

Undergraduates Newcomers' Guide 2020/21



Manners Makyth Man

**New College
Oxford
OX1 3BN
Tel: 01865 279555**

Welcome to New College

NEW COLLEGE ADMINISTRATION

The Administrative Offices are located on Staircase 4 OB.

ACADEMIC REGISTRAR (TUITION) (4 OB 5)

Freyja Madsen (2) 79596 tuition@new.ox.ac.uk

Deals with any academic matter relating to undergraduates and graduates under the instruction of the Senior Tutor. She also deals with vacation residence grants, university cards and the administration of academic appointments.

WELFARE ADMINISTRATOR (4 OB 5)

Milly Gray (2) 79241 camilla.gray@new.ox.ac.uk

Responsible for the maintenance of student welfare and disability records and the related processes.

ACCESS & ADMISSIONS ADMINISTRATOR (4 OB 6)

Suzie Jackson (2) 79272 admissions@new.ox.ac.uk

Responsible for all aspects of undergraduate and graduate admissions and access, from initial application and subsequent admission.

HEAD OF OUTREACH (4 OB 6)

Daniel Powell (2) 79512 outreach@new.ox.ac.uk

Manages and coordinates the College's outreach work, and is the first point-of-contact for school visits. He is also responsible for recruiting JCR Ambassadors who want to work on the Step-Up programme.

OUTREACH & COMMUNICATIONS OFFICER (4 OB 6)

Misha Brazier Tope (2) 79248 communications@new.ox.ac.uk

Supports the Head of Outreach in developing and implementing the College's outreach strategy, and manages the College's digital communications.

STUDENT SERVICES & EVENTS ADMINISTRATOR (4 OB 6)

Felicity Reeves (2) 79487 student.services@new.ox.ac.uk

Responsible for academic events such as graduation, open days and dinners, and is the first point of contact for all queries in the Academic Office.

EA TO THE WARDEN

Warden's Executive Assistant (Maternity Cover), Jo Ferris & Office Assistant, Rowena Dobson (2) 79524 wardens.office@new.ox.ac.uk

Manages the Warden's diary so are the first point of contact if you wish to speak to him.

COLLEGE OFFICERS' SECRETARY (4 OB 4)

Jacqui Julier (2) 79552 jacqui.julier@new.ox.ac.uk

Works for the Dean on all aspects of student discipline and for other College Officers in relation to their college responsibilities.

THE BURSAR (4 OB 2)

David Palfreyman (2) 79550 bursar@new.ox.ac.uk

The Bursar oversees the college finances and works with Governing Body on financial strategy.

PA TO THE BURSAR (4 OB 1)

Tracy Curtis (2) 79550 tracy.curtis@new.ox.ac.uk

The Bursar's Secretary sends out College meeting agendas and deals with travel grants and hardship questions as well as other administrative duties.

HOME BURSARY ADMINISTRATIVE ASSISTANT (4 OB 1)

Sheena Hinton (2) 79549 sheena.hinton@new.ox.ac.uk

Assists the Catering Manager and Bursar. Replacement/stolen Bod cards, graduate awards.

FEES & BATTELS OFFICER (4 OB First Floor)

Mrs Linda Goodsell (2) 79595 linda.goodsell@new.ox.ac.uk

Battels, student loans and fees.

HOME BURSAR'S DEPARTMENT (4 OB Ground Floor, Right)

HOME BURSAR

Gez Wells (2) 79560 home.bursar@new.ox.ac.uk

The Home Bursar is responsible for domestic arrangements in College. All room bookings, functions, permission for the use of any and all College facilities should be cleared through the Home Bursar's office, regardless of who granted permission for the event or activity to take place.

The office is open Monday to Friday, 8.30 – 12.30 and 13.30 – 16.15

PA TO THE HOME BURSAR

Emily Meeson (2) 79562 emily.meeson@new.ox.ac.uk

CATERING MANAGER

Brian Cole (2) 79564 brian.cole@new.ox.ac.uk

The Catering Manager's office is on the left in the small corridor leading to the Home Bursar's office. He is responsible for the provision of food and meals, and for the Hall.

ACCOMMODATION MANAGER (4 NB 1)

Sue Fisher (2) 79563 sue.fisher@new.ox.ac.uk

DOMESTIC MANAGER (4 NB)

Ellen Baker (2) 79263 ellen.baker@new.ox.ac.uk

A

ACADEMIC DISCIPLINE

The formal arrangements relating to academic discipline appear on p.9 of the College Handbook.

ACADEMIC OBLIGATIONS

Your academic obligations appear on p.1 of the College Handbook.

ARCHIVES

College Archivist - Jennifer Thorp (2) 79581 jennifer.thorp@new.ox.ac.uk

The Archivist's office is in the basement of the Library.

B

BAR

The Café Bar is open from 11.00am - 11.00pm serving a variety of hot and cold snacks, Barista coffees and soft drinks. A full bar service is offered from 6.00pm - 11.00pm, 7 days a week during term. Due to the nature of the licence, the bar is open to members of the College and their guests only.

BATTELS

These are the students' accounts with the College. Bills are payable at the beginning of each term, and will normally consist of 3 main items:

1) Academic Fees – any amount of the University of Oxford fee for UK/EU undergraduates not being met by your Student Loan, and any University or College fee (higher fees apply to non-UK students). **FAILURE TO PAY ACADEMIC FEES MAY MEAN THE TERMINATION OF COLLEGE/UNIVERSITY MEMBERSHIP.**

2) Board and Lodging – this is paid in advance at the beginning of term; it includes room rent and dinner for each day of term.

3) Personal purchases – the College runs a computerised internal credit system, 'cashless vending'. A paper explaining this will be emailed to you once you arrive at College.

Financial problems – if for some reason you are unable to pay your battels at the beginning of the term it is essential that you make an appointment to see the Bursar to explain your reasons. The College operates a fining system for unpaid battels, and interest is payable if battels remain outstanding beyond a certain period. College accommodation ceases to be available if rent remains unpaid. Any fees or battels due to the College must be paid before you graduate.

BICYCLES

There are racks in several places in College. Bicycles must not be left anywhere other than in racks. **CYCLING IS STRICTLY FORBIDDEN WITHIN THE COLLEGE GROUNDS.**

Bike registration is compulsory for students. The registration packs are available from the Porters. You need to provide basic information about your bike on the form and return it to the Porters then affix the sticker. The information goes to the University Security Service and there is more of a chance of your bike being identified if it is stolen and abandoned.

Please note any unregistered bikes may be removed and disposed of without notice.

BUILDINGS

Accommodation in College is in a variety of buildings which are all named, but usually referred to by initials. Most, but not all buildings are divided into staircases; rooms are identified by a staircase number, building name and room number, in that order, e.g. 4 OB 5 (Staircase 4, Old Buildings, Room 5).

Main Buildings:

Old Buildings	OB	Front & Garden Quads
New Buildings	NB	Holywell Quad
Sacher Building	SB	(At bottom of Slype)

Aedes Annexe: accommodation attached to the College, but not main buildings

Holywell Cottages	HW	To the left of New Buildings
Longwall Houses	LW	To left & right of Sacher Building
The Barn	Barn	New College Lane
New College Lane Houses	NCL	New College Lane

Close to College:

Savile House	SH	Mansfield Road
Weston Building	WB	Sports Ground

Flats & Graduate Rooms away from College:

13 Bradmore Road	North Oxford
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BY-LAWS

These are the customs by which the College is run, governed by the Statutes. The College Regulations are subsidiary.

C

CAR PARKING (by official permit only)

Permits (issued by the Home Bursar) are available to Fellows and staff only. Students are forbidden to park within the confines of the College except at the beginning and end of term while personal belongings are unloaded and loaded. Permission is granted only for this limited period.

Students who park without permission will be fined and pay a parking charge per day in addition.

CHAPEL

Chapel services are open to all members of College as well as the public. There is a sung service every night in Chapel at 6.15pm except Wednesday. On Sundays, the service is at 6.00pm and often includes a sermon by a well-known church person or public figure. This daily sung service is Evensong every night except Thursday when it is a Sung Eucharist.

College Communion is on Sundays at 9.00am and breakfast follows in Hall. The Chaplain, another local Minister, or a New College student preaches a short sermon at this service.

Morning Prayer is said on some weekdays – see the Chapel Term Card for details. There are also other special services and events which vary from term to term; see the Chapel Term Card for details.

The Chaplain is the Revd Dr Erica Longfellow and she is always happy to talk with any member of College about any matter or problem. Her number is (2) 79541 and her room is 3 OB 6.

CHOIR

New College Choir has an international reputation. It is an integral part of the Chapel services and there are many opportunities for members of College and the public to hear it. The Choir Master is Mr Robert Quinney, Organist and Fellow in Music. It is an all-male choir comprising Choristers (from New College School), Academical Clerks (members of College) and Lay Clerks (stipendiary members).

CODES OF PRACTICE

Copies are available in the Academic Office and in the Library.

COMMON ROOMS

The academic members of the college community are split into 3 groups. They are categorised as Common Rooms:

Senior Common Room (SCR)

Steward of the Common Room – Dr David Parrott

Middle Common Room (MCR)

MCR President – Steffen Ridderbusch

Students of the college reading for graduate degrees, and mature students

Junior Common Room (JCR)

JCR President – Izi Cook

Students reading for first degrees, other than mature students

The JCR and MCR are headed by an elected member of their own body and run by elected committees. The rooms available for each group are as follows:

SCR Front & Garden Quads – access by invitation only

MCR Sports Pavilion – accessible to JCR members by electronic swipe card

JCR Staircase 7 OB – JCR Pantry, Nelson Mandela Room, Christopher Cox Room, Red Room – accessible to MCR members

COVID-19 INFORMATION

The College is committed to making sure your student experience is as normal and enjoyable as possible, whilst making sure that government guidance on coronavirus is followed. Below is everything we currently know about college life for Michaelmas term, however this remains highly dependent on government restrictions and could be subject to change. Key things to remember are that you will be expected to social distance and to wear masks at all times in College (and in any places with other students) and will likely have to sign a university-wide charter to this effect. Similarly, there will be hand sanitiser stations and social distancing signage around College.

General

All events, teaching and socialising will be carried out with effective social distancing in place. If you develop symptoms of the virus, you will need to get a test within 48 hours and self-isolate.

If you do need to self-isolate, College will provide you with a 'wraparound' care package to make sure you have access to everything you need. This will include meals delivered to your room, and other general care. If you've been in contact with someone who has had symptoms, you will be asked to self-isolate too. 'Household groups' are groups of students using shared facilities, such as a kitchen or bathroom. They are not related to social groups, and are purely based on accommodation. If someone in your household group has to self isolate, then everyone in that 'household' must self isolate too. This is the only time household groups will come into play. However, most 1st and 2nd years have ensuite bathrooms and no

kitchens. If you have an en-suite bathroom, you will essentially be in a '1 person household' and so will not have to self isolate if someone else on your staircase or floor has to.

Provided social distancing measures are correctly followed and face coverings are worn, you can socialise with any student in college.

International students should contact college for specific enquiries about arrangements for them. You can contact Suzie at admissions@new.ox.ac.uk.

Accommodation

We are very lucky at New College to have our rooms regularly cleaned by scouts. As usual, they will be cleaning bedrooms once a week, but they'll also be paying extra attention to the cleaning of communal spaces and to wiping down door handles or banisters. Overall cleaning in College will be increased, and scouts will be onsite until 6pm every day.

If a student is self-isolating or has COVID-19 symptoms, the scouts will not clean their bedroom.

Dining Hall

The Hall will be open, and there will be staggered dining sessions for meals. These will likely be separated based on year groups.

Central perspex screens have been installed on the tables, and diners will be separated by 1m side by side. There will be a 2m queuing system indoors, and queuing will continue outside under the marquee.

The meals are self service, with a one way system.

Guest nights and formal dinners will sadly not be happening in Michaelmas term.

The Junior Common Room/Social Spaces

The JCR will be open with a reduced capacity, and there will be a big marquee in the Garden Quad which will be used for social events. More rooms will be available for undergraduate use, namely the Red Room and the Christopher Cox Room.

In terms of sports grounds, details will be determined subject to regulations nearer the time.

Study Rooms/Tutorials

Tutorials will still take place in person, but will be socially distanced and the rooms will be cleaned in between each use. Students will be responsible for cleaning their own study area after a tutorial.

Fortunately, the library will be open, with social distancing and protective measures in place.

The Bar

The bar will be open. It will have a reduced capacity, and a one-way system will be put in place. There will also be rope barriers and social distancing rules, as well as perspex screens installed on the tables. To help support the track and trace system, you will only be able to buy drinks for yourself.

Visitors to College

Initially, no visitors will be allowed into College, however this is subject to review. You will still be able to visit other colleges for tutorials though. Members of College will be required to sign in and out when going leaving or entering College.

Freshers' Week

We have been working hard to plan lots of fun events for you, to replicate a normal New College Freshers' Week. All of these events will be socially distanced. Matriculation will still be taking place in some form, however the details for this have not yet been confirmed.

D

DINNERS/LUNCHES

JCR/MCR lunches: informal buffet lunches organised by the Cox and Salvesen Fellows for undergraduates and graduates.

- Undergraduate Dinner: on Wednesday of 0th Week of Michaelmas Term
- Graduate Dinner: on Wednesday of 1st Week of Michaelmas Term
- Wardens' Luncheons: by invitation. A prompt response to an invitation is expected
- Second year dinner: organised by the Cox and Salvesen Fellows, usually in Hilary Term
- Finalists' Schools' Dinners: organised by the tutors for their finalists as soon as Schools are over; paid for by the College.

DRESS & GOWNS

For certain formal College and University events it is mandatory to wear *sub fusc*, and full academic dress. Two examples are Matriculation (Saturday of 1st Week), and all University Examinations.

Sub fusc: dark suit with dark socks, or dark skirt with black tights or stockings, or dark trousers with dark socks. Dark coat if required. Black shoes. Plain white collared shirt or blouse. White bow tie, black bow tie, black full-length tie or black ribbon. Academic dress is gown and cap or mortar-board.

Gowns may be bought in Oxford from local outfitters. The Head Porter will also have some second-hand gowns for sale in 0th Week of Michaelmas Term.

They should be worn over everyday clothes for formal dinner during term. Scholars and Exhibitioners wear long gowns, Commoners wear short gowns. Graduates wear an Advanced Student's gown or a gown of their previous university. There may be occasions when you will be required to wear a gown to see the Warden, eg Warden's Collections.

E

ELECTRONIC EQUIPMENT

You are permitted limited types of electrical equipment in your room. It is important to familiarise yourself with the safety instructions.

END OF TERM REPORTS

Tutors usually read end of term reports to undergraduates. The Warden sees every undergraduate during the year to discuss their progress. Copies of reports are available on request.

EMAIL

Most communication from the administration will be by email. You are required to register your email address, with which you will be supplied on arrival as soon as possible. You must check your email and Post Room pigeonhole daily.

EQUALITY

Equality: the College pioneered the Code of Practice subsequently adopted by the University. A copy of the Code is available from the Academic Registrar and the Library.

F

FEEDBACK FORMS

Forms are made available each term to undergraduates enabling them to comment on the teaching they have received. The Warden discusses these reports, which can be submitted anonymously, with the relevant tutors.

FINANCIAL ASSISTANCE

Oxford Opportunity Bursaries are available for those whose Residual Household Income is under a certain level. Details available from the Bursar's Secretary's Office.

Access for Learning Funds can be applied for and usually assist those students unable to obtain College accommodation, or those with special needs.

FULL TERM

Full Term is the 8-week period specified by the University as a term to be compulsorily kept by students reading for degrees. The tradition is to refer to weeks of terms (e.g. Tuesday of First Week, Friday of Fifth Week, etc.). The week immediately preceding Full Term is known as Nought-th "0th" Week and that immediately following End of Term is Ninth Week.

G

GUESTS

Guests are permitted to stay in a guest room, subject to availability, for up to three consecutive nights. The JCR has one twin and one single room which can be booked through the PA to the Home Bursar at a cost which does not include breakfast (although breakfast can be taken in Hall and paid for at the time).

Junior Members may bring guests to dinner in Hall by signing them on the relevant list by 10.00 am on the day at <http://food.new.ox.ac.uk/>

There are also special nights assigned as Guest Night every Friday: JCR even weeks, MCR odd weeks. Places are limited, so it is important to sign in early. The list for JCR dinner is put up on <http://food.new.ox.ac.uk/> on the Thursday afternoon preceding the Friday a week later (8 days). There is an official maximum of one guest per host.

H

HALL

Hall is the medieval dining room in which meals are taken. "Hall" is also the term used to describe dinner in College.

HARASSMENT

New College was among the first of the colleges in the University to establish a Code of Practice. A procedure for referring complaints to a panel was adopted in 1988. A copy of the procedure is circulated to new Fellows, students and staff and the Code and further details are available from the Home Bursar. The Advisory Panel names are circulated at the beginning of each year. Any one of these may be approached and if necessary, may take the matter further.

I

INSURANCE

Students are recommended to take out insurance for personal effects; the College has no responsibility for these.

INVITATIONS

You will receive invitations from the Warden, College Officers and other Fellows and it is beholden upon you to reply immediately. Failure to respond to invitations is extremely discourteous and makes the administration of events more difficult.

J

JUNIOR DEANS

The College annually elects four Junior Deans, graduate members of the College who are responsible to the Dean for discipline. They have duties in relation to the overseeing of events in College and, in addition, will be called by the Porters if required.

K

KEYS

Room keys: on arrival you will be given a key to your room by the Porters. There is a fine of £30 should you lose it. This fine goes up if you lose your key again. It is very important that you always lock your room.

Keys must be handed in at the end of each term; there is a fine of £50 for unreturned keys.

Electronic entry system: the Holywell Gate is closed at 11.00 pm. The New College Lane gate is closed most of the time. Entry into College is with your University Card. The charge for replacing a lost card is £15 (plus £5 on Battels). Any difficulties with the card should be referred to Sheena Hinton (4 OB 1) in the first instance.

The University Card will be issued by the Academic Office on your arrival; please check your Freshers' Week timetable.

Sacher Building: this is permanently locked; access is with the University Card but is limited to certain categories of student.

L

LAUNDRY

The College personal laundry facilities are as follows:

Basement 2 NB – washers and driers

Sacher Building – washers and driers

Bodicote House – washers and driers

Details on how to use the service and induction will be provided on arrival.

Bed linen is provided by College. Some students prefer to bring their own duvets.

LIBRARY

Fellow Librarian: Dr William Poole

Librarian: Dr Christopher Skelton-Foord

The day-to-day running of the Library is in the hands of the Librarian, to whom all enquiries should be addressed, and please make sure you read the Library Regulations, which appear as Chapter V in the College Handbook.

Access to the Library is with your University Card and it is open 8.30 am to midnight seven days a week during term and 8.30 am to 5.00 pm, Monday to Friday, during the vacation. You need to produce your University Card when you want to borrow a book or DVD and you can have a maximum of 35 items on loan. Overdue books carry fines but you can renew an item as many times as you want, so long as no one else has requested it. The Library staff will be happy to help with enquiries and can provide information about other Oxford Libraries.

There are three terminals connected to SOLO (the online library catalogue system for Oxford University, encompassing all the University libraries and most of the Colleges) and wireless is available in all areas of the building, plus photocopying, scanning and printing facilities.

LODGE

Head Porter: Mr Chris Wyatt

The main entrance to the College is the Holywell Lodge (in Holywell Street). The University card gives access via New College Lane (the Front Lodge). There is a tourist control at the Front Lodge at certain times.

The Holywell Lodge is the centre of the College security including fire and security alarms and keys. It maintains a watching brief on all student and other activities in the College; the entrance and exit of cars and delivery vehicles; deals with mail; answers the telephone to the general College number; all enquiries from visitors; etc. The Holywell Lodge is staffed by at least one member of staff 24 hours a day. The Lodge staff carry out regular security patrols in the College. The Porters (whose normal dress is a navy blazer and grey trousers, or dark blue suits and bowler hats for formal occasions), will answer enquiries about keys, rooms, mail and almost everything else. They are also the College Police force, responsible for security and the enforcement of regulations. All members of College have regular dealings with the Porters during their time in College.

The Holywell Lodge staff comprises the Head Porter (Mr Chris Wyatt), and a staff of nine.

M

MAIL

Mail is left in individually named boxes in the Post Room on the ground floor of 7 NB, opposite the Porters' Lodge. Access is gained using your University card.

University Messenger Service

Notes (not books, food or money) are delivered free to other Colleges and University Departments. Collections are 9.00 am, 11.00 am and 4.00 pm at the Lodge (Monday-Friday): give your note to the Porters. (NOT to be confused with the GPO service from the box outside the Lodge).

Incoming courier and international packages

It is your responsibility to ensure that all costs (including any import charges and taxes) are paid to the courier company before the package is delivered to you. College will not meet these on your behalf.

Royal Mail

Mail should be stamped and posted in the Royal Mail box in the main entrance of College at Holywell Lodge. This is emptied at 12.00 pm and 5.00 pm. Your postal address in College is:

New College
Oxford
OX1 3BN
Tel: 279555 and 279500 (urgent messages only)

You should arrange with the Post Office to have your mail forwarded during vacations.

MEALS

Breakfast, lunch and dinner may all be taken in College.

Breakfast: 8.00 to 9.00 am in Hall. Continental and cooked breakfasts are available to be paid for with your card.

Brunch: 11.00 to 1.00 pm Saturdays/Sundays.

Lunch: 12.00 to 1.30 pm. Hot, cold or snack lunch, paid for with your card, is served canteen style in Hall.

Dinner: There is a choice of formal and informal Hall:

Formal Hall: 7.15 pm in Hall. Gowns compulsory. Waiter service.

On Saturday there is no Formal Hall, dinner is served cafeteria style in Hall between 5.45 and 6.30 pm. Gowns are not required.

Informal Hall: 5.45 to 7.15 pm in Hall (until 6.30pm on Fridays and Saturdays). The same food as Hall, but cafeteria style; gowns are not required.

Dietary or allergen information: These requests will be 'locked' against your name every time you book in for a dinner and future changes can only be made through the Catering Manager (brian.cole@new.ox.ac.uk) or his Secretary (sheena.hinton@new.ox.ac.uk)

If you wish to organise a dinner, please give the Catering Manager at least three weeks' notice and three days' notice of final numbers. You should also seek permission from the Assistant Dean at least three weeks in advance.

MEDICAL

College Doctors Dr Chloe Borton, Dr Matt Easdale, Dr Adam Prewett, Dr Rachel Allan
Surgery 28 Beaumont Street (01865 311811) www.28beaumontstreet.co.uk

Appointments may be made with the Beaumont Street Surgery direct.

OVERSEAS VISITING STUDENTS are not eligible for NHS treatment unless the course is for the academic year (three terms). They should make insurance arrangements before leaving their Country of Origin; EC students should have their European Health Insurance Card.

University Counselling Service: 3 Worcester Street, Oxford OX1 2BX (01865 270300)

N

NEW COLLEGE SOCIETY

All members of College become members of the Society unless they state in writing that they do not wish to become such. The life membership fee of £22 is payable in your first term.

NOTICEBOARDS

The noticeboards in the Post Room and at the entrance to Holywell Lodge carry instructions from tutors and should be consulted at the very minimum at the beginning of every term. There are also noticeboards in the Post Room, Holywell archway, JCR, Sacher Building and Long Room corridor, which give information about the various College and University activities.

P

PARTIES

Any gathering of 10 or more people is defined by the College as a party and must have the written approval of the Dean. Parties are not normally allowed to go on past 11.30 pm, and staircase parties are not allowed. See College Regulations.

PETS

Pets of any description are not allowed in College.

PHOTOCOPYING / PRINTING / SCANNING

There are Multi-function printers (photocopiers/printers/scanners) situated in the Library, JCR computer room, the JCR, and the MCR (this machine is only a printer not an MFP and does not have a card swipe attached). They are card-operated (cards may be obtained in the Library and are charged to battels). Students can use <http://webprint.new.ox.ac.uk> to print remotely to these devices including colour and double sided printing. The photocopiers in the administration offices are not available for use by junior members.

PRIZES TO STUDENTS FOR ACADEMIC DISTINCTION

These may be awarded to students achieving academic distinction in public examinations. Cash prizes are awarded for distinction in the public examinations and for termly collections. Prizes are not paid if there are outstanding battels.

PUNTS

The JCR owns a number of punts, which are kept on the river by the College Sports Ground. They may be booked during Trinity Term by any member of the punt scheme, details of which are circulated by the Admiral of the Punts at the beginning of Trinity term. If you have any queries about the punt scheme see the Admiral, who is also the Sports Officer.

R

ROOMS

Booking of Rooms: (See College Regulations).

The rooms of the Upper JCR (the Red Room and the Sir Christopher Cox Room) may be booked by members of New College for club meetings and private functions (not discos), through the Home Bursar's PA, Emily Meeson. Permission is to be sought from the Assistant Dean three weeks prior to the event.

College Public Rooms

Lecture Rooms and all other 'public' rooms and areas must be booked through the Home Bursar's PA with strict adherence to the regulations.

The JCR Committee has booking priority for College events during the first week of term.

RSVP

During your first year you will receive invitations from the Warden, other College Officers, and the Cox and Salvesen Fellows, and various invitations from tutors. It is extremely important that you reply promptly. Failure to reply is discourteous and a direct contravention of the College motto "Manners Makyth Man" (for "Man" read 'man and woman'). Members of College are expected to observe courtesies. Failure to respond promptly to invitations is regarded with extreme disfavour.

S

SACHER BUILDING

The Sacher Building is in-college accommodation for fourth-years located behind the city wall. Access is via the University Card, but is limited to those living there.

SCOUTS

This is the traditional name for the members of the domestic staff who work on staircases. The Scouts have clearly defined duties and cannot, therefore, have any task the residents of the staircases can think of adding to their workload. Staff normally maintain their 'own' staircases and residents obviously learn to know their scout; the College motto should particularly be remembered in relation to dealings with these very important and co-operative members of the College staff.

SMOKING

SMOKING IS NOT PERMITTED IN ANY PART OF THE COLLEGE.

Except for outside areas specified –

- (i) The Gardens but not within 37 metres of the building. The Gardens are the specific area surrounding the Mound. The Quadrangles are not part of the Gardens and are not designated smoking areas.
- (ii) The Sports Ground – at the refuse area but not within five metres of the residential buildings or pavilion.

SOCIAL EVENTS AND PARTIES

Entertainments in New College must be organised with strict adherence to the College rules and regulations.

SPORTS

New College has a sports ground near to its own buildings (about five minutes' walk away, in St Cross Road). Facilities at the ground include football, rugby and hockey pitches, and squash courts. During the summer there is a very good cricket square, and one all-weather and several grass tennis courts; JCR punts are also available. There is a new pavilion at the ground with showers, changing facilities and refreshments.

The New College Boat Club is very active and there is a Boathouse on the Isis.

STORAGE

Please be aware that there are no storage facilities in the College. All personal property must be removed from study bedrooms over the vacations (in the case of termly lets this means rooms must be cleared over the Christmas, Easter and summer vacations; and over the summer vacation in the case of a 38 or 39 week let).

You are advised to contact the MCR or JCR president who can make arrangements with a commercial storage company that specialises in lower cost collection and storage for students.

Bicycles may be left in bike racks over the summer vacation on condition that they are registered both with the University's bike scheme and marked with a label issued by the Lodge. All unregistered bicycles will be removed and given to a local charity.

STUDENT REPRESENTATION

The JCR President and MCR President attend the following College Meetings:

Internal Committee, Library Committee, 'Unreserved Business' at Stated General Meetings, College Meetings, Buildings Committee, and Admissions Committee.

STUDENTS

JUNIOR MEMBERS OF COLLEGE are categorised traditionally into three groups, Scholars, Exhibitioners and Commoners, but on a day-to-day basis they are considered to be members of one of two groups - Graduates and Undergraduates.

GRADUATE STUDENTS are those members of College reading for advanced degrees. They are either Senior Scholars or Commoners (the latter may have sub-divisions, for courtesy reasons, into Rhodes, Marshall, Commonwealth, etc, Scholars). For College precedence purposes only New College Scholarships are relevant. Those reading for further (usually second) BA degrees are frequently granted Senior Status, reducing the number of terms to be kept for the degree by 3 terms.

High Table Rights:

- (i) College Advisors are encouraged to invite each of their graduate advisees to dine as their guests on High Table once a year.
- (ii) Up to four members of the MCR at a time are permitted to sign on for dinner on High Table at their own expense (no VAT) on WEDNESDAYS of EVEN weeks of term.

SENIOR SCHOLARS

This is an honour conferred on former undergraduates of the College who took Firsts in their Final Honour Schools and are returning to New College for graduate work. The honour lasts for three years, provided they remain at the College. The Senior Scholarship comes with an emolument of £400 per year, paid annually each October. Scholars may also dine at High Table:

The right to dine on High Table on two evenings a Term on any night excluding Saturdays (may not bring guests). Dinner is free of charge, any drinks consumed before, during or after dinner are charged by the glass. On Tuesdays and Fridays there is an Informal Common Room (dessert) after dinner.

MATURE STUDENTS

Students over the age of 25 reading for first undergraduate degrees. They are accommodated in graduate rooms and are members of the Middle Common Room.

High Table Rights: as members of the Middle Common Room they have the same rights on High Table as GRADUATE STUDENTS, High Table Rights (ii).

UNDERGRADUATE STUDENTS are Scholars, Exhibitioners or Commoners. Order of Precedence runs Honorary Senior Scholars, Scholars, Exhibitioners and Commoners.

STUDY GRANTS

These are awarded annually and all applications must be in by the middle of Hilary Term. You are required to provide a 500-word report on return to College after the period of study for which the grant was awarded.

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TELEPHONES

Urgent telephone messages may be left at the Porters' Lodge from whence they will be pigeonholed in the Mail Room. The Porters cannot take routine or social messages. The telephone number for urgent messages is 01865 279500.

TERMS

Oxford terms are:

Michaelmas Term	Autumn
Hilary Term	Spring
Trinity Term	Summer

Term lasts eight weeks: the period for which you must be in Oxford begins in Nought-th (0th) Week (the week before Full Term starts) until Saturday of Eighth week. Ninth Week is the week after Full Term finishes. Weeks begin on Sundays so the first day of Full Term is Sunday of 1st Week. In Michaelmas Term newcomers must arrive by 3.30 pm on Monday 5 October 2020. Permission will not be given for residence before that date. (noon on Wednesday of 0th Week is when those other than newcomers must return.) Consult the board outside the Lodge for details and appointments you are required to keep.

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UNIVERSITY CARDS

The University will issue a card which will provide for admission to the Bodleian Library, access to the College, and the cashless vending system within College. The University will be sending cards to Colleges for all newcomers and you will need to register for this on arrival at College. If you have not returned your University card application form by the date required, your card may be delayed and you will be unable to use any of the facilities to which it grants you access. You will collect your card on arrival at New College.

UNIVERSITY REGISTRATION

All students must register online annually by specified dates – papers will be circulated from the University specifying how this should be done.

If any of the above is unclear, please come to the Academic Office (4 OB 5/6) and ask. We are always happy to help.

