

Lincoln College

UNIVERSITY OF OXFORD

Student Handbook 2026/27

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1
Rector's Preface

Firstly, my congratulations on joining Lincoln College and a very warm welcome to our corner of Turl Street.

We are delighted that you are here - and the good news is that Lincoln has a well-deserved reputation as an extremely friendly and welcoming College.

To help introduce you to the world of Oxford University and Lincoln College, we have produced this Handbook, in which you will find useful information on 'how things are done around here'. It also contains guidance on the excellent support available in case of any questions or difficulties, be they small or large.

Some of this information may appear dry or even legalistic but it lays the foundations for the smooth running of our community - now also your community.

We believe the College is a wonderful environment in which to grow, academically and personally. We are proud of our strong academic expectations and performances which are at the core of our purpose and our commitment to you - but we also treasure the endeavours of our community in a myriad of other fields. These might be artistic, charitable, sporting or as an officer of the Common Rooms or the many other societies. The College also offers the opportunity to meet, mingle with, and form lifelong friendships with people from many and varied backgrounds, from the UK and around the world.

We also believe that, in order to thrive, we must conduct ourselves with consideration for others. In everything it does, the College follows policies framed to treat people fairly and equally, to promote social integration and to exclude all forms of discrimination on grounds of race, ethnic origin, sex, sexual orientation, religion, age or disability. However, policies and procedures are of little value without being lived by us all, every day. A commitment to mutual tolerance underlies our academic pursuits and everything that goes with them.

Please treat this Handbook as a useful manual to be interpreted in that spirit of community and do feel free to suggest improvements.

I hope you embrace this great opportunity to explore all we have to offer alongside your studies and look forward, with my wife Jeanette, to meeting you many times during your life with Lincoln.

Nigel Clifford

Rector
Lincoln College

2
Being in 'Residence' at Oxford

2.1. The Academic Year and Term Dates

At Oxford, the academic year is divided into three terms – Michaelmas, Hilary, and Trinity. 'Full term' (in which lectures and tutorials take place) lasts for eight weeks. You will often find that dates are referred to as 'Tuesday of 3rd week' or 'Friday of 7th week'. This system is logically extended to the weeks prior to the start of term ('0th week') and after the end of term ('9th week'). Please note that Oxford weeks, and terms, begin on Sundays.

Undergraduates must be in residence by the start of Thursday of 0th week, as there are often College exams on Thursday, Friday and Saturday of 0th week. To facilitate this, undergraduate license agreements begin Wednesday of 0th week. Graduates must be in residence by Sunday of 0th week. University examinations will sometimes continue into 9th or 10th weeks: you will receive prior warning if this is the case.

2026-27		
Michaelmas Term		
Sunday 0th Week	4th October 2026	All **postgraduates** to be in residence by this day. **Undergraduate** freshers come into residence.
Thursday 0th Week	8th October 2026	All **continuing undergraduates** to be in residence by this day.
Sunday 1st Week	11th October 2026	Start of Full term.
Saturday 8th Week	5th December 2026	End of Full Term.
Hilary Term		
Sunday 0th Week	10th January 2027	All **postgraduates** to be in residence by this day.
Thursday 0th Week	14th January 2027	All **undergraduates** to be in residence by this day.
Sunday 1st Week	17th January 2027	Start of Full Term
Saturday 8th Week	13th March 2027	End of Full Term *First-year Law UGs stay to 19th March for exams.* *Some PG courses have exams during vacation.*
Trinity Term		
Sunday 0th Week	18th April 2027	All **postgraduates** to be in residence by this day.

Thursday 0th Week	22nd April 2027	All **undergraduates** to be in residence by this day.
Sunday 1st Week	25th April 2027	Start of Full Term
Saturday 8th Week	19th June 2027	End of Full Term *Exams may continue into weeks 9 & 10*

EXAMS OUT OF TERM TIME: Please note that many undergraduate and graduate subjects will have exams scheduled after 19th June 2027. You must check with your tutor before making travel arrangements.

For term dates in future years and dates of Extended Terms for Part II candidates in Chemistry and in Molecular and Cellular Biochemistry, for the Clinical course for the Second BM, Graduate-entry Medicine, the Postgraduate Certificate in Education, and for the MBA and MPP please check the Dates of Term. Please also check these dates before making holiday plans.

2.2. Residence Requirements

The University's residence requirements apply to all full-time students. The Examination Regulations for your course set out the minimum number of terms you must live in Oxford. Residence limits do not apply to students on part-time courses, students carrying out approved study abroad, or D.Phil. students who have permission to work away from Oxford.

Undergraduates

You are required to live within a certain distance from the University (called limits in the regulations) and for a set period of time during your studies (called terms in the regulations). Typically, you must generally reside within six miles of Carfax Tower. However, if a student holds the status of Senior Student, or has already satisfied the examiners in a Second Public Examination, or resides in the home of a parent or guardian, they can live within 25 miles of Carfax Tower.

In addition, you are required to be in residence for at least six weeks of each term of your course. The exact number of terms is dependent on the degree, the subject, and the candidate's status. Further information can be found in the course examination regulations.

Postgraduate Taught Students

You should be residing within 25 miles of Carfax Tower, unless given special permission to work away from Oxford for a period of time (typically agreed and approved by the department).

In addition, you are required to be in residence for a minimum number of terms. The exact number of terms is dependent on the degree, the subject, and the candidate's status. Further information can be found in the course examination regulations.

Postgraduate Research Students

Individuals requesting dispensation from the residence requirements

Residency requirements for postgraduate research students (PGR) are more flexible than those for postgraduate taught students (PGT).

The DPhil residence requirement is for six terms over the duration of the programme for full-time students if they have no prior study at Oxford, and three terms if the student has successfully completed a master's at Oxford (students applying for an MSc by Research should discuss residence requirements with their department in the first instance as the requirements are different to the DPhil). The terms do not need to be consecutive. Students on part-time programmes are exempt from the residence requirement altogether (see General Regulations for the Degree of Doctor of Philosophy, section 6).

Most PGR students are first admitted as a Probationer Research Student, unless they are admitted directly to DPhil status having successfully completed an MPhil and are pursuing research in the same field as their MPhil thesis. The General Regulations Governing Research Degrees include the expectation that Probationer Research Students (PRS) are physically studying at Oxford. However, the regulations do allow boards to approve a student being resident elsewhere whilst studying. To apply for such a dispensation, students will need to complete a GSO.08 Dispensation from statutory residency form, and discuss it with the college and their department.

Once admitted to DPhil student status (having passed Transfer of Status), students must meet their residence requirement across the duration of their programme (normally between nine and 12 terms, inclusive of the time spent as a PRS). If returning students (or those admitted direct to DPhil status) are unable to return and cannot fulfil the residence requirement in their time remaining on course, they should apply for a Dispensation from Residence using the online form. This should be subject to discussions with the supervisor and/or DGS to determine what work the student can reasonably do on their DPhil outside Oxford. Options such as suspension or extension could also be explored, if appropriate.

Individuals requesting to live outside University residence limits

The Proctors may excuse a student from residing within the specified limits, if there are good reasons why this is not possible. Students should discuss this first with the College and their department, as the Proctors will require approval from both to consider approving a request.

For postgraduate research students only, a distinction needs to be made between students who are not able to physically study in Oxford and those who can commute into Oxford to study but wish to live outside of the 25-mile radius of Carfax Tower residence limit. Students in the former category should apply to the relevant board as described in the section above. Students who require dispensation to live greater than 25 miles away from Carfax Tower, but commute into Oxford, should read the section on living outside University residence limits and apply to the Proctors' Office using the dispensation form.

A residency limits application form should be submitted to the Proctors' Office, detailing the support for the request from both the college and department, along with any supporting evidence.

2.3. Being Away from College

Students are required to be in residence for the duration of full term, weekends included. However, there is some flexibility within the residence requirements so, provided there is no adverse effect on your work, you may normally occasionally absent yourself from College for one night. If you do need to leave Oxford during full term you must get permission from your tutor in advance.

2.4. Addresses

The College needs to have up-to-date contact details for both term time and vacation so that we can contact you in an emergency. Please ensure your contact details are kept up to date via your Student Self-Service account.

3
Undergraduate Academic Life

3.1. Introduction

Members of Lincoln College are part of an academic community first and foremost. This section explains what we expect of you, and what you can expect of your tutors. It will also point you towards the resources available to support you and give you an overview of the stages of your academic career.

3.2. Overview

Oxford terms are short. Lectures, classes, laboratories, tutorials, essays and problem sheets are squeezed into eight intense weeks. It's therefore important that you work hard right through term and make time in the vacations to review and consolidate what you've learned (as well as taking a deserved break and perhaps taking paid work). There are University examinations at the end of the first year (called 'Mods' or 'Prelims'), except for Law, whose students have their Mods earlier, in the 9th week of Hilary term. You then begin the two- or three-year course leading to your final examinations in your chosen 'Final Honours School' (FHS). Your tutors will be on hand to help you negotiate your way through the workload and the options available.

3.3. Matriculation

All students must attend a matriculation ceremony, which marks your formal admission into the University of Oxford. Exceptions are certain visiting students and those who have already matriculated at the University of Cambridge or Trinity College Dublin. It is therefore essential that you matriculate with your peers on Saturday of 1st week. Make sure you read the various notices and emails about the date, time and the sub-fusc dress code.

3.4. Registration

You must register online via Student Self-Service at the beginning of each academic year - you will be sent notification and instructions when registration is due. Registration confirms that the University has correct information about you and that you are returning to continue your studies. It is also what triggers student loan and bursary payments – so there is a big incentive not to forget!

3.5. Academic Dress

This is also known as sub-fusc, and means a gown, mortar board or soft cap, and your preferred option of the following:

- dark suit with dark socks;
- dark skirt with black tights; or
- dark trousers with dark socks.

This should be worn with a plain white, collared, shirt or blouse, with either a white bow tie, black bow tie, black full-length tie, or a black ribbon. Shoes must be black, and a dark coat can be worn if required.

3.6. Tutorials

Tutorials are a major method of teaching in Oxford in all subjects. You will normally have tutorials every week and will have to submit an essay or problem sheet in advance, which will form the basis of discussion. Teaching takes place on weekdays only, and will not normally start before 8.30am or finish after 7.00pm.

Tutorials should not be treated like lectures – don't just passively note down everything your tutor says! Neither will your tutorials comprehensively cover every topic that may come up in the examinations. Rather, the aim of tutorials is to develop how you think and analyse information through the discussion of ideas and problems thrown up by your submitted work. Working through your essay or problem sheet, you will discuss its structure and arguments and so your written work will improve. A tutorial will help both you and your tutor assess how far you have mastered the topic; it will help you solve difficulties that have arisen in the course of that work; and it should offer guidance for further progress.

3.7. Exam Entry and Timetables

In order to be entered for the correct examinations, you need to complete an online entry form via the Student Self-Service website indicating which options you are taking. You will be sent an email invitation from the University's Examination Schools instructing you to make your selections by a given date – do stick to this timetable as the University will fine you for late submissions. There is also a fee if you decide to change an option later.

Please see timetables where you can find links to the provisional start dates for your exams and much other useful information about Examinations. Your final examination timetable will be released via your student self-service account at least two weeks before the first examination.

3.7.1. Religious Festivals, Religious Fasting and Examinations

If, for reasons of faith, you are forbidden from taking papers on religious festivals or other special days which may coincide with days on which examinations are set, or you are likely to be fasting on those days, you may apply to the Proctors, through the Exams and Adjustments Officer, for approval of alternative examination arrangements. This application must be made as soon as possible after matriculation and you need to specify your faith and the details of any days specially affected. Please consult the full regulations on the examination regulations.

3.8. Academic Good Standing: What is Expected of You?

Lincoln is an academic community and your continued membership of the College is conditional on maintaining good academic standing. This is what we mean by good academic standing: maintaining an academic performance commensurate with your individual ability and circumstances (usually expected to be at least 2.i standard), plus attending punctually all tutorials, lectures, collections and classes required by your tutors, including those organised by your Department or Faculty, and submitting all written work on time unless prior permission has been obtained from the tutor in question. If it is not possible to get permission in advance, due to illness or some other emergency, you should explain the reason for this to your tutor as soon as possible afterwards.

When you were offered a place at the College it was expected that you would be capable of achieving at least an upper second-class honours degree (2.i). Work consistently falling below the 2.i standard (i.e. below 60%) will be a cause of concern for your tutors and may lead to the initiation of the Academic Support and Discipline Procedure (see section 3.15, below). Marks below 60% in College Collections or Public Examinations will also be a cause for concern for your tutors and may lead to the initiation of the Academic Support and Discipline Procedure, and marks below 50% in public examinations will lead to initiation of the procedure. This procedure is designed to enable you to improve your work and regain good academic standing. If your work does not improve to the required standard, you may not be permitted to continue your studies.

You must satisfy any conditions required by the Examination Regulations relating to the particular School for which you are studying, e.g. for practical work or vacation courses. You must also fulfil the University's residence requirements outlined in section 2 above.

You must check your Lincoln email account every day, as this is the way the College will communicate with you, and respond promptly to any messages from your tutors.

3.9. What to do if you have Problems

If you have problems with your work, for academic, medical or personal reasons, you will find your tutors sympathetic and supportive, provided that you are doing your best to maintain a satisfactory standard. What is most important is that you let your tutors know of any problems that might prevent you from working to the best of your ability – keep them informed. If you prefer to talk to someone other than your tutor then you can speak with a member of the College's welfare team. See also section 6, Student Support.

3.10. Plagiarism

Plagiarism is wrongfully presenting another person's work or ideas as your own, often through failure to acknowledge sources by citation and referencing. The University's web page on plagiarism provides the following definition:

Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability). Plagiarism can also include re-using your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

*Please note that this includes non-text media, such as podcast lectures and television programmes.

If plagiarism is suspected in tutorial essays, problem sheets, vacation essays, collections, or other form of work required by College tutors, there will be an investigation under the College's Academic Discipline and Support procedure (see section 3.15, below). If you are in any doubt about the correct procedures for acknowledging the contributions made by other people's ideas to your own work, your tutors can provide help and guidance. You will also find guidance on the University website, and a link to an online course.

If plagiarism is suspected in a piece of work submitted to the University for examination there will be a full investigation by the Proctors, which may result in severe penalties if proved - read section 9.4 *Academic Misconduct* in *The University Student Handbook*.

3.11. Monitoring Your Progress: Reports and Collections

You will be able to keep track of your progress through feedback from your tutors and by reading their termly reports on Oxford's Teaching Management System (TMS) (log on with your single sign on details). There are also three other formal methods of monitoring progress: Collections, Rector's Collections and Subject Collections.

Collections are examinations set by the College that take place on the Thursday, Friday, and sometimes the Saturday of 0th week and usually cover the material studied the previous term. You must sit Collections unless your subject tutor informs you otherwise. You will receive your timetable by email, normally by Friday of -1st week.

Once a year, all students meet with the Rector, Senior Tutor and their subject tutors for Rector's Collections to discuss tutors' reports and progress over the year. Third and fourth years, and first-year lawyers, have Rector's Collections on Tuesday, Thursday and Friday of 8th week of Michaelmas Term; all second years have theirs on the same days in 8th week of Hilary Term; and the remaining first years in 2nd week of Trinity Term – pencil these dates in your diary at the beginning of term. You will be told your exact time slot about a week before.

In terms when you don't have Rector's Collections, you will normally meet with your subject tutors to review your reports (Subject Collections). They will be in touch to arrange a time.

3.12. Feedback

Your tutors will comment on your submitted work every week, unless some other timetable has been arranged. Work for university classes will also be marked. You will also receive feedback through Collection marks, TMS reports, and the meetings with your tutors.

Undergraduates provide feedback on their academic experience via the Undergraduate Academic Feedback Survey, which is circulated annually in Hilary term. If you have any worries or concerns about your tutorials, you should speak to your tutors or contact the Senior Tutor.

3.13. First Public Examination

Public Examinations are University Examinations. The first, known as 'Prelims' (Preliminary Examination) or, for Law students, 'Mods' (Moderations) take place at the end of the first year, except in the case of Law, where the First Public Examination takes place in the 9th week of Hilary term. You must pass before you can continue to the second year. Any student who fails their First Public Examination should contact their subject tutors and the Senior Tutor as soon as possible for advice. If you are not successful the first time, you must retake the examination over the vacation. If you fail again, and there are no clear mitigating circumstances, you will not be able to continue your studies at Lincoln.

3.14. Rewards for Good Progress and Outstanding Performance

The College is keen to encourage students to work to the very best of their ability and awards Scholarships, Exhibitions and Prizes to those showing exceptional promise or achieving outstanding marks in examinations.

Scholarships and Exhibitions can be awarded from the second year onwards. They are held for a year and may be renewed if the student maintains an exceptional standard of work. Scholars and Exhibitioners are granted £150-£700 per year and attend a dinner with their tutors. Students are nominated by their tutors, and the final decision is made by the Governing Body. Scholars and Exhibitioners are entitled to wear a Scholar's gown.

A list of those in receipt of Scholarships, Exhibitions and Prizes will be displayed in a glass case in the Porters' Lodge and will be published in the Lincoln College Record.

The College also awards prizes of £50-£100 for achieving a First or Distinction in Public Examinations. The Stansbie Prize is awarded for outstanding performance in Finals in a science subject and the Anne-Marie Drummond Prize for outstanding performance in a humanities or social science subject. Prizes may also be awarded for other examples of exceptional achievement. Book tokens are given in recognition of outstanding work in Collections.

3.15. Academic Support and Discipline

Section 3.8 sets out what is expected of you in order to maintain good academic standing. By accepting your place at Lincoln, you agree to comply with these standards and the University and College's regulations.

Informal Discussion and Support: the College's first aim is to ensure that students who fall below these academic standards or who fail to comply with College's academic regulations are given help to regain good academic standing through close monitoring and support. If a student is in difficulties, their tutor(s) will address this with them informally, set out the actions needed to improve performance, and consider whether some additional support or remedial work would be appropriate. If the required improvements are not met, the student will be referred by their tutor(s) to the Formal Procedure. A student may be referred directly to the Formal Procedure in cases of serious breaches of Academic Good Standing, as for example, instances of plagiarism.

Formal Procedure: the formal Academic Support and Discipline Procedure has two stages. The first stage is overseen by the Senior Tutor, who may give a Formal Warning, accompanied by requirements for improvement. A student who fails to meet these requirements for improvement is referred to the second stage of the Procedure, which is overseen by the Academic Progress Committee (APC). The APC will normally set Special Collections or require the student to achieve a certain standard in a Public Examination, or set some other requirement or requirements, according to the particular nature of the breach of good standing in question. Failure to meet the requirements set by the APC may result in the student being sent down (leaving College permanently).

The By-laws governing academic discipline are reproduced here: you should read them carefully at the beginning of your first term.

VI:A ACADEMIC SUPPORT AND DISCIPLINE

1 Requirements for the maintenance of good academic standing: undergraduates

i. For the purposes of By-law VI:A, 'undergraduates' includes graduates reading for a Final Honour School. It also includes Visiting Students following an undergraduate course of study at Lincoln but not reading for a Final Honour School.

ii. Undergraduates are required to produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage which they have reached in their course: normally of at least 2.1 standard, that is, 60% or above.

iii. Undergraduates must keep the residence requirements laid down by the University. An undergraduate who fails to do so will be sent down, unless he or she is granted dispensation by the University.

iv. Attendance at tutorials, collections, Rector's Collections, Subject Collections, and at classes required by tutors, is compulsory. Undergraduates must not absent themselves without prior permission except for illness or other urgent cause, which must be explained to the tutor as soon as possible afterwards. Undergraduates must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which they are studying, e.g. for practical work or vacation courses.

v. Every undergraduate is required to produce assignments (essays, problem sheets, etc.) with the regularity and punctuality required by the tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the tutor(s) concerned.

vi. Every undergraduate is required to ensure that essays, problem sheets, collections, and any other forms of submission are entirely their own work and are properly referenced. Plagiarism in submitted work is a serious breach of academic good standing.

vii. Every undergraduate is required either to sit one or more written invigilated collections at the beginning of each term, or to submit by the end of 0th Week written work specified by their tutor and produced during the vacation, unless dispensed from doing so by the tutor. Collections take precedence over all other engagements.

viii. An undergraduate who passes the First Public Examination (FPE) but receives a mark below 50% for any paper shall automatically be referred directly to the Academic Progress Committee (APC) under Stage 2 below. Passing any University Examination (a Public Examination) with marks below 60% may also constitute a breach of good academic standing, as representing work not of the standard required in ii above.

ix. An undergraduate who fails the FPE shall automatically be referred directly to the APC under Stage 2 below. However, where the failure occurs on the undergraduate's first attempt at the FPE, the APC, whatever other decisions it may take, shall always permit him or her to resit the Examination; except where he or she is sent down independently of the failure, or where the failure amounts to an event which the APC has already decided should entail sending down. Such a resit shall occur at the first available opportunity, except where a postponement is needed on medical or other grounds.

x. In no case shall an undergraduate enter the second year of study at the College without first passing the FPE.

2 Reporting

i Marks awarded for collections or other academic work set during the vacation, shall be returned by Tutors to undergraduates and to the Senior Tutor by the end of 3rd Week each term.

ii Tutors shall submit Tutorial Reports to the College Office by the Monday of 8th Week of each term; undergraduates shall normally be summoned during 8th Week either before the Rector and/or the Senior Tutor and their own subject tutor(s), or before their subject tutors only, to hear reports on their work and progress.

3 Informal Discussion and Support

If, in the judgement of their tutor(s), an undergraduate is not, or is at risk of not being, in good academic standing, the tutor(s) shall normally meet the undergraduate and explain to them the nature of the deficiencies observed, to set out the actions needed to improve performance, and to consider whether some additional support or remedial work would be appropriate. The tutor(s) will have regard to any support measures arranged for the undergraduate through the Disability Advisory Service.

4 Academic Support and Discipline Procedure

i. Stage 1: Formal Warning

An undergraduate who fails to maintain good academic standing will be reported to the Senior Tutor by the subject tutor(s), who shall provide the Senior Tutor with details of the deficiencies noted and of any informal discussion and support already provided to the student to help them improve their standing. The Senior Tutor may initiate the procedure directly, on the evidence of academic deficiency demonstrated by examination or collection results or plagiarism.

The Senior Tutor shall hold a special interview with the student. At this interview should occur a full discussion of the deficiency complained of, so that the student can put his or her case and make the college aware of any mitigating or complicating factors. Any such factors should (with the undergraduate's permission) be noted on their file, and may affect the course of action to be taken. In particular, as appropriate in specific cases, and as agreed in discussion with the student, suitable remedial measures may be put in place to support the student in improving their academic performance. The Senior Tutor shall also have regard to any support measures arranged for the student through the Disability Advisory Service.

The Senior Tutor may issue a Formal Warning. The Formal Warning shall specify: the academic deficiency in question; any remedial measures to be undertaken; the improvements required; and the period within which such improvements should be demonstrated. In a case without complications, the period for improvement will normally be 1–4 weeks (excluding vacation periods). A copy of the warning shall be given to the student (together with a copy of the relevant section of the Student Handbook, giving details of the applicable procedure) within one week of the interview. Copies of the warning shall also be passed to the student's current tutors and placed on the student's file.

According to the circumstances of the case, the Senior Tutor may refer it directly to the College's Fitness to Study Panel (By-law VI:H 5).

ii. Stage 2: Academic Progress Committee

If the undergraduate does not meet the conditions set by the Formal Warning or demonstrates further academic deficiency, the Senior Tutor shall refer the case to the Sub-Rector, who shall convene an Academic Progress Committee (APC), consisting of the Sub-Rector and two other Fellows not being the undergraduate's tutors. If the Sub-Rector is the undergraduate's tutor, they shall nominate another senior fellow, not being the undergraduate's tutor, to chair the APC. The Sub-Rector may also nominate another senior fellow to act in their place in any other case. The Committee shall proceed as follows –

(a) the Senior Tutor shall supply the members of the Committee with a statement of the grounds on which the undergraduate is being referred to the Committee, and a copy of all relevant documentation. The Senior Tutor shall simultaneously supply the same materials to the undergraduate.

(b) the Committee shall meet as soon as practicable; normally within two weeks of receiving the materials. It may hold such further meetings as it may decide.

(c) the undergraduate shall be given the opportunity to bring forward material considerations and mitigating circumstances. To this end, they shall be invited to make a written submission to the Committee and/or to appear in person before the Committee, and in the latter case to be

accompanied by a person of their choice, that person being a current member of the University (for example, a JCR officer, or Chaplain, or OUSU officer). Any written submission or evidence supplied by the student must be received by the Chair of the APC no less than 48 hours before the advertised time of the meeting.

(d) the APC may call the student's Tutor(s) and/or Senior Tutor to attend the meeting in order to answer the Committee's questions. The APC may also ask for medical advice and will have regard to any support measures for the student recommended by the Disability Advisory Service.

(e) having considered the case, the APC will make one of the following decisions:

- The student will be sent down immediately.
- The student will be required to suspend status for a specified number of terms, to be readmitted into residence on such terms as the Committee may decide.
- The student is permitted to remain in residence, on such terms as the Committee may decide.
- The case should be referred to the Fitness to Study Panel.
- No further action is necessary.

The decision shall be communicated in writing to the student and the Senior Tutor. In case of decision 2 or 3, when the deficiencies in question include sub-standard work, the APC shall require the undergraduate to achieve a certain standard in Special Collections or in Public Examination. The arrangements for, and standard to be attained in, these Collections/Examinations shall be as the Committee, having consulted the subject tutor(s), shall consider appropriate in all the circumstances, and shall be communicated in writing to the undergraduate. At least three weeks shall normally be allowed between the communication of the arrangement to the undergraduate and the date of the collections or Public Examination(s). The standard to be attained shall not normally diverge from that required of the undergraduate during the Formal Warning stage. Each Special Collection paper shall normally be blind-marked by two external assessors, who shall not previously have taught the undergraduate in question; if the assessors' marks differ, it shall be decided whether the required standard has been attained by taking their average. The student will be required to maintain their normal schedule of academic work during the period of preparation for, and sitting, Special Collections.

iii. **Further academic deficiency:** An undergraduate who, after any stage of the above procedure, attains what is required but who demonstrates further academic deficiency (whether or not of the same kind as before), shall be reported by his or her tutor to the Senior Tutor. The Senior Tutor shall then recommence the above procedure at **Stage 2.**

iv. Stage 3: Right of Appeal

The arrangements whereby students may appeal against orders made against them by the Academic Progress Committee are set out in By-law VI:P Appeals **[Reprinted as Appendix A to the student handbook]**

v. Reporting

A report shall be made to Governing Body, via the Michaelmas Term meeting of the Senior Tutor's Committee, about the work done under this By-law by the Academic Progress Committee over the preceding academic year. This report shall be presented in such a way as not to disclose the identity of the students involved

3.16. Exceptional Circumstances

3.16.1. Changes of Course

Your offer of a place at Lincoln was for a certain Final Honours School and it is expected that you will continue with that subject. In exceptional circumstances the College may consider requests to move to a different Final Honours School if it is satisfied that you are qualified to read the School and the change will not disrupt the teaching of other students. The non-availability of tuition or the timing of the First Public Examination may make changing course impossible. If you are considering applying to change course, you must speak to your tutor and the Senior Tutor as early as possible.

3.16.2. Suspension of Status

In exceptional circumstances, such as serious ill-health, it may be necessary for a junior member to go out of residence for a period, normally three terms. This is called 'suspension of status'. The process can be initiated by the Junior Member or by the College.

Suspension of status may also come about as the result of a disciplinary action, but Junior Members should be reassured that the term itself is neutral, and that suspension on health or welfare grounds has no negative or disciplinary connotation.

The College's procedures on suspension of status, which apply to all undergraduate students going out of residence for whatever reason, are as follows.

The Junior Member will meet with the Senior Tutor to receive guidance and advice on the process and to ensure that any necessary medical or other evidence has been received by the College. If College requires, or agrees to, the suspension of status, a reasonable date for vacating the College, and for return, will be agreed. The letter confirming the suspension will normally contain the following clauses:

- You may retain your Lincoln email address and your University Card during your absence, and you will continue to have access to the University's electronic library resources.
- You should apply for a new University card to cover the extended course end date.
- You may use University libraries and other University facilities.
- You may make contact with the University's Advisory and Welfare services.
- No tuition will be provided during your period away from College; however, your tutors will be happy to advise you on reading materials and exercises to help you prepare for returning to study.

- The Senior Tutor, the Welfare Co-Ordinator, and the JCR Welfare Officer may be contacted for advice on non-academic matters.

- During the period of suspension, you must ask for the Senior Tutor's permission, in writing, before visiting College premises or using College facilities.

- If you have suspended status for medical reasons the College will need confirmation, 8 weeks before the anticipated date of return, of your fitness to return. You must arrange for your home GP or Specialist to write to the College Doctor with an assessment of your fitness to return. The College Doctor will then advise the College whether you are fit to return.

- If fit to return, you may come back into residence two weeks before the start of the term in which you are due to resume status.

- The College cannot guarantee that accommodation will be available, but is usually able to accommodate returning students: please contact the Accommodation Manager well in advance.

- You must settle any outstanding battels before returning into residence.

- On your return you will sit Collections. If you have suspended status for medical or welfare reasons you will not usually be required to achieve a stated percentage mark in these collections as a condition of return, but you will be expected to demonstrate that you are well-prepared to resume your course of study at the required level.

- [In cases of suspension on Disciplinary or Academic Disciplinary grounds other requirements may be specified here as a condition of return, according to the particular circumstances of each case.]

3.16.3. Problems Completing Assessments

You may become ill or experience some other major disruption *('illness or other urgent cause that is unforeseeable, unavoidable and/or insurmountable*' in official University parlance) while preparing for or completing University assessments (including exams, essays, dissertations and projects). There are a number of processes to support you in these circumstances.

If, in the case of submitted essays, dissertations or projects, you are unable to meet the published deadline, please contact the Academic Registrar in the first instance for advice. There is detailed information on the University website on when and how to apply for extensions of time for submitted work. Applications are usually made by the College to the Proctors on your behalf, and require supporting evidence (such as medical note in the case of illness).

If you are too unwell to sit a University examination please contact the Academic Registrar immediately. If you are unable to take the examination, the Registrar can apply to the Proctors for an excusal. There is more information on the University website about the process of applying for excusal .

If you are able to complete your assessment, but feel that your performance was significantly affected by factors beyond your control either during or before the assessment, you can submit a Mitigating Circumstances Notice to Examiners (MCE). The MCE goes to the Exam Board who decide your classification for that part of the degree.

3.16.4. Fitness to Study

In exceptional circumstances, a student may not be in a position to continue with their studies for a time. The College has adopted a 'Fitness to Study' procedure to be followed in such circumstances. It has been created to align with the policy set in place by the University for handling such circumstances (please see Section 3 of the *University Student Handbook*. The College's procedure is laid out in the following By-Law.

5. Fitness to Study

1. Definition[1]

'Fitness to study' shall mean:
(a) a student's fitness:
(i) to commence a distinct course of academic study; or
(ii) to continue with his/her current course of academic study; or
(iii) to return to his/her current or another course of academic study; and
(b) his/her ability to meet:
(i) the reasonable academic requirements of the course or programme; and
(ii) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his/her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff (not withstanding adjustments required by law).

2. Application

(i) This By-Law applies to undergraduate, graduate and visiting students of the College and refers to all such people as 'students'. It describes procedures for resolving questions concerning a student's Fitness to Study, including referral of cases to the College's Fitness to Study Panel.

(ii) The Senior Tutor is responsible for ensuring the fairness of the procedures and systems within which the College makes its recommendations and/ or decisions with relation to fitness to study.

(iii) A junior member, believing that he or she is not fit to study, may make a request, in writing, to the Senior Tutor to take a short leave of absence (up to 14 days), or to suspend status for a period of up to one calendar year, the request to be accompanied by relevant medical or other evidence. Where necessary, the student will be asked to grant permission to the College Doctor and/or any other doctor or health care professional who may be advising the student to discuss the student's circumstances with the Senior Tutor, and with any other such doctor or health care professional. The Senior Tutor, having consulted with the student's tutor(s), other senior members as necessary, and the College Doctor, may grant permission to suspend status. This permission, and the conditions to be met for the student's return, will be put in writing and communicated to the student.

Stage 1: Informal Meeting

(iv) Where a student's tutor, or another Senior Member, has good cause to believe that a student is, or is likely to be, unfit to study, he or she may ask the Senior Tutor to arrange an informal meeting with the student and tutors (or graduate

[1] Taken from University Statues, XIII, part 9

advisors and supervisors) to identify the concerns and agree upon a course of action that will be in the best interests of the student and of the College community. Other Senior Members may be invited to the meeting to provide advice and information, but this should be kept to a minimum to encourage informal and open discussion; alternatively, it may be appropriate for the Senior Tutor to gather relevant information from Senior Members in advance of the meeting. The student shall, except where not reasonably practicable, be given at least 2 working days' notice of the meeting. The student may be accompanied at the meeting by a fellow student, a member of the Oxford SU Student Advice Service, or another supporter or advisor. The student should not be accompanied by a family member, unless by prior agreement, and may not be accompanied by a legal advisor. At the meeting's conclusion, a review period and follow-up meeting should be arranged to ensure that concerns about the student's fitness to study have been resolved. The student should be sent written confirmation of the steps agreed and the respective responsibilities and expectations of the College, the student, and any other involved parties.

Stage 2: Formal Case Review Meeting

(v) The fitness to study process can be initiated at Stage 2 where concerns about a student's fitness to study are thought to be too serious at the outset to be dealt with informally under Stage 1, or where informality of procedure is inappropriate to the circumstances.

(vi) If, following the steps taken under (iii) (iv), the student refuses to accept the recommended course of action, or, the recommended course of action does not resolve the concerns regarding the student's fitness to study, or, following the steps taken under (iii) the student refuses to accept a decision by the Senior Tutor that he or she is fit to study, the Senior Tutor will refer the matter to the Welfare Dean who will convene a Case Review Meeting. If the Welfare Dean is the student's tutor or advisor, or has been extensively involved in Stage 1 of the process, he or she shall nominate another senior fellow, not being the student's tutor or having been extensively involved in Stage 1, to take his or her place. The Welfare Dean may also nominate another senior Fellow to act in his or her place in any other case. The Case Review Meeting shall proceed as follows –

(vii) The Senior Tutor shall supply the Welfare Dean with a statement of the grounds on which the case is being referred to him or her; the Senior Tutor shall also provide a copy of all relevant documentation. The Senior Tutor shall simultaneously supply the same materials to the student.

(viii) The Welfare Dean will invite the Senior Tutor and other Senior Members with a significant interest in the student's academic progress, health, and welfare to attend the Case Review Meeting. In advance of the meeting, the Welfare Dean may ask for evidence, including medical evidence, to be provided by the College Doctor, and/or other persons able to advise the College on the student's fitness and, where necessary, will ask the student to grant permission to the aforementioned practitioners to discuss the student's circumstances with the Welfare Dean. Where permission is refused, the College may continue with the procedure based on the information already in its possession.

(ix) The student should, at least 7 days before the Case Review Meeting, be provided with written notice of the convening of the Meeting, details of who will be present at the Meeting, copies of any documentation to be considered in the Meeting, and be given the opportunity to submit any documentation they wish to be considered. The student may be accompanied at the meeting by a fellow student, a member of the Oxford SU Student Advice Service, or another supporter or advisor. The student should not be accompanied by a family member, unless by prior agreement, and may not be accompanied by a legal advisor. Any written submission or evidence supplied by the student must be received by the Welfare Dean no fewer than 48 hours before the advertised time of the Meeting and notice must be given at the same time if the student will be accompanied at the Meeting.

(x) Having considered all available information, the Case Review Meeting may make, but is not limited to, one of the following recommendations:

a. that no further action is taken;
b. to formally monitor the student's progress over a set period of time with an action plan agreed with the student;
c. to recommend the implementation of special academic arrangements, in the form of a Student Support Plan detailing reasonable adjustments and/ or other supportive measures;
d. to recommend a period of suspension;
e. to recommend that consideration be given to the student withdrawing from their course of study.

Recommendations should be made in agreement with all Members of the College attending the Meeting, including the student. If no agreement can be reached, the Welfare Dean may refer the case to Stage 3. In all cases where further action is recommended, a written document should be circulated within 7 days of the meeting detailing the agreed actions, responsibilities, and review mechanisms, and the likely consequences of a failure to resolve the concerns about the student's fitness to study.

Stage 3: Fitness to Study Panel

(xi) Where Stage 1 and 2 procedures have been exhausted and the fitness to study concerns have not been resolved, the Senior Tutor will refer the case to the Sub-Rector, who shall convene a Fitness to Study Panel, consisting of the Sub-Rector and two other Fellows not being the student's tutors and not having had significant involvement in Stages 1 and 2. If the Sub-Rector is the student's tutor, they shall nominate another senior Fellow, not being the student's tutor, to chair the Fitness to Study Panel. The Sub-Rector may also nominate another senior Fellow to act in their place in any other case.

(xii) In urgent cases, or where there is concern for the safety and welfare of the student and/or of other members of the College community, and/or of the wider University, the Senior Tutor, or Welfare Dean, or Senior Dean, or Student Welfare Co-ordinator, or Rector, shall have authority to refer a case directly to Stage 3, the College's Fitness to Study Panel, or to progress a case to Stage 3 from any other stage in the proceeding. This includes cases where an immediate suspension is

thought to be necessary but the student is unwilling to comply.

(xiii) The Academic Progress Committee or Disciplinary Committee may refer a case to the Fitness to Study Panel.

(xiv) The Panel shall proceed as follows –

(a) The Panel shall receive from the referring Senior Member a statement of the grounds on which the student's case is being referred to the Panel, together with copies of any relevant documentation. The referring Senior Member shall simultaneously supply the same materials to the student.

(b) The student shall, except where not reasonably practicable, be given 7 days' notice of any meeting of the Panel and the Panel shall meet as soon as practicable; normally within one week of receiving the materials. It may hold such further meetings as it may decide. Except in so far as to do so would be inconsistent with the provisions of this by-law, the Panel shall have the power to regulate its own proceedings.

(c) The student shall be given the opportunity to make a written submission to the Panel and/or attend a meeting with the Panel. In the latter case, the student may be accompanied at the meeting by a fellow student, a member of the Oxford SU Student Advice Service, or another supporter or advisor. The student should not be accompanied by a family member, unless by prior agreement, and may not be accompanied by a legal advisor. If the student is subject to an Interim Exclusion Order, he or she shall not be permitted to return to College in order to participate in these proceedings unless the Rector so orders. A student may empower another individual to act on his or her behalf, provided they adhere to the stated restrictions on family members and legal representatives.

(d) The Panel will consider the matter fully, requesting, if necessary, further evidence or expert advice, and will decide whether the student is fit to study and whether the student should be sent down; or should be required to suspend status; or should be permitted to remain in residence on such terms as the Panel may decide; or should be readmitted into residence, on such terms as the Panel may decide.

(e) The Panel's determination shall be put in writing and communicated to the student within 7 days of the Panel meeting. The communication shall mention the student's right of appeal, as set out in By-Law VI:P Appeals.

(xv) Where a student has suspended status as an outcome of the fitness to study process, they must be informed in writing by either the Senior Tutor or the Fitness to Study Panel of the conditions for their return. These conditions are likely to include evidence of improved health or wellbeing, or improved management of health conditions or behavioural concerns. A return to study decision will usually involve an informal meeting with the student or a formal Case Review Meeting; a concise record of this meeting and its resultant recommendation should be sent to the student within 7 days of the meeting.

3.17. Undertaking Paid Work

3.17.1. Vacations

As noted in section 3.2, you are required to study during Vacations in order to consolidate the term's work and prepare for Collections. However, the College realises that students may need to boost their finances and will raise no objection to paid vacation work so long as students keep up with their studies. Students should discuss this with their tutors before taking a job.

3.17.2. Full Term

The heavy workload during term leaves little time for paid work. If you need to carry out a limited amount of paid employment you must seek in advance the permission of your tutor and the Senior Tutor.

3.18. Financial Support for Academic Activities

3.18.1. Vacation Residence and Vacation Study Grants for Undergraduates

Students who need to stay in College accommodation in vacations must apply for Vacation Residence each term; exceptions are when licenses extend through the Christmas and Easter vacations (usually only for third- and fourth-year students). For Vacation Residence arrangements please see section 8.1.13.

Students who need to stay in residence in order to take, or revise for, Public Examinations, undertake compulsory vacation courses, or complete assessed work that requires them to be resident in Oxford can apply for a subsidy. In 2025-26 this is £14.09 per day, up to a maximum of 21 days per year (this limit can be extended for those who have public examinations in vacations and/or extended terms). Grants will be credited to battels.

The **Lord Crewe Finalists' Vacation Grant** scheme provides further financial assistance for some students remaining in Oxford to revise during the Easter vacation before their final exams. The number of awards is strictly limited and they are means-tested.

3.18.2. Book Scheme for Undergraduates

The College will refund up to £100 towards the cost of books bought for academic purposes each academic year. You must keep receipts to upload with the application. Grants will be credited to battels.

3.18.3. Financial Support for other Academic Expenses

3.18.3.1. The Senior Tutor's Fund

This fund is maintained by the Annual Fund (see below) and provides grants of up to £200 for proposals directly relating to the individual's exam school (e.g. travel to an archaeological dig, summer placement in a laboratory, language study). Applications are accepted all year round, but must be made before the expense has been incurred.

3.18.3.2. Kenneth Sears Travel Grants

The Sears Fund is exclusively for undergraduates reading History, History and Politics, Ancient and Modern History, or History and Modern Languages.

3.18.3.3. Modern Linguists: Year Abroad and Travel Grants

Modern Linguists on a course which includes a compulsory year abroad are normally expected to spend that year either working or studying in the relevant country/countries. Undergraduates are still liable to pay a fee to the University during their statutory year abroad.

Modern Linguists are eligible for a £200 travel grant. This can be used towards the cost of the year abroad, or for a separate visit to the country whose language is being studied. Only one grant will be made during the course of the degree.

3.18.3.4. General Travel Grants

Grants are available to support travel directly connected to an undergraduates' studies, for travel that has educational or cultural value, or for charitable purposes. Grants are intended to aid travel, not to subsidise living expenses.

3.18.3.5. EPA Grants: Support for Summer Research Placements

Undergraduates studying Chemistry, Biomedical Sciences, Medicine, Physics, or Engineering (particularly where there is a connection with the biosciences) can apply for a grant of up to £3,000 to cover the cost of a summer research placement (based on a maximum of £500 per week for 6 weeks). These grants are intended to support students in gaining research experience that will benefit their future careers.

3.18.3.6. The Clifford and Mary Angell Travel Awards

These awards are intended to provide opportunities for travel and education overseas (e.g. exchange programmes, conferences, fieldwork, site visits, summer schools etc.).

3.18.3.7. The Felicity Brown Fund

Established in memory of Felicity Brown, a former medical student at Lincoln, the Fund enables a student to travel and undertake charitable work (that may otherwise have been unaffordable).

Clinical medical students are also eligible to apply for this grant to help with travel in their elective period.

3.18.3.8. The Lewis and Audrey Cannell Clinical Medicine Travel and Equipment Fund

Clinical Medical students can apply for up to £500 each year. Students can submit multiple applications as long as the total for each year does not come to more than £500. Funds can be used to help cover equipment costs and costs associated with clinical electives and other placements. Applications are open year-round, and awards are made upon application.

3.18.3.9. 2027 Medical Award

The award is intended to support a medical student undertaking research, or extending their medical knowledge in other interesting ways.

3.18.4. Annual Fund Grants: for Group Projects

The Old Members' Annual Fund is an amount of money set aside each year from donations to the College's Annual Appeal. The Fund supports group projects intended to enhance the life of undergraduate and/or graduate students of the College. The Annual Fund Working Group consists of a group of Alumni, College Officers and JCR and MCR representatives

3.18.5. Blues Fund

This fund is supported by the JCR, MCR and the Old Members Trust. It provides support to students in their efforts to achieve a Blue or Half-Blue (that is, representing the University in certain sports). Applications are usually invited in October and in March of each year. Applicants will have to make a good case to the effect that they have a strong chance of winning a place in a University team and are committed to working to that end. Only Blue and Half-Blue sports are eligible for support.

3.18.6. Vivian Green Student Assistance Fund

If you have a request for funding which falls outside these parameters (for example, is not directly linked to College or to your studies), you might be eligible for funding from the Vivian Green Fund which provides assistance, at the Rector's discretion, for projects of personal development. The fund is open to both graduate and undergraduate students. Full details are on the website and invitations to apply are circulated each term.

3.19. Fourth-Year Undergraduates

All students entering the fourth year of a Modern Languages degree, the fourth year of an integrated master's degree, or the Second Examination for the Degree of Bachelor of Medicine (i.e. fourth-year Clinical Medics) will automatically become members of the Middle Common Room. The MCR President will write to all eligible students in the 6th week of the preceding Trinity

term; anyone wishing to remain a member of the Junior Common Room should notify the MCR President of this when contacted. Students cannot be members of both common rooms.

Regardless of common room membership, all fourth-year Modern Languages and integrated master's students remain undergraduates for administrative purposes. They are eligible for undergraduate grants and funding and should apply for college accommodation via the JCR housing ballot.

Regardless of common room membership, all students entering the Second Examination for the Degree of Bachelor of Medicine remain undergraduates for administrative purposes. They are eligible for undergraduate grants and funding. The exception to this is college accommodation: as they are commencing a new degree, students entering the Second Examination for the Degree of Bachelor of Medicine are treated as graduate freshers.

3.20. Degree Ceremonies

Undergraduate and postgraduate taught students will receive an email from the University in Michaelmas term of their final year with information about booking a degree ceremony. Please see the University website for more information about degree ceremonies.

Details of Lincoln's graduation arrangements can be found on our website. If you have any queries, please get in touch with the Rector's PA (graduations@lincoln.ox.ac.uk).

3.21. University Examination Decrees and Regulations

The University publishes all its decrees and examination regulations on the University website. This contains full details of the regulations for the various subjects and you must read the section on your own subject.

3.22. The University Student Handbook from the Proctors' Office

The Proctors are senior academics appointed by the University to oversee matters such as examinations, fairness and the behaviour (or misbehaviour) of Oxford students in the University and the City. The University Student Handbook contains essential information on welfare and health matters, summarises regulations relating to examinations and to the conduct and discipline of members of the University, including Codes of Practice and Procedures covering a variety of matters such as Harassment, Fitness to Study, Equality, Complaints, and Computer Use.

4
Postgraduate Academic Life

4.1. Graduate Study at Lincoln College

Lincoln has an outstanding commitment to graduate study among Oxford Colleges: it was the first to create a Middle Common Room for its graduate students and has one of the highest proportions of graduate members among the Colleges that admit both undergraduates and graduates. The College takes pride in maintaining a community of scholarship that provides generously for social and domestic as well as academic needs. The graduate community is very international, and a broad range of subjects and type of course are represented.

4.2. The Nature of Postgraduate Study in Oxford

The structures of the different higher degrees are more varied than those of the undergraduate programmes. Broadly speaking, the University (in the shape of your faculty, sub-faculty, department), and not the College, will normally take the lead in facilitating and monitoring your academic progress. If you are involved in research work, the University will do so principally via the supervisor (or supervisors) it has appointed for you, though there will often be other provision such as methodology courses, workshops, or discussion groups. If you are taking a taught course, the University will provide lectures, seminars, or classes, and perhaps also small-group teaching. In both types of programme, however, you are less closely superintended than undergraduates: it is assumed that by this point in your academic career you are able to work relatively autonomously. Your faculty or department will have its own induction arrangements and handbook detailing the arrangements for your particular programme. At the same time, the College will make a substantial contribution to its postgraduate students' academic lives.

4.3. Matriculation

All students must attend a matriculation ceremony, which marks your formal admission into the University of Oxford. See section 3.3 for details.

4.4. Registration

You must register online via Student Self-Service at the beginning of each academic year - you will be sent notification and instructions when it is due. Registration confirms that the University has correct information about you and that you are returning to continue your studies.

4.5. Academic Dress

Proper academic dress must be worn for University exams and matriculation ceremonies. See section 3.5.

4.6. Exam Entry and Timetables

It is essential that you are entered for your correct examinations. See section 3.7 for details.

4.7. Religious Festivals, Religious Fasting and Examinations

See section 3.7.1.

4.8. College Advisor Scheme

All postgraduate students are allocated a College Advisor in Lincoln in the same, or a related, field. Your Advisor does not have the same role as your Supervisor or Course Teacher and is not intended to replace them; they are there to provide additional support with any problems or questions that you may have, which may have an academic aspect. For instance, you may wish to seek advice from your Advisor on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans. You may also wish to consult your Advisor if you have any concerns about any aspect of your University supervision or teaching. Do make contact with your Advisor in Michaelmas Term. In the course of your first year at Lincoln, you will also have the chance to make social contact with your Advisor at specially organised graduate lunches, which take place during Hilary Term.

4.9. Other Sources of College Support for Postgraduate Students

The Senior Tutor is also Tutor for Graduates and is happy to talk to graduate students, particularly if you are having problems with your work for academic, medical or personal reasons. Questions about the administration of your course should be directed to your department in the first instance.

The majority of University Forms (transfer of status, confirmation of status, etc.) are completed online via the My Student Record tab in Student Self Service. Any paper-based forms should be signed by your supervisor and department before you send them to College; they can then be sent to the Academic Registrar.

The Student Welfare Co-Ordinator and the Chaplain are available to speak in confidence to College members on any matter. See Section 6, Student Support.

4.10. Monitoring of Progress

4.10.1. Reports

As well as discussing your progress with you directly, your Supervisor will write termly reports. Reporting is made online through Graduate Supervision Reporting (GSR), which can be accessed via Student Self-Service. The reporting process begins with you uploading your own self-report, to which your supervisor responds and adds their own assessment of the term's progress. These reports will be read by your College Advisor and the Tutor for Graduates so that they can help you

to review your progress over the course of the year. You are invited to submit a self-assessment each term through the Student Self-Service portal and will receive an email from the University telling you when to do so.

4.10.2. Rector's Collections

Once a year, all students meet with the Rector and Tutor for Graduates for Rector's Collections in order to discuss your supervisor's reports and your progress. This is a formal meeting and you should wear your gown. Collections for taught-course students take place in Hilary Term, and those for research students in Trinity Term. You will be asked to sign up for a convenient slot a few weeks in advance. Questions about Rector's Collections should be directed to the Rector's PA.

4.10.3. Academic Discipline

In the event of continuing unsatisfactory work, the College, in consultation with the relevant faculty or department, may require a graduate to suspend status. Any graduate is welcome to discuss problems with the Tutor for Graduates and/or their Graduate Advisor.

4.10.4. Plagiarism

Plagiarism is wrongfully presenting another person's work or ideas as your own, often through failure to acknowledge sources by citation and referencing and is a serious academic offence. Please see section 3.10 for further detail.

4.11. Exceptional Circumstances

4.11.1. Extensions of time

Extensions of time for research students are only granted in exceptional circumstances, such as serious ill-health, and must have the support of your supervisor and department/faculty.

4.11.2. Suspension of Status

Any graduate student considering suspension should first speak with their academic department and their supervisor. They should then speak to the Senior Tutor. The Academic Registrar can be contacted with college-based logistical queries regarding graduate suspension.

In exceptional circumstances, a graduate student may need to suspend their studies. You may decide to suspend for a range of reasons, including temporary employment, parental leave, or financial difficulties, but the most common reason is illness. There are also circumstances in which the College, your department, or the University may encourage or require you to suspend your studies. Suspension of status is a neutral act; it has no negative or disciplinary connotation.

Suspension of status pauses your degree – including your residence, fee liability, and the terms for which you may hold a particular status – until you are in a position to restart it. Details of the

University's policy on suspension and the relevant forms to complete are available here. You should read these carefully and discuss them with your supervisor.

Suspension is a serious step and needs to be thought about carefully. This policy is designed to explain the effects of suspension in terms of your relationship with the College. Suspended students are not expected to make any academic progress.

For research students, this means all milestone deadlines will be pushed back by the number of terms suspended. You cannot be granted suspension for a term in which a progression milestone - for example, transfer or confirmation of status - was achieved. Suspension should not be used if you are simply seeking additional time to meet a milestone deadline; deferral and extension processes exist for this purpose.

For taught students, engagement with the course structure should cease and you should re-enter with the succeeding year group at the point in the course at which you suspended. If you completed any summative assessments in a term in which you are seeking suspension, it is expected that these will be repeated in the following year. In exceptional circumstances you can apply for a 'carry forward' of results obtained prior to suspension.

Suspended students are not liable for any tuition fees while suspended. In cases of retrospective suspension, fees for the relevant period will be refunded or carried forward. Where fees are carried forwards, they will be set against the fee for the returning term; in the case of the latter being more expensive, you are liable to pay the balance. Where terms are repeated, you will be liable for fees for the repeated terms, as well as the costs of accommodation, food, and any other expenses for the additional time.

You must settle any outstanding battels before returning into residence. Students with outstanding charges may not be permitted to resume study.

If you are in receipt of a scholarship or funding award, your funding body will likely pause payment of your award while you are suspended, but this may vary from funder to funder. You should check this with your scholarship contact. There is a section on the suspension form which asks about scholarships and loans. If you have any concerns about the impact of suspension on your funding arrangements, speak to your scholarship contact in the first instance.

Access to College funding (graduate research fund, student support fund, book grants, etc.) is restricted to current students. You will not be eligible to apply for these funds while you are suspended.

Graduate students on parental or care-related leave may access the Graduate Returning Carers' Research Fund during their period of suspension. The Fund can be used to support research-related expenses, such as conference attendance and short research-related trips.

Graduate students with suspended status retain access to University libraries and online resources, including email, during periods of suspension. Suspended students should contact the Academic Registrar to arrange for their University card and account to be extended to reflect the impact of suspension on the expected end date of their course.

Suspended graduate students are not permitted to access graduate-only facilities, including the MCR, and may not attend College functions and events, except as a registered guest of another student. Suspended graduate students may only access communal College facilities, such as the Library or Hall, with written permission from the Senior Tutor.

Suspended graduate students may make contact with the University's Advisory and Welfare Services. The Senior Tutor, the Student Welfare Co-Ordinator, and the MCR Welfare Officer may also be contacted for advice on non-academic matters during a period of suspension.

Suspended graduate students may not hold sports, society, or other College offices.

Vacating your college accommodation is usually in your best interests. If you are living in college accommodation and you suspend, you will typically be required to empty your room and vacate shortly after your suspension has been approved, in accordance with your licence agreement. In the event that you need to remain in college accommodation during your suspension, you should seek written permission to do so from the Senior Tutor.

The College cannot guarantee that accommodation will be available to you upon your return to study, but it may be possible to accommodate students returning from suspension. Please contact the Accommodation Manager at least eight weeks before your scheduled return if you wish to request a room in college.

Students on student visas should be aware that the University is required to report all suspensions of status to the Home Office. The Home Office will usually cut a suspending student's visa short to 60 days from the date the University report is made.

The Home Office expects suspending students to return to their home country or switch visa status, unless there are other circumstances as listed below:

- Students suspending for parental leave may be able to remain in the UK without their student visa being affected, depending on the length of the leave;
- Research students suspending for one term only due to illness may be able to remain in the UK without their student visa being affected;
- Suspending students who are medically unable to travel may be able to remain in the UK without their student visa being affected.

Students seeking advice before proceeding with suspension should email the Student Visa Compliance team.

Your department or faculty will contact you in the term preceding your planned return from suspension. At this stage, you will be asked to complete a return from suspension form and meet any conditions of return set by the College or the Department. For students suspending on the grounds of ill health, it is likely that the College will request a fitness to return to study certificate signed by a medical professional.

4.11.3. Problems Completing Assessments

You may become ill or experience some other major disruption *('illness or other urgent cause that is unforeseeable, unavoidable and/or insurmountable*' in official University parlance) while preparing for or completing University assessments (including exams, essays, dissertations and projects). There are a number of processes to support you in these circumstances. Please see section 3.16.3 for details.

4.12. Financial Support for Academic Activities

4.12.1. Graduate Research Fund

The College has a fund to assist fee-paying graduate students with their research, specifically travel for research purposes.

4.12.2. Graduate Returning Carers' Research Fund

The College has a fund to assist fee-paying graduate students who have suspended their status as students because of maternity or other caring responsibilities. This fund can be used to cover academic travel costs during the period of suspension.

4.12.3. Book Scheme for Postgraduate Students

The College will refund 40% of books purchased for academic purposes up to a maximum of £80. The grants are made at the end of the academic year for purchases made during that year. Books included in the application must have been bought at the personal expense of the applicant between the last day of Trinity term 2026 and the last day of 6th Week, Trinity term 2027.

4.12.4. Annual Fund Grants: for Group Projects

The Old Members' Annual Fund is an amount of money set aside each year from donations to the College's Annual Appeal. The Fund supports group projects intended to enhance the life of undergraduate and/or graduate students of the College. See section 3.18.4 for details.

4.12.5. Blues Fund

This fund provides support to students in their efforts to achieve a Blue or Half-Blue. See section 3.18.5 for details.

4.12.6. Vivian Green Student Assistance Fund

If you have a request for funding which falls outside these parameters (for example is not directly linked to College, or to your studies), you might be eligible for funding from the Vivian Green Fund which provides assistance, at the Rector's discretion, for projects of personal development.

4.12.7. College Awards, Prizes and Scholarships for Postgraduate Students

The College offers a number of scholarships, prizes and awards to graduates, both on admission and at later stages in their career.

4.13. Degree Ceremonies

Undergraduate and postgraduate taught students will receive an email from the University in Michaelmas term of their final year with information about booking a degree ceremony. See section 3.20 for details.

4.14. University Examination Decrees and Regulations

The University publishes all its decrees and examination regulations on the University website. This contains full details of the regulations for the various advanced degrees of the University and you must read the section on your own subject.

4.15. The University Student Handbook from the Proctors' Office

The University Student Handbook contains essential information on welfare and health matters, summarises regulations relating to examinations and to the conduct and discipline of members of the University. See section 3.22 for details.

5
Learning Resources

5.1. The College Library

5.1.1. Opening Hours

Main Library

- 6.00am – 2.00am Weeks 0-9
- 6.00am – 11.00pm Vacations
- 9.30am – 5.30pm Library staff present on weekdays, and 9.30am-12.30pm Sat & Sun in Full-Term only.

Bear Lane Reading Room

- 6.00am – 2.00am Year round

The Library is strictly for the use of Lincoln College members only. Readers should not bring friends into the Library, except as part of a tour of the College, and are asked to keep visitors on the entrance level of the Main Library to minimise disturbance.

5.1.2. Finding books

Lincoln College Library books are catalogued on SOLO. Please ask the library staff if you need any help searching library resources.

5.1.3. Borrowing books

- You can borrow books via the Self-Issue machine at any time.
- Loan period during term is 14 days: loan period during vacations is the whole of the vacation.
- You can borrow up to 20 books.
- You can renew books online using SOLO up to 3 times; after that you must bring the book back to be checked in before it can be borrowed again.
- Three reminder notices are sent out. Please respond promptly to avoid being added to the Battels List! It is better to contact library staff to explain if you have any difficulties in returning books, rather than to ignore reminders. **You may be liable to receive a fine from the Senior Dean, if you persistently ignore reminders to return your loans**.
- The Library **charges for loaned books that are lost**.
- Books are borrowed for your personal use only; it is strictly forbidden to borrow books on behalf of others, especially if they are not members of Lincoln College.

5.1.4. Alarms

Library books are protected by a security tag in each book. If you trigger a security alarm, **either when entering or leaving the library, or even if it goes off for no obvious reason**, please report the incident in the blue folder on the desk to the left of the Main Library entrance. **Failure to report incidents or failure to check books out properly may result in a fine issued by the Senior Dean**.

5.1.5. Acquisition of new titles

Readers are encouraged to suggest new books:

- complete a suggestion slip; or
- email the Librarian with details of the book(s) and the name of your Lincoln College Tutor and the course title.
- complete the online suggestion form

Library staff will email you when the book request has been approved and the book is ready for use.

5.1.6. Internet

Wifi connection is available throughout the Main Library and Bear Lane Reading Room. Power sockets for laptops are available at every desk.

5.1.7. Photocopier/Printer/Scanner

A colour photocopier/printer/scanner is available on the lower floor of both the Main Library and the Bear Lane Reading Room. You require your College IT login and standard College charges apply.

5.1.8. Conduct in the Library

- The Library is a place for quiet study. Discussion is only permitted in the two Bear Lane Reading Room Discussion Rooms, which may be booked in advance.
- Library desks are cleared every morning. You are asked not to leave anything overnight.
- Food is not allowed in the Library. Drinks may only be brought into the Library in a container with a lid. Alcohol is not permitted.
- Mobile phones should not be audible in the Library.
- Please do not annotate books or underline, even in pencil.

5.1.9. Equal Access

The Library provides some assistive equipment on the desk on the entrance level of the Main Library and to the right of the door of the Bear Lane Reading Room. If there is any additional support Library staff can provide to assist you in your studies, e.g. delivering books to the Lodge (including for short-term conditions like broken limbs) or extended loan periods, please email the

Librarian. If you need access to the platform lift, please ask the Lodge to add permission to your fob.

5.2. College IT

5.2.1 IT Rooms

There are three IT rooms specifically for the use of students at Lincoln: one for the JCR and one for the MCR on the main site and another at the EPA Science Centre. The JCR room is located on the first floor of Lincoln House and the MCR room is located in the Bear Lane complex. All rooms contain PCs loaded with Microsoft Office and other general-purpose software linked to a central server along with networked laser printers. All students will automatically be allocated an account on the system. Please note that although the server-held data is regularly archived this is not a guaranteed service, so you must consider yourself responsible for ensuring that your important data is backed up online or using other media. Eating, drinking and smoking are not permitted within the IT rooms and loading of any software onto shared PCs is strictly forbidden.

5.2.2 Printing

The three IT Room printers, along with colour printer/copier/scanners in the Library and Bear Lane Reading Rooms and a printer at Little Clarendon Street, may be accessed remotely via a web interface. You will need your IT room account details to take advantage of this facility and to collect prints from the Library; you can scan your Bod Card to quickly log in to the Library printer/copier. Printing an A4 page costs 5p per sheet in black and white, a colour page is 20p. A3 pages are double the A4 prices; scanning to email is free**.** For undergraduates, College will underwrite the first £50 of printing costs; for Graduates this will be the first £100. Students registered with the Disability Advisory Service will receive double these amounts. Anything in excess of these figures will be added to battels at the end of the year. You are responsible for keeping an eye on your printing costs – you can check your account status via the online interface. Paper for the printers may be collected from the College Office or Porters Lodge

5.2.3. Email Accounts

You will be automatically assigned an email account on Nexus, the University mail server when you arrive. Addresses are in the form firstname.lastname@lincoln.ox.ac.uk. You must regularly check your University account (at least every 24 hours), as almost all important University and College communication is via email.

5.2.4. Access to Internet

Access to wireless (via *Eduroam* or internal College wifi networks) is available throughout College. All computers connected to the network **MUST have up to date anti-virus software installed**.

5.2.5. IT Support in College

If you have any questions regarding IT please contact the IT Office at 114 High Street or email it-support@lincoln.ox.ac.uk. The core hours for support are 9.00 - 4.30 Monday to Friday.

5.2.6. College and University Rules

Please note that use of network and other IT facilities is subject to College and University rules which can be found at Regulations relating to the use of Information Technology Facilities.

Use of the network may be monitored subject to appropriate legislative constraints. You should note that failure to comply with University and College requirements may be treated by the Deans as a disciplinary offence and in serious cases may result in the withdrawal of all access to IT facilities within the University.

5.3. Photocopying Facilities

The Library and Bear Lane Reading Room printers are also photocopiers and scanners. Copy prices are the same as printing costs. Access to scanning copying is via the usual College IT account.

5.4. Privacy

Personal data is processed in accordance with Lincoln College's Privacy Policy.

6
Student Support

6.1. Student Support

6.1.1. Accessing Support When You Need It

We would like every member of College to be happy, fulfilled, and productive during their time in Oxford. The reality, of course, is that we are all human, and will experience difficulties from time to time. Sometimes these are caused by external events, sometimes they arise from within, but whatever your situation, there are lots of people in College who are here to listen to you, and to help and support you.

If you are feeling overwhelmed by your academic work, or if you feel that personal difficulties are affecting your work, then it is usually best to start by speaking to your tutor. Raising any problem early on is the best way to reach a solution, or to arrange to accommodate any specific needs.

Whether or not you speak to your tutor, you can take any difficulty, worry or problem to the Welfare Co-Ordinator or to the Chaplain. Our Welfare Co-Ordinator, Lisa Stokes-King, is available to all students to listen on any subject and can direct you to the help you might need, whether that's within college, the wider University, or outside in the community. If you just need a cup of tea and a vent, she can do that too.

6.1.2. College Welfare Team

After individual subject tutors, who all have a pastoral role, there is a wide range of people to whom you may turn for help, support and advice. The Welfare-Coordinator and the College Nurse, Kinneret Milgrom, are the main contacts for welfare support, and students may also speak to the Chaplain, who has pastoral responsibilities for all students. Lisa shares primary responsibility for student welfare with the Nurse, the Welfare Dean (Dr Lucy Wooding), the Senior Dean (Dr Daniela Omlor), and the Senior Tutor (Dr Lydia Matthews). Any one of these College Officers, subject tutors or graduate advisors, can be approached with a welfare concern. They will be happy to listen and advise whether your concerns are for your own welfare or that of a friend or colleague.

College has a Counsellor, Juliet Bulman, with whom you can make an appointment direct. Juliet is a member of the University Counselling Service, but is available one day a week exclusively to Lincoln students.

The College Doctors also play an important role, as do the College Harassment Advisors (Dr Jody LaPorte and Dr Max Long).

Outside the usual hours, the Junior Deans (Jelani Munroe and Catherine Jenkinson) can always be contacted via the Lodge with any kind of worry or concern, and within your own Common Rooms, the JCR and MCR Welfare Officers and Peer Supporters are available to listen and support. Further information about the peer support system at Lincoln may be found on the JCR and MCR websites.

Fellows, members of staff and students may approach any of these people with any concerns that they may have about the welfare of junior members of the College. In addition, College Graduate Advisers are available to members of the MCR.

6.1.3. Confidentiality

All members of the Welfare Team work according to the College's Guidelines on Confidentiality in Student Health and Welfare. They are not required to maintain absolute confidentiality and may at their discretion share information within the Welfare Team, but they will normally not pass on information elsewhere without permission to do so. If they believe that there is a risk that an individual may harm themselves or another person, then they may be forced to break confidentiality. Even in these (rare) circumstances, information will be shared only on a strict 'need to know' basis, preserving strict confidentiality in relation to other third parties.

6.1.4. PREVENT Duty

The College is obliged by law to refer welfare cases to the central university where there is a concern under our PREVENT duty. This is in keeping with our wider welfare policy of not guaranteeing confidentiality in cases where there is a perceived risk of serious harm. For further details on the College's PREVENT policies, please see the College's policies page https://lincoln.ox.ac.uk/policies-and-reports/. This should present no cause for alarm. The Welfare Co-Ordinator would be happy to discuss it with anyone who has concerns.

6.1.5. College Doctors

The College Doctors are members of the College Welfare Team and are happy to see students who have concerns about their own well-being, whether physical or mental. Sometimes it may be appropriate for Fellows or staff to refer individuals directly to them for support. The Practice is situated in King Edward Street at the Northgate, only a few minutes from the College Lodge. See section 6.3 below for further details. Doctors will not disclose any of your details to anyone in College without your permission.

6.1.6. University Counselling Service

Students are also able to make use of the University Counselling Service. Students may self-refer, without consulting anyone. You may also wish to talk it over with someone in College first. More information on the services they offer are available from their website.

6.1.7. Online Resources and Other Sources of Information

Useful information is also available on the Student Health and Welfare Section of the University website, on the website of the College Doctors, and on the welfare pages of Oxford University Student Union.

6.2. Students with Disabilities

6.2.1. General

The College has an Equal Opportunities Policy (see section 6.7) under the terms of which 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. The College welcomes applications from students with disabilities and is committed to supporting them in their study at Lincoln.

All the Colleges and the University have jointly agreed a Common Framework for Supporting Disabled Students.

Each College and Academic Department/Faculty will have a Disability Lead (for oversight and strategy) and a Disability Co-Ordinator (for day-to-day support and liaison). At Lincoln these roles are filled by the Senior Tutor (Academic Lead), the Exams and Adjustments Officer (Academic Co-Ordinator), and the Domestic Operations Manager (Domestic Lead for living arrangements in College). They will arrange for any recommended examination adjustments or study support for undergraduates, in conjunction with the University's central Disability Advisory Service (which can be contacted on 01865 280459). Graduate students are supported in this by their Departmental Leads and Co-Ordinators.

Both the JCR and MCR have Disability Leads who can also provide support and guidance.

6.2.2. Academic adjustments for disabilities and health conditions

The College Exams and Adjustments Officer is your initial point of contact to discuss what help (academic adjustments) you may need to reduce the impact of your disability on your studies and exams. If your condition is permanent or longstanding, you may be referred to the University's Disability Advisory Service for assessment or reassessment if necessary. The College Exams and Adjustments Officer will request alternative examination arrangements, if required, from the Proctors.

For any domestic (e.g. accommodation or dining) your key points of contact are the Accommodation Services Manager (anything related to College accommodation or housekeeping) and the Domestic Operations Manager (anything related to dining/dietary requirements or other adjustments).

6.3. Medical Arrangements

6.3.1 The College Doctors and Nurse

The College requires all students to register with a doctor in Oxford, preferably with the College doctors at the KES@Northgate Surgery (phone 01865 242657). Most students do this before they arrive. If you register with another doctor, you should inform the Nurse and the Academic Registrar. For non-emergencies, you should ring the surgery to make an appointment.

The College Nurse can be found in Chapel Quad in weeks 0-9 at the times indicated on the College website.

The Nurse is available to offer a wide range of support and advice, including mental health support and assistance, and is an invaluable resource for other areas of available support in the university.

Students living in College accommodation who are confined to bed by illness should let the Lodge know by 9.30 am. The Lodge (01865 279800) should also be contacted in case of accident or sudden illness and the Porter will call for the doctor or nurse. In emergencies, an ambulance should of course be called straight away, but the Lodge should also be informed so that the relevant College Officers can be made aware.

6.3.2 Overseas Students and Medical Care

Free treatment is available to all overseas students who come to this country for a course lasting more than six months, and who have paid the immigration health surcharge as part of their Visa application. Overseas students will be treated as ordinarily resident and will not have to pay for hospital treatment (i.e. be treated under the National Health Service (NHS)). However, students with pre-existing conditions which may require hospital care may not always be covered.

There is a fixed charge for prescription medicines, currently £9.90 per item.

Specialist treatment: all referrals to specialists must be made by a General Practitioner (GP) - your doctor in Oxford. Serious illnesses are always treated quickly under the NHS. However, non-emergency appointments to see a specialist under the NHS may be very slow. Students may instead opt to see a specialist privately, but this is usually expensive.

More details about overseas students' entitlement to NHS care can be found at the University's website on International students.

Chiropractors, complementary therapists, osteopaths and physiotherapists are all available privately at various costs (no GP referral necessary).

6.3.3. Dentistry

Lincoln College students can register with Damira Dental Studios, the dental practice at Oxford Brookes University, phone 01865 689 997. This practice offers NHS dental care. Please note that for most students NHS dental care is not free, but it is moderately priced. For information on possible exemptions from charges see the Damira website. Students may also register with a private dental practice of their choice, although treatment here will be more expensive.

6.3.4 First Aid in College

Several members of staff are qualified in First Aid. When the College Nurse is not on duty, please contact the Lodge (279800) for help.

6.4. Other Sources of Support in the University

Hopefully, the combination of forms of support and medical help outlined above will be enough for your needs while at Lincoln. If you feel that you need any immediate support from outside the College, then you can contact Nightline on Oxford (2)70270, or Samaritans on Oxford 116 123. If you prefer a text conversation, Nightline provides an Instant Messaging service, or you can text the word SHOUT to 85258. For non-urgent counselling, you can also approach the University Counselling Service direct on Oxford 270300. Below are the main phone numbers which you might need in your time at Lincoln.

College Lodge:	**(2)79800**
College Doctors:	**242657***
College Nurse:	**(2)79817**
College Chaplain:	**(2)79789**
College Office	**(2)79801/ 79844**
Samaritans:	**116 123**
Nightline:	**(2)70270**
Police Station	**101**
University Counselling Service:	**(2)70300**

* Note: this surgery number should be used at all times – callers will be redirected out of hours.

6.5. Sex

Sex is obviously a deeply personal matter, but do remember the simple advice not to feel pressured into anything with which you are uncomfortable. The doctor and nurse can provide advice about safe sex and contraception. The JCR and MCR Welfare Officers can also supply condoms discreetly on request. The Welfare Co-Ordinator is happy to discuss sexual matters and all aspects of personal relationships in confidence, and is completely unshockable. The College has a code covering sexual harassment, which you can find on the College website.

6.6. Sexual Violence

Comprehensive and up to date information detailing the resources available within Oxford for responding to sexual assault can be found at the Oxford Against Sexual Violence website. The University's Sexual Harassment and Support Service provides specialist advisors who can offer confidential support and advice for any current student impacted by sexual harassment or violence, whether recent, ongoing, or historic. You can contact them directly or speak to Lincoln's Welfare Coordinator for more information.

Someone who has experienced sexual violence may be ready to report it to the police straight away. However, if a student has not yet decided whether to make a complaint, it is possible for that individual to go directly to a Sexual Assault Referral Centre (SARC) which provides medical help, support and advice and collects forensic evidence. The College offers an anonymous and free service to all members of the College who wish to access the nearest Sexual Assault Referral Centre to Oxford. The nearest SARCs can be found on NHS website.

Please be advised that users must ring the SARC first – do not simply turn up. They need to be made aware of the need so that they may alert staff to attend and be ready. If a member of College is then to attend a SARC, they should contact the Lodge and ask for a 'SARC taxi.' A taxi will then be booked to take them to the SARC Centre and to wait to bring them back. They are able to take a friend or welfare officer to support them or to go alone. College will cover the cost of the taxi – there is no need to pay anything to the driver.

6.7. Equal Opportunities

It is the College's policy to treat all of its members in the same way, regardless of their sex, sexual orientation, gender reassignment, age, disability, race, ethnic origin, religion or belief. The College's Single Equality Scheme can be found on the College website.

6.8. Harassment and Bullying

Lincoln College is committed to providing an environment in which all are treated with dignity and respect; and in which they can work and study free from any type of discrimination, harassment, or victimisation. Harassment is a serious offence which is punishable under the College's disciplinary procedures. The full policy statement and code of practice can be read on the College website. If at any time you feel that you are being bullied or harassed, whether by another student, by a tutor, or by a member of staff, you can call upon one of the College's Harassment Advisors for advice and assistance. The current Advisors are Dr Jody LaPorte (Tutor in Politics) and Dr Max Long (Tutor in Modern History). Further description of the help available is contained in the policy document on our website. You can also approach the College welfare personnel detailed above to discuss the situation and your feelings about it.

7
Money Matters

This section of the Handbook is about your financial dealings with the College. As a member of the College community you have certain financial obligations to the College, as does the College to you. The College undertakes to deal with you professionally and courteously, and you are expected to deal with the College in a responsible and timely manner.

The College officers and staff primarily concerned with the issues covered in this section are the Bursar, the Bursar's Secretary, the College Accountant and the staff in the Accounts Department (all to be found in staircase 4).

7.1. College Invoice

Student members of College are sent an invoice at the beginning of each term and once during the summer in cases where there are charges outstanding. The invoice typically covers items that fall under Tuition Fees and Domestic Charges (battels). Any students staying in accommodation over the summer will receive a vacation residence invoice towards the end of Trinity. This is separate from the final battels charge and must be paid before the date the vacation residence begins.

7.1.1. Tuition Fees

Tuition fees collected by the College on behalf of the University. Payment for tuition is due at the beginning of Michaelmas term. Any alternative arrangement will be by agreement with the Bursar.

Fees vary between courses and due to individual student circumstances, so it is not possible to provide exact figures here. Some of the fees due may be paid by a third party, such as Student Finance England or a Research Council. However, it is the student's responsibility to ensure that arrangements are in place for the payment of fees when they become due, and to make sure the Bursary has documentary evidence of these payment arrangements.

Battels items include:

- Accommodation charge (includes gas, water and electricity), payable in advance;
- Kitchen charge (provides credit against meals purchased that term); See also section 8.4;
- Room contents insurance – see section 9.4;
- Membership of the Lincoln Society - a one-off payment of £10;
- Charges collected by the College at the request of Junior and Middle Common Rooms in order to fund some of their activities (such as finalists' celebrations and punt hire). Queries about these charges, including opting out, should be directed to the JCR or MCR President;

- Any payment due for damage to College property in the previous term.

Freshers also pay a £400 deposit which is returned at the completion of your studies, provided you are not liable for damage to College property or do not owe any funds to the College. Any amounts owed will be offset against the deposit.

International students should claim a refund of their deposit before closing their UK bank accounts. A charge of £20 is deducted from the deposit for international payments.

7.1.2. Continuation Charges for Graduate Research Students

The DPhil, MLitt, MSc (by research), EngD, MSt Legal Research, MSt Socio-legal Research, MPhil Law are all considered research programmes. If the standard period of fee liability is exceeded, termly continuation charges will apply for all graduate students in these programmes.

The University continuation charge is currently set at £632 per term and the College continuation charge is currently £168 per term. This will apply to all students (regardless of Home or Overseas fee status). Some, but not all, departments have arrangements for limited waivers of the University Continuation charge.

A College continuation charge will be applied to all graduate students liable for the University's Graduate Continuation Charge, but, for the first three terms of such liability, such students, provided they are not enrolled on a four-year Doctoral Training Course programme, will receive an automatic waiver from the College.

7.2. Payment of Battels

Freshers will be emailed their invoices before 0th week of their first term. Full payment is due by 4pm on Friday of 1st week. Subsequent invoices are sent via email at the beginning of each term.

Payments should be made to the Accounts Office via:

https://lincservedmz.linc.ox.ac.uk/Portal to log in with your SSO

Methods of payment are as follows:

- **Cash (up to a maximum of £50);**
- **Debit card** drawn on a UK sterling bank account;
- **Credit card**;
- **Wire transfer** from another bank (may be subject to additional charges by the bank(s) and there may be a shortfall due to exchange rate fluctuations). Please ensure your name is included in the transfer instructions;

- Via **https://lincoln.paytostudy.com**: students paying their battels from an international account may wish to use this service offering competitive exchange rates. It ensures we receive payment of the full amount outstanding and no hidden charges are deducted by the banks.

The College's bank details are as follows:

Account Name:	Lincoln College, Oxford
Bank Name:	Lloyds Bank Plc
Branch:	1-5 High Street, Oxford
Sort Code:	30-96-35
Account Number:	01399296
IBAN:	GB58LOYD30963501399296
SWIFT CODE:	LOYDGB21023

Important: Please quote your name on any transaction

All battels must be paid by the due date. If for any reason you cannot pay your battels by the due date you must contact the Bursar or the Accounts office in advance. Failure to contact the Bursar or Accounts to make such arrangements is taken to imply unwillingness, rather than inability, to pay. If you are experiencing unexpected financial difficulties then we encourage you to apply for financial support (see below).

Non-payment of battels could result in the following sanctions being taken:

If you don't pay your tuition fees, you may, at the University's discretion, be suspended from your course and not allowed to sit examinations or submit coursework.

If you don't pay living costs and battels other than tuition:

- Your name may appear on the default list which is presented to the Governing Body. Defaulters may not
    1. attend special College dinners or functions, nor book College rooms for guests or functions;
    2. access College IT facilities;
    3. expect assistance from the College in dealing with third parties (e.g. references for landlords or banks etc.);
    4. return into residence until the debt (including any penalty) has been paid. In such cases future rights to College accommodation may be restricted.

If action of this sort is taken against you for non-payment of battels, and you believe you have been treated unfairly, you may invoke the College's procedure for Complaints and Appeals.

7.3. Financial Support

The College realises that some students do, for quite genuine reasons, experience financial difficulties during their College career. There are a number of sources of financial assistance for these students, some of which are at the discretion of the College while others are distributed by the University. Information and application forms are available on the College website The Oxford University Assistance Fund deadlines are usually set in the early weeks of each term.

Funds are available to postgraduates and undergraduates, overseas and Home students. However, UK government policy means that a wider range of funds is available to Home students. None of these funds are unlimited and assistance must be distributed fairly. Unforeseen financial difficulties are prioritised when allocating funds and so students should not build an expectation of receiving support funds into their financial planning.

Applications for support from the College's Student Financial Support Funds should be submitted to the Bursar's Secretary and will be considered by the Student Financial Support Committee. This Committee generally meets three times each term to consider applications, but applications requiring an urgent response will be considered outside the normal schedule.

Any student experiencing financial difficulties, or just needing advice, should make an appointment to see the Bursar or the Senior Tutor in the first instance. The College may be able to help you more sympathetically than a bank or other outside source of finance.

7.4. Undertaking Paid Work for the College

Each year some student members of College undertake paid work for the College, for example in the College's Development Office on fundraising projects or in Deep Hall. Rates of pay are determined by the Bursary, and payment is made through the College's payroll system on or around the 25th of each month. Students should note that it is the College's policy to withhold payment for work done against any outstanding battels obligations. Students will need to meet relevant 'right to work' criteria.

8
Domestic Arrangements

The College's domestic operations are comprised of the following departments:

- Accommodation
- Catering
- Conferences & Events
- Deep Hall (bar)
- Domestic Bursary
- Estates, Maintenance and Gardens
- Housekeeping
- Lodge
- Safety & Security

Each of these departments has its own department head. The Domestic Operations Manager oversees all of the domestic operations. Any questions on domestic matters should be directed to the relevant department head or the Domestic Operations Manager. Their contact details are listed on the College intranet.

Students are expected to familiarise themselves with all of the information in this Handbook. However, for easy reference the key points in this section are listed below.

ACCOMMODATION

- First-year undergraduate students must live in College accommodation. Second-, third-, and fourth-year undergraduates must obtain the Rector's permission before living out of College.
- Read your Accommodation Licence Agreement carefully. It explains your responsibilities and the services the College provides.
- Check-in is from **2.00 pm**.
- Check-out is by **10.00 am**.
- If you have a **3-term licence**, you must apply for **Vacation Residence (Vac Res)** if you need to stay during the Christmas or Easter vacations, including for College or University examinations.
- Students on 3-term licences may return to College from **2.00 pm on Sunday of 0th Week** without applying for Vac Res.
- Students living on the main College site will be required to vacate their rooms during the College Ball.
- Do not access roofs or parapets under any circumstances.
- Smoking and vaping are not permitted inside College buildings. Please use the designated outdoor smoking areas.

- Cooking is only permitted in designated kitchens. With the exception of kettles, cooking appliances must not be used or stored in student bedrooms.
- E-bikes, e-scooters, and their batteries must not be stored or charged inside College accommodation.
- Keep your room and any shared areas clean and tidy. You may be charged for damage, excessive cleaning, or rubbish left behind when you move out.
- Report any suspected pest infestations immediately through the Accommodation Portal.
- Overnight guests, including Lincoln College students, must be registered with the Lodge and signed in online. Guests may stay for a maximum of **three nights in any 10-day period**.
- Out-of-term storage is available only to international students, due to limited storage space.

MAINTENANCE

- Do not try to fix items that have malfunctioned in your room or common areas.
- Report maintenance issues promptly via the student Accommodation Portal.

CLEANING

- College cleaning staff are known as Scouts, and they clean communal areas, bathrooms and kitchens on a regular basis.
- You are expected to keep your room clean and to remove your own recycling and excess waste; vacuum cleaners are provided for students to use.

CATERING

- All students pay a termly non-refundable catering charge which provides credit towards meals in Hall and Deep Hall. This credit rolls over from term to term and any unspent credit is wiped from cards on 31st July. Any spend over the initial credit is charged as 'additional catering' the following term.
- If a meal requires sign-up, you must sign up by 10am each day, and by 10am on Fridays for weekend and Monday bank holiday meals. You must sign up for all lunches and dinners during vacation periods.
- Guests in Hall should be over 14 years of age unless they are your own children, who are welcome at breakfast, brunch, lunch and informal evening Hall.
- If you are vegan, have an allergy/intolerance or other dietary needs (including Halal and Kosher meals) you must sign up in advance for meals where a sign-up option is available, or notify the kitchen directly (kitchen@lincoln.ox.ac.uk).

DEEP HALL

- The College bar serves food and non-alcoholic drinks during the daytime, and alcoholic and non-alcoholic drinks in the evenings.
- You may bring up to 3 guests into Deep Hall, and must remain with them at all times.

- You are NOT permitted to bring your own alcohol into Deep Hall.

8.1. Accommodation

Lincoln College follows the **Universities UK/GuildHE Accommodation Code of Practice (ACOP)** for student accommodation. The Code sets out the standards expected of student accommodation provided by higher education institutions, including the Oxford colleges.

Further information is available on the Universities UK Accommodation Code of Practice website.

If you have any questions or concerns about your accommodation, please contact the Accommodation Services Manager.

8.1.1. Undergraduate Student Accommodation

First-year undergraduate students are normally allocated rooms on or close to the main College site. Rooms are allocated at random, and most have en-suite facilities.

All first-year rooms are charged at the same rate, even though they vary in size and facilities. This reflects the College's commitment to ensuring that accommodation costs do not disadvantage students or detract from the inclusive and egalitarian nature of the College community.

Second-, third-, and fourth-year undergraduate students are normally accommodated at The Turl Street Mitre, High Street, Bear Lane, Lincoln Hall (Museum Road), St John Street, and Little Clarendon Street.

Fourth-year students are accommodated in graduate accommodation, and room charges are based on room grade (see the next section).

8.1.2. Postgraduate Student Accommodation

Accommodation is usually available for most first-year graduate students and for some returning graduate students, subject to availability.

Graduate rooms are grouped into different grades based on factors such as room size and facilities. These grades have been agreed with MCR representatives, and accommodation charges vary accordingly.

Lincoln College does not currently offer accommodation for couples or families.

8.1.3. Accommodation Ballots

Accommodation for all students, except first-year undergraduates, is allocated through an annual ballot organised by the JCR (for undergraduates) or the MCR (for graduates).

The Accommodation Services Manager oversees the ballot process and may occasionally intervene where necessary. However, the day-to-day administration of the ballot is carried out by

the JCR or MCR Executive. If you have any questions or concerns about the ballot, you should contact your JCR or MCR Executive in the first instance.

It is your responsibility to ensure that you have secured accommodation if you require a College room.

If you cancel a room that you have reserved through the ballot after **8th Week of Trinity Term**, you may lose your College deposit.

The ballot records students' accommodation preferences but does not guarantee a particular room. The College reserves the right to change room allocations where necessary.

Students with specific accommodation requirements because of a medical condition, disability, religion, or other exceptional circumstances may apply for special consideration instead of entering the ballot. Information about the application process is circulated each year.

8.1.4. Accommodation Agreement

Accommodation licence types

Before arriving at College, all students must sign an accommodation licence agreement. This sets out the terms and conditions of your accommodation, including your responsibilities and the services the College provides. You should read it carefully before accepting it.

There are two main types of accommodation licence:

- **3-term licence** – covers just over 25 weeks of residence (three full terms plus a few days on either side). This is the standard licence for first- and second-year undergraduate students.
- **37-week licence** – covers three full terms plus the Christmas and Easter vacations. This is normally offered to graduate students and third- and fourth-year undergraduates.

If you are on a 3-term licence, you must leave your room by the date and time stated in your licence agreement unless you have been granted Vacation Residence (see Section 8.1.13).

Whenever you leave your room at the end of your licence or an approved period of Vacation Residence, you must remove all personal belongings and dispose of all rubbish.

Access to your room

College staff and authorised contractors may need access to your room for reasons such as cleaning, maintenance, IT support, inspections, or safety and security.

Where possible, you will be given at least **24 hours' notice** by email for non-routine visits. In emergencies, advance notice may not be possible.

Members of staff will always knock and announce themselves before entering your room and will wear a Lincoln College uniform, staff ID card, or other official identification.

Checking out

When leaving your accommodation, you must check out at the Lodge, even if you are not returning a key or fob. If you do not check out, the College will assume you are still in residence and you may continue to be charged for your room.

Accommodation charges

Accommodation charges for each academic year are published on the College website.

College Ball

Students living on the main College site will be required to vacate their rooms during the College Ball, which is normally held every two years. The next Ball is expected to be held in 2028.

If you are affected, you must leave your room by **10.00 am** on the day of the Ball. You may leave your belongings in your room, but you will not be able to access them until one hour after the Ball has finished.

8.1.5. Living Out of College

Undergraduate students (except first years) may live outside College accommodation only with the permission of the Rector.

Applications should be submitted to the Rector's PA by the end of **6th Week** of the preceding term (or by the end of **6th Week of Hilary Term** if you wish to live out during the following academic year).

Your application must:

- be supported by your Tutor;
- include your proposed address;
- include the names of anyone you will be living with; and
- state your subject and year of study.

The Senior Dean and Senior Tutor will be consulted before a decision is made.

Undergraduate students living out must live within **six miles of Carfax**.

If you are granted permission to live out, you must still give notice to end your College accommodation in accordance with your Licence Agreement (currently **three months' notice**).

Graduate students do not require permission to live out of College but must live within **25 miles of Carfax**.

8.1.6 Use of College Bedrooms and Facilities

The College has rules for the use of its rooms and facilities to help keep everyone safe, protect College property, and maintain a pleasant living environment.

Your room charge includes electricity, water, and gas. Heating is provided during the colder months (normally Michaelmas and Hilary Terms) and is switched off across the College when it is no longer required.

For your safety and the safety of others, the following are **not permitted**:

Accessing roofs or parapets

Do not access any roof or parapet area. This is extremely dangerous and will result in immediate decanal action and may lead to relocation. No designated fire escape route requires access to a roof or parapet.

Attaching items to walls

Do not use Blu Tack, adhesive hooks, tape, pins, or other fixings on walls. Please use the pinboards provided instead.

Damage caused by fixatives will result in a minimum charge of **£30 per affected wall**, and you may also be charged the full cost of redecorating the room if necessary.

Smoking or vaping

Smoking and vaping are not permitted inside College buildings, including student bedrooms, out of windows, or on balconies.

Smoking is only permitted in the designated smoking areas (the Grove entrance to Deep Hall, the Library Garden, and the designated areas at each accommodation site). Smoking or vaping elsewhere is a breach of College regulations and may result in decanal action.

Cooking in bedrooms

Cooking is only permitted in designated kitchens.

With the exception of kettles, cooking appliances such as toasters, microwaves, rice cookers, coffee machines, air fryers, and similar items must not be used or stored in student bedrooms. These restrictions form part of the College's fire safety requirements.

Any prohibited cooking appliances found in student rooms will be confiscated by College staff.

Barbecues are not permitted anywhere on College premises.

Animals

Animals, including reptiles, must not be kept in College accommodation unless this has been approved in advance as part of a Student Support Plan issued by the University's Disability Advisory Service.

Please do not feed pigeons or other wildlife on College property.

Naked flames

Candles, incense sticks (joss sticks), oil burners, or any other item that creates a naked flame are not permitted in College rooms and will be confiscated if found.

Bicycles and belongings in communal areas

Do not store bicycles in your room or leave bicycles, sports bags, or other belongings in corridors, stairwells, landings, or other communal areas. These items can obstruct emergency escape routes and may damage College property.

Items left in communal areas may be removed by College staff and, where appropriate, disposed of.

E-bikes and e-scooters

For fire safety reasons, e-bikes, e-scooters, and their batteries must not be stored or charged anywhere on College property.

This includes student bedrooms, kitchens, corridors, stairwells, and other communal areas.

Any e-bike, e-scooter, or battery found being stored or charged in breach of this rule will be removed by College staff and may result in disciplinary action.

8.1.7. Electrical Appliances and Refrigerators in Bedrooms

Fire safety is a constant concern at Lincoln. As a result, the following rules regarding electrical appliances in bedrooms apply and will be enforced:

- **Every electrical appliance must carry the appropriate British Standard number or Kitemark**. The plug must also carry BS number 1363, be of the safety sleeve type, and be correctly fused for the appliance.
- You may use small electrical appliances, including a kettle, **but not cooking appliances.**
- **Portable electric heaters and electric fairy lights** are not permitted (battery-operated fairy lights are fine).
- You may use an extension lead. The loading on these must not exceed 13 amps. Extension leads must not have more than 4 sockets and must be fused, surge protected and conform to BS1363A.

- Block adapters are not permitted.
- You must not overload your sockets – one extension lead per socket. **Never connect an extension lead onto another extension lead.**
- Flexible plug cables must be in good condition and not worn, perished, split, stretched or twisted.
- Any electrical appliances over two years old must be tested by a qualified electrician and certified as fit for use - this can be organised through the Domestic Bursary on arrival.
- **Electrical appliances must not be run from the light circuit.**
- Cables should not trail across the floor or up and down staircases: these could constitute a trip hazard and could cause an electrical fire.
- Ensure that you use the appropriate cable when plugging items into a power source and do not leave battery-operated items charging unattended.

Overseas-purchased appliances:

- **Electrical appliances purchased overseas may pose a fire hazard** due to voltage differences. Electrical equipment in the UK operates between 220 – 240V and frequency of 50Hz using a 3-pin plug.
- If you choose to bring your own electrical equipment with you, you must use a worldwide adaptor which meets UK standards BS5733 AND BS1363. You can purchase these easily online or from a UK retailer. The adaptor must be fused in order to comply with our requirements.
- If you bring electrical equipment in from the United States or Canada it is possible you will require step down transformers as US power operates at 110/120V 60Hz.

You can find further information, including a Socket Overload Calculator, at Electrical Safety First.

8.1.8. Communal Facilities – Laundries and Fridges

Laundry facilities, including washing machines, tumble dryers, and ironing equipment, are available at various locations across College. Instructions for using the machines are displayed in each laundry. Please remove your laundry promptly and help keep these areas clean and tidy.

Where space allows, the College provides communal fridges and freezers. Students are responsible for keeping these clean, defrosting them when necessary, and sharing the available space fairly.

Students who do **not** have ready access to a College kitchen may keep a refrigerator in their room. Only **mini-fridges** are permitted. Any fridge with a capacity greater than **50 litres** is not permitted and will be removed at the student's expense.

Please note that all rooms in **The Mitre (Turl Street)** are already provided with a fridge.

8.1.9. Additional Charges

You may be charged for the full cost of repairing or replacing any College property that is damaged as a result of your actions. This includes your room, its furniture, fixtures, fittings, decorations, and any shared areas.

If your room or shared kitchen requires additional cleaning because it has not been left in a reasonable condition, you may also be charged. This includes, for example, excessive rubbish, unremoved personal belongings, or cleaning beyond the normal standard expected at the end of term. Additional cleaning charges start from **£30** and will be added to your battels. These charges are at the discretion of the Domestic Operations Manager.

Where no individual can be identified as responsible for damage or excessive cleaning, the College may share the cost between all students in the affected block or staircase, or, where appropriate, charge the JCR or MCR.

If bodily fluids need to be cleaned from a student room or communal area, an additional cleaning charge of at least **£30** will normally apply. The charge will be made to the individual student where responsibility can be identified, or to the JCR or MCR where it cannot.

All incidents of damage are reported to the Senior Dean. In addition to any repair or cleaning charges, disciplinary action may be taken where appropriate. This may include fines that exceed the cost of the repair or replacement. See the **Behaviour and Discipline** section of this handbook for further information.

8.1.10. TV Licence

College does not provide television licences and it is your responsibility to find out if you need one. You can find out more on the TV Licensing website.

8.1.11. Telephones

The College does not provide telephone lines in student bedrooms. Students are expected to use their own mobile phones or other personal communication devices to keep in touch with friends and family.

You must not arrange for BT or any other telecommunications provider to install a telephone line in your room.

8.1.12. Overnight Guests

Student bedrooms are let out on a single-occupancy basis. However, Junior Members are permitted to have occasional overnight guests in their rooms: one guest at a time, up to three nights in any ten. Overnight guests must be aged 18 or over. In case of an emergency evacuation such as fire, **guests must be registered online** via the College intranet: https://unioxfordnexus.sharepoint.com/sites/LINC-LincolnIntranet/SitePages/Overnight-Guests.aspx

Please note the following in relation to overnight guests in student rooms:

- The College does not provide mattresses or bed-linen for guests in rooms.
- If you share a flat you should notify and seek the agreement of your flat-mate(s).
- Junior Members should ensure that their guests comply with College regulations regarding discipline and safety, particularly in event of an emergency evacuation (for more details see section 10.9 Behaviour and Discipline, section 9.2 Fire Safety).

The Accommodation Services Manager will handle complaints that involve overnight guests and the use of communal accommodation facilities. Any abuses of the overnight guest policy will be referred to the Senior Dean.

8.1.13. Accommodation During Vacations ("Vac Res")

During vacation periods, student rooms are often used for interviews, conferences, summer schools, or refurbishment works. As explained in Section 8.1.4, you must leave your room by the date set out in your accommodation agreement unless you have applied for and been granted **Vacation Residence ("Vac Res")**.

Only first- and second-year undergraduates are normally expected to move out during the Christmas and Easter vacations and therefore need to apply for Vac Res if they wish to stay. All students are expected to move out for the Long Vacation.

You can apply for Vac Res and find further information through the Accommodation Portal. Please do not make travel or other arrangements based on staying in College until your application has been approved.

Returning before the start of term

You may return to College from **Sunday of 0th Week** without giving notice.

If you need to return earlier, you must give at least **three working days' notice** (excluding weekends, bank holidays, and College closure periods). Early return requests cannot be guaranteed, as rooms may still be occupied by guests or unavailable due to cleaning or maintenance. The more notice you provide, the more likely we will be able to accommodate your request.

Please note that early returns to **The Mitre** are not normally possible.

Long Vacation

Students are expected to leave College at the end of Trinity Term. Except where required for examinations, Vac Res is not normally granted to undergraduate students during the Long Vacation.

A copy of the College's Vac Res Policy is available from the Accommodation Office on request.

Important information about Vac Res

- You **must** apply for Vac Res for the Christmas and Easter vacations, even if you are staying for College or University examinations.
- If your application is approved, you may be required to move to a different room.
- Vac Res will not normally be granted because collection of your belongings has been delayed. Term dates are published well in advance, and you should make suitable arrangements.
- You may be asked to pay your accommodation charges in advance. If this would cause financial difficulty, please speak to the Bursar, who may be able to discuss alternative arrangements.
- You may be eligible for financial support during your period of Vac Res. See Section 3.18.1, **Vacation Grants**, for further information.
- You must leave your room by **10.00 am** on your approved departure date.

If you remain in your room after your accommodation agreement ends, or beyond your approved Vac Res departure date, without permission, this may disrupt College operations. In these circumstances, you will be charged the College's commercial conference rate for the room (currently approximately **£70–£80 per night**).

8.1.14. Storage

Storage is only available out-of-term, and only for **international students living in College accommodation on a 3-term licence**. Overseas students needing out-of-term storage should contact the Lodge Manager. We are unable to offer storage space to students prior to a move into College accommodation.

Items left in storage for an unreasonable length of time, and any belongings left in student rooms after the end of the academic year will be disposed of.

8.1.15. Pests

If you discover or suspect a pest infestation, report it immediately through the Accommodation Portal.

If you are affected by pests, please submit your own report, even if someone else in your flat has already done so. This helps the College understand the full extent of the problem and respond as quickly and effectively as possible.

8.2. Maintenance

The College's Maintenance Team, headed by the Maintenance Manager, is responsible for the repair and upkeep of the College's premises. General maintenance issues should be reported online via the Student Accommodation Portal. Maintenance emergencies can also be reported via the Lodge.

The maintenance team will do its best to respond as quickly as possible to these maintenance requests, but please be aware that they are prioritised based on urgency, and an overflowing toilet would take precedence over a light bulb needing to be replaced!

The Maintenance Team will work to the following initial response times:

- Emergency Within 24 hours
- Urgent issues Within 48 hours
- Non-urgent issues Within 5 working days

Please note that these are **initial response times** and it may be the case that follow-up work is needed to fully resolve a maintenance issue. When there are multiple maintenance issues to be dealt with, they will be addressed in the above order. If you are reporting multiple requests relating to different issues in your room or common area, please submit each issue separately. This will help avoid unnecessary delays and ensure each issue is dealt with as quickly as possible.

Planned maintenance jobs in or near student accommodation will also need to take place from time to time. Students will be given a minimum of 7 days' notice of these. For any urgent works, a minimum of 24 hours' notice will be given unless the circumstances require an immediate response. **Planned works** are booked in after consultation with the Accommodation Services Manager and Domestic Operations Manager, and will take place during vacation periods wherever possible. There will be no non-urgent planned works during examination periods. Alternative facilities will be provided (e.g. kitchens) if these are disrupted. Planned works will be communicated to students by the Accommodation team.

Students are not insured to tamper with College electrical circuits and equipment (including light bulbs) or plumbing, so **please do not attempt to fix items that have malfunctioned**.

8.3. Cleaning

The College's cleaning staff are known as **Scouts**. Cleaning schedules vary depending on the area.

Scouts regularly clean communal areas, en-suite bathrooms, shared bathrooms, and kitchens. They also need access to your room to carry out routine cleaning. Please co-operate with them and allow access when required. In return, they will respect your privacy.

If you have any questions or concerns about cleaning, please contact the Housekeeping Manager for your area or the Accommodation Services Manager.

You are responsible for keeping your room clean and tidy, for helping us maintain our accommodation, and for following the College's sustainability policies. Vacuum cleaners are available for students to use when cleaning their rooms.

If you have access to a shared kitchen, you are expected to keep it clean, hygienic, and tidy. Please wash up after yourself and dispose of food waste promptly, particularly during hot weather, to help prevent unpleasant odours and pests.

8.4. Catering

Communal dining is an important part of the Lincoln ethos, and College meals are heavily subsidised to help encourage students to dine together.

All students pay a termly non-refundable Catering Charge, in advance. It provides credit used to purchase meals in Hall. It can also be used to purchase food and soft drinks in Deep Hall from 1st through 8th week of each term. The Catering Charge can also be used to pay for guests' meals at any meal at which a Lincoln member can use their charge. Any unused credit will be carried over from term to term within an academic year, but does not carry over into the next academic year; any remaining credit is cleared on 31 July.

The only students exempted from the Catering Charge are those on a year abroad, medics on electives based outside Oxfordshire, and graduate students who are required to live away from Oxford for a term or more and who have completed the GSO.8 'dispensation from residence' form.

Barbecues are not permitted on College premises.

8.4.1. Dining in Hall

Please see the College intranet for information on meals in Hall, including days, times, style of service, number of guests allowed, approximate costs, and booking requirements. You should note that some meals will require pre-booking.

8.4.2. Special Meal Arrangements for Graduate Students

Graduate students have the chance to attend MCR lunches at High Table during each term, as arranged by the MCR Committee. Graduates may also dine at their own cost at High Table on certain evenings during Term (generally Mondays and Tuesdays), subject to availability of spaces. No more than four MCR members and their guests may dine at High Table on any given night.

8.4.3. Meals During Vacation Periods

During **Vacations** lunch and dinner are normally available in Hall, though you will need to sign up for them online before 10am each day, and 10am on Fridays for weekend and bank holiday meals. You will be charged for meals you have signed up for and then failed to attend. Meal timings during vacations are subject to change and occasionally the normal meal service cannot be provided (though the College will aim to give as much notice as possible). The intranet will always contain the latest information.

8.4.4. Guests in Hall

Guests should always be over 14 years of age. The exception to this is current College members with children, who are welcome to bring their children to breakfast, Sunday brunch, lunch, and Informal Hall. Children are not permitted at formal meals. Children must be kept under strict supervision at all times, and you must contact the Domestic Bursary the day before if you will require a High Chair. Please note that the Kitchen is not able to provide special meals for children. Children of current College members will be charged at the same rate as current members, and against the current member's Catering Charge.

8.4.5. Dietary Requirements

The College recognises that some people have particular dietary needs, and will accommodate these wherever possible. The kitchen keeps a register of those with allergies, intolerances or other dietary needs and will cater for these to the best of their ability. If you are concerned about provision for your dietary needs, please speak to the Chef or Domestic Operations Manager. Please also consult the Domestic Bursary if your dietary requirements or allergies are not listed as an option in the online booking facility.

If you are vegan, require Kosher or Halal meals, or have an allergy/intolerance or other dietary need, **it is your responsibility** to either sign up in advance of a meal (where a sign-up option is available), or notify the kitchen. You should also identify yourself to the serving staff at any meals you attend. Information about allergens contained in dishes is available from the kitchen and serving staff, and online.

8.5. Deep Hall

Deep Hall is Lincoln's atmospheric College bar. Although alcoholic drinks are served only in the evenings, Deep Hall is also open during the day and offers excellent coffee (drink-in or takeaway), smoothies, pastries, light lunches (baguettes, salads, snacks), soft drinks, and a range of snacks and confectionery. All items with the exception of alcohol can be paid for using Bod cards. Deep Hall timings and offerings are as follows:

Day	**Time**	**Food & Drinks Available**
Monday - Friday	10:00 – 12:00	Hot and cold (non-alcoholic) drinks Smoothies Fresh baked pastries Snacks & confectionery
	12:00 – 13:30	Baguettes & baps, salads, snacks
	18:00 - 23:00	Alcoholic and non-alcoholic drinks Snacks & confectionery
Saturday & Sunday	***CLOSED***	

Alcoholic drinks in Deep Hall are deliberately set at prices moderately cheaper than prices in local pubs - the guideline is ‘80% of local pub prices’. Payment for drinks is by cash or card.

Members may bring up to three guests into Deep Hall. Guests are the member’s responsibility and must be accompanied by the member at all times. Guests are expected to treat staff, and other Lincoln members, with respect and will be asked to leave if they do not.

It is against the College’s rules for bar users to bring their own alcohol into Deep Hall. Anyone who does bring their own alcohol into Deep Hall will be asked to dispose of it, or asked to leave. Infringements may result in College disciplinary procedures.

8.6. Sustainability

Students are encouraged to act sustainably. More information and a recycling guide can be found on the College intranet.

9
Security and Safety

The College pays a great deal of attention to the provision of a safe and secure environment and to compliance with Health and Safety legislation. As a member of the College community it is your duty to maintain the College's safety and security; failure to respect this duty is viewed seriously.

9.1. Keys, Bodleian Card, etc

On your arrival in Oxford you will be supplied with

1. A **University Card** (also known as a Bodleian Card or Bod Card) which gives access to University facilities, College sites and your bedrooms if it is fitted with an electronic lock. Bod cards are also used to pay for meals. A **security fob** allowing you access to the College and its annexes, and your bedroom if it is accessed by fob – these are being replaced by Bod cards (as above)
2. A **key** for your room (if not fob or card-accessed)

You are required to check in and out of the Lodge when moving into or vacating College accommodation. If you don't check out you will likely be charged for accommodation after you have gone home.

Try not to lose your card, fob or key. If you lose your Bodleian Card, please complete the Bod Card Request form immediately. Contact the Lodge if you lose your security fob and/or keys. Replacement security fobs and keys cost £25 (each) for a first loss, and £50 (each) for a second loss. If loss of a key results in a lock having to be changed you will be charged £200. Please note that if you need a fob or key temporarily you will be required to pay a £20 returnable cash deposit.

You should not give or lend your Bod card/key/fob to anyone else, whether or not they are a Lincoln member. If this is discovered to be happening, you can expect to be contacted by the Senior Dean.

You must return your security fob to the Lodge when you leave College permanently (at the end of your degree course), otherwise you will forfeit £25 of your deposit.

In order to gain access to some College facilities (e.g. public meeting rooms, boathouse) you may need to collect a key from the Lodge which must be signed in and out. You are responsible for the key's return so don't pass it on to another student. Please note that you will not normally be allowed to sign out the key for the boat house unless you will be at the boat house with at least one other College member.

Students are permitted to bring up to 3 guests into College. Any group of 10 or more guests (regardless of the number of Lincoln students who invite them) needs prior permission 24 hours in advance from either the Lodge Manager or the Senior Dean. Any guests must be accompanied at all times when on College sites. They will not be allowed into College unaccompanied, so you should ask visitors to phone you on arrival so that you can meet them at the entrance. This may be cumbersome but is the most secure way of admitting guests. Beware also of 'tailgating': intruders following you into the College site.

The central College site, including the Library, is comprehensively covered by CCTV cameras, monitored from the Lodge. If you see any intruders or suspicious behaviour you must report it to the Lodge immediately.

The College lodge team make regular security patrols, particularly at night, in teaching and accommodation areas. These are conducted to ensure your safety, and are kept as unobtrusive as possible.

9.2. Fire Safety

Fire safety is very important in a community like Lincoln, especially as many of the College's buildings are old and vulnerable to fire. It is in all of our interests to make College a safe place to live, study, and work, and all College members must be vigilant against risks.

You should be aware of the **location of fire exits**, and respond promptly to fire alarms, evacuating the building by the prescribed route in a calm and orderly way. You should familiarise yourself with the **fire escape routes available to you**, and have clothing at hand, ready to wear in the event of an evacuation during sleeping hours.

If you will find it difficult to follow the emergency procedures at any time, please inform the Porters' Lodge or the Head of Safety & Security.

The College is legally required to run **regular fire drills**, and it is expected that students will comply when the alarm sounds, for the safety of all. When the alarm sounds, please exit the building and report to the specified assembly point. During evacuation drills you will be given two minutes to leave the building; after that College staff will check all rooms, including bathrooms, and if you are found inside you will be reported to the Senior Dean. Please note that no-one will be allowed back into the building until the last person has evacuated.

In residential accommodation, each student's actions may compromise the safety of other students in their block. The College provides everyone arriving at College with information about fire safety and regular updates on when fire alarms have gone off and how this can be avoided.

These are the key fire safety rules:

- **DO NOT INTERFERE WITH FIRE SAFETY EQUIPMENT.**
- **Do not move fire extinguishers;**
- **Do not use fire extinguishers to prop open any doors;**
- **Do not tamper with fire extinguishers;**
- **Do not wedge Fire Doors open or closed;**
- **Do not tamper with smoke detectors;**
- **Do not tamper with locks/ bolts on fire exits;**
- **In your study bedroom, no cooking food, no cooking equipment (e.g. air fryers, toasters, rice cookers, microwave ovens), no candles, no naked flames, no smoking.**
- **Do not smoke in any College building – SMOKING IS ONLY PERMITTED IN DESIGNATED SMOKING AREAS;**
- **BBQs are not permitted on College premises.**

Because of the need to make College a safe and secure environment for us all, any breach of the fire safety rules is a serious matter, and will likely lead to **disciplinary action** under the College's Non-Academic Disciplinary Procedure (See section 10 of the Handbook. Please note that what you see there is the full, authoritative statement of the Disciplinary code: what follows here is for guidance only). However, some kinds of breach are singled out as 'Major Breaches', meaning that the disciplinary response to them is likely to be severe. Others are referred to as 'Minor Breaches'.

A **Major Breach** is an intentional, reckless or grossly negligent breach of the fire safety rules that poses a marked danger to the safety of the student or other members of College. To illustrate (these examples are not meant to be exhaustive), the category of Major Breach includes the following:

- Tampering with a fire detector or fire alarm, or with the proper functioning of a fire detector or fire alarm.
    - *Example – a student affixes a plastic container over a fire detector.*
- Smoking in a student room, in a staircase, in an indoor common space, or while leaning out of a student bedroom window
    - *Example – a student smokes a cigarette in their room or staircase entryway*
- Burning any sort of flame in any College room; this includes candles, and incense.
    - *Example – a student has lit a tea-light-candle on their windowsill.*
- Being negligent or reckless in using a College kitchen.
    - *Example – a student is using a frying-pan to cook chips on the hob, and leaves the kitchen to go and check email in their bedroom while the chips are cooking.*
- Leaving large objects in corridors or on staircases for extended periods of time.
    - *Example – a student stores their bicycle in a College corridor for more than a few minutes.*
    - *Example – a student leaves their bulky sports bag in front of the entry to a staircase landing for more than a few minutes.*

- *Example – students set up a 'lounge area' in an escape route outside a cluster of bedrooms.*

The handling of alleged Major Breaches is likely to depend on whether the student in question has previously received a warning under the Non-Academic Discipline Policy (whether for a violation of the fire safety rules or anything else).

- If they have not, the Senior Dean is likely to consider whether the action constitutes a 'minor breach' of the NADP, and if the violation is established, will probably give a warning now, and perhaps a further penalty.
- But if the student has previously received a warning, the Senior Dean will consider whether the action constitutes a 'major breach' under the NADP leading to a Disciplinary Committee which can impose much more severe penalties, up to and including permanent expulsion from College. In a case of this sort, it is especially likely to consider excluding the student from their College accommodation.

In short, a student committing two Major Breaches stands a good chance of being evicted from their College accommodation or at the very least moved to alternate accommodation.

9.3. Electrical Appliances

All electrical appliances must only be used in compliance with the regulations set out in section 8.1.7 of this handbook.

9.4. Personal Belongings

You are urged to take good care of your possessions, exercising general common sense and security-consciousness. Do not leave your room unlocked, even for short periods.

The College has arranged a blanket insurance policy to provide cover for students' possessions while in College accommodation. The cost of this insurance will be communicated to students at the beginning of each academic year; this sum will be added to your Michaelmas Term battels. If the insurance cover provided by this policy is insufficient for your purposes, you should arrange separate additional cover.

9.5. Bicycles

You may be quite happy pottering around town on foot, if you can, given that Lincoln is so central, but like many students you may want to get a bike (if only for an extra five minutes in bed!). Please remember that Oxford city centre is a busy and potentially dangerous place to cycle – make sure you know the rules of the road, wear a helmet and have good lights in place when cycling in the dark. The Oxford police do spot checks and fine cyclists travelling in the dark without lights. The University sells lights at a discount. If you want to learn to ride with confidence, the University provides up to six hours of free cycling training.

Bicycle theft is common in Oxford. You are encouraged to insure your bicycle and to keep it safe and secure with a good strong D lock (also available at a discount from the University). Storage for bicycles is provided in the following areas:

- The basement beneath the garage on the west side of **Turl Street** (entrance next door to Norah's Antiques)
- The basement below the Lodge at **Museum Road**, and in the racks behind the EPA Centre
- To the east of the building at **Little Clarendon Street**
- On site in **Bear Lane**

You must register your bicycle with the Lodge immediately upon your arrival in College and collect a sticker which should be placed on your bicycle. The College undertakes periodic checks and disposes of unregistered bicycles.

9.6. Smoking Areas

On the main College site smoking is only permitted outside the entrance to Deep Hall (at the bottom of the stairs). There are also designated smoking areas at Bear Lane, Museum Road, and in the Library Quad.

9.7. Snow and Ice

The Gardens team is responsible for clearing and salting or gritting the main access paths and steps around College during period of icy and snowy weather, and will also undertake precautionary gritting as required. There will inevitably be less cover at weekends and out-of-hours, so Lincoln members will need to take extra care at these times. Salt spreading buckets and scoops will be made available for times when the Gardens team is not on site. These will be checked and filled regularly. Please report any bins that need refilling to the Head Gardener or Maintenance team. At Museum Road, details of salt buckets and scoops will be left at the Museum Road lodge for emergency treatment.

9.8. Accessing the Roof

It is strictly forbidden to access roof or parapet areas of College premises. Any student doing so, or allowing others to do so via their room, will face **disciplinary action** of the same kind as someone who commits a Major Breach of the fire safety rules (see above).

9.9. Armed Incidents

Firearms and weapons attacks are extremely rare in the UK. In the unlikely event of an incident, students should follow the advice Run Hide Tell.

Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

Hide. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

Tell the police by calling 999.

10
The College as a Community

As a member of the College, you will be part of a community. In fact, obviously, of more than one. Within the College itself, you will join either the Junior or Middle Common Room; the cohort of students comprising your year; those studying your subject; perhaps a sports team, orchestra, dramatic company, or something of that kind; the group of students living in your vicinity; as well as your set of friends, and other, less clearly defined but nonetheless real, groupings.

The College sets a lot of store by those parts of its make-up that give it its character as a community. It provides accommodation for virtually all undergraduate students, and a large number of postgraduates, and has ensured that almost all of this accommodation is in its own centres, which are close to the college site itself. It is proud that students like to eat so regularly in Hall. Its tutors are concerned not only to help you with your academic work, but to look out for your general well-being too.

The Rector, Bursar, Senior Tutor, Domestic Operations Manager and Deans try to understand the students' as well as other points of view in all their thinking, and regularly talk with student representatives. The porters at the Lodge, the college nurse, the administrative staff and the domestic staff don’t simply do their obvious jobs, but also try to keep an eye out for people’s general welfare. The students, too, take justifiable pride in the part they themselves play in making and keeping the College a good place to be.

Membership of a community is empowering; but, to safeguard the community, the empowerment comes at the price of restrictions, or with strings attached. This part of the handbook identifies some of the more concrete vehicles of empowerment flowing from your membership of the College, but also (at greater length!) the strings and restrictions. It covers the College’s common rooms and sports facilities; the Chapel; the facilities and ground rules for holding parties, dinners, meetings and other functions in the College; and the rules and procedures regarding discipline in the College.

Student clubs and societies play a vital role in the life of the College community, and Lincoln aims to foster the growth and well-being of these clubs. Any club wishing to have a formal association with the College—i.e., wishing to use its name, rooms, or other resources—is required to complete an ‘Application for Association’ (available on the College website) and submit it to the Senior Dean.

The College officers and members of staff primarily concerned with the matters covered in this part of the handbook are the Bursar and Domestic Operations Manager, who are responsible for the provision of the various facilities; the Chaplain, who is responsible for the chapel; and the Deans, who are responsible for regulation and discipline.

10.1. Who's Who in College

Please see the Our People webpages for details of the who's who in Lincoln College.

Still unsure who you need to contact? **See our key contacts list.**

10.2. Eating and Drinking

Eating and drinking with other members of your community is a traditional element in human life. Reflecting this for our community, Lincoln consciously tries (we think successfully!) to operate a Hall where its members like to eat together, and on special days in the College year provides an extra-special meal and wine. We also run a bar for College members called Deep Hall. And the common rooms and other student groups or societies organise events of their own, in and out of College, involving an element of eating and/or drinking: dinners, parties, bops, and clubbing.

At the same time, we would not wish to ignore the observation that alcohol can be a factor in several ills, including poor health, debt, aggression, failure to keep up with work, and vulnerability to unwanted or criminal behaviour by others. Junior members can be particularly afflicted in these ways, since they are often relatively inexperienced, or do not take sensible care of themselves (or appear not to). Since you will be spending only a relatively short period of your life at the College, it would be especially unfortunate for you if such ills significantly degraded it. We also recognise the different ways in which alcohol is viewed across cultural and religious traditions, and the different positions that exist as to what constitutes appropriate food. We therefore try to ensure that drink is not unthinkingly served on all conceivable occasions (this point plays a particular part in the planning for Freshers' Week); that a variety of non-alcoholic drinks are always available and equally eligible when alcohol is being served; and that alcohol prices in Deep Hall are approximately 80 per cent of local pub prices.

We provide Halal, Kosher, vegetarian, and vegan meals: see section 8.4.5. The College is committed to providing meals suitable for those with special medical, ethical or religious requirements, and regularly updates its practices in consultation with student representatives and University-wide advice. If you are concerned about provision for your dietary needs, please speak to the Domestic Operations Manager.

10.3. Intoxication

The welfare of community members is of paramount importance at Lincoln College. We aim to make College a hospitable, safe place to live, study, and work. With this in mind, College treats any anti-social behaviour, either aggravated or caused by alcohol or drugs, extremely seriously. Abuse of alcohol not only jeopardises your own health and academic performance, but also disrupts the community of which you are a part. Under the existing disciplinary procedure (see Non-Academic Disciplinary Procedure (NADP), section 10.11), College reserves the right to

exclude members from College services, including accommodation. Instances where the College may consider such a course of action include, but are not limited, to the following:

A student engages in reckless or dangerous behaviour, under the influence or suspected influence of alcohol and/or drugs, which poses a threat to self or others, or which endangers the reputation of the College.

A student is unable to understand and comply with reasonable instructions given for their health and safety or the health and safety of others.

For further clarity, examples of the above instances may include, but are not limited to:

- A student is physically or verbally aggressive or intimidating towards others while under the suspected or actual influence of alcohol and/or drugs;
- A student is unable to care for themselves safely because they are intoxicated or are suspected of being under the influence of alcohol and/or drugs;
- A student engages in anti-social behaviour, such as damage to property, due to the suspected or actual influence of alcohol or drugs.

In considering such cases, the College may consider:

1. Any evidence of actual or attempted compliance on the student's behalf with the reasonable requests or instructions of the College and
2. The student's previous record of behaviour.

Students are, of course, forbidden to use illegal drugs. Remember that even 'Class C' drugs are addictive, dangerous, and severely impede academic work.

Should a student develop a drug or alcohol problem, there is a clinic at the Warneford Hospital in Oxford providing a 24-hour drugs/alcohol advisory service (phone 01865 226243).

Whenever possible, the College wishes to protect confidentiality and will put students in touch with professionals who can help with drugs or alcohol misuse. Still, the College is also bound by Civil and University regulations to discipline any members using or dealing in drugs on its premises.

The College's By-Laws on illegal drugs are as follows:

VI:H STUDENT HEALTH

4 Illegal drugs

i. The possession of a controlled drug, or its supply (whether or not for profit), or an offer to supply controlled drugs by junior members shall constitute "misbehaviour" for the purposes of the Non-Academic Discipline Policy

ii. If the Dean concludes that there is evidence establishing that it is more probable than not that the junior member is guilty of misbehaviour under (i) above, then subject to the proviso below, the Dean shall:

(a) in the case of alleged use of suspected 'Class C' drugs on the College's premises: consider this a 'Major Breach' under the Non-Academic Discipline Policy.

(b) in the case of alleged use of suspected 'Class C' drugs on another college's or University premises: report the matter to the Proctors.

(c) in the case of alleged use of suspected 'Class A' or 'Class B' drugs, or of alleged offering, selling or giving of any illegal drugs, anywhere: report the matter to the police (and also to the Proctors).

The proviso is that the Dean will not proceed in this way if the evidence against the Junior Member arises only from the Junior Member having approached an appropriate person with a view to seeking help and that evidence amounts only to an admission of consumption of controlled drugs and not to the supply of controlled drugs

iii. In cases ii(b) and ii(c), the Dean shall however leave open the possibility of postponed College disciplinary proceedings (see Non-Academic Discipline Procedure section 2)

iv. In case ii(a), if the Disciplinary Committee concludes that it is more probable than not that the junior member is guilty of the misbehaviour alleged,

(a) if this is the first recorded instance of misbehaviour involving drugs during the particular junior member's time at the College, the Committee's determination of the case shall normally take the form of a warning; together with a fine and/or medical conditions if the Committee thinks appropriate.

(b) if this is the second or subsequent instance of misbehaviour involving drugs during the particular junior member's time at the College, the Committee shall have available to it the full range of determinations generally at its disposal.

10.4. Common Rooms

The College has a Senior Common Room, a Middle Common Room, and a Junior Common Room - called the SCR, MCR, and JCR. Each term refers to a group of people; its physical space and facilities; and its activities.

So far as the 'group of people' meaning is concerned, the MCR comprises the College's postgraduate students (including those taking a second BA) plus some associate members; the JCR, its undergraduate students. (Technically, postgraduate students are also members of the JCR, but in practice, they tend to confine themselves to the MCR.) The SCR, broadly speaking,

comprises the College's academic staff, plus some associates. It is a wider group than the Governing Body, which consists only of Fellows. But junior members often refer to the Governing Body as the SCR.

The MCR has its space on the ground floor of the Berrow Foundation Building on the main site. This is open until midnight each day and provides complimentary tea and coffee, newspapers and magazines, and a television. Notices of interest to postgraduates are posted there. The MCR's social programme generally includes parties, dinners, film nights, and whatever else its members want.

The JCR's room is in the Chapel Quadrangle, on the ground floor between staircases 5 and 6. It remains open 24 hours a day, and contains newspapers, magazines, and a large television. It also has a small kitchenette with a fridge, toasters, microwaves, and other small cooking appliances The JCR's social programme typically includes two bops a term, plus an extensive range of social, welfare, and academic events devised each year by the JCR Committee.

Both the MCR and the JCR meet periodically to discuss a range of issues, some to do with their internal affairs and others concerning the way the College is run. They elect their own executive committees. Members of these committees represent the MCR and JCR in dealings with the Governing Body and College Officers: in particular, they have regular meetings with the College's Rector, Bursar, Domestic Operations Manager, Senior Tutor and Deans, and attend Governing Body and committee meetings for matters of special interest to students. You can also consult the MCR and JCR executive members on any matter where you need advice or support.

The MCR and JCR generally run a punt-hire scheme in the summer term, with the punts usually operating from Cherwell Boathouse or Magdalen Bridge: details will be provided at the start of the term. Periodically (generally every other year), they put on a ball in the College. Students do not run their own bar: rather, the College itself provides a bar (Deep Hall) for students, offering the usual facilities, including pool and darts. New students will find more information about the MCR and JCR from the common rooms' own literature.

10.5. Sports Facilities

The College's sports facilities are at Bartlemas Close. They include football and rugby pitches, a cricket ground, tennis courts and a pavilion with changing rooms, refreshments and multi-gym equipment (the latter can only be used after completing the University induction – sign up at the Lodge). Also, the College has a fleet of boats kept at the boathouse: the Boat Club will circulate more information at the start of each year. Keys for these facilities can be signed out from the Lodge – it goes without saying that students are responsible for the keys and the use of the facilities until they are returned. Please note that you will not usually be allowed to sign out the key for the boat house unless you will be at the boat house with at least one other College member.

We share a squash court with Jesus College on St Cross Road – to book and collect the key, go to the Jesus College Lodge. All Lincoln students with a valid University card can join the University's Iffley Road Gym at a discounted rate. Facilities include an athletics track, swimming pool and fitness suite.

New students will receive more information from the various sports captains who organise matches. It is up to students to set up new teams if there isn't one for their favourite sport.

Remember to check that you are adequately insured against the risks involved in playing sports. The College has only limited cover relevant to you: sports captains will be able to advise further.

10.6. The College Chapel

Lincoln College welcomes students and staff from all faith traditions and none. The College is a Christian foundation, and the College Chapel and its activities are an important part of the College community.

The Chapel itself forms one side of Chapel Quad. It dates principally from the early seventeenth century and is a relatively intimate space, containing some lovely woodwork and a set of very fine painted-glass windows (recently restored thanks to a generous benefaction). It, and the surrounding College, were part of the Diocese of Lincoln when the Bishop of Lincoln founded the College in the fifteenth century. When Oxford became a diocese in its own right a century later, Lincoln's own College was excluded from the transfer.

The Chapel's forms of service follow those of the Church of England, but we hope that the Chapel space and its services are accessible to everyone. Sunday Choral Evensong at 6pm in full term is the main service of the week. Services are offered throughout the week, beginning with Eucharist on Sunday mornings and ending with Eucharist at Friday noon. There are also special services to mark important dates in the College year. These include our two Chapter Days, when we give thanks to the Founders and Benefactors of the College, and All Saints Day, the Chapel's patronal festival – formally we are 'The College of the Blessed Mary and All Saints, commonly known as Lincoln College, Oxford'. Details of services are circulated in the term-card delivered to all pigeonholes at the start of each term - also available on the College website. Reminders are issued through posters on the noticeboard in the front quad, and the Chaplain's regular email updates.

People come to services or visit the Chapel at other times for various reasons. Some are practising Christians who wish to worship God in the College where they live and work, others because Chapel is part of the College experience and they want to enjoy one of the best choirs in Oxford, or because it's a good place to bring a visitor or guest. Some come because they value time to pause and reflect in an otherwise hectic week, or they have questions and need the time to face them. Any, all or none of those reasons is fine. You will always be welcome in Chapel, however regularly or infrequently you choose to attend.

If you are of another faith or tradition, the Chaplain is also very happy to put people in touch with other Christian denominational and faith representatives and can provide information about places of worship in the University and beyond. A multi-faith prayer room is located in Turl Yard, and it is open at all hours for private prayer, contemplation, and quiet.

The Chapel is the particular responsibility of the College's Chaplain, Rev'd Dr Jonathan Torrance. The Chaplain is assisted in the Chapel in several ways by student helpers: they are named on the Chapel term-card. Among them are the Organ Scholars and Chapel Wardens.

The Chapel has recently installed a rather distinctive Drake organ; people come from miles around to play it. If you would like to play the Chapel organ, whether in connection with services or otherwise, you should contact an Organ Scholar. The organ may be played between 10am and 9pm.

10.7. Functions

The College has several public rooms and open spaces that you can use for holding rehearsals, meetings, academic events, social events, and other functions: the Langford, Oakeshott, Williams, VHH Green Seminar Room; Deep Hall; the Grove; the sports ground and pavilion. The Hall is also available to book for occasional student functions but requires Governing Body approval, so planning ahead is essential. You can also hold parties and other functions in your own room. This section gives guidance and explains the rules for doing so. If you have any queries, you should contact the Domestic Bursary staff or Deans.

The most up-to-date guidance on public room booking rules and procedures will always be on the College intranet.

10.7.1. Booking Procedures

To hold any function in any location **(*including your room*),** you need to complete an online booking form. Once submitted, it will automatically go through an approval process, and you will be contacted by a member of the Domestic Bursary team. **Any function involving alcohol will require prior approval from the Domestic Operations Manager, who is the Premises Licence holder for the College.**

Any function requiring food, drink or staff involvement, or being held in the sports ground or pavilion, requires at least two weeks' notice. Other bookings can be made on shorter notice, but be aware that at times space can be at a premium and rooms may simply not be available.

Bookings cannot be made earlier than Thursday of 8th week of the preceding term. It is your responsibility to ensure that all attendees behave sensibly and appropriately and that the venue is returned to its original condition. This includes reinstating room setups if you have moved any furniture. **You must be present throughout the duration of the booking: the first to arrive and**

the last to leave. You must also provide a contact mobile phone number and be responsible for key security.

10.7.2. Public Rooms and Spaces

Subject to availability, the College's public rooms and open spaces may be booked **free of charge** by:

- A Lincoln student, for an academic or social event attended by other Lincoln students
- A Lincoln student who is a member of a registered College club or society, on behalf of that club or society
- A Lincoln student who is the **President** of a University club or society, on behalf of that club or society

Bookings on behalf of University clubs or societies can also be made by Lincoln students who are bona-fide officers (but not the President) of that club or society – such bookings will be subject to a room hire charge. Please note that under certain other conditions, especially if fewer than half of the attendees are from Lincoln, a room booking fee may apply. **Also note that the College will only accept bookings on behalf of clubs or societies that appear on the official College or University Register of Student Clubs.**

Students of the College who wish to hold a meeting on College premises or to hold events elsewhere which are College funded, affiliated or branded must obtain the Senior Dean's written permission in advance, and book the College room with the Domestic Bursary team via the process outlined in section 10.7.1. Members, students, and employees of the College are bound at all times to conduct themselves to ensure that freedom of speech within the law is secured for members, students, and employees of the College and for visiting speakers. Any member, student, or employee who organises a meeting in College is under an obligation to remind speakers and audience alike of their responsibilities to observe the College's policies on harassment and freedom of speech. The College's Policies on Harassment and on Freedom of Speech are available on the College Website. Students should also be aware that the College has obligations under the Prevent Duty and that the Prevent Duty is exercised alongside the College's other legal and statutory obligations, including upholding freedom of speech and academic freedom, promoting equality and diversity, and preventing harassment.

Below are details of the rules that apply to the various public rooms. You should consult the Domestic Bursary as to the most suitable venue for the function you have in mind. Unless otherwise stated, functions must end and the area be vacated by 11.30 pm, apart from Saturdays outside the exam period when the deadline is 12.30 am. Events held in the Oakeshott, Langford, and VHH Green Seminar Room must always end at 11:00pm. Music is only allowed on Fridays and Saturdays (no Fridays during the exam period). In order to comply with licencing laws,

alcoholic drinks may only be served if soft drinks are also available. See below for descriptions of the individual rooms or spaces, and any particular rules that may apply.

For booking purposes, the exam period is defined as between 3rd to 9th week of Trinity Term, inclusive.

- **Montgomery Room, Mary Lasker Room, Buttery Dining Room:** dinners may be held in the Montgomery Room (normally, seating up to 24), which adjoins the Mary Lasker Room (normally, seating up to 12), and the Buttery Dining Room (normally, seating up to 24).
- **Oakeshott Room:** particularly suited to society talks, drama productions, music rehearsals, and concerts. Only approved students can use the piano in the Oakeshott Room, and they need to book with the Domestic Bursary); practice is limited to certain periods each week.) No food or drink is allowed in this space, and functions must always finish by 11.00 pm.
- **Turl Street Mitre**: three rooms are available; the Mitre Reading Room, Hunter Seminar Room, the Turl Yard Lecture Room.
- **Deep Hall:** suitable for amplified music, may be used only outside its normal opening hours, and with the agreement of the Bar Manager or Domestic Operations Manager.
- **Sports ground and pavilion:** bookings must be made at least two weeks in advance, and parties must end by 10.30 pm (out of consideration for neighbouring residents); the Domestic Operations Manager or Deans may impose further restrictions and will require you to liaise with the Ground staff or other staff. Key collection/return must be from the main lodge on Turl Street.
- **Grove:** can in theory be used for functions in the same way as the other venues, but in practice the Domestic Operations Manager and Deans are likely to regard it as unsuitable for an essentially private function.
- **Beckington Room and Williams Room**: generally, the Beckington room must be booked by a Fellow (or another member of the SCR) who will be present throughout the function. The Beckington room may only be booked by a Junior Member where the event is **academic** in nature, has been proposed by a Junior Member at a College committee, and is on the schedule of events for the Term reviewed by the Governing Body. The Lodge must be informed, and these rooms cannot be booked after dinner on Sundays, Guest Nights or Chapter Days.
- **Hall:** can only be booked with the permission of the Governing Body, and a fellow or Assistant Dean must be present at the event. Advance planning is necessary if you are considering requesting use of the Hall. Discuss with the Domestic Operations Manager to see if the booking is possible, then consult the Senior Dean to raise the matter with the

Governing Body. Permission is only given for student functions. You should not make further plans until you hear back from the Senior Dean.

- **The Lady Abraham Common Room:** at the EPA Centre is available to both JCR and MCR members during term time. Out of term, it is designated for conference and summer school use. When the room has been booked out by an external group and is unavailable to students, a notice will be posted on the notice board outside the room. If you wish to hold a specific event there during term-time, with 10 or more people attending, please contact both the JCR and the MCR Presidents. Any event needs to be open to all College members. If the Presidents agree that the event can go ahead, it is your responsibility to put a note on the door a few days beforehand and to inform the site Warden and the porter on duty. Events should not usually continue past 11.30 pm, and you are required to clear up properly afterwards. If you would like to make a booking to use the TV at a certain time, please use the sign-up sheet on the notice board**.**

10.7.3. Functions in your own college room

If you wish to hold a function, such as a party in your own room, you need to make a booking as detailed in section 10.7.1. Such functions must finish by 11.30 pm, or 12.30 am on Saturdays. The Deans may not permit functions in rooms during the exam period.

When you book, you must indicate that you have already made suitable arrangements with your neighbours and anyone else who may be disturbed. Numbers should be in keeping with the latest domestic guidance at College. Consult the Domestic Bursary if you are unsure about how many people may be accommodated in a room. All noise must be kept to a tolerable level, and any requests to be quieter must be followed, as must any instructions by the Deans or Porters.

10.7.4. Flags

College members are permitted to make a request for an alternative flag to be flown, either on the main site or at the College Boat House, with the following conditions: the alternative flag is to be flown for a maximum of one month; applications are to be taken by the Senior Dean to the Governing Body for consideration; any application deemed frivolous or offensive will be rejected outright; the flag is usually to be supplied by the College member/ society making the application.

10.7.5. Music Practice

Two music practice rooms, equipped with pianos, are available in the basement of the Berrow Foundation Building. Rules of use for these rooms are as follows:

- Rooms are available to be booked by Lincoln students for a maximum of 2 hours between **07:00 – 23:00**
- Rooms should be booked using the standard room booking form (on the College website); out of hours they can be booked via the Lodge for same-day use

- These rooms are intended for Lincoln students only
    - If you are having a group practice session that includes non-Lincoln students you must **book the rooms in advance via Matrix Booking or the Domestic Bursary,** and receive confirmation of the booking
    - Guests **must be accompanied at all times** by the Lincoln student who has made the booking
    - No more than 3 guests are permitted, as per the College's guest rule
- Musical instruments and equipment are not to be removed from the practice rooms
- **No food and drink** is allowed inside the practice rooms

10.8. Use of Quadrangles

The College and its students are proud of its quadrangles' appearance and keen to keep them looking as good as they do. So, with one exception, you are not allowed to use them for recreational purposes or go onto the grass. The exception is the Grove during Trinity Term and the Long Vacation. Then, you can use this space, including its lawn, as an outdoor common room and to play croquet (but no other ball game or sport). Any music must be kept at a very low level (i.e. it shouldn't be heard outside your immediate vicinity). Do not take glassware into the Grove (broken glass and bare feet are bad companions), and please clear away any litter or other mess that you create: rubbish and recycling bins are conveniently located for your use. If you eat your lunch in the Grove, please take your dishes back to the servery area or Deep Hall. When summer school or conference groups are in residence, you are required to seek permission from the Domestic Bursary before playing croquet. In using this space, please be considerate especially of those who have their rooms around the Grove, and who towards the end of the summer term may well be preparing for Prelims. In short, keep the noise reasonable, especially as the evening goes on.

10.9. Post-Exam Celebrations

You will almost certainly want to celebrate the end of your University examinations or help your friends to do so. There are some points regarding post-examination celebrations that you should keep in mind.

Remember the College's rules against leaving litter and mess in the Grove (section 10.8), and against causing harm, loss or distress to other members of the College community, or harm or loss to the College, or defacement or fouling of the College's property or premises (section 10.10). These rules apply just as much to post-examination celebrations as otherwise. They mean, among other things, that you must not soil the College or your fellow-students (without their consent) with alcohol, streamers, flour, eggs, confetti, or anything else. If you are already soiled in this way, you may be asked to restrict your movements on College premises until you have cleaned yourself up.

Pay attention to the University Student Handbook on the subject of behaviour outside College. Broadly speaking, this will be handled by the police, who will apply the ordinary law as they would in any other context. Be mindful that rowdy or disruptive behaviour, or littering, could result in a fine or prosecution. Several city centre streets are Alcohol Free Zones, where the consumption of alcohol is restricted. Please behave responsibly; you do not want to finish your Oxford career with a criminal record.

If you are not finishing examinations but are there to celebrate with a friend who is, please try to help them have a good but safe time. Recent changes in University policing also mean that the Proctors and University Marshall and their officers are taking an increasingly strict role in preventing not just rowdiness but also mess ('trashing') in Merton Street as well as The High. The official University position is that students are ***NOT*** to celebrate in City streets, but instead to move immediately to their colleges. The Proctors' and Marshall's staff now routinely issue on-the-spot University fines for breaking these rules outside Schools. These fines become part of your permanent University and College record. Don't get them into situations they won't later thank you for; indeed, help them keep out of such situations.

10.10. Behaviour and Discipline

To a very large extent, College life runs smoothly without the need for formal statements about what kinds of behaviour are required and forbidden or about the disciplinary consequences in the event of a transgression. Everyone understands the ordinary norm of consideration for others and acts based on wanting College to be a successful community, doing their own bit to keep it that way, or indeed to make it better. If there are sources of potential difficulty, we try to identify them and deal with them constructively before further problems arise. To this end, the Deans work closely with the JCR and MCR executives, and with other College officers and staff.

In the background, however, the College has codes of rules about behaviour and discipline. The central one is contained in the Non-Academic Discipline Procedure. Others dealing with harassment and freedom of speech, can be accessed via the College's website. If you find yourself in difficulties over behaviour and discipline in College, you may wish to seek advice from your tutor, the Student Welfare Co-ordinator, and/or the JCR or MCR President or Welfare Officer. You should be aware that, in applying its rules, the College will not be particularly receptive to the argument that students should be able to get away with more than others. On the contrary, we are particularly keen not to have one standard for you, another for members of staff. A particular word about noise. In the terms of the rules printed below, you must not make so much noise that you cause or create a real danger of distress to other members of the College community. As you see, the yardstick here is the effect on the hearer, rather than some abstract standard of what is tolerable, or your own opinions about this. So, you need to adjust your noisiness to your surroundings. Bear in mind also that what causes distress depends not only on the volume but also on the quality of the sound, the place (some College rooms are less sound-proof than others!), the time of day (less will be tolerated at night and in the morning), the season of the year (in summer,

windows may be open and people will be revising for exams), and whether the incident is a one-off or part of a series. All that said, music practice and rehearsals may take place only between 10 am and 11 pm.

Please note that codes of decent behaviour extend to the many people who, though not members of the College itself, use and visit it frequently. Although carefully restricted so as not to impact College life negatively during full term, conference business is a vital and necessary means for the College to subsidise the range of benefits its members enjoy. In addition, College wants visitors to be able to enjoy seeing its quads and buildings, like the Chapel and Wesley Room, during convenient restricted hours. Courtesy and respect as hosts should be shown by all College members to casual visitors, tourists, conference guests, and summer school participants. Similarly, all such guests must respect the College's own rules and customs. As such, the rules concerning misbehaviour outlined below apply equally in and out of term, for members and non-members alike.

Finally, it is everyone's hope that the disciplinary procedures below only very rarely have to be used.

10.11. Non-Academic Discipline Procedure

All students are expected to adhere to the College's Non-Academic Discipline Procedure. The Procedure exists to maintain a safe and respectful environment within the College.
Students must not without reasonable justification or excuse:

a) Cause or create a real danger of harm, loss or distress to another (including the defacement of property or premises);
b) Misuse or interfere with security or fire-safety equipment;
c) Fail to keep safe and secure, or at the appropriate time to return, College keys and equivalent devices;
d) Cause or create a real danger of damage to the College's standing or reputation;
e) Disrupt the academic environment of the College;
f) Without the Senior Dean's permission use College premises or facilities, or the College's name or address, or any Oxford University email address, for business purposes;
g) Disobey any other College rules;
h) Disobey reasonable instructions given by College officers or staff;
i) Fail to comply with the terms of any agreement they may have with the College.

Where an alleged breach of this code occurs, it will be dealt with under the Non-Academic Discipline Procedure. This Procedure does not apply to alleged misconduct covered by other policies, such as the Academic Discipline Policy and the Harassment Policy.

10.12. Complaints and Appeals

It is always hoped that disagreements between College officers or staff and students can be settled amicably; the College has a preference for informal resolution where possible. Students are

encouraged, in the first instance and where it is appropriate to do so, to make informal approaches to resolving concerns. Where informal resolution is unsuccessful or inappropriate, the Student Complaints Policy provides a process for the hearing of complaints with a view to resolving matters quickly and to the satisfaction of all concerned.

Students wishing to complain about a matter relating to: the College's academic provision; its pastoral provision; its domestic provision; the behaviour of a Fellow or member of staff; a financial matter; the College's By-Laws, Statutes, or regulations; or any other matter that has an individual impact on the student, should follow the procedure set out in the Student Complaints Policy. This Policy does not apply to complaints covered by other specific procedures, such as: admissions; appeals against College Officer decisions or disciplinary committees; bribery or fraud; common rooms; harassment; University academic appeals; and University student complaints. There is no right of complaint regarding matters of academic judgement. Complaints regarding private disputes between students and members or employees of the College, where the dispute does not arise out of the conduct of those members or employees acting in their capacity as members or employees of the College, will not be considered under the Policy; nor will complaints against those who are neither members nor employees of the College; nor complaints about issues that affect a cohort or group of students, where there is no specific individual impact on a student.

Students wishing to appeal decisions made by a College Officer, the Disciplinary Committee, the Academic Progress Committee, or the Fitness to Study Panel, should follow the Appeals Procedure as set out in the College By-Law VI:P, reproduced in full as Appendix A of this Handbook. Students wishing to appeal against a determination of the Governing Body may do so to the Appeal Tribunal of the Conference of Colleges, of which Lincoln is a member. They should file such an appeal with the secretariat of the Conference of Colleges within five days of the Appeal Committee's or Governing Body's determination. In the case that the student is not satisfied by the ruling of the Appeal Tribunal of the Conference of Colleges, they may submit a claim to the Office of the Independent Adjudicator (OIA) within three months of the Tribunal having issued the required Completion of Issues letter. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website or by contacting enquiries@oiahe.org.uk.

Appendix A: Appeals

Extracted from the College By-laws:

VI:P APPEALS

1 Application

i. This By-law applies to undergraduate, graduate and visiting students of the College, and to associate members of the JCR and MCR; and refers to all such people as 'students'.

ii. For these purposes, 'student' also includes a group of students, or a Common Room (as, though not only, where a group or Common Room is held responsible for misbehaviour under By-law VI:D.6). References to 'student' in this By-law shall accordingly, where appropriate, be read as references to the group or Common Room, or to its representative(s).

2 Rights of appeal

i. A student who is affected by a decision of a College officer, or who is the subject of a decision by the Disciplinary Committee or the Academic Progress Committee, may appeal against that decision to –

(a) The College's appellate tribunal, as defined in 3 below; and thereafter

(b) The Appeal Tribunal of the Conference of Colleges, subject to the Tribunal's own regulations.

ii. A student also has such rights as he or she may hold under external provisions, notably a right to appeal to the Office of the Independent Adjudicator.

3 The appellate tribunal

i. The College's appellate tribunal (hereafter in this By-law referred to as 'the tribunal') shall be –

(a) If the appeal is against a decision of the Disciplinary Committee or the Academic Progress Committee or the Fitness to Study Panel that the student be sent down: the Governing Body, convened by the Rector.

(b) If the appeal is against a decision of the Disciplinary Committee or the Academic Progress Committee or the Fitness to Study Panel to any other effect than that the student be sent down: the Appeal Committee, convened by the Rector, and consisting of the Rector, one other fellow, and one other person who shall not currently be a member of the Governing Body of the College.

(c) In all other cases: the Appeal Committee, convened by the Sub-Rector, and consisting of the Sub-Rector and two other fellows. The Sub-Rector may alternatively nominate another senior fellow to act in his or her place.

ii. A person who has had a hand in the decision appealed against, or who is the tutor or college adviser of any student involved in the matter –

(a) Shall not be a member of the Appeal Committee.

(b) If a member of Governing Body, may participate in the Governing Body's hearing of the appeal up to the point of determination, but shall not participate in the determination itself.

iii. If the Rector or Sub-Rector declines to act as convener of the tribunal on the ground in ii above, he or she shall nominate another senior fellow to act in his or her place.

4 Appeal procedure

i. A student who wishes to exercise his or her right of appeal shall give notice to that effect to the convener of the relevant tribunal. This notice must normally be given within one week of the decision appealed against, and in writing. It must state the grounds on which the student believes that decision unsatisfactory.

ii. Once the convener has received the student's notice –

(a) The tribunal shall meet to hear the case. In the case of the Appeal Committee, the hearing shall take place as soon as practicable; normally within two weeks of the convener's receipt of the student's notice. In the case of the Governing Body, the hearing shall take place at the next scheduled College Meeting to which the matter can conveniently be brought, unless the Rector convenes a special College Meeting for the purpose.

(b) In advance of the hearing, the convener shall supply the members of the tribunal with a note of the decision appealed against, the student's notice, and any other relevant documents. The convener shall at the same time supply the student with a copy of all documentation with which the members of the tribunal are provided.

iii. The tribunal shall –

(a) Give the student the opportunity to make a personal appearance before it (accompanied, if he or she wishes, by another person of his or her choice), or to ask a representative of his or her choice to appear before it on his or her behalf. The student and his or her companion or representative shall withdraw before the appellate body takes its decision. The tribunal may also interview any other person it wishes; he or she too shall withdraw before the tribunal takes its decision.

(b) Consider the matter fully, and decide whether the appeal should be allowed.

iv. If the tribunal allows the appeal, it may substitute any outcome which –

(a) Would have been available in the relevant circumstances to the college officer or Committee whose decision is the subject of the appeal; and

(b) In the view of the tribunal, bears no harder on the appellant than the outcome appealed against.

v. The tribunal's determination shall be put in writing and communicated to the student.

5 Reporting

A report shall be made to Governing Body, via the Michaelmas Term meeting of the Junior Relations Committee, about the use made of this By-law over the preceding academic year. This report shall be presented in such a way as not to disclose the identity of the students involved.