



**TRINITY COLLEGE**  
UNIVERSITY of OXFORD

## **Handbook and Regulations**

### **2025-26**

Essential Information and  
College Regulations for all  
Junior Members

**In case of emergency  
contact the Lodge  
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# Introduction

## Trinity College

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 College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Our vision is for Trinity to be recognised as a modern College that attracts some of the best academics in the world and welcomes a diverse and widely representative student community, in which students of all backgrounds feel equally valued, supported and able to flourish.

Further information about the College is available at <https://www.trinity.ox.ac.uk/>

**This handbook contains obligations binding upon Junior Members (Foundation Year students, undergraduates, and graduate students). Junior Members 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.**

## Junior and Middle Commons 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 2nd 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 the Oxford SU), and the handling of complaints. The Dean and the Domestic Bursar supervise the implementation of these arrangements on behalf of the Governing Body.

### The Junior Common Room

All Trinity undergraduates and Foundation Year students are members of the JCR (unless those on a 4- year course choose, in their 4th 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, or who are in the clinical years (years 4-6) of a degree in Medicine, are members of the MCR. Undergraduates in the 4th 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.

## Student representation

The JCR and MCR Presidents attend Governing Body meetings for unreserved business and meet with the President on a regular basis. Several College committees involve student representatives. Junior Members are encouraged to raise issues with the JCR/MCR Presidents or with the relevant College Officers as they arise, to enable these to be addressed promptly.

## The President, College Officers and Administrative Staff

These members of the College community 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.

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 and professional staff of the College, including:

- Graduate and Academic Administrator, for graduate academic matters, from admission to their completion of their degree. Also, for academic 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.
- Undergraduate Admissions Officer, for all enquiries about undergraduate admissions, and administration prior to undergraduates arriving at Trinity.
- Head of Wellbeing responsible for coordinating the provision of the College wellbeing and welfare support.
- Wellbeing Advisors, who shares in the provision of wellbeing and welfare support in

College.

- Academic Support and Development Lecturer, who supports students with key academic skills.
- Head of Access and Access Officer, for the College's outreach and access work.
- College Accountant, for the payment of fees and general accounts.
- Head of Accommodation Services, for the provision of accommodation and housekeeping matters.
- Clerk of Works, responsible for Maintenance and building projects.
- Head of Events, for requirements for social functions and the use of College rooms for meetings.
- Fees and Battels Administrator, for students' accounts (battels).
- Head of IT, for all aspects of the College's IT provision.
- Alumni and Events Officer, for Matriculation and Graduation matters.

Full information about Fellows, College Officers and members of College staff may be found at: <https://www.trinity.ox.ac.uk/trinity-people>

# 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.

The University of Oxford, of which Trinity is a constituent College, oversees all degree courses and their examinations through its various Faculties and Departments. All Junior Members of the College are also members of the University, and are bound by its regulations. Students are advised to consult the [University Student Handbook](#) for further information.

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 their 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.

Teaching for students on the Foundation Year is organised and delivered by tutors on that programme. Students on the Foundation Year are bound by the regulations that apply to undergraduates specified in this Handbook, as well as by the handbook for the Foundation Year and the University of Oxford Student Handbook. Any questions about the relationship between Foundation Year and College policies and procedures should be directed to the Senior Tutor at Trinity, or the Director of the Foundation Year.

## Residency

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 0th**

**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 6pm on Friday of 8th Week.** Exceptions may be granted only in exceptional circumstances, and such must be requested in advance, by an email addressed to both the Senior Tutor and the tutor who is the Director of Studies.

Residency 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.

### [Absence or illness](#)

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.

### [Examinations and course requirements](#)

Information about University (public) examinations and course requirements may be found in the University's [Examination Regulations](#), as well as in the Examination Conventions and Course Handbooks which are published by departments and faculties.

The University website includes a section on [examinations and assessments](#), which all students should read carefully. This includes information about what students should do if they encounter difficulties in completing an assessment, or experience circumstances that impact on their performance in an exam or other assessment. The College seeks to provide assistance to any students who are experiencing such difficulties. Please contact the Undergraduate or Graduate Administrator (as appropriate) or the Senior Tutor as soon as possible after difficulties occur for support, guidance and advice.

## Academic dress and gowns

Formal academic dress, including *sub fusc* clothing, is worn for matriculation (the ceremony at the end of 1<sup>st</sup> week at which students are formally admitted as members of the University), public (University) exams, and graduation. Further details about academic dress and *sub fusc* may be found [here](#).

At Trinity, gowns are worn at all formal, in-person interviews with the President, at Chapel services, and at formal dinner in full term (but not at self-service dinners). Scholars and Exhibitioners may choose to wear scholars' gowns; all other undergraduates wear commoners' gowns. Graduates from Oxford or elsewhere may wear either advanced students' gowns (also known as graduate gowns) or the academic dress of their previous universities, if applicable.

## Undergraduates

### Academic obligations

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 and to a good standard. Attendance at tutorials, classes and collections organised by the College, and 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. 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 prevented by illness or other urgent cause from attending a tutorial, class or laboratory session, or meeting the deadline set for a piece of work, a student must notify the tutor

concerned as soon as possible, and wherever possible in advance of the scheduled meeting or deadline.

Most correspondence between students, tutors and members of staff at the University takes place via email. It is essential that students check their University email account regularly (at least once a day during term time) and respond to emails sent by tutors or any member of staff from the College or the University promptly.

Students are expected to work with integrity in accordance with the principles of good academic practice outlined in University [guidance](#). All students should take care to avoid [plagiarism](#), which may represent a serious disciplinary offence. Artificial intelligence (AI) may only be used to support academic work where specific prior authorisation has been given, or when technology that uses AI has been recommended in a Student Support Plan as reasonable adjustment for a student's disability (such as voice recognition software for transcriptions, or spelling and grammar checkers).

**Fulfilment of these academic obligations is a condition of continued membership of the College.**

If any student at any time is uncertain as to the nature of their 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 approach towards academic obligations that, as far as is consistent with the requirements of their 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.

## 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 team, or student peer supporters.

## Disabilities

Students who have, or believe that they may have, a disability are strongly advised to contact the College's Disability Leads (the Head of Wellbeing and the Wellbeing Advisor) to discuss their support needs. Students who are registered with the [University Disability Advisory Service](#) may be issued with a Student Support Plan, which may include recommended adjustments to teaching, examinations and living arrangements. Members of staff across the College work together to ensure that students' needs are met, so that all students can participate fully in College life.

## Monitoring academic progress

Students' progress is checked regularly by tutors in weekly tutorials, in termly meetings with Directors of Studies and/or the President, and in termly examinations, known as 'collections', which are usually set on the Friday or Saturday of 0th Week.

## Collections

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. Time must be set aside during vacations to revise and consolidate the previous term's work and to prepare for the term to come. As a broad rule, undergraduates should expect to devote half of each vacation to academic study. Students who are uncertain about the subject or subjects of next term's collections should consult their tutors before the vacation.

Collection scripts with marks and comments should be returned to students by Monday of week 4 each term. If scripts are returned late, please feel free to raise the issue with your tutor/Director of Studies, the Senior Tutor, or the JCR Academic Affairs Representative.

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, including a requirement to resit one or more collection papers.

## Reports and Presidential Collections

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 TMS (Teaching Management System) which administers undergraduate teaching) access to their written reports on their progress, covering teaching both in and out of College (<https://www.tms.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.

## Feedback on teaching

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

Students who are concerned about or dissatisfied with their teaching should make an appointment with their tutor or Director of Studies to discuss their concerns. In the rare cases where this is not possible (either where students do not feel able to discuss matters with a tutor or where the problem is not resolved by such a discussion), students should arrange an appointment with the Senior Tutor who will advise or mediate, if appropriate. Students may also discuss any concerns in confidence with the JCR President, the JCR Academic Affairs Representative or the Wellbeing team. If necessary, an appointment with the College President may be organised by contacting their Executive Assistant.

## Non-academic activities

With good organisation and time management, there is plenty of scope within an Oxford term to fulfil academic obligations and also enjoy a wide range of outside interests. Students should remember, however, that academic work must always have priority over other commitments during term-time. They should not expect tutors to move teaching or extend deadlines to accommodate non-academic commitments. If students' extra-curricular activities are interfering with their academic progress, they may be required by their tutor or the Senior Tutor to reduce them.

Undergraduates should not normally undertake paid work during term-time because they are required to give their full attention to their 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 consult their tutors and the Senior Tutor first. Permission is not automatically granted, and will only be given if tutors are confident that the work in question will not have a negative impact on students' academic work.

## Public (University) examinations

All students are expected to make themselves familiar with the general regulations and the specific regulations for their course, as set out in the relevant [Examination Regulations](#) and the Examination Conventions that are published by faculties and departments.

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

A student who fails to satisfy the Moderators 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 Examination (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.

### Final Honour School teaching

No student may receive teaching for any Final Honour School (FHS) paper until they have

passed the First Public Examination (FPE), with the following exception: a student who is yet to pass the FPE where that examination takes place in Hilary Term may receive teaching in the Trinity Term immediately following the Hilary Term examination period, pending either a first or a second attempt at the FPE in Trinity Term or in the Long Vacation. No student may receive FHS teaching in Michaelmas Term or Hilary Term unless and until they have already passed the relevant FPE. A student who receives FHS teaching in Trinity Term before they have passed the FPE will ordinarily resume their studies in Michaelmas Term following a successful attempt at the FPE.

## 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.

## Suspension of studies

### 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.

During the period when a student's status is suspended, an undergraduate will not be considered by the University or College to be on-course and will not hold enrolled status.

Where a 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.

In rare cases, a suspension of studies may be imposed as an outcome of the College's [Non-Academic Misconduct Disciplinary Procedure](#).

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

### Grounds for suspension of studies

The College will permit a student's suspension of studies in the following circumstances:

- As an outcome of the College's undergraduate [Fitness to Study](#) procedures, where it becomes necessary to manage the impact of a student's health and welfare on themselves and others and upon their ability to undertake their course of study;
- On exceptional compassionate grounds (e.g. in cases of bereavement or very extensive caring responsibilities).
- In order to enable a student to take up an elected position 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.

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 one of the grounds outlined above, 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.

### Number of suspension of studies

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 should permit a second period of suspension of studies under this policy, the total period of suspension, including the first and second occasion, may not exceed two years in total.

### Period of suspension of studies

In most cases, the period of suspension of studies will last for one academic year from the date suspension of studies is granted, with the following exceptions:

- a) A shorter or longer period of suspension may be recommended as an outcome of the College's undergraduate [Fitness to Study](#) procedures;
- b) 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.
- c) 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.

In all cases in which a student for a first degree would sit examinations later than is permitted by the University's General Regulations for the First and Second Public Examination, 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.

### Conditions while studies are suspended

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 limited advice from their Director of Studies on preparation for return to study, especially if students are expected to sit a collection as part of the return-to-study process. While their studies are suspended, students may not consult with the Academic Support and Development Lecturer (ASDL). They may, however, arrange meetings with the ASDL up to four weeks before they resume their studies, in preparation for their return.

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 a virtual learning environment (e.g. Canvas); this is at the discretion of the Department.

Students who have suspended studies are not entitled to use College facilities, including accommodation and any buildings belonging to the College, until they resume their studies. Students who are to suspend studies will normally be required to vacate any College accommodation within two or three days of formal notification of suspension of studies, and always within a period of not more than seven days.

Students who are suspending studies must return books that they have borrowed from the College Library before their suspension of studies takes effect. If a student wishes 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.

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 Head of Wellbeing.

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.

All students who suspend studies should read carefully the guidance on the University website about [changes in student status](#), [fee liability](#), and [student loan payments](#).

### [Suspension, fees and student finance](#)

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

### Suspension and student visas

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).

### Process and conditions for return to study

In the case of a return to study following suspension on grounds of fitness to study, the steps outlined in the College's undergraduate [Fitness to Study](#) procedures will be followed. In all other cases, the process and conditions for returning to study following a period of suspension will be provided in writing to the student prior to suspending so that students are fully informed before they suspend of the conditions that must be met in order to reinstate by returning to their course of study.

Where return-to-study collections or tutorial work are set as a condition of return to study, the purpose of these exercises is formative and pedagogic, and designed to ensure that the student is well-prepared for the proposed point of re-entry.

### 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, their studies must be terminated. The College does not permit any further, repeated attempts at meeting any conditions to return to study.

## Appeals

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 students, the student's intention to appeal must be submitted, in writing, to the Senior Tutor within one week of the date on which the 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 their representative will also be permitted to attend and address the Committee in person.

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.

## 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. All students on Second Formal Warning will be required to meet with a member of the Wellbeing Team. This requirement will be included in the Second Formal Warning letter.

### 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.

### 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 against a recommendation of suspension or termination

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.

### [Academic discipline and fitness to study](#)

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 College's [Fitness to Study procedures](#) followed. If the student declines to attend engage with the College's Fitness to Study procedures, this line of appeal will then be disregarded for the purpose of determining the disciplinary outcome.

### [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 Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Trinity College is a member of this scheme. If a student is unhappy with the outcome of a complaint / appeal / disciplinary case, they may be able to ask the OIA to review it. More information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right if something has gone wrong, may be found here: <https://www.oiahe.org.uk/students>

Students normally need to have completed the relevant internal College procedures before they complain to the OIA. Trinity College will send a letter called a "Completion of Procedures Letter" when a student has reached the end of its processes and there are no further steps that can be taken internally. If a complaint/appeal etc. is not upheld, the College will issue a Completion of Procedures Letter automatically. If a complaint/appeal etc. is upheld or partly upheld, students can request a Completion of Procedures Letter. More information about Completion of Procedures Letters may be found here:

<https://www.oiahe.org.uk/providers/completion-of-procedures-letters>

## 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.

# Graduates

## College Advisers

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 their 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 Tutor for Graduates 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 Tutor for Graduates 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 Tutor for Graduates.

## Tutor for Graduates

The Senior Tutor, who is also Tutor for Graduates, is available to support all graduate students at Trinity College. Students should feel free to contact the Tutor for Graduates directly or through the Academic Administrator.

Graduate students wishing to make any changes in their course of study should speak to the Tutor for Graduates 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, Tutor for Graduates and relevant College Adviser in College. Graduates discuss their progress with the President and Tutor for Graduates at a regular annual interview (President's Collections).

## Feedback on College provision

Feedback on College provision 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 considered. They are also warmly invited to discuss any ideas or concerns with relevant College Officers or their College Adviser at any point in the academic year.

# Awards and Prizes

## Undergraduates and Graduates

### The Stirling Boyd Prize

This 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 £200. Presidential Commendations may be given to other students.

### The Richard Hillary Prize

This prize is open to all current undergraduate and graduate members of the College and 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

This 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 £1,500 and is advertised in Trinity Term. The value awarded to each student depends on the number of successful applicants. Applications are invited in Trinity Term and should be addressed to the Academic Administrator.

### Choral Awards

These may be made to current members of the Chapel Choir.

## Undergraduates

### Exhibitions

These 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

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

### College Prizes

These are awarded to those who achieve a First in Finals.

### Academic Prizes

These 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.

A number of subject-specific prizes for achievement in public examinations are awarded each year following the release of results. Winners of these will be notified by the Senior Tutor.

## Graduates

### Graduate Scholarships

These are awarded for outstanding academic performance to those entering the third or fourth years of their doctoral course on the recommendation of University Supervisors or College Advisers. Holders are entitled to some 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.

### Graduate Prizes

These may be awarded for work of special merit by graduate students entering the second year of doctoral study on the recommendation of University Supervisors or College Advisers, or for the achievement of a Merit or Distinction in a taught Masters course.

# Loans, Grants, and Bursaries

## 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 and overseas 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 Academic Grants Committee administers the College's academic grants for undergraduates and graduates. The call for grants is emailed to students termly on Thursday of 2nd Week; details of the grants available and the online application forms are located on College intranet site: <https://intranet.trinity.ox.ac.uk/students/>. Students must ensure they contact their College Tutor (or University Supervisor in the case of graduates) for an email that supports their grant request. Please note that applications can only be made during the specified application window. Applications and supporting emails should be submitted by Thursday of 4th Week of each term. Applications are normally considered at a meeting of the Academic Grants Committee in 6th Week of each term.

Any student experiencing financial difficulties should arrange to speak with the Hardship Officer, Nasera Cummings (also the College Accountant), at any time.

## 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 only for University 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.

### [Graduate stipends](#)

Graduates who have stipends paid by Trinity will receive termly payments according to the following schedule:

Term	Latest Payment Date
Michaelmas term	15 <sup>th</sup> October 2025 [subject to all bank details being provided to the Bursary by the specified deadline]
Hilary term	31 <sup>st</sup> January 2026
Trinity term	30 <sup>th</sup> April 2026

### [Trinity bursaries for 4<sup>th</sup> 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.

## Wellbeing

The College and University treat the wellbeing of students with the utmost importance. Students' wellbeing services in College are co-ordinated by the Head of Wellbeing, Lizzie Shine ([wellbeing@trinity.ox.ac.uk](mailto:wellbeing@trinity.ox.ac.uk)) and Wellbeing Advisor Nicola Selway ([wellbeing@trinity.ox.ac.uk](mailto:wellbeing@trinity.ox.ac.uk)).

- All students are encouraged to register with an Oxford NHS medical practice. The College also employs an NHS nurse, Joanna Dowd, (managed for CQC purposes by PML) who runs clinics in College during term time.
- The University provides a professional counselling service centrally and a link counsellor for Trinity one day weekly during term time.
- Out of hours (7pm – 7am) cover is provided by the Junior Deans: two based on the main site 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.
- The College Library has a section of self-help books on wellbeing issues.

Further details about wellbeing at Trinity may be found at <https://www.trinity.ox.ac.uk/your-wellbeing>.

## 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 (details of which have already been sent). If you have any questions, please email [pml.trinitynurse@nhs.net](mailto:pml.trinitynurse@nhs.net) or by telephoning the Health Centre on 01865 515552.

### Nurse consultations

Please email [pml.trinitynurse@nhs.net](mailto:pml.trinitynurse@nhs.net) or use the QR code (on posters around college) to book yourself an appointment with Joanna Bowd, Trinity College Nurse. Jo can help you with many health/mental health presentations, minor illnesses, contraception and sexual health. In addition to supporting any long-term health conditions.

### Medical consultations

Please call the GP surgery 01865 515552 to make yourself an appointment, or use the surgery app to book appointments and request repeat prescriptions etc.

Doctor's Surgery 0<sup>th</sup> – 9<sup>th</sup> Week  
College Surgery Staircase 1

### Medical emergencies, urgent care, and out of hours care

You can call 111 anytime 24/7 for medical advice, 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.

If you have an urgent medical problem during working hours (8.30am – 6.00pm) you can call the college doctor (01865 515552).

If you need an ambulance in a medical emergency **inside college**, please call the Lodge on 01865 279900 and they will make the arrangements. The Lodge staff are First Aid trained and hold first aid supplies and equipment. During the hours of 19:00 – 07:00 the Lodge staff will alert the duty Junior Dean and they will be able to ensure that you receive the appropriate support.

In a medical emergency **outside college**, please call 999.

### Repeat prescriptions

These can be ordered through Summertown directly; either online or by emailing in your request to: [summertownhc@nhs.net](mailto:summertownhc@nhs.net). Prescriptions can be sent electronically to any UK pharmacy of your choice, except Scotland. The College nurse can help you with your repeat contraception prescription that requires a medical review. Prescriptions and telephone consultations can be requested from Summertown Health Centre throughout the vacations.

## The College Nurse

The College Nurse is Joanna Bowd. Her role is to advise, treat and support any College student who is unwell, injured or in any other difficulty. Jo is also a trained Mental Health Nurse.

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

### **Joanna Bowd – term time only 0<sup>th</sup> – 9<sup>th</sup> Weeks**

Mondays, on college site – 08:00 – 10:00

Tuesdays, MS Teams – 14:30 – 17:45

Wednesdays, on college site – 16:00 – 18:00

Thursdays, on college site – 08:00 – 10:00

Fridays, MS Teams – 16:00 – 17:30

## Travel advice and immunisations

The College nurse is able to provide a printout 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 Lizzie Shine, Head of Wellbeing ([wellbeing@trinity.ox.ac.uk](mailto:wellbeing@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, e.g. recording of lectures, extra time in exams. They also advise colleges about any adjustments necessary for a student's well-being. Please contact the Head of Wellbeing if there are specific needs concerning accommodation or any other aspects of college life needing support.

## Dentist

There are several dentists around Oxford, please call (in the first instance) to find out if they

are taking new NHS patients to get registered as an NHS patient.

## Counselling

The **University Counselling Service** is available 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: <https://www.ox.ac.uk/students/welfare/counselling>

The College also has an on-site counsellor, Chris Cullen one day a week during term time.

Consultations can be arranged by email ([chris.cullen@psych.ox.ac.uk](mailto:chris.cullen@psych.ox.ac.uk))

Further details about wellbeing at Trinity, including details of resources for help and support beyond the College, may be found at <https://www.trinity.ox.ac.uk/your-wellbeing>.

## Prevent Duty

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.

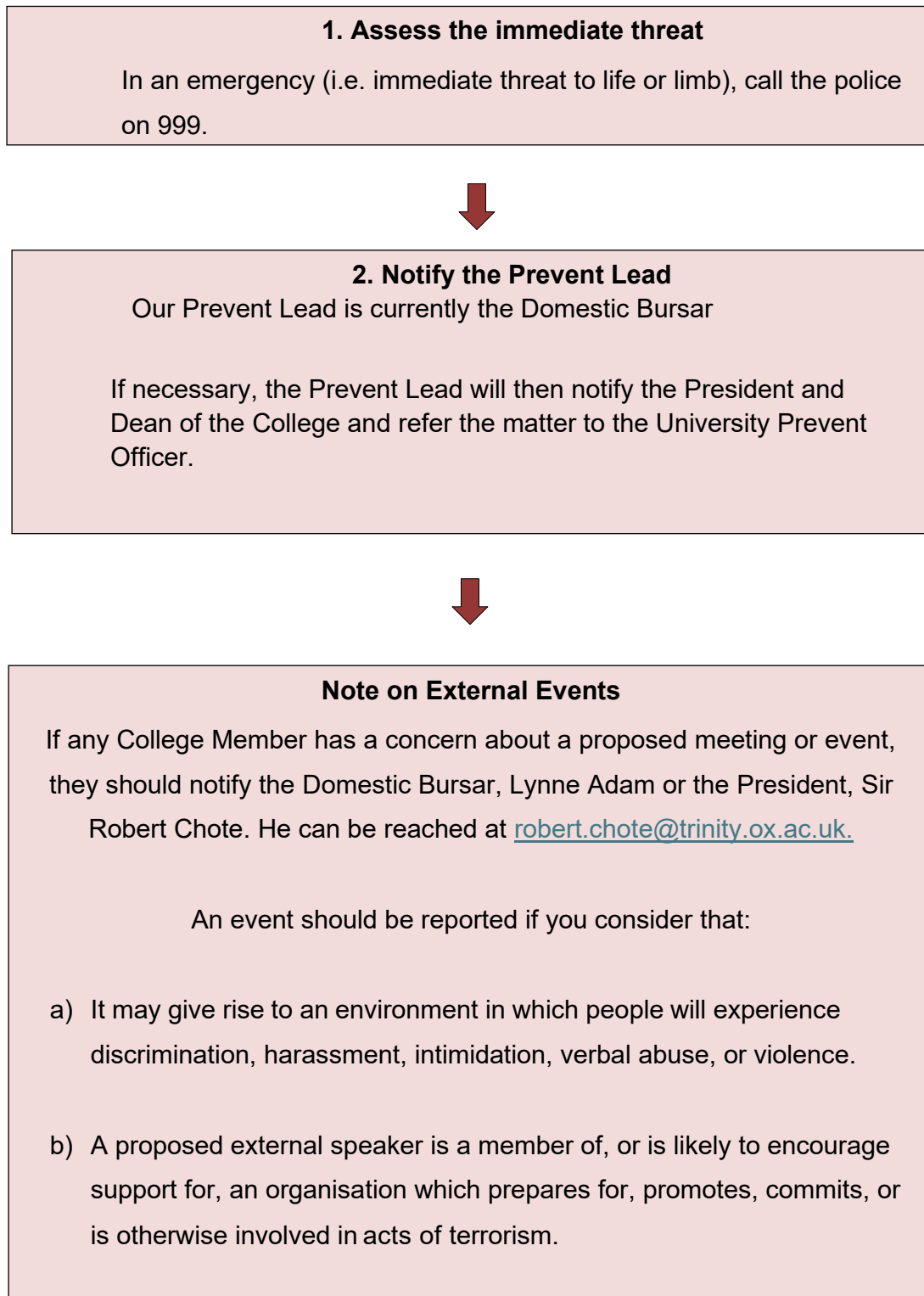
Any concerns that a student is being radicalised to a point where they may be a potential threat should be raised with the College's Prevent Lead.

## 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:



# 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 [Non-Academic Misconduct Disciplinary Procedure](#). 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 Non-Academic Misconduct Disciplinary Procedure. Students are also required to conform to University statutes and regulations which are binding on all students of the University.

## 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 sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender identity or reassignment, race, 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.

## Code of Practice on Freedom of Speech

The College Code of Practice on Freedom of Speech sets out Trinity College's values and expectations relating to freedom of speech and academic freedom, and how these values and expectations are applied to College activities. It may be found by following [this link](#).

In all its activities, Trinity College seeks to:

- secure and promote civic and academic freedoms including freedom of speech;
- ensure a very high level of protection for the lawful expression of a viewpoint and for speech in an academic context; and
- foster a culture of openness and inclusion, in which members of our community engage with each other, and the public, in debate and discussion, and remain open to both intellectual challenge and change.

## 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 Wellbeing 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, Head of Wellbeing'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 aid 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 Wellbeing). 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

Misconduct includes both minor infringements of College rules and offences that are regarded as more 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. The process for reporting and handling incidents of misconduct, including details of penalties that may be imposed by the Dean, are set out in the [Non-Academic Misconduct Disciplinary Procedure](#).

The regulations set out in this section are illustrative rather than exhaustive. In case of ambiguity or inconsistency the overarching principles of the Trinity Code of Conduct and the Code of Practice on Freedom of Speech will apply.

## Fire safety

The College has a number of fire safety procedures with which all staff and students must familiarise themselves. Please take responsibility for your own safety and that of others by ensuring that fire exits remain clear and that fire doors are closed. If you hear the fire alarm you must evacuate immediately and wait in the nearest Quad/external meeting point until instructed to return to your staircase/building. 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 are two designated smoking areas on the College's main site in Dolphin Yard and Library Quad. Smoking is strictly prohibited in all College residential rooms, and in the rest of 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 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

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 the Lodge or 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.

## Email and personal websites

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 are 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.

## Social media use

Social media can bring enormous benefits and opportunities to an academic community, including by enabling global communication and collaboration and promoting healthy and lively academic debate. There is, however, an inherent risk involved in using social media, in that it is an instantaneous and far-reaching form of communication and inappropriate use has the

potential to cause serious, and sometimes unexpected and long-term, consequences. Using social media to post offensive or abusive comments, images or other content may constitute a breach of the Trinity Code of Conduct and could result in disciplinary action by the Dean. Using social media to post offensive comments, images or other content may also be a breach of the Code of Discipline under Statute XI and could result in disciplinary action by the Proctors. Online activity that breaches civil or criminal law (including areas such as harassment, intellectual property rights, or data protection and privacy) may be subject to legal action. Please review the college [social media policy and guidance](#) and familiarise yourself with expectations around online behaviour.

## Parties and gatherings

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 result.

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

Private gatherings that are linked to activities with a genuine College component may be arranged in consultation with Conference and Events team ([conference@trinity.ox.ac.uk](mailto:conference@trinity.ox.ac.uk)). It is the organiser's responsibility to complete a Room Booking form (available from the College intranet: <https://intranet.trinity.ox.ac.uk/students/>) at least one week in advance, and to comply with any conditions specified. Forms should be e-mailed to the Conference and Events team. 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 Gardens and roof terrace (booked via the Events Team at [conference@trinity.ox.ac.uk](mailto:conference@trinity.ox.ac.uk)) may be booked for parties during the summer, except while exams are taking place, a bookable indoor space 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 Head of Events. 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

Unless otherwise stated, these rules apply throughout college sites (main site & offsite properties):

- Students, Staff and Visitors are not permitted
  - to walk on the lawns on Front Quad and Durham Quad.
  - to walk on the flowerbeds or wildflower areas, unless of designated mown paths.
  - to climb trees, pick plants or otherwise damage them.
- All litter must be cleared from the garden by those who brought it. This includes after

organized events. Arrangements must be made when booking an event for how litter will be cleared.

- Hot drinks, hot pans/plates and BBQs must not be put or consumed on the lawns. Liquids (e.g. drinks, cleaning fluids, large amounts of water) must not be poured on the lawns.
- Garden furniture is not to be moved, unless otherwise agreed in a prior arrangement with the college. This includes tables and chairs in quads and all benches around the college sites. The chairs on the back lawns can be moved around these lawns but must not be taken to other areas of college.
- No other items – such as stones, wood or material – are to be left on the lawns after use.
- No ball games are permitted in the grounds, other than croquet on the designated lawn by arrangement through the college.
- Events involving food and drink must be organised through the college.
- Drinking red wine on the lawns is not permitted as spillages result in staining.
- Access to the Fellows' and President's Gardens is limited to those permitted to enter.
- Smoking is not allowed anywhere in College outside the designated smoking areas.
- Radios and musical instruments may not be used outdoors, unless otherwise agreed.
- 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.
- Bicycles should only be kept in the racks provided. Bicycles must not be ridden within the College grounds or left in Dolphin Yard.

Students who plan activities involving use of the lawns should contact the Head Gardener and Domestic Bursar to discuss their event.

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, hot food and red wine are forbidden on the lawns.

## Litter

All 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.

## Bicycles

These 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. In exceptional circumstances (e.g. where evidence is provided of participation in competitive cycling, or there is the need for insurance purposes to keep equipment securely indoors) students may be allowed to keep one bicycle in a residential room with the permission of the Domestic Bursar. In such cases students will need to take care to avoid damage to carpets and walls, and any resulting damage or special cleaning necessary would need to be paid for. No e-bikes or scooters are permitted inside and under no circumstances should the batteries for these be charged inside. 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

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 Head of Accommodation Services.

## Notices

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 or flags (only) may be displayed in windows; such items must remain within the room, e.g. a flag must not drape beyond the window. Stickers (particularly small circular ones) which are hard to remove may

not be used.

## Policy and penalties for serious misconduct

### 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.

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 ([dean@trinity.ox.ac.uk](mailto:dean@trinity.ox.ac.uk)).

Allegation or suspicion of serious misconduct by a Junior Member will be managed in accordance with the [Non-Academic Misconduct Disciplinary Procedure](#), which includes details of penalties at Appendix A(II).

### 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 Wellbeing 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 and bullying

The College is committed to fostering an inclusive culture which promotes equality, values diversity, and maintains a working, learning, and social environment in which the rights and dignity of all members of the College community are respected. The College does not tolerate any form of harassment, bullying or victimisation. The College's [Harassment and Bullying Policy](#) sets out definitions of harassment and bullying.

Members of the College community who feel that they have been subjected to harassment, bullying or victimisation or have witnessed such behaviour or who are the subject of an allegation of such behaviour can find welfare support and/or support and advice on the options available to them from a variety of different sources, which are specified in Appendix B of the Harassment and Bullying Policy.

## 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 'Health and Safety General Policy' on the student intranet site: <https://unioxfordnexus.sharepoint.com/sites/TRIN-Policies>.

## First Aid

This 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 first aiders 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 College Bar 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. 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 but only if you have received training, and if it is safe to do so.
- 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.
- Do not charge e-bikes or scooters inside.

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. Deliberately starting 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 Wellbeing office to complete a PEEP – this is applicable at any time during your stay if you find that you would have difficulty, for any reason, in leaving a building within three minutes.

## 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)

These items 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

All electrical equipment brought into College must comply with regulations. 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; if necessary, a verbal warning will be given to fix or remove an appliance, if this is ignored then the College will remove the item. 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 and the Levine Building, 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, air-fryers, and fairy lights are prohibited on health and safety grounds. On some staircases, there are small kitchens where hot drinks 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 Head of Accommodation Services.

## 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. (The use of CCTV is highly regulated and the associated policies are available upon request from the Domestic Bursar.) 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 using a USB to mitigate against the loss or theft of lap-top. 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. Fobs are not transferable and should not be loaned to others even on a temporary basis. If fobs are broken or need replacing, the time slot is 2pm to 3pm. Fobs or University (Bod) Cards cannot be activated outside of these hours. If your fob is lost, stolen or broken please contact the Lodge to gain access to your room.

## The wicket gate

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/>

## Accommodation

The main College site in Broad Street provides a mixture of residential, study and community facilities. 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. All our residential halls are registered with and meet the standards of the Universities UK (UUK) Code of Practice for the Management of Student Housing.

### Accommodation team

The Accommodation team deals with all matters relating to College housekeeping and student accommodation. The Accommodation Office is located in the Dolphin Yard.

### Undergraduates

Undergraduates are normally expected to spend their first year of residence in College. Rooms are assigned prior to their arrival. 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. Full details can be found in your Accommodation Licence Terms & Conditions.

### Graduates

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. Graduate accommodation is available for DPhil students until they have been given leave to supplicate, and Masters students until their course end date. The College cannot provide accommodation for couples or part-time students. Full details can be found in your Accommodation Licence Terms & Conditions.

Access to facilities in off-site accommodation (e.g. kitchens and study space) is restricted to residents.

## Vacation residence

### Undergraduates

#### **Residence during examinations**

If you are living on-site and have First Public Examinations (Prelims or Mods) in 9th Week of Hilary or Trinity Terms, you will be given a vacation subsidy, at the rate of the standard daily rent charged, for the period up to and including the night of your last examination. There is no application form for this subsidy; it is automatically credited to your battels. Students may be required to move rooms on Saturday of 8th week/Sunday of 9th week.

Please note that College cannot provide any funding towards the cost of private accommodation.

#### **Accommodation for fourth-year students on courses with extended terms**

If you are on a course with extended terms in Year 4 (Biochemistry, Biomedical Sciences, Chemistry and Materials), and are therefore required to arrive in Oxford on a designated date in September, ahead of the normal licence period for Trinity accommodation, the College will provide accommodation without charge from two nights before the start of your extended term dates in September. There is no application form for this; if you are eligible, the cost of the accommodation for the extra dates will automatically be credited to your battels. Students with terms that extend beyond Saturday of 9th week in Trinity Term will be provided with accommodation without charge until the deadline for the submission of their thesis/project, but not beyond it. Students in this position who need to return to Oxford for a viva may request accommodation without charge either the night before or the night after their viva.

Accommodation during extended terms will be provided by Trinity but it may not be necessarily

the room you occupy during the rest of the academic year.

Students on the clinical course for the 2nd BM will be provided with accommodation without charge for two nights before the start of their course in the 1st clinical year (4th year overall). From the 2nd clinical year (5th year) onwards, they will be charged at the standard vacation rent rate for nights that fall outside the standard licence period.

Please note that College cannot provide any funding towards the cost of private accommodation.

### **Other vacation residence**

Rooms in College are not normally available to **undergraduates** outside full term other than for those staying up to sit examinations. Permission may sometimes exceptionally be given for a period of vacation residence, subject to availability. **Written applications (stating the exact period sought, with reasons for the request) must reach the Head of Accommodation Services by the end of 4<sup>th</sup> Week.** 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.)

### **Graduates**

**Graduates who** require accommodation, whether on the main site or elsewhere, in the summer vacation should contact the Head of Accommodation Services to determine availability and complete a Licence agreement as appropriate. **Summer Vacation Residence requests must also be completed by graduates and returned to the Head of Accommodation Services by the end of week 4 of Trinity term. No late applications will be considered. Graduates wishing to remain over the summer period may be required to move to a new room.**

### **Keys or fobs**

Keys or fobs for rooms in College can only be obtained upon signature of a Licence Agreement administered by the Head of Accommodation Services. 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 9th Week or for replacement keys or fobs issued during term time. Students may not replace lost keys themselves. The Head Porter has the discretion and right to charge for keys that are returned late. Charges are attached to the key holder's battels.

### Essential requirements

Essential requirements for residents in College accommodation include 2 pairs of sheets, 2 pillowcases, 2 hand towels and 2 bath towels. Duvets and pillows 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, but have no glasses, cooking utensils, cutlery or crockery.

**No extra items of furniture may be introduced without the Head of Accommodation Service's permission – any items brought in must be removed at the end of the academic year.**

### Scouts or staircase cleaners

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

Cleaning Schedules are displayed on the notice boards in each staircase or property.

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 Head of Accommodation Services and are empowered to make a photographic record.

### Proper care of rooms

The 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. Further information about the College's recycling programme is obtainable from the Clerk of Works.

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 Head of Accommodation Services of any abuse of rooms, furniture or general College Regulations. The College reserves the right to make spot inspections of its property. The Domestic Bursar, Head of Accommodation Services

and Clerk of Works 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.

### 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 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. **All guests must be signed in at the Porters' Lodge upon arrival for the fire safety procedure.**

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 using the details below. If the fault involves serious damage to property or poses a risk to any person, or in an emergency, please contact the Porters' Lodge on 01865 279900.

### Clerk of Works

The Clerk of Works deals with all matters relating to the College maintenance and building projects. His office is located in Dolphin Yard.

### Maintenance Department

The Maintenance Department is managed by the Clerk of Works and deal with all matters relating to the College maintenance and construction projects. If you have any maintenance requests, please email the team at [maintenance@trinity.ox.ac.uk](mailto:maintenance@trinity.ox.ac.uk) or use the online form via the College intranet: <https://intranet.trinity.ox.ac.uk/students/>.

Monday to Friday – Core hours: 07:30 – 16:00
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### Students living out of College

Students living out of College should record their current address and their UK telephone number on Student Self Service. They should call in to College regularly to collect post. Students going abroad for a year as a compulsory part of their course are required to inform the Undergraduate and Tutorial Administrator of their plans and contact details.

Graduates who change address should ensure that their contact details are updated on Student Self Service.

## 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 during the hours listed below:

Monday to Friday – 09:15 to 12:15 and 12:45 to 15:30
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(Closed for lunch 12:15 – 12:45 and at Christmas, Easter, and Bank Holidays)
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## 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 0th Week, whichever is earlier. The only exception to this is 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. The College, in partnership with TransferMate, also provide a dedicated portal for international payments, which the student may use at their own discretion: <https://www.trinity.ox.ac.uk/payment-guide>.

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

All undergraduates and graduates pay course fees.

### Fees

#### Undergraduate 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

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.

**Undergraduate course fees may be found at:**

[www.ox.ac.uk/students/fees-funding/fees/rates](http://www.ox.ac.uk/students/fees-funding/fees/rates)

#### Graduate 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 <https://www.ox.ac.uk/students/fees-funding/fees/liability>).

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). For most programmes of study, fee rates differ for overseas students compared to those from the UK.

**Graduate fees may be found at:** [www.ox.ac.uk/students/fees-funding/fees/rates](http://www.ox.ac.uk/students/fees-funding/fees/rates)

## 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:

<https://www.ox.ac.uk/students/fees-funding/assistance> and College website

<https://www.trinity.ox.ac.uk/support-trinity> contains information to help students ascertain the financial support that is available to them.

## Payment of fees

All Course fees for Home 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.

All statements are sent via email to the student's college email address and contain full details of all charges made in the preceding billing period.

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.

## Fee classification for undergraduate and graduate students

For fees purposes the classifications are Home or Overseas. Your classification depends on your nationality and certain residence conditions, and the definitions used by the University are given in Appendix I of the Examination Regulations. If you are unsure of your classification more details are available at [www.ox.ac.uk/students/fees-funding/fees/status](http://www.ox.ac.uk/students/fees-funding/fees/status).

## Information for students from the EU, EEA and Switzerland

On 11 May 2021 the UK Council for International Student Affairs published new regulations and guidance to be used in assessing the fee status of students commencing courses in August 2021 and later.

If you are an EU national and do not live in the UK, then it is likely you are being charged

Overseas fees. Students with settled and pre-settled status in the UK and some other categories of students who work in the UK can qualify for Home fee status as long as they meet the residence criteria.

## 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:** £1,873.00 (Undergraduate Rate); £2,564.80 (Graduate Rate)

**Other College Accommodation:** Variable depending on property

The Head of Accommodation Services 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** - £31.77 (Undergraduate rate); £29.73 (Graduate rate)

**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 £5.71 for a student and £9.23 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 £24.15 each for a student and their guest. 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.

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, 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 JCR and MCR.**

# College Facilities

## Porters' Lodge

Located by the main gate on Broad Street. The Lodge is staffed 24 hours a day. This is the first port of call for all junior and senior members and visitors. The Lodge staff deal with security, post, keys, visitors, telephone and general reception queries.

## Student mail and parcels

Each student has a named pigeonhole for mail (beneath their name), which should be checked and emptied daily.

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.

## 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	17.45 to 18.45	(Informal Hall)
	Friday	19.05	(Guest-Night)
	Saturday	17.45 to 18.45	(Self-service)
	Sunday	17.00 to 18.00	(Self-service carvery)

Sunday	19.15	(Formal Hall)
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Breakfast, lunch and brunch operate on a cafeteria system, as does the self-service dinner on Tuesday, Thursday, Saturday, and Sunday 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 College Bar 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 communicated via email.

Vegetarians, vegans, and those with special diets on medical or religious grounds, must register their requirements when accessing the Meals Sign-up System, in the Special Diet drop down menu, at the start of term.

Members must sign up for ALL formal meals by 10am on the day, for the meal they wish to attend; 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 from 1<sup>st</sup> to 8<sup>th</sup> Week and can pay by Bod Card on the night. For Guest Nights, members must sign up by 10am on the previous day. A web page has been designed specifically for signing up, <https://www2.trinity.ox.ac.uk>, 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 timed 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, except for Guest Night Dinner, which is one only.

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, spaces in Hall permitting. These meals are not subsidised by the College. The organiser will be charged £23.45 + 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.

### Levine Building Café and College bar

The Café is generally open daytime for the sale of coffee and light snacks. The College Bar is open during the evening for the sale of drinks. JCR bops (parties) also take place in the College Bar.

Students may not bring their own drink into the College Bar. 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 College Bar, and no one from outside College may enter and remain in the College Bar 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 College Bar before 22:30, 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.

### Events

Terms and Conditions for Members looking to book events in College. All bookings

are provisional until confirmed in writing by both the client and 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 is 50% of the cost of the event. Written confirmation (email is acceptable) must include the following:

- Name of the person accepting and making the booking.
- Full address, email address, telephone and mobile number of clients
- 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 requirements 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 12 noon on the previous Friday (10 days before) for events on Mondays. 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 Battels. 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 Commons 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 2nd 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 the Oxford SU), 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), two video games, and a pool table. The MCR room is located on Staircase 2, and also has a TV, DVD and digital box. There is also an 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 0th to 8th 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, and near the gateway between Front Quad and the woodland garden for all students. Small staircase kitchens with a kettle and 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.

## Laundry rooms

The laundry rooms are situated in Dolphin Yard and in the basement of the Levine Building. 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.

## Lockers

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.

## IT Support

Students are encouraged to bring their own computer to Oxford. Internet access is available through the College Wi-Fi networks and is available in most areas on the College's main site and annexes. For configuration details, see <https://help.it.ox.ac.uk/wireless-access-university>. Ethernet sockets are available in some rooms (including those in outside properties). The printing facilities are provided in the Library through PaperCut WebPrint, available through [papercut.trinity.ox.ac.uk](http://papercut.trinity.ox.ac.uk). 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 those facilities. IT support for College services is available via [helpdesk@trinity.ox.ac.uk](mailto:helpdesk@trinity.ox.ac.uk).

## IT 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. All computer devices seeking access to the network must comply with the University's mandatory security standards. This includes the presence of an active and properly configured firewall, the installation and continuous operation of the University approved anti-malware software, and an operating system that is fully updated and patched in accordance with current security protocols. College email addresses are the form of

[firstname.familyname@trinity.ox.ac.uk](mailto:firstname.familyname@trinity.ox.ac.uk) and may be searched for on the University website.

The IT rules and regulations can be found here:  [IT Rules and Regulations.pdf](#)

## Intranet

The College Intranet (<https://intranet.trinity.ox.ac.uk/students/>) is an essential source of information for students. It provides an easy way to book appointments (e.g. with the nurse, wellbeing team, and Academic Support and Development Lecturer) and facilities (e.g. music practice rooms and sports facilities.)

## Library

The War Memorial Library in Library Quad provides a variety of 24/7 study spaces exclusively for current Trinity College members. Free printing is available in the library foyer.

Your librarians (Emma Sillett and Sarah Cox) are on hand to answer queries and help you navigate the many library services and digital resources available at Oxford. The library team is experienced in supporting students with disabilities and additional support needs. Get in touch with [emma.sillett@trinity.ox.ac.uk](mailto:emma.sillett@trinity.ox.ac.uk) in confidence to discuss what the library can offer.

The library's extensive book collections cover all academic subject areas taught at Trinity. The library also supports academic skills development, wellbeing and reading for pleasure. Details of all books and access to digital resources can be found on the university library catalogue, SOLO.

The book collection is being updated constantly to suit your needs. If Trinity Library does not have a book, you need or there are not enough copies, you can make requests by emailing [library@trinity.ox.ac.uk](mailto:library@trinity.ox.ac.uk). Requests for wider reading are also welcomed.

Trinity members can benefit from borrowing up to 30 books at a time for an entire

term or vacation using the self-service machine in the library foyer. Please remember to add books to your account before leaving the library foyer to avoid setting off the alarm system. A Click & Collect service is available on request for students with accessibility needs. Books may be renewed via your online SOLO library account, unless a book has been requested by another reader.

Books should be returned via the book bin in the library foyer. Please take care of all books on loan to you, do not lend them to other students, and return requested books promptly. Damaged, lost or unreturned books will result in replacement and admin fees.

Rules:

- **Only current Trinity members are allowed to use the library (no guests or members of different colleges).**
- Readers are welcome to bring in non-alcoholic drinks in lidded cups, but no food, chewing gum, alcohol, or smoking is allowed in the library.
- Please respect other library users by taking conversations and phone calls outside. Let the Library team know if you are experiencing disruption or contact the Lodge at evenings and weekends.
- There is no desk reservation scheme, so personal property and valuables should not be left in the library (desks are cleared most mornings). Free library lockers are available: email [library@trinity.ox.ac.uk](mailto:library@trinity.ox.ac.uk) if you would like to claim one.

## 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)).

## 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 booked in advance via [sports.ground@trinity.ox.ac.uk](mailto:sports.ground@trinity.ox.ac.uk).

Trinity sports clubs must register and complete a risk assessment each year, and the captains of various teams are required to attend the termly Sports and Societies working group. For any queries regarding sports, societies, or the purchase of Trinity kit, please contact [sports.ground@trinity.ox.ac.uk](mailto:sports.ground@trinity.ox.ac.uk).

There is an agreed code of practice for booking fixtures and for the behaviour of all members of College using its sports facilities.

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 is a gym on-site located in Dolphin Yard. You must have an induction with the Head of Accommodation Services or Clerk of Works prior to having access added to your Bod card. 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.

## Music

There are dedicated and soundproofed music practice rooms with piano and drumkit in the Levine Building, and students may also book slots to use pianos in other locations around College. Music practice rooms may be booked via the College intranet.

## Parking

There are no parking facilities on the main College site. Due to planning regulations, no resident is permitted to have a car, moped, or motorcycle in Oxford other than a mobility assistance vehicle for which College permission must be sought. On arriving and leaving with term luggage, parking on the College Front Quad 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.

# Appendix A

## 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 Domestic Bursar, who is responsible for ensuring appropriate 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 the Wellbeing team. Such communications will be treated in the strictest confidence. Soft drinks are available on sale in the College Bar and at all College functions.
3. College Bar rules.  
The College 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 for the smooth running of the bar. The Bar Manager, Domestic Bursar, and Deans have authority to close down the bar should problems arise: happily, such occasions are extremely rare.  
**Hours:** Updated hours will be circulated in September.

**Applications for extension of hours:** Should be made to the Domestic Bursar in the first instance after informal discussion with the Bar Manager. 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 (maximum of 2 guests per member). Resident conferences 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 of 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 College Bar 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 should be made with the Head of Events and are subject to 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 Domestic Bursar. (Drinks purchased in the College Bar 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 £50, 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 College Bar, 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.

## Safeguarding

Trinity College takes the safeguarding of its students very seriously. The College’s Child Safeguarding Policy and Safeguarding Adults at Risk Policy may be found at <https://www.trinity.ox.ac.uk/policies-and-reports>.

## Student Complaints Procedure

The Student Complaints Procedure sets out processes for students to use if they 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 are addressed under the College's [Non-Academic Misconduct Disciplinary Policy](#).)

The Student Complaints Procedure may be accessed by following [this link](#) or via the Policies, Handbooks and Guides section of the [College Intranet](#).

## Other College policies

The following policies, which are binding on all College members, are available at <https://www.trinity.ox.ac.uk/policies-and-reports>:

1. Data Privacy (GDPR policy and privacy notices)
2. Equality and Diversity Policy
3. Freedom of Speech Policy
4. Fundraising Policy
5. Harassment and Bullying Policy
6. Health and Safety Policy
7. Non-Academic Misconduct Disciplinary Policy
8. Safeguarding (Child Safeguarding Policy, Safeguarding Adults at Risk Policy, Lost Pupil and Child Policy)
9. Social Media
10. Security (Armed Incident Guidance)
11. Welfare (Welfare Confidentiality Policy and Fitness to Study Guidance)
12. Sustainability Policy

# Frequently Asked Questions

## Where can I get advice on...?

- Personal matters..... The Wellbeing team, or Junior Deans
- Academic matters..... Your tutors, the Senior Tutor
- Financial worries..... Christopher Ferguson, Estates Bursar
- Queries about fees and battels..... Celia Smith, Fees and Battels Administrator
- College accommodation..... Jon Davies, Head of Accommodation Services
- Examinations and related subjects..... Isabel Lough, Undergraduate and Tutorial Administrator
- Academic Grants..... Ashley Maguire, Graduate and Academic Administrator
- Disability..... Lizzie Shine, Head of Wellbeing
- Health..... Jo Bowd, College Nurse
- Matriculation and Graduation..... Sarah Jenkinson, Alumni and Events Officer
- IT matters..... IT Services [helpdesk@trinity.ox.ac.uk](mailto:helpdesk@trinity.ox.ac.uk)

## How do I contact...?

The President (via EA)..... [renate.ashleysparks@trinity.ox.ac.uk](mailto:renate.ashleysparks@trinity.ox.ac.uk)  
The Senior Tutor and Tutor for Graduates.... [rebecca.bullard@trinity.ox.ac.uk](mailto:rebecca.bullard@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..... [joshua.brocklesby@trinity.ox.ac.uk](mailto:joshua.brocklesby@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 Head of Accommodation Services..... [jonathan.davies@trinity.ox.ac.uk](mailto:jonathan.davies@trinity.ox.ac.uk)  
The Clerk of Works..... [andrew.hooper@trinity.ox.ac.uk](mailto:andrew.hooper@trinity.ox.ac.uk)

The IT Manager.....	<a href="mailto:helpdesk@trinity.ox.ac.uk">helpdesk@trinity.ox.ac.uk</a>
The College Nurse.....	<a href="mailto:pml.trinitynurse@nhs.net">pml.trinitynurse@nhs.net</a>
The Wellbeing team.....	<a href="mailto:wellbeing@trinity.ox.ac.uk">wellbeing@trinity.ox.ac.uk</a>
SCR/Hall Steward.....	<a href="mailto:jonathan.flint@trinity.ox.ac.uk">jonathan.flint@trinity.ox.ac.uk</a>
The Head Chef.....	<a href="mailto:julian.smith@trinity.ox.ac.uk">julian.smith@trinity.ox.ac.uk</a>
The Dean.....	<a href="mailto:dean@trinity.ox.ac.uk">dean@trinity.ox.ac.uk</a>
The Junior Deans.....	contact via the Lodge
The JCR President.....	<a href="mailto:jcr-president@trinity.ox.ac.uk">jcr-president@trinity.ox.ac.uk</a>
The MCR President.....	<a href="mailto:MCR-president@trinity.ox.ac.uk">MCR-president@trinity.ox.ac.uk</a>

The [College Intranet](#) is an essential source of advice and support for all students.

From the Intranet, you may:

- Book meals and top up your online card
- Book an appointment with the nurse or wellbeing team
- Make a maintenance request
- Book music rooms
- Request books for the library
- Book an academic support appointment
- Sign up for a tennis court
- Make a conference room request
- Apply for an academic grant

# Security Message from the Trinity Lodge Team

**The safety of student 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 the College premises.**

[Trinity College Porters Lodge: 01865 279900](tel:01865279900)

[Trinity College night porters' mobile number: 07810543182](tel: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.

[University Security Service Control Room emergency number: 01865 289999](tel:01865289999)

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.

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.

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). 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.