

HERTFORD COLLEGE

COLLEGE HANDBOOK

2020–21

1. OVERVIEW

The College Handbook is published annually, and the most recent version is always available on the college website and intranet. It contains vital information, so you should keep it as a reference guide to your life at Hertford.

This handbook should be read in the context of the most up-to-date public health advice issued in light of the ongoing global coronavirus (covid-19) pandemic. Any new measures to be applied on College sites and beyond which arise from University, College and general public health guidance will always supersede, as applicable, any relevant sections below.

University information for students: <https://www.ox.ac.uk/coronavirus>.

College information for students: <https://www.hertford.ox.ac.uk/intranet>.

NHS advice on coronavirus: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

If this guide does not answer your query, please contact one of the following by email:

for academic matters, including tuition, the Senior Tutor;
on matters of finance or domestic services, the Bursar;
for welfare matters the Dean, Chaplain, Nurses, or Junior Deans;
on matters relating to College regulations, the Dean or Student Conduct Officer.

The Academic Office is a useful first point of contact, open Monday to Friday, 9am – 5pm.

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2. HISTORY OF THE COLLEGE

Many Oxford colleges can trace an unbroken corporate history back over the centuries. Hertford both is, and is not, part of this ancient tradition, being the heir of the medieval Hart Hall, a failed eighteenth-century college, Hertford College, and the annexation in the early nineteenth century of that college's site and assets by another former medieval foundation, Magdalen Hall. The present college dates from 1874 when Magdalen Hall was dissolved and incorporated as the new Hertford College.

Sometime in the 1280s, Elias de Hertford established Hart Hall on the site where the oldest parts of the current college, the Old Hall and the north east corner of the Old Quadrangle, are currently situated. Oxford halls were essentially boarding houses for matriculated undergraduates. Although presided over by a Principal, who owned or leased the property, such halls, while developing corporate characteristics—dining halls, kitchens, libraries and in time tutors specifically attached to them—were not incorporated as colleges. In the university's earliest centuries, most undergraduates belonged to such halls rather than to the then few, more restrictive and elite colleges. By 1314, Hart Hall was owned by Richard of Wydesdale, rector of Crediton, who sold it to Walter of Stapledon, bishop of Exeter and founder of Exeter College, who installed the first scholars of his new college there. Almost immediately, Exeter College (then known as Stapledon Hall) moved to its present site on Turl Street, but retained the freehold of Hart Hall, the rents from which subsidised the fellows of Exeter until the eighteenth century. For the rest of the fourteenth century, Hart Hall possessed no independent corporate existence, being merely a convenient site to rent to house undergraduates. From the last thirty years of the fourteenth century, William of Wykeham, bishop of Winchester, leased Hart Hall, initially to accommodate the fellows of New College before their grand buildings down New College Lane had been completed and later as an annexe to his new foundation. From the fifteenth century Hart Hall began to develop as a distinct institution, gradually continuing to absorb more of the neighbouring tenements and halls on Catte Street—Arthur Hall, Black Hall and Cat Hall, which occupied most of the present Old Buildings site. Parts of the existing buildings date from the sixteenth century onwards, including the Old Hall, built under Principal Randell (1549–98), the Old Library and SCR (OB4) and the main door embossed with coloured flowers, which date from the seventeenth century.

In 1740, Principal Newton, against furious opposition, not least from the Fellows of Exeter who claimed ownership of at least part of the site, managed to secure a charter and statutes incorporating Hart Hall as a full college in the university, Hertford College. The Cottage (OB5) and Library (originally the chapel) date from this period. Overly ambitious in conception and grossly under-funded in practice, Hertford College soon foundered. In 1805, nobody could be found to succeed Principal Hodgson and the college was dissolved, part of the remaining assets being transferred to the university to create the Hertford Scholarship. The last fellow of Hertford, Vice-Principal Hewitt, retained his fellowship until it expired in 1818. Symbolically, in 1820, the medieval front of the now defunct Hertford College collapsed into Catte Street.

The demise of the first Hertford College created a new opportunity for another institution to expand as part of what looks like a coordinated scheme. Magdalen Hall had been founded by William of Waynflete, bishop of Winchester, in 1448, a decade before his grander collegiate foundation of Magdalen College. Although operating from 1602 as a separate hall independent of Magdalen College, and boasting a vibrant intellectual identity of its own (the philosopher Thomas Hobbes and John Wilkins, one of the founders of the Royal Society were undergraduates there in the early seventeenth century), Magdalen Hall still occupied the site adjacent to the main college buildings originally intended by Waynflete for his grammar school. In 1816, an Act of Parliament allowed Magdalen College to acquire the site of Hertford College for Magdalen Hall. Conveniently, in 1821 much of the Magdalen Hall site had been destroyed by fire. In 1822, led by Principal Macbride, Magdalen Hall took possession of the Hertford College site on the completion of two new wings on the Catte Street frontage (the front of OBI and the Old Lodgings). With Magdalen Hall came its remarkable library, long housed in the Old Library, now in the Henry Wilkinson Room. As the plight of halls became more precarious in the nineteenth century, Principal Michel sought to elevate the Hall to collegiate status. This he succeeded in doing, thanks to a benefaction from the leading financier Sir Thomas Baring MP. An Act of Parliament refounded Hertford College in 1874, comprising the Principal and Fellows of Magdalen Hall and a number of other fellows chosen by the benefactor. Under Principal Boyd (1877–1922), the new college became fully established and expanded with new buildings by the popular architect T.G. Jackson: Lodge and Hall (1887); OB2 (1889); the south and east blocks of the New Quad (1901–2); chapel (1908), the bridge across New College Lane (1913) and the Octagon (now the MCR), posthumously in 1931, a refashioning of the Chapel of Our Lady at Smith Gate of c.1520. To accommodate growing numbers, NB 5 and 6 (1931) and the Holywell Quad were added (1976–81). Other residential blocks were completed in south Oxford at Abingdon House (1990), Warnock House at Folly Bridge (1995) and the Graduate Centre at Folly Bridge (2000), this last reflecting the major increase in postgraduate study at Oxford since the 1960s. The most significant change in the last 150 years came with the admission of women as undergraduates in 1974, Hertford being one of the first five single-sex Oxford colleges to go co-educational. The first woman fellow was elected in 1978.

The complex history of Hertford is reflected in the contrasting experiences of its more notorious or famous old members, who include, from Hart Hall and the first Hertford, the Roman Catholic Jesuit martyr Alexander Briant, the poet John Donne, the legal historian John Selden, the satirist Jonathan Swift, Henry Pelham, Prime Minister 1743–54 and the Whig statesman Charles James Fox; and from Magdalen Hall, in addition to Hobbes and Wilkins, William Tyndale, translator of the Bible, and Edward Hyde, earl of Clarendon, first minister to Charles II (1660–67). As well as the usual slew of academics, clerics, lawyers, writers and politicians, among the more notable members of the new Hertford College could be listed the philosopher and writer Alain Locke, the first African American Rhodes Scholar, who was admitted to read classics at Hertford (1907–10) after other Oxford colleges had refused him entry because of his race; the novelist Evelyn Waugh; James Meade, fellow 1931–7 and Nobel Laureate for Economics and Dom Mintoff, Prime Minister of Malta (1955–8 and 1971–84).

3. COLLEGE STRUCTURE

The College is a corporate body consisting of senior and junior members. The former are the Principal, Fellows and Lecturers; the latter are undergraduate and graduate students. Senior and junior members each have their own Common Room, the Senior (SCR) and Junior (JCR). Graduate students are members of the JCR, but have their own facilities in the Middle Common Room (MCR). Each Common Room elects its own officers, and the officers of the JCR and MCR are chiefly responsible for liaison, on matters of general student interest, with the college administration and with College Officers such as the Bursar, the Dean, the Senior Tutor and the Tutor for Graduates.

The sole policy-making authority of the College is, by its Statutes, the Governing Body, which consists of the Principal and most Fellows of the College.

The current College Officers are

Principal: Mr Tom Fletcher
Senior Tutor: Professor David Hopkin
Tutor for Graduates: Professor Bjarke Frellesvig
Dean: Dr Oliver Noble Wood
Student Conduct Officer: Dr Steve New
Fellow Librarian: Professor Emma Smith
Fellow Archivist: Professor Christopher Tyerman
Investment Bursar: Professor Pat Roche
Prevent Lead: Dr Katherine Lunn-Rockcliffe
Bursar: Mr Jamie Clark
Chaplain: The Reverend Mia Smith
Director of Development: Frances Wheare
Tutor for Equality and Diversity: Professor Elizabeth Baldwin
Editor, College Magazine: Professor Ian McBride
Dean of Degrees: Professor Petros Ligoxygakis

A list of current Governing Body Fellows and other academic staff is maintained throughout the academic year on the [college website](#).

The Presidents of the JCR and MCR attend all meetings of the Governing Body during the discussion of policy questions involving the collective interests of the junior members of the College. In addition there is a Joint Committee, which meets twice a term, on which sit the Principal, Dean, Bursar, Senior Tutor, Registrar, Domestic Bursar, Chaplain, the President, Secretary, and the Academic Affairs Rep of the JCR, and the President, Secretary, and the Academic Affairs Rep of the MCR. Although it has no executive power, there are no restrictions on the issues that can be raised in Joint Committee. Its recommendations are regularly reported to the Governing Body and exert a considerable influence on college policy.

4. ACADEMIC SYSTEM

More detail on the Academic System is available in the Academic Information section of the college intranet. If you have any questions or comments about your academic life at Hertford you should contact the Senior Tutor who will be pleased to discuss matters with you. For comprehensive information and regulations for your course, please see the latest version of the [Exam Regulations](#).

Matriculation

All new members of the University (both graduate and undergraduate) must attend the University matriculation ceremony which takes place on the Saturday of the first week of Michaelmas Term. Registered Visiting Students do not matriculate.

Tutorials and Lectures

Your College Tutors—who may be Fellows or Lecturers at Hertford—are responsible for organising your academic programme, including lectures, classes or practical work. For Visiting Students, the Director of the Visiting Student Programme is responsible for this. Attendance at these tutorials and classes is compulsory. If unavoidable circumstances mean you cannot attend a tutorial or class you should contact the relevant tutor as soon as possible. It may not be possible to reschedule missed teaching. You will be taught by a range of specialists during your time at Hertford, including Fellows of this and other colleges, lecturers, research Fellows, and advanced postgraduate students.

Your tutors will also help identify other lectures, classes, or practical work for you to attend. Some of these may be optional but others will be compulsory.

Reports

All tutors complete reports on the students they have taught. Most of these reports—except for certain centrally organised classes—are available online via [OxCORT](#). You are also encouraged to complete your own feedback on the teaching which has been organised for you by the college, whether or not the tutor/s concerned are members of this college. You can also give feedback or raise any concerns, in confidence, via the JCR Academic Affairs rep, or direct to the Senior Tutor at any point. Your College Tutors (for Visiting Students, the Director of the Visiting Student Programme) will also offer you the opportunity to meet to discuss your reports at the end of each term.

College Collections

College examinations—called Collections—are sat on the Friday and Saturday of 0th Week, on the recommendation of tutors. If Collections are set for you, attendance is compulsory. Collections are invigilated under examination conditions: you should not bring in any prohibited items and should wear a gown.

Visiting Students do not sit these exams.

Principal's Collections

A Principal's Collection is the name given to the brief annual meeting between a student, their tutor, the Principal, and the Senior Tutor. Gowns should be worn.

Visiting Students will also attend Principal's Collections. This will be a meeting between the student, the Principal, the Senior Tutor and the Director of the Visiting Student Programme.

First Public Examinations (FPE)

These University examinations are held at various times, depending on subject—as early as the end of the second term in the first year in Law, for example, although for most subjects the FPE is held in the third term of the first year.

The College requires that those proceeding to the Second Public Examination must pass the FPE by the start of the second year (allowing one resit). **In subjects in which there are Honour Moderations students must obtain Honours.** There is one opportunity to resit any papers that are failed, but students should be aware that they will not be permitted to continue with their degree if they fail any resits.

In **Medicine**, the First BM is taken in two parts over two years. In the first year the First BM Part I must be passed at the first attempt or after one re-sit completed by the end of the year. In the second year the First BM Part II must be passed first time or after at most two re-sits, to be completed by the end of the year. No undergraduate can continue with the Clinical Course unless these requirements are met.

Any undergraduate who does not pass the FPE within the time prescribed will not be permitted to continue with their course. Any student in this situation will be advised of their rights of appeal and of those from whom further advice can be sought.

Visiting students are not required to sit University examinations.

University Examination Entries

The entry deadlines for the various University Examinations are different for different subjects. A link to the website will be sent to you by the University so you can access the information online. The responsibility rests on each student to ensure that their online entry form is submitted on time, with all options correctly listed. Enquiries can be made to the Academic Office at any time. Completing the forms is a simple matter; but delays and errors can be costly, since the University may charge fines in the region of £40, or even disallow entries altogether.

Visiting students are not required to sit University examinations.

Illness during Examinations

Anyone whose performance in University Examinations seems likely to be significantly affected by illness, or for any other legitimate reason, should contact the Academic Office in the first instance. If necessary, special arrangements can be made to the extent that time and

the University Examination Regulations allow; for example, for a candidate to take examinations in College.

Students who are required to have University examination scripts typed because of illegibility must pay the full cost of typing and of invigilation, which is usually around £100 per script.

Visiting students are not required to sit University examinations.

Non-attendance at University Examinations

It should be noted that non-attendance at University Examinations for which one has entered may be treated as grounds for expulsion or for the imposition of a lesser penalty as the Governing Body may decide unless permission for such absence is given by the Governing Body or by the Dean, Principal or Senior Tutor. This will normally be given only where the application is supported by clear and compelling medical evidence. It is not acceptable that anyone unilaterally decides that they would prefer to take the examinations on another occasion. This rule applies to all University examinations, including the Second Public Examination.

Please note that it is a requirement of the Proctors that all candidates for examinations must produce and display their University Card at all public examinations.

Plagiarism

Plagiarism is the use of material appropriated from another source or from other sources with the intention of passing it off as one's own work. Plagiarism may take the form of unacknowledged quotation or substantial paraphrase. Sources of material include all printed and electronically available publications in English or other languages, or unpublished materials, including theses, written by others. The Proctors regard plagiarism as a serious form of cheating for which offenders can expect to receive severe penalties. For more information consult your course handbooks, the Study Guide, or the [plagiarism guidance on the university website](#).

Communication with the Proctors

It is an Oxford convention that students never communicate directly with University Examiners. Any information about the special circumstances of individuals taking University examinations, or queries about the results of examinations, should be sent from the Senior Tutor (via the Academic Office) to the Proctors, who themselves handle the correspondence with the Examiners.

Awards and Prizes

Undergraduate students who achieve a distinction or First Class marks in the First Public Examinations (FPE) are awarded a scholarship by the College. Elections to a scholarship may be made at the beginning of subsequent years on the basis of distinction/First Class marks achieved in public examinations or college collections in the previous year.

A scholarship entails an annual award from the College of £250, the right to wear a scholar's gown, and an annual invitation to the scholars' dinner.

Election to a scholarship will be until the end of a student's third year and may be renewed for those on a longer course. The scholarship may be withdrawn in cases of underperformance.

Any award holder whose work is deemed to be unsatisfactory may at any time be put on probation. Retention of an award will then depend on meeting the conditions of probation, which usually require satisfactory performance in one or more examinations or collections.

This section does not apply to Visiting Students.

Academic Standing and Accountability

All Junior Members shall sign a contract with the College undertaking to remain in Good Academic Standing, which shall include:

- a. undertaking all preparatory work set, such as reading or laboratory work;
- b. completion to the best of a student's ability of all written work required (essays, problem sheets, etc.) by the appropriate deadline;
- c. punctual attendance at classes, tutorials and other meetings arranged by academic staff;
- d. responding in a timely manner (in term time, within 24 hours) to correspondence with academic staff;
- e. attendance at University lectures and classes relevant to a curriculum and/or designated by academic staff;
- f. sitting, and passing, of University and internal College examinations ('Collections').

Junior Members who do not maintain these standards may be prevented from standing for elected office for University or College societies, or taking on other commitments which are deemed onerous and may detract from their ability to achieve the required standards.

Junior Members are at all times accountable to the College for maintaining Good Academic Standing. The Academic Accountability process is designed to manage actions to ensure Good Academic Standing, and deal with instances where this is not maintained. It is managed as four stages, set out in the college bye-laws available on the college website. In cases of serious academic misconduct (such as plagiarism) the first two may be dispensed with.

This section does not apply to Visiting Students.

University Card

The University Card (sometimes referred to as a Bodleian Card, or simply a Bod Card) is a combination of student identification card and library card, issued to students as part of their initial registration. The card is also required to use the UPay services in the College's catering services. In addition, the University Card contains an integrated RFID chip, allowing it to be programmed to access certain faculty buildings and areas. Replacement of a lost Bodleian Card costs £15, a sum which must be paid through the [University Store Website](#) before the card can be released. Stolen cards will be replaced for free if the request is accompanied by

a police report. Requests for replacement Bod Cards should be directed to the Academic Office.

Vacation Work

In all subjects vacation study is a very important part of the course, and extensive vacation reading is essential and will be required by tutors. Paid employment and holidays should be arranged so as not to conflict with this requirement. At the end of each term tutors will discuss with their students the academic use of the vacation. For those with public exams at the end of term, advice may be emailed or posted once results are known.

Paid Employment During Term

Any undergraduate proposing to take paid employment during term must obtain their tutor's, or the Director of the Visiting Student Programme's, permission. In the event of a disagreement, the Principal can be asked to arbitrate.

College and University Residence Requirements

First year undergraduates are required to be in residence in Oxford on the Tuesday of 0th week, before the start of Michaelmas Term. International first year undergraduates can arrive from the Thursday of -1st week.

New Visiting Students are required to be in residence on the Sunday before the start of their Programme.

In all other cases, undergraduates and returning visiting students are required to be in residence in Oxford by 12 noon on the Thursday before each Full Term. Graduates should be in residence by the beginning of Full Term. In some courses (such as Chemistry Part II and the BCL) students are expected to be in residence earlier. Residence in Oxford during term for the statutory number of terms is required by the University as a condition of all degrees, and therefore any breach of this rule will be regarded as a serious offence. Permission to return later than the appointed date must be obtained from the Dean.

Any undergraduate, including visiting students, who wishes to leave Oxford for one night or more during term should obtain the permission of their tutor before doing so, and must also sign the Exeat book, which is kept in the Lodge. No undergraduate may leave Oxford during term against the wishes of their tutor, and where absence affects academic work it will be reported to the Governing Body. Unless there are tutorial instructions to the contrary, permission for absence during weekends may be assumed. However, you must always sign the Exeat Book.

Student Elections

Anyone wishing to run for sabbatical office in the Oxford SU, Oxford Union Society, or in the NUS must obtain the permission of the Governing Body before doing so. The presidencies of Oxford SU, the Oxford Union Society, and the NUS are all deemed by the College to be sabbatical offices. The Governing Body will consider academic grounds only in deciding

whether or not to give permission. The politics of potential candidates will not enter into the decision.

Anyone wishing to run for non-sabbatical posts in Oxford SU or the Oxford Union Society, or for JCR offices (including the JCR Committee and Ball Committee), or to participate in other activities in which they will represent the college interest (such as Access Student Ambassador or Admissions Interview Helper), must obtain the permission of their tutor before doing so. Permission to run for such roles, or, once elected or selected, hold them, may be withdrawn by the Senior Tutor or Dean on academic, welfare, disciplinary or any other suitable grounds. Students may appeal the decision to withhold or withdraw permission to the Principal, whose decision will be final.

Graduate Students

Graduate teaching and supervision are organised primarily by the Faculty and Departments of the University. Thus, while nearly all the Fellows of the College are engaged in graduate teaching and supervision, they will not necessarily be teaching or supervising Hertford graduate students. Every graduate student is, however, assigned a College Adviser (normally a Fellow of the College with academic interests close to those of the graduate). Fresher graduates should be contacted by their College Adviser after arrival in Oxford. Subsequently, graduates can arrange informal meetings with their College Adviser as required. The Principal holds a welcome dinner for 1st Year graduates early in Michaelmas Term, and the Tutor for Graduates hosts a Graduate Dinner in Trinity Term.

Further details on the role of College Graduate Advisors are circulated to graduate students at the start of each academic year, and can also be found on the intranet. Graduates are encouraged to approach their College Graduate Advisor for advice on academic and other matters that cannot be dealt with by their Faculties or Departments. Graduates may also consult the [Tutor for Graduates](#) at any time.

Reports on the work of every graduate student should be completed online by the student and the student's supervisor/s. These reports are available for the Tutor for Graduates to view, should concerns arise.

Travel grants of up to £200 may be awarded once during their course to those reading for graduate degrees. Special graduate travel grants are also available, awarded termly in sums normally up to £300; except in exceptional circumstances, the expectation is that a student will make no more than one such application each year. Details are available from the college intranet. Applicants must be reading for a graduate degree, and at the time of the application must be within, or within one year of, the fee-paying period. The special grants are awarded by the Student Support Committee that meets termly but, in special circumstances may also consider applications between meetings. Applications should be submitted to [Linda Cassettari](#), Bursar's PA. Travel grants may not be applied for retrospectively.

It should be noted that typing and binding of theses does not attract grants.

Graduation Days

Undergraduate and taught-course graduate students will receive an email from the University in Michaelmas of their final year of study inviting them to attend a graduation ceremony. DPhil and MSc (by research) students will receive an email once they have been granted leave to supplicate offering a date for graduation. Details for how former students should book graduation are available on the [college website](#).

No degree will be conferred by the University until the permission of the College has been obtained, and this permission cannot be given until all College battels or other debts to the College and University have been paid.

The standing required for the degree of Bachelor of Arts is nine terms' residence. For the degree of Master of Arts no further residence is required, but the degree cannot be taken until a candidate's name has been on the College books for each of twenty-one terms from the date of matriculation.

Visiting Students

The provisions of this and other sections of the College Handbook apply to those with the status of "Visiting Student" (graduate and undergraduate) according to their status, except for those relating to College Collections and Principal's Collections, and University examinations and degrees. Further information on accommodation and fees is contained in this book, and do consult the Director of the Visiting Student Programme, Dr Josephine Reynell.

Visas

Overseas students in the UK on a Tier 4 visa are required by the Home Office to bring their passport and visa to the Academic Office for scanning. Information will be kept securely. <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

5. LIBRARY

Access

The library is accessible to college members 24 hours a day, 7 days a week and contains around 55,000 books and a range of journals. As part of the University, college members also have access to a wealth of electronic resources (ebooks, ejournals and databases) which the Librarian can provide advice and one-to-one or group training on.

Borrowing

The library is self-service. In order to borrow, scan your University Card and then the barcode inside the book at the self-issue computer on the ground floor. Books can be borrowed:

- For 2 weeks by undergraduates
- For 4 weeks by postgraduates

Fines (10p per book per day) are charged on items that are returned late. Some books are marked 'reference only' and must remain in the library at all times.

Etiquette

There are some rules, which all college members are asked to observe to ensure that the library remains a pleasant place to study:

- Conversations should be kept to a minimum.
- Only bottled water and drinks in KeepCups are permitted, no other drinks or food are allowed in the Library.
- Phones should be on silent.
- Desks may not be reserved overnight. (Each morning the Librarian will clear any belongings left on desks.)

In addition, members are asked not to borrow books on someone else's behalf or to bring students from other colleges into the library. Members are advised not to leave valuables unattended at any time.

Contact

The Librarian can be found in the library office on the ground floor, or contacted:

- By phone on (2)79409
- By email at library@hertford.ox.ac.uk

Further information about the library, including a book suggestion form, is available on the [College website](#).

6. ACCOMMODATION AND RESIDENCE ARRANGEMENTS

Licence to Occupy College Rooms

It is a condition of occupation of College rooms that occupants agree and adhere to the conditions of a formal licence agreement. Information provided in this booklet does not prejudice or supersede the terms and conditions of the licence.

Allocation of College Rooms

There are about 150 rooms in College and approximately 350 in houses owned or leased by the College. Some rooms are better than others but the idea of differential rents on the basis of rooms has been considered and rejected. Rebates are rarely given and only on the basis of drastic and unforeseeable inconvenience. Since September 1995, the College has been able to provide housing for all undergraduates who require it.

The accommodation offered is important to the individual and its allocation and provision can lead to strife unless the guidelines described below which will be enforced by the Bursar,

who will consult regularly with the JCR & MCR Housing Officers, are followed. Any junior member has the right to appeal to the Dean, who is the arbiter on all accommodation matters.

Junior members who prefer to live out of College are advised to consult the University Accommodation Office by the end of Hilary Term. The University rules require undergraduates to live within six miles of College and graduates to live within twenty-five miles of College. The University Residence Limits Committee can, however, dispense with these rules in special cases. Junior members should be aware that non-College accommodation is expensive (typically £7,000+ per annum).

All those not living in College accommodation must inform the Academic Office and the Lodge Manager of their address and telephone number on arrival at Oxford.

Undergraduates

All undergraduates are allocated rooms in College in their first year. Prior allocation outside of the ballot process may be made for individual students on welfare grounds. Undergraduates in their final year then have the highest priority for the remaining rooms in College and in undergraduate houses, subject to the rules set out below.

- (a) Rooms are balloted for in Trinity Term, as arranged by the College's Accommodation Office.
- (b) The remaining rooms in College and in undergraduate annexes and houses are then balloted for by other undergraduates.
- (c) Should vacancies subsequently occur (e.g. in College) after the ballots have been held, the Dean will discuss with the Accommodation Officer the allocation of the room, considering the list of students who have requested room changes on welfare grounds (kept by the Dean and Accommodation Officer). Ranking in the ballots will be the main consideration in such cases after welfare cases have been considered, with finalists having priority over other undergraduates.

Graduates

The term "graduates", except where otherwise stated, includes graduates who are reading for undergraduate degrees as well as those reading for graduate degrees.

The College normally provides accommodation only for fee-paying graduates, Senior Scholars, and designated officers. Graduates can opt out of the MCR ballot during a fee-paying year in exchange for opting in during the first year that they become non-fee-paying. The names of those opting in should be sent to the Bursar prior to the ballot.

The President of the MCR is allocated a room in College, which is currently NB7.3. The MCR Food & Housing Officer is also allocated a room, currently NB7.2.

The MCR officers will conduct an annual room ballot. Application should be made in writing to the MCR Housing Officer by Friday of 3rd Week of the Term in which the ballot is held. Senior Scholars will always be entitled to rooms for the duration of their Senior Scholarship.

Those successful in the ballot will be required to sign a Licence to Occupy before the end of July. If the licence is not returned by the deadline, the right to the room will be forfeited.

Rooms in the Graduate Centre, and houses normally reserved for graduate student use and not allocated in the ballot, will be offered by the Accommodation Officer to new graduate students as follows: first, to overseas graduates; next to UK graduates, other than those from Oxford University; then to Oxford graduates; and finally to those who have balloted but are on the reserve list. To guarantee a room new graduates are required to pay a refundable deposit of £400, and £100 (also refundable) charged in the first Batters bill for any other costs. Any rooms becoming vacant at any time because of the withdrawal of a student who had been successful in the ballot shall be offered, in the first instance, to students on the reserve list in the order of their placing on it.

Accommodation will be offered only to students, of whatever category, who, in the opinion of the Bursar, can be reasonably certain of meeting the financial requirements of entry upon, or continuation in, a graduate course, as well as being able to pay the rent.

No student who applies for accommodation after the end of Trinity Term will be guaranteed accommodation.

Different accommodation plans are offered based on length of stay and type of accommodation occupied. Options are set out in the Accommodation Licence, and further details are available from the Accommodation Officer.

Visiting Students

Students visiting the College for up to a year but not studying for an Oxford degree will become members of the MCR or JCR according to status, and will be allocated rooms in College annexes accordingly. Student Visitors who are part of organised groups with whom the College has a special arrangement will be housed in rooms in Warnock House and Abingdon House, or elsewhere as required. Any Student Visitors who matriculate are eligible for housing. Any unallocated rooms will become generally available after 1st September for allocation to unhoused students of any category.

Flats

The College has several flats available for rent to MCR members which are suitable for two persons, but are not suitable for children. Rents are normally 1.5 times the graduate daily rate. Licences will not normally be for more than one year. Application for flats is through the MCR ballot.

Notes

- (a) in courses where Finals are taken in two parts, for purposes of the above rules the "final year" is the Part I year. However, Part II students in such cases have priority in the ballot over second year students, provided they will be in Oxford during all three terms of their Part II year.

- (b) in the case of four-year courses where Finals are not taken in two parts, and where absence from Oxford during term is not required, students entering their third year also have priority in the ballot over second year students.
- (c) in the case of Part II students who are required by their course to be away from Oxford during term, sympathetic consideration will be given by the Bursar to applications for rooms, if available. This applies equally to other students who are required by their course to be away during term for part of a year (such as Oriental Linguists).
- (d) students extending their course for an additional year cannot be guaranteed College accommodation. The College will accommodate them if at all possible, but only after all other JCR members have been allocated rooms. Fee-paying students in this category have priority over non-fee-paying students.
- (e) exceptionally, the Dean may have to upset the established procedure to provide for cases of hardship or illness.

Residence in Term

For the avoidance of all doubt the word "term" means the period from noon on the Thursday of the week preceding Full Term, which is usually called 0th Week (e.g. Thursday 8 October in Michaelmas Term 2020) to the end of Full Term (e.g. Saturday 5 December in Michaelmas Term 2020). It also includes Extended Terms as specified for some subjects (e.g. Chemistry Part II). See College and University Residence Requirements.

Anyone to whom a room in College or a College annexe has been allocated has the right to occupy the room during term, as outlined in the terms of the Licence to Occupy. Rooms are only allocated for the duration of any one academic year. No rebate of rent can be made for any period of absence in term, save in the most exceptional of cases, and with the approval of the Governing Body.

Anyone who wishes to give up their room in College or in a College annexe remains liable for the rent until a new occupant has been found and the Bursar notified. Any continuing student who wishes to give up a room allocated to them for the following year remains liable for the rent until a new occupant has been found, approved by the Accommodation Officer, and has agreed and signed a Licence to Occupy.

The exchange of rooms in College and College annexes is not permitted except with the written consent of the Bursar. The sub-letting or sharing of rooms is not permitted except with the Bursar's written permission.

Vacation Residence (See section on Vacation Residence and Free Nights Allowance)

Maintenance of Rooms and Fittings

The furniture, fittings and decoration of rooms in College annexes are inspected regularly by the Housekeeping staff. Cases of damage or other defects either in rooms or on staircases should be reported to the Domestic Bursar as soon as possible. **Residents in rooms whether in College or in College annexes are not permitted to redecorate them without the Bursar's permission.**

The cost of damage in rooms, beyond normal wear and tear, is charged to the occupant, including damage to walls caused by "blu-tack" and other fixatives, the use of which is not allowed. Picture hooks are available from the maintenance staff on request for rooms which have not been newly refurbished. Damage is normally charged for at commercial rates.

Furniture must not be removed without the Housekeeper's permission. Rooms with twin beds must not be used for guests without prior permission from the Housekeeper. Students are not normally permitted to bring their own furniture items into College accommodation. Students are not permitted to change the curtains in rooms. Students are not permitted to bring a bed into their room (and double beds are not permitted, unless permission has been granted by the Domestic Bursar). Where permission is granted for particular items (by the Domestic Bursar), the student must provide proof that such items comply with fire regulations. Likewise, any student who brings electrical equipment must provide proof that the items comply with fire regulations. Failure to do so means that such items will be removed.

Residents are asked to take rubbish to the College bin stores on leaving Oxford at the end of each term. Failure to do so may involve an extra charge on battels. Black and clear plastic bags can be provided; residents should ask their scout for these.

During vacations, rooms must be fully cleared including all drawers and wardrobes, unless with the written consent of the Housekeeper. Any item(s) left will be removed and discarded.

Residents in College annexes should arrange among themselves for the cleaning of kitchens, especially cookers and refrigerators. They will be charged part of the replacement cost where this becomes necessary through lack of maintenance. The same rule applies to kitchens in College. The College provides some refrigerators in College, but the College can take no responsibility for the loss of private stock therein, and those using them are responsible for keeping the refrigerators clean and in working order, and will be charged for failure to do so. Housekeeping staff will monitor food in fridges and remove anything out of date or that has perished on food hygiene grounds. Any hobs or ovens left on repeatedly will be disconnected until the end of term.

Any problems or complaints about the upkeep of rooms should be brought to the attention of the JCR or MCR Housing Officer who will raise the matter with the Domestic Bursar and if necessary also in Joint Committee.

Rooms in College and in College annexes are cleaned by staircase scouts. Occupants of rooms must arrange with their scouts for the rooms to be available for cleaning. Scouts are given a cleaning schedule to follow. Scouts concentrate on bathrooms, stairs and passages and on weekly cleaning of individual rooms. Please ensure that your room is clear of clutter to allow the scout easy access to clean your room. Students should provide their own bedding and linen, or make arrangements with Housekeeping to purchase a College bedding pack (single: £28.00, double: £32.00). The cost of the bedding pack is included in the Visiting Student programme fee.

Members of the maintenance staff will not come into a room they are told not to enter, but it is reasonable that they should normally be allowed in to effect repairs during ordinary working hours. Where it is possible to give advance notice this will be given; but it is not always possible. If repairs are effected during the absence of an occupant, a note will be left to say what has been done.

Bicycles must not be left in communal areas; any which are found will be padlocked, and a fine may be levied before they will be unlocked. Bicycles are not permitted in bedrooms under any circumstances.

If room refrigerators are required for medical reasons, these will be supplied by the College. Students should contact a member of the welfare team for details.

Pets may not be kept in College or in College annexes.

Recycling

Cans, paper, and cardboard are recycled using the comingled recycling bin in student rooms. **Glass is recycled separately, and it is the responsibility of students to remove glass from their rooms and place it in the bin(s) provided;** toner cartridges – bins in the IT Office in OB1; batteries – outside the lodge and JCR. Food recycling is currently available in all areas except North Oxford.

Parking

The parking of motor vehicles of any description (including motor bikes) is not allowed in College, except by written permission of the Bursar. Bicycles should not be left on staircases, in the Chapel Porch or leaning against buildings, anywhere in the Old Quad, the Lodge entrance or the lower part of NB Quad, nor should they obstruct gateways. Cycles should not be stored inside College rooms. Cycle racks are provided in the NB Quad and Holywell Quad. Bicycles are not permitted in the Old Quad. **Undergraduates must remove their bicycles from the main College premises at the end of Trinity Term.** Storage for the summer vacation may be allocated in a storage facility at 63 & 64 St Bernard's Road on application to the Domestic Bursar. Bicycles that appear abandoned will be disposed of.

Students are not permitted to park at any College annexe site, or to seek a resident's parking permit. This is a condition of residence at these houses. You are strongly advised **not** to bring a motor vehicle to Oxford.

Keys

Room keys are issued to those living in College and in College annexes at the beginning of each term, and must be returned to the Lodge at the end of each term, or on vacating the room if that is later. **Anyone who has not returned the room key at the end of the term will be assumed still to be in residence until they do so, and will be charged vacation rent (at the conference rate) accordingly.**

All resident members of College are issued a wicket key and/or a key card/fob with their room key. The key fob unlocks the front gate of the College, and the gates leading into the Holywell

and New Quads and the Geoffrey and Mary Warnock gates and buildings. It also opens the Library door, the launderette in College, JCR and MCR outer doors, and staircase doors on the main site. Wicket keys unlock the exterior doors of Abingdon House. In the interests of security and fire safety all these doors should be kept closed and locked at night. Holders of key fobs and wicket keys must return them to the Lodge when leaving Oxford at the end of each term. Access to some sites may be restricted during vacation periods.

Wicket keys and/or key cards will be issued, on request, to any member of the College not living in College or a College annexe, subject to the same rules as to their return.

Loss of keys or cards/fobs should be reported to the Lodge Manager immediately. The normal replacement charge is £25 for room keys, gate keys, and key cards/fobs subject to an appeal to the Dean. There may be a fine in addition if there is an unreasonable delay in reporting the loss.

Access to the Graduate Centre is with a key fob.

Meals

1. Times

Breakfast 8.15 - 9.00 am.

Lunch 12.15 - 1.30 pm. (Saturdays and Sundays 11.00 - 12.30 Brunch)

Dinner 6.00 - 6.45 pm. (informal); Formal Hall on Thursdays (in odd weeks) and Fridays (in even weeks) and Sundays (only in term) at 7.15 pm.

Dinner is not provided on Saturdays. Meals are taken in Hall. It is not necessary during term to sign on in advance for any meals except formal Hall and certain event dinners. Sign on for meals is online, using the [food section](#) of the College website. Meals are also provided at Warnock House for residents of College properties in South Oxford.

A vegetarian option will always be available at informal meals, but students must sign up as vegetarian for formal meals. All allergens can be catered for at formal meals, but students do need to let the Catering team know of specific allergens when they sign up in advance for formal meals. This is to prevent students having to wait for a meal to be prepared, and meals being wasted if they do not attend. Halal or kosher are available on request.

Those with a particularly demanding regime should seriously consider whether they might prefer to live in a College annexe where self-catering facilities are provided. Some self-catering facilities have now been made available in College. Visiting students are accommodated in our 2nd and 3rd year college annexes where self-catering facilities are available if required.

Snacks and drinks are on sale in Hall and in Warnock House.

2. Payment

Meals are paid for by a card-tap system both in Hall and at Warnock House using the University Card. Cards are issued to all junior members at the beginning of their course. Lost

cards should be reported to the Academic Office immediately. Visiting students have a meal plan included in the programme fee which covers the equivalent of one meal a day.

The College uses the uPay service for catering payments. Members all have uPay accounts. For most people, this account is linked to their Bod Card, which can then be used for cashless payment at the various tills including in Hall, at Warnock House and in the Bar.

uPay accounts come with a spending allowance for new students (£200 for undergraduates and £100 for graduates), that is charged to battels. You can "top up" your account using a bank card. This allows you to keep your account in credit, and means that no transfer (or a reduced amount of transfer) to battels is required. Further information about uPay accounts, including account management, can be found on the [Intranet](#).

3. *Dress*

For formal dinner in Hall members of College are expected to dress in a reasonably formal manner. For example, jackets and ties or the equivalent. Gowns should be worn also. They need not be worn in Trinity Term, except for Sundays.

4. *Guests*

A limited number of guests may be admitted to lunch and dinner. Certain nights during the term are set aside as JCR and MCR guest nights, and a special guest table is provided. The charge for each guest night is arranged and notified in advance, and payment is by card.

The College Bar and Café

The Hertford College Bar space is open 9am–6pm and serves as a café space for members of the College where coffee, sandwiches and snacks can be purchased.

The bar is open 7pm–11pm Monday to Saturday and 7pm–10.30pm on Sundays. Closing is strictly observed. The bar is open to members of the College and their guests only. Hertford College Bar is run as a private club under the provision of the Licensing Act 2003 and the bar is a non-smoking area.

There are no off-sales, and payment is by uPay via your Bod Card. Please see the [uPay Service](#) section of the Intranet for further information about payment.

Electoral Roll

It is the responsibility of students living in College to register for the Electoral Roll if they so wish and are eligible to vote. Information on how to check if one is on the list and how it can be corrected should be sought from the Oxford City Council.

Universities UK Accommodation Code of Practice

As a result of the Housing Act 2004, Higher Education establishments that manage or control student accommodation have established, under the auspices of Universities UK (UUK), an Accommodation Code of Practice (the 'UUK ACOP') setting out the standards that should be met. Hertford's compliance with this code is ensured by formal external audit. The College is committed to providing the best possible student experience at affordable cost, and to

compliance with the code, which sets out both the College's responsibilities as the accommodation provider and students' as 'licensees'. Where appropriate the provisions of the code have been incorporated into the College's Health and Safety Policy. It is important to note, in this regard, that there is student representation in all levels of college governance up to and including Governing Body. With regard to accommodation and domestic issues, the JCR and MCR are represented on the Domus Committee, the Joint Committee and the Wellbeing Committee. Outside of these formal mechanisms, however, students are always welcome to approach the appropriate college staff.

7. PRECAUTIONS AND SAFETY

Property and Insurance

The College accepts no responsibility for the loss of or damage to personal possessions.

The College provides a basic level of insurance for students' possessions (including bikes, laptops, phones, etc.) as well as some personal cover. This is paid for by the College and included at no additional charge, but has a number of limitations—notably that some high-value items are not covered outside of your room. The insurance is provided through Endsleigh, and you can add extra cover to suit your own needs (or simply check what is included) by visiting [their website](#) and entering the College's policy number HH1587. Please do make sure your insurance arrangements are sufficient for your needs.

Storage is at a premium in all areas of the College. There is storage space in College that junior members who wish to leave possessions in College during the vacations may use; however, they must seek the Domestic Bursar's permission to do so. Priority will be given to overseas students and to those who have no home to go to. The store beneath Holywell 1 is only to be used for containers securely packed and labelled with the storage forms which are available from the Accommodation Office. These must be filled out in triplicate for each box or container: one copy on the box/container, one copy to be kept by the junior member, and one copy for Housekeeping. Forms are available from the Lodge or Housekeeping. The College can take no responsibility for loss or damage whatever the circumstances. Bicycles left in the storage facility in Leckford Road are subject to the same condition. Storage at all other sites must follow the same policy, via speaking to the Housekeeper at each site for permission to leave items and also completing the storage forms. Visiting students are allowed to keep their belongings in their rooms during the vacations.

All access to storage areas will be kept to a strict time, from 09.00-14.00 Monday to Friday only. Keys and access will be from the Housekeepers at all annexes and the Accommodation Office on the main College site.

In the case of students who are leaving the College a storage charge may be levied in such cases, and goods not reclaimed after one year will be disposed of. Property that has apparently been abandoned will be disposed of by 15 August at the end of a student's final year. It is therefore imperative that all stored items are clearly labelled using the form provided by the Lodge or Housekeeping.

Crime Prevention

All colleges are vulnerable to incursions by opportunistic thieves and other criminals. The best security precaution is to keep room doors locked **at all times**, and windows when out. Members are advised not to leave valuables laying around in open sight, or where a thief might gain access to them: especially laptop computers, cash, and debit/credit cards.

No innocent stranger could legitimately object to a polite inquiry such as "can I help you?" or "are you a member of the College?" But more importantly anyone seen acting suspiciously should be reported to the Lodge, to the Bursary or to the Dean. Any suspicious bags, packages, etc. should also be reported.

Many public areas in College are monitored and recorded by video cameras to increase security for residents.

All thefts which do occur should be reported to the Lodge and to the Dean, and also to the Police. Bicycles and lap-top computers are particularly prone to theft and should always be secured with a substantial lock such as a D-lock or a laptop computer lock.

Bicycle Registration

Bicycle registration stickers are available free of charge from the Lodge which keeps a record of all numbers and will advise members on how to attach them. This is a useful precaution against theft (though no substitute for insurance, nor locking), and will help to recover bicycles if they are stolen and later found by the police. All members of the College must register their bicycles. Non-registered bicycles will be recycled. All bicycles must be placed in bicycle racks provided. Any bicycles placed at the front of houses will be removed.

Fire

The importance of precautions against fire cannot be over-emphasised. Any conduct which deliberately or negligently creates a risk of fire will be treated as a major offence. This includes irregular use of electrical wiring or appliances. If you are in any doubt about this please consult the Domestic Bursar for advice. It is a serious offence to overload power points. The Domestic Bursar may from time to time instruct an electrician to inspect any installation.

All landings and fire exits must be kept clear of obstruction and fire doors must not be propped open.

There is an absolute prohibition on the use of candles in students' rooms or any shared space because of the danger of fire. **Residents disregarding this rule may be required to leave their room and a fine is likely.** The use of oil lamps is similarly prohibited, as are fairy lights and incense burners. Offending items will be removed by Scouts.

The use of fire extinguishers as playthings, and the misuse of fire alarms, are extremely irresponsible and expensive, and are likewise offences. It costs, for instance, £100 to refill some fire extinguishers; several hundred pounds if the fire alarm or smoke detector systems are improperly tampered with; and more than that if the Fire Brigade is unnecessarily

summoned to what turns out to be a false alarm. Improper use of a fire extinguisher is likely to lead to a £500 fine.

Bonfires and fireworks are not allowed on College premises. There are no exceptions to this rule. This rule also applies to barbecues in College and in College annexes. The Bursar's written permission is required in order to use the barbecue at 57 Banbury Road.

Instructions relating to fire precautions and the steps to be followed should fire break out are posted in rooms.

A fire drill will take place at least once during every Michaelmas Term and Hilary Term, both in College and College annexes. It is an offence not to take part in it if one is in College, or in a College annexe, as the case may be at the time.

Fire call points are tested on a weekly basis.

As a result of recent legislation, portable electrical appliances must be tested for safety by a competent electrician before they are installed. It is the responsibility of students to ensure that this is carried out before arrival and that any later additions are similarly checked. The Electrical Appliances Policy is available on the [College intranet](#).

All members must be able to be able to evacuate buildings promptly and safely in the event of a fire or other emergency. If you have a disability or medical condition that could make it difficult to exit a building unaided, you should inform the Dean, Registrar and Domestic Bursar. A Personal Emergency Evacuation Plan (PEEP) will be created, indicating what assistance you may need, any precautions necessary, the use of equipment that may need to be issued, and any actions you may need to take in an emergency.

Smoking

Smoking (including vaping) is not permitted in rooms, or on any College site.

Cooking in College Accommodation

Kettles and auto-defrost refrigerators are permitted in rooms, provided they pass the safety check referred to in the entry about **Fire**. You may use this equipment in your own room only, not in College kitchens. Cooking in rooms is prohibited; **this includes rice cookers**. Coffee machines are also prohibited in rooms.

Kitchens

College provides fridges, kettles, microwaves, toasters, and ovens (where possible). The following items are not permitted: boiling rings, steamers, cookers, grilling machines, etc. All personal electrical appliances must be removed at the end of the academic year. The cost of disposing of any abandoned equipment will be charged to the former occupant of the room. Any requests to pass equipment onto successive occupants of a room will require the permission of the Housekeeper who reserves the right to remove broken or dangerous items. The Electrical Appliances Policy is available on the [College intranet](#). Scouts do not wash or clear away student crockery or cutlery: members are asked to leave areas as they would wish

to find them. Crockery and cutlery should not be removed from the College's catering services.

Noise

Noise should not cause an unreasonable disturbance to others at any time and there should be no noise at all between midnight and 8am (10.30pm till 8am during University examination periods). The starting point for the calculation of fines for noise between these hours (subject to mitigating or aggravating factors) is £25. This will be higher during University examination periods. It is the right and duty of members to complain (in the first instance to the Junior Deans, porters or caretakers, thereafter to the president of the JCR or MCR and to the Dean) about disturbances from excessive noise or damage to property.

Parties fall under the guidelines for noise and so must not cause a disturbance in College or College annexes nor continue after midnight (or 10.30pm during the examination period) unless authorised by the Dean or Student Conduct Officer. A party is defined as a group of 6 or more students gathered in a room or quadrangle while playing music and/or consuming alcohol. Any use of common rooms in College annexes for social purposes must be authorised well in advance by the Dean and the relevant caretaker/housekeeper.

29 Leckford Road has been designated by the College as a quiet house. Parties are expressly prohibited at this property (whether in the house or garden), and residents are expected to keep noise levels (such as amplified music) low, so as to minimise disruption to neighbours and fellow students.

The University's Trinity Term examination period runs from Monday of 0th week to Saturday of 10th week.

Visitors and Room Sharing

Members of the College are responsible for the behaviour of their guests. Visitors are allowed in the college between 8am and 11.45pm. If you require a spare mattress or bedding there will be a charge of £12 per night (up to a maximum of three nights). Overnight stays must comply with the College's Protocol on Room Sharing whether the guest is a college member or an external visitor:

Protocol on Room Sharing

- a. The resident of the room in question should seek the written permission of the Housekeeper. North Oxford has visitors' books that must be completed for overnight guests.
- b. Overnight stays should last no longer than three consecutive nights.
- c. Room sharing must not hamper scouts in their duties.
- d. Residents and guests should be mindful of the sensitivities of scouts and maintenance staff.
- e. Furniture is not to be moved from one room to another. This includes mattresses.
- f. Abuses of this protocol will be reported to the Domestic Bursar; repeated abuses will be referred to the Student Conduct Officer.

Television

It should be noted that students are personally responsible for the licensing of television sets, or devices upon which television broadcasts can be received. A television licence is required to watch the BBC iPlayer service online.

Litter

It is important that litter be put in waste bins and not left lying about in the Quads or in the vicinity of College annexes. Littering is an offence.

Ball Games

Ball games are not allowed in any part of the college or in College annexes (croquet apart, in the section on the lawn). This includes the throwing of frisbees. Skateboards and roller-skates are likewise forbidden. These rules also apply to ball games in Catte Street, Holywell Street, and New College Lane.

Roofs and Lofts

Access to roofs and loft spaces is forbidden at all times, except in the case of fire.

Bicycle Regulations

Bicycles are not to be stored in bedrooms under any circumstances.

Health and Safety

It is the duty of all College members to be on the look-out for anything which endangers the safety or security of the College and its members. Such matters should be notified at once to the Lodge. Health and safety matters are discussed regularly by the Joint Committee and by the College Domus Committee. The JCR and MCR Housing Officers also consult regularly with the Bursar.

Any accident which occurs in College or in College annexes or elsewhere in Oxford must be entered in the relevant accident books which are kept in the Lodge or by the Caretakers in Warnock House, Abingdon House, the Graduate Centre and the North Oxford Houses.

Clinical waste should be put in special refuse bags available from the Lodge or the Housekeeping office. There is a specially designated yellow bin in the Holywell bin area for these bags. Students requiring their own sharps' bins should contact the College Nurse.

Damage Account

All junior members of the College are asked to note this section carefully.

The cost of unattributed damage to College property in the three quadrangles and in Abingdon House and in Warnock House is shared amongst all undergraduates who are in residence in Oxford. However damage occurring in NB7 will be shared by MCR members, at the Graduate Centre North and West Block will be shared with Undergraduates also living in these buildings, South Block shared by MCR members. A minimum charge of £50 will be levied for excessive cleaning after departure of occupants.

A separate account is kept for unattributed damage in other College annexes and is shared among the occupants.

Shares of the Damage Account are added to termly battels for undergraduates. Shares of the Damage Account for graduates are deducted from MCR funds. The Damage Committee discusses all items charged to the Damage Accounts and also settles disputes if they arise (e.g. whether a particular item should be charged to the Damage Account or to an individual member of the College, or to neither). In recent years this has been delegated to a sub-committee of the Joint Committee, consisting of the Bursar, Domestic Bursar, Accountant, Dean, and JCR and MCR representatives. Where a fine is imposed for improper and unattributed use of a fire extinguisher, this will be a collective fine.

The Damage Account system is not ideal, but defensible where social pressure fails. It is obviously preferable that anyone responsible for damage accepts their responsibility to pay for it rather than leave it to others to pay for. It would be better still if damage in College could be eliminated altogether. If social pressure is sufficiently strong against it, there will be very little damage to charge to the Damage Accounts.

It must be stressed that College staff very much (and very rightly) resent the occurrence of wanton damage in the College. It is viewed with great seriousness by JCR and MCR officials and by the College authorities alike. Those responsible will be charged the full cost of repairs and are liable to other sanctions as well. High spirits, however generated, are no excuse.

8. LODGE

(Ext.(01865) (2)79400)

Booking of sports facilities and the music practice room is done in the Lodge, and keys relating to public room bookings should be signed out from the Lodge.

All incoming mail is placed in the pigeon-holes in the Mail Room, except for registered items and parcels, which are kept at the Porter's desk. All parcels and registered items for members delivered to the Lodge should be collected as soon as possible. Members will be informed by a personal email. The College's insurance policy does not cover theft or damage to parcels signed for by the Lodge and left uncollected by members of College.

The College provides a free messenger service for private letters to other colleges during term; please hand such post in to the Lodge. All letters sent by messenger service should bear the name of the sender and the name of the College. The maximum number of letters is three items. No food, clothing, money, or bulky items can be sent. If in doubt, please consult the Lodge team.

It is essential that all members of College keep a close eye on their College pigeon-holes and email accounts as well as the notice-boards in the College entrance. Members are asked to ensure that pigeon-holes are cleared regularly.

The main College gate is locked at approximately 7.30 pm. Gates, other than the main College gate, are locked at all times for security reasons. Everyone is requested to make as little noise as possible when entering or leaving the College at night, and to make sure that all locked gates are left locked.

Illness and accidents and near miss incidents should be reported to the Lodge. Where appropriate, a visit by a College Doctor or College Nurse will be arranged. There is also a First Aid box in the Lodge. All members of the Lodge staff have received training in First Aid.

Absence from Oxford during term should be recorded in the Exeat Book, which is kept in the Lodge.

The room booking and bicycle registration systems are also run by the Lodge.

9. FINANCE

Course Fees

Details of course fees for undergraduate and graduate courses are published on the [university website](#). The course fees you pay include your fees for both University and college services. **Responsibility for ascertaining the level of fees payable rests with the student.**

a) *Undergraduate Fees*

All undergraduates are required to submit a Financial Declaration prior to starting the course.

UK and EU students commencing in 2013 and later

You may be eligible for government grants and loans and Oxford bursaries and fee waivers to help fund your course. This depends on where you are from, where you live and the value of your household income as assessed by your funding. For UK and EU students, full details can be found at <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/>

Overseas and Islands students

Fees vary depending on the course and when you started. For details of your University fee liability, see: <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/>.

b) *Graduate Fees*

All graduate students are required to submit a Financial Declaration form as a condition of entry.

Home and EU students

You will be liable for the Home and EU fee that applies to your course. For more information: <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/course-fees>.

Overseas students

You will be liable for the Overseas fee that applies to your course. For more information: <http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/course-fees>.

MBA Students

You will be liable for the fees relevant to your course as confirmed by the Business School. For more information: <https://www.ox.ac.uk/admissions/graduate/courses/mba?wssl=1>.

c) Visiting Students Fees

Your programme fee is comprehensive and covers all University and College tuition costs and your accommodation for the duration of your stay. It also includes a meal plan, which covers the equivalent of one meal a day. Depending on your home university, your programme fee is either paid on your behalf by your home university or paid by you directly to the College. The programme fee must be paid prior to your arrival. Once you have accepted your offer of a place, a 10% non-refundable deposit is required to secure your place.

Undergraduate students must provide written evidence to the Admissions Officer before they arrive in Oxford of how they will pay their course fees, for example from a regional funding agency that has certified that they are eligible for public funding. Graduate students must similarly inform the Admissions Officer of any funding body responsible in whole or in part for their fees. Anyone from whom no such information is received will be held personally responsible for their course fees and will be charged accordingly. Tuition Fee loans from the Student Loan Company will be paid directly to the University. Maintenance loans from the Student Loan Company will be paid in three instalments normally paid directly into your bank or building society account.

Notes:

- (i) Visiting Students pay University composition fees relevant to their course and College fees according to status. Details of fees are available from the Director of the Visiting Student Programme.
- (ii) For part-time courses, please consult the Bursar.

Accommodation Charges - Undergraduates

For information regarding undergraduate accommodation charges, please see the website: <https://www.hertford.ox.ac.uk/study-here/undergraduates/finance-and-support>.

The standard annual licence fee is for 175 days of residence. Rent is charged until the Saturday night at the end of Michaelmas and Hilary Terms, and until the Sunday night at the end of Eighth Week of Trinity Term.

Accommodation Charges - Postgraduates

For information regarding graduate accommodation charges, please see the website: <https://www.hertford.ox.ac.uk/study-here/graduates/what-will-it-cost>.

Accommodation charges depend upon the accommodation plan selected. Accommodation plans are based on length of stay, and type of accommodation occupied. Possible combinations are set out in the [Graduate Accommodation Licence](#).

Occupation of a room during vacation without prior notification or agreement will normally be treated as an offence, resulting in a fine of £65 per night. **Rooms must be vacated by 10am in all terms on the agreed date of departure.**

Accommodation Charges - Visiting Students

The visiting student fee covers the cost of accommodation; however, please note that additional charges, for example late vacation of rooms, still apply.

Refund of Fees for Visiting Students

In accordance with the Memorandum of Agreement signed with each partner university or study abroad provider, should a student cancel in writing before the programme start the Programme Fee, excluding the 10% deposit, will be refunded.

For Students enrolled for one term, Hertford will not be under any obligation to refund Fees after the start of the term as the result of the Student's late arrival to, non-attendance of, withdrawal from, or removal (based on inappropriate behaviour) from, the VS Programme.

For students enrolled in two or three terms, in the event that a Student must leave the VS Programme because of documented illness (physical or mental) or serious physical injury, then Fees or other monies paid to Hertford in connection with or relating to the Student shall be refunded for each full term which the Student cannot attend excluding non-refundable University of Oxford fees. There will be no refund for the part of a term.

Graduate Rent Rebates

Under exceptional circumstances, the College will consider applications for rent rebates of up to 50% for graduate students for unanticipated absences from Oxford of three weeks or more on academic or welfare grounds. For applications on academic grounds, applications should be made to the Student Support Committee, with a letter of support from the student's supervisor; applications on welfare grounds should be made to the Student Support Committee with a letter of support from a relevant professional (e.g. College Doctor). In both cases the standard forms can be used, but applicants should state the duration of rebate applied for, rather than a sum of money, and a clear statement of the academic or welfare need. Acceptable absences on academic grounds might include extended visits to collaborators or additional field work (but not conferences, these are covered by graduate

travel awards), whilst welfare grounds would include absences for essential medical treatment or family bereavement. Enquiries about these awards should be directed to the Academic Office in the first instance.

Individual Meal Charges

Meals are charged on the basis of items selected.

Graduate Continuation Charge

For graduates who started their course before 2011: A college charge of £100 per term is levied for graduate students in residence beyond their fee-paying years. This is not payable for the first three terms.

For graduates who started their course in 2011 or later: The University Graduate Continuation Charge is £508 per term in 2020–21. The college Continuation Charge is £100 per term beyond a student's fee-paying years. The College may waive the College charge in special circumstances.

Duration of Fees

The payment of course fees is a condition for acceptance upon and continuation on a course. Non-payment of fees is likely to lead to suspension from facilities of both the College and the University. All those taking courses for which tuition is provided by the College remain liable for fees during the whole period of their course unless, in a period in which they are resident out of Oxford, they obtain the prior consent of the Bursar to the waiving of these fees. In the case of absence from Oxford for less than a year, permission is most unlikely to be given, except where the absence is due to illness. Those taking courses for which tuition is provided by the University remain liable to pay fees to the College as long as they remain liable to pay fees to the University. Graduate students are therefore charged fees for the first year and in each year immediately following, *whether or not they are in residence in Oxford*, until such time as the total fees for the course have been paid. Thus a DPhil candidate who spends their second year out of residence is required to pay fees for that year, although no fees will be payable in their fourth year. Any member of the College who leaves the University before the end of their course remains liable for course fees, including those payable for the whole of the academic year in which they leave. A refund of fees is most unlikely. The Bursar is willing to consider the circumstances of each individual case, however, and anyone who has decided to leave should see the Bursar as soon as possible to discuss the financial implications.

Payment of Battels

The term "battels", whatever its original meaning, now includes all sums payable to the College by members for whatever reason (including fees and loan repayments and all sums owing to the University). Battels for visiting students covers miscellaneous expenses not covered by the programme fee, such as meals, club subscriptions, etc. The rules about payment are as follows:

- (1) All junior members responsible for meeting their own fees must pay the fees for the whole year at the beginning of Michaelmas Term, unless the Bursar's written agreement

to some variation of the schedule has been obtained. Students liable to pay the course fee and those who are not supported in this by a local education authority are subject to the University regulations on this matter, copies of which are available from the Bursary.

Fees must be paid at the beginning of the academic year.

- (2) All battels may be paid by cheque, or using the online payment service.
- (3) All junior members are required to pay term rent (where applicable) by Friday of 3rd Week of each term.
- (4) Items obtained on credit (e.g. vacation rent and telephone charges) are due for payment at the start of the succeeding term.
- (5) Finalists receive a final bill when they leave Oxford. This bill is due for settlement immediately. Interest is added on all outstanding accounts on a termly basis.

The programme fee for visiting students is paid prior to arrival. Therefore battels for visiting students covers miscellaneous expenses not covered by the programme fee such as meals, club subscriptions. As a visiting student you are expected to pay your Battels by the end of your programme date. Any charges which come in after you have left Hertford will be taken from your credit card, the details of which are given, with your consent, to the bursary at the start of your programme. Final transcripts will be withheld until all outstanding Battels are paid.

Non-payment of Battels

1. Battels are issued in 0th Week for payment by the end of 3rd Week in each term.
2. Non-payment of Battels by Friday of 3rd Week results in an automatic £25 administrative charge.
3. Non-payment of Battels by Friday of 5th Week results in the administrative charge increasing to £50, and a request to meet the Bursar.
4. Failure to attend a meeting with the Bursar or agree a payment plan, results in a request to attend Treasury Committee in 6th Week. Students may be accompanied to this meeting by their Tutor or Supervisor.
5. Students who have not paid Battels in full by the end of Trinity Term may be excluded from College housing on their return and reported to Governing Body.
6. Visiting students are expected to pay Battels in full by the end of the programme date. Any charges which come after you have left Hertford will be taken from your credit card, the details of which are given, with your consent, to the Bursary at the start of your programme. Final transcripts will be withheld until all outstanding battels are paid.
7. Treasury Committee may find it necessary to recommend to Governing Body the student's suspension or expulsion. Suspension or expulsion are retained as a Governing Body sanction of last resort, and normally reserved for cases where there is no reasonable hope of securing effective repayment in any other way. Any student suspended or expelled for debt by the Governing Body has a right of appeal to the Disciplinary Appeal Committee under the provisions of the Disciplinary Bye-Law.
8. It should be pointed out that legal action in the courts cannot be ruled out.

This policy does not apply to students suffering genuine financial hardship. Anyone in difficulty over battels should see the Bursar within the first two weeks of term. It is an offence to ignore the Bursar's request to see him about outstanding debts to the College.

Financial Support for Students

Government support for undergraduates

Details of government grants and loans are available from your regional funding agency and the University finance pages (see <http://www.ox.ac.uk/students/fees-funding/ug-funding>). The level of support depends on your household income.

University support for undergraduates

UK and EU students may be eligible for an Oxford Bursary. Details can be found at <https://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support?wssl=1>.

Eligibility and level of bursary will depend upon your start date and household income assessment. You must complete a financial assessment for support through your funding agency (see <http://www.ox.ac.uk/students/fees-funding/ug-funding/government-support>) and disclose your household income to the University to be considered for Oxford support. There is no separate application process; you will automatically be assessed.

There are other sources of funding available from the University. For details see: <http://www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support>

College support

Hertford College Undergraduate Bursary

Hertford College provides a bursary of £1,000 a year to all UK undergraduates studying for a first undergraduate degree who are assessed by their regional funding agency as having a household income of less than £53,000. The bursary is not available for PGCE or Graduate entry Medical students. Students in receipt of a [Crankstart Scholarship](#) are eligible.

This bursary, which is one of the most generous college bursary schemes in the University, is in addition to any government loans and grants and the Oxford bursary.

There is no application process provided you have been financially assessed by your regional funding agency and you have consented to share information on your household income with the University on your assessment application (as part of the process described under the 'University Support' section above). The Hertford bursary will be automatically credited to your College account in two equal instalments in January and April.

Student Support (Hardship) Funds

Students who experience unexpected financial hardship during their time at Hertford may apply for a grant (or in some cases loans) from the college. Grants are available to UK, EU and overseas undergraduates and graduates and are awarded twice termly on the recommendation of the Student Support Committee. The Student Support Committee meets in 3rd and 6th Weeks of each term to consider applications from members of both the JCR and MCR. Application forms should be obtained from the [College website](#). In addition, applications for other assistance may be made to the Committee at any time.

Other financial support

There may be other sources of funding available from the College. For details see the College website or speak to the Bursar.

Vacation Residence and Free Night Allowance

Vacation Residence

Anyone living in College or College annexes who is required to stay in Oxford after the end of term in order to take a University examination has an absolute right to retain their room until the examination is over. This rule does not apply to those summoned for vivas in the summer vacation, who do, however, have an absolute right to a room in College or in a College annexe. Otherwise, those living in College accommodation have no automatic right to the use of their rooms during vacations, when rooms are usually let out for conferences (Easter and Long Vacations) or required for admissions candidates (Christmas). For this reason, undergraduates will normally be requested to vacate their room on Saturday of 8th Week by 10am unless they have prior permission to stay for academic reasons or for College business.

All undergraduates are eligible to apply for vacation residence. Normal vacation residence is charged for the period booked on the application form and confirmed by the Accommodation Officer at the standard night rate applicable during term. There is no guarantee a room will be available. There is no rebate for nights when the accommodation has been booked but not used.

Failure to complete and return the application for vacation residence to the Accommodation Officer causes considerable inconvenience, and occupation of a room during vacation without prior notification or agreement will be treated as an offence, resulting in a fine of £65 per night. Rooms must be vacated by 10am in all terms on the agreed date of departure.

Every effort will be made to find College accommodation for the applicant, but this will not always be possible, and certainly no guarantee can be given that it will be in the applicant's term-time room. Priority will be given to finalists, and then to others with forthcoming university examinations. In cases where any difficulties arise or seem likely to arise an appeal can be made to the Dean. It should be noted that difficulties in making travel arrangements will not normally be regarded as a good reason for special treatment.

During certain periods in vacations, meals may not be available. This will only be the case if the kitchens are closed or if there is an exceptionally big conference in College using up all the available places in Hall.

Non-Chargeable Nights

The undergraduate accommodation contract is based on 175 nights, and does not include the first four days of 0th week (Sunday through Wednesday) each term. 0th week nights not within the contract are deemed non-chargeable, and will not appear on battels. This provides up to 12 free nights per annum on top of the accommodation contract. Students may come into residence at any time from the Sunday of 0th week without providing advance notice.

Arrival before this will require the agreement of the Accommodation Office, and will be chargeable or must make use of an available flexible allowance credit.

Free Nights Allowance

Each student is provided with an additional allowance of seven free nights of accommodation for each academic year they are in residence. This is credited in advance, in 0th Week of each MT. For students on exchange schemes, this allowance will be credited at a rate of 2 nights for each term in residence in Oxford.

This allowance may accumulate, allowing students to build up their credit for use in later years if desired (e.g. for finals). It may not be used in advance of being credited. Free night usage does not need to have an academic purpose—it can be for any reason. With the sole exception of 0th week each term, students still need to check room availability for residence outside of term, and seek agreement from the Accommodation Office. This is required whether free nights are being used or not.

Free night allowance usage does not require any action to be taken beyond booking, obtaining the agreement to stay outside of term. On the subsequent battels statement, free nights will automatically be credited against any additional nights in residence, up to the limit of an individual student's remaining free night allowance.

There is no option to pay full rate for additional nights if there is a remaining allowance—the allowance will always be used first, before any nights beyond that are charged at full rate. This is intended to keep the process simple. The value of free nights cannot be set against any other charges, and have no residual value at the end of a course of study. Specifically, free night allowances cannot be used to offset standard room licence charges.

Extended Stays

Any requests to reside for more than 10 days outside of term in any one vacation are deemed an "extended stay". Students wishing to have an extended stay must state the reason on the request form. Where this relates to a confidential welfare consideration, students can simply tick the relevant box, and do not need to provide further details. As part of the process, all extended stay requests will be notified to the Academic Office for review or, if the welfare box has been ticked, notified to the welfare team. Depending on circumstances, such requests may be declined unless there is a valid academic, welfare or other reason for the extended stay. Two categories of request reason will generally always be deemed to be valid:

- For overseas students, avoiding travel cost / disruption (but only where staying for the whole vacation).
- For students in certain subjects with extended term dates.

Students applying for residence for the duration of the vacation on welfare grounds should apply in the usual way, ticking the welfare box on the form. In cases where funding for the vacation residence is also being sought, a separate application should be made to the Student Support Committee via the existing form. Please note that the deadlines for applications fall at the end of 2nd and 4th weeks, and the Committee meets at the end of 3rd and 6th weeks, each term.

Procedure for End of Term Arrangements for Undergraduates

In 3rd week of term the Vacation Residence web form will be activated and all undergraduates will be informed by email and given the web link to confirm end of term departure dates and apply to extend their stay in College accommodation. The closing date for applications will be Friday of 5th week and the web link will then be closed. Confirmation of dates and arrangements will be sent to all students during 7th week.

Vacation Residence for Visiting Students

Visiting students retain their accommodation for the duration of the vacations which fall within their programme start and end dates. The cost is included in the programme fee and extra vacation rent is not charged.

10.JCR AND MCR FACILITIES

The JCR is responsible for the running of the JCR Common rooms, the two TV rooms, and the launderette. The Middle Common Room is open to members of the MCR and their guests only. The JCR Social Committee organises a wide variety of social events during the year both inside and outside the College, as does the MCR Social Committee. Registered visiting students are members of both the MCR and the JCR.

Sports

The Sports Ground and Pavilion is situated adjacent to Purcell Road, on the cycle track from Oxford to Marston. There are facilities for all major sports—rugby, football, cricket and hockey; there is also a squash court. There are table tennis tables in the College, a pool table, and also a multi-gym and an ergometer. There is also a treadmill, cross trainer and punch bag in the gym. The College has its own Boathouse at Longbridges, which is shared with four other Colleges. Bookings for the squash court should be made in the Lodge, as should bookings for punts.

Individuals or teams intending to participate in inter-collegiate sports events (such as 'coppers' tournaments) as representatives of the College are required to seek the consent of the Bursar or designated fellow for their particular sport as part of their entry or registration process. Permission is also required for Hertford College members to host any inter-collegiate events on College property.

Punts

The current scheme for hiring punts requires all junior members (including MCR members) to pay a fixed charge in Trinity Term, which is collected via battels. Punts are then available free of charge via a booking system in the Lodge (only 2 bookings per person per week).

Music

The College has an active Music Society whose programme includes orchestral and choral concerts. The Chapel choir sings Evensong on Sundays at 5.45pm. There is a music practice room in the basement of NB2. Bookings should be made in the Lodge, but where amplified

music or bagpipes are involved, the prior permission of the Dean must be obtained. Pianos are available for use by accomplished musicians in the Old Lodgings Drawing Room (by permission of the Senior Member of HCMS, currently Professor Vallance) and the Ferrar Room, and there is a piano in the Chapel (please consult the Chaplain regarding use of the Chapel piano), and an upright piano in the Baring Room. Please note the Law of Copyright in copying musical scores with which the College must comply.

Soft Drinks Machines

There is a drinks machine in the Holywell JCR, as well as a chocolate-vending machine. There are also machines in Abingdon House, Warnock House, and the Graduate Centre.

Computer Rooms

There are computer rooms in Abingdon House, Warnock House, and the Graduate Centre, and also a computer room for all Hertford students in the College Library. Any issues should be first reported to the JCR or MCR Computer Reps (jcr_it@hertford.ox.ac.uk or mcr_sys@hertford.ox.ac.uk).

Printers & Printing Facilities

Printing facilities are available throughout the College – see the intranet for locations. Printing is chargeable and costs will be broken down into black and white or colour, with small variations for duplex and A3 printing. Members will be able to see how much their printing is costing as they use it through the PaperCut software, which will install by default on their PC when they connect to the Hertford network. Members can also go to the Papercut website for a more detailed view of their printing account at <http://papercut:9191> and entering their SSO account details. The charges for printing will be displayed on the College intranet. Printers are accessible via pin code or Bod Card.

Computer Network

All rooms in College, and all of the annexes are connected to the University network. All of these buildings are connected by WiFi. All usage is subject to compliance with the rules laid down by OUCS (<http://www.it.ox.ac.uk/rules>), and may be withdrawn in the event of misuse. Any offence under this rule may be referred to the Proctors and any offence which is deliberately offensive to any users will be immediately reported to them.

Telephones

The Lodge telephone can be used without charge to make calls on the University telephone network. Please ask permission to do so first. Please note that the Lodge is not a telephone exchange.

Booking of Guest Rooms

Separate guest rooms may be booked for the use of visitors. Application is to be made in advance to the Lodge Manager. The charge for 2020-21 will be £37, or £66 for two persons in a double guest room, per night (including breakfast in Hall when available, and VAT).

Booking of Private Dinners

Hertford members wanting to organise a dinner should please complete the request form available on the [Intranet](#) (under 'Private Dinner Request') to arrange this.

Student dinners held in the Hall are subject to the conditions outlined in the protocol for Student Society Dinners at Hertford, found on the [Intranet](#) (under 'Private Dinner Request').

Internal rates are only applicable if the invoice is being paid for internally (i.e. by a Hertford department or directly by a Hertford member via their battels or invoice). If the invoice is being paid for by an external party, external rates apply.

We advise booking before the start of term and typically cannot take bookings with less than two weeks' notice.

Booking of Other Catering Services

If you would like to organise catering such as lunch, refreshments or water for meetings or otherwise, please fill out the [Refreshment Booking Form](#) on the Intranet.

We advise booking at least 1 week in advance and typically cannot take requests with less than two business days' notice.

Bookable Function Rooms

Hertford members may book function rooms for meetings and events. Please visit the [Room Booking section](#) of the Intranet for a list of bookable rooms and the request form. Policies are outlined below.

Booking of Function Rooms by Fellows

In addition to the standard bookable function rooms, a number of SCR function rooms may be booked by Fellows and the Chaplain. The rules applying to the booking and use of these rooms may be obtained from the Bursar.

The Old Hall and Lower SCR may only be booked by full members of the SCR.

Teaching rooms (NB 1.1, NB 6.9a, OB 3.12, OB 3.13) may only be booked by Fellows and lecturers.

Members of academic staff and the Chaplain are responsible for risk-assessing their own events.

Please visit the [Room Booking section](#) of the Intranet for the full list of bookable rooms, the booking calendar for teaching rooms, and the request form for booking function rooms.

Organised Events by Students

The information in this section applies to any organised events, whether held in person or remotely.

Please visit the [Room Booking section](#) of the Intranet for a full list of bookable rooms and the request form for booking function rooms.

Please note the following:

- Anyone wishing to organise an external speaker event should first consult the External Speakers and Events Policy, found on the Room Booking section of the Intranet.
- Any events which will involve external speakers or the attendance of members of the public (i.e. non-members of the University) must be discussed with, and authorised by, the Prevent Lead at least one month before the event.
- Any events which involve the consumption of alcohol must be approved by the Dean at least one month before the event.
- Those organising the event are responsible for any guests attending (members of the University & public). For in person events, guests should check-in at the lodge and leave the College after the meeting/event.
- Payment is in advance where applicable.

Student events at which alcohol is served or a large number of people are in attendance are subject to the completion of the Student Risk Assessment Form, found on the [Room Booking section](#) of the Intranet.

1. Charges

Room hire charges, payable in advance of the event, are as follows:

The Baring Room - £20 per hour *to Hertford College*

The Octagon - £50 per event *to Hertford College MCR*

An appeal against any charge levied can be made to the Dean.

2. The Baring Room

The Baring Room may not be used for University society drinks events. The Baring Room is not available for parties, but other social functions can be held there if permission is obtained. The Baring Room is also not normally available for play performances, for legal reasons, although it can be used for play rehearsals. If the Baring Room is used for music practice this must finish by 9pm.

For the safety of the College, and those at it, any meeting/event taking place in the Baring Room to which external attendees (University members or otherwise) are going to be in attendance an additional step is required for your booking.

We ask organisers to arrange for 3 aids—one at the lodge directing guests to the gate of the new quad, one at the gate of the new quad letting guests in, and one escorting guests from the gate to the Baring Room.

3. Damage and Fire Risks

The applicant will be held responsible for all damage done by those attending and for clearing up afterwards. Everyone attending any function in any public room must ensure that nothing occurs that would involve the risk of fire, and the person booking the room must always check it carefully at the end of the function.

4. Student Rooms and Student Parties

Student rooms are not suitable venues for parties (that is, a group of more than six people; see section 6 of this document). Apart from the rooms listed, some common rooms in college houses may be used for parties, but the Dean's permission must be obtained at least a week in advance and the local housekeeper or caretaker must also be consulted. Parties are not permitted at 29 Leckford Road, as it is a designated quiet house.

5. External Bookings

No public room may be booked by a member of Hertford College for anyone from another college unless the Hertford member will be present throughout the function and accepts responsibility for damage and for clearing up. Bookings for parties will not be accepted unless a substantial proportion of those present will be members of the College.

6. Alcohol

Under the Licensing Act 2003 it is required that a Temporary Event Notice (TEN) must be obtained if the bar requires an extension after 11pm. A TEN must also be obtained if alcohol is to be sold or provided at the sports ground or the Boathouse. These must be applied for at least a month before the event. Applications should be made to the Dean. There is a charge, currently £21 per application, payable to the City Council.

7. Political Meetings

Anyone organising a political meeting of any sort must make sure that the University's Code of Practice of Freedom of Speech (issued as required by the Education Act 1986) is observed. A copy is available on the College intranet.

8. The Quads

Any proposed event involving the use of any of the quads must be referred to the Dean and the Bursar and may require the permission of the Governing Body.

9. Concerts & Ticketing

Those wishing to organise concerts in College, whether ticketed or free, must see the Dean in advance to discuss the form of advertisement. Any College club which holds a function for which tickets are sold to members of the public must have a senior member present. Permission for such a function must be obtained from the Governing Body. In view of the impossibility of obtaining public performance licences for the Baring Room and Hall, it will be very rarely the case that functions can be held in the College to which tickets can be sold to members of the public.

Laundry

A launderette is available in the basement of NB6. There is an ironing board in the launderette and one iron. If anything goes wrong with any of the machines, please inform the Housekeepers as soon as possible, and use the telephone number provided to contact the laundry company directly. There are also laundry facilities in Abingdon House, Warnock House, 59 Banbury Road, the Graduate Centre, 29a Leckford and 189/91 Banbury Road and in some graduate houses. All machines are card-operated; cards can be purchased from the JCR (main College site) and Warnock House (main lobby). A wash costs £2.50, and dryers cost

£1.20 per 60 minutes. Cards can be topped up online through the service provider, Circuit Laundry.

Lawn

The lawn in the Old Quad must not be walked on nor used in any way except for sitting on in Trinity Term. Junior members are permitted to play croquet on the lawn on Fridays between 6–9pm and on Sundays during Trinity Term. It is at the Bursar's discretion to forbid the use of the lawn if such continued use would prejudice its condition. No food or hot drinks are allowed on the lawn. Post-Schools celebrations in Trinity Term may be held in any of the Quads provided they do not cause a disturbance to students still working, nor damage to the lawn.

Education Act 1994

Under this Act all students are entitled to opt out of membership of the JCR and MCR if they wish to do so. They are still entitled to all the facilities provided by the JCR and MCR in such a case, other than the right to attend JCR/MCR meetings and to vote in JCR/MCR elections. Since the College contracts with the JCR and MCR to provide facilities for all students (whether or not opted out) there is no question of any financial advantage to opting out. The College is also obliged by this Act to review the constitutions of the JCR and MCR from time to time. We are also obliged to publish a Code of Practice, relating *inter alia* to complaints about the conduct of JCR and MCR affairs. A copy of the Code of Practice can be obtained from the Academic Office.

11.RELIGION

Hertford welcomes students of all faiths and none, and is committed to equal opportunities for all. For information about different faith communities in the university, in Oxford, and beyond, please see the links provided on the [Hertford Chapel website](#).

Chapel

The College has an Anglican Chapel, located in OB quad. All members of college are welcome to join in services or events, or to use the chapel as a quiet place for peaceful reflection at any time. College members are permitted to book the Chapel through the Chaplain, for rehearsals or performances. The College Chaplain is keen to advise people of any faith who wish to connect with faith communities in Oxford.

Weekly services and Events

Sunday	5.45pm Choral Evensong
Monday-Friday	Daily Prayers
Tuesday	10pm Sung Compline
Thursday	6pm Eucharist

Details of these, and of other services are on the Chapel term card and website.

After Sunday Evensong, all members of college are invited to meet the preacher informally over drinks in the Old Lodgings. After the Thursday Eucharist, dinner is provided in the Old Hall.

Chapel Choir

In addition to singing in college services, the Chapel Choir also sings in cathedrals around the country, performs in concerts, and has been on tours to New York, Japan, and Poland. If you are interested in joining the choir, please contact one of the Organ Scholars via the Chapel website or term card.

Chaplain

The Chaplain (the Reverend Mia Smith) is always available to talk in confidence to any member of college on any matter, regardless of their religious faith. The Chaplain may be contacted at mia.smith@hertford.ox.ac.uk and in an emergency can be contacted outside normal hours by the Lodge.

12. MEDICAL

All members of the College must register with an Oxford doctor. The College doctors, Dr Chloe Borton, Dr Matt Easdale, Dr Rachel Allan and Dr Adam Prewett will accept any member of the College who applies to register with them under the National Health Service (except in the case of anyone that continues to reside at a considerable distance from Oxford). The surgery is at 28 Beaumont Street (Tel. 01865 311811).

Registered visiting students, who are here for the year, are eligible for NHS treatment. Those who are here for less than a year are required to pay for their treatment and must recoup the costs through medical insurance. All registered visiting students must take out medical insurance for the duration of their stay before arriving in the UK.

All new undergraduate and graduate students, and visiting students here for the academic year, should complete the online medical registration forms provided via the Academic Office prior to arrival. Members should notify the surgery when they change their college room address in subsequent years.

Junior members are of course free to register with any Oxford doctor. But they must register with some Oxford doctor, and they must, by the end of the third week of Michaelmas Term, let the Academic Office know with whom they are registered.

The College Nurses can be seen in their room in NB1 from 0th Week to 9th Week each term. They hold a College surgery every weekday during term. Please see College welfare website for precise times. On Tuesdays there is a Hertford Only clinic at 28 Beaumont Street between 12 and 1 pm; appointments can be booked online via the College Nurses or by telephoning the doctors' surgery. During examination periods the Nurses will be available from 8.30am. Please note surgeries with the College nurse in college are free of charge.

Anyone who wishes to make use of the University Counselling Service may do so directly (Tel. 01865 270300).

Anyone bedridden through illness should arrange for the Nurse(s) and the Lodge to be notified, so that medical arrangements, and arrangements for meals, can be made where necessary.

With the student's permission, the Nurse(s) can circulate notification on a need-to-know basis to the welfare team, in the case of any student who:

- (i) spends one or more nights in hospital;
- (ii) is admitted to hospital for emergency treatment as an outpatient after injury or accident;
- (iii) is confined to bed in College or in a College annexe; or
- (iv) who suffers family bereavement.

It is the right of any such student to ask that some of the people on the above list **not** be informed, and also that details of the problem **not** be circulated.

Students (including all registered visiting students) who are entering Higher Education for the first time regardless of age, must be immunised against the Meningitis ACWY variants. We also recommend that everyone has had 2 MMR vaccinations. Further information will be provided.

Overseas students who will be undertaking clinical medical work or other work involving contact with hospital patients in the United Kingdom are required to provide evidence of freedom from TB infection.

Dental Care

Studental is an NHS service at the Helena Kennedy Student Centre, Oxford Brookes University, telephone number 01865 689997. The service is available to all students and staff of the University of Oxford.

NHS emergency dental clinics

For an out of hours dental emergency, call 111.

13. STUDENT WELFARE

Welfare

The Dean has a responsibility for the welfare of junior members of the College, and can act as an intermediary with tutors and other officers of the College, and with the various welfare support services provided by the University and by the College. Any student member of the College who has worries or difficulties of any kind, academic or otherwise, is encouraged to approach the Dean, the Chaplain (also a Harassment Advisor), one of the Junior Deans, the Senior Tutor, the Registrar, the Bursar (or any member of the SCR), the MCR or JCR President or Welfare Officers, the Director of the Visiting Student Programme or the College nurse(s)

or doctor(s)—whoever they think most suitable at any time. All such approaches will be treated in line with the College's Confidentiality Guidelines.

Junior Deans

The Dean is assisted by Junior Deans who, like the Dean, have joint responsibility for both welfare and citizenship.

There are normally two Junior Deans whose primary responsibility is for the main College site, a Junior Dean whose main responsibility is for Abingdon House, Warnock House and the Graduate Centre, and a fourth Junior Dean with responsibility for the North Oxford Annexes. Each of the Junior Deans have jurisdiction over all junior members of the College, unlimited by location.

The Dean and Junior Deans are available to see any member of the College. You may call in to their rooms or make an appointment by telephone, email or note in their pigeon-holes. For non-immediate matters, initial contact by email is preferred.

Harassment Policy

Hertford 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. 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. Harassment is a serious offence. For advice on harassment please see the Dean, the Tutor for Equality and Diversity, or one of the College's Harassment Advisors. Support is also available from the [University's Harassment Advisor Network](#). Any member of the college community who feels they have been subject to harassment can make a complaint via the college's Harassment Policy (currently available on the intranet). Students may also contact the University Support Service, particularly where the other party is a member of another college.

Welfare Team

This consists of the Dean, the Registrar, the Chaplain, the College Nurses, the College Counsellor, and the Junior Deans. Anyone is welcome to see any of these people at any time, on any matter of concern. Members of the Welfare team will be able to offer support and referrals where appropriate. Members of the Welfare Team meet regularly with MCR and JCR Welfare Reps.

Wellbeing Committee

This is a wide body of membership including those involved in welfare provision from the SCR, MCR, JCR, and staff. The Committee meets once per term to discuss general policy relating to student welfare.

14. THE DISCIPLINARY BYE-LAW

The Disciplinary Bye-Law

A new version of this Bye-Law was approved by Joint Committee and by the Governing Body in 2010, and is now in force. Its intention is to safeguard, and indeed to strengthen, the rights of students. It also aims to make our rules as congruent as possible with those of the University and of other Colleges. A copy of the [Bye-Law](#) can be found on the college intranet.

All infringements of the Disciplinary Bye-Law will be dealt with by the Student Conduct Officer.

15. COLLEGE DOCUMENTS AND POLICIES

Hertford updates its documents and policies throughout the academic year and in line with current legislation. These may be found on the [college intranet](#).

16. AFTER HERTFORD

The Oxford Alumni Card

This identifies you as a member of the University's international body of alumni. Your card allows you to take advantage of a wide range of benefits and discounts, both in Oxford and around the world.

For more information, visit the Oxford University Alumni website.

Verification Oxford MA degrees

If you have completed a BA or BFA you will be eligible to take an MA in or after the 21st term since you matriculated (i.e. seven years after matriculation).

This is not an automatic process and to obtain your MA you must apply to graduate at a degree ceremony (either in person or *in absentia*).

Please contact our Academic Office for further information or refer to our graduation information.

This section does not apply to Visiting Students.

Verification of University qualifications

Verification of University qualifications, or replacement certificates, can be obtained from the central [University's Degree Conferrals Office](#). For visiting students, this can be provided by the visiting student administrator only.

Email forwarding

The alumni email forwarding service provides an Oxford-based email address which you can keep for life, and automatically forwards emails received to an email address of your choice.

The Hertford email addresses are provided in the following format: `firstname.lastname@hertford.oxon.org`. This email address includes anti-virus checking and is protected from spam bots, but you need Javascript enabled to view it. In order to sign up, you will need to provide an Alumni Card number.

17. THE DEVELOPMENT OFFICE

Once you have graduated from Hertford you become a member of our alumni community, which is where the Development team comes in! The Development Office works to build and maintain relationships with alumni and friends, and to raise money for the college. As an alum, we will be your first port of call—whether you would like to update us with your news for our publications, visit the college, find out about our events, or simply update your contact details.

We keep in touch with alumni by sending news via email and in print publications, as well as through social media. We also organise events—not just in Oxford, but in London, around the UK and worldwide, so it's worth keeping your address details and email up to date with us so you can connect with other alumni wherever you are.

As well as looking after the Hertford community, the Development Office also focuses on fundraising. Student Support is one of the most popular funds that alumni like to give to because of the difference it makes to individuals. Gifts to student support go towards funding student bursaries and scholarships, hardship grants for students who find themselves in unexpected financial difficulty and our outreach and access work. About a quarter of Hertford students benefit from these donations every year. The team also raises money for teaching and research, maintaining the college buildings and facilities, the boat club and sports teams, the choir and music societies, and other student activities.

We also offer opportunities for paid work in the Development Office outside of term time. We hire students to chat with alumni in our telethons and help with events and data work so please get in touch with the team if you're looking for a way to earn a bit of extra cash during the holidays!

When you join Hertford, you become a member of our lifelong community. We hope that you will maintain your link with Hertford and to be part of its continuing success. We always love welcoming former students back to Hertford and receiving news and updates from our alumni all over the world. Keep in touch!

Email: development.office@hertford.ox.ac.uk

LinkedIn: Hertford College Alumni group

18. EMAIL ADDRESSES

academic.office@hertford.ox.ac.uk

accommodation@hertford.ox.ac.uk

bursar@hertford.ox.ac.uk

bursary@hertford.ox.ac.uk (for billing/accounts)

catering@hertford.ox.ac.uk

chaplain@hertford.ox.ac.uk

dean@hertford.ox.ac.uk

events@hertford.ox.ac.uk

help@hertford.ox.ac.uk (for IT assistance)

library@hertford.ox.ac.uk

nurse@hertford.ox.ac.uk

porters@hertford.ox.ac.uk

principal@hertford.ox.ac.uk

senior.tutor@hertford.ox.ac.uk

tutorforgraduates@hertford.ox.ac.uk

visiting.students@hertford.ox.ac.uk