



NEW COLLEGE  
OXFORD

**STUDENT GUIDE**

**2022-23**

# **New College Student Guide 2022-23**

## **Introduction**

This book is a guide for students at New College. It is a compilation of advice and information, which will guide you through the coming academic year. It is important that you read it, and that you understand its contents. It is also important that you know where to access this guide: much of the information in it may not be relevant to you now, but it is likely to become useful as you progress through the academic year.

The New College Student Guide is re-issued at the start of each academic year, so even if you are not a fresher you should still read it for the updated information that it contains. The Student Guide is maintained by the Academic Registrar, and any suggested changes should be sent to [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk).

Sometimes the information in this book is updated in-year. The latest version will always be found on the College website: <https://www.new.ox.ac.uk/policies-statutes-accounts>.

**The Student Guide should always be read in conjunction with the Dean's Handbook, which contains rules and procedures for the college's Junior Members. The Handbook's contents are not advice or guidance, but form a set of instructions for Junior Members' academic and social behaviour in New College. You can access the Dean's Handbook on the college's website: [The Dean's Handbook | New College \(ox.ac.uk\)](#).**

## **Note for the 2022-23 academic year:**

The information in this guide is written to reflect normal operations of the college.

As part of its management of risks associated with the COVID-19 pandemic, the college may need temporarily to impose special rules governing student behaviour and social interaction. Any such rules will be communicated by college officers to all students via email. To break any such rule intentionally, recklessly, or negligently shall constitute a disciplinary offence.

Changes to services provided by the college, if required, will be communicated to students via email.

## **Alternative formats**

If you require this publication in an alternative format, please contact the Academic Registrar at [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk).

# **CONTENTS**

General Information .....	6
Communications .....	6
Communications from College.....	6
Receiving Mail .....	6
Members of College.....	6
Governance: how the college is run .....	7
Governing Body.....	7
College Officers .....	7
College Officers 2022-23 .....	8
Student Societies.....	8
Useful information for your time at New College.....	9
University Cards (Bod Card) .....	9
Academic Dress .....	9
The Academic Offices.....	10
Outreach .....	10
The Development Office .....	11
Government Information.....	11
Council Tax .....	11
Voting in Local, National, and European Elections .....	11
Jury Service .....	11
TV Licensing.....	12
Approaches to students from journalists and other media.....	12
After your degree: staying on for further study at New College .....	12
College funding for graduate study .....	12
Senior Scholarships .....	12
Academic Information .....	12
Key contacts .....	12
The academic year .....	13
Sources of academic support and guidance in New College and the University.....	13
Undergraduates and Visiting Students .....	13
Graduates.....	13
Exceptional Circumstances .....	14
Severe health or personal difficulties: suspension of status and fitness to study.....	14
Changing your course of study (undergraduates only).....	15
University Examinations.....	15
Undergraduates .....	15
Graduates.....	16

Mock examinations.....	16
Entering for Examinations.....	16
Examination adjustments (previously called alternative examination arrangements).....	16
Late submission of coursework.....	16
Sitting university written examinations (online or in-person).....	17
Notices of mitigating circumstances.....	17
University Research Examinations (Graduates only).....	17
Health concerns and withdrawal from examinations.....	17
Exam results.....	18
Academic appeals.....	18
Academic Information: undergraduates.....	18
Tutors.....	18
Academic work.....	18
How College monitors your academic performance.....	19
Feedback on your academic work.....	19
Warden’s review and report reading.....	19
Written collections.....	19
Excellent academic work.....	20
Unsatisfactory academic work.....	20
Tutorial feedback requested from you.....	20
Academic information: graduates.....	21
Graduate Progression Forms (GSO Forms) and on-course applications.....	21
How the college monitors your academic performance.....	21
Financial matters.....	22
Useful contact details.....	22
Course Fees.....	22
Queries about course fees.....	22
Students who have difficulty paying course fees.....	22
Graduate continuation charges.....	23
Living Costs.....	23
Home undergraduates: Oxford bursaries and government loans.....	23
Other undergraduates and all graduates.....	24
Working for money during term time.....	24
Undergraduates.....	24
Graduates.....	24
Grants for academic and non-academic purposes.....	25
Academic facilities.....	25
College Library.....	25
Computing.....	25

Non-academic facilities.....	26
Accommodation.....	26
Undergraduate accommodation.....	26
Graduate accommodation .....	26
Accessible accommodation.....	26
Private accommodation.....	26
Accommodation for couples and families .....	26
Scouts.....	27
Room keys.....	27
Laundry .....	27
Catering.....	27
Mealtimes in Hall .....	27
Guest Nights.....	28
High Table (graduates only) .....	28
Signing on and signing off for meals .....	28
Dietary and allergenic requirements .....	29
Use of Allergen ingredients.....	29
Halal Provision.....	30
Food Code of Practice .....	30
The Chapel and Choir.....	30
Choir.....	30
Choral Scholarships.....	30
Organ Scholarships.....	30
Chapel Services .....	31
Booking public rooms .....	31
Sport.....	31
Intercollegiate sport.....	31
Facilities.....	32
New College Boat Club.....	32
University Gym.....	32
Funding.....	33
Safety in sport .....	33
Music.....	33
The Clore Music Studios.....	33
The Chapel .....	33
The Old Bursary.....	33
The Long Room .....	34
11NB Basement Practice Room .....	34
7 OB Basement Band Room .....	34

Drama.....	34
New College Chalet .....	34
Welfare and medical facilities.....	35
Sources of support for all students within New College.....	35
Guidance on confidentiality in student health and welfare .....	36
University sources of support .....	37
University Counselling Service .....	37
Oxford Student Union .....	37
Nightline.....	37
Oxford University Sexual Violence Support Service.....	37
Oxford Rape Crisis Centre .....	37
Medical Help .....	37
College Nurse .....	38
College-Linked GP .....	38
Dentists .....	38
Accident and Emergency Hospital .....	38
Health and Safety.....	38
Useful contacts.....	38
Fire safety.....	39
Personal safety.....	39
Security .....	40
Porters.....	40
Gates and access to College.....	40
Theft.....	40
Bicycles stored on College sites .....	40
Lost property.....	41
Student’s Conduct and Rules .....	41
New College Policies, Statutes, and By-Laws .....	41

# GENERAL INFORMATION

## Communications

### Communications from College

All official information from College, including communications from your tutors, will be sent to your College e-mail address (@new.ox.ac.uk), or placed in your pigeon-hole, adjoining the Porters' Lodge.

The best way to contact tutors or staff is by email.

College telephone numbers are included in this Handbook.

### Receiving Mail

All students will have a pigeonhole in the Porters' Lodge on Holywell Street. The address is:

Your Name  
New College  
Holywell Street  
Oxford  
OX1 3BN

Students residing at the Weston Buildings may also have post delivered there. The address is:

Your Name  
House Number  
Weston Buildings  
New College Sports Ground  
St Cross Road  
Oxford  
OX1 3TJ

You are welcome to receive mail throughout your time as a student, but please note:

- a) You should ensure that your pigeonhole is cleared of post frequently;
- b) If you order a parcel for delivery to college you must ensure that you collect it promptly, as the space in the Porters' Lodge for storing parcels is limited.

## Members of College

The **Warden**, Miles Young, is Head of New College, Chair of Governing Body, and a Trustee of the College.

**Fellows** are tutors, Professorial Fellows, college officers, and others who run the college. All permanent Fellows are Trustees of the college, and members of Governing Body.

**Lecturers** are tutors who, though not fellows or members of Governing Body, are employed by the college to teach undergraduates.

**Junior Research Fellows, Research Fellows, and Senior Research Fellows** are employed by the college to conduct research. On occasion, some may also teach undergraduates or hold additional college posts.

The **Decanal Team** is comprised of the Dean, Assistant Dean, and Junior Deans. The Dean, who is also a fellow and tutor, is in charge of the discipline of the college's junior members. The role of the Assistant Dean is focused on managing day-to-day issues. The Junior Deans deal with disciplinary matters on the ground, and one Junior Dean is rostered to be on duty every night from weeks nought to nine.

**Junior Members** are all the student members of the college. They include:

- **Undergraduates:** junior members reading for undergraduate degrees at the University of Oxford. They are members of the Junior Common Room, or JCR.
- **Graduates:** junior members reading for higher degrees. They are members of both the Middle Common Room, or MCR, and the JCR.
- **Senior Status Students:** junior members undertaking a second undergraduate degree course. They are members of both the JCR and MCR.
- **Visiting Students:** junior members studying at New College for a limited period of time, who are reading for degree courses at a different institution; depending on the circumstances they may be members of either the Junior or Middle Common Rooms.

**College staff** are the non-academic employees of the college.

**Emeritus Fellows** are those fellows who have retired after long service to the college. Many still live in the Oxford area and play an active role in the life of the college.

**Visiting Fellows** are senior academics from other institutions who are visiting Oxford and have been made a temporary member of the college.

**Honorary Fellows** are distinguished people who have been recognised by the Governing Body of the college for their special achievements, and who have accepted a formal association with the college. Honorary Fellows are Old Members, or people who have worked with the college in some way.

**Old members (alumni, alumnae)** are former junior members who have completed their studies.

## **Governance: how the college is run**

### **Governing Body**

The college is governed by its statutes and its Governing Body. The Governing Body comprises the Warden and the fellows (except Emeritus, Visiting, Honorary, or Research). For items which are not confidential, the JCR and MCR Presidents attend the meetings and are able to raise the views of their common rooms.

Much business is discussed in committees before it reaches the full Governing Body, and several of these committees have JCR and MCR representation on them. Further information of College committees can be found in the by-laws: [Microsoft Word - By-Laws Aug 08 revised.DOC \(ox.ac.uk\)](#)

Day-to-day, the college delegates many operational matters to college officers, who are fellows and senior staff.

### **College Officers**

The college officers are Senior Members of the college with specific responsibilities. Further information on and contact details for the college officers can be found on the website: [College Officers | New College \(ox.ac.uk\)](#)

## College Officers 2022-23

Sub-Warden	Prof. Jane Lightfoot
Senior Tutor	Dr William Poole
Dean	Prof. Michael Burden
Bursar	Mr David Palfreyman
Home Bursar	Mr Gez Wells
Outrider	Prof. René Bañares-Alcántara
Chaplain	Rev. Dr Erica Longfellow
Tutor for Graduates and Graduate Admissions	Prof. Ashleigh Griffin
Tutor for Undergraduate Admissions	Prof. Andrew Counter
Outreach Fellow	Dr Stephen Dimelow
Portraits, Pictures & Chattels Fellow	Prof. Michael Burden
Tutor for Welfare	Mr Jonathan Black
Fellow Librarian	Dr William Poole
Fellow for Equality and Diversity	Dr Barbara Rossi
IT Fellow	Mr Jonathan Black
Director of Development	Mr Mark Curtis
Garden Fellow	Mr Robin Lane Fox
Deans of Arts	Dr Alexander Morrison, Prof. George Ratcliffe, Dr Rosalind Temple
Precentor	Prof. David Parrott
Seneschal	Prof. David Parrott
Steward of the SCR	Prof. David Parrott

## Student Societies

The Junior and Middle Common Rooms both function as rooms in which to meet and socialise, and also as organisations to give a collective voice to junior members. You are encouraged to take part in the discussion and other functions that take place in your common room, as well as in the social activities that they offer.

More information about the Junior and Middle Common Rooms can be found on their websites: [New College JCR \(ox.ac.uk\)](http://www.new.ox.ac.uk) and <https://mcr.new.ox.ac.uk/>. The JCR and MCR constitutions are available to view here: <https://www.new.ox.ac.uk/deans-handbook>

## Useful information for your time at New College

### University Cards (Bod Card)

Your University card serves several purposes in the college and the university, including identification, access to buildings, payment for facilities, entitlement to e-mail and computer facilities, and access to libraries and borrowing rights. In College, your University card has two main functions: (a) It is an entry card for the doors in the college that are locked and have swipes on the outside. (b) It lets you use purchase and access food and drink in Hall and the college's bar. It is a College AND University rule that you must not, under any circumstances, lend your card to anyone else, even for a short time: to do so is a serious disciplinary offence.

A lost card incurs a fee (currently £15) which should be paid online, via the university's online store: [University Card Office | University of Oxford \(oxforduniversitystores.co.uk\)](http://www.oxforduniversitystores.co.uk) If your University card is lost or stolen, you must report this to the Porters' Lodge straightaway. This is so that the Porters can block the card access on door-entry systems, and prevent unauthorised persons gaining access to College and University buildings. If a lost or stolen card is found after a new one has been ordered, it must be returned to the Academic Office as it will no longer be valid. Any unused money you have stored on your card will not be lost and will be credited to your new card when it is issued.

### Academic Dress

Academic dress consists of your gown, worn with sub fusc clothing. You are required to wear academic dress:

- A) At your matriculation ceremony on Saturday of Week 1 in your first Michaelmas Term;
- B) At all University examinations (including viva voce examinations);
- C) At your degree ceremony when you graduate.

At other times when you are asked to wear gowns, you are not normally required to wear full academic dress.

*Sub fusc* clothing is defined by the university as consisting of:

- A) One of:
  - i) Dark suit with dark socks, or
  - ii) Dark skirt with black tights or stockings, or
  - iii) Dark trousers with dark socks or dark hosiery;

Socks, tights and stockings must cover the ankle entirely. Where socks or stocking are worn, there should be no gap between the bottom of the trouser leg or skirt and the top of the socks or stockings.

- B) Dark jacket if required – worn underneath gown;
- C) Black shoes;
- D) Plain white collared shirt or blouse;
- E) White bow tie, black bow tie, black full-length tie, or black ribbon.

#### PLUS

- F) The appropriate academic gown;
- G) Mortar board or soft cap.

Additional notes:

- ‘Dark’ in this context means dark grey, dark blue or black. Clothing must be plain; pinstripes and similar patterns are not permitted.
- When wearing sub-fusc, your clothing must not leave any part of your legs, ankles, or feet uncovered.
- The mortar board may be worn out of doors but must be removed and carried indoors.
- Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies.
- If you wear a head dress / scarf for religious reasons, a black scarf should be worn.
- Members of the armed forces may wear service dress under their gown, in place of sub fusc. This is only applicable to members of the British Armed Forces in the UK. Uniform caps should be removed when indoors.

## The Academic Offices

Under the supervision of the Senior Tutor, Tutor for Undergraduate Admissions, Tutor for Graduates, Tutor for Welfare, and Dean, who are all fellows of the college, the eight members of the Academic Offices are responsible for organising academic affairs. This includes admissions, outreach work, University and College examinations, scholarships, bursaries and prizes, academic strategy, appointments of academic staff, academic discipline, welfare, and student support. The eight members of the team are:

- The Academic Registrar (Freyja Madsen) line manages the offices and is responsible for the administration of academic affairs, academic recruitment, examinations and student support and welfare.
- The Deans’ and College Officers’ Secretary (Jacqui Julier) provides secretarial support to the Decanal Team, Sub-Warden, SCR Steward and the Pictures & Chattels Fellow.
- The Head of Outreach (Daniel Powell) is responsible for coordinating and managing the college’s strategic approach to its outreach work.
- The Outreach Officer (Shelby Holmes) delivers the college’s Step-Up outreach programme.
- The Communications Coordinator (Misha Brazier Tope) is responsible for the college’s general and digital communications, including the website and social media channels.
- The Admissions Administrator (Janaina Dal Zotto Boff) is responsible for all aspects of the college’s undergraduate and graduate student admissions processes.
- The Student Events and Services Administrator (Felicity Reeves) deals with visiting student administration, graduations, most student and Schools dinners, academic transcripts and student confirmation letters, as well as freshers’ week administration.
- The Student Welfare and Staff Support Officer (Milly Gray) takes responsibility for the maintenance of student welfare records and the related processes.

Enquiries should be sent to [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk) in the first instance. Queries relating to student welfare should be sent to [welfare@new.ox.ac.uk](mailto:welfare@new.ox.ac.uk). The offices are situated at the top of Staircase 4, Old Buildings

## Outreach

New College’s Outreach programme is designed to support capable prospective applications who may, for one reason or another, be deterred from applying to the University of Oxford. New College’s Step-Up Programme is our flagship outreach initiative. The college is also part of the ‘Oxford for Wales’ Consortia. Both outreach schemes are designed to encourage and support prospective applicants. More information on both schemes is available on our website: <https://www.new.ox.ac.uk/working-schools>

Undergraduates are invited to help with this work by applying to become Step-Up Ambassadors. Our ambassadors are current undergraduate students at New College. They are a crucial part of the outreach team, and provide honest answers about what it is really like to be a student, both at New College, and at

the University of Oxford. The Head of Outreach will run a recruitment process for new ambassadors during the academic year. You can view a list of our current ambassadors on our website: <https://www.new.ox.ac.uk/step-up-ambassadors>

## **The Development Office**

The Development Office (situated on Staircase 4, Old Buildings) maintains the college's relationships with its alumni around the world and raises funds for priorities that support the college's key pillars of teaching, research, and student experience. They do this by nurturing meaningful relationships with alumni and friends to engage their support through regular giving, major gifts and legacies. As a student, you can play a key role in this by becoming a student caller during annual telephone campaigns, attending alumni events and by beginning your own philanthropic journey. More information can be found on our website: <https://www.new.ox.ac.uk/old-and-members-and-friends>

## **Government Information**

### **Council Tax**

Council Tax is a local government taxation, levied by Oxford City Council on the occupants of every house or flat. Full-time students are usually exempt from Council Tax. If you live in College-owned or University-owned accommodation, this exemption will automatically be applied to you. However, if you live out, then you and your fellow house-sharers will need to apply to Oxford City Council for an exemption. To apply for this exemption, each student who is sharing will need to download and print an enrolment certificate from the student self-service ([www.ox.ac.uk/students](http://www.ox.ac.uk/students)) section of the University website, and have this stamped by the Academic Office.

If your student status changes in any way then it is your responsibility to seek guidance from Oxford City Council as to any Council Tax implications. Students who suspend their studies on medical grounds may apply for dispensation from Council Tax liability. A letter can be requested by any such student for the college to send to the city council for this purpose. The decision whether or not to charge remains at the discretion of the city council, and the college and university can guarantee nothing. If a student who has suspended their studies finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts can be found at [www.oxford.gov.uk/downloads/file/2115/council\\_tax\\_discretionary\\_discount\\_procedure](http://www.oxford.gov.uk/downloads/file/2115/council_tax_discretionary_discount_procedure). Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered. Student Registry provide details to the Council of enrolled students and their term-time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student Council Tax exemption, as they no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery.

### **Voting in Local, National, and European Elections**

If you are a citizen of the UK, Republic of Ireland, EU, or a Commonwealth country, you can register to vote in public elections whilst you are in Oxford. Students are entitled to register to vote both at their term-time address in Oxford as well as at their home address – although it is an offence to vote in two places in the same election. To find out more about registering to vote as a student in Oxford, see [www.oxford.gov.uk/info/20046/elections\\_and\\_voting/190/register\\_to\\_vote](http://www.oxford.gov.uk/info/20046/elections_and_voting/190/register_to_vote).

### **Jury Service**

Sometimes a student may be summoned for Jury Service, whether near their hometown or at Oxford Crown Court. If you are required to attend for Jury Service during Full Term, or another period when you are unable to attend for academic reasons, you can ask to defer your period of jury service, stating clearly the dates in the coming 12 months when you will be available. The Academic Registrar can provide a letter,

as part of any application for deferral of jury service, formally confirming your academic commitments. It is usually possible to ask for a deferral only once in a 12-month period.

### **TV Licensing**

Students who watch live TV online, use the BBC iPlayer facility, record TV programmes as they are being shown, or who have a television in their room, will require a TV Licence from the TV Licensing authority. More information is available at [www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1](http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1).

### **Approaches to students from journalists and other media**

Junior members are asked not to talk to journalists without prior clearance from the Warden. All media interest in the college and its members should be notified to the Communications Coordinator at [communications@new.ox.ac.uk](mailto:communications@new.ox.ac.uk).

### **After your degree: staying on for further study at New College**

Many students, having completed their undergraduate or master's degree, think about staying on for a further degree (whether immediately, or after a short break). The decision to admit you for a graduate degree lies with departments and faculties – [www.ox.ac.uk/admissions/graduate](http://www.ox.ac.uk/admissions/graduate) – rather than with colleges. If you are accepted by your department or faculty, you may wish to stay at New College. To do this, you simply need to select New College as your college choice. If New College is not listed on this system as being “available” for your chosen graduate courses, you should indicate no college preference on your application form, and then e-mail the New College Admissions Officer ([admissions@new.ox.ac.uk](mailto:admissions@new.ox.ac.uk)) with details of your application.

### **College funding for graduate study**

The college has a number of funding awards for graduate study, which are advertised via the college's website: <https://www.new.ox.ac.uk/scholarships>

### **Senior Scholarships**

Any undergraduate at New College, who achieves a First Class degree in the Final Honour School and continues as or returns to the college as a graduate student, is automatically awarded a Senior Scholarship of £400 per year.

## **ACADEMIC INFORMATION**

### **Key contacts**

Senior Tutor (academic matters – undergraduates and visiting students): Dr William Poole, [William.poole@new.ox.ac.uk](mailto:William.poole@new.ox.ac.uk).

Tutor for Graduates (academic matters – graduate students): Prof. Ashleigh Griffin, [Ashleigh.griffin@biology.ox.ac.uk](mailto:Ashleigh.griffin@biology.ox.ac.uk).

Tutor for Welfare (welfare matters - all students): Jonathan Black, [jonathan.black@careers.ox.ac.uk](mailto:jonathan.black@careers.ox.ac.uk).

Academic Registrar (academic and welfare matters, all students), Freyja Madsen, [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk).

## The academic year

There are three eight-week terms in each academic year. The term dates for 2022-23 are:

Michaelmas	Sunday 9 <sup>th</sup> October 2022	to	Saturday 3 <sup>rd</sup> December 2022
Hilary	Sunday 15 <sup>th</sup> January 2023	to	Saturday 11 <sup>th</sup> March 2023
Trinity	Sunday 23 <sup>rd</sup> April 2023	to	Saturday 17 <sup>th</sup> June 2023

These are referred to as Weeks 1 to 8. This period is known as Full Term. The week before Full Term is called Week 0, the week before Week 0 is known as Week -1, and the week after the end of Full Term is called Week 9.

**Undergraduates:** In Week 0 students meet with their Tutors (to arrange tutorials and to be set work), and often sit college collections (practice examinations) on the Thursday, Friday and/or Saturday. It is a College rule that undergraduates must arrive in Oxford no later than 12 noon on Wednesday of Week 0. They must stay until Saturday of Week 8 each term.

**Graduates:** Much teaching and lecturing activity is concentrated in Full Term, but as a graduate your course is likely to extend over much longer periods – your department or faculty will advise when you need to be present in Oxford. Research students work year-round.

Further information about college and University residence requirements can be found in the Dean's Handbook (<https://www.new.ox.ac.uk/deans-handbook>) and on the University's website (<https://www.ox.ac.uk/students/life/residency>).

## Sources of academic support and guidance in New College and the University

### Undergraduates and Visiting Students

Every student is likely to find some aspect of their academic work challenging during their time at New College. If you have academic or personal issues that you would like to discuss with someone, the first point of contact is your **tutor**. The **Senior Tutor**, (Dr William Poole) is also available to talk to undergraduates and visiting students about their academic concerns. The **Academic Registrar** (Freyja Madsen, [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)) is the first point of contact for any student with queries about academic life. She is also a member of the welfare team, the college's Disability Support Co-Ordinator, and one of the college's Harassment Officers. Other sources of support are listed in the Welfare section of this guide.

### Graduates

The **Tutor for Graduates** (Prof. Ashleigh Griffin) has overall responsibility for New College's graduate students. She can be contacted, and an appointment made if necessary, via the email address listed above.

All graduates at New College are also assigned a **College Adviser**, who is usually a fellow of the college. Your College Adviser can:

- Provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- Monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- Discuss with you any problems or difficulties you may be experiencing in your department or faculty, and/or with your supervisor;
- Consult the Tutor for Graduates if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- Offer guidance on sources of support available within the college and University.

In addition, your College Adviser may be able to offer you advice on academic-related matters such as applications for research funding, conferences and seminar attendance, and publication and career plans. Please note that College Advisers would not normally be expected to provide academic references, as others are better placed to do so. Your College Adviser is not expected to perform the role of your department or faculty supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance. You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. If you have not heard from your College Adviser before Week 4 of Michaelmas Term, please feel free to contact them and ask if they are free to meet you informally. Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact the Academic Registrar.

The **Academic Registrar** (Freyja Madsen, [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)) is the first point of contact for any student with queries about academic life. She is also a member of the welfare team, the college's Disability Support Co-Ordinator, and one of the college's Harassment Officers.

Other sources of support are listed in the Welfare section of this guide.

## Exceptional Circumstances

### Severe health or personal difficulties: suspension of status and fitness to study

**Suspension of status** is the suspension of studies for reasons of health, disability, or family emergency. It is expected that a student who is admitted to a course of study will complete that course of study in the usual period of time, without any breaks. However, in rare cases, it can be necessary, because of illness or for welfare reasons, for a student to take time away from their studies. In very rare cases the college can seek to impose a period of suspension of status on a student. The student ceases for a period to be provided tuition or supervision by New College or their department, to have the use of New College facilities, and may not visit New College premises without the express permission of the Dean. However, the student remains registered for their course of study, and is required to resume it at the end of the period of suspension, subject to meeting any requirements set by the College and/ or University.

**Fitness to study** refers to a student's fitness to commence a distinct course of academic study; or to continue with their current course of academic study; or to return to their current or another course of academic student. Further information is available on New College's website (<https://www.new.ox.ac.uk/sites/default/files/2021-04/Fitness-to-study.pdf>) and in the University Student Handbook ([University Student Handbook 2021/22 | University of Oxford](#)).

Guidance on applying for voluntary suspension of studies for **undergraduates** is available on our website, here: <https://www.new.ox.ac.uk/sites/default/files/inline-files/Suspension%20leaflet%202018%20MT.pdf>

Guidance on applying for voluntary suspension of studies for **graduates** is available on our website, here: <https://www.new.ox.ac.uk/sites/default/files/2021-04/Postgraduate%20suspensions.pdf>

Please note, on questions of fitness to study as they relate to graduates, the college will follow any properly made determination made by the University on behalf of the student's department or faculty, but reserves the right to consider fitness to study issues that relate to involvement with the college as a separate matter.

## Changing your course of study (undergraduates only)

When you were accepted to New College, you were accepted onto a specific course of study. If you want to change to another degree course (which is called a 'Change of School') you will need the permission of the college. Permission is granted only if there is satisfactory evidence that the change is in the applicant's own interest, and only if teaching resources allow. You should note that:

- A) The college does not allow students to change School to subjects in which it does not ordinarily admit undergraduates;
- B) An undergraduate student who is already on course will normally not be permitted to change School into a subject for which they have previously made an unsuccessful application;
- C) Funding and visa arrangements may be affected by extensions and changes of course: a student who is given permission to change School will be responsible for making any necessary changes to their financial and immigration arrangements as a condition of changing course.

If you decide you would rather do subject Y than subject X, then you open communications with the tutors in subject Y and/or the Senior Tutor. You may also discuss it with their tutors in subject X, but the college recognises that there may be good reasons why you might not want to do so. If you do not share the request with the tutors in subject X, then the tutors in Y should not discuss this with colleagues in X either, unless they have your permission. The tutors in Y can decline on the basis of available admissions material, but if they are willing to consider, they must put you through appropriate tests to establish whether the case for transfer is at least as good as the case for admission straight into subject Y, had you initially so applied. The tutors in Y then make a recommendation to the college's Warden & Tutors Committee, who ultimately decide upon the request.

Additional notes:

- Some faculties or departments, such as Medicine, can only accept transfers into that subject in very rare cases, or not at all;
- Historically, most transfers are not successful, and the likelihood of it being intellectually manageable diminishes the further on the student is through the first-choice degree;
- Most, but not all, transfers are between inherently close subjects;
- A faculty or department could refuse to accept a new student, but a faculty or department cannot prevent a student from leaving, if they so wish;
- Many transfers are conditional on the student passing the First Preliminary Examination (or other relevant examinations) in the original subject, before transferring.

## University Examinations

### Undergraduates

Your degree result is based on your performance in University examinations, and assessed coursework (also considered part of an "examination"), in the Final Honour School. The First Public Examination (also called "Prelims" or "Mods" or "Honour Mods") is sat during your first year (Hilary Term in the second year for Classicists). The Final Honour School consists of any University examinations and assessed coursework that you complete after the First Public Examination. Each undergraduate student (unless they have previously been granted Senior Status) is required to pass the First Public Examination in order to continue with their degree, and to be admitted by the University to the Final Honour School. A student who cannot pass the First Public Examination in the appropriate time cannot continue with their degree.

## Graduates

Your degree result is based on your performance in University examinations and assessed coursework (also considered part of an “examination”) if you are a taught graduate, and your DPhil thesis and viva if you are a research student.

## Mock examinations

Many tutors in the college set college collections (practice examinations) for undergraduates. The university also organises a number of sessions in the Examination Schools where undergraduates and graduates can sign up to take along a past paper and practise writing under invigilated conditions. They also provide orientation sessions. Details are online: [www.ox.ac.uk/students/academic/exams/mocks](http://www.ox.ac.uk/students/academic/exams/mocks).

## Entering for Examinations

It is your responsibility to ensure that you are entered for your examinations. The University will automatically update your student record with the core papers that you are required to take. You are required to enter for any other examinations via student self-service. The University Academic Records Office will send you an email notification with information on how and when to do this. Once the university has processed all candidates’ examination entry information, you can check your own information via student self-service. Any details of special examination arrangements will also be noted here. For graduate research students, appointment of examiners (which is the precursor of arranging your viva) is effected by the submission of a Graduate Progression Form.

## Examination adjustments (previously called alternative examination arrangements)

Examination adjustments can be put in place for candidates with disabilities and/or long-term health conditions. You should contact the college’s Disability Coordinator, Freyja Madsen ([tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)) early in your first term at Oxford to discuss possible adjustments. The college can then submit, on your behalf, a request to the University’s Exams Team, who make the final decision about which adjustments are appropriate. Examination adjustments can be requested and, if approved, put in place for religious reasons. If you wish to make such a request, please contact the Academic Registrar, Freyja Madsen ([tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)). The deadline for the college submitting a request for examination adjustments is Friday of Week 4, during the term before the examinations take place, or Friday of Week 4 in Michaelmas Term if adjustments to the timetable are required. Therefore, the college needs to know of your difficulties as far in advance as possible, so that adjustments can be discussed and assessments can be made if necessary. If this deadline is not met, then the college will need to explain to the Exams Team why not, and it may not be possible to have any examination adjustments put in place in time for your examinations. If you are very unwell immediately prior to your written examination, or once your examination period has started, contact the Academic Office or contact [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk) / 01865(2)796596 for advice.

## Late submission of coursework

Dissertations, extended essays, theses, projects, notebooks, and other written work submitted as part of a University examination must meet the published deadlines exactly. In exceptional circumstances (e.g. substantial health or other personal reasons) the Proctors may agree to grant an extension to the submission deadline. If you think this applies to you, please contact the Academic Registrar ([tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk); 01865 (2)79596) as early as possible in advance of the deadline, to seek advice about how to request an extension, and to see whether your circumstances might be grounds for an extension request. For graduate students, these requests are usually submitted via the college, not via your department/faculty. If you submit coursework late, you are liable to be denied permission to remain in the examination, but you can seek permission via the Academic Registrar ([tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)) to have your late submission accepted – your submission may be subject to a marks penalty. Note that the Proctors advise that “the Proctors will not accept as reasons for lateness problems such as: delays in

postage, reliance on third parties to deliver your work, travel problems, printing problems, or, for submission of work electronically, problems such as failure of your private email, computer (including virus infection), internet connection, connection to the submission portal (unless a system-wide error), or lost or stolen files.” ([www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)).

### **Sitting university written examinations (online or in-person)**

The University issues advice, including a list of ‘required’ and ‘permitted’ items, disallowed items, and a list of Dos and Don’ts for in-person examinations, here: [www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance). Detailed guides for both in-person examinations and online examinations are also available from the following website: [www.ox.ac.uk/students/academic/exams](http://www.ox.ac.uk/students/academic/exams). If you are unwell during an in-person examination, alert the invigilator and ask for assistance, and ensure that the Academic Registrar knows, the same day what has gone wrong via (via 01865 (2)79596, or [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)). You may need to complete a ‘mitigating circumstances notice’ and get a medical certificate.

### **Notices of mitigating circumstances**

If you would like University examiners to be aware of any factors that may have affected your performance before or during an examination, including acute illness, unforeseen circumstances (for example a traffic accident, bereavement), it is possible to submit a ‘mitigating circumstances notice to examiners’. Further information on this process is available at <https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment>. Please contact the Academic Registrar via [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk) if you need further advice on this process.

### **University Research Examinations (Graduates only)**

The detailed arrangements for the submission and examination of the theses of research students are formally outlined in the University’s Examination Regulations (<https://examregs.admin.ox.ac.uk/>). Your department or faculty’s course handbook will also contain guidelines on the format and presentation of a thesis. Detailed general guidance is given here: [www.ox.ac.uk/students/academic/exams/research](http://www.ox.ac.uk/students/academic/exams/research).

### **Health concerns and withdrawal from examinations**

#### **Health Concerns**

If you have health concerns leading up to your University examinations, then you should talk, as and when those health concerns arise, with the following:

**Undergraduates:** your college tutors (or another college welfare contact);

**Graduates:** your department or faculty advisers (or your supervisor, for students with problems relating to their dissertation or thesis).

If you are worried about your health immediately before a written examination, contact the Academic Registrar in the Academic Office (in person or by phone on 01865 (2)79596 during opening hours, or via [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)).

#### **Withdrawal from examinations**

If your concerns are so severe that you are considering submitting a request to withdraw from your University examinations, you should speak immediately with the following:

**Undergraduates:** your college tutor and/or the Senior Tutor or Academic Registrar. Alternatively, you might prefer to talk in the first instance with another of the college’s welfare team.

**Graduates:** your department or faculty adviser. Alternatively, you might prefer to talk in the first instance with the Academic Registrar, Tutor for Graduates or another source of support within the college, if you feel unable to raise your difficulties in your department or faculty at first.

Withdrawing from your examinations is, in essence, a request for a period of suspension of status (see above), and is the right course of action only in very rare cases: there are substantial disadvantages to withdrawing from your examinations and requesting a period of suspension, which the Senior Tutor or Academic Registrar (in the case of undergraduates) or the departmental or faculty adviser, Academic Registrar, or Tutor for Graduates or (in the case of graduate students) can discuss with you. You can (subject to the college's approval) withdraw from University examinations either before attempting any papers or before taking the last written paper; but in either case the college will need to assess the conditions attached to a period of suspension of studies until the next occasion on which examinations can be sat. The University's Examination Regulations do not allow you to withdraw after the written part of the examination is complete (i.e. by the end of the last paper for which you are entered, or by the time a dissertation or other written material is due to be submitted, whichever is the later), even if the college supports you.

### **Exam results**

Your exam results will be made available to you via student self-service as soon as they are released.

**Undergraduate** results are also made available to college tutors at the same time. **Graduate** results are also made available to your department/faculty, and to the college, at the same time.

### **Academic appeals**

If you have a concern about procedures not being correctly followed during an examination, or if you have reason to believe that your examination was not conducted fairly, or that your examiners did not take account of previously notified special circumstances affecting your performance, you should urgently consult the Academic Registrar, who can advise you about the process for making a formal complaint or academic appeal to the Proctors (who are the people who regulate University examinations). Queries and complaints must not be raised directly with the examiners. Please consult the guidance on examination complaints (<https://www.ox.ac.uk/students/academic/complaints>) before contacting the Academic Registrar regarding any possible complaint about a University examination. Please note that "the Proctors are not empowered to consider appeals against the academic judgement of the examiners, only complaints about the conduct of examinations.... Marks will not be checked merely because a candidate is disappointed with them, is puzzled by the distribution, etc. Papers will be re-marked only if investigation by the Proctors has found a serious problem in the original examination process."

## **Academic Information: undergraduates**

### **Tutors**

Responsibility for the academic progress of undergraduates lies with the college, and is exercised by tutors, in conjunction with the Senior Tutor.

### **Academic work**

Your principal focus is your academic work. Attendance at all the academic commitments required by your tutors is compulsory. This includes not only tutorials and classes in New College and other colleges, but also meetings about your work, lectures, seminars, and practical work in departments and faculties. These academic commitments must always take precedence over your non-academic commitments. If you are too unwell to attend a tutorial or other academic commitment, or you have some other problem in

attending, then you must let your tutor know directly and, if possible, well in advance. Tutors will try to adjust meetings to accommodate illness or other similar difficulties, but they have busy schedules and cannot alter arrangements merely for your convenience. Likewise, in the rare event that you are so unwell that you have not been able to complete your work, you must be in touch with your tutor before the deadline rather than afterwards. College rules on academic work can be found in the Academic & General Discipline Procedures appended to the Dean's Handbook (<https://www.new.ox.ac.uk/sites/default/files/2022-07/Academic%20and%20General%20Discipline%20Procedures%20July%202022.pdf>).

The University's expectation, which New College shares, is that undergraduate students treat academic study as a fulltime commitment during Full Term, with approximately 40 hours per week typically being spent on academic work. This is based on the expectation that these hours are spent on focused work. Students should seek advice from their tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis.

### **How College monitors your academic performance**

Your academic performance is monitored by tutors throughout term by assessing your contribution to tutorials and classes, and by marking your submitted work. Tutors who have concerns about a student's performance may raise their worries with the Senior Tutor at any time.

### **Feedback on your academic work**

Tutors will provide feedback to you informally during the course of the term. This might be through discussion in the tutorial, or by written marks or comments on your work, or a combination of the two. You can normally expect your submitted weekly tutorial assignments to be reviewed and returned at or before your next tutorial. Your Tutor may not give precise grades for each essay or set of problems; constructive criticism and advice is more useful than putting you in a league table. Each tutor you have had (whether from within College or from outside) will usually report back more formally by providing a written report at the end of each term. These reports are made available to you via TMS (Teaching Management System): <https://tms.ox.ac.uk/>.

### **Warden's review and report reading**

At the end of most terms, you will have a short meeting to receive feedback on your academic work. Usually this will be a report reading session with your College tutors. However, in your first year and again in your final year (or penultimate year for Chemistry and Biochemistry students) you will be summoned to a review with the Warden. These are short, formal meetings with the Warden, at which your academic performance is reviewed. Your tutors will provide comments, and the Warden will discuss these with you. Because it is a formal meeting, all people present (including you) wear their gowns. Attendance is compulsory.

### **Written collections**

On Thursday and Friday morning and afternoon, and Saturday morning of Week 0, students sit written collections, which are practice examinations based (usually) on the work done in the previous term. These exams are sat in various locations around the college under strict, invigilated, examination conditions. Arrangements for these vary by subject, and tutors will tell you which collections you are due to sit in advance. A collections timetable, giving details of sessions and rooms, is circulated by e-mail to students, usually by the end of Week -1. Attendance at written collections is compulsory, unless you are given explicit permission by your tutor(s), in advance and for good cause, not to attend: your tutor(s) should notify the Academic Registrar of such permission. "Good cause" does not mean prioritising your non-academic commitments, even where these are internal to the college. Written collections are serious mock examinations, and are treated as such by the college. All work presented in collections must be the

student's own. Plagiarism or cheating of any kind in collections will be treated as a serious violation of college rules and will result in instigation of the college's academic disciplinary procedures. Tutors aim to mark and return written collections as promptly as possible, normally by Monday of Week 3; where written collections are being marked by tutors from outside college, they endeavour to ensure that they are marked and returned promptly.

### **Excellent academic work**

Excellent academic work is recognised by the University in the award of Distinctions in the First Public Examination, and by First Class Honours in later examinations. The college recognises excellent academic work in several ways:

- A) By summoning students with two or more "Excellent" TMS reports in any one term to a celebratory event hosted by the Warden;
- B) By the award of collections prizes (worth £50) to undergraduates for excellent performance in written collections;
- C) By the award of Scholarships (worth £400 per year, renewable subject to continued excellent academic performance) to all undergraduates who have been awarded a First Class or a Distinction in the First Public Examination, or a classified examination before their final year;
- D) By the award of Exhibitions (worth £275 per year, renewable subject to continued excellent academic performance) to undergraduates who do not hold Scholarships, in recognition of excellent performance in University examinations or outstanding performance during the preceding academic year;
- E) By the award of prizes to undergraduates who achieve First Class Honours in the Final Honour School (£155) or a First Class or Distinction in the First Public Examination (£100).

Students who are awarded a Scholarship or an Exhibition have the right, if they wish, to purchase and to wear – in place of their Commoner's Gown – a Scholar's Gown. Scholars and Exhibitioners are invited to the annual Scholars' Dinner in Michaelmas Term.

### **Unsatisfactory academic work**

The college is committed to helping you achieve your potential in your studies, and if in your academic work you appear to be performing below your potential, the college will intervene, either informally or formally, to help you raise your performance. If you are struggling with your academic work, your tutor will normally raise this directly with you, and will help you overcome your difficulties. If you are repeatedly absent from tutorials, classes, or practical work, or if you fail without good reason to hand in your work on time – or at all – and your tutor is particularly concerned, they will raise their concerns with the Senior Tutor.

The procedures followed in the case of unsatisfactory work by undergraduates can be found in the Academic & General Discipline Procedures appended to the Dean's Handbook

(<https://www.new.ox.ac.uk/sites/default/files/2022-07/Academic%20and%20General%20Discipline%20Procedures%20July%202022.pdf>).

### **Tutorial feedback requested from you**

At the end of each term, you will have the opportunity to feed back to the college about your academic tuition that term, so that college can be sure that your teaching arrangements have been working out well, or to help college find out anything that you think has not been as you would reasonably expect. You can, of course, raise problems or queries with your own college tutors at any time. In addition, you should not hesitate to bring to the attention of the Senior Tutor any serious concerns you have.

## Academic information: graduates

As a graduate, your teaching and supervision is the responsibility of the University rather than College. Your department or faculty, which has the primary responsibility for monitoring your academic progress and ensuring that you can progress successfully through your degree, will provide you with detailed instructions about your course of study, and what is expected of you, academically, to succeed. Membership of New College supports your study as a graduate student by providing academic and welfare facilities and support, as well as social and cultural engagement.

### Graduate Progression Forms (GSO Forms) and on-course applications

During your graduate course, you are likely to need to complete one or more Graduate Progression or On-Course Application form. Most of these forms need to be signed by the college's Academic Registrar, on behalf of the Tutor for Graduates. As of Michaelmas Term 2019 the University is phasing out paper-based GSO forms and bringing in a new automated process that will see students completing the On-Course Application form online in a secure environment. The first 10 forms to have been replaced are:

Deferral of transfer of status (GSO.2b)	Extension of time (GSO.15)
Appointment of examiners (GSO.3)	Appointment of examiners - law (GSO.27)
Dispensation from consultation of thesis (GSO.3c)	Application for change of thesis title (GSO.6)
Change to mode of study (GSO.4)	Notification of withdrawal from programme of study (GSO.29)
Dispensation from statutory residence (GSO.8)	
Defer of confirmation of status (GSO.14b)	

Students can access the above forms via the student self-service website ([www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)). Automated email notifications will be generated at key time points to support the process, and users will be able to track the applications relevant to them in one single place.

Graduate Progression Forms can be downloaded from:  
[www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression).

GSO forms for any other purpose will need to be completed using the paper-based process.

If you need a GSO form signed by the Tutor for Graduates, hand it in to the Porters' Lodge or the Academic Office, marked for the attention of the Academic Registrar, with a short cover note explaining what you want done, and to whom the form should be sent next (e.g. returned to you, sent to someone else for signing, etc.), or email it with the same details to [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk). Please make sure that all the preceding sections of the form are completed, and that all the information about your application is included with the form. It is essential that your supervisor has completed the relevant section of the form prior to submitting it to the college. During term time forms are usually signed and returned quite quickly: please do not leave things to the last minute to get signatures. If you are not sure who needs to sign something, please send it to the Academic Office via the Porters' Lodge accompanied by a note explaining how you need help.

### How the college monitors your academic performance

The college takes its commitment to the academic success of its graduate students seriously. Your College Adviser and the Tutor for Graduates have access to your academic reports (via the University's Graduate Supervision Reporting system (GSR)), and you are welcome to discuss particular issues with your College Adviser. All first-year graduate students will also be invited to a small group lunch with the Warden.

# **FINANCIAL MATTERS**

## **Useful contact details**

**New College Bursar:** David Palfreyman, [bursar@new.ox.ac.uk](mailto:bursar@new.ox.ac.uk)

**New College Accountant:** Alan Blowers, [alan.blowers@new.ox.ac.uk](mailto:alan.blowers@new.ox.ac.uk)

**New College Fees and Finance Officer:** Mark Barrett, [student.finance@new.ox.ac.uk](mailto:student.finance@new.ox.ac.uk)

University funding enquiries: [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk)

University bursary enquiries: [bursaries@admin.ox.ac.uk](mailto:bursaries@admin.ox.ac.uk)

University fee enquiries: [student.fees@admin.ox.ac.uk](mailto:student.fees@admin.ox.ac.uk)

US loan enquiries: [us.loans@admin.ox.ac.uk](mailto:us.loans@admin.ox.ac.uk)

## **Course Fees**

Detailed information about course fees is online: [www.ox.ac.uk/students/fees-funding/fees](http://www.ox.ac.uk/students/fees-funding/fees). Course fees are payable to the college annually in advance. They are due to be paid in full at the Accounts Office no later than 16.00 on Friday of Week 1 of the Full Term in which your academic year starts (for most courses, this means Week 1, Michaelmas term). For most courses, the college collects the course fee: invoices for fees collected by the college will be sent to students by email before they commence their degree course, to enable payment to be made prior to their arrival at Oxford. Continuing students will receive an invoice prior to the start of each academic year. There are a small number of graduate courses, based at the Saïd Business School or the Department for Continuing Education, which collect fees directly: students on these courses will receive their invoices directly from their department. In addition, fees for graduate courses with a modular structure are usually paid direct to the department. If you are a Home undergraduate (or a graduate studying for a PGCE) and you have taken out a UK Government tuition fee loan, then your course fees will be paid directly to the University (and not to you), although the college may ask for confirmation that you have applied for, or are in receipt of, this loan. You will still receive a fee invoice at the start of the year that you should retain for your records.

More information is available in our Guide to Battels (<https://www.new.ox.ac.uk/battels>) and our Financial Guide for New College Undergraduates (<https://www.new.ox.ac.uk/finance-current-students>).

## **Queries about course fees**

If your fees are collected by the college and you think that you have been charged the wrong fee, please contact the Student Finance Officer, Mark Barrett at [student.finance@new.ox.ac.uk](mailto:student.finance@new.ox.ac.uk). If your fees are collected by your department and you think that you have been charged the wrong fee, please contact the relevant administrator at your department.

## **Students who have difficulty paying course fees**

If you are likely to have difficulty paying your course fees, you should talk with the Bursar as far in advance of the payment deadline as you can. In very exceptional circumstances, the Bursar may agree to recommend that a junior member may be permitted to pay their fees termly in advance, rather than annually in advance. If you don't pay your course fees on time, you will be suspended from your course. This means that you will be prevented from having any access to University and College facilities. Moreover, you will not be allowed to sit any exams, or to submit any coursework if you are suspended for non-payment of course fees.

## Graduate continuation charges

The University levies a continuation charge (currently £528 per term, reviewed annually; half this for part-time students) on all graduate research students who started their research programme in or after September 2011 and who have reached the end of their standard period of fee liability ([www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/)). Students who started graduate research programmes before September 2011 will not be expected to pay the charge. If you started one research programme before September 2011 but transferred to a different programme after September 2011, the University advises that you contact the Student Fees Team ([student.fees@admin.ox.ac.uk](mailto:student.fees@admin.ox.ac.uk)) for information on your liability.

Further information on the University continuation charge is online:

[www.ox.ac.uk/students/feesfunding/fees/liability/graduate-continuation-charge](http://www.ox.ac.uk/students/feesfunding/fees/liability/graduate-continuation-charge).

Theses submitted in a vacation are considered to have been submitted in the term that runs up to that vacation. For the purposes of determining liability for a continuation charge, the final day on which you may submit your thesis before becoming liable for the charge for a given term is the Friday of Week 0 of that term. For example, if you submit on or before Friday of Week 0 of Michaelmas Term you will be considered to have submitted your thesis in the previous Trinity Term, and you will not be expected to pay a continuation charge for Michaelmas Term. If you submit your thesis in Week 1 of Michaelmas Term you will be expected to pay a continuation charge for Michaelmas Term.

Note that failure to pay your University continuation charge may lead to your student status being suspended.

Unlike some colleges, New College does not charge an additional college continuation Charge.

## Living Costs

Living costs vary greatly according to the accommodation you occupy, the length of your academic year, and the lifestyle you choose. For 2021-22 the university estimated that you might wish to budget between £1,175 and £1,710 per month (including all food, accommodation, and bills; but not including travel to and from Oxford). These numbers are for guidance only, and students should ensure that they have taken account of their own priorities and preferences in calculating how much it will cost to live in Oxford. The university's living costs advice, including profiles of individual students' living costs, is online at [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

## Home undergraduates: Oxford bursaries and government loans

**Government maintenance loans:** the amount of living costs support available to Home undergraduates in the form of government loans depends on your household income and the region of the UK in which you live. Applications must be made each year you are on course, and if your family circumstances change you should apply to be re-assessed mid-year. Applications are made via your appropriate Student Finance body:

- England: Student Finance England - [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
- Northern Ireland: Student Finance Northern Ireland - [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)
- Scotland: Student Awards Agency for Scotland (SAAS) - [www.saas.gov.uk](http://www.saas.gov.uk)
- Wales: Student Finance Wales - [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Since these agencies are busy in the approach to the next academic year, you are advised to apply early (no later than the Easter vacation before the next academic year). If you have still not received confirmation of your loan close to the start of the new academic year, despite having registered, please

email Oxford's Student Information and Advisory Service ([student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)) and try to include your Customer Reference Number.

**Government maintenance grants:** this money, which is non-repayable (unlike maintenance loans), again varies according to region and household income.

**Oxford bursaries:** this money, provided jointly by the college (through alumni philanthropy) and university, is non-repayable support towards your living costs.

The university uses your financial assessment information in order to calculate any course fee reduction or bursary entitlement. In order to ensure that we can access this information, you need to have given your consent on your student finance application, and ensured that each of your sponsors has done the same. The university only receives the final calculated household income figure.

## Other undergraduates and all graduates

Overseas undergraduates are not eligible for Oxford bursaries. If you are an EU or Overseas undergraduate, you should be careful to ensure at the start of your course that you will have sufficient monies to complete your degree. For the latest information on fees and funding for EU students please see [www.ox.ac.uk/students/oxford-and-the-eu](http://www.ox.ac.uk/students/oxford-and-the-eu).

Likewise, graduate students should ensure that they start their course in the knowledge that they will have adequate funds to cover their living expenses whilst on course, so that they can focus on their academic studies. Detailed living costs information for graduates is online at: [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

## Working for money during term time

### Undergraduates

It is not usually possible to combine undergraduate study in Oxford with regular paid work during term time. A student who feels that they need to do paid work should gain the permission of their college tutor(s) in advance to do so, and should also ensure that they have consulted the Bursar about financial assistance grants and loans which might alleviate their need to do paid work in term time. Note that undergraduates must also devote a substantial proportion of each vacation to academic study, though it is acknowledged that some students will need to do paid work in vacations.

### Graduates

Graduates who wish to do paid work should consult their department/faculty (and their supervisor, in the case of research students) for guidance on whether taking paid work in term time is likely to interfere with their academic work. The university's paid work guidelines for Oxford graduate students can be found here: <https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students>. Note that many graduates are considered to be "in term time" all year round (or for much of the year), and not just during the eight weeks of Full Term, for the purposes of the requirement of Tier 4/ Student visa-holders to work no more than 20 hours per week during term time. Tier 4/ Student visa-holding graduates are advised to consult their prospective employer, and/or the University's visa desk, in advance of accepting any employment opportunities which might exceed this 20-hour limit.

## Grants for academic and non-academic purposes

The college has a variety of grants and prizes for both academic and non-academic purposes. Full details of these can be found on the college's website:

- For undergraduates: <https://www.new.ox.ac.uk/scholarships-grants-prizes-undergraduates>
- For graduates: <https://www.new.ox.ac.uk/scholarships>

## ACADEMIC FACILITIES

### College Library

**College Librarian:** Dr Christopher Skelton-Foord, [Christopher.skelton-foord@new.ox.ac.uk](mailto:Christopher.skelton-foord@new.ox.ac.uk)

**Deputy Librarian:** Will Shire, [William.shire@new.ox.ac.uk](mailto:William.shire@new.ox.ac.uk)

**Archivist:** Dr Michael Stansfield, [Michael.stansfield@new.ox.ac.uk](mailto:Michael.stansfield@new.ox.ac.uk)

**Fellow Librarian:** Dr William Poole, [William.poole@new.ox.ac.uk](mailto:William.poole@new.ox.ac.uk)

### Opening hours

The Library is open from 8am to the following 2am every day, except for during the college's Christmas closed period.

Further information about the College Library can be found here: <https://www.new.ox.ac.uk/library>

The College Library is not the only library available. Graduate students in particular may find departmental and divisional libraries useful in locating relevant study resources. Information about other libraries across the University can be found here: [www.ox.ac.uk/research/libraries](http://www.ox.ac.uk/research/libraries).

### Computing

There is an ICT Department in college that runs and monitors New College's computer systems. The ICT department comprises the ICT Director (Christopher Thompson), ICT Officer (James Dore), Project & Systems Analyst and Website Developer (Samantha Brown), and the ICT Support Technician (Mark Lambourne).

The New College ICT team will help you with any technical assistance relating to studies and accessing College and University services. If needed they can be sought by emailing [it-support@new.ox.ac.uk](mailto:it-support@new.ox.ac.uk). If access to email is unavailable, the team can be reached via 01865 (2)89094, or by visiting the offices found on the ground floor of staircase 12, Old Buildings.

Further information on New College ICT services for students can be found here:

<https://www.new.ox.ac.uk/student-ict-information>

The University's main IT Services team ([www.it.ox.ac.uk](http://www.it.ox.ac.uk)), based at 13 Banbury Road, provide a great many additional facilities, including a helpdesk service in emergencies. IT Services also provide a number of software downloads including a "Virtual Private Network" facility which allows you to access Oxford-only online resources such as journals, when away from Oxford (for example, during vacations), and anti-virus software. All students also have an Office365 account which allows the student to use Office365 applications and 5TB OneDrive storage.

Rules and regulations relating to the use of computers can be found in the Dean's Handbook.

## **NON-ACADEMIC FACILITIES**

### **Accommodation**

Home Bursar: Gez Wells, [gez.wells@new.ox.ac.uk](mailto:gez.wells@new.ox.ac.uk)

PA to the Home Bursar: Emily Meeson, [Emily.meeson@new.ox.ac.uk](mailto:Emily.meeson@new.ox.ac.uk)

Domestic Services Manager: Ellen Baker, [ellen.baker@new.ox.ac.uk](mailto:ellen.baker@new.ox.ac.uk)

Clerk of Works: Michael Collett, [Michael.collett@new.ox.ac.uk](mailto:Michael.collett@new.ox.ac.uk)

**Make a room maintenance request by emailing [maintenance@new.ox.ac.uk](mailto:maintenance@new.ox.ac.uk)**

Accommodation in New College and College property is assigned by the Home Bursar, with the help of the Officers of the MCR and JCR.

### **Undergraduate accommodation**

Currently, New College provides accommodation in or close to college for all undergraduate students in their first, second and fourth years. A small number of third year undergraduates can also be accommodated. Accommodation for continuing students is allocated by means of a ballot - the terms of the ballot may change from year to year to reflect changes in the undergraduate population.

### **Graduate accommodation**

Currently, a reasonable number of graduate students can be housed in College accommodation in their first year with some chance of a second year of housing. Students who are new to Oxford are normally prioritised over those who are Oxford graduates, and therefore Oxford graduates may not be successful in obtaining College housing in their first year. Accommodation for continuing graduates is allocated by means of a ballot - the terms of the ballot may change from year to year to reflect changes in the graduate population.

Please consult the **Accommodation Handbook** for further information:

<https://www.new.ox.ac.uk/accommodation>

Further information regarding undergraduate accommodation and the allocation thereof is available here:

<https://www.new.ox.ac.uk/accommodation-current-undergraduates>

Further information regarding **graduate accommodation** is available here:

<https://www.new.ox.ac.uk/graduate-accommodation>

### **Accessible accommodation**

The Kimber Wing is a highly specified, fully accessible suite for two disabled students, and a live-in carer. A full specification for the rooms is available here: <https://www.new.ox.ac.uk/new-college-best-practice>

### **Private accommodation**

The University [Land Agent's and Accommodation Office](#) can help undergraduate and graduate students with their search for [private housing](#), free of charge.

### **Accommodation for couples and families**

New College has no accommodation for couples and families.

## Scouts

Cleaning staff (known as Scouts) maintain the communal parts of the college and the Weston Buildings, ensuring staircases, corridors, bathrooms, and lavatories, are kept in a clean and tidy condition. Scouts also visit all rooms to empty waste bins and must be allowed full access at least once a week to carry out a more thorough clean, including vacuuming. It is not, however, the Scouts' responsibility to wash up any crockery, cutlery etc. in any of the kitchens. Complaints of any negligence on the part of any member of the domestic staff should be made to the Domestic Services Manager.

## Room keys

Room keys and fobs should be collected from the Porters' Lodge at the beginning of term and returned to the Lodge at the end of term. They should always remain in the possession of the occupant, and they should never be lent to others. Automatic fines are imposed in the event of a key or fob being lost or not returned and signed for at the end of term. Automatic fines are also imposed by the Lodge as detailed in the Accommodation Handbook: <https://www.new.ox.ac.uk/sites/default/files/inline-files/Accommodation%20Handbook%202021-22.pdf>

## Laundry

The main College laundry is in the basement of staircase 2 New Buildings. Other laundries can be found at the Weston Buildings, in the Sacher Building, 6 New College Lane, and in the Kimber Wing. The main laundries are run by Armstrong Commercial Laundry Systems, operated using various [payment options](#). A standard wash costs £2.00 and takes 40 minutes. A full dry cycle then costs £1.00 for 50 minutes. Here are details of [washing programmes](#).

Liquid detergent is recommended, which you will need to provide. There are several posters in the laundry explaining how the machines work. Please try and be prompt in collecting your laundry, as other people may need to use the machines, and your freshly washed clothes could end up on the floor!

Free phone helpline: 0800 5879134

Email address: [service@armstronglaundry.com](mailto:service@armstronglaundry.com)

Website: [www.armstrong-laundry.co.uk](http://www.armstrong-laundry.co.uk)

## Catering

**Catering Manager:** Brian Cole, [brian.cole@new.ox.ac.uk](mailto:brian.cole@new.ox.ac.uk)

**Catering Administrator:** Sheena Hinton, [sheena.hinton@new.ox.ac.uk](mailto:sheena.hinton@new.ox.ac.uk)

**Head Chef:** Sam Cruickshank, [sam.cruickshank@new.ox.ac.uk](mailto:sam.cruickshank@new.ox.ac.uk)

**Food Services Manager:** Monika Pietruszewska, [monika.pietruszewska@new.ox.ac.uk](mailto:monika.pietruszewska@new.ox.ac.uk)

## Mealtimes in Hall

These are the normal term time service arrangements. Catering arrangements differ outside of full term.

**Undergraduates** will need to bring their University cards with them to meals.

**Graduates** must book their meals before 10am on the day they want to go to dinner in Hall, using the [meal booking system](#). Payment for lunch and breakfast is organised electronically through your University card. You will need to bring it with you to meals.

<b>Breakfast</b>	08:00-09:00 Monday-Friday
<b>Brunch</b>	11:00-13:00 Saturday
	11:00-13:00 Sunday
<b>Lunch</b>	12:00-13:30 Monday-Friday
<b>Dinner - Informal Hall</b>	17:45-19:15 Monday, Wednesday
(Self service)	17:45-18:30 Tuesday, Thursday, Friday, Saturday, Sunday
<b>Dinner - Formal Hall</b>	19:15 Sunday, Tuesday, Thursday
(Waiter service)	<b>Gowns must be worn</b>
<b>Dinner - Guest Night</b>	19:15 Friday
	Graduates: weeks 1,3,5,7
	Undergraduates: weeks 2,4,6,8

## Guest Nights

Fridays alternate between JCR and MCR 'guest nights', a more formal and social occasion than regular Formal Hall. Dress is smart (no gowns required) and guests are allowed. A more expensive menu is served, and many groups choose to bring wine (bottles are also available from the College bar). You will need to sign on in advance of guest night if you wish to attend.

The number of places at Guest Night Dinner is limited to 140, **so early booking is recommended**. The system will penalise you if you cancel after 10am on the Thursday before, so please make sure you only reserve places you know you will fill.

## High Table (graduates only)

Up to four MCR members at a time are permitted to dine on high table at their own expense on battels for food (drinks extra - turn glass over if you don't want wine) on Thursday in full term. You may use the SCR before/after dinner but may not invite guests. Sign-up is by email to the SCR Butler, [Hassan Hamed](#), by 10am on the Thursday in question.

The Tutor for Graduates dines at High Table several times every Full Term, and on these occasions will be delighted to entertain first-year graduates free of charge. Because High Table has limited space, she will take up to four guests per session. The Student Services Administrator sends out an invitation at the beginning of each term to the first-year graduates, with places available on a first-come, first-served basis. If you are able to attend, the Tutor for Graduates will be pleased to offer you a pre-dinner drink from 18:45 for 19:15 on the Wednesday in question.

## Signing on and signing off for meals

You will be charged the full price of the meal upon booking. If you fail to cancel your booking or do not attend, no refund will be given.

You can book attendance in advance, using the [meal booking system](#). Meals and menus for the following week are uploaded and available to book on the previous Thursday between 2pm and 4pm (e.g. bookings for 4th Week will open on Thursday of 3rd Week).

During term, **undergraduates** living in College accommodation that is not classified as self-catering are automatically booked on. The default setting is for the early ('informal') sitting. It is up to you to sign off if you don't wish to attend or change to Formal Hall and Guest Nights. All other students are required to book-on for dinners as required. You need to do this by **10am** of the day in question.

Up to **two** guests can be registered in advance for any meal. Should you require more than two guests please seek help from the Catering Manager.

### **Dietary and allergenic requirements**

New College readily caters for students with genuine dietary and allergen requirements, given sufficient notice. To help manage these and ensure complete customer satisfaction, we ask that you register a medical dietary/allergen request with the [Catering Manager](#), Brian Cole, upon arrival at College. After this, requirements will only be changed through notifying the Catering Manager. This information will appear for each meal you sign up for and the kitchen will prepare your meal accordingly. There is no seating plan for Guest Nights and Formal Halls, so it is your responsibility to notify the waiting staff of your dietary requirements **for each course**. We do provide dietary cards to aid with this process, which you can collect and must show the waiting staff at service to allow them to deliver the correct meal to you.

Please note, due to the vast amount of special dietary and allergen requests and the requirement to cater for these, we cannot cater for individual likes/dislikes.

### **Use of Allergen ingredients**

New College operates a very robust and individually tailored allergen catering provision for all guests. It should be noted however that our kitchens do produce a multitude of varying dishes using ingredients that include those listed as possible causes of allergic reactions.

Students should be aware that whilst we will take every precaution and have strict procedures in place, we cannot absolutely guarantee our dishes are 100% trace-free from all allergy-causing ingredients. Advice is readily available for those with severe allergies and dietary requirements - please contact the Catering Manager, Brian Cole, if you would like any more information.

### **Helpful Guidance Notes**

- When changing a dietary requirement, students are asked to email the [Catering Manager](#) or [Sheena Hinton](#) who will arrange to have their record amended and pass this information on to the Food Service Manager and Head Chef.
- For sit-down plated meals, the Food Service Manager prepares name specific or colour coded Dietary Requirement cards that need to be collected by the students when arriving at a dinner - **their name is checked off upon entering the hall.**
- Students are requested to notify the serving staff of their dietary requirements when each course is served so that their prepared meal can be delivered. Whilst it is the student's responsibility to do this, all waiting staff are requested to be extra vigilant and look out for diet cards when serving.
- After the first course is served, the seating position of those with severe allergies to food (e.g. nuts) is noted so that the correct meal can be served to them for the remaining courses. With diners often swapping seats during the meal, it remains the student's responsibility to notify the serving staff of a dietary requirement for each course.
- If a student/guest notifies the waiting staff that they have a dietary requirement but do not have a ticket or wish to change their dish, the kitchen is informed, and an alternative will be arranged **where possible.**

## Halal Provision

The College's Halal provision has been led by consulting our current members who eat Halal meat. Currently, their preferred provision is to have Halal options at dinner 3 days per week, and a large range of vegan, vegetarian, and pescatarian dishes on the other days.

All Formal Halls and Guest Nights offer a Halal option.

## Food Code of Practice

You can view the college's Food Code of Practice in our policy documents section:

<https://www.new.ox.ac.uk/policies-statutes-accounts>

## The Chapel and Choir

**Dean of Divinity:** Rev. Dr Erica Longfellow, [Erica.longfellow@new.ox.ac.uk](mailto:Erica.longfellow@new.ox.ac.uk)

**Assistant Chaplain:** Rev. Dr Susan Bridge, [susan.bridge@new.ox.ac.uk](mailto:susan.bridge@new.ox.ac.uk)

**Organist and Director of the Choir:** Robert Quinney, [Robert.quinney@new.ox.ac.uk](mailto:Robert.quinney@new.ox.ac.uk)

**Choir Administrator:** Nancy-Jane Rucker, [Nancy-jane.rucker@new.ox.ac.uk](mailto:Nancy-jane.rucker@new.ox.ac.uk)

## Choir

The Choir of New College, Oxford is one of the most celebrated and acclaimed choral groups of the UK. When William of Wykeham founded his 'New' College in 1379, a choral foundation was at its heart, and daily chapel services have been a central part of college life ever since. The Choir comprises sixteen boy choristers and fourteen adult clerks; the latter a mixture of professional singers and undergraduate members of the College.

## Choral Scholarships

Most of the altos, tenors and basses in New College Choir are undergraduate members of the college, studying a variety of subjects. These choral scholars – known as academical clerks – sing in the choir's daily services, balancing this commitment with their academic study. Though many of our academical clerks go on to flourish as professional musicians, others pursue careers in sectors such as the law, teaching, and IT. All leave New College with a fine voice and exemplary musicianship.

Benefits include a bursary of £600 a year, and free singing lessons, as well as guaranteed accommodation in college. The choir aims to attract singers with serious commitment to their musical development as well as a high standard of vocal proficiency. The academical clerks also sing in a more casual close harmony group called [The New Men](#).

Choral awards at New College are part of the [Oxford choral awards scheme](#). Admission to the choir is dependent on gaining an academic place to study in the college and all potential choral scholars must go through the UCAS application system.

## Organ Scholarships

An organ scholarship at New College provides invaluable training for players considering a career in music. Our Organ Scholars are an important part of the choir: working alongside the Assistant Organist, they play for chapel services, assist in the training of the choristers and take an active part in the musical life of the college and wider university as accompanists. Free organ and vocal tuition is provided. The organ scholar's bursary is currently £750 per year, plus professional fees from concerts and tours, and a

room (with piano) is provided for all three years in college. The choir aims to attract proficient players (Grade 8 and diploma standard) who will relish the opportunity to work in a musically challenging environment, and

If you would be interested in pursuing an Organ Scholarship at New College, you are warmly encouraged to be in touch with [Robert Quinney](#). You can find much more information about Organ Scholarships across Oxford University, including at other colleges, on the [University website](#).

## Chapel Services

The chapel is a place of sanctuary, of ancient words and music, of peace and contemplation, and is open to everyone. There is no need to be a member of the college or even of the university. There is no dress code, no entry requirement, and no need to be part of any religious tradition. Groups of more than 10 are asked to email [chapel.administrator@new.ox.ac.uk](mailto:chapel.administrator@new.ox.ac.uk) before attending services.

Details of upcoming services and events can be found on our website: <https://www.new.ox.ac.uk/chapel>

## Booking public rooms

Forms for booking events in college rooms, college grounds, and the cloisters can be found on the Dean's Handbook webpage: <https://www.new.ox.ac.uk/deans-handbook>. Junior members are reminded that permission needs to be sought from the Assistant Dean. An appointment to see him should be made with the [Deans' Secretary](#) and times are available during term time only.

Events may require a separate form under the College's PREVENT responsibilities. Further details may be found in the New College Prevent Policy ([https://www.new.ox.ac.uk/sites/default/files/2020-11/Prevent-Policy\\_291020.pdf](https://www.new.ox.ac.uk/sites/default/files/2020-11/Prevent-Policy_291020.pdf)) and Policy on Managing External Speakers (<https://www.new.ox.ac.uk/sites/default/files/inline-files/Policies%20for%20managing%20external%20speakers.pdf>).

## Sport

New College prides itself on the high quality of sport that our students achieve, as well as the inclusivity offered by the numerous college teams we field. Playing sport is one of the best ways to get to know students from across the years and is a great way to complement your academic studies.

### Intercollegiate sport

There are annual inter-college competitions, called Cuppers, in practically every sport, from Ultimate Frisbee to Ice Hockey. New College often excels in Cuppers, regularly reaching the final stages even in the more competitive sports such as rugby and football, and we have won the overall Cuppers Trophy in the recent past. Women's sport is especially strong at New College, with teams in all the major sports.

Here is a list of all of the New College teams:

- Football
  - Men's Football 1sts
  - Men's Football 2nds
  - Men's Football 3rds
  - Women's Football
- Rowing
  - Men's Upper Boats
  - Men's Lower Boats
  - Women's Upper Boats
  - Women's Lower Boats

- Men's Rugby
- Tennis
- Netball
- Hockey
- Mixed Lacrosse
- Badminton
- Basketball
- Men's Squash
- Women's Squash
- Mixed Rounders
- Pool

## Facilities

We are only a short walk from our sports ground, located on St Cross Road. New College is lucky to have a large sports ground with facilities including:

- Main field with football and rugby posts, used for cricket in the summer. Contact [paul.roper@new.ox.ac.uk](mailto:paul.roper@new.ox.ac.uk) to book.
- Hard court - for tennis, basketball, netball. Booked through New College Intranet: <https://intranet.new.ox.ac.uk/secure/>
- Six grass courts - for tennis in the summer. First-come, first-served basis. Available Trinity Term only.
- Squash court. Booked through New College Intranet: <https://intranet.new.ox.ac.uk/secure/>
- A table tennis table in JCR, and another available to set up in the MCR. First-come, first-served basis.
- Two cricket nets. First-come, first-served basis. Available Trinity Term only.
- Erg machine room for rowing. Available to Boat Club authorised users only.
- Punts. Booked through the Weston Porters' Lodge, no more than one day in advance, May to August only.
- Changing rooms and WC

## New College Boat Club

New College Boat Club has the largest presence of all the sports at New College, with nearly 100 active members. It is one of the top college boat clubs at the University of Oxford, consistently holding high places in the University regattas. Most members start as novices, and are offered the opportunity to develop to a high standard, with several initial novice arrivals going on to row for the University recently.

NCBC is one of the oldest boat clubs in Oxford, and as such in the world, going back to the 19th century. The boat club has often competed at Henley Royal Regatta, winning in several events. Its highest achievement, however, was at the 1912 Olympics in Stockholm. New College is the only Oxford or Cambridge college to have sent a team to the Olympics - in this case a rowing eight. They won a silver medal, and their legacy lives on in the purple and gold colours of the club, with the full story being on the NCBC website.

The boat club is open to all members of New College. Both novices and experienced rowers and coxswains are welcome. The club is all-inclusive, and aims to offer everyone the opportunity to train and race.

NCBC warmly welcomes all alumni of the club. The New College Boat Club Society sends out regular newsletters to all registered alumni. Alumni are also welcome at all NCBC events, especially during Eights Week. Please see the website for more details.

If you are interested in joining New College Boat Club, please contact a member of the Committee. Details are listed on the Boat Club's webpage: <https://jcr.new.ox.ac.uk/ncbc/contact-us/>.

## University Gym

The College makes an annual subscription to the University's [Pulse gym](#) at the Iffley Road sports complex. The gym costs a minimal amount per term to use. You simply have to take your University Card and enquire at the reception desk about induction. There will be an extra charge if you wish to use the pool.

## Funding

New College encourages involvement in sport by helping to cover some of the sporting expenses of members of both the JCR and MCR. This is done through the termly Sporting and Cultural Development Award as well as the Blues Fund, specifically for university level sport, which is allocated every Trinity term.

## Safety in sport

Junior members participating in sports do so at their own risk and must take all proper care to ensure their own safety and that of those participating with them. Provision of personal protective equipment is the responsibility of the individual participant concerned. Some college and University clubs lay down specific requirements for the wearing of protective equipment by participants, and it is the responsibility of each participant to find out, and adhere to, these rules.

## Music

The college currently has the following spaces and instruments available for use by junior members. They are housed in a variety of spaces, not all of which are dedicated practice spaces and are therefore not always available; please read the notes on the spaces below carefully.

The College's instruments are a shared resource, and care must be taken in using them. Instruments, stools, covers, music racks, and headphones should under no circumstances be removed from the spaces. All the instruments – with the exception of the electric piano – come with their own bespoke covers, and all must be closed up and covered at the end of a session. It is the Junior Member's responsibility to report any damage or wear and tear to Professor Michael Burden at [michael.burden@new.ox.ac.uk](mailto:michael.burden@new.ox.ac.uk).

### The Clore Music Studios

The Clore Music Studios were completed in January 2019. The top floor contains two chamber studios; the first floor, four practice rooms; and the ground floor, a large rehearsal room for opera and drama.

Instruments: Chamber Music Studio 1: Steinway Model O; Chamber Music Studio 2: Steinway Boston 178; Studio 3: Steinway Model K; Studio 4: Early Piano Room James Nutting square piano, c 1817; William Rolfe square piano, c1810; Studio 5: Brass Room; Studio 6: Steinway Model K; and Studio 7: Steinway Model A.

The studios can be booked through [the College Intranet](#) (external link). The [schematic layout](#) shows the locations of the studios within the building, which is fully accessible. The main entrance is at ground level and there is lift access to all floors. The use of the Early Piano Room requires initial prior permission; email [michael.burden@new.ox.ac.uk](mailto:michael.burden@new.ox.ac.uk). Studio 7 is intended for a series of rehearsals leading to a musical or dramatic performance. Those booking the space should prepare their rehearsal schedule and book the space accordingly. Bookings will be individually cleared before being allowed to go forward.

### The Chapel

Instruments: Steinway Model D and a double manual harpsichord by Robert Goble. These are both primarily concert instruments, and are not available for general practice. They may only be played in the week preceding a recital for which the performer is booked.

The Chapel can be booked through Nancy-Jane Rucker in the Choir Office: [nancy-jane.rucker@new.ox.ac.uk](mailto:nancy-jane.rucker@new.ox.ac.uk)

### The Old Bursary

Instrument: Steinway Model A.

The Old Bursary can be booked via the [College Intranet](#) and the keys signed out with the Porters.

## **The Long Room**

The Bechstein – a Viennese piano from 1902, serial number 59847 – has been recently overhauled.

The Long Room can be booked through the Home Bursar's PA [emily.meeson@new.ox.ac.uk](mailto:emily.meeson@new.ox.ac.uk).

## **11NB Basement Practice Room**

Instruments: A Yamaha electronic piano and a clavichord by Robert Goble. The practice room is not soundproof, although it has a sound absorbent ceiling, and curtains and a carpet. The clavichord is by definition a very quiet instrument, and the electric piano should either be used quietly, or muted and with the earphones provided.

11 NB Basement Practice Room can be booked via the intranet and the keys signed out with the porters.

## **7 OB Basement Band Room**

Instruments: 2 Yamaha keyboards, a Pearl Drumkit, microphones and amps.

The Band Room is soundproofed and can be used for individual practice or to rehearse with a band. The electronic equipment available in the room means it is useful for any band that needs amplification (e.g. with guitars) or a drumkit; the room is best suited to non-classical ensembles. Users should report any difficulties or breakages to the JCR Band Room officer [luke.smith@new.ox.ac.uk](mailto:luke.smith@new.ox.ac.uk).

7 OB Basement Band Room can be booked with via the intranet and the keys signed out with the porters.

## **Drama**

The New College Drama Society (NCDS) is a great place to start if you want to get involved in drama. NCDS puts on a hilarious Christmas Pantomime in Hall every Michaelmas, written and performed by JCR members. Freshers can also get involved in Drama Cuppers, a drama competition between colleges that takes place in 5th Week of Michaelmas. This is a great chance to get involved in College and University drama, as you will meet like-minded thespians both at New College and from across the University. Teams of up to 8 students can put on any form of show of up to half an hour, with various prizes awarded. To get involved in the pantomime, cuppers, or for general information and advice talk to the MADD Rep.

Plays are regularly put on in our 120-seat, 14th century 'Long Room'. At Christmas, there is often a pantomime put on in the dining hall, and in the summer, the beautiful college gardens regularly become the stage for society productions, including the annual 'Greek play'.

## **New College Chalet**

The Chalet des Anglais is some 4500 feet up on the side of Le Prarion, a small mountain on the Mont Blanc massif. It is above Les Houches and St Gervais, reached by a telecabine from Les Houches (and an easy downhill walk) or by the Tramway de Mont Blanc (and a harder uphill walk from the Col de Voza). It easily sleeps fifteen; it can fit twenty at a squeeze; and it is comfortable, with two flush lavatories and both hot and cold running water, but no electricity.

It was first built in the 1860s by an eccentric diplomat called David Urquhart, burned down in 1906, rebuilt in 1909 and used ever since by a combination of Balliol, New College and Univ. students for reading parties and walking holidays.

Chalet Parties consist of about a dozen students, a manager and bursar (also students) and a couple of senior members. The purpose of the parties is to let people read, walk, and talk for ten days; serious climbing is absolutely forbidden, but strenuous walks are encouraged. The daily round depends a lot on the weather, but given decent weather, most people have a late breakfast, read on the lawn, eat a picnic lunch, and then get some exercise; pre-dinner drinks either consist of mulled wine in the Chalet or something restorative on the terrace of the hotel at the top of the telecabine: this is the Hotel Le Prarion better known as 'The Pav' from the days when it was Le Pavillon du Prarion.

The routine is simple: each day, two people cook for the party, shopping in Les Houches earlier in the day; otherwise, the necessary chores amount to rubbish disposal, recycling, washing up, and firewood collection. Parties are led by a manager and bursar, the former to organize the daily round and the latter to save us from financial disasters.

The Chalet parties take place over the Summer Vacation, and there are usually two groups.

## **WELFARE AND MEDICAL FACILITIES**

### **Sources of support for all students within New College**

New College recognises that academic success and personal development are interdependent activities and that students are likely to need guidance and support in each of these areas. The Tutor for Welfare collaborates with the Senior Tutor and Dean to ensure that College's policies and practices reflect its commitment to providing a context within which all students can flourish and fulfil their potential. College aims to facilitate and promote positive mental health and wellbeing by providing the opportunity to pursue social, cultural and sporting fulfilment in addition to academic excellence. You can read New College's Welfare Statement in full on our website: [https://www.new.ox.ac.uk/sites/default/files/inline-files/New%20College%20Welfare%20Statement%20-%20final%20Trinity%202019.docx\\_1.pdf](https://www.new.ox.ac.uk/sites/default/files/inline-files/New%20College%20Welfare%20Statement%20-%20final%20Trinity%202019.docx_1.pdf)

The **Academic Registrar** (Freyja Madsen, [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk)) is the first point of contact for any student with queries about academic life. She is also a member of the welfare team, the college's Disability Support Co-Ordinator, and one of the college's Harassment Officers.

The **Tutor for Welfare** (Jonathan Black, [jonathan.black@careers.ox.ac.uk](mailto:jonathan.black@careers.ox.ac.uk)) oversees the provision of student support within the college. Students are usually seen by other members of the welfare team, but if you wish to speak to the Tutor for Welfare directly, please contact him via email to arrange a meeting.

The **senior welfare team** (Milly Gray, Freyja Madsen, Annabella Massey, and Andrew Ramos, all via [welfare@new.ox.ac.uk](mailto:welfare@new.ox.ac.uk)) are happy to talk to all New College students and are a good first port of call for information about services and support available within College and the University. Further information about the welfare team is available on our website: <https://www.new.ox.ac.uk/health-welfare>

The **Chaplain and Assistant Chaplain** (Rev. Dr Erica Longfellow and Rev. Dr Susan Bridge, [Erica.longfellow@new.ox.ac.uk](mailto:Erica.longfellow@new.ox.ac.uk) and [susan.bridge@new.ox.ac.uk](mailto:susan.bridge@new.ox.ac.uk)) are both experienced in pastoral listening and support in both secular and religious contexts.

The Junior Common Room (JCR) and Middle Common Room (MCR) each have two dedicated **Welfare Reps** who can offer help. The Common Rooms also run a “**Peer Support**” programme, through which you can talk to other students in confidence about your difficulties. Details of this are on posters located around college.

The **Warden** (Miles Young) is also available to see students on any matter, by appointment via his PA ([wardens.office@new.ox.ac.uk](mailto:wardens.office@new.ox.ac.uk)).

In an emergency, students should contact the **Porters’ Lodge** (01865 279500) which is staffed 24 hours a day, seven days a week, all year.

## **Guidance on confidentiality in student health and welfare**

All the information you provide to the senior welfare team is treated confidentially and with respect for your privacy. This means that even within the team, information is shared on a ‘need to know’ basis only. Without your explicit agreement, we will not discuss or share any confidential information about you outside the team except in exceptional circumstances, examples of which are:

- When there is a serious risk to you or others and medical practitioners might need to be informed;
- When it might be necessary that some limited information is shared beyond the Welfare Team for the college to fulfil its obligation to have a comprehensive overview of students’ progress. For example, in the case of impending serious academic or disciplinary proceedings the Senior Tutor or Dean will normally ask the Tutor for Welfare whether the student concerned is known to the Welfare Team. The student concerned will be informed and can decide whether more detailed information should be disclosed. The welfare team will also discuss with the student the possible consequences of not sharing information, if that is their wish, on the potential outcomes of academic or disciplinary proceedings;
- Where the team considers that professional colleagues in the central University Counselling Service or Disability Advisory Service could offer more and specialised help. The senior welfare team would only continue to share data with the University student welfare teams as long as needed.

Central University services do not share information about individual students with the New College welfare team unless students have given their written permission. New College students are encouraged to give this permission so these services can liaise with the welfare team to ensure that support is coordinated and effective. However, we recognise and respect the importance of students discussing this with their counsellor or disability advisor to agree what information can or cannot be shared.

Any records and data collected by the welfare team are kept in accordance with the Data Protection Act and GDPR. The welfare team records basic information about any significant contact with a student on a secure and confidential database. These records are stored confidentially for six years, after which they are destroyed. The information the team collects can be used to provide statistical analysis on the welfare provision as a whole and no shared information can be tracked back to individuals.

### **The Welfare Team are:**

- **The Tutor for Welfare**
- **The Academic Registrar**
- **The Cox & Salvesen Fellows**
- **The Student Welfare & Staff Support Officer**
- **The Adviser to the Welfare Team**

The College is also bound by its safeguarding policy if a student is under 18 – the full policy can be viewed on our website: <https://www.new.ox.ac.uk/sites/www.new.ox.ac.uk/files/2018-04/Child%20Safeguarding%20Policy.pdf>

The Safeguarding Team are:

- Designated Safeguarding Lead – Gez Well ([gez.wells@new.ox.ac.uk](mailto:gez.wells@new.ox.ac.uk))
- Designated Safeguarding Officer – Daniel Powell ([Daniel.powell@new.ox.ac.uk](mailto:Daniel.powell@new.ox.ac.uk))
- Designated Safeguarding Officer – Karl Chapman ([karl.chapman@new.ox.ac.uk](mailto:karl.chapman@new.ox.ac.uk))

Other useful information on welfare support, homesickness, and managing the transition to university life, can be found on our website: <https://www.new.ox.ac.uk/health-welfare>

## University sources of support

### University Counselling Service

Students can approach the University Counselling Service independently and in complete confidence. Full details of University-run welfare schemes are detailed at [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling). The Counselling Service is located at 3 Worcester Street (near the Gloucester Green coach station). You can ring the University Counselling Service on 01865 270300 or email them at [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk).

### Oxford Student Union

The Oxford University Student Union (OUSU) also runs a full range of support services: [www.oxfordsu.org](http://www.oxfordsu.org).

### Nightline

Nightline, run by students, offers support and advice between 20.00 and 08.00 from Weeks 0 to 9 on (01865) 270270; further information is available at <https://oxford.nightline.ac.uk/>.

### Oxford University Sexual Violence Support Service

Oxford University Sexual Violence Support Service provides a safe place for students be heard - independent of their college or department. They offer free support and advice to any student who has been affected by sexual harassment or violence [www.ox.ac.uk/againstsexualviolence](http://www.ox.ac.uk/againstsexualviolence).

### Oxford Rape Crisis Centre

Oxford Rape Crisis (OSARCC), an organisation committed to supporting survivors of sexual abuse, rape, domestic abuse, and harassment. They offer a free and confidential service to survivors who are dealing with the effects of sexual violence, and to anyone who is supporting them. You can call them on 01865 726295 [www.oxfordrapecrisis.net](http://www.oxfordrapecrisis.net)

If you do experience difficulties, there really are many sources of help: so, please, *never* be afraid to ask for help.

## Medical Help

Any emergencies requiring First Aid should be notified as soon as possible to the **porters' lodge**. All porters are First Aid trained. In medical emergencies when First Aid is not adequate, arrangements will be made to transport the patient to hospital. If urgent help is required that is beyond First Aid, dial 999 for an ambulance.

## College Nurse

The College Nurse ([newcollegenurse@oxfordhealth.nhs.uk](mailto:newcollegenurse@oxfordhealth.nhs.uk)) works on site at New College during full term and, when available, bookings can be made through our website: <https://www.new.ox.ac.uk/health-welfare>. The Nurse's surgery is based on the ground floor of Staircase 1, New Buildings.

## College-Linked GP

New College is linked to a local GP surgery, 28@Northgate: <https://www.28beaumontstreet.co.uk/>. All New College students are encouraged to register with the practice. The practice doctors have a close working relationship with the New College welfare team and also the academic staff. They are particularly experienced in dealing with student health issues and how illness might impact on your studies.

## Dentists

There are two NHS dentists that are known to take on students:

- **Studental** is located at Oxford Brookes University in Headington. T: 01865 484068. Studental is a NHS Dental Practice which is open to everyone - not just students. They are taking on new patients now in their modern, friendly practice in Headington, Oxford.  
T: 01865 484068 E: [reception@studental.co.uk](mailto:reception@studental.co.uk)  
<https://www.nhs.uk/services/dentist/studental-dental-care-oxford/V007823>
- Bupa Dental Centre Oxford are accepting new patients and offer emergency appointments to students. For any further information or to register please contact the reception team. They accept NHS and private patients.  
T: 01865 243702 E: [reception.oxford@oasis-healthcare.com](mailto:reception.oxford@oasis-healthcare.com)  
[https://www.bupa.co.uk/dental/dental-care/practices/oxford?pdg\\_campaign=825960649&pdg\\_adgroup=77044824149&pdg\\_network=g&pdg\\_channel=ppc&gclid=EAlalQobChMIx-XQ58G--QIVxO3tCh1Z1QhDEAAYASAAEgIrkPD\\_BwE](https://www.bupa.co.uk/dental/dental-care/practices/oxford?pdg_campaign=825960649&pdg_adgroup=77044824149&pdg_network=g&pdg_channel=ppc&gclid=EAlalQobChMIx-XQ58G--QIVxO3tCh1Z1QhDEAAYASAAEgIrkPD_BwE)

## Accident and Emergency Hospital

The John Radcliffe (JR) is the local 24-hour Accident and Emergency hospital located in Headington [www.ouh.nhs.uk/hospitals/jr/default.aspx](http://www.ouh.nhs.uk/hospitals/jr/default.aspx). Buses 2, 7, 10, 13, 14, 41, 280 and 400 go to the JR.

# HEALTH AND SAFETY

## Useful contacts

**Porters' Lodge (Holywell Street):** 01865 279500

**Porters' Lodge (Weston Buildings):** 01865 281081

**Home Bursar (Health and Safety Manager):** Gez Wells, [gez.wells@new.ox.ac.uk](mailto:gez.wells@new.ox.ac.uk)

All matters affecting the safety of those on college premises should be referred to the Home Bursar. Junior members of the college are reminded that they have a statutory duty to take responsible care for their own health and safety, and for that of others affected by their actions. Anyone observing unsafe practices on college premises, or who has suggestions to make concerning safety generally, should notify the Home Bursar.

## Fire safety

DETAILED INSTRUCTIONS ON THE ACTION TO TAKE IN THE EVENT OF FIRE ARE DISPLAYED IN ALL STUDENT ROOMS ON COLLEGE PREMISES. YOU MUST STUDY THEM CAREFULLY, AND YOU MUST KNOW HOW TO ESCAPE FROM YOUR ROOM. YOU MUST KEEP FIRE EXITS CLEAR AT ALL TIMES.

When the fire alarm sounds in any college property, all students, staff, and visitors are required to evacuate the buildings immediately, and to go to the designated assembly point. Failure to respond to an alarm will be treated as a serious disciplinary matter. The designated assembly point for your building is displayed on the nearest fire emergency notice, usually located on notice boards near the final point of exit from the building. Please note, due to the size of New College, there are multiple assembly points around the site.

## Personal safety

Oxford is generally a safe place to live and work in. It is no more dangerous than any other similarly-sized city in the UK. However, you should take care of your personal safety when in Oxford, especially if you are out after dark, if you are tired, or if you have been drinking alcohol.

In general:

- Always carry enough change to make a call or to get a taxi (even if you have a mobile);
- Use a licensed taxi service;
- Stay safe and alert, don't use headphones, or have long conversations on mobile phones;
- Be aware of others around you at cash point machines, and try not to use them at night or in poorly lit areas;
- Avoid carrying large amounts of cash with you when you are out;
- If you cycle, ensure that you have taken adequate safety precautions, including wearing a helmet, investing in a decent lock, and ensuring that lights are fitted and working (you can be fined for cycling without lights after dark, and police checks regularly take place). It is illegal to cycle when under the influence of alcohol/addictive substances.

Arriving home:

- Make sure no strangers follow you when you enter college sites;
- Call the Lodge if you suspect there is a stranger on the premises.

Walking at night:

- Avoid taking shortcuts, for example through badly lit places, such as parks or alleyways;
- Walk on the pavement, facing oncoming traffic, so that you are visible;
- Be alert and brief when using a mobile phone, and try to conceal it when not in use;
- Carry an attack alarm;
- If you think you are being followed, cross the street (more than once if necessary), and if you are still unhappy move as quickly as possible to a public area, such as a restaurant, bar or late opening store, and telephone for help;
- Carry your bag close to you with the clasp facing inwards or strap it over your shoulder. Use a bag that has a zip or properly closes. Keep the bag closed when walking home;

- Avoid walking home alone at night if it is possible to return with friends.

Using transport:

- Keep the number of a taxi company that you know handy - never use an unlicensed company;
- Confirm the driver's details when they arrive – make sure it is the taxi you ordered;
- Make sure the taxi driver has a photo ID and the vehicle has a licence displayed on the inside and outside of the vehicle with the Oxford City Crest on;
- Always sit in the back of the vehicle, and carry your mobile phone in your hand so it is easily accessible.

Safe Lodge:

- New College participates in the Safe Lodge scheme;
- Safe Lodge is a university wide initiative where those students in distress can go to the nearest lodge for 'sanctuary';
- A lodge is a place where any student can go to feel safe and secure if something goes wrong for them whilst out and about in Oxford;
- A student can enter any lodge displaying the participating sign, a large green circle – 6 inches in diameter, in a window, near to the lodge entrance and visible from the pavement;
- A student can request a phone call to their college's lodge, welfare staff, or Junior Dean. Your college will then call you a taxi and you will be billed for the fare.

## Security

### Porters

Remember that the porters are there to help all students at all times. The porters will do their best to recognise faces as quickly as they can, but students are asked to present identification on request. On occasion students may be asked on more than one occasion for identification. This will almost always be by a different porter as they all get to learn new faces – with 700+ students at New College there are a lot of faces to learn!

### Gates and access to College

Your student card grants you access to the main New College site via gates on Holywell Street, New College Lane, and Longwall Street. Do not allow people to tail-gate you into College.

### Theft

Unfortunately, thefts from premises in Oxford do happen. The college can accept no responsibility for the safety of articles left in rooms or elsewhere on college premises, either in term or vacation. Junior members are urged not to leave money or other valuables unattended, and to ensure that when they leave their room (no matter for how short a time), its windows and door(s) are locked. Nothing of value should be left behind during vacations. Junior members should take particular care to keep their laptops secure, and to back up work regularly.

### Bicycles stored on College sites

The college accepts no responsibility for bicycles left at any time in College or on College premises. If you wish to bring a bicycle into the college or the Weston Buildings you must register it with the Lodge. Bicycles should be stored on the bike racks available; bicycles stored anywhere else may be removed.

## **Lost property**

Personal possessions which are found apparently lost or abandoned should be handed in to the Porters' Lodge, where they will be kept for a short period and then, if unclaimed, disposed of in an appropriate manner. Anyone who has lost property in college should ask at the Porters' Lodge.

## **STUDENT'S CONDUCT AND RULES**

New College has a wide range of rules and stipulations which are set out in the Dean's Handbook: <https://www.new.ox.ac.uk/deans-handbook>. All students must follow these rules, and it is absolutely essential that every student reads the Dean's Handbook in its entirety on becoming a member of New College.

## **NEW COLLEGE POLICIES, STATUTES, AND BY-LAWS**

All of New College's Policies, Statutes, and By-Laws can be viewed on our website: <https://www.new.ox.ac.uk/policies-statutes-accounts>.