To: All Returning Students

Ref. PAM2013

Dear Student,

Essential Information for Students 2013-14

We welcome you back to Oxford for the new academic year and wish you an enjoyable and successful time.

When you first arrived your college will have provided you with the blue-covered booklet called Essential Information for Students (also known historically as the Proctors’ and Assessor’s Memorandum). This has all kinds of information about our role in relation to students; financial, health, welfare, social, and sporting matters; also a guide to rules and regulations, including residence requirements, examinations and how to apply for alternative arrangements, conduct and discipline, complaints procedures. You were asked to keep this booklet for future reference. The updated version for 2013-14 is available on the Proctors’ Office web-pages (go to www.admin.ox.ac.uk/proctors and see Essential Information for Students). The web-pages also contain guidelines about student publications and use of external web-sites, behaviour after examinations, drug misuse, and the Proctors’ casework last year.

We need to draw all students’ attention formally to the information on Matters Relating to the Student Union (especially Appendix C) and the University’s Code of Practice and Procedure on Freedom of Speech (especially Appendix D). We particularly encourage everyone to refer to the guidance on how to avoid plagiarism in written work; you should read this carefully, in conjunction with your Faculty or Department’s own guidelines. Please take the time to look at the Proctors’ Office web-pages and download any material that you need for future reference.

Yours sincerely,

Jonathan Mallinson
Senior Proctor

Rebecca Surender
Junior Proctor

Penny Probert Smith
Assessor