

**HERTFORD COLLEGE**

**COLLEGE HANDBOOK**

2021–22

The College Handbook is published annually; the most recent version is always available on the College intranet. You should use this handbook as a reference guide to 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 handbook does not answer your query, please check the information available elsewhere on the intranet (e.g. in the Student Support & Wellbeing Handbook or in the 'Documents & Policies' section). If your query remains unanswered after that, please contact one of the following by email:

- for academic matters, including tuition, the Registrar or Senior Tutor;
- on matters relating to domestic services, the Domestic Bursar;
- for welfare matters, the Dean, Chaplain, or Junior Deans;
- on matters relating to College regulations, the Dean or Student Conduct Officer;
- on matters of finance, or other matters not covered above, the Bursar.

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

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## **1. OVERVIEW OF COLLEGE STRUCTURE**

The College is a self-governing academic community consisting of senior and junior members. The former are the Principal, Fellows and Lecturers; the latter are undergraduate and graduate students. Senior members, undergraduates, and graduates each have their own Common Room, the SCR (Senior Common Room), JCR (Junior Common Room), and MCR (Middle Common Room), respectively. Each Common Room elects its own officers. The officers of the JCR and MCR are chiefly responsible for liaison, on matters of general student interest, with College Officers and the College administration.

The Principal is responsible for overall leadership of the College. The Senior Tutor oversees undergraduate teaching and learning; the Tutor for Graduates, postgraduate policy and administration; the Dean, student welfare; and the Student Conduct Officer, student discipline. The Registrar has responsibility for overseeing academic administration; the Bursar, College finances and non-academic operations; and the Domestic Bursar, domestic operations. These are the roles most regularly referred to in this handbook. A full list of current academic and administrative staff can be found on the College website.

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 Governing Body normally meets twice each term, in 3rd and 7th Weeks. The Presidents of the JCR and MCR attend all Governing Body meetings during the discussion of policy questions involving the collective interests of junior members. Representatives of the JCR and MCR also sit on various College committees that inform business at Governing Body, including Academic Committee, Domus Committee (which deals with domestic operations), and Wellbeing Committee. Junior members are also well represented on other committees, notably Joint Committee and Equality & Diversity Committee.

## **2. OVERVIEW OF ACADEMIC SYSTEM**

This section outlines important aspects of the academic system at Hertford, from Matriculation to Graduation. Further detail is available in the 'Academic Information' section of the intranet. For comprehensive information and regulations for specific degree courses, consult the latest version of the official [Exam Regulations](#).

### **Matriculation**

All new student members of the University (except Visiting Students) must attend the University matriculation ceremony (i.e. the official student registration), which takes place on Saturday of 1st Week in Michaelmas Term.

### **Undergraduate Tuition**

Your College Tutors are responsible for overseeing your academic programme and progress. During your time at Hertford you will be taught by a range of specialists, including Fellows of this and other colleges, lecturers, research Fellows, and advanced postgraduate students.

Attendance at tutorials and classes arranged through College is compulsory. (If unavoidable circumstances mean you cannot attend a tutorial or class you should contact the relevant tutor as soon as possible, though it may not be possible to reschedule missed teaching.) Your tutors will help identify other lectures, classes, or practical work for you to attend. Some of these may be optional but others will be compulsory.

### **Reports**

Tutors complete reports on the students they have taught. Most reports—except for certain centrally organised classes—are available online at the end of each term through the central Teaching Management System (TMS; introduced in Michaelmas 2021 as a replacement for OxCORT). Your College Tutors will normally offer you the opportunity to meet to discuss your reports at the end of each term. Students are encouraged to offer feedback on teaching organised through College. Feedback can also be given, in confidence, via the JCR Academic Affairs Rep, or direct to the Senior Tutor.

### **Principal's Collections**

A 'Principal's Collection' is the name given to the annual meeting between a student, their tutor(s), the Principal, and the Senior Tutor. The principal purpose of these meetings is to discuss academic progress. Gowns should be worn.

### **College Collections**

College examinations, known as 'Collections', are sat on the Friday and Saturday of 0th Week, on the recommendation of tutors. When Collections are set, attendance is compulsory. Collections are invigilated under examination conditions. Gowns should be worn.

### **Vacation Work**

In all subjects vacation study is an important part of the course, and extensive vacation reading/work is essential. 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 communicated once results are known.) Paid employment and holidays should be arranged so as not to conflict with this expectation.

### **University Card**

The University Card, or 'Bod(leian) Card', is a combination of student identification card and library card, issued to all students as part of their initial registration. (NB: Candidates must produce and display their University Card at all public examinations.) The card contains an integrated chip that allows it to be programmed to access certain faculty/departamental buildings and areas. In College, the card is also required for uPay services in catering. Replacement of a lost University Card costs £15, 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 cards should be directed to the Academic Office.

### **Residence Requirements**

The University has strict residence requirements. Details of these requirements, including their 'limits' and 'terms', can be found here: <https://www.ox.ac.uk/students/life/residency>. The

requirements apply to all full-time students and compliance with them is a condition of all degrees. The College expects all new undergraduate students to be in residence in Oxford by the Monday of 0th Week in Michaelmas Term. (NB: International freshers can arrive from the Thursday of -1st Week.) Returning undergraduates should be in residence in Oxford by midday on Thursday of 0th Week each term; graduates, by the start of 1st Week. In some courses (e.g. Chemistry Part II and the BCL) there is a requirement for students to be in residence earlier. Advice on the process for applying for dispensation from the residence requirements can be sought from the Academic Office. Permission to return later than the above dates should be obtained via the Accommodation Office.

### **Graduate Students**

Graduate teaching and supervision are organised by Faculties/Departments of the University. Most students will be supervised by academics based outside Hertford. Every graduate student is, however, assigned a College Adviser, normally a Fellow with related academic interests. New graduate students should be contacted by College Advisers soon after arrival in Oxford. Subsequently, graduates can arrange meetings with their College Adviser as required. Graduates are encouraged to approach their College Advisor for advice on academic and other matters that cannot be dealt with by Faculties/Departments. Graduates may also consult the Tutor for Graduates at any time. Further details on the role of College Advisers are circulated to graduate students at the start of each academic year and can also be found on the intranet.

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.

### **Visiting Students**

Most of the information set out in this handbook applies to Visiting Students. There is no requirement, however, for Visiting Students to sit College Collections (see above) or University examinations (below). The Director of the Visiting Student Programme oversees academic arrangements for Visiting Students, including all aspects of their tuition (teaching, reports, etc.). The Director of the Visiting Student Programme can be consulted at any time and will be present at Principal's Collections for Visiting Students. New Visiting Students are required to be in residence on the Sunday before the start of their programme.

### **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 invitation once they have been granted leave to supplicate. 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 a candidate's name must have been on the College books for each of twenty-one terms from the date of matriculation.

### **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>

## **3. UNIVERSITY EXAMINATIONS**

### **First Public Examinations (FPE)**

In most subjects qualifying University examinations are held in the third term of the first year, though in some subjects they take place at different points (e.g. Law, in the second term). Students must pass them by the start of the second year to progress. (NB: In subjects in which there are Honour Moderations students must obtain Honours.) There is normally one opportunity to re-sit any papers that are failed.

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. Students in this situation will be advised of their rights of appeal and of those from whom further advice can be sought.

### **University Examination Entries**

Entry deadlines for University Examinations vary according to subject. Students are notified by the University when they need to register for official examinations. Responsibility for timely and accurate completion of the online entry form rests with individual students. Delays and errors can be costly, since the University may charge fines in the region of £40, or even disallow entries altogether. Enquiries relating to this process can be made to the Academic Office.

### **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 (e.g. taking an examination in College) can be made to the extent that time and the University Examination Regulations allow.

## **Non-attendance at University Examinations**

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, Senior Tutor or Principal. 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.

## **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 there are severe penalties. Further information can be found in the [plagiarism guidance on the university website](#).

## **Illegible Scripts**

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

## **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**

Undergraduates who achieve a distinction or First-Class marks in the First Public Examination are awarded a scholarship by the College. Elections to scholarships may be made at the start of subsequent years on the basis of distinction/First-Class marks in further public examinations or College Collections.

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 is 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.

## **4. ACADEMIC STANDING AND ACCOUNTABILITY**

### **Good Academic Standing**

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

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

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.

Students 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 (see below).

### **Paid Employment During Term**

Any undergraduate proposing to undertake paid employment during term should obtain their tutor's permission before doing so. (Visiting Students should seek permission from the Director of the Visiting Student Programme.)

### **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 to give permission. Anyone wishing to run for non-sabbatical posts in the 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.

## **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) on which the Librarian can provide advice and one-to-one or group training.

### **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](mailto: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**

The College has around 530 study bedrooms for undergraduate and graduate students. These are distributed between the main site and in houses across Oxford, owned or leased by the College. In addition, there are a very small number of flats available for graduate students. All undergraduate freshers are provided with rooms on the main site (with the College determining the allocation). Graduate freshers are also allocated rooms by the College, on request, and subject to availability. Continuing undergraduate and graduate students may ballot for rooms during the year, for the start of the next academic year, should they so wish (see below).

Information about College accommodation is available via the Room Database on the intranet. The database contains general information about each room, a photo (where possible), and information about each property.

Any questions about rooms should be directed to the Accommodation Office. In the event of an out-of-hours emergency, students should contact the Lodge (01865 279400), or the nearest residential caretaker.

### **Accommodation Licence**

It is a condition of occupation of College rooms that occupants agree and adhere to the conditions of a licence agreement, which they will be asked to sign. Information provided in this handbook does not prejudice or supersede the terms and conditions of the licence. By accepting keys and moving into College accommodation students accept the terms of the licence agreement, even if a signature is not received on the licence itself.

Rooms are only allocated for one academic year at a time. No rebate of rent can be made for any period on account of absence without the approval of the Bursar, which will only be given in exceptional circumstances.

Undergraduate students have a licence for 175 days of residence, spread across each of the three terms in an academic year. Undergraduate students also benefit from a 'free nights allowance', which provides for a certain number of free, additional nights of residence outside of term. These may be redeemed in accordance with the policy governing their use (see below).

Graduate students may choose a short licence (1 October to 1 July of the following year) or long licence (1 October to 1 August of the following year).

Any junior member who wishes to give up a room allocated to them via the ballot (see below), after paying a room deposit, or after taking up occupancy, remains liable for the remaining rent of that room until a new occupant has been found, and has taken up residence. The new occupant must be approved by the Accommodation Office and sign a licence agreement. Ordinarily, it will be a condition of approval that the new occupant is a Hertford student, from the same common room.

The exchange of rooms in College and College annexes is not permitted without the written consent of the Domestic Bursar. Where a room move is requested on welfare grounds, approval will be required from the Dean. The sub-letting or sharing of rooms is not permitted under any circumstances.

### **Accommodation Charges**

All room rents are based on a standard nightly rate, and the nights in residence for the period of the licence. (The small number of graduate flats available are subject to individual rates.) Payment for accommodation is via battels, which are processed and issued by the Bursary. Further information can be found below and in the Student Fees and Finance section of the Intranet. The standard nightly rate is set by the Bursar, and reviewed annually, in consultation with junior members. Any revised rates apply for the start of the next academic year.

### **Undergraduate Room Allocation**

Returning undergraduate students wishing to live in Hertford College accommodation select their rooms via the JCR Room Ballot, run by the Accommodation Office. The ballot assigns all students a number which corresponds to the order in which they may choose a room from those available.

1. All returning undergraduates wishing to live in Hertford College accommodation must enter the JCR room ballot. Invitations to join the ballot are issued in Hilary Term.
2. All students with specific room requirements due to medical conditions must fill out the Specific Requirements Form by the deadline, in addition to entering the ballot.
3. Student positions from the ballot will be publicized, usually by the end of Hilary Term.
4. Selection of the rooms normally takes place at the beginning of Trinity Term.

By entering the ballot process, students agree to occupy Hertford accommodation upon returning for the next academic year and are committed to paying the appropriate rent.

The ballot is drawn in the following order:

1. JCR Executive committee posts in the following order: President, Treasurer, Secretary, Food and Housing Officer, Welfare (Female and Male), Sports, Academic, Access.
2. Those who will be in their 3<sup>rd</sup> year - randomly ordered within this year group
3. Those who will be in their 4<sup>th</sup> year - randomly ordered within this year group
4. Those who will be in their 2<sup>nd</sup> year - randomly ordered within this year group

Students may ballot as groups or individuals. Students who wish to ballot as a group (up to a maximum of five persons) will be randomly ordered within their year group. Each member of a group will need to enter the ballot indicating their group members. If members of the group are across different year groups, then the members will ballot with the lowest positioned year.

Students returning from their year abroad, or from a break in studies, will be positioned within their matriculation year group.

## **Graduate Room Allocation**

Returning graduate students wishing to live in Hertford College accommodation select their rooms via the MCR Room Ballot, run by the Accommodation Office. The ballot assigns all students a number which corresponds to the order in which they may choose a room from those available.

1. All returning graduates wishing to live in Hertford College accommodation must enter the MCR room ballot. Invitations to join the ballot will be issued in Hilary Term.
2. All students with specific room requirements due to medical conditions must fill out the Specific Requirements Form by the deadline, in addition to entering the ballot.
3. Student positions from the ballot will be publicized.
4. Selection of the rooms will typically take place by the end of Hilary Term.

By entering the ballot process, students agree to occupy Hertford accommodation upon returning for the next academic year and are committed to paying the appropriate rent.

The ballot is drawn in the following order:

1. Both the MCR President and the Food and Housing Officer are allocated designated Rooms in NB7.
2. Anyone else who has chosen to enter the ballot will be randomly ordered.

Once a room is selected, a deposit of £400 (credited towards your rent) will be required to secure accommodation with College. The deposit must be paid within fourteen days of receipt of the offer of accommodation or the room will be reallocated. The deposit shall be retained should you decide to take up alternative accommodation prior to the start of the year. This deposit is only refundable in the event that you suspend or rusticate for the academic year.

The College occasionally has a small number of flats available for rent to MCR members, suitable for two persons (NB: not suitable for children). Rents are set individually. Students cannot typically occupy flats for more than one year. Allocation is via the MCR ballot.

## **Specific Room Requirements**

Students who have registered with the Disability Advisory Service or have an illness/medical condition reported to the welfare team requiring adaptations to the room, specific facilities, or specific location requirements and wish to live in Hertford accommodation must enter the room ballot *and* fill out the Specific Requirements Form at the time of entering the ballot.

Upon receipt of the Specific Requirements Form a short meeting with a member of the welfare team will be arranged to discuss requirements and explore options. You will be asked for supporting medical evidence as part of discussions regarding these requirements. Decisions are made on a case-by case basis and are tailored to an individual's medical needs to assign a room that fulfills their requirements whenever possible. Students who have a valid condition will be assigned a room and will be removed from the ballot list.

## **Living Out**

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. As the College subsidizes accommodation, members should be aware that non-College accommodation is typically more expensive. All those not living in College accommodation must inform the Academic Office of their address and telephone number.

## **General Rules and Standards**

Students are provided with a bed, desk, lamp, chair, clothing storage (wardrobe/chest of drawers), and bookcase/shelving. Students need to bring their own towels, crockery, cooking equipment, and bedding in addition to their own belongings.

Student rooms should be left as they were found at the end of occupancy. The furniture, fittings, and decoration of rooms are inspected regularly by the Housekeeping staff. Furniture may only be moved or removed with Housekeeper's permission. Cases of damage or other defects either in rooms or on staircases should be reported to the Domestic Bursar as soon as possible. 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. Occupants are welcome to use the supplied pin boards in rooms to display items.

Students are not permitted to bring their own furniture into College accommodation. All soft furnishings (including but not limited to throws, rugs, pillows, etc.) must comply with fire regulations. Where permission by the Domestic Bursar is granted for specialized items (including but not limited to orthopedic mattresses, specialized desks or chairs, etc.) students must provide proof that such items comply with fire and electrical regulations. Please see the [Electrical Appliances Policy](#) for more detailed information about electrical appliances. All portable electric appliances are required to be PAT tested if they are more than twelve months old.

Cooking in bedrooms is not permitted, under any circumstances.

Access to roofs and loft spaces is forbidden at all times.

Students are responsible for looking after the condition of their rooms and shared facilities, and ensuring they are kept clean, tidy, and clear of rubbish. The College has the right to suspend the use of any facilities that become dangerous, dirty, or untidy. Students will be charged the replacement cost of items (including cookers and refrigerators) that require replacement because of damage, including permanent damage due to lack of cleaning. The College can take no responsibility for the loss of private stock in College supplied refrigerators and cupboards. Housekeeping staff may remove anything out of date or that has perished on food hygiene grounds.



Food, cans, paper, and cardboard should all be disposed of responsibly using the designated bins. Student rooms have a bin for general rubbish, and one for recycling (cans, paper, cardboard). Glass is recycled separately, and it is the responsibility of students to safely remove glass, using a cardboard box, and place it in the glass bin(s) provided. Specialized recycling for toner cartridges and batteries is provided on main site.

### **Prohibited Items**

The below is a list of items that are prohibited from both bedrooms and shared facilities (kitchens, bathrooms, and common rooms). Please see the [Electrical Appliances Policy](#) for more details on specific electrical items, and note in particular that appliances not intended for use within the United Kingdom are not permitted.

- Bicycles
- Pets
- Nails, 'blu-tack', tape and any other adhesive that will damage walls
- Fairy lights and self-adhesive lights
- Candles, incense sticks, plug-in air freshener
- Oil, heat or lava lamps
- Additional furniture (including mattresses)
- Electric blankets
- Heaters (including bar heaters, free standing heaters, and electric fireplaces)
- Trouser press
- 3D printers
- Power tools
- Kitchen appliances other than kettles and 'pod' coffee machines, and College-supplied mini fridges.

The following kitchen appliances may be used in kitchens **only**:

- Rice cookers
- Toasters (including sandwich toasters)
- Microwaves

Prohibited kitchen appliances include the following: deep fat fryer, slow cooker, pressure cooker, waffle maker, boiling ring, grilling machine, hot plate/electric hob, bread maker, coffee percolator, hob kettles, freezers.

Fines may be levied by the Domestic Bursar for breaches of accommodation rules. Where damage has been caused, the cost of repairs or replacement may be charged in addition.

In the case of repeated breaches, the Domestic Bursar may withdraw an individual student's access to specific domestic facilities, for whatever period is deemed suitable, or recommend to the Bursar that an individual's licence to occupy is withdrawn. Where appropriate, students may also be referred to the Student Conduct Officer.

**NB:** Tampering with fire prevention equipment or systems (e.g. misuse of fire extinguishers, or covering/disabling fire, heat or smoke detectors) is treated as a very serious matter, and will usually result in loss of accommodation rights – immediately and/or for future years.

### **Kitchens**

It is the responsibility of students to wash dishes and clean surfaces in kitchens when finished using them and to keep kitchens clean and tidy.

Some kitchens have induction hobs, and the College provides pots and pans for use with these. Some kitchens have specific instructions for using appliances (such as safety timers on ovens) and manuals should be reviewed before use, which can be found on the [Safety section](#) of the Intranet.

Items should be separated into the correct bins: food waste, recycling, non-recycling.

Please note the prohibited items listed in the [Student Room Responsibility policy](#).

### **Bathrooms**

Please remember that toilets and showers are shared by others in your staircase, and leave them as you would wish to find them. Please dispose of waste correctly: toilet paper down the toilet, paper towels in the bin, and sanitary towels and tampons in the hygiene bins.

### **Laundry**

Shared laundry facilities are provided on main site and at several annexes. All College washing machines cost £2.60, and the dryers cost £1.20, and students can top up cards online or via card machines.

Main site laundry facilities are in the basement of NB6 and machines to top up laundry cards are in the JCR. South Oxford shared facilities are in Warnock, Abingdon House, and Folly Bridge and a machine to top up laundry cards is in Warnock. North Oxford shared facilities are in 189 Banbury Rd, behind 59 Banbury Rd, and in the basement of 29 Leckford Road. Faults with machines should be reported to the Housekeepers as soon as possible.

### **Visitors and Overnight Guests**

Members of the College are responsible for the behaviour of their guests. Visitors are allowed in the college between 8.00am and 11.45pm.

Permission must be received from the [Accommodation Office](#) for overnight guests. If you require a spare mattress or bedding, this can be provided at 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, as follows:

1. The resident of the room should seek the written permission of the [Accommodation Office](#) for all overnight guests.
2. Overnight stays should last no longer than three consecutive nights.

3. Room sharing must not hamper scouts or maintenance in the performance of their duties.
4. Furniture is not to be moved from one room to another.
5. Abuses of this protocol will be reported to the Domestic Bursar; repeated abuses will be referred to the Student Conduct Officer.

### **Housekeeping & Maintenance**

The College needs to clean and maintain rooms, but in so doing will make every effort to respect an occupant's privacy.

Scouts will clean communal areas (shared facilities and hallways) and empty the bins daily, on weekdays. Student rooms are cleaned by scouts on a regular basis, and a schedule of cleaning days will be provided by housekeeping. Occupants must ensure their rooms are available for cleaning and must keep the floor and sink clear to aid with this. Students are expected to clean up after themselves as required, and in a timely fashion, including their washing up.

If maintenance is required within your room, this may commence anytime from 8am onwards. In most cases advance notice will be given, typically via email from the Accommodation Office, but this may not always be possible if the work is urgent.

Housekeeper information for main, North, and South Oxford can be found on the [Contact Us](#) page in the Accommodation section of the intranet. Members of the College maintenance team (who work across all sites) can be found in the Domestic Services section of our people page on the [College website](#).

### **Departure**

Students are expected to depart at the agreed date and time as outlined in the license agreement – handing in their keys and fully clearing all belongings from their room and shared facilities. Rooms must be fully cleared including all drawers and wardrobes, and this includes taking rubbish to the College bin stores on departure. Failure to do so will incur an extra cleaning charge on battels, and any item(s) left will be removed and discarded.

For undergraduates, this includes departure at the end of each term.

### **Vacation Accommodation (UG)**

All students, including international, are encouraged to travel home during the vacation period to enjoy the break. We will endeavor to accommodate those unable to travel home outside of term, or those with academic and/or welfare reasons to stay in residence, noting that *if* we are able to offer you vacation accommodation it may not be in your term time room.

Students requiring accommodation out of term need to request this via an online form, a link to which is sent out each term. Out of term accommodation requests require academic or welfare endorsement before the Accommodation Office is able to action the request. Completing the form will ensure your request is dealt with correctly.

## **Storage**

Hertford has limited storage facilities, so all students, other than international, are required to remove all of their own property from the premises at the end of term, or when vacating their accommodation. International students can store a maximum of two boxes, on a priority basis, if needing to leave bedding and other large items out of term. Use of the storage space needs to be arranged in advance of your departure, and information about this will be sent along with departure information each term.

The College is not responsible for loss of or damage to personal possessions left in storage. Items left in storage must be in a box, container or suitcase which can be lifted easily. Belongings must be labelled using the storage form available from Housekeeping. A storage charge may be levied if items are stored past a student leaving College, or for longer than the following vacation period, and goods not reclaimed after one year will be disposed of. It is therefore imperative that all stored items are clearly labelled using the form provided.

## **Keys**

Room keys (keys, fobs, cards) are issued to those living in College and in College annexes at the beginning of each term, and must be returned to the Lodge when departing accommodation (on occasional nights away, at the end of the term, and at the end of the licence). Holders of key fobs and wicket keys must return them to the Lodge with keys. Anyone who has not returned the room key at the end of the term will be charged for unauthorized room occupation until the keys are returned.

Loss of keys or cards/fobs should be reported to the Lodge immediately. The normal replacement charge is £25 (each) for room keys, gate keys, and key cards/fobs.

## **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**

Hertford College is committed to fulfilling the requirements of the [Student Accommodation Code](#), a nationwide code of practice for accommodation providers within higher education.

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 (UUK ACOP) setting out the standards that should be met. Hertford's compliance with this code is assured 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 those of students as 'licensees'.

For further information, see the Accommodation Code of Practice on the [Policies & Code of Practice](#) section of the Intranet.

## **Reporting Issues**

Please contact the [Accommodation Office](#) for any accommodation related concerns, with the exception of maintenance specific concerns which should go direct to the [Maintenance Department](#). In the event of an out-of-hours emergency, contact the Lodge (01865 279400) or your nearest residential caretaker.

Please see the [Contact us](#) page in the Accommodation Section of the Intranet for further information about reporting an issue or complaint.

## **Damage Account**

**All junior members should note this section carefully.**

The cost of unattributed damage to College property on main site is shared amongst all undergraduates who are in residence in Oxford. Damage occurring in NB7 will be shared by MCR members. Unattributed damage in other College annexes is shared among the occupants. A minimum charge of £50 will be levied for excessive cleaning after departure of occupants. Where a fine is imposed for improper and unattributed use of a fire extinguisher, this will be a collective fine.

Shares of the Damage Account are added to termly battels for undergraduates; shares for graduates are deducted from MCR funds. The Damage Committee discusses all items charged to the Damage Account 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 Dean, Domestic Bursar, and JCR and MCR representatives.

## **7. GENERAL SITE INFORMATION**

### **Smoking**

Smoking is not currently permitted on any College site, including outside areas. This policy is kept under review.

Smoking is not only prohibited, but illegal, inside College buildings.

A breach of these rules will be presumed upon detection of smoke, or presence of cigarette butts anywhere in a student room, and the owner of the room will be deemed responsible, regardless of whether the breach involved a guest or not.

### **Noise**

Noise complaints are referred to the Student Conduct Officer. Noise should not cause an unreasonable disturbance to others at any time and there should be no noise at all between midnight and 8.00am (10.30pm till 8am during the examination period). 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 Domestic Bursar and/or Dean) about disturbances from excessive noise.

Any use of common rooms in the College annexes for social purposes must be authorised well in advance by the [Accommodation Office](#). 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). A party is defined as a group of six or more students gathered in a room or quadrangle while playing music and/or consuming alcohol.

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, to minimise disruption to neighbours and fellow students.

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

### **Nights Away**

Any undergraduate, including visiting students, who wishes to leave Oxford for one night or more during term should sign the online Exeat book ([Exeat Book Entry Form](#)). Unless there are tutorial instructions to the contrary, permission for absence during weekends may be assumed, but absence during the week should be discussed and agreed with tutors. In all cases, the Exeat book should be completed.

## **Post**

Students should have items posted to the main College site, where porters will accept deliveries and place items in the pigeon-holes. Students should not have items posted to accommodation properties, unless they live in a property which has its own letter box. The College is not responsible for, nor does the student insurance cover, lost or damaged post.

## **Bicycles**

The bicycle registration system is run by the lodge. They sell bike locks and lights as well (and bikes at certain times).

Bicycles should not be left on staircases, against buildings, or within the Lodge entrance, nor should they obstruct gateways. Bicycles should not be stored inside College bedrooms, common rooms or hallways. Cycle racks or suitable railings are provided in NB Quad, Holywell Quad, and at all College sites. Bicycles are not permitted in OB Quad at any time. Undergraduates must remove their bicycles from the main College premises at the end of Trinity Term. Failure to remove or properly register bicycles at the designated time will result in them being removed.

## **Parking**

The parking of motor vehicles of any description (including motor bikes) by junior members is not permitted in College or at any of the annexes. Junior Members should **not** bring a motor vehicle to Oxford without express permission from the Bursar.

## **Television**

Junior Members are personally responsible for the licensing of television sets, or devices upon which television broadcasts can be received. (NB: A television licence is required to watch the BBC iPlayer service online.)

## **Litter**

Litter should 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; see below). 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.

## **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.

### **Crime Prevention**

All colleges are vulnerable to incursions by opportunistic thieves and other criminals. The best security precaution is to keep room doors and windows locked **at all times 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.

Members should not let strangers into College gates and staircases and should not hesitate to ask "Can I help you?" or "Are you a member of the College?" when appropriate and if it is felt safe to do so. Anyone acting suspiciously should be reported to the Lodge, or to the Domestic Bursar. 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 or Domestic Bursar, and also to the Police.

### **Fire Safety**

Members should review the Fire Safety Briefing on the Safety & Security section of the intranet. Any conduct which deliberately or negligently creates a risk of fire will be treated as a serious disciplinary matter.

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

The use of candles, fairy lights, incense burners, heaters and similar items is prohibited in accommodation. Offending items will be removed by Scouts.

Bonfires and fireworks are not allowed on College premises. There are no exceptions to this rule.

Barbecues in College, and at College annexes or grounds, are not permitted, without the express permission of the Bursar.

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, at the time.



Fire call points are tested on a weekly basis.

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 welfare team. 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.

### **Health & 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 Health & Safety Committee. The JCR and MCR Housing Officers also consult regularly with the Domestic 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.

Clinical waste should be disposed of properly – please speak to your GP and a College Nurse about this. Students requiring their own sharps' bins should contact a College Nurse.

### **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. 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. Full information (including the College's policy number) can be found on the Accommodation Section of the Intranet.

## 8. CATERING

Meals are normally served in Hall at the following times:

Breakfast 8–9am, Monday to Friday

Lunch 12.15–1.30pm (Saturdays and Sundays 11am–1pm Brunch)

Dinner 6–7pm (informal)

Formal Hall (Dinner) during term only, on Thursdays (in odd weeks) and Fridays (in even weeks) and Sundays at 7.15pm

It is not necessary during term to book in advance for any meals except formal Hall and certain event dinners. Sign up for meals is online, using the [food section](#) of the College intranet. Meal times may be subject to change from time to time, and details of any changes are communicated to the JCR and MCR representatives and published on the college intranet.

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.

The college cannot guarantee an allergy-free environment. Those with a particularly demanding regime should 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.

### **Payment**

Meals are paid for by a card-tap system in Hall 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.

The College uses the uPay service for catering payments. All members 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 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. Further information about uPay accounts, including account management, can be found on the intranet.

**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 must be worn.

**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.

There are no off-sales, and payment is currently by uPay via the Order Ahead service (phone based app). Please see the [uPay Service](#) section of the Intranet for further information.

**9. 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 7.30pm. All other gates 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 gates are left locked.

Illness and accidents and near miss incidents should be reported to the Lodge. Where appropriate, students will be referred to a member of the welfare team. 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 available on the intranet.

The bicycle registration system is also run by the Lodge.

## **10. FINANCE**

### **Course Fees**

Details of course fees for undergraduate and graduate courses are published on the University website. The course fees paid include fees for both University and college services. Responsibility for ascertaining the level of fees payable rests with the student.

For EU students who start their course in the 20/21 academic year and prior, Home fees will be charged for the duration of the course. From the 21/22 academic year onwards new students from the EU will be charged Overseas fees. Students from the Republic of Ireland will continue to be charged the Home fee rate.

#### *a) Undergraduate Fees*

All undergraduates are required to submit a Financial Declaration prior to starting their course. Fees vary depending on the course, the year in which you started your course, and your fee status as determined by the University. For details of your University fee liability, see: <https://www.ox.ac.uk/students/fees-funding/fees/rates>

#### *b) Graduate Fees*

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

Fees vary depending on the course, the year in which you started your course, and your fee status as determined by the University. For details of your University fee liability, see: <https://www.ox.ac.uk/students/fees-funding/fees/rates>

### **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 per 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 Admissions Officer.

### **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. That covers until 10am on the Saturday at the end of Eighth Week of Michaelmas and Hilary Terms, and until 10am on the Sunday 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 the 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. Information about the Student Support Committee can be found on the intranet.

#### *Individual Meal Charges*

Meals are charged on the basis of items selected.

#### *Graduate Continuation Charge*

The University Graduate Continuation Charge is £528 per term in 2021–22. 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). 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, credit card (in person), bank transfer or via 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 and 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. 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.
7. 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.

## **11. 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**

Home (UK) students or EU students (2020-entrant or earlier) from a lower-income household will be eligible to receive an annual non-repayable bursary in 2021/22 to help with living costs.

2021-entrant Republic of Ireland (ROI) nationals living in the UK or Ireland, and students from the EU, EEA and Switzerland who have been granted settled or pre-settled status under the EU Settlement Scheme may also be eligible for an Oxford Bursary if they meet the residence requirements. 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>

### **Hertford College Undergraduate Bursary**

Hertford 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 7th Weeks of each term to consider applications from members of both the JCR and MCR. Application forms should be obtained from the intranet. In addition, applications for other assistance may be made to the Committee at any time.

### **Graduate Travel Grants**

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. 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 twice each term but, in special circumstances, may also consider applications between meetings. Application details are available from the college intranet. Travel grants may not be applied for retrospectively.

### **Other Financial Support**

For details of other sources of funding available from the College, see the College intranet or speak to the Bursar.

### **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 required for admissions candidates (Christmas) or let out for conferences (Easter and Long Vacations). 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.

Occupation of a room during the 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.

### **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 twelve 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 Michaelmas Term. For students on exchange schemes, this allowance will be credited at a rate of two 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 ten 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.

### **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.

## **12. 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 several 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 'cuppers' 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 two 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](mailto:jcr_it@hertford.ox.ac.uk) or [mcr\\_sys@hertford.ox.ac.uk](mailto: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.

## **Guest Room**

There is a guest room in OB1 that may be booked by junior members for the use of visitors. Booking requests should be made in advance to the Lodge. The charge for 2021–22 will be £45 per night for a double guest room (including breakfast in Hall when available, and VAT).

## **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.

## 13. ROOM BOOKINGS AND EVENTS

### Bookable Function Rooms

College members may book function rooms for meetings and events. Please visit the [Room Booking section](#) of the intranet for a list of bookable rooms, the booking calendar, and the room booking request form. (NB: There are a number of teaching and SCR rooms that can be booked only by senior members.) Policies for room use are outlined below.

### Student-Organised Events

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

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 three aids—one at the lodge directing guests to the NB gate of the new quad, one at the NB gate letting guests in, and one escorting guests from there to the Baring Room.

### *3. Damage and Fire Risks*

The organiser(s) 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 7 of this document, under 'Noise'). 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 a 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 will not be accepted unless a substantial proportion of those present will be members of the College.

### *6. Alcohol*

Under the Licensing Act 2003 a Temporary Event Notice (TEN) must be obtained from the Council 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.

### *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.

## **Student Society Dinners**

On a limited number of evenings each term it may be possible for Hall to be used for student society dinners. Information on the booking process and the protocol to be followed is available on the intranet. Requests should be made as far in advance as possible.

## **14. 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, 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	9pm 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 is 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](mailto:mia.smith@hertford.ox.ac.uk) (and in an emergency outside normal hours via the Lodge).



## 15. MEDICAL

All members of the College must register with an Oxford doctor. The College Doctors (Dr Rachel Allan, Dr Chloe Borton, Dr Matt Easdale, Dr Adam Prewett) are based at 28 Beaumont Street (01865 311811). They will accept any member of the College who applies to register with them under the National Health Service (except those who reside at a considerable distance from Oxford). Students who choose to register with another Oxford doctor must notify the Academic Office by the end of the third week of Michaelmas Term.

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.

The College Nurses hold a surgery in their room in NB1 every weekday from 0th Week to 9th Week each term. Surgery times are confirmed at the start of each term. On Wednesdays there is a Hertford only clinic at 28 Beaumont Street between 12 and 1pm; appointments can be booked by telephoning the doctors' surgery. Please note surgeries with the College nurse in college are free of charge.

Anyone bedridden through illness should arrange for a College Nurse 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. For an out-of-hours dental emergency, call 111.

## **16. STUDENT WELFARE**

### **Welfare Team**

The Dean has overall 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. The welfare team consists of the Dean, Registrar, Chaplain, College Nurses, College Doctors, College Counsellor, and Junior Deans. Anyone is welcome to see any of these people at any time, on any matter of concern. All such approaches will be treated in line with the University's Guidance on Confidentiality in Student Health and Welfare, which is available on the intranet. Members of the welfare team will be able to offer support and referrals where appropriate. Members of the welfare team meet regularly with the MCR and JCR Welfare Reps.

### **Junior Deans**

Junior Deans provide welfare support to students outside of regular office hours (i.e. overnight on weekdays and over the weekends). They are specially trained graduate students who live in each of the accommodation areas. There are normally two Junior Deans whose primary responsibility is for the main College site, one whose main responsibility is for Abingdon House, Warnock House, and the Graduate Centre, and one with responsibility for the North Oxford annexes. (NB: Each of the Junior Deans have jurisdiction over all junior members of the College, unlimited by location.) Junior Deans are able to provide guidance and support to students experiencing difficulties and those in emergency situations. They can also help with out-of-hours noise complaints. Junior Deans are contacted via the lodge.

### **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 (available on the intranet). Students may also contact the University Support Service, particularly where the other party is a member of another college.

### **Further Information**

Further information on support available to junior members can be found in the Student Support and Wellbeing Handbook on the intranet.

## **17. THE DISCIPLINARY BYE-LAW**

### **The Disciplinary Bye-Law**

The intention of the Disciplinary Bye-Law is to safeguard, and indeed to strengthen, the rights of students. It also aims to make College 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.

## **18. COLLEGE DOCUMENTS AND POLICIES**

Hertford updates its documents and policies throughout the academic year and in line with current legislation. These may be found in 'Documents & Policies' section of the intranet.

## **19. 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 of 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.

### **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 students can keep for life. It automatically forwards emails received to a specified email address. The Hertford email addresses are in the following format: `firstname.lastname@hertford.oxon.org`. An Alumni Card number must be provided in order to sign up.

## **20. 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).