7.5 Freedom of Speech Policy ................................................................. 22
7.6 General Discipline ........................................................................ 22
7.7 Student Files and Data Protection .................................................. 23
  7.7.1 Data Protection Policy ................................................................. 23
  7.7.2 Information Security Awareness ................................................ 23
  7.7.3 What information is kept by the College? ................................. 24
  7.7.4 Confidentiality .......................................................................... 24
  7.7.5 Can students see the files? ......................................................... 24
  7.7.6 What happens to the files when a student leaves? ..................... 24
7.8 Rooms Policy .................................................................................. 24
7.9 Student Complaints ........................................................................ 25
  7.9.1 Student Complaints (Oxford University and non-University Students) ................................................................. 25
  7.9.2 Common Awards Student Academic Complaints Policy and Procedure ................................................................. 27
8. BURSARIAL MATTERS................................................................. 27
  8.1 Fire Regulations ............................................................................ 27
  8.2 Health and Safety ......................................................................... 28
    8.2.1 Medical Care & First Aid ......................................................... 28
    8.2.2 Pastoral Care .......................................................................... 28
  8.3 Out-of-Office Hours ...................................................................... 29
  8.4 Post ................................................................................................. 29
  8.5 Maintenance .................................................................................. 29
  8.6 Meals .............................................................................................. 30
    8.6.1 Times and arrangements ......................................................... 30
    8.6.2 Signing In for meals ................................................................ 30
  8.7 Charges ........................................................................................ 30
  8.8 Rooms ............................................................................................ 32
    8.8.1 Bedding .................................................................................. 32
    8.8.2 Cleaning of Rooms .................................................................. 32
    8.8.3 Repairs ................................................................................... 32
    8.8.4 Noise Level .............................................................................. 32
    8.8.5 Electrical Appliances ............................................................. 33
    8.8.6 Guest Rooms .......................................................................... 33
  8.9 Animals and Pets ........................................................................... 33
  8.10 Energy efficiency ................................................................. 33
  8.11 Other Policies .............................................................................. 33
9. MATERIAL RELATING TO ORDINAND STUDENTS ONLY ................. 34
  9.1 Absence of Ordinands from the College ........................................ 34
  9.2 Fasting and Abstinence ................................................................. 34
  9.3 Groups .......................................................................................... 34
    9.3.1 Group Tutors and Conveners .................................................. 34
  9.4 Liturgical Conventions ................................................................. 35
  9.5 Pastoral Placements ...................................................................... 35
    9.5.1 Vacation Placements ............................................................... 35
    9.5.2 Term-time Placements ............................................................ 35
    9.5.3 Group Placements .................................................................. 35
    9.5.4 Arranging a Placement ............................................................ 35
    9.5.5 Supervision ............................................................................ 36
    9.5.6 Assessment ............................................................................ 36
    9.5.7 Reflection .............................................................................. 36
    9.5.8 Financial Procedures for Ordinand Placements ..................... 36
  9.6 Reporting and Assessment of Ordinands ....................................... 38
    9.6.1 The Group Tutor .................................................................... 38
    9.6.2 The Principal .......................................................................... 38
    9.6.3 Reporting ................................................................................. 38
    9.6.4 Timetable for Group Tutor Reports ....................................... 41
    9.6.5 Issues in Human Sexuality ...................................................... 41
  9.7 Spiritual Direction and the Sacrament of Reconciliation ................. 41
1. WHO'S WHO

The Principal, the Revd Canon Dr Robin Ward, is the Head of House and provides leadership, oversight and direction for the College. He has ultimate responsibility for matters of student and staff welfare and discipline. The Principal is available to all members of the College; but, as a general rule, students are asked not to approach him in the first instance about matters that can appropriately be handled by other members of staff.

The Vice-Principal, the Revd Dr James Lawson, deputizes for the Principal as required, and has oversight of, and responsibility for, many aspects of the day-to-day life of the College. He is the Designated Officer for Safeguarding. As Director of Pastoral Studies, Fr James deals with matters relating to ordinand placements and pastoral programmes. He is available to students’ spouses, partners and families if they have pastoral concerns that they would like to raise with a member of staff.

The Senior Tutor, Dr Mark Philpott, holds overall responsibility for the running of the College’s academic programme. He is also Tutor for Graduates, and Deputy Designated Officer for Safeguarding. Students seeking advice on academic matters should, in the first instance, seek guidance from their Course Director or College Advisor.

The Bursar, Mrs Michèle Smith, is the senior administrative officer for the College. Matters of finance or non-academic administration should be directed to her in the first instance and advice will be given as appropriate. The Bursar is willing to discuss financial matters with all students, in particular in relation to grants, allowances and fees.

The Academic Staff or Tutors (Fr Ward, Fr Lawson, Dr Philpott, Fr Adam and Mthr Gardner) are responsible for the College’s undergraduate academic teaching. A number of Visiting Tutors also teach for the College. The College has a group of Honorary Fellows, appointed for their contribution to the life of the College, for outstanding contributions to the Church, University, or to the study of Theology. Our Honorary Research Fellows, in Theology and Education, contribute to our academic life.

Students on undergraduate-level courses have a Course Director, who has primary responsibility for their academic progress; postgraduate students a College Advisor to provide a focal point for their relationship to the College. Currently, they are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford BA &amp; PGDip</td>
<td>Fr AKM Adam (Course Director)</td>
</tr>
<tr>
<td>Common Awards</td>
<td>Fr James Lawson (Course Director)</td>
</tr>
<tr>
<td>Non-University Courses</td>
<td>Dr Mark Philpott (Course Director)</td>
</tr>
<tr>
<td>Post Qualification Award</td>
<td>Mthr Lucy Gardner (Course Director)</td>
</tr>
<tr>
<td>MBA</td>
<td>Fr Robin Ward</td>
</tr>
<tr>
<td>MTh</td>
<td>Mthr Lucy Gardner (Course Director)</td>
</tr>
<tr>
<td>MSSt/MPhil (Theology, Study of Religion)</td>
<td>Dr Mark Philpott (College Advisor)</td>
</tr>
<tr>
<td>MSSt/MPhil (Late Antique &amp; Byzantine Studies)</td>
<td>Dr Mark Philpott (College Advisor)</td>
</tr>
<tr>
<td>MSc in Education</td>
<td>Dr Nigel Fancourt (College Advisor)</td>
</tr>
<tr>
<td>PGCE &amp; MSc (Learning &amp; Teaching p.t.)</td>
<td>Fr James Lawson (College Advisor)</td>
</tr>
<tr>
<td>D.Phil. in Theology</td>
<td>Fr AKM Adam (College Advisor)</td>
</tr>
<tr>
<td>D.Phil. in Oriental Studies</td>
<td>Dr Mark Philpott (College Advisor)</td>
</tr>
<tr>
<td>D.Phil. in Education</td>
<td>Dr Nigel Fancourt (College Advisor)</td>
</tr>
</tbody>
</table>

unless otherwise arranged.
The **Tutors for Admissions** are the Principal, who oversees ordinand admissions, and the Vice-Principal, who deals with the admission of other students.

Each student is allocated to a particular tutor for their **primary pastoral care**. Ordinands have a Group Tutor (Fr Adam, Dr Philpott, Fr Lawson), who takes responsibility for the pastoral welfare and assessment of a group of ordinands within the life of the College. Non-ordinand postgraduate students have their College Advisor, and all other students are assigned to a Pastoral Tutor.

**The Senior Research Fellow**, Dr James Whitbourn, is responsible for the academic programmes for external students that take place throughout the summer months, in particular those offered in partnership with Oxford University's Department for Continuing Education and with international universities. He fulfils a range of responsibilities within the bursarial team and also acts as the college’s Data Protection Officer.

**Fr Philip Ritchie** visits the College regularly, and arrangements for seeing him for spiritual guidance or Confession are published in advance.

Mthr Lucy Gardner is the College’s **Disability Lead and Harassment Adviser**.

**The Librarian** is Mrs Marjory Szurko. She is normally in College three days a week. Email: library@ssho.ox.ac.uk

**The Accommodation and Events Manager**, Ms Annie De Souza, is primarily responsible for accommodation and conferences/events. Queries on these matters should be addressed to her. Email: student.accommodation@ssho.ox.ac.uk

**The College Secretary**, Miss Jennie Sheffield, coordinates many aspects of College administration. She also acts as Personal Assistant to the Principal, and as Admissions Secretary. Email: college.secretary@ssho.ox.ac.uk

**The Academic Secretary**, Mrs Stephanie Sparkes, handles academic administration for the College, in conjunction with the Senior Tutor. She also works with Mthr Lucy Gardner as **Disability Coordinator**. She is full-time during term. Email: stephanie.sparkes@ssho.ox.ac.uk

**The College Accountant**, Mrs Alison Parker, supports the Bursar in overseeing financial and accounting functions. She is in College three days a week. Email: finance@ssho.ox.ac.uk

**The Finance Assistant**, Mrs Janice Anderson, works from Monday to Friday each week, 8am to 1pm. She handles all day-to-day financial matters. Email: accounts@ssho.ox.ac.uk

The **Maintenance Team**, led by Mr Maciej Pietruszewski, has particular responsibility for the maintenance of the buildings and grounds. Maintenance requests should be put in the book in the Maintenance pigeonhole, or emailed to maintenance@ssho.ox.ac.uk

**The Housekeeping Team** is responsible for housekeeping in the public areas of the college and for cleaning in student rooms as detailed below.
The Catering Manager, Mr Christopher Seaton, supervises the kitchens and mealtime arrangements, assisted by Mrs Christine Wilcox, the Dining Room Supervisor.

The IT Manager, Mr Nick Daisley, visits the College twice weekly, but can be contacted by email at other times: itmanager@ssho.ox.ac.uk

Rachel Makari is Director of Development and Alumni Relations. She also edits the College Newsletter, and would be delighted to hear your suggestions for the next issue: rachel.makari@ssho.ox.ac.uk

SJE Arts organises an extensive programme of concerts in the church of St John the Evangelist. Mrs Michèle Smith is the Artistic Director, Ms Georgia Davies the Concert Manager, and Mrs Sally Doyle is the Arts Administrator. Students interested in volunteering to help with concerts should contact Ms Davies by email at concert.manager@ssho.ox.ac.uk

2. COLLEGE STRUCTURES

2.1 Groups within the College

Governors
The House Council is the College’s governing body, responsible for overall direction and strategy. This is chaired by the Rt Revd Dr Martin Warner, Bishop of Chichester. The Council meets once per term, with a residential meeting each summer. The Council includes staff and student representatives. Its sub-committee, the Finance and General Purposes Committee, meets more frequently.

Staff
The Academic Staff and Bursar have a fortnightly formal meeting, which is chaired by the Principal.

Students
The collective body of students at the College is known as ‘the Common Room’ (The names ‘Common Room’ or ‘Student Common Room’ are also given to the room in the College designated as a student living space – see under ‘Facilities’). This body has a constitution and an annually-elected committee.

The College is constituted as a company limited by guarantee registered in England & Wales (company number 11199178), registered as a charity (charity number 1177459), with its registered office at 16 Marston Street, Oxford OX4 1JX.

2.2 Structures for Student Representation and Consultation
Students may raise matters of concern at regular Common Room meetings and the President of the Common Room meets the Principal weekly to discuss these and other issues. Students are represented on the House Council, and in addition, four committees meet termly to discuss different areas of the College’s life.
2.2.1 Academic Committee

Function
The Academic Committee acts as a consultative committee to discuss matters of academic interest and concern.

Representation
The Senior Tutor (chair) and the Academic Secretary (secretary) are ex officio members of the committee, and are responsible for setting the variable part of the agenda in advance of each meeting. The College Librarian is also in attendance.

The Academic Staff nominates one representative. One student representative is elected at the beginning of the academic year from each of the following groups of courses:

(1) Common Awards Year 1
(2) Common Awards Year 2
(3) Common Awards Year 3
(4) Oxford BA/PGDip in Theology
(5) MTh
(6) Other Postgraduate Taught (MSc/MSt/MPhil)
(7) Postgraduate Research (MLitt/DPhil)
(8) PGCE
(9) Non-University Courses

If a representative is unable to attend, another member of the course group may attend in his/her place.

2.2.2 Domestic Committee

Function
The Domestic Committee exists to enable the Bursar, housekeeping and maintenance teams to be aware of ongoing staff and student interest and concern about the environment and fabric of the College, and the catering arrangements.

Representation
The Bursar (chair), Senior Scout and the College Secretary (secretary) are ex officio members of the committee. In addition, meetings are attended by a representative of the Academic Staff, the Common Room Domestic Officer, and members of the domestic and maintenance staff.

2.2.3 Group Conveners’ Meeting (Ordinands)

Function
Group conveners (or other group representatives) meet with the Vice-Principal to discuss issues in training and formation, and other matters concerning the Group system.

Representation
The Vice-Principal (chair), the Ordinands’ Representative (secretary and convener), and group conveners from each group. If a group convener is unable to attend, another member of the group may attend in their place.
2.2.4 Common Awards TEI Management Committee

Function
To monitor quality and standards of learning and teaching in the Common Awards, discuss good practice, make recommendations and report to the overarching Common Awards Management Board, and consider matters referred to it by the Management Board. Certain official business of the Management Committee may be ‘reserved’ for consideration without the student representatives.

Representation
The Principal or his nominee (chair), Common Awards Representatives (as on the Academic Committee), the Course Director, other members of staff and the University Liaison Officer appointed by the University of Durham.

2.2.5 Guidelines
The following guidelines cover the work of all four committees:

A. Remit
• The committee structure is intended to foster effective consultation and communication between staff and students.
• The committees are not intended to replace other channels for raising issues or concerns directly with members of staff (e.g. in academic matters, with Course Directors, College Advisors, evaluation forms).

B. Conduct and Reporting of Discussions
• The general protocols of chaired meetings are followed. The meeting will be conducted by the Chair, and representatives are encouraged to speak through the Chair.
• Minutes will be prepared and circulated according to the following timetable:

<table>
<thead>
<tr>
<th></th>
<th>Domestic Committee</th>
<th>Academic Committee</th>
<th>Group Conveners’ Meeting</th>
<th>Common Awards TEI Management Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets</td>
<td>Wed Week 4</td>
<td>Wed Week 5</td>
<td>Tue Week 6</td>
<td>Fri Week 7</td>
</tr>
<tr>
<td>Draft minutes</td>
<td>Fri Week 4</td>
<td>Fri Week 5</td>
<td>Fri Week 6</td>
<td>Tues Week 8</td>
</tr>
<tr>
<td>Corrections due</td>
<td>Wed Week 5</td>
<td>Wed Week 6</td>
<td>Wed Week 7</td>
<td>Fri Week 8</td>
</tr>
<tr>
<td>Final version (with actions)</td>
<td>Fri Week 6</td>
<td>Fri Week 7</td>
<td>Fri Week 8</td>
<td>Fri Week 9</td>
</tr>
</tbody>
</table>

Copies of the approved minutes are circulated to members and academic staff, and posted on WebLearn.

C. Consultation
Representatives are responsible for meeting with their constituency groups in good time prior to the meetings, preparing reports which adequately reflect the views expressed, and reporting back after the meeting.
2.2.6 House Meeting
In addition to the above structures, a weekly House Meeting is held in the Common Room at 9 am on Mondays, and, occasionally, on other days at the beginning of term or at half-term. Notices are given by staff and students. Attendance at the House Meeting is obligatory for ordinands. Minutes are circulated to all students and staff.

3. WORSHIP

St Stephen’s House is a Christian foundation, which has worship at the heart of its life. Morning Prayer is said on weekday and Sunday mornings, and Evening Prayer is sung four days per week (normally Morning and Evening Prayer both take place in the House Chapel). The Eucharist is celebrated daily during term time, and most weeks of the vacations, usually in the House Chapel. All students of the College are welcome to all services, and those who would like to attend Morning and/or Evening Prayer regularly should contact the Vice-Principal, to arrange for a designated seat in the House Chapel.

There is a weekly chapel practice at 9.10am on Mondays, when the music for the coming week is rehearsed. It is hoped that all those who are attending services regularly will come to this, in order to ensure that singing is of a high standard. Chapel practice is of obligation for ordinands.

4. ACADEMIC MATTERS

4.1 Academic Obligations

4.1.1 Academic Obligations (Oxford University Students)

All students are required to:

• complete the registration process, as requested by the University at the beginning of each year of their course (details are available on the University website at http://www.ox.ac.uk/students/registration)
• attend lectures, classes, seminars, tutorials or supervisions as required for their particular course
• produce all written work required of them promptly and to a satisfactory standard
• submit only work which is solely their own, and so to adhere to College and University rules against plagiarism
• attend any college examinations (‘Collections’) required for their course. These are normally held at the beginning of each term according to the published timetable.
• take such University examinations as are required for their course (see also below under First Public Examination)
• complete examination entry forms and essay applications promptly and accurately
• check their email frequently and regularly. **Those who have ssho.ox.ac.uk addresses should note that this is will be the only address used by the College, and that important (academic) information will be sent to it. They should therefore either check this account or make the arrangements for it to be forwarded to another address that they will check.** Students are reminded that this applies equally to periods of vacation.
• attend Principal’s Collections (interviews with the Principal, the Senior Tutor, and Course Director or College Advisor, held at the end of each term for
undergraduates and all ordinands, and at least once a year, normally in Hilary Term, for other postgraduate students).

Failure to fulfil these requirements may result in fines, suspension, termination of course or expulsion, and, in the case of ordinands, discussion with the sponsoring diocese. The College’s Academic Discipline Code is set out below. In the case of graduate students, faculties and departments also have their own requirements and procedures.

If for exceptional circumstances (e.g. illness) a student is unable to attend arranged teaching or meet an academic deadline, he or she should inform the tutor concerned in advance. If advance notice is not possible, the student should aim to send apologies and an explanation as soon as he or she is able. Any changes to an established work programme must be agreed with the Tutor concerned and confirmed with the Course Director.

Graduate students are expected to fulfil all academic requirements set out by the relevant Faculty or Department, and attend meetings arranged with their supervisor or mentor.

Students should familiarize themselves with the University’s Student Handbook, updated each year on the University website (at https://www.admin.ox.ac.uk/proctors/info/pam/). In addition, it is the responsibility of students on University courses to be familiar with the relevant parts of the Examination Regulations (at http://www.admin.ox.ac.uk/examregs), their course handbook, and (for those on relevant courses) their St Stephen’s House Course pages on WebLearn (at https://weblearn.ox.ac.uk/portal/site/colleges:ssho)

4.1.2 Academic Obligations (Non-University Courses)
The College requires candidates on non-university courses to comply with Oxford University obligations as set out in 4.1.1 above with the exception of those which explicitly relate to registration and examination.

4.1.3 Academic Obligations (Common Award Students)
All students are required to:
• complete in good time any forms required for Common Awards registration processes, assessment procedures, and the running of the courses, and to supply promptly and accurately any information otherwise required for those purposes
• attend all lectures, classes, seminars, tutorials, placements or supervisions as required for their particular courses
• achieve satisfactory marks
• produce all assessed work promptly and to a standard satisfactory to the Course Director, and to submit in the manner required
• submit only work which is solely their own, and to adhere to College and Durham University rules against plagiarism and multiple submission (see below)
• ensure their ssho.ox.ac.uk email address (to which all important academic information will be directed) forward to an account they check regularly, and to ensure that Common Awards emails are directed to this address. Students are reminded that this applies equally to periods of vacation.
• abide by the rules set out by the University of Oxford for the use of its libraries, email and i.t. facilities as, for example, at http://www.it.ox.ac.uk/rules and http://www.bodleian.ox.ac.uk/about-us/management/regulations
• pay any fines imposed by the University of Oxford Philosophy and Theology Faculties Library, and to compensate for any non-returned books
• maintain such contact with the Course Director and to provide such evidence of progress as he may require.
• attend Principal’s Collections (interviews with the Principal, Senior Tutor, and other members of the academic staff, held at the end of each term for undergraduates and all ordinands)

Failure to fulfil these requirements may result in fines, suspension, termination of course or expulsion, and discussion with an ordinand’s sponsoring diocese.

If in exceptional circumstances (e.g. illness) a student is unable to attend an arranged engagement or meet an academic deadline, he or she should inform the Tutor concerned in advance. If advance notice is not possible, the student should aim to send apologies and an explanation as soon as he or she is able. Any changes to an established work programme must be agreed with the Tutor concerned and confirmed with the Course Director.

4.2 College Advisors: Principal Responsibilities
Each postgraduate student has a College Advisor who should be in a position to discuss the student’s academic work. This role is additional and complementary to provision in the student’s department or faculty. The College Advisor is not in any way 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. Thus, a College Advisor should not also be the student’s University Supervisor. Rather, the intention is to provide a focal point for an individual student’s relationship with the College, which nevertheless includes an academic component.

The College Advisor is expected to meet all advisees as early in the first term of residence as feasible, monitor their progress, to discuss the University Supervisor’s reports, and to be available for regular consultation on academic or other matters, including those issues that a student may feel unable to raise with their Supervisor. Advisors should, as appropriate, comment positively on students’ progress, and achievements; they are not only there to monitor students’ progress and pick up problems. The Advisor will offer all full-time postgraduate taught students the opportunity to meet at least once a term, and other students at least once a year. If meeting in person is not feasible, email contact will be maintained. The Advisor may wish to consult with the Senior Tutor about any students who appear to be experiencing difficulties with their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

4.3 College Advisees: Principal Responsibilities
College advisees should respond to invitations from their Advisors to meet them; if the proposed time is not suitable they should contact their Advisor to arrange an alternative time to meet. They should not hesitate (or feel in any way inhibited) to contact their College Advisors outside their regular meetings and should feel free to consult other College officers as necessary, including the Senior Tutor, the Vice-Principal and the Academic Secretary. College advisees should be aware that the College Advisor is not
expected to perform the academic role of the University Supervisor. However, depending on their College Advisor’s field of expertise, and intellectual interests, advisees may seek academic advice from the Advisor. In addition, advisees should feel free to seek advice from the College Advisor on academic-related matters including applications for research funding, conferences and seminar attendance, publication, and career plans, etc. College Advisors will also be able to offer guidance to sources of support within the College and University. It is particularly important that advisees should consult their College Advisor if they experience any difficulty with their University Supervisor. Any matters concerning examination procedures may also be discussed with the College Advisors. If students wish to raise them formally, they should do so with the Senior Tutor or Academic Secretary.

4.4 Academic Disciplinary Procedures

4.4.1 Academic Disciplinary Procedure (Oxford University Students and Non-University Students)
In cases where the College has concerns about the academic performance and/or progress of a student, or a student is failing to fulfil their academic obligations as set out above, the following procedure will be followed:

Stage 1: Discussion
When academic concerns arise, there will be an initial discussion between the student and the subject tutor or Course Director. Any mitigating or complicating factors, together with academic advice, will be noted and kept on file.

Stage 2: First Formal Warning
If after the initial discussion, it is felt necessary to initiate academic disciplinary procedures, the Senior Tutor will meet with the student and issue a formal written warning. The warning will specify to the student what is expected of him or her in the future (e.g. attendance at teaching, completion of assignments or special collections). The student may elect to be accompanied at this meeting by another student member of the College.

Stage 3: Further Formal Warning and Probation
If the student fails to comply with the conditions set out in the first formal warning, the Senior Tutor will meet the student to issue a further warning which will place the student on probation. This will set out further expectations (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in penal collections*). These will be communicated to the student in writing with a statement of the possible consequences of non-compliance. The student may elect to be accompanied by another student member of the College.

At all stages, the Senior Tutor will ensure that the student understands the situation clearly, and has the appropriate help to make their case.

Stage 4: Formal Disciplinary Hearing
If the student fails to comply with the terms of probation, the case will be brought to the Academic Disciplinary Panel, normally consisting of the Principal, Vice-Principal and one other. In advance of the hearing, the student should be given a clear statement of the grounds for action and a copy of supporting evidence such as tutors’ reports. He or she should be given the opportunity to bring forward material considerations and mitigating circumstances, including medical evidence. The student may be accompanied at the meeting by another student member of the College.
The student and their representative, together with the Senior Tutor and other tutors involved in the presentation of the case against the student, should withdraw from the meeting before a decision is made. The Chair of the Panel will communicate the decision to the student and make the requisite formal record of it.

* Definition of Penal Collections
These may be written examinations, timed essays, or other written assignments set by the tutor concerned. The student should be allowed sufficient time to prepare adequately for these. They will be marked by two external assessors appointed by the Senior Tutor. These assessors will be kept uninformed of the identity of the candidate and circumstances of the case; though will take into account the stage of the process when deciding on an appropriate mark.

In the event of continued non-compliance with any of the terms of academic discipline, a student may be suspended or their course terminated (sent down).

**Appeals Procedure**
If the student wishes to appeal against a decision to suspend, or send him or her down, this appeal will be heard by a panel appointed by the House Council. Those members of staff involved in the earlier proceedings will be excluded from its deliberations. Again, the student may be accompanied by another student member of the College, and a careful record will be kept of the proceedings.

Further appeals may be made by students on Oxford University courses from this Panel to the Conference of Colleges Appeal Tribunal and to the Office of the Independent Adjudicator (http://www.oiahe.org.uk).

### 4.4.2 Academic Disciplinary Procedure (Common Award Students)
Failure by Common Award students to perform adequately and in particular to make satisfactory academic progress as required by the norms set out in this Handbook, their Work Programme and Durham University’s principles for Academic Progress will be dealt in accordance with the principles set out in the Learning and Teaching Handbook, 2.6.3, at http://www.dur.ac.uk/learningandteaching.handbook/2/6/3/

If required, the Course Director will issue any initial written warning (equivalent to a University ‘departmental warning’). Any ‘Academic Progress Notice’ will normally be issued by the Principal.

In other cases of academic misconduct, the procedure set out in Section 4.4.1 above will apply.

### 4.5 Academic Progression

#### 4.5.1 Oxford First Public Examination
A student who fails to satisfy the examiners in their initial attempt at the First Public Exam shall be permitted to re-sit on one further occasion (in accordance with the regulations governing the re-sit in that subject), as follows:

- **BA students**: unless they have Senior Status, shall be required to pass the Preliminary Examination before the start of the academic year after their matriculation.
The sole exception to this permission for a re-sit shall be where College academic disciplinary procedures are already in process at the time of the first attempt, and the student has received a written warning which explicitly provides, at least four weeks before the first examination (and subject to the normal College appeal mechanism), that a specified number of failures on identified papers or other elements of the Public Examination at the first attempt will lead to termination of the student’s course of study.

St Stephen’s House will terminate the course of a student who fails the First Public Examination at the second attempt.

4.5.2 Academic Progression, Examination and Concession in Common Awards
Durham University requirements for academic progression in the Common Awards are set out in the Core Regulations for Undergraduate Programmes in the Common Awards Scheme §§ 47-87


These paragraphs also make provision for important aspects of the examination process including the right to resit, compensation and classification.

Concessions
Requests for the variation of Durham University regulations fall either to the Chair of the Common Awards Management Board or to the Chair of the Management Committee. In the first instance students should discuss such matters with the Course Director or Senior Tutor who will be able to give guidance and support.

4.6 Students with Disabilities
The College is committed to supporting its students with disabilities, and ensuring equality of treatment in University examinations. The College’s Disability Lead is Mthr Lucy Gardner, who is able to give advice and assistance with disability-related matters, in this she is assisted by Mrs Stephanie Sparkes who acts as Disability Coordinator. The staff of the University’s Disability Office is also available for advice and support for students who are members of the University of Oxford. Their web address is: http://www.admin.ox.ac.uk/eop/disab

Common Award students should consult the College Disability Lead who will help them to access suitable sources of support.

Although students are not obliged to disclose that they have a disability, there are advantages in doing so. These may include appropriate academic support, and special examination arrangements. It is in the student’s interest to make a disclosure as soon as possible after accepting a place, as the University of Oxford has strict deadlines about applications for special examination arrangements. It is therefore important to speak to the Senior Tutor or the Academic Secretary about this as early as possible in the course.

The University of Oxford requires recent appropriate evidence of any disability in order to provide appropriate additional support and to make any special examination arrangements. In the case of students with dyslexia, dyspraxia and other recognised learning difficulties this may require a new educational psychologist’s assessment and report to be arranged through them. Students who wish to have such an assessment, or wish to talk about it further, should speak to the College’s Disability Lead, their Course Director, or the Senior Tutor. The University of Durham makes similar requirements for evidence of disability; the necessary assessments and support can be arranged through Oxford University’s Disability Advisory Service for ordinands on non-Oxford University
courses, and it is usually possible for the costs of this to be met by Ministry Division or the Diocese.

In certain cases, a student may need to apply for a period of suspension from their course ('intermission') on the grounds of ill-health or their disability. In such cases, the College will discuss with the student what level of access to College facilities will be permitted during the period of intermission.

The College has a portable loop system for the use of hearing-impaired students. It may be signed out from the College Secretary.

4.7 Equal Opportunities
St Stephen’s House, as a Permanent Private Hall of the University of Oxford, welcomes diversity amongst its students, staff and visitors, recognizing the particular contributions that can be made by individuals from a wide range of backgrounds and experiences.

In relation to students, the College aims to provide education of excellent quality and a supportive learning environment for all its students, irrespective of religion, gender, marital status, sexual orientation, racial group, or disability. In pursuit of these aims, the College is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to disciplinary procedures, welfare and support services, and to staff development and training.

This policy statement is supported by the policies and procedures adopted by St Stephen’s House for staff and students (https://www.ssho.ox.ac.uk/about/policies.html), and the collegiate University’s code of practice on harassment. For Common Awards students these principles are consonant with Durham University’s codes of practice.

4.8 Oxford University Matriculation
Students on most Oxford University courses will need to be presented to the University for Matriculation at the start of their course. Those who have already taken an Oxford degree will not need to matriculate again. Students will be informed of the date and time of their Matriculation ceremony.

All members of the University are required to wear academic dress with subfusc clothing, details of which may be found at http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml
Graduates of other universities may wear the gown and hood of their own university.

4.9 Plagiarism

4.9.1 Definition and Treatment of Plagiarism
Plagiarism is the copying or paraphrasing of other people’s work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form is covered under this definition. Plagiarism includes quoting or closely paraphrasing a source without indicating the extent of your use of it, even though you list the source in a footnote or the bibliography.

Collusion is another form of plagiarism involving the unauthorized collaboration of students (or others) in a piece of work.
Plagiarism is a very serious matter, both morally and academically. If it is found in formative work at any stage of a student’s course, he or she will have to rewrite the essay, and a note will be kept of the event having taken place. It is equally serious for those who are not taking University qualifications. Cases of suspected plagiarism in summative work are investigated under the disciplinary regulations of the relevant university. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University (Oxford) or your course (Common Awards).

4.9.2 Further Guidelines on Plagiarism

Proper use of sources

• A quotation must be exact, except that an ellipsis may be used for words omitted and square brackets for words added. Quotation marks must be used and the precise reference given. Longer quotations should be in a separate paragraph – either in smaller type or indented.
• A close paraphrase must be clearly indicated, and the reference given. You should limit this to a few phrases or sentences from any paragraph, and can indicate close reliance by phrases like ‘following Newman’ or ‘as McGrath argues’.
• This applies when using information from the internet, graphs, illustrations, and unpublished writing, no less than published books and articles. All your sources must be adequately referenced and included in the bibliography.

Good practice

• When taking notes it is vital to mark clearly where you copy directly or paraphrase closely. This will help you to avoid accidentally recycling this material as your own work.
• When writing by computer, never cut-and-paste material without first checking whether you are using your notes, a close paraphrase or direct quotations.
• If you are unsure in practice how plagiarism is distinct from proper use of sources, keep detailed notes of an early essay and discuss the issue with the subject tutor.

Sharing work

There are many benefits in reading the work of other students, if they allow it, but there are also dangers. In particular:

• Never use another person’s work as the major source for your own. That is plagiarism.
• If an essay refers to a source in a way you find helpful, go to that source and take your own notes directly from it. Do not simply rely on another student’s summary.

The temptation to plagiarise is most likely to occur when you are under time pressure to submit an essay. In this situation, talk to the subject tutor, and if necessary submit a poorer essay rather than try to pass off someone else’s work as your own.

There is further important and generally applicable guidance on plagiarism at http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism Oxford University students will find the relevant regulations in their faculty-issued course handbooks, and Common Award students should familiarise themselves with Durham University’s

4.10 Residence
Oxford University has regulations about residence for its members pursuing full-time courses. Residence in this context is defined by the University as having resided in college-approved accommodation within the University (within a specified number of miles from Carfax) for at least six weeks in each of a set number of terms and having paid the appropriate fees. Precise regulations about residence, and details about the granting of dispensations, are to be found in the University’s Student Handbook at https://www.admin.ox.ac.uk/proctors/info/pam/

It is the responsibility of students who need to request an exemption from residency requirements to contact the Senior Tutor as soon as possible, preferably before the start of their course, giving details as to why this exemption is being requested.

Undergraduates are expected to be in residence no later than Thursday of 0th Week in any term. Dates of extended terms for ordinands and for those on postgraduate courses are published on an annual basis.

4.11 Oxford University Examination Matters
It is the responsibility of students on University courses to ensure that they complete examination entry forms and title applications correctly and promptly, attend all University examinations for which they have been entered (including vivas), and submit extended essays and dissertations on time (including ensuring that title sheets are signed and submitted). When attending any University examination or submitting other written work, students should ensure that they have their Examination Number and University Card with them for identification purposes.

Students who need to withdraw in advance from particular parts of the examination (e.g. particular papers for the MTh), request an extension for submitting written work, or have other examination questions, should discuss this with their Course Director, College Advisor or the Senior Tutor as a matter of urgency. The Senior Tutor or Academic Secretary will then be able to advise on the application process.

If students on University courses are aware of medical or psychological conditions, or exceptional personal circumstances (e.g. the death of a close relative) which might affect their performance in examinations, or might require special examination arrangements, they should contact their Course Director, College Advisor or the Senior Tutor as soon as possible. In addition, candidates with a medical case will need as a matter of urgency to obtain a medical certificate from their doctor which should be sent directly to the Senior Tutor, who will forward it to the University. This certificate should clearly state the nature/name of the illness or disability as well as outlining how it has affected the student’s work for how long, and what arrangements might be necessary and why.

If students become ill during the course of the examinations, they should immediately inform the Senior Tutor or Academic Secretary, and make an appointment with their GP to obtain a medical certificate as a matter of urgency.
4.12 Oxford Examination Results
Results of Oxford University Examinations are available to individual students via ‘Student Self Service’ (http://www.ox.ac.uk/students/academic/exams/results). Students will receive an e-mail informing them when results are available for viewing.

4.13 Degree Ceremonies
Oxford University candidates are presented for degrees by the Dean of Degrees, currently the Senior Tutor. Degrees are normally awarded in person although it is possible for graduands to be presented in their absence (‘in absentia’). Candidates should approach the Academic Secretary for the dates of ceremonies.

Common Awards BA candidates will be invited by the University of Durham to attend one of the University’s Congregations in Durham. Free places will be allocated on a first-come-first-served basis. Arrangements will also be made for graduation in absentia, if the graduand prefers.

5 STUDENT SUPPORT

Many questions on academic matters can be answered by searching your Faculty’s or Department’s website, relevant WebLearn pages or your course handbook, but for more general, more complicated or more personal advice about your course and studies, you should contact your College Advisor or Course Director, who may refer you to the Senior Tutor or Academic Secretary. For questions relating to specific papers or topics, you should talk to the relevant subject tutor. Other students on your course, particularly those who have been studying for longer, can also provide helpful advice, information and perspectives about your studies. Please do let your College Advisor or Course Director know promptly of any circumstances which are affecting, or are likely to affect, your ability to study.

For assistance with study skills you can look at courses on offer through your Faculty or Department, the Libraries you use or at www.it.ox.ac.uk The College also offers a series of introductory Study Skills workshops in Michaelmas Term and workshops for graduates can be arranged if there is interest. For more personal advice, please contact your College Advisor, Course Director, or Mthr Lucy Gardner.

All core tutors at the college are able to give pastoral support and advice as necessary, but you should generally contact your Group Tutor or College Advisor in the first instance to discuss any personal difficulties you are facing. You can also speak in confidence to Fr Ritchie who visits the college regularly. Oxford University students can use the University’s Counselling Service if they are suffering significant emotional distress. https://www.ox.ac.uk/students/welfare/counselling?wssl=1

If you are living with a disability (physical or mental), it is helpful for the college to know so that appropriate adjustments can be made where possible. The most helpful people to contact about this are Mother Lucy Gardner (who is the college Disability Lead), or Mrs Stephanie Sparkes (the Academic Secretary and Disability Co-ordinator). Oxford University’s Disability Advisory Service helps us to draw up and deliver an appropriate individual Student Support Plan for any student who declares a disability (including those on Common Awards courses). Their staff can also arrange Educational Psychologist’s assessments and reports for students who may have undiagnosed specific learning difficulties (such as dyspraxia, dyspraxia, autism). You can contact the
college’s DAS Advisor, Ms Julie Plummer, directly if you wish; her email is julie.plummer@admin.ox.ac.uk

Your College Advisor or Course Director will provide you with details of how you can reach them **out of office hours**. Issues with the security and safety of the College and its residents are managed out of office hours by Oxford University Security Services (01865 272944)

**Whatever the time of day if you are experiencing or witnessing an emergency (extreme illness, serious injury, fire, violent crime), contact the Emergency Services immediately by phoning 999 or 112.**

6. **COLLEGE FACILITIES**

6.1 **Common Room and Bar**
The Common Room is located on the ground floor of the King building. It is intended primarily to be a living room for students of the College.

The Bar in the Common Room is open after Thursday evening Guest Dinners and before lunch on Sundays (at both times coffee and tea are also available). It also opens occasionally at other times for particular events.

6.2 **Cars and Bicycles**
The College has two **Car Parks**, and so it is **usually** possible for students’ cars to be parked in the College grounds, although there is no absolute guarantee.

- The Moberly Close car park (with an entrance through the metal gates on Cowley Road) is primarily for the use of residents of Moberly Close and their visitors.
- The James Street car park (with an entrance through the wooden gates on James Street, near the Iffley Road end) is primarily for the use of residents of the main buildings and their visitors, and general visitors to the College.

Anyone who wishes to use a College car park (including long-term residents and short-term visitors) should obtain a parking permit from the College Secretary, and display it in the windscreen of their car whenever it is parked in one of the car parks. There is an annual car parking fee of £125.00 for those who wish to park at the college, or a daily rate of £6 for occasional use.

The Moberly Close car park and the James Street car park are both secured by automated gates with an entry code. **Please do not give out this code to non-members of the College at any time.**

A **Bicycle Store** is located in Moberly Close. Please keep your bicycle locked to a fixed object at all times to prevent theft. For health and safety reasons, no bicycle is to be left blocking a thoroughfare at any time.

St Stephen’s House cannot accept liability for loss or damage to vehicles or bicycles left in the College grounds.

6.3 **Church and Chapels**
**St John’s Church** is open each day for prayer. Please note that there are times when the church is in use; please check this with the Accommodation and Events Manager.
Entrance is by the West door from the cloisters. The Blessed Sacrament is reserved in a side chapel.

The House Chapel is never locked, and anyone is free to use it for individual prayer. An open door indicates that the chapel is not currently in use, or that no special care needs to be taken by someone entering the chapel at that time. Closed doors indicate that public worship or private prayer is taking place, and at such times the chapel should only be entered quietly. It is a College convention that the half-hour meditation period before Morning and Evening Prayer should not be interrupted after it begins.

Seats in the House Chapel are allocated to all academic staff and ordinands. All other students and spouses can have an allocated seat if they wish, and those who do should ask the Vice-Principal to arrange this.

The Founder's Chapel, at the top of the Benson building, is available for private prayer and occasionally services take place there.

6.4 Computers and Computing Facilities

All Residents, and any other student who wishes to use the network within the buildings, must read and sign the College's Network Use Agreement which is available from the College website; among your papers at the start of your first academic year; and directly from the IT Manager or College Secretary.

6.4.1 Rules for Use

The use of computers for immoral purposes is forbidden in the College, including accessing sites which have offensive language and imagery and ‘chat’ lines, which endanger the reputation of both students and the College.

The University has a strict code relating to accessing the internet via College connections, http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml; students of the University have been expelled from the University for failure to adhere to this.

The University's general rules for computer use are at http://www.it.ox.ac.uk/rules. All such rules also apply to all the College’s students.

6.4.2 Security of Computer Systems and the Network

There is an obligation on all staff and students to protect systems and data from intrusion, misuse and loss. If you are joining the University as a student or as member of staff, you will be receiving a University mail and system access account which requires you to accord with some simple rules for your own security, and that of others.

6.4.3 Personal Computers

Most student rooms and all flats have an ethernet point, through which a student’s personal computer can be linked to the Oxford University system and the internet. Wireless networking, providing access to the international ‘Eduroam’ network and to the College’s own wifi network, is also available throughout the College.

If you bring your own computer to St Stephen's House, you must be prepared to look after its security. You should adopt some simple policies for the protection of your own files and email. Remember that the College can take no responsibility for the installation,
maintenance or backup of computer hardware and software that is not in its ownership.

It is required that any computer of any kind that is to be attached to the St Stephen's network, is first brought to the IT Manager to be checked for passwording, software currency and anti-virus systems - only then will it be cleared for use on the network.

Members of the University of Oxford have free access to Sophos anti-virus from the University's IT Services website, and should install and make use of it on both Windows and Macintosh computers. Apple and Microsoft both produce regular security updates for their operating systems - you should keep on top of these and check for them regularly, if your system does not do so automatically.

6.4.4 Support for Computer Use
Support is available from:

• The IT Manager is usually in the College on two days every week (and more often at the start of term and at other busy times), and is available to advise students on any problems. He responds to emails to itmanager@ssho.ox.ac.uk throughout the week.
• Oxford University IT Services, 13 Banbury Road http://help.it.ox.ac.uk Tel. 01865 (6)12345 are available to all students and staff of the University.

If you have any difficulties or concerns about the process of keeping up to date with requirements, please do not hesitate to get in touch with the IT Manager.

6.4.5 College Computers
The College has three desktop computers for students to use, situated in the Library.

• The computers are available between 8.30 am and 11 pm, and should not be used outside of those times. Ordinands should not use them at times when there is a College obligation for them to be elsewhere
• One computer is designated ‘the Library computer’ and priority in using it should be given to users wishing to access SOLO and other library information
• All work material must be saved to removable disc rather than stored on the hard drive
• Colour laser printers are available for your printing and copying, which is chargeable
• Software should not be installed on the public desktop PCs without the express permission of the College
• The computers are not to be used for the sale of any item
• The College reserves the right to review usage history through logfiles, which University rules require be retained

6.4.6 Email
All college and university communications are sent to your College-associated address, which should be checked frequently including during vacations, and may be accessed through a webmail interface on any computer. Other e-mail addresses may be set up, but not used for academic communications.
6.5 Non-Resident Student Facilities
Some shared study space is available for St Stephen’s House students who are not resident in the College. Those interested should apply to the Accommodation and Events Manager.

6.6 Laundry
Laundry rooms are located in the basement of the Benson building and in the Moberly Close building. Washing and drying machines are coin operated. Those using these machines should read the notices in the rooms and, in particular, clean the filter each time after they have used one of the dryers.

6.7 Library
The library is available for the use of all students of the College. Readers are bound by the library rules:

**GENERAL USE**

1. **Current members of St Stephen’s House** (staff and students) may either read here or borrow, as described below.

2. **Former members of the College** may usually use the Library for reference purposes only. Permission to borrow may be granted by the Principal or Librarian, but the privilege is fairly restricted. **Academic visitors** are invited to make individual arrangements with the Librarian to be able to use the Library.

3. **Times of opening.** The Library is open to members of the College 24 hours a day. However, night-time users should ensure that they do not infringe the Greater Silence, nor disturb those with bedrooms in the King Building. At night, library users should access the Library via the ground floor of King rather than the King 1 corridor.

4. **The Library Door** should remain closed at all times.

5. The Library is intended to provide a **quiet study space** for all those who wish to make use of it. Please show consideration to other readers and **do not talk or use mobile phones** in the Library.

6. **No food or drink** (with the exception of bottled water) is permitted in the Library. Bottles of ink are also not permitted.

7. There are desks in the Library for study and reading, but library books, whether checked out or not, should not be left out on desks. Any books consulted in the Library (but not checked out) should be re-shelved so that other readers can find them. Any books that have been borrowed are the responsibility of the person who has checked them out, and therefore should not be left unattended, in the Library (or elsewhere). (See section on Borrowing below.)

8. Personal belongings should not be left in the Library, and readers should not spread their books and working papers over more than one workspace.

9. **Please treat all Library books with care** and do not mark or damage them in any way. Any cases of loss or wilful damage will be charged to the person responsible.

10. There are three general-purpose computers in the Library for your use, and they can also provide access to the SOLO catalogue and other online information resources. Please do not use the circulation checkout computer in the Library Office for anything other than checking your books out. The computer in the Inner Office is solely for the Librarian’s use.
REFERENCE
11. Reference Books (both those in the main Reference section and those shelved elsewhere but marked ‘Reference’ or ‘Not to be taken away’) and Periodicals (whether bound or unbound) may not be removed from the Library — except briefly for photocopying.

BORROWING
12. Every book borrowed from the Library should be properly checked out at the reader terminal in the Library Office so that it is clear to other readers that the book is on loan.

Occasionally the system may be down, or the book you wish to borrow may not yet have been catalogued electronically; in these circumstances, please record the details of the item(s) borrowed, plus the date and your name, in the notebook provided beside the library computer.

13. The bulk of the library’s holdings is searchable on SOLO, the Bodleian Libraries union catalogue. Your Bodleian card will work here too for borrowing and returning books. Some items are still waiting for OLIS cataloguing and may be accessed by the obsolescent Heritage catalogue on the reader terminal. If you find books in this manner or by browsing the shelves, please leave a message in the notebook beside the checkout terminal, or send an email to library@ssho.ox.ac.uk, giving your name, the book title and the barcode number inside the front cover of the book (not the shelfmark on the spine label or the ISBN barcode on the back of the book).

14. When you return books please leave them on the trolley beside the reader terminal, so that the librarian may return them on the system for you.

6.8 Student Kitchen
A communal kitchen is located on the ground floor of the Benson building in the kitchen corridor for the use of students. It is your responsibility to clean up after you have used the kitchen and wash up your dishes, cutlery and any cooking equipment. Please follow the instructions for the use of the equipment in the kitchen. Do not leave out-of-date or mouldy food in the fridges or cupboards. The cleaners will throw away anything left behind at the end of term unless it is clearly marked with the owner’s name. Please do not take food that does not belong to you.

6.9 Printing and Photocopying
The College has a Photocopier Room containing a printer/photocopier, and there is an additional printer/photocopier in the middle room of the library.

All students are required to sign the Statement of Agreement for Use of the Computer Facilities, available from the IT Manager or the College Secretary. Once this has been signed, the student concerned will be given a unique code for the printer and a log in for the Library computers, which are linked to both printers.

It is possible to collect print jobs from either the Library printer or the printer in the Photocopier Room, as they will not print until the user has logged into their chosen printer with their code.

Student will receive an invoice at the end of each term for any printing or photocopying charges incurred.
The following guidelines apply to the use of the printer/photocopier:

1. Students who wish to make photocopies on the College photocopier should ordinarily arrange to do this with the College Secretary. She will give you a unique code (this does not include those with College jobs who are expected to produce photocopies on a regular basis). All copies must be paid for by the student concerned (except for material covered under 4 below).

2. Students should ensure that they comply with the terms of the relevant CLA Licence Agreement when presenting items for photocopying. They should familiarise themselves with the terms of this agreement, as displayed in the Photocopier Room.

3. There is a separate licence from Christian Copyright Licensing covering hymns and worship songs. It is imperative that students comply with the procedure as displayed in the Photocopier Room.

4. The College will pay for photocopying required for student-led seminars, vacation essays and other such course work (this photocopying should be given to the Academic Secretary to copy), provided that the following criteria have been met:

   General Criteria:
   a) the terms of the copyright licences have been abided by, when the material is copyrighted (rather than e.g. the student’s own work)
   b) the material is not otherwise easily attainable, and is vital to the work being undertaken
   c) in all cases, the approval of the subject tutor concerned has been sought

   Criteria for Seminars:
   d) it is crucial that every student has a copy of the material
   e) the number of pages per person is reasonable, i.e. normally not more than six pages of A4
   f) the total material copied for a whole course does not amount to a ‘Course Pack’, without the express permission of the subject tutor concerned (a ‘Course Pack’ is ‘a compilation of materials — whether bound or loose leaf — of four or more photocopied extracts from one or more sources, totalling over 25 pages of copyright material, designed to support a module of study, irrespective of whether the materials are copied at the start of the course, or at intervals during the duration of the course, or are placed in the short loan reserve or equivalent for systematic copying by students at intervals throughout the course’)

7. POLICIES

7.1 Absence from the College
All students living in the College should record overnight absence by signing the fire regulations book in the Front Hall. Students living in College flats are not expected to do this.

Absences from teaching may occasionally be inevitable, for example because of a medical appointment or family event. Such absence should be kept to a minimum and should be negotiated in advance with the subject tutor concerned.

Students are expected to give an explanation promptly to tutors for unplanned absence from teaching sessions due to illness or other unforeseen circumstances.
Permission for a projected absence from a morning’s lectures or from a full session of a placement commitment, or from normal activities for a longer period, should be raised with the student’s Group Tutor, Course Director or College Advisor, who will in some circumstances refer the matter to the Principal, Senior Tutor and other members of staff, including affected subject tutors.

Students are expected to make arrangements to receive handouts and catch up on work that they have missed, for whatever reason. In some cases of planned absence, subject tutors may set alternative work (for example reading) to ensure that significant material is not missed.

Those studying for courses offered by the University of Oxford should be aware of any residence requirements that relate to their courses (usually detailed in Examination Regulations), and must be careful to abide by them.

7.2 Safeguarding
The full St Stephen’s House Safeguarding Policy Statement is available at http://www.ssho.ox.ac.uk/about/policies.html It is also circulated to all members of the college community at the beginning of each academic year. It is the responsibility of all members of the college and employees to read and act upon this statement. The Designated Officer for Safeguarding is Fr James Lawson, and the Deputy Designated Officer for Safeguarding and Children’s Champion Dr Mark Philpott.

7.3 Harassment and Bullying
The College is committed to addressing and preventing all forms of discrimination, harassment, bullying and victimisation. The College’s Harassment Policy and Procedure can be found on the College website at https://www.ssho.ox.ac.uk/about/policies.html The College’s Harassment Advisor is Mthr Lucy Gardner whose email address is lucy.gardner@ssho.ox.ac.uk

7.4 Sexual violence: the spectrum of support for survivors
Resources for anyone who has experienced or been affected by sexual violence are available at https://www.ox.ac.uk/students/welfare/sexual-violence?wssl=1 This includes information about your options, Sexual Assault Referral Centres, and sources of support including the OU Counselling Service.

7.5 Freedom of Speech Policy
This sets out the framework within which members, staff and visitors enjoy the right to freedom of speech within the law. It should be understood by the community as a whole that principles of free expression, academic freedom, autonomy, confidentiality, privacy and equality of rights according to law provide the overarching context within which the College’s Prevent duty will be considered. The Prevent duty strategy will be implemented in a manner that is proportionate and positively secures and protects these rights. The full text of the Freedom of Speech Policy is available at https://www.ssho.ox.ac.uk/fileadmin/user_upload/SSH_Freedom_of_Speech_Policy.pdf

7.6 General Discipline
Responsibility for general College discipline rests with the Principal.

Students are advised that the contents of this College Handbook are regulations, not ‘guidance’ or ‘advice’. They are required to act promptly when requested to do so by the
College: those who have questions about the Handbook’s contents are asked to raise them with the Principal in the first instance.

Penalties
The Principal may impose penalties which may include the recovery of the cost of repairs to College property; discretionary fines of up to £300 per offence; and the giving of compensatory assistance to College Staff. The Principal may also deprive students of the opportunity to reside in College, and the use of some or all of the College’s facilities.

Principal's Summons
From time to time, the Principal may issue a Principal’s Summons. This summons takes precedence over any academic, sporting, or social activity; a student’s attendance is compulsory and must be confirmed immediately.

Confidentiality
The College takes every step to ensure that confidentiality is maintained as appropriate in its dealings with students. However, students must recognise that the College Staff has responsibilities towards the institution which over-ride other considerations.

Behaviour
Students are required to behave courteously and reasonably at all times, and are required not to bring the College into disrepute. Impoliteness to College staff will not be tolerated under any circumstances. Students are also responsible and liable for the behaviour of their guests on College premises; in particular, they are warned that drunkenness is no excuse for bad behaviour either by themselves or their guests.

Serious misconduct
Reasonable evidence of serious misconduct, whether within the College or elsewhere, renders the offender liable to immediate summons to appear before a disciplinary committee of the Principal and tutors. This committee is empowered to issue a formal warning, immediate suspension or expulsion of an offender. The procedures to be followed by this committee are set out in regulations available from the Principal.

7.7 Student Files and Data Protection
The College, in common with all other educational institutions, keeps a file on each individual student. The purpose of keeping these files is:

- to ensure appropriate support of students
- to aid record-keeping
- to ensure that information needed for reports and references is available
- to enable the College to answer queries and requests for references and the like from former students

7.7.1 Data Protection Policy
All personal data held by St Stephen’s House and handled by staff and students is governed by the Information Security & Data Protection Policy adopted by the House Council to which students accede at IT Orientation, and which is available for review on the SSH Website at https://www.ssho.ox.ac.uk/about/policies.html.

7.7.2 Information Security Awareness
The College accords with University requirements in terms of expecting all staff to attend
information security and data protection training, and to be aware of legislation and issues with respect to those concerns. The College is required to make occasional reports and representations to the central University, and to the Conference of Colleges, to demonstrate its currency and effectiveness in handling such matters.

7.7.3 What information is kept by the College?
Information kept by the College includes:

For all students:
- Applications (including references) to St Stephen’s House/the University
- A record of marks in the qualification(s) taken
- Termly academic reports
- Correspondence and miscellaneous information placed on file by members of staff to be easily accessible to other members of staff

For ordinands only:
- Bishops’ Selection Conference reports if supplied by the sponsoring diocese; and correspondence with the sponsoring diocese
- Group Tutors’ reports
- Pastoral Placement and preaching reports
- Reports sent to the sponsoring and ordaining dioceses, including the penultimate and final reports and Personal Profile and other references

7.7.4 Confidentiality
All data is held under the provisions of UK and EU data protection legislation. The files are securely stored and, under normal circumstances, the information contained in them is confidential to staff, though students will have seen their applications (excluding references), academic reports, and, in the case of ordinands, placement reports, Group Tutors’ assessments and reports sent to the sponsoring and ordaining bishops. When ordinands are released to serve in other dioceses, the reports sent to the sponsoring diocese are sent on if they have not been forwarded by the sponsoring diocese. The College may be asked to send copies of other relevant file material, but such material is restricted to items which the student has seen.

7.7.5 Can students see the files?
Students who would like to see the contents of their file are entitled to do so. They should request this formally in writing to the Principal. The consent of the originator of confidential material which originates from outside the College will be required before such material is disclosed.

7.7.6 What happens to the files when a student leaves?
All files are kept intact for two years (for non-ordinand students), or until the completion of IME 1-7 (for ordinands). After this the college retains material necessary to substantiate academic records, as well as Interim and Final reports for Ordinands.

7.8 Rooms Policy
The College adheres to the Universities UK Accommodation Code of Practice https://www.universitiesuk.ac.uk/accommodationcodeofpractice
The College has two categories of study-bedrooms:

a. ‘All-year-round rooms’ (either in the main College building or in shared flats/houses in Moberly Close)
b. ‘Term-only rooms’

1. The College will establish from prospective students, before they start their time at the College, whether they have accommodation for the vacations or whether they will be relying on the College for this. The nature of the accommodation offered will be shown on the registration form sent out by the College, and a student's agreement to this will be signified by their signature on that form.

2. Students in ‘all-year-round rooms’ will pay a fixed charge for vacation occupancy of their room. This additional charge will be invoiced at the beginning of each vacation period and should be paid for immediately. Students in ‘all-year-round rooms’ will not be expected to vacate or move rooms during the Christmas or Easter vacations unless they have selected a room which is not designated as an ‘all-year-round room’ (i.e. en-suite and the large double standard rooms). During the Long Vacation students may be asked to move to accommodation in Moberly Close.

3. Students in ‘term-only rooms’ will expect to vacate their rooms at the end of their particular term end date (this varies according to course). These dates will be incorporated into the room agreement signed by students. Rooms must be completely cleared, though books may be left in bookshelves, at the owner’s own risk.

4. The College will make space available for the storage of belongings of students in ‘term-only rooms’. If storage space is needed for large items, this should be negotiated with the Accommodation and Events Manager at an early stage.

5. Those wishing to change to a different status of room, i.e. from ‘all-year-round’ to ‘term-only’ or vice versa, should formally request this from the Accommodation and Events Manager. Every effort will be made to enable this, but it cannot be guaranteed.

6. Every effort will be made by the College to help students who have ‘term-only rooms’ and need housing during the vacation but vacation accommodation cannot be guaranteed by the college for those with ‘term-only rooms’ and when such accommodation is provided it will not necessarily be in the student’s term-time room. Such vacation residence will be charged for by the night.

7. Students’ personal belongings are not covered under the College’s insurance policy and should be insured by the student. The College does not accept any liability for any loss or damage to personal goods while kept on the premises.

7.9 Student Complaints

7.9.1 Student Complaints (Oxford University and non-University Students)

7.9.1.1 General Advice

In addition to this section, please refer to the Student Support section of this Handbook (5, above).
We hope that all members of the College, and their families, will find their time here rewarding and fulfilling. We recognise, however, that people will, from time to time, encounter difficulties of various types and of varying degrees of severity. If you feel you are having difficulties or are encountering a problem relating to your studies, your training or your life at the College in any way, we encourage you to take steps promptly to address and if possible resolve the situation, rather than leaving it to worsen over time. There are various ways in which a problem can be addressed; some of them are outlined here.

- If the problem is with a particular individual, you should consider speaking to that person.
- If the problem is to do with a particular piece of work or a particular subject, you should speak to your subject tutor.
- If the problem has to do with domestic arrangements, you should speak to the Accommodation and Events Manager or Bursar.
- If the problem has to do with the organisation of student life, you should speak to a member of the Common Room Committee.
- If you are experiencing personal difficulties which might have a bearing on your life at the College, you should speak to your Group Convener, Group Tutor, or College Advisor, another member of staff (or, if necessary, to the Principal).

Some more general issues, concerns and difficulties, particularly those affecting more than one person, can often helpfully be raised at the relevant College committee (see above, under ‘College Structures’).

### 7.9.1.2 Particular Concerns

Students who have concerns about particular issues or their relationship with particular individuals, but feel unable to approach the relevant person or representative directly, are encouraged to speak to one of the following about their difficulties:

- a student representative, or member of the Common Room Committee
- your Group Tutor, Pastoral Tutor or College Advisor
- a students’ union advisor
- a harassment advisor
- a member of staff
- the disability office
- the Counselling Services
- their own spiritual director

Such people will be able to provide help in thinking about a problem and how it might be addressed and solved, and to what extent the College could or should be involved in addressing it.

### 7.9.1.3 Formal Complaints

A formal complaint may be made if:

- the attempts described above at informal and personal resolution have been tried, but found unsuccessful
- a particular difficulty or problem is of a serious nature
- a student feels that he or she is not being treated fairly

Those who are members of Oxford University, or who wish to make a complaint about a member of the University, can choose whether to use University or College procedures.
One of the people listed in Section 7.9.1.2 above should be able to advise on how to decide between these in a particular case. University procedures for making a formal complaint can be found at http://www.admin.ox.ac.uk/proctors/info/pam/

- If you wish to make an official complaint as regards the behaviour of another student, then you need to raise this issue with:
  - The Principal
  You can do this either directly yourself, or with the assistance of your Group Tutor/College Advisor.

- If you wish to make an official complaint against a senior member of college – e.g. a Fellow, Tutor or College lecturer - then you need to raise this issue with:
  - The Principal
  - The Vice-Principal
  You can do this either directly yourself, or with the assistance of your Group Tutor or College Advisor.

- If you wish to make an official complaint against any other member of staff – e.g. administrative staff, kitchen staff, IT staff – you need to raise this issue with:
  - The Bursar
  You can do this either directly yourself, or with the assistance of your Group Tutor or College Advisor.

7.9.2 Common Awards Student Academic Complaints Policy and Procedure
The full text of the Policy and Procedure approved by Durham University is available to students via Weblearn. This process has three Stages; the first seeks informal resolution at the College level, the second provides a formal procedure at the College level, and the third provides for review by the University if the student is dissatisfied with the outcome of Stage 2. For matters outside the scope of §§11-12 of the Durham policy (i.e. non-academic ones), Section 7.9.1 above remains authoritative.

Common Award students have an appeal against a decision of the University’s Board of Examiners or a committee of the University or College, on an academic matter affecting them, in accordance with the University’s General Regulation VII https://www.dur.ac.uk/university.calendar/volumei/general_regulations/academic_appeals/

8. BURSARIAL MATTERS

8.1 Fire Regulations
Fire Regulation notices are posted on the back of doors, and throughout the college. Occupants of rooms are asked to read them and familiarise themselves with the nearest escape route and assembly points in the event of a fire alarm. Do not remove these notices.

Fire alarms are tested at 11 a.m. on Wednesday of each week, so it is not necessary to evacuate the building at this time unless the alarm is protracted. If the fire alarm rings at any other time, the building should be evacuated.
Those living in or using Moberly Close should note that the Fire Alarms here are not connected directly to the Fire Services or to Security Services. Therefore the procedure for Moberly residents is that on discovering fire you should **sound the Fire Alarm by breaking glass**, evacuate by the nearest available safe exit (without using the lift) and then call Fire Services on 999.

You should report to the Muster Point in front of 4 Moberly Close (below the green sign on the wall) - unless the fire is here, in which case use garden entrance steps to main building - and once safe call Security Services on 01865 272944. If you hear an alarm but do not see fire, you should follow the same evacuation, mustering and calling procedures.

All occupants of rooms who are going to be away for the night should ensure that they sign the book in the Front Hall. It is essential that it should be clear who is in the building at night.

Self-closing fire doors should never be propped open and corridors must be kept clear at all times.

**Smoking is forbidden by law** throughout all the College buildings, including the cloisters and individual bedrooms. The burning of candles and other similar items in rooms is also a clear fire risk, and is **not** permitted.

There will be periodic fire drills: approximately one per term.

**Tampering with fire equipment or the alarm system is an offence and disciplinary action will be taken if anyone is found to be doing so.**

### 8.2 Health and Safety

A copy of the College Health and Safety Policy is available in the ‘Policies’ section of the College Website at [https://www.ssho.ox.ac.uk/about/policies.html](https://www.ssho.ox.ac.uk/about/policies.html). Please familiarise yourself with this policy.

If at any time you feel threatened or in danger in the College or suspect that a criminal offence is being committed you should ring 999 and ask for the Police.

#### 8.2.1 Medical Care & First Aid

Students should register soon after arrival with a local doctor, and not wait until they are ill to do this. The College Doctors are at the St Clement’s Surgery at 39 Temple Street (01865 248550 [http://www.stclementssurgery.org/](http://www.stclementssurgery.org/)) and will register any members of the house and their families, and any member of house staff.

The College’s First Aiders are advertised on the College noticeboards and can administer basic assistance when available. First Aid boxes are located in the College Office, the Church, the Accommodation and Events Manager’s office, and on top of the pigeonholes. In case of major medical emergency with an immediate threat to life, telephone 999 at once.

#### 8.2.2 Pastoral Care

Primary pastoral care is available from a student’s College Advisor, Pastoral Tutor or Group Tutor, as applicable. When students have concerns that they would like to
discuss, these should normally be the first port of call. These tutors will then be able to make suggestions about how particular matters may best be handled. In cases where the allocated tutor does not seem to be the appropriate person with whom to raise these matters, the Principal and Vice-Principal are also available. Your College Advisor or Course Director will provide you with details of how you can reach them out of office hours. Spouses and partners of students are welcome to contact the Vice Principal for similar help if they wish.

Information about the University Counselling Service and some very helpful online resources are available at http://www.ox.ac.uk/students/shw/counselling/

8.3 Out-of-Office Hours
Between 5 p.m. and 8.30 a.m. the security and safety of the college and its residents is managed by Oxford University Security Services on 01865 272944. The College recommends that you store their number onto your own devices so that it is easily accessible when you need it. During these hours, Security Services is the first port of call for any matter of personal or college security or safety, including flooding, any electrical failure, or the mechanical failure of College entrances and exits. Security Services will automatically respond to fire alarms activated in the main building and should be called if an alarm sounds in the Moberly buildings (but see 8.1 for details of the full procedure). Please note that Security Services do not have responsibilities for general routine maintenance (see Paragraph 8.5 below), for pastoral issues (see Paragraph 8.2.2 above) or for medical issues. If there is a major medical emergency with risk of life, please phone the Ambulance Service immediately on 999 or 112.

College members should seek to be hospitable to guests staying at the College who will have been issued with a separate telephone number to deal with any issues regarding their accommodation. This number is also published for example on the front door and the Today board.

8.4 Post
At the beginning of each academic year, the College Secretary will create a pigeonhole for each resident. This is where your post will be put each day with large parcels left on the floor below the pigeonholes. Please do not leave your post to accumulate in your pigeonhole.

Your post should be addressed to:
St Stephen’s House
16 Marston Street
Oxford, OX4 1JX

8.5 Maintenance
A Maintenance Book is kept in the Maintenance pigeonhole at the bottom of the staircase in the King Building. Please record the date, where and what needs to be repaired/replaced, and your name. Alternatively, you can email maintenance@ssho.ox.ac.uk Action will then be taken as appropriate. For matters requiring more urgent attention, please also contact the Accommodation and Events Manager or Bursar.

8.6 Meals
Communal eating is an important part of the College’s community life. Ordinands are expected to eat regularly in College, so far as their differing circumstances permit. All resident Graduate Students have half board terms, normally breakfast and dinner, but a
dinner can be swapped for lunch at times if preferred. Additional meals can be taken at the student subsidised rate. The online booking system gives the opportunity to specify any dietary requirements; and the Catering Manager is very willing to discuss these with members of college.

8.6.1 Times and arrangements

<table>
<thead>
<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8-9 am</td>
<td>10.30-11.30 am</td>
<td>9-9.30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1-1.30 pm</td>
<td>(brunch)</td>
<td>12.30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>7 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From Monday to Friday, a self-service system is operated for breakfast and lunch, and there is also a self-service system for dinner on Mondays, Tuesdays, Wednesdays and Fridays. Sunday lunch and dinner on Thursdays are formal meals, at which there is grace, and members of the community take it in turn to serve the meal. It is important to arrive on time for formal meals. On Saturday, brunch (self-service) is available at a later time in the morning instead of breakfast and lunch.

For anyone who leaves before cooked breakfast is served, tea, coffee, cereals, bread for toast and fruit is set out in the Dining Room, with milk, juice, yoghurt, jams etc. left in the fridge in the Servery. Please do not help yourself to these items other than at breakfast or there will not be any left for those who need it for breakfast.

Students who come regularly to formal meals in College and ordinands are expected to participate in the serving rota for Thursday guest nights and Sunday lunches.

8.6.2 Signing In for meals

Staff, students and their guests are able to eat in the dining room, so long as they have signed in by the deadline via the online booking system. Normally, this is noon on the preceding day; but the deadline is noon on Friday for weekend and Monday meals, and noon on Tuesday for regular Thursday Guest Dinners. Special arrangements apply for some meals each term (e.g. Potential Ordinand Dinners, college banquets, and Matriculation lunch). No one should eat a meal for which they are not signed in, and those who are signed in should make every endeavour to be present. In case of illness, meals can be taken away from the Servery and eaten at home or in a student’s room, but this should not be done otherwise.

Guests are welcome at any meal, and should be signed in using the online booking system. Children under the age of ten can be signed as ‘½’ (contact the Accommodation and Events Manager to find out how to book in children).

Students and staff who are going to be away from the College at lunchtime may order a packed lunch. It is also possible to order from a choice of sandwiches, to eat in the dining room in place of lunch.

8.7 Charges

At the start of Michaelmas Term, tuition and college fee invoices will be raised for Graduate and PGCE students by the College Accountant. At the start of each term charges for accommodation, meals and study room facilities, will be issued by the College Accountant. The first charge will also include IT charge, car park fee, annual
contributions to the Chapel (if relevant) plus any charges due for students’ guest or additional vacation accommodation. **These must be paid by the first Friday of your term start date. Interest will be charged on any late payments.** If there are any specific reasons why an invoice cannot be paid on time, please see the Bursar or College Accountant immediately.

The maintenance charge for ordinands funded by the Diocese as single students covers meals on a full-board basis in term time. They may offset entitlements to guest night dinners against guest meals.

The maintenance charge for ordinands funded by the Diocese as married students covers lunch during term time. The College contributes breakfast for married students at its own expense. **Guest Meals** will be charged for on a termly basis.

**Graduate students** will be charged for half board at £53.50 per week. This covers breakfast during weekdays and Sundays plus Saturday brunch, afternoon tea, dinner Monday to Friday and Sunday lunch as well as the special events for Matriculation, Christmas, Edward King and Leavers’ Dinners, the Leavers’ BBQ and the annual House Garden Party. There are no refunds for meals not taken. A dinner can be swapped for lunch (as long as you have signed out of dinner and signed on for lunch). Any additional meals will be charged at the subsidised SSH student rate and will be billed at the end of each term.

Those **PGCE and Graduate Students not living in College bedrooms, but occupying College houses or flats** will be charged a lower catering charge of £155 per annum. This is a contribution towards the cost of running the kitchens and the refectory, and included in this charge are the special events for Matriculation, Christmas, Edward King and Leavers’ Dinner, the Leavers’ BBQ and the annual House Garden Party. There are no refunds for meals not taken. Any additional meals will be charged at the subsidised SSH student rate and will be billed at the end of each term.

**Other non-resident students** can opt to pay this charge in return for the same benefits, otherwise they can opt to pay for individual meals as taken.

The following charges apply for all meals taken out of term time, over the standard allowance, or for guests:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Discounted Students and Student Guests</th>
<th>External Guests (price includes VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Sunday to Friday)</td>
<td>£3.00</td>
<td>£6.00</td>
</tr>
<tr>
<td>Lunch (Monday to Friday)</td>
<td>£3.50</td>
<td>£6.50</td>
</tr>
<tr>
<td>Dinner (Monday to Wednesday and Friday)</td>
<td>£4.50</td>
<td>£8.50</td>
</tr>
<tr>
<td>Ordinary Guest Night Dinner (Thursday)</td>
<td>£10.00</td>
<td>£16.00</td>
</tr>
<tr>
<td>Brunch (Saturday)</td>
<td>£3.50</td>
<td>£7.00</td>
</tr>
<tr>
<td>Sunday Lunch</td>
<td>£6.00</td>
<td>£12.00</td>
</tr>
<tr>
<td>Banquet Meals</td>
<td>£28.00 for a Guest Ticket and £8.00 optional wine charge</td>
<td></td>
</tr>
</tbody>
</table>
8.8 Rooms
In addition to this section, all students resident in the College should refer to the Rooms Policy, in section 7.8 of this Handbook.

8.8.1 Bedding
College rooms are equipped with a bed, a mattress and one pillow. UK students should bring their own bedding, including duvet. Those who need to be provided with bedding should apply to the Accommodation and Events Manager.

8.8.2 Cleaning of Rooms
It is requested that students do not accumulate empty bottles or waste in their rooms any longer than is necessary. Bulky items can be recycled/disposed in Council waste bins located outside the kitchen side door on Marston Street.

Housekeeping Staff enter students’ rooms three days a week (usually Mondays, Wednesdays and Fridays) between 10am and 1pm in order to empty waste bins and do general cleaning. The staff are courteous and respect the privacy of student rooms and will knock before seeking entry. However, the Housekeeping Team (like a number of other staff) have master keys and can let themselves in if necessary. There may be occasions when this may not be convenient, in which case occupants of rooms are asked to place their bins directly outside their door between the above times. This should not be done so often as to make it impossible for the room to be cleaned.

8.8.3 Repairs
If there is a problem within a room, students are asked to see the Maintenance Manager or the Accommodation and Events Manager, as appropriate. Those occupying College rooms are asked to familiarise themselves with the Maintenance Service Level Agreement, a copy of which is kept in the College Office and also on the Kitchen Corridor notice board.

Occupants of College rooms are requested never to use blu-tack, tape, etc. to fix items to the walls, and only to use drawing pins in the noticeboards provided. Some rooms have picture rails from which to hang pictures. Students who would like to have picture hooks put in the walls, are asked to contact the Maintenance Team, and not to do the task themselves. Maintenance issues should be reported in the Maintenance Book which is located in the Maintenance pigeonhole in the main hall.

8.8.4 Noise Level
The College keeps a ‘Greater Silence’ during the night hours, so as to engender a recollected atmosphere, and to allow people to sleep undisturbed. Greater Silence runs from 11pm to 8.30am on weekdays. During this time, there should be silence in all public areas of the College, and no avoidable noise should emanate from students’ rooms. On Friday evenings and over the weekend, there is no Greater Silence, but occupants of College rooms should keep noise to a reasonable minimum in the evenings and at night, and ensure that they do not disturb others who are trying to work or sleep.

Greater Silence does not apply to PGCE students eating an early breakfast in the Dining Room; but they are asked kindly to keep the outer door shut.
In addition, for two days of 9th Week of Michaelmas Term, ordinands and academic staff take part in the Advent Retreat. During this time silence is observed throughout the main College building with no talking in public areas and no use of the TV in the Common Room. Members of the College who do not wish to eat in silence may take meals from the servery to eat in the Hope Room. Residents are also asked to bear in mind the need for quiet even in their own rooms – noise carries much further when the rest of the building is silent.

8.8.5 Electrical Appliances
All appliances must comply with insurance requirements. If an appliance is found to be defective it will be removed from your room for safety reasons. Students should bring only new electrical items into the college or arrange for their property to be PAT tested privately. Please note that it is not permitted to use any cooking equipment or electric irons in study-bedrooms.

8.8.6 Guest Rooms
Students are not permitted to have overnight guests in their study-bedrooms; all overnight guests must be accommodated in guest rooms. These should be booked online at https://www.speedybooker.com/en-GB/vendor/ststephensoxford, and payment made in advance using the student discount code (available from the Accommodation and Events Manager). Students will be held responsible for the conduct of their guests while they are on College premises.

The College is open, all year round, for external guests coming on sabbatical or to visit Oxford so you may see unknown people sitting with you at breakfast or looking for their bedrooms when they first arrive. Please be welcoming and helpful if they look as if they need general assistance or directions, but ask them to call the contact number they have been given if they need anything more specific.

8.9 Animals and Pets
No dangerous animal may be brought into any part of the College under any circumstance. Dogs (other than Assistance Dogs) or other animals may not be brought into the main college buildings or kept in any room occupied under licence. Tenants of Moberly flats may in some instances be allowed to keep pets, including dogs, but only under certain restrictions and only when prior permission has been granted. Request for such permission should initially be made through the Accommodation and Events Manager.

8.10 Energy efficiency
The College maintains a policy of minimum waste, which is essential to its cost-effective and efficient running, and all College members are required to adopt a responsible attitude towards the environment. Turning off unnecessary lighting or heating are both examples of practices which should be commonplace. Similarly, water taps should not be left running unnecessarily.

8.11 Other Policies
Copies of other College policies can be found on the College website (https://www.ssho.ox.ac.uk/about/policies)
9. MATERIAL RELATING TO ORDINAND STUDENTS ONLY

9.1 Absence of Ordinands from the College
Please read this section in conjunction with Section 7.1 above, noting that although Common Awards students are not subject to any University residence requirements, they are required to abide by the following provisions.

All ordinands are expected to commit themselves to the corporate life of the College as an integral part of their ministerial formation.

Absence for breaks is provided for, and is regulated for those students who are ordinands, as follows:

1. During term-time, ordinands may be absent for the half-term break, which begins after Evening Prayer/Guest Dinner on Thursday of 4th Week and ends before Morning Prayer on Tuesday of 5th Week of each term. They may also take two other long weekends in each term, one in the first half and the other in the second. These last from Friday at 1pm (or later, if the ordinand has liturgical or academic commitments on Friday afternoon) until before Mass on Sunday.

2. The Group Tutor must be informed of long weekend absences in good time.

3. Other absences from liturgical and academic requirements must be agreed first with the Group Tutor. Any overnight absence must be agreed with the Principal, and the Group Tutor should then be informed.

9.2 Fasting and Abstinence
Fasting and abstinence are commended by the Church. The attention of members of the College is drawn to the practices of the Church of England as set out in The Book of Common Prayer and Common Worship.

Light provision is made for Friday lunch and for meals on Ash Wednesday and Good Friday. No meat is served at meals on Fridays, or on Ash Wednesday.

9.3 Groups
The Groups, of which there are currently three, are the primary pastoral unit for ordinands in the College. Groups meet regularly during Michaelmas and Hilary Terms for discussion and also meet informally for social events, etc. The Groups provide a forum for discussion of a wide range of aspects of formation and are intended to foster reflection on the connection between theology and practice. They are also the foundation for Group Placement work in the wider church, and for the allocation of certain tasks and duties in the College that serve the community.

9.3.1 Group Tutors and Conveners
Each group has a Group Tutor. Group Tutors have a responsibility of pastoral care towards students in their groups, and members of the group who have particular questions or difficulties of a non-academic nature should usually refer these to the Group Tutor first. Group Tutors see members of their group individually at the beginning
of each term. At regular points in the year, Group Tutors will conduct more extended interviews with members of their group, after which they will write internal reports which will aim to reflect the progress of the ordinands' training and formation. These internal reports will not go outside the College, but will inform the Principal when he comes to write the interim and final reports that are sent to sponsoring bishops.

Each group has a student Group Convener, who works with the Group Tutor, to coordinate the meetings and activities of the group, including the Group Placement.

9.4 Liturgical Conventions
Liturgical Conventions are published on a separate card, made available to all ordinands and others who worship during term-time.

9.5 Pastoral Placements

9.5.1 Vacation Placements
Each ordinand undertakes a summer placement of about four weeks’ length in the long vacations that fall within their time at the College. Thus, two-year students do one vacation placement and three-year students do two.

9.5.2 Term-time Placements
All ordinands have a term-time placement during Michaelmas and Hilary Terms in each year at the College. This normally occupies one ‘portion’ of one day each week (i.e. a morning, an afternoon or an evening). Students undertake term-time placements in a wide variety of settings, such as parishes, schools, hospitals or drop in centres. Candidates in the second year of the Oxford BA (FHS) are exempted from this placement.

9.5.3 Group Placements
Each Tutor Group is attached to a specific project in the local church or community as arranged by the Vice-Principal. These are intended to give greater experience in offering service, working cooperatively in the mission and work of the church. The form of these projects will vary; for example, they may involve being attached to an outreach project in a local parish or Deanery, or in the taking of a local evangelistic initiative. All ordinands are expected to play a full and active role in serving the local church in this way. Group Conveners are responsible for co-ordinating these projects in consultation with Group Tutors and the Vice-Principal.

9.5.4 Arranging a Placement
The decision about where students will do placements (both vacation and term-time) is made by the Director of Pastoral Studies in consultation with the student concerned, in the light of previous experience and individual training needs (particularly any BAP recommendations) and sometimes with the sponsoring diocese. The placement will be arranged after a conversation in which different options are discussed and a placement agreed that will best suit the student’s training needs at the time. After this conversation, the Director of Pastoral Studies will contact the potential placement supervisor and seek to arrange the placement.
9.5.5 Supervision
All placements have a named supervisor whose role is to oversee the placement and ensure that it runs smoothly and gives the maximum benefit to the student. Any difficulties in a placement should, in the first instance, be taken to the supervisor and then, if they are not resolved, to the Director of Pastoral Studies. During term-time, if a student is unable to attend their placement as arranged, they should speak to the Director of Pastoral Studies in the first instance and then send apologies and an explanation to the supervisor. Attendance at placements is compulsory and all efforts should be made to fulfil the commitment.

9.5.6 Assessment
Placement supervisors are sent a copy of the report forms issued by the Anglican theological colleges and, if appropriate, a sermon report form as well. Towards the end of the placement, the supervisor will complete the form (or if they prefer write a separate letter) and send it to the college. Supervisors normally discuss the contents of the report with students in a formal debriefing session. In the case of Vacation Placements, these should be completed by the Supervisor (in conjunction with the student) at the end of the placement, and returned by the student to the Academic Secretary. After the report has been delivered, the Director of Pastoral Studies will discuss its content with the student before filing it. Students may make a copy of the report if they wish to do so.

9.5.7 Reflection
Placements and the learning that results from them represent an increasingly important part of the theological college curriculum. In order to aid this process, all students are encouraged to keep a placement folder and reflective journal which could include initial expectations, brief factual information, notes recording activities and events and a final reflection. Pamphlets, leaflets and maps can also sometimes be usefully included. These will be particularly useful when writing theological reflections, visit reports, Experiential Projects and Mission and Ministry essays. All students are advised to refer to their course materials at the beginning of and during any placement to ensure that they understand how it will relate to their formal written assessments and can therefore make suitable preparations and gather appropriate information and reflections.

9.5.8 Financial Procedures for Ordinand Placements
Placements fall into the following categories:

- Term-time
- Group
- Vacation
- Overseas
- Visits to Nashotah House
- Walsingham Pilgrimage
- Leavers' Retreat

Where travel expenses are met by the College, the most economical form of transport should be undertaken. This will usually be either by car, standard rail or coach travel. Where the most economical form of transport is by car, mileage will be paid at a rate per mile (currently 40p per mile).
**Term-Time Placements**
Travel expenses may be claimed where the placement is outside Oxford and application should be made on a case-by-case basis. Application should be made by completion of an expenses claim form (available from the Finance Office). The completed form should be approved by the Vice-Principal prior to handing in to the Finance Office.

**Group Placements**
Modest travel expenses will be reimbursed and should be claimed by completion of an expenses claim form (available from the Finance Office), which should be approved by the Vice-Principal. Small incidental expenses such as photocopying/printing may be incurred and these may be reimbursed via an expenses claim as above.

**Vacation Placements**
Travel expenses may be claimed for travel to the placement at its commencement and again for returning to Oxford at the end of the placement. Application should be made by completion of an expenses claim form (available from the Finance Office). The completed form should be approved by the Vice-Principal prior to handing in to the Finance Office.

An allowance will be made for each day of the vacation placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £6 per day. This will be calculated and paid directly by the finance office at the beginning of the relevant vacation. There is, therefore, no need to submit an expenses claim for this.

Where a student is lodging with a host during their placement, the host will be paid a weekly allowance to cover the board and lodging expenses. The current rate is £75 per week and this will be paid directly to the host by the finance office at the beginning of the relevant vacation.

Where a student remains in college accommodation during the placement the daily allowance will be paid, but **the board and lodging allowance will not be paid**.

**Overseas Placements**
The College will honour its commitment to ensure that all students undertaking an overseas placement have adequate travel and health insurance.

Travel costs to and from the placement are the responsibility of the student; the College does not fund these expenses but will support applications for funding from trusts and other sources.

An allowance will be made for each day of the placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £6 per day. This will be calculated and paid directly by the Finance Office. There is, therefore, no need to submit an expenses claim for this.

Where an ordinand is lodging with a host during their placement, the host will be paid a weekly allowance to cover the board and lodging expenses. The current rate is £75 per week and this will be paid directly to the host by the Finance Office.
Visits to Nashotah House
The College will honour its commitment to ensure that all students undertaking an overseas placement have adequate travel and health insurance. Travel costs to and from the placement are the responsibility of the student; the College does not fund these expenses but will support applications for funding from trusts and other sources.

An allowance will be made for each day of the placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £6 per day. This will be calculated and paid directly by the Finance Office. There is, therefore, no need to submit an expenses claim for this.

Board and lodging will be negotiated by the College on a case-by-case basis.

Walsingham Pilgrimage/Leavers’ Retreat
Travel expenses to and from the venue will be reimbursed up to a maximum of 300 miles at the appropriate mileage rate (currently 40p per mile), and should be claimed by completion of an expenses claim form (available from the Finance Office), which should be approved by the Vice-Principal.

9.6 Reporting and Assessment of Ordinands

9.6.1 The Group Tutor
The Group Tutor has immediate responsibility for overseeing the formation of candidates for ordination. Candidates are encouraged to consult their Group Tutor informally throughout their training. Formal meetings with the Group Tutor take place as follows:

- At the beginning of training and at the beginning of each term thereafter, to ensure that candidates understand what is expected of them and are able to raise issues regarding their training.
- For the purpose of producing the periodic Group Tutor Reports, which are subsequently agreed by Tutor and student. The reporting timetable is set out below.

9.6.2 The Principal
The Principal is always available to see candidates. Formal meetings with the Principal take place as follows:

- At the end of the first term of training.
- At the end of the penultimate and final year of training, to produce the Interim Report and Final Report

9.6.3 Reporting
Reports follow the criteria set out by the Ministry Division as follows:

Introduction
To include…
Comments on areas for further development identified in the BAP report or report from TEI
Christian tradition, faith, and life

To include…

A summary of the candidate’s pathway of study and comment on its completion

The candidate’s development of the habit and skills of theological reflection and reflective practice with a focus on their engagement with diversity

Areas for development

Mission, evangelism and discipleship

To include…

Evidence of a developing and embodied understanding of mission and evangelism

Comment on the candidate’s experience and skills of enabling others to grow in Christian discipleship

Areas for development

Spirituality and Worship

To include…

Comment on rootedness in patterns of personal and corporate prayer

Comment on the candidate’s development of skills in preaching and leading public worship

Comment on growth in the love of God, Christlikeness and a spirituality that informs their relationship with others and their engagement with the world

Areas for development

Personality, character and relationships

To include…

The candidate’s reflexivity in relation to personality and relationships

The candidate’s personal qualities in relating to others

The candidate’s capacity to live within boundaries

Areas for development

Leadership, collaboration and community

To include…

Examples of the candidate’s ability to lead, collaborate, release and enable others in leadership

Areas for development

Vocation to and ministry within the Church of England

To include…

Comment on the candidate’s willingness to serve within the breadth and diversity of the Church of England

Comment on the candidate’s willingness to be accountable within the frameworks of the Church of England
Evidence for the candidate’s understanding of the nature and scope of public ministry within the Church of England

Areas for development

For Pioneer Ministers: Pioneer ministry

To include…

Evidence of the candidate’s enthusiasm for and skills in ministry and mission in uncharted contexts

Areas for development

B. Questions:

1. Has the candidate met the agreed church-wide standard as set out in the formation criteria?

2. Have the Five Guiding Principles been discussed with the candidate and has s/he indicated that s/he assents to all of them?

3. Is the candidate on track to complete assessed work satisfactorily by the projected time of ordination (IME Phase 1) or move to a post with permanent common tenure (Phase 2)?

4. What safeguarding training has the candidate undertaken? Is there anything expected in the national Training and Development Practice Guidance which the candidate has not yet completed?

5. Are there any issues that need to be addressed before
   - In IME Phase 1: the candidate can be recommended for ordination?
   - In Phase 2: move to a post with permanent common tenure?

6. Is there anything else about the candidate and his/her circumstances that the bishop needs to know?

6. In the light of the report above are there any particular training needs for the next phase of development, ie in IME Phase 2 or CMD as appropriate?

Group Tutors will write their reports based on records of academic progress, reports from placement supervisors, and all other means of assessment necessary to demonstrate fulfilment or otherwise of the assessment criteria.

The Principal will write the Interim and Final Reports based principally on the latest Group Tutor Report, but drawing on the same available evidence.

The Interim Report and the Final Report have two sections: the principal portion of the report, which is seen by the sponsoring bishop, DDO, IME officer and prospective incumbent, and a shorter portion seen only by the sponsoring/ordaining bishop and DDO.
9.6.4 Timetable for Group Tutor Reports

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<td>3</td>
<td>Trinity Yr 1</td>
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9.6.5 Issues in Human Sexuality
All ordinand candidates are required as part of the Church of England selection process to undertake to live in conformity with the standards set out in The House of Bishops’ statement *Issues in Human Sexuality* (GS Misc 382, 1991). The College will in every case report breaches of this discipline to the candidate’s sponsoring bishop, as well as taking such other disciplinary action as may be necessary, or required by the sponsoring bishop.

9.7 Spiritual Direction and the Sacrament of Reconciliation
Ordinands are expected to have a Spiritual Director with whom they can consult in confidence. The Principal and Group Tutors are willing to offer advice in helping to find a suitable Spiritual Director. A list of locally-based suitable contacts is kept by the College. Arrangements for seeing Fr Philip Ritchie in confidence on his regular visits are published in advance.

Students are always welcome to come to members of staff for advice and support; but staff members may **not** be used by students for spiritual direction or the sacrament of reconciliation.