for up to one academic year unless certain conditions are satisfied, with or without further conditions that need to be satisfied before return to College; or
- Expulsion, i.e., the permanent loss of membership of the College and the University, unless certain conditions are satisfied; and
- Expulsion

2.8 Penalties for Misconduct will be proportionate, consistent, and appropriate, and they must be explained to the student in writing. Where needed, a timeframe for compliance should be clearly specified. They may be suspended conditional on subsequent behaviour,

in which case they will be treated as formal warnings. A member of the decanal team may issue a written formal warning in lieu of a fine, for example, for minor Misconduct which is a first offence.

**2.9 Conditions.** The conditions that may be attached to a penalty under 2.7 above, or to a conditional determination include, but are not limited to:

- (a) that the subject is to commit no breach of the Code of Discipline or of any type or of any specified type for a specified period or indefinitely;
- (b) that the subject is to report to the Dean at such intervals and for such period as the Dean and/or Disciplinary Committee may determine with a view to keeping the subject's conduct under review and for the purposes of which review the subject's assent to a conduct agreement may be required;
- (c) that the subject is to take some other reasonable step or steps specified in the penalty, the step or steps to be taken before a specified date, provide that the step will not be one designed to penalise the student

**2.10 Approach to penalty.** In reaching a decision about a penalty the relevant factors may include, but are not limited to: the seriousness of the Misconduct; the degree of harm caused to the victim, including the College; the subject's previous disciplinary record; whether or not the subject has cooperated with the investigation; the degree of insight shown by the subject; the existence of mitigating or aggravating factors; and in the case of a financial penalty, the subject's documented financial position.

**2.11 Mitigating factors** may include but are not limited to: the subject has apologised to any victim; it is the subject's first breach of discipline; the subject admitted the breach of discipline at the earliest opportunity; the subject has expressed remorse; the subject has compelling circumstances that affected their judgement.

**2.12 Aggravating factors** may include but are not limited to: any failure to cooperate with investigatory or risk assessment processes; being under the influence of alcohol or intoxicating drugs; where the conduct was motivated by protected characteristics or perceived protected characteristics; repeated breaches of the same or similar provisions of the Code of Discipline; failure to comply with a minor sanction.

**2.13 Previous disciplinary record.** A student's previous disciplinary record will not normally be relevant to the determination of any allegation, but it may be taken into account in decisions about the appropriate penalty.

**2.14 Burden and standard of proof.** In any disciplinary proceedings under this Code, the burden of proof will be on the College. The standard of proof will be on the balance of probabilities. If a student wishes mitigating circumstances to be taken into account in determining any penalty imposed as a consequence of disciplinary proceedings, they will need to prove that they exist.

**2.15 Communication.** Where a notice or record is to be given 'in writing', this will normally be done by email with attachment, sent to the student's College email address. Such emails will be deemed to be delivered to the recipient at the time of sending.

Students are expected to read emails at their college address at least once a day, although some allowance will be made for communication outside full term. If notice or record is delivered on paper, this will be to the recipient's College pigeon hole (if in residence) or to the address previously notified to the College Office (if out of residence). It will be deemed delivered either when it is placed in the pigeon hole or two days after dispatch by first-class post as appropriate.

**2.16 *Timeliness.*** Any disciplinary steps taken under this code and procedure will normally be completed within 90 calendar days of the start of an investigation. This will normally mean completing an initial investigation and formal stage within 60 calendar days, and a further calendar 30 days for appeal. The relevant decision-makers will try to keep to this timetable but there may be circumstances where it is not practicable to do so. In such situations a justification for any delay will be provided to the student concerned in writing.

**2.17 *Meaning of 'Day'.*** Except where otherwise stated, a day means a full working day (Monday to Friday) and excludes Saturday, Sunday, and public holidays. This applies at all times, including University vacations (i.e., outside full term).

**2.18 *Online meetings.*** Any meetings or hearings that are part of this non-academic disciplinary procedure may take place in-person or online, provided that it uses devices and software of suitable confidentiality.

## **Confidentiality and record-keeping**

**2.19 *Confidentiality.*** Information about students who are subject to disciplinary proceedings will be kept confidential as far as reasonably possible and in accord with the College *Policy on Confidentiality* Information will be disclosed to as few people as reasonably possible, and only to those involved in investigating or deciding the matter. Students who are either the subject of disciplinary proceedings, or who are called as witnesses, must also maintain confidentiality as far as possible.

**2.20 *Witnesses.*** In order to enable a student subject to disciplinary hearings to defend themselves adequately, it will not be normal to keep the identity of any witnesses secret. If a witness does not agree to the disclosure of their identity, it may not be appropriate to rely upon their evidence. Witnesses may seek support from the appropriate College officers. Under certain circumstances it may be necessary for an Investigator to withhold the identity of a witness (7.10 below)

**2.21 *Records.*** Records of any proceedings and decisions taken during non-academic disciplinary process, including any documents submitted, will be kept in accord with the College's *Data Protection Policy* and its associated retention schedules. These can be found on the College website [here](#).

**2.22** The Dean will normally keep records relating to minor Misconduct. The College Office will normally keep records of major Misconduct. The Warden's PA keeps the record of Governing Body proceedings.

2.23 The Chairs of Disciplinary Committee and Appeal Panels should ensure that any documentation in their possession is passed on to the Student Administration Manager in the College Office once their role in the process is concluded. They should retain any emails for at least one year after the Completion of Procedure so that they may be available for any external appeal.

2.24 Conflict of interest. Any member of College involved in administering this Procedure shall comply with the College's conflict of interest policy and should not act if there is any reasonable perception of bias. If the Dean is unable (for any reason) to act the Warden will appoint an appropriate substitute. If need be, the Sub-Warden can substitute for the Warden in this Procedure.

2.25 *Costs*. Irrespective of the penalty or other disposal imposed for Misconduct under the Code, it is always open to the Dean to pass on to the student who has committed an Misconduct under the Code, in addition, any reasonable costs that have been borne by the College in direct consequence of the Misconduct, not including any cost attributable only to the time spent on the detection, investigation or determination of the student's case by any College Officer, including the Dean, Sub-Dean and Junior Deans

2.26 *Situations not explicitly addressed by the Code*. In the course of disciplinary proceedings, a College officer or other person authorised under this procedure, for example, the Chair of a Committee or Panel, may encounter a situation that is not explicitly covered by the Code. In such cases they may make a decision taking account of the [OIA Good Practice Framework](#) and/or the [University's Student Disciplinary Procedure: Non-academic misconduct](#) and be guided by the duty to act in a fair and impartial manner. They may also consult appropriate College and University officers. The reasoning and justification for any such decision should be recorded in writing.

2.27 *Annual review*. The Code will be reviewed at least annually by the Dean, and any significant changes will be put to Governing Body for decision. The annual review will normally take place during Trinity full term.

### **3. Sources of Support and Advice**

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3.1 There are many sources of support and advice in College and in the University both for students who are going through disciplinary procedures and for students who are providing information relevant to procedures, for example as witnesses. Students who are the subject of disciplinary procedures can also be accompanied at meetings or during hearings.

It is not possible to detail all the sources of advice and support here, but they include:

- [The College Welfare Team](#);
- Oxford SU [Oxford SU](#) and [Student Advice \(oxfordsu.org\)](#); and
- MCR and JCR officers.



3.2 The Dean or Chair of Disciplinary Committee/Appeal Panel should direct students to the relevant sources of advice and support at the earliest appropriate opportunity and thereafter remind them, for example, when the procedure moves to another stage.

3.3 *Disputes between students.* The Code is not a mechanism for resolving disputes between students but for dealing with Misconduct. But some cases of Misconduct may involve one student making a complaint against another. In cases, the Dean will take care to ensure that they are both equally afforded access to support and advice but also that any College officers or individuals providing that support and advice are not themselves conflicted. As far as reasonably possible students who are in dispute should receive help from different individuals.

3.4 *Right to be accompanied.* Students who attend meetings, interviews, or hearings described under this Procedure, including students alleged to have breached the College Code of Discipline, students who have reported an alleged breach, or witnesses, may be accompanied by a supporter, who should normally be a member or employee of the College or a member of the Oxford Student Union, so long as the name and position of the supporter is provided in advance and any further procedural requirements set out in this procedure below are met. Requests to be accompanied should be made to the Dean, Investigator, and/or Chair of a Disciplinary Committee or Appeal Panel as appropriate at least 48 hours in advance of the date of any meeting or hearing.

3.5 *Legal representation.* Disciplinary procedures are internal to the College and are not unduly formal. There is support available from inside the College and also from properly trained and resourced sources in the University such as the [Oxford Student Union Student Advice Service](#). That being so, it will not normally be necessary for students to seek independent legal advice. An exception might be made in complex cases or where there is the possibility of a penalty of expulsion being applied. The Chair of the relevant Disciplinary Committee or Appeal Panel is responsible for deciding whether or not, in a specific case, legal representation will be permitted.

3.6 *Fitness.* The College has a separate procedure for 'fitness to study' in the *College Handbook and Regulations*. If any member of College has a concern about a student's health to the extent that it might compromise their ability to properly take part in, or be subject to, disciplinary proceedings and measures, the Dean and/or Chair of the appropriate Committee or Panel may suspend the process while an assessment can be made under the relevant Procedure.

3.7 *Adjustments for disability.* In all proceedings, including communications, the College will take proper account of any needs and adjustments disclosed by disabled students. If a student reports that the behaviour which gives rise to the disciplinary concern is related to their disability, the Dean and/or Chair of the appropriate Committee or Panel will consider whether to proceed as planned or to refer the students to the appropriate support services. They may seek appropriate independent evidence for any disability so disclosed. In cases of referral, proceedings may continue or be suspended awaiting proper assessment. A student's disability should also be considered during the setting of any penalties.

3.8 Although disability should be taken into account throughout any proceedings, it is not a sufficient reason not to proceed and nor is it a sufficient reason not to set a penalty.

#### **4. The Deans' authority**

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**4.1 *Initiation of procedures.*** Non-academic disciplinary procedures may be initiated by person who has good reason to believe that a student has breached the Code. This person shall refer the matter to the Dean, the Sub-Dean or a Junior Dean as soon as reasonably possible after the occurrence of the alleged breach and normally in writing. Anonymous reports will only be considered in this procedure under exceptional circumstances where there are compelling reasons to do so. Malicious or vexatious allegations may result in disciplinary action against the person making the report.

**4.2 *Subject and reporter.*** A 'reporter' is a person submitting a report to the Dean under 4.1. A 'subject' is a student who is alleged to have breached the College Code of Discipline

**4.3 *The Dean's powers.*** The Dean has the authority to exercise disciplinary powers over minor Misconduct. Disciplinary powers exercised by the Dean normally include: fines totalling up to £500 per individual for any single instance of Misconduct; exclusion ('banning') from parts of the College for short periods (no more than one term); moving accommodation within College; disconnection from the IT network; confiscation; and require the performance of community service (no more than 10 days). The Dean may also impose charges for damage to property, sufficient to cover the costs of repair and/or replacement, and impose reparation payments up to £500. The Dean has the power to summon students as part of an investigation into Misconduct (see 5.1 below). The Dean will provide a written explanation to a student against whom any action taken under these powers and keep a record.

**4.4** The Dean may delegate this authority to the Sub-Dean for short periods, for example, to cover annual leave, or with respect to the H B Allen Centre. Any such delegations will be reviewed by the Warden and the Dean on a termly basis.

**4.5 *Junior Deans' authority over minor Misconduct.*** The Sub-Dean and Junior Deans may, at the discretion of the Dean, exercise disciplinary powers over minor Misconduct. They may issue written formal warnings, impose fines of up to £100, require the performance of community service (no more than two days), exclude an individual from part of the College for no more than one week, and confiscate items such as audio equipment. It is good practice to provide a written explanation of the reasons for the action to the subject. The Sub-Dean or Junior Dean must make a written record of any action taken and copy this to the Dean.

**4.6** If the Junior Dean or Sub-Dean is uncertain about whether Misconduct is minor they should consult the Dean.

*4.7 Appeal against Junior Dean's decision.* Should a subject wish to appeal against action taken by the Sub-Dean or Junior Deans with respect to a minor Misconduct, they may request a meeting with the Dean. The request must be made within no more than five days of notification that a penalty has been imposed. Any penalty will normally be stayed pending the Dean's consideration of the alleged Misconduct. The Dean may vary any penalty previously imposed (up to the limit of the Junior Dean's jurisdiction), decide to impose no penalty, or take further action as they consider necessary, including. The Dean's decision will be final.

## **5. Minor Misconduct**

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Procedures differ according to whether the alleged Misconduct is minor or major. Cases of minor Misconduct are addressed in this section. Major Misconduct is addressed in section 7.

### **Summons by the Dean**

*5.1 Dean's power to summon.* The Dean may summon any student alleged to have breached the Code ('subject') and any student who, in their opinion, may be able to provide evidence relevant to the investigation. Notice of a summons must be in writing and state the alleged Misconduct. The Dean will also direct the subject to the Code. There will normally be at least one day's notice of a summons. In circumstances where the Dean, Sub-Dean and/or Junior Dean are themselves present during or immediately after an alleged Misconduct, the summons may be made orally.

*5.2 Failure to attend.* Failure to attend a summons without good reason is Misconduct. It will not cause disciplinary proceedings to be suspended and may be taken into account in any subsequent determination of a penalty. At their discretion, the Dean may issue a second summons to a student who did not appear for the first.

*5.3* A summons or hearing before the Dean will take place when either: a) a subject has requested a hearing to appeal a penalty imposed by another member of the decanal team; or b) when Misconduct has been reported to the Dean that requires further investigation, for example to determine whether it is minor or major Misconduct. In either case, the principles are the same.

*5.4* A member of the College administrative staff can if necessary attend any meeting under this Part of the procedure and take notes of the meeting and/or the meeting will be recorded.

*5.5 Procedure.* The Dean shall determine the procedure provided that:

- (a) The Dean will provide the subject with any available supporting evidence prior to the hearing, including the names of any witnesses to be called.
- (b) The Dean has discretion as to the organisation and timing of the hearing. The Dean may adjourn proceedings with reasonable cause.

- (c) In cases where more than one student is involved in an alleged Misconduct, the Dean will take steps to ensure that they are treated equally and fairly.
  - (d) The subject will have been given reasonable time, to be agreed with the Dean, to assemble their evidence.
  - (e) At the hearing, the subject will be given a reasonable opportunity to respond to the allegation and all supporting evidence, including statements made by witnesses before and during the hearing.
  - (f) The hearing will normally begin with the Dean reading out the allegation to the subject and giving them an opportunity to either admit to or deny the alleged Misconduct.
  - (g) The Dean must satisfy themselves as to fact, responsibility and identity.
  - (h) The Dean may summon witnesses.
  - (i) The subject may call witnesses, having informed the Dean in writing before the hearing of their intention to do so.
  - (j) The Dean has discretion as to whether the subject and any witnesses are present at the hearing at the same time.
  - (k) The subject may be accompanied as outlined in 3.4 above.
  - (l) The Dean may ask one or more other members of the decanal team to be present, for example to keep notes of proceedings.
  - (m) The Dean will give the subject the opportunity to make known any mitigating circumstances that might be relevant to the determination of the penalty.
  - (n) The Dean should remind all those involved of the importance of confidentiality
- (2.14)

If, in the course of their investigation, the Dean determines that the misconduct is more serious, then they may ask the Warden to refer the matter to a Disciplinary Committee.

**5.6 *Determination of case.*** The Dean will write to the subject with their determination of the matter, normally within five days of the conclusion of the hearing. The Dean will provide a written outcome setting out the decision reached, any penalty to be imposed, the timeframe for compliance (where needed), and any provisions for appeal. Even if no further action is to be taken, the Dean will advise the subject that concerns have been raised about their behaviour. If appropriate, the Dean may signpost the subject to sources of advice and support. The Dean is responsible for keeping a written record of the proceedings and the outcome.

## **Appeals and Minor Appeals Panel**

**5.7 *Scope for appeal.*** The subject may appeal the Dean's decision by writing to the Warden, and within no more than two days of the Dean's written resolution. The subject should specify the grounds for appeal. If the Warden regards the appeal as valid according to the provisions in 5.8 they will refer the appeal to the Minor Appeals Panel. Any penalty imposed by the Dean will normally be stayed pending the outcome of an appeal, provided that the Warden believes there is no more than a minimal risk of harm to other members of College in so doing.

**5.8 *Grounds for appeal.*** The grounds upon which a subject may appeal are that:

- (a) there was bias, or a reasonable perception of bias, on the part of the Dean;
- (b) The Dean acted unfairly or failed to follow this Procedure;
- (c) The student has new material; that it was not reasonably practical for them to provide earlier in the process, which would be likely materially to have affected the outcome;
- (d) There was an error of interpretation of any of the penalties and disposals referred to in this Procedure
- (e) the decision that a breach of discipline was established was one which no reasonable decision-maker could have made;
- (f) the penalty imposed was disproportionate

**5.9 Constitution of the Minor Appeals Panel.** The Minor Appeals Panel consists of any three Fellows appointed by the Warden as necessary to consider one or more appeals. One member will be appointed as Chair, who will be responsible for all communication with students and for keeping a record of the proceedings. It will normally meet no more than once a term or no more than once during the Long Vacation.

**5.10 Role of Minor Appeals Panel.** The Minor Appeals Panel shall determine whether the appeal should be allowed or dismissed. Its responsibility is to review the Dean's decision and determine whether: a) there were any significant procedural irregularities; b) whether the Dean was in error in reaching their decision; and c) whether, in the case of an appeal against the penalty imposed, the penalty was disproportionate, inconsistent, and/or inappropriate.

**5.11 Procedure.** The Minor Appeals Panel shall determine its own procedure. Its decisions shall be taken by a simple majority of those members present and voting. The Panel shall have power to confirm or vary the Dean's decision and any penalty imposed by the Dean, provided that it shall not impose a penalty which is reserved for Major Misconduct.

**5.12 Determination of outcome.** The Chair of the Minor Appeals Panel will write to the subject with their determination of the matter, normally within five days of the conclusion of its meeting. The Chair will provide a written outcome setting out the decision reached and any penalty to be imposed, and the timeframe for compliance (where needed). If appropriate, the Chair may signpost the subject to sources of advice and support.

## **6. Precautionary measures**

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**6.1** In some circumstances it may be necessary for the Dean, in consultation with the Warden, to take immediate action as a precautionary measure. These circumstances include, but are not limited to:

- (a) cases involving a threat of serious harm to the student or others; or
- (b) cases where a student's mental health is at risk or where the student displays significant distress; or
- (c) issues of a highly sensitive nature; and/or
- (d) cases involving an ongoing threat of serious disruption to other students or to College activities.

*6.2 Actions in the Dean's power.* Immediate measures taken by the Dean may include (but are not limited to: limiting access to College services; no contact arrangements; alternative College teaching arrangements; temporary exclusion (up to two weeks) from accommodation; and a period of temporary suspension of up to two weeks. Where the Misconduct involves allegations made by one student against another, the Dean may take measures to ensure that they are not in the same teaching groups and/or accommodation and/or to ensure that they access facilities at different times.

*6.3* Any disposal relating to accommodation must take account of the relevant licence agreement.

*6.4 Fitness.* Where a student's mental health is an issue, the Dean must seek such professional medical advice as appropriate and possible, and within the requirements of confidentiality and data privacy.

*6.5* The Dean will take account of the potential effects of these measures on a student, for example, when approaching assessment. Precautionary measures should aim to cause the minimum restriction necessary to protect the individuals concerned or others from an identified risk. Suspension and/or exclusion from College will normally only be considered as a last resort.

*6.6* The Dean may attach conditions to any precautionary measures, for example, a requirement to report to a designated officer at regular intervals.

*6.7 Meaning of precautionary measures.* Taking immediate action does not indicate that the Dean has concluded that a student is guilty of Misconduct; it is a precautionary and interim measure while a full investigation is completed. Any measures should be kept under periodic review. The Dean should make clear these points in writing to any student subject to precautionary measures.

*6.8 Review of precautionary measures.* Periods of suspension of more than two weeks will require consideration by a Minor Appeals Panel who must determine whether or not the measures are justified with reference to the conditions set out in 6.1-6.7. The Dean should advise the Warden if and when a Panel is required.

*6.9 Communication.* The Dean must communicate any precautionary measure and conditions to the student in writing, and set out the possible consequence of a failure to comply. Non-compliance with any measures specified by the Dean may result in penalties additional to any arising from a subsequent disciplinary process.

*6.10 Appeal.* There is no appeal against such precautionary measures except where exclusion from accommodation or suspension is involved. In such cases an appeal must be communicated in writing to the Warden within no more than two days after the Dean's decision. The Warden should convene a Minor Appeals Panel.

6.11 The Dean should inform any other students affected by any changes to precautionary measures.

## **7. Major Misconduct**

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*7.1 Referral of cases of major Misconduct.* Cases of major Misconduct, as determined by the Dean, are subject to a formal investigation and then, if necessary and appropriate, referred to a Disciplinary Committee. Misconduct that is illegal under the criminal law may be reported to the police. The Dean should inform the subject at the earliest opportunity:

- the Misconduct alleged to have been committed;
- which provision(s) of the Code are alleged to have been breached;
- the possible penalties associated with the Misconduct;
- that there will be a formal investigation or that it has been reported to the police; and
- that it may then be referred to a Disciplinary Committee.

7.2 The Dean should also provide the subject with a copy of the Code and refer them to the appropriate sources of support and advice (section 3). If appropriate, they should, at this stage, also direct any students potentially harmed by or otherwise involved in the case and to the sources of advice and support available.

7.3 The Dean should inform the Warden that they regard the case as major Misconduct and that there should be an Investigation and, where necessary, a Disciplinary Committee.

### **Formal stage investigation**

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*7.4 Determination of Investigator.* The Warden will determine whether the investigation of the case should be carried out by the Dean or by an independent Investigator. If the Dean has had significant previous involvement in the case, it must be referred to an independent Investigator. An independent Investigator, who need not be a member of College, should be someone of suitable experience and expertise to carry out a formal investigation in the timeframe provided for (see 2.16 above).

7.5 The Warden must inform the subject and, where relevant, the reporter, at the earliest opportunity who is to investigate the case, and the likely timescale of the investigation and possible hearing. The Warden should remind both subject and reporter of the sources of advice and support available to them as described in Section 3 and of the right to be accompanied as set out in 3.4.

*7.6 Objection.* If either the subject or the reporter has any objection to the appointment they must set out in writing the reasons for their objections to the Warden within two days of the communication in 7.4. If the Warden considers that the grounds for objecting are reasonable, they will aim to appoint an alternative investigator within three days of

the objection being made. The subject and the reporter will be notified of any replacement Investigator in writing.

## The Investigation

7.7 In this section the term 'The Investigator' may mean Dean (in accordance with 7.3 above).

7.8 *Purpose.* The purpose of an investigation is to provide a Disciplinary Committee with the information and evidence it requires to decide the case. It does not take the place of a hearing. The Investigator will gather such evidence and make such inquiries as appear to them to be proportionate and necessary to determine the issues in the case.

7.9 *Initial considerations.* The Dean will provide the Investigator with: any evidence obtained by the Dean for the purpose of their investigation of the report; the names of possible witnesses or persons who might have evidence relevant to the case; a copy of any communication with the subject; a copy of the *Non-Academic Misconduct: Code and Procedure*; a guideline timetable for possible proceedings. The timetable must aim to complete the formal stage investigation and the Disciplinary Committee hearing within 60 calendar days of the Dean first becoming aware of the misconduct.

7.10 The Investigator shall inform the subject of the case against them in writing, and disclose all relevant evidence (including exculpatory evidence) to the subject, except where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Investigator considers that in the circumstance the need to protect such rights overrides the subject's need for the information in question.

7.11 *Investigator's meeting with the subject.* The Investigator will give the subject the opportunity to respond to the case against them, including an opportunity to put forward oral and/or written or documentary evidence, and to make representations. Representations may include, but are not limited to, representations regarding any response to the allegation, justification, or excuse for the breach of discipline under investigation, and mitigating factors that may bear on disposal of the case. Such representations should normally be heard at a meeting in person between the subject and the Investigator, at which notes should be taken of the subject's representations. However, where the subject is out of residence at the time, or it is not reasonably practical for representations to be made in person within a reasonable time, the opportunity to make representations online or in writing may be substituted at the discretion of the investigator.

7.12 *Investigator and the reporter.* The Investigator will usually provide the reporter with the subject's evidence, or if appropriate a summary of the evidence, in response to the report. The Investigator will invite the reporter to comment on the evidence and to provide any further relevant evidence, whether oral or documentary.



7.13 A member of the administrative staff of the College will attend any meeting between the subject and other witnesses (including the reporter) and the Investigator. The member of staff will take notes of the meeting and/or the meeting will be recorded.

7.14 *Completion.* On completion of their investigation, the Investigator will make a written report to the Disciplinary Committee including any written or documentary evidence. Notes of meetings, and a conclusion as to whether on the evidence a finding that the subject committed the breach(es) of discipline could be justified.

7.15 The Investigator must also inform the subject and the reporter that they have completed their investigation.

## **The Disciplinary Committee**

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7.16 *Forming a Disciplinary Committee.* On receipt of the Dean's request to proceed to a formal investigation (7.3), the Warden should proceed to appoint a Disciplinary Committee in preparation for a possible hearing.

7.17 *Composition of Disciplinary Committee.* The Disciplinary Committee consists of three people. Who must be either members of the Governing Body or be people who have been approved by Governing Body as being suitable to be a member. The Warden may not be a member. They are appointed by the Warden, who also appoints one of them as Chair. Letters of appointment should name the student alleged to have committed Misconduct, the Dean's judgment that it constitutes major Misconduct and direct Committee members to appraise themselves of the Code as well as the [\*OIA Good Practice Framework: Disciplinary Procedures\*](#). The Warden will appoint a Secretary to the Committee who will provide administrative support. The Chair and the Secretary should agree at the outset who will take lead responsibility for all communications with Committee members, the student or students being investigated and any witnesses.

### **Rules for appointing a Disciplinary Committee**

7.18 *Membership.* The members of a Disciplinary Committee shall not be:

- The Dean, Senior Tutor, or Chaplain; or
- Any person who has taught, advised, supported or supervised any student significantly involved in the case or who might reasonably be expected to do so given their role in College; or
- Any person directly involved in the events relating to the case; or
- Any person who has served on a Disciplinary Committee, Appeal Panel (either Academic or non-Academic, but excluding Minor Appeals), or Fitness to Study Panel involving the same student.

7.19 The Warden will give due consideration to the gender balance of the Committee, taking account of the particular circumstances of the case. Its cultural mix or diversity may be relevant in some cases.

7.20 *Objections.* The Warden will write to the subject and the reporter informing them of the identities of the proposed Disciplinary Committee members and stating that if they have any objections to the appointment of any of the members, they must set out the reasons in writing for their objections within two working days. If the Warden considers the grounds for objecting are valid, they will aim to appoint an alternative member within three working days of the objection being made. In such cases the Warden will again write to the subject and the reporter. The date of this communication will be regarded as the date of the constitution of the Committee.

### **The Disciplinary Committee Meeting**

7.21 *Purpose of Disciplinary Committee.* The purpose of the Disciplinary Committee is to consider all relevant facts, based upon the information in the Investigator's report and any statements made during the hearing itself and then to decide, if it is satisfied that there is Misconduct and bearing in mind the interests of the College and the student, the proportionate, appropriate and practical penalty.

7.22 The Investigator's report will be considered by the Disciplinary Committee at a meeting which will normally be attended by the subject and the Investigator.

7.23 It is expected that all relevant witness evidence will have been obtained by the Investigator and will be contained in the Investigation Report. In many cases it will not be necessary for the Disciplinary Committee to hear directly from witnesses in order to reach a decision. On receipt of the Investigation Report the Chair will consider whether it would be appropriate to invite any witnesses, including the reporter, to attend the meeting.

7.24 *Timing of meeting.* The Chair or Secretary depending on what has been agreed about communications as 7.14 above) will write to the subject informing them of the proposed time and date of the Meeting which will be no less than 14 days after the date of the communication.

7.25 The Chair or Secretary as appropriate will confirm with the subject that they have:

- a clear statement of the allegation against them, referring to the relevant provision(s) of the College Code of Discipline;
- a copy of this Code and Procedure;
- a copy of all the Investigator's report and any other evidence which will be considered by the Committee;
- a clear indication of the penalties available to the Committee should it uphold the charge;
- the right to be accompanied in accord with 3.4
- the right to call witnesses at the Meeting;

- a list of any witnesses the Chair intends to summon; and
- that the subject can expect the members of the Committee to ask them questions

For alleged Misconduct involving more than one student, the Committee may choose to hear each case separately or to hear all alleged offenders' cases together before the Committee.

**7.26 *Appearance in person.*** There is an expectation that the subject will appear at the hearing, with or without a representative, unless, in response to the Chair's prompt, they give notice of an intention not to appear, in which case they will be permitted to make a written submission or appear by alternative means (for example, video call).

**7.27** If the subject is, for whatever reason, unable to attend at the scheduled time, they should write promptly to the Chair giving their reasons. The Chair may propose an alternative date for the Meeting or may confirm that it will proceed on the proposed date and may proceed in the absence of the subject

**7.28** If the subject wishes to be accompanied by a legal representative (as 3.5), they must write to the Chair within 5 working days of notification of the date of the Meeting.

**7.29 *Witnesses.*** If the subject wishes to call witnesses to the Meeting, they must write to the Chair within 5 working days identifying the witnesses and explaining the reasons why they consider attendance to be necessary. The Chair will consider whether it is appropriate for those witnesses to attend the Meeting to give evidence and if so, whether in person or by alternative means (for example video call).

**7.30** If the Chair decides that it would be appropriate to invite witnesses to the Meeting, they will consider whether any particular arrangements are required to safeguard the interests of the witnesses. Such arrangements may be out in place at the discretion of the Chair but may include: separate waiting areas for the reporter and the subject; the reporter bringing a supporter to sit with them while addressing the committee and answering questions; the reporter addressing the committee from behind a screen; the reporter responding to questions via online link from a different location. Such measures are likely to be required in sexual misconduct cases.

**7.31 *Procedure.*** The Chair, in consultation with the other members of the Committee, will determine the procedure of the hearing provided that the points 7.22-27 above are adhered to. The Chair should ensure that a hearing is fair, and, so far as possible in view of the seriousness of the case, informal and flexible. What follows is only a suggestion based on past practice; it is not binding on the Disciplinary Committee, which is entitled to determine its own procedure:

- (a) The hearing will begin with the Chair reading the statement of the grounds for the subject being referred to the Committee.
- (b) The Investigator, subject, reporter and witnesses may be asked to speak in an order and format to be determined by the Chair. The Committee members may ask questions.

- (c) It is at the discretion of the Chair whether to allow any new evidence not previously considered by the Investigator.
- (d) The subject will not be permitted to ask questions directly, but will be provided with the opportunity to put questions to witnesses through the Chair. Where the reporter attends the hearing, the Chair will ensure that the reporter and the subject have an appropriate opportunity to comment on any evidence the other has provided.
- (f) The Chair will ask the subject, the Investigator and any other persons than the Committee members and the note-taker to withdraw before deliberation. They may re-summon any of the above; the subject will be given the opportunity to be present for any further summons.

**7.32 *Determination of outcome.*** Having considered the matter, the Committee will agree its decision by a simple majority vote. Before determining whether a breach of discipline has been established it will satisfy itself that reasonable and proportionate efforts have been made by the Investigator to obtain the relevant evidence which is necessary to determine the issues in the case from the subject and others, whether orally or in writing; assess the relevance, reliability and credibility of the evidence; satisfy itself that the subject has had a fair opportunity to answer the case against them; satisfy itself from the evidence obtained that, on the balance of probabilities, it has been shown that the breach of discipline was committed by the subject; and identify the penalty or disposal that it is minded to adopt, subject to any further representations by the subject and any statement the reporter wishes to make.

**7.33 *Plea in mitigation.*** If the Committee determines that there should be a penalty it should be promptly communicated to the subject, together with the reasons for its decision. The subject must be given an opportunity to make written (or, exceptionally, oral) representations and to provide evidence of any mitigating circumstances they believe are relevant to the determination of a penalty (see also 2.9). Such representations must be made within five days of communication of the Committee's provisional decision.

**7.34 *Reporter's statement.*** In cases of a dispute between students, the Committee has the discretion to seek and consider a statement from the reporter regarding the impact of the Misconduct on them. This may be taken into account in the final determination of any penalty.

**7.35 Penalties.** The Committee may impose any penalty or combination of penalties set out in section 2.7 above. It may also make a conditional determination. It will consider the range of available penalties and impose a penalty, or conditional determination, that is appropriate and proportionate in all the circumstances. If there are conditions attached to any penalty, the Committee should set out how those conditions will be assessed, by whom, and the possible consequences of a failure to observe them.

**7.36 *Communication of decision.*** Having considered any plea in mitigation and/or reporter's statement, the Chair of the Disciplinary Committee should promptly write to the subject with the final outcome of the formal stage, giving a clear explanation of, and setting out the reasons for, each decision and any penalty and conditions. This letter

should also give information about: the right to appeal and the grounds on which appeals can be made; the time limit for making an appeal; the appropriate procedure; and where to obtain appropriate support and advice. The written record of the hearing will also be provided to the subject by the Chair. A copy of the letter should be made to the Warden. The Chair will inform the reporter of the outcome of the proceedings.

7.37 The Chair of the Committee is responsible for ensuring that there is a written record of the hearing.

## Appeal Panel

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7.38 *Purpose.* The appeal stage is not intended as a rehearing of the case; it is a review of the formal stage, including the independent investigation and the Disciplinary Committee. It should be noted that there are further levels of appeal beyond the College.

7.34 *Notice of Appeal.* The subject may appeal against the decision of the Disciplinary Committee. Notice of any appeal must be made to the Warden within three days of the subject receiving written notification of the Disciplinary Committee's decision. The subject must communicate the grounds of appeal. Grounds for appeal can include:

- ix) That there was an unfairness or a failure to follow this Procedure; or
- x) That there was an error of interpretation of any of the provisions of this Procedure; or
- xi) That the subject has new material evidence that they were unable, for valid reasons, to provide earlier in the process, that would have been likely to make a material difference to the outcome; or
- xii) That the decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or
- xiii) That the penalty imposed was disproportionate or not permitted under the Procedure.

7.39 *If there is an Appeal.* On receipt of an appeal, the Warden shall promptly appoint an Appeal Panel; identify a College Representative to make a case before the Panel; inform the reporter that there is an appeal. If there is no appeal the procedure is as described in 7.54 below.

7.40 *Composition of Appeal Panel.* The Appeal Panel consists of three individuals who may be either Fellows (who need not be members of Governing Body) or any person who has been approved for this purpose by Governing Body. The Warden will appoint one of the Panel as Chair. The members of the Panel shall *not* be:

- The Dean;
- Any person who has taught, advised, supported, or supervised any student significantly involved in the case; or
- Any person directly involved in the events relating to the case.

- Any person who has served on a Disciplinary Committee, Appeal Panel (either Academic or non-Academic, excluding Minor Appeals), or Fitness to Study Panel involving the same student.

7.41 *Objection.* The Warden will write to the subject informing them of the identities of the proposed Appeal Panel members and stating that if they have any objections to the appointment of any of the members, they must set out the reasons in writing for their objections within two working days. If the Warden considers the grounds for objecting are valid, they will aim to appoint an alternative member within 3 working days of the objection being made. In such cases the Warden will again write to the subject. The date of this communication will be regarded as the date of the constitution of the Panel.

7.42 If the Warden finds it difficult to convene a Panel from eligible Fellows, they may consider other suitable members of the University. The reasons for doing this must be explained to the subject.

7.43 The Warden will give due consideration to the gender balance of the Committee, taking account of the particular circumstances of the case. Its cultural mix or diversity may be relevant in some cases.

7.44 *Preparation for the Panel.* The Warden should appoint a Secretary to the Appeal Panel, who may be the same person as the Secretary to the Disciplinary Committee. The Secretary will provide the members of the Appeal Panel with all documentation presented at the hearing of the Disciplinary Committee, including its report as well as the letter of appeal from the subject to the Warden and the response from the College Representative. The documentation should normally be received by the Panel at least seven days before any scheduled hearing. Panel members should appraise themselves of the *Non-Academic Misconduct: Code and Procedure* as well as [\*the OIA Good Practice Framework: Disciplinary Procedures\*](#).

7.45 *Timeliness.* The appeal stage should normally be completed within 30 calendar days of the Warden's receipt of the subject's appeal.

7.46 *Panel's duty.* The Chair should convene the Panel as soon as practicable; normally within one week of being appointed by the Warden. It shall be the duty of the Panel to determine whether the appeal should be allowed or dismissed.

7.47 *Request for a hearing.* Either the College Representative or the subject may request in writing and with reasons that the Chair hold a hearing for the appeal. The Chair will determine whether an oral hearing is appropriate and, if it is, the Secretary will fix a date. The hearing will normally take place no later than 14 days after the appointment of the Panel. The date should be fixed in consultation with the subject, College Representative, and the Panel members.

7.48 *Procedure.* The Chair of the Appeal Panel will determine the procedure for the consideration of the appeal, so as to ensure that the process is fair, and, so far as is

possible in view of the seriousness of the case, informal and flexible. They may be informed by the same guidance as the Disciplinary Committee.

**7.49 *Decision.*** The appeal will be determined by a simple majority vote. If the Panel determines that an appeal should be allowed it may substitute its own penalty or it may decide to impose no penalty. All penalties available to the Disciplinary Committee are also available to the Panel. The decision of the Appeal Panel is final and not open to further appeal within the College.

**7.50 *Appeals on new evidence.*** If the Panel determines that there is new material evidence that the subject was unable, for valid reasons, to provide earlier in the process and that: a) this evidence may be significant enough to alter the decision of the Disciplinary Committee; and b) a fair consideration of this evidence requires a hearing, it may request that the Warden appoint a new Disciplinary Committee.

**7.51 *Remedy.*** If the appeal is successful the Panel may need to consider whether there has been an adverse impact on the subject and whether it should provide a remedy.

**7.52** The Chair of the Panel will be responsible for ensuring that there is a written record of its deliberations.

**7.53 *Communication of outcome.*** The Chair of the Appeal Panel should promptly write to the subject and the College Representative with the outcome of its deliberations, giving a clear explanation of, and setting out the reasons for, each decision and any penalty. This letter should also give information about: the further right to appeal (see below); the time limit for making an appeal; the appropriate procedure; and where to obtain appropriate support and advice. The Chair should also inform the reporter of the outcome. The written record of the hearing will also be provided to the subject by the Chair. A copy of the letter, which must be dated, should be made to the Warden.

### **Report to Governing Body**

**7.54** If the subject *does not* appeal the decision of the Disciplinary Committee, the Warden will report its decision at the next meeting of the Governing Body. If the subject *does* appeal the decision of the Disciplinary Committee, the Warden will report the decision of the Appeal Panel to the next meeting of the Governing Body.

**7.55** By convention, the Governing Body will follow the recommendation of a Disciplinary Committee. A subject therefore has no right to make further representations to Governing Body in respect of any recommendation of a Disciplinary Committee.

### **Completion of Procedures**

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**7.56 *Completion of Procedures Letter.*** Either at the conclusion of the Disciplinary Committee or, if there has been an appeal at the conclusion of the Appeal Panel, the Warden must provide the subject with a *Completion of Procedures Letter* within 28 days of the communication of the relevant decision. Guidance (including a template) on how

to write a Completion of Procedures Letter can be found at: [Completion of Procedures Letters - OIAHE](#). The Letter should also inform the subject of their possible right to appeal to the Conference of College Appeal Tribunal as well as to the Office of the Independent Adjudicator for Higher Education.

### **Appeal in relation to breaches of conditions**

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7.57 If conditions are attached to any decision or recommendation made as part of this procedure and the Dean considers that the subject has failed to meet those conditions, notice of that failure and of the consequences as determined by the decision will be given in writing to the subject by the Dean within three working days of the failure having come to their attention. In the case of a dispute about whether the conditions specified in a disciplinary penalty or conditional determination have been met by the subject, the appeal procedure under this part applies.

7.58 The subject may appeal against the coming into effect of the consequences of any failure to meet a condition specified in a penalty or conditional determination, on one or both of the following grounds:

- a) that the Dean was wrong to conclude that the subject failed to meet the conditions; or
- b) that the subject's failure to meet the condition was excusable.

7.59 The subject exercises the right of appeal under this provision by giving notice of appeal in writing to the warden within 7 days of receipt by the subject of notice under paragraph 7.57 above of their failure to meet the condition.

7.60 The appeal, which will be a rehearing, will be referred by the Warden to a Disciplinary Committee constituted in accordance with Part 7.13 onwards and the associated procedure.

## **8. Further Appeal**

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8.1 If the subject wishes to appeal against the outcome they may be able to do so to the Appeal Tribunal of the Conference of Colleges of which Keble is a member. The appellant must file such an appeal with the Secretariat of the Conference of Colleges ([Conference of Colleges, in the University of Oxford](#)), within five days of the communication of the Appeal Panel's conclusion. Note:

“The functions of the Tribunal shall be to consider appeals on disciplinary decisions imposing a substantial penalty, made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body). Disciplinary decisions means the imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or any non-academic matters. Substantial penalty includes the penalties of expulsion,



rustication or suspension, substantial fines, and other penalties of similar severity.”

8.2 *The Office of the Independent Adjudicator for Higher Education (OIAHE)*. Under the Higher Education Act 2004, certain complaints which the student considers not to have been properly dealt with by either the College and/or the Conference of Colleges Appeal Tribunal can be pursued with the Office of the Independent Adjudicator for Higher Education ([Office of the Independent Adjudicator for Higher Education - OIAHE](#))

### **In cases of a complaint by one student against another**

8.3 Where the disciplinary process resulted from a complaint made by one student about the behaviour of another, the Chair of the Disciplinary Committee or the Chair of the Appeal Panel, as appropriate, should inform the complainant (‘reporter’) that the respective stage has been completed. They may share with the reporter such information about the outcome as does not conflict with the requirements of confidentiality and data privacy concerning the student against whom the complaint was made.

8.4 A complainant cannot appeal the outcome of the disciplinary process but if they are dissatisfied with the outcome they may make a complaint under the College’s Complaints Procedure, which is found in the *College Handbook and Regulations*. The Chair as above should direct them to this Procedure.

### **Reconsidering the same Misconduct**

8.5 The issue of a Completion of Procedures letter will normally constitute the conclusion of proceedings under this code and procedure. Only under exceptional circumstances can the same allegation of misconduct be reconsidered. Such circumstances might include, for example, the emergence of new evidence that the College could not, for good reason, have obtained in time for the original consideration. Any decision to reconsider must be made by the Dean in consultation with the Warden. In deciding whether to reconsider a case the Dean must weigh up: the severity of the alleged Misconduct; whether the outcome of the first process has been called into question; whether the lapse of time since the first consideration has affected the reliability of evidence and the availability of witnesses; the potential impact of a further process on the student or students concerned; and whether there are any issues of fitness to practice or any obligations the College has towards professional and regulatory bodies in respect of the particular student.

Agreed by Governing Body 16 June 2021. Revised and agreed by Governing Body 30 November 2022. Revised at HR & Equality Committee 30 October 2024

## Appendix: Examples of Misconduct and indicative penalties

Misconduct	Indicative penalties
Disruptive behaviour, for example excessive noise, unauthorised parties	Fine £30-100, confiscation of audio equipment.
Anti-social behaviour, for example public drunkenness	Fine £30-75.
Abusive behaviour, for example, rudeness to staff	Fine £30-75.
Activation of fire alarms by careless action	Fine £20.
Lighting candles in College bedrooms	Fine £30.
Failure to respond to a fire alarm	Fine £20.
Climbing on college buildings	Fine £100.
Trashing on College premises	Fine £30 plus cost of cleaning up.
Smoking in unauthorised place, including College rooms	Fine £30.
Unauthorised lending of College key or fob to another person	Fine £30-£75.
Contravention of IT regulations	Fine £40-100, possible disconnection from College IT network. The University may also impose penalties.
Impairment of, or interference with, fire safety systems, e.g. interference with fire extinguishers and heat/smoke detectors, wedging open fire doors, malicious activation of fire alarms	Fine of up to £250, exclusion from college accommodation, potentially criminal prosecution. The Fire Brigade call out fee will be charged to the offender.
Misuse of Library services	Fine £30-75. Repeated offences may lead to banning from the Library.
Loss of, or damage to, a Library book	Cost of replacement
Failure to attend a summons from the Dean	Fine £30.
Failure to abide by general health and safety rules and procedures	Fine £30-200.
Damage to College property or abuse of its facilities	Fine up to £250, plus damages.
Using Class B and/or C drugs	Fine £100, possible notification to authorities.

## **G4 Requests to change undergraduate course**

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In theory a change of course is possible once a student has started at the College, but this can only be for exceptional reasons, and a robust selection process must occur before the College can agree to a change.

This is because:

- The College needs to match the numbers of undergraduates to the teaching resources available, and this is done very carefully through initial admissions quotas.
- Anyone undertaking a course must be good enough to have been admitted for that subject in open competition.
- There can be no suggestion that a student is merely trying to change from a course from which they felt it was initially 'easier' to gain admittance, to another.
- Undergraduates are expected to demonstrate a great deal of commitment to undertaking a course they wish to pursue for three or four years; a wish to change course is sometimes seen as a lack of commitment.

For these reasons, the following principles and policies have been agreed for such circumstances:

- A student wishing to change subject needs the approval of the tutors in both the subject they wish to leave and the subject they wish to take up.
- The student should first approach the Director of Studies in their current subject and discuss the situation, stating what exceptional reasons should be taken into account in considering a request to transfer.
- The DoS will then contact the Senior Tutor, and state whether they see merit in the student's request. If so, the DoS will forward to the Senior Tutor a formal statement from the student regarding the request. If appropriate, the Senior Tutor will then approach the DoS in the subject to which the student seeks to transfer.
- (If the student feels constrained for whatever reason from contacting their current DoS regarding this, they may approach the Senior Tutor directly and explain the reasons for seeking to transfer. The Senior Tutor will then discuss the situation directly with the DoSs in both subjects.)
- If both the DoS agree to the possibility of a transfer, then the student must undertake a selection process similar to that originally set for admission to the new subject including, where appropriate and feasible, the pre-interview test. The 'new' DoS will review the student's UCAS application, consider any written work, as appropriate, and interview the student.

- If the DoS in the new subject agrees that the student is of an appropriate standard to have been admitted in open competition for entry in that subject, the Senior Tutor will take the formal request to the following meeting of the Governing Body.

In accord with Education Committee's policy on *Arrangements for Student Transfers*, transfers from one undergraduate course to another also require the agreement of the current department and the new department (if different). The Senior Tutor will contact the department(s). The new department and Senior Tutor in consultation will decide whether the new course may only be started from year 1 or whether to permit transfer to a later year of the course.

A further point to take into account:

If the new DoS believes the student may struggle because of the amount of material already covered in the year, if they were admitted straight into the new subject, the new DoS may agree only to the student starting the new course from first year, at the beginning of the next academic year. Obviously, students in this situation need to be aware that taking first year again has financial and other implications.

A decision not to permit a change of course will not disadvantage the student in the course in which they were originally admitted.

agreed by Governing Body 2012, revised at Academic Committee 2022 and again November 2023

## G5 Guidance on Undergraduate Suspension of Status

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*This document should be read in association with the regulations contained in the online College Handbook (<https://www.keble.ox.ac.uk/wp-content/uploads/College-Handbook.pdf>), specifically Part B on academic matters.*

*Further information from the University, including on access to facilities and services for students whose status is suspended can be found at:*

*<https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1>*

*This also includes links on Fee liability, and Student loan payments for undergraduates suspending their status.*

### 1. Scope

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This guidance is aimed at undergraduate students of Keble College, although it may also inform cases involving graduates. In the case of the latter, there are also University arrangements made through Faculties and Departments.

This guidance does not apply to cases where junior members have been sent out of residence ('rusticated') as a consequence of decisions made by Governing Body following recommendations by an Academic Disciplinary Committee or Non-academic Disciplinary Committee. It does not apply to instances when the Dean has taken action as a consequence of a junior member's serious health problems, including under fitness to study procedures.

This guidance does not cover shorter periods of temporary absence, e.g. 1- 2 weeks (see college regulation B.2.3). According to University regulations the minimum residence requirements for most degrees are six weeks per term (see *Essential Information for Students* section 7).

### 2. Definitions

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#### ***Suspension of status***

Suspension of status is sometimes colloquially referred to as 'suspension', 'rustication', or 'intermission'; for clarity the term 'suspension of status' is used in this guidance, as it is by the University.<sup>3</sup> During this period an undergraduate will not be considered on-course, and will not hold enrolled status, i.e. they will cease tuition, course work and examinations.

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<sup>3</sup> Terms as used by the University are set out at:

<https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1>

Keble College Handbook and Regulations for Junior Members 2024-25

In the absence of College permission, an undergraduate ceasing their studies or going out of residence will be deemed to have withdrawn.

### ***Withdrawal***

An undergraduate may withdraw from their studies at any time and by such withdrawal leaves the University, their College, and their course. Students who have withdrawn are not enrolled at the University and cannot expect to return to their course at a subsequent point.

Suspension of status is not an entitlement or a right. It is not a *choice* made by an individual junior member, i.e. there is no such thing as 'self-rustication'. A junior member must make a reasoned case, supported by evidence, and seek the permission of the College before being allowed to suspend. Without such permission, a junior member is deemed to have withdrawn, i.e. permanently left the University.

## **3. General Principles**

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The College's priority is to enable junior members to complete their academic course of study in the conventional timeframe, i.e. three or four years for undergraduate degrees. They should be able to do so while enjoying the full benefits of being at University, including membership of a collegiate community, and without undue stress and suffering. They should be in a position to fulfil their academic potential and therefore should be in 'good academic standing' as defined in the College Handbook. They should also be fit to study, by which the University means being able to meet the reasonable academic requirements of the course or programme, and the reasonable social and behavioural requirements of a student member.<sup>4</sup>

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<sup>4</sup> The University has established a common framework across departments, faculties and colleges for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Extract from Statute XIII <http://www.admin.ox.ac.uk/statutes/787-121.shtml>:

“‘fitness to study’ shall mean:

(a) a student's fitness:

(i) to commence a distinct course of academic study; or  
(ii) to continue with his/her current course of academic study; or  
(iii) to return to his/her current or another course of academic study; and

(b) his/her ability to meet:

(i) the reasonable academic requirements of the course or programme; and  
(ii) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his/her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (notwithstanding adjustments required by law)”.  
Keble College Handbook and Regulations for Junior Members 2024-25

Sustained interruptions to a course of study are not desirable and should, except in rare circumstances, be avoided. They compromise the integrity and coherence of academic courses, which are generally designed to progress through stages in a given timeframe. University examinations are set according to these expectations. Even when personal, medical or other crises arise it is generally preferable to remain on course and in residence. College provides the kind of structured environment and support services often required to address such crises. Where justified, adjustments can be made to teaching arrangements and, with the permission of the University authorities, to examination arrangements.

A junior member contemplating seeking suspension of status can consult their tutor(s), the Student Administration Manager, the Student Support Officer and/or the Senior Tutor, at any time and in accord with the [Guidance on Confidentiality in Student Health and Welfare](#). If, for any reason, they do not feel comfortable with seeking advice within College then the OUSU Student Advice Service is available (see section on Advice and Support below).

#### 4. Principles of undergraduate suspension of status

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A suspension of status may arise in one of two ways. Firstly, when an undergraduate wishes to suspend status on medical or other personal/welfare grounds:

- Medical, e.g. when serious health problems prevent a student from continuing a course of study and when such problems are amenable to treatment within a reasonable period;
- Maternity/Paternity/Adoption, i.e. for the purposes of caring for a new-born or adopted child<sup>5</sup>;
- Personal, e.g. as a result of bereavement or caring responsibilities;
- Financial, e.g. when unforeseen circumstances temporarily prevent a student from either paying fees or affording living costs;
- Employment, e.g. when a truly exceptional job opportunity arises.

Secondly, on rare occasions, a college may decide it is necessary to suspend an undergraduate's status (i) if there are severe concerns about an undergraduate's fitness to study or (ii) for disciplinary reasons (academic or non-academic).

Undergraduates do not have an automatic right to suspend status, though the College will consider sympathetically requests on medical, or other personal/welfare grounds, and will make reasonable adjustments in cases covered by the Equality Act 2010. Suspension

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<sup>5</sup> For guidance from the University on resources for 'Student parents', see <https://www.ox.ac.uk/students/welfare/childcare?wssl=1>

of status on medical grounds requires medical certification, typically from the GP (doctor) with whom a student is registered in Oxford, in support of the request.

The College will not grant suspension of status solely on the grounds that an undergraduate is, or feels, ill-prepared for examinations, or that they have underperformed on course. Nor will the College agree if there is strong evidence that the request is being sought as a way of avoiding or postponing a disciplinary process, including academic discipline.

Cases of suspension will be considered on an individual basis, taking into account all relevant information (including medical) and are always treated holistically, with the particular undergraduate in mind. A request to suspend status is usually preceded by a period of discussion and on-course support. The College will do all it reasonably can to assist an undergraduate to remain on course, rather than to suspend their status. In some cases suspension of status will be the best course of action, in others it may not.<sup>6</sup>

Any decision made by the College regarding suspension of status, and the conditions attached to that suspension and return, will be confirmed in writing by the College within a reasonable time (within 28 working days from the date of informal agreement, subject to receipt of necessary medical evidence). If an undergraduate is dissatisfied with the College's decision, they should follow relevant appeal or complaints procedures as set out in College regulations, found in the [Policies and Codes of Practice](#) or provided on request to the Senior Tutor.

Discussion between the College and an undergraduate regarding suspension of status will also include discussion of domestic and other arrangements, such as any charges made for college rooms vacated, means of communication during the period of suspension (e.g. confirming which email address will be checked), and the possibility of college accommodation on return to studies (see below under practical matters).

An undergraduate whose status is suspended on medical grounds will normally be expected to follow medical advice and appropriate treatment as agreed with a doctor (typically the GP with whom a student is registered in Oxford) in order to address their health problems. After suspension on medical grounds, and before an undergraduate is permitted to resume study, the College must receive a medical assessment from the doctor, stating whether or not the undergraduate is medically fit to resume study. The doctor's assessment will, as appropriate, take into account reports provided by other clinicians involved in the care of the undergraduate during the period of suspension. The College will be responsible for determining, in the light of the doctor's assessment, whether the undergraduate is fit to study and whether any other conditions of return have also been met.

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<sup>6</sup> University procedures allow for the possibility of re-structuring courses as a 'reasonable adjustment' where this is the best response to an ongoing disability condition. Applications for such re-structuring, or for other major adjustments to assessment on the grounds of disability should be made to Education Committee.



Students reading Medicine may also need to satisfy departmental requirements appropriate to the course.

Undergraduates are encouraged to provide full disclosure to the doctor, who will then only communicate to the College what has been agreed with the undergraduate, and what is relevant for return.

Confirmation of an undergraduate's medical fitness to return does not need to entail a full recovery: an undergraduate might continue to be in receipt of health-care or welfare support on returning to studies, as agreed with the doctor, but be managing their medical condition sufficiently well for the doctor to be able to recommend to the College that they can return to full-time study.

All undergraduates who are on course, including those who have returned from suspension of status, are expected to be in 'good academic standing', as defined by College regulations.

The College will wish to assure itself that returning undergraduates are ready to re-integrate into their course at an appropriate level, and are fit to return to study. In relation to students with disabilities, the College will follow the collegiate University's common framework,<sup>7</sup> noting the requirement to make reasonable adjustments insofar as they do not compromise academic competence standards. Returning without being able to fulfil the academic requirements of the course and to maintain good academic standing within the College may be seriously detrimental to an undergraduate's health, and can limit an undergraduate's opportunities to complete their studies successfully.

If an undergraduate was on a disciplinary or academic monitoring process at the point of suspension they would normally return at the same point in that disciplinary or monitoring process, unless it was decided prior to, or at the point of, suspension that their medical condition provided sufficient mitigation for them to be removed from that process, or for that process to be adjusted.

Any term of study that has been completed by the time of suspension is not normally allowed to be repeated. Circumstances that have affected study in a given term should normally already have been raised with tutors and/or relevant college officers as and when they arise, and addressed during the term. There might be exceptions, such as when a condition is raised early on in term and, in consultation with tutors and the appropriate college officer, an undergraduate attempts to continue study without suspension, but this attempt is ultimately unsuccessful, or where a serious situation has

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[http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/disability/A\\_common\\_framework\\_for\\_supporting\\_disabled\\_students.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/disability/A_common_framework_for_supporting_disabled_students.pdf)

not been recognized at an earlier stage. In such cases any period of 'repeat study' cannot be assumed, but might be considered.<sup>8</sup> An application for suspended status should specify the desired date of resumption.

The University's rules state that the term's fees must normally be paid if an undergraduate is on course beyond Monday of 4th week of that term. In practice, this normally means that a suspension should have been discussed and agreed by Friday of 3rd week of the term of suspension if fees are not to be incurred and the term is to be re-taken. In the context of fees, it may be appropriate to emphasize to students that suspension of status is not a mode of part-time study: undergraduates who are taking part-time courses pay fees at specific rates for those courses, while undergraduates taking full-time courses whose status is suspended and are not on course do not pay fees for the terms of suspension (subject to the above point about the timing of suspension).

A single period of suspension of status will not normally exceed one year. In some cases the College will consider an extension, or further period of suspension, following a fresh consideration of the case. Agreement from the Director of Studies will be expected in such cases. It would be unusual for any undergraduate's status to be suspended from studies for a total of more than two years across their course. Periods of suspension in aggregate extending beyond two years will require consultation with further parties (e.g. the University Education Committee and the relevant Department or Faculty), not least as a returning student would be 'Overstanding for Honours' without dispensation. According to University rules, the time taken to finish an undergraduate degree cannot exceed 15 terms from matriculation. If, for reasons such as illness and intercalation, the student wishes to take longer than this, they must apply to be 'Overstanding for Honours'. It would be unusual for any undergraduate to be suspended from studies for a total of more than two years across their course.

In all cases of suspension consideration will need to be given to the assessment of any University work already submitted, changes in exam regulations, and whether that undergraduate will be 'Overstanding for Honours'. This should be discussed with the undergraduate prior to suspension.

It is normal to regard any work submitted before an agreement to suspend status, e.g. a portfolio or a dissertation, as having been completed. The College Office will arrange with the relevant Department that any such work will be carried over. This means that suspension is not a way to secure a second opportunity to complete examination work.

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<sup>8</sup> University regulations and processes allow for flexibility where there is good cause. However, assessment structures start from the basis that all undergraduates will have the same number of terms, and time, to study and prepare for examinations and colleges need to ensure that suspension does not lead to unfair advantage in relation to other undergraduates.

A student can normally expect to sit examinations set according to the regulations that applied when they started the course (sometimes referred to as 'old regulations'). The College will need to seek permission from the University for this to happen. This should be discussed with the Director of Studies/College Advisor and communicated to the College Office.

The decisions of College are subject to the College's policy and procedure on complaints, which make provision for appeal. These can be found on the college website in Policies and Codes of Practice.

### **E. How to Apply to Suspend Status**

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Before any application to suspend status, an undergraduate should have read this guidance and carefully considered the pros and cons of suspending. **They are strongly recommended to listen to a podcast on 'Considering Suspension':**

<https://www.ox.ac.uk/students/welfare/counselling/self-help/podcasts>

The Senior Tutor will normally wish to discuss with them whether they understand all the consequences of suspension if that is what is agreed. It is important that a decision to seek suspension is made only after the most complete assessment of the consequences and alternatives.

A student may apply either through their Director of Studies and/or the Senior Tutor for suspension of status. The application should be in writing (an email will suffice) and state clearly:

- the reasons for the request, including an explanation of why the alternative of remaining in residence and on course is not feasible or desirable;
- the time period, including the date from which intermission is sought and the intended date of return (almost always the start of a specified term);
- the rationale for repeating any terms of course already undertaken, e.g. Hilary Term of the first year;
- whether there is any course work already submitted that should be carried forward.

Requests made on medical grounds require supporting evidence from a medical professional, preferably the College Doctor. Evidence may also be required, where appropriate, in support of requests made on other grounds.

Students may ask to return at the start of a given term or, where appropriate, at a date during term time in order to take specified examinations, for example when these have been interrupted by sudden illness.

The Senior Tutor will confirm receipt of the request in writing and, having considered the relevant evidence and consulted the Director of Studies, will make a decision. If the student is not satisfied with this decision, they may ask the Senior Tutor to pass the matter on to a panel chaired by the Deputy Senior Tutor or, where necessary, an alternate Tutorial Fellow. The panel will meet promptly on receipt of the request via the Senior Tutor and consider the appeal in a manner it sees fit. The Senior Tutor and/or Student Administration Manager will communicate the panel's decision to the student in writing no later than 10 working days from the receipt of request.

Requests to repeat one or more terms will take account of the Director of Studies' assessment of whether a student has completed the scheduled work to at least a satisfactory level as well as the long-term benefits to their academic progress. TMS reports may be consulted. The panel will also take account of the impact of any additional workload on tutors resulting from repeated College tuition.

The Senior Tutor and/or Student Administration Manager will communicate the decision to the student in writing no later than 28 working days from the receipt of request.<sup>9</sup> The letter will also state the conditions for return (see 'Returning to College' below). The College Office will inform the University of the student's change of status.

A student who suspends their status will be expected to quit college accommodation as soon as practically possible after the request has been agreed. Requests to stay for more than two weeks will require a valid reason, and will be considered by the Accommodation Manager. When justified and appropriate, a rent rebate can be arranged through the Accommodation Manager and Bursary.

## **F. Access to Facilities**

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An undergraduate whose status is suspended will no longer be 'on course'. Although a student does not pay fees while suspended, the University allows continued access to its resources. The College does not. The College is a relatively small community and individual subject and year groups are even smaller. It is not in the interests of those remaining on course, for example while taking examinations, for intermitted students to be visibly present and not working in College.

During intermission a junior member is entitled to keep their University card. This provides access to the Bodleian Libraries (including online sources), borrowing rights from faculty and sub-faculty libraries (unless a block has been put on the University card e.g.

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<sup>9</sup> All parties should make every attempt to expedite an agreement as soon as possible. This is particularly important in relation to student visas and financial support (e.g. students with home or overseas government loan schemes) where delay can cause acute difficulties.

for non-return of loans) and an active University email address. Other services and facilities available include the Counselling Service, Disability Advisory Service and the Careers Service. If a University card expires during a period of suspension a request can be made for it to be renewed in the normal way. (It should be noted that students who are suspended due to non-payment of fees will have all services withdrawn.)

According to the University's rules a suspended student is not entitled to attend lectures at the University unless they are open to the public. They may participate in University sports teams up to the point where the external governing body regulations in particular sports no longer allow it.

During a period of suspension, undergraduates may not normally be included on routine mailing lists, and may need to remain in proactive contact with tutors and administrators regarding matters such as option choices on return. The College Office can try to safeguard against students' falling off faculty lists/being listed on the wrong year-group list, by ensuring that the student's status is recorded correctly on eVision, and if feasible by contacting relevant faculty administrators. The college email address will be used by the College Office to contact students out of residence. It is the student's responsibility to check this address on a regular basis in case they need to be contacted with reference to examinations or other arrangements.

The College Office will provide a letter of introduction on request if undergraduates wish to use a local University library.

Unless otherwise agreed and under exceptional circumstances, an undergraduate whose status is suspended will not be allowed onto College grounds except with prior and written permission of the Senior Tutor, who will consult the Dean. Permission will normally be given for such events as the College Ball or public lectures as well as occasional visits in order to sustain college-based social networks in anticipation of return.

Colleges, including Keble, are small academic communities concentrated on academic work, and many of their members are residents. The presence in college of undergraduates who are not on course is a distraction to those who are on course. There may also be health and safety reasons why unlimited access is not in the wider interest. Undergraduates whose status is suspended are sometimes concerned that their access to facilities is restricted, and many undergraduates find the company of their on-course friends a support. However, the College must balance the needs of all their undergraduates. Because of their pre-existing membership of the College community, the relationship to the College of a student whose status is suspended is not akin to that of a member of the public, and their presence on College premises has a different impact. In some cases blurred boundaries of support can lead to a very difficult environment for on-course undergraduates, significantly affecting both their work and, potentially, their own welfare.

An undergraduate whose status is suspended should not seek tuition from College or University tutors, although tutors may be contacted for advice on studies including any recommended work requirement. Tutors will not be expected to mark work.

*Grants and awards:* although the Keble Association has no formal rules on this matter, a student should not expect to apply for or receive its grants and awards.

## **G. Advice and Support**

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### ***Welfare support***

It is important to recognise that Colleges and the University are places of academic study and cannot play a significant role in the welfare support or treatment of an undergraduate while their status is suspended.

An undergraduate whose status is suspended from their studies will inevitably face a certain amount of disruption to their support networks. As part of preparing to suspend, undergraduates should consider how to ensure that they will have sufficient support during the suspension of their status. Undergraduates who are staying in the city of Oxford need to be made aware that this can be a challenging option, and asked to consider carefully how they will spend their time as an Oxford resident who is not currently on course.

Undergraduates whose status is suspended will normally have access to certain University welfare services as set out by the University<sup>10</sup>; however, this support is generally not a substitute for specialist support for the relevant medical condition. The University's Counselling Service may also provide students whose status is suspended with help on the same basis as students on-course; that is, on a short-term basis. The Counselling Service will not be able to substitute for NHS (or overseas) support at home, but can assist in helping students to think about the services they will need, and can offer appointments online to students who have already left residence. Students may also find it helpful to access the Service before returning to study to help re-engage with academic work and college life.

Oxford SU's Student Advice Service can provide both advice and support to undergraduates considering and returning from suspension<sup>11</sup>. The University's Careers Service is also available to students whose status is suspended.<sup>12</sup>

### ***The Disability Advisory Service***

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<sup>10</sup> <https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1>

<sup>11</sup> <https://www.oxfordsu.org/wellbeing/student-advice/>

<sup>12</sup> <https://www.careers.ox.ac.uk/>

For some undergraduates, medical factors that led to suspension of status may suggest a condition that can be supported by the University's Disability Advisory Service.<sup>13</sup> If an undergraduate suspects that support from the service might be helpful, they should be strongly encouraged to make contact prior to their return so that appropriate assessment can be scheduled and support put in place. The process of agreeing and funding support can take a surprisingly long time, and an undergraduate may put themselves at a disadvantage if appropriate support cannot be put in place by the time of their return.

### ***Financial arrangements***

While their status is suspended, an undergraduate will not be required to pay fees, nor will they normally be eligible for University or College student financial support. If suspension of status is agreed, the college will inform University administration, which will in turn inform any UK student funding body.

Living expenses incurred during suspension may be difficult to manage, as students are not normally entitled to maintenance support while their status is suspended. Students are advised to update their funding body as soon as possible and seek its advice on what, if any, funding may be available. The University will notify Student Fund England (SFE), or other funding body, as soon as possible following the College's formal confirmation of suspension, but it can take between 4 and 6 weeks for the change to be processed by SFE.

In some circumstances, for example suspension on medical grounds, an undergraduate is able to receive an additional 60 days' worth of funding from SFE and, if an undergraduate has interrupted for Compelling Personal Reasons (CPR) and can demonstrate financial hardship, they may be eligible for a limited amount of maintenance funding during suspension. Requests are considered by SFE on a case-by-case basis, and in some circumstances the University's fees and funding team may be able to advise.<sup>14</sup> Each of the other UK funding agencies has different arrangements in place to respond to support these circumstances, which students will need to check directly.

Undergraduates with suspended status are recommended to contact SFE or other funding body within a month of receiving the Colleges' formal confirmation of suspension. This should allow time for notification to have been processed. The college is only allowed to discuss an undergraduate's case directly with SFE or other agency where a student has set up permission for this to take place, but can be asked to provide any official letters required if an undergraduate is negotiating provision.

Undergraduates returning from suspension will need to re-contact SFE, or other funding body, prior to their return to confirm their funding arrangements directly. Where an undergraduate is returning from suspension in a subsequent academic year, they are advised to reapply for their Student Finance as early as possible after the new application

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<sup>13</sup> <https://www.ox.ac.uk/students/welfare/disability?wssl=1>

<sup>14</sup> <http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension>

cycle opens (usually from January onwards) to allow sufficient time for their application to be assessed and their entitlement to be finalized, even if not returning until Hilary or Trinity term of the next academic year. Following a re-assessment, undergraduates will receive an updated Student Finance letter from their funding agency which confirms their revised entitlement.

Undergraduates are advised to contact their Local Council as soon as possible after suspension of status to inform them of their situation and clarify whether or not they will be liable for Council Tax. If a student whose status is suspended finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts should be found on local government websites. For students staying in Oxford, Oxford City Council has agreed a template letter which should be sent (with the student's consent) from the College Office to the council office, which will allow the council to consider the student for remission from council tax if the student's status is suspended on, for example, medical grounds. Template circulated as SCSTC 18/53.

Student Registry provide details to the Council of enrolled students and their term time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student council tax exemption, as they are no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

Undergraduates who are withdrawing from exams only do not normally repeat the term on return from suspension, but return to sit exams only. These undergraduates will not be liable for tuition fees for that period, nor will they be entitled to access to tutorials, revision classes etc. SFE will not provide maintenance funding for a return to sit exams only.

Note that for the purposes of calculating fee liability (University and college fees) an undergraduate's term is considered complete from Monday 4<sup>th</sup> week. If they go out of residence before that date then they are not liable for fees for that term. Graduates are liable from the first day of Full Term.

### ***Overseas students***

Students who have been studying at Oxford on a student visa may be unable to remain in the UK and need to return to their country of residence promptly if their status is suspended. The University has a duty to inform the UK Border Agency when a student's status is suspended, and students are advised to check on the University's webpages for overseas students for further information on their rights and responsibilities: <http://www.ox.ac.uk/students/visa/during/changes>. Students can also access individual advice via [tier4compliance@admin.co.uk](mailto:tier4compliance@admin.co.uk).



## H. Returning to College

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It is important that a junior member returns to resume studies only when they are fit to do so. The College will want to be satisfied that the cause(s) of suspension no longer apply (or have been sufficiently mitigated) and that the student is well-prepared for the challenges of academic study. To help preparations for resumption of studies academic work may be recommended prior to return. There will be no conditions attached to this work, although the normal expectations of being in good academic standing will apply from the date of return.

The regulations in the College Handbook state:

As a condition of return into residence, an undergraduate who withdraws temporarily for medical reasons must send to the Senior Tutor by a specified date (usually the Monday of 8<sup>th</sup> Week of the Term preceding return) a medical certificate confirming that they are well enough to resume their course and/or to return to sit University examinations. The Senior Tutor must copy this certificate to the Student Support Officer, the College Nurse and the College doctor, who may then contact the student. On their return, the undergraduate must also make an appointment with the Student Support Officer and/or College Nurse.

As a condition of their return into residence, an undergraduate who withdraws temporarily for personal reasons must write to the Senior Tutor by a specified date to confirm that the personal reasons for withdrawal no longer apply.

Returning undergraduates are required to sit the same College Examination(s) in 0<sup>th</sup> week of the term in which they return as other students who are at similar stage of the same programme of study. Their Director of Studies will provide advice on how to prepare for these examinations once the student's return has been agreed.

### **B.7.3. Entitlement to College Accommodation**

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Any Junior Member who withdraws temporarily during a year in which they are occupying College accommodation will not normally be guaranteed a room when returning to resume that year's studies, though the Accommodation Office will offer a room if a suitable one is . The same rule applies to a student who repeats a period of study.

Undergraduate scholars will normally resume their status and entitlements upon return, subject to the agreement of Governing Body.

Failure to provide the documentation referred to above may jeopardise return and may delay any arrangements for college accommodation.

Any outstanding stages in academic or other disciplinary process will be resumed upon return. Some account will be taken of the likely effect of a period out of residence on a student's academic performance, and adjustments to conditions, e.g. examination marks, may be considered.

If, for whatever reason, a student is not fit to return on the anticipated date, they should apply to Governing Body for a further period of suspension of status. If the reasons are medical, supporting evidence from a medical professional will be required. Evidence may also be required in other cases where appropriate. Under such circumstances it is obviously wise to check for any changes in curricula and examinations. It is preferable to extend a period of suspended status than to return prematurely and then seek another suspension.

APR 3.8.17

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