

[Handbook](#)

Introduction

The purpose of this handbook is to provide basic information on how the College operates, particularly for new members. To ensure that it is as useful and comprehensive as possible, we welcome suggestions for its improvement.

Firstly, welcome to Linacre! We hope that your stay in Oxford will be fruitful and that your membership of the College will help you to gain maximum benefit from all that Oxford has to offer.

Linacre College is an entirely post-graduate institution and deliberately seeks to enrol a very diverse student body. A friendly, informal atmosphere is a distinctive feature, coupled with a deserved reputation for good food! Fellows, students and staff are members of a single Common Room. The pattern of post-graduate work means that most students are in residence for the majority of the year.

For the academic year 2022/23, Linacre College will also be sharing some of its facilities temporarily with Reuben College whilst their permanent home undergoes refurbishment. Reuben is the University's newest graduate college and Linacre's close neighbour. 58 years ago, when Linacre was struggling to find its feet as a newly established graduate society, several colleges, most notably Wadham, stepped up to help out. We feel it is time to return the good deed. Reuben students will be able to access library, social, sporting, and dining facilities, but will have their own common room within Linacre. Reuben will run its own academic and social programme. We do not anticipate that the small additional number of Reuben students will significantly impact the availability of facilities.

[1 On Arrival](#)

[1.1 Matriculation](#)

The [matriculation ceremony](#), at which new students are formally admitted to membership of the University, usually takes place on the Saturday of the first week of Full Term for students arriving in Michaelmas Term. Students who join in Hilary and Trinity terms will be required to matriculate during the term in which they arrive. Year 1 course fees must be paid in full before a student can be matriculated. Please also see section 7.1 of this handbook for details on academic dress required for matriculation.

[1.2 Medical Registration](#)

All members of the College are required to register with a local Doctor. You are strongly advised to register with the College Doctors at [19 Beaumont Street](#) (phone 01865 240501) but you are free to register with another local doctor if you wish. Registration can be completed online in advance of arrival, via this website: [GP Registration Online \(campusdoctor.co.uk\)](#). You are very strongly advised to register before your arrival in Oxford. If you decide not to register with the College Doctor, you should provide the Academic Office with your own local doctor's contact details in case of emergency, a form will be sent to collect this information from you.

[1.3 Registration](#)

All students are required to register with the University on-line before the start of their course. You will be sent a log-in name and password by the University prior to arrival. Students on courses lasting more than one year will need to register annually, at the same time of year as their original registration. Once registered, you will have access to your own record at the University and can update your personal details, print an enrolment certificate etc. It is your responsibility to keep your contact details up to date, so please remember to do this if your phone number or address change at any point during your course. We will be sending regular reminders about this as it is vital we maintain up to date contact details for you.

[1.4 International Students](#)

Over 70% of the students at Linacre come from outside the UK, and our members represent 84 different countries.

Student Visas: Students with a student visa need to collect their visa card (Biometric Residence Permit, abbreviated to BRP) if applicable, when they arrive in Oxford. Cards must be collected from the Post Office in St Aldgate's. If you are due to receive an electronic visa rather than a physical card, instructions will be sent to you by the Academic Registrar on how to securely share the details of your visa with the college. You will not be able to enrol at Linacre until you have collected your card or shared an electronic copy of your visa with us.

1. *Registration with Police:* if you are required by your visa conditions to register with the police, you must do so within 7 days of arriving in the UK. You can find more information [here](#). If you are unable to do this within 7 days due to a required self-isolation period on arrival this limit can be extended.
2. *Employment:* Overseas (i.e. non-UK) students are entitled to work in the UK subject to certain conditions. The maximum hours you can work during term-time are normally printed on your visa sticker or Biometric Residence Permit. For most students holding a student visa this will be up to 20 hours a week during term time, if you are studying at degree level or above at Oxford University. You should seek permission from your supervisor or course director before taking employment. For further information please see the Accounts Manager.

[1.5 Oxford Libraries Enrolment](#)

You can find information on Oxford's comprehensive library services [here](#). All students will be given a University card, which is also a library card and a College entrance card/charge card, on arrival. See the [Linacre Library pages](#) for information on the college library.

[1.6 Newcomers Club](#)

Oxford University Newcomers Club is for spouses/partners of graduate students. They arrange social events and outings, exercise classes, parent and toddler groups and have an equipment store. See the [website](#) for further information.

[1.7 College Communication with Students](#)

College staff will communicate with students via their pigeon-holes or via their College email address (general lists or individual email address). There are three College email lists which include all students. Students are expected to check both their University email address and pigeon holes regularly and tutors and College staff will assume a message delivered to either has been read. Students should have activated their College email addresses before they arrive.

[2 Who To See](#)

[2.9 Governing Body](#)

The Governing Body bears ultimate responsibility for College policies and administration. It consists of the Principal, all Professorial, Official and Senior Research Fellows, the President of the Common Room and four members of the Common Room, of whom one is normally a Junior Research Fellow. There are a number of committees of the Governing Body (e.g. Finance, Academic, Domestic) which look after specific areas of College administration and submit recommendations to the Governing Body. The student body is represented on all these committees, most of which are chaired by the Principal and include other Fellows of the College.

[A full list of Fellows can be found here](#)

[2.10 Office Hours](#)

The Academic Office and Bursary are open Monday to Friday from 9am to 4pm. The College OC Tanner Building is normally open seven days a week, 24 hours a day, and the Lodge staff are available to deal with enquiries. The only exceptions to this are likely to be over Christmas and Easter, and details of arrangements will be communicated in advance. All members have 24 hour access to the College premises (via their University card).

[2.1 Bursary](#)

The Bursary deals with all the financial and domestic matters of the College.

Finance Bursar, [David Seale](#), is responsible for the financial management of the College and the smooth running of its premises and activities.

Accounts Manager, [Marta Adamczyk](#), is responsible for fees, battels (personal member accounts) and payroll

Domestic Bursar, [Simon Barker](#), carries primary responsibility for managing the College's property and land, insurances, environmental performance, purchasing and contracting, regulatory compliance, health, safety and security, the College Bar and alcohol licence.

Accommodation Manager, [Karen Morris](#), is responsible for the administration of student accommodation including guest room bookings, and oversees the work of the Housekeeping staff.

Steward & Hospitality Manager, [Aleksandra Spencer-Todd](#), manages all internal and external events throughout the

College and College properties. She also offers administrative support to the kitchen.

2.2 Academic Office

The Senior Tutor, [Dr Jane Hoverd](#), is responsible for academic activities in the College. She monitors student progress, has to authorise progression forms and will meet with all students at least once a year to discuss their work. She can provide guidance and practical help on areas outside of academics too. An appointment to see the Senior Tutor can be made by emailing her.

Academic Registrar, [Alison Franklin](#), deals with all academic administration and the admissions process. She is also the disability co-ordinator for the College.

Academic Administrator, [Lily Cresswell](#), assists the Academic Registrar and has particular responsibility for administration of scholarships and the Linacre House Trust (Hardship funding).

Academic Support Officer, [Amy Wells](#), assists the Academic Registrar and has particular responsibility for student records, Junior Research Fellows and degree ceremonies.

2.6 IT Office

IT Manager, [Ross Wackett](#), is responsible for all IT and telecoms related functions of the College.

IT Technician, [Bart Czerniawski](#), is responsible for implementing new technologies and providing IT support for staff, students, visitors, and guests.

IT Assistant, [Eddie Phillipson](#), provides frontline IT support for staff, students, visitors, and guests.

The IT Office is located on the top floor of the OC Tanner building. The team can be contacted at support@linacre.ox.ac.uk. They are available during Office hours to any student for IT help and assistance.

2.4 Housekeeping/Residential

Housekeeper, [Aiga Dombrovska](#), supervises the cleaning staff on the main site and at the College houses. She can be contacted via housekeeping@linacre.ox.ac.uk.

2.7 Maintenance

Maintenance Manager, [Simon Hill](#), is available during office hours (0830-1630) to assist with maintenance/repairs in College buildings and student accommodation. His office is located on the ground floor of the OC Tanner Building. Students should initially report all maintenance problems by e-mail to maintenance@linacre.ox.ac.uk. Emergency out of hours maintenance issues should be reported to the Lodge in the first instance.

2.3 Principal's Office

The Principal, Nick Brown, is the Head of the College. His role is to promote the best interests of Linacre as a place of advanced learning and to manage College affairs, both academic and pastoral. Nick is a hands-on Principal who is always keen to meet and talk to members of the College. Personal Assistant to the Principal and Executive Administrator, Jo Whitfield, provides administrative support to the Principal, Governing Body and its committees, and all matters relating to HR, the Fellowship and College governance.

2.5 Junior Dean Team

Linacre College have four Junior Deans in post. The Junior Deans form a core part of the College's welfare and pastoral support, assisting the Common Room Executive Committee, Student Porters and College Staff to create a welcoming, safe and supportive environment for our College community.

They are Zelimhan Akhmiev, Mala Gunadasa-Rohling, Peter Young and Bianca Bauer.

The Junior Deans work on a rota system ensuring that are able to provide cover 24/7, in pairs. The pair on duty will be always be in proximity to College. One Junior Dean will be the first responder and the second Junior Dean will be their back-up.

The Junior Dean team can be contacted on junior.dean@linacre.ox.ac.uk and are always happy to chat to any member who may need support or advice.

2.8 Alumni Relations & Development Office

Head of Alumni Relations and Development [Lisa Smars](#), enables alumni to keep a life-long connection to College, by organising events, sending out regular newsletters and an alumni magazine, and facilitating national country societies and other networks. The Development Office also raise funds for scholarships, College projects, and other priorities aimed at improving the student experience.

3 Welfare

3.1 Advisors

Each student is allocated to a senior member of the College, who acts as their College Advisor. The aim is to establish a more personal relationship between individual students and a senior member, from whom the student can seek advice on personal or academic matters, should the need arise. A fuller description of the Advisor system and the name of your College Advisor will be provided on arrival in Oxford.

Please let the Senior Tutor know by the third week of term if you have not yet had contact with your Advisor. If you need the name of your College Advisor then you can contact the [Academic Administrator](#).

3.3 Welfare

An important part of Linacre's role as your College is to look after your welfare while you study here. We want to do what we can to support you so that you can achieve your full potential during your time here.

There is a team of Fellows, staff and students committed to student welfare, and you can learn more about the welfare team on the [Linacre Welfare webpage](#). You can also speak to the College doctor for advice on your health. The Senior Tutor leads on College Welfare provision, and is also responsible for advising students about provision for disabilities at Linacre and in the University.

If you have a disability, or think you may have a disability – a long-term physical or mental condition that affects your ability to carry out day-to-day activities – you are welcome to consult Alison Franklin, Academic Registrar, confidentially in the first instance. The University has a wide range of [resources](#) to help students with disabilities achieve equal opportunities with non-disabled students, and Linacre is committed to supporting its students who have disabilities.

Student Peer Supporters: Peer Supporters are students who have been trained to help other students think through issues and give them emotional support in a safe and confidential way. Linacre has a team of several trained Peer Supporters who are available to talk to students about a variety of issues, big or small. You can contact a Peer Supporter by emailing peer.support@linacre.ox.ac.uk

3.4 Counselling Service

It is often possible to resolve personal or emotional problems that are getting in the way of having a good experience at Oxford and preventing you from realizing your full potential. The University has a professionally staffed, confidential Counselling Service to help you gain understanding and insight into any difficulties you may be experiencing, to develop emotional resilience and put into effect real change, enabling you to fulfil your academic and personal potential. They offer free and confidential support, but it is not an emergency service. They offer short courses of individual and group counselling sessions, workshops and self-help resources. Appointments can be made by telephone (2)70300, by email to counselling@admin.ox.ac.uk, or by a personal visit to their offices at 3 Worcester Street. You will find details of the service [here](#).

3.2 Equality

Linacre College is committed to fostering an inclusive culture; it promotes equality, and values diversity. Linacre maintains working, learning and social environments in which the rights and dignity of all its staff and students are respected. The College will always fulfil its legal obligation to treat all members of the Linacre community equally, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation, and it will take into account other relevant circumstances, including marital or civil partnership status and parental or caring responsibilities.

The College has adopted an [Equality Policy](#) which is available on the College website.

As a member of the Linacre community, you are expected to treat other members and visitors with respect, courtesy and consideration. The College does not tolerate any form of bullying or harassment. It has a [Policy and Procedure on Harassment](#), supported by the College's Harassment Advisors and by specialist advisors from the University community.

If you have any concerns or questions about equality issues, you are encouraged to contact [Dr Clara Barker](#), Dean for Equality & Diversity, who can speak to you confidentially. If you are concerned about possible harassment, see Section

4 Money Matters

4.1 Personal Accounts: Battels

A credit system operates for all current College members, and rents, meal, bar and other charges are billed monthly on an account called 'Battels'. Every member will be issued on arrival with a University Card, which is an identification card, a library card, a College charge card and gives access to College security doors. This will be ready for collection from the Academic Registrar at enrolment, as long as you have returned the card application form to the University and completed on-line enrolment. If you lose your card, this fact should be reported to the Academic Registrar who will obtain a replacement. A charge is made for the replacement of lost cards.

Bills must be settled by the 20th of the month during which they are received New members should complete a direct debit form, which will be provided prior to arrival to make this process easier. In the case of severe financial difficulty, members should contact the Accounts Manager before the end of the month in question. Failure to make satisfactory arrangements could lead to the invalidation of a member's card. Any queries about billing should be raised as soon as possible with the Bursary. Battels may only be settled by direct debit or bank transfer unless the member has made an arrangement with the Accounts Manager to pay by another method in advance. Any unpaid debts over 3 months old may be reported to the Governing Body.

4.2 Council Tax

All College student accommodation is exempt and no council tax is payable. Students in non-college accommodation will need to claim a student exemption on receipt of a demand from the City Council. An Enrolment Certificate for this purpose can be obtained from the [Student Self-Service](#) section of the University's website, then signed and stamped by the Academic Registrar. Any difficulties should be referred to the Finance Bursar.

4.3 Fees: Tuition and Others

The course fee you will be charged and the support available is determined by your fee status, which will be Home or Overseas.

Fee billing is always separate from the personal ('battels') account. You should ensure that the Accounts Manager is aware of your fee-paying body before arrival.

A schedule of fees is produced annually (usually in September) by the College. For full details of University fee liability etc. see the current copy of Examination Regulations, which is available on the University's website.

At the end of the statutory number of terms for which full fees are required a student who is still on course will be designated a Continuing Student. Such students, whether in residence or not, will be liable for a College continuation charge (currently £120) and a University continuation charge (currently £548), each term until submission of their thesis. This will entitle the member to full College facilities and to continue to use dining facilities at the subsidised, student rate. Please note that unless we are advised in writing that your grant authority will pay these charges, you will be personally responsible for payment and each of these charges will be levied on your personal account.

For those paying fees from their own funds and starting their course in Michaelmas Term, payment in full for the year should be made by 1st October. Please note that students will not be allowed to matriculate unless fees have been paid. Any proposed deviation from this should be discussed with the Accounts Manager.

In cases of serious default of payment the College reserves the right to refuse to endorse University forms until the debt is cleared. The College considers any debt which has remained unpaid for more than 3 months to be a serious default. You will be warned via your College battels bill if you are seriously in default and you will always be given ample opportunity to clear your debts before College takes such action. Any student with a potential problem in this respect is strongly advised to consult the Accounts Manager as well as to seek the advice of their College Advisor.

4.4 Scholarships

Linacre College offers graduate scholarships in different subjects. A list is available [here](#). There is a central University website where Graduate students can search for scholarships in their area [here](#). University awards and scholarships at other colleges are advertised in the [University Gazette](#) and off-prints of advertisements can be seen on the academic notice board. A supplement to the Gazette is published each year containing details of all University scholarships and prizes.

You can contact academic.office@linacre.ox.ac.uk for more information on scholarships and other financial support.

5 Financial Assistance

5.1 Childcare Fund

PGCE Students' Childcare Grant: UK PGCE students only may be eligible for a grant from their regional funding body. You should apply for the Childcare Grant when you apply to your regional funding body for financial support.

Applications for support for unexpected childcare costs can also be made through the Linacre House Trust (Hardship fund) using the form which can be downloaded [here](#).

If you need emergency support please see the Senior Tutor.

5.2 Disability Support and Allowances

The Disabled Students' Allowance (DSA) is a UK Government scheme which provides extra financial help for Home fee status students who have a disability, an ongoing health condition, a mental health condition or a specific learning difficulty like dyslexia. The procedure for applying for a DSA is time-consuming, so students who are considering applying should contact the University's [Disability Advisory Service](#) as early as possible. They can also contact Linacre's Dean for Equality and Diversity, Dr Clara Barker

Overseas students with disabilities should also contact the University's [Disability Advisory Service](#) (DAS) as early as possible. If support is recommended after a DAS assessment, this will be funded by the University and the College.

5.5 Hardship

Unfortunately there is very little money available in Oxford for the financial assistance of graduates, but it may be useful for members to have a [summary of sources](#) in the University and the College. Students are normally expected to have made provision for their basic costs by earning or by applying for appropriate loans before applying for hardship funds.

You can contact the [Academic Administrator](#) for more information if you find yourself in financial hardship.

College Funds

The *Linacre House Trust Hardship Fund* Hardship grants and loans are available to students who find themselves in unexpected financial difficulty; the conditions are the same as those applying to the University Committee on Student Hardship (see below). Grants are typically limited to £500 but can be up to £1,000 in exceptional circumstances. An award, or part of an award, may be made as a loan. Please consult the Academic Administrator if you need further advice on whether you are eligible.

Anyone wishing to apply to the Linacre House Trust Hardship Fund should obtain an application form [here](#). For students who find themselves in unexpected hardship due to the Covid-19 pandemic, a special fund has been set up and the application form can be found [here](#).

Writing-Up Bursary A small number of 'writing-up' bursaries of £350 per term (up to two terms) are available annually to DPhil students in the first or second year beyond fee liability who have achieved confirmation of status, to assist them in the last stages of thesis submission.

Applications for all funds are considered on a rolling basis and the Committee aims to provide students with a decision within two weeks of application.

University Sources

The *Oxford Hardship Fund* is the central University hardship fund available to help students who experience unexpected financial hardship, but you must apply to the College hardship fund first to be eligible for this central fund. Students must be able to demonstrate that something they could not have foreseen before their course commenced has led to their original budget no longer being valid.

Awards vary according to individual circumstances but range from £100 to £5,000. Awards at the highest level will usually be a combination of a grant and a loan. Application is made on a form which can be obtained from the Academic Administrator. Completed applications to the OHF may be submitted at any time during the academic year; applications are considered within four weeks of receipt providing that you have completed the form correctly and enclosed all the required documentation. It should be noted that the College has to verify the applicant's statement of estimated income for the period for which a grant is being asked, and that the Committee is unlikely to make a grant unless the College supports the application. It is essential therefore for anyone wishing to make an application to discuss the matter first with the Academic Administrator or Senior Tutor.

5.3 Employment: Portering and Bar Duty

Bar shifts, in addition to some Portering and waiting at College events are carried out by students of the college at an hourly rate which is revised annually. Those wishing to work *must* check first with the Domestic Bursar, to discuss their eligibility to do so and must complete the relevant forms *before starting* work whereupon they will be issued with a contract of employment. All payments will be made subject to HMRC taxation rules.

5.4 Academic and Other Activities

The *Oxford University Society* makes a small number of grants each year to current students for individual travel, group travel, sports and hardship. More details can be found on their [website](#).

Conference Expenses Grants and Small Academic Activities Grants:

Students can apply to the [Academic Activities Fund](#) for travel grants, Conference presentation support or other applications for support where a small grant would help them to achieve their academic aims. Academic Activity, Travel or Conference grants are currently limited to £120 for a UK activity or £300 for an overseas activity for DPhil students, and £120 for any activity for Masters students. These are also the maximum amounts that can be applied for during a student's course.

The Trust also offers special grants endowed by an Alumnus of the College - The *Frederick Mulder Fund*. Established in 2004 by Dr Frederick Mulder, the fund offers travel and conference grants to students working on social deprivation, in fields such as Social Policy, Anthropology, and Refugee Studies. Applications should be made on the form available on [the College website](#).

The Linacre House Trust will contribute fifty percent of the cost of a study-related Fast Track Modern Language course, once during a student's course. The student must submit their course completion certificate to receive this grant.

Extra-Curricular Grants:

Students participating at University level in sporting or non-sporting activities may apply for a small grant (usually no more than £100) towards costs incurred in pursuing that activity. Applications detailing expenditure incurred together with a supporting letter from the President (or equivalent) of the relevant club should be sent to the Academic Administrator. Only those who are liable for College fees are eligible to apply.

Anyone wishing to apply to the Linacre House Trust Committee should obtain an application form from the College website. Applications are considered on a rolling basis and the Committee aims to provide students with a decision within two weeks of application, but often much sooner. Please see the [Funding](#) page for more details.

6 Medical

6.3 Dental Care

In Britain, there are many dentists who offer NHS treatment and equally, many who are private. NHS treatment is cheaper than private treatment, but is not free. If you are eligible for full NHS treatment, you should register with the College Doctor first, otherwise you will have to pay the full cost.

Students may register for NHS dental care with [Studental](#), the dental service at Oxford Brookes University, tel 01865 689997.

6.2 College Doctor

All members of the College are required to register with a local General Practitioner (GP) Doctor. In the UK your GP is your first point of contact for all non-emergency medical treatments. Many problems can be treated by the GP, but if you need specialist care, the GP will refer you to an appropriate NHS Specialist. You are strongly encouraged to register with the [College Doctors](#). If you decide to register with a different local GP you must provide the Academic Office with their contact details, so that the College may call them in case of emergency.

6.1 Medical Provision for International Students

Students from Britain and any country with reciprocal health arrangements are eligible for free treatment under the National Health Service (NHS).

Information on the entitlement of international students to free hospital treatment under the National Health Service is available on the [UK Council for International Student Affairs \(UKCISA\)](#) website.

If you are on a full-time course of study lasting six months or more or on a course of any duration that is substantially funded by the UK Government, you are entitled to free hospital treatment in England. This entitlement extends to your

spouse and children (under the age of 16, or 19 if in further education) if they are living permanently with you for the duration of your course. Students with a student visa will have paid the Immigration Health Charge as part of their visa application. Individual hospitals are responsible for deciding whether a patient is entitled to free treatment or not, in accordance with the relevant regulations. In order to establish entitlement, hospitals can ask you to provide documentation that supports your claim that you are studying in the UK.

Private insurance should be taken out by anyone coming from overseas for less than six months. If you are not exempt from hospital charges, or only partially exempt, you are strongly advised to take out appropriate private healthcare insurance for the length of your stay in the UK.

Treatment for medical emergency is free, regardless of status.

The University provides travel insurance for students travelling within the UK or worldwide on University business. Cover is not automatic. To arrange insurance please refer to the University website, [How to Arrange Insurance](#).

7 Academic

7.1 Academic Dress

It is necessary to appear for the matriculation ceremony in full academic dress (known as *sub-fusc*). You are required to wear your preference of the following as sub-fusc:

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

And

- dark coat, if required
- black shoes (plain black, with no other colour or ornament)
- plain white collared shirt or blouse
- white bow tie, black bow tie, black full-length tie or black ribbon
- the appropriate academic gown (see the [University guidance](#))
- mortar board or soft cap

Additional notes:

- Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies.
- If you wear a head dress / scarf for religious reasons, a black scarf should be worn.
- Members of the armed forces may wear service dress under their gown, in place of sub fusc. This is only applicable to members of The British Armed Forces in the UK. Uniform caps should be removed when indoors.
- You may choose which sub-fusc option to wear regardless of your gender.

Your clothing should be suitable for a formal occasion. The cap and gown can be purchased from one of the local outfitters. The College will buy gowns back from students when they leave the College provided they are in good clean condition. If you are interested in selling a gown, please contact the [Academic Administrator](#).

The College has a limited supply of second-hand gowns for sale. The cost of a gown is £15 (charged to battels) and availability is on a first-come, first-served basis. In order to purchase a gown you will need to try it on and should contact the [Academic Administrator](#) to make arrangements to do so.

7.2 Gowns

Gowns are worn in Oxford for some official occasions, including University examinations, and also formal Guest Night dinners in College. The appropriate gown for those registered for any degree is the Advanced Student's gown.

Visiting Students are not matriculated, and therefore do not wear gowns. They are, however, in all respects full members of the College.

The College has a limited number of second hand gowns available to students to purchase. Please contact the [Academic Administrator](#) if you would like to purchase a second hand gown.

7.3 Cambridge: Reciprocal Arrangements

Hughes Hall

Hughes Hall, Cambridge, offers students *and* Fellows of Linacre temporary membership of their Graduate Common Room if they are pursuing their research in Cambridge. Accommodation and dining facilities may be available.

St. John's College

St. John's College, Cambridge, offers Linacre students similar facilities. Further details of both arrangements may be obtained from the Accommodation Manager.

[7.4 Graduation - Degree Ceremonies](#)

Taught course students will receive an email invitation from the University at the start of their final year with information about booking a degree ceremony online. Research students will be able to book a date once they have been granted leave to supplicate.

Having booked a ceremony, the College (Academic Registrar) will be in direct contact via email to your non-Oxford email nearer the time to inform students of the procedures and requirements for the day.

All ceremonies have a two guest quota. All unpaid bills for fees *must* be settled before you will be allowed to attend a ceremony. Your place at a particular degree ceremony can only be confirmed once you have cleared your unpaid bills.

All enquiries regarding graduation should be made to the [Academic Office](#).

[7.5 Examinations](#)

Students are responsible for entering their names for University Examinations through [Student Self-Service](#) at the times given in the Examination Regulations. The Examination Regulations are available on the [University website](#). University Cards must be shown when sitting examinations. Applications for special consideration due to e.g. ill health or disability and any other queries concerning the conduct of exams and assessment should be made through the Academic Office at the earliest opportunity.

[7.6 Study Rooms](#)

The College offers approximately 40 study desks in three locations on the main College site, with lockers for non-residents to leave their belongings in. Two private study rooms will also be available, with priority given to individuals with an assessed medical need to use them by application to the Senior Tutor.

[7.7 Terms](#)

Although the framework of post-graduate work is much less geared to academic Terms, the annual pattern of life - and the basis for charging fees - is still dictated by the three-term year. The dates of 'Full Term' for 2022/23 are:

Michaelmas Term

Sunday, 9 October - Saturday, 3 December

Hilary Term

Sunday, 15 January - Saturday, 11 March

Trinity Term

Sunday, 23 April - Saturday, 17 June

[7.8 Residence Requirements](#)

For most diplomas and degrees, except those few specifically designated as distance or part-time courses, students must spend a period in residence – which means postgraduate students live in term time within 25 miles of Oxford. In exceptional circumstances, permission to reside outside the limits must be sought from the University through the Senior Tutor of the College. Students on part-time or distance-learning courses are exempt from the residence requirement. The minimum period of residence for most diplomas or the degrees of MSc or MSt is three terms. The minimum period of residence for the degrees of MPhil (BPhil in Philosophy), MLitt or DPhil is normally six terms. If you have any concerns about meeting these residency requirements, please contact the [Academic Registrar](#).

[7.9 Junior Research Fellows](#)

Linacre College makes elections to Junior Research Fellowships tenable for one year in the first instance from 1

October each year and renewable for a second year. These Fellowships carry a research allowance of up to £300 per year, together with dining rights in College.

The Fellowships are open to graduates of any university, but candidates should be intending to engage in research at post-doctoral level in Oxford. In some cases the Fellowships are subject specific, for example, the EPA Cephalosporin Junior Research Fellowships must be in the fields of the medical, biological or chemical sciences. Application forms and further details are available from the Principal's PA in November each year or from the Vacancies page of the College's website.

8 Accommodation

8.1 Accommodation

Linacre College is usually able to offer all new students requiring accommodation a room in one of the College's houses or buildings for their first year. Priority is given to these new incoming students for the start of each academic year. Most Linacre students will need to find their own accommodation in subsequent years, but can be added to the waiting list for accommodation by contacting the Accommodation Manager.

Allocation of rooms to new incoming students starts in January/February each year. As students receive their College offers, they also receive information about applying for College accommodation. An accommodation preference form is provided to be completed and returned, as soon as possible, to the Accommodation Manager. The Accommodation Manager then allocates rooms on a first come, first served basis. Once all rooms in one site have been allocated, a waiting list is operated. As current students receive exam results or decide they no longer wish to attend Oxford, rooms start to become available again throughout the summer months. As rooms become available, those on the accommodation waiting list are contacted and offered rooms. If all new incoming students have been offered rooms and there are no more new incoming students on the waiting list, the next waiting list, of current Linacre students, is started on. This process continues into September and October. Many current students will have secured accommodation elsewhere by this time. If no Linacre students require the College rooms, there is also a waiting list of students from other Colleges requiring accommodation. If, exceptionally, no Oxford students require accommodation, rooms may be let to other suitable tenants.

There are however some exceptions to the general policy above:

Students with disabilities or long-term medical conditions may be eligible for College rooms for their second and subsequent years. Please contact the Accommodation Manager in the first instance.

Current Linacre students who are starting a new course may apply for a second year of accommodation. Please contact the Accommodation Manager as early as possible if this applies to you.

First year students who are unable to take up College accommodation due to fieldwork or other academic commitments should register their interest with the Accommodation Manager, as soon as possible, for a College room the following academic year.

Some scholarship holders are entitled to two years in College accommodation.

If you have been offered College accommodation, you will be required to sign a formal tenancy agreement, and pay a deposit (£300 for a single room; £450 for a double room or flat) to secure allocation of your room before keys are issued. On departure from College accommodation and after the room inventory has been verified deposits will be refunded. Rent will be charged monthly in advance on the battels account. Single rooms are for occupation by the named tenant only and doubling-up is not permitted.

College accommodation is usually available from 1 October to 31 July following, under a Licence to Occupy providing a minimum occupancy of ten months, unless there are extenuating circumstances preventing this, which must be discussed and agreed with the Accommodation Manager. Arrival before 1 October and staying beyond 31 July may be possible but this is dependent on availability and will need to be by arrangement with the Accommodation Manager. No subletting is allowed.

College rooms are simply furnished with bed, desk, desk chair and lamp, cosy chair, book shelves and wardrobe. They also include an Ethernet network connection. The provision of heating, lighting and cleaning of communal areas is normally included in the rent charged. Under no circumstances should any additional heating supply be introduced (i.e. electric fires, fan heaters, paraffin heaters or similar appliances). Under no circumstances are candles of any description to be placed in rooms. This College policy ruling applies to any type of candles, including candles used for display or decorative purposes. Any candles found in rooms by College cleaning staff will be reported immediately to the Accommodation Manager. In the event of such circumstances arising, students concerned should expect to discuss the matter further with the Accommodation Manager. In addition to this College ruling, your attention is also drawn to the Fire Precautions section. The permission of the Accommodation Manager must be obtained to use any electrical equipment other than normal everyday items (e.g. radio, hairdryer, computer). See also section on Electrical

Equipment below. Students' own furniture may not be introduced in place of that provided by the College.

Each room is allocated a kitchen cupboard and a space in the fridge/freezer. These spaces should not be shared, infringed on or interfered with. You must not store your items in any cupboard or fridge-freezer space other than the one allocated to your room. As students vacate rooms, the kitchen cupboard and fridge/freezer space allocated to the vacated room will be cleared by a staff member and any items found will be removed and disposed of.

Occupants of College accommodation are allowed occasional overnight guests for a maximum of three nights, as long as the tenant is also present. The Lodge must be informed of overnight guests via the form found [here](#). The college cannot provide a mattress or bed linen for guests.

You should be aware that the College has the right to enter and inspect your room on giving reasonable notice to you of its intention to do so, except in the event of an emergency when no notice is required. Room checks are carried out once per term.

To report any maintenance issues please e-mail maintenance@linacre.ox.ac.uk. Emergency out of hours maintenance issues should be reported to the Lodge in the first instance.

Linacre College adheres to the Student Accommodation Code which protects your rights to safe, good quality accommodation. Further information can be found [here](#).

8.2 Environmental Policy

The College has adopted an Environmental Policy, a copy of which is available [here](#).

The College is committed to recycling as much of its waste as possible. Arrangements exist on the main site for recycling of paper, including newspaper, cardboard, cans and bottles. Food waste is collected separately from every student kitchen. Every student room is provided with an additional waste bin exclusively for paper. Most of these arrangements also apply to the College houses. College members are urged to actively participate in environmentally responsible practices. Please look at the Environmental Noticeboard for further information.

8.3 Keys

Each resident member will be issued with a key to their room/house on arrival and all members have 24 hour access to the college via the Lodge. All keys are issued with a BMA Varsity key ring attached for return of lost keys. This key ring *must* remain in place and a charge of £25 + VAT will be levied for each replacement key if lost or if keys are returned without the key ring.

8.4 Pets

No animals are allowed into the College buildings, with the exception of Guide Dogs.

8.5 TV Licensing

Tenants are required by law to obtain an appropriate licence for any television set or online streaming device used in the property. Failure to comply may lead to a fine by the TV licensing authority. You may apply on line [here](#).

8.6 Lost Property

Lost property will be kept at Reception for 6 weeks. If it has not been claimed after this period clothes and shoes will be put in the TRAIID Recycling Bank and all other items disposed of.

8.7 Sending Luggage

Students should only ship luggage of a size and weight that the student can manage to carry themselves. Please note the luggage should be sent to arrive at Linacre College after the student and not before, and should be collected promptly, as storage space in Reception is very limited.

8.8 Electrical Equipment

Legislation requires colleges to ensure, by regular testing, the safety of all its electrical appliances. Although this does not include student-owned appliances, it is nevertheless important that such appliances are safe. The College reserves the right to insist that an appliance should be tested, at the owner's expense, and proof of such testing produced on request. Free advice is available from the College Maintenance Manager. Do not use multi-plug adaptors and avoid trailing leads around rooms. Four-way extension leads of a reputable make are acceptable for low-wattage items such as computers and their peripherals. Please note that plugs in the UK are different from those used in other countries

and students bringing electrical equipment from outside Britain will need to use an adaptor.

All batteries that require charging (for example an e-bike) in all accommodation buildings should be charged on a kitchen worktop or unobtrusively on the kitchen floor. In both cases, batteries should be marked with a name and, when charged, can then be stored in rooms. Batteries should not be charged in college rooms as this represents a fire hazard. E-scooters are not permitted on the college site.

8.9 Safety and Security

There is no wish to cause alarm or anxiety to any of Linacre's students but it is important to be aware that unpleasant incidents can occur and it is in your own interest to be careful. Any person(s) acting suspiciously or strangers should be reported to the Lodge or to the Domestic Bursar during office hours (08.30 – 16.30 hrs Mon/Fri)

The lodge is a 24-hour manned operation and has direct communication to University Security Services throughout the day and night. If you need any assistance regarding your safety then please do contact the Lodge on 01865 271650.

For more serious incidents you can phone Oxford University Security Services (OUSS) Control Room (24/7) on 01865 (2)89999 for assistance.

Keep your room locked and make sure that external doors to residential areas are locked. Do not let anyone follow you into a residential area ('tailgating') unless you know them personally. If someone you don't know is a Linacre student, they will have their own card. If they are a guest of a Linacre student, they can phone their host to let them in. If you are asked to use your own card or to phone your host, consider it a compliment: it means that the person speaking to you values your safety and security. Keep valuable items out of sight from the window. In common with most major cities, theft can occur in Oxford. For students in College accommodation personal possessions up to a certain value inside study bedrooms may be covered by an insurance policy.

In the unlikely event that you ever do experience any physical danger by harassment or an attempted attack, it is *most* important that you inform the College authorities of the incident *soon as possible*.

The College has a written Health and Safety Policy which applies to members as well as staff. The Health and Safety Officer is the Domestic Bursar to whom all incidents involving health or safety should be reported and advice and suggestions offered.

8.10 Smoke Free Law

It is against the law in England to smoke in all 'enclosed' and 'substantially enclosed' public places and workplaces – this includes all College buildings. You are respectfully requested to avoid smoking immediately outside the main College entrance on the raised terrace and use the Designated Smoking Areas signposted around the building. This policy applies to all College members, service users, customers and visitors. A copy of the policy is available [here](#).

9 College Services and Facilities

Please note that all current guidance regarding COVID-19 arrangements must be followed and this will impact the services and facilities described below. Regular updates will be communicated.

9.1 Library

The College Library is open 24 hours a day, 7 days a week for College members. It provides quiet study space, a group study room, and a multi-disciplinary book collection. The Library has 1 hot desk (unbookable) for short-term use for printing or scanning. Study space is also available in the OC Tanner Study area and Abraham Study area. High-specification computers with all College licenced software installed are available in these areas.

The Library buys key textbooks to support taught courses, as well as many books requested by students. Book suggestions and reading lists are always welcome. The Library also provides a free inter-library loan/document supply service for books and articles not held in the University Libraries.

Find out more about Linacre College Library on the [Library web pages](#).

The Bodleian Libraries provide access to an extensive collection of databases, electronic reference works, e-Journals and e-Books. These and other electronic resources can be accessed from the Bodleian Libraries [Collections and resources](#) web page. If you are working outside the University network, you can still access most online resources using your Oxford Single Sign-On (SSO) or via the Oxford VPN. More information on this is available [here](#).

9.2 IT

Further information about IT facilities [can be found on the website here](#). All students are bound by [University and](#)

[College Regulations](#) on computing use and should make themselves aware of what these regulations do and do not allow. Breaking the rules for network usage may lead to disconnection from the network as well as disciplinary action.

Note the College's Social Media Policy. Linacre values and protects freedom of expression; at the same time, the College does not tolerate posts that are offensive or derogatory relating to sex, gender reassignment, race, disability, sexual orientation, religion/belief or age, and nor does it tolerate posts that are meant to hurt, offend or denigrate an individual or are illegal under British law.

All members with a Linacre affiliation on their University card are entitled to an email account and address of the form `firstname.lastname@linacre.ox.ac.uk`. This account should be created automatically when your card is issued and activation details sent to you. If you have any queries regarding email please contact support@linacre.ox.ac.uk or 01865 271659.

Linacre College has a number of computers for members to use. Computer desks and clear desks are located in the OC Tanner Study Area as well as the Abraham Study Area. There are also colour and mono laser printing and scanning facilities. Printing is charged at 5p per page and 7.5p for a double-sided sheet (exclusive of VAT). In addition there are network ports available for personally owned computers to be connected to the Linacre network.

Details of how to connect personal computers to the [Linacre wired network can be found here](#). Alternatively, you can email support@linacre.ox.ac.uk or telephone the IT Office on 01865 271659.

Wireless access is provided via the University OWL and Eduroam services in all areas. [See the University IT Services pages here](#). Visitor accounts can be created for academic visitors or Old Members by prior arrangement with the IT Office.

Any queries regarding IT should be directed to the IT Office. You can contact them via phone (01865) 271659 or through email support@linacre.ox.ac.uk.

[9.3 Common Room](#)

The Common Room exists to provide cultural, social, sporting and recreational facilities for members; as well as for the representation of members in their corporate relations with societies, colleges and other bodies, within or outside Oxford. There are Common Room meetings at least twice a Term and all members are encouraged to come along with any comments, suggestions (or complaints) about life in the Common Room. The Common Room produces a magazine called *Lines*, containing articles and information about life at Linacre and outside it.

The Common Room Executive are the President, Treasurer, Secretary, Social Secretaries, Sports Recreation Secretary, Publicity Officer, Welfare and Equality Officer, Environmental Officer, Oxford SU Representative/Development Officer and *Lines* Editor. Elections for most of the Common Room Executive positions are held at the end of Michaelmas Term and the balance during Hilary Term.

All members of the College, including full-time staff and special members, are automatically members of the Common Room unless they have given notice in writing to the President of the Common Room by the end of second week of Michaelmas Term indicating their wish not to be members.

[9.4 Meals](#)

The Dining Hall is open throughout the year except, although there may be a reduced service during some short periods. Announcements will be made when this is the case.

Normal meal service is cafeteria (self-service) style, and the College attempts to cater for as wide a range of diets and preferences as is possible. You can pay with your University card at the till. This will entitle you to student subsidised prices. If you pay by debit/credit card you will not be eligible for the subsidised pricing. Non-Linacre members pay by debit/credit card.

The standard pattern is of breakfast, lunch and dinner Monday-Friday. There are no meals on weekends and Bank Holidays. Breakfast is served 7.30am to 9.00am, lunch is served from 12.00noon to 1.30pm and dinner from 6.30pm to 7.30pm. The cost varies according to what is eaten. Students may take as many or as few meals as they wish.

Students are encouraged to bring in guests and no signing-up is required for normal everyday meals. Meals for student members are subsidised. All guests and other members (e.g. 'continuing members'), are charged nearer the full economic price for a meal; Value Added Tax (VAT) is chargeable on all non-student meals.

There is a semi-formal Guest Night dinner on Tuesday evenings and a formal Guest Night dinner on Thursday evenings in Full Term (weeks 1-8) served at 7.30pm. Both Guest Nights are preceded by an early evening take-away only meal served from 6.00pm to 6.30pm. Members are asked to sign up for the Guest Nights on the online sign-up system. A link will be emailed to all members at the beginning of each term. Late cancellations will involve full payment.

Reuben College, who are sharing Linacre's facilities during 2022/23, hold their Guest Night every Wednesday evening. This means there will only be an early evening take-away meal service on Wednesdays (weeks 1-8).

In order to give all students an opportunity to bring guests on guest nights, students are asked not to pre-book spaces by signing up with guests for *more than two* Guest Nights per term in advance. If spaces are available at the end of the week preceding a Guest Night, they can of course then be booked.

9.5 Guest Room

A twin-bedded room is available for guests of members of the College and may be booked through [the Accommodation Manager](#). The scale of charges for the guest room, including continental breakfast, is available from the Accommodation Manager. Letting will normally be for a period of not more than fourteen nights. A cancellation fee of 50% is payable unless cancelled with more than 7 days' notice. The full charge is payable if cancelled within 24 hours or upon non-arrival. The College member booking the room is regarded as guaranteeing subsequent payment of appropriate charges.

9.6 Room Bookings by Members

All meeting room enquiries are to be emailed to the [Steward & Hospitality Manager](#). All meetings must comply with the College's [Freedom of Speech Policy](#). The Small Common Room can be booked for personal events using [a self-reservation system](#).

9.7 Events

Linacre has a known reputation for the quality of its 'Bops' (discos). On site residents should note these events finish in the early hours. In addition, the Common Room provides a wide range of social activities, including movie weekends, bar quiz, theme parties, exchange dinners, international evenings, garden/games parties, barbecues and much else besides. These events are only successful if people come along and enjoy them, and all are urged to do so. Watch the Social Events noticeboard for forthcoming events and if you have any ideas of your own, please suggest them to any of the Executive Committee.

9.8 Bar

The bar is run by the Bar Manager Mehrsa Jafarpour in conjunction with the Bursary, CR committee and it is staffed by Linacre College students. It is open from 12.00 noon to 2.00 p.m. on some Saturdays during term and from 7:00 p.m. to 11:30 p.m. on all 7 days of the week. The bar is very inclusive and non-members friendly. They have regular events separately organised for your enjoyment of social life at Linacre College. Linacre College "Members Only" get discounted rate and their drinks are charged via the University card.

9.9 Lockers

There are a limited number of lockers available which are allocated on a *yearly* basis. Locker keys may be obtained from the Reception Office on payment of a deposit of £20. The College insurance cannot accept liability for loss of personal possessions; hence it is recommended that the coat security racks are used wherever possible.

9.10 Sports Facilities and Gym

Linacre has a very active sporting tradition. Linacre has a boat club (in collaboration with Nuffield College), touch rugby and football teams which play in various inter-College leagues. Other sports offered include tennis, squash, table tennis, yoga, darts, pool, boxing, and weightlifting. For more information on team membership or College sports contact the Common Room Sports and Recreation Secretary.

The Common Room owns two punts. A permit authorising you to use the Linacre punts, which are kept at Wolfson College, can be obtained from the Lodge during the punting season.

Use of the gym and fitness equipment is free to College members and their guests (*one accompanied guest per member*), subject to completion of a Gym Membership Form, Medical Form and attendance of a short Induction given by the Gym Manager. All users must note and abide by regulations posted in the gym about the use of the fitness equipment.

Linacre members have free access to the 25 metre, 8 lane Rosenblatt Pool at the Oxford University Sport facilities on Iffley Road. To gain yearly membership, show proof of Linacre membership (Bod card) at the gym reception and complete a few forms.

9.11 Music Practice Room

There is a Music Practice Room in the basement of the Abraham Building with a new Yamaha piano. There is Yamaha clavivona in the small Common Room and a Bluthner upright piano in the Thomas Linacre Room located within the OC Tanner Building. Headphones for silent practice on the clavivona are available from the Lodge. Use of the instruments can be booked at the Lodge who will provide advice on possible time restrictions and availability. In consideration of others practice of other instruments should not take place after 9:00pm or before 8:00am.

9.12 Mail: Pigeon Holes

There are pigeon holes near the Lodge where any mail delivered by the Post Office or the University Messenger Service will be placed. Pigeon holes are for post only, not for books or gowns etc. Internal messages to Fellows and other students can be put in the pigeonholes. To gain access to the Post Area you will need your University Card to get through the security door. Mail to addresses within the University can be posted (without charge) in the internal mail box outside the Lodge. Any mail for the spouse/partner of a College member must be addressed c/o the College member. Mail can only be sent if already stamped. Students living in Linacre's off-site accommodation are reminded that *post must not be addressed to the houses*

9.13 Car Parking

A car in Oxford is a liability in many ways, and students are strongly advised to consider whether they need one. No parking is allowed in the staff car park except with the permission of the Domestic Bursar. Please contact the Lodge for access to the car park for unloading for short periods. Overnight guests are reminded that cars should be moved out of the car park by 8.00 a.m. at the latest. Additionally on a number of occasions throughout the year notices will be published advising no parking in College, examples of which are Matriculation, Degree Days and the Gaudy.

Students are not entitled to authorise others to use College parking - all cars parked on College property must be authorised via College staff. There is no parking available, at any time, to students in off-site properties where parking spaces may be present. All off-site parking spaces are reserved for staff use only.

9.14 Telephones

It is not possible for private telephone calls for members to be handled through the College Office. Urgent messages can be taken which will be left in pigeon holes. Internal University telephones are situated in the Common Room and in the Bamborough Building and Abraham Building staircases.

9.18 Spouses and Partners

A spouse or nominated partner of a full member of the College may, on request from that member, be issued with a duplicate Linacre Card for which a small fee is charged. This gives the spouse/partner access, in the member's absence but still as a guest, to Dining Hall, Bar and Common Room facilities. Access to the College computer network can be arranged via the IT Manager. Dual Membership may be terminated at any time on request from the full member concerned and the card withdrawn. It lapses automatically, in any case, on the departure of the full member from College. Please see the Accounts Manager for details.

9.16 Children

Linacre welcomes children in most parts of the college and at most events. We provide high chairs for the dining hall, and College members are welcome to bring children for lunches and ordinary dinners.

We do not feel it is appropriate to bring infants or children under the age of 14 to a formal guest night dinner as the emphasis at this event is adult conversation, and often Fellows are bringing guests into College for this purpose. In this environment, even a well-behaved child is a distraction. The Common Room can try to find child-minders if notice is provided.

10 University Services and Facilities

10.1 Student Gateway

Student Gateway: <http://www.ox.ac.uk/students/>

10.2 Language Instruction

Graduates wishing to improve or consolidate their English are advised to make contact with the [Oxford University Language Centre](#), 12 Woodstock Road, Oxford, OX2 6HT. They run pre-course classes in September as well as throughout the academic year. They also give instruction in a wide variety of foreign languages.

Language grants are available for some foreign language courses through College (see section 5.3 above).

10.3 Careers

The Careers Service is open to all matriculated Oxford University students, for use during your time at Oxford and for as long as you need after graduation. It offers impartial guidance from a team of advisers with direct experience in sectors ranging from international development to dentistry, teaching and academia to finance and consultancy, and provides access to a variety of opportunities including internships, skills programmes, careers fairs, and vacancies. There is specific support for postgraduate students, including 1:1 DPhil and Research Staff appointments, doctoral internship programmes, and a series of tailored workshops covering applications, interview preparation, professional networking, entering academia, and more.

The Careers Service: <http://www.careers.ox.ac.uk>

10.4 University Club

The [University Club](#) provides sporting, social and hospitality facilities for all staff, postgraduates, alumni and retired staff of the University and Colleges.

10.5 Sport at Oxford University

Sport at Oxford University: <http://www.sport.ox.ac.uk/>

11 Safety and Security

11.1 Bicycles

Cycling is the most convenient means of getting around the city but because bicycle theft is rife in Oxford you are strongly advised to follow the University's guidance on security.

It is strongly recommended that you take out insurance against theft and register your bicycle with University Security via the Lodge.

Please note the information about charging batteries for e-bikes in Section 8.8 above.

11.2 Keeping in Touch: Contact Address and Phone Number

All students living in College houses should use the main College address.

It is important that the College is kept informed if members change their addresses in Oxford or their permanent home address, and that a forwarding address is left when a member is away. Every student must advise the College of the number of a mobile phone which will work in the UK and on which they will be accessible at all times. There is no necessity to obtain permission to be away from Oxford at any time, although you should be aware of formal residence requirements. Please inform the Lodge if you are going to be out of Oxford for any period longer than two weeks.

The College maintains databases containing addresses of current and old members. Before leaving Oxford it is important to notify the College of your new address. Mail will only be forwarded for one month after departure. Addresses and telephone numbers are confidential to the College unless students indicate otherwise. In accordance with the provisions of the Data Protection Act you will have given consent for the College to use confidential information by signing the University Contract.

11.3 Emergency Procedure

In the event of a serious accident or emergency summon the Fire Brigade, Ambulance Service or Police by dialling 999. This number can be dialled from all telephones including those on the University network. Immediately after calling the emergency services, please inform the Lodge on 71650 (Main College Site) or on 07837 142095 (duty phone).

11.4 Fire Precautions

Fire regulations are posted in every College bedroom and new arrivals are urged to read them thoroughly. The fire alarms in the main College building are tested at 12 noon every Monday. **At any other time it is the duty of every member of College to respond promptly and to vacate any College property when fire alarms sound continuously, assembling immediately at the designated Fire Assembly Point.** Failure to comply may result in a fine from the Senior Tutor.

[12 Complaints](#)

[12.1 Harassment](#)

Linacre College has an [official harassment policy](#).

The College has appointed seven advisors (four senior, two student and one staff member) who are ready to advise, in complete confidence on any problems which might arise from alleged or apparent breaches of the policy. The advisors are:

Senior Advisors: Dr Nick Brown, Dr Jane Hoverd, Dr Heath Rose, Dr Clara Barker

Student Advisors: President of the Common Room and Welfare Officers

Staff Advisor: Domestic Bursar

Any of these advisors can be approached by students.

[12.2 Complaints Procedure](#)

A copy of the procedure for registering a formal complaint is available [here](#).

[12.3 Disciplinary Procedure](#)

The College's Disciplinary Procedure is published [here](#).

[12.4 Conduct](#)

Members of the College, unless they are Masters of Arts of Oxford or have incorporated as Masters of Arts from Cambridge or from Trinity College, Dublin, are *in statu pupillari* and are subject to the Proctors' regulations concerning the conduct of junior members of the University. The University Student Handbook, issued by the Proctors' Office, can be found on-line [here](#).

Members of the College are also subject to the **College's Bylaws and Regulations** - copies of which are available from the Principal's PA or on-line [here](#).

Amongst others, these include the College's [Bylaw on Discipline and Student Members](#) and the College's [Policy and Guidance on the Possession, Supply, and Production of Drugs and Psychoactive Substances](#).

The use of illegal drugs, harassment, sexual harassment and violence are never acceptable at Linacre.

UK drugs and psychoactive substance legislation and penalties are different to other countries of the world. It is important to read this guidance carefully to ensure that you are familiar with and understand the policy. The policy sets out both the key legislation governing drugs and substance offences, and the main sources of support available for further advice and guidance.

Your Responsibilities:

You are required to comply with College rules on:

1. matters including, but not limited to, behaviour, IT usage, conduct, data protection and academic studies. You should refer to the [College Handbook](#)
2. fees and other charges being paid 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 your 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 the [Fees](#) office.
3. obtaining an appropriate visa if necessary and abiding by any [visa conditions](#) including maximum permitted working hours and the types of work allowed. Failure to do so may result in disciplinary sanctions in addition to any legal consequences. Support and information are available from Student Information and [here](#).

4. social distancing, hygiene, travel and self-isolation restrictions, testing and tracing, the wearing of face masks / face coverings in specified zones and any other health and safety measures which the College deems necessary. You acknowledge your understanding that these requirements are based on the University's Coronavirus guidelines, formed in consultation with Public Health England and local scientific expertise. These guidelines can be found here: <https://www.ox.ac.uk/coronavirus/health> and may be updated periodically to reflect changes in the public health situation and scientific advice.

13 Glossary

13.1 Glossary

Some frequently-used (and misused!) Oxford words:

Battels:	Members' Bursary accounts for food, rents, etc.
Full Term:	The eight weeks of the formal academic term.
Noughth Week:	The week before full term commences.
In Residence:	On course and in Oxford.
Bursary:	The accounts and administrative office.
Composition Fee:	Tuition fees charged by the University.
Leave to Supplicate:	Formal permission to take degree, i.e. the 'pass' statement.
Viva:	Oral examination.
Going Down:	Leaving.
Rustication:	Sent out of residence (suspended).
Matriculation:	Formal admission to the University.
Sub-fusc:	Formal academic dress.
Council Tax:	Local property tax.
Domus:	Literally 'house': usually used in the context of having special privileges or rights.
Proctor:	The senior members of the University responsible for discipline, control of examinations, etc. of junior members.
Governing Body:	Comprises the Fellowship of the College plus student representatives.
Encaenia:	Annual University honorary degree ceremony.
Gaudy:	Celebratory reunion of old members.
In Absentia:	In the absence of the person concerned.
Fellow:	Senior member of the University who has been elected to a College Fellowship and thus to membership of the Governing Body.
In statu pupillari:	Having student status.
Torpids/Eights:	Rowing races in Hilary and Trinity terms.
Common Room:	The organisation of College members responsible for recreational facilities, social and sporting events.
Dean:	Senior member of College responsible for discipline.