Keble College Handbook and Regulations for Junior Members

2022-23

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PART A - INTRODUCTION

A.1. Who’s Who

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 Fellows at the end of this Handbook. Undergraduate and graduate students are represented on all major College Committees and on the Governing Body.

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

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

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

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

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

<table>
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<th>College Officer</th>
<th>Name</th>
<th>Tel.</th>
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A.2. The Student Handbook

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

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

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

You should read this Handbook in conjunction with the *The University Student Handbook*, 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/](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

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.

The College Office (Staircase P2) is open for Junior Members’ enquiries on normal working days, from 8.00 a.m. to 6.00 p.m. Alternatively, Junior Members can email enquiries (including about examinations) to college.office@keble.ox.ac.uk.

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

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

B.1. Aims and Objectives

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

B.2. General Information

B.2.1. The Academic Year

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 0th 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 2022-23 academic year are as follows:

- Michaelmas Term 2022: Sunday 9th October to Saturday 3rd December
- Hilary Term 2023: Sunday 15th January to Saturday 11th March
- Trinity Term 2023: Sunday 23rd April to Saturday 17th June

B.2.1.2. Undergraduates and graduates on taught courses are required to come into residence by 5.00 p.m. on the Thursday before Full Term. In Michaelmas Term, Fresher undergraduates must arrive on the Monday, and Fresher graduates must arrive by the Sunday, of 0th 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 Friday and Saturday of 0th week are reserved for termly College Examinations (see Section B.5.4.).

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 gowns must be worn.

Graduates are invited to attend an Annual Progress Meeting with the Warden, Senior Tutor and 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

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, library packs and OUCS logins, 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

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. Undergraduate or graduate students 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: https://www.keble.ox.ac.uk/current-students/permission-to-leave-college-form/. 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, College Office, Housekeeping and Accommodation.

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.7.3.), or compulsorily because of either academic or non-academic 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

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 0th Week to the Saturday of 8th 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 9th Week). Accommodation offered in vacation may not be your term time room.

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 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.2.4.4. During the vacations all public rooms on the Parks Road site, except the Middle Common Room, will be reserved for the use of conferences. On the H B Allen Centre, all public rooms apart from the Quiet Common Room, will be reserved for the use of conferences. During the Christmas vacation the Junior Common Room may also be available for admission candidates and Junior Members but, on occasion, may be allocated to conferences.

B.2.5. Information about Academic Matters

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

B.2.6.1. Full academic dress is worn to the Matriculation ceremony, when taking University examinations and when graduating. This consists of ‘subfusc’ clothing, gown and cap (mortar board). Women may wear a soft cap instead of the mortar board if they wish. Details for the requirements for this may be found in the University Student Handbook.

B.2.6.2. For undergraduates, the appropriate gown is the commoner’s gown, unless you are a scholar (see Section B.6.7. below), in which case you are entitled to wear a special scholar’s gown. Graduates of Oxford reading for a higher degree should wear the appropriate Oxford gown (note: holders of MChem, MEng, MMath, and MPhys degrees initially wear the same academic dress as BAs). Graduates of other universities reading for a higher degree wear a graduate scholar’s gown, but may, if they wish, wear the academic dress of their previous university. Senior Students reading for a second undergraduate degree are not entitled to wear the graduate student’s gown and should wear the commoner’s gown.

B.2.6.3. 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 Warden and the Dean.
B.2.7 Degrees and Graduation Ceremonies

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 subfusc with cap and gown.

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 Warden’s PA to be placed on a waiting list and for further information.

B.3. Facilities

B.3.1 The Library

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, 9.00am-5.00pm.
**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 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 switching off your mobile phone.

**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

**B.3.2.2.** 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.** 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 Section G.11. 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

B.4.1. Academic Provision

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

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 (ali.rogers@keble.ox.ac.uk) and the Student Administration Manager.
B.4.3. College Advisors

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 him or her 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

The College takes a serious interest in the academic progress of graduate students. The Warden, Senior Tutor and Academic Director of the H B Allen Centre hold Annual Progress Meetings with graduates. These are short meetings 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

Shortly after the start of the academic year, and again in Hilary and Trinity Terms, the Senior Tutor 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

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 £60) 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 £60. Once this payment has been made and an order number obtained, you should contact the Student Administration Manager (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 and also to the Student Administration Manager (college.office@keble.ox.ac.uk).

B.4.7. Financial Support for Graduate Study

B.4.7.1. The Graduate Study Support Fund: The College has a modest fund to assist graduate students with their academic studies. Students may apply for assistance for course-related equipment, fieldwork costs, attendance at relevant conferences (especially if a paper or poster is being presented), and visits to libraries or archives outside Oxford.

The application form for Graduate Fund awards is available from the College Office. Applications should be returned to the College Office with a letter of support from the student’s Supervisor or College Advisor. Students will be expected to apply to parallel sources of funding, for instance from Divisions, Faculties, Departments, and from Research Council funds.

Applications for grants from the fund may be made at any time, but must be made in advance; grants will not normally be awarded retrospectively. The maximum sum awarded to any student will not normally exceed £350 in any academic year; normally, only one award per graduate will be made. If you are in doubt about whether an application is appropriate, or the terms on which it should be made, please consult the Senior Tutor.

B.4.7.2. Keble Association Awards: The Keble Association provides generous financial support to students for course or research-related expenditure. Further details and application forms for Keble Association travel, study and arts awards are available on the College website. The closing date for applications (three times a year) will be communicated by email.

B.4.7.3. Faith-Ivens Franklin awards, open to all graduates for travel in connection with course-related academic studies.

B.4.7.4 Graduate Scholarships The College awards a number of Graduate Scholarships each year. Details of these awards are advertised on the College website each Michaelmas Term for the coming academic year.

B.4.7.5 The Roy Kay Scholarship provides £500 p.a. for up to three years and is awarded on academic merit following the pre-clinical examinations.

B.4.7.6. The Ian Walker Prize (£140) provides funds for limited research project, travel to conferences or summer vacation project work.
B.4.7.7. **College and University Hardship Funds:** There are limited funds available to support students who experience unforeseen financial hardship. For more information about these funds and how to apply see the Financial Guide on the college website.

B.4.7.8. **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**

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**

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, which provides further details of the support provided by the College, and B.7, which explains what will happen if you fail to meet your academic obligations.

B.5.1. **College Teaching**

All undergraduates are assigned to a Director of Studies from among the Fellows or Lecturers of the College. 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 Fellows and Lecturers of other colleges for other parts.

The main method of instruction within the College is by 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. The tutorial system is a privilege. Make sure that you use it to the full. Further information on what to expect in a tutorial is available on the College website.
Attendance at tutorials and classes is an absolute obligation. Recreational and social activities will not be regarded as good reasons for missing a tutorial. If you are unable to attend a tutorial due to illness or other good cause, you should inform your tutor in advance wherever possible.

You must also complete any assigned work for the tutorial (essays, problem sheets etc.) in a conscientious and organised manner. You must comply with your tutor’s instructions regarding the date and manner of submission of these assignments.

Persistent failure to attend tutorials or classes, or to prepare properly for them, may lead to you being given an informal warning (see Sections B.7.2.2. to B.7.2.4.).

Undergraduates wishing to take part in non-academic activities (including taking JCR or similar posts) that may require considerable amounts of time during full term must have the approval of their Director of Studies. They may undertake paid employment during term with the written permission of their Director of Studies, provided it does not exceed six hours a week or significantly interfere with their 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.5.2. University Teaching

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. The College will treat any failures to meet these obligations with the same severity as it views lapses in College-based teaching.

B.5.3. Academic Work in the Vacation

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 (see Section B.5.4.).

B.5.4. College Examinations

At the beginning of most terms, you will normally be expected to sit one or more College Examinations. These usually take place on Friday and Saturday of 0\textsuperscript{th} Week. Attendance at College Examinations is compulsory. 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. Failure to attend a College Examination without prior approval will result in disciplinary action. Failure to attend a rescheduled College Examination may incur costs on your battels to pay for invigilation.

Because these examinations are designed to help you prepare for University Examinations by following, as far as possible, the same procedures. Students should wear a gown and must display their University Card, photograph side up, on the table immediately in front of them for the duration of the examination.
The purpose of College Examinations is to assess the progress you are making with your studies. The College expects you to engage in systematic and appropriate academic work in preparation for College Examinations and to devote a suitable amount of time in the vacation to this task. Your tutors should mark and return College Examinations promptly, with some comment on how you have done and how you can improve. These Examinations are an important opportunity for you to receive feedback from tutors on your academic progress and therefore should be taken seriously.

Excellence in College Examinations may be rewarded with College Examination Prizes. Conversely, poor or unsatisfactory performance will be treated as a matter of very serious concern. Persistent unsatisfactory performance may lead to you being issued with an informal warning (see Section B.7.2.4.)

**B.5.5. University Examinations**

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.

Satisfactory performance in the First Public Examination is required for continued membership of the College. This means that for examinations in which classes are awarded, at least a Third Class mark must be achieved. In the others, passes in all papers are required. If you fail to pass the First Public Examination you will be allowed to re-sit the required papers. The re-sit must take place at the first opportunity offered by the University. Re-sits take place either in Trinity Term or towards the end of the Long Vacation in early September. If you do not satisfy the above criteria after this second opportunity, you will be expelled from the College. Your right of appeal against being expelled is described in detail in Section B.7.1.7.

**Examination Entry Procedure**

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 Student Administration Manager. In case of difficulties, you should seek help from your tutors or 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 Chairman of the Examiners and the University exacts a late entry fee (minimum £65) 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 £65. Once this payment has been made and an order number obtained, you should contact the Student Administration Manager (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 and also to the Student Administration Manager (college.office@keble.ox.ac.uk).

**B.5.6. Plagiarism**

Plagiarism, in brief terms, is the passing off of someone else’s work as one’s own. 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 the 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.

Similarly, the College regards instances of plagiarism in regular tutorial and class work, as well plagiarism or any form of cheating in College Examinations, as academic misconduct which will be investigated under the College academic disciplinary procedures, and action may be taken under any of the stages within those procedures depending upon the severity of the offence. Further information about what constitutes plagiarism and advice on how to avoid it is available on the University website at:

https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1

Many undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing.

**B.6. Undergraduate Education – Academic Support**

The College is committed to helping you to achieve your full potential. In addition to providing the teaching detailed in B.5.1., the College seeks to support and encourage you in a variety of different ways. This section provides information on matters such as how your tutors will provide you with feedback on your progress, how to seek help if you have a problem or a complaint, and the rewards we offer for academic excellence.

**B.6.1. Academic Feedback**

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 discuss your concerns with your tutor.

You are entitled to have essays and problem sheets either marked or commented on every week (or at time intervals agreed with the Faculty or Department). Tutors should mark and return College Examinations promptly, 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. Like all Colleges with undergraduates, Keble uses a web-based on-line tutorial reporting system (TMS – Teaching Management System). Students may view all tutorial reports online using their Single Sign-On and password.
Every year you will have a Warden’s Collection. Warden’s Collections take place in the Warden’s Lodgings during the last Thursday and Friday of each term; times will be emailed. Gowns must be worn. 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 Warden’s PA in advance to rearrange the meeting. You should not make arrangements to leave the College until the Saturday morning of Eighth Week.

B.6.2. 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 this exercise.

The questionnaire includes a list of questions plus space for additional comments. A separate questionnaire should be filled in for each of the tutors who has taught you, including Fellows, College lecturers, tutors from other colleges, and (if applicable) graduate students.

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’ comments about their teaching to enable them to reflect on their own practice.

In addition, you may at any point during the term discuss with the Senior Tutor, in confidence, any concerns that you may have about your tutorial teaching, or problems that you may be experiencing with your tutor.

B.6.3. Dealing with Problems

If you have problems with work, make sure you raise them quickly, as something can always be done to solve them. This will save you much undue pressure and anxiety.

It’s often the case that study-related concerns are tangled up with other things going on in life, such that they become welfare issues. There is a guide to College Welfare [https://www.keble.ox.ac.uk/wp-content/uploads/Welfare-and-Personal-Support-Guide.pdf](https://www.keble.ox.ac.uk/wp-content/uploads/Welfare-and-Personal-Support-Guide.pdf) on the College website, which details the sources of advice and support available. Section F of this document also contains information on welfare more generally.

The first port of call if you are having problems with your work should be your Director of Studies, who is best placed to deal effectively with difficulties. You may, however, feel uncomfortable approaching your Director of Studies, in which case 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. He or she is able to provide additional support to undergraduate students on academic-related coping issues and similar concerns, when they do not feel able to approach their Director of Studies or subject tutor, 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. Please contact your APT whenever you are feeling these types of pressures that cannot be resolved in another way – **AND BEFORE THINGS GET TOO BAD!**

- Get in touch with the Senior Tutor (see contacts list at the front of this Handbook)
- Contact the College Welfare Officer (see contacts list at the front of this Handbook)
- Speak to the JCR Academic Affairs Representative or a JCR/MCR peer supporter (see JCR website: [http://jcr.keble.ox.ac.uk/](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.

**B.6.4. Changing Courses**

You will have been admitted to the College because you showed aptitude to study a particular subject. Do 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 and of Governing Body 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 Policy G.13 in this Handbook).

**B.6.5. Complaints**

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 any of the other people listed in B.6.3 above.

In the case of more specific complaints, the majority of cases will normally be settled by the complainant resolving his or her 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 section G.4 in this Handbook.

**B.6.6. Undergraduate Prizes**

**B.6.6.1. College prizes may be awarded by tutors as follows:**

i) for a first-class performance in a College examination;

ii) for sustained excellence in tutorial essays or analogous assignments and for academic improvement;

iii) for a Distinction or a First in the First Public Examination.

**B.6.6.2. 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.**

**B.6.6.3. 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 4thYear 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.6.7. 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 Scholars 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.6.8. Financial Support for Undergraduate Study

The Keble Association provides generous 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 on the College website.

B.7. Undergraduate Education – Academic Discipline

B.7.1. University Examinations

B.7.1.1. 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.

B.7.1.2. The University gives due notice each year of the dates for entering the various examinations at [http://www.ox.ac.uk/students/exams/](http://www.ox.ac.uk/students/exams/) where details of which examinations contain core and optional assessment units may also be found. See Section B.5.5. for the procedure for entering for University examinations.

B.7.1.3. Undergraduates render themselves liable to expulsion (i.e. the removal of name from the College Books), or to such other penalties as the College may determine:

(i) if they have not passed the First Public Examination by the normal time for their subject (i.e. after the first opportunity to re-sit the examination);
(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 a pass.

B.7.1.4. 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 (see B.6.4.).

B.7.1.5. 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.7.1.6. For details of support and guidance available in the case of exam failure – see Section E.8.

B.7.1.7. First Public Examinations

(i) An undergraduate may not continue to study at the College unless they have passed the First Public Examination before the beginning of their second year of study, or, if taking the First BM, they fail to pass the whole of that examination by the end of their second year.

(ii) An undergraduate who fails to pass a First Public Examination at their first attempt and who wishes to remain in residence, shall be required to retake the Examination at the next possible occasion.
(iii) 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 Disciplinary Procedure, they shall (subject to iv below) be dealt with accordingly, following that procedure.

(iv) 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, giving details of the Academic Appeal Procedure, and informing them of the option to seek an exceptional third attempt to pass the First Public Examination via Education Committee. The undergraduate will be offered support in deciding their options, including finding alternative courses at other Universities. If the undergraduate does not indicate their wish to pursue this option (in writing, and within one week), the Senior Tutor shall inform the undergraduate that he or she is expelled and report the matter immediately to the Warden and to the next meeting of the Governing Body.

(b) if such an indication is made, the Senior Tutor shall immediately inform the Warden, who shall convene the Academic Appeal Panel to decide whether or not the College should support the request for a third. Proceedings should then follow Stages 5 to 9 of the Academic Disciplinary Procedure described below, as appropriate.

B.7.2. Procedure for Academic Discipline and Appeals

B.7.2.1. What is expected of you?

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. 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). At Keble you are not allowed to read for a Pass School (i.e. for a degree without Honours).

B.7.2.2. Good Academic Standing

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. It also includes Visiting Students following an undergraduate course of study at Keble, but not reading for a Final Honour School, except that B.7.2.2.(i) and (ii) shall not apply to such students.

Undergraduates are in good academic standing if they:

(i) Keep the residence requirements laid down by the University. An undergraduate who fails to do so will be subject to the same procedure as set out in B.7.1.7 (iv) (a) and (b) above, unless they are granted dispensation by the University.

(ii) Pass the First Public Examination by the second attempt. (See Section B.7.1.7).
(iii) Attend all tutorials, classes and other required academic engagements, including practicals, except where permission is obtained, preferably in advance, from the tutor(s) concerned.

(iv) Produce assignments (essays, problem sheets etc.) with the regularity required by the tutor(s), except where permission is obtained, preferably in advance, from the tutor(s) concerned.

(v) Sit one or more invigilated College Examinations at the beginning of each term and/or submit by the end of 0th week written work as required by his or her tutor.

(vi) Produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage they have reached in their course. This will normally be of 2.1 standard. The College considers that continued work of a Third Class standard or below by a student during their course indicates a risk that the student will not achieve Honours in their final examinations. Therefore this will not be accepted, and may make the student liable for academic disciplinary action. Performance conditions set as part of College academic disciplinary procedures must be a higher than Third Class level.

B.7.2.3. Academic Deficiency

Academic deficiency means breach of any of B.7.2.2. i - vi above. It shall be dealt with according to the following Academic Disciplinary Procedure. Any two breaches in a single term of iii or iv above shall normally entail the immediate initiation of the procedure.

Section B.5.1 above explains your obligations as an undergraduate member of this College.

B.7.2.4. Keble College Academic Disciplinary Procedure:

(i) Stage 1: Informal Warning

Academic deficiency is dealt with initially by an informal warning, given by the Director of Studies. (Where the undergraduate is not taught by a Fellow, the informal warning will be given by the Senior Tutor.) The Director of Studies should speak to the undergraduate and explain in what ways he or she is falling short of good academic standing. The student will be given an opportunity to make the college aware of any mitigating or complicating circumstances. Any such factors which come to light should (with the student’s permission) be recorded on his or her file and may affect the course of action to be taken and the outcomes of the interview. The Director of Studies should explain to the undergraduate what improvements he or she is required to make within a defined timescale (normally 1-4 weeks). Beyond this deadline, the student will remain on probation against failure to sustain the improvements normally until the start of the next term but one following that in which the warning is given. The Director of Studies must write to the undergraduate, normally within 3 working days of the meeting, confirming what improvements he or she is required to make within a defined timescale. A copy of this letter must be sent to the Senior Tutor, to be kept in the student’s file, which is covered by the College’s code on confidentiality. The Director of Studies must write to the undergraduate at the end of the probationary period to confirm that the undergraduate is back in good academic standing. This letter must be copied to the Senior Tutor, to be kept in the student’s file.

(ii) Stage 2: Formal Warning
If the undergraduate fails to produce the improvements required in Stage 1 during the specified timescale or to sustain them during the specified probation period, they shall be given a formal warning by the Senior Tutor at a special interview, at which the undergraduate will be given the opportunity to make the college aware of any mitigating or complicating circumstances. Any such factors which come to light shall (with the undergraduate’s permission) be noted on his or her file, and may affect the course of action to be taken and the outcomes of the interview. The Senior Tutor should explain the remaining concerns and requirements, including the timescale within which the required improvements must take place (normally 1-4 weeks). Beyond this deadline, the student will remain on probation against failure to sustain the improvements, normally until the start of the term but one following that in which the warning is given. The Senior Tutor will confirm the outcomes of the interview in writing to the undergraduate normally within 3 working days of the meeting. The Senior Tutor shall place a copy of this letter in the undergraduate’s file and send copies to the undergraduate’s Director of Studies, the Dean and the Warden. If the undergraduate fails, without good reason, to attend at an interview time notified to them with reasonable notice by the Senior Tutor, then the Formal Warning may be issued without that step taking place.

(iii) Stage 3: Special College Examinations

If the undergraduate fails to produce the improvements required in Stage 2 during the specified timescale, or to sustain them during the specified probation period –

(a) if the academic deficiency consists of substandard work, the undergraduate shall be set special College Examinations. The form of, date for (which shall be as early as practicable), and standard to be attained in these examinations shall be approved by the Senior Tutor on the advice of the undergraduate’s Director of Studies, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the undergraduate in earlier informal and formal warnings. These details shall be communicated by the Senior Tutor in writing to the undergraduate.

(i) Timing: Special College Examinations shall take place no fewer than four weeks after the Director of Studies’s proposal to set them has been conveyed in writing to the undergraduate. Special College Examinations held after the end of Trinity Term must take place no later than the end of the first week in August.

(ii) Setting and marking: the Senior Tutor shall appoint two external assessors to set and blind mark the College Examination(s). They will not be told the mark required nor the name of the undergraduate, but they will be told the stage of the undergraduate’s career and asked to take this into account when awarding a mark. They will be asked to send an agreed mark to the Senior Tutor

The outcome will be communicated to the undergraduate by the Senior Tutor in writing as soon as possible and normally within two weeks of the undergraduate sitting the College examination(s). A copy of this letter will be sent to the undergraduate’s Director of Studies, the Dean and the Warden. Failure to attain the required standard shall be referred to the Academic Disciplinary Committee. Attainment of the required standard shall be followed by probation against failure to sustain it, for the remainder of the undergraduate’s time at the College, breach of which shall entail recommencement of the procedure at Stage 2.

(b) if the academic deficiency is of any other kind, it shall be referred directly to a specially convened Academic Disciplinary Committee.
Stage 4: Academic Disciplinary Committee

The Academic Disciplinary Committee consists of three members of the Governing Body (excluding the Senior Tutor), none of whom shall have been a tutor of the undergraduate. They are appointed by the Warden at the written request of the Senior Tutor. The Warden also appoints one of the Committee members as Chairperson. The membership of all Committees and Panels will be informed by the College’s code on equality. The Committee shall proceed as follows:

(a) The Committee’s hearing shall take place as soon as practicable; normally within one week of the Senior Tutor contacting the Warden. The undergraduate shall be notified of the composition of the Committee and the proposed time and place of the hearing to allow him or her reasonable time to prepare for it. In advance of the hearing the undergraduate should be given a clear statement of the grounds for them being referred to the Committee, and a copy of all documentation with which the Committee is provided including any proposed penalty. This will include a list of witnesses. They should be given the opportunity to bring forward material considerations and mitigating circumstances, which may include, but need not be confined to, medical evidence. Any such factors which come to light shall (with the undergraduate’s permission) be noted on their file and may affect the course of action to be taken and the outcomes of the interview. There is an expectation that the undergraduate will appear at the hearing, with or without a representative, unless they give notice of an intention not to appear, in which case he or she will be permitted to make a written submission. The hearing may proceed if the undergraduate fails to attend as notified or to make a submission. The undergraduate should be allowed to take advice in advance of the hearing and is entitled to be adequately represented at the hearing itself. The undergraduate’s representative may, for instance, be an officer or other member of the Junior Common Room.

(b) It shall be the duty of the Committee to establish all relevant facts based upon the evidence submitted and statements made by the undergraduate’s Director of Studies, the Senior Tutor, the undergraduate, witnesses and the undergraduate’s representatives. The Committee will be provided with, and should consider in its deliberations, the evidence relating to all stages of the disciplinary procedures which led to the student facing the Committee. The Committee shall decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be expelled; or should be rusticated to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee shall decide. It is a principle of the College’s disciplinary procedures that for a student to be expelled on the basis of poor performance or behaviour the relevant committee must be satisfied beyond reasonable doubt as to the case against the student. For other penalties, establishing the case on the balance of probabilities is sufficient.

(c) The hearing will begin with the Chairperson reading the statement of the grounds for the Junior Member being referred to the Committee. The Director of Studies, the Senior Tutor, the Junior Member and witnesses may be asked to speak in an order and format to be determined by the Chairperson of the Committee. The Junior Member or his or her representative will be given an opportunity to: make an opening statement; cross-examine any witnesses; submit evidence (written or otherwise) and/or argument, and make a closing statement after any closing statement by the Senior Tutor. The Chairperson of the Committee will be responsible for making a written record of the hearing.

(d) The Committee will ask the Junior Member, the Senior Tutor, the Director of Studies and any witnesses to withdraw before deliberation. They may re-summon any of the above: the Junior Member will be given the opportunity to be present for
any further summons. Having considered the matter, the Committee will agree its
decision by vote: the Chairperson’s vote will be the casting vote in the event of a tied
vote. The Committee may confirm, increase, decrease or set aside any penalty
proposed by the Senior Tutor. The decision will be promptly communicated in
writing to the Junior Member and the Warden as Chair of Governing Body.

(v) Stage 5: Academic Appeal Panel

An Academic Appeal Panel will meet in one of two situations: an appeal against a decision of an
Academic Disciplinary Committee; or a request for an exceptional third attempt to pass the First
Public Examination.

(a) An undergraduate may appeal against a decision of the Disciplinary Committee to an
Academic Appeal Panel. Any appeal must be made in writing to the Warden within three
days of the Junior Member receiving written notification of the Academic Disciplinary
Committee’s decision. The undergraduate may, but need not, communicate the grounds
for their appeal. These may include failure of the Committee to follow procedure or the
imposition of a disproportionate penalty.

On receipt of an appeal the Warden shall convene an Academic Appeal Panel.

i) The Academic Appeal 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;
none of the members shall have sat on the Academic Disciplinary Committee hearing the
case subject to appeal; the Senior Tutor may not be a member. Members of the Panel are
appointed by the Warden, who also appoints one of them as Chairperson.

(ii) The Panel shall meet as soon as practicable; normally within one week of being
appointed by the Warden. It shall be the duty of the Panel to review all the relevant facts
and documentation, to verify that the academic disciplinary procedures were properly
applied and to consider the proportionality of the penalty, bearing in mind the interests
of the College and of the undergraduate. There need not be a hearing held, unless the
undergraduate requests to appear before the Panel. The Panel may, in the light of its
investigation, uphold or dismiss the recommendation of the Academic Disciplinary
Committee, or vary the penalty to be more lenient. The Chairperson will make a written
report of its findings and decision to the Warden as Chair of the Governing Body and to
the undergraduate.

(b) An Appeal Panel may be convened to decide whether or not the College supports and
undergraduate’s request to the University’s Education Committee for an exceptional third
attempt to pass the first Public Examination.

(i) The Academic Appeal 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 appointed by the Warden,
who also appoints one of them as Chairperson.

(ii) The Panel shall meet as soon as practicable; normally within one week of being
appointed by the Warden. 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 report of its findings and decision to the Warden as Chair
of the Governing Body and to the undergraduate. If there is a request to Education
Committee, this report will form the College’s submission.
(vi) **Stage 6: Governing Body**

The decision of the Academic Disciplinary Committee and/or the Academic Appeal Panel will be reported to the next meeting of the Governing Body. The written record of the hearing(s) will be available to Governing Body members prior to the meeting. If the Governing Body considers the proposed penalty to be not appropriate for the academic deficiency for which the student was referred to the Committee, or believes that procedures have not been properly followed, it may ask the Committee (or where appropriate the Academic Appeal Panel), to reconsider its decision and to report back to the next scheduled meeting of the Governing Body. In such cases, the Governing Body must specify the precise nature of its concerns. The Warden shall convey the decision of the Governing Body to the undergraduate in writing within two days of its meeting, and the undergraduate must be provided with information on further appeal mechanisms available to them.

(vii) **Stage 7: Conference of Colleges Appeal Tribunal**

If the undergraduate wishes to appeal against the decision of the Governing Body, they may 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, within five days of Governing Body's decision.

See http://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142344

(viii) **Stage 8: The Office of the Independent Adjudicator for Higher Education (OIAHE)**

Under the Higher Education Act 2004, certain complaints which the undergraduate 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 OIAHE. Information about the Adjudicator may be found on the OIA website at: http://www.oiahe.org.uk/ or by email via https://www.oiahe.org.uk/contact-us/e-form.asp or from the OIA, Second Floor, Abbey Gate, 57-75 King’s Road, Reading, RG1 3AB. Tel. 0118 959 9813.

(ix) **Stage 9: Conditions for Continuation or Return**

The assessment of whether any conditions set by the Academic Disciplinary Committee, or the Academic Appeal Panel, for the student’s return to, or continuation at, the College have been met by the student will be made by the Chair of the relevant committee or panel or, in their absence, by a joint decision of the remaining members of that committee or panel. The undergraduate may appeal this judgment to a further Academic Appeal Panel, with the procedures as described in Stage 5 above.

(x) An undergraduate who has previously reached Stage 2 of the procedures above, and who has attained what is required of them and met the terms of any specified probation period, but who in the view of their tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the tutor to the Senior Tutor, who shall recommence the above procedures at Stage 2.

(xi) If, at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing the standard of work of which he or she is in principle capable, a strategy will be agreed between the undergraduate, the subject tutor(s) and the Senior Tutor whereby the undergraduate will have access to appropriate additional tuition/support. A
note of the strategy will be sent to the undergraduate within a week of the agreement and a copy placed in their file. The undergraduate’s progress under the strategy will be monitored on a weekly basis for a period to be decided by the Senior Tutor in consultation with the subject tutor(s).

B.7.3. Temporary Withdrawal from Course on Medical or Personal Grounds

B.7.3.1. Going out of Residence

When serious medical, personal or other circumstances arise during an undergraduate’s course, the student may apply to suspend their status as a student and go out of residence for a specified period (see B.2.3). The 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, they will select an alternate Tutorial Fellow.

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 status, including sources of advice and support, can be found in section G.14.

B.7.3.2. Returning to College

i) 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 8th 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’s Director of Studies, 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 College Nurse.

ii) 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. The Senior Tutor must copy this letter to the student’s Director of Studies.

iii) Undergraduates who withdraw for medical or personal reasons are required to submit by the beginning of 0th week of the term of their return, evidence of satisfactory work (such as notes or problem sheets) completed in the period after they were declared well enough to resume studies (normally the end of the preceding term). The work requirement will be based on the recommendation of the student’s Director of Studies, at the time of approving the student’s suspension from study. Returning students are required to sit the same College Examination(s) in 0th week of the term in which they return as other students who are at similar stage of the same programme of study. If a returning undergraduate fails to reach a satisfactory standard in this Examination(s) or re-sit(s), the Director of Studies must issue the student with an informal warning in accordance with College Regulation B.7.2.4(i).

B.7.3.3. Entitlement to College Accommodation
Any Junior Member who withdraws temporarily during a year in which they are occupying College accommodation will not normally be offered a room when returning to resume that year’s studies, though the Accommodation Office might be able to offer a room if one is available and if the individual’s circumstances justify it. The same rule applies to a student who repeats a period of study.
PART C - DECANAL MATTERS

C.1. Introduction

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

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

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

The Dean is the College Officer responsible for enforcing College rules relating to discipline.

As representatives of the Dean, the Sub-Dean and the Junior Deans will report to the Dean matters for possible further action. The Sub-Dean will have oversight of the HB Allen Centre. 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. Keble College Non-academic Disciplinary Procedure

The non-academic disciplinary procedure has been revised for academic year 2021-22 onwards and can be found in appendix G.5 (page50) in this handbook.

C.4. Equal Opportunities Policies

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 Section G.1 for the Keble College Equal Opportunities Policy Statement; 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 Section G.3. 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

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 below (section G.2)

C.6. Events in College Public Rooms

C.6.1. Permission

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

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

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

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

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

D.1.1. Scope of authority of Part D

The Regulations in Section D apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II[1], 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

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

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, 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 Manager, is responsible for cleaning and waste disposal.
The **Maintenance Manager** 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

The Domestic Bursar has the power to take appropriate action where you breach your licence agreement (see Appendix D.1. for sample licence) or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. This action may include the imposition of a fine or charge. See D.1.7.

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

The College has a **Smoking Policy** (Part G.9. of the College Handbook) which governs the rules on smoking and shows how the College complies with national legislation.

**D.1.5.1.** Smoking 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 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.

**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

**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.
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.

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. For willful damage, the charge will be double the cost of repair or replacement.

D.1.6.6. 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

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/.

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 penalty 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 Section G.4.).

D.1.8. Dealing with Problems and Complaints

Report all Housekeeping, Maintenance, and IT problems via the College website page 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 Section G.4. Complaints about other members of staff should be made to the relevant College Officer.

**D.2. Health and Safety**

**D.2.1. General**

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**

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**

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. Interference with fire extinguishers and heat/smoke detectors is a criminal offence, and will be subject to a fine plus costs. When no culprit is identified, the fine and 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 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 College Disability Officer (Warden’s PA) 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 and refrigerators is permitted. If a refrigerator is kept in a room it must be kept clean and be placed on a tray to prevent spillage.

**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**

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 tackle a fire unless it is safe to do so. Fire blankets are installed in all kitchens and should be used on pan fires and when a person’s clothes are on fire. Fire extinguishers are located throughout the buildings and have written on them their specific purposes and instructions for use. You must make sure you use the correct extinguishers for the type of fire you are fighting.

If you do discover a fire you will need to act calmly and quickly. If it is a small fire you may be able to put it out but before attempting to do so you must raise the alarm if it has not been triggered by the heat or smoke. Do this by setting off the alarm by breaking the glass at the manual call point.

Make sure you have a clear escape route.

Do not tackle the fire if there is a danger of being trapped or, if the fire is beyond your competence, leave the area immediately. Ensure the door is closed behind you to help stop the fire spreading. Leave the building and go to the nearest quadrangle fire assembly point. 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**

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

**D.5.1. The ARCO Building**

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**

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

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

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

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. Lighted candles are a distinct hazard and are forbidden.
D.6. Services

D.6.1. Electricity and gas supplies

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

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

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

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 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.

**D.6.5. Water Supplies**

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**

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**

**D.7.1. General Security**

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**

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.

**D.7.3. Your responsibilities**

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.

D.7.4. Keys

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 0th Week Michaelmas Term as part of the Freshers’ induction programme.

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 there is a deposit of £35 per key and a charge of £35 for replacement keys.

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

D.8.1. General

Keble has 370 student rooms on its main 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 main 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. All first and second years are offered accommodation. After the second year some students have to live out of College in private rented accommodation. Keble is able to offer accommodation on its main site to all undergraduates in their first, second and third years, but 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 on the College website) 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 king 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 cubicle, 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 nine shared-ensuite apartments and flats of 10-12 ensuite rooms; each flat has a large equipped kitchen/common room.

**D.8.2. Room Rents**

Undergraduates are able to live in College rooms on the main 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 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)](ox.ac.uk).

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 (-0th 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 a minimum of £75 per night.

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

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**

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 Domestic Bursar before you proceed to bring any extra furniture into College. Cases will be considered on an individual basis.

**D.8.5. Room Inventories**

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 to the Lodge for the attention of the Housekeeper, or Maintenance Manager.

**D.8.6. Environmental Quality**

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.

**D.8.7. Televisions**

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**

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 term. Refrigerators requiring cleaning will be charged for at the end of each term.

**D.8.9. Cleaning**

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.

The Housekeeping team will clean student bedrooms twice a term, at least. It is the responsibility of the Junior Member to clean their bedroom regularly i.e. weekly as a minimum, to ensure that it is fit to be handed over when the Junior Member leaves. It is important that your accommodation is cleaned throughout your stay to avoid cleaning charges at the end of your license or upon inspections. Cleaning equipment (such as vacuum cleaners, chemicals, cloths etc.) will be provided and Junior Members are not allowed to bring their own cleaning materials.
Full instructions on how to use the cleaning equipment can be provided by the Housekeeping department. When requested you must allow Housekeeping Managers/Supervisors access to your room. This will be on a monthly basis for inspection and cleaning. You will be given notice in advance of any visit. Junior members will be advised of any shortcomings identified and given a reasonable period of time for these to be addressed. In cases where the Junior Members fail to remedy matters within the stated time, the College reserves the right to undertake the necessary cleaning and charge the cost to them.

- During term time only, cleaning will be as follows:
- Student bedrooms will be cleaned twice a term
- Large Arco kitchens will be cleaned twice a week.
- Small kitchens in Arco will only be cleaned when the student bedrooms are cleaned
- 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.

D.8.10. Laundry facilities

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.8.11. Access to Study Bedrooms

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 and emergency requires immediate action.

D.8.12. Finance

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 1st week, and at the end of Trinity Term for settlement in full by 10th August.
D.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.
- £35 as a deposit for the room key.
- first year graduates and undergraduates a deposit of £150 caution money which will be credited to the final term’s battels.

D.8.12.2. Late payment of battels will incur a charge of £15.00 after the Friday of 1st Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2nd Week. After the Friday of 4th 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.8.12.3. 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 section D.8.2. for rents for the academic year.

D.8.12.4. 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

D.9.1. External and internal mail

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 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.

D.9.1.2. Outgoing mail
External stamped mail can be sent via the Lodge post box, this is collected every weekday 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

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

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

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)

The Accommodation Office will send details of accommodation to Freshers in the May 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

Second years requiring College accommodation will be invited to join the 2nd year room ballot, details of which will be decided in the course of 2022-23 and in consultation with the JCR.

D.10.3. Third Years

Third years requiring College accommodation will be invited to join the 3rd year room ballot details of which will be decided in the course of 2022-23 and in consultation with the JCR.

D.10.4. Room Trading

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 2022-23.

D.10.5. Disputes

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

D.11.1. Living Out of College
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

Undergraduates must arrive by 5.00 p.m. of the Thursday before Full Term (Thursday of 0th Week). In Michaelmas Term, Freshers are expected to arrive on Monday of 0th 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 8th 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

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 in the sign out book in the Lodge, and leave a contact phone number in case you need to be contacted in an emergency. See B.2.3.

D.12. Guest and Guest Rooms

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.13.5 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 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 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 2022-23: £64.90 for a single and £90 for a twin/double.

D.13. Accommodation Licence Agreement

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

D.14.1. Prior to departure

Prior to departure all belongings, including pictures and posters 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 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

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 a minimum of £75.00 per night.

D.14.3. Application for accommodation during vacation
Application forms for undergraduates to remain in College accommodation during the vacations are issued in 4th Week and must be submitted by Wednesday of 6th 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 9th Week). However, each application will be considered individually. All applications will be answered by 7th 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

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, 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 admissions candidates and Junior Members but, on occasion, may be allocated 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

There are very limited storage facilities provided for overseas students and those from N. Ireland, Channel Islands, Isle of Man and Scottish Highlands only, who live in College and are returning to a College room the following term. Storage space must be booked each term by completing a storage application form that will be issued in week 4 by the Accommodation Office.

Property must be packed in secure containers, must be of a nature which does not endanger the safety of the College, and should be clearly marked with the owner’s name, contact details and the date it is placed in storage.
At the end of Trinity Term all possessions are to be removed from the College. The College can accept no responsibility for the safekeeping of any property left on the premises and advises Junior Members to insure personal property at all times and in particular if left in College during vacations.

**D.15. Maintenance**

**D.15.1. General**

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.

**D.16.2. Defect Reporting**

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 ingressions.

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](http://www.keble.ox.ac.uk/students/maintenance-form).

**D.15.3 Pest Control**

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.16. Gate**

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

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 Manager). Bicycles not so marked are liable, if found within the College precincts, to be impounded, handed to the police as lost property or to be sold by the College as scrap metal.

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.

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

D.18.1.  Vehicle access

D.18.1.1.  Lack of space makes it impossible to provide parking for the cars of Junior Members within the College precincts. If a Junior Member parks a car within the College precincts, they will be fined.

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

- Sunday of 0th Week and Saturday of 8th Week: gates open at 9 a.m. and close for entry at 5.30 p.m. and exit at 7 p.m.
- Monday – Thursday of 0th Week: gates open at 2 p.m. and close at 3.30 p.m. for both entry and exit
- Monday of 0th Week of Michaelmas Term: Freshers only - access between 9 a.m. and 5.30 p.m.

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

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 on full days, or ensure you leave before 3.30pm on week days

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

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. Because of the hazard to plants and to windows, no games of any kind, apart from croquet, even informal throwing of a projectile, may be played in any of the quadrangles. The College lawns may only be used when the ‘Lawns Open Today’ sign is displayed in the lodge archway (this will be posted by 10am each day), when it is not raining, when it is a permitted time
and only on a permitted lawn. The permitted times are: (a) Sitting and Strolling: noon to dusk; (b) croquet: 4 pm to dusk (Monday to Friday); noon to dusk (Saturday to Sunday). The permitted lawns are: (a) Pusey Quad, which may be used for croquet from Sunday 0th Week Trinity until Sunday 0th Week Michaelmas Term; no walking across, but sitting or lying on it is permitted; (c) Hayward Quad, which may be used for recreation but not croquet. Permitted lawns may not be used at any other time of the year without the Dean’s permission. Liddon Quad lawn may not be used at any time. Newman Quad Lawn may used with the Dean’s permission. The garden area and lawn of De Breyne Quad is out of bounds, and walking on the flower beds is not permitted.

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 not exceeding £15 per offence for a first offender: double for subsequent offences.

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

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.21.5.). 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

D.21.1 Organisation of events

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. No event is allowed after the end of Week 3 of Trinity Term, in the interests of those
taking examinations.

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
• 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

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, from whom registration forms are available. 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, and may be subject to a £30 hire fee.

- 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 stern 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 five points below apply.

The Lodge porters will provide an application form and check if the proposed room is available. If any one or more of the following apply, 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 G.2 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 (see G.2).
- 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 Lodge 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

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.

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

No drinks may be taken into Hall. 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 Manager has the authority to terminate any dinner where behaviour is unacceptable and to levy an additional charge of up to £5 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

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

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

D.22.1. Hall

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 these meals is not required during term.

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 3 p.m. daily. 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 be 50% higher for breakfast, brunch and lunch items and plus £2 for dinner.

The times of meals in Hall are:

- **Breakfast:** Monday to Friday 0815 – 0945
- **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 9th 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 0th 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**

Situated in the College Bar, this is a pleasant place to meet friends for a coffee or light snack. It serves a variety of coffees, hot and cold drinks, soup, sandwiches, Panini, biscuits, fruit and muffins. Payment may be made either on battels using your University card or debit card. Days and times of opening are published at the beginning of each term.

**D.23. Junior Common Room**

During term time and usually in the week before and after term, the JCR is available for use by all current students (i.e. undergraduate and postgraduate).

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**
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

The Bar is normally open seven days a week during term, from 5.00pm to 11pm, although opening and closing times may vary due to pre-arranged bar bookings. 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 to the Domestic Bursar for permission to hold social events during term. Any extension to the opening hours for such an event requires prior approval from the Dean.

D.26. Good Neighbour Policy

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 is not allowed including flags, posters, notices, washing etc.
PART E – DOMESTIC MATTERS - H B Allen Centre

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/

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

E.1.1. Scope of authority of Part E

The Regulations in Part E apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II2, 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

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

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

The Accommodation Team are responsible for allocation and management of accommodation, security, cleaning and waste disposal.

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

2 www.admin.ox.ac.uk/statutes/12-011.shtml
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**

The Domestic Bursar has the power to take appropriate action where you breach your licence agreement (see Appendix D.I. for sample licence) or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. This action may include the imposition of a fine or charge. See D.1.7.

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, it may be referred to the Dean for decision under his 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.

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

The College has a **Smoking Policy** (Part G.9. of the College Handbook) which governs the rules on smoking and shows how the College complies with national legislation.

**E.1.5.1.** Smoking (including e-cigarettes) 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**

**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 and these can be purchased from The Lodge. 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. For willful damage, the charge will be double the cost of repair or replacement.

E.1.6.6. The Governing Body will normally expect that, in the event of serious instances of pre-mediated 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

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: 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 penalty 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 Section G.4.).
E.1.8. Dealing with Problems and Complaints

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 detailed in Section G.4. Complaints about other members of staff should be made to the relevant College Officer.

E.2. Health and Safety

E.2.1. General

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

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

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. Interference with fire extinguishers and heat/smoke detectors is a criminal offence, and will be subject to a fine plus costs. Junior Members must not cover any smoke alarm or tamper with it in any way. When no culprit is identified, the fine and 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 Disability Officer (Warden’s PA) 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.

**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**

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 tackle a fire unless it is safe to do so. Fire blankets are installed in all kitchens and should be used on pan fires and when a person’s clothes are on fire. Fire extinguishers are located throughout the buildings and have written on them their specific purposes and instructions for use. You must make sure you use the correct extinguishers for the type of fire you are fighting.

If you do discover a fire you will need to act calmly and quickly. If it is a small fire you may be able to put it out but before attempting to do so you must raise the alarm if it has not been triggered by the heat or smoke. Do this by setting off the alarm by breaking the glass at the manual call point.

Make sure you have a clear escape route.

Do not tackle the fire if there is a danger of being trapped or, if the fire is beyond your competence, leave the area immediately. Ensure the door is closed behind you to help stop the fire spreading. Leave the building and go to the nearest assembly point. 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**

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 freshners, 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.

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E.6. **Services**

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

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

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

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 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

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

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

E.7.1. General Security

The H B Allen 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

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

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. Your responsibilities

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.
E.7.4. **Key-Fobs/Access cards**

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.

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 of £10 for replacement Fobs.

Do not give your Fob 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**

E.8.1. **General**

The H B Allen Centre provides ensuite accommodation for 230 full-time graduates.

Freshers’ accommodation is allocated by the Accommodation Team. Where needed, subsequent years are allocated by the MCR in a room ballot held on Sunday 1st 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 for £20.00.

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**

Rents are published in the College’s Financial Guide: [Financial-Guide.pdf (ox.ac.uk)](ox.ac.uk)

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

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

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 the Domestic Bursar 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

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

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

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

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

Junior Members are assisted by domestic staff once every week to clean the communal areas, including shared kitchens and shared bathrooms.

On a rota basis displayed in each shared area. The shared kitchens need to be kept tidy with all areas including sink/drainer, worktops, tops of fried/freezers, microwaves, window ledge etc. kept clear as much as possible and especially for the specific cleaning day

Individual rooms are the responsibility of the Junior Members and College cleaners will not enter occupied rooms. It is therefore the responsibility of the Junior Members to clean their room regularly, i.e. weekly as a minimum, to ensure that it is fit to be handed over when the Junior Member leaves. It is important that your accommodation is cleaned throughout your stay to avoid cleaning charges at the end of your tenancy. Cleaning equipment (such as vacuum cleaners, chemicals, cloths etc.) will be provided and Junior Members are not allowed to bring their own cleaning materials. Full instruction and training on how to use the cleaning equipment is available on line, information provided separately or on arrival.

When requested you must allow the Housekeeping Managers access to your room on a monthly basis for checks, you will be given one weeks’ notice in advance of any visit. Junior members will be advised of any shortcomings identified and given a reasonable period of time for these to be addressed. In cases where the Junior Members fail to remedy matters within the stated time, the College reserves the right to undertake the necessary cleaning and charge the cost to them.

Refuse is collected daily from outside bedrooms and kitchen areas. 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. Junior Members are responsible for the removal of all rubbish to the outside bins. Recycling bins are available for both general recycling and food waste and glass although these should be put in separately not in a bag – information is provided on arrival

E.8.10. Laundry facilities

The H B Allen Centre Laundrette is located in the basement, and has 4 washing machines and 4 dryers. Charges are currently £3.00 per wash, drying is free of charge.

Instructions for use are posted in the laundrette. In the event of breakdown or emergency please contact the Lodge who will report the defect to Housekeeping. If the fault is mechanical, and not user-misuse, money may be refunded at the Accommodation Manager’s discretion.

E.8.11. Access to Study Bedrooms

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, Housekeeping Supervisors, Housekeeping Manager, Accommodation 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 and emergency requires immediate action. A log is kept in the Lodge recording any security, or other Keble staff accessing bedrooms in the absence of the resident and advising the reason for access.

E.8.12. **Finance**

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 10th 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.
- £35 as a deposit for the key-fob or access card.
- first year graduates and undergraduates a deposit of £150 caution money which will be credited to the final term’s battels.

E.8.12.2. Late payment of battels will incur a charge of £15.00 after the Friday of 1st Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2nd Week. After the Friday of 4th 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 section D.8.2. for rents for the academic year 2022-23.

E.8.12.4. Payment can be made via the online payment system using a debit card. We DO NOT accept credit cards. Payment may also be made by cheque (payable to ‘Keble College’) supported by a note or copy of the account statement for identification purposes. Payment can also be made by transfer directly to the College Bank account as detailed on the bills you receive.

E.9. **Mail, Parcels, Deliveries, Internet and University Card**

E.9.1. **External and internal mail**

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.

**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 is practicable.

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

**E.9.2.** **Internet access**

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**

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

E.10.1. First-Years (Freshers)

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

For accommodation purposes you are termed a ‘returning graduate’ if you are in your 2nd 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 1st 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

E.11.1. Living Out of College

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 must inform the Student Administration Manager of the address of their lodgings before Friday of 1st Week of Michaelmas Term.
### E.12.2. Residence – Graduates

In general, graduates living in College accommodation may occupy their rooms from 1st October to 30th 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

#### 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 battleed 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 2022-23 £64.90 for a single and £90 for a twin/double.


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 Annex B. for an example agreement.

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**

E.14.1. **Departure**

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 a minimum of £75.00 per night.

E.14.3. **Vacation Arrangements**

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**

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

E.15.1. General

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

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 ingressions

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

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

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

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/

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 Porter). Bicycles not so marked are liable, if found within the College precincts, to be impounded, handed to the police as lost property or to be sold by the College as scrap metal.

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

E.18.1. Vehicle access

Lack of space makes it impossible to provide parking for the cars of Junior Members within the College precincts. If a Junior Member parks a car within the College precincts, they will be fined.

E.18.2. Traffic Access on Mickie Lane

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 H B Allen Centre Manager at least 72 hours before your 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 H B Allen Centre Manager. Trucks must never be overloaded.

E.19 Grounds and Quadrangles

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 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.

Within the Parks Road College site croquet can be played on Pusey Quad. The College lawns may only be used when the ‘Lawns Open Today’ sign is displayed in the lodge archway (this will be posted by 10am each day), when it is not raining, when it is a permitted time and only on the permitted lawn. The permitted times are: (a) Sitting and Strolling: noon to dusk; (b) croquet: 4pm to dusk (Monday to Friday); noon to dusk (Saturday to Sunday). The permitted lawns are: Pusey Quad, which may be used for croquet from Sunday 0th Week Trinity until Sunday 0th Week Michaelmas Term; no walking across, but sitting or lying on it is permitted; (c) Hayward Quad, which may be used for recreation but not croquet. Permitted lawns may not be used at any other time of the year without the Dean’s permission. Liddon Quad lawn may not be used at any time. Newman Quad Lawn may used with the Dean’s permission. The garden area and lawn of De Breyne Quad is out of bounds, and walking on the flower beds is not permitted.

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 not exceeding £15 per offence for a first offender: double for subsequent offences.

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

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 (D.21.5.). 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 (D.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

E.21.1. Organisation of events

A schedule for special Hall Dinners is agreed by the 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. No event is allowed after the end of Week 3 of Trinity Term, in the interests of those taking examinations.

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 D.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;
  • 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

E.21.2.1. 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, from whom registration forms are available. Societies failing to register before the end of 1st 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 and may be subject to £30 hire fee.

  • 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 stern 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 five points below apply.

The Lodge porters will provide an application form and check if the proposed room is available. If any one or more of the following apply, 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 G.2 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 (see G.2).
- 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 Lodge may directly make the booking. A minimum of THREE days’ notice is required.

### E.21.3. Availability of Rooms

- **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 five 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 Accommodation Manager.

### E.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.

### E.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.

- **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

No drinks may be taken into Hall. 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 Manager has the authority to terminate any dinner where behaviour is unacceptable and to levy an additional charge of up to £5 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

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

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/

E.22. Meals

E.22.1. Hall

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 these meals is not required during term.

Dinner on Sunday and Tuesday, and Fridays during 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 3 p.m. daily. Dinner on the remaining days 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 be 50% higher for breakfast, brunch and lunch items and plus £2 for dinner.

The times of meals in Hall are:

- **Breakfast:** Monday to Friday 0815 – 0945
- **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 9th 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 0th 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. Café Keble

Situated in the main College Bar, this is a pleasant place to meet friends for a coffee or light snack. It serves a variety of coffees, hot and cold drinks, soup, sandwiches, panini, biscuits, fruit and muffins. Payment may be made either on battels using your University card or in cash. Days and times of opening are published at the beginning of each term.

E.23. Middle Common Rooms

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

The Bar is normally open seven days a week during term and opening hours are displayed in the Bar and outside. Use of the television to show sporting events is strictly limited and approval is required in advance from the Bar Manager.

The JCR and MCR entertainment officers may apply to the Steward for permission to hold social events during term. Any extension to the opening hours for such an event requires prior approval from the Dean.

E.25. Good Neighbour Policy

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

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 (see Section B.7.). Information provided to the College Doctor or College Nurse in confidence will not be passed on without your permission.

F.2. Health

F.2.1. Medical Arrangements: General

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.

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.2.1.3. 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

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).

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

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 times are available on the Welfare board in the lodge archway or the Welfare and Support Guide on the College website.

F.2.4. In the Case of Serious Health Problems

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 shall refer the Junior Member to the College Doctor. Before any such reference is made, the Junior Member shall be given a reasonable opportunity to make representations to the Warden as to why such a reference should not take place. If the Junior Member is not registered with the College Doctor, then the College Doctor shall be responsible for seeking medical evidence from the Junior Member’s registered doctor and may recommend that the Junior Member submit to an independent medical examination at the College’s expense. If a Junior Member fails to cooperate reasonably with the College Doctor’s inquiry, or refuses to provide a medical report, or to attend for the purposes of a medical examination, the matter will be referred by the Senior Dean to a Review Panel (see below).

**F.2.4.2.** The College Doctor, having considered the evidence available including the background evidence that led to the referral, shall report his or her findings to the Dean. If the Dean is of the opinion that further action may be necessary, he or she shall advise the Warden, who shall convene a Review Panel consisting of the Sub-Warden, Senior Tutor and two other members of GB nominated by the Warden. The Dean shall present the case regarding the student to the Panel.

In deciding how to proceed, the Review Panel may refer the student to the University’s Fitness to Study Panel. If such a referral is made, and a recommendation received from the Fitness to Study Panel, the Review Panel will then meet to decide whether to accept and implement the recommendation. If so, this will be undertaken without a further hearing.

If a referral to the Fitness to Study Panel is not made, the Review Panel will hold a hearing to consider all the evidence in the case. The Junior Member shall be given reasonable notice of any hearing, and shall be entitled to legal or other representation before the Review Panel. Having considered the evidence, the Review Panel may proceed in one of the following ways:

(i) it may discharge the Junior Member (either subject, at the discretion of the Committee, to conditions, or unconditionally); or

(ii) it may suspend or expel the Junior Member (whether or not subject to conditions) for a specified period, or for an indefinite period; or

(iii) in any case where disciplinary proceedings have been adjourned, but the Committee is satisfied that the Junior Member is not suffering from a serious problem relating to ill-health, it may order the resumption of those proceedings.

It is a principle of the College's disciplinary procedures that for a student to be expelled on the basis of poor performance or behaviour the relevant committee must be satisfied beyond reasonable doubt as to the case against the student. For other penalties, establishing the case on the balance of probabilities is sufficient.

The Panel’s decision will be promptly communicated in writing to the Junior Member, and reported to Governing Body.

If the Junior Member fails to attend or to make representations, the Panel may proceed in his or her absence.

**F.2.4.3.** A Junior Member who has been suspended or expelled on the grounds of his or her state of health under section E.2.4.2 shall be entitled to invite the Review Panel to reconsider the case after the expiry of at least fourteen days from the date of the initial decision and on the production of medical evidence in support of his or her claim.
F.2.4.4. A Junior Member may appeal against the Review Panel’s decision. Any appeal must be made and received in writing to the Warden within three days of the Junior Member receiving written notification of the Review Panel’s decision or the reconsideration of the case under Section E.2.4.3. See Section C.3.18 for details of the procedure.

F.2.4.5. Where a Junior Member’s conduct gives rise to a need for urgent action, the Dean may suspend them forthwith pending investigation, such suspension not to exceed twenty-one days. The Junior Member shall have the right of appeal to the Warden in respect of such an interim order.

F.2.5. Dentist

Treatment of emergencies will usually be under the NHS arrangements. However, unless patients are exempt from charges on the grounds of age (under 19 and in full-time education), or in receipt of income related benefit (HC2 Certificate, Working Tax Credit), the appropriate NHS fee will be payable at the appointment.

NHS dental care is now offered by Studental. Studental is based in Headington on the Oxford Brookes University Campus.
Contact telephone number: 01865 484608
Email: studental@brookes.ac.uk
Website: www.studental.co.uk

Leaflets are available from the College Nurse.

F.3. Pastoral Support

F.3.1. Welfare Support available within College


Should problems arise that cannot be solved by talking with friends, help can be obtained from a range of people both inside and outside College. Whatever the problem - personal, emotional, health, financial or work-related - you are encouraged to approach any of the Welfare Team who will see you in confidence, listen and try to help. You may approach whichever individual you think might best help you in the circumstances. Their contact details are in the Welfare and Personal Support Guide.

You can also contact University support services, including the Counselling Service; a counsellor from the service is in College every Tuesday during term.

The following grid indicates which College Officers have responsibility for various aspects of student welfare. It is intended to assist students who sometimes don’t know who to contact about a particular problem. In practice, the lines between discipline/welfare and academic/non-academic issues are often blurred. Also, the Senior Dean and Senior Tutor combine disciplinary and welfare roles.
The peer supporters are trained by the Liaison Counsellor at Counselling Services. Potential peer supporters must have their applications approved by their Director of Studies and the potential candidates are screened by the Welfare and Disability Officer.

The Duty Dean acts as first port of call in an emergency out of hours and may be contacted via the Porters’ Lodge.

Confidential information about individual students will be shared between members of the College’s pastoral care team only in strict accordance with the College Policy on Confidentiality and the Circulation of Welfare Information (see below section G.8.).

**F.3.2. Welfare Support available outside Keble**

**F.3.2.1.** The Oxford SU Advice Service provides confidential advice. It is located at 3 Worcester Street, Oxford. It is available 9.00 a.m. to 5.00 p.m. Monday – Friday during term. Note that it is not a drop-in or emergency service, so you need to make an appointment (Tel 07436225637 or 07436225630 / [https://www.oxfordsu.org/support/studentadvice/](https://www.oxfordsu.org/support/studentadvice/).

**F.3.2.2.** Nightline is run by students for students. It is a confidential listening and information service and as an organisation has no political, religious, moral or sexual bias. You may phone (reverse charges accepted), or call in for coffee and a chat. There are always two people in the office, one male and one female. The Nightline flat is at 16 Wellington Square (tel. [2]70270 and is open from 8 p.m. until 8 a.m. every night during term weeks 0-9.

**F.3.2.3.** The Samaritans are volunteers who befriend people who are feeling desperate, despairing or suicidal. They provide sympathetic and non-judgemental support. You may telephone, visit in person or email. You are welcome to visit the Samaritans at 60 Magdalen Road Oxford 8 a.m. – 10 p.m.; there is no need for an appointment and all contact is confidential. You may also telephone (Oxford 722122 or the national number 08457 909090, which is charged at local rates), or email <jo@ samaritans.org> and receive a reply within 24 hours. The service is free.
**F.4. Support for Disabled Students**

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) 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 Welfare & Disability Officer (welfare@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.4.1. Disclosure**

Students don’t have to disclose that they are disabled. However, there are benefits to disclosing. If we are aware of any particular difficulties a student has, we can provide appropriate support. Disabled students are therefore strongly advised to contact the University Disability Advisory Service and the College Disability Coordinator as soon as they arrive to discuss their needs. All such matters are covered by the College’s code on Confidentiality and the Circulation of Welfare Information (see section G.8).

**F.4.2 Physical Access in Keble**

Most of the College’s buildings, including the Porters’ Lodge, the Library, some teaching rooms, Bar, JCR, MCR and Chapel are accessible to wheelchair users, either via flat access or via a removable ramp.

Full details can be found in the Guide for Disabled Students on the College website: https://www.keble.ox.ac.uk/wp-content/uploads/Students-with-Disabilities-Guide.pdf

Wheelchair access to the dining Hall is via a lift. Anyone wishing to use the lift on a regular basis should contact the Steward for training on its use. They will be given a key to activate the lift. Other, occasional users (for example for friends, guests, and family) should speak to the Lodge Porters or contact the Hall Stewards (deputy.steward@keble.ox.ac.uk) for assistance with operating the lift.

For undergraduates living in the Parks Road site, there are a number of ground-floor study bedrooms plus one study-bedroom with purpose-built, en-suite facilities, suitable for a wheelchair user; a carer could be accommodated nearby, linked by a telephone. All study-bedrooms have data points to both the College and University networks. Car parking is available in College for disabled students.
**F.4.3 Support Available**

Home students, undergraduate or graduate, may be eligible for Disabled Students’ Allowances (DSAs). These are provided by Local Authorities (LAs), or the Student Awards Agency for Scotland (SAAS). Some graduate funding bodies also provide an equivalent to DSA. The University and the College has limited funds available to assist students with specific study-related needs. Note that the UK government is revising the terms of the DSA and the level of support may change at short notice. Contact the Disability Officer (Trish Long) and/or Disability Advisory Service for details.

**F.4.3.2. Adjustments in Course and Examination Arrangements**

Disabled students or students with a medical condition who need to apply for special study or examination arrangements will need medical or other independent, specialist evidence to support their requests for those arrangements. These arrangements are authorised by the University, not the College. Depending on individual needs, the kind of adjustments that may be possible include extending a student’s period of study, providing readers/scribes or Braille texts, allowing a different mode of assessment, rescheduling of examinations, providing extra time in examinations and extensions to submission deadlines, sitting examinations in College and allowing candidates to use word processors in examinations.

Disabled students and those with medical conditions should contact the Disability Coordinator before arrival in order to ensure that appropriate adjustments are put in place as soon as possible. Students who become disabled or develop a medical condition whilst at Oxford should also inform the College at the earliest opportunity.

**F.4.3.3. Dyslexia and/or Dyspraxia**

Students who think that they might be dyslexic need to be assessed by the University approved chartered psychologists to see whether they are dyslexic or have any other type of specific learning difficulty (SpLD). The assessment costs approximately £400. Providing that the assessment is done by a University approved chartered psychologist, the University Dyslexia and SpLD Fund will offer some financial support towards cost of the assessment. The University will not contribute towards the cost of an assessment undertaken by a non-approved psychologist and may also refuse to accept the report. Students are therefore strongly advised to arrange for an assessment through the Disability Advisory Service. Applications should be made via the Disability Coordinator, who may also arrange for a student to have a preliminary meeting with one of the University dyslexia tutors. Students must undergo such an assessment in order to be able to apply for special examination arrangements and also to apply for Disabled Students Allowances. There are often long waiting times for assessments, so it is best to arrange and appointment as soon as you think there is a need for one.

**F.4.3.4 Appeals**

In accordance with the Common Framework on Support for Disabled Students, Keble will comply with relevant legislation, anticipate needs and make reasonable adjustments as required and in a timely manner. If your request for any adjustment is denied you may appeal to the Warden under the terms of the College’s Complaints Procedure (section G.4).
F.5. Financial Support for Students

All students are expected to ensure that they have adequate funds for the complete period of their course. This should include costs of University and College fees, accommodation (including vacations), living and travel costs.

- For detailed information regarding student finance (University fees and college battels, student loans, Oxford Bursaries, College and University Student Support Funds, see the Financial Guide available from the College website
- For details of academic prizes and scholarships available at Keble, including Keble Association study and travel awards, see above (Section B.6.).
- Students, undergraduate or graduate, who experience unexpected or severe financial hardship may also apply at any time during the year for assistance from the College’s emergency support fund. Applications should be made via the College Welfare and Disability Officer.

F.6. Equality Issues

F.6.1 Equal Opportunities

Keble fully supports the principles of equal opportunities and is committed to satisfying these principles in all its activities. The College’s equal opportunities policy statement is set out in Section G.1. Further details of College equality policies on race, sex, gender assignment, disability, faith and belief, sexual orientation and age are available on the Keble College website.

Students who think they have been or are suffering from discrimination of any kind are strongly advised to talk in confidence with a member of the College welfare support team (see section E.3.1.), or the College Equality Officer (see the List of Useful Contacts for contact details).

F.6.2. Harassment

The College is committed to protecting its members from harassment. It has adopted a Policy for Junior Members and Academic/Academic Related Staff on Harassment which is set out in Section G.4. The Policy gives guidance on how any member of the College who has suffered harassment and wishes to make a complaint should proceed. In the first instance, you may find it helpful to seek advice from one of the College’s two Harassment Advisors or your Department’s harassment advisor.

Information on the University policy and links to support can be found at: https://edu.admin.ox.ac.uk/university-policy-on-harassment

F.7. Safety and Security

F.7.1. Personal Safety

Useful advice on personal safety is provided in the University Student Handbook.
F.7.2. Theft

All Colleges unfortunately suffer sporadically from petty theft, and occasionally from unpleasant intrusions. Any such incident must be reported to the 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.

F.8 PREVENT duty

F.8.1 The Counter Terrorism and Security Act 2015 (section 26) requires universities ‘to have due regard to the need to prevent people from being drawn into terrorism.’ This is a statutory duty on each individual college as well as the University, alongside other duties including upholding free speech and equality. Conference has agreed that, in Oxford Colleges, the risk of people being drawn into terrorism is extremely low. Therefore, existing welfare, pastoral, and other administrative policies are likely to be adequate to discharge the statutory duty so long as they contain a reference to the need to prevent people from being drawn into terrorism and indicate proportionate and rights-compliant steps to be taken in the very unlikely event that a PREVENT issue ever arises.

F.8.1.1 The college PREVENT Lead is the Senior Tutor, to whom all inquiries regarding the duty, College policy and procedure may be addressed.

F.8.2 If you have concerns that a student of the College or a College staff member is being drawn into terrorism you should inform the Senior Tutor (PREVENT Lead). The Senior Tutor will seek advice, in confidence and on an anonymised basis, from either the University Director of Student Welfare and Support Services (for students) or the Director of Human Resources (for University and College-only academic staff members). Any referrals outside the College may be made only through the Senior Tutor. Any referrals outside the University may only be made by the Director of Student Welfare and Support Services (students) or the HR Director (staff) and only with the explicit approval of the University Registrar.

F.9. First Public Exam Failure – What happens next?

This has been prepared by Keble College Senior Tutor, in consultation with the JCR Committee, to provide you with information on sources of support and guidance available to you and to answer some of your questions. You will have received information from the College as to the next stages in the academic process. It can be a difficult time, but there are lots of people on hand to offer you support and advice if you want it.

F.9.1. Sources of Advice and Support

F.9.1.1. Your College Tutors

Many students feel apprehensive about contacting their College Tutor, but Tutors tend to be supportive in the event of exam failure. You should remember that they have invested 2 or 3 terms in your education and, in general, would prefer to keep you at Oxford if it seems like the
right solution for you. You may want to contact your Tutor about guidance and even possible revision tutorials (which are available at their discretion), or just to discuss the process with them and what your options are. Alternatively, you may prefer to contact the Senior Tutor about these matters. In addition, the various welfare support people in College will be happy to talk to you about the emotional and practical aspects of your situation.

F.9.1.2. Alternative Personal Tutors

All undergraduate students, of course, have individual tutors in their subjects and a Director of Studies who organises their whole programme, and who should always be their first port of call with problems. In addition 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. He or she is able to provide additional support to undergraduate students on academic-related coping issues and similar concerns, when they do not feel able to approach their Director of Studies or subject tutor, 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.

F.9.1.3. Keble College JCR Officers

The JCR Academic Affairs Officer will be happy to talk to you about exam failure and offer guidance. The JCR Welfare Officers, will also be happy to help. They are unlikely to be in Oxford during the summer vacation, but can be contacted by e-mail.

F.9.1.4. Student Advice Service

This is a confidential listening and advice service funded by OUSU. The student advisor is a trained counsellor, who is able to discuss any feelings or worries you may have. She is also able to offer constructive study skills advice, including effective revision techniques and stress management. E-mail: advice@ousu.org.
G.1. Keble College Equal Opportunities Policy Statement

THE AIM

Keble College was established in 1870 to extend access to Oxford University more widely and the College has a continuing commitment to inclusiveness, no matter what a person’s age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We are committed to a programme of action to make this policy fully effective. The College welcomes diversity amongst its fellows, students, staff members and visitors, recognising the particular contributions to the achievement of its educational purposes that can be made by individuals from a wide range of backgrounds and experiences.

THE COMMITMENT - Equality and Diversity Policies

Whether we are staff or students, we all have a role to play in promoting diversity and making Keble College a place where:

- people’s differences are respected and catered for, and
- they have equal chances of receiving the provisions they need.

This section sets out a range of policies relating to the six equality strands of sex, race, disability, age, religion or belief and sexual orientation.

Our policies are underpinned by legislation for the six main strands of equality legislation, namely: sex, race, disability, age, religion or belief and sexual orientation. The relevant legislation is:

- Equal Pay Act (1970)
- The Equality Act (2010)

This College’s equal opportunity policy is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual best meets, or is likely to meet the requirements of the programme or course or post.

Keble College is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment including bullying. We seek to ensure that no one suffers, either directly or indirectly as a result of discrimination.

In order to realise these commitments, the College will:

- promote the aims of this Policy;
- be proactive in eliminating discrimination, including harassment and bullying, through training and publication of detailed guidance, available to all staff and students;
- have regard to its obligations under relevant legislation, including the requirement to carry out impact assessments in certain areas, and for its policies and guidance to mirror the same and be changed to meet the demands of new legislation;
- regularly review the terms of this Policy and all associated codes of practice and guidance.

**Student Body**

In relation to students the College aims to provide education of excellent quality for all its students, whatever their background. In pursuit of this aim, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, teaching and assessment, to welfare and support services, as far as the College takes the lead in these matters and when it does not it will act in its support capacity to its best endeavour.

**Employment Recruitment and Selection**

We aim, through appropriate training and supervision to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

Selection criteria (job description and person specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Selection will be conducted on an objective basis and will focus only on the applicants’ suitability for the job and their ability to fulfil the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

Reasons for the selection and rejection of applicants for vacancies are recorded.

**Vacancy Advertising**

Wherever possible, vacancies will be notified to job centres, careers offices and local media etc but will always be advertised at least internally. All advertisements will state 'Keble College is an equal opportunities employer'.

**Personnel Records**

To improve data collected relating to our existing staff, during Hilary Term 2012, questionnaires will be issued to current staff, requesting data on all their protected characteristics except pregnancy and maternity which are already known and recorded separately. The data is to ensure the effective operation of our Equality Policy and for no other purpose.

**Training and Development**

All non-academic staff are encouraged to discuss their career prospects and training needs with their manager at least annually. Opportunities for promotion and training are communicated and made available to all staff on a fair and equal basis.

Progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post.

**Terms and Conditions of Employment**
We will ensure that all of our employment policies, including compensation and benefits, and any other relevant procedures associated with terms and conditions of employment, are formulated and applied without regard to age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex or sexual orientation or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination. Length of service as a qualifying criterion for benefits will not exceed five years, unless clearly justifiable.

Communication of this Policy

All staff members and students will be made aware of this policy and a copy of the policy will be included in the Employee Handbook, Student Handbook and on the College website and given to all students and staff on joining us.

Implementation, Monitoring and Review

This policy is effective from January 2012.

The HR Manager has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis and may be changed from time to time.

Any queries or comments about this policy should be addressed to the HR Manager for non-academic staff and the Senior Tutor for academic staff and students.

RESPONSIBILITY

Governing Body and its Committees

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the Governing Body to which the College Officers and the Equality Committee report.

Human Resources and Equality Committee

On an annual basis, representatives from the student body and staff attend the Human Resources and Equality Committee. This committee engages and consults with students and staff of different ages, gender, ethnicity and disability. The Committee takes positive action to improve practices and services for all and continually monitors these to determine their impact on all groups within the College’s community.

Human Resources Manager

The HR manager is responsible for the day-to-day operation and monitoring of the College’s equal opportunities policy and for ensuring compliance with the relevant statutory framework. The HR Manager reports directly to the Warden and the Governing Body and reports job application monitoring statistics annually to the Human Resources and Equality Committee. The HR Manager is assisted in this role by the Assistant Equality Officer.

Similarly, the Senior Tutor is responsible for the application of the College’s Equal Opportunities Policy for Keble students and academic staff. The Senior Tutor is the Disability Lead and takes a lead role in disability-related matters. The Senior Tutor reports annually to the Academic Committee and Governing Body concerning student admissions and progress.

Welfare & Disability Officer
The Welfare and Disability Officer co-ordinates support for disabled students between the College, Departments and the University Disability Office and also ensures that all relevant staff in College are aware of any special needs. This starts with the admissions process but potential students are also welcome to come and discuss their requirements before they formally apply for a place.

Departments

Departmental managers within the College are also responsible for the day-to-day implementation and delivery of this policy. The College will provide relevant training for all staff on their responsibilities and duties under this policy.

All staff and students

We expect everyone who works and studies with us to be treated and to treat others with respect. All members of the College have an individual responsibility to ensure they comply with this policy.

Every student has responsibility for:
- Becoming familiar with the College’s policy regarding racism and harassment.
- Being prepared to identify and challenge racial bias and stereotyping. Students should have confidence that the University and College’s procedures will support them in such challenges.

Each member of staff has responsibilities for
- Becoming familiar with the College’s policy regarding racism and harassment.
- Attending appropriate training and events as required by the College.
- Taking steps to ensure they do not discriminate on racial grounds

COMPLAINTS

Keble College takes seriously any breach of this Policy. The College encourages any current student or member of staff who has a complaint concerning a breach of this Policy to bring such a complaint to the College using the staff grievance procedure outlined in the Staff Handbook, the student complaints procedure outlined in the Student Handbook and Regulations, or where appropriate, the College Code of Practice on Harassment.

College members or employees who believe they are subjected to discrimination should be able to seek advice and support in confidence. In the case of staff, the HR manager or the Welfare Officer are available for these purposes. College members may refer to the Senior Tutor or Harassment Officers.

Allegations regarding potential breach of this policy will be treated in confidence and investigated in accordance with detailed procedures. Individuals who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the appropriate disciplinary procedures.

All individuals will be personally accountable for their behaviour, actions and/lack of actions, in cases of complaint of harassment.

Dealing with discrimination, harassment and victimisation
If managers see unacceptable behaviour, whether or not a complaint has been made, they need to treat the matter seriously and take action to eliminate the behaviour. This may involve pointing out to a colleague the effect their behaviour has on others and getting them to stop. If this approach fails, in more serious cases or if the person who is subject to the behaviour prefers, it will be necessary to take formal action within the normal disciplinary procedures or separate harassment policy.

If an employee considers that they have been treated unfairly due to their age they should raise the issue with their line manager in the first instance. If this approach does not rectify the matter or if the employee prefers, the grievance procedure should be followed.

**Direct discrimination** occurs where, on grounds of their age, someone is treated less favourably than another person is or would be treated. Unlike other forms of direct discrimination, direct age discrimination will not be unlawful if it is objectively justified. Direct age discrimination will be justified if the employer can show that the treatment is justified as being a proportionate means of achieving a legitimate aim.

**Indirect discrimination** occurs where A applies to B a provision, criterion or practice that A applies or would apply equally to persons not of the same age group as B, but:

- that puts or would put persons of the same age group as B at a particular disadvantage when compared with other persons;
- that puts B at that disadvantage; and
- that A cannot show to be a proportionate means of achieving a legitimate aim.

**Harassment** is unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for a person including their perception of the issue. Inappropriate or offensive language or behaviour to staff, students or visitors will not be tolerated.

**Victimisation** is where a person is treated detrimentally because they have made a complaint or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

**FURTHER INFORMATION**

These policies need to be updated regularly. You can help by telling us what new things we may need to include and how they can be improved. We are always interested in good practice. If you can help us, please let us know.

If you would like this document in other formats such as large print, audio CD or in another language please contact marie.ruffle@keble.ox.ac.uk or trish.long@keble.ox.ac.uk

January 2012
1 Policy Statement on Freedom of Speech

1.1 Members, students, and employees of the College must conduct themselves so as to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language. The freedom protected by this Code of Practice is confined to the exercise of freedom of speech within the law.
1.2 Whilst there is no legal prohibition on offending others, the College expects speakers and those taking part in meetings or protest activities to respect its values, to be sensitive to the diversity of its community and to show respect to all sections of that community. An event which is likely to give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, verbal abuse or violence, particularly because of their ethnicity, race, nationality, religion or belief, sexual orientation, gender, disability or age, is also likely to be unlawful.

1.3 Under section 43 of the Education (No 2) Act 1986 universities are required to issue a Code of Practice. The following Code was approved by Council on 13 July 2009 and took effect on 1 October 2009.

1.4 Advice on any aspect of this Policy Statement and the Code of Practice may be obtained from the Dean.

2 Code of Practice on Freedom of Speech

Code of Practice issued under section 43 of the Education (No 2) Act 1986:

2.1 Section 43 of the Education (No 2) Act 1986 requires the College to issue and keep up to date a code of practice to be followed by members, students, and employees of the College for the organisation of meetings and other events, which are to be held on College premises, and for the conduct required of members, students, and employees of the College in connection with meetings and other events.

2.2 This Code applies to all members, students, and employees of the College, in respect of all College premises. Outdoor as well as indoor meetings and other events on College premises are included.

2.3. An intentional or reckless breach of this Code of Practice is an offence and may be the subject of disciplinary action. Where the acts of individuals involve alleged breaches of criminal law, the College will assist the prosecuting authorities in implementing the due process of law and any internal disciplinary proceedings may be deferred or suspended pending the outcome of criminal proceedings.

3. Meetings and events on College premises

Meetings and events to which this Code applies

3.1. In this part of the Code reference to a meeting or an event refers to meetings or other events where the nature of the meeting or event, the identity of the speaker or speakers or some other factor gives rise to reasonable concern on the part of the organisers, the Dean or other individuals that the proposed meeting or event may be disrupted or may result in violence, disorder, harassment or any other unlawful activity.

3.2 The Dean is responsible for approving suitable arrangements for such meetings and events and may make such directions, or issue such guidance, as is necessary to ensure that the nature and conduct of the meeting is lawful and in accordance with the provisions of this Code.

Organisation of such meetings or events

3.3. It shall be the duty of the organisers of every such meeting or event to seek the approval of the Dean for the holding of that meeting.
3.4. Any other member of the College or member of staff who has concerns about a prospective meeting or event should bring his or her concerns promptly to the attention of the Dean and the Dean shall take such reasonable steps as are warranted under paragraph 3.2 above.

3.5. Organisers should supply details of the date, time and place of the meeting, the names, addresses, and Colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the College. Information is required at least seven working days in advance (although the Dean may, at their discretion, agree to receive information closer to the time of the meeting than this). The Dean may cancel any meeting or event where the required information has not been provided seven working days in advance.

3.6. The organisers of meetings and events should comply with any conditions set by the Dean concerned with the arrangements for the conduct of the meeting. Such conditions may include a requirement that tickets should be issued, that an adequate number of stewards should be provided, that the police should be consulted about the arrangements, and that the time and place of the meeting should be changed. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers (save for academic meetings or events, where the expense rests with the department, faculty or college concerned).

3.7 The Dean will not seek to curtail or cancel a meeting or event unless in their considered opinion the meeting or event infringes on the legitimate rights and freedoms of others or poses a significant risk to health and safety or there is some other substantial and lawful ground for the curtailment or cancellation. The Dean will consult as necessary with the Warden or in their absence the Sub-Warden and where necessary with the University Marshal and police about forthcoming meetings and events covered by the Code. In any case where serious disruption may be anticipated which may not be effectively addressed by any condition specified under paragraph 3.6 above, the Dean shall have power, having taken into consideration any advice received to order or to advise the cancellation, postponement, or relocation of the meeting.

3.8 All decisions will be reached by the Dean following careful consideration of the evidence available to them and will be limited to those actions that are reasonable, proportionate and necessary to prevent crime or disorder, or otherwise protect the legitimate rights and freedoms of others.

3.9 If an organiser is unhappy with the outcome of a decision of the Dean they may write to the Warden setting out clear reasons for unhappiness with the decision and requesting a reconsideration of the decision.

Conduct at such meetings or events

3.10 The organisers and those in attendance at any meeting or event must comply with any reasonable instructions given during the course of a meeting or event by the Dean, by any other College officer or person authorised to act on behalf of the College in the proper discharge of his or her duties, or by police.

3.11 It is the duty of every member, student, and employee of the College not to impede any person entitled to be present from entering or leaving a place where the right to freedom of speech is being or is to be exercised. This duty is subject only to such conditions as may have been specified in accordance with the terms of this Policy or any limitations imposed or directions given by the police or other relevant public authority.
3.12 Nothing in this Code shall be taken to prohibit the exercise of the right to protest by peaceful means; provided always that such protest is conducted lawfully within the general principles and other requirements of this Code, and the provisions of the Statutes and Bylaws of the College.

4. College premises made available for use by outside organisations

4.1 In any case where the College is proposing to grant permission to an outside organisation or group to hold meetings or events on College premises, the outside organisation or group shall be required to act in accordance with this Code of Practice.

5. Other legal requirements

5.1 The College is mindful of its pro-active duties under equality legislation. The right to freedom of speech is constrained by laws protecting others from discrimination, victimisation and harassment, protecting national security and public safety, preventing of disorder or crime, protecting the reputation and rights of others, and preventing the disclosure of information received in confidence. Reference to such legislation and guidance can be found in the Annexe to this bylaw.

6. Applications of the Code

6.1 Any person who is in any doubt about the application of this Code of Practice to any meeting, event or public gathering on College premises is under an obligation to consult the Dean, who will determine whether the provisions of the Code apply.

ANNEXE Relevant legislation and sources of information

Legislation in this area is characterised by three key themes (the current text of the legislation can be found by searching the Office of Public Sector Information website - http://www.opsi.gov.uk/psi/):

(i) Protection of the special status of Higher Education Institutions:
Education Act 1986
Education (No. 2) Act 1986
Education Reform Act 1988

(ii) Anti-discrimination legislation and proactive equalities legislation:
Employment Equality (Religion or Belief) Regulations 2003
Race Relations Act 1976
Race Relations (Amendment) Act 2000
Sex Discrimination Act 1976
Racial and Religious Hatred Act 2006
Equality Act 2010

(iii) Provisions that qualify rights:
Public Order Act 1986
Crime and Disorder Act 1998
Protection from Harassment Act 1997
Criminal Justice Act 2003 and Criminal Justice (Scotland) Act 2003
Counter-Terrorism and Security Act 2015

Helpful guidance is available in the following places:
University of Oxford Integrated Equal Opportunities Policy
University of Oxford Race Equality Policy
University of Oxford Harassment Code of Practice
Universities UK: Promoting good campus relations: dealing with hate crimes and intolerance (at http://www.ecu.ac.uk/publications/promoting-good-relations/)
G. 3 Keble Policy and Procedure on Harassment

Approved by Governing Body on 15 June 2016

Introduction

1. Keble College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration.

2. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

3. The aims of the College as reflected in this Policy are to:
   a. Promote a positive environment in which people are treated fairly and with respect;
   b. Make it clear that harassment is unacceptable and that all members of the College have a role to play in creating an environment free from harassment;
   c. Provide a framework of support for staff and students who feel they have been subject to harassment; and
   d. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

4. Those in positions of authority within the College, such as the Chaplain, Dean, Harassment Advisors, HR Manager and Senior Tutor, have formal responsibilities under this Policy and are expected to familiarise themselves with the Policy and Procedures on appointment. All senior members of the College have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

5. All members of the College community have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others. All members of the College community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:
   a. Treating others with dignity and respect;
   b. Discouraging any form of harassment by making it clear that such behaviour is unacceptable; and
   c. Supporting any member of the College who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

6. This Policy and Procedures are designed to deal with harassment which occurs primarily within the environment of one or more colleges. Incidents of harassment that occur outside the college environment and/or solely within the University environment will normally be dealt with under
the appropriate University procedure. If there is doubt as to whether the college or University procedure applies, you are advised to seek advice from the relevant college officers described in this Procedure, the Director of Student Welfare and Support Services or the University’s Harassment Line.

7. This Policy and Procedures should be read alongside other Keble College policies and procedures, including College disciplinary procedures. These can be found at: http://www.keble.ox.ac.uk/students/college-handbook.

8. Any member of the College community who feels they have been subject to harassment can also contact the University Harassment Advisory Service, or their local Harassment Advisor, for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at: www.admin.ox.ac.uk/eop/harassmentadvice.shtml

Definitions

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

- violating another person’s dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.\(^4\)

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

10. Freedom of speech and academic freedom\(^5\) are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

11. Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

12. The College seeks to protect any member of the College community from victimisation, which is a form of misconduct which may itself result in a disciplinary process. The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:

   a) made an allegation of harassment, or
   b) indicated an intention to make such an allegation, or
   c) assisted or supported another person in bringing forward such an allegation, or
   d) participated in an investigation of a complaint, or
   e) participated in any disciplinary hearing arising from an investigation, or
   f) taken any other steps in connection with this Policy and Procedure, or

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\(^3\) [www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/)

\(^4\) Statute XI: University Discipline ([www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342](http://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342))

\(^5\) The college Freedom of Speech Policy can be found in this Handbook
is suspected of having done so.

Behaviours

13. Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

14. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.

15. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.

16. Harassment can take a variety of forms:
   a) Through individual behaviour
      • face to face, either verbally or physically
      • through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device: such behaviour may also amount to a breach of the college’s regulations relating to the use of Information Technology Facilities
      • directly to the person concerned, or to a third party
   b) Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.

17. Examples of behaviour which may amount to harassment under this Policy include (but are not limited to) the following:
   a) unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
      • inappropriate body language
      • sexually explicit remarks or innuendoes
      • unwanted sexual advances and touching
   b) offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of disability, race or sexual orientation
   c) insulting, abusive, embarrassing or patronising behaviour or comments
   d) humiliating, intimidating, and/or demeaning criticism
   e) persistently shouting at, insulting, threatening, disparaging or intimidating an individual
   f) constantly criticising an individual without providing constructive support to address any performance concerns
   g) persistently overloading an individual with work that they cannot reasonably be expected to complete
   h) posting offensive comments on electronic media, including using mobile communication devices

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6 IT policies can be found at: http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice
i) threatening to disclose, or disclosing, a person’s sexuality or disability to others without their permission
j) deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history
k) isolation from normal work or study place, conversations, or social events
l) publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

18. Stalking may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

a) Following a person;
b) Contacting, or attempting to contact, a person by any means;
c) Publishing any statement or other material –
   • Relating or purporting to relate to a person, or
   • Purporting to originate from a person;
d) Monitoring the use by a person of the internet, email or any other form of electronic communication;
e) Loitering in any place (whether public or private);
f) Interfering with any property in the possession of a person;
g) Watching or spying on a person including through the use of CCTV or electronic surveillance.

Application of the Policy

19. Harassment is a serious offence. Any member of the College community who feels they have been subject to harassment can make a complaint via the appropriate Procedure: see Annexe A for the Procedure in relation to complaints about staff; and Annexe B for the Procedure in relation to complaints about students.

20. When a criminal offence may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from Harassment Advisors, the Senior Tutor, the Chaplain and/or the Director of Student Welfare and Support Services and/or approach the Police directly; and staff members can seek advice from Harassment Advisors, the HR Manager and/or the Senior Tutor and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available from the University at Guidance for staff on handling cases of sexual assault or sexual violence.

21. Incidents of harassment that occur outside of the college environment and within the University environment will normally be dealt with under the appropriate University procedure. These procedures can be found at: www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/

22. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.
23. All parties involved in a complaint (including any witnesses who may be interviewed as part of
any investigation, or trade union representatives supporting any of the parties) should maintain
the confidentiality of the process. Those involved in advising complainants should, where
possible, seek the consent of the individual for the onward disclosure of relevant information to
those with a clear need to know. Where such consent is not forthcoming, the person entrusted
with the information should make it clear that, in exceptional circumstances, it may be necessary
to disclose the information, taking account of the duty of care which may be owed to the
individual and/or others.

24. This Policy and Procedure may be found at http://www.keble.ox.ac.uk/students/college-
handbook/part-g-codes-of-practice or are available in hard copy from the College Office. Copies in
alternative formats are available on request.

25. This Policy and Procedure will be subject to regular review by the Human Resources and
Equality Committee

Annex A: Complaints of harassment against College staff

1. The Procedure below applies in all cases where the person who is the subject of the complaint
is a member of College staff, or who has an association with a particular college, short of an
employment contract. The HR Manager (for non-academic staff) or the Senior Tutor (for academic
staff) will have oversight of all cases, and will take the lead as appropriate in liaising with other
parts of the collegiate University.

2. Where the complainant is a student, support during this process will be provided by the
Chaplain and, where relevant, the Director of Student Welfare and Support Services.

3. This complaints Procedure may not be applicable where the allegations are of behaviours that
may attract criminal sanction. These cases may include, but are not limited to, cases of serious
assault or threat of serious assault. In the first instance such allegations will normally be a matter
for police investigation and action. This complaints Procedure therefore focuses on complaints of
harassment which can be dealt with within the College environment. However, it also includes the
procedure for informing and receiving support from the College in cases where there is police
involvement.

Initial action

4. The Procedure below assumes that the individual has not been able first to resolve the issue
through an informal approach. If a member of staff wishes to seek informal resolution, they
should approach the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff)
to ask for help in achieving a resolution of the problem. Students should seek support from the
Chaplain. At no time should a student or staff member feel obliged to approach an alleged
harasser.

5. In some situations, it may be appropriate to ask the parties to consider entering into a
mediation or conciliation process. Although mediation or conciliation may be attempted at any
time before or after a formal investigation, it may be particularly helpful if it is considered at an
early stage before the formal procedure is invoked.
6. In the case of a complaint involving two members of staff, an experienced mediator or conciliator acceptable to both parties will normally be nominated by the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), who may seek advice from the University’s Director of Human Resources if appropriate, for example, in the case of a joint appointment. In the case of a complaint involving a member of staff and a student, the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will consult the Chaplain, who may seek advice from the Director of Student Welfare and Support Services as appropriate. The mediator or conciliator will meet with the parties separately and as soon as practicable to begin to seek a resolution. The normal expectation is that resolution would be achieved within 20 working days of the initial meetings with the parties (although this time limit may be extended by agreement). Any agreed outcome will normally be recorded in writing.

7. All those involved in the mediation or conciliation process must maintain appropriate confidentiality.

**Complaints procedure**

8. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the complainant should make a written complaint. If the complainant is a member of staff, the complaint should be submitted to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff). If the complainant is a student, the complaint should be submitted to Chaplain who will then communicate it to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) and/or relevant Head of Department]. A student complainant may also seek support as relevant from the Director of Student Welfare and Support Services. In cases where it is not immediately clear to whom a complaint should be addressed, or if the complainant feels it is not appropriate to approach the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), or wishes to make a complaint against the HR Manager or the Senior Tutor, advice may be sought from Harassment Advisors and/or Chaplain]. Students and staff can seek support from College Harassment Advisors throughout the complaints process. If the student or staff member does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or e-mail harassment.line@admin.ox.ac.uk).

**Submission of the complaint**

9. In the submission to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) or Chaplain, the complainant should set out as clearly and succinctly as possible

   a) the nature of the behaviour that they are concerned about;

   b) the effect of this behaviour on them; and

   c) the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome they are seeking.
10. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the investigation within a period of no more than six weeks. Both the complainant and the person who is the subject of the complaint will be expected to co-operate with the College in achieving that result. In exceptional cases, an investigation may take longer than six weeks, and both parties will be kept updated about the progress of the investigation.

11. Both parties to the complaint have the right to be accompanied and supported by a trade union representative or by a colleague of their choice from within the College at any meeting held under this procedure. If the complaint involves a student they may be accompanied by another student member of the College or a member of the College’s welfare team, a senior member of the College, or a member of staff from OUSU’s Student Advice Service. These people must maintain appropriate confidentiality.

12. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) or Chaplain considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Head of House or other senior member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

**Action by the HR Manager or Senior Tutor on receipt of a complaint**

13. On receipt of a complaint, the HR Manager or the Senior Tutor (as appropriate) will, in consultation with the Chaplain in the event of a student complainant, take such steps as they think necessary or appropriate to understand the nature of the complaint and the outcome sought which may include:

   a) informing the person against whom a complaint has been made of the allegations against him or her;
   b) meeting separately with the complainant and the alleged harasser (at which meetings they should be provided with the right to be accompanied);
   c) speaking to other relevant people on a confidential basis; and/or
   d) obtaining further relevant information.

14. The HR Manager or the Senior Tutor (as appropriate) will then decide how to proceed and will inform the parties in writing. They may make such enquiries as are necessary to determine the complaint, or may commission an investigation, where circumstances preclude them from concluding the matter in a timely fashion.

15. The HR Manager or the Senior Tutor (as appropriate) may also determine that immediate interim action is necessary pending the outcome of a formal process.

**Investigation**

16. The purpose of an investigation is to establish the relevant factual evidence in connection with the allegation(s) made by the complainant.
17. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will appoint an investigator who has had no previous involvement with the case, or with the parties to the case: the investigator may be from another college. The investigation should be concluded as soon as is reasonably practicable. The Investigator will prepare a report and may, if specifically requested to do so by the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), make recommendations on possible courses of action. 

18. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) will inform the complainant and the person who is the subject of the complaint in writing (i) of the conclusions they have reached having reviewed the evidence, including any investigation report; (ii) of the action the HR Manager or the Senior Tutor (as appropriate) intends to take; and (iii) of the reasons for any such action. 

19. The HR Manager or the Senior Tutor (as appropriate) will also inform any other parties who have been asked to participate in an investigation that the investigation has been concluded.

**Investigation procedure**

20. The procedure for an investigation will normally be as follows, but may be adapted by the Investigator to meet the needs of the case:

   a. The investigator will meet the complainant to confirm the details of the complaint.

   b. The complaint as clarified will be forwarded to the person complained against together with any other relevant material that the investigator has.

   c. The investigator will interview, where reasonably practicable, individuals identified by the complainant as having relevant evidence.

   d. The investigator will meet the person complained against to hear their response to the complaint and any further evidence that has come to light.

   e. The investigator will interview, where reasonably practicable, individuals identified by the person complained against as having relevant evidence.

   f. Having considered all the evidence, including any relevant documents, the investigator will prepare a written report of their findings, in relation to which they may check relevant sections in draft with the parties before finalising.

   g. The report will be forwarded to the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), usually with a copy to the Warden, and, if the complainant is a student, normally to the Chaplain. In cases involving students, consent should be sought from the complainant to inform their department if appropriate. The Chaplain will ensure that appropriate support is available to students following an investigation.

**Possible outcomes of a complaint**

21. Depending on the nature of the complaint and the evidence found, including the findings of any investigation report, the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), in consultation with the sub-Warden and, in the event of a student complainant, the Chaplain, will either:
a) Take no further action, other than, where appropriate, implementing or suggesting steps that would help to restore reasonable professional relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties.

or

b) Initiate resolution of the issues (e.g. by requiring that certain individuals undergo specific training, or implementing practical arrangements to improve professional relationships). If a successful resolution is achieved the case will be closed, but the situation will be monitored for an appropriate period. This approach will usually be appropriate where the evidence does not support a claim of harassment but it is clear that either party has demonstrated behaviours that are likely to lead to further issues between them if unresolved or, alternatively, that there are structural issues within the College that require management attention.

or

c) Institute disciplinary proceedings where the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) is reasonably satisfied that there is evidence to support allegations of harassment of a sufficiently serious nature that should be further examined through the disciplinary process. In this event, the HR Manager or the Senior Tutor (as appropriate) will determine what intermediate measures are necessary, including any re-allocation of duties, in consultation as appropriate with the relevant department.

or

d) In rare cases disciplinary action may be instituted against the complainant if HR Manager (for non-academic staff) or the Senior Tutor (for academic staff) is satisfied that the complaint of harassment is unfounded and not made in good faith.

Appeal from the HR Manager (for non-academic staff) or the Senior Tutor (for academic staff)’s decision

22. If either party does not accept the outcome of the complaint (including any judgement that the complaint was vexatious), they may invoke the relevant grievance or complaint procedure within the time scales specified. For staff see the complaints procedure in the College Staff Handbook and for students see complaints procedure in the College Handbook.7 If the complainant is a student, a Completion of Procedures letter should be issued.

23. If a student complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. They must do so within three months of the date of the Completion of Procedures letter.

Potentially criminal conduct

7 http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice
Keble College Handbook and Regulations for Junior Members 2021-22
24. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault.

Confidentiality

24. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis, including as appropriate with the individual against whom a complaint is brought. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

25. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The College will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

Records

26. The College and all those involved in this process must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

27. Those interviewed in the course of any investigation will be asked to review the notes of their individual discussions with the Investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions.

28. The HR Manager (for non-academic staff) or the Senior Tutor (for academic staff), and if the student is a complainant, the Chaplain, should be consulted about filing and retaining any notes and documents, all of which must be held in confidence.

Annex B: Complaints of harassment against students

1. This Procedure is designed to deal with student complaints of harassment by other students that arise in a College context. Complaints of harassment brought by students against college-only staff will be dealt with under the staff Procedure above, and complaints by students against University staff will be dealt under the University. In all cases a student complainant will be supported by the Senior Tutor and, if appropriate, the Director of Student Welfare and Support Services. If a student is unsure whether a particular instance of harassment falls under the University’s procedures or College procedures, they should seek advice from the Senior Tutor, DSWSS or a Harassment Advisor.

8 http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf
2. If a member of College staff wishes to make a complaint of harassment against a student, this will normally be considered as a disciplinary issue. In the first instance, a member of staff should seek support and guidance from the HR Manager, who should consult the Student Welfare Lead and/or DSWSS as relevant.

3. The Senior Tutor and Harassment Advisors can provide support to students, and to staff requiring advice on student cases. The Senior Tutor will have oversight\(^9\) of all cases referred to them under this Procedure, and will take the lead as appropriate in liaising with other parts of the collegiate University. The Senior Tutor will act as a source of information and advice for the College on student cases of harassment, and will make referrals as appropriate. They will also be responsible for recording and reporting of cases referred to their office under this Procedure.

4. In serious cases, it is likely to be appropriate to proceed directly to stages 2 and 3 of this Procedure.

5. This complaints Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. These cases may include, but are not limited to, cases of serious assault or threat of serious assault. In the first instance such allegations will normally be a matter for police investigation and action. This complaints Procedure therefore focuses on complaints of harassment which can be dealt with within the College environment. However, it also includes the procedure for informing and receiving support from the College in cases where there is police involvement.

**Stage 1 - Informal action**

6. In some cases, a student who feels that they are being harassed by another student may feel able to approach the person in question to explain what conduct they find upsetting, offensive or unacceptable, and to ask that person to refrain from that behaviour. At no time should a student feel obliged to approach an alleged harasser, and the College does not wish to suggest that a student who feels that they have been harassed is responsible for rectifying the situation. It may often be appropriate to proceed directly to stages 2 and 3 of the procedure.

7. Before taking informal action, the student could discuss the situation with a College Harassment Advisor. If the student does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (Tel. 01865 270760 or e-mail harassment.line@admin.ox.ac.uk). Harassment Advisors will not approach the alleged harasser on behalf of an individual. Details of the role of the harassment advisor can be found at [www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/role.pdf).

8. Other sources of advice when considering informal resolution include the Chaplain, Dean, Welfare, JCR and MCR welfare representatives, Student Peer Supporters, and OUSU’s Student Advice Service (Tel. 01865 288466 or e-mail advice@ousu.org).

9. These sources of support and advice are also available to students who have been accused of harassment.

\(^9\) Oversight in this context refers to the Senior Tutor being aware of all cases so as to ensure the provision of appropriate support to students.
Stage 2 - Student Welfare and Support Services

10. If informal action does not succeed in resolving the situation, or would not be appropriate given the nature of the behaviour, the Senior Tutor and Harassment Advisors are available for support and advice to any student who feels that they are being harassed. Students can contact the Senior Tutor by e-mail: senior.tutor@keble.ox.ac.uk.

11. The Senior Tutor will refer the student to a staff member trained in dealing with harassment cases, normally a Harassment Advisor. This staff member will be available to support the student throughout the process, including if they decide to move to stage 3 and make a formal complaint, and will also provide support following the outcome of any formal complaint. The Senior Tutor will oversee all cases, and will advise and take action as appropriate. Actions taken will vary depending on the case. Actions taken by the trained staff member may include:

a) Giving advice on options for ways to proceed, and helping the student to make decisions on the action they want to take

b) Referring the student to appropriate support services (such as the Student Counselling Service, Harassment Advisors and OUSU Student Advice Service).

Actions taken by the Senior Tutor may include:

c) Referring a case to the University, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment

d) Ensuring that relevant members of staff within the collegiate University are informed of the case if appropriate, with the student’s consent, and having due regard for obligations of confidentiality owed to others.

12. Support from the Senior Tutor and Harassment Advisors, or those designated by them is also available to students against whom complaints of harassment have been made. Actions taken will vary depending on the case, but the support will be equivalent to that available to a student who feels that they are being harassed by another student, including referral to appropriate support services. The Senior Tutor will ensure that, where a complainant and a student complained against are both seeking support, they will be dealt with by different members of staff, who will maintain appropriate confidentiality.

13. Support from the Senior Tutor and Harassment Advisors is also available to students who wish to make or have made a complaint of harassment against a member of staff, under the staff Procedure in Annexe A.

14. Brief records will be kept of all meetings held and actions taken in relation to the case at this stage. These records will be managed in accordance with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Stage 3 - Formal written complaint

15. If action taken at stages 1 or 2 does not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, the student should make a formal written complaint to the Dean. In some cases, it will be appropriate to proceed directly to this stage. In

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10 http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf

Keble College Handbook and Regulations for Junior Members 2021-22
these cases, if the complainant has not already been offered appropriate support from a trained member of staff, this will happen.

16. The complaint should normally be made as soon as possible after the event(s) to which it refers, or normally within one month of the completion of any resolution attempts made at stages 1 and 2.

17. The complainant should set out as clearly and succinctly as possible
   a) the nature of the behaviour that they are concerned about;
   b) the effect of this behaviour on them; and
   c) where possible, the resolution they are seeking.

The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain where appropriate any attempts that have been made to resolve the difficulties and, where possible, the outcome they are seeking. If the complainant has already made a statement about the behaviour under stage 2, this may be sent as their formal written complaint, with the proviso that the Dean may request further information.

18. The Dean or another person appointed by them, the Investigator, will investigate the case to establish the relevant factual evidence and decide on any actions which should be taken. This may include:
   a) informing the person against whom a complaint has been made of the allegations against him or her;
   b) meeting separately with the complainant and the alleged harasser;
   c) speaking to other relevant people on a confidential basis; and/or
   d) obtaining further relevant information.

At all times both parties will have the right to be accompanied at meetings by another student member of the College, a member of the College welfare team, a senior member of the College, or a member of staff from OUSU’s Student Advice Service.

19. Every effort will be made to achieve a prompt outcome to the complaint – the aim being to conclude the complaint within a period of one month. Both the complainant and the student who is the subject of the complaint will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Oxford, both parties will be kept informed.

20. At all times both the complainant and the student complained against will be kept informed of proceedings, and will be referred as appropriate to sources of support and advice. Both parties will be informed in writing of the outcome of the investigation of the complaint.

21. In some circumstances, in the interests of the complainant and/or the student complained about, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned.

22. Investigation of a formal written complaint of harassment may result in:
• Deciding that the alleged harasser should face disciplinary procedures

• Taking actions in College, or recommending to a department/faculty actions to take, including making arrangements to limit contact between the parties concerned. The Warden or head of department will have responsibility for implementing and monitoring any actions. The Senior Tutor and University Director of Student Welfare and Support Services will be available to advise

• Referring either or both parties to appropriate support services

• Referring a case to the University, if it transpires that the alleged harassment did in fact take place outside of the college environment and within the University environment.

• Taking no further action other than, where appropriate, implementing or suggesting steps that would help to restore reasonable relationships between the parties. This approach will usually be appropriate where the claim(s) of harassment are considered to be unfounded and where there is a continuing relationship between the parties

• In rare cases disciplinary action may be instituted against the complainant if there is evidence that the complaint of harassment is unfounded and not made in good faith.

23. If the complainant is not satisfied with the outcome following the investigation of the formal written complaint, they may be able to appeal this decision using College Complaints procedure or, if they have exhausted all mechanisms of appeal within College (including the Conference of Colleges Appeal Tribunal, apply to the Office of the Independent Adjudicator for Higher Education (OIA) for a review of the case. The complainant should seek advice from the Senior Tutor or a Harassment Advisor if they are considering taking this action. If applying to the OIA they must do so within three months of the date of the Completion of Procedures letter.

24. Following the outcome of the complaint, the Senior Tutor will take such action, including informing others, and arranging for support for all parties following the outcome, as may be appropriate in the circumstances.

25. There may be circumstances in which an aggrieved party is not willing, or able, to make a formal complaint but the Senior Tutor considers that the implications for the aggrieved person or others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In this case, the Head of House or other senior member may initiate an investigation and make a decision on further action on the basis of such evidence as is available.

Referrals

26. On occasion, complaints of harassment which should be considered under this Procedure may be made to staff other than the Senior Tutor. In this situation, staff should explain the Procedure, and ask the complainant if they would like the case referred to the the Senior Tutor, so that they can receive support from a trained staff member, or submit a formal written complaint.

http://www.keble.ox.ac.uk/students/college-handbook
http://www.keble.ox.ac.uk/students/college-handbook/part-g-codes-of-practice
27. If a student does not wish to seek support and advice, or to make a complaint, under stages 2 or 3 of this Procedure, or if there are queries about the procedure to be followed, staff can contact the Senior Tutor or DSWSS for advice on a confidential basis.

28. There may be occasions where a student does not wish to seek support and advice or to make a complaint under stages 2 or 3 of this Procedure, but where the Senior Tutor considers that the implications for the individual and/or for others actually or potentially affected are serious. This may include cases where other parties, but not the aggrieved party, have made a complaint. In such circumstances the Senior Tutor may initiate an investigation and make a decision on further action on the basis of such evidence as is available. The individual’s consent will normally be sought if disclosure is to be made, and a decision on disclosure would be made at a senior level.

**Potentially criminal misconduct**

29. This Procedure may not be applicable where the allegations are of behaviours that may attract criminal sanction. This would include, but not be limited to, cases of serious assault or threat of assault. Where the complaint is of potentially serious criminal behaviour by a student, the college should consider whether it would be appropriate for the University to investigate, given the University’s access to experienced external investigators. Further guidance on cases of sexual assault and sexual violence, including support available, is available from the University. Issues including but not limited to those around teaching, examinations and accommodation/social activity may need to be considered.

30. Support for any student affected by such an incident may be sought from the Senior Tutor, Harassment Advisors, the Chaplain and the Dean.

31. In addition the Senior Tutor will consider whether it is appropriate to make recommendations to appropriate bodies regarding arrangements that would have the purpose of limiting contact between students for so long as may be considered reasonably necessary.

**Confidentiality**

32. Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction. Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the College, the University, or to external bodies.

33. Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The College will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

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13 Any member of the collegiate University can also contact the Proctors for advice and information on any matter.

14 [https://www.ox.ac.uk/students/welfare/harassment?wssl=1](https://www.ox.ac.uk/students/welfare/harassment?wssl=1)
Records

34. The College and all those involved in this Procedure must comply with the principles of the Data Protection Act 1998. These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

35. Those interviewed in the course of any investigation by the investigator will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the College’s internal processes and any external processes are concluded.

36. The Senior Tutor should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held in confidence.

Sources of advice

College Harassment Advisors. Any junior member of college who believes they may be suffering from harassment is strongly encouraged, in the first instance, to consult one of the two College Harassment Advisors. The role of a Harassment Advisor is to listen non-judgementally to individuals’ concerns and provide them support by:

- advising them on the appropriate Policy and procedures
- guiding them through the College Policy and procedures, clarifying the options open to them and assisting them to resolve the matter informally where possible
- where requested, supporting them through the resolution process, whether formal or informal
- referring them to another advisor where necessary or to other agencies and support systems as appropriate

Harassment Advisors do not:

- approach the alleged harasser in an attempt to mediate or resolve the matter
- act as representative or advocate
- act as a party to any formal stage of the complaint process, except in the role of providing support

Harassment Advisors will deal with all cases with the utmost confidentiality except where there is an unacceptable risk to another individual or to the College.

The current College Harassment Advisors are:

Professor Diane Purkiss (dianepurkiss@btinternet.com) (2)72768
Dr Alfonso Bueno Orovio (alfonso.bueno@cs.ox.ac.uk)

The University Harassment Advisory Service, comprising a network of around 300 voluntary advisors, is available to staff and students. The central Harassment Line will provide details of an advisor: (2)70760 or harassment.line@admin.ox.ac.uk

Departmental Harassment Advisors, of whom there are at least two for each department

15 http://www.keble.ox.ac.uk/about/governance/Data%20Protection%20Policy.pdf

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The Director of Student Welfare and Support Services' office is available to all students:
director@swss.admin.ox.ac.uk

OUSU Student Advice Service is available to all students. Contact 01865 288466 or
advice@ousu.org

Local trade union officials can also be contacted for support by staff. Details may be found at
www.admn.ox.ac.uk/personnel/staffinfo/joint.

Guidance on sexual violence
Neither the College nor the University Policies on Harassment may be applicable where
allegations are of behaviours that may attract criminal sanction. The University’s guidance for
staff on handling cases of sexual assault or sexual violence are available at:
http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/
G.4. Keble College Student Complaints Procedure

Introduction

(a) The Complaints Procedure outlined below is intended to be followed in cases of dissatisfaction by one or more junior members with regard to domestic, financial and academic matters that affect the quality of an individual’s learning opportunities. Examples include:

- failure by the college to meet obligations including those outlined in the Student-College contract and the College Handbook;
- misleading or incorrect information in prospectuses or other promotional material produced by the College;
- concerns about the delivery of College teaching;
- poor quality of facilities, learning resources or services provided directly by the College.

Separate procedures exist for student appeals relating to Academic Discipline and to Discipline in cases of student misbehaviour. The College also has separate procedures for complaints about individuals which involve harassment (e.g. bullying, victimisation, racial or sexual harassment). Details of these other procedures are provided elsewhere in the College Handbook and Regulations.

This procedure does not address academic appeals in the sense of requests for a review of a decision of an academic body (almost always the University) charged with making decisions on student progress, assessment and awards. There are separate University procedures for such requests, information about which can be obtained from either the College Office or the University’s website:

http://www.admin.ox.ac.uk/proctors/examinations/candidates/

This procedure does not cover complaints against the University, its departments and faculties. These are addressed to the University Proctors and information can be found here:

http://www.admin.ox.ac.uk/proctors/complaints/

Advice on which procedure may be appropriate can be obtained from the Senior Tutor.

(b) A complaint may be made under this procedure by current students of the College, students temporarily suspended from the College for whatever reason (i.e. intermitted), and former students of the College whose complaint relates to a matter that arose while they were a current or temporarily suspended student. Such complaints should be received no later than three months following the conclusion of their programme and will only be considered after this time in exceptional circumstances.

(c) The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or college staff member or departmental manager. Where this is not possible, complainants can adopt an informal procedure, but a formal procedure is also available where a complainant wishes to register a written grievance.

(d) The College welcomes feedback and takes complaints seriously. Junior members will not suffer any disadvantage as a result of making a complaint in good faith. Disciplinary action may be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings frivolous, malicious or vexatious complaints.
Anonymous complainants or complaints made on behalf of someone else will only be considered in exceptional circumstances. Where an issue concerns a number of junior members, those individuals can submit a group complaint. Under such circumstances the college can ask the group to nominate one junior member to act as a group representative.

(e) The College will endeavour to resolve all complaints made in good faith promptly and will provide an explanation where this is not possible. Throughout the procedure objective and transparent measures will be used where possible and all processes will be exercised with impartiality. All individuals involved in proceedings are bound by the College’s published code on Confidentiality.

(f) If a complaint remains unresolved after the College’s internal procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (see www.oiahe.org.uk for further information). Application forms and guidance notes are available from the Warden’s Personal Assistant. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance or admissions) cannot be dealt with by the OIAHE.

Informal Procedure

a) Complaints may be discussed with any tutor or member of staff and the complainant can be accompanied at any stage by a friend or an adviser (e.g. an officer of the JCR or MCR). Tutors who have been contacted by a complainant are required to inform the appropriate departmental manager of the complaint as soon as possible.

(b) The relevant departmental managers are as follows:
   - For issues involving domestic college staff and services e.g. catering and accommodation: the Domestic Bursar
   - For academic matters: the Senior Tutor.
   - For financial matters and complaints about College Maintenance, sportsground and gardens, IT and Library provision: the Bursar

(c) To resolve the complaint the relevant departmental manager will:
   - seek to offer sympathetic and confidential advice, and/or
   - try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course);
   - note the withdrawal of a complaint where the complainant decides to do so;

(d) The Human Resources Manager will provide advice and training for departmental managers involved in dealing with student complaints.

Formal Procedure

(a) It is not an a priori condition of using this procedure that an informal approach must be exhausted before a formal approach is adopted. All formal complaints must be made in writing to the Warden. The submission should set out as clearly and succinctly as possible: (i) the nature of the matter being complaining about; (ii) the effect on the individual; (iii) any steps taken under the informal procedure; and (iv) the resolution being sought. The complaint should include dates.
and times and all other relevant details, together with any documentary evidence. There will be a written confirmation of the receipt of a complaint within five working days of the written complaint being filed.

(b) Every effort will be made to achieve a prompt resolution of the complaint. The aim will be to conclude the investigation within a period of no more than six weeks. The complainant will be expected to cooperate with the College in achieving this aim.

(c) The Warden will:
(i) direct the relevant departmental manager (or, if that person is subject to the complaint, another departmental manager or appropriately qualified individual) to investigate the complaint and produce a written report; and
(ii) convene an ad hoc committee of not less than three members of the Governing Body, not including the student’s tutor(s), college advisor or any individual with significant experience or knowledge of the particular complaint. The Warden will make available the departmental manager’s report. This report and any other documents considered by the committee, will be made available to the complainant before the hearing. The complainant may take advice in advance of the hearing and may be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear before the committee. The complainant may, in the latter case, be accompanied by a person of their choice. Along with the complainant and their representative, any members of staff involved in the case will withdraw before a decision is made. The committee’s decision will be conveyed in writing to the Warden, who will bring it to Governing Body. The committee’s written decision will include all the relevant facts. A copy of it will be given to the complainant.

(d) The committee’s recommendation will be reviewed by the Governing Body, which will make a decision and communicate it in writing to the complainant. The complainant may appeal against the committee’s decision in a written submission to the Governing Body. In addition, they may appear in person before the Governing Body, in which event they may be accompanied by a person of their choice. The complainant may also ask a tutor or other representative to speak on their behalf at the meeting. Whether or not a complainant chooses to appeal to Governing Body at this time, all members of the ad hoc committee should withdraw for the Governing Body’s deliberations and decision. The Warden shall convey the decision of the Governing Body to the complainant in writing within two working days.

(e) In the absence of a Governing Body meeting, and when they judge it in the best interest of the complainant to do so, the Warden and Sub-Warden (or, if inappropriate, the most appropriate Senior Fellow), shall act for Governing Body in considering a formal complaint.

(f) If a student wishes to appeal against the decision of the Governing Body, they may do so to the Appeal Tribunal of the Conference of Colleges, of which Keble is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the Governing Body’s determination.

**Monitoring and Other Arrangements**

(a) In order to ensure compliance with the Race Relations (Amendment) Act 2000 and to promote equal opportunity and diversity, the Human Resources Manager will monitor student complaints made using the formal procedure in an academic year. These records will indicate how many formal complaints have been registered, and what stage they reached (resolved by Committee, recommendation to GB in favour of the complainant, or not resolved in favour of the
complainant). This data will be maintained in an anonymised format solely for the purposes of ensuring that the College’s equal opportunities policies are operating effectively. Ongoing monitoring and regular analysis of such data by the College’s Equality and Human Resources Committee will provide the basis for taking any appropriate steps to eliminate unlawful direct and indirect discrimination and to promote equal opportunity and diversity.

(b) This procedure will be subject to regular review by Governing Body.

(c) This procedure will be available in the College Handbook and the Senior Tutor will draw students' attention to it on at least an annual basis.

Agreed by Governing Body 2 December 2015

1. Scope

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 will 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.

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. The University’s Student Resolution Service may be appropriate for disputes between students.
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

### 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;
- Sexual misconduct;
- 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, which can be found in the College Handbook and Regulations. 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 residence. Keble College Handbook and Regulations for Junior Members 2022-23
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 the 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

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 ember 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

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 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

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 will 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

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. The procedure for dealing with serious health problems is found in the College Handbook and Regulations F 2.4.

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

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

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

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

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:

i) That there was an unfairness or a failure to follow this Procedure; or

ii) That there was an error of interpretation of any of the provisions of this Procedure; or

iii) 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

iv) That the decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or

v) 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**

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**

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 some 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 subjects’ 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

8.1 If the subject wishes to appeal against the outcome they may be able 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 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.

## Appendix A: Examples of Misconduct and indicative penalties

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Indicative penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruptive behaviour, for example excessive noise, unauthorised parties</td>
<td>Fine £30-100, confiscation of audio equipment.</td>
</tr>
<tr>
<td>Anti-social behaviour, for example public drunkenness</td>
<td>Fine £30-75.</td>
</tr>
<tr>
<td>Abusive behaviour, for example, rudeness to staff</td>
<td>Fine £30-75.</td>
</tr>
<tr>
<td>Activation of fire alarms by careless action</td>
<td>Fine £20.</td>
</tr>
<tr>
<td>Lighting candles in College bedrooms</td>
<td>Fine £30.</td>
</tr>
<tr>
<td>Failure to respond to a fire alarm</td>
<td>Fine £20.</td>
</tr>
<tr>
<td>Climbing on college buildings</td>
<td>Fine £100.</td>
</tr>
<tr>
<td>Trashing on College premises</td>
<td>Fine £30 plus cost of cleaning up.</td>
</tr>
<tr>
<td>Smoking in unauthorised place, including College rooms</td>
<td>Fine £30.</td>
</tr>
<tr>
<td>Unauthorised lending of College key or fob to another person</td>
<td>Fine £30-£75.</td>
</tr>
<tr>
<td>Contravention of IT regulations</td>
<td>Fine £40-100, possible disconnection from College IT network. The University may also impose penalties.</td>
</tr>
<tr>
<td>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</td>
<td>Fine of up to £250, exclusion from college accommodation, potentially criminal prosecution. The Fire Brigade call out fee will be charged to the offender.</td>
</tr>
<tr>
<td>Misuse of Library services</td>
<td>Fine £30-75. Repeated offences may lead to banning from the Library.</td>
</tr>
<tr>
<td>Loss of, or damage to, a Library book</td>
<td>Cost of book plus £10.</td>
</tr>
<tr>
<td>Failure to attend a summons from the Dean</td>
<td>Fine £30.</td>
</tr>
<tr>
<td>Failure to abide by general health and safety rules and procedures</td>
<td>Fine £30-200.</td>
</tr>
<tr>
<td>Damage to College property or abuse of its facilities</td>
<td>Fine up to £250, plus damages.</td>
</tr>
<tr>
<td>Using Class B and/or C drugs</td>
<td>Fine £100, possible notification to authorities.</td>
</tr>
</tbody>
</table>

This document outlines College policy in two related areas: the application of the law relating to the confidentiality of information on the part of welfare advisers; and guidance as to how information about students should be circulated amongst College officers in order to ensure that the College exercises its duty of care.

CONFIDENTIALITY

The College follows the *University’s Guidance on Confidentiality in Student Health and Welfare*. This guidance balances confidentiality with a need to act in cases of risk of serious harm. In general, information relating to the health and welfare of an individual will amount to special category data (as defined in the UK General Data Protection Regulation (UK GDPR)) and must be kept confidential and only disclosed with consent. Exceptions to the general rule arise particularly in cases where there is a Risk of Serious Harm. This includes cases where the student lacks capacity to give consent and needs intervention from medical professionals. The Guidance sets out the basis for dealing with exceptions to that general rule.

WELFARE INFORMATION CIRCUIT

Rationale

Information about the welfare of individual students will sometimes be circulated amongst College officers to enable the College to exercise its duty of care towards all its members, and to ensure that students are able to carry out satisfactory academic work.

The circuit consists of an inner core of senior College officers — Warden, Dean and Senior Tutor. College officers and members who come across certain categories of information (see below) about individual students should pass it to one or all of these officers in writing. If e-mail is used for this purpose the message must contain only essential, factual information as the security of e-mail messages, even if they are encrypted, cannot be guaranteed. These officers then share the information amongst themselves and pass it on to any others who need to know.

The rationale for these and other officers’ involvement with the information, and the particular functions they exercise on behalf of the College, are as follows:

- **Warden, Senior Tutor, Deans**: responsibility for students’ overall welfare.
- **Senior Tutor**: academic implications of welfare problems; dealing with external enquiries about students.
- **Welfare Fellow/Welfare and Disability Officer**: advising students on all aspects of welfare and special needs provision.
- **Accommodation Manager**: domestic implications of welfare problems and absence from accommodation.
- **Tutor/College Adviser**: academic implications of welfare problems.
- **Lodge Porters**: involvement of external agencies on College site; security issues; absence of students.

Students, especially those living out, have a responsibility to inform the College of changes in their circumstances likely to have a substantial effect on their ability to work and/or welfare.

Discretion
Officers will use discretion in circulating information, disclosing only the minimum that needs to be known, to those who need to know. (For instance, in explaining that someone has left College for a time, it will often not be necessary to explain why, especially if it involves sensitive personal data.)

While the following offers guidelines to the circumstances in which information should be disclosed to whom, these should not be taken as rigid or automatic routes: in each case, the person who first encounters the information, or the person in the inner core to whom the information is given, should assess who else needs to know and for what reasons.

E-mail must be used with care to ensure that no inadvertent disclosure takes place, for instance by failing to modify circulation lists and collective addresses, or using ‘Reply’ thoughtlessly.

**Guidelines**

See table below. As a general rule, the inner core (Warden, Senior Tutor, Dean) should be informed by e-mail of incidents falling into categories (i) and (ii). E-mails should not be used to convey detailed information about a student; they should be used only as an effective means of recording and circulating essential, factual information. As indicated below, other officers such as the nurse, welfare officers and chaplain may also need to be informed, depending on the individual circumstances.

In all cases involving graduates, the Senior Tutor will decide whether to inform the graduate’s University Supervisor.

NB: Students with physical or psychological problems should always be encouraged to seek professional medical advice and support.

**Guidelines for sharing sensitive information about students**

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Who needs to know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(i) Medical &amp; psychological</strong></td>
<td></td>
</tr>
<tr>
<td>Emergency overnight admission to hospital</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse, Lodge</td>
</tr>
<tr>
<td>Emergency treatment in hospital</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser, Nurse</td>
</tr>
<tr>
<td>Emergency treatment in college</td>
<td>Warden, Senior Tutor, Deans, Nurse, Lodge</td>
</tr>
<tr>
<td>Temporary withdrawal from College on medical grounds.</td>
<td>Warden, Senior Tutor, Dean, Subject Tutor/College Adviser, Nurse, Lodge, Student Administration Manager</td>
</tr>
<tr>
<td>Suicide attempts</td>
<td>Warden, Senior Tutor, Deans, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Physical or psychological conditions affecting a student’s ability to work or otherwise function as a member of the community</td>
<td>Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Circumstances affecting family or friends such as bereavement, serious illness which distract a student or cause frequent trips away from college</td>
<td>Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td><strong>(ii) Legal</strong></td>
<td></td>
</tr>
<tr>
<td>Arrest and detention in police custody</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge</td>
</tr>
<tr>
<td>Arrest without detention</td>
<td>Warden, Deans, Senior Tutor, Subject</td>
</tr>
<tr>
<td>Incident Description</td>
<td>Responsible Parties</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Serious criminal charges laid against a student</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser</td>
</tr>
<tr>
<td>Student is victim of incident involving police</td>
<td>Warden, Deans, Senior Tutor, Subject Tutor/College Adviser, Lodge (+ Domestic Bursar in case of theft)</td>
</tr>
<tr>
<td>(iii) Internal disciplinary information</td>
<td>Normally dealt with by Deans: information is not more widely circulated</td>
</tr>
<tr>
<td>Disciplinary incidents</td>
<td>The Dean will inform the Warden and the Subject Tutor/College Adviser of serious problems, especially those affecting the public life of the College. Disciplinary procedures will be invoked involving others where offences or procedures go beyond the Dean’s jurisdiction in accordance with the College disciplinary policy.</td>
</tr>
<tr>
<td>Serious or persistent misconduct in College</td>
<td>The Dean will inform the Warden and the Subject Tutor/College Adviser of serious problems, especially those affecting the public life of the College. Disciplinary procedures will be invoked involving others where offences or procedures go beyond the Dean’s jurisdiction in accordance with the College disciplinary policy.</td>
</tr>
</tbody>
</table>
G. 7. Keble College Safeguarding Policy

1. Introduction

1.1 Keble College is committed to safeguarding and promoting the health, safety and welfare of its Members and visitors. The College recognises it is likely that children will enter College premises or interact with College Members in a number of circumstances.

1.2 This Policy places the welfare of children to be of paramount importance and aims to safeguard their wellbeing, in particular by protecting them from abuse of any kind. This Policy has been produced in response to an increase in the College’s provision of outreach activity for schools and should be read in conjunction with the University of Oxford’s Code of Practice on the Protection of Children and Vulnerable Adults (a link for which is given in section 14).

1.3 A copy of this Policy is available on the College website.

2. Scope

2.1 For the purposes of this policy, ‘child’ or ‘children’ refers to a person or persons under the age of 18 (as defined in the Children Act 2004).

2.2 For the purposes of this policy, a College Member is anyone at Keble College, working with children whether as a fellow, employee, student or volunteer.

2.3 This Policy applies to all activities involving children and to all College Members.

2.4 The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004, and the Health and Safety at Work etc Act 1974. 2.5 Where a College Member occupies a position of trust with regard to children, an improper relationship with a child constitutes an abuse of trust under the Sexual Offences Act 2003.

2.6 The College also has certain powers, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of Members to assess any risk to children.

3. Preventative Measures

3.1 The College’s Lead Safeguarding Officer (LSO) is The Senior Tutor. The College’s Designated Safeguarding Officers (DSO) will depend on the specific event but in most cases will be the Outreach Officer and the Admissions Officer. Contact details can be found in section 14 of this Policy. The LSO and DSOs will have completed a DBS Disclosure and attended training in child safeguarding.

3.2 The Safeguarding Officers are responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in
4. Forms of Abuse

4.1 The UK Government guidance, Working Together to Safeguard Children 2010 (1.331.36), defines four types of child abuse:

4.2 Physical – the physical hurting or injuring of a child.

4.3 Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.

4.4 Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children looking at, or in the production of, pornographic material.

4.5 Neglect – the persistent failure to meet a child’s basic needs, likely to result in the serious impairment of the child’s health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

5. Recognising Abuse

5.1 Child abuse can and does occur both within a child’s family and in institutional or community settings. The following may indicate that a child is being or has been abused:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
- An injury for which the child’s or adult’s explanation appears inconsistent;
- The child describes an abusive act or situation;
- Unexplained changes in behaviour;
6. Inappropriate sexual awareness or sexually explicit behaviour;
7. The child appears distrustful of adults;
8. The child is not allowed to be involved in normal social activities;
9. The child becomes increasingly dirty or shabby.

5.2 It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the child.

6. Dealing with suspicion of abuse/allegations of abuse

6.1 College Members should address any concerns to the LSO or a DSO. If those concerns relate to a DSO, College Members are expected to discuss the matter with the LSO or to contact Oxfordshire Social Services Department directly. If an individual feels that a DSO or LSO has not responded appropriately, then they are encouraged to contact Social Services without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.

6.2 It is the Officer’s responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under Section 47 of the Children Act 1989. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

6.3 If a child says something or acts in such a way that abuse is suspected, the person receiving the information should:

- React in a calm but concerned way;
- Tell the child that s/he is right to share what has happened, and that s/he is not responsible for what has happened;
- Find an early opportunity to explain that it is likely that the information will need to be shared;
- Take what the child says seriously and allow the child to continue at his/her own pace;
- Keep questions to an absolute minimum (only clarify what the child is saying) and not ask a question that suggests a particular answer;
- Not interrupt the child when they are recalling significant events;
- Reassure the child that the problem can be dealt with;
- Tell the child what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

6.4 The record should include:

- The child’s account of what has occurred;
- Any dates, times or places and any other potentially useful information;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the child).
6.5 The record may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. The record must be drafted in the child’s words and should not include the assumptions or opinions of others.

6.6 The problem should be reported immediately to the LSO or a DSO who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) contact should be made with the Social Services Emergency Duty Team on 0800 833408. Advice can also be sought from the NSPCC 24 hour helpline on 0800 800 5000 or from the Police Child Protection team on 01865 335199. In an emergency, dial 999.

6.7 It is recognised that College Members may need support after receiving a disclosure from a child and appropriate support will be offered by the College.

6.8 All College Members (including those with obligations to particular codes of conduct/professional ethics that may be thought to constrain their actions) are required to report or act on any disclosures or allegations of abuse that involve a College Member and that have taken place at the College or on College business. College Members do not investigate serious allegations of child abuse themselves as serious allegations will be reported to Oxfordshire Social Services and, if necessary, the police.

7. Procedure for dealing with allegations or suspicions about a College Member

7.1 It can be difficult to accept that a colleague may deliberately harm a child. When a concern arises, there are three processes that may need to take place:

- A child protection investigation;
- A criminal investigation;
- Action by the College/University to discipline or remove the Member.

7.2 Any suspicions or allegations should be addressed to the LSO or a DSO, as outlined in 6.1 above, who will inform the Local Area Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board. The advice of the LADO will be followed appropriately.

8. Candidates for admissions interviews

8.1 Candidates for admission to Keble are invited to stay at the College for a period of days, during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18.

8.2 The College has established procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements, including but not limited to:

- All student volunteers are appropriately trained and given specific information about how to respond to reports of neglect or abuse.
- Any members of the College who may be alone with candidates for significant time (this does not include interviewers or housekeeping staff) are DBS checked.

9. Students under the age of 18

9.1 The College may admit students who commence their studies before their 18th birthday. The College recognises that:
Anyone under the age of 18, as a matter of law is a child;

- The College has special duties of care towards a child;
- The College is not in loco parentis, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

9.2 The Senior Tutor (as LSO) is responsible for ensuring that the College DSOs, the Domestic Bursar, the Dean, Welfare Officer and relevant tutors are informed of the admission of any students under the age of 18.

9.3 The Senior Tutor is responsible for ensuring that the hall, bar and lodge have the names of any students under the age of 18.

9.4 The Senior Tutor is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place.

10. Confidentiality

10.1 The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College owes a duty of care to its students or visitors that cannot be fulfilled unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that:

(i) The adult will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken.
(ii) The adult will never tell anyone who does not have a clear ‘need to know’.
(iii) The adult will take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

10.2 There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the local authority, the police or the child’s parents or guardians.

11. Conduct around children

11.1 College Members should remember that inappropriate behaviour can occur via the telephone, internet and email, as well as during direct interaction with children.

11.2 Conduct to be avoided:

- Spending excessive amounts of time alone with children, away from others;
- Taking children to your home;
- Being alone in a vehicle with children.

11.3 Conduct never to be sanctioned:

- Engaging in rough, physical or sexually provocative games;
Giving children inappropriate drugs or other inappropriate substances, including alcohol (please note that that one of the four key objectives of the Licensing Act 2003 is the ‘protection of children from harm’ and that it is also an offence for a child to be supplied with or knowingly to consume alcohol on a licensed premises). A child over 16 may be served alcohol if they are eating a table meal together with adults. Members should be aware that the College holds a Premises Licence;

- Allowing or engaging in any form of inappropriate touching;
- Making sexually suggestive comments to children, even in jest;
- Allowing allegations made by a child to go unreported;
- Doing things of an intimate nature for children that they can do for themselves.

11.4 College Members should:

- Treat everyone with fairness, equality and respect;
- Be sensitive to children’s appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour from children or from other College Members;
- Report all allegations or suspicions of child abuse using the Procedures outlined in this Policy;
- Consider whether contact with an individual child should involve a colleague’s being present;
- Be aware that physical contact with a child may be misinterpreted;
- Retain a professional approach to children, including avoiding physical contact with a child;
- Respect a child’s right to privacy and, in residential accommodation, not enter a child’s bedroom without prior authorisation except in the case of an emergency.

11.5 The Sexual Offences Act 2003 provides that intimate contact between an adult and a child, where that adult was in a ‘position of trust’ to the child is a criminal offence. Those in a ‘position of trust’ include those who have regular unsupervised contact with a child, or where an adult looks after a child at an educational institution at which the adult is not also receiving education.

11.6 It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the Data Protection Act 2018. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained. Whenever an image of a child or vulnerable adult is published, the data subject should, as far as is practicable, be unidentifiable.

12. Risk Assessment

12.1 A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College Members. Once completed, the risk assessment must be approved by a Safeguarding Officer before the activity is undertaken.
12.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

13. People with Specific Responsibility for Child Protection and their Roles

13.1 The designated staff are responsible for:

a) Procedure
   i) Holding and being conversant with current local and national Child Protection procedures.
   ii) Keeping up to date through training. It is a requirement that this takes place at least every two years.
   iii) Reviewing and updating the College’s Safeguarding and Child Protection Policies and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
   iv) Liaison over safeguarding matters with the local Social Services Department.

b) Raising Awareness.

c) Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction.

d) Keeping close contact with all staff and maintaining awareness of Safeguarding and the need to raise any concerns immediately with the LSO.

e) Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them.

f) The Safeguarding procedures must be available to parents and teachers of children working with the College on request.

13.2 Referrals

Receiving reports of alleged or suspected child abuse within the College, or reported by a child relating to incidents at home or outside the College, contacting the Social Services Department and taking any other action in response, as set out below:

➢ Keeping records
➢ Liaising with the staff
➢ Liaising with the LSO

13.3 The Governing Body is responsible for undertaking an annual review of:

➢ The College’s Safeguarding policy and procedures.
➢ The efficiency with which the related duties have been discharged.

13.5 The LSO will undertake training in Safer Recruitment and Child Protection.

13.6 Training

In addition to annual update Child Protection briefings to all Members, student helpers are to be trained annually.
14. Contact Information

Lead Safeguarding Officer: Alisdair Rogers, Senior Tutor (01865 272733)
Designated Safeguarding Officers: Vicky Archibald (01865 272708)
University Safeguarding Officers: Peter Brook (270152)
Rotimi Akinsete (280444)

see https://hr.admin.ox.ac.uk/safeguarding-at-risk-adults-and-children#expand-8

The University of Oxford’s Code of Practice on the Protection of Children and Vulnerable Adults is available here: https://hr.admin.ox.ac.uk/safeguarding-at-risk-adults-and-children

Oxfordshire Children’s Social Care Tel. 01865 323048 (Office Hours)
Tel. 0800 833408 (Out of Hours)

Oxfordshire Safeguarding Children Board Alison Beasley – Designated Officer (LADO))
LADO.SafeguardingChildren@Oxfordshire.gov.uk
Tel. 01865 810603

Police Child Protection Unit Tel. 01865 335199

NSPCC Helpline Tel. 0800 800 5000 (24 hours)

Updated by APR May 2020 following annual review by HR and Equality Committee
G.8. Keble Policy on Issues of Transgender and Gender Identity

Keble is committed to the University’s Transgender Policy and recognises the associated Transgender Guidance. This policy has three main aims:

- to assist members of the University in understanding gender diversity in relation to the activities of the University;
- to clarify roles and responsibilities for supporting students, staff and alumni who wish to make, or have made changes to their gender identity; and
- to ensure that the University has protocols for changing student, staff and alumni records and for storing confidential information relating to gender identity.

Any student wishing to transition, or to discuss their gender identity in confidence, may do so with any member of the College Welfare Team. The first point of contact for a student wanting to transition at College is the Senior Tutor (senior.tutor@keble.ox.ac.uk). Other members of staff, such as the Chaplain, Senior Dean or Welfare and Disabilities Officer can also be approached in the first instance. All conversations regarding this process will be handled sensitively and respectfully, in accord with the College’s code of confidentiality.

We acknowledge that some students may have concerns about transition—perhaps regarding the people at home finding out, or about visas if they are an international student—and we can certainly be flexible in coming to arrangements on such issues if they are raised. Students requiring time away from their studies for medical reasons should feel free to mention this to us so that options for deferral and/or suspension can be discussed.

Further information about university-wide policy and welfare provision for students who want to transition is available from:

- The LGBT+ Advisory Group
- Advice on gender neutral titles

Updated June 2022
G.9. Keble College Drugs Policy

Junior Members found using illegal drugs within the College or in College-owned accommodation will be subject to the provisions of the College’s disciplinary procedures [as outlined in Section G.5. Junior Members found using illegal drugs in another College or on University premises will be referred to the Proctors, who may refer the case to the Disciplinary Court.

In the case of use of ‘soft’ drugs such as cannabis, the Senior Dean will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as deemed appropriate to enable the Junior Member to address the problem. A record will be made of such formal warnings. Further offences, or failure to address the problem, are likely to lead to more serious disciplinary action.

In the case of ‘hard’ drugs (e.g. heroin, amphetamine sulphate, LSD, cocaine, crack), the Senior Dean will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. Dealing in drugs will be treated severely. Those suspected of dealing in drugs can expect to be referred to the local police. Junior Members should be aware that ‘dealing’ includes supplying drugs to others irrespective of whether payment is made. Suspension while police and court proceedings take place will be considered.

Should any Junior Member believe that they have a drugs problem of any kind, they are encouraged to contact a College welfare officer, the College nurse or the Chaplain, all of whom may provide confidential advice. The University Counselling Service provides a source of confidential advice outside the College context. OUSU or Student Welfare Officers will assist students in finding appropriate support. The College doctors will also provide medical advice and are bound by the conventions of medical confidentiality. Advice may also be obtained from the National Drugs Helpline (0870776600).
G.10. **Keble College Smoking Policy**

The right to work in a smoke-free environment is supported by statutory duties under the Health & Safety at Work Act (1974), Workplace (Health, Safety and Welfare) Regulations 1992 and the Health Act 2006.

This policy seeks to guarantee to non-smokers the right to work in air free of tobacco smoke, whilst also taking account of the needs of those who do smoke. This policy applies to all students and employees, regardless of seniority, and whether their work environment is shared with others. Visitors will also be requested to refrain from smoking in non-smoking areas, as will any other people (e.g. contractors, tourists) working on College premises.

Staff and students meeting visitors from outside the College are required to politely explain our policy and to ensure such people comply with it. Appropriate “no smoking” signs will be displayed prominently in no-smoking areas.

In accordance with the law, all areas of the College including tutors’ rooms, student bedrooms, common rooms, college vehicle and offices are non-smoking.

The College will not permit smoking to take place within 3 metres of any building entrance, being a distance that should ensure that no person is subject to potential harm or discomfort. There is no intention to identify demarcation lines around buildings and staff and students are asked to self-regulate on this issue.

Where smoking is permitted on land owned by Keble College, receptacles will be provided for the disposal of cigarette ends and other waste smoking materials. Staff and students using these areas will also be expected to keep them tidy and to dispose of any rubbish appropriately. Cigarettes, cigars and pipes must be extinguished using the receptacles provided and smokers should ensure that there is no risk of fire.

The prohibition on the smoking of tobacco will be subject to the following exceptions. It will not apply to:
- College grounds and open spaces provided that smokers do not physically obstruct access to or egress from a premise.
- At the Sportsground – but not within 3 metres of the buildings or pavilion.

In many workplaces where non-smoking policies have been introduced, employees who smoke do so just outside the entrances and exits to the premises. We believe this would not present the College in an appropriate light and is unpleasant for non-smokers.

Students and staff who need to smoke may do so within the gardens and grounds but only during any recognised rest period or lunch break. Smokers will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Day to day responsibility for implementing this policy lies with managers and the Dean. However, staff and students are expected to take personal responsibility for observing this policy and should feel able to draw this policy to the attention of others, including visitors.

While the College is committed to enforcing its legislative obligations, all are reminded that the Health Act does lay down penalties for those who are in breach of its requirements. Both the College and individual members of staff and students face fines for breaches of the legislation.
which will ultimately be enforced by Oxford City Council. The maximum fine per offence is £2,500.

Breach of this policy will be dealt with on an individual basis. In the case of students by fines and action by the Dean or in the case of staff, by the invocation of the College’s disciplinary process. Advice for those wanting to give up smoking can be obtained from the College Nurse at pml.keblenurse@nhs.net (during term time) or free Smokefree National Helpline on 0300 123 1044.

This policy has been drawn up following full consultation with staff via the Health & Safety Committee, Staff Forum and ratified by Governing Body in June 2007. Contact details were updated in June 2021.

**Action Plan**
The College reviews all of its HR policies annually to ensure fairness and that the aims of each policy are being met without adverse impact on any group or individual.

This policy is reviewed by Domestic Committee.
GB07. 110 (7 November 2007) and EC07.26 (31 October 2007)

November 2007
June 2021
G.11. Keble College Policy on Data Protection

In order to fulfill their educational, pastoral and administrative responsibilities during your studies at Oxford, the College and the University/department will need to collect and process data about you. Data collected by the College may be passed to the University/department and vice versa, so that necessary processing can be undertaken. The General Data Protection Regulations (GDPR 2018) requires that any such information is processed fairly and lawfully, is held securely, and is kept up-to-date. https://www.keble.ox.ac.uk/about/governance/data-protection-policies

In order to satisfy the College’s obligations to inform you how your data is processed as well as your rights, the College has published specific privacy notices. These and other relevant GDPR related documents can be found here: https://www.keble.ox.ac.uk/governance-and-policies/

The College’s Data Protection Officer is the Bursar, who may be consulted if you have any concerns.
G.12. IT Acceptable Use Policy for Students

Keble College IT Acceptable Use Policy (Students) Keble College provides IT and network facilities subject to the terms and conditions stated in this policy. This policy in no way limits the applicability or obscures the intentions of any other policy or legislation that already governs IT and network use at Keble College or the University of Oxford. Any activity that involves Keble College IT facilities must be carried out in accordance to this acceptable use policy. These rules must be read and understood before using any IT facilities at the college, and a signed declaration form must be returned to the College Office before use of any IT facilities is authorised.

1. Definition of Terms

The term IT facilities shall be taken to include: free standing computers; networked computers; shared computers and terminals; services or software; networking that connects computers to any other computers or servers; computer peripherals; computer media; hardware components; networked resources; manuals and documentation.

2. External Conditions of Use

Many IT facilities available at Keble College are provided through contractual agreements with third party organisations, most notably including the network connection to the University of Oxford and to the UK academic network (JANET). Users of these IT facilities must also abide by the terms and conditions of those agreements.

Of particular importance is the JANET Acceptable Use Policy, provided by UKERNA (http://www.ja.net/documents). This must be read prior to using any IT facilities at Keble College.

Other requirements specific to IT use currently include:
   a. University Regulations Relating to the use of IT Facilities
   b. Computer Misuse Act (1990)
   c. Data Protection Act (1998)
   d. Oxford University disclaimer of liability
   e. CHEST Code of conduct
   f. Microsoft Campus Agreement
   g. Terms and conditions for other licensed software

3. Authorisation to use IT Facilities

Authorisation to use IT facilities may only be granted by the IT Manager, Bursar or Warden of Keble College.

It is not permitted for authorised users to allow use of IT facilities provided by Keble College by any other person.
4. Acceptable Use

Keble College IT facilities, including the use of the network from personally owned equipment, may under no circumstances be used for conducting business or other commercial activities. The following actions are not considered to be covered by this clause: a. Application for jobs and sending of CVs via email; b. Conducting business transactions as a customer (purchasing items online);

Users of IT facilities provided by Keble College are not permitted to use those facilities for any of the following:

a. Any unlawful activity;

b. The creation, transmission, storage or display of any obscene, offensive, indecent or menacing images, data or other material or any data capable of being resolved into such images or material;

c. The creation or transmission of any material designed or expected to harass another person, or to cause annoyance, inconvenience or needless anxiety;

d. Access to, creation, transmission or display of extremist material which has the real potential to lead to serious terrorist crime on the part of the user or to draw others into terrorism (contrary to the College and University’s statutory duty under Prevent);

e. The sending of any email which does not correctly identify the sender, or which attempts to disguise either the sender or the computer from which it was sent;

f. The creation or transmission of defamatory material about any individual or organisation;

g. The creation or transmission of material that infringes a copyright, trade mark, moral right or other intellectual property right;

h. The transmission of email to a large number of recipients without proper authorisation, unless those recipients have given consent to receive such email;

i. The sending or forwarding of email intended to encourage the propagation of copies of itself;

j. Commercial purposes or conducting business, except to the extent authorised under the user’s agreement with the college;

k. Attempting to gain unauthorised access to any IT facility, system or service within Keble College or outside, or making any attempt to disrupt such a service;

l. Deliberate or reckless undertaking of any activities which may result in any of the following:
   • Introduction or transmission of a virus into the network or any computer systems or servers;
   • Corruption of data or disruption of the work of others;
• The waste of network or system resources on systems provided by or accessible through Keble’s IT facilities;
• The waste of staff effort investigating and dealing with any deliberate infraction.

5. Monitoring and Control

Keble College IT facilities are managed and maintained by appointed system administrators who are the IT Manager and IT Officer.

The system administrators reserve the right to monitor the usage of IT facilities, including network traffic, either to investigate an alleged breach of this policy or to identify problems with the IT facilities and infrastructure.

Any records taken or data captured will be retained only for a length of time appropriate to the investigation or fault and will be held securely.

Any data captured will be restricted as far as possible to only examine the particular protocols and sessions needed to minimise the risk of capturing any personal data not relevant to the investigation or fault.

6. Connection of Personal Equipment to the Network

Use of personal equipment connected to the Keble network shall be in accordance with the terms and conditions set out in this policy.

The owner, administrator and users of any equipment connected to the Keble network shall be jointly responsible for taking all reasonable precautions to ensure that the equipment does not disrupt the network or other systems connected to it, or breach this policy. In particular, it is a requirement that:

a. All available security updates shall be installed in a timely fashion;
b. Where applicable, a suitable anti-virus product shall at all times be installed, operational and constantly kept up-to-date so as to provide an effective prevention against viruses and malware.
c. Network accessible services should be disabled or appropriately restricted if they are not critical to the functioning of the equipment on the network or for the purposes it is intended.
d. In the event that personal equipment connected to the Keble network is detected to be in breach of regulations or an official report of misuse is received, it is a requirement that Keble IT staff be permitted to inspect the equipment to ensure that the reasons for the breach are dealt with correctly and to allow Keble IT staff to certify to any external organisation that action has been taken.

Equipment connected to the network must only use network identifiers allocated by Keble College. These identifiers and the unique identifier belonging to the equipment must not be modified to impersonate another device.

Equipment connected to the college network must not be used to provide access to IT facilities belonging to either Keble College or to the University of Oxford to persons not otherwise authorised to use those facilities.
7. Reporting of Problems

Problems and general enquiries may be directed to the IT Department either by email to it-support@keble.ox.ac.uk or by telephone to 01865 (2)72788.

If reporting a problem outside office hours then messages may be left at the Porters’ Lodge.

Any problems or faults with IT facilities should be reported in a timely manner so that the IT department can make arrangements.
G.13. **Keble College JCR and MCR: Code of Practice**

(i) The JCR is an association open to all undergraduate members of the College. The MCR is a similar association open to all graduate members of the College. Their main objects are to promote the interests and welfare of and social activities among their members and to represent the interests of students to the Governing Body of the College.

(ii) The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership of the JCR and MCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify in writing the President of the JCR or MCR (as the case may be) no later than Sunday of 5th week of Michaelmas Term.

(iii) Membership is free of charge to current members of the College.

(iv) Withdrawal from membership will disqualify students from standing for office, voting in elections and voting at meetings.

(v) The written constitutions of the JCR and MCR contain detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs affiliation to external organisations (including OUSU), and the handling of complaints. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Bursar (in the case of financial matters) and the Dean (in the case of non-financial matters).

(vi) The College provides certain social, recreational and welfare facilities for all its Junior Members, including the use of common rooms and the bar. It allows the JCR and MCR as associations to participate in the management and provision of these services and from time to time provides the JCR and MCR with funds to enable them to maintain these services on behalf of the College. The services provided by the College are available to all undergraduate or graduate students (as the case may be) on equal terms whether or not they are members of their respective association.

(vii) Complaints about the management of the JCR or MCR in question should first be made to the President in question. The complaints procedure to both the JCR and MCR is set out in detail in their respective constitutions.

(viii) Copies of the constitution of the JCR and MCR are deposited in the Warden’s PA’s office.

(ix) The Governing Body of the College reviews the JCR and MCR constitutions every five years.

(x) The attention of the JCR and MCR is drawn to restrictions imposed on their activities by the law relating to charities. (Information is deposited with the Warden’s PA.)
G.14. **Keble College Policy on Requests to change undergraduate course**

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.
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.
G.15. Guidance on Undergraduate Suspension of Status

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.

A. Scope

The guidance contained in this document are intended to apply in the first instance to undergraduate members of Keble College, although they may also inform cases involving graduate members. 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 (decanal) Disciplinary Committee. They do not apply to instances when the Dean has taken action as a consequence of a junior member’s serious health problems 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).

B. Definitions

Suspension of status
Suspension of status is sometimes colloquially referred to as ‘suspension’, ‘rustication’, or ‘intermission’, and it is recommended, for clarity, that ‘suspension of status’ is the term to be used, as it is by the University. 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.

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.

16 Terms as used by the University are set out at: https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1
Suspension if 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 Governing Body before being allowed to suspend. Without such permission, a junior member is deemed to have withdrawn, i.e. permanently left the University.

C. General Principles

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.17

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 and/or the Senior Tutor, at any time and in accord with the College’s Code of Confidentiality (in the College Handbook). 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).

D. Principles of undergraduate suspension of status

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17 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)”.
1. 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;18
   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).

2. 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 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 Governing Body 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.

3. 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.19

4. 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 appendix of the College Handbook [http://www.keble.ox.ac.uk/students/college-handbook] 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).

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18 For guidance from the University on resources for ‘Student parents’, see [https://www.ox.ac.uk/students/welfare/childcare?wsll=1](https://www.ox.ac.uk/students/welfare/childcare?wsll=1)
19 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.
5. 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.

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.

6. 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 regulation B 7.2.2.

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, 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.

7. Any term of study that has been completed by the time of suspension is not normally allowed

http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/disability/A_common_framework_for_supporting_disabled_students.pdf
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 not been recognized at an earlier stage. In such cases any period of ‘repeat study’ cannot be assumed, but might be considered. 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).

8. 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.

9. 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.

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

21 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.
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.

10. The decisions of Governing Body are subject to the College’s policy and procedure on complaints, which make provision for appeal. These can be found in an appendix of the online College Handbook (http://www.keble.ox.ac.uk/students/college-handbook).

E. How to Apply to Suspend Status

Before any application to suspend status, an undergraduate should have read this guidance and 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.

In all cases, 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. 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. OxCORT and 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.\textsuperscript{22} 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 studies will be expected to quit college accommodation as soon as practically possible after the request has been made. When justified and appropriate, a rent rebate can be arranged through the Accommodation Manager and Bursary.

\textbf{F. Access to Facilities}

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 University libraries (including online sources), borrowing rights from faculty and sub-faculty libraries (unless a block has been put on the University card e.g. for non-payment of library fines) 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

\textsuperscript{22} 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.
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, and may also have health and safety reasons for requiring written permission for access. 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

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 University²³; 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 on Skype 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.

²³ https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1
Keble College Handbook and Regulations for Junior Members 2022-23
Oxford SU’s Student Advice Service can provide both advice and support to undergraduates considering and returning from suspension. The University’s Careers Service is also available to students whose status is suspended.

The Disability Advisory Service
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. 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, and all Students should be advised to confirm their particular circumstances and entitlements with update their funding body as soon as possible and seek its advice on what, if any, funding may be available. The University will notify Undergraduates with suspended status are recommended to make contact with Student Finance England (SFE), or other funding body, as soon as possible following within a month of receiving the college’s formal confirmation of suspension, but it can take between 4 and 6 weeks for the change to be processed by SFE. 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. At the time of writing (20198), in some circumstances of medical suspension 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. Each of the other UK funding agencies has different arrangements in place to respond to these circumstances, which students will need to check directly.

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 cycle opens (usually from January onwards) to allow sufficient time for their application to be assessed and their entitlement to be

25 [https://www.careers.ox.ac.uk/](https://www.careers.ox.ac.uk/)
26 [https://www.ox.ac.uk/students/welfare/disability?wssl=1](https://www.ox.ac.uk/students/welfare/disability?wssl=1)
27 [http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension](http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension)
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 4th 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.

**H. Returning to College**

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 set 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:
i) 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 8th Week of the Term preceding return) a medical certificate confirming that he or she is well enough to resume his or her course and/or to return to sit University examinations. The Senior Tutor must copy this certificate to the student’s Director of Studies, the College Nurse and the College doctor, who may then contact the student. On his or her return, the undergraduate must also make an appointment with the College Nurse.

ii) As a condition of his or her 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. The Senior Tutor must copy this letter to the student’s Director of Studies.

iii) Undergraduates who withdraw for medical or personal reasons are required to submit by the beginning of 0th week of the term of their return, evidence of satisfactory work (such as notes or problem sheets) completed in the period after they were declared well enough to resume studies (normally the end of the preceding term). The work requirement will be approved by Governing Body, on the recommendation of the student’s Director of Studies, at the time of approving the student’s suspension from study. Returning students are required to sit the same College Examination(s) in 0th week of the term in which they return as other students who are at similar stage of the same programme of study. If a returning undergraduate fails to reach a satisfactory standard in this Examination(s) or re-sit(s), the Director of Studies must issue the student with an informal warning in accordance with College Regulation B.7.2.4(i).

Undergraduate scholars will normally resume their status and entitlements upon return, subject to the agreement of Governing Body.

**Accommodation**

Any Junior Member who withdraws temporarily during a year in which they are occupying College accommodation will not normally be offered a room when returning to resume that year’s studies, though the College Accommodation Manager might be able to offer a room if one is available and if the individual’s circumstances justify it. The same rule applies to a student who repeats a period of study. The Accommodation Manager should be contacted early in the vacation immediately before the agreed term of return.

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 intermission. 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 intermission than to return prematurely and then seek another intermission.

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