



St Stephen's House, Oxford
College Handbook
2021-2022

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1. INTRODUCTION

St Stephen's House is an Anglican theological foundation and a Permanent Private Hall in the University of Oxford, offering formation, education and training for a variety of qualifications. 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.

The student body is rich in variety and diversity and contains within itself a number of different types of students; those preparing for ordination ('ordinands'), those training to be teachers with the Oxford University Post-Graduate Certificate of Education (PGCE), those reading for postgraduate courses of the University, and some studying for non-University courses. In addition, we often have here sabbatical scholars or clergy, or visitors who have come for a retreat, as well as B&B and conference guests, and performers and audiences for concerts in St John's Church when it is hosting SJE Arts performances.

The building of a strong and mutually supportive community in such circumstances requires dedicated work, information, and rules. Those rules are gathered as far as possible into this *Handbook*, and students are advised that its contents 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 Vice Principal in the first instance.

2. WHO'S WHO

Tutorial Fellows

The Revd Canon Dr Robin Ward, the Principal, is 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, as well as ordinand admissions. His primary teaching interests are Patristics and Ethics. 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 Principal's email is robin.ward@ssho.ox.ac.uk

The Revd Andreas Wenzel is the Vice-Principal and Director of Pastoral Studies. He deputizes for the Principal as required, and has oversight of, and responsibility for, many aspects of the day-to-day life of the College, including the life of the Chapel. He also oversees the admission of graduate students and is the Designated Officer for Safeguarding. As Director of Pastoral Studies, Fr Andreas supervises 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 Vice Principal's email address is andreas.wenzel@ssho.ox.ac.uk

Dr Mark Philpott is Senior Tutor and J.M. Neale Fellow in Church History. He holds overall responsibility for the running of the College's academic programme. He is also Tutor for Graduates, Deputy Designated Officer for Safeguarding, Inclusion Officer and Dean of Degrees. Students seeking advice on academic matters should, in the first instance, seek guidance from their Course Director or College Advisor. The Senior Tutor's email is mark.philpott@ssho.ox.ac.uk

The Revd Dr AKM Adam is Tutor in New Testament Studies. His email is andrew.adam@ssho.ox.ac.uk

The Revd Lucy Gardner is Tutor in Christian Doctrine, as well as Disability Lead, Harassment Adviser, and our specialist tutor in Study Skills. Mthr Lucy is normally in College three days a week in termtime, and her email is lucy.gardner@ssho.ox.ac.uk

Non-Tutorial Fellows

Mrs Alison Parker, as Bursar, 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. Her email is bursar@ssho.ox.ac.uk

Dr James Whitbourn, the Senior Research Fellow, is responsible for the academic summer school programme, including those offered in partnership with Oxford University's Department for Continuing Education and with international universities. He also fulfils other duties within the bursarial team and acts as the College's Data Protection Officer. Email: james.whitbourn@music.ox.ac.uk

Administrative and Support Staff

Mr Andrew Hudson is the Librarian and is normally in College on Tuesdays, Wednesday mornings, and Thursdays in term time. Email: library@ssho.ox.ac.uk

The College Secretary (*currently under recruitment*) coordinates many aspects of College administration. She also acts as Personal Assistant to the Principal, and as Admissions Secretary. Her drop-in hours are Monday to Friday 8.30-10.30 am, and 2-4 pm Email: college.secretary@ssho.ox.ac.uk or admissions@ssho.ox.ac.uk

Mrs Stephanie Sparkes, the Academic Secretary, handles academic administration for the College, in conjunction with the Senior Tutor. She also works with Mthr Lucy Gardner as Disability Coordinator. She works three days a week throughout the year. Email: stephanie.sparkes@ssho.ox.ac.uk

Mrs Janice Anderson, the Finance and Domestic Officer, works from Monday to Friday each week, 8 am to 3 pm. She handles financial and contractual matters as well as day-to-day supervision of the Housekeeping Team. Email: accounts@ssho.ox.ac.uk

Ms Louise Gregory, the College Housekeeper, is responsible (along with other members of the Housekeeping Team) for student accommodation. Email: housekeeping@ssho.ox.ac.uk

Mr Maciej Pietruszewski leads the Maintenance Team, which has particular responsibility for the upkeep 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

Mr Gabriele di Piazza, the Chef Manager supervises the kitchens and mealtime arrangements, assisted by Mrs Christine Wilcox, the Dining Room Supervisor. Email: kitchen@ssho.ox.ac.uk

Mr Nick Daisley, the IT Manager, works at the College three days a week, 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

Mrs Michèle Smith is the Artistic Director of SJE Arts which organises an extensive programme of concerts in the church of St John the Evangelist. Her email is michele.smith@ssho.ox.ac.uk

Ms Emma Pascoe is the SJE Arts Concert Manager. She is responsible for the day-to-day running of SJE Arts. Students interested in volunteering to help with concerts should contact Ms Pascoe by email at concert.manager@ssho.ox.ac.uk

Academic Support Roles

The Academic Staff or Tutors (Fr Ward, Fr Wenzel, 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 and our Senior Research Fellow in Music, contribute to our academic life.

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

| | |
|---|---|
| Oxford BA & PGDip in Theology & Religion | Fr AKM Adam (Course Director) |
| Common Awards | Dr Mark Philpott (Course Director) |
| Non-University Courses | Dr Mark Philpott (Course Director) |
| Post Qualification Award | Mthr Lucy Gardner (Course Director) |
| MTh & PGDip in Applied Theology | Mthr Lucy Gardner (Course Director) Dr Mark Philpott (College Advisor) |
| MSt/MPhil (in the Faculty of Theology & Religion) | Fr AKM Adam (College Advisor) |
| MSt/MPhil (Late Antique & Byzantine Studies) | Dr Mark Philpott (College Advisor) |
| MSt/MPhil (Islamic Studies & History) | Dr Mark Philpott (College Advisor) |
| MSc in Education | Professor Nigel Fancourt (College Advisor) |
| PGCE & MSc (Learning & Teaching p.t.) | Fr Andreas Wenzel (College Advisor) |
| D.Phil. in Theology | Fr AKM Adam or Dr Mark Philpott <i>as arranged.</i> (College Advisor) |
| D.Phil. in Oriental Studies, and Psychiatry | Dr Mark Philpott (College Advisor) |
| D.Phil. in Education | Professor Nigel Fancourt or Dr Mark Philpott <i>as arranged.</i> (College Advisor) |

Each student is allocated to a particular tutor for their **primary pastoral care**. Ordinands have a Group Tutor (Fr Wenzel, Dr Philpott), 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 local parish priest, Fr Philip Ritchie also visits the College regularly, and arrangements for seeing him for spiritual guidance or Confession are published in advance.

3. COLLEGE STRUCTURES

3.1 Groups within the College

Governance

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 every other 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 term-time 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 Common Room has a website at <https://www.sshcr.co.uk>.

3.2 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, as follows.

3.2.1 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 Undergraduate Year 1
- (2) Common Awards Undergraduate Year 2
- (3) Common Awards Undergraduate Year 3
- (4) Common Awards Postgraduate Year 1
- (5) Common Awards Postgraduate Year 2
- (6) Oxford BA/PGDip in Theology
- (7) MTh

- (8) Other Oxford Postgraduate Taught (MSc/MSt/MPhil)
- (9) Postgraduate Research (MLitt/DPhil)
- (10) PGCE
- (11) Non-University Courses

If a representative is unable to attend, another member of the course cohort may attend in their place.

3.2.2 Domestic Committee

Function

The Domestic Committee exists to enable the Bursar, housekeeping, finance, catering 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), Housekeeper and 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.

3.2.3 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, and group conveners from each group. The College Secretary minutes the meetings. If a group convener is unable to attend, another member of the group may attend in their place.

3.2.4 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.

3.2.5 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. Consultation

It follows that 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.

C. 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:

| | Domestic Committee | Academic Committee | Group Conveners' Meeting | Common Awards TEI Management Committee |
|--|---------------------------|---------------------------|---------------------------------|---|
| Meets | Thurs Week 4 | Wed Week 5 | Tue Week 6 | Fri Week 7 |
| Draft minutes | Tues Week 5 | Wed Week 6 | Tue Week 7 | Fri Week 8 |
| Corrections due | Wed Week 6 | Wed Week 7 | Wed Week 8 | Wed Week 9 |
| Final version (with actions) presented to Staff Meeting | Fri Week 7 | Fri Week 7 | Fri Week 9 | Fri Week 9 |

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

3.2.6 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. The College Secretary minutes the meeting, and circulates the minutes to all students and staff.

4. 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.

5. STUDENT SUPPORT

5.1 Medical Support & Emergency Services

Students must register soon after arrival with a local doctor. The College Doctors are based at the St Clement's Surgery at 39 Temple Street (01865 248550 <http://www.stclementssurgery.org/>) and will register any members of the College and their resident families.

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.

5.2 Pastoral Care & Counselling

Primary pastoral care is available from a student's College Advisor, Pastoral Tutor or Group Tutor, as applicable. They will provide you with details of how you can reach them out of office hours. When students have pastoral concerns that they would like to discuss, these tutors should normally be the first port of call. They will then be able to make suggestions about how particular matters may best be handled. In cases where your allocated tutor does not seem to be the appropriate person with whom to raise what is concerning you, the Principal and Senior Tutor are also available, or you can also speak in confidence to Fr Ritchie who visits the College regularly. (The College Secretary will be able to tell you when next he is due, or to put you in touch.) Spouses and partners of students are welcome to contact a member of staff for similar help if they wish.

The Oxford University Counselling Service website has some very useful online resources and courses <https://www.ox.ac.uk/students/welfare/counselling> as well as providing details of how members of the university can contact them in case of significant emotional distress. Similar support can usually be arranged for other students, who should contact their Group Tutors in the first instance

5.3 Advice on Academic Matters

Many questions on academic matters can be answered by searching your Faculty's or Department's website, relevant WebLearn, Canvas or Moodle 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, it is often best in the first instance to 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. Nonetheless, 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.

5.4 Study Skills

Oxford Faculties and Departments often provide specialist courses on study skills, as do libraries and I.T. Services (see <https://www.it.ox.ac.uk>) The College also offers a series of

introductory Study Skills workshops in Michaelmas Term; 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.

5.5 Out of Office Hours College Support

Your College Advisor, Pastoral Tutor or Group Tutor will provide you with details of how you can reach them out of office hours in pastoral need. More practical matters are covered in Section 7.16 below

5.6 Students with Disabilities

The College is committed to supporting its students with disabilities (physical or mental), and ensuring equality of treatment in University examinations in accordance with the University of Oxford Common Framework. 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. 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, Mrs Julie Marsh, directly via email at julie.marsh@admin.ox.ac.uk ; Common Awards students should consult Mthr Lucy first.

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 therefore important to speak to the Disability Lead or the Disability Coordinator about this as early as possible in the course. It is in University of Oxford student's interest to make a disclosure as soon as possible after accepting a place, as the University has strict deadlines about applications for special examination arrangements.

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, or Disability Coordinator.

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. Again, students should contact the College's Disability Lead, or Disability Coordinator.

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. <https://www.ssho.ox.ac.uk/policies/>

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

5.7 Equal Opportunities & Diversity

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 statement is supported by the policies and procedures adopted by St Stephen's House for staff and students (available on the College website <https://www.ssho.ox.ac.uk>). For Common Awards students these principles are consonant with Durham University's codes of practice.

5.8 Harassment & Bullying

St Stephen's House does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected. The University provides a network of Harassment Advisors to give confidential support and advice to staff and students who are concerned about harassment (their own or another's); advisors are also able to provide support and advice to staff and students accused of harassment. For full information about the network see <https://edu.admin.ox.ac.uk/support> The College's local Harassment Advisor is Mthr Lucy Gardner; her email address is lucy.gardner@ssho.ox.ac.uk If you prefer, you can also contact the University's Harassment Support Line directly at harassment.line@admin.ox.ac.uk or on 01865 270760. More advice and information is on the University's webpage at <https://edu.admin.ox.ac.uk/harassment-advice> The College's Policy and Procedure on Harassment is available on the College website <https://www.ssho.ox.ac.uk/policies/>

5.9 Safeguarding

St Stephen's House is committed to the care and nurture of, and respectful pastoral ministry with, all children, young people and adults; their safeguarding and protection; and the establishing of a safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse. The full St Stephen's House Safeguarding Policy is available on the College website <https://www.ssho.ox.ac.uk/https://www.ssho.ox.ac.uk/primary/wp-content/uploads/2020/12/Safeguarding-Policy-Nov20.pdf> . 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. If you have a Safeguarding concern, please contact the Designated Officer for Safeguarding, Fr Andreas Wenzel, or the Deputy Designated Officer for Safeguarding, Dr Mark Philpott. (Compare section 8.2)

5.10 Sexual Violence

Information about local resources for anyone who has experienced or been affected by sexual violence is gathered at <https://www.ox.ac.uk/students/welfare/sexual->

[violence?wssl=1](#) This includes information about your options, Sexual Assault Referral Centres, and possible sources of support. More specific information on the OU Sexual Harassment and Violence Support Service which provides support wholly independent of College or department is at <https://www.ox.ac.uk/students/welfare/supportservice?wssl=1>

6. ACADEMIC MATTERS

6.1 Academic Obligations

6.1.1 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 entries and essay title applications promptly and accurately
- check their email frequently and regularly. **Those who have ssho.ox.ac.uk addresses should note that this 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 (a brief meeting with the Principal, the Senior Tutor, and Course Director or College Advisor to review academic progress). These are 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. Further information is available from the Academic Office.

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** can be found on the website <https://www.ssho.ox.ac.uk/policies/> (See also below 6.4). 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, they should inform the tutor concerned and the Academic Secretary in advance. If advance notice is not possible, the student should aim to send apologies and an explanation as soon as they are 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.ox.ac.uk/students/academic/student-handbook?wssl=1>). 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 ordinands) their pages on Moodle (at <https://ssho.commonawards.org>)

6.1.2 Academic Obligations (Non-University Courses)

The College requires candidates on non-university courses to comply with Oxford University obligations as set out in 5.1.1 above with the exception of those which explicitly relate to registration and examination.

6.1.3 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
- demonstrate satisfactory academic progress
- submit only work which is solely their own, and to adhere to College and Durham University rules against plagiarism and multiple submission and assessment irregularities (see below)
- ensure their ssho.ox.ac.uk email address (to which all important academic information will be directed) forwards 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.admin.ox.ac.uk/statutes/regulations/196-052.shtml> and <https://www.bodleian.ox.ac.uk/about/libraries/policies>
- 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 they may require.
- attend Principal's Collections (a brief meeting with the Principal, Senior Tutor, and other members of the academic staff to review academic progress). These are held at the end of each term for undergraduates and all ordinands. Further information is available from the Academic Office.

Failure to fulfil these requirements may result in fines, suspension, termination of course or expulsion, and discussion with an ordinand's sponsoring diocese. In particular, if the College believes the student is not making appropriate academic progress, the Course Director will meet the student and set out what progress needs to be made and by what date. A written notice will be issued to the student that if this progress is not made by the stated date, a formal Academic Progress Notice (APN) will be issued as set out at <https://www.durham.ac.uk/departments/academic/common-awards/policies->

[processes/student-support/progress](#) At the end of the period allowed in the APN, the Course Director will make a recommendation to the (Chair of the) Board of Examiners and it will normally be decided whether the student has returned to making appropriate academic progress, or the student should be required to withdraw from the programme.

If in exceptional circumstances (e.g. illness) a student is unable to attend an arranged engagement or meet an academic deadline, they should inform the tutor concerned and the Academic Secretary in advance. If advance notice is not possible, the student should aim to send apologies and an explanation as soon as they are able. Any changes to an established work programme (including deadlines for formative or draft summative work) must be agreed with the Tutor concerned and confirmed with the Course Director. Final deadlines for summative work are fixed and can only be varied in very limited circumstances by permission of the Chair of the Examiners (contact Dr Philpott if you need to talk about an extension).

6.2 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 or online 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.

6.3 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.

6.4 Academic Disciplinary Procedures

6.4.1 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 procedure set out in the Academic Discipline Code at <https://www.ssho.ox.ac.uk/policies/> will be followed.

6.4.2 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.

The College will use this code for such ordinand candidates who are pursuing internally assessed pathways.

6.5 Academic Progression

6.5.1 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.

6.5.2 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 the various different programmes to found at <https://www.dur.ac.uk/university.calendar/volumeii/validated.programmes/> These

documents 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.

6.6 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, nor be able 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 the university from which they graduated.

6.7 Plagiarism

6.7.1 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, they will have to rewrite the relevant piece of work, 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).

6.7.2 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 typing your work, 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 regulations and policy as set out in General Regulation VIII and the CA document *Interpreting the Process* at https://www.dur.ac.uk/university.calendar/volume1/general_regulations/ <https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/assessment/academic-misconduct/>

6.8 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.ox.ac.uk/students/academic/student-handbook?wssl=1>.

It is the responsibility of students who need to request an exemption from residency requirements to contact the Senior Tutor or Academic Secretary 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.

6.9 Oxford University Examination Matters

It is the responsibility of students on University courses to ensure that they complete examination entries and essay 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.** Further details and templates are available at <https://academic.admin.ox.ac.uk/medical-evidences-and-certificates>

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.

6.10 Examination and Summative Assessment 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.

Agreed marks of Common Awards Summative Assessments are released via Moodle to students, and confirmed following the TEI Board of Examiners. Classification and award of qualifications is undertaken by the CA Overarching Board of Examiners. Certificates will be issued from Durham after this meeting.

6.11 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. Normally, our candidates are presented at two ceremonies in the year, one in early spring, one in summer. If they wish to graduate in person, Oxford students must graduate within 3 years of completing all the requirements of their degree. Certificates will be issued to students following their graduation ceremony, to the address registered with the University. A letter of confirmation of degree can be obtained from the University Website before graduation.

Common Awards BA, PGDip and MA candidates will be invited by the University of Durham to attend one of the University's Congregations in Durham usually in early January. 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.

7. ADMINISTRATION AND ACCOMMODATION

7.1. Accommodation

The College adheres to the Universities UK Accommodation Code of Practice <https://www.universitiesuk.ac.uk/accommodationcodeofpractice>

The provision of College accommodation is organised by the Accommodation Office. To ensure that the staff deal with queries efficiently, please raise any queries, comments or concerns you may have by email whenever possible. If you do need to raise something in person meetings can be arranged by email.

The College has two categories of study-bedrooms; year-round rooms available from the start of Michaelmas Term to the end of Trinity Term, and term-only rooms. Each category rooms are available in large and standard sizes, either ensuite or with shared bathroom. In addition, the College has several flats and houses in Moberly Close available for year-round tenancies. The College will establish from prospective students before they start their time at the College what accommodation they require. 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. Full details of the terms and conditions of room and flat or house occupancy are set out in detail in the room licences and tenancy agreements respectively.

Except in an emergency or as set out in this *Handbook*, members of staff will not enter student accommodation without the prior permission of the licensee, tenant or tenant's representative/lawful occupier. Emergency access will be logged, approved by the Bursar where practicable, and reported after the event to the licensee or tenant.

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 whilst kept on the premises.

7.1.1 College Rooms

Students in standard year-round rooms will be expected to stay in the same room in term time and vacation. Those who have selected large or ensuite rooms will be expected to move to a standard room during the Christmas and Easter vacations. Students who need to stay beyond the end of the Trinity graduate term for academic reasons may be asked to move to accommodation in Moberly Close.

Students in term-only rooms will be expected to vacate their rooms at the end of their particular term and these dates will be incorporated into the room licence. Rooms must be completely cleared, though books may be left on bookshelves, at the owner's own risk. The College cannot guarantee vacation accommodation for students in term-time only rooms, and any accommodation provided is unlikely to be in your term-time room. Please contact the Housekeeper if you wish to request ad hoc vacation accommodation, which will be charged in advance on a per night basis if available.

The College will make space available for the storage of belongings of students who have term-only rooms. If storage space is needed for large items, this should be negotiated with the Housekeeper at an early stage.

Those wishing to change to a different status of room during the academic year should formally request this from the Housekeeper. Every effort will be made to enable this, but it cannot be guaranteed.

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 Office.

7.1.2 Cleaning

Housekeeping Staff enter students' rooms three days a week between 10am and 2pm in order to empty waste bins and do general cleaning. The staff will knock before seeking entry. The Housekeeping Team have master keys and will assume that it is acceptable to enter the room between these times if the room is unoccupied. There may be occasions when the student does not wish to be disturbed, 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 as to prevent a minimum weekly cleaning visit.

Housekeeping Staff clean the communal areas of Moberly Close on a weekly basis but do not clean individual flats and houses. It is the tenant's responsibility to keep the accommodation clean in order to care for the fabric and furnishings provided.

It is requested that students do not accumulate empty bottles or waste in their accommodation or houses any longer than is necessary. Bulky items can be recycled/disposed of in Council waste bins located outside the kitchen side door on Marston Street and in the Moberly Close carpark.

7.1.3 Invoicing

Students will be invoiced for accommodation according to the terms of the room licence or tenancy agreement. For rooms, term-time accommodation charges are invoiced termly and payment is due within the earlier of 7 days of arrival (Michaelmas Term only) and the first Friday of term. Vacation rent will be invoiced before the vacation and is due for payment before the vacation period begins.

Rent for flats and houses is due in accordance with the terms of the tenancy agreement on the first calendar day of the month and should be made by standing order to the College bank account.

Late payments will attract interest in accordance with the terms and conditions of the licence or tenancy agreement, unless alternative arrangements have been made with the Bursar.

7.2 Bicycles

Bicycles should be stored in the store in Moberly Close, and the access code is available to all College members. Please ensure that your bicycle is locked to a rack at all times and that you never leave it blocking College thoroughfares.

7.3 Cars

If spaces are available, students can purchase an annual car parking permit for £180 for use in either the Moberly Close or James Street car park. Occasional day use at £10 per day may also be available.

The Moberly Close car park is for residents of Moberly Close and is accessed by an automatic gate from the Cowley Road. Access codes are provided to permit holders. An automatic key fob is also available to permit holders at a charge of £10 per annum and a £50 refundable deposit.

The James Street car park is for residents of the main College buildings and non-residents, is accessed through an automatic gate from James Street and access codes are provided to permit holders.

For security reasons, codes must not be given to non-College members under any circumstances. St. Stephen's House does not accept liability for loss.

7.4 Catering

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 including vacation meals when the kitchens are open, can be taken at subsidised rates. The online booking system gives the opportunity to specify any dietary requirements; and the Chef Manager is very willing to discuss these with members of College.

7.4.1 Catering Allowances

Graduate students are charged £57.75 for half-board term-time catering which is invoiced with the termly accommodation invoice, with payment due by the first Friday of term on the same terms as the accommodation invoice. Resident half-board students are not charged for any 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.

The maintenance charge for ordinands funded as single ordinands 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 as married ordinands covers lunch during term time. The College contributes breakfast for married students at its own expense.

Guest meals and additional meals will be charged for on a termly basis at the end of each term according to the table below.

| Meal Times and Charges outside allowances | Student |
|--|----------------|
| <i>Breakfast: Sunday 9 – 9.30, Monday – Friday 7.30 – 9.00</i> | £3.50 |
| <i>Brunch: Saturday 9.30 – 10.30</i> | £5.00 |

| | |
|---|--------------------------|
| <i>Lunch: Monday – Friday</i> 1.00 – 1.30 | £5.00 |
| Packed Lunch – Monday – Friday (weekday night before) | £3.50 |
| <i>Lunch: Sunday 12.30</i> | £7.50 |
| <i>Dinner: Monday –</i> Wednesday and Friday 7.00 | £6.00 |
| <i>Dinner: Thursday 7.00</i> | £10.00 |
| <i>Banquet</i> | £40.00 inclusive of wine |
| Weekly half board | £57.75 |
| Weekly full board | £80.00 |

7.4.2 Facilities Fee – non-residential students

The facilities fee of £160 paid by Graduate and PGCE students living in Moberly Close includes the charge for 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 facilities charge in return for the same benefits; otherwise they can opt to pay for individual meals as taken.

7.4.3 Meal formats

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 these 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 and other items left in the fridge in the Servery. Please do not help yourself to this food other than at breakfast.

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

Other than at set mealtimes, the food, tea, coffee and fridge contents in the Dining Room are not for student use.

7.4.4 Meal booking

Staff, students and their guests must be booked in for meals in advance via the online booking system <http://meals.ssho.ox.ac.uk/>. Normally, the deadline for booking 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 the 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 Servedy and eaten at home or in a student's room, but this should not be done otherwise.

7.4.5 Guests

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 '1/2'. 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.

7.5 Church and Chapels

St John's Church is open each day for prayer. Entrance is by the West door from the cloisters and the Blessed Sacrament is reserved in a side chapel. The Church is also used for SJE Arts concerts, recordings, and as a summer school venue.

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 is at the top of the Benson building, is available for private prayer and occasionally services take place there.

7.6 Common Room and Bar

The Common Room is on the ground floor of the King building. During term-time it is used primarily as our student living room. The Student Common Room is a separate organisation which all students are encouraged to join, and which is responsible for running facilities and events in the Common Room.

The Bar is open after Thursday evening Guest Dinners and before lunch on Sundays as well as at other ad hoc times for particular events.

Afternoon tea for staff and students is served each week day afternoon in term-time at 4pm and all are welcome to attend.

7.7 Computers and Computing Facilities

The College has two desktop computers for students to use, situated in the Library. Most student rooms and all flats have an ethernet point, through which a student's personal computing and communications equipment 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. Support is available from:

- The IT Manager who 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 itmanager@ssho.ox.ac.uk throughout the week.
- Oxford University IT Services, 13 Banbury Road <https://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 contact IT Manager. For rules relating to computer matters, see Section 8.10 below

7.8 Electrical & Electronic 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.

7.9 Fire

Fire Regulation notices are posted on the back of doors, and throughout the College and are not repeated here. All students 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. Student fire wardens are appointed for the main building and Moberly Close and will receive training. Please volunteer for this role if you feel able so to do – training will be given.

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. There will also be periodic fire drills at other times.

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. 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 or 112.

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. (Compare 8.1)

Smoking is forbidden by law throughout all the College buildings, including the cloisters and individual bedrooms. Smoking is taken to include vaping. The burning of candles and other similar items or the storage of flammable materials in rooms is also forbidden

as a clear fire risk Designated smoking areas are outside the Common Room and the Kitchen Yard.

Self-closing fire doors should never be propped open and corridors must be kept clear at all times. Never tamper with fire equipment or the alarm system - this is an offence and disciplinary action will be taken if anyone is found to be doing so.

7.10 First Aid

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

7.11 Greater Silence & Advent Retreat

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 – except for those taking breakfast in the Dining Room. On Friday, Saturday and Sunday evenings 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.

7.12 Guest Rooms

Students are not permitted to have overnight guests in their rooms. 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 Office). 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.

7.13 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. Users must read and follow the notices in the laundry rooms concerning the safe and effective operation of the machines.

7.14 Library

The Library is available for the use of all students of the College throughout the year. The Rules of the Library are set out in Section 8.9 below.

7.15 Maintenance

If there is a problem within a room, students are asked to see the Maintenance Manager or Housekeeper. 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, and the terms of their room licence.

Maintenance issues and requests should be detailed in the Maintenance Book which is located in the Maintenance pigeonhole in the main hall.

7.16 Out of Office Hours Support

The College does not have a porters' lodge, nor administrative staff on site out of normal office hours. Between 5pm and 8am, Oxford University Security Services provides emergency cover for accommodation and general safety and security issues and concerns. Call 01865 272944 and they will determine how they can address the issue and who to contact to do this. The College recommends that you store their number onto your own devices so that it is easily accessible when you need it. Please note that Security Services do not have responsibilities for general routine maintenance (see Paragraph 7.15 below), for pastoral issues (see Section 5 above) or for medical issues.

Fire alarms in the main building automatically alert Security Services and the Fire Service at all times. For Moberly Close, there is a separate fire procedure which includes calling Security Services.

If there is a major medical emergency phone an ambulance immediately on 999 or 112.

Non-student College guests will have been issued with a separate duty phone number for any queries they may have (monitored between 6pm and 9pm), as well as information on when they should contact Security Services. Students are asked to be hospitable to other guests, and to advise them to refer to their accommodation information emails and key envelope information if approached for guidance.

7.17 Printing and Photocopying

The College has two printer/photocopiers available for student use. One is located in the Photocopier Room in the administration corridor, the other is in the middle room of the Library. The rules for using this equipment are set out below in Section 8.10.6.

7.18 Pets and animals

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 Bursar.

7.19 Post

There are individual pigeon holes for each resident student, located outside the dining room. Large parcels will be placed on the floor beneath the pigeon holes. Please check regularly and do not allow post to accumulate.

Ensure that you leave a forwarding address with the College Office on departure, so that any post received for you can be forwarded. If we do not have an address, post received will be returned to sender.

7.20 Student Kitchen

A communal kitchen for student use is located on the ground floor of the Benson building in the kitchen corridor. It is your responsibility to clean up after you have used the kitchen including washing and putting away all your dishes, cutlery and cooking equipment and wiping down equipment used and work surfaces. Please follow instructions for the safe use of kitchen equipment. Clearly label any food stored in the cupboards and fridge and dispose of out-of-date items. The cleaning staff will dispose of any unlabelled or out-of-date food left at the end of each term. Please do not use food items which do not belong to you.

7.21 Tuition Fees

Tuition fees for the full academic year are due in Michaelmas Term. Fees for students with tuition fee loans are paid directly to the University by the Student Loans Company. MSc MLT student tuition fees are invoiced directly by the Department of Education to the student. Ordinand tuition fees are invoiced to the Ordinand's Diocese and/or Ministry Division. All other tuition fees are invoiced to the student by the College and are due for the full academic year by the first Friday of Michaelmas Term unless a separate arrangement has been agreed in advance with the Bursar. Alternative arrangements will only be agreed in exceptional circumstances, such as when external funding arrangements are on a termly basis.

8. POLICIES, PROCEDURES & RULES

8.1 Absence from the College

All students living in the College should record overnight absence by signing the fire regulations book in the Front Hall (Compare 7.9). 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.

8.2 Safeguarding

The full St Stephen's House Safeguarding Policy is available on the College website <https://www.ssho.ox.ac.uk/> <https://www.ssho.ox.ac.uk/primary/wp-content/uploads/2020/12/Safeguarding-Policy-Nov20.pdf> . 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. If you have a Safeguarding concern, please contact the Designated Officer for Safeguarding, Fr Andreas Wenzel, or the Deputy Designated Officer for Safeguarding, Dr Mark Philpott. (Compare also section 5.9)

8.3 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* is available on the College website <https://www.ssho.ox.ac.uk> . The College's local Harassment Advisor is Mthr Lucy Gardner whose email address is lucy.gardner@ssho.ox.ac.uk . You can also contact the University's Harassment Support Line directly at harassment.line@admin.ox.ac.uk . More advice and information about how a Harassment Advisor can support you and what to do if you are concerned about harassment can be found on the University's webpages at <https://edu.admin.ox.ac.uk/harassment-advice>

8.4 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 on the College website <https://www.ssho.ox.ac.uk> https://www.ssho.ox.ac.uk/primary/wp-content/uploads/2018/05/SSH_Freedom_of_Speech_Policy-1.pdf .

8.5 Disciplinary Procedures

Responsibility for general College discipline rests with the Principal. Students are reminded that the procedures set out here are regulations, not 'guidance' or 'advice', and that they are required to act promptly when requested to do so by the College. Those who have questions about these procedures are asked to raise them with the Principal.

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.

8.6 Student Files and Data Protection

The College, in common with all other educational institutions, keeps a file on each individual student.

St Stephen's House is committed to compliance with all relevant EU and Member State laws in respect of personal data, and the protection of the "rights and freedoms" of individuals whose information the House collects and processes in accordance with the General Data Protection Regulation (GDPR).

Further to these legislative requirements, the House has appointed a Data Protection Officer (DPO) who may be contacted at dataprotectionofficer@ssho.ox.ac.uk

The purpose of keeping individual student 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

8.6.1 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 on the College website <https://www.ssho.ox.ac.uk> .

https://www.ssho.ox.ac.uk/fileadmin/documents/pdf/Information_Security_Policy_05_2018.pdf

8.6.2 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.

8.6.3 The Information 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

8.6.4 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. For further detail, please refer to the Privacy Notices available on the College website <https://www.ssho.ox.ac.uk>.

8.6.5 Student Access to Files

Students are entitled to request access to their personal data stored in their personal files and other storage systems in college. They should request this formally in writing to the Principal. Students should note that some documents, written in confidence or with other legal restrictions, may not be released unless relevant permissions have been obtained.

8.6.6 File Retention

Material from individual student files is retained by the College in line with the College's ROPA's as laid out on the College website. <https://www.ssho.ox.ac.uk/policies/>

8.7 Health and Safety

A copy of the College Health and Safety Policy is available on the College website <https://www.ssho.ox.ac.uk>.

https://www.ssho.ox.ac.uk/primary/wp-content/uploads/2021/04/ouc26_Health-and-Safety-Policy_09_04_2021.pdf

The College has a 'Don't Walk By' initiative – if you see anything that concerns you as to the safety of yourself or the student body in general please bring this to the attention of the Bursar.

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 or 112 and ask for the Police.

8.8 Student Complaints

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

8.8.1.1 General Advice

In addition to this section, please refer to the Student Support section of this Handbook (Section 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 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').

8.8.1.2 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 Advisory Service
- 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.

8.8.1.3 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 they are 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 8.8.1.2 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 <https://www.ox.ac.uk/students/academic/student-handbook?wssl=1>

- 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** or
 - **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.

8.8.2 Common Awards Student Academic Complaints Policy and Procedure

The full text of the *Policy and Procedure* approved by Durham University is available to students online https://www.dur.ac.uk/university.calendar/volume1/codes_of_practice/. 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 academic complaints, Section 8.8.1 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/volume1/general_regulations/

8.9 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 two 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.

If you find a book 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.

8.10 Rules for Use of College Computers and Computer Facilities

All students who wish to use the network within the buildings, must read and sign the College's Network Use Agreement which is among your papers at the start of your first academic year – this is an explicit requirement of the University's IT Services department. Additional copies of the agreement form are available on the College website and directly from the IT Manager or College Secretary.

8.10.1 Student-Use Computers in the Library

The two computers for student use in the Library 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 of these 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 drives of the computers in the Library.

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.

8.10.2 Email

All College and university communications are sent to your College-associated address, and the College assumes that you have received and read any communications sent to this address. You should therefore check emails frequently including during vacations - these may be accessed through a browser or email client on any computer. Other e-mail addresses may be set up, but not used for College and University communications.

8.10.3 Use of Networks

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 library computers are not to be used for any commercial activities, as this breaches the terms of the College's use of the University network.

The University has a strict code relating to accessing the internet via College connections, <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>; students of the

University can be an indeed have been expelled from the University for failure to adhere to this.

The University's general rules for computer use are at <https://www.it.ox.ac.uk/governance-strategy-and-policies>. All such rules also apply to all the College's students.

8.10.4 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.

8.10.5 Personal Computers

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 (both staff and students) 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.

8.10.6 Printing and Photocopying

Students wishing to use the College printing and photocopying facilities 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. The code will activate the machines for photocopying and for releasing printing. 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:

- Students should ensure that they comply with the terms of the relevant CLA Licence Agreement when photocopying. The terms of this agreement are displayed in the Photocopier Room and the Library.
- 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.
- 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:

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

Criteria for Seminars:

- it is crucial that every student has a copy of the material
- the number of pages per person is reasonable, i.e. normally not more than six pages of A4
- 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')

9. MATERIAL RELATING TO ORDINAND STUDENTS ONLY

9.1 Provision of Up-to-Date Information

Ordinands are responsible for providing the College Secretary with the name and contact details of their sponsoring bishop and DDO, and the paperwork including c.v.s relating to their titles, and for updating this information whenever necessary.

9.2 Absence of Ordinands from the College

Please read this section in conjunction with Section 8.1 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 or absence from Mass on Sunday must be agreed with the Principal, and the Group Tutor should then be informed. Absence from Mass on Sunday will not normally be allowed.

9.3 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.

9.4 Groups

The Groups, of which there are currently two, 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.

9.4.1 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.

9.5 Liturgical Conventions

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

9.6 Pastoral Placements

9.6.1 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 the light of previous experience and individual training needs (particularly any BAP recommendations or academic pathway related requirements) and sometimes with the sponsoring diocese. The Director of Pastoral Studies will contact the potential placement supervisor and seek to arrange the placement. However, if there is a particular opportunity that an ordinand would like to pursue, it *may* sometimes be possible to take this into account.

9.6.2 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.

9.6.3 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.

9.6.4 Group Placements

Each Tutor Group is attached to a specific project in the local church or community as arranged by the Director of Pastoral Studies. 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 Director of Pastoral Studies.

9.6.5 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 contact the Group Tutor 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.

9.6.6 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 and send it to the college. Supervisors normally discuss the contents of the report with students in a formal debriefing session, and the report is then returned by the student to the Academic Secretary by Monday of 0th Week of Michaelmas for Summer Placements and Monday of 0th Week of Trinity Term for Term-time Placements. 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.

9.6.7 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 must 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 reflective learning journals or portfolios. 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.

9.6.8 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 used. 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

Except where the College has funded group travel, 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.

9.7 Reporting and Assessment of Ordinands

9.7.1 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.

9.7.2 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

9.7.3 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 their circumstances that the bishop needs to know?

7 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.

9.7.4 Timetable for Group Tutor Reports

| | TERM | ONE-YEAR CANDIDATES | TWO-YEAR CANDIDATES | THREE-YEAR CANDIDATES |
|---|-----------------|----------------------------|----------------------------|------------------------------|
| 1 | Michaelmas Yr 1 | Agreed Report | Agreed Report | Agreed Report |
| 2 | Hilary Yr 1 | | | |
| 3 | Trinity Yr 1 | Agreed Report | Agreed Report | Agreed Report |
| 4 | Michaelmas Yr 2 | | | |
| 5 | Hilary Yr 2 | | | |

| | | | | |
|---|-----------------|--|---------------|---------------|
| 6 | Trinity Yr 2 | | Agreed Report | Agreed Report |
| 7 | Michaelmas Yr 3 | | | |
| 8 | Hilary Yr 2 | | | |
| 9 | Trinity Yr 3 | | | Agreed Report |

9.7.5 Fitness to Practise

Ordinand candidates who do not demonstrate the required capacities set out in the reporting process may be removed from training. Candidates whose progress gives cause for concern in this respect will be referred to the 'Fitness to Practise' process adopted by the House of Bishops which is available from the College Office on request.

9.8 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.

9.9 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 Director of Pastoral Studies. Arrangements for seeing the parish priest, 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.