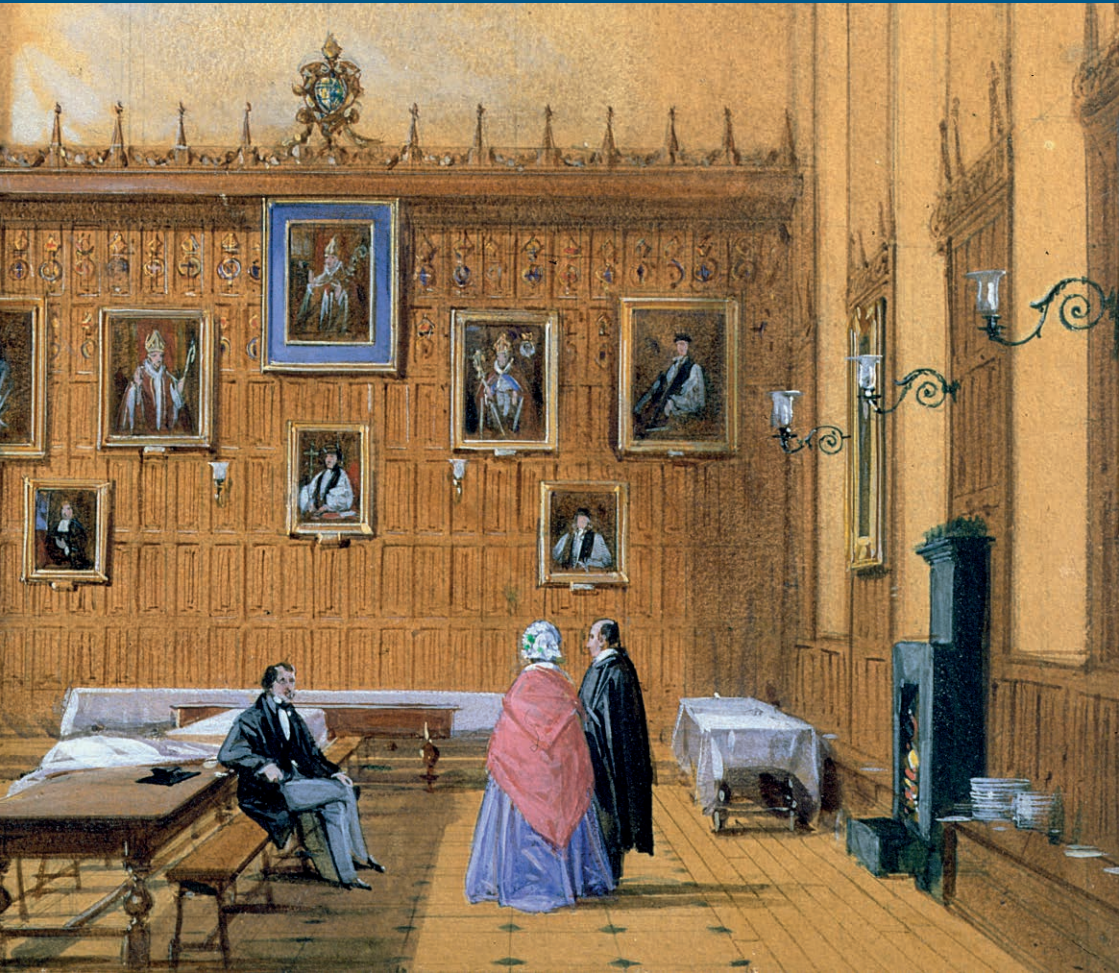




NEW COLLEGE
OXFORD



Handbook 2025-2026

**The Handbook
of
New College**



NEW COLLEGE
OXFORD

The Handbook of New College, Oxford
2025-2026

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Everyone who accepts a place on an undergraduate, graduate, or postgraduate course at New College, Oxford is considered a Junior Member of College, is deemed to have bound themselves to observe the College regulations, and to have accepted the requirements set out in the statement of Academic Obligations. The *Handbook of New College, Oxford* (hereinafter, the *Handbook*) should be used in conjunction with other University and College policy and procedural documents. Those referenced in the *Handbook* can be found via links on the College website at <http://www.new.ox.ac.uk/deans-handbook>. The regulations set out the disciplinary procedures which will be instituted in cases of infringement of these obligations. Junior Members are advised that the contents of the *Handbook* are regulations, not ‘guidance’ or ‘advice’. They are required to act promptly when requested to do so by the College; those who have questions about the *Handbook*’s contents should raise them with the Dean in the first instance.

The College is committed to the safety of all faculty, staff and students. The College may, on occasion, produce extra guidelines to address particular issues; these may change rapidly as national and local situations develop. It is the responsibility of every member of College to know what those guidelines are and to follow them on each and every occasion. Such guidelines form an appendix to the *Handbook of New College, Oxford*, and are subject to the disciplinary procedures outlined therein. When relevant, they can be found on the Dean’s pages <https://www.new.ox.ac.uk/deans-handbook>, or via the College Links section on the College website.

Most student complaints regarding the procedural and disciplinary matters covered by the *Handbook* are dealt with initially by the College Tutors and Officers concerned. Having exhausted all appropriate disciplinary procedures, Junior Members dissatisfied with the outcome of a complaint may invoke the Grievance Procedure. This is done by contacting the Bursar in the first instance; should the complaint be against the Bursar, the Dean should be contacted. The Bursar (or the Dean) will convene a Grievance Committee of three Fellows previously uninvolved with the complaint, who will report their findings to the College. Should the Junior Member remain dissatisfied, they may refer the matter to the Office of the Independent Adjudicator. A link can be found at <https://www.new.ox.ac.uk/deans-handbook> under ‘Student Complaint Procedure’.

Michael Burden
Dean

1: ACADEMIC OBLIGATIONS

1. THE SENIOR TUTOR

Responsibility for the administration of the Academic Obligations rests with the Senior Tutor, Dr William Poole; he may on occasion refer matters to the College, normally through the Warden and Tutors' Committee.

2. DEFINITIONS

a) Students

There are five categories of Junior Member.

i) Undergraduates

Undergraduates are students undertaking a first B.A. degree course and members of the Junior Common Room.

ii) Graduates

Graduates are students undertaking higher degree courses and members of both the Junior and Middle Common Rooms.

iii) Mature Students

Mature students are those undertaking either a first B.A. degree course or a higher degree course and members of either the Junior or Middle Common Rooms, depending on which degree is being taken.

iv) Senior Status Students

Senior status students are students undertaking a second B.A. degree course and members of both the Junior and Middle Common Rooms.

v) Visiting Students

Visiting Students are students studying at New College for a limited period of time, but who are not enrolled for a degree; depending on the circumstances, they may be members of either the Junior or Middle Common Rooms.

b) Cessation of Academic Residence

Junior Members may cease to be resident in Oxford, in the following circumstances. Further details, FAQs and the College's suspension procedure can be found at <http://www.new.ox.ac.uk/deans-handbook> under the link 'University of Oxford Changes in Student Status' and 'New College Suspension Policy'.

i) Suspension (voluntary)

'Suspension (voluntary)': where an undergraduate, with the agreement of the College, ceases for a period to be provided with tuition by New College, to have the use of New College facilities, and may not visit New College premises without the express permission of the Dean. But the undergraduate 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. To effect this the undergraduate will need to contact the Tuition Office.

ii) Suspension (non-voluntary)

'Suspension (non-voluntary)': where an undergraduate, with the agreement of the College, ceases for a period to be provided with tuition by New College, to have the use of New College facilities, and may not visit New College premises without the express permission of the Dean. But the undergraduate 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. These may include sitting one or more Penal Collections, which shall where possible be marked or second-marked by an appropriate person outside College. To confirm their return the undergraduate will need to contact the Tuition Office.

iii) Withdrawal from Public Examinations

'Withdrawal from Public Examinations': where an undergraduate wishes to withdraw from Public Examinations (and to suspend their course), the express agreement of College is required. To effect this the undergraduate will need to contact the Tuition Office.

iv) Withdrawal from course

‘Withdrawal from course’: where an undergraduate voluntarily withdraws from their course and so ceases to be a member of the College and of the University.

v) Expulsion

‘Expulsion’: where an undergraduate is permanently deprived of membership of the College and of the University.

vi) Fitness to study

Junior Members must fulfill the requirements of both the University’s and College’s Fitness to Study Policy. The College may initiate a Fitness to Study procedure if it deems one necessary. See links at <http://www.new.ox.ac.uk/deans-handbook> ‘University of Oxford Fitness to Study Policy’ and ‘New College Fitness to Study Policy’.

3. ACCEPTANCE OF A PLACE

Everyone accepting a place on an undergraduate course at New College is deemed to have accepted the three conditions set out below.

a) Examination and academic performance

To have bound themselves by the College’s requirements regarding University examinations and academic performance set out in this document.

b) Academic discipline procedures

To have bound themselves by the academic discipline procedures laid out in the separate document of that title, with sanctions up to and including the expulsion of the undergraduate.

c) Deferments and course changes

To have accepted that the College has admitted them for a particular course only for its normal duration, and that deferments or changes of course shall be at the discretion of the College.

Academic Obligations

4. ACADEMIC RESIDENCE

All Junior Members (including graduates, mature students, and senior status students) must abide by the academic residence requirements of the University. This should not be confused with 'residing in College accommodation'. (See page 22)

a) Residence

Undergraduates are expected to be in academic residence **no later than noon** on Wednesday of 0th week and to depart on Saturday of 8th week in any term.

b) Applications to return late, applications to go down and extended absences during term

Applications to return to the College late (that is, after 12 noon on Wednesday of 0th Week), to go down before the Saturday of 8th Week, and for extended absences during term should be made to the Dean. Such applications must be made before arrangements for absence are made and must come to the Dean with the prior agreement of the student's tutors. Such leave is granted only in exceptional circumstances. In the case of emergencies, the Dean should, through the Lodge, be contacted immediately.

5. REQUIREMENTS REGARDING ACADEMIC PERFORMANCE

All those reading for undergraduate degrees are required to attend tutorials, classes, and other appointments with their tutors on time and in an alert condition, and to prepare all written work punctually and in proper form. Unexplained and unexcused breaches of this regulation may result in an Official Warning, the setting of a Penal Collection or Collections, or both. All written work must be the student's own. Students must also attend University lectures, classes, and practicals as and when directed by their tutors, and must attend examinations as and when required by the College or the University; the College expects that undergraduates will normally work to an upper second class standard. The fulfillment of all the above requirements will be considered to place a student in good academic standing with the College. If a student does not remain in good academic standing according to any of the above requirements, they may become subject to the Academic Discipline Procedures, as outlined in the separate document with that title.

Serious breaches are reported to College and will normally result in Official Warning(s) or Penal Collections(s) or both; a repeated breach after two Official Warnings will normally result in the calling of a Disciplinary Sub-Committee, as described in the procedures. The fulfillment of an undergraduate's academic obligations as stated in this paragraph takes precedence over any other interest or activity. In particular, undergraduates wishing to take paid employment during term are required to discuss the matter with their tutors before doing so. Those standing for JCR or University offices (including the offices of Bar Representative and membership of the Ball Committee) must be of good academic standing and must seek permission from their organising tutors, including confirmation that such activities are unlikely to have a deleterious effect on their academic progress before accepting co-option to those committees.

6. REQUIREMENTS REGARDING UNIVERSITY EXAMINATIONS

The attention of Junior Members is drawn to the University's Examination Regulations; a link can be found at <http://www.new.ox.ac.uk/deans-handbook>.

a) First Public Examination

All those reading for undergraduate degrees other than senior status students are required to sit the First Public Examination in their subject at the earliest reasonable opportunity.

- i) Students who do not achieve a pass mark or grade in their first attempt at any paper or papers in the FPE may take that paper or those papers a second time.
- ii) The College will normally require a student to withdraw from a course of study, if he or she fails to pass at the second attempt any paper in the First Public Examination.

b) Second Public Examination

Undergraduates who fail to obtain Honours in the Second Public Examination at the earliest reasonable opportunity shall, unless there are special circumstances causing the College to decide otherwise, be regarded as having terminated their course. Undergraduates reading subjects where there is a Part I (or Part A) and a Part II (or Part B) may proceed to their Part II course only if at the earliest opportunity

Academic Obligations

they achieve the standard required by the University in the Part 1 examination. Undergraduates who fail a part of the Second Public Examination (not a Part 1 or Part A) that is taken in the year before the remainder of the Honour School must pass at the next resit.

7. SCHOLARS AND EXHIBITIONERS

Early in each academic year the College elects to Scholarships or Exhibitions those of its undergraduates who during the previous year have obtained Firsts or Distinctions in their First Public Examination or whose work is otherwise deemed to merit acknowledgement. Scholarships and Exhibitions will be renewed in subsequent years provided that the undergraduate has worked to a satisfactory standard.

8. TEACHING

It is important that tutors keep undergraduates informed of their academic progress and standard, normally by offering feedback on submitted written work and by discussing with them their termly reports. Undergraduates with worries about their teaching may informally and in confidence approach the Salvesen and Cox Fellows, Chaplain, or Senior Tutor. Worries regarding outside tutors, however, should in normal cases first be made to the relevant College tutor. Undergraduates may also submit a formal complaint in confidence to the Warden at any time. The College conducts a termly exercise in which Junior Members are invited to return a tutorial feedback form to the Warden and Senior Tutor. On occasion, the Warden also sees Junior Members to discuss their progress.

Undergraduates are asked to note that the College and University do not observe Bank and Public Holidays, though there may be reduced administrative staff cover during these times. Tutors endeavour to respond promptly to requests from their students, but may not be available either in person or by email outside full term.

9. COLLEGE EXAMINATIONS AND COLLECTIONS

Students are required to sit Collections and other College examinations as directed by their tutors. Every effort will be made by tutors to mark and return Collections by the end of the 2nd week after that in which the Collections are taken, with appropriate feedback. Where Collections are marked externally, tutors will endeavour to ensure that they are marked and returned promptly.

a) Conduct of examinations

- i) No candidate may leave an examination within the first 30 minutes; candidates who arrive at an examination more than 30 minutes after the start are liable to disqualification.
- ii) Candidates may not take unnecessary articles (e.g. coats, bags, books, notes) into the examination room.
- iii) Silence is required at all times during examinations, other than when asking questions of invigilators.
- iv) Candidates may not use any paper in examinations except that provided for them.
- v) Eating and drinking are forbidden in the examination room.
- vi) No candidate shall make use of any unfair means in an examination.
- vii) Mobile phones or electronic devices of any sort (other than calculators of the type allowed into the University Examination Schools by the Proctors) may not be taken into College Examinations and Collections.
- viii) No candidate may leave an examination within the last 30 minutes.

b) Failure in College examinations and Collections

Disciplinary action may be taken against any student who fails to attend as required, or who fails to reach an acceptable standard, or who breaches the regulations governing conduct of examinations.

c) Penal Collections

The College may from time to time set Penal Collections. Penal Collections are part of the academic processes described in section 5. They are subject to the provisions on examinations set out in 9 a) and b), and the student will be required to achieve a pass mark as stipulated by the College. Further action may be taken if this is not achieved.

10. PLAGIARISM

The College considers plagiarism a serious matter; Junior Members caught can expect to be disciplined under the College's Academic Discipline Procedures. Junior Members should not circulate any work already marked or bearing comments from tutors, and should make sure that any sharing of work for genuinely academic purposes could not be construed as assisting plagiarism or the sale of work. Any Junior Member discovered assisting in others' academic dishonesty such as writing 'essays for hire', can expect to be disciplined up to and including expulsion.

The use of material generated wholly or in part through use of artificial intelligence ('AI') is also forbidden, unless such use has been fully discussed with tutors in advance, and any authorised use must also be fully disclosed in submitted work. AI may also be authorised as a reasonable adjustment for a known disability, but again this must first be discussed and disclosed.

See the links at <http://www.new.ox.ac.uk/deans-handbook>, 'University of Oxford Good Academic Practice' and 'University of Oxford Guidance on Ethical Use of AI Tools' which set out University policy on this matter.

11. DEGREES

Inquiries concerning the conferment of Degrees should be made to the Student Services and Events Administrator.

11: GENERAL DISCIPLINE

1. THE DEAN

Responsibility for College discipline rests with the Dean, Professor Michael Burden. He is supported by the Assistant Dean, Dr Gideon Elford, and by (currently) four Junior Deans: Dr Robert Freeman, Ms Francesc Adlard, Mr Michael Bryan and Mr Adrian Fernandes.

a) Penalties

The Dean may impose penalties which may include the recovery of the cost of repairs to College property; discretionary fines of up to £346 per offence; and the giving of compensatory assistance to College staff. The Dean may also deprive Junior Members of the opportunity to reside in College, and the use of some or all of the College's facilities.

b) Fines

All fines are credited to the Dean's Fund. Junior Members should note that financial hardship is not grounds for appeal against the imposition of a disciplinary fine. Those who feel their financial status entitles them to support should approach the Dean for guidance.

c) Decanal Summons

From time to time, the Dean may issue a Decanal Summons. This summons takes precedence over any academic, sporting, or social activity; a Junior Member's attendance is compulsory and must be confirmed by return of post or email.

d) Decanal Records

All papers relating to Decanal proceedings are kept on file in the Dean's office, and may be consulted on application to the Dean. Material may not be copied, nor may it be removed from the Dean's office. All those consulting files are reminded that information contained in them falls under the usual GDPR regulations.

e) Appeals

Junior Members dissatisfied with the outcome of a Decanal Summons should, in the first instance, appeal to the Dean. Junior Members wishing to pursue the matter further may then approach the Warden. Any fine levied by the Dean in the meantime should continue to be paid by the given deadline pending the outcome of the appeal process.

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2. CONFIDENTIALITY

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

3. BEHAVIOUR

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

a) Serious misconduct

Reasonable evidence of serious misconduct, whether within the College or elsewhere, renders the offender liable to immediate summons to appear before a Disciplinary Sub-Committee of Warden and Tutors, which is empowered to order the immediate suspension or expulsion of an offender. The exact procedures to be followed by a Disciplinary Sub-Committee of Warden and Tutors are set out in the 'Procedures Concerning Academic and General Discipline'. See the link at <http://www.new.ox.ac.uk/deans-handbook> under 'New College Academic Discipline – further information'.

b) Definition of serious misconduct

Serious misconduct is inclusive of, but not limited to: harassment; violent or threatening behaviour; damage to, or theft of, property; procuring, possessing, using or supplying illegal drugs or other dangerous substances; possessing or using any firearm, ammunition, explosive or other offensive weapon; interference with fire prevention or other safety equipment; contumacious or persistent behaviour contravening College rules.

4. NOISE

In general, Junior Members are expected to be considerate of others living and working in College. Junior Members may play music between 1 pm and 11 pm, providing that others are not disturbed.

5. THE COLLEGE GROUNDS

The College grounds are to be left in good order at all times. Junior Members are reminded that both Senior and Junior Members receive a large number of visitors, and that for much of the year, the College is open to tourists.

a) Games

Games (including frisbee) may not be played in College; they may be played on the Sports Ground. The only exceptions are bowls, boules, and croquet, all of which may only be played in designated areas in the Holywell Quadrangle.

b) Litter

The gardens must be kept free of litter at all times.

c) Motor vehicles

Motor vehicles belonging to Junior Members may only be parked in College with the express permission of the Home Bursar; this is only granted in exceptional circumstances, such as temporary or permanent physical disability. In the event that such permission is granted, a permit must be obtained from the Home Bursary. The charge for parking a vehicle in College without permission is the equivalent of the local on-street daily parking fee for each day. This rule also applies to the Pavilion car park and access roads at the Sports Ground residential accommodation. The only exceptions apply at the beginning and end of each term, when vehicles may be brought into College for the purpose of loading or unloading. Permission to park under these circumstances must be obtained from the Porter on duty in the Lodge. Vehicles must be removed as quickly as possible, and are not permitted to remain in College overnight. On these occasions on street parking permits will also be issued as necessary by the Porter on duty.

d) Bicycles

- i) Bicycles, e-bicycles, and e-scooters may not be ridden in the College. Cyclists must dismount at the College gates and walk their bicycles through the Lodge archway. Hired e-bicycles and hired e-scooters are banned from College premises.
- ii) Bicycles, e-bicycles, and e-scooters must not be left on the College site except in places where racks are provided and must not for any reason be brought into College buildings. All bicycles, e-bicycles, and e-scooters must be registered through the main Holywell Lodge. Unregistered bicycles, e-bicycles, and e-scooters

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will be periodically removed and disposed of without further warning.

- iii) Chargers for e-bicycles, and e-scooters may only be stored and used in designated charger bays on the College site where they are available. Chargers may not be brought into College buildings for any reason.
- iv) Junior Members are advised to wear an appropriate cycle helmet at all times.

e) Drama and music rehearsals

Permission must be sought from the Assistant Dean before drama and music rehearsals, or any similar activity, are held in the gardens. Junior Members should note that permission for such activities

- i) will normally be restricted to the Holywell Quadrangle during the hours that the College is open to the public;
- ii) to be held in the Cloisters will not be granted, unless the Chapel Committee has previously agreed that the play may be staged there;
- iii) is likely, in any case, to be withheld after fourth week of Trinity Term.

6. EQUALITY AND DIVERSITY

The College is committed to the elimination of discrimination on all grounds, which includes those of race, religion, gender, disability, age, sexual orientation, marital status, or nationality. Junior Members should familiarise themselves with both the College's and University's Codes of Practice on this matter, are required to conduct themselves in a manner compatible with the Codes, and should work positively to further the aims of the Codes both in deed and in spirit. The Codes may be found via links at <http://www.new.ox.ac.uk/deans-handbook>, 'University of Oxford Equality and Diversity Unit' and 'New College Equality, Diversity & Inclusion Policy'.

7. HARASSMENT

Harassment, as defined in the Proctors' Rules, constitutes a breach of College regulations. Links to both the University's and the College's Codes of Practice can be found on the Dean's pages on the College website at <http://www.new.ox.ac.uk/deans-handbook>.

a) Alleged harassment

The College will act positively to investigate alleged harassment, and to effect a remedy or take disciplinary action when an allegation is determined to be valid.

b) University Harassment Advisory Panel

Members of the University Harassment Advisory Panel are available to assist anyone who wishes to discuss problems which arise in relation to perceived harassment. Discussions are confidential and need not necessarily lead to, or be part of, any disciplinary action. See the link at <https://www.new.ox.ac.uk/deans-handbook> under 'University of Oxford Policy and Procedure on Harassment and Bullying'.

c) College Harassment Advisers

College Harassment Advisers can also be consulted in confidence. A list of College Advisers for the current academic year can be found on the Dean's pages on the College website at <https://www.new.ox.ac.uk/deans-handbook> under the link 'New College Harassment Policy'.

8. FREEDOM OF SPEECH

Freedom of speech and academic freedom are central tenets of life within the Collegiate University. New College seeks to protect robustly civic and academic freedoms and to foster an academic culture of openness and inclusivity, in which members of the College community engage with each other and the public in debate and discussion, and remain open to both intellectual challenge and change.

a) Code of Practice

Junior Members are required to observe the University's Code of Practice on Freedom of Speech adopted in compliance with the Education (no.2) Act 1986 and to observe the College's Code of Practice on Managing External Speakers, as required by the 2015 Prevent Duty legislation. Links to both codes can be found at <http://www.new.ox.ac.uk/deans-handbook>, together with the College Policy on Prevent.

b) Dealing with the media

Junior Members are reminded to be generally cautious when dealing with the national, local, and undergraduate press and media. Such dealings can result in libel action, and could be the subject of action by

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a Disciplinary Sub-Committee of Warden and Tutors. Junior Members are reminded that the student newspaper *Cherwell* is an independent publication, and is not regulated by OUSU or the University.

c) The Web

Junior Members are similarly reminded that libel action and criminal prosecution can arise from postings to websites; these include sites such as Facebook and Twitter.

9. HEALTH

The College requires all Junior Members to register under the National Health Service, normally with the College practice, and to remain registered in Oxford for the duration of their courses. If Junior Members make private arrangements with an Oxford doctor, they are required to notify the College.

Permission for such exceptions will be granted by the Dean only for special reasons. Junior Members may be required to purchase or to bring with them basic health care equipment.

10. ALCOHOL

The College reminds Junior Members of the risks attendant on the irresponsible consumption of alcohol, and in particular, warns of the chronic health problems which may appear in later life. Junior Members should note that drinking societies, initiation ceremonies involving alcohol, sconcing, pennyng and other drinking games are banned in College.

11. DRUGS

Under the law it is a criminal offence to take, possess, manufacture, pass to others, supply, or sell drugs, or for the College to be knowingly concerned in the management of premises where any of these things are done.

a) Class A and B drugs

Junior Members who become involved in consuming, manufacturing, passing to others, or selling Class A and B drugs (including, but not limited to, ecstasy, heroin, amphetamine sulphate, LSD, cocaine, cannabis and crack) must expect to be expelled from the College.

b) Class C drugs

Junior Members may also expect disciplinary action, up to and including expulsion, should they be involved with class C drugs.

c) Prescription drugs and other medication

Junior Members are warned against the undirected consumption of prescription drugs, medications and other substances.

d) Health risks

Junior Members are reminded of the health risks attendant on unprescribed drug taking, including addiction, damage to mental health, and exposure to secondary diseases including hepatitis, HIV, and AIDS.

e) Pastoral care

The College recognises the need for pastoral care and support for Junior Members who become involved with drugs. Among the courses of action a Junior Member should consider are:

- i) seeking medical help either from the College doctor or by contacting the drug and alcohol service, Turning Point Oxford, Rectory Road, Oxford, OX4 1BU; telephone: 01865 261 690. Website: <http://www.turning-point.co.uk/services/oxfordshire>
- ii) seeking the advice of the College's welfare team or the University Counselling Service;
- iii) approaching the Drugs Squad of the Thames Valley Police. (This course of action may be appropriate for someone acting in the public interest to assist with the conviction of drug dealers; in such circumstances, the police may be expected to maintain confidentiality);
- iv) seeking the support and assistance of a Senior Member of College. Junior Members are reminded that the level of confidentiality which can be maintained may be limited, given Senior Members' responsibilities to the College.

12. HEALTH AND SAFETY

Junior Members are asked to act responsibly at all times, both for their own safety, and for the safety of others.

a) Roofs and attics, and the City walls

The roofs and attics of all parts of the College, and the City walls, are out of bounds.

b) Scaffolding and ladders

It is forbidden to climb on scaffolding or ladders in or around the College, or to interfere with any equipment or material intended for use by the staff or by the College's contractors.

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c) The College staff and visitors

Junior Members are obliged to ensure that they do not jeopardise the safety of College employees and visitors in any way.

d) General safety outside of College

Junior Members should note the University's Safe Lodge Scheme. This comprises a network of college lodges across Oxford where any student can go if a difficulty arises outside of College and help is needed. The link giving details of the scheme can be found at <http://www.new.ox.ac.uk/deans-handbook>, 'University of Oxford Safe Lodge Scheme'.

13. FIRE

It is a criminal offence to misuse a fire extinguisher, a smoke detector, a fire alarm, or a fire escape, or to behave recklessly with respect to fire. Tampering with fire equipment, including fire alarms, will automatically incur the maximum fine, and may result in exclusion from College accommodation.

a) Fire doors and corridors

Fire doors must not be wedged open, and corridors and escape routes must be kept clear at all times. Items of property, including clothing and shoes, will immediately be removed from public areas.

b) Fire alarms

If a fire alarm sounds, Junior Members are obliged to leave their rooms immediately and follow the fire drill. They should check that they know the point of assembly for their residence. Non-compliance with this rule will result in an automatic fine of not less than £20. People who use spray deodorants should take care to avoid triggering smoke alarms; more than one instance will incur a fine.

c) Inflammable items and candles

Inflammable items and liquids are banned from College rooms. Candles of all types are also banned throughout the College, both indoors and outdoors, and as ornaments and as functional objects. Such items will be removed from rooms without notice and will be disposed of without further consultation. Non-compliance with these rules will result in the imposition of the automatic maximum fine.

d) Barbecues

Barbecues are not allowed anywhere on the College grounds. Exceptionally, the barbecue at the Weston Buildings is for the sole use of graduate Junior Members who should submit an event form to the Assistant Dean (see section 9 of the Domestic Rules). The use of the barbecue will otherwise be monitored by the MCR Committee, who are responsible for ensuring that it is kept clean and maintained in good order.

14. SECURITY

Junior Members are asked to be vigilant at all times, and are reminded that the College grounds are monitored by CCTV.

a) Gates

The Holywell gate is shut at 11 pm and the Front Quad gate is only open during the hours that the College is open to tourists. Access through both gates is possible at any time using a University card. It is against University regulations to pass a University card to a third party.

b) Keys & Fobs

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 remain in the possession of the occupant at all times, and they should never be lent. 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 follows:

Lost key or fob, first occasion	£30
Lost key or fob, second occasion	£35
Lost key or fob, third occasion	£50
Extra set borrowed and not returned	£50
Unauthorised loan of keys/fobs/access cards	£50*
Spare set borrowed and not returned within 30 minutes	£20
Failing to hand in keys at the end of any term	£50*

**A charge of the nightly 2025-26 conference rate, currently at upwards of £95.50 per night will be added to this fine.*

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Keys to other rooms in College, including the various music spaces, require the production of the user's University Card; the card will be retained by the Lodge until the key is returned. The production of a University Card for the boathouse keys is required although the card will not be retained. Keys to bookable rooms can only be drawn by the person in whose name the room is reserved.

15. COMMUNICATION

It is essential that Junior Members keep in contact with the College.

a) Registration

Junior Members are required by the University to register online each year at the beginning of September. The College deadline for this process is **15 September**.

b) eVision – the Dean's Address List

All Junior Members are required to keep their contact details up to date via eVision each term. Failure to do so will result in an automatic fine of £20. Returning Junior Members should do this after the end of August and by 15 September. The link to log in to eVision can be found under the 'Dean's Address List' on the College website at <http://www.new.ox.ac.uk/deans-handbook>.

c) Mail boxes

The information below relates both to the College's pigeon holes and to Junior Members' electronic mail boxes.

- i) Junior Members are required to clear both their mail box in the Lodge and their electronic mail box on a regular basis; they are reminded that the current convention governing email is that it should be responded to within 24 hours.
- ii) Junior Members are reminded that the College's postal address is New College, OXFORD OX1 3BN, and they should not, under any circumstances, use other addresses relating to the College's main site and its environs; this includes the Longwall Street and New College Lane Houses, Bodicote House, and Savile House and the Gradel Quad. It excludes the Weston Buildings; communications should use the house number, and be sent to The Weston Buildings, New College Sports Ground, St Cross Road, OXFORD OX1 3TJ.

- iii) Mail received for those graduating from the College will be returned to the sender after 30 September in any year.
 - iv) Junior Members may not mass leaflet the Lodge mailboxes, and may not spam the College's email network.
 - v) Junior Members are reminded that all courier and postage costs (including any import charges and taxes) for items sent to them are their own personal liability, and those costs are to be paid by the Junior Member to the courier firm before the item is delivered.
- d) **Email and confidentiality**
Junior Members are reminded that email is not a secure method of communication, and that the content of emails is not considered confidential.

16. COPYRIGHT

It is the responsibility of all individual members of College to ensure that photocopying is carried out within the terms of the Copyright, Designs, and Patents Act, 1988.

a) Copying and copyright

If, without the authority of the copyright owner, copying is undertaken which is outside the limits of the licence and does not fall within the very limited 'fair dealing' exceptions of the Copyright, Designs and Patents Act, 1988 (which allows copying by way of fair dealing for, amongst other things, research or private study by individuals), then not only may copyright be infringed, but a criminal offence may be committed.

b) The College and copyright

While it is the responsibility of the individuals to ensure that their photocopying is lawfully carried out, it is additionally the duty of the licensed institution (in this case, the University of Oxford and the College itself) to ensure that all staff and Junior Members are kept properly informed. This regulation *Handbook of New College, Oxford* 16(b) constitutes their having been so informed. Additional notices giving clarification to staff and Junior Members of their obligations under the Act appear beside each College photocopier. Where

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infringement is clearly observed to be occurring, the licensed institution may bring disciplinary charges against the individual, since the institution itself could otherwise be found to be in breach of the law.

17. COMPUTER USE

Junior Members are required to behave responsibly when using computers in College, and are required to operate within the University's guidelines on computer use. Junior Members may not interfere with the College network or its settings in any way: the IT office should always be consulted if there is any doubt about undertaking an IT related procedure. Junior Members are warned that disciplinary procedures relating to computer misuse may involve the withdrawal of Email and Internet/Network privileges.

a) Antivirus software

All computers connected to the College's network must have current antivirus/malware software installed along with enabled firewalls. Antivirus and operating system updates must be applied as they are released (preferably automatically) by the software manufacturer. It is the responsibility of Junior Members to keep their systems up to date and secure.

b) Devices to the network

Junior Members should not connect devices to the network that are capable of distributing network services to other devices. This includes, but is not limited to, wireless access points, routers, switches or hubs, and computers with Internet connection sharing enabled.

c) Policies

All Junior Members are required to abide by the IT policies as set out by College. Links to the College's policies on Computer Rules & Regulations, Privacy and Information Security can be found on the Dean's pages on the College website at <https://www.new.ox.ac.uk/deans-handbook>.

III: BATTELS AND CHARGES

1. THE BURSAR

Responsibility for the administration of Battels and charges rests with the Bursar, Mr David Palfreyman; he may on occasion refer matters to the College.

2. BATTELS

Battels must be paid by Friday of 1st week of each full term. In the academic year 2025–2026 these dates are as follows: 17 October 2025, 23 January 2026 and 1 May 2026. Rules concerning the payment of Battels can be found on the Dean's pages on the College website at <http://www.new.ox.ac.uk/deans-handbook>, under 'New College Guide to Battels'.

3. CHEQUES

The Bursary staff are not permitted to cash cheques for Junior Members.

IV: DOMESTIC RULES

1. THE HOME BURSAR

Responsibility for the domestic rules of the College rests with the Home Bursar, Mr Gez Wells (gez.wells@new.ox.ac.uk); he may refer matters to the Dean where appropriate.

2. RESIDENCE IN COLLEGE

'Residence in College' should not be confused with academic residence as required by the University Regulations for Residence, as detailed on page 4.

a) First year residence

Undergraduates are expected to reside in College during their first year, although permission to live elsewhere may be given by the Dean for good reason on a case-by-case basis. The Dean should be approached before any arrangements to live out are made.

b) Residence after first year

After the first year, College rooms are allocated using a ballot administered by the Home Bursary. Junior Members should be aware that the ballot process is subject to review, and the College may vary the principles and procedures governing the ballot from year to year.

c) Living out, living in

Undergraduates who choose to live out in their second year will not be entitled to preferential treatment in the room ballot for their third year or subsequent years.

d) Required residence

The JCR President is required to live in College in the JCR President's set, currently 9 OB 3, and the MCR President will normally live in College accommodation.

e) Residence restrictions

Those undergraduates wishing to occupy Nos 5, 6 and 7 New College Lane and 8, 9, 10, and 11 Longwall, must be in good academic standing with the College.

3. ACCOMMODATION

Junior Members must accept the terms and conditions of occupation of College accommodation set out in the Licence Agreement at the end of this Handbook by signing an Accommodation Acceptance Form before occupation commences. If there is any inconsistency between this Handbook and the terms and conditions set out in the Licence Agreement and/or the Accommodation Acceptance Form, the Licence Agreement and/or the Accommodation Form shall prevail.

The period or periods when College accommodation is available to Junior Members are as follows:

a) Undergraduates

There are two options for accommodation periods for undergraduate students:

- i) Short licences which for each term start on the Monday (Michaelmas term) or the Tuesday (Hilary and Trinity terms) of 0th week from 2 pm and end on the Saturday of 8th week at 10 am.
- ii) Intermediate licences run from 2 pm on 3 October 2025 to 10 am on 2 July 2026.

b) Graduates

There are two options for accommodation periods for graduate students:

- i) Intermediate licences run from 2 pm on 1 October 2025 to 10 am on 30 June 2026; and
- ii) Long licences run from 2 pm on 1 October 2025 to 10 am on 31 August 2026.

If a student opts for an Intermediate Licence and wishes to extend into the summer, residence is normally granted to most students for a period of up to 31 August on application. Information regarding the application procedure is sent out by the Accommodation Manager (accommodation@new.ox.ac.uk) during Trinity Term.

Domestic Rules

- c) The Licence Agreement cannot be terminated early except in accordance with the terms set out in the Agreement.
- d) The College is not able to guarantee accommodation for all undergraduate students throughout their studies, but is usually able to accommodate all who want accommodation.
- e) All undergraduate short and Bodicote House intermediate licences have an additional termly kitchen charge covering a proportion of the cost of evening meals taken throughout term. The value is contained within the Accommodation Acceptance Letter and is a mandatory charge.
- f) Licence types and additional service charges:

Undergraduate short licence (24 weeks)	£5,477.06
Undergraduate and graduate intermediate licence (39 weeks)	£8,225.28
Graduate long licence (48 weeks)	£10,100.16

A kitchen charge of £588.25 applies to all undergraduate short and Bodicote House intermediate licences.

The Accommodation Licences include the price of the services and insurance and are payable in 3 instalments in advance on or before the Payment Dates as set out in the Licence Agreement.

4. ARRIVAL AND DEPARTURE

The rules for the arrival and departure of Junior Members are laid out below. Questions should be directed to the Accommodation Manager (accommodation@new.ox.ac.uk).

a) Graduates

Graduate students who do not vacate and empty their room by the specified time will be charged at the prevailing conference rate for the days when they were not expected to be in residence.

b) Undergraduates

i) Returning to College

Undergraduates are able to return without notice from the Saturday of -1st week (4th October). Junior Members who are on courses with extended terms must make arrangements with the Accommodation Manager if they need to return before the start of the licence period. Applications should be submitted via a vacation residence form. Those who are returning earlier than the Saturday of -1st week without prior agreement may not be accommodated and will be charged the prevailing conference rate.

ii) Departing from College

Undergraduates must leave the College on the last day of their licence agreement unless they have received permission for vacation residence. Undergraduates who do not vacate and empty their room by 10 am will be charged at the prevailing conference rate for the days when they were not expected to be in residence. Extensions to the departure time due to personal logistical reasons may be granted (up to a maximum of 12 noon on the same day). Requests should be made to the Accommodation Manager at least 48 hours before the departure date.

iii) Vacation residence

Undergraduates who wish to reside in College during any part of the vacation must apply to the Accommodation Manager via the vacation residence form which is sent out via email. Permission for vacation residence will usually be granted only to Junior Members taking examinations, doing academic work under the supervision of their tutor, undertaking some other bona fide course of study, helping with College functions under the supervision of a College Officer, or those who are unable to return home over the vacation, e.g. those whose main residence is overseas or who have no contact with their family. Vacation residence will not be granted for students attending the Commemoration Ball. Applications for vacation residence must be received by 5th week of any given term; this includes applications for an early return after the vacation, and applications from members of the choir who are required to be here in vacation. Late applications will not usually

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be considered, and if considered at all, it will be on the basis of paying for the accommodation at twice the normal rate.

iv) Swapping rooms or terminating licence

An administration charge of £50.00 will be levied for swapping rooms or terminating the licence early in accordance with the terms of the Licence Agreement.

v) Subletting

College rooms may not be sublet or shared except for study rooms within accommodation that are designated for shared use (11 Old Buildings).

vi) During the Commemoration Ball year, students whose onsite licences extend past the date of the event will be asked to leave their room at 10 am on the day of the Ball. There will be no access until 6 am the following day.

5. RULES FOR OCCUPYING COLLEGE ACCOMMODATION

The conditions subject to which Junior Members will occupy College accommodation are set out in the Licence Agreement. Junior Members are asked to remember that the College is a community and to have due consideration for other occupants at all times without prejudice to those conditions.

a) College rooms

Furniture and furnishings may not be removed from College rooms without permission from the Home Bursar. Junior Members may not bring their own furniture or refrigerators. Furniture, fixtures, fittings and fabric must be left in the same condition at the end of Junior Members' occupancy of a room as they were at the beginning.

b) Hanging objects on walls

No adhesive material may be used on walls. In rooms with no picture rail, thin steel pins (not nails) may be used to hang pictures.

c) Posters

Junior Members may not, for any reason, display posters, flags, signs or notices in the windows of College rooms.

d) Electrical Appliances

Under the Electricity at Work Regulations 1989 there is an obligation on the College to control all electrical appliances connected to its electrical system.

- i) Electrical appliances may only be brought into College if their safety can be guaranteed. If they are over two years old, they should be first tested by a competent person. Proof of testing may be required, and a fee will be charged if the College has to test the item. Testing will normally only be carried out if an appliance is thought to be unsafe. Junior Members are responsible for ensuring that appliances are well maintained and tested regularly by competent people. If you are unsure of this process please contact the Maintenance Office Manager on (2)79 559.
- ii) Every appliance must carry the appropriate British Standard number or an international equivalent such as BEAB approved or CE marking. The plug must also carry BS 1363, be of the safety sleeve type and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted.
- iii) Cooking appliances of all kinds including microwaves, toasters, sandwich makers, rice cookers, air fryers and so on, electric fires, heaters of any kind (gas, paraffin, oil, electrical), irons, infra-red lamps, 240v halogen lamps may not be brought into or used in student bedrooms. Coffee machines must only be used in kitchen areas. Refrigerators may not be brought into College; those with a medical requirement should seek prior permission from the Home Bursar.
- iv) Kitchens are equipped with ovens, microwaves and toasters. If you wish to bring an additional cooking appliance to be used in a College kitchen, you must seek prior approval from the Home Bursar. Permission will usually be granted on the following terms:
 - 1. The equipment will be used in the communal kitchen and not in student bedrooms.
 - 2. The equipment is either new, under two years old or has a PAT test certificate.
 - 3. Has a UK plug, travel adaptors are not allowed.

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4. The equipment is removed at the end of the licence period.
 5. Any equipment left on College premises after the end of the licence period will be disposed of.
- v) Electrical fittings may not be interfered with and appliances may not be connected to lighting circuits, nor any two or three plug (multi-way) adaptors be plugged directly into a socket. DIY multi-sockets and rotary extension cables are strictly prohibited. Factory made, fused multi-sockets fitted with a plug to BS 1363 and a cable not exceeding one metre long may be used where there are insufficient permanent sockets.
- vi) The College reserves the right to enter any room in order to check on the use of any electrical equipment thought to be faulty. Junior Members must within three days of a request, provide a safety certificate for any equipment which in the College's reasonable opinion is unsafe. Should the Junior Member fail to do so, the College will remove it without further notice; it will be returned at the end of the licence period, with storage being charged to the Junior Member. Any cooking appliance found in student bedrooms will automatically be removed. The College's decision on the use of an electrical appliance is final.

6. CLEANING OF COLLEGE ACCOMMODATION

The College's obligations are set out in the Licence Agreement and will include the following:

- i. Clean and empty waste and recycling bins in shared kitchens, bathrooms and toilets on weekdays.
- ii. Empty general waste and recycling bins left outside bedroom doors on weekdays.
- iii. Regularly clean all shared spaces, including all high touch surfaces. These spaces include staircases, corridors, kitchen surfaces and all social spaces.
- iv. Provide toilet paper at the start of the licence period(s) and basic cleaning utensils at the start of the academic year.
- v. Provide each staircase/house/flat with access to shared cleaning equipment (vacuum cleaner, brush, mop and bucket).

Junior Members' obligations for cleaning accommodation they occupy or of which they have the use are set out in the Licence Agreement and will include the following:

- i. Regularly clean bedrooms and ensembles (where an ensuite has been allocated).
- ii. Ensure that shared kitchens or bathrooms are left tidy and clean; washing up should be done and not left in the kitchen to enable housekeeping staff to clean thoroughly.
- iii. Recycle as much rubbish as possible; rubbish should be placed in the correct bins and left outside room doors on weekdays for collection by housekeeping staff.
- iv. Provide their own cleaning products at the start of term and ensure these are topped up during term time.
- v. Ensure that the cleaning equipment is returned to the shared location after use.
- vi. At the end of each licence period, remove all food and personal cooking equipment from kitchens, including items in the fridges, freezers and cupboards.
- vii. Ensure fridges, freezers, cupboards and surfaces are cleaned thoroughly at the end of term for short lets and at the end of the licence period for intermediate and long lets.
- viii. Ensure that all rubbish/unwanted items are disposed of appropriately and are not left in the accommodation at the end of term for short lets and at the end of the licence period for intermediate and long lets.

Upon final inspection by College staff at the end of term/let period, Junior Members failing to uphold clauses i-viii will be charged for the cost incurred by the College in cleaning, tidying and/or repairing the accommodation and/or shared facilities to be determined on a fair and reasonable basis. The cost will be added to the Junior Member's Battels.

Expectations:

Bedrooms will be checked for the level of cleanliness and hygiene in short let rooms at least twice per term and once per term for intermediate/long let rooms. At least 24 hours' notice will be given for room inspections. If the condition of the bedroom falls below an acceptable level, for example there is a concern regarding health and safety, the fixtures and fittings are deteriorating beyond fair wear and tear or where it is clear that no reasonable attempt to keep the

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accommodation clean has been made, the Junior Member will receive a request to improve this within a week. If there is no improvement after this time, a time and date will be arranged with housekeeping staff to carry out a deep clean. The actual cost will be payable by the Junior Member and added to the Junior Member's Battels.

Additional information:

- i) Should a Junior Member's room require cleaning having failed the room inspection. This will be carried out after 1pm on a date specified by the Accommodation Manager.
- ii) Housekeeping staff are available to clean bedrooms and ensuites (where an ensuite has been allocated) for Junior Members who are registered with a disability. This service will be funded by the College. Potential applicants should contact the Academic Registrar in the first instance.

7. REPORTING MAINTENANCE FAULTS

Both emergency and non-emergency maintenance problems on the main site should be reported immediately to the porters at the Holywell Lodge. Faults at Gradel Quad and at the Sports Ground buildings should be reported to the relevant Lodges. The porters will take the relevant action, including contacting out-of-hours trade staff where necessary. Faults can also be reported using the online reporting system: maintenance@new.ox.ac.uk

8. INSURANCE

Junior Members' personal belongings (up to a maximum value of £10,000 in total) are insured under the College's block insurance policy with Endsleigh (see www.endsleigh.co.uk/reviewcover). The insurance is subject to the conditions, exclusion, limitations, and excess of the policy. "Top-up" insurance cover is available direct from Endsleigh, and details of how to arrange this are given on the Endsleigh website. The New College policy number is HH1127. Subject thereto, the Junior Member's personal belongings are at his/her risk.

9. PETS

No pets may be kept by Junior Members in the College.

10. SMOKING & VAPING

From 1 July 2007, in accordance with the law, all public and private spaces in College buildings and enclosed spaces are designated non-smoking; this includes bedrooms. Smoking and the use of e-cigarettes is only permitted in designated areas in the College grounds as follows:

- a) **On the main College site** – permitted at an area on the Slype and again in the Gardens but not within 37 metres of Old Buildings (that is from the near side of the bastion to the front of Garden Quad); both areas are shown on the inside back cover, and are also displayed in the Lodge.
- b) **At the Sports Ground** – at the refuse area.

11. GUESTS

On occasion, one guest may stay overnight in a Junior Member's room for no more than two nights in succession in any given week. Infringement of this regulation will lead to the automatic imposition of a penalty equivalent to the charge for the use of the JCR guest room.

Unaccompanied visitors to College will not be admitted after 10 pm or before 7 am.

12. MEETINGS, PARTIES AND OTHER ENTERTAINMENTS

The Assistant Dean's permission must be obtained for any gathering of more than ten people in any College room. Staircase parties and house parties are banned. Junior Members are only permitted to hold events during term time and permission may be refused for events in Trinity Term where noise is likely to disturb other Members of College.

a) Permission

Permission is granted by way of a form, obtainable from the College's website. Please note that separate forms are required for events in the Cloisters and the Gardens. Permission is granted on a case by case basis, and may be refused during Trinity Term.

b) Procedures

The form must be signed by the following:

- Stage 1:* the Conference and Events Assistant;
- Stage 2:* the Head Porter;

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Stage 3: the Assistant Dean (for **individuals**, at least three weeks before the event; for **Common Rooms**, at least a fortnight before the event).

Other signatories may be required depending on the venue chosen. Should at any stage, the relevant College Officer refuse to sign it, the event will not be able to proceed. The cancellation of all aspects of the event are the responsibility of the Junior Member whose name appears as applicant on the form.

c) Parties and events in bookable rooms

- i) Only Junior Members of New College may book rooms. University societies (defined as those that are registered with the University Proctors) may only hold events in the College if the New College Junior Member is the society's president. Only the president may book the room and must take full responsibility for the event. Bodies other than registered clubs or societies may not hold events in the College whatever the connection of a New College Junior Member to that organisation.
- ii) Under the terms of the Licensing Act, parties may not be advertised publicly outside the College or the sponsoring College society, nor may any charge be made for admission. At functions where alcohol is served, the bar must close at 11 pm, and only members of College and their *bona fide* guests may be served.
- iii) Junior Members' attention is drawn to their obligations under the University's Code of Practice on Freedom of Speech. (See page 13).
- iv) Rooms should be booked in the first instance with the appropriate staff member. The staff member responsible may consult the Assistant Dean before accepting a booking at this stage. Permission may be refused for events which are considered inappropriate to the room chosen.
- v) **Bookings**
Sir Christopher Cox Room, Red Room, Long Room: Book with the Conference and Events Assistant: rooms@new.ox.ac.uk

The Long Room may be used for parties and events on Friday and Saturday evenings only, and not at all after 4th week of Trinity Term.

Cloisters: Apply to the Chapel Administrator, who will refer the application to the Precentor for permission. Note that the Cloisters is a burial ground and its use is restricted. Permission is granted by the Chapel Committee which meets termly, usually in 5th week; applicants should check with the Chapel Administrator.

Garden: Apply to the Conference and Events Assistant, who will refer the application either to the Garden Committee or to the Garden Fellow for permission.

Other rooms: Book with the Conference and Events Assistant.

Junior Members should note that the extended tables in the Red Room and Conduit Room may not be moved.

d) Security

- i) When organising events on College premises, Junior Members are required to operate within the University's Code of Practice on Freedom of Speech adopted in compliance with the Education (no.2) Act 1986 to which the College is committed. They are also required to observe the College's Code of Practice on Managing External Speakers, as required by the 2015 Prevent Duty legislation. Links to both codes can be found at <http://www.new.ox.ac.uk/deans-handbook>.
- ii) The Head Porter must be consulted about security arrangements. Junior Members should consider, in the case of meetings, the difficulties that may be had with participants of opposing views and, in the case of parties, the possibility of gatecrashers or drunkenness. Arrangements must be made with the Head Porter for clear directions to be available at the Lodge to guests and participants. If necessary, one of the organisers must be present in the Lodge when guests or participants arrive. If the Head Porter, in consultation with the Assistant Dean, deems it necessary, extra staff or security cover will be arranged at the organiser's cost.

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e) Electrical equipment

If personal electrical equipment is used, then this must be inspected and approved by the Maintenance department. The use of smoke vapour machines and strobe lighting is strictly forbidden in all rooms.

f) Cleaning

Rooms must be left clean, tidy, and ready for use by others. All washing up must be done and all rubbish disposed of immediately after the event. Cleaning equipment is available from the Lodge or from the Scout and is provided in the Long Room. The Junior Members who book and organise the event must stay until all the work is done. College staff must not have any extra work as a result of Junior Members using the room.

g) Publicity

Copies of any publicity produced for an event in College for which permission is required – whether it be a poster, or a private booking form, or any material whatsoever – must be sent to the Assistant Dean for approval.

i) Finishing times

All parties and meetings for New College members (excluding those for College societies) will finish by 11 pm at the latest; all other events (including those for College societies) will finish by 10.30 pm at the latest.

13. PLAYS AND SIMILAR ENTERTAINMENTS IN COLLEGE

A separate form is not required. The booking form for Events in the Cloisters should be completed for the performance of plays and other similar entertainments in College. **Junior Members are warned that such an application must be made in the term prior to that in which the production is proposed.**

a) Safety

Junior Members promoting plays or similar entertainments in College should complete the appropriate form and are required to have their production inspected by the Maintenance Manager to ensure that the safety of the players and audience has been adequately

addressed; permission may be withheld if the production does not meet the required safety standards.

b) Technical support

Those organising plays should be in early communication with the College's Maintenance team, and in any case, at least six weeks prior to the first night.

14. USE OF THE SPORTS GROUND

The sports ground is principally intended for use by New College members and sports teams. New College members must be present when invited guests use the facilities, and there must be a ratio of no greater than 3 guests to 1 New College member. Junior Members are permitted to use only those parts of the sports ground as determined by the groundsmen. Prior permission for any use of the sports ground outside of these terms must also be obtained from the groundsmen.

15. STORAGE

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

Junior Members are advised to budget for and make arrangements with a commercial storage company that specialises in lower cost collection and storage for students, of which there is more than one in the Oxford area.

16. COMPLAINTS

Most complaints about accommodation are dealt with by the Home Bursar on an informal basis. The procedure for lodging a formal complaint is set out in documents on the College website <http://www.new.ox.ac.uk/deans-handbook> under 'New College Accommodation Complaints Procedure'.

V: THE LIBRARY

1. THE LIBRARIAN

Responsibility for discipline in the Library rests with the Fellow Librarian, Dr William Poole, and on a day-to-day basis with the Librarian, Dr Christopher Skelton-Foord. Disciplinary matters will be referred to the Dean where appropriate.

2. USE OF THE LIBRARY

The Library is for the use of members of New College only, and others may not be admitted, except with the permission of the Fellow Librarian or the Librarian, or when accompanied by a Fellow of the College. Members of New College must use their University card to gain access to the Library. A range of assistive equipment is kept in the entrance hall of the Library and may be used by students within the Library. New College Library also provides both a document binding service and a lamination service to all current members of College. Binding costs are just £2.50 per document, and lamination costs 20 pence per sheet for A4 documents and 40 pence for A3 documents. Both of these charges are placed on Junior Members' Battels. A range of chargers for laptops and phones can also be borrowed from the Library Office during staffed hours.

3. BORROWING BOOKS

Books may be borrowed only by Junior Members of the College 'in academic residence' in Oxford and in order to borrow a book, members are required to use their University card at one of the self-issue machines. The Library actively encourages book purchase requests from Junior Members for titles not held or additional copies required.

a) Numbers of books borrowed

Generous borrowing privileges enable up to 35 books to be borrowed at any one time. Books should be returned within a fortnight (for Undergraduates) or by the Friday of 8th week (for Postgraduates) and posted in one of the returned books' boxes in the Library entrance hall. The loan period for DVDs and CDs is three days. A borrower may renew a loan online via SOLO (Search Oxford Libraries Online) or within the Library via its self-service issue machines, as many times as

required, so long as no one else has requested the book. However, books will incur a fine of five pence for each day overdue. Users retain full responsibility for any books that they have borrowed from the Library and they are reminded that borrowing books on behalf of other students is not permitted.

b) Lost or damaged books

It is a serious offence to remove a book from the Library without recording it.

If detected, a heavy fine or exclusion from the Library may be incurred. The replacement costs of any damaged, defaced or lost books plus administration costs will be charged to the Battels of the person responsible for the damage or loss.

c) Returning books

All books should be returned by the due date. Loans are only guaranteed for seven days. Students may place a hold request on a book out on loan to another reader. When a hold request is placed, the reader who has the book out on loan will receive an email from the Library, notifying them accordingly of the revised due date. If a student has an overdue book with a hold request against it or a severely overdue book, they will not be able to borrow any more books from the Library until they have returned the overdue book. Vacation borrowing begins on Monday of 8th week; vacation-loan books should be returned by Monday of 1st week the following term.

d) Going ‘out of academic residence’

Junior Members of College going ‘out of academic residence’ for a year or at the end of their course must return all Library books before going down.

4. SPECIAL COLLECTIONS

The Library has extensive and internationally renowned collections of rare books and manuscripts; access to these volumes will be by appointment only and these volumes may be consulted under supervision within the Library. All enquiries about pre-1850 books and manuscripts should be made to the Librarian.

5. COMPUTERS

Computers in the Library are provided for locating books, periodicals, and academic resources available within Oxford University. The Library provides wireless connection and desks with power sockets for readers' laptops, as well as photocopying, scanning, and printing facilities. Students may use their own laptops or tablets within the Library.

6. FOOD AND DRINK

No food or drink may be brought into the Library, except drinks in securely lidded or sealed containers which cannot result in spillages. There is a water fountain on the premises. Liquids are never permitted in the special collections reading room or the archives reading room.

7. BREACHES OF THE RULES

For breaches of the rules, the Dean may impose fines and temporary exclusion from the Library. For serious offences, Junior Members may be excluded permanently by the College.

VI: The Middle Common Room and the Junior Common Room

1. THE CODE OF PRACTICE

A code of practice governs the relationship between the College and the Junior and Middle Common Rooms, and is required by the 1994 Education Act. As required by law, any College prospectus will include a reference to the right to opt out of membership of the MCR or JCR as detailed under No. 3.

2. THE CONSTITUTION

The MCR and JCR are both legally defined as unincorporated associations and will each have a written constitution. These constitutions will be reviewed and approved by the College's Governing Body every five years. The College last approved the written constitutions at the Stated General Meeting in June 2023; as a matter of routine, it expects to next approve them at the Stated General Meeting in June 2028. These constitutions may be amended via the MCR and JCR Finances Sub-Committee of the General Purposes Committee for approval by the College, and no change will be implemented until such approval has been given. In assessing any amendment, the College will be principally concerned with establishing that the proposed change in no way conflicts with any relevant UK legislation, including the Education Act 1994, and that the procedure for proposing and considering a constitutional revision has been followed correctly. Both constitutions and a link defining the status of an unincorporated association can be found on the Dean's pages on the College website at <http://www.new.ox.ac.uk/deans-handbook>.

3. MEMBERSHIP

Junior Members may opt out of membership of the MCR and JCR on a termly basis by declaring their intention in writing to the Bursar by Friday of 0th week of the relevant term. Opting out will bar a Junior Member from making use of any JCR or MCR facility that is funded by the Common Room budget, and for Junior Members who pay their own College fees, opting out will also trigger a reduction in Battels. Information on the facilities available to those who have opted out of Common Room membership, and on the size of the rebate, will be given to all Junior Members before the beginning of the academic year.

The MCR and the JCR

4. ELECTIONS

MCR and JCR officers will be elected by secret ballot in accordance with the relevant constitution. The Dean shall be informed whenever an election is imminent, and on behalf of the Governing Body, the Dean will oversee the election process with a view to establishing that it has been fairly and properly conducted.

5. FINANCE

a) Financial records

The MCR and JCR Treasurers will keep records of the financial affairs of their Common Rooms and these records will be given to the College Accountant by the end of Trinity Term. They will form the basis of a set of accounts that will be reviewed by a person appointed by the Bursar who is not an employee of the College. The records must include a budget for the following year, as well as a list of the donations that have been made to outside organisations. After review, the accounts will be made available both to the Governing Body, via the General Purposes Committee, and also to all MCR or JCR members via Common Room meetings. They will in addition be reported to the College's Risk, Audit and Governance Committee.

b) Allocation of resources

The procedures for allocating Common Room resources to groups and clubs within the College shall be defined in the MCR and JCR constitutions, and the groups and clubs supported in this way shall be listed in an Appendix to the relevant constitutions.

6. AFFILIATIONS

A list of the outside organisations to which the MCR and JCR is affiliated shall be posted on the appropriate notice boards at the beginning of each academic year. The list shall include details of any fees, donations or subscriptions paid in the past year, and a copy shall be sent to the Dean for report to the Governing Body. The current list of these affiliations shall be submitted for approval by the MCR or JCR annually; and the question of continued affiliation to an organisation may be resolved at any other time by secret ballot, provided a request is made by at least 10% of the MCR or JCR membership. If a decision is taken to embark on a new affiliation, then the name of the organisation and the

details of any fee, donation or subscription shall be posted on the appropriate notice board, and a copy shall be sent to the Dean for report to the Governing Body.

7. COMPLAINTS PROCEDURES

The MCR and JCR constitutions shall define procedures for handling complaints from their members and from those who have opted out of membership. These procedures shall include provision for the Dean to investigate the complaint; complainants may also approach the Dean directly.

8. LIABILITY

a) General liability

It needs to be carefully noted that the MCR and JCR are, in law, unincorporated associations. This means that, in certain circumstances, its officers and committee members may be personally liable for any contracts they sign on behalf of the MCR or JCR, and also in tort if the MCR or JCR is successfully sued.

b) Liability and sports clubs

Sports Clubs are each a subset of the MCR or JCR as an association, and hence the captains and other officers of such clubs may again, in certain circumstances, be personally liable. There may also be criminal liability in the event of any member of College behaving in a reckless manner. Very great care should be taken at all times over health and safety issues, and the relevant sport's national Code of Practice should be followed. The College itself is not responsible for the MCR's and JCR's health and safety in relation to its various sporting activities, nor for the safety of sporting activities undertaken by the MCR and JCR clubs.

The Licence Agreement

The Licence Agreement

The Licence Agreement is dated the date on which the Accommodation Acceptance Form is signed.

PARTIES

- (1) “New College”
The Warden and Scholars of Saint Mary College of Winchester in Oxford of Longwall Street, Oxford OX1 3BN.
- (2) “the Student”
A Junior Member of New College or of any other college within the University of Oxford whose name and (if any) address is stated in the Accommodation Acceptance Form.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

The following definitions and rules of interpretation apply in this Licence.

- 1.1 “Accommodation”
means a study bedroom within the College specified in the Accommodation Acceptance Form allocated to the Student on or before the date of this Licence and in respect of which the Student has been issued a key pass.
- 1.2 “Accommodation Acceptance Form”
means the form specifying the name of the Student, the Accommodation and the Rate signed by the Student on or before the commencement of the Licence Period to signify the Student’s acceptance of the terms and conditions of this Licence Agreement.
- 1.3 “Building”
the building at the College within which the Accommodation is situated.
- 1.4 “Charge”
the amount payable by the Student to New College for the Accommodation at the Rate or such other amount as New College in its absolute discretion may from time to time determine on giving not less than one month’s written notice.

- 1.5 “the Code of Practice”
means the Code of Practice for the Management of Student Housing <https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice> published from time to time by Universities UK and under which New College is an accredited institution.
- 1.6 “the College”
means the buildings and grounds comprising New College Oxford.
- 1.7 “Common Facilities”
means the kitchens bathrooms and WCs within the Building intended for the shared use of the Student and other occupiers of the Building.
- 1.8 “Common Parts”
means such paths, entrance halls, corridors, lifts, staircases, landing and other means of access in or upon the Building the use of which is necessary for obtaining access to and egress from the Accommodation as designated from time to time by New College.
- 1.9 “Competent Authority”
any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.
- 1.10 “Contents”
means the fixtures fittings and equipment in the Accommodation as listed in the inventory supplied by New College on or before the commencement of the Licence Period.
- 1.11 “Full Term”
means any one of the full terms of the University of Oxford comprising Michaelmas Term, Hilary Term and Trinity Term.
- 1.12 “Information and Regulations”
means the information and regulations for junior members of New College from time to time in force and set out in the handbook provided for or made available to the Student on or before the commencement of this Licence and unless the context otherwise requires the information and regulations in the handbook shall apply to the Student as if the Student was a member of New College.

The Licence Agreement

- 1.13 “Licence Period”
means the period or periods during which the Accommodation is available for use and occupation by the Student as specified in the Accommodation Acceptance Form or if sooner until the date on which this Licence is determined in accordance with Clause 4.
- 1.14 “Necessary Consents”
all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.
- 1.15 “Permitted Use”
means residential use for occupation by the Student whilst undertaking a full-time course of study at New College.
- 1.16 “Rate”
means the rate applicable to the Accommodation specified in the Accommodation Acceptance Form.
- 1.17 “Services”
the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities.
- 1.18 “Service Media”
means all media for the Services and all structures, machinery and equipment ancillary to those media.
- 1.19 “Vacation”
means any period which is not a Licence Period.
- 1.20 Clause headings shall not affect the interpretation of this Licence.
- 1.21 In case of any inconsistency or conflict between the terms and conditions of this Licence Agreement and the Accommodation Acceptance Form, the Accommodation Acceptance Form shall prevail.
- 1.22 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.23 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

- 1.24 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.25 A reference to writing or written includes email but excludes fax.
- 1.26 Any obligation on a party not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.27 References to clauses are to the clauses of this Licence.
- 1.28 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.29 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

2. LICENCE TO OCCUPY

- 2.1 In consideration of the Charge and subject to Clause 3 and Clause 4, New College permits the Student to occupy the Accommodation for the Permitted Use for the Licence Period in common with New College and all others authorised by New College (so far as is not inconsistent with the rights given to the Student to use the Accommodation for the Permitted Use) together with the right for the Student to use:
 - 2.1.1 such parts of the Common Parts for the purpose of access to and egress from the Accommodation as shall from time to time be designated by New College for such purpose.
 - 2.1.2 the Common Facilities
 - 2.1.3 the Service Media serving the Accommodation.
- 2.2 The Student acknowledges that:
 - 2.2.1 the Student shall occupy the Accommodation as a licensee and that no relationship of landlord and tenant is created between New College and the Student by this Licence;

The Licence Agreement

- 2.2.2 New College retains control, possession and management of the Accommodation and the Student has no right to exclude New College from the Accommodation;
 - 2.2.3 the licence to occupy granted by this agreement is personal to the Student and is not assignable;
 - 2.2.4 the Accommodation (if it includes more than one bedroom) may be shared only with another junior member of New College who has entered into an agreement with New College on the same terms as this Licence
 - 2.2.5 without prejudice to its rights under Clause 5, New College shall be entitled at any time on giving not less than 3 days' notice to require the Student to transfer to alternative accommodation elsewhere within the College and the Student shall comply with such requirement whereupon this Licence shall apply to the new accommodation once all necessary consequential changes have been made.
- 2.3 If New College agrees in writing to allow the Student to remain in occupation of the Accommodation or any other equivalent accommodation within the College during a Vacation the Student's occupation shall be governed by the terms of this Agreement once all necessary consequential changes have been made subject to the payment of the Charge (at the Rate determined on a daily basis) for each day when the Accommodation or equivalent accommodation is occupied by the Student. The rate for occupation of non-equivalent occupation shall be that notified by New College on acceptance of the Student's application for Vacation residence.

3. STUDENT'S OBLIGATIONS

The Student agrees and undertakes:

- 3.1 to pay to New College the Charge without any deduction in advance on or before the Friday of First week of each Full Term
- 3.2 without prejudice to any other remedy of New College if the whole or part of the Charge has not been paid due date within 14 days to pay to New College interest on the amount outstanding at the rate of 2% per annum above the base rate of National Westminster Bank from time to

time in force from the date payment became due until the date of actual payment

- 3.3 to keep the Accommodation clean, tidy and clear of rubbish;
- 3.4 not to use the Accommodation other than for the Permitted Use;
- 3.5 not at any time to leave the Accommodation unoccupied without locking the door and (if the Accommodation is on the ground floor and first floor of the Building) not to leave the Accommodation unoccupied without first closing and locking the windows
- 3.6 not to make any alteration or addition whatsoever to the Accommodation or the Service Media or the Services;
- 3.7 not to use fairy lights or display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Accommodation or elsewhere in the Building or the College
- 3.8 (subject to Clause 2.2.4) not to share the Accommodation with anyone or purport to sublet or transfer it to any other person
- 3.9 not at any time
 - 3.9.1 to part with possession or control of the keys to the Accommodation and the College passes; and
 - 3.9.2 forthwith to report any loss to New College;
and to pay the reasonable cost incurred by New College for providing a replacement key and/or pass and/or entry card
- 3.10 not to exchange the Accommodation with an occupier of other accommodation within the College without New College's written consent, such consent not to be unreasonably withheld and provided new Accommodation Acceptance Forms are signed by both the exchanging parties
- 3.11 not during the Licence Period to keep any motor vehicle or vehicle parts within the City of Oxford other than a mobility assistance vehicle
- 3.12 not to keep a bicycle or scooter or e-bicycle or e-scooter or charger in the Accommodation nor elsewhere within the College except (if available) in designated cycle scooter or charger bays provided for that purpose

The Licence Agreement

- 3.13 not to bring into the Building any animal unless an assistance dog recognised by New College as an aid for a person with a disability subject to having obtained New College's prior written approval.
- 3.14 not to smoke or vape anywhere within the College (including the Accommodation) except in areas designated by New College for that purpose and not to keep or permit to be kept or to take drugs other than for presented medicinal purposes
- 3.15 not to burn anything in the Accommodation whether or not using a naked flame including without limitation not to cause or permit the use of candles
- 3.16 not to cook in the Accommodation nor bring into the Accommodation any cooking equipment
- 3.17 not to tamper with any window restrictions within the Building
- 3.18 not to do or permit to be done on the Accommodation anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to New College or to occupiers of the College or any owner or occupier of neighbouring property
- 3.19 to report to New College any discrepancy between the Contents in the Accommodation and the Inventory within seven days from the first day of each Full Term
- 3.20 not to cause or permit to be caused any damage to:
 - 3.20.1 the Accommodation, the Building or the College (including their decorative finishes); or
 - 3.20.2 the Contents
 - and not to repair (or procure the repair of) any such damage but immediately report to New College any damage or want of repair or any failure in the provision of any of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it
- 3.21 to indemnify New College on demand against the cost of making good any damage or destruction caused or permitted by the Student in breach of Clause 3.20

- 3.22 not to remove any furniture or equipment from the Accommodation nor bring any additional furniture or equipment (including upholstered items fridges electrical heaters or other electrical goods and cookers) into the College without complying with the regulations contained in the College Handbook
- 3.23 not to cause or permit anything harmful or which is likely to cause blockage in any of the drainage or water pipes within the Building
- 3.24 not to obstruct the Common Parts or the Common Facilities, make them dirty or untidy or leave rubbish or personal belongings on them and without limitation, not to leave any of the Student's possessions in any kitchen of which the Student has shared use including food or other substances except in refrigerators or cupboards provided for that purpose and to remove any such food or other substances at the end of the Licence Period or (in the case of a Short Licence) at the end of each Full Term;
- 3.25 not to do anything that will or might constitute a breach of any Necessary Consents affecting the Accommodation or which will or might vitiate in whole or in part any insurance effected by New College in respect of the Accommodation and the College from time to time;
- 3.26 to comply with all laws and with any recommendations of the relevant suppliers relating to the Services and the Service Media to or from the Accommodation;
- 3.27 to observe and perform the Information and Regulations and any variation thereof from time to time notified to the Student and for the avoidance of doubt this clause shall apply whether or not the Student is a member of New College
- 3.28 without prejudice to Clause 2.2.2 to permit the College at all times to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair, and for routine cleaning and in emergency
- 3.29 to maintain a reasonably safe environment within the Accommodation for the employees of New College who may have to enter the Accommodation for any purpose
- 3.30 not to cause or permit by any act or omission a breach of any of the obligations of New College under the Code of Practice
- 3.31 not at any time

The Licence Agreement

- 3.31.1 to part with possession or control of the keys to the Accommodation and the College passes and/or entry cards; and
- 3.31.2 forthwith to report any loss to New College;
and to pay the reasonable cost incurred by New College for providing a replacement key and/or pass and/or entry card
- 3.32 at the end of each Full Term
 - 3.32.1 to leave the Accommodation in a clean and tidy condition
 - 3.32.2 to remove the Student's furniture equipment and goods from the Accommodation
 - 3.32.3 return to New College the keys to the Accommodation and all passes and entry cards;
- 3.33 to indemnify New College and keep New College indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - 3.33.1 any breach of the Student's undertakings contained in this Clause 3; and/or
 - 3.33.2 the exercise of any rights given in Clause 2;
- 3.34 without prejudice to Clause 3.32 if the Student shall remain in occupation of the Accommodation without New College having agreed Vacation residence pursuant to Clause 2.3 the Student shall pay to the College for each day of occupation a daily charge of New College's standard charge for letting the Accommodation commercially and shall otherwise occupy the Accommodation on the same terms as this Licence.

4. NEW COLLEGE'S OBLIGATIONS

During the License Period New College undertakes with the Student

- 4.1 subject to the Student observing and performing its obligations under Clause 3.30 to comply with the Code of Practice
- 4.2 to keep the Building including the Accommodation in reasonable repair
- 4.3 to provide electricity heating lighting hot and cold running water to the Accommodation and to the Common Facilities
- 4.4 to clean the Common Parts

- 4.5 to dispose of rubbish deposited only in receptacles provided for that purpose
- 4.6 to give not less than 7 days' prior notice to the Student for planned maintenance work affecting the Accommodation and 24 hours prior notice for other purposes other than for the purposes set out in Clause 3.28 (when the notice shall be required)
- 4.7 to insure the Building (including the Accommodation) fully comprehensively.

5. TERMINATION

- 5.1 This Agreement shall end on the earliest of:
 - 5.1.1 the last day of the Licence Period; or
 - 5.1.2 a day on which the Student
 - (a) has been suspended by or has been barred from the College pursuant to New College's bylaws or statutes
 - (b) has ceased to be a member of New College and/or has ceased to be undergoing a full-time course of education at New College
 - 5.1.3 the expiry of notice given by New College to the Student at any time
 - (a) on material breach of any of the Student's obligations contained in Clause 3;
 - (b) if in the reasonable opinion of New College the health or the conduct of the Student constitutes a serious risk to the Student or others or to New College's or others' property.
- 5.2 This Agreement shall also end if the Student is not in occupation of the Accommodation during the Licence Period and has not resumed occupation before the expiry of at least one week's notice given by New College to the Student or if sooner by the end of the relevant Full Term provided that the termination of this Agreement shall be suspended if on expiry of such notice a replacement occupier satisfactory to New College has not entered into an agreement to take the Accommodation until a replacement occupier's occupation of the Accommodation commences.

The Licence Agreement

- 5.3 During a period when the Agreement is suspended under Clause 5.2 all the terms of this Agreement shall remain in full force and effect mutatis mutandis save that the Student shall not be permitted to occupy the Accommodation unless New College agrees at the Student's request to withdraw the notice.
- 5.4 The Student may terminate this Agreement:-
- 5.4.1 on giving notice to New College if New College exercises its right under Clause 2.2.5 to require the Student to move to alternative accommodation unless the Student moves to such alternative accommodation
 - 5.4.2 on the expiry of not less than 5 working days' notice to New College provided that on expiry of such notice:-
 - (a) there are no arrears of the Charge;
 - (b) no person is in occupation of the Accommodation unless with the consent of New College
 - (c) the Student is not in material breach of any of its obligations under this Licence;
 - (d) a replacement occupier satisfactory to New College who is not occupying other accommodation at the College has entered into an agreement to take the Accommodation on the terms of this Licence having made all necessary consequential changes; and
- 5.5 Termination of this Licence shall not affect the rights of either party in connection with any breach of any obligation under this Licence which existed at or before the date of termination.

6. NOTICES

- 6.1 Any notice or other communication given under this Licence shall be in writing and shall be delivered by hand or sent by email or by pre-paid first-class post or by other next working day delivery service to the relevant party as follows:
- 6.1.1 to New College marked for the attention of the Home Bursar and
 - 6.1.2 to the Student at the Accommodation or at the Student's address (if any) given in the Accommodation Acceptance Form

or as otherwise specified by the relevant party by notice in writing to other party.

- 6.2 Any notice or other communication given in accordance with Clause 6.1 will be deemed to have been received:
- 6.2.1 if delivered by hand, at the time the notice or other communication is left at the proper address; or
 - 6.2.2 if sent by email to the last known email address of the Student or of the Home Bursar of New College (as the case may be) at the time of receipt;
 - 6.2.3 if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.
- 6.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

7. LIMITATION OF COLLEGE'S LIABILITY

- 7.1 Subject to Clause 7.2, New College is not liable for:
- 7.1.1 the death of, or injury to the Student, or invitees to the Accommodation; or
 - 7.1.2 damage to any property of the Student or invitees to the Accommodation; or
 - 7.1.3 any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Student or invitees to the Accommodation in the exercise or purported exercise of the rights granted by Clause 2.
- 7.2 Nothing in Clause 7.1 shall limit or exclude New College's liability for:
- 7.2.1 death or personal injury or damage to property caused by negligence on the part of New College or its employees or agents; or
 - 7.2.2 any matter in respect of which it would be unlawful for New College to exclude or restrict liability.

The Licence Agreement

8. THIRD PARTY RIGHTS

A person who is not a party to this Licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Licence.

9. GOVERNING LAW

This Licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

10. JURISDICTION

Each party irrevocably agrees that the courts of England shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Licence or its subject matter or formation (including non-contractual disputes or claims).

VIII: College Administration Hours

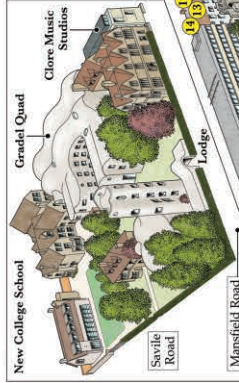
Junior Members may normally consult College staff on weekdays at the following times:

Dean's Office:	9.00am to 12.30pm and 1.00pm to 5.30pm 9.00am to 12 noon on Fridays Tel: 279552; Email: jacqui.julier@new.ox.ac.uk
Bursar's PA Office:	10.00am to 12.15pm and 1.30pm to 3.30pm Tel: 279549; Email: sheena.hinton@new.ox.ac.uk
Bursary:	9.15am to 12.30pm and 2.00pm to 3.45pm Tel: 279595; Email: student.finance@new.ox.ac.uk
Academic Office:	9.30am to 12.30pm and 1.00pm to 5.00pm 9.30am to 12.30pm and 1.00pm to 4.00pm on Fridays Tel: 279596; Email: academic.office@new.ox.ac.uk
Home Bursary:	8.45am to 12.30pm and 2.00pm to 4.00pm Tel: 279562; Email: emily.meeson@new.ox.ac.uk

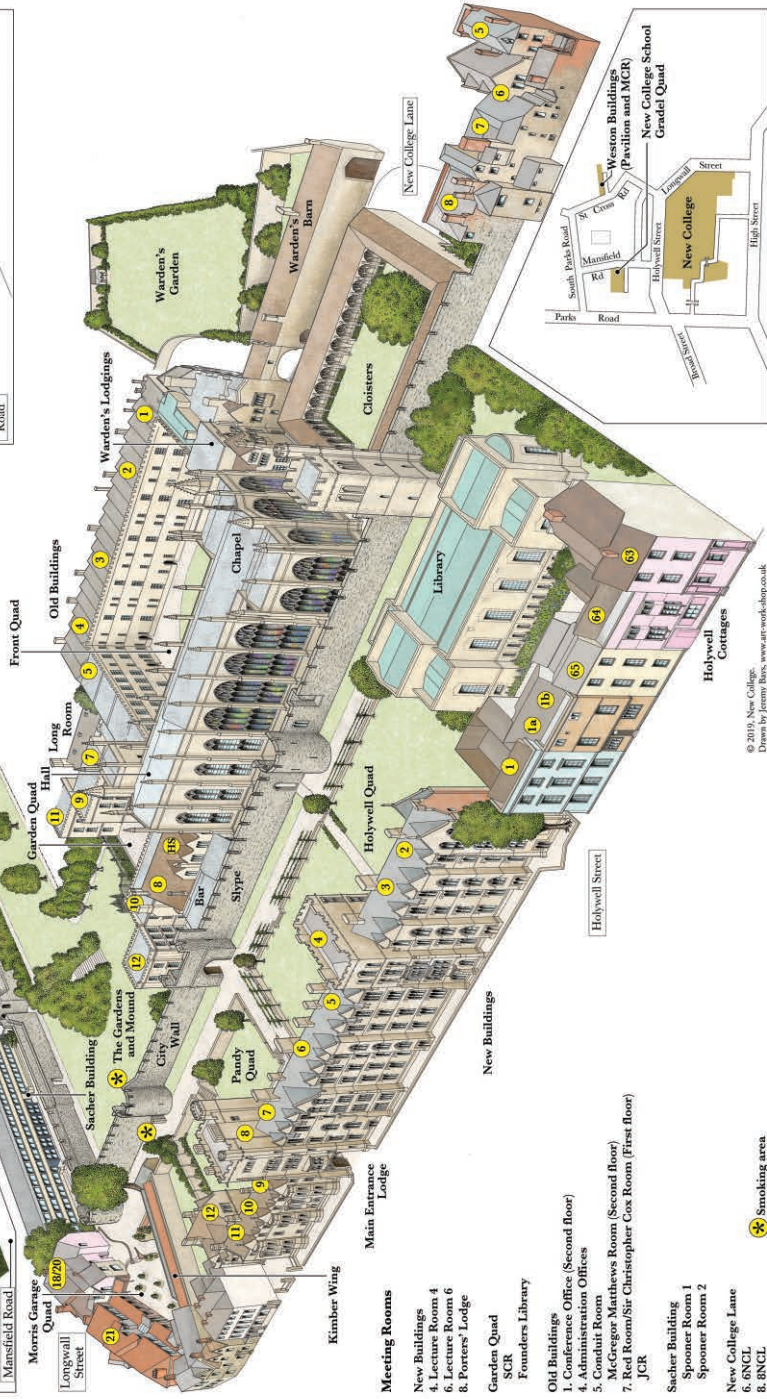
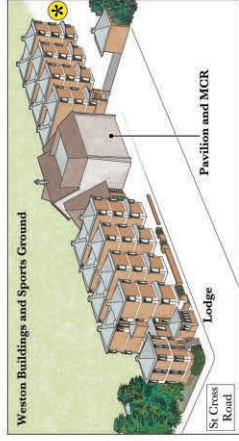
Senior Members of the College are always available by appointment.



NCI 5686: Bastion in New College Garden by Bernard Cecil Gotch
(limited edition woodcut)



NEW COLLEGE UNIVERSITY OF OXFORD



Meeting Rooms

- New Buildings
- 4. Lecture Room 4
- 6. Lecture Room 6
- 8. Porters' Lodge

Garden Quad

- SCR
- Founders Library

Old Buildings

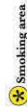
- 1. Conference Office (Second floor)
- 4. Administration Offices
- 5. Student Forum
- 6. McGowan McKays Room (Second floor)
- 7. Red Room/Sir Christopher Cox Room (First floor)

JCR

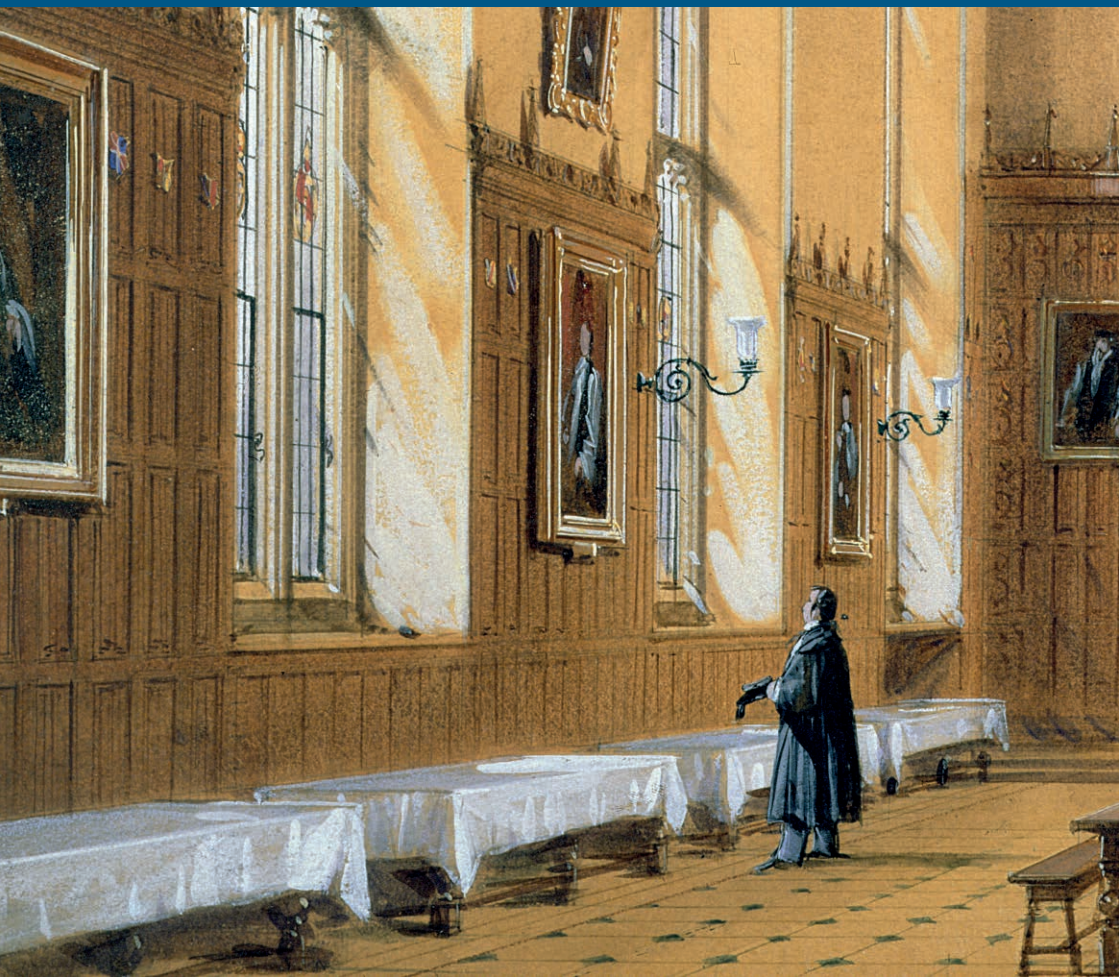
- Sacher Building
- Spooner Room 1
- Spooner Room 2

New College Lane

- 6. 6NCL
- 8. 8NCL



Smoking area



New College, Oxford OX1 3BN

T: +44 (0)1865 279500

E: dean@new.ox.ac.uk

New College is a Registered Charity (Registration No. 1142701)