

# TRINITY COLLEGE

UNIVERSITY of OXFORD

## **Handbook and Regulations 2020-2021**

Essential information  
and College regulations  
for all members.

**In case of  
emergency contact  
the Lodge (2)79900**

## **COVID-19 REGULATIONS**

**All members of the College are required to follow all the Covid-19 regulations; these will be communicated regularly through official College and University emails. College information and regulations on Covid-19 are available at <https://www.trinity.ox.ac.uk/support-and-welfare/covid19/covid-19-advice-for-students/>. Please check regularly for updates.**

**The Covid-19 regulations over-ride standard provisions in the handbook, e.g. in respect of times and numbers permitted to use any facility, social gatherings, etc.**

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# 1. Introduction

Trinity College was founded in 1555 on the premises of what had previously been Durham College. Initially, it had a President, twelve Fellows and eight scholars. There are now over four hundred students, some fifty Fellows, thirty Lecturers and ninety other members of staff. The President and most Fellows constitute the Governing Body, which is responsible for the admission and tuition of students, for the welfare of all members and staff, and for administering the College's finances. The present government of the College is regulated by statutes that came into being after the Universities of Oxford and Cambridge Act 1923; the College statutes are effective to the extent that they comply with current employment law.

The University of Oxford, of which Trinity is a constituent College, oversees all degree courses and their examinations through its various Faculties and Departments. The College organises tutorials and classes for its undergraduates, and this teaching is carried out largely by its own Fellows and Lecturers. Undergraduates work closely with these tutors, who are available to advise on any problems related to academic studies. The format of graduate degrees is more varied, some being `taught` and others being research degrees. The supervision of graduate students is organised by Faculties or Departments in the University; each graduate student is assigned a College Adviser, who is a tutor in a related subject.

The academic year begins in October and is divided into three full terms called Michaelmas, Hilary and Trinity, each full term lasting eight weeks. University lectures and the teaching of undergraduates are mainly confined to these terms. **However, undergraduates should note that they are required to return to College not later than 12 noon on Thursday of 0<sup>th</sup> week at the start of each term, in order to attend meetings with tutors and to sit College practice examinations (`collections`). They may not leave College before 6 p.m. on Friday of 8<sup>th</sup> week.** Exceptions will be granted only in circumstances such as serious family illness, and such exceptions must be requested *in advance*, by email addressed to both the Senior Tutor and the tutor who is the Director of Studies.

**The President, College Officers and Administrative Staff** carry out various tasks to ensure the day-to-day running of the College. Officers are appointed from amongst the Fellows to perform particular functions, and include the

- Chaplain, responsible for the conduct of services in the Chapel.
- Dean, responsible for good order in the College.
- Director of Development, responsible for alumni relations and fundraising.
- Domestic Bursar, responsible for the domestic operations of the College including buildings and maintenance.
- Estates Bursar, responsible for financial and asset management.
- Senior Tutor, responsible for the academic portfolio of the College.
- Wellbeing Advisor responsible for coordinating the provision of the College wellbeing and welfare support.

The President and these College Officers are willing to see members of College to discuss appropriate matters. The President sees all graduate and undergraduate members annually, to discuss their progress. Students have regular contact with the various administrative staff, including

- Graduate and Academic Administrator, for graduate academic matters, from admission to their completion of their degree. Also, for grants for all undergraduates and graduates;
- Undergraduate and Tutorial Administrator, for all academic matters relating to undergraduates, including beginning of term Collections, and University examinations;
- Admissions Officer, for all enquiries about undergraduate admissions, and administration prior to undergraduates arriving at Trinity;

- Head of Access and Access Officer, for the College's outreach and access work;
- College Accountant, for the payment of fees and general accounts;
- Domestic Manager, for the provision of accommodation, maintenance and housekeeping matters;
- Conference and Events Manager, for requirements for social functions and the use of College rooms for meetings;
- Fees and Battels Administrator, for students' accounts (battels);
- IT Manager, for all aspects of the College's IT provision.

**This handbook contains obligations binding upon Junior Members (all students). They are also under contractual obligations to both the University and the College, and must obey University statutes, rules and regulations. They should familiarise themselves with these various obligations.**

**The Junior Common Room** All Trinity undergraduates are members of the JCR (unless those on a 4-year course choose, in their 4<sup>th</sup> year to join the MCR instead). The JCR elects its own officers each Trinity Term to represent student views both at a College and a University level. The JCR as a whole meets several times a term to discuss currently important aspects of College life, and any member may propose motions. The JCR also organises various social functions, and has a common room on Staircase 7.

**The Middle Common Room** All Trinity students who are enrolled on taught or research graduate courses are members of the MCR. Undergraduates in the 4<sup>th</sup> year of a 4-year course may elect to join the MCR instead of the JCR. (It is not possible to be a member of both the JCR and the MCR at the same time.) The MCR elects a committee at the end of each Trinity Term to represent the graduate body of the College and to organise social and cultural functions. The MCR common room and other facilities are located on Staircase 2 in college, together with some MCR accommodation. College buildings in Staverton and Rawlinson Road provide housing for most other members of the MCR who wish to live in College property. In the Old Nunnery (on Woodstock Road) there is also an MCR kitchen as well as common room, gym and study area; both of the latter are normally open to all graduates and third and fourth year undergraduates living in the College's north Oxford properties.

**Joint Meetings** between representatives of the JCR, MCR and Governing Body take place each term. One representative from each of the JCR and the MCR attends the Governing Body's Meetings in each term, and also other termly Committees which report to Governing Body. In addition, there is a **Joint Consultative Committee**, including the President, Bursars and Dean, which meets termly. Junior Members can make representation to the Governing Body through these meetings, and may also consult College Officers and tutors on matters that affect them or other students.

**The Trinity Society** was formed in 1954 by former members to promote the welfare of the College, and to enable members to keep in touch with each other and the College. It makes gifts to the College and to the JCR and MCR, usually for cultural and sporting activities. Membership is through payment of a life subscription of £20 (£10 which may be charged to battels in the first year of study and another £10 in the second year). Students of College wishing to join the Society are asked to sign a form when they register.

# Senior Members and Staff

**President** Dame Hilary Boulding, DBE

## Fellows

Mrs Lynne Adam: *Domestic Bursar*  
Professor Dame Frances Ashcroft: *Professor of Physiology*  
Professor Nick Barber: *Wyatt Rushton Fellow and Tutor in Law*  
Professor Francis Barr: *Professor of Biochemistry*  
Professor Geoffrey Batchen: *Professor in the History of Art*  
Dr Fanny Bessard: *Fellow and Tutor in Medieval Eurasian History*  
Dr Maria del Pilar Blanco: *Fellow and Tutor in Spanish*  
Mrs Sue Broers: *Director of Development*  
Dr Keith Buckler: *Fellow and Tutor in Medicine, Vice-President*  
Professor Chris Butler: *Professor of Primary Health Care*  
Dr Jan Czernuszka: *Fellow and Tutor in Materials Science*  
Dr Stefano Evangelista: *Fellow and Tutor in English, Fellow Librarian*  
Dr Paul Fairchild: *Fellow and Tutor in Pathology*  
Mr Chris Ferguson: *Estates Bursar*  
Professor Andrea Ferrero: *Levine Fellow and Tutor in Economics*  
Dr Stephen Fisher: *Fellow and Tutor in Politics, Dean*  
Dr Kantik Ghosh: *Stirling Boyd Fellow and Tutor in English*  
Dr Anil Gomes: *Fellow and Tutor in Philosophy*  
Dr Ian Hewitt: *Fellow and Tutor in Applied Mathematics*  
Professor Katherine Ibbett: *Caroline de Jager Fellow and Tutor in French*  
Professor Alexander Korsunsky: *Fellow and Tutor in Engineering Science*  
Professor Marta Kwiatkowska: *Professor of Computing Systems*  
Professor Louis Mahadevan: *Fellow and Tutor in Biochemistry*  
Professor Martin Maiden: *Professor of the Romance Languages*  
Professor Peter McCulloch: *Professor of Surgery*  
Professor James McDougall: *Laithwaite Fellow and Tutor in History, Fellow Archivist*  
Professor Michael Moody: *Fellow and Tutor in Materials Science*  
Professor Kim Nasmyth: *Whitley Professor of Biochemistry*  
Revd. Canon Dr Emma Percy: *Chaplain, Equality Fellow*  
Professor Susan Perkin: *Fellow and Tutor in Physical Chemistry*  
Professor Peter Read: *Fellow and Tutor in Physics, Music Fellow*  
Dr Luke Rostill: *Fellow and Tutor in Law*  
Dr Melanie Rupflin: *Fellow and Tutor in Pure Mathematics*  
Professor Steve Sheard: *Hunt-Grubbe Fellow and Tutor in Engineering Science*  
Dr Gail Trimble: *Brown Fellow and Tutor in Classics*  
Dr Sam Vinko: *Fellow and Tutor in Atomic and Laser Physics*  
Dr Tam Vu: *Fellow and Tutor in Computer Science*  
Professor Justin Wark: *Fellow and Tutor in Physics*  
Professor Charlotte Williams: *Fellow and Tutor in Inorganic Chemistry*  
Professor Valerie Worth: *Senior Tutor*  
Professor Johannes Zachhuber: *Fellow and Tutor in Theology*

## Research Fellows

Dr Beatrice Groves: *Research Fellow and Lecturer in English*  
Professor Janet Pierrehumbert: *Senior Research Fellow  
and Professor of Language Modelling in the Oxford e-Research Centre*

## Junior Research and Career Development Fellows

Dr Seda Altug: *History*  
Dr Xavier Bach: *Linguistics*  
Dr Andrea Dolcetti: *Law*  
Dr Christopher Fowles: *Philosophy*  
Dr Tristan Franklins: *Classics*  
Dr Yasser Kureshi: *Law*  
Dr Maire Ni Leathlobhair: *Biochemistry*  
Dr Karol Mazur: *Economics*  
Dr Alexandra Reza: *French*

## College Lecturers

*Ancient History*: Dr Peter Haarer  
*Biochemistry*: Dr James Larkin  
*Biochemistry*: Dr John Stanley  
*Biomedical Sciences*: Dr Maire Ni Leathlobhair  
*Chemistry*: Dr Sarah Jenkinson  
*Chemistry*: Dr Andrew Seel  
*Chemistry*: Dr Dean Sheppard  
*Chemistry*: Mr Matthew Golesworthy  
*Chemistry*: Dr Michael O'Neill  
*Classics*: Dr Chiara Blanco  
*Classics*: Dr Tristan Franklins  
*Classics*: Dr Alexandros Kampakoglou  
*Economics*: Dr Tamas David-Barrett  
*Economics*: Mr Alexander Haas  
*Economics*: Dr Vanessa Berenguer-Rico  
*Economics*: Dr Eileen Tipoe  
*Engineering Science*: Dr Julian Fells  
*Engineering Science*: Ms Rhiannon Heard  
*Engineering Science*: Dr Felix Hofmann  
*Engineering Science*: Dr Mark McAllister  
*Engineering Science*: Dr Anca Popescu  
*English*: Ms Cosima Gillhammer  
*English*: Dr Benjamin Westwood  
*French*: Mrs Renée Williams  
*French*: Ms Melanie Florence  
*French Lectrice*: Mlle Ysaline Rossi  
*History*: Dr Aurelia Annat  
*History*: Dr Elina Screen  
*Law*: Ms Sophie Chandler-Millington  
*Law*: Dr Dorota Leczykiewicz  
*Law*: Dr Peter Mirfield  
*Law*: Professor Helen Scott  
*Linguistics*: Dr Richard Ashdowne  
*Management*: Dr Duncan Robertson  
*Materials*: Dr Susannah Speller  
*Materials*: Dr Charlotte Lynch  
*Mathematics*: Dr Sinead Hofmann  
*Mathematics*: Ms Karina-Doris Vihta  
*Medicine*: Dr Anna Hoerder-Suabedissen  
*Medicine*: Dr Adrian Kendal  
*Medicine*: Dr Mary McManamin  
*Medicine*: Dr Pierre Vila  
*Music*: Mr Hugh Collins Rice

*Philosophy:* Dr Tom Ainsworth  
*Philosophy:* Dr Stephen Wright  
*Physics:* Dr Francesco Hautmann  
*Philosophy:* Dr Robert Watt  
*Portuguese:* Dr Cláudia Pazos-  
Alonso  
*Spanish:* Dr Guadalupe Gerardi  
*Theology:* Dr Jessica Frazier



## College Officers

*Chaplain:* Revd. Canon Dr Emma Percy  
*Dean:* Dr Stephen Fisher  
*Dean of Degrees:* Dr Tristan Franklins  
*Director of Development:* Mrs Sue Broers  
*Domestic Bursar:* Mrs Lynne Adam  
*Equality Fellow:* Revd. Canon Dr Emma Percy  
*Estates Bursar:* Mr Chris Ferguson  
*Fellow Archivist:* Professor James McDougall  
*Fellow Librarian:* Dr Stefano Evangelista  
*Music Fellow:* Professor Peter Read  
*Senior Tutor:* Professor Valerie Worth  
*Vice-President:* Dr Keith Buckler

## Staff

*Access Officer:* Miss Emma Johnson  
*Administrative Assistant (Alumni and Development Office):* Mr Andrew Clinch  
*Alumni and Events Officer:* Ms Ana Fabian  
*Alumni Relations Officer:* Mr Thomas Knollys  
*Archivist:* Mrs Clare Hopkins  
*Assistant Accountant:* Ms Kate Cummins  
*Admissions Officer (Academic Office):* Miss Katharine Head  
*Beer Cellar Steward:* Mr Albie Freitas  
*College Accountant:* Mrs Nasera Cummings  
*College Surveyor:* Justin Folliard  
*IT Manager:* Mr Alastair Johnson  
*Conference and Events Manager:* Ms Louise Turner  
*Development Officer:* Mrs Miriam Hallatt  
*Dining Hall Supervisor:* Ms Lisa Linzey  
*Dining Hall Supervisor:* Ms Anna Drabina  
*Dining Hall Supervisor:* Mr Simon Reeves  
*Dining Hall Supervisor:* Ms Zorica Leskovac  
*Domestic Manager:* Ms Mandy Giles  
*Executive Assistant to the Bursars:* Mrs Jenny Cable  
*Fees and Battels Administrator:* Mr Robin Rutterford  
*Graduate and Academic Administrator:* Mrs Ashley Maguire  
*Head of Access:* Mrs Hannah Rolley  
*Head of Communications:* Dr Julia Paolitto  
*Head Gardener:* Vacant  
*Head Chef:* Mr Julian Smith  
*Head Groundsman:* Mr Paul Madden  
*Head Porter:* Mr Martin Reeve  
*Librarian:* Ms Emma Sillett  
*Library Assistant:* Mrs Sarah Cox  
*Management Accountant:* Mrs Dora Asenova  
*Personal Assistant to the President:* Mrs Alexandra Rimes  
*SCR & Hall Steward:* Mr Jonathan Flint  
*Undergraduate and Tutorial Administrator:* Mrs Isabel Lough  
*Wellbeing Adviser:* Dr Claire Parker

*College Doctors:* Dr Kyle Knox and Dr Hannah Peters  
*College Nurse:* Mrs Kerry Minton  
*College Liaison Counsellor:* Dr Jonathan Totman

*Junior Dean (on main site):* Mr Ngoni Mugwisi  
*Junior Dean (on main site):* Ms Nehir Banaz

# 2. Academic Matters

## General

The College was founded for educational purposes: it is an educational institution and Junior Members are selected by reference to their academic potential. Academic work must accordingly have the first claim on the time and effort of all Junior Members.

## Undergraduates and Graduates

**Matriculation** is the (optional) ceremony at which you are formally admitted as a member of the University. When attending in person, you must wear *sub fusc*. The *University Student Handbook* explains the dress required for Matriculation. Queries concerning Matriculation of academic dress may be directed to the Dean of Degrees.

**Courses and examinations** are described in detail in the *Examination Regulations*, versions of which are made available digitally to undergraduates and graduates at the start of their first academic year. Candidates for a first degree must pass two 'public' (i.e. University) examinations. The first is the Preliminary Examination or Moderations, and the second the Final Examination of the Honour School ('Finals'), which is classified into first, second and third class, independently of performance in the First Public Examination. For the four-year science courses accredited at Masters level, the Final Examination consists of Part I, taken in the second or third term of the third year or as Parts IA and IB at the ends of years two and three, and Part II, taken at the end of the fourth year, or of Parts A, B and C at the end of the last three years. **All students are reminded to read the section in the *University Student Handbook* concerning examinations. In particular, please note the need to report any special/mitigating circumstances which may affect or may have affected your performance as soon as possible, so that the Proctors or Examination Board may be informed.**

**Plagiarism.** The University's policy is clearly stated in the *University Student Handbook* in the section on 'Conduct in Examinations'. Full information including definitions, advice on academic good practice and the University's regulations is to be found on the University's Education Policy and Standards Committee's website: [www.admin.ox.ac.uk/edc/resources/plagiarism/](http://www.admin.ox.ac.uk/edc/resources/plagiarism/). These principles also apply to all academic work set by your College tutors. Any suspected case of plagiarism in tutorial work will be fully investigated and academic disciplinary sanctions applied if appropriate. **Plagiarism is a serious College academic disciplinary offence.** See later section on **Academic Discipline**.

**Absence or illness** during term time must be reported to your College tutor and to the Tutorial Administrator (Isabel Lough). Undergraduates are expected to be in residence between Monday and Friday throughout full term **and must request permission in advance from their tutor and the Senior Tutor if exceptionally they have reason to be absent from Oxford on weekdays.** This rule applies equally to those living in or out of College accommodation. Members who fall ill to the extent that they have to cease their studies for more than two days should make sure that their tutor and the Tutorial Administrator are informed of the situation as soon as possible, by email.

When leaving College accommodation either on or off the main site for vacations it is essential that keys be handed in.

**Residence requirements** must be kept by Undergraduate and Graduate members of College, since this is required by the University as a condition of admission to a degree. No person shall be

reckoned as having completed the required terms unless he or she has resided within the University for at least six weeks of each term, and failure to observe this may affect eligibility to graduate. Undergraduates who are unable, or choose not, to live in accommodation managed by the College must reside in housing within six miles of Carfax (the centre of Oxford); graduates who choose not to live in College accommodation must live within twenty-five miles of Carfax. Only in exceptional circumstances is this rule relaxed, at the discretion of the Proctors. Applications for exemption must be made via the Academic Administrator (for graduates) or the Tutorial Administrator (for undergraduates) to the Proctors.

**Gowns** are worn at all formal interviews with the President, if attending Chapel services, and at formal dinner in full term (but not at self-service dinners). Scholars and exhibitioners wear scholars' gowns, and all others reading for Final Honour Schools wear commoners' gowns. Graduates from Oxford or elsewhere may wear either advanced students' gowns (commoners' in the case of certificates or second BAs) or academic dress of their own universities. The *University Student Handbook* explains the dress required for University examinations, which is called *sub-fusc*.

**Degree ceremonies** are held in the Sheldonian Theatre. The Alumni and Development Officer has information about Degree Days, booking forms and details of the college celebrations for candidates and guests. Undergraduates and graduates will be invited to book a degree day by email. The College is allowed to present only a fixed number of candidates in person at a time, depending upon the date, so it is advisable to book early. A candidate who has been entered, but fails to turn up for any reason, will be granted a degree *in absentia*. Information on how to obtain your Degree Certificate will be available when booking a degree ceremony. Even if a degree has not yet been taken, a certificate attesting that a member has passed Finals (and giving the class) can be obtained from the Degree Conferrals team based in the Examination Schools.

## Undergraduates

**University website for current students – the 'Current Student Gateway'** – has useful information, including the on-line registration guide and the self-service log-in at: [www.ox.ac.uk/current\\_students/](http://www.ox.ac.uk/current_students/).

### Academic obligations

Oxford undergraduates are chosen out of many applicants for their academic potential, by the tutors involved in teaching the students throughout their course. Undergraduate teaching is carried out in tutorials (usually in pairs or in groups of three), sometimes supplemented by classes, combined with lectures and practical classes (for sciences) organised by the University. The College appoints a tutor (a Director of Studies) to take overall responsibility for each student's academic work.

Students are expected to work to the best of their ability at all times, to attend all academic appointments and to produce all written work punctually. **Attendance at tutorials, classes and collections organised by College is compulsory. Likewise, attendance at Faculty or Departmental classes and laboratory sessions is compulsory.** Tutors will advise students on the schedule of attendance at lectures, and students are expected to follow this advice. If prevented by illness or other urgent cause from attending a tutorial, class or laboratory session, the student must notify the tutor concerned as soon as possible, and normally in advance of the scheduled meeting. **Fulfilment of these obligations is a condition of continued membership of the College.** Undergraduates carrying out extended research projects are expected to work regularly in the laboratory (or designated workplace) as instructed by their supervisor, and to ensure that their practical record meets the requirements of the course. If any student at any time is uncertain as to the nature of his or her academic obligations, they should discuss the matter with their tutor or Director of Studies, or the Senior Tutor.

It is a principle of Trinity College's academic policy that, as far as is consistent with the academic requirements of the given course of study, students who do their best but encounter academic difficulties will be fully supported by the College. When reviewing a student's progress in their work and/or in College collections, the tutors, together with the Senior Tutor, will expect it to meet a standard of attainment that can be realistically expected with diligent application to studies at that stage in the course.

**Term Time.** Undergraduates are required to be in residence by mid-day on Thursday of '0<sup>th</sup> Week' before full term (or Tuesday in the case of new undergraduates in Michaelmas Term). Undergraduates are also expected to be free on the Friday and Saturday of that week to see their tutors to arrange work for the term and, if required, to sit collections. In no circumstances may undergraduates come up late without first obtaining leave to do so from their College tutors **and** the Senior Tutor; such permission will normally be given only in exceptional circumstances (e.g. severe family illness). Undergraduates may not leave Oxford before 6 p.m. on Friday of 8<sup>th</sup> Week of each term unless they have obtained specific permission from the Senior Tutor to do so; such permission will normally be given only in exceptional circumstances. Undergraduates should not normally undertake paid work during term-time because they are required to give their full attention to the academic studies; however, if a student wishes to undertake a small amount of paid or voluntary work (normally not exceeding half a day in a week), they should always consult their tutors first. **Academic work must always take priority in term time over any other commitments.**

**Vacation study** is an important aspect of preparation for a degree. Full term, lasting for only eight weeks, is very intensive, and vacations are to be used for consolidation, additional reading and preparation. Undergraduates who are concerned that vacation activities such as paid employment or travel may affect their academic work should consult their tutors for guidance before undertaking other commitments. As a broad rule, undergraduates should expect to devote half of each vacation to academic study.

### **Monitoring of academic progress**

Progress is checked regularly by tutors in weekly tutorials, and in termly examinations, known as 'collections', which are usually set on the Friday or Saturday of 0<sup>th</sup> Week. Collections are compulsory: details of time and place are circulated by email. These examinations are normally set on the previous term's work or may cover specified vacation reading. Good performance and evidence of excellent progress may be rewarded with book prizes. Failure to attend or inadequate performance is likely to result in academic discipline. Students who are uncertain about the subject or subjects of next term's collections should consult their tutors before the vacation. The Oxford course requires use to be made of vacations to prepare and to revise, and sufficient time must be set aside for this.

Reports are written at regular intervals by those teaching or supervising Trinity students. The senior subject tutor or Director of Studies reads the contents and is prepared to discuss academic progress at any time. At the end of term all tutors give their undergraduates (via OxCORT, the Oxford Colleges On-line Reports for Tutorials system) access to their written reports on their progress, covering teaching both in and out of College <https://www.oxcort.ox.ac.uk/>. In addition, students discuss their progress with the President at a regular annual interview called Presidential collections; students are advised of the time in advance by email.

Student feedback is invited on tutorials and other aspects of College teaching through a questionnaire sent to all undergraduates at the end of each term. Undergraduates are encouraged to complete these forms, so that their views can be taken into account.

### **Coping with problems**

In the event of a problem affecting academic work, students are encouraged to talk about it at an early opportunity, so they can receive the best help and support. Tutors understand difficulties with work caused by ill health or personal problems, and can consider requests for reasonable adjustments. However, a degree depends on reaching a defined standard at University examinations, and this ultimate requirement cannot be reduced by tutors. If for any reason it is difficult to talk to the tutor, you may also seek help and advice from the Director of Studies, the Senior Tutor, the Wellbeing Adviser, or student peer supporters. Changing teaching arrangements is not automatically possible, but when absolutely necessary students may be able to change their tutor or their tutorial partner.

Occasionally, a problem with academic work may cause a student to feel unfairly treated or inadequately helped by a tutor. Again, it is always best to talk this through with the person concerned, or, failing this, with the Director of Studies or with another tutor. The Senior Tutor may also be consulted, in confidence and will advise or mediate, if appropriate. The Wellbeing Adviser, or one of the JCR Welfare or Academic Affairs Representatives, may also be in a position to offer support. If necessary, once you have tried these avenues, an interview may be arranged with the President via her Personal Assistant.

## **Suspension of studies on serious medical, welfare or compassionate grounds.**

**This policy applies to suspensions of study, sometimes colloquially referred to as ‘self-imposed / voluntary rustication’.** During the suspension of studies period, an undergraduate will not be considered by the University or College to be on-course, and will not hold enrolled status. However, where suspension of status is granted, the expectation is that the student will return to resume and complete their course of studies. Suspension is therefore different from withdrawal.

**Withdrawal:** An undergraduate may withdraw from their studies at any time and by such withdrawal leaves the University, their College, and their course. Students who have withdrawn are not enrolled at the University and cannot expect to return to their studies at a subsequent point. If a student is considering withdrawing permanently from their course of studies, they are encouraged to discuss this with their Director of Studies and / or the Senior Tutor and / or the Wellbeing Adviser. **If a student decides to withdraw, the Senior Tutor must be informed by the student, by email.**

### **Overview of suspension of studies**

Students are admitted for a course of study of fixed duration, and are expected to complete the course of study within that duration, without interruption. The College’s normal priority is to support its students, so far as possible, to complete their studies in a timely way. Breaks in study which would require the deferral of examinations are permitted only in exceptional cases of serious medical or welfare problems, or on exceptional compassionate grounds. In all such cases, studies may not normally be suspended for more than one year; exceptionally and after a review of the case (see below for details), the suspension may be extended for a maximum of a second and final year. Very rarely, the nature of the difficulties making timely completion of the degree impossible are such that, regrettably, the course of study cannot be completed, and the student will withdraw from College permanently.

The University’s rules state that the term’s fees must normally be paid if an undergraduate is on course beyond Monday of 4th week of that term. In practice, this normally means that a suspension should have been discussed and agreed by Friday of 3rd week of the term of suspension, if fees are not to be incurred. While their status is suspended, an undergraduate will not be required to pay fees, nor will they normally be eligible for university student financial support. If suspension of status is agreed, the college will inform University administration, which will in turn inform any UK student funding body. Undergraduates with suspended status are recommended to make contact with

Student Finance England (SFE), or other funding body, within a month of receiving the college's formal confirmation of suspension.

International students who have been studying at Oxford on a student visa should be aware that they may be unable to remain in the UK and need to return to their country of residence promptly if their status is suspended. The University has a duty to inform the UK Border Agency when a student's status is suspended, and students are advised to check on the University's webpages for international students for further information on their rights and responsibilities: [www.ox.ac.uk/students/visa/during/changes](http://www.ox.ac.uk/students/visa/during/changes).

### **The College's policy on suspension of studies**

In the detailed application of the policy, as outlined below, the Senior Tutor acts with delegated authority from the Governing Body. In all cases involving suspension of studies on medical, welfare or compassionate grounds, the Senior Tutor will consult the student's Director of Studies and where appropriate, also the Wellbeing Adviser (or, on occasion, the Dean).

In the event the student wishes to appeal any decision made by the Senior Tutor either to require or refuse suspension of studies, or to refuse return to studies, or to terminate studies on medical, welfare or compassionate grounds, the student's intention to appeal must be submitted, in writing, to the Senior Tutor within one week of the date on which Senior Tutor has communicated their original decision in writing to the student. In the event of an appeal, an Appeal Committee will be convened by the President to hear the appeal. That Committee will consist of three Fellows of the college (not including the Senior Tutor or any Fellows who are tutors of the student concerned). If the student so requests, the Committee will also include two junior members nominated by the JCR President (unless the JCR President is the student in question, in which case the members shall be nominated by the JCR Secretary). The Senior Tutor and the student concerned must submit written representations to the Chair of the Appeal Committee no less than 48 hours before the Committee meets. The Senior Tutor and the student and/or his or her representative will also be permitted to attend and address the Committee in person.

**Decision of the Appeal Committee:** When hearing an appeal concerning a Senior Tutor's recommendation of requiring or refusing suspension of studies, or refusing return to studies, or terminating studies on medical, welfare or compassionate grounds, an Appeal Committee exercises a power delegated to it by Governing Body. If the Appeal Committee accepts the Senior Tutor's recommendation, it will communicate that decision in its report to Governing Body. If the Appeal Committee finds against the Senior Tutor's decision, it will propose an alternative form of action in its report to Governing Body. The decision of the Appeal Committee shall be reported to the Governing Body, which shall make the final decision on the appeal.

### **Support for students**

Students whose situations are or may be covered by this policy have a number of sources of support available to them, including the Wellbeing Adviser, College Chaplain, the relevant JCR or MCR officers and peer-supporters, the Senior Tutor, and the College Nurse and College Doctors. With the permission of the student concerned, the College Doctors will provide opinions and certifications for the purpose of this policy to the Senior Tutor; where necessary, this information may, with the permission of the student, be shared with the Wellbeing Adviser, College Chaplain, or Dean. This policy does not affect the normal and strictly confidential interactions of students with the College Doctors acting as their general medical practitioners.

### **Grounds for suspension of studies**

The College will permit a student's suspension of studies only where the Director of Studies and the Senior Tutor are satisfied:



- a) that a suspension of studies is necessary on medical, welfare or exceptional compassionate grounds and
- b) that the circumstances are such that the student can reasonably be expected to be able to resume his or her studies at the end of the period of suspension of studies.

The College will not grant suspension of studies solely on the ground that the student is or feels ill prepared for examinations; or that the student believes they would perform better if they had additional time to prepare for the examination.

A student may request a suspension of studies in the event they are elected to a University role (e.g. President of Oxford SU) which de facto or normally carries this expectation. In such cases, the suspension of studies will be granted only if the student is in good academic standing at the time of the request, and the student has discussed their plans with their tutors and the tutors have sent the Senior Tutor an email confirming their support **before** the student allows their name to go forward for the election.

### **Number of suspension of studies**

Under this policy, the College will not normally permit more than one single period of suspension of studies to any one student during any one course of study. A course of study for this purpose means the whole period of study leading to one degree or other qualification of the University.

If, exceptionally, the College permitted a second period of suspension of studies under this policy, the total period of suspension, including the first and second occasion, must not exceed two years in total.

### **Period of suspension of studies**

A suspension of studies for the purposes of this policy will last for one academic year from the date the suspension of studies is granted. The following are the only exceptions:

- a) if a student for a first degree or a taught Masters suspends studies before the end of 3<sup>rd</sup> week of term, they may have their year of suspension of studies calculated from the beginning of the term in which his or her suspension of studies is imposed;
- b) if a student is studying for a postgraduate research degree, they may suspend studies for a period of one term, or two terms where such suspension of studies matches suspensions of student status granted by the University on medical, welfare or exceptional compassionate grounds;
- c) if in the judgment of the Director of Studies and the Senior Tutor the circumstances warrant it, and if the College doctors certify the necessity of it, a suspension of studies of up to two years may be permitted to enable a student to be treated for or to recuperate from a severe medical condition. In all cases in which a student for a first degree would sit examinations more than one year after the expected date from matriculation, the College will need to request special dispensation from the Education Committee of the University. The decision on granting or withholding such dispensation lies with Education Committee, not the College.

### **Initiating suspension of studies**

Suspension of studies is normally initiated at the student's request. However, exceptionally in the following two classes of cases, it may be imposed by the College:

- a) Where, in the judgment of the Dean or Senior Tutor, a student's physical or mental condition is such as to give rise to grave concerns for his or her safety or the safety or well-being of those around him or her, the Dean or Wellbeing Adviser or Senior Tutor may require certification of fitness to study by the College Doctors to be provided to the Senior Tutor. If the student is not certified fit to study by the College Doctors, suspension of studies may be imposed by the College. If the student declines to attend the College Doctors for an

assessment of fitness to study as required under this provision, for the purpose of this provision it will be treated as a case in which the student has not been certified as fit to study.

- b) Where a student is subject to disciplinary proceedings (whether academic or non-academic) and makes or proposes to make an appeal that also discloses a possible medical ground for suspension of studies, the disciplinary proceedings may be temporarily stayed (at the initiative of the panel or committee concerned) and the student may be required to attend the College Doctors for an assessment of fitness to study. If the student is then certified as not fit to study by the College Doctors, suspension of studies may be imposed upon the student by the College. If the student declines to attend the College Doctors for an assessment of fitness to study as required under this provision, this line of appeal will then be disregarded for the purpose of determining the disciplinary outcome.

### **Format of application to suspend studies**

It is expected that an application will normally be preceded by an informal discussion with the Director of Studies and/or the Senior. A student may be accompanied at any such meeting by another junior member, friend or family member if they so wish, and having informed the Director of Studies or Senior Tutor in advance. An application for suspension of studies should then be made to the Senior Tutor, by email, by the student. The recommendation of suspension by the College Doctors will normally be essential for all suspensions on medical grounds. The recommendation of the College doctors and/or the Wellbeing Adviser will be essential for suspension on welfare grounds. In the event a student were not able to attend a meeting in Oxford with the College doctors, they would be required to obtain a certificate from the doctor treating them, and to give permission for the Senior Tutor to consult the College doctors for confirmation that this certificate constitutes appropriate grounds for suspension of studies.

### **Determination of application to suspend studies**

Permission to suspend studies on medical or welfare grounds will be granted by the Senior Tutor. A letter will be issued to a student when suspension of studies is approved. It will specify conditions relating to return to study, and when these must be met. It will also specify when the student must vacate any College accommodation (normally within two or three days, and always within a period of not more than seven days).

### **Conditions while studies are suspended**

Under current University provisions, students keep the use of their Oxford email address while their studies are suspended; they also retain electronic access to the relevant resources in University libraries. Some departments may permit electronic access to lecture notes and WebLearn space; this is at the discretion of the Department.

If a student wishes, additionally, to have use of the College Library reinstated up to two weeks before a return-to-study collection is sat, they should apply in writing to the Senior Tutor, at least four weeks in advance of the return-to-study collection.

Students who have suspended studies are not entitled to use College facilities until they resume their studies. If a student who has suspended studies wishes to visit a student in residence in College, they should seek permission by email (requested at least a week in advance) from the Senior Tutor or the Wellbeing Adviser.

Students are not permitted to receive tuition from the College or University, or to attend tutorials, seminars or lectures while they have suspended studies. However, it is reasonable for a student to seek advice from their Director of Studies if they wish to ask for clarification on preparation, e.g. when preparing for a return-to-study collection.

In order to avoid contravening the College regulation that no student may gain advantage in their University examinations by postponing the time or year in which they are taken, it is forbidden to



enrol for a course at any other University during a period of suspended studies. If a student who has suspended studies wishes to follow any course of studies not related to the subject of their degree (e.g. to pursue a leisure interest), they should seek permission to do so from the Senior Tutor by email.

### Conditions for return to study

The College needs to assure itself that the student is suitably prepared for return to College following a period of suspension of studies both **medically (or in terms of welfare) and academically**. To that end, the College will always set both medical (or welfare) and academic conditions as to return, usually including the sitting of a return-to-study collection (with a specified minimum level to be obtained). Return-to-study collections are set on pedagogical grounds and to support undergraduates in their return, ensuring that they are prepared for the proposed point of re-entry.

- a) In cases where suspension of studies is on **medical or welfare grounds**, the College will require certification of fitness to study as a first condition of return. Such certification must be approved by the College Doctors, who may seek, with the student's consent, further information from the doctor or counsellor who has been treating the student during their suspension of studies. Where, in the professional judgment of the College Doctors, certification of fitness to return to study requires attendance at the College Doctors' surgery, such attendance is an obligation on the part of the student.

It is the responsibility of the student to provide for the College Doctors the information required from their doctor or counsellor, and within the timeframe specified in the letter from the Senior Tutor authorising suspension of studies. The College Doctors will normally be asked to communicate to the Senior Tutor an opinion on fitness to return to study: the student will be asked to give permission for the College Doctors to communicate to the Senior Tutor, in confidence, such summary information as is strictly essential for the Senior Tutor to make the decision on return to study.

- b) The Senior Tutor shall determine, having consulted the student and the Director of Studies, and when authorising suspension of studies, what will be reasonably necessary for the student to demonstrate **academic fitness for return to study**. In the case of an undergraduate, the College will always set one or more academic conditions for return to study, usually including the sitting of one or more return-to-study collections, with a specified level to be obtained. A return-to-study collection may either be a timed and invigilated collection or a tutorial assignment (e.g. an essay) to write over a specified period of time. When a student is required to sit a return-to-study collection (or undertake an equivalent tutorial assignment), the mark required for that collection or assignment will normally be set at the lower borderline of the class of which the Director of Studies considers the student to be capable; or, if the student's normal performance falls close to the borderline of a class, the mark required may, on the advice of the Director of Studies, be set at the middle of the class below. In the case of a taught postgraduate or postgraduate research student, the College may require the student to meet a measure of academic fitness (whether a return-to-study collection or an alternative written assignment) as determined by University Department or Faculty to demonstrate that the student is academically prepared to return and successfully complete their studies.

### Further medical or welfare conditions that may be set upon return to study

Where the College Doctors certify fitness to return to study at the end of a period of suspension of studies, but consider that the fitness to study of the student should be kept under review, **or** that the student is fit to study only under medical supervision, **or** that the student is fit to study only

while taking prescribed medication or following prescribed treatment (including counselling), or where the College Doctors enter any other proviso consistent with the provisions which can reasonably be expected from an academic institution in their authorisation of fitness to study, these conditions are binding upon the student.

### **Failure to meet conditions as to return**

If the student has suspended studies for only one year to date and fails to meet in part or wholly the conditions set for return to study, they may request a renewed suspension of studies for a second and final year. If the student has failed to meet the conditions in full at the end of a second year of suspension of study, his /her studies must be terminated. The College does not permit any further, repeated attempts at meeting any conditions to return to study.

## **Academic Discipline**

A breach of academic obligations by a student leads first to **discussion** between the student and their subject tutors and/or the Senior Tutor. The nature of the breaches, and the consequences if these breaches cannot be remedied, will be explained to the student. Many breaches of academic obligations are resolved at this stage. However, if a problem persists, a student will receive a **First Formal Warning**.

### **First Formal Warning.**

If, following **discussion**, a breach of academic obligations is not adequately resolved, the Senior Tutor will give the student a **First Formal Warning**. This warning will be sent in a letter headed as a **First Formal Warning letter**. This letter will outline the breach(es) in academic discipline and make clear how the student is required to redress the breach(es). The required redress may involve, for example, one or both of improved tutorial performance and the attainment of a specified minimum standard in **one or more collections** (a required examination paper set and marked by college tutors). The student will also be invited to meet with the Senior Tutor to ensure that the student understands the terms of the **First Formal Warning**: the student may be accompanied at this meeting by another student or member of College. The **First Formal Warning** letter may also impose a **minor sanction** on the student.

### **Minor Sanctions.**

One or more minor sanctions may be imposed where, following **discussion**, a student has, in the opinion of the tutors and the Senior Tutor, failed to redress a breach of academic obligations. Minor sanctions include one or more of the following: a restriction on non-academic activities; a recommendation that a scholarship or exhibition held by the student be removed. Such a recommendation that a scholarship or exhibition be removed is made by the Senior Tutor to the Academic Committee (as part of the reserved business of the Academic Committee) and requires the agreement of the college Fellow(s) with responsibility for the student's teaching. If the Academic Committee approves the recommendation for the removal of a scholarship or exhibition, this will be communicated to Governing Body.

### **Second Formal Warning.**

If a student fails to comply with the conditions required by the **First Formal Warning**, the Senior Tutor may issue a **Second Formal Warning**. A **Second Formal Warning** places the student on **probation** (see below). This warning will be sent in a letter headed as a **Second Formal Warning letter**. This letter will outline the breach(es) in academic discipline that have not been satisfactorily redressed and will make clear how the student is required to redress the breach(es). The required redress may involve, for example, one or more of: substantially improved tutorial performance; the attainment of a specified minimum standard in a **penal collection** (an examination paper set and

marked by two tutors who are not Fellows of the college); a specified number of passes on identified papers or other elements of the **First Public Examination** (first **University examinations**) at the first attempt (see below).

The student will also be required to meet with the Senior Tutor to ensure that the student understands the terms of the **Second Formal Warning**: the student may be accompanied at this meeting by another student or member of College.

### **Appeal against a Second Formal Warning**

A student may appeal against the terms of a **Second Formal Warning**. The student's intention to appeal must be submitted, in writing, to the Senior Tutor within one week of the date at which the **Second Formal Warning letter** is sent by the Senior Tutor. In the event of an appeal, an **Academic Discipline Committee** will be convened by the President to hear the appeal. That Committee will consist of three Fellows of the college (not including the Senior Tutor or any Fellows who are tutors of the student concerned). If the student so requests, the Committee will also include two junior members nominated by the JCR President (unless the JCR President is the student in question, in which case the members shall be nominated by the JCR Secretary). The Senior Tutor and the student concerned must submit written representations to the Chair of the **Academic Discipline Committee** no less than 48 hours before the Committee meets. The student and/or his or her representative will also be permitted to attend and address the Committee. Further details on the procedure of the Committee are available on Sharepoint.

### **Probation**

When a student is placed on **probation** by a **Second Formal Warning** letter, a failure by the student to comply with the required redress may result in the Senior Tutor recommending that the student's studies be **suspended or terminated**. Such a recommendation requires the agreement of the student's college tutor(s). The recommendation will be made by the Senior Tutor in writing to the President and the Senior Tutor will also send a copy to the student.

### **Appeal concerning a recommendation of suspension or termination (where the recommendation is based on failure to comply with the conditions required by the Second Formal Warning)**

A student may appeal against the Senior Tutor's recommendation to suspend or terminate the student's studies, if that recommendation is based on the student's failure to comply with the conditions required by the **Second Formal Warning**. The student's intention to appeal must be submitted, in writing, to the Senior Tutor within one week of the date at which a copy of the Senior Tutor's recommendation was sent to the student. In the event of an appeal, an **Academic Discipline Committee** will be convened by the President to hear the appeal on behalf of Governing Body. That Committee will consist of three Fellows of the college (not including the Senior Tutor, any Fellows who are tutors of the student concerned, or any Fellows who have sat on a previous **Academic Discipline Committee** concerning that student). If the student so requests, the Committee will also include two junior members (not including any junior members who have sat on a previous **Academic Discipline Committee** concerning that student) nominated by the JCR President (unless the JCR President is the student in question, in which case the members shall be nominated by the JCR Secretary). The Senior Tutor and the student concerned must submit written representations to the Chair of the **Academic Discipline Committee** no less than 48 hours before the Committee meets. The student and/or his or her representative will also be permitted to attend and address the Committee. If the student's case has already been considered by an **Academic Discipline Committee** (see above), the second **Academic Discipline Committee** will not consider any evidence considered by that first Academic Discipline Committee.

## Decision of the Academic Discipline Committee

When hearing an appeal concerning a Senior Tutor's recommendation of suspension or termination (where the recommendation is based on failure to comply with the conditions required by the Second Formal Warning), an **Academic Discipline Committee** exercises a power delegated to it by Governing Body. If the **Academic Discipline Committee** accepts the Senior Tutor's recommendation for suspension or termination of a student's studies, it will communicate that decision to Governing Body.

## Failure in the First Public Examinations (first University examination) at the first attempt

A student who fails to satisfy the Moderators examiners in the initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on **one** further occasion (in accordance with the regulations governing the resit in that subject).

## Failure in the First Public Examinations (first University examination) at the second attempt

Unless there are exceptional circumstances which, in the opinion of Governing Body, justify a decision to the contrary, the studies of a student who fails the First Public Examination at the second attempt will be terminated. Students may make representations in writing to the Governing Body if they believe they are entitled to such exceptional treatment on account of exceptional circumstances. An 'exceptional circumstance' is defined as a serious matter which temporarily and significantly impairs the ability of the student when sitting the First Public Examination for the second time. Examples include **very** serious ill-health or the death of a parent or guardian. The Senior Tutor may dispute, as a matter of fact, the existence of one or more claimed exceptional circumstances. In such a case, the dispute as to the existence, as a matter of fact, of such exceptional circumstances will be referred to an **Advisory Committee**. The **Advisory Committee** will consist of three Fellows, appointed by the President (but not including the Senior Tutor or a subject tutor of the student). The sole task of the **Advisory Committee** is to determine, as a matter of fact, whether claimed 'exceptional circumstances' existed. The factual finding of the Advisory Committee will be binding on the Governing Body, which will consider the student's representations in light of that finding.

## Second Public Examinations

Students are expected to take their second public examinations at the end of the appropriate academic year. They will not be permitted to postpone the taking of such examinations on the basis that their results will improve as a consequence of additional study time. The College will not readmit students for such an extra year, or part of a year, without exceptional reasons, and then only subject to appropriate conditions, including the student demonstrating that he or she is medically and academically fit to return to study at the appropriate level (see also under Welfare).

## Conference of Colleges Appeal Tribunal

If the student so requests, an appeal panel consisting of Fellows from other colleges (Conference of Colleges Appeal Tribunal) will consider the Governing Body decision on academic discipline as an independent and impartial element of the overall process. Notice of any appeal (with grounds in support thereof) should be submitted to the secretariat of the Conference of Colleges within 5 days of the Governing Body final decision, which will be suspended until such appeal is determined. The procedures of such independent appeal committee will conform to the rules of natural justice.

## The Office of the Independent Adjudicator for Higher Education"

The OIA" operates an independent student complaints scheme pursuant to the Higher Education Act 2004. Please see: [www.oiahe.org.uk/](http://www.oiahe.org.uk/)

## Graduates

### University website for current students – the ‘Current Student Gateway’.

This contains useful information, including the on-line registration guide and the self-service log-in available on the University website: [www.ox.ac.uk/current\\_students/](http://www.ox.ac.uk/current_students/).

### College Adviser

A College Adviser is assigned to each graduate student at the start of the academic year. The College Adviser is an academic in a position to discuss the student’s academic work. The College Adviser is not intended to replace the University supervisor, or to act in his or her stead and should, therefore, not be expected to give the same detailed academic guidance and direction. Rather, the intention is to provide a local focal point for an individual student’s academic and pastoral relationship with the College.

The College Adviser monitors a student’s progress, discusses the University supervisor’s reports, and is available for regular consultation on academic or other matters, including those issues that a student may feel unable to raise with their supervisor. The Adviser may consult with the Senior Tutor about any students who appear to be experiencing difficulties in their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

College advisees (graduate students) should respond to invitations from their Advisers to meet them; if the proposed time is not suitable, they should contact their Adviser to arrange an alternative time to meet. They may also contact their college advisers outside their regular meetings and should feel free to consult other college officers as necessary, including the Senior Tutor or the Academic Administrator. It is particularly important that advisees should consult their College Adviser if they experience any difficulty with their University supervisor. Any matters concerning examination procedures may be discussed with the College Advisers, or more formally, with the Senior Tutor. Graduate students wishing to make any changes in their course of study should speak to the Senior Tutor before taking any action, and are warned that changes may result in their incurring additional fees.

### Monitoring Academic Progress

Supervisors’ reports are available to the President, Senior Tutor and relevant College Adviser in College. Graduates discuss their progress with the President at a regular annual interview (President’s Collections). Assessment of teaching and supervision and self-assessment is carried out through a questionnaire sent to all graduates in Trinity Term. Graduates are encouraged to complete these forms, so that their views can be taken into account.

### Coping with Problems

A graduate may consult his or her adviser, who will be a Fellow or Lecturer of Trinity in a related discipline, about matters which they feel unable to raise with their supervisor, or simply to obtain personal advice. Graduates may also consult the Senior Tutor, who is Tutor for Graduates, if they are experiencing difficulties in their academic work. The adviser or Senior Tutor can also direct graduates to other appropriate persons for assistance with non-academic related difficulties. Others who are willing to offer support include the MCR Welfare Representative and the Wellbeing Adviser, and an interview may also be arranged with the President via her Personal Assistant.

# Awards and Prizes

## Undergraduates and Graduates

**The Stirling Boyd Prize** is awarded annually to the student (undergraduate or graduate) whose attainments and influence on the life of the College are, in the opinion of the President and Fellows, of the highest value. The prize is worth £100. Presidential Commendations may be given to other students.

**The Richard Hillary Prize**, open to all current undergraduate and graduate members of the College, is awarded annually for a piece of creative writing not exceeding 3,000 words, in verse, prose, or dramatic form. Entries are submitted by the end of Hilary Term, and the winner is announced at the beginning of Trinity Term. There is a prize of £500 for the best entry from both undergraduate and graduate students.

**The Sarah and Nadine Pole Scholarship** is available annually to a student or students working in a field concerned with the identification of a cure for cancer. The award is worth up to £1500 and is advertised in Trinity Term. The value awarded to each student depends on the number of successful applicants. Applications should be addressed to the Academic Administrator.

**Choral Awards** may be made to current members of the Chapel Choir.

### Undergraduates

**Exhibitions** may be awarded only after the results of First Public Examinations are known. Distinctions or Firsts in Prelims or Mods (if taken in the first year) are usually recognised by an Exhibition, awarded at a Governing Body meeting in the subsequent Michaelmas Term. Exhibitions may also be awarded to other outstanding undergraduates, on their tutors' recommendation. Renewal is dependent on satisfactory academic progress and evidence of application and good conduct each year.

**Scholarships** may be awarded to undergraduates in the third or fourth year.

**College Prizes** are awarded to those who achieve a First in Finals.

**Academic Prizes** are awarded to undergraduates whose tutorial work or collection results show very good achievement and/or commitment, and/or progress. No undergraduate may receive more than a maximum of two such prizes in any one academic year.

Full details of other named prizes are available on the College SharePoint site.

### Graduates

**Graduate Scholarships** are awarded for outstanding academic performance to those entering the second or third years of their course on the recommendation of University Supervisors or Graduate Advisers. Holders are entitled to limited dining rights on High Table. Renewal depends on evidence of continued good progress but will not normally extend beyond the fee-paying period of a degree. Normally there is provision for up to six scholars at any one time.

**The Kandiah Thirunavukkarsau Graduate Scholarship** of £500 is awarded to an academically able and financially deserving graduate student in Materials or Engineering.

**Graduate Prizes** may be awarded for work of special merit by graduate students on the recommendation of University Supervisors or Graduate Advisers or for the achievement of a Distinction in a taught Masters course.



# Loans, Grants and Bursaries

## Undergraduates and Graduates

Full details of all Trinity College grants and bursaries are available on the SharePoint site.

### University Grants and Bursaries

The University administers some Hardship Funds to assist eligible students (undergraduates and graduates) who face financial difficulties for whatever reason. Some funds are restricted to British students who need extra help to meet their living or course costs because they fall into hardship unexpectedly; others are open to home, EU and international students.

The University Committee on Student Hardship makes awards on the grounds of unforeseeable hardship and may provide help in the form of a grant or loan, depending on the applicant's circumstances. Awards to successful applicants are made on the basis of a comparison of a student's finances for the current academic year with University estimates of finances required. The Committee meets on a termly basis. All students registered for a degree at the University are eligible to apply to the Committee.

### College Grants (for home and international students)

The College's Grants Committee administers the College's Academic Grants for undergraduates and graduates. Application forms are available from the College SharePoint site. They should be returned by the date specified on the form. Applications are normally considered at a meeting of the Grants Committee in 6<sup>th</sup> Week of each term.

Any student experiencing financial difficulties should ask the Estates Bursar at any time. There is a small discretionary fund, overseen by the Senior Tutor, which may provide some help (not usually exceeding £200) in cases where financial hardship would seriously affect academic performance.

**Book Grants** of up to £100 per annum are available to all **students**. Students must produce receipts to receive the refund from the Bursary. Application forms are available on the Trinity SharePoint.

**Academic Grants** may be made to undergraduates to assist expenditure on projects which are related to their academic work. Postgraduate grants are awarded to help with research, conference expenses etc. The application form is available from the SharePoint site, and must be submitted by the date stated on the form. All forms require the support of the applicant's tutor in the case of undergraduates, supervisor in the case of graduates.

**The Lingen Fund** provides grants for the promotion of classical studies, in particular for travel. Further details will be circulated by the Tutor in Classics at the beginning of Hilary and Trinity Terms.

**Britton Instrumental Bursaries** are offered to encourage good instrumentalists to foster and participate in the musical life of the College. Normally two (renewable) Bursaries are awarded each year. Application forms are sent to all students during Hilary Term.

**A Travel Bursary** funded by the Trinity Society is available annually up to the sum of £500. Typically, applications are invited for a bursary to undertake travel within three years of the successful completion of a course of study. Completed application forms should be sent to the Executive Assistant to the Bursars by 1st March each academic year.

**Grants for Extracurricular Activities.** There is a limited fund available for extracurricular activities such as sport, music, drama etc. Any reasoned application, with costings should be submitted to the Domestic Bursar.

## Undergraduates

**Student Loans and Grants.** If you are eligible and apply for a loan for the full amount of your university fees, it will be paid directly to the university on your behalf by the Student Loans Company (SLC). Your maintenance loan (if you are eligible and have applied) will be paid to you at the start of each term. **All eligible students must complete and return a PN1 Student Finance Direct Application form to confirm their eligibility for public core funding, otherwise they will be charged both the overseas student University tuition fee, and the College fee for overseas students.**

**Oxford Bursaries and Crankstart Scholarships.** These two University schemes assist UK and EU students from lower income households with the cost of undergraduate study at the University of Oxford. There is no application for the bursary scheme. When applying for UK government funding you and your sponsors/parents must agree to share the data relating to your household income assessment with the University. The University then uses the statement of household income to calculate the level of bursary or scholarship a student will receive. **It is vital that you do not cross the box on the final declaration page of the PN1 Student Finance Direct Application Form. By leaving the box blank you give authority for information to be shared with the University and College, otherwise no payments under the Oxford Bursaries or Crankstart Scholarship Scheme can be made.**

**Students resident on site.** Students may be required to stay up into week 9 for examinations after the end of Hilary or Trinity Terms. The College will ensure that such students in on-site accommodation have their room up to and including the night following their last examination, at no additional cost. Off-site students have licenses to occupy their properties through the Christmas and Easter vacations and through to 9<sup>th</sup> Week of Trinity Term.

## Graduates

**Trinity Bursaries for Fourth Year DPhil Students.** Some funds deriving from donations from Old Members are available to research students who will complete writing up their thesis in the next 3-6 months. The Graduate and Academic Administrator will email an invitation to apply each term.



# 3. Wellbeing

The College and University treat the wellbeing of students as a top priority, and make various provisions for their students. All students are required to register with an Oxford NHS medical practice. The College also employs an NHS nurse (managed by Oxfed) who runs clinics three days weekly in term time. The University provides a professional counselling service centrally and a link counsellor for Trinity one day weekly. Students' wellbeing services in College are co-ordinated by the Wellbeing Adviser, Dr Claire Parker (Claire.parker@trinity.ox.ac.uk). Out of hours (7pm – 7am) she and the Dean are assisted by Junior Deans: two based on the main site (one on duty out of hours, and four based in the North Oxford residences). The MCR and JCR elect welfare officers who are available for support and information, and the JCR has a team of peer supporters, who are trained listeners who direct you to further help if needed. Tutors and College Advisors are also supportive of any wellbeing concerns a student may have. The important principle is that help is available.

**Confidentiality.** Student's personal and sensitive information is treated with strictest confidentiality, according to University and College policy (see Guidance on Confidentiality in Student Health on the College website. Information is only ever shared on a strictly 'need to know' basis and with a student's consent. This is only overridden if there is a serious risk to life or limb.

**Medical care.** Students usually register with the College's link practice, **Summertown Health Centre (tel. 01865 515552)** at 160 Banbury Road near our North Oxford residences. Registration is on-line and the College Nurse can help. If you have questions, during 0<sup>th</sup> Week. The College nurse will review students with pre-existing conditions e.g. asthma, diabetes, mental health problems, etc and check their immunisation status. After registration students can see a Doctor either at Summertown Health Centre, by completing an on-line form which can be found here: <https://summertownhealthcentre.webgp.com>, or by telephoning the Health Centre on 01865 515552, or weekly at Trinity College surgery. In normal times this is held in the College Surgery on staircase 1. One of the College doctors, Dr Hannah Peters or Dr Kyle Knox, will be available on Wednesdays 10.30am – 12.30pm. Please e-mail the College Nurse [kerry.minton@nhs.net](mailto:kerry.minton@nhs.net) to book an appointment.

**Drop in Clinics.** During the Coronavirus pandemic, there are no drop-in clinics with the GP or Nurse.

**Medical Consultations.** During the Coronavirus pandemic most consultations will be held remotely (on MS Teams or similar). Please be reassured that if there is a clinical need for face-to-face assessment, the College Nurse or Doctor will arrange the appropriate location for this.

Doctor's Surgery 1<sup>st</sup> – 8<sup>th</sup> Week  
Wednesdays 10.30 to 12.30  
Until further notice the clinic is held remotely.  
Normal times: College Surgery Staircase 1

**Medical emergencies, urgent care and out of hours care.** A medical emergency is one which requires immediate attention to save life or limb. It needs an ambulance. Urgent care is for medical problems needing attention the same day but not immediately, and not, unless advised, needing an ambulance. NHS out of hours is 6pm – 8.30am.

In a medical emergency outside College, please call 999. In College, please contact the Lodge 01865 279900 who will call an ambulance if necessary or make arrangements for transport to the hospital or other NHS location (e.g. the out of hours urgent care service) as appropriate. Any person at any time can and should call an ambulance if it is thought necessary and should not delay seeking medical assistance. The ambulance crew will assess and start treatment on arrival. However, the John Radcliffe Hospital Accident and Emergency Department should only be attended for injuries and serious illnesses. For urgent medical care out of hours call 111. You will be given appropriate advice which may include an appointment at the Out of Hours Urgent Care Service in Cowley, or a follow-up

telephone consultation with a health professional. The Lodge will alert the on duty Junior Dean and they will be able to ensure that you receive the appropriate support. The Lodge staff are First Aid trained and hold first aid supplies and equipment. If you have an urgent medical problem during working hours (8.30am – 6.00pm) you can call your College doctor (01865 515552), but the NHS 111 service is accessible 24/7 if needed.

**Repeat prescriptions** can be ordered through Summertown directly; online, emailing in your request to: [summertownhc@nhs.net](mailto:summertownhc@nhs.net) or through the nurse. Prescriptions can be sent electronically to any UK pharmacy of your choice, except Scotland. Please contact the nurse to arrange repeat prescriptions which require prior patient review such as contraception, asthma medication or long-term health conditions requiring blood test monitoring. Prescriptions and telephone consultations can be requested from Summertown Health Centre throughout the vacations.

**The College Nurse** is Kerry Minton RN. Her role is to advise, treat and support any College student who is unwell, injured or in any other difficulty. She can give family planning advice, including free emergency contraception. She also has a wide variety of health education material. If she cannot help you she will refer you to someone who can.

Members of College and their guests are entitled to free advice and treatment for health problems, illnesses and injuries, in total confidence. Kerry may refer the matter on to other health professionals, as appropriate.

Kerry Minton	0 <sup>th</sup> – 9 <sup>th</sup> Week Monday 10am-3pm, Wednesday 9.30am-12.30pm, Thursday 9.30am-12.30pm
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Kerry Minton can be contacted by email: [kerry.minton@nhs.net](mailto:kerry.minton@nhs.net)

**Travel Advice and immunisations.** The College nurse is able to provide a print out of a student's recorded vaccinations and advice on how to obtain travel vaccinations. Missing routine immunisations can be administered in college.

**Disabilities and Specific Learning Needs.** The College Disability Lead and Coordinator is the Wellbeing Adviser, Claire Parker ([claire.parker@trinity.ox.ac.uk](mailto:claire.parker@trinity.ox.ac.uk)), who liaises with the University Disability Advisory Services (DAS). Students who have physical or mental health disabilities or specific learning difficulties should register as soon as possible with the University Disability Advisory Service: [www.ox.ac.uk/students/shw/das/](http://www.ox.ac.uk/students/shw/das/), who process reasonable adjustments to learning and exam provisions, eg recording of lectures, extra time in exams. They also advise colleges about any adjustments necessary for a student's well-being. Please contact Claire Parker if there are specific needs concerning accommodation or any other aspects of college life needing support.

**Dentist.** The company Studental based at Oxford Brookes University, Headington offers NHS treatments to students of Oxford University. They can be contacted on 01865 689997 or [reception@studental.co.uk](mailto:reception@studental.co.uk). Alternatively, students can arrange private dental care if they prefer.

## General Wellbeing

The College is concerned to support the wellbeing of its Junior Members. The Fellows, College Officers, the Wellbeing Adviser, JCR and MCR Welfare Reps, the Junior Deans, and outside professionals all have a role to play in this context.

The **Wellbeing Adviser**, Dr Claire Parker is located in the Wellbeing Room in 10:6. She co-ordinates the different aspects of wellbeing in College and is available either for a listening ear or advice about how to find appropriate support. Appointments can be made by email. She is also the College Disability Lead and Coordinator. Advice is non-judgemental and confidential.

There are **Junior Deans** on site and in the outside properties who can be contacted out of hours for

wellbeing concerns. Advice on signposting to out-of-hours medical advice, and for support while waiting for the arrival of any necessary medical care. The MCR and JCR elect **Welfare Officers (“Reps”)** whose names are on the relevant websites. The College supports the training of undergraduates as **Peer Supporters, who are trained listeners and will signpost you to relevant college staff if needed for further advice or help.** Their names can be found on the JCR website. All those involved in student welfare and wellbeing are aware of the importance of confidentiality. Individual Tutors and College Advisors are very supportive of student’s wellbeing issues. Any communication between them and the college wellbeing staff about a student is always with the student’s express consent, unless there are overriding issues of escalating risk to their wellbeing.

**Counselling.** The University has a professionally confidential **Student Counselling Service** for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and graduate members of the University. Appointments can be made by emailing them on [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk). An appointment will be made for you as soon as possible. The Counselling Service website also contains useful self-help material and podcasts about many student problems. The College Library has a section of self-help books on wellbeing issues.

The College also has an on-site counsellor, Jonathan Totman one day a week during term time. Consultations can be arranged by email ([jonathan.totman@admin.ox.ac.uk](mailto:jonathan.totman@admin.ox.ac.uk)) and due to Coronavirus, are held remotely on MS Teams. During normal times, Jonathan is available by appointment in the Wellbeing Room (10:6). Appointments can be made by emailing the on-site counsellor.

**Organisations** offering more general services include:

- The Samaritans (Oxford 01865 722122, 24/7), which provides counselling, as well as an emergency listening service in emotional distress or risk of suicide. The national freephone helpline is 116123, also 24/7.
- Nightline (Oxford 01865 270270, listening and information service, term-time, 20.00 to 08.00). It can be contacted from any phone in the University telephone network by dropping the 2;
- OUSU Welfare Centre (01865 270771);
- Online Mental Health Support: 'Togetherall': This is NHS approved, and supported by the University. Access with your University email address: <https://account.v2.togetherall.com/login?continue=https%3A%2F%2Fv2.togetherall.com%2F>
- Oxford Student Alcohol and Drugs Advice, a counselling service coordinated by OUSU (same number as above). For someone with a drugs problem, confidential advice is also available from the College doctors, any other GP, or from one of the relevant advice lines (e.g. Narcotics Anonymous 020 7730 0009).
- General Wellbeing Advice (NHS): <https://www.nhs.uk/live-well>

The JCR Welfare Reps keep a more comprehensive list of medical, welfare and counselling services, with help lines. There is a detailed welfare handbook on the JCR website. Further information is also available in the *Proctors’ and Assessor’s Memorandum*, and many of the above services are included under ‘Counselling and Advice’ in the Yellow Pages.

**Support for Finalists.** The College helps students to prepare for their Second Public Examinations. Students who fulfil their academic obligations normally cope well with the examination system. To provide extra assistance to Finalists, the College organises in Hilary Term a session, at which the Senior Tutor, the Wellbeing Adviser, Nurse, Link Counsellor and Undergraduate and Tutorial Administrator give advice on matters such as revision, preparation, and examination techniques.

## COMPLIANCE WITH PREVENT DUTY LEGISLATION

The college is legally required as an educational institution to comply with the Prevent Duty under Section 26 of the Counter-Terrorism and Security Act (2015). In fulfilling its legal obligations, the college maintains its commitment to

- secure and protect the rights of academics, students and staff to hold, articulate and act upon their political, religious and ideological opinions at all times, within the law, and subject only to their contractual agreements and terms of employment.
- respect the rights of academics, students and staff to confidentiality and privacy at all times, in the absence of a risk of serious crime, subject only to their contractual agreements and terms of employment.
- ensure that the implementation of its PREVENT duty does not undermine, and remains subject to, the rights of academics, students, staff and visiting speakers under existing law, including the Education (No 2) Act 1986, the Human Rights Act 1998 and data protection legislation.

Any concerns that a student is being radicalised to a point where they may be a potential threat should be raised with the College's Prevent Officer, Dr Emma Percy ([emma.percy@trinity.ox.ac.uk](mailto:emma.percy@trinity.ox.ac.uk))

## Raising a Prevent Concern

Any College Member, whether employee or student, may become concerned that an individual is being, or is at risk of being, drawn into terrorism.

The following flow chart sets out the process by which College Members should raise a Prevent concern:

### 1. Assess the immediate threat

In an emergency (i.e. immediate threat to life or limb), call the police on 999.



### 2. Notify the Prevent Lead

Our Prevent Lead is currently Dr Emma Percy. She can be reached on (01865 2)79886 or at [emma.percy@trinity.ox.ac.uk](mailto:emma.percy@trinity.ox.ac.uk).

If necessary, the Prevent Lead will then notify the President and Dean of the College, and refer the matter to the University Prevent Officer.

### Note on External Events

If any College Member has a concern about a proposed meeting or event, they should notify the President, Dame Hilary Boulding. She can be reached at [hilary.boulding@trinity.ox.ac.uk](mailto:hilary.boulding@trinity.ox.ac.uk).

An event should be reported if you consider that:

- a) It may give rise to an environment in which people will experience discrimination, harassment, intimidation, verbal abuse, or violence.
- b) A proposed external speaker is a member of, or is likely to encourage support for, an organisation which prepares for, promotes, commits, or is otherwise involved in acts of terrorism.

# 4. Community Life, Conduct, and Discipline

The College's *Code of Conduct* is designed to establish clear and fair expectations of behaviour. Specific regulations are laid down to protect the common and individual interests of all members of the College community. Cases of misconduct will be dealt with under the College's *Decanal Policy and Procedures* (Appendix A of this Handbook). **The Code of Conduct is binding on all Junior Members as part of their contract with the College.** As a condition of membership of the College, all Junior Members are to conform to the regulations summarised below, as well as to the prohibitions on unacceptable conduct laid out in the College's Decanal Policy (see Appendix A). Students are also required to conform to University statutes and regulations, and must sign a form agreeing to obey them before admission to the College.

## Trinity Code of Conduct

Trinity College exists, under the terms granted at its foundation, to provide for the pursuit of teaching, learning, and research, by the maintenance of a community of scholars as part of the University of Oxford. Junior Members (undergraduate and graduate students), Senior Members (Lecturers and Fellows), and Staff of the College are all equally entitled to live and work in pursuit of these aims in a positive environment in which they are treated fairly and with respect, courtesy, and consideration. The College's Code of Conduct articulates both the value we place on individual rights, freedoms, and identities, and our commitment to the preservation and maintenance of a community conducive to our common purposes of teaching and learning.

- The College seeks to be a welcoming, diverse, inclusive, and supportive community in which each individual member is equally valued. We are committed to fostering an environment in which everyone engages positively, with the University and the local community, and treats others with respect, dignity and care.
- As a community, we respect the dignity, individuality, and freedom of each member. We seek to make the College a place where individuals and groups learn with and from each other. We aim to foster a sense of shared experience and common purpose, along with a collective responsibility for each other's well-being.
- We do not tolerate discrimination, victimisation or harassment on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender identity or reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.
- We acknowledge the legitimacy of diverse opinions, beliefs, and points of view, and we protect the right of every member of the College community to exercise freedoms of speech, association, and assembly, within the law. We recognise the necessity of testing opinions and beliefs against evidence and argument, and just as we protect the right of every member of the College community to freedom of expression without fear of censorship, we equally uphold their right to live and work in an environment free of intimidation, harassment, and bullying.

All students are to respect all College personnel, property and amenities, and to protect the rights of other members to live and work in harmony. Students must refrain from any behaviour that is damaging to any of these interests.

## College and Other Authorities

Good order and the upholding of discipline in College is the responsibility of the Dean and the Junior Deans. Misconduct involving members of other Colleges, and breaches of University discipline, are dealt with by the Proctors. Serious misconduct which might also constitute a criminal offence may be referred to the Police.

**Dean.** The Dean is the College's disciplinary officer, responsible for ensuring "good order" in College. In dealing with breaches of College regulations, the Dean will take into consideration all factors relevant to the particular offence and offender.

**Junior Deans.** Junior Deans assist the Dean as disciplinary officer. They are also members of the Welfare team. Typically, Junior Deans are Trinity College postgraduate students. There is a male and a female Junior Dean both in the College itself and in the outside properties. It is the Dean's, Wellbeing Adviser's and Domestic Bursar's responsibility to appoint Junior Deans. Junior Deans reside on College premises and ensure that the College's rules (in particular, concerning noise and disruption) are upheld. Disregard of any instructions issued by Junior Deans is treated as a serious offence. Junior Deans also provide assistance to students in difficulty, and advice on personal matters. They will, if appropriate, direct members towards one of the many individuals or counselling services that exist to provide help and support (see section on Welfare). A Junior Dean will be on duty each evening during term; full contact details of those on call are available via the Lodge. If necessary, the Junior Dean on duty may be summoned promptly via the Lodge. Junior Deans at Staverton, Rawlinson and The Nunnery will make themselves known to residents at those sites at the beginning of the academic year.

**Proctors.** The Proctors are the University's disciplinary officers. The College co-operates fully with the Proctors, and the behaviour of Junior Members is subject to the University's [Regulations on Student Conduct](#).

**Police.** Members of College are subject to the ordinary law of the land and are in no way exempt from processes of the criminal law involving theft, damage, assault, etc. It is important to bear this in mind, since breaches of the law are viewed with great concern by the College, and the police will be informed if one of its members is accused of a criminal offence. Although the College will then normally await the outcome of any police investigation, it reserves the right to suspend such a member pending the results of the investigation. Disciplinary sanctions may be imposed subsequently, whether or not criminal proceedings ensue. A finding of guilt of an offence which can carry a custodial sentence by a criminal court will by itself be a ground for disciplinary action by the College.

## College Regulations and Penalties for Misconduct

**Misconduct** includes both minor infringements of College rules and offences that are regarded as serious (because, for example, they may compromise safety or disrupt the wellbeing of others), which fall entirely within the remit of the Dean to investigate and sanction. There is no right of appeal against the Dean's decisions and penalties for minor offences. Such offences will generally be punishable with a verbal or written warning, and/or with monetary fines, individual and collective, up to £200 per person (including damages). In more serious cases, the Dean may impose higher fines, and may also impose a penalty of banning from specified College events or premises (e.g. Freshers' Week, bops, or the Ball; certain staircases, sporting facilities, Hall, or the bar), or temporary or indefinite suspension from College. There is a right of appeal, initially to a Joint Disciplinary Appeals Committee, then to Governing Body, and finally, where appropriate, to the Conference of Colleges' Appeal Tribunal and the Office of the Independent Adjudicator for Higher Education, against these more severe sanctions. The Dean also has the power to dissolve any College

society and to require any College society to amend its rules or practices where these are deemed to be in conflict with the College's Code of Conduct. The Dean and the Domestic Bursar may also impose restrictions upon use of student rooms, or require a student to change rooms, or suspend a student either temporarily or permanently from access to College accommodation.

What follows in this section is illustrative but not exhaustive. In case of ambiguity or inconsistency the overarching principles of the code will apply.

**Fire safety.** The College has a number of fire safety procedures with which all staff and students must familiarise themselves. There are student fire wardens on each staircase to assist with safety and fire drills. Regular fire practices are held. Non-compliance with a fire drill, or with instructions given by a fire warden, a Junior Dean, or a member of College staff in respect of fire safety, is an offence. Barbecues are not permitted in any College properties.

Improper use of fire equipment, such as tampering with a smoke detector, setting off an extinguisher without good cause, or malicious activation of a fire alarm, puts others in danger and is a serious offence. Depending on circumstances and whether the offence is repeated, tampering with fire equipment will be subject to a fine of between £100 and £200 plus the cost of any damages, and/or the cost of an alarm engineer's callout charge.

**Smoking.** For reasons of safety and welfare, as well as compliance with the law relating to smoking in a workplace, smoking is not allowed anywhere in College outside the designated smoking areas. In accordance with the Health Act 2006, there are no designated smoking rooms in College property. There is a designated smoking area on the College's main site in Dolphin Yard. Smoking is strictly prohibited in all College residential rooms, and in the grounds and gardens. Depending on circumstances and whether the offence is repeated, smoking in any place other than a designated area will be subject to a fine of between £75 and £100. If a fire alarm is tampered with to avoid smoking being detected, fines for both offences will be imposed.

**Abuse of alcohol.** Some students, especially those under stress, may find themselves drinking to excess. This can lead to academic under-performance and erratic conduct. A higher than normal consumption of alcohol can be the first outward sign that someone is under stress and needs help. A student whose consumption of alcohol is such that it adversely affects their expected academic progress (or, indirectly, that of others) can expect to be monitored, and will be offered appropriate welfare support.

In other cases, abuse of alcohol, and the behavioural effects of alcohol abuse, may constitute disciplinary offences. These may include bringing the College into disrepute. Where excessive drinking leads to repeated call-out of the emergency services, Junior Members will be held responsible for any costs that are incurred. They may also be expected to make a substantial donation to a medical emergency charity.

Leaving a room, toilet, or any other place in College soiled with vomit is an offence that may carry both domestic charges and decanal penalties. These will include collective fines when individual offenders cannot be identified. Cleaning kits are available in the toilets near the Beer Cellar (basement of Staircase 11 and Staircase 17), JCR, Staircase 1 (main block, toilets), and Lodge. Where cleaning is not done by Junior Members responsible, and is left to the College staff, a domestic charge of £50, a decanal fine of up to £50, and/or community service, will be imposed.

**Damage to rooms** or any other part of the fabric of the College is a serious offence and Junior Members will be charged any costs of repairs; fines and/or other penalties may also be imposed. Students who repeatedly or seriously fail to respect the need to take proper care of College rooms will be excluded from accommodation in College property. (See also section 5 on Accommodation below).

**Noise.** Junior Members must be respectful of others' right to work and rest without disruption. Excessive noise at any time, and especially late at night, in any residential accommodation, is



unacceptable. Sound equipment and musical instruments must be inaudible outside the rooms in which they are situated during these times:

Monday to Friday	09.00 to 13.00 & 14.00 to 18.00
Every day	24.00 to 08.00

Sound levels should be kept to a reasonable level at all other times, especially during periods when University examinations are taking place. Playing of music generally necessitates the closing of windows. Causing avoidable noise after midnight is a serious offence. Those re-entering the College or outside properties late at night must not disturb anyone living in College accommodation or neighbouring properties. Members of College should inform a Junior Dean as soon as possible if they are disturbed by noise. A decibel meter is available in the Lodge to measure noise levels in case of a complaint. A general guideline is that noise is excessive if it exceeds 5dB above the ambient level in a room with closed doors and windows. Fines will be imposed for causing excessive noise, especially at night.

**Guests** Junior Members are fully responsible for the actions of any guests they permit to enter College. If a guest refuses to adhere to College rules, Junior Members are required to contact the Lodge or a Junior Dean.

**E-mail and personal web sites.** Communication between members of College is normally carried out via e-mail. Students are required to have an email account with the University and check their e-mail on a daily basis, responding promptly to any request by Senior Members of College.

The use of e-mail and the Internet (including personal web sites) is regulated by the University. The unlawful download or distribution of copyright material such as films and music is a serious offence that brings the University and College into disrepute. Where the University is served with notice by a copyright holder that an infringement has taken place, the University imposes a fine, plus VAT, which is passed on to the College of the infringing user; any Junior Member responsible for such an infringement will be liable for this fine, in addition to a decanal fine (usually totalling £150). The improper use of e-mail, or accessing, downloading or storing inappropriate material also constitutes a disciplinary offence. No student may personally register, own or control any internet domain name that either contains the word "Trinity" or the College crest or gives the impression of any College representation.

**Parties and gatherings** involving ten or more persons in any College accommodation require advance permission, and can take place during the following times:

Monday to Thursday	18.00 to 22.00
Friday	18.00 to 24.00
Saturday and Sunday	09.00 to 22.00

**The organisers of a party must request permission from a Junior Dean in advance.** A Junior Dean may wish to discuss arrangements with the organiser before giving approval for the party. Failure to carry out this procedure will result in an unauthorised party, for which a fine may be imposed, especially if a noise complaint results.

For fire safety reasons, no more than 25 persons may be present at a given time in a room in College (35 in outside College flats), unless authorisation (forthcoming only for larger ground-floor rooms) has been obtained from the Dean. Invitations should only be issued in accordance with these limitations, and the posting of notices advertising parties in private rooms is forbidden.

Permission to hold a party or hosting a gathering with fewer than ten guests does not exempt the occupant of the room from rules concerning noise, nor from ensuring that the room is left clean and tidy. **Organisers of parties must ensure that all noise ceases at midnight.** Announcements of parties

should not in any way, directly or indirectly, promote and encourage a culture of excessive drinking. It should always be made clear that soft drinks will also be available. Permission for parties that do not comply with these rules will be denied. Organisers of parties or of any College event are expected to attend and supervise the event for its full duration.

**Private gatherings** linked to activities with a genuine College component may be arranged in consultation with the Conference and Events Manager ([louise.turner@trinity.ox.ac.uk](mailto:louise.turner@trinity.ox.ac.uk)). It is the organiser's responsibility to complete a Room Booking form (available from [SharePoint](#)) at least one week in advance, and to comply with any conditions specified. Forms should be e-mailed to the Conference and Events Manager. All bookings require that the premises at which the event is being held be vacated by 22.00 during Sunday to Thursday, or midnight on Friday and Saturday. All College events of any type must conform to decanal regulations and may require specific permission from the Dean.

- The Sutro Room is available, when not required for academic purposes, for up to 40 persons for play rehearsals, drinks parties, exercise classes etc. There should be no music before 18.00.
- The Lawns Pavilion Britton Room, when not required for academic purposes, can be used by up to 99 persons for lectures and meetings.
- The Lawns Pavilion Meeting Room, when not required for academic purposes, can be used by up to 20 persons for lectures and meetings.
- The Beer Cellar maybe used for evening events supported by the JCR or MCR, for up to 120 persons, with the approval of the Bar Manager.
- The Gardens may be booked for parties during the summer, except while exams are taking place, provided that either the Sutro Room or the Lawns Pavilion Britton Room is also available at the same time in case of bad weather. Note that permission to use the Gardens must initially be obtained from the Dean or the Domestic Bursar, and the Head Gardener.
- Private dinner parties may be held in the Hall, subject to availability (minimum 50 people) and the approval of the Domestic Bursar, or in her/his absence, the Conference and Events Manager. Payment for such events must be made one week in advance.

Reasonable, respectful, and considerate behaviour by Junior Members and their guests, especially towards College staff and towards other residents of the College not attending the event, is expected at all such events. Attendees are expected to comply with reasonable requests from College staff and Junior Deans. Where breaches of acceptable behaviour or of the principles of the College's Code of Conduct occur, fines, including collective fines, and/or a ban on future events may be imposed.

**Gardens.** The use of the gardens in the Front Quad and Durham Quad, whether for sitting, walking or otherwise, is strictly forbidden. Both members of College and visitors use the North and South lawns and adjacent gardens in the summer for work and relaxation. Radios and musical instruments may not be used out of doors, and the organisers of garden events should bear in mind that live music or sound amplification is only permitted in exceptional circumstances. Gatherings on the lawn (for example at night) are not permitted if they result in excessive noise, and the rule as to the prohibition of avoidable noise after midnight applies to the gardens. During the day, members should restrict to a reasonable limit the number of guests they bring on to the lawns. This is particularly relevant during the summer months. Such guests should not be left unaccompanied on the lawns, and any litter left on the lawns or tables should be disposed of in the bins provided at the front of the College. Hot drinks, food and red wine are forbidden on the lawns.

**Litter** must be placed in a litter bin or taken away. The College enjoys attractive gardens and great effort is maintained by the Gardeners and College staff to keep the premises clean and tidy. It is an offence for members to drop litter, including cigarette ends.

No **ball games** such as football, rugby, or similar games e.g. frisbee, etc., may be played anywhere in College. No balls should ever be thrown in proximity to windows in the College quads. The only

exception is croquet which may be played on the south lawn at times that the garden and lodge staff may specify.

**Bicycles** should only be kept in the racks provided. Bicycles must not be ridden within the College grounds, or left in Dolphin Yard. For fire safety reasons, bicycles may not be kept in student accommodation, and must never be left in corridors or stairwells. Only in exceptional circumstances (where evidence is provided of participation in competitive cycling at blues level or above, and the need for insurance purposes to keep equipment securely indoors) will students be allowed to keep a bicycle in a residential room. All bicycles must be covered by Junior Members' personal insurance; the College cannot be held liable for loss or theft of students' bicycles whether on College property or elsewhere. Bicycles should also be registered and tagged at the Lodge. (Registration enables the College to identify bicycles left behind at the end of term, and aids identification if they are stolen and recovered outside College premises.) The College reserves the right to remove any bicycle not registered with the Lodge. Students are also advised to register their bicycles as recommended by Thames Valley Police with BikeRegister, the National Cycle Database (at [www.bikeregister.com](http://www.bikeregister.com)) – a free service that increases the chances of your cycle being returned to you should it be recovered by the police after a theft. Students living in offsite properties are advised to keep their bicycles out of street view and at the rear of the property to minimise the risk of theft. D-Locks can be purchased at a discounted rate from the Lodge.

**Animals** (except assistance dogs) may not be introduced into College or any accommodation managed by the College, except by permission of the Domestic Bursar and Accommodation Manager.

**Notices** must be securely pinned on appropriate notice boards in staircases or in the Lodge. Notices must not be posted on doors or walls, although political posters (only) may be displayed in windows. Stickers (particularly small circular ones) which are hard to remove may not be used.

### **Policy and Penalties for Serious Misconduct**

**Serious misconduct** includes, but may not be limited to, serious offences against the College's Code of Conduct that might also constitute a serious criminal offence. Examples of such offences include, but are not limited to: violent conduct (which might constitute assault), serious sexual misconduct (which might constitute sexual assault), bullying, harassment, criminal damage, or use or possession or supply of illegal drugs.

Where not referred to or pursued by the police, allegation or suspicion of serious misconduct by a Junior Member will be investigated by the Dean as a breach of the College Code of Conduct. The Dean will then report to a College Disciplinary Panel, a specially convened sub-committee of the College's Governing Body, which will make a finding and may impose a penalty.

Penalties for serious misconduct include temporary or indefinite suspension, or permanent expulsion, from the College.

Any Junior Member who suffers any incident of serious misconduct on the part of another Junior Member, or who is a witness to such misconduct, should notify the Dean immediately.

**Illegal drugs.** The use of specified drugs is illegal within the UK, and is inimical to the College's objectives of the pursuit of academic study and research. The presence of illegal drugs within the College community is detrimental to the welfare of its members generally, and will not be tolerated. Both students and tutors have a duty to take measures to prevent drug and solvent abuse by individuals. The Governing Body necessarily adopts a strict line on drug taking and solvent abuse because of its responsibility both to the College as a society and to its individual members. The College is forbidden by law knowingly to allow drug abuse to take place on its premises. **Any Junior Members who disclose drug use to the Welfare team, the College nurse, the University Counselling**

**Service, a peer supporter or a Senior Member of the College, who seek preventative advice in this respect, and who commit to addressing their behaviour by following whatever measures are recommended, will be supported in seeking appropriate help and will not be subject to disciplinary proceedings. Any Junior Member found to be in possession of, using, or supplying illegal drugs, who has not sought such advice and assistance, and/or who has not followed recommendations already made in this respect, will be subject to disciplinary proceedings and may face expulsion from the College.**

Supplying and dealing in drugs is a particularly serious offence and will be treated as such. Whenever the College has evidence of possession or supply of prohibited Class A or B drugs, Junior Members concerned will be referred to the police. **Students should be aware that supply or 'dealing' includes supplying drugs to others irrespective of whether payment is made.** A student will normally be suspended while any police and court proceedings take place. A criminal conviction will normally also result in disciplinary action being taken by the College. Where a criminal prosecution is not pursued, the College may institute its own disciplinary proceedings wherever it is deemed to be in the best interests of the College to do so.

Being under the influence of alcohol or illegal drugs will never be regarded as a mitigating circumstance for other misconduct, in particular where such misconduct causes harm to persons or damage to property.

**Harassment.** Both the University and the College have adopted specific policies and procedures on harassment. The College has adopted the University's definition of harassment which is set out in Statute XI on University Discipline ([www.admin.ox.ac.uk/statutes/352-051a.shtml#\\_Toc28142342](http://www.admin.ox.ac.uk/statutes/352-051a.shtml#_Toc28142342)). This definition includes, but is not limited to, the definition of harassment in Section 26 of the Equality Act 2010, which relates specifically to conduct related to a protected characteristic. Harassment is taken to mean unwanted and unwarranted conduct which has the purpose or effect of:

- violating another person's dignity, or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.
- The recipient does not need to have explicitly stated that the behaviour was unwanted.

The College will not tolerate any form of harassment or victimisation. Instances of harassment may be dealt with, according to the wishes of any Junior Member who has been subject to harassment, by informal or formal procedures. These are specified in the College's **Policy and Procedures on Harassment**, which can be consulted under the 'Support and Wellbeing' section of the College website. For support and informal processes of redress, Junior Members should approach the Dean, a Harassment Advisor, or a member of the Welfare team. To make a formal complaint of harassment and initiate a formal procedure, a Junior Member should make a report directly to the Dean.

**Whenever any Junior Member becomes aware of these or any other instance of serious misconduct, or is a victim of serious misconduct, they should notify the Dean immediately.** The College will treat all information provided to the Dean and Junior Deans as confidential, wherever appropriate, in accordance with the College's policy on confidentiality. (In some cases, where the safety of others may be at risk, it will not be possible to maintain confidentiality.) The College will also take account of the stated wishes of any victim of misconduct as a first priority in deciding on any response. The Dean may, however, take action to investigate serious misconduct wherever the Dean considers it to be in the interests of the College, which includes the interests of all Junior Members, to do so.

# Safety

The College is concerned with the health and safety of all its members. Members should report any emergency to the Lodge immediately. The Porter should also be told about any damage and deterioration, which may affect safety. See also 'Safety Policy' on SharePoint.

**First aid** can be administered by a number of persons including but not limited to any of the lodge Porters and the College Nurse. Please consult the Porter in the Lodge or the up-to-date list of such persons which is displayed under the Chapel Arch. The College reserves the right to call an ambulance to take a student to hospital if there is concern about their state of health.

**Personal attack alarms.** Oxford is a generally safe city, but free personal attack alarms can be obtained from the JCR Welfare Officers. Students are encouraged to ask for one.

**No-smoking policy.** For reasons of safety and welfare within the College community, as well as compliance with the law relating to smoking in a workplace, smoking is not allowed (i) in any College residential accommodation. (ii) in any other College premises, including the Beer Cellar and the JCR and MCR Common Rooms, or (iii) in the Chapel archway or the archway between the Durham and Garden Quads. The College's fire detection system is necessarily sensitive and failure to comply with the no smoking policy may activate it. Junior Members must ensure that their guests comply with the no-smoking policy.

There are two designated smoking areas on the College's main site in Dolphin Yard and in the Library Quad. (In accordance with the Health Act 2006, there are now no designated smoking rooms in College property). Students are referred to the College's policy on litter.

Failure to comply with this policy is a decanal matter and will result in a substantial fine, typically around £100. Persistent failure to comply will result in the privilege of College accommodation being withdrawn.

**Fire alarm system.** Smoke or heat detectors normally activate the alarm automatically. It may also be activated manually by break-glass switches. In many cases, the Fire Brigade is summoned automatically. When moving in, students should familiarise themselves with the positions of extinguishers throughout the College and thoroughly learn the means of exit including any escape routes through fire doors.

There is a weekly Zone testing of the fire alarms, which is carried out at 14:50 every Thursday and lasts for approximately 60 seconds. There is no need for evacuation.

**At all times when the fire alarm sounds continuously, day or night, leave the building as quickly as possible. Do not return until you are told that it is safe to do so by the Fire Marshal. Those failing to evacuate will be summoned to the Dean and may face a substantial fine.**

If a fire is discovered, however small, the following action should be taken:

- Sound the alarm;
- Shut the door and if possible windows of the room where the fire is. If you think there is a fire behind a closed door, feel the door first with the back of your hand and do not open if hot;
- For a small non-electrical fire, use an extinguisher to try to put it out;
- Leave the building.

In addition to observing the ban on fireworks and inflammable materials, act sensibly to guard against starting fires. In particular:

- Do not leave lighted cigarettes where they may smoulder;
- Do not light paper in waste bins;
- Do not dry clothes on or near to a gas or electric fire.

On first moving into new rooms, **occupants must familiarise themselves with fire escape routes and all safety precautions. Those occupying rooms containing fire escape doors must keep them clear of belongings at all times. It is an offence to obstruct any escape routes and this includes all corridors and staircases. Deliberate starting of a fire is a criminal offence as well as a College offence. Anyone with partial hearing or any other disability which may restrict speedy evacuation in the event of a fire must make themselves known to the Domestic Bursar and Domestic Manager.**

**Candles.** For Health and Safety reasons students are prohibited from having candles or oil burners (whether ornamental, therapeutic or practical) in any College property. Members of the Housekeeping Department have been instructed to confiscate any candles found in College accommodation. Junior Members are encouraged to keep a torch in their room to provide emergency lighting in the case of a power failure.

**Fireworks, inflammable substances, Chinese lanterns and weapons** (including replica weapons) are strictly forbidden on College premises. The Domestic Bursar should be consulted in cases of doubt. Brandishing replica weapons in the presence of others is a major disciplinary offence.

**Electrical equipment** brought into College must comply with regulations and be registered by completing a form issued for this purpose. Every appliance must comply with the appropriate British Standard and be wired with a flexible cable in good condition, not worn or twisted. The plug must conform to current standards, with sleeved pins, the inscription BS1363, and be equipped with an appropriate fuse. Appliances will be subject to inspection from time to time by the College Electrician. It is strictly forbidden to interfere with electrical fittings or to connect appliances to a lighting circuit. The use of extension leads and multi-boards requires approval from the College Electrician. Double adapter plugs are prohibited.

The use of electric **kettles** is allowed in College rooms, with the exception of those on Staircase 18, but **toasters** (including sandwich toasters) are prohibited by fire regulations and in any case are precluded by the presence of smoke detectors in most rooms. Microwaves, electrical fan heaters, rice cookers and fairy lights are prohibited on health and safety grounds. On some staircases, there are small kitchens where hot drinks and toast may be prepared. **Irons** must not be used in student rooms, but are available in laundry rooms. The use of **radios, stereos and televisions** is allowed, subject to regulations, which restrict their use between 9.00 and 13.00 and 14.00 and 18.00 on weekdays. Residents with television sets or watching television on their laptop or other device must ensure that they are personally covered by a licence.

**Furniture.** For Health and Safety reasons students are prohibited from bringing furniture and soft furnishings into College accommodation, whether in College or in the outside properties. The term 'soft furnishings' includes beds, mattresses, futons, chairs, and sofas, including the inflatable plastic variety. Students ignoring this regulation will be asked to remove these items of furniture immediately. Rugs are permitted but they must be properly secured so as not to constitute a trip hazard. They must also be treated to be fire retardant. If in doubt about any furniture item, advice must be sought from the Domestic Manager.

# Security

Security is the responsibility of all College members. Everyone should be vigilant and aware of the possibility that persons with criminal intent may attempt to gain access to College. To minimise the risk, there are security-coded locks on the main entrance doors to all staircases, and a suite of CCTV cameras. (There is a Code of Practice for the use of the CCTV system, in particular for the playing back of recorded material. If needed, a copy of this document can be obtained from the Domestic Bursar, Dean or Presidents of the MCR and JCR.) However, students must still lock their rooms even when they leave them for short periods. Students with ground floor rooms should close their windows in all College properties. Students are strongly advised to regularly back-up their work in the event of a loss or theft of lap-top using a USB. Students are advised to download the free mobile app called Mobile Oxford App which contains useful personal safety advice and points of contact for Oxford University Security Services who patrol and monitor the City Centre.

If a person is seen to be acting suspiciously, the Lodge team should be informed as soon as possible so that an attempt can be made to secure all the exits to the College, and if necessary the police will be summoned. Members of College should not place themselves in personal danger in such a situation, and in many cases it will be inappropriate to challenge an intruder. In outside properties residents should contact the police by phone immediately if suspicious of intruders and then inform the Junior Dean and Lodge accordingly. One of the main methods of Oxford college access for thieves is tail-gating behind genuine users. Students should be alert to this and notify the Lodge immediately if they have any suspicions of unauthorised persons in College. At all times, unless designated by the College, all members will need to use the electronic fob attached to their room key to enter the College's main site. A charge of £15.50 will be made for the replacement of a lost or stolen fob. If fobs are broken or need replacing, the time slot is 2pm to 3pm. Fobs or Bod Card cannot be activated outside of these hours.

**The wicket gate** on Broad Street is the main point of access to Trinity, and is closed in the early evening to keep the College secure. Your fob is then required to open it from outside without the intervention of the Lodge team, and students should not leave the College without their fobs. When entering College after unlocking the gate, students should not allow **anyone** else in behind them unless h/she is known to them; if necessary, strangers should be asked to use the video-link to the Lodge reception.

Unaccompanied guests will not normally be admitted into College after 22.00. In addition, after midnight

- any guest(s) leaving College must be escorted out by a member of Trinity, and
- no member may introduce more than two guests.

In all cases, the Lodge team has the right to refuse admission to any person.

**Valuables** such as money, identity documents, and bank cards must not be left unattended anywhere. It cannot be emphasised too strongly that it is still possible for thieves to gain access to colleges, and libraries are particularly vulnerable. Any losses must be reported to a Porter or Junior Dean, but it is the student's responsibility to inform the police if appropriate.

Oxford is a centre for organised cycle theft. **Bicycles** at outside properties are particularly vulnerable and owners should chain them to the racks provided. At 106 Woodstock Road, it is in the students' interests to ensure that the shed doors are kept locked at all times. See Bicycle section regarding registration requirements.

**Personal Insurance.** The College is not insured for theft or loss of personal property in any other way (e.g. lightning) and is unable to offer compensation. However, the college has taken out a block insurance policy for occupants of College accommodation, which covers personal belongings.



Please note that theft or damage to bicycles is not fully covered by the College policy, and so additional insurance provision may be required by bicycle owners. For further details: <https://www.endsleigh.co.uk/student/your-student-cover/>

# 5. Accommodation

The extent of the site occupied by Trinity College in central Oxford has only expanded slightly since its foundation in the sixteenth century, but during its history there have been many new buildings. The Dolphin Yard building, built on land originally acquired by the College in the late eighteenth century, was opened in 1992 and brought the total number of student rooms in College to about 200. However the expression 'College accommodation' refers not just to rooms on the central site, but also to rooms and flats in property owned and rented by the College elsewhere in Oxford. This includes groups of buildings in north Oxford, in Staverton Road, Woodstock Road, and Rawlinson Road and a College property in Stanley Road in East Oxford.

**Undergraduates** are normally expected to spend their first year of residence in College. Rooms are assigned prior to their arrival, and these assignments can only be modified in exceptional circumstances. The subsequent allocation of rooms is done mainly by ballots organised by the JCR. Many finalists are accommodated in the Woodstock Road building that is divided into eighteen flats, each with its own kitchen/living room and bathroom in addition to three or four (or in one case five) study-bedrooms. Undergraduates spending an academic year abroad as part of an exchange scheme are required to enter the JCR room ballot in the Hilary Term before their departure, in order to secure accommodation for their exchange partner. Students who are absent for two terms are not guaranteed College accommodation and should not enter the ballot. The College at its discretion, and subject to availability of rooms, will endeavour to assist students who are away for two terms to find accommodation on their return. Once rooms are allocated after a ballot the College may, only exceptionally, be able to change room allocation. Should a student wish for any reason to change rooms, or should the student feel unable to continue living in the room which has been allocated, they must anticipate that they will be obliged to find, at a time during the academic year, alternative accommodation in Oxford in addition to paying the outstanding charges for the College rooms. **One term's notice, which must be notified to the Domestic Manager before the start of term, is required if you wish to vacate your accommodation during your License Agreement.**

**Graduates** offered a room on the main College site in their first year will be required to move to the graduate annexe in Rawlinson Road or into a graduate room in the Old Nunnery (or other accommodation) for subsequent years. Allocation of rooms in the second and third years is by ballot in Hilary Term. Accommodation is not normally available for more than three years nor to those who have completed the full-fee payment periods appropriate to their course, and graduates should not assume that they can continue to occupy rooms after they have finished paying fees. The College cannot normally provide accommodation for couples. **A minimum of one term's notice is required if you wish to vacate your accommodation during your License Agreement.**

**Vacation Residence.** Rooms in College are not normally available to **undergraduates** outside full term other than for staying up to sit examinations, but permission may sometimes exceptionally be given for a period of vacation residence, subject to availability. **Written applications (stating the exact period sought) must reach the Domestic Manager by the end of 5<sup>th</sup> Week.** Forms are available on the College Sharepoint site. Successful applicants will almost certainly not be assigned the rooms they have occupied during the term, and **late applications will not be considered.** (The College requires the rooms during the vacation in order to generate income necessary to maintain the standards of its provisions of services and facilities to Junior Members.) Candidates for First Public Examinations in 9<sup>th</sup> Week of Hilary or Trinity Term will be allocated a room in College accommodation until the night of the last examination inclusive. For these students the appropriate amount will be credited to battels. **Graduates** requiring accommodation, whether on the main site or elsewhere, in the summer vacation should contact the Domestic Manager to determine availability and complete a Licence agreement as appropriate. **A Summer Vacation Residence form**

**must also be completed by graduates and returned to the Domestic Manager by the end of week 5 of Trinity Term. No late applications will be considered.**

**Keys or fobs** for rooms in College can only be obtained upon signature of a Licence Agreement administered by the Domestic Manager. Keys will be withheld if a Licence Agreement has not been signed. At the same time, students can collect a fob that operates the wicket gate, laundry, Parks Road door, JCR and a fob for the security gate. Keys for rooms and flats outside College may be obtained from the Lodge upon signature of the relevant Licence agreement. If keys are lost or stolen Junior Members *must* report the full details to the Lodge and, in case of theft, to the police. It is particularly important that this rule is obeyed if theft or loss of keys is accompanied by theft or loss of items which can identify where the keys may be used.

Keys together with the electronic fob must be returned to the Lodge at the end of each term. A charge of £15.50 is made for **each** lost key or fob not returned by the Saturday of 9<sup>th</sup> Week or for replacement keys or fobs issued during term time. Students may not replace lost keys themselves. The Lodge Manager has the discretion and right to charge for keys that are returned late. Charges are attached to the key holder's battels.

**Essential requirements** for residents in College accommodation include 2 pairs of sheets, 2 pillowcases, 2 hand towels and 2 bath towels. Duvets are provided, College residents in outside accommodation may bring their own duvets if they wish. A small quantity of glasses, cutlery and crockery is also recommended for rooms in College, together with tea towels. Such items may only be borrowed from the Kitchen or Beer Cellar with permission from the staff.

Flats outside College are furnished and equipped with cooking utensils, but have no glasses, cutlery or crockery. **No extra items of furniture may be introduced without the Domestic Manager's permission.**

**Scouts or staircase cleaners** have general responsibility for keeping accommodation within the College clean and tidy. They are required to clean communal showers, bathrooms, wash basins and toilets daily, to dust, vacuum carpets regularly and empty waste bins.

Students are responsible for their own linen and laundry. Following parties or smaller gatherings **students must ensure that their rooms are returned to a clean and tidy state by 09.00** Scouts are instructed to enter rooms on a daily basis, and even when 'Do Not Disturb' notices are displayed may do so after 09.00 to carry out their duties properly. College Licence Agreements provide that the College staff may enter College rooms at any time for the purposes of inspection, repair, cleaning and laundry or in case of emergency. Staff are required to knock before entering a student room. If no reply is made they will knock again and when entering a student room will announce their presence and business. College staff are required to report breaches of College regulations or damage to rooms to the Domestic Manager or her assistant who are empowered to make a photographic record.

**Proper care of rooms** is an important aspect of College life. Students should pay particular attention to any warning concerning the state of their rooms during term-time, repeated failure to maintain a room to the required standard is regarded as a disciplinary offence and may initially result in a penalty being imposed by the Dean. Subsequent failure to take proper care of accommodation may result in the College withdrawing the entitlement of the student to reside in its accommodation.

The cost of any extra cleaning that is necessary as a result of a room, or its carpet, being left in an excessively dirty or polluted (e.g. by cigarette smoke) state at the end of term will be deducted from members' room deposits. Members will also be charged for any damage or unreasonable deterioration that results during occupancy.

Beer-making kits and similar equipment are forbidden in College accommodation. No paint, nails, Sellotape, Blu-Tack, or similar materials are permitted on paint or woodwork. Empty bottles, cans and newspapers must not be stored in student rooms. Students should remove these items from

their rooms immediately after use and place them in the recycling bins provided at the front of the College by Kettell Hall. Once a week the workshop is responsible for collecting newspapers, mixed paper, drink cans, aluminium foil, textiles and reusable shoes as part of the College's recycling effort. Further information about the College's recycling programme is obtainable from the Domestic Manager.

If for medical reasons needles and syringes are used, they must be disposed of in the special bins available on request from the College Nurse, NOT in the bins in the bedrooms. All used sanitary items must be disposed of in the bins provided in the lavatory cubicles. It is not the responsibility of the College Scouts to dispose of any of the above items.

It is the duty of the College Scouts to report to the Domestic Manager any abuse of rooms, furniture or general College Regulations. The College reserves the right to make spot inspections of its property. The Domestic Bursar, Domestic Manager and Maintenance Supervisor will make termly inspections of all properties to ensure full compliance with all health and safety and accommodation standards legislations.

**General Cleaning and Damage.** The cost of cleaning or repairing College property soiled or damaged by the actions of unidentifiable members is likely to be divided equally among Junior Members (or the smallest identifiable group) and charged to battels. When such actions are judged to have been avoidable, the Dean may add a collective fine to the cost of damages and inform the JCR and/or MCR President of this decision and the date by which the fine is to be levied. In such instances, the Dean may receive representations from any Junior Member willing to offer information relating to the incident, and subsequently remove the collective fine. **It is an important principle applied by the College that members are held responsible for any damage caused by their guests.** Scouts are not responsible for cleaning up vomit. Where students do not clean up after themselves, they will be charged a minimum of £50 and may incur further decanal penalties. Collective penalties may need to be imposed in appropriate circumstances.

**Students living out of College** should record their current address on OSS, and also leave their address and telephone number in both the Lodge and the Academic Office, they should call in to College regularly to collect correspondence. Students going abroad for a year as a compulsory part of their course are required to inform the Undergraduate and Tutorial Administrator, in writing or by email, of their plans and contact details.

Graduates who change address should inform the Graduate and Academic Administrator immediately of their new contact details.

**Overnight Guests.** Students living in College property may accommodate one guest in their room for up to three consecutive nights at no charge, on up to three separate occasions per term for students with termly licence agreements and twice per calendar month otherwise. This facility is conditional on (a) the student advising both the Domestic Manager, and the Lodge in advance and in writing of the guest's name and the dates of the visit and (b) the number of nights between any two visits being not less than four nights. Non-compliance with all the terms of this facility will result in the student being responsible for paying for every night of the visit(s) of his or her guest(s) at student guest room rates (including, for the avoidance of doubt and if the case, the first two visits). The charge will be debited to the student's battels account.

Students are responsible for ensuring that their guests are aware of the regulations relating to occupancy of College property and that they act in a responsible and respectful manner in all regards and at all times during their visit. In the event of this not being the case, the College reserves the right to withdraw this facility from the student.

**Faults and Maintenance Requests.** Please report problems of any kind with accommodation via e-mail to [maintenance@trinity.ox.ac.uk](mailto:maintenance@trinity.ox.ac.uk). However if the fault involves serious damage to property or

poses a risk to any person then the Lodge should be contacted will call out the on-call maintenance team member.

# 6. Battels

**Battels** is the name given to the student account that is managed by the Bursary and to which fees, accommodation, utilities (electricity, gas) and other expenditure of each member of the College are charged. Battels bills are sent out before the start, in the middle and at the end of each full term.

The battels bill for each term must be paid in full before taking up residence the following term or before midday on Friday of 0<sup>th</sup> Week, whichever is earlier. The only exception to this are Course fees which are payable by no later than Friday of First Week in Michaelmas term. Interest is charged daily on overdue balances at the rate of 2% per month and no credit will be given until the previous term's charges and fees and accommodation due have been paid in full.

Payment of battels can be made by Credit/Debit Card in the Bursary or through the Online payments system at: <https://www2.trinity.ox.ac.uk>. The following cards are accepted: Visa and Mastercard credit cards and Switch, Delta and Visa debit cards.

Members in their final term at College whose battels balance exceeds £100 will not be given any further credit. Finalists will be sent their last battels account no later than the end of August for payment by 1 October.

Non-payment of battels is a serious offence and may result in suspension. The College reserves the right to appoint a debt collection agency at any time to collect outstanding balances; any charges associated with such action will be included in the claim.

## Fees and Charges

### Fees

All undergraduates and graduates pay course fees.

#### Undergraduate Fees

- **Course fees**

Course fees are payable by all undergraduate students studying for a degree, diploma or certificate at the University. They do not include accommodation or meals (see Charges below).

For most programmes of study, fee rates differ for overseas students compared to those from the UK and other EU member states (Home/EU students). More information about the classification of students for fee purposes is at: [www.ox.ac.uk/admissions/undergraduate/fees-and-funding/tuition-fees](http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/tuition-fees)

**Undergraduate fees for academic year 2020-2021 are as**

<b>Course Fee</b>	Please refer to: <a href="http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/fees-funding-and-scholarships/search">www.ox.ac.uk/admissions/undergraduate/fees-and-funding/fees-funding-and-scholarships/search</a>
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Note for students on a year abroad: Fees are payable to the University for students during their year abroad and may also be payable to the College in certain circumstances. Students should consult the Oxford University website at: [www.ox.ac.uk/students/fees-funding/fees/abroad](http://www.ox.ac.uk/students/fees-funding/fees/abroad) or the College Accountant to clarify their fees responsibility.

## Graduate Fees

- **Course Fees**

Course fees are payable by all graduate students at the University, and a continuation fee may be charged once they reach maximum fee liability (see [www.ox.ac.uk/feesandfunding/fees/information/](http://www.ox.ac.uk/feesandfunding/fees/information/))

Graduates study on either a Taught Programme (for example MSc, MSt, MPhil, PG Certificate, PG Diploma, MTh courses), or a Research Programme (for example DPhil and MSc by Research).

Fee rates differ according to the programme and whether the student is a Home/EU student or an overseas student. More information about classification of students for fee purposes can be found at: [www.ox.ac.uk/feesandfunding/fees/information/](http://www.ox.ac.uk/feesandfunding/fees/information/)

### **Graduate fees for academic year 2020-2021 are as**

<b>Course Fee</b>	University fees for graduate students vary according to course. Please consult the University of Oxford student funding website: <a href="http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/fees-funding-and-scholarships/search">www.ox.ac.uk/admissions/undergraduate/fees-and-funding/fees-funding-and-scholarships/search</a>
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## **Student loans and grants**

There are varying arrangements, depending on students' personal circumstances and, in particular, their country of residence, with regard to the availability of loans and grants to cover the costs of undergraduates' tuition fees and maintenance costs. The University website [www.ox.ac.uk/feesandfunding/search/](http://www.ox.ac.uk/feesandfunding/search/) and College website [www.trinity.ox.ac.uk](http://www.trinity.ox.ac.uk) contains information to help students ascertain the financial support that is available to them.

## **Payment of Fees**

All Course fees for Home/EU undergraduates are payable in full by Friday of First Week of Michaelmas term. Overseas undergraduates and all graduates may pay their Course Fees in three termly instalments due by the Friday of first week of each term. It is each individual student's responsibility to ensure their fees are paid by the due date.

Fees are charged on the battels bill. Freshers' first battels bill will be placed in their pigeonhole in the Lodge for their arrival or be sent via email; thereafter the bill will be sent by email.

In the case of non-payment of tuition fees by the deadline, a student will become subject to the rules of the University (see the *Examination Regulations*). The ultimate result of non-payment of fees for those students who fail to address the issue is suspension. This suspension removes the student's access to all facilities and services of the University including libraries, computing facilities and the University email account.

## Charges

In addition to Fees, charges which include accommodation and other expenses associated with membership of the College, are made to battels accounts.

### **Accommodation charges**

The main charges on battels accounts are for accommodation in College property. Termly accommodation charges are as follows:



Broad Street accommodation	£1,525.60 (Undergraduate rate) £2,202.10 (Graduate rate)
Other College accommodation	Variable depending on the property

The Domestic Manager can provide details of the charges for the other College accommodation.

A student who fails to pay for their accommodation before the due date may be denied College accommodation.

For all students occupying College accommodation, a damage deposit of £165 is made on battels at the beginning of the academic year and is refundable, subject to a condition survey, during the Long Vacation following the end of the academic year.

### **Other accommodation charges**

Vacation rent (per day)	
in Broad Street accommodation	£25.80
in other College property	Pro rata to weekly charge during term time

### **Food Charges**

Breakfast and lunch charges are variable. The charge for a non-Guest Night dinner is £4.64 for a student and £7.50 for a student's guest. Breakfasts, lunches and non-Guest Night Dinners are payable using a student's University Card.

Guest Night Dinners, held on a Friday evening, cost £19.63 each for a student and their guest. The cost of Guest Night Dinners is charged deducted from members' University Card credit and the member will only be able to attend if they have no outstanding debts.

Up to one guest per student is permitted for all dinners.

Accommodation and food charges are reviewed annually; increases are not necessarily related to increases in grants.

### **Other charges**

Other charges include fines, the membership fee for the Trinity Society, various levies and other chargeable items.

**It should be noted that any proper charges on students that arise after the publication of the Handbook are payable, subject to consultation with the MCR and JCR.**

# 7. College Facilities

**Domestic Manager.** The Domestic Manager deals with all matters relating to College housekeeping, maintenance and student rooms. Her office is located in the Dolphin Yard.

Monday to Friday	08.30 to 14.30 (closed for lunch 12.30 to 13.30 and over annual closure periods)
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**Sutro Room and Britton Room and Meeting Room.** The Sutro Room on Staircase 7 and the Britton Room and Meeting Room in the Lawns Pavilion are available to students and College Societies, when not required for academic purposes, for lectures, meetings, drinks parties, etc. They may be booked through the Conference Events Manager and are available as follows:

Monday to Thursday	18.00 to 22.00
Friday	18.00 to 24.00
Saturday & Sunday	09.00 to 22.00

**Britton Room (Lawns Pavilion).** The Britton Room and Sutro Room contain upright pianos and are available for the practice of musical instruments between 10.00 and 23.00 when not in use for academic purposes. Sound amplifiers cannot be used because of its proximity to the Library Reading Room. Bookings are made with the Conference Events Manager, for not more than two consecutive hours at a time. There is also a piano which may be used by Junior Members in the Sutro Room, and in the Chapel on site, and in the common room of the Old Nunnery offsite.

**Bursary.** The Bursary deals with all financial matters relating to the College and its members. It is located on the ground floor of Staircase 10 and is open from 09.15 to 12.15 and from 12.45 to 15.30.

Monday to Friday	09.15 to 12.15 and 12.45 to 15.30 (Closed for lunch 12.15-12.45 and at Christmas, Easter and Bank Holidays)
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**Chapel.** The Chapel is a place of prayer or personal reflection for all members of College, from all faiths and none. There is a weekly service of Evensong on Sundays during Full Term, at which the Chapel Choir sing and a sermon is preached. Invited preachers from a variety of backgrounds offer thought-provoking sermons. There are drinks after the service before dinner.

During term there are also weekday services such as simple daily offices or Compline as well as Holy Communion. Details of each Term's pattern of services will be found on the termly Chapel Card.

There are special services on Trinity Sunday and Monday, which are the College's feasts in commemoration of its foundation.

All members of College are welcome to attend Chapel or to use it for private prayer or reflection; family and friends are also welcome at all services. The Chapel Choir welcomes new members and those interested should contact the organ scholars. Those who wish to read in Chapel should contact the student Chapel Wardens or the Chaplain. The Chaplain organises informal talks and other activities and is available for all members of the college.

The Chapel piano can be used by members of the College if the Chapel is not in use. Please treat the piano with care, closing and covering it after use. The Organ Scholars have priority over practice time in the Chapel. Other ensembles can use the Chapel for practice. Please email the Chaplain to check that the Chapel is free.

The city of Oxford contains many places in which followers of various faiths can worship ([www.oxford.gov.uk](http://www.oxford.gov.uk)).

**College Bar.** The College bar, known as the **Beer Cellar**, is generally open from 10.00 to 14.00 Monday to Friday and from 17:30 to 22.30 Sundays to Thursdays during term and Fridays from 17.30 to 23.00, but is usually closed on Saturdays. Purchases of drinks and snacks at the bar are made with cash, card and University Card. Filled rolls sandwiches and snacks are available at lunchtime. Alcohol may be purchased from the Beer Cellar up to 23.00 for consumption elsewhere but students **are not allowed to bring their own drink into the Beer Cellar.** Bulk sales of alcohol will only be permitted when approval has been granted for a party on a request form (see under Parties and Gatherings). Under the terms of the College's Premises Licence, alcohol cannot be taken outside of the College's grounds in an unsealed container.

It is a strict rule that only College Members and their guests may be served in the Beer Cellar, and **no one from outside College may enter and remain in the Beer Cellar unless accompanied by a member of Trinity at all times.** In addition, no member may introduce more than two guests without the explicit approval of the Bar Manager. All persons must leave the Beer Cellar before 23.30, and in any case when requested by a Junior Dean or Bar Manager. Alcohol will only be served to persons aged 18 and above. Children under 16 must always be accompanied by an adult.

**Academic Office.** The Graduate and Academic Administrator, the Undergraduate and Tutorial Administrator and the Admissions Officer work in the Academic Office, and deal with all academic matters relating to the Fellows, College Lecturers and graduate and undergraduate students, including admissions, matriculation, and entering students for examinations. The Office is located beneath the President's Lodgings and is open throughout the year.

Monday to Friday **Open** for student enquiries 9.00am to 12.15pm and 1.15pm to 5.00pm.  
**Closed** for ten days at Christmas, and over Easter and Bank Holidays.

**Head of Access; Access Officer.** The Head of Access and the Access Officer are responsible for widening access to the College and to the University. Their duties include in-bound and out-bound schools visits and events. They also liaise with Trinity students through the Trinity College Access Ambassadors scheme to enable them to talk to groups visiting Oxford, or at schools around the UK. The Access Office is in in the Academic Office corridor.

**Computers.** Computers are available in the Lawns Pavilion Reading Room with document scanning facilities. All students are entitled to an account on the College file server which provides a safe place to keep academic work. The College file server is securely backed up each night. Students may access the file server either from their own computers or from the shared computers in the Lawns Pavilion Reading Room. An account on the server is required in order to log on to any of the shared computers. Students are encouraged to bring their own computer to Oxford to use in their College room. Internet access is available throughout College with Ethernet sockets available in all rooms (including those in outside properties). There is also a Wi-Fi network available in most areas on the College's main site and annexes (for configuration details see [www.oucs.ox.ac.uk/network/wireless/](http://www.oucs.ox.ac.uk/network/wireless/)). Computers having a standard Ethernet port can connect to the wired network, gaining access to shared printing resources, e-mail and the Internet. Instructions for connecting privately owned computers to the network are available from the College IT Manager using the e-mail address: [support@trinity.ox.ac.uk](mailto:support@trinity.ox.ac.uk). Eating and drinking in designated computer areas is prohibited. Computing facilities maintained by the College are for the sole use of Trinity students, and under no circumstances should students allow non-Trinity members to use these facilities.

**Computer Use.** Unauthorised wireless sharing network equipment is explicitly banned in College. This includes all wireless routers, wireless access points and wireless sharing devices. Computer

viruses can cause considerable problems to both individual infected machines and others connected to the College network. It is therefore a strictly enforced rule that all computers must run anti-virus software as approved by the Computer Manager. College email addresses are of the form: `firstname.family_name.@trinity.ox.ac.uk` and may be searched for on the University website.

**Alumni & Development Office (Staircase 15, room 2).**

**The Alumni and Development Office** helps Trinity to create and maintain close relationships with Old Members and Friends of the college, who together with current members, Fellows and staff form the Trinity community. It acts as the link between College and Old Members and Friends, helping them with general questions and helping them to keep in touch with one another. The office organises graduations in conjunction with the University, arranges events for Old Members and Friends, in Oxford and elsewhere, produces the Newsletter and the Annual Report, and invites Old Members and Friends to give careers advice to current members. A primary function of the office is to raise money to support the activities of the college and particularly current students.

Fundraising is essential, as the financial burden carried by students is a heavy one and Trinity wishes to alleviate it by raising money for bursaries and scholarships to help both undergraduates and graduates. It also recognises the importance of supporting the student clubs and societies that shape life in College; these cannot exist without financial support. It is a privilege and a pleasure to live and work in the wonderful surroundings of Trinity, but the cost of maintaining good facilities and safeguarding these buildings and grounds is considerable and gifts to College allow continual improvements to be made. And finally, it costs far more to educate a student than the college receives in fees and accommodation charges, so money has to be obtained from other sources to make up the difference.

The Annual Campaign raises a large number of smaller gifts varying in size from £5 to £5,000 to support projects for the immediate benefit of current members and is promoted through the telethon, which relies on student callers; about £300,000 is raised and distributed each year. Appeals are also made to Old Members and Friends to support Trinity with major gifts for specific projects, such as named scholarships and to leave legacies to the college.

The college has an endowment made up of gifts received over hundreds of years, prudently managed to generate regular income, to subsidise student activity (in all areas including tuition, computing and Internet services, library and recreational facilities).

**Dining Hall.** During term meals will be served at the following times:

<b>Breakfast:</b>	Monday to Friday	08.00 to 09.00	(Self-service)
<b>Brunch:</b>	Saturday and Sunday	10.30 to 12.30	(Self-service)
<b>Lunch:</b>	Monday to Friday	12.30 to 13.30	(Self-service)
<b>Dinner:</b>	Monday, Wednesday	19.05	(Formal Hall)
	Tuesday, Thursday	17.30 to 18.30	(Informal Hall)
	Friday	19.05	(Guest-Night)
	Saturday	18.00	(Self-service)
	Sunday	19.15	(Formal Hall)

Breakfast, lunch and brunch operate on a cafeteria system, as does the self-service dinner on Saturday night. Formal dinner is a served meal at which members must wear gowns. They must arrive in Hall promptly and be ready for dinner to commence at 19.05 or 19.15 as above. Members are expected to be tidily dressed for all meals in Hall, and are expected to wear tidy and clean clothes for all meals e.g. no pyjamas or unhygienic sports clothes. Anyone who is not properly

dressed or persistently late for dinner will be refused entry. The use of mobile phones is not permitted in Hall. Alcohol may be brought from the beer cellar and consumed in Hall at dinner, but not at lunch. The cost of Guest Night Dinners is deducted from members' University Card credit and the member will only be able to attend if they have no outstanding debts. Members must ensure that their account is in credit.

Out of term, when the kitchens are open, there will be at least one hot meal available each day for Junior Members. Any alteration to the above arrangements will be posted in the Lodge and on the Dining Hall notice board.

Vegetarians, vegans, and those with special diets on medical or religious grounds, must register their requirements with the Steward or Chef at the start of term.

Members must sign up for Formal Dinners by 12 noon on the day on which they wish to dine. This includes self-service dinners on the evenings when dinner is served during 0<sup>th</sup> and 9<sup>th</sup> Weeks. Members do not have to sign up for informal dinners of 1<sup>st</sup> and 8<sup>th</sup> Week, and can pay by Bod Card on the night. For Guest Nights, members must sign up by 12 noon on the previous day. A web page has been designed specifically for signing up, [www.trinity.ox.ac.uk/signup](http://www.trinity.ox.ac.uk/signup), where full instructions are given. Students may only sign up for themselves and their guest(s). Those who have not signed up will not be permitted to dine. Cancellations must be received by the appropriate noon deadline, otherwise the full amount will be deducted from members' University Card credit. Members with outstanding debts on battels will not be permitted to dine on Guest Nights so should not sign up. Guests at Formal Hall are limited to two per member, with one per member at Guest Night dinners.

Except on Wednesdays and Fridays, Trinity members may reserve tables for non-Trinity societies and clubs on payment in full at least seven days in advance. These meals are not subsidised by the College. The organiser will be charged £20.35 + VAT per person and will be responsible for collecting payment from participants.

Students are not allowed to bring their own drink into the Dining Hall.

**Events.** Terms and Conditions for Members booking events in College. **All bookings are provisional until confirmed in writing by both the client and Trinity College (the College) and any deposit or payment in advance of any charges requested has been made and a receipt sent to the client. The usual deposit required is 50% of the cost of the event. Written confirmation (email is acceptable) must include the following:**

- Name of person accepting responsibility for the booking
- Full address, email address, telephone and mobile telephone number of client
- Date of event, approximate number of attendees, timing of event and indication of catering requirements.

An estimate of numbers, choice of menu and any special requests must be given a minimum of 14 days prior to the function and the final number, together with full payment, by 12 noon seven days prior to the event or by 12 noon on the previous Friday (10 days before) for events on Monday. There is no refund for any cancellations notified after this time. **Banquets in the Dining Hall are for a minimum of 50 covers;** this number will be charged for, even if there are fewer than 50 dining.

It is the responsibility of the organiser to collect money from attendees and to pay it over to the Bursary in one total by the required date for full payment, together with a full list of attendees **in alphabetical order**. Multiple cheques will be accepted from the organiser however individuals **must not** go to the Bursary to pay. This payment will be accepted as a deposit and any shortfall will be invoiced to the organiser after the function. If the invoice is not paid within 14 days the unpaid amount will be debited to the organiser's Battels account.

Organisers please note that students who have arrears on their Battels are not permitted to attend any functions in the College. The student and the organiser will be notified as soon as the final

numbers are advised (i.e. 7 or 10 days before the event) and the student will be given 48 hours to pay their Batters. If payment is not forthcoming then their name will be removed from the guest list.

The College reserves the right to approve any externally arranged entertainment, services or activities that the client has arranged and cannot accept liability for any resultant costs. The College also reserves the right to cancel any booking if there is not at least one senior Member of the University in attendance. The College will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside its control. The College does not permit guests to supply any food, wines, spirits or other drinks unless this has been previously agreed in writing. Damage – the client is responsible for any loss theft or damage caused to College rooms, grounds, furnishings, utensils and equipment and shall pay on request the amount required to make good or remedy such damage.

Organisers must give 12 weeks' notice in writing of cancellation. Failure to meet this requirement will result in a charge being made as follows and applies to the whole booking. Every attempt will be made to let any cancelled room/s and, if resold, no charge will be incurred excepting an administration fee:

- 4 weeks' notice or less - 75% of the total charge
- 4-8 weeks' notice - 50% of the total charge; 8-12 weeks' notice - 25% of the total charge

Prices are liable to fluctuate and will only be guaranteed for 6 months prior to functions. All prices are subject to government taxation changes, even if the booking is confirmed in writing.

**Junior and Middle Common Rooms.** The JCR and MCR are College associations open to undergraduate and graduate students respectively. Their main objectives are to promote the interests and welfare of their members, to organise social activities, and to represent the interests of students to the Governing Body. The JCR and MCR have written constitutions, elect officers and hold regular meetings. Membership is automatically granted to all students who qualify. Anyone who does not wish to take up membership should notify the secretary of the JCR or MCR not later than the end of 2<sup>nd</sup> Week of Michaelmas Term. Membership is free of charge. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR or MCR.

The written constitutions of the JCR and MCR contain detailed arrangements for the running of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs, affiliation to external organisations (including OUSU), and the handling of complaints. The Dean and the Domestic Bursar supervise the implementation of these arrangements on behalf of the Governing Body.

The College provides certain social, recreational and welfare facilities for all its Junior Members, including common rooms and the Beer Cellar, and these are available to all undergraduates or graduates (as the case may be) on equal terms whether or not they are members of their respective association. The JCR room is located on the ground floor of Staircase 7. Facilities currently include a TV (with satellite television and VCR), two video games, and a pool table. The MCR room is located on Staircase 2, and also has a TV, VCR, DVD and digital box. There is also a MCR common room at Rawlinson Road with free table football. Both JCR and MCR rooms are available for relaxation and parties for their members. They are subject to the restrictions on all College-regulated rooms. The JCR room is only available to Members during 0<sup>th</sup> to 8<sup>th</sup> Weeks.

Complaints about the management of the JCR or MCR should in the first place be made to the President of the Common Room in question. In the case of dissatisfaction with the handling of any complaint, it may be referred to the Dean or Domestic Bursar.

**Kitchens.** There is a kitchen with ovens and hotplates near Staircase 3 for undergraduates' use. Small staircase kitchens with a kettle and toaster and/or microwave are available on some other staircases. In all cases, it is therefore essential that standards of hygiene are maintained. **Leaving the**

**kitchen in an unhygienic or disorderly state (e.g. leaving cooking utensils unwashed or food or work surfaces) may necessitate closure. Consideration for others is central to provision of this service.**

A **Laundry Room** is situated near Staircase 7. The washing machines are operated by an app. Any faults with machines should be reported to the Lodge. Irons, which are strictly forbidden in student rooms, are available in the laundry room.

**Main Library.** The library is open twenty-four hours a day throughout the year, including vacations. Entrance and exit is by the electronic fob issued to all members of college or by your Bodleian card. Library members can borrow up to 30 books at a time for the whole term or vacation periods, using the self-issue terminal in the upper library. All Trinity books are included in the online University Libraries catalogue, SOLO, and books can be reserved or renewed online. Please renew or return books promptly. Books may not be renewed if they are requested by another reader. You may be charged for very late return or lost books. **Books must be checked out of the library before they are taken to the Lawns Reading Room.** There are two computers in the main library as well as a colour printer/photocopier. All library computers have access to the Internet. Students using their laptop computers in the library or reading room should normally connect to the internet using the Wi-Fi network, but there are also wired ethernet points and power sockets in the main lower library.

During the Levine Building works, access to the library will be from a temporary entrance located in Library Quad.

**Lawns Pavilion Reading Room** - The reading room, part of the Lawn's Pavilion, provides an additional 90 study spaces during the Levine building construction. There are also four library computers and a print room with colour printing, scanning and photocopying facilities. The printer is accessible from any College property.

It is prohibited to bring into the library or reading room any smoking materials, food or drinks (except drinks in covered containers). Valuables should not be left unattended. Please respect your fellow readers by turning mobile phones to silent and working quietly. Non-Trinity students should not use the library without the librarian's prior consent.

A number of lockers, for the use of finalists and students living off-site, are available in the reading room of the Lawn's Pavilion on a first come, first served basis. Keys are available from the library staff.

**Levine Building Update.** The work to remove the existing buildings and clear the site for the Levine Building project started at the end of Trinity Term 2019, the project is due to run until Michaelmas Term 2021. Demolition of the Cumberbatch building started during summer 2019.

A new temporary 'Lawns Pavilion' is now located on the North Lawn to provide an alternative study area to the library and replace the use of the meeting rooms in the Cumberbatch building. This will be in use throughout the building work on the Levine Building.

Hoarding and tree protection fencing were installed around the building site during summer 2019. There will be no access to the construction site from then until 2021. A hoarding encloses much of the South Lawn and leading up to the Stuart Gates on Parks Road. Up until 2021 the hoarding will be in place to provide a secure compound for use by the main contractors working on the Levine Building. The metalwork elements of the Stuart Gates have been removed, this will allow the gates to undergo necessary conservation repairs. It is planned that the pedestrian gate alongside the Stuart Gates will remain accessible to provide access onto Parks Road.



A new temporary entrance will be provided to the upper level of the Library from Library Quad. There is currently no wheelchair access to the Library and this will continue throughout the works until new provision is made in the Levine Building Library Reception. Temporary gardener's facilities will be located in the Library Quad from summer 2019 and into 2020. These will include sheds and polytunnels.

For future updates on the Levine Building Project please visit our website <https://www.trinity.ox.ac.uk/levinebuilding/>

**Lockers** are located in Staircase 14 for undergraduates without a room in College. Keys may be obtained from the Workshop Supervisor on payment of a refundable deposit of £10 to the Bursary Office. There are lockers for graduates in staircase 2; enquiries should be addressed to the MCR President or Welfare Officer. Graduates are expected to provide their own padlocks.

**Parking.** There are no parking facilities on the main College site. There is very limited parking in some outside properties but only with the Domestic Bursar's permission. No car should be parked at an outside property until permission has been granted by the appropriate Junior Dean in line with College policy in place at the time. On arriving and leaving with term luggage, parking on the College Front Quad and Dolphin Yard site is permitted for 20 minutes maximum in order to afford everyone this facility. Abuse of parking for longer periods is reported to the Domestic Bursar for further action. Every car parking space is allocated and used by staff and when students use vehicles in Dolphin Yard for the 20-minute loading/unloading period, someone must remain with the vehicle at all times.

**Porters' Lodge.** Manned by the reception team. The Lodge is staffed 24 hours a day, it is closed for normal business from 11pm until 6am, when the Lodge is open again. Between those times, there is no parcel collecting or mail from the pigeonholes. Located by the main gate on Broad Street. This is the first port of call for all junior and senior members and visitors. The staff deal with security, post, keys, visitors, telephone and general reception queries. Each student has a named pigeonhole for mail (beneath their name), which should be checked and emptied daily as this is an important means of communication between tutors, students, and members of other colleges and the University.

Students are requested to collect parcels promptly when notified, as parcel space is limited in the Lodge. Do not leave empty packaging in the Lodge for the Lodge staff to clear up. If students are away, they should organise collection of their parcels by others. Students are requested not to leave personal items or property in the Lodge.

Student mail is not re-directed once the student has left and ex-students should make their own arrangements to cancel and re-direct mail and subscriptions. In the short-term period that pigeonholes remain after a student has left, they should ask a remaining student to check the mail on their behalf.

**Sports.** The College **sports ground** is situated on Marston Road in east Oxford, and can be approached either over Magdalen Bridge, or on foot through the University Parks. The ground is shared with Lady Margaret Hall and St Catherine's College, and sporting activities need to be cleared in advance with the Head Groundsman (tel: 01865 240898) whose word on scheduling events is final. The Groundsman will also purchase any items of sports equipment such as cricket bats and footballs that team captains may require. There is an agreed code of practice for booking fixtures and for the behaviour of all members of College using its sports facilities. All players and captains must familiarise themselves with the provisions of the code which is displayed in the Domestic Bursar's board under the Chapel Arch and at the sports ground. Further copies are available from the Executive Assistant to the Bursars. The College also has the joint use of a **boathouse** (shared with Lady Margaret Hall and Linacre colleges) on the Isis which is available to members and becomes a focal point for spectators of races. There are now new licensing laws applying to these areas. If you have any queries, please refer to the Domestic Bursar or to the Joint Colleges Boatman, Mark Seal (tel: 07831 162581). There are two on-site gyms. One is located in Dolphin Yard and the other in the

basement of Staircase 14. Participants must undergo a period of induction to ensure safe use of the equipment. Gym and Tennis Court keys are kept in the Lodge and signed out. A charge is applicable for non- returned keys. Bookings for the hard tennis court and punts may be made through the MCR and JCR websites.

**Telephones.** There are no fixed telephones in any student accommodation.

**University Card.** On arrival in Oxford members of College are issued with a University Card (known informally as the Bod Card) that allows access to libraries and other University facilities. The card carries a unique code and can be used to identify members of the University. The College operates a charging system based on this card, using electronic tills to debit the account of the cardholder. University Card accounts can be credited in the Bursary between 9.15 to 12.15 and 12.45 to 14.30, or in the Beer Cellar during opening hours. Alternatively, this can be done through the Online payments system at [www2.trinity.ox.ac.uk](http://www2.trinity.ox.ac.uk).

The University Card is the only accepted method of payment for meals in Hall, and students are expected to ensure that there is sufficient credit in their accounts when making food purchases, especially dinner for which the standard charge is debited. The University Card is not transferable. The University Card also enables members of College to borrow books from the Library (see above). If the card breaks or is lost or stolen, a replacement can be obtained through the Academic Administrator or Tutorial Administrator. The University will impose a financial penalty if the card is lost.

# Appendix A

## Code of Conduct and Decanal Policy and Procedures

### Trinity Code of Conduct

Trinity College exists, under the terms granted at its foundation, to provide for the pursuit of teaching, learning, and research, by the maintenance of a community of scholars as part of the University of Oxford. Junior Members (undergraduate and graduate students), Senior Members (Lecturers and Fellows), and Staff of the College are all equally entitled to live and work in pursuit of these aims in a positive environment in which they are treated fairly and with respect, courtesy, and consideration. The College's Code of Conduct articulates both the value we place on individual rights, freedoms, and identities, and our commitment to the preservation and maintenance of a community conducive to our common purposes of teaching and learning.

- The College seeks to be a welcoming, diverse, inclusive and supportive community in which each individual member is equally valued. We are committed to fostering an environment in which everyone engages positively, with the University and the local community, and treats others with respect, dignity and care.
- As a community, we respect the dignity, individuality, and freedom of each member. We seek to make the College a place where individuals and groups learn with and from each other. We aim to foster a sense of shared experience and common purpose, along with a collective responsibility for each other's well-being.
- We do not tolerate discrimination, victimisation or harassment on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender identity or reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.
- We acknowledge the legitimacy of diverse opinions, beliefs, and points of view, and we protect the right of every member of the College community to exercise freedoms of speech, association, and assembly, within the law. We recognise the necessity of testing opinions and beliefs against evidence and argument, and just as we protect the right of every member of the College community to freedom of expression without fear of censorship, we equally uphold their right to live and work in an environment free of intimidation, harassment, and bullying.

All students are to respect all College personnel, property and amenities, and to protect the rights of other members to live and work in harmony. Students must refrain from any behaviour that is damaging to any of these interests.

## Decanal Policy and Procedures

See also section 10 (Disciplinary Procedures and Rights) of the University's Student Handbook 2020/21 at

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

and an outline of the Proctors' procedures for dealing with alleged misconduct by members of the University, at <https://www.ox.ac.uk/students/academic/conduct?wssl=1>

### A. Policy.

#### 1. Definitions.

For the purposes of these rules, the following words should have the following meanings:

The term 'Junior Member' shall include any person who is registered as a student whether for a degree or diploma or otherwise.

'Expulsion' by the College shall mean the permanent loss of membership of the College.

'Banning' by the College shall mean a withdrawal of the right of access to **specified** premises or facilities for a fixed period or pending the fulfilment of certain conditions.

'Suspension' by the College shall mean a withdrawal of a right of access to **all** of the premises or facilities of the College (including tuition) for a fixed period, or indefinitely, pending the fulfilment of certain conditions, or where action is taken as an interim measure pending further investigation.

'Harassment' is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident may amount to harassment. (See the College's separate Policy and Procedures on Harassment.)

'Victimisation' is treating a person less favourably because they have submitted a complaint under the Trinity Code of Conduct.

#### 2. Unacceptable conduct.

No Junior Member shall:

1. Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students, and employees at College and by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the College in the performance of his or her duties;
2. Damage or deface any property of the College or of any member, officer or employee of the College, or knowingly misappropriate such property;
3. Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the University or College authorities concerned;
4. Forge or falsify expressly or impliedly any University or College certificate or document or knowingly make false statements concerning standing or results obtained in examination;
5. Engage in any activity likely to cause injury or to impair safety;
6. Engage in violent, indecent, disorderly, threatening or offensive behaviour or language;
7. Engage in discrimination against, or harassment or victimisation of any member, visitor, employee or agent of the College;
8. Engage in any fraudulent or dishonest behaviour towards the College or its members, officers, employees or agents;
9. Refuse to disclose his or her name to an officer or an employee or agent of the College in circumstances where such person has identified himself and explained the reason for disclosure and it is reasonable to require the name to be given;
10. Use, offer or sell or give to any person drugs, the possession or use of which is illegal;
11. Engage in conduct in breach of the Current Statutes and Regulations of the University as published from time to time;

12. Engage in conduct in breach of College regulations regarding conduct in examinations;
13. Engage in conduct in breach of College regulations regarding the use of the College library;
14. Engage in any other conduct which is prohibited in the College Handbook or which is seriously detrimental to the interests of the College;
15. Bring the College into serious disrepute;
16. Commit a serious breach of the College's health and safety rules.

The above list is intended as a guide and is not exhaustive.

The provisions of A.2.1 above shall not infringe upon the lawful exercise of the right of peaceful protest.

### **3. Criminal Offences.**

It shall be breach of College rules for Junior Members to be convicted of a criminal offence of such seriousness that an immediate term of imprisonment may be imposed.

In the event that a Junior Member is convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (a relevant conviction), the Governing Body may, after taking into account any representations made by or on behalf of the Junior Member, determine that the Junior Member be expelled or made subject to such lesser penalty (if any) as it thinks fit.

### **4. University offences.**

1. In the event that a Junior Member is expelled by the University, such expulsion shall apply to the College also, subject to a right of appeal to the Governing Body.
2. In the event that a Junior Member is disciplined by the University for conduct in breach of College and/or University Statutes or Regulations, a penalty of suspension imposed by the University shall apply also to College premises and facilities, subject to a right of appeal to the Governing Body.

### **5. Penalty.**

1. Penalty for unacceptable conduct shall consist of one or more of the following: (i) a written warning (first or final) (ii) expulsion (iii) banning (iv) suspension, either temporary or indefinite (v) removal of scholarship or exhibition (vi) fine (vii) payment of compensation for injury or damage (viii) admonition (ix) community service (x) any other penalty indicated in the Handbook.
2. The penalty imposed shall take into account all the circumstances of the case and of the Junior Member as well as the interests of the College, as determined by the Dean or other relevant College Officer.
3. A first written warning will usually remain active for 6 months and a final written warning will usually remain active for 12 months. In exceptional cases verging on serious misconduct a final written warning may state that it will remain active indefinitely.
4. Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.
5. After the active period, the warning will remain permanently on the Junior Member's personal file but will be disregarded in deciding the outcome of future disciplinary proceedings.
6. Any penalty shall be imposed in accordance with the College disciplinary procedure (see below).

### **6. Collective Sanctions.**

1. In circumstances where the Dean is unable to identify the Junior Member or members who has or have broken any of the College rules, it may be necessary for the Dean to apply a collective sanction by way of fine or withdrawal or suspension of facilities.
2. In such circumstances the Dean will exercise their discretion to confine such sanction to as small a group as he considers appropriate (e.g. residents of a particular staircase or members of a

club). It is recognised, however, that this may include all members of the JCR and/or MCR.

Adequate opportunity shall be given before any such sanction is implemented for the actual offender to identify themselves or to be identified by others. In the case of such identification, there will be no collective sanction in respect of the breach.

3. Individuals may make representations to the Dean who will have power to review or modify their decision as to why such sanction should not be imposed upon them.
4. If necessary, the Dean can refer the question of a collective sanction to the Governing Body.

## **B. Disciplinary procedure**

### ABOUT THIS PROCEDURE

- This procedure is intended to help maintain standards of conduct in the College and to ensure fairness and consistency when dealing with allegations of misconduct.
- Minor conduct issues can usually be resolved with the Dean. This procedure also sets out the formal steps that will be taken if the matter is more serious or cannot be resolved by the Dean alone.
- This procedure applies to all Junior Members.

#### **1. Process**

1. The Disciplinary Procedure may be initiated by any member of the College who has good reason to believe that a Junior Member has breached the College rules. A complainant shall refer the matter to the Dean as soon as reasonably possible after the occurrence of the alleged breach, naming the Junior Member concerned and giving details of the alleged breach. The Dean may also initiate proceedings in the absence of a complaint where it is deemed to be in the interests of the College to do so, and where they have reason to believe that a serious breach has occurred.
2. When an alleged breach of the College rules involves a Junior Member resident in College or in College premises, the Dean shall have the authority (where the seriousness of the alleged breach justifies it) to suspend the student from residence or from use of College facilities, if necessary, with immediate effect, and for as long as the Disciplinary Procedure is in operation.
3. Such suspension will be for no longer than is necessary to investigate the allegations and the Dean will confirm the arrangements to the Junior Member in writing. While suspended the Junior Member must not attend those parts of the premises they were suspended from, unless authorised to do so by the Dean.
4. Suspension of this kind is a precautionary action, not a disciplinary penalty, and does not imply that any decision has already been made about the allegations.
5. Where an alleged breach of the rules constitutes in the opinion of the Dean a sufficiently serious offence, the Dean shall, having consulted any victim or complainant involved, refer the matter to the police. (See B.3.3 below.) Where Junior Members are subject to criminal proceedings arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case other than temporarily to suspend them from residence, or from use of College facilities if appropriate.
6. If the alleged breach of the rules is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as though it had not been referred to the police.
7. Where an alleged breach of the rules is in the opinion of the Dean of such seriousness that it might also constitute a serious criminal offence, but is not referred to the police, not proceeded with as a criminal matter, and not pursued by the Proctors as a matter subject to University discipline, the Dean will refer it to a College Disciplinary Panel (see section B.3 below). In all other cases the Dean will investigate and determine any penalty in accordance with the procedure in section B.2 below.
8. Any findings of a breach of College rules by the Dean, a College Disciplinary Panel, or a Joint Disciplinary Appeals Committee, should be based upon the balance of probabilities.

9. A complainant may appeal to the President against a decision taken by the Dean in respect of disciplinary proceedings under the provisions of B.1.1 above or B.3.1 below. Such an appeal should be made in writing to the President within 5 working days of receipt by the complainant of a decision by the Dean to institute, or not to institute, disciplinary proceedings.

## **2. Minor misconduct: Decanal interview**

1. The Dean shall, if possible within 24 hours of receiving the report of an alleged breach, require in writing the Junior Member concerned to attend for interview before him/her at a time and place stipulated and shall wherever possible provide the Junior Member with reasonable notice of the interview. The notification of the interview shall give particulars of the alleged breach of the College rules.
2. At the interview, the Dean shall explain to the Junior Member that they can:
  - a) admit the alleged breach and continue with the interview,
  - b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Dean or the Junior Member reasonably require evidence in relation to the alleged breach to be provided by other persons.If the Junior Member opts for (a) the Dean shall elicit all information about the breach relevant to the penalty. If the Junior Member opts for (b) the Dean shall investigate whether the alleged breach is established.
3. After the interview the Dean may, dependent on its nature and outcome, either:
  - a) take no further action; or
  - b) if the breach has not been admitted, determine whether the breach has been established; and**
  - c) after hearing any mitigation, impose a penalty (if any) within the range set out in A.5.1 above. The Dean will remind the Junior Member of the right of appeal (see B.4 below).

## **3. Serious misconduct: College Disciplinary Panel**

1. A College Disciplinary Panel (CDP) will be constituted by the President, at the request of the Dean, whenever alleged misconduct is in the opinion of the Dean of such a nature as to constitute also a serious criminal offence, where the case has not been referred to any other competent authority, and/or where the alleged breach is sufficiently serious that the Dean deems it inappropriate to deal with the case through the procedure under B.2 above. Such cases may concern, but may not be limited to, allegations of violent conduct (which might constitute assault), serious sexual misconduct (which might constitute sexual assault or rape), harassment, incitement, damage, or use or possession or supply of illegal drugs. A Junior Member who admits to using illegal drugs and who seeks help in this regard from the College welfare team or other Senior Members of College, and who complies with the recommendations made to address such behaviour, will not be subject to any disciplinary procedure.
2. Whenever the Dean shall be made aware of an alleged breach of sufficient seriousness that they deems its referral to the police, to another competent authority outside College, or to a CDP might be required, the Dean shall at the earliest possible time:
  - (a) notify in writing the President, the Proctors (if relevant), any other relevant College Officer, and Governing Body, of the alleged breach; the President will be responsible for any further reporting of the alleged incident that may be required under relevant legislation;
  - (b) notify in writing any Junior Members concerned that a preliminary investigation into the alleged breach will take place, and will require them to attend a decanal interview (B.2). A Junior Member suspected of serious misconduct, and any Junior Member believed to have been a victim of serious misconduct, shall be entitled to be accompanied at the interview by a third party.
3. The purpose of the preliminary investigation by the Dean will be to establish which of the possible routes of sanction for any perpetrator, and of redress for any victim, is most



appropriate. The expressed wishes of any victim at the time of the first interview should have priority in this regard; but the Dean may decide to pursue a formal disciplinary proceeding where this is not explicitly requested, in cases where the Dean considers that it is in the best interest of the College to do so. Where referral to the police or other competent authority is decided upon, the Dean will inform the President and any Junior Members concerned that the College will not proceed further in the matter, except as provided for in sect. B.1.6 above. Where the incident is not referred to another competent authority, the Dean will at the earliest opportunity request the constitution of a CDP by the President.

4. A CDP will consist of the President or Vice-President or their nominee, and two other Fellows. In the absence of the President or Vice-President, the Chair of the committee shall be the Senior Member of the Governing Body present or their nominee. The Dean, and any other Fellow or College Officer responsible for investigating the alleged breach, shall not be a member of the CDP.
5. At the interviews, the Dean will explain to the Junior Members that the alleged offence being of a serious nature, the Dean's role will be limited to investigation. An interview with a Junior Member suspected of serious misconduct will follow the procedure in B.2.2. The Dean (or the Dean's nominee) may also, as may be necessary, conduct any search of College premises and require Junior Members to provide any other evidence necessary to determine whether the breach has been established. A record of all interviews will be kept, and retained for the duration of the disciplinary procedure. If an audio recording of an interview is made, written consent to the making and use of the recording for the purposes of disciplinary proceedings will be obtained from those present.
6. At the interviews, the Dean shall receive or take in writing a statement of evidence from any Junior Member concerned and from any witnesses, including the replies to any questions that the Dean may wish to put. Each such statement on completion shall be read through and shall incorporate any amendments and additions the Junior Members wish to make and thereafter be signed and dated by them.
7. At the conclusion of the investigation, the Dean will report to the members of the CDP, which the President shall have convened, the particulars of the alleged breach of rules and any penalty the Dean might recommend, the name or names of the Junior Member(s) involved, and of any known witnesses.
8. Within, if possible, five days of receipt of the Dean's report, the Chair of the CDP shall require in writing the Junior Member concerned and witnesses to attend for a hearing at a time and place stipulated, with no less than two full days' notice.
9. Before the hearing, the Junior Member will be informed in writing of the allegations against him/her, the basis for those allegations, and what the likely range of consequences will be if it is decided after the hearing that the allegations are true. The following information will also be provided where appropriate
  - (i) A summary of relevant information gathered during the investigation;
  - (ii) A copy of any relevant documents which will be used at the hearing; and
  - (iii) Copies of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case information will be provided as far as is possible while maintaining confidentiality.
10. If any person required to attend such a hearing before the CDP fails to make an appearance, the Panel may, at its discretion, adjourn the proceedings and, in particular, if the Junior Member concerned fails to appear, may deal with their case in their absence, if satisfied that proper notice has been given and received and that there is no reasonable explanation for non-appearance.
11. The Chair shall explain the procedure to be followed at the hearing and shall read, as above, the Dean's report on the alleged breach of the rules against the Junior Member, and any penalty which the Dean might have recommended.
12. At the hearing, the Panel may receive or take in writing any further statements of evidence from the Junior Member concerned and from any witness, that they may wish to provide, and/or the replies to any further questions that the Panel may wish to put. Each such

statement on completion shall be read through and shall incorporate any amendments and additions the Junior Members wish to make and thereafter be signed and dated by them.

13. The Panel may adjourn the disciplinary hearing if there is a need to carry out any further investigations such as re-interviewing witnesses in the light of any new points the Junior Members or witnesses have raised at the hearing. The Junior Member will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
14. If in the course of such hearing the Panel is given the names of additional potential witnesses, whose evidence they consider may be significant, they shall follow, so far as appropriate, the procedure referred to in B.4.8 above so as to arrange their attendance.
15. At the conclusion of the hearing, the Panel shall determine by majority vote (if need be) whether any breach of the rules has been established, taking into account the findings of the Dean's investigation and any representations made by or on behalf of the Junior Member. The Panel shall also determine by majority vote (if need be) upon an appropriate penalty (if any). In imposing penalty, the Panel may accept or modify any recommendation by the Dean. The Panel shall inform the Dean, the Junior Member alleged to be at fault, and any Junior Members alleged to have been victims of misconduct, in writing, as soon as is practicable, of its determination as to (i) breach and (ii) penalty. The Panel shall also make a report in writing as soon as practicable of its determination as to (i) breach and (ii) penalty to the Governing Body. The Committee's report, and all other reports submitted to Governing Body, will comply with the College's policy and with relevant legislation on confidentiality of personal data.
16. A Junior Member alleged to have been a victim of misconduct, who is dissatisfied by the decision of a CDP, shall have the right to make a Formal Complaint to the Vice-President (as in any case of complaint against a College Officer's discharge of duty). Investigation of such a complaint shall concern only whether the CDP has correctly followed the above procedure.
17. A Junior Member found to have been responsible for serious misconduct shall have a right of appeal (B.4 below) in respect of the determination, and any penalty imposed.

#### **4. Appeal: Joint Disciplinary Appeals Committee; Further right of appeal**

1. In cases under B.2.3.b and c, the Junior member shall have no right of appeal if the penalty imposed by the Dean is (i) a fine of £200 or less and/or (ii) an admonition (whether verbal or by written warning) and/or (iii) a ban from a College premise not exceeding 2 weeks for academic premises (e.g. the library) or 4 weeks for non-academic premises (e.g. Beer Cellar), where the ban is a result of a direct request to the Dean of the relevant office in charge of that premise, for offences related to abuse of that premise.
2. In all other cases the Junior Member may himself/herself appeal the matter to a Joint Disciplinary Appeals Committee, against a finding of breach and/or the penalty imposed, by notifying the President in writing (with a copy to the Dean) within 5 working days of receipt of the Dean's or CDP's decision.
3. If the Junior Member raises any new matters in the appeal, the Committee may need to carry out further investigation. If any new information comes to light the Committee will provide the Junior Member with a summary including, where appropriate, copies of additional relevant documents and witness statements. The Junior Member will have a reasonable opportunity to consider this information before the hearing, and may comment on any new evidence arising during the appeal before any decision is taken.
4. If the Junior Member is appealing against suspension, expulsion or banning, the date on which the penalty takes effect will not be delayed pending the outcome of the appeal. However, if the appeal is successful the Junior Member will be reinstated.
5. A Joint Disciplinary Appeals Committee shall consist of the President or Vice-President, a Senior Fellow (or their respective nominees), one other Fellow, and one nominee each of the JCR and MCR. The Chair of the committee shall be the Senior Member of the Governing Body present or their nominee. In all cases, the Dean or Chair of a CPD shall have power to review their decision upon receipt of representations from any source.

6. The Joint Disciplinary Appeals Committee will be informed by the Dean within, if possible, two days of receipt of copy of the notification of appeal, of the particulars of the breach of rules and the penalty imposed, the name or names of the Junior Member(s) involved, and of any known witnesses.
7. Within, if possible, five days of receipt of notification of appeal, the Joint Disciplinary Appeals Committee shall require in writing the Junior Member concerned and any witnesses to attend for a hearing at a time and place stipulated, with no less than two full days' notice. The Committee need not ask witnesses to attend if the evidence previously given by the witness is not contested in the grounds of appeal. In the case of an appeal against a finding of breach such notice shall state the details of the alleged breach of rules.
8. If any person required to attend such a hearing before the Joint Disciplinary Appeals Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and, in particular, if the Junior Member concerned fails to appear, may deal with their case in their absence, if satisfied that proper notice has been given and received and that there is no reasonable explanation for non-appearance.
9. The Chair shall explain the procedure to be followed at the hearing and shall read, as above, the complaint of alleged breach of the rules against the Junior Member; and the finding of breach and/or the penalty imposed against which the appeal is directed.
10. At the hearing, the Joint Disciplinary Appeals Committee may receive or take in writing any further statement of evidence from the Junior Member concerned and from any witness, that they may wish to provide, and/or the replies to any questions that the Committee may wish to put. Each such statement on completion shall be read through and shall incorporate any amendments and additions the Junior Members wish to make and thereafter be signed and dated by them.
11. If in the course of such hearing the Joint Disciplinary Appeals Committee is given the names of additional potential witnesses, whose evidence they consider may be significant, they shall follow, so far as appropriate, the procedure referred to in B.4.7 above so as to arrange their attendance.
12. At the conclusion of the hearing, the Joint Disciplinary Appeals Committee shall determine by majority vote (if need be) whether any breach of the rules has been established, taking into account any representations made by or on behalf of the Junior Member. The finding of the Committee as to breach shall be final. The Committee shall also determine upon an appropriate penalty (if any). The Committee shall inform the Junior Member in writing, as soon as is practicable, of its determination as to (i) breach and/or (ii) penalty. The Committee shall also make a report in writing as soon as practicable of its determination as to (i) breach and/or (ii) penalty to the Governing Body. The Committee's report, and all other reports submitted to Governing Body, will comply with the College's policy and with relevant legislation on confidentiality of personal data.
13. If penalty only is in issue, the Joint Disciplinary Appeals Committee shall follow, so far as appropriate, the procedure referred to in B.4.5-10 above, save that the notice shall state only the details of the penalty imposed.
14. In respect of any penalty imposed, a Junior Member found to have been responsible for a breach shall have a further right of appeal to Governing Body, which may, after taking into account any written representations which the Junior Member may wish to make as to penalty, accept, modify, or reject the same. The Governing Body shall inform the Junior Member in writing, as soon as practicable, of its determination. The Junior Member is to be reminded of their final right of appeal to the Conference of Colleges Tribunal in respect of any determination of the Governing Body, and where appropriate to the Office of the Independent Adjudicator for Higher Education.
15. The details of any breach or relevant conviction established and/or any penalty imposed shall be entered on an appropriate record and signed by the Dean and the Junior Member. One copy of the record shall be retained by the Dean and one given to the Junior Member.
16. The Dean, a College Disciplinary Panel, the Joint Disciplinary Appeals Committee or the Governing Body may permit the Junior Member to be assisted by another member of College

at any point at any hearing or interview, if it is considered appropriate in the interests of fairness to do so.

17. The Junior Member may waive at any stage all or any of their rights under the foregoing procedure: nor shall any departure from such procedure invalidate any determination purported to be made thereunder unless in all the circumstances such departure is productive of unfairness to the Junior Member.
18. Any time limits imposed on a Junior Member in this disciplinary procedure may be extended at the discretion of the Dean, or of a College Disciplinary Panel as is appropriate.

# Appendix B

## Health, Safety and Welfare, Equality, Complaints and associated policies and codes of practice

### Policy on the Serving and Consumption of Alcohol

1. The sale, serving and consumption of alcohol on College premises are conducted under the provisions of the Licensing Act 2003. Trinity College has been granted a Premises Licence and this covers all the Licensable activities that the College wishes to carry out on its Broad Street site. The Designated Premise Supervisor is the Beer Cellar Manager and he is responsible for all sales of alcohol made on the premises and is the point of contact at all times with the licensing authorities, police and fire services. Within this legislative framework, the University Committee on Student Health recommends that the colleges do all they can to reduce the impact of excessive alcohol consumption on the health and behaviour of all their members.
2. On medical advice about sensible drinking levels, see, for example, the NHS website at [www.nhs.uk/Livewell/alcohol/Pages/Alcoholhome.aspx](http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholhome.aspx). Note that excessive drinking can be both caused by, and result in other problems, not only medical and disciplinary, but also academic and financial. Any member of the College should feel able to discuss such problems with the College Doctor, the College Nurse, the University Counselling Service, or any member of the College Welfare Panel. Such communications will be treated in the strictest confidence. Soft drinks are available on sale in the Beer Cellar and at all College functions.

#### 3. Beer Cellar Rules

The Trinity Beer Cellar bar is run by experienced staff from the licensed trade, with only occasional help from Junior Members. The Bar Manager and staff are responsible to the Domestic Bursar, the Dean and Junior Deans for different aspects of smooth running of the bar. The Bar Manager, Junior Deans and Deans have authority to close down the bar should problems ever arise: happily, such occasions are extremely rare.

- **Hours**

During term Monday to Friday 10.00-14.00 & Monday to Friday and Sunday 18.30-23.00. Closed on Saturdays.

During vacations Monday to Friday lunchtimes from 12 noon-as required, (but no later than 14.00) & Monday to Saturday evenings as required but 18.30-23.00 at the latest unless an extension is required for an approved function.

- **Applications for extension of hours** should be made to the Dean in the first instance after informal discussion with the bar managers. There will be no extensions without reference to Governing Body.
- **Age limits** No one under 18 can be served alcohol. There are no exceptions to this rule.

- **Non-members of College** The College Bar is limited to members of College and their bona fide guests (a maximum of 2 guests per member). Resident conference guests may also use the Bar when it is open. Members of the public or other Colleges who are not guests of members of College will not be served, and will be asked to leave.
  - **Off-sales** are permitted up to 22.45.
  - **Payment** by cash only for alcohol consumed at the bar. Battels may be used for off-sales.
  - **Prices** a list of prices in college bars are published annually.
  - **Measures:** A clear indication of the units in all alcoholic drinks sold must be prominently displayed in the Bar.
4. **Sales in alcohol in other venues.** Under the arrangements introduced by the Licensing Act 2003 the College boathouse and sports ground are viewed by the City Council, the Licensing Authority, as separate premises for which Temporary Events Notices (TENS) are required to be applied for at least 10 days before an event takes place at either of these premises at which alcohol is to be sold. **Alcohol cannot be sold at either of these College premises without the permission of the Licensing department of the City Council. Consult the Domestic Bursar or the Beer Cellar Manager for guidance well in advance of the statutory time limit expires for the receipt of applications for TENS. It is an offence to permit an unauthorised licensable activity to be carried on at any place and person is liable on conviction for any such offence to a fine not exceeding £20,000 or to imprisonment for a term not exceeding six months, or to both.**
5. **Events in College.** All bookings of public rooms in College require the Dean's permission. No event should be arranged whereby non-drinkers are asked to subsidize the costs of alcohol. If drink and/or food is to be consumed, it must be served by a member of College staff, unless exceptional express permission for service by others is obtained from the Dean or Junior Deans (drinks purchased in the beer cellar can be consumed in hall during JCR meetings without the need for a member of staff to be present. This arrangement has been made with the understanding that the JCR committee will clean up the hall after the meeting). Those organizing College events should always ensure that non-alcoholic drinks are available. Active promotion of an event on the basis that free or cheap alcohol is available is not permitted, and can attract sanctions. The promotion of such events should take place in such a way that those who do not wish to consume alcohol, for health, religious, or whatever other reason, do not feel discriminated against. If the event includes cocktails a list of ingredients must be prominently displayed to ensure people are made aware of the alcohol content. Misbehaviour in Hall or other College property (e.g. food-throwing or drunkenness) can lead to the immediate cancellation of the event at the discretion of the Hall Steward (or their deputy), the Junior Deans, or Deans. It can also lead to a ban on subsequent events for a period of time for the relevant person or group.
6. **Other College Events.** A responsible attitude to the consumption of alcohol off College premises is to be encouraged. Thus, those organizing College events outside of College, should also always ensure that non-alcoholic drinks are available, and active promotion of an outside event on the basis that free or cheap alcohol will be available is not permitted and can attract sanctions. As with internal events, the promotion of such events should take place in such a way that those who do not wish to consume alcohol, for whatever reason, do not feel discriminated against.
7. **Coercive drinking.** Putting pressure on others to drink more than they would like, "sconcing" and "spiking" drinks are not acceptable. Such behaviour breaches the College's Code of Conduct, and may be treated as a form of harassment.

8. **Vomit.** The staff should not have to clean up vomit. Where it is not cleaned up by the person involved, the minimum charge will be £30, subject to periodic review. Additional domestic charges and decanal penalties may be applied. If the perpetrator cannot be identified, the charge may be applied collectively to an identifiable group, such as a particular club, society, residents of a staircase, or Common Room. Body-fluid packs for cleansing purposes are available in the Beer Cellar, JCR, staircase 17 (main block, toilets), and the Lodge.
9. **Drink-related Injuries.** The College Accident Book currently kept in the Porters' Lodge for recording cases of injury to members of the domestic staff will in future also be used to record all cases of drink-related and other injury to students and members of the academic staff occurring on the College's main site.
10. **Staff Welfare and Pastoral Care.** Staff are also entitled to welfare and pastoral care under the PREVENT action plan. Any staff at risk or with concerns should initially contact the Domestic Bursar.

## **Child Safeguarding Policy**

### **1 Introduction:**

Trinity College is committed to safeguarding and promoting the health, safety and welfare of its Members and visitors. The College recognises it is likely that children will enter College premises or interact with College Members in a number of circumstances. This Policy aims to ensure the welfare of children and to safeguard their wellbeing, in particular by protecting them from abuse of any kind. This Policy has been produced in response to an increase in the College's provision of outreach activity for schools and should be read in conjunction with the University of Oxford's Code of Practice on the Protection of Children and Vulnerable Adults. Trinity College has a separate safeguarding policy pertaining to adults at risk, and copies of both policies are available on the College website.

### **2 Scope:**

- 2.1. For the purposes of this Policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the Children Act 2004).
- 2.2. For the purposes of this Policy, a College Member is anyone at Trinity College working with children, whether as a fellow, employee, student or volunteer.
- 2.3. This Policy applies to all activities involving children and to all College Members.
- 2.4. The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004, and the Health and Safety at Work etc Act 1974.
- 2.5. Where a College Member occupies a position of trust with regard to children, an improper relationship with a child constitutes an abuse of trust under the Sexual Offences Act 2003.
- 2.6. The College also has certain powers, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of Members to assess any risk to children.



### **3 Preventative Measures:**

- 3.1. The College's Lead Safeguarding Officer (CLSO) is the Wellbeing Adviser. The College's Designated Safeguarding Officer (CDSO) will depend on the specific event but in most cases will be the Head of Access. Contact details can be found in Section 13 of this Policy. The CLSO and CDSO have both completed a Disclosure and Barring Service (DBS) Disclosure. The University has two Safeguarding Officers, and their contact details are listed in Section 14.3.
- 3.2. The College Safeguarding Officers are responsible for:
  - Implementing and promoting this Policy;
  - Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
  - Acting as the main contacts within the College for the protection of children;
  - Ensuring that appropriate College Members are provided with information, advice and training on the protection of children;
  - Establishing and maintaining contact with the University Safeguarding Officer;
  - Maintaining confidential records of reported child abuse cases and action taken.
- 3.3. Where a role may require College Members to have unsupervised contact with, regularly care for, train, supervise, or be in sole charge of children, the College will require satisfactory completion of a DBS Disclosure at the appropriate level.
- 3.4. Appropriate College Members will receive a copy of this Policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.
- 3.5. This Policy is reviewed on an annual basis.
- 3.6. *A Safeguarding Trustee will be appointed to oversee the activities of the Safeguarding Officers and adherence to the terms of the Safeguarding Policy.*

### **4 Forms of Abuse:**

- 4.1. The UK Government guidance, Working Together to Safeguard Children 2018 (pp. 103- 5), defines four types of child abuse:
- 4.2. *Physical* – the physical hurting or injuring of a child.
- 4.3. *Emotional* – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.
- 4.4. *Sexual* – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children looking at, or in the production of, pornographic material.
- 4.5. *Neglect* – the persistent failure to meet a child's basic needs, likely to result in the serious impairment of the child's health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

### **5 Recognising Abuse:**

- 5.1. Child abuse can and does occur both within a child's family and in institutional or community settings. The following may indicate that a child is being or has been abused:
    - Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
    - An injury for which the child's explanation appears inconsistent;
    - The child describes an abusive act or situation;
  - Unexplained changes in behaviour, such as the failure to respect personal boundaries;
  - Inappropriate sexual awareness or sexually explicit behaviour;
  - The child appears distrustful of adults;
  - The child is not allowed to be involved in normal social activities;
  - The child becomes increasingly dirty or shabby.
- 5.2. It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the child at risk.

## **6 Dealing with suspicion of abuse/allegations of abuse:**

- 6.1. College Members should address any concerns to the CDSO. If those concerns relate to the CDSO, College Members are expected to discuss the matter with the CLSO or to contact the University Safeguarding Officer directly. If an individual feels that the CDSO or CLSO has not responded appropriately, they are encouraged to contact the University Safeguarding Officer without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.
- 6.2. It is the Officer's responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under Section 47 of the Children Act 1989. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.
- 6.3. If a child says something or acts in such a way that abuse is suspected, the person receiving the information should:
  - React in a calm but concerned way;
  - Tell the individual that they are right to share what has happened, and that they are not responsible for what has happened;
  - Find an early opportunity to explain that it is likely that the information will need to be shared;
  - Take what the individual says seriously and allow them to continue at their own pace;
  - Keep questions to an absolute minimum (only clarify what the individual is saying) and not ask a question that suggests a particular answer;
  - Not interrupt the individual when they are recalling significant events;
  - Reassure the individual that the problem can be dealt with;
  - Tell the individual what will happen next and with whom the information will be shared;
  - Not promise to keep anything secret and explain that you may need to pass key information to other professionals to ensure the individual can be appropriately protected;
  - Make a full record of what is said and done, though this should not result in a delay in reporting the problem.
- 6.4. The record should include:
  - The individual's account of what has occurred;
  - Any dates, times or places and any other potentially useful information;
  - The nature of the allegation or concern;
  - A description of any visible physical injury (clothing should not be removed to inspect the child).
- 6.5. The record may be used later in a criminal trial and it is vital that what the individual discloses is recorded as accurately as possible. The record must be drafted in the individual's words and should not include the assumption or opinions of others.

- 6.6. The problem should be reported immediately to the CDSO who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) contact should be made with the Social Services Emergency Duty Team on 0800 833408. Advice can also be sought from the NSPCC 24-hour helpline on 0800 800 5000 or from the Police Child Protection team on 01865 335199. In an emergency, i.e. an immediate threat to life or limb, dial 999.
- 6.7. It is recognised that College Members may need support after a child discloses abuse to them and appropriate support will be offered by the College. It is also recognised that it is important not to presume accused persons are guilty and to offer them appropriate support.
- 6.8. All College Members (including those with obligations to particular codes of conduct/professional ethics that may be thought to constrain their actions) are required to report or act on any disclosures or allegations of abuse that involve a College Member and that have taken place at the College or on College business. College Members do not investigate serious allegations of abuse themselves as serious allegations will be reported to Oxfordshire Social Services and, if necessary, the police.

### **7 Procedure for dealing with allegations or suspicions about a College Member:**

- 7.1. It can be difficult to accept that a colleague may deliberately harm a child. When a concern arises, there are three processes that may need to take place: a child protection investigation; a criminal investigation; potential College disciplinary action following an external investigation.
- 7.2. Any suspicions or allegations should be addressed to the CLSO or CDSO, as outlined in 6.1 above, who will inform the University Safeguarding Officer.

### **8 Candidates for admissions interviews:**

- 8.1. Candidates for admission to Trinity are invited to stay at the College for a period of days during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18.
- 8.2. The College has established procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements, including but not limited to: - All student volunteers are appropriately trained and given specific information about how to respond to reports of neglect or abuse. - Any members of College who may be alone with candidates for significant time are DBS checked. This does not include interviewers or all housekeeping staff.

### **9 Students under the age of 18:**

- 9.1. The College may admit students who commence their studies before their 18th birthday. The College recognises that: - Anyone under the age of 18, as a matter of law is a child; - The College has special duties of care towards a child; - The College does not act in loco parentis.
- 9.2. The Senior Tutor is responsible for ensuring that the CDSO, CLSO, relevant tutors and other key members of staff are informed of the admission of any students under the age of 18.
- 9.3. The Senior Tutor is responsible for ensuring that the Hall, Bar and Lodge have the names of any students under the age of 18.

## **10 Confidentiality:**

- 10.1. The College has an obligation to respect the privacy and confidentiality of all individuals, in line with the University confidentiality guidance and Policy on Data Protection. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College owes a duty of care to its students or visitors that cannot be fulfilled unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that: i) The adult will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken. ii) The adult will never tell anyone who does not have a clear 'need to know.' iii) The adult will take whatever steps they can to protect the informing child from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.
- 10.2. There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the local authority, the police or a child's parents or guardians.

## **11 Conduct around children:**

- 11.1. College Members should remember that inappropriate behaviour can occur via the telephone, internet and e-mail, as well as during direct interaction with children.
- 11.2. Conduct to be avoided: - Spending excessive amounts of time alone with children, away from others; - Taking children to your home; - Being alone in a vehicle with children.
- 11.3. Conduct never to be sanctioned: - Engaging in rough, physical or sexually provocative games, or which could be interpreted as such; - Giving children non-prescribed drugs or other inappropriate substances, including alcohol (please note that one of the four key objectives of the Licensing Act 2003 is the 'protection of children from harm' and that it is also an offence for a child to be supplied with or knowingly to consume alcohol on a licensed premises). Members should be aware that the College holds a Premises License and that the Bar does serve alcohol; - Allowing or engaging in any form of inappropriate touching; - Making sexually suggestive comments to children, even in jest; - Allowing allegations made by a child to go unreported; - Doing things of an intimate nature for children that they can do for themselves. This is only likely to arise with very young children and the possibility should be discussed with their parent or carer to avoid possible misunderstanding.
- 11.4. College Members should: - Treat everyone with fairness, equality and respect; - Be sensitive to children's appearance, race, culture, religious belief, sexuality, gender or disability; - Act as a good role model and challenge any unacceptable behaviour from children or from other College Members; - Report all allegations or suspicions of abuse of children using the Procedures outlined in this Policy; - Consider whether conduct with an individual child should involve a colleague being present; - Be aware that physical contact with a child may be misinterpreted; - Retain a professional approach to children, including avoiding physical contact with a child; - Respect a child's right to privacy and, in residential accommodation, not enter a child's bedroom without prior authorisation except in the case of an emergency.

- 11.5. The Sexual Offences Act 2003 provides that intimate contact between an adult and a child, where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child, or where an adult looks after a child at an educational institution at which the adult is not also receiving education. These provisions specifically apply to members of staff and students under the age of 18 years.
- 11.6. It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the Data Protection Act 2008. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained. Whenever an image of a child is published, the data subject should, as far as possible, be unidentifiable.
- 11.7. Whilst unlikely to arise in the context of photographs or videos of children made for educational research, teaching purposes, or publication, it is also important to be aware of the legislation relating to the making or publication of indecent images of children. In this context indecent is not defined, but is "based on a recognised standard of propriety." Legally the test is objective and the circumstances in which the photograph came to be taken and the motive of the taker are not relevant; it is the photograph of the child which must be indecent, not the accused person's conduct.
- 11.8. Whilst it may not be intended to commit such an offence, it is important to be aware of the limits of what is legally acceptable, particularly if an image is forwarded to someone else, even for the purposes of raising a concern or reporting it to the authorities. It is also helpful to draw this to the attention of anyone who may have an image which could be regarded as such (e.g. in the context of 'sexting'.)

## **12 Risk Assessment:**

- 12.1. A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College Members. Once completed, the risk assessment must be approved by a Safeguarding Officer before the activity is undertaken.
- 12.2. It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.
- 12.3. An annual safeguarding risk assessment undertaken by the CLSO will note any staff and/or students under the age of 18.

## **13 People with specific responsibility for child protection and their roles:**

- 13.1. The CLSO is responsible for:
  - a) Procedure i) Holding and being conversant with current University, local and national Child Protection procedures. ii) Keeping up to date through recognised training, preferably provided by the Local Safeguarding Children Board or equivalent. It is a requirement that this takes place at least every two years. iii) Reviewing and updating the College's Safeguarding and Child Protection Policies and University policies and procedures. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay. iv) Liaison over safeguarding matters with

the University Safeguarding Officer. b) Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction. c) Ensuring that each College Member has access to the Safeguarding Procedures and has an understanding of them. d) Receiving reports of alleged or suspected abuse of children within the College, or reported by a child relating to incidents at home or outside the College, contacting the University Safeguarding Officer and taking any other action in response, as set out below: - Keeping records; - Liaising with the staff. e) Providing annual training to College Members in Safer Recruitment and Child Protection.

13.2. The CDSO is responsible for: a) Ensuring that Safeguarding procedures are available to parents and teachers of children working with the College on request. b) Ensuring that all student helpers are appropriately trained.

13.3. The Safeguarding Trustee will oversee and support the activities of the CLSO and CDSO.

13.4. The Governing Body is responsible for: - Undertaking an annual review of the College's Safeguarding Policy and procedures; - Receiving the College's annual safeguarding risk assessment and action plan.

#### **14 Contact Information:**

14.1. College Lead Safeguarding Officer: Wellbeing Adviser. 01865 (2)79886 automatically re-routed out of hours

14.2. College Designated Safeguarding Officer: Head of Access. 01865 (2)79860

14.3. University Safeguarding Officers: Director of HR, 01865 (2)70152 and Director of Student Welfare and Support Services, 01865 (2)80444.

14.4. Oxfordshire Children's Social Care. Office hours 01865 323048/out of hours 0800 833408.

14.5. Oxfordshire Safeguarding Children Board, Alison Beasley. lado.safeguardingchildren@oxfordshire.gov.uk, 01865 810603.

14.6. Police Child Protection Unit. 01865 309277. Child Abuse Investigation Unit/out of hours telephone 101.

14.7. NSPCC Helpline. 0800 800 5000 (24h).

## **Safeguarding Adults at Risk Policy**

### **1. Introduction**

Trinity College is committed to safeguarding and promoting the health, safety and welfare of its Members and visitors. The College recognises that there are a number of circumstances in which adults at risk may be on College premises or interact with College Members. This Policy aims to ensure the welfare of adults at risk and to safeguard their wellbeing, in particular by protecting them from abuse of any kind. This Policy should be read in conjunction with the University of Oxford's Code of Practice on the Protection of Children and Vulnerable Adults. Trinity College has a separate safeguarding policy pertaining to children, and copies of both policies are available on the College website.

## **2. Scope**

2.1. For the purposes of this Policy, an 'adult' refers to a person aged 18 or above, and an 'adult at risk', as defined by the Department of Health, refers to "those who are or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself against significant harm or exploitation."

2.2. For the purposes of this Policy, a College Member is anyone at Trinity College working with adults at risk, whether as a fellow, employee, student or volunteer.

2.3. This Policy applies to all activities involving adults at risk and to all College Members.

2.4. The College recognises that it has a legal duty to safeguard the welfare of adults at risk who come onto its premises or come into contact with its Members under the Safeguarding Vulnerable Groups Act 2006, and the Health and Safety at Work etc Act 1974.

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

## **3. Preventative Measures**

3.1. The College's Lead Safeguarding Officer (CLSO) is the Wellbeing Adviser. The College's Designated Safeguarding Officer (CDSO) will depend on the specific event but in most cases will be the Head of Access. Contact details can be found in Section 13 of this Policy. The CLSO and CDSO have both completed a Disclosure and Barring Service (DBS) Disclosure. The University has two Safeguarding Officers, and their contact details are listed in Section 14.3.

3.2. The College Safeguarding Officers are responsible for: - Implementing and promoting this Policy; Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of adults at risk; Acting as the main contacts within the College for the protection of adults at risk; - Ensuring that appropriate College Members are provided with information, advice and training on the protection of adults at risk; - Establishing and maintaining contact with the University Safeguarding Officer; - Maintaining confidential records of reported adult at risk abuse cases and action taken.

3.3. Where a role may require College Members to have unsupervised contact with, regularly care for, train, supervise, or be in sole charge of adults at risk, the College will require satisfactory completion of a DBS Disclosure at the appropriate level.

3.4. New College Members will receive a copy of this Policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.

3.5. This Policy is reviewed on an annual basis.

3.6. *A Safeguarding Trustee will be appointed to oversee the activities of the Safeguarding Officers and adherence to the terms of the Safeguarding Policy.*

#### **4. Forms of Abuse**

4.1. The NHS outlines seven categories of abuse of adults at risk. Abuse may comprise a single act or repeated acts.

4.2. *Physical* – the physical hurting or injuring of an adult at risk, including denying them food, water, or assistance going to the bathroom if needed, and the misuse of their medicines.

4.3. *Psychological* – the persistent emotional maltreatment of an adult at risk which results in severe or persistent adverse effects. This includes unreasonable and unjustifiable withdrawal of services or support networks.

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

4.5. *Domestic* – a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, typically by someone who is or has been an intimate partner or family member.

4.6. *Discriminatory* – harassment, slurs or unfair treatment relating to an adult at risk's race, gender and gender identity, age, disability, sexual orientation, or religion.

4.7. *Financial abuse* – stealing money or valuables. This can include the inappropriate use of an adult at risk's money by a person appointed to look after it, or coercing an adult at risk to spend their money in a way they are not happy with.

4.8. *Neglect* – the persistent failure to meet an adult at risk's basic needs, likely to result in the serious impairment of the adult's health or development. Neglect can include failure to provide



the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

## **5. Dealing with suspicion of abuse/allegations of abuse**

5.1. It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the adult at risk.

5.2. College Members should address any concerns to the CDSO. If those concerns relate to the CDSO, College Members are expected to discuss the matter with the CLSO or to contact the University Safeguarding Officer directly. If an individual feels that the CDSO or CLSO has not responded appropriately, they are encouraged to contact the University Safeguarding Officer without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.

5.3. It is the Officer's responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under Section 42 of the Care Act 2014. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question adults at risk closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

5.4. If an adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should: - React in a calm but concerned way; - Tell the individual that they are right to share what has happened, and that they are not responsible for what has happened; - Find an early opportunity to explain that it is likely that the information will need to be shared; - Take what the individual says seriously and allow them to continue at their own pace; - Keep questions to an absolute minimum (only clarify what the individual is saying) and not ask a question that suggests a particular answer; - Not interrupt the individual when they are recalling significant events; - Reassure the individual that the problem can be dealt with; - Tell the individual what will happen next and with whom the information will be shared; - Not promise to keep anything secret and explain that you may need to pass key information to other professionals to ensure the individual can be appropriately protected; - Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

5.5. The record should include: - The individual's account of what has occurred; - Any dates, times or places and any other potentially useful information;

The nature of the allegation or concern; - A description of any visible physical injury (clothing should not be removed to inspect the individual).

5.6. The record may be used later in a criminal trial and it is vital that what the individual discloses is recorded as accurately as possible. The record must be drafted in the individual's words and should not include the assumption or opinions of others.

5.7. The problem should be reported immediately to the CDSO who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) contact should be made with the Social Services Emergency Duty Team on 0800 833408. In an emergency, i.e. an immediate threat to life or limb, dial 999.

5.8. It is recognised that College Members may need support after an adult at risk discloses abuse to them and appropriate support will be offered by the College. It is also recognised that it is important not to presume accused persons are guilty and to offer them appropriate support.

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

## **6. Procedure for dealing with allegations or suspicions about a College Member**

6.1. It can be difficult to accept that a colleague may deliberately harm an adult at risk. When a concern arises, there are three processes that may need to take place: an adult at risk protection investigation; a criminal investigation; potential College disciplinary action following an external investigation.

6.2. Any suspicions or allegations should be addressed to the CLSO or CDSO, as outlined in 6.1 above, who will inform the University Safeguarding Officer.

## **7. Students**

7.1. The College may admit students who are classed as adults at risk. The College recognises that it has special duties of care towards an adult at risk.

7.2. The Senior Tutor is responsible for ensuring that the CDSO, CLSO, relevant tutors and other key members of staff are informed of the admission of any students who are classed as adults at risk.

## **8. Employees**

8.1. The College may employ individuals, either in academic posts or as staff, who are classed as adults at risk. The College recognises that it has special duties of care towards an adult at risk.

8.2. The Domestic Bursar is responsible for ensuring that the CDSO and CLSO are informed of the employment of any individual who is classed as an adult at risk.

## **9. Confidentiality**

9.1. The College has an obligation to respect the privacy and confidentiality of all individuals, in line with the University confidentiality guidance and Policy on Data Protection. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College owes a duty of care to its students or visitors that cannot be fulfilled unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that: i) The individual informed will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken. ii) The individual informed will never tell anyone who does not have a clear 'need to know.' iii) The individual informed will take whatever steps they can to protect the informing adult at risk from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

9.2. There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the local authority or the police.

## **10. Conduct around adults at risk**

10.1. College Members should remember that inappropriate behaviour can occur via the telephone, internet and e-mail, as well as during direct interaction.

10.2. College Members should: - Treat everyone with fairness, equality and respect; - Be sensitive to appearance, race, culture, religious belief, sexuality, gender or disability; - Report all allegations or suspicions of abuse of adults at risk using the Procedures outlined in this Policy; - Be aware that physical contact with an adult at risk may be misinterpreted; - Retain a professional approach to adults at risk, including avoiding unnecessary physical contact with an adult at risk; - Respect an adult's right to privacy and, in residential accommodation, not enter an adult's bedroom without prior authorisation except in the case of an emergency.

## **11. Risk Assessment**

11.1. A risk assessment must be completed by the organisers of any activity specifically intended for adults at risk and which brings adults at risk onto College premises or into contact with College Members. Once completed, the risk assessment must be approved by a Safeguarding Officer before the activity is undertaken.

11.2. An annual safeguarding risk assessment undertaken by the CLSO will note any staff and/or students classed as adults at risk.

## **12. People with specific responsibility for safeguarding adults at risk and their roles**

12.1. The CLSO is responsible for: a) Procedure i) Holding and being conversant with current University, local and national Safeguarding Adults procedures. ii) Keeping up to date through recognised training. It is a requirement that this takes place at least every two years. iii) Reviewing and updating the College's Safeguarding Adults at Risk Policy and University policies and procedures. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay. iv) Liaison over safeguarding matters with the University Safeguarding Officer. b) Briefing and guiding those in regular contact with adults at risk in College on Safeguarding matters. This includes the briefing of new staff as part of their induction. c) Ensuring that each College Member has access to the Safeguarding Procedures and has an understanding of them. d) Receiving reports of alleged or suspected abuse of adults at risk within the College, or reported by an adult at risk relating to incidents at home or outside the College, contacting the University Safeguarding Officer and taking any other action in response, as set out below: - Keeping records; - Liaising with the staff. e) Providing annual training to College Members in Safer Recruitment and Safeguarding Adults at Risk.

12.2. The Safeguarding Trustee will oversee and support the activities of the CLSO and CDSO.

12.3. The Governing Body is responsible for: - Undertaking an annual review of the College's Safeguarding Policy and procedures; - Receiving the College's annual safeguarding risk assessment and action plan.

## **13. Contact Information**

13.1. College Lead Safeguarding Officer: Wellbeing Adviser 01865 (2)79896 automatically re-routed out of hour

13.2. College Designated Safeguarding Officer: Head of Access. 01865 (2)79860

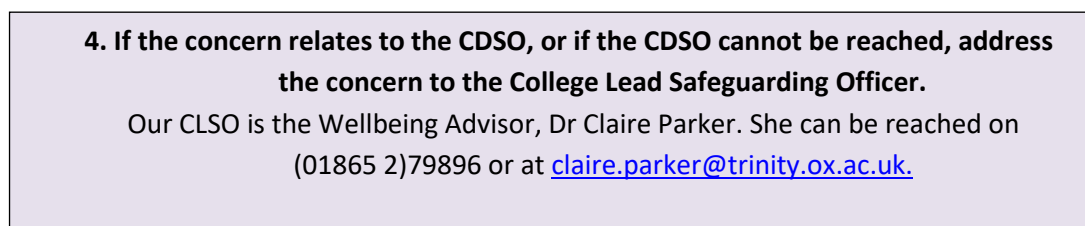
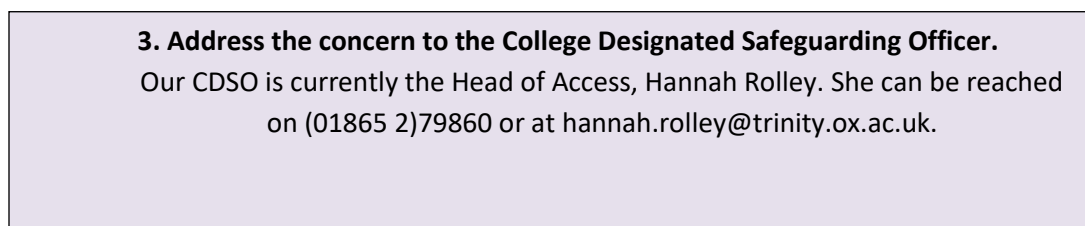
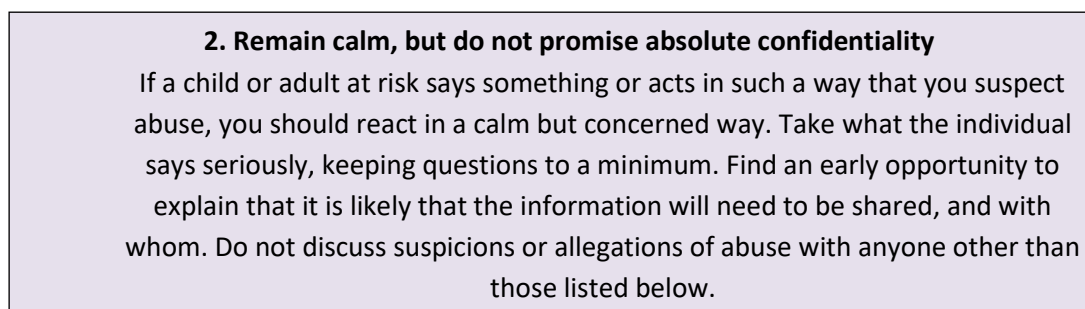
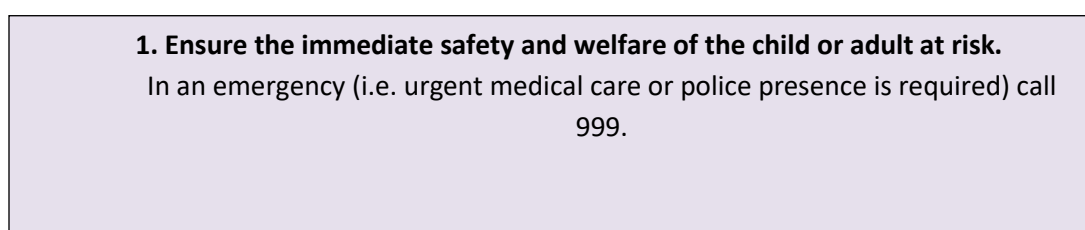
13.3. University Safeguarding Officers: Director of HR, 01865 (2)70152 and Director of Student Welfare and Support Services, 01865 (2)80444

## Raising a Safeguarding Concern

All College Members, whether employees or students, have a responsibility to act on concerns of abuse to children or adults at risk.

- A child is a person under the age of 18
- An adult at risk is a person aged 18 or above, who (as defined by the Department of Health) “is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself against significant harm or exploitation.”

The following flow chart sets out the process by which College Members should raise a safeguarding concern:



**6. If necessary, contact a University Safeguarding Officer**

It will normally be the CDSO or CLSO who liaise with the University Safeguarding Officer, but if you feel that the CDSO and CLSO have not responded appropriately, you can contact a University Safeguarding Officer directly. There are currently two University Safeguarding Officers:

Director of HR: (01865 2)70152

Director of Student Welfare and Support Services: (01865 2)80444



**5. Do not conduct your own investigation**

It is the Safeguarding Officers' responsibility to act on behalf of the College in dealing with suspicions or allegations of abuse. It is the task of Social Services, not the College, to investigate the matter (as under Section 42 of the Care Act 2014).

College Members should not conduct their own investigations into suspicions or allegations of abuse under any circumstances.

# Student Complaints Procedure

## 1 Introduction:

- 1.1 This document lays out procedures for students who wish the College to consider and, if necessary, respond to serious dissatisfaction with their tuition, or other aspects of College life, in cases that do not involve harassment or appeals against the outcome of a disciplinary procedure (which have their own procedures also set out in this handbook).
- 1.2 The majority of cases will normally be settled by the complainant and the tutor or college staff member or manager settling the matter themselves to their mutual satisfaction. Where this is not possible complainants can adopt either an informal procedure or a formal procedure where a complainant will be required to register a written grievance.
- 1.3 Anonymous complainants or complaints made on behalf of someone else will not be entertained in relation to formal complaints.
- 1.4 If a complaint remains unresolved after the college's internal procedures, both formal and informal, have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (see [www.oiahe.org.uk](http://www.oiahe.org.uk) for further information). Application forms and guidance notes are available from the Domestic Bursar or the Senior Tutor as appropriate. Please note that complaints relating to academic discipline as set out in this, the College Student Handbook are also within the scope of the OIA.

## 2 Informal Procedure:

- 2.1 Complaints may be discussed with any Fellow and the complainant can be accompanied at any stage by a friend or an adviser (e.g. an officer of the JCR or MCR). Fellows who are not themselves College Officers but who have been contacted by a complainant are encouraged to contact the relevant College Officer promptly.
- 2.2 The relevant College Officers are as follows:
  - 2.2.1 for academic matters: The Senior Tutor
  - 2.2.2 for issues involving domestic college staff and services e.g. food and accommodation: The Domestic Bursar
  - 2.2.3 for financial, buildings and maintenance matters: The Estates Bursar
  - 2.2.4 other behavioural and disciplinary matters: The Dean or Wellbeing Advisor
  - 2.2.5 for complaints about a College Officer regarding the performance of their duties in that office: The Vice President who may delegate the matter to a qualified person of the relevant professional discipline within the Collegiate University
  - 2.2.6 for complaints about a decision of Grants Committee: The Senior Tutor
- 2.3 To resolve the complaint the relevant Officer will:
  - 2.3.1 seek to offer sympathetic and confidential advice and/or
  - 2.3.2 try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course).
  - 2.3.3 note the withdrawal of a complaint where the complainant decides to do so.
  - 2.3.4 adopt the formal procedure in cases where the informal procedure has not resolved a complainant's grievance and the complainant wishes to take the matter further.

### **3 Formal Procedure:**

It is not an *a priori* condition of using this procedure that an informal approach must be exhausted before a formal approach is adopted. All formal complaints must be made in writing to the relevant College Officer as set out in 2.2 above.

#### **Stages in Formal Procedure:**

- 3.1 A written complaint is submitted to the appropriate College Officer.
- 3.2 The relevant College Officer (or – when delegated by the Vice President – in the case of a complaint about a College Officer, a qualified person of the relevant professional discipline within the Collegiate University) investigates the complaint and sets out in writing whether the complaint is upheld or not giving reasons for the findings of the investigation. Wherever possible the written report will be produced within fourteen days of the date of the written complaint.
- 3.3 Where the Investigating Officer is unable to resolve the complaint to the satisfaction of the complainant the latter must give notice within seven working days of their dissatisfaction and also give the reasons why the grievance remains unresolved.
- 3.4 The unresolved grievance will then be considered by non-conflicted senior members of the appropriate College Committee or body as follows:
  - 3.4.1 for academic matters the Academic Committee
  - 3.4.2 for domestic issues the Joint Consultative Committee
  - 3.4.3 for financial, buildings and maintenance matters the Bursarial Committee
  - 3.4.4 for decanal matters the Joint Disciplinary Committee
  - 3.4.5 for complaints against a College Officer, a panel comprising three members of the Governing Body
- 3.5 The procedure to be adopted in such circumstances will be as follows:
  - 3.5.1 the complainant will be invited to present their case to the designated members of the appropriate committee
  - 3.5.2 the complainant may be accompanied as set out in 2.1 above
  - 3.5.3 the relevant College Officer will present their case
  - 3.5.4 both parties will withdraw whilst the relevant members of the Committee or body consider the representations from both sides.
  - 3.5.5 the relevant members of the Committee (except in the case specified in 3.4.5 above) will make a recommendation to the Governing Body
  - 3.5.6 the Governing Body will make its decision and communicate it in writing to both parties
  - 3.5.7 the Governing Body's decision will be final

#### **Monitoring Arrangements**

The relevant College Officer will keep a register of the number of complaints made using the formal procedure in an academic year, and a summary of numbers and outcomes will be submitted to the Michaelmas Term meeting of Equality Committee and the Governing Body. The register will indicate how many formal complaints have been registered, and what stage they reached (resolved by the Officer, resolved by Committee recommendation to GB in favour of the complainant, not resolved in favour of the complainant).

## **Free Speech Statement**

Free speech is the lifeblood of a university. It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for



the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the University/College are confronted with views that some find unsettling, extreme or offensive. The University/College must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of Trinity College. This Statement frames all the activities and policies of Trinity College.

## Meeting Rules

1. Where the nature of a proposed meeting or event, the identity of the speaker or speakers, or some other factor gives rise to the concern on the part of the organisers, or any junior member of the College, the meeting or event should be notified to the Dean. Members of the College must always report events where they consider that:
  - (a) The meeting or event may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;
  - (b) A proposed external speaker is a member of, or is likely to use the event to encourage support for, a proscribed organisation;
  - (c) The meeting or event is likely to pose a risk to health and safety of those lawfully on University premises; or that it may prompt a risk to public safety.
2. A 'proscribed organisation' is defined by the Terrorism Act 2000, under which the Home Secretary may proscribe an organisation if she/he believes it is concerned in terrorism. For the purposes of the act, this means that the organisation:
  - (a) Commits or participates in acts of terrorism;
  - (b) Prepares for terrorism;
  - (c) Promotes or encourages terrorism;
  - (d) Is otherwise concerned in terrorism.
3. Whenever an event is notified to the Dean under these sections, they may impose such restrictions on the event as they think necessary – up to and including the power to prohibit the event entirely. The Dean may also require assurances from the speakers or organisers about the content of the event.
4. If the organisers of the event are unable to reach an agreement with the Dean over such restrictions, they have three days in which to appeal the decision.

5. Where the organisers are members of the College, the appeal will be heard by a panel consisting of the President or Vice-President of the College, two Fellows, a representative nominated by the JCR, a representative nominated by the MCR.
6. Where the organisers are not members of the College, the appeal will be heard by the President or Vice-President and two Fellows.

## **Documents available on SharePoint:**

- Freedom of Information
- Policy and Procedures on Harassment
- Equality and Diversity Policy
- Protection of Children and Vulnerable Adults
- Data Protection
- Freedom of Speech
- Safety Policy

# Frequently Asked Questions

## Where can I get Advice on

- Personal matters..... The Wellbeing Adviser, or Junior Deans
- Academic matters..... Your tutors, the Senior Tutor
- Financial worries..... Estates Bursar
- Queries about fees and battels..... Robin Rutterford, Fees and Battels Administrator
- College accommodation ..... Mandy Giles, Domestic Manager
- Examinations and related subjects..... Isabel Lough, Undergraduate and Tutorial Administrator
- Disability ..... Claire Parker, Wellbeing Adviser
- Health ..... Kerry Minton, College Nurse

## How do I contact

- The President (via P A)..... [alexandra.evans@trinity.ox.ac.uk](mailto:alexandra.evans@trinity.ox.ac.uk)
- The Senior Tutor ..... [senior.tutor@trinity.ox.ac.uk](mailto:senior.tutor@trinity.ox.ac.uk)
- The Tutor for Graduates ..... [senior.tutor@trinity.ox.ac.uk](mailto:senior.tutor@trinity.ox.ac.uk)
- The Domestic Bursar..... [lynne.adam@trinity.ox.ac.uk](mailto:lynne.adam@trinity.ox.ac.uk)
- The Estates Bursar ..... [christopher.ferguson@trinity.ox.ac.uk](mailto:christopher.ferguson@trinity.ox.ac.uk)
- The Chaplain ..... [emma.percy@trinity.ox.ac.uk](mailto:emma.percy@trinity.ox.ac.uk)
- The Fees and Battels Administrator ..... [fees@trinity.ox.ac.uk](mailto:fees@trinity.ox.ac.uk)
- The Academic Administrator ..... [academic.administrator@trinity.ox.ac.uk](mailto:academic.administrator@trinity.ox.ac.uk)
- The Tutorial Administrator ..... [isabel.lough@trinity.ox.ac.uk](mailto:isabel.lough@trinity.ox.ac.uk)
- The Admissions Officer ..... [admissions@trinity.ox.ac.uk](mailto:admissions@trinity.ox.ac.uk)
- The Domestic Manager..... [mandy.giles@trinity.ox.ac.uk](mailto:mandy.giles@trinity.ox.ac.uk)
- The College Nurse..... [kerry.minton@trinity.ox.ac.uk](mailto:kerry.minton@trinity.ox.ac.uk)
- The Wellbeing Adviser..... [claire.parker@trinity.ox.ac.uk](mailto:claire.parker@trinity.ox.ac.uk)
- The Steward..... [jonathan.flint@trinity.ox.ac.uk](mailto:jonathan.flint@trinity.ox.ac.uk)
- The Head Chef ..... [julian.smith@trinity.ox.ac.uk](mailto:julian.smith@trinity.ox.ac.uk)
- The Dean..... [dean@trinity.ox.ac.uk](mailto:dean@trinity.ox.ac.uk)
- The Junior Deans ..... [nehir.banaz@trinity.ox.ac.uk](mailto:nehir.banaz@trinity.ox.ac.uk)  
..... [ngoni.mugwisi@trinity.ox.ac.uk](mailto:ngoni.mugwisi@trinity.ox.ac.uk)
- The JCR President ..... [nadia.hassan@trinity.ox.ac.uk](mailto:nadia.hassan@trinity.ox.ac.uk)
- The MCR President ..... [joseph.hickie@trinity.ox.ac.uk](mailto:joseph.hickie@trinity.ox.ac.uk)
- University Disability Office staff..... [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)

## Where do I find Application forms for Vacation Residence; Academic Grants; Travel Grants; Financial Support

- The College Sharepoint

## How do I book a room for

- Meetings & Music Room ..... [louise.turner@trinity.ox.ac.uk](mailto:louise.turner@trinity.ox.ac.uk)
- A Guest ..... [mandy.giles@trinity.ox.ac.uk](mailto:mandy.giles@trinity.ox.ac.uk)
- Britton Lawns Pavilion Room..... [lodge@trinity.ox.ac.uk](mailto:lodge@trinity.ox.ac.uk)

## How do I get advice about IT matters?

- [alastair.johnson@trinity.ox.ac.uk](mailto:alastair.johnson@trinity.ox.ac.uk) 0789 063 0890

# Security Message from the Trinity Lodge Team

The safety of students is paramount and this security message is to provide advice and essential contact details should the need arise. We would advise all students to programme all the numbers below into their mobile phone in the event that a student feels unsafe either inside or outside College premises.

## 1 University Security Services Control Room emergency number 01865 289999

This is particularly useful if a student is in any situation where they do not feel safe and need someone to assist them ASAP or monitor them until they are out of danger. Anyone calling will get a prompt response from a University Security Services Control Room Operator who has immediate access to Oxford University CCTV [which covers most of the central City streets] and a direct contact telephone number with Thames Valley Police CCTV operators who monitor the City Centre CCTV system. These CCTV operators have a radio link to Thames Valley Police Oxford Talk Group who can then dispatch a police car if needs be.

The benefits of using this Control Room are a fast telephone response and operators who can assess the call and risk and decide the level of response, i.e. if only telephone reassurance required, is CCTV monitoring necessary, should a University Security patrol staff attend, should the Police be called, or any combination of these options.

## 2 University Security Services Control Room non-emergency number 01865 272944

As 1 above and still a prompt response and can be used if a Student feels unsafe but just need someone on the end of the phone to monitor them until they get to an area where they feel safe. Students should not feel worried about ringing this number as staff are employed by Oxford University and are very willing to help.

## 3 Trinity College Porters Lodge 01865 279900

## 4 Trinity College night porter's mobile 07810543182

This mobile is carried by the night porter when on patrol away from the Lodge. It would be useful for Students to have, particularly if someone has forgotten their fob or key and cannot get into College when the gate is shut and the porter is away from the Lodge.

## 5 Thames Valley Police Non-emergency number 101

Finally, **there is no need to worry disproportionately** about becoming a victim of crime but at the same time **do not be complacent and be aware of your surroundings**. Act on your instinct and if a situation does not feel right it probably isn't. One in four Oxford University students is a victim of crime during their time at Oxford (bicycle theft is the main crime category).

## 6 Lock your bike up.

If you live off-site, lock it up out of street view/behind the building you live in or in a secure bike shed. **We have many bikes stolen off-site that are left on view.**