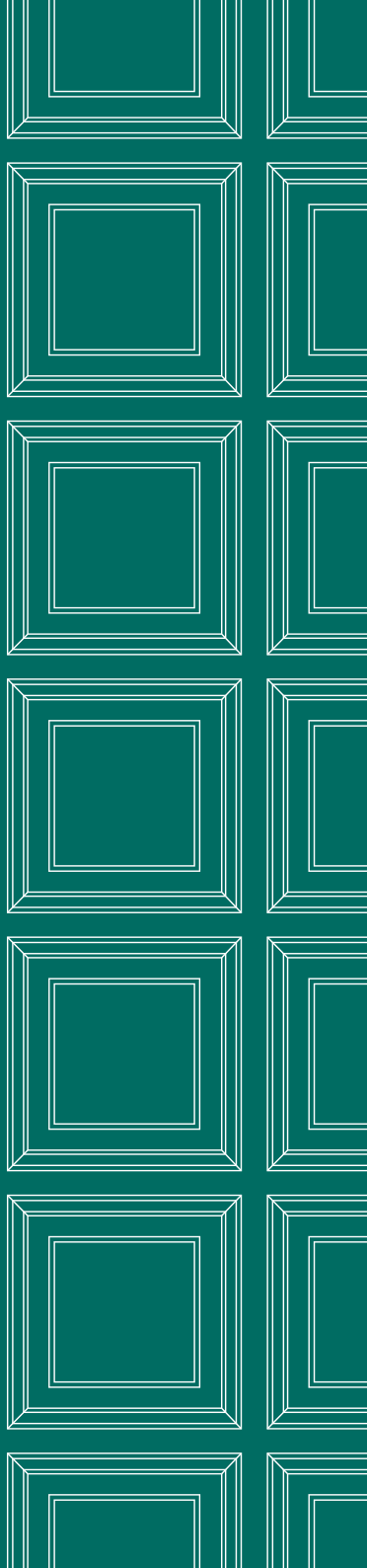




Nuffield
College
UNIVERSITY OF OXFORD

STUDENT HANDBOOK

2023/24



Useful Contacts

Nuffield College

Senior Tutor, Eleni Kechagia-Ovseiko	(senior.tutor@nuffield.ox.ac.uk)
Bursar, Tom Moore	(bursar@nuffield.ox.ac.uk)
Academic and Student Experience Officer, Sarah Milne Das	(sarah.milnedas@nuffield.ox.ac.uk)
College Registrar, Justine Crump	(justine.crump@nuffield.ox.ac.uk)
Academic Office	(academic.admin@nuffield.ox.ac.uk)
Accommodation Manager and PA to Warden/Bursar, Claire Bunce	(claire.bunce@nuffield.ox.ac.uk)
Buttery	(buttery@nuffield.ox.ac.uk)
Conference and Events booking	(conference@nuffield.ox.ac.uk)
Porters' Lodge	(lodge@nuffield.ox.ac.uk)
Resident Lodge Porter	(01865 278644)
Finance Department	(finance.department@nuffield.ox.ac.uk)
Buildings & Facilities Manager	(gary.hamblin@nuffield.ox.ac.uk)
Library	(library@nuffield.ox.ac.uk)
IT	(it@nuffield.ox.ac.uk)
College Doctor/GP	(19 Beaumont Street Surgery; 01865 240501)
College Intranet	(https://intranet.nuff.ox.ac.uk/information-for/students/)

University

Student Welfare and Support Services	(swss@admin.ox.ac.uk ; 01865 280444)
Disability Advisory Service	(disability@admin.ox.ac.uk ; 01865 280459)
Counselling Service	(counselling@admin.ox.ac.uk ; 01865 270300)
IT Services	(help@it.ox.ac.uk ; 01865 612345)
Harassment Line	(harassment.line@admin.ox.ac.uk ; 01865 270760)
Sexual Harassment and Violence Support Service	(supportservice@admin.ox.ac.uk ; https://www.ox.ac.uk/students/welfare/supportservice)
Careers Service	(hello@careers.ox.ac.uk ; 01865 274646)
Nightline	(01865 270270)
Security Services	(01865 289999)
Oxford SU Student Advice	(advice@oxfordsu.ox.ac.uk)

NUFFIELD COLLEGE STUDENT HANDBOOK

2023/24



Nuffield
College
UNIVERSITY OF OXFORD

WELCOME

Welcome to Nuffield College! We hope that the time you spend here will be enjoyable, inspiring, and productive.

The College Student Handbook is intended to provide you with all the important information you will need about life at Nuffield. It is also the document that sets out the main rules and regulations about the College's operation and provision for students, and lays out expectations for the behaviour of College members in order to ensure a harmonious, inclusive, and respectful community. The College Student Handbook, together with your offer letter and the terms and conditions you will have received, make up your contract with the College. It is therefore essential that you take the time to read this Handbook before you first arrive in College, and that you please keep a copy to hand in case you need to refer to it again during the course of your studies. The Handbook is updated each year, and the latest version supersedes all earlier versions. The current Handbook can always be found at <https://www.nuffield.ox.ac.uk/go/student-handbook>.

You will also have received, alongside your departmental offer letter, the University Student Handbook, a course information sheet, and the University's Terms and Conditions, which all together govern your relationship with the University. There is also a specific course handbook available from your department, which will provide detailed information about your course and its specific requirements (including information about examinations, assignments, and assessments). All these documents together with this College Student Handbook and the University website, will form the main sources of information and advice, and should be able to provide an answer to most standard questions about your course or your studies.

This Handbook is divided into eight sections and a collection of appendices. The eight sections concern: information about your Arrival and Induction in College; Academic Matters; Domestic and Social Matters; Financial Matters; Health and Welfare; Library and IT Matters; Communications and Publicity; and College Policies and Procedures. If you have any suggestions about how the Handbook can be improved, please contact the Senior Tutor.

Nuffield College New Road Oxford OX1 1NF United Kingdom
01865 278500 <https://www.nuffield.ox.ac.uk>

Nuffield College
New Road, Oxford OX11NF
www.nuffield.ox.ac.uk

You can follow us on:



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[Nuffield College Society](https://www.linkedin.com/company/Nuffield-College-Society)

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1. ARRIVAL AND INDUCTION IN COLLEGE

1.1 Arriving in College

New students should plan to arrive in College on Tuesday 26 or Wednesday 27 September 2023. Economics MPhil students, and occasionally others, may need to arrive earlier due to course or scholarship requirements; please refer to your original offer letter to check if this applies to you. You should aim to arrive during office hours (9:00am to 5:00pm), and must arrive by 11:30pm before the Lodge closes. The College entrance may be shut and locked, so on arrival you may need to ring the bell to alert the person on duty. Directions to the College can be found on the College website.

Short-stay parking is available in Worcester Street Car Park, just opposite the College grounds.

On arrival, all students will be issued with an electronic key fob which opens the outer doors to the College, plus staircase doors, and also opens doors to some common areas, such as the Library extension. Key fobs will be left at the Lodge for you to collect on arrival. Included with these should be a letter about network access, including how to gain access to the Wi-Fi.

In advance of your arrival, we strongly recommend that you read the section '[New Students](#)' on the University's Oxford Students website.

The dates of the three Oxford terms for the academic year 2023/24 are as follows:

Michaelmas 2023

Sunday 8 October to Saturday 2 December

Hilary 2024

Sunday 14 January to Saturday 9 March

Trinity 2024

Sunday 21 April to Saturday 15 June

1.2 Student Visas

Students requiring a visa should check requirements on the University's [Student Visa & Immigration website](#). Please note that, for graduate students, your department, not the College, is responsible for providing a 'Confirmation of Acceptance' (CAS) number. Students with queries about visa arrangements should therefore contact their department in the first instance. The University's Student Visa Advisors will also be happy to help. On or before your arrival in College we will need to check your visa as part of the Registration Process.

1.3 Induction and Registration

A wide range of induction events is organized by the College, by your department, and by the wider University; these events provide you with important information about your life as a student at the College and the University, and aim to help you familiarize yourself with the way the College and University communities operate. The College's Junior Common Room (JCR) also organizes a variety of social events and activities. Attendance at a number of the official College induction sessions is compulsory, and full details will be provided ahead of your arrival.

It is particularly important that all new students attend the drop-in College Registration on **Wednesday 27 September 2023**. This is an essential part of your enrollment at Oxford; you will not be able to start your course officially unless your College registration is completed. Before registering in College you must complete the first part of University registration via the online Student Self Service. The University will send you your IT activation code and log-in details that will enable you to log in to the Student Self Service, verify your details, and confirm that you wish to enroll. As part of College Registration we will complete your enrollment and provide you with your University

Card and other important documents. We will also need to check your passport, and if applicable, your visa or other relevant documents. During the induction process, you will also have the chance to meet key colleagues from the various College departments (Academic Office, Library, Finance, Bursary, Communications, Lodge); receive important information about domestic and financial matters; and have your photograph professionally taken for the College website.

1.4 Matriculation

Matriculation is the ceremony that marks your formal admission to the University. Attendance is compulsory unless you are entitled to incorporate (for example, if you matriculated at and hold a degree from the University of Cambridge or Dublin) or you are told otherwise by the College or your department. Students who are entitled to incorporate may either matriculate or incorporate; if they choose to incorporate, they must pay a fee of £120 to cover administration costs. Normally, Visiting Students (including Junior Visiting Scholars) and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony. Further details about the matriculation ceremony are available on the University's website: <https://www.ox.ac.uk/students/new/matriculation>

1.5 Main College Contacts

Below are details of the main departments within College. Further information – including up-to-date opening hours and contact details – is available from the relevant pages of the College's website.

The Lodge

The College Lodge is currently located in the main College entrance on New Road. It is the College's general information desk and the first point of contact for visitors. The Lodge is normally staffed from 7:00am to 11:30pm Monday to Sunday. When the Lodge is closed, Oxford University Security Services will respond to emergencies.

The College Porters can be contacted by email at lodge@nuffield.ox.ac.uk, and by telephone or by text / WhatsApp (01865 278500 or 07734 858 223); they can help you find your way around the College, deal with mail, answer general queries, address security issues and direct you to other departments and people within the College for more specific help. The Lodge will also give you a quick fire induction upon your arrival; it is important that you attend this.

The Library

The Library is located in the Tower, the entrance to which is opposite the Lodge at the main College entrance. The Library is normally staffed from 9.30am to 5.30pm, Monday to Friday (except during the Christmas and Easter staff holidays), and you can contact the Library staff at library@nuffield.ox.ac.uk. For further information about the Library, see section [6.1](#) below.

Academic Office

The Academic Office is your first port of call for any academic-related matters, including queries about academic and College supervision, scholarships, progress milestones (transfer of status, confirmation of status, appointment of examiners, etc.), examinations and graduations, welfare and disability-related support, and provision of letters and forms. The Senior Tutor's office is in C staircase (room C3), and the rest of the team are based in rooms C4 and C5. The offices are normally staffed on weekdays between 8.00am and 5.00pm, and the team are also available via email, telephone and Microsoft Teams. For further information about academic matters, see section [2](#) below. You can contact the Senior Tutor by email at senior.tutor@nuffield.ox.ac.uk and the wider Academic Office team at academic.admin@nuffield.ox.ac.uk.

Bursary

The Bursary, which among other things manages the College's accommodation and study spaces, is located in B staircase. You can contact the Bursary by email at bursary@nuffield.ox.ac.uk, and by telephone (01865 278525), if you have queries relating to domestic matters such as room bookings, student accommodation issues and access to College facilities. For further information about domestic matters, see section [3](#) below.

Finance

The Finance Department is located in B staircase. For further information about fees and charges, and about financial matters more generally, see section [4](#) below. Please contact the Finance Office team by email at finance.department@nuffield.ox.ac.uk, or refer to their website, if you have queries relating to payment of fees and other charges, scholarship payments, and reimbursement claims for study or research-related expenses, including travel grants.

Buttery

The Buttery, located in A staircase alongside the Hall, is where most College meals are taken, and is normally open from Monday to Friday between 7.30am and 8.00pm, on Saturday between 7.30am and 2.00pm and on Sunday between 9.00am and 1.30pm. Afternoon tea (and cake!) is normally available each weekday between 3.30pm

and 5:00pm (between 3:30pm and 4:30pm out of term). The telephone number is 01865 278529.

IT

The IT Department is located in D staircase. If you have an IT-related query it is best to report it by email in the first instance, if possible, to it@nuffield.ox.ac.uk. For further information about IT matters, see section [6.2](#) below. The telephone number is 01865 278666.

Maintenance

The Buildings & Facilities Manager and the Works & Maintenance Department are normally available 7:00am-4:30pm Monday-Thursday and 7:00am-4:00pm on Friday for minor repairs and maintenance. The best way to report repairs is by email to maintenance.faults@nuffield.ox.ac.uk. The Works & Maintenance team can also be reached by telephone on 01865 278534.

Outside these hours, the Lodge should be contacted for emergency maintenance issues. Further information on reporting maintenance problems can be found in section [3.8](#) below.

Housekeeping

The Domestic Assistants (known as Scouts) generally work weekdays between 7.00am and 2.00pm. The Housekeeper can be reached by telephone on 01865 278973.

Communications

For any questions about the website and intranet, social media or public relations for the College, or if you have news items you may wish to share, please contact comms@nuffield.ox.ac.uk.

Conferences and Events

The Conferences and Events Team is based in A2, located in A staircase. The team coordinates room bookings and catering requirements for all events that take place in the College. They can also provide advice for students who need to organize conferences or workshops within the College. Please contact them for any of your event or catering questions at conference@nuffield.ox.ac.uk.

Development Office

The Development Office is located in D staircase and is responsible for the College's alumni relations and events, as well as for fundraising activities. If you have any development-related queries or ideas, please feel free to make contact with the Development Office by email at development@nuffield.ox.ac.uk.

2. ACADEMIC MATTERS

2.1 Terms and Conditions of a Nuffield Student Place

Prior to the start of your course you will have been sent and asked to sign a Student College contract. That document, together with this Handbook, the College's Statutes and By-Laws, and rules and policies made under them, the Licence to Occupy for student accommodation (if applicable), and your original Offer Letter from the College together with the subsequent letter from the College confirming your offer, will form the terms and conditions of your student place at Nuffield.

You will also receive the University's Terms and Conditions, the University Student Handbook, and a Course Information Sheet, and these documents, together with your departmental offer letter and the University's Examination Regulations will govern the terms of your course and the nature of your student status within the University. You should familiarize yourself with the University Student Handbook, which provides formal notification and explanation of the University's codes on residence, intellectual property rights, examinations, conduct, medical fitness to study, and complaints. Other important information for students is available from the Proctors' Office pages of the University website: <https://www.proctors.ox.ac.uk>

In addition to the resources listed above, you may wish to consult the Policy and Guidance documents in respect of both postgraduate taught (PGT) and postgraduate research (PGR) courses issued by the University's Education Committee, which has ultimate oversight of academic policy and standards within the collegiate University.

If you are in receipt of a studentship from an external source (including, for example, an award from the Economic and Social Research Council) you should ensure that you have read and are familiar with the terms and conditions under which that award has been made. If you are unclear about any details, please feel free to contact the Senior Tutor, or your Departmental Graduate Studies Administrator.

2.2 Nuffield Student Years

Nuffield College employs a system of student years ('Nuffield Student Years') which operates independently of the University's own rules and regulations concerning student status (except that it is not possible to remain a student of the College unless also enrolled as a student of the University). Your Nuffield Student Year of entry will depend on the degree for which you have been admitted and the type of course you studied before you arrived.

DPhil Students: Students who have completed a one-year Master's degree (e.g., an MSc or MSt) normally enter in their second Nuffield Student Year. Students who have completed a two-year Master's degree from Oxford (e.g., an Oxford MPhil) normally enter in their third Nuffield Student Year. Students who have completed a two-year Master's degree from a university other than Oxford normally enter in their second Nuffield Student Year.

DPhil students may be offered a maximum of two years' residential accommodation in College during their DPhil course, subject to availability. Time spent studying for an Oxford Master's degree at Nuffield or at another Oxford college counts against the Nuffield residential accommodation allowance.

MPhil Students: Students coming to Nuffield to undertake a two-year MPhil degree enter in their first Nuffield Student Year. MPhil students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

MSc Students: Students coming to Nuffield to undertake a one-year Master's course enter in their first Nuffield Student Year. MSc students who apply successfully to stay on to the DPhil, and who are offered a place at Nuffield College, enter the DPhil in accordance with the DPhil rules set out above.

Master of Public Policy Students: Students taking the MPP course of the Blavatnik School of Government are admitted in their first Nuffield Student Year.

Nuffield Student Years carry implications for the allocation of College accommodation and office space to students, and for access to certain allowances. The following table summarizes the rules for Nuffield Student Years; please refer to section [4.1](#) below for a detailed description of College provision in relation to Nuffield student years. Provision for part-time students may differ from that set out in this handbook; part-time students should consult their offer letter or ask the Senior Tutor if unsure.

Degree type and background	Nuffield Student Year of Entry	Fee liability (number of years)	Number of years for which College residential accommodation may be offered (subject to availability)†	Number of years for which College office space may be offered (subject to availability)
MSc	1	1	1	-
MPhil	1	2	2	-
DPhil via Oxford MSc*	2	3	1	3
DPhil via non-Oxford Masters degree	2	3	2	2
DPhil via Oxford MPhil*	3	2	0	3

* Includes MSc or MPhil at any Oxford college.

† Students who opt to live out of College whilst eligible for residential accommodation will be allocated office space in College. Residential accommodation includes office space (study-bedrooms).

2.3 College Supervisors

Each Nuffield student benefits from a supervisor appointed by the College, as well as a supervisor appointed by the University. The College Supervisor is normally a permanent academic Fellow of the College. A summary of the responsibilities of College Supervisors and Supervisees can be found in [Appendix B](#) below (for the responsibilities of the University Supervisor see section 4 of the [Policy and Guidance on Research Degrees](#)). As well as providing auxiliary academic instruction (the main academic supervision is provided by the University Supervisor), the College Supervisor acts as a source of support and advice about academic and non-academic matters. You can expect your College Supervisor to get in touch with you soon after you have arrived in Oxford, and to hold regular meetings (at least one per term) thereafter. Your College Supervisor is normally expected to discuss your academic progress with you and to produce a brief termly report. You should feel free to take the initiative and contact your College Supervisor for advice at any point during your studies. If you have any questions or concerns about your College supervision arrangements, or if you have difficulties making contact with your College Supervisor, please do not hesitate to get in touch with the Senior Tutor or Academic Office.

2.4 Seminars and College Events

Nuffield College hosts a wide range of academic seminars, workshops, and conferences. Most seminars take place during term time. Any member of the College is welcome to attend College seminars. There are regular seminar series in core areas of Economics, Politics and International Relations, Sociology and Social Policy and History,

as well as specialized seminar series and workshops such as the Graduate Economic and Social History Seminar. One-off workshops, conferences and research training events are also frequently held in College.

Details of all College events are posted on the [College website](#). If you are interested in organizing an event of your own, please contact the Senior Tutor at the earliest opportunity, and discuss your plans with your College Supervisor. You should also consult the [Code of Practice on Meetings and Events in Nuffield College](#), available on the College website. The College may be in a position to provide administrative and (limited) financial support. If inviting participants from outside of the UK, you should familiarise yourself with the relevant guidance regarding visas and immigration for such visitors.

As well as academic events in College, a large number of lectures, seminars, and classes are organized by University departments. Details of lecture and seminar series are published at the beginning of each term in individual lecture lists which are published by each department and posted on their websites. Details of one-off events are usually available from the events pages of departmental websites.

2.5 Academic Progress and Milestones

Your departmental course handbook will set out in detail the academic milestones that you are expected to meet during the course of your studies, including – for research students – the dates by which you are required to transfer and to confirm your status as a DPhil student. You should familiarize yourself with the timetable and details of these processes when you arrive, and if you anticipate difficulties meeting any of the deadlines you should contact the Senior Tutor, your University or College supervisor, or the relevant departmental Director of Graduate Studies at the earliest possible opportunity.

Each term, we will ask you to complete a short online questionnaire to update us on your progress. These Nuffield Student Termly Reports are also an opportunity to tell us about enabling and restricting factors that have helped or hindered your studies, and to provide any general feedback about your experience at Nuffield and Oxford including non-academic matters such as welfare and wellbeing.

As well as regular meetings with your University and College Supervisors, you will be expected to meet at least once a year with the Senior Tutor. The purpose of the meeting will be to discuss in general terms your academic work and progress, and it will also provide you with an opportunity to raise issues or concerns about other matters, academic or non-academic. Please note that it is not necessary to wait for the annual meeting to raise issues or concerns; you are welcome to contact the Senior Tutor or Academic Office team for a confidential discussion at any point during your time in College.

2.6 Graduate Student Progression and On-course Application Forms

In order to apply to formally change any aspect of your status as an on-course graduate student (for example, to transfer to DPhil status, apply for extension of time or for a change of thesis title), you must complete and submit the relevant paper form or online application.

Please make sure that you leave enough time to complete the forms as they must usually be approved first by your supervisor and then by the College before they can be submitted to the Graduate Studies Administrator of your Department. You can find further information about the graduate student progression and on-course application forms here: <https://www.ox.ac.uk/students/academic/guidance/graduate/research> and <https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1>

Detailed information on academic milestones and progression can be found in your departmental handbook, or in the [Examination Regulations](#).

2.7 Student Status Letters and On-Course Transcripts

Once you have registered, you can print an enrolment certificate from your Student Self Service account. This can be used to apply for a council tax exemption if you are living outside of College accommodation, or to prove your student status for other purposes such as opening a bank account. Enrolment certificates can be signed and stamped in the Academic Office, should this be required by, for example, your landlord or bank.

On-course transcripts can be ordered from the [eDocuments service](#) via Student Self-Service or from the University online shop:

<https://www.oxforduniversitystores.co.uk/product-catalogue/degree-conferrals/academic-transcripts/academic-transcript>

Please ensure that hard-copy transcripts are ordered well in advance, as they may take up to 21 days to arrive.

If you need more detailed or supplementary proof of student status, please contact the Academic Office as soon as possible.

Applications for student rail cards can be signed and stamped in the Academic Office.

2.8 Examinations and Special Arrangements

Examinations are organized by the University, rather than the College, so in the first instance you should refer to the relevant handbook for your course, provided by your department, for details. It is particularly important to ensure that you register for your examinations and confirm your course options; notification for this will normally be sent to you by your department. Please note that late examination registration incurs a fee.

The College will also be involved in some aspects of the examination process. For example, if you wish to change the optional papers you take, you would need to submit the relevant form via the College's Academic Office. Most importantly, if you anticipate that any special requirements will arise in respect of examination arrangements, (e.g., extra time, use of a computer, ergonomic seating arrangements), you should contact the Senior Tutor or Academic Office team at the earliest possible opportunity to discuss your requirements. If you have a Specific Learning Difficulty (SpLD), disability or long-term medical condition which requires specific exam arrangements, it is likely that you will need documentation from the [University Disability Advisory Service](#) and/or your GP. There can be a wait for this, so we encourage you to make contact with them as soon as possible. The Senior Tutor and Academic Office team are also available to advise students in cases where unforeseen circumstances (e.g., illness) may affect a student's attendance at or performance in an examination, either just before or during the examination. In these cases it is essential that you contact the Senior Tutor or the Academic Office as soon as the need arises.

The rules for examinations are set out in the [University Examination Regulations](#), which are available online. Please make sure you familiarize yourself with the exam regulations relevant to your course.

Detailed guidance about examination entry and conduct, as well as advice about preparation for exams, is available from the [University website](#).

2.9 Academic Dress ("Sub Fusc")

For examinations, matriculation, and degree ceremonies you will need to wear [full academic dress](#). This consists of "sub fusc"; the appropriate academic gown; and a mortar board or soft cap. Sub fusc comprises:

1. one of:

- dark suit with dark socks, or
- dark skirt with black tights or stockings, or
- dark trousers with dark socks or dark hosiery

2. dark coat if required
3. black shoes
4. plain white collared shirt or blouse
5. white bow tie, black bow tie, black full-length tie, or black ribbon

You will also require:

6. graduate gown (knee-length, lay-type black gown, without sleeves, but with streamers/wings adorned with folds.)
7. mortar board or soft-cap.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress scarf for religious reasons, a black scarf should be worn. Members of the British Armed Forces in the UK may wear service dress under their gowns.

In addition, students traditionally wear carnations for examinations: a white carnation for your first examination, a red carnation for your last examination and a pink carnation for all examinations in between.

Gowns and hoods, along with mortarboards and caps, can be purchased or hired from local retailers or online.

2.10 Paid Work

The University's [Paid Work Guidelines for Oxford Graduate Students](#) state that full-time graduate students "should generally regard their studies as a full-time occupation of at least 40 hours per week, and should normally be available for academic commitments during core working hours (i.e., 9.00am to 5.00pm on weekdays). PGT students should regard this as applying to term-time study whilst for PGR students it applies year-round."

The University therefore recommends that full-time graduate students on a taught course (such as a Master's) do not undertake more than eight hours' paid work each week whilst studying, and students on research courses are advised that any paid work should still allow them to spend at least 40 hours per week for a minimum 44 weeks of the year on their studies. If you are considering taking up paid work during your studies (including research assistance or a teaching role for your department or one of the other Oxford colleges) you should ensure that you have first consulted your University and College Supervisor. Where applicable, you should also check the terms of your studentship. For advice please contact the Senior Tutor.

Part-time graduate students should ensure that any paid work does not interfere with the commitment of time required for their course. Part-time graduate students wishing to begin or continue with paid work are encouraged to speak to their department or faculty in advance about how it could fit with their course. They are also encouraged to speak to their employer to ensure that any study leave requirements may be accommodated.

Please note that the College offers some internal research assistantship opportunities, mainly funded from Fellows' research allowances. Please contact your College Supervisor or the Senior Tutor for more details.

Student on visas granted under the Student Route or Tier 4 visas (issued before that route was renamed in October 2020) are subject to strict rules governing the amount of paid work that they can take on. PGT students are normally limited to 20 hours per week during term time, and PGR students to 20 hours per week throughout the year. This limit applies to all paid work, regardless of who the employer is. Your student visa should specify the amount of paid work you are able to undertake. It is essential that you check your visa restrictions with regards to paid work whilst a student, before you undertake any work commitment (whether for the University/Colleges or another employer). Further information is available from the [University website](#).

2.11 Residence Requirements and Absence from Oxford

University regulations give special importance to the time students live in Oxford. PGT students are expected to be in residence during each term of their course. DPhil students are normally required to spend a minimum of six terms in Oxford, whilst students who previously completed a Master's degree and move on to a DPhil must spend at least three terms in Oxford after admission to the DPhil. In order to count a term towards the residence requirements for your degree, you must reside in Oxford for at least six weeks during the eight-week period of the University term. Full details are available from the University's [Examination Regulations](#), from the relevant [policies and guidance](#) section of the University's Education Committee, and from your departmental course handbook.

Students who need to be away from Oxford for short periods of time are trusted simply to notify the Senior Tutor, and to leave a forwarding address for emergency messages, if the circumstances warrant it. For absences of a term or more (e.g., to do fieldwork abroad), however, you may have to apply to both the College and to the University for Dispensation from Residence. A form for this purpose is available from the [University website](#). Students who have fulfilled the University's residence requirements do not

need to obtain formal Dispensation from Residence from the University, but they should inform the Senior Tutor of any absence of a week or longer. Students on visas should ensure they consult the Student Immigration team if they are considering applying for dispensation from residence or have to be absent from Oxford for more than a short period of time.

If you are going to be absent for a term or more, the College reserves the right to reallocate your office (and accommodation, if provided). Charges may not be levied during your absence in such a case.

Doctoral students eligible for residential accommodation, who are absent from Oxford for a full academic year to undertake fieldwork, may request to defer that year's accommodation. Please consult with the Senior Tutor in the first instance. This process is only available to students who are absent for academic reasons, such as fieldwork, and, for practical reasons, it is not possible to apply this right for only one or two terms. The Bursary will not normally permit a student to occupy an office while on fieldwork for a year, but accommodation for short returns to Oxford may be negotiated with the College.

2.12 Suspension of Status and Withdrawal

Graduate study is intensive and can sometimes pose challenges. In case you are not able to undertake your study for a particular reason (e.g., illness, family circumstances, financial difficulties), it is possible to apply for suspension of status for no less than one and not more than three terms at any one time. In general, you cannot suspend status for any more than six terms as a full-time graduate research student, or the equivalent length of your course (for example, three terms if you are on a one-year course) as a graduate taught student.

Suspension of status temporarily 'stops the clock' for all elements of your degree, including residence, fees, and terms for which a particular status may be held. It will also affect your access to the Nuffield Student Support Package, which will normally be suspended. Residential accommodation and office space provision can usually be postponed if you suspend for an academic year. This will not usually be possible for shorter suspensions or those that begin partway through an academic year. If you are considering applying for suspension of status, it is essential that you contact the Senior Tutor at the earliest possible stage. If you are funded by a research council or charity, you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Please consult with

your University and/or College Supervisor, Director of Graduate Studies or the Graduate Studies Administrator at your Department on this. Please also refer to [University guidance on suspension](#).

Withdrawing from your course is a permanent decision to stop studying for that course. If you withdraw, you may be able to apply for reinstatement of status at a later stage, depending on your course and the stage you had reached in your studies prior to withdrawing. Note that you cannot withdraw from examinations after the conclusion of your last paper or by the time a dissertation/other written material is due, whichever is the later. Please refer to [University guidance on withdrawal](#).

If you are considering suspension of status or withdrawing from your course, please speak to the Senior Tutor or your College Supervisor at the earliest possible opportunity, as they should be able to give you advice.

2.13 Exchange Programmes

Nuffield/Yale Exchange

The College operates an official exchange scheme with Yale University (Political Science Department) that allows doctoral students at Nuffield to spend the academic year (or part thereof) at Yale. The normal expectation is that one student from each institution will participate in the scheme each academic year, and that each visit will last for up to one full academic year. Proposals for visits lasting less than one academic year will be considered, and it may be possible for more than one student to visit Yale during the same year.

Under the scheme no fees are payable to Yale. The Nuffield student visitor will normally have to meet their own living costs in the US.

The scheme is open to all doctoral students of Nuffield College and may be made available to non-members of Nuffield where no Nuffield candidate has been forthcoming. Students from Oxford who wish to participate in the scheme need not be political scientists, but should be intending to undertake academic work during the exchange mainly in the area of political science. The main criteria for selection are: (a) satisfactory academic progress; and (b) the ability to profit from the academic opportunities offered by the Political Science Department at Yale.

Students in receipt of a studentship (including those provided by the ESRC or the Clarendon Fund) should establish before they apply that participating in the exchange is compatible with the terms of their award.

Information about the scheme, including instructions on how to apply, are advertised each year (usually at the start of Hilary term), or for further details please contact the Academic Office team or Senior Tutor at any time. If you wish to be considered for this scheme, please consult with your University and College Supervisors and the Senior Tutor.

Brettschneider Fund

Nuffield College students are eligible to apply to the Brettschneider Fund that supports travel between Cornell University and Oxford. For further information and an application form please check the University website at <https://www.ox.ac.uk/students/fees-funding/international/scholarships-exchanges/brettschneider>

2.14 Graduation

When you have passed the requirements for your degree you are eligible to graduate. Your Graduation is the formal ceremony at which your degree is conferred. You can graduate either in person, or *in absentia* (in absence). If graduating in person, you will need to sign up for one of the degree day dates allocated to Nuffield. PGT students will usually be invited to book a place at a graduation ceremony during a specified "booking window" in their last year of study. These students will be contacted by the central University Degree Conferrals Office ahead of the booking window. PGR students will be provided with information about booking a graduation ceremony after they have completed all their degree requirements. If you decide to graduate in person, you and your guests will also be invited to a graduation celebration in College.

The ceremony itself takes place in the Sheldonian Theatre, the official ceremonial hall of the University. You will need to wear full academic dress, and to make sure that you have the necessary gowns and other regalia; the College will send precise details to you in advance.

If you have any queries regarding graduation, please contact Maxine Collett.

2.15 Transcripts and Degree Certificates

Digital on-course and final transcripts are provided through the University eDocuments service. Note that you must register with the service and pay a one-off fee of £15: <https://www.ox.ac.uk/students/graduation/transcripts>

If you have passed your examinations and have not had your degree conferred at a degree ceremony, or if you have attended a ceremony but require proof of your award to present to a third party, you can have a digital Degree Confirmation Letter (dDCL).

The University's eDocuments Service enables you to share the dDCL with others such as future employers online. Documents shared in this way are sent from the University of Oxford and therefore are considered official secure documents for application purposes. More information can be found on the university website: <https://www.ox.ac.uk/students/graduation/certificates>

Once your degree has been conferred at a degree ceremony, either in person or in absentia, you will automatically receive a physical degree certificate. This will be presented to you by the College on the day of your graduation ceremony or posted to you after the event. More information can be found on the university website: <https://www.ox.ac.uk/students/graduation/certificates>

2.16 Academic Policies and Procedures

Information on College Policies and Procedures related to academic matters (e.g. fitness to study, student discipline) can be found in section 8 'College Policies and Procedures'.

3.

DOMESTIC AND SOCIAL MATTERS

3.1 Access to College and Security

Upon arrival in College you will have received an electronic key fob from the Lodge (see section 1.1). If you lose a key please contact the Lodge Porter or, during working hours, Claire Bunce. A charge is made for lost keys. If you are locked out when the Lodge is closed, you can contact the University Security Service on 01865 289999 (a charge may be levied for out-of-hours attendance).

The main College entrance in New Road, along with all staircase outer doors, is usually locked each weeknight at 6:00pm, and remains locked at all times during weekends. The key fob you receive on arrival will give you access to these doors when they are locked, and it is important that you ensure that they are closed firmly behind you. The pedestrian gates located on the Mews side of the College are locked at all times (though access can be gained by using your key fob). Never block any of these doors open and ensure that all automatic gates and doors close securely after you have passed through. If you think someone has tailgated please inform the Lodge or Oxford University Security Services. Never allow anyone else to have access to your College keys or key fob.

3.2 Residential Accommodation

General Rules and Protocols

Students who are eligible for College accommodation and who decide to live in will receive a copy of the College's Licence to Occupy ahead of their arrival at College. A template copy is available for reference [on the website](#). Rooms for new students are allocated by the Bursary. Rooms for existing students are allocated via a ballot organized by the Junior Common Room (JCR) and overseen by the Junior Dean; you will be contacted about arrangements for the room ballot during the course of the year. Residential accommodation in College will be either a bedsit (office space and bedroom combined) or a bedroom in an offsite house with office space in College, but please be aware that accommodation in College is not uniform; in particular, some rooms have en-suite bathrooms and some have access to shared bathrooms.

The standard annual accommodation period is 48 weeks; four additional weeks are offered free-of-charge to students who have been allocated a room in College for the following academic year. Therefore, no subletting can take place during September. These arrangements mean that leaving students must vacate their rooms and hand in their keys to the Bursary no later than 31st August (students who stay beyond this date will incur extra charges and must in all circumstances contact the Bursary if they are not able to comply with these conditions). Students moving to a new College room for the next academic year (as confirmed by the JCR room ballot) must likewise do so by this date. Rooms chosen in the ballot not occupied by this date will be re-allocated by the Bursary in the normal way. Students occupying rooms in College during the vacation may be temporarily moved to a different room to enable maintenance to be carried out.

Rooms are allocated to students for their individual use. An occasional guest may be permitted to stay for up to two nights without express permission, but the Lodge should be informed: students wanting partners to stay for longer than this, or more regularly, must seek permission from the Bursary. All students are able to book the guest rooms available within College. Further details about arrangements for guests and guest rooms can be found in section [3.10](#) below, or on the College Intranet. Private arrangements for the use of rooms by other members of the College or guests during a student's absence are not permitted. You cannot 'lend' your room to anyone else; misuse of rooms in this way may result in the withdrawal of room rights. If you are away from Oxford for a year it may be possible to defer taking up College accommodation; see section [2.11](#) above for further details.

The address of the College, and the address of any accommodation owned by the College, must not be used to register and/or run a business.

Furniture provided in rooms: bed, bedside table, wardrobe, bookcase, noticeboard, desk, computer monitor, desk chair, additional chair. There may be other items but this is the minimum provision.

Furniture and equipment belonging to the College must not be moved from one room to another without the permission of the Bursar. Equally, all personal items must be removed when you vacate your room. Any items that do not belong to the College that are left in the room or outside it will be disposed of and a charge may be levied, depending on the amount or size of items left. Students should not put their own furniture/equipment in their rooms without referring to the Bursar's office first.

Electric blankets and foreign travel plugs may not be used. Sockets must not be overloaded with extension leads.

Please do not use Sellotape, Blu Tack or similar adhesives to fix posters and pictures to the walls of your room; if you do and damage occurs you will be charged for the cost of repairs. Pets must not be kept in College rooms.

Accommodation provided by Nuffield College complies with the regulations set out in the Universities UK Code of Practice.

Domestic Assistants

Domestic Assistants do not make beds for residents, nor wash up dirty crockery and glasses. Their responsibility is to clean rooms and staircases. You will be expected to allow the College's domestic staff reasonable access to your room at least once a week. On occasions when cleaning may not be required please put your bin outside the door.

Laundry

There is a College Laundry in the basement of A staircase with four washing machines, four tumble dryers and ironing facilities.

Staircase Facilities for Self-catering

Most staircases have a pantry/utility room. The pantry is equipped with a refrigerator, kettle and microwave. In addition, there is a large communal student kitchen in I staircase, and there are kitchens in the College's residential accommodation units in 5 George Street Mews and 50 Walton Street. Please do not set up any toasters or portable grills/cookers in your bedroom or study; if found they will be removed by College staff. Cooking in students' studies or bedrooms is prohibited, on the advice of the Fire Service, as is using any other appliance which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property at risk.

Please do not leave dirty crockery or glasses in bathrooms, since this causes inconvenience to other users and is a health and safety hazard.

Security and Insurance

You must lock your study or bedroom whenever you leave, even for a short time.

All residential accommodation and study rooms owned by the College (with the exception of the Thames Street flats) receive Possessions Insurance cover through the College's policy with Endsleigh Insurance. You will be provided with details of what is covered when you arrive in College, and will have the option of extending the policy to suit your needs as appropriate. For claims information, your policy details, to extend your policy, or if you have a question visit the [Endsleigh website](#).

Accommodation for Couples

The College has a collection of ten studio or one-bedroom apartments available for couples (i.e., for two people who are married or co-habiting). This accommodation is in high demand, and availability is therefore limited. Please contact claire.bunce@nuffield.ox.ac.uk for further information.

The University's [Graduate Accommodation Office](#) lets and manages rooms, flats and houses on sites owned by the University in and around Oxford City Centre which are available for graduate students. There is an application process if you wish to be considered for University Graduate Accommodation and all enquiries should be made directly to the University's Graduate Accommodation Office in the first instance. We strongly recommend that all students who may require accommodation for couples place their names on the University waiting list.

Electoral Roll

The College must provide Oxford City Council with a list of students in September, and the Council will contact each student individually with information on how to register, via a paper or online form. You must ensure that you complete and return the details requested in the form in order for your registration to be completed.

3.3 Living Outside College

Oxford is a small city and finding suitable private accommodation can be both difficult and expensive. The [Oxford University Student Union website](#) contains some useful information about how to find student accommodation in Oxford, and another good resource is [StudentPad](#) (to access the full site you will need to create an account). The University's Graduate Accommodation Office is also available to help graduate students.

If you are living outside of College (including in Thames Street flats) we encourage you to organize your own insurance to cover your possessions. Endsleigh is the official insurance service of the National Union of Students and offers a policy specifically for international students.

3.4 Office Space

Students who are no longer eligible for College residential accommodation, or who elect not to live in College (and who have not exceeded their Fifth Nuffield Student year; see section [2.2](#) above and [4.1](#) and [4.2](#) below for details) are provided with office space in College, subject to availability. Details of the room you have been allocated will be provided on arrival at the College (together with a key fob). All office spaces include an

Ethernet connection, desk and chair, computer monitor, plus some shelving or storage space. A wireless internet network is installed throughout the College.

Furniture provided in offices: desk, desk chair, bookcase, noticeboard, coffee table, additional chair. There may be other items but this is the minimum provision.

Furniture and equipment belonging to the College must not be moved from one room to another without the permission of the Bursar. Equally, all personal items must be removed when you vacate your room. Any items that do not belong to the College that are left in the room or outside it will be disposed of and a charge may be levied, depending on the amount or size of items left. Students should not put their own furniture/equipment in their rooms without referring to the Bursar's office first.

Electric blankets and foreign travel plugs may not be used. Sockets must not be overloaded with extension leads.

Office space is for the person(s) it is allocated to only, and is not to be used for sleeping under any circumstances.

If studentships end in the middle of an academic year, offices must be vacated and keys returned within one week from the date the studentship ends.

3.5 Meals

Special Dietary Requirements

The College currently provides a wide variety of meal options, including options for vegan, vegetarian, Halal and non-strict Kosher diets. The Kitchen is also able to make adjustments to accommodate medical conditions that require a restricted diet, for example food allergies or intolerances. If you have a medical condition that affects your diet, it is important that you inform the Kitchen staff as soon as possible.

In order to ensure that staff can devote adequate time and resources to catering to medical conditions, the College is not able to make special arrangements based on food preferences. The Kitchen will always ensure that menus are well balanced with healthy options available.

If there are medical or other reasons which would prevent you from taking meals in Hall, please contact the Senior Tutor.

“Common Table” Meals

“Common Table” refers to standard lunches and dinners. These meals, as well as breakfast, are self-service and are usually taken in Hall or the Buttery (located in Staircase A). Please note that items taken from the food line at breakfast, lunch, and dinner are meant to be consumed at that meal, and not to be taken away for later consumption. Likewise, crockery should not be removed from the Buttery. Please be aware that Buttery staff are expected to monitor compliance with the College’s meals policy.

Breakfast

Breakfast is normally available in the Buttery between 7.45am and 9.30am, Monday to Saturday, on days when the Kitchen is open. Students may choose to eat breakfast on a pay-as-you-go basis (via battels), or to sign up for a quarterly breakfast meal package. Further information about these charges is set out in [Appendix E](#). Students must record breakfasts that they take by signing the form available in the Buttery, regardless of whether they are paying on an individual basis or have signed up for a meal package.

Lunch

Lunch is normally available in the Buttery and Hall between 11:45am and 1:30pm Monday to Friday; and between 12 noon and 1:00pm on Saturdays. Brunch is normally available on Sundays between 11:00am and 1:00pm. (Exceptions apply on occasional days when the kitchen is closed). For lunch on Saturday and brunch on Sunday, students must sign up in advance via the intranet by 10:00am.

Students within their first six Nuffield Student Years may take lunch in College at no charge on days when the Kitchen is open. Students in subsequent Nuffield Student Years can choose to eat lunches on a pay-as-you-go basis (via battels), or to sign up for a termly or annual lunch package (see [Appendix E](#) for further information). Visiting students should refer to their letter of invitation for information about meals in College and the relevant charges.

Students must sign in for all lunches by presenting their key fob at the electronic system by the till in the Buttery.

Low Table Dinner

“Low Table” dinner is normally available in the Buttery on weekdays between 6:00pm and 7:00pm, except during the College closed periods at Christmas and Easter, and during part of the Long Vacation. No Low Table dinner is provided on Saturdays or Sundays. Students may choose to eat Low Table dinner on a pay-as-you-go basis (via battels), or to sign up for a meal package which covers Low Table dinners and Formal Hall for the period between 1st October and 30th June. Further information about these charges is set out in [Appendix E](#).

All students, regardless of whether they are dining on a pay-as-you-go basis or have signed up for a meal plan, must sign up for Low Table dinners in advance, by 10:00am on the day in question, using the booking service on the College intranet.

Formal Hall

On Fridays during term time, students may choose to attend "Formal Hall" instead of Low Table, for the same cost. A three-course dinner is served; wine is not provided but diners are welcome to bring their own. Participants are asked to take their seats in Hall for 7.10pm, ready for the arrival of High Table diners. Participants are expected to stand at the start and end of the meal for Grace to be said. Students are encouraged to invite guests to Formal Hall; note that charges will be at the High Table guest rate.

Students must sign up for Formal Hall in advance, by 12 noon on the preceding day, using the booking service on the College intranet.

High Table

High Table is held on Tuesday, Wednesday and Friday nights during term time. Dinner starts at 7.15pm prompt, and is preceded by drinks at 6.45pm in the Senior Common Room. Each student may attend one free High Table dinner per term (including pre-High Table drinks, dessert and wine), may sign up for additional High Table dinners at a subsidised rate, and may bring up to three guests at their own expense. Members of the College are expected to sign up for High Table dinner no later than 12 noon on the preceding day, using the booking service on the College intranet.

Tea and Coffee

Tea and coffee are available at no charge from the Buttery during opening hours.

You must return all mugs, cutlery, crockery etc to the Buttery promptly after use. This is not the job of the Housekeeping or Buttery teams.

Guests

Students are welcome to invite guests for breakfast, lunch, Low Table and especially to Formal Hall (but no more than three at a time). Guests should be signed in via the online booking system or, for meals without online booking, on the paper form in the Buttery. In each case, your battels account will be charged accordingly (see section 4.4 and [Appendix E](#) below for more details about charges). Students are expected to accompany their guests while they are in College. The Lodge should be informed if student guests will be left by themselves for any length of time, and in general, students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Please note that all guests will be asked to leave when the College shuts, unless their host is present.

Cancellations and Non-Attendance

Please ensure that, if you sign up to attend a meal and need to cancel, you inform the Buttery as soon as possible to prevent food waste and to enable someone on the waiting list to take your space.

Cancellations for pre-booked meals must be made (by email to buttery@nuffield.ox.ac.uk) no later than 10.00am on the day of the meal. Students will be charged for their meals and the meals of any guests if no cancellation is received by this deadline. It will not be possible to accommodate students and their guests who have not signed up for High Table or Formal Hall. Please contact a member of the Buttery team if you would like to eat Low Table Dinner but have not booked in advance.

3.6 Mail, Stationery, and Photocopying

Mail

All students in Nuffield single residential accommodation (not partnered accommodation) should use the main Nuffield address for incoming mail.

Students in their first five Nuffield Student Years are provided with a pigeonhole (pidge) in the College Lodge. Students beyond their fifth Nuffield Student Year who wish to retain a College pigeonhole should apply to the Senior Tutor. All post delivered to the College (either by the internal University Messenger Service or by external services) will be placed in pigeonholes each weekday, except when the College is closed. Any post that arrives for recipients who do not have a pidge and have not made forwarding arrangements will be returned to sender. PGR students who still have a pidge when they receive Leave to Supplicate are granted a two-month "grace period" after this date while they make alternative arrangements for their post.

Parcels that are too big to fit in pigeonholes, or that require a signature, will be held in the Lodge and the recipient notified for collection. Age-restricted items ordered from Amazon require the buyer to show proof of age at the point of delivery – please contact the Lodge if you order such items (you do not need to disclose the contents).

Stamped letters can be left for posting in the box in the Lodge. Mail connected to your academic work may be left unstamped in the Lodge for franking. This mail must have the sender's initials in the bottom left-hand corner, followed by 1st or 2nd to indicate the class of mail required, and will be charged to your battels. Outgoing external mail is collected each weekday at 5.00pm, and should be in the Lodge for franking no later than 4:00pm. No letters will be franked unless the sender can be clearly identified.

Letters to other Oxford colleges and departments are usually collected from the Lodge, by the University Messenger internal mail service at least once a day Monday – Friday during term. Collections are less frequent during vacations. There is no charge for this service, but please note that the University Messenger will only deliver letters, not parcels. Please ask the Lodge staff for further details.

The College does not take any responsibility for personal items left at the Lodge for collection by a courier or other individual.

Students who are away from College for extended periods must make arrangements with the Lodge regarding their mail.

Forwarding Mail

When students leave Nuffield, post will not normally be forwarded and items will be returned to the sender. However, if an amount of money (usually £10) is deposited in your battels account, the Lodge will forward post to a notified address until the money runs out.

Stationery

Stationery can be purchased from various outlets in Oxford, some of which offer student discounts. Please note that stationery held at the Lodge is for the use of staff and Fellows only.

Photocopying

Students may use the printers in the Lodge, the Library, and D staircase for photocopying, as well as for scanning and printing. If the printing has not been collected within three days it will be confidentially shredded. The Lodge printer can be used for scanning. Use of networked printers is recorded automatically and charged to your research allowance. There is a rate of 1p per page for black and white and 5p per page for colour printed copies.

The College is included in the University's collective licensing agreement for photocopying material. Please make sure you understand the terms and conditions of the licence and that you comply with them. A copy of a letter from the Copyright Licensing Agency explaining the terms of the system is displayed next to each photocopier. Breach of copyright may place the College at legal risk.

3.7 Cars, Bicycles, and Public Transport

There is very limited car parking available in the centre of Oxford, and no car parking is available for students within College, so students are advised not to bring a car with them.

Bicycle racks can be found inside the Mews Gates for College members and staff. Cycles must not be left in the quadrangles, the Fellows' Garden, staircase entrances, in student rooms, or under the arch in the Lower Quadrangle. Bicycles parked in such areas will be removed. The College takes no responsibility for the safety of bicycles or any other vehicles left on the premises, and its insurance policies do not cover damage or theft of such items or any contents. Please ensure you always lock your bike up, and it is recommended you register your bike through BikeRegister. BikeRegister is the UK's police-approved national cycle database aiming to reduce cycle theft, identify stolen bikes and assist in bike recovery. The service is free to use. For more information either visit the Lodge or visit <http://www.bikeregister.com>.

The University online store sells locks and lights at a highly discounted rate. For further information on cycle safety please visit <https://travel.admin.ox.ac.uk/bike>.

There is a comprehensive local bus service in Oxford, run by two companies: Oxford Bus Company and Stagecoach. The Oxford Bus Company has an app which can be used to book tickets and check bus journey times. Stagecoach runs a regular coach service to and from London (The Oxford Tube), and the Oxford Bus Company runs services to and from Gatwick and Heathrow airports. National Express runs services to Luton and Stansted Airports. Gloucester Green Coach Station is a couple of hundred yards from the College, and Oxford Railway Station is less than a mile away.

3.8 Maintenance and Repairs

All maintenance problems must be reported via email in the first instance at maintenance.faults@nuffield.ox.ac.uk. You will receive an automated reply with a job number, and the Works & Maintenance Department will inform you of a response time. General maintenance matters can be discussed with the Buildings & Facilities Manager or the Bursar, and, if problems persist, can be raised by the JCR representatives at the Personnel and Domestic Committee.

In cases of genuine maintenance emergencies during a closed period or when the Lodge is closed, you should first attempt to contact the dedicated out-of-hours service provider Oxford Security Services, who can be reached by telephone on 01865 751605.

3.9 Junior Common Room

The Junior Common Room (JCR) refers both to the community of graduate students at Nuffield and to the room in A staircase which acts as a communal social space.

Every Nuffield student is a member of the JCR, which meets at least once a term in order to allow the student body to raise and discuss issues of mutual concern. The JCR has a President, a Secretary, and a Treasurer, and is responsible for electing the student representatives who sit on the majority of the College's committees. The current President is Przemysław Karpisz. Further information about the JCR and its activities is available from the JCR Handbook, a copy of which will be provided to you.

3.10 Guests and Guest Rooms

Students who are resident in College accommodation are usually permitted to invite occasional overnight guests to stay in their room for up to two nights without express permission, although the Lodge must be informed; students wanting partners to stay for longer than this must seek permission from the Bursary. Students are usually welcome to invite guests and partners to lunch and other meals in College (booking is required for dinners), for which normal charges will apply. As above, wherever possible, students are encouraged to introduce their guests on arrival to the Porter(s) on duty at the Lodge. Students with partners who are regular visitors to College can ask the College to provide them with a key card: please contact the Bursary for further details.

Guest rooms in College are available, and may be booked by students (see guest room information on the Bursary intranet page for full details/costs). Please contact bookings@nuffield.ox.ac.uk if you wish to make a booking. Keys may be obtained from the Lodge after 3pm on the day of use. Students are asked to be generally responsible for their guests including ensuring that the guest-room keys are returned to the Lodge. A charge of £20 is made for each key not returned. Since the rooms have to be prepared for the next guest before the domestic staff go off duty, departing guests must vacate the room by 10.00am.

When the Lodge is closed departing guests should either give their guest-room keys to their host or, in his/her absence, leave the key in the wire letter-holder to the left as you enter the Lodge (by the seating area), and take care to close the outer Lodge doors behind them.

Room availability is contingent on other College needs; when rooms are available they may be reserved in advance for a maximum of 3 consecutive nights. For longer periods permission from the Bursar is required. On special occasions (such as Stated Meetings

or the Founder's Feast) all guest rooms are reserved for College guests. On Tuesdays, Wednesdays and Fridays during term, College and Fellows' guests have priority for guest rooms. Mews 11 may be booked for guests requiring disabled facilities. A family room is available if required, along with a travel cot which can fit into most guest rooms.

Bookings for guest rooms can only be taken on the basis that accurate information about the identity of the proposed occupants is provided. A cancellation charge equal to one night of the booking will be made where less than one working day's notice is given of cancellation.

3.11 Children in College

Children are welcome to attend daily College meals other than High Table. The College currently offers one family guest room which may be reserved for visitors with children under the age of eighteen, subject to availability, for short-term visits of less than one week. Parents or guardians staying overnight in College with children under the age of eighteen will be required to sign a Parent/Guardian Letter of Understanding. Please contact the Bursary for more information.

3.12 Meetings and Events

Some College rooms and facilities are available free of charge to students who wish to hold an academic event, meeting or workshop. Please see the relevant section of the website, or contact the team at conference@nuffield.ox.ac.uk for more information. All bookings must be made at least two weeks in advance of the event in order to be considered.

3.13 Parties

If you want to have a party in your own room, or in communal areas (i.e., 50 Walton Street or student kitchens), and do not wish to use any services, you need only obtain the approval of the Bursar. It may be possible to borrow glasses, crockery etc., from the Buttery, but please consult the Director of Catering and Events in advance.

Borrowed equipment should be returned (clean) to the Buttery. You are also asked to clear up generally after the party.

For a party in a public room, including the bar, or an event requiring College services, please see the relevant section of the website, or contact the team at conference@nuffield.ox.ac.uk for more information. All bookings must be made at least two weeks in advance of the event in order to be considered.

3.14 Television Licences

Students who bring a television to College must purchase their own television licence. They are not covered by the College's licence, which applies only to the television in the JCR. Further information about TV licences is available here: <http://www.tvlicensing.co.uk/>.

Students should note that they must be covered by a TV licence if they wish to download or watch BBC programmes on demand (including catch-up TV) on BBC iPlayer. This applies to all devices, including smart TVs, desktop computers or laptops, mobile phones, tablets, digital boxes or games consoles. A licence is required even if BBC iPlayer is accessed through another provider, such as Sky, Virgin, Freeview or BT.

3.15 CCTV in College

Students should be aware that Closed Circuit Television (CCTV) is in operation around College. Images are monitored and recorded for the purposes of crime prevention and public safety.

3.16 Music and Sports at Nuffield

Music

The piano in the Meeting Room is not available for this academic year due to the ground floor project. The piano and harpsichord in the Chapel can be accessed through the Library with some notice – please email claire.bunce@nuffield.ox.ac.uk in the first instance. If playing either instrument please be sensitive to other people who are nearby and who may be trying to work.

Please report any faults or damage with the equipment to the Lodge.

Sports

Most sporting activities within College are organized by the JCR and information can be found in the JCR Handbook.

Croquet and bowls may be played in the Fellows' Garden (but not in the Upper or Lower Quadrangles).

The College has agreed to subsidize local gym membership at actual costs up to a rate of £11.19 per month of active membership (this is a fixed-rate, which is equivalent to 70% of the rate which students can obtain by signing up to a 12-month contract with PureGym via the UniDays website). A list of eligible gyms / clubs is copied below.

Students may claim for the subsidy in arrears by submitting to the College Finance Department a Student Research Allowance Claim Form together with relevant receipts and confirmation of membership. (NB. Reimbursement will not be made from individual research allowances, even though the student research allowance claim form is used.)

Claims for individual monthly membership fees (or a series of monthly fees) must be submitted no less than every 3 months in arrears, together with relevant receipts and proof of membership.

Claims for multi-month membership fees should be submitted no sooner than one month after the membership has been activated, again with the relevant receipt and proof of membership.

It is a condition of this scheme that participating students inform the College if their membership expires or is cancelled for any reason. In these cases, the College will seek a refund of monies paid. The College reserves the right to withdraw or amend the terms of this scheme, at its discretion and given reasonable notice.

The eligible gyms / activities are as follows: Pure gym, DigMe Fitness, Brookes gym, Iffley pool, Iffley gym, Nuffield health gym, Ferry leisure centre gym, Ferry leisure centre pool and Nuffield yoga term pass

Nuffield is an active member of the Linacre College Boat Club.

Please see section [4.8](#) for information about funding available to contribute to the cost of student participation in a sports team representing the University.

3.17 College Gardens

Deckchairs and blankets are available in most staircases, and should be returned after use. Please use the paths for walking around College (rather than the lawns), and please note that no ball games are permitted in the College grounds, with the exception of croquet and bowls as mentioned in the previous section.

The Fellows' Garden is open to all members of the College unless it is being used for other functions. Catering staff will open the doors from Hall when the weather permits. The Fellows' Garden is not intended to be used as an alternative to the main gardens where deckchairs are located, as it is often required for College functions.

3.18 Vacations

The College is open most of the year, but closes for some of the Easter and Christmas breaks, and there is a reduced meal service during some of the summer vacation. Full details will be circulated closer to the relevant vacation, but in general:

At Christmas, the College normally closes between 24 December and 2 January inclusive; sometimes an additional two days (due to public holidays) will be added to this period.

At Easter, the College normally closes for 6 days, usually beginning on the Thursday before Easter. Reduced staffing is in place for the remainder of the week which precedes or follows Easter depending on the timing of the holiday but domestic arrangements continue as normal outside the closed period.

The College remains open throughout the Long Vacation, but during August Low Table dinner and some other meals are not available. The College is completely closed on the August Bank Holiday.

4.

FINANCIAL MATTERS

A summary of College and University fees, charges, and allowances is set out below in [Appendix E](#).

4.1 Nuffield Student Support Package

Students within their first four Nuffield Student Years, irrespective of their funding arrangements, are eligible to receive the Nuffield Student Support Package (see section [2.2](#) above for an explanation of Nuffield Student Years). Students beyond their fourth Nuffield Student Year may be eligible for some elements of the Nuffield Student Support Package, as detailed below. If you are uncertain whether you qualify, you should check with the Finance Department or the Academic Office.

Part-time students should refer to their offer letter or consult with the Senior Tutor regarding the provisions in their Nuffield Student Support Package, and their duration.

The various elements of the Student Support Package are listed below.

Provision of Networked Office Space

The provision of networked office space (which may be single or shared) is offered to all students across their first five Nuffield Student Years, subject to availability.

Details about eligibility for residential accommodation within College can be found in section [2.2](#) above. Further information about office space can be found in section [3.4](#) above.

Research Allowance

An annual Research Allowance is provided to students in their first four Nuffield Student Years, for academic activities related to their studies (for example, attendance at conferences, purchase of books or specialist software, access to datasets appropriate for your course). If students require access to IT equipment (especially, but not exclusively, if this is high-specification or high-value equipment), they should contact the

IT Department in the first instance to discuss their needs. No purchase should be made prior to consultation with the IT Department.

The value of the Research Allowance depends on a student's course of study:

- MPhil and MSc students are allocated a research allowance of £321 per annum.
- DPhil students are allocated a research allowance of £869 per annum.

Reimbursement expense claims from Nuffield Research Allowances should be submitted directly to the College's Finance Department, by email to finance.department@nuffield.ox.ac.uk. The Student Research Allowance Claim Form, available from the College intranet, must be used for this purpose. Claims must be accompanied by the relevant original/scanned receipts, and must comply with the Payment Rules and Guidelines.

The balance of unspent funds in a Research Allowance can be carried forward to the following Nuffield Student Year, and into the Fifth Nuffield Student Year (see section [4.2](#) below). Nuffield PGT students who are readmitted to the DPhil may carry any unspent balance of their Nuffield PGT Research Allowance forward to the first year of the DPhil, to add to their PGR Research Allowance.

Please also note that as the Research Allowance is intended to support research conducted whilst at Nuffield College, students anticipating a large claim within their last Nuffield Student Term (especially for items such as subscriptions, IT equipment and books, the usefulness of which extend beyond the students' time at Nuffield) should consult the Senior Tutor or Bursar prior to committing to that expenditure.

Meals in College

Students within their first six Nuffield Student Years may take lunch in College at no charge while the Kitchen is open, and may additionally opt to subscribe to a breakfast and/or dinner package, or to eat dinner and/or breakfast in College on a pay-as-you-go basis. Further information about meals in College is provided in section [3.5](#) above, and details of meal charges are given in [Appendix E](#) below.

Thesis Binding

The College will meet the cost of thesis binding (up to two copies of a PGT thesis and up to four copies of a DPhil thesis). To reclaim costs please submit the original receipts along with a completed Student Research Allowance Claim form to the Senior Tutor.

Thesis binding reimbursement is to cover the costs relating to the final draft of your thesis, not proof copies. The latter costs may be covered by your Research Allowance.

All students are eligible for the thesis binding allowance, irrespective of their Nuffield Student Year.

4.2 Fifth Nuffield Student Year and Beyond

DPhil students who do not complete their course by the end of their Fourth Nuffield Student Year (which normally coincides with the end of the student's standard fee liability) remain members of the College for as long as they are enrolled with the University for a DPhil.

Students in their Fifth Nuffield Student Year only receive or can choose to sign up to the following:

- office space in College at no charge, but subject to availability (waiting lists may apply);
- access to College computing and library facilities (though library borrowing rights may be restricted);
- free lunches in College (while the Kitchen is open);
- option to sign up for the student breakfast and/or dinner package; or to eat breakfast and/or dinner in College on a pay-as-you-go basis;
- access to a pigeon hole if required;
- eligibility to apply for a College travel or fieldwork grant (see the section [4.5](#) below for further details about grants);
- eligibility to carry forward (for their Fifth Nuffield Student Year only) any unspent funds remaining in their student Research Allowance (see section [4.1](#) above); and
- a termly Completion Grant, equivalent in value to the Continuation Charge levied by the University, which in 2023/24 will be £572 per term. Students will be eligible for the Completion Grant for up to three terms in their Fifth Nuffield Student Year, up to and including the term in which they submit their thesis.

Students beyond their Fifth Nuffield Student Year may apply for a College travel or fieldwork grant and may request office space; such requests will be dealt with on a case-by-case basis and will be subject to availability. Free lunches in College (while the kitchen is open) are available to students in their Sixth Nuffield Student Year and students beyond this may apply on a case-by-case basis. All current Nuffield students may opt for meal packages for breakfast/lunch (if not receiving free lunches) and/or dinner; or to eat on a pay-as-you-go basis.

4.3 Charges

For current and updated fees and charges please refer to the College website and Appendix E below.

Course Fees Due

The course fees paid by all matriculated students are for the provision of tuition, supervision, academic services and facilities by the University (including your department or faculty) and the Colleges, but do not include residential or other living costs.

The course fees you pay include your fees for both University and College services and are divided between the University (including your department or faculty) and the College on a formula basis.

The College is responsible for collecting the course fees for which you are liable. Fees are payable in advance, on a termly basis. This means that you can expect to receive a bill for fees sometime in 0th week of each term. If your fees are being paid by an agency or external sponsor, the College will normally send the invoice directly to that body. Non-payment of fees is an extremely serious matter, and may result in disciplinary action. Information about the recovery of debt is set out in the College's Battels policy (see section 8). General information about fees and periods of fee liability is available from the University website. For more specific queries about your fee status, please contact student.fees@admin.ox.ac.uk.

Fixed Room Charges

There is a fixed annual room charge which covers 48 weeks of residence, and which is paid termly in advance for all students living in College accommodation. All fixed charges are non-refundable in the case of early departure from College.

Fixed Meal Charges

Meal plan charges for dinners and breakfasts are payable termly in advance. All fixed meal charges are non-refundable in the case of early departure from College. Please refer to section 3.5 above for further details about meal arrangements in College.

Visiting Students

Junior Visiting Scholars and exchange students (e.g., Yale exchange), are eligible to receive free lunches in College while the Kitchen is open, and may also choose to sign up for the dinner and/or breakfast meal plans, or to take meals in College on a pay-as-you-go basis.

Guest Room Charges

For further details see section [3.10](#), or consult the intranet or the Finance Department.

Room Booking Charges

Lecture rooms and public rooms are let at no charge for meetings of academic and academic-related societies with which a current member of College is involved (e.g., as secretary). Other societies with which a current member of College is involved may use these rooms for a charge. A member of College should be present at all meetings held in College rooms. Nuffield students who wish to book a lecture room or public room should contact the Conference Office, copying their message to the Senior Tutor, and should provide details of the planned event and the likely number of attendees, and a note about how the event relates to their studies. All events hosted by the College are subject to the College's [Code of Practice on Meetings and Events](#).

4.4 Battels

A Battels account is a form of credit and is subject to strict adherence to the College Battels policy, which can be found in section [8](#). Any charges which are not payable in advance will usually be collected through your Battels account.

Battels are normally due for payment in arrears, and individual invoices are sent out on the 15th of October, January, April, and July. Membership of the College obliges everyone to pay their battels promptly, i.e., by the due date. Members of College who expect to be away from Oxford on the due date should contact the Finance Department to make suitable arrangements to make the payment. If you know in advance that you will not be able to settle a bill in full within the normal timeframe, please contact the Senior Tutor, the Bursar, or the Head of Finance, so that alternative schedules of payment can be explored (alternative schedules of payment will normally only be agreed where exceptional circumstances apply). If payment is not received, the Finance Department will issue a first reminder two weeks after the due date, and a late payment charge may be applied to your account. If the invoice remains unpaid four weeks after the due date, a final reminder will be issued, and debt recovery arrangements may begin, in line with the steps set out in the College's Battels policy.

4.5 Travel and Research Grants

In addition to the allowances described in section [4.1](#) above, the College currently administers a Travel and Research Grants scheme to assist with research-related travel (e.g. conference attendance) as well as with reasonable costs associated with fieldwork

and experiments related to your course. There are two separate application forms for travel and research grants respectively, and they are available on the Nuffield intranet (<https://intranet.nuff.ox.ac.uk/information-for/students/>). The travel and research grants will be allocated as part of four gathered fields each year, taking account of the balance of available funds and in accordance with the following rules:

- The scheme is open to all students enrolled for a graduate degree at Nuffield
- Students will normally be expected to meet research and travel costs from their College research allowance in the first instance; when applying for an individual grant, they will be expected to demonstrate why the relevant costs cannot be met from their Research Allowance, describing future anticipated commitments as appropriate.
- Applicants should not normally expect to receive full funding for their travel and research-related costs through the Travel and Research Grants scheme as the funds available are limited. Students are, therefore, expected to apply for funding from other sources (e.g., from their department).
- Applications from PGT or PGR students will be accepted, but in every case grants will only be made in respect of activities which are directly related to the student's research in connection with their degree.
- Applications must be supported by the student's supervisor.
- Retrospective applications will not be considered.
- The College endeavours to support as many students as possible with the funds available. This means that, whilst students may apply for a grant more than once within an academic year, applications from students who have already received a grant during the year may be deprioritised in a large field.
- For Research (fieldwork and experiments) Grants: Students applying for funding for research fieldwork and experiments should ensure they have obtained the relevant ethics approval – evidence for which may be requested before a grant is disbursed. In addition, students intending to apply for funding to conduct experiments at CESS would be expected to follow the standard CESS procedures (including the presentation of their proposed research design to the CESS Colloquium and the relevant procedure for ethics approval, where appropriate). Their applications would be assessed by a panel consisting of the Director of CESS, one of the Centre's postdoctoral researchers, and the Senior Tutor. For further information about CESS experiments please contact the Senior Tutor or your College Supervisor in the first instance.

The scheme will be administered as follows:

- The annual budget will be divided between four gathered fields, and it will normally not be possible to consider applications outside of these gathered fields. The deadlines for the academic year 2023/24 are:
 - **30 October 2023**
 - **5 February 2024**
 - **13 May 2024**
 - **1 July 2024**
- Links to the online application forms can be found on the College Intranet.
- The minimum requested amount will be £100; students requiring assistance with amounts <£100 are encouraged to utilise their research allowance.
- The Senior Tutor will have authority to approve grants with a value of less than £500. Grants of more than £500 must be counter-signed by the Bursar or Head of Finance.
- Claimed travel should originate from and return to the UK unless there is a reason (relating to the student's research at Nuffield College) that makes this unreasonable, such as moving directly from attending one conference in one city/country to another conference that is occurring immediately afterwards. If a direct return to the UK is impractical for another reason, then a quote for a UK return flight on the same day at roughly the same time of day, if possible, should be submitted with the claim. The cheaper of the two flights would then be reimbursed by the College. In both cases a short explanation as to why a direct UK return was not taken should be provided. Additionally, of course, all flights must be economy class.
- Students may not repurpose grants for expenses other than those outlined in their original application. Should a student be unable to use a grant for the specific travel or research for which it was awarded, then the grant will lapse and a new application must be made if required for different expenses.
- Claims for reimbursement must be submitted within six months of the expense being incurred, using the Student Research Allowance Claim Form and quoting the grant reference code. Grant funds will not be paid out if claims are submitted later than this.

Please note that funds are limited; the College is very keen to give priority to requests to support attendance at a conference when the student is presenting a paper; students who have not previously applied for and received a travel and/or research grant may also be given priority.

The College retains the right to change the procedures for the scheme or withdraw it entirely, at its discretion.

4.6 Overseas Travel Risk Assessment and Travel Insurance

The College is generally supportive of students whose research requires fieldwork and travel. However, certain locations may present genuine personal danger to travellers. All students are obliged to consider the risks involved in undertaking research-related travel and fieldwork in potentially dangerous regions or situations. Proposed travel to any country or region listed on the Foreign and Commonwealth Office Travel Advice service (www.fco.gov.uk) must be cleared with your Department and University Supervisor.

The University operates a Travel Insurance scheme which will provide cover to students travelling on research-related business. Students undertaking fieldwork abroad or travelling abroad for research purposes are entitled to participate in this scheme, but must provide a risk assessment as requested. Students should therefore contact their department for further information, or consult the relevant pages of the University website. A copy of any risk assessments and confirmation that the proposed travel has been approved by the University Safety Office should be sent to the Senior Tutor, alongside the application or before travel begins.

Travel insurance can also be purchased from a provider outside of the University; however, this must be a single trip insurance policy covering only the claimant on that specific research undertaking.

4.7 Financial Assistance

Students admitted to courses of study within the University are expected to have secured funding – or to have made arrangements to secure funding – which will support them throughout the entire course of their studies. Students who encounter unforeseen and unforeseeable financial difficulties should consider applying to both the College and the University for Financial Assistance grants. Further information about the University and College Financial Assistance schemes is available on the College Intranet, and you are welcome to contact the Senior Tutor or Academic Office team for an informal discussion. Further details about the University scheme are also available on the University website (<https://www.ox.ac.uk/students/fees-funding/assistance>). You are encouraged to discuss the details with the Senior Tutor before submitting an application.

4.8 Sports Fund

The College will consider applications for funds to contribute to the cost of student participation in a sports team representing the University (priority may be given to blues sports participants). Eligible costs include subscription fees, assistance with the cost of participation in official team training camps, transport to races/competitions within the UK, and race entry fees. The College would not normally provide funding for the purchase of personal sporting equipment or kit. Applications should be made to the Senior Tutor in the first instance and should include confirmation of the applicant's participation in the team and of the relevant costs (usually in the form of a letter/email from the applicant's club captain or equivalent and, where appropriate, relevant receipts or invoices).

For Gym subsidy please see section [3.16](#).

4.9 Language Courses

The College will usually reimburse 50% of the cost of a Fast Track modern languages course at the Oxford University Language Centre. Financial support for other courses at the Language Centre will be considered on a case-by-case basis. Reimbursement is after completion of the course; you will need to provide the Senior Tutor with your completion certificate and proof of payment.

5.

HEALTH AND WELFARE

5.1 The College Doctor

The College GP is the 19 Beaumont Street Surgery (OX1 2NA; 01865 240501) <https://www.19beaumontstreet.com/>. All students are strongly encouraged to register with the College GP as soon as possible, preferably through the online registration system. At the end of your studies, you must contact the Surgery to cancel your registration.

Like all doctor-patient relationships, those between College doctors and students are confidential.

If you fall ill please ensure that a fellow student or the Senior Tutor is informed. The College can provide meals in the room if you are confined to bed.

5.2 National Health Service

The National Health Service (NHS) is the national healthcare system in the United Kingdom which is publicly funded. In order to access NHS healthcare in the UK, you must register with a doctor (also known as a General Practitioner or GP), and it is advised that you choose the College doctor specified above. It is advised that you register with the College doctor noted above, but you may register with another local GP if you prefer (if they will take on new patients). If you are not entitled to free NHS treatment you may register with your College doctor or other private service as a private patient.

Students from the UK, Ireland or those with indefinite leave to remain or have been granted pre-settled status or settled status under the EU Settlement Scheme are eligible for free treatment under the NHS.

Students who require a visa (those from outside the UK or Ireland, or do not have indefinite leave to remain or pre-settled or settled status) will need to pay the immigration health charge when they apply for their visa, in order to access NHS services free of charge.

5.3 Dentists

You can search for a dentist accepting NHS patients here: <https://www.nhs.uk/service-search/find-a-dentist>. Private treatment can be arranged as an alternative, but is expensive. For out of hours emergency care, call the NHS 111 service for advice.

5.4 Medical Supplies, Accidents and First Aid

It is recommended that new students either purchase on arrival or bring with them some basic medical supplies, including, for example, plasters and paracetamol. Supplies of condoms and sanitary items are available from the laundry in A staircase, as well as in Walton Street and 5 George Street Mews.

All accidents must be reported direct to the Bursary for recording in the Accident Book, which is kept in the Lodge. Serious accidents should also be notified to the Bursar.

There are a number of first-aiders in College:

**Ireneusz Grygiel, Tony Harling, Sam Jones, Gareth McChlery, Des Paphitis,
David Rhodes, Sydney Richardson (Lodge, 01865 278500)**

Zsafia Arato, Natalia Madzio, Amie Phillips (Buttery, 01865 278531)

Robert Madzio (Kitchen, 01865 278531)

Karen Richardson (IT, 01865 278574)

College first-aid kits are located in the Lodge, the Workshop, the College and student kitchens, the SCR Pantry, the Library, the Wash Up Area, Walton Street kitchen, 3 George Street Mews (2nd Floor Kitchen), 5 George Street Mews (1st and 2nd Floor Kitchens), the Housekeeper's Office and the IT Department. A defibrillator is located in the Lodge.

In the event of a serious accident, if the patient can be moved, he or she should be sent by ambulance or private car to the Accident and Emergency Department at the John Radcliffe Hospital.

The relevant contact details are as follows:

Accident and Emergency Department, John Radcliffe Hospital, 01865 741166

Further information about health issues and helplines can be found on the University website and the Oxford SU website.

5.5 Disability

The College and University are committed to making all reasonable adjustments to enable students with disabilities to participate fully in student life. The Senior Tutor or the College's Disability Coordinator (Sarah Milne Das) should be contacted as soon as possible if a student has any special requirements or wishes to discuss what facilities might be available, particularly in respect of study support and examination arrangements.

Further details about support for students with disabilities can be found on the [University Disability Advisory Service website](#). The College strongly encourages any student with a disability or long-term medical condition to contact the University Disability Advisory Service as soon as they arrive in Oxford to discuss the facilities that might be offered in order to assist them in their studies. Funds may be available to help towards the cost of providing study support. Information about the disabled students allowance can be found on the [gov.uk website](#).

The collegiate University operates a [Common Framework for Supporting Disabled Students](#) which can be viewed on the University website.

The College's Disability Lead is the Senior Tutor (senior.tutor@nuffield.ox.ac.uk). The University's disability advisors for Nuffield College are Kevin Rayson (mental health and autism; kevin.rayson@admin.ox.ac.uk) and Sarah Jones (other disabilities; sarah.jones2@admin.ox.ac.uk). Students are encouraged to make contact with either the Senior Tutor or a disability advisor to discuss their needs.

5.6 Equal Opportunities

The College greatly values diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College's objectives that can be made by individuals from a wide range of backgrounds and experiences. In relation to students, the College seeks to provide education of excellent quality at postgraduate level for high-achieving students, whatever their background. In pursuit of this aim, the College is committed to ensuring that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to teaching and assessment, to welfare and support services, and to staff development and training.

A copy of the College's Equality Statement is available online, along with a copy of the most recent Equality Reports. The College has an Equality, Diversity and Inclusion Fellow ([Lucie Cluver](#)), who takes a lead in the College for promoting equality and diversity.

5.7 Counselling and Welfare Support

Nuffield College and the University of Oxford provide a wide range of Welfare support. If you are experiencing issues with your health, welfare or wellbeing you may wish to speak with the Senior Tutor (who acts as the College Welfare Lead) or a member of the Academic Office team in the first instance. They can provide a listening ear and signpost you towards specialist resources. You can also directly access specific resources if you prefer.

From the 2023/24 academic year the College will participate in the On-site College Counsellor programme run by the University's Counselling Service. This means that a counsellor from the University's Counselling Service will be assigned as the On-site Counsellor for Nuffield College and provide counselling services to staff and students. To contact the On-site College Counsellor please email: counsellor@nuffield.ox.ac.uk.

The College has also engaged a consultant counsellor, who provides counselling, support and advice to students. Further information, including contact details, can be found on the College website.

The College subscribes to a BUPA Employee Assistance Plan which is also available to students. Short-term counselling is available via the scheme, as is a range of advice and support such as as online CBT; nurses and general health advice; legal and financial specialists; childcare and eldercare support. Information on how to access the scheme is available on the College Intranet.

A range of other resources are also available, and we encourage you to consult the College website, or speak with the Senior Tutor or Academic Office team, if you are unsure of where to access support.

You can be assured that whatever matters you discuss will be treated in line with the [University's Guidance on Confidentiality in Student Health and Welfare](#). The College's guidelines on confidentiality are linked in section 8.

The College is currently reviewing its Welfare provision. Any changes in the course of the year will be communicated to you and updated on the College Intranet and website as appropriate.

5.8 Harassment and Bullying

Nuffield is committed to protecting all members of the College from any form of harassment that might inhibit them from pursuing their work or studies or making

proper use of College facilities, and the College will act positively to investigate alleged harassment, and to affect a remedy or take disciplinary action when an allegation is determined to be valid. If you believe that you or someone else is the victim of harassment or bullying, you should refer to the College's Policy and procedure on harassment (see section 8). The current Harassment Advisors in College are listed on the College website.

5.9 Student Parental Leave

The College is committed to supporting pregnant students and students on maternity, paternity or adoption leave, and to ensuring that they are not disadvantaged as a result of their circumstances. A student on parental leave remains a member of College and retains their terms and conditions of membership relating to office space, library access and the domestic arrangements of the College (including meals). Any student who becomes pregnant, or whose partner becomes pregnant, may apply to the College through the Senior Tutor for adjustments to be made to the Student Support Package to take account of their circumstances in flexible ways.

Nuffield College will, as a general rule, align its studentship arrangements with those agreed with the student's University Department and external funding bodies.

For further information about the College's parental leave scheme, see section 8. Information about the University's provision for student parents can be found on the [University website](#).

5.10 Health and Safety

Under the provision of the *Health and Safety at Work Act 1974*, the College is required to ensure the safety of employees, members of the College and the general public, when on College premises.

It is the policy of the College to secure the health, safety and welfare of all persons in College. Accidents, or any other matter relating to safety, should be reported by members of the College direct to the Bursar; or, failing that, to the Warden. Your attention is drawn to the following College procedures:

Fire Safety

Fire drills will be held sporadically throughout the year.

All members of the College are urged to take proper fire precautions at all times. Naked lights (including candles, which will be removed by housekeeping staff) must

not be used in rooms, nor should combustible material be placed near electrical installations. Where practicable, all power sockets should be disconnected from the electrical socket when not in use, and sockets should not be overloaded. Doors must not be propped open with fire extinguishers or any other items. Fire extinguishers should not be removed unless required for a fire. Any misuse will result in disciplinary action.

Make sure you know the escape route from your place of work or staircase, and where the nearest fire alarm point and fire extinguishers are. A fire action notice is placed inside every staircase near the fire alarm panel. In particular, you should note the "crossover" routes at the top of some staircases, namely:

"H" and "I" – across the top of the main arch.

"L" corridor and 1st Floor Library – from/into the Small Reading Room.

If you discover a fire, immediately operate the nearest fire alarm call point, shout "fire, fire, fire" to warn others, and assemble at the nearest fire assembly point. The University Security Services will automatically call the fire brigade on sight of fire.

On hearing the fire alarm, do not ignore it. Leave the building immediately by the nearest available exit and go straight to your nearest assembly point (either the Fountain in the Upper Quad, the Fellows' car park or in George Street Mews). The person in charge of the assembly point (normally the Lodge) will take charge of any evacuation and ensure that no one is left in the area. If the fire alarm activation occurs out of hours, Oxford University Security Services and the fire brigade will attend. For more information on fire safety please refer to the Intranet under the Works, Maintenance and Repairs section. The Lodge will also give you a fire induction upon your arrival.

You should not stop to collect personal belongings, and should not re-enter the building unless you have been told by the relevant authority that it is safe to return.

To enable a record to be kept of who is in the building overnight all resident students who are away for the night, or have an overnight guest, are asked to inform the Lodge.

The Library (Tower and basement extension between I and L staircases) presents particular fire hazards. The fire doors onto the staircases should be kept closed at all times. The Library has its own alarm system with a bell on each floor and a fire alarm beside the staircase doors. In the event of fire, do not use the lift. You should familiarize yourself with the location of the principal fire exit on the ground floor of the Library Tower and with the secondary fire exits on floors 1 and 2. In the case of the extension,

you should note the alternative fire exit onto I Staircase. In all evacuations, you must follow the fire exit signs. The emergency lighting will automatically operate to all escape routes if the power is interrupted.

Electrical Equipment

Normal safety precautions are to be taken in the handling of electrical equipment. Adjustments or repairs to electrical equipment should only be carried out by professional qualified electrical contractors. Only one appliance should be used on each socket, and trailing leads should be avoided. Portable radiant electric fires and electric blankets must not be used in rooms. Portable Appliance Testing (PAT) is available upon request from the Works & Maintenance Department.

5.11 Fitness to Study Guidelines

Nuffield College is committed to providing a supportive and inclusive environment within which all students can realize their academic potential and successfully complete their courses of study. The College's policies and procedures in respect to Fitness to Study matters are set out in the Fitness to Study Guidelines (see section 8). These should be read in conjunction with the College's Guidelines on Confidentiality in Student Health and Welfare (see section 8).

5.12 Confidentiality in Student Health and Welfare

Nuffield College has adopted a series of Guidelines on Confidentiality in Student Health and Welfare (see section 8) based on and in line with the University's Guidelines on Confidentiality in Student Health and Welfare. The College aims to foster a culture within which students and other members of College feel able to raise personal and private matters as a means of seeking support or advice, and can be reassured that their discussions will be treated with the appropriate levels of confidentiality.

5.13 College Statement on Staff-Student Relationships

Nuffield College subscribes to the principles and procedures set out in the University's Policy on Staff-Student Relationships, and encourages all students and staff to familiarize themselves with the terms of the Policy and its requirements. The College's statement on Staff-Student Relationships is linked in section 8.

5.14 Smoking Policy

The College is concerned to ensure that every member of College is able to live and work in a smoke-free environment. Smoking in any form, including vaping, is not permitted in any room in College. Smoking is not permitted in any outdoor area of College other than the designated smoking area by the main rear gate to George Street Mews. The discarding of cigarette butts other than in the bins provided is regarded as unacceptable.

The Dean is responsible for administering and monitoring the policy. Implementation of the policy will, as far as possible, use informal processes, but members of College should be aware that grievance or disciplinary procedures will be used if necessary.

5.15 Drug Use

If you are experiencing problems with drug use, you are advised to seek help from one or more of the following sources:

- Your GP.
- Turning Point Oxfordshire (<https://www.turning-point.co.uk/services/oxfordshire>)
- The University Counselling Service.
- Nightline (01865 270270).
- The Samaritans (028165 722122).
- The Oxford SU Vice-President for Welfare & Equal Opportunities (vpweo@oxfordsu.ox.ac.uk).

The College will not tolerate unlawful drugs-related behaviour on any of its premises.

6.

LIBRARY AND IT MATTERS

6.1 Nuffield College Library

The College Library is situated in the Tower, with the main entrance opposite the Lodge. The Library is normally staffed from 9.30am to 5.30pm on weekdays (except during the Christmas and Easter staff holidays); we also offer an enquiry service via phone, email, and MS Teams.

Members of Nuffield may access the Library 24/7 using their College key fob, and may borrow and return books using the self-issue PC in the Lobby. There is also a Library Extension in the basement of L staircase, containing government and official publications plus older periodicals; your College key fob will grant you access to the Extension.

New students will automatically be registered with the Library, and will be provided with further information about borrowing facilities and research support services, as well as a library tour, at the start of Michaelmas Term.

The Library can be found on Facebook, Twitter, and Instagram, sharing information about new resources, library services, academic news, and promoting the academic output of Nuffield members:

Facebook <https://www.facebook.com/NuffieldCollegeLibrary>

Twitter <https://www.twitter.com/NuffieldLibrary>

Instagram <https://www.instagram.com/nuffieldlibrary>

Please do keep us up to date with your research, and let us know if you have a publication or event you'd like us to promote either on social media or in our weekly Research Digest email which is circulated to all students and Fellows. For further information, please visit the Library section of the College website, or send us an email.

6.2 Information Technology

The College's Information Technology Department provides a range of computing facilities for all members of Nuffield. The facilities are based around a Local Area Network, which is connected via the University network to the Internet. Wireless networks are also provided (Nuffield-NET and eduroam).

The IT Department provides a range of services. These include Remote Desktop Services (Compute and Application servers), central file store, Secure File sharing, VPN, network printing and Web page hosting. All students have an account on the network, through which they can access these services.

Email and other Microsoft Office 365 applications are provided for students via the University's central 'Nexus' system.

Students' own computers can be connected to the College network, provided they meet the IT Department's security criteria. More information can be found on the relevant sections of the Nuffield IT Department web pages.

The College's academic software is predominantly provided via a Windows Remote Desktop service. Applications are run on a server but appear as though they are running on a local PC. The software available includes a wide range of social science applications, as well as more generic software such as Microsoft Office. For further information about the software available, please visit the IT Department's web pages. Students are able to use the Remote Desktop Services from their own computer.

New students are expected to provide their own computer. Details on how to connect to all Nuffield computing facilities, and other IT matters, can be found in the IT Department's welcome letter, provided shortly after you arrive in College. The College often has several notebook computers that can be borrowed temporarily for use while away from Nuffield, or in the event of the failure of a member's personal device. These vary in specification and are limited in number. However, please liaise with the Academic Office and IT Department if you have circumstances where purchasing your own computer proves to be difficult. A longer term loan could be arranged. Any student who requires access to additional IT equipment (especially if it is particularly high-specification and high-value) is strongly encouraged to contact the IT Department before making any purchases.

The College's networked printers can be found in various locations: see the aforementioned IT department web pages for information. These printers can be used by any computer connected to the Nuffield Network. Printing is electronically logged.

There is a rate of 1p per page for black and white and 5p per page for colour printed copies.

Students are able to set up their own personal networks via the Wifi key that is issued when registering for the Wifi Service in College (Nuffield-NET). This means that personal devices in your private network will be able to 'see' each other, but that others in College will not be able to access those devices.

All users of College computing facilities, including network connections, are bound by the University rules on computer use and security.¹

All students must read and familiarize themselves with the regulations on the use of the College's IT network and facilities, which can be found in IT Rules and Regulations on the College website.² Students must also familiarize themselves with the College's Policy on Information Security³ and Nuffield's Information Security User Guidelines⁴ which are available from the Information Security section of the College intranet.⁵

The IT department is usually very happy to receive 'drop-in' questions at any time.

1. <https://www.it.ox.ac.uk/governance-strategy-and-policies>

2. <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/it-and-computing-information/information-security-and-network-usage-rules/nuffield-college-information-technology-rules-and-regulations/>

3. <https://www.nuffield.ox.ac.uk/media/2401/nuffieldcollegeinformationsecuritypolicy.pdf>

4. <https://www.nuffield.ox.ac.uk/media/1735/nuffieldcollegeinformationsecurityrules.pdf>

5. <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/it-and-computing-information/information-security-and-network-usage-rules/>

7.

COMMUNICATIONS AND PUBLICITY

College communications and publicity are managed by the Communications Manager, who is responsible for managing and providing advice about Nuffield's communications, marketing and public engagement activities. This is partly in support of one of the College's founding aims, to enhance co-operation between academic and non-academic persons in the study of social problems, and also to help ensure that the College's activities and achievements are disseminated in a professional way.

7.1 Website, College Intranet and Social Media

The College maintains an active website and various social media channels in support of its promotional and communications activities. The content we post or share is usually about research achievements, student life, alumni news, publications and events.

We also have an internal Intranet site, which can be accessed using your College login. Here, you can find information about meals, finance, IT, College events and other College announcements.

The references for these are:

- Website www.nuffield.ox.ac.uk
- College Intranet intranet.nuff.ox.ac.uk
- Facebook <https://www.facebook.com/OxfordNuffieldCollege/>
- Twitter <https://twitter.com/NuffieldCollege>

Students are encouraged to bookmark these pages, refer to them regularly, and provide any feedback or content updates to the Communications Manager.

We also jointly run with the Nuffield College JCR a Facebook page (<https://www.facebook.com/NuffieldJCR/>) directed at students, to give more informal updates and information about College social events and student achievements. Anyone can publish

posts to this page, and we encourage students to use it to share information with each other and demonstrate their support for Nuffield, for example by cheering a College sporting team. (Please be aware that this page is public.)

7.2 Photography and Film

Nuffield College is a small and friendly place, and we strive to provide an atmosphere of inclusiveness and equality among students, staff and Fellows. Part of this can be seen through our website, which provides photographs of all members of the College, as well as images to show various aspects of College life – seminars, casual moments, events, etc.

Every new member of the College will be invited to attend a photography session so that we can get a professional quality image of you for your profile page on the College website. In the meantime, if you have a suitable photograph that we can use as a placeholder, please do send it to comms@nuffield.ox.ac.uk. We also strongly encourage all students to update this profile page with a short biography about their research interests, achievements and ambitions. You will be sent instructions about how to do this early in Michaelmas Term.

We may also film or take photos at different events over the course of the year to contribute to the College record, some of which we may select to publish on our website or social media channels.

You will be asked to sign a film and photography consent form to allow us to use these videos or images for Nuffield College communications, knowledge exchange and promotional purposes. You have the right to request images to be removed from the website at any time, even if you have previously given consent.

If you have any questions or suggestions about the College's Communications activities, please email comms@nuffield.ox.ac.uk.

7.3 Media and Publicity

We love to share the insights and achievements of our students, and welcome your engagement with the wider public, whether through writing articles, comments to the press, social media announcements or other publicity initiatives.

Please keep us informed of your activities and achievements, so that we can promote them when appropriate, and come to us for advice if you have any questions about how to engage with the media.

We kindly ask you to remember to maintain high standards of professional conduct, and be aware of the reputation you have a responsibility to uphold, especially in any references to Nuffield College or academic activity.

8.

COLLEGE POLICIES AND PROCEDURES

The main College Policies and Procedures that form part of the student contract with the College are listed below and are accessible on the College website or intranet. Students are strongly encouraged to familiarise themselves with these policies and procedures.

Please note that these policies and procedures are regularly reviewed and, where necessary, updated. The most recent version of each policy and procedure is the one applicable at a given time. Please consult the College website/intranet or contact the Senior Tutor if you are unsure about or would like further information about one of the policies and procedures below.

- **Nuffield College Policy and Procedure on Harassment**

<https://www.nuffield.ox.ac.uk/media/1453/harassment-policy-and-procedures-updated-june-2020.pdf>

- **Student Disciplinary Procedure**

<https://www.nuffield.ox.ac.uk/media/4176/student-disciplinary-procedure.pdf>

- **Complaints Procedure for Students and Staff**

<https://www.nuffield.ox.ac.uk/media/2477/complaints-procedure-for-students-and-staff.pdf>

- **College Battels Policy**

<https://www.nuffield.ox.ac.uk/media/rw5bak50/college-battels-policy.pdf>

- **Fitness to Study**

<https://www.nuffield.ox.ac.uk/media/1448/fitness-to-study-guidelines.pdf>

- **Guidelines on Confidentiality in Student Health and Welfare:**

<https://www.nuffield.ox.ac.uk/media/1477/guidelines-on-confidentiality.pdf>

- **College Statement on Staff-Student Relationships**

<https://www.nuffield.ox.ac.uk/media/1476/statement-on-staff-student-relationships.pdf>

- **Student Parental Leave Policy**

<https://www.nuffield.ox.ac.uk/media/1449/student-maternity-and-paternity-leave-scheme.pdf>

APPENDIX A

WHO'S WHO, 2023/24

Warden: Andrew Dilnot

Bursar: Tom Moore

Senior Tutor: Eleni Kechagia-Ovseiko

College Officers:

Equality, Diversity and Inclusion Fellow	Lucie Cluver
Dean	Meg Meyer
Junior Dean	TBC
Dean of Degrees	TBC
Deputy Dean of Degrees	TBC
Economics Group Chair	Ian Crawford
Politics Group Chair	Cécile Laborde
Sociology Group Chair	Nan Dirk de Graaf
Information Systems Fellow	Ben Ansell
Keeper of the Gardens	Paul Klemperer
Chair of the SCR	Ezequiel Gonzalez Ocantos

Academic Office:

College Registrar	Justine Crump
Academic and Student Experience Officer	Sarah Milne Das
Admin Officer (Fellows)	Maxine Collett
Admin and Research Support Officer	Madeleine Chadwick
Admin Officer (Group and Visitors)	Emmay Deville

Bursary:

PA to the Warden and Bursar and Accommodation Manager	Claire Bunce
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Endowment Office:

Head of Endowment Office	David Walker
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Finance:

Head of Finance	Yani Moyse
Senior Accountants	Simon Baker
	Sarah Orme
Payroll Officer	Sue Gardiner
Finance Assistants	Marina Makarova
	Peter Marshall
	Rachel Shama

Human Resources:

HR Manager	Gill Smit
HR Officer	Sandra Lopez

Information Systems:

Director of Information Technology	Mark Norman
IT Infrastructure Analyst	Matthew Lake
IT Officer	Karen Richardson
IT Support Officer	Salman Pasha

Library:

Director of Library Services	Jane Rawson-Jones
Deputy Librarian	Tessa Tubb
Assistant Librarian	Ed Smithson
Assistant Librarian	Emma Quinlan
Library Assistant	Rosemary Newman

Development Office:

Director of Development	Caroline Kukura
Senior Development Executive	Charlotte Madden
Communications Manager	Catherine Farfan
Development Coordinator	Rachel Wheatley

Catering and Events:

Director of Catering and Events	Olivier Goddet
Events Coordinator	Natalia Madzio
Catering and Events Administrator	Chloe Bruyas
Front of House Manager	Zsofia Arato
Front of House Assistant Manager	Amie Phillips
Front of House Supervisors	Ryan James,
	Marta Kwiatkowska
Head Chef	Robert Murden

Maintenance, Housekeeping, and Lodge:

Buildings & Facilities Manager
Works & Maintenance Supervisor
Works & Maintenance Technician
Works & Maintenance Operatives

Housekeeper
Domestic Supervisor
Lodge Manager
Senior Lodge Receptionist/Porter
Lodge Receptionist/Porters

Gary Hamblin
Julian Jeffs
Tom Eadie
Philippe Campos,
Trevor Maxwell
Gill Gardener
Sarah Brough
Samantha Jones
Irek Grygiel
David Rhodes, Sydney
Richardson, Tony Harling
(Resident Lodge Porter),
Des Paphitis, Gareth McChlery

APPENDIX B

NUFFIELD COLLEGE SUPERVISION GUIDELINES

Introduction

Every graduate student at Oxford has a College Adviser who is normally a senior academic member of the student's College and who is expected to act as a focal point for an individual student's relationship with the College, and to provide general academic or pastoral advice and assistance throughout the student's course of study.²⁰

The exclusive social sciences focus of Nuffield College makes it possible for there to be a concentration of subject expertise within its Fellowship that covers broadly the interests and research topics of its students. It is, therefore, one of the unique characteristics of Nuffield that, instead of College Advisers, it appoints College supervisors who perform the duties of College Advisers described above, but who also have traditionally been expected to have a more substantive academic connection with their supervisees than that envisaged by the Conference of Colleges' college adviser scheme.

Every Nuffield College student is thus assigned a College supervisor who is normally a permanent academic Fellow of the College (Governing Body Fellow) working in a field of research that, at least broadly, matches the student's area of work. The College supervisor may be from the same University Department or Faculty as the student, but should not be the same person as the student's University supervisor.

What is the role of the Nuffield College Supervisor?

The role of the Nuffield College supervisor is additional and auxiliary to that provided in the student's Department or Faculty. The College supervisor is not expected to perform the role of the University supervisor(s) assigned by the student's Department or Faculty, nor to be responsible for the overall direction of the student's academic work. Rather the College supervisor is expected to act as a secondary source of academic advice and a point of reference for pastoral and academic-related support.

20. See Annex 1 for the template role description of College Advisers provided by the Conference of Colleges and endorsed by all Colleges.

Within this context the key responsibilities of the Nuffield College supervisor are:

- To provide general help, support and advice to students on matters relating to their academic work and life in College and Oxford more broadly.
- To ensure that initial contact with their students is made as early as is practicable during their students' first term in College.
- To keep in contact with their students at regular intervals throughout the year, and to meet formally (rather than socially) at least once a term (whether in person or through online media/phone) to discuss and advise on the students' academic work, their plans and progress, and any issues affecting their academic life in College and Oxford (for example, funding issues, difficulties with the course or the University supervision, or other problems that may be affecting student progress and wellbeing).
- To consider the student's Nuffield termly report (and where appropriate the student's University GSR report) and to provide their own termly report on the student's academic progress. The termly student and College supervisor reports should normally be discussed with the student and should be focused around academic-related matters and possible academic support needs. Academic or academic-related issues arising from student reports may be brought by the College supervisors to the attention of the relevant subject Group of College Fellows for advice. Students may request access to their College supervisors' reports.
- To consult with the Senior Tutor if there are concerns about their students' academic progress or their general wellbeing and to signpost the students to other sources of support available within the College and the University more broadly.
- To maintain contact with their students until such time as they complete their studies (including during periods when the students might be away from Oxford e.g. on fieldwork trips).

Nuffield College supervisors are assigned following recommendations from the subject Groups admissions panels in consultation with the Group Chairs and Senior Tutor. The academic interests and courses of students are normally taken into account when College supervisors are assigned. Alternative College supervision arrangements can be made when a supervisor is on leave or where other circumstances arise that make a change necessary. In such cases, College supervisors and students should consult with the Senior Tutor in the first instance.

What is the role of students in Nuffield College Supervision?

The College supervisors are meant to be an extra source of academic and academic-related advice and pastoral support for Nuffield students, in addition to that provided by the students' departments/faculties. Within this context Nuffield students can be expected:

- To proactively make contact with their College supervisors when they would like to seek their advice/support.
- To respond to meeting invitations from College supervisors and to arrange to meet at mutually convenient times (ideally at least once a term).
- To keep their College supervisors informed of their academic work and progress.
- To provide a Nuffield Student Termly report to be considered and discussed with their College supervisors.
- To maintain contact with their College supervisors until such time as they complete their studies, including during periods when they might be away from Oxford (e.g. on fieldwork trips).

Students should always feel free to consult and seek advice from the Senior Tutor, especially if they have concerns relating to general wellbeing matters, or wish to discuss their College or University supervision arrangements.

Examples of best practice in Nuffield College Supervision

The relationship between Nuffield students and College supervisors is flexible and adaptable to individual needs, circumstances, temperaments and patterns of working. Below are some examples of best practice for students and College supervisors to consider, depending on the individual case:

- College supervisors and students are encouraged to discuss a way of working together and to set clear expectations (e.g. frequency and type of meetings, ways of communicating) at the beginning of the supervisory relationship.
- In the case of research students, and depending on circumstances (e.g. good research interests fit) and mutual agreement, College supervisors may undertake to read some of their students' written work at appropriate points during the student's course of study (e.g. ahead of a milestone such as transfer of status, or conference paper submission), and to provide feedback.
- In the case of students on taught masters courses, College supervisors and students may discuss issues such as selection of optional papers, dissertation topic, and examination preparation; written work can, of course, also be discussed, if agreed between the student and College supervisor.

- Some possible general topics for discussion at College supervision meetings (in addition to specific matters directly relating to the student's academic work, progress, and wellbeing) are:
 - Applications for research funding
 - Advice on conference and seminar attendance
 - Professional development opportunities/job market advice/career plans
 - Advice on publications strategy
 - Advice on teaching opportunities

Further Information

For further information or clarification about the Nuffield College supervision guidelines, please contact the Senior Tutor (senior.tutor@nuffield.ox.ac.uk).

APPENDIX C

STUDENT-COLLEGE CONTRACT 2023/24

PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH THE COLLEGE

Preamble

1. As a student at the University of Oxford you will be a member both of the University and of one of its Colleges, Societies or Permanent Private Halls. For convenience this document refers to Societies, Permanent Private Halls and Colleges as "Colleges".
2. You will have two separate contracts: one with the University and one with your College.
3. The purpose of this document is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

Contract with the College

4. Your contract with the College is made up of:
 - a) The following:
 - i. the terms and conditions set out in this document;
 - ii. the College Student Handbook (available on the College website here: <https://www.nuffield.ox.ac.uk/go/student-handbook>). The College Student Handbook is updated every summer, and all students then become bound by the updated version from the beginning of the ensuing Michaelmas term. We draw students' attention to any important changes to the handbook each year. Typical changes might be updates to various College charges (e.g. meals, printing), or the inclusion of a new policy and procedure, or updating information on student welfare provision;
 - iii. the Licence to Occupy for student accommodation (where relevant, students will be asked to sign the Licence to Occupy either before their arrival or when they arrive in College; a sample Licence to Occupy can be viewed on the

College website here: <https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.pdf>), and

- iv. the Offer Letter from the College making you an Offer of a place;
 - b) The College Statutes and Bylaws, and rules and policies made under them (see paragraph 13 below).
5. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy the financial conditions set out in the Financial Declaration Form.
 6. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy any academic conditions set out in your Offer Letter.
 7. Subject to clause 5 and clause 6, the contract with the College (hereafter the 'contract') will take effect from the date on which the College receives a copy signed by you of this document. This is the date at which your acceptance of the terms set out here, and those incorporated by reference through clause 4(a) above, will be treated as communicated to College.
 8. You are responsible for satisfying any requirements imposed by any department or agency of the United Kingdom Government in connection with your studies, including (but not limited to) any visa requirement. It is a condition of the contract that you obtain any visa or immigration permission that the UK Government requires in connection with the taking up of your Offer, and hold such a visa or permission for the duration of your studies in College. For the avoidance of doubt, this means that the College is entitled without more to terminate the Contract if you do not obtain, or at some point during your studies in College lose, any required visa or immigration permission.
 9. You guarantee that any information submitted with or in relation to your application (whether to the University or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide. If a breach of this term is discovered after you have communicated your acceptance to College (see Clause 7) but before you have been admitted to the College your contract with the College may be terminated at the College's discretion.
 10. If a breach of this term is discovered after you have been admitted to the College, disciplinary proceedings may be brought against you, and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions including expulsion.

University and College Membership

11. You must be a member of the University in order to remain a member of the College. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.
12. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

College Statutes, By-Laws and Policies

13. By entering into this contract you agree to comply with the College Statutes and By-laws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time. Links to these are set out at <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/>. They include:

They include:

- a) The College Student Handbook <https://www.nuffield.ox.ac.uk/go/student-handbook>. This contains important information about the College's rules and operations, and sets out the types of behaviour which are considered unacceptable and which may result in disciplinary action.
- b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations and assessments, the ownership and exploitation of intellectual property, harassment and bullying, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.
- c) Any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic (including Covid-19), epidemic or local health emergency. The term 'HSI' includes any University or College code, policy or guidance, as introduced or updated from time to time, which sets out behaviour required of students during any pandemic, epidemic or local health emergency. Students are required to comply with any HSI as a condition of being permitted access to in-person teaching and facilities and failure to comply may result in loss of that access and/or disciplinary action.

14. Your contract with the College is also subject to a condition that you disclose any relevant unspent convictions.
15. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure, including the Student Disciplinary Code and Procedure (<https://www.nuffield.ox.ac.uk/media/4176/student-disciplinary-procedure.pdf>) and any HSI as described in clause 13 (c) of this document. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

Your Responsibilities

16. You are required to comply with the following:
 - a) the College's Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/ or amended from time to time as set out in clause 13 above. These include (but are not limited to) the College's rules on behaviour, IT usage, data protection and academic studies. You should refer to the College Student Handbook available here: <https://www.nuffield.ox.ac.uk/go/student-handbook>.
 - b) payment of fees and other charges when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to the College for College services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details contact student.fees@admin.ox.ac.uk. Failure to pay fees and charges when due may lead to the imposition of sanctions by the College (see the relevant sections of the College Student Handbook).
 - c) any reasonable measures or instructions given by the College or the University to reduce risk of transmission of illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence or to a term time address, an instruction by the University or the College to leave residence or a term time address, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such

measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during a pandemic, epidemic or local health emergency.

- d) immediately declaring to the College if you have any serious and easily transmissible infectious illness or disease (the College, or the University, will inform you if at any point they require students to declare Covid-19 infections), and comply with any required health, testing, isolation or distancing measures or advice given.
- e) obtaining an appropriate visa or immigration permission if necessary (see clause 8 above as to the consequences of failure to obtain the requisite permission) and abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and promptly provide a copy of your visa/confirmation of immigration status and passport identification page whenever requested by your college or department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies at Oxford. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Support and information are available from Student Immigration and from the visa and immigration pages of the University website available here: <https://www.ox.ac.uk/students/visa>.
- f) it is your responsibility to progress your own academic studies. This will include submitting work when required to do so, meeting College and University submission deadlines and attending tutorials, classes, lectures, and other academic requirements.

Teaching Arrangements

17. The College will make provision for students as follows:

- a) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.

18. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by

those bodies or by the UK Health Security Agency, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through Colleges.

19. Examples of measures the College may take in the circumstances identified in clause 18 include:
- a) providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;
 - b) moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);
 - c) teaching at evenings, weekends or outside Full Term;
 - d) requiring students to comply with other health and safety measures which the College deems necessary; which are specific to particular sites or activities, which may be in addition to any HSI;
 - e) staggering attendance by students so that for part of the term you are not allowed physically to attend the College;
 - f) varying, limiting or cancelling any course content, or optional modules;
 - g) varying, limiting or cancelling access to any University or College services or facilities;
 - h) varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);
 - i) varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.
20. Subject to paragraph 18 above, no refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures

to reduce risk of infection or illness or by compliance with guidance from Public Health England. The College will also not be liable for any consequential losses or expenses you may incur (e.g. travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

Events beyond our control

21. The College will not be in breach of its obligations under the contract, nor liable to you for any loss caused to you under the contract which results from events which are beyond the College's reasonable control, such as: pandemic (Covid-19 or otherwise), epidemic, or a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, government order or law, action by any governmental authority, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services. More information is available in the Student Protection Plan on the University website.

Library and IT Facilities

22. Subject to clauses 18 and 19 above, the College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Student Handbook or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. Further information about College IT regulations is available on the College website at <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/it-and-computing-information/>.

Accommodation and Meals

23. Subject to clauses 18 and 19 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Student Handbook (<https://www.nuffield.ox.ac.uk/go/student-handbook>) and the Licence to Occupy for student accommodation (<https://www.nuffield.ox.ac.uk/media/1457/licence-to-occupy-nuffield.pdf>), which may vary from year to year.
24. Subject to clauses 18 and 19 above, the College will provide meals on the terms and conditions set out in the College Student Handbook (<https://www.nuffield.ox.ac.uk/go/student-handbook>), which may vary from time to time.

Personal Data

25. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notices available here <https://www.nuffield.ox.ac.uk/the-college/policies-and-resources/>. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at <https://compliance.admin.ox.ac.uk/student-privacy-policy>

Complaints Procedure

26. The College Complaints procedure including subsequent rights of appeal are explained in the College Student Handbook (<https://www.nuffield.ox.ac.uk/go/student-handbook>).

Amendment

27. The terms of this document may be unilaterally amended by the College as a consequence of changes from time to time to National, University or College legislation, statutes, regulations or guidance. You will receive notification of material changes and any consultation process within which you may make representations prior to the change taking effect.

Jurisdiction

28. The contract and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

SIGNED for and on behalf of
NUFFIELD COLLEGE IN
THE UNIVERSITY OF OXFORD

SIGNED by the STUDENT

Name: _____

Name: _____

Position: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

I confirm that I have read and understood the Nuffield College Student Handbook, including the Licence to Occupy governing the provision of student residential accommodation by Nuffield College, and that I will observe and be bound by the regulations that are contained in it concerning my conduct and use of College facilities.

Please sign the contract as indicated above and return it by email to graduate.admissions@nuffield.ox.ac.uk

Please make sure you retain a second copy for your records and information.

Nuffield Student Contract updated 18 July 2023

APPENDIX D

JCR CODE OF PRACTICE

1. The JCR is an association open to all graduate student members of the College. Its main object is to promote the interests and welfare of and social activities among its members and to represent the interests of students to the Governing Body of the College.
2. The JCR has a written constitution, elects officers and holds regular meetings. Membership of the JCR is automatically granted to all students who qualify for membership. Anyone who does not wish to take up membership should notify the Secretary of the JCR not later than the end of Michaelmas Term.
3. Membership is free of charge.
4. Withdrawal from membership will disqualify students from standing for office, voting at or attending meetings of the JCR.
5. The written constitution of the JCR contains detailed arrangements for the conduct of elections, the conduct of officers, financial management and reporting, the funding of groups and clubs affiliation to external organisations (including OUSU), and the handling of companies. The implementation of these arrangements is supervised on behalf of the Governing Body of the College by the Dean.
6. The College provides certain social, recreational and welfare facilities for all its junior members, including the use of common rooms and the bar. It allows the JCR as an association to participate in the management and provision of these services and from time to time provides the JCR with funds to enable it to maintain these services on behalf of the College. The services provided by the College are available to all graduate student members of the College on equal terms whether or not they are members of the association.
7. Complaints about the management of the JCR should in the first place be made to the President. If you are dissatisfied with the handling of any complaint it may be referred to the Dean.
8. A copy of the constitution of the JCR may be inspected in the Bursary.

APPENDIX E

LIST OF FEES AND FIXED CHARGES

Course Fees 2023/24 £

Sociology

Taught Programmes:

Home	
MSc	21,570
MPhil	14,710
Overseas	
MSc	32,760
MPhil	26,450

Research Programmes:

Home: Year 1	10,630
Home: Year 2 and 3	13,050
Overseas	26,450

Economics

Taught Programmes:

Home	22,100
Overseas	26,450

Research Programmes:

Home	9,710
Overseas	24,800

Politics/IR

Taught Programmes:

Home	20,770
Overseas	31,540

Research Programmes:

Home	14,710
Overseas	28,020

Thesis Grants:

DPhil	actual cost
MPhil	actual cost

Student Research Allowances:

Taught course students	321
Research course students	869

Fixed Charges 2023/24

1. Rents	£	£
Students	Standard	College Ensuite
1 October – 31 August	8,272	9,020
Termly installment (x3)	2,757	3,007
Monthly rent	752	820
2. Fixed Charges Catering	£	
Lunch		
Annual (1/10 to 30/9)	972	
Termly	324	
Dinner (optional) Q1,2,3	135	
Breakfast plan (optional) Q1,2,3	108	

3. Guest Rooms**£**

Small double/single (en suite)	90
Standard single (shared bathroom)	57
Double (en suite)	110

4. Occasional use of Student Study (per week)**£**

86

Meal Charges 2023/24

	Standard excl. VAT £	incl. VAT £	Student/Student Guest excl. VAT £
Breakfast	4.51	5.41	3.39
Lunch	9.73	11.68	8.24
Dinner (low table)	9.73	11.68	8.24
Formal Hall (Student)	-	-	8.24
Formal Hall (Student Guest)	-	-	14.98
High Table	29.76	35.95	14.98
Dessert	4.51	5.41	4.51
Wine at High Table	9.00	10.80	9.00
Wine at Dessert	5.53	6.64	5.53

Notes:

- i. All charges are exclusive of VAT unless indicated otherwise.
- ii. Guests other than Student Guests are charged VAT at the standard rate (20%).
- iii. Quarter 1: 1 Oct to 31 Dec
 Quarter 2: 1 Jan to 31 March
 Quarter 3: 1 Apr to 30 June
 Quarter 4: 1 Jul to 30 Sep

Nuffield College
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www.nuffield.ox.ac.uk

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