

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. There are numerous occasions when guests may be brought in, and families are always welcome. A proportion of the membership comes from those who remain in Oxford and enjoy 'continuing membership'. The pattern of post-graduate work means that most students are in residence for most of the year. The College never entirely closes (see note on [availability of meals](#) ^[1]).

1 On Arrival

1.1 Matriculation

The [matriculation ceremony](#) ^[2], 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 (Saturday 19 October 2019) 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. *Attendance is compulsory for all non-Oxbridge graduates.* Course fees must be paid in full before a student can be matriculated. Those who are new to Linacre but have already matriculated at Oxford will be invited to join the group photo.

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](#) ^[3](phone 01865 240501 but you are free to register with another local doctor if you wish. 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 College Secretary with your own local doctor's contact details in case of emergency.

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.

1.4 International Students

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

(a) *Tier 4 Visa*: Students with a Tier 4 visa need to collect their visa card (Biometric Residence Permit) as soon as they arrive in Oxford. The cards must be collected from either the Post Office in St Aldate's or the Exam Schools on High Street, according to the choice you made on your visa application form. You will not be able to enrol at Linacre until you have collected your card.

(b) *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](#) [4].

(c) *Orientation Courses for Overseas Students*: The University organises an orientation event for international students during Induction Week in Michaelmas Term. They will communicate the details to students during the summer.

(d) *Employment*: Overseas (i.e. non-UK and non-EU) 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 (BRP). For most students holding a Tier 4 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](#) [5]. All students will be given a University card, which is also a library card and a College entrance card/chargecard, on arrival. See the [Linacre Library pages](#) [6] 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, keep-fit courses, mother and toddler groups and have an equipment store. See the [website](#) [7] 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. These are used for IT communications and for general College communications, and it is not possible for students to be removed from these lists. It is the obligation of students to check their pigeon-holes and email regularly. Students should have activated their College email addresses before they arrive.

2 Who To See

2.1 Personnel

Principal:	Dr Nick Brown [8]
Vice-Principal:	Professor Mark Pollard [9]
Senior Tutor and Dean:	Dr Jane Hoverd [10]
Dean for Equality and Diversity:	Dr Heath Rose [11]
Bursar:	David Locke [12]
Accounts Manager:	Marta Adamczyk [13]
Accommodation Manager:	Karen Morris [14]
Domestic Bursar:	Simon Barker [15]

Accounts Assistant:	<u>Sue Jones</u> [16]
Reception Office:	<u>Marie Duffy</u> [17] and <u>Kate Zaslawska</u> [18]
College Secretary and Information Officer:	<u>Jackie Favarin</u> [19]
Principal's PA:	<u>Jo Whitfield</u> [20]
Academic Administrator	<u>Thea Teasdale</u> [21]
Alumni Relations Officer:	<u>Lisa Smårs</u> [22]
Development Officer:	
Development Administrator:	<u>Elizabeth Welsh</u> [23]
Librarian:	<u>Fiona Richardson</u> [24]
IT Manager:	<u>Ross Wackett</u> [25]
IT Technician	<u>Alex Wooten</u> [26]
Fol Officer	<u>Dr Nick Brown</u> [18]
Data Protection Officer	<u>Simon Bailey</u> [27]
Safety Officer:	<u>Simon Barker</u> [28]
Resident Junior Dean:	<u>Poppy Brown</u> [29]
Housekeeper:	<u>Aiga Dombrovska</u> [30]
Assistant Housekeeper:	<u>Debbie Wyatt</u> [31]
Maintenance Manager:	<u>Simon Hill</u> [32]
Maintenance Technician	<u>Mike Davey</u> [33]
Maintenance Assistant:	<u>Bob Brant</u> [34]

Head Chef:	Michael Bockett ^[35]
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2.2 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](#) ^[36].

2.3 Office Hours

The College Office and Bursary are open Monday to Friday from 9 am to 4 pm. The College OC Tanner Building is normally open seven days a week. From 8.30 am to 11 pm, either the Reception Office or a student porter 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 posted on noticeboards. All members have 24 hour access to the College premises (via their University card).

2.4 Bursary

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

BURSAR, David Locke [12], is responsible for the financial management of the College and the smooth running of its premises and activities.

ACCOUNTS MANAGER, Marta Adamczyk [13], is responsible for fees, battels (personal accounts) and payroll, and oversees the work of the other Bursary staff in Reception.

DOMESTIC BURSAR, Simon Barker [15], carries primary responsibility for managing the College's property and land, insurances, environmental performance, purchasing and contracting, regulatory compliance, health, safety and security, Bar and alcohol licence.

ACCOMMODATION MANAGER, Karen Morris [14], is responsible for the administration of student accommodation including study rooms and storage, guest room bookings, and oversees the work of the Housekeeping staff.

ACCOUNTS ASSISTANT, Sue Jones [16] is responsible for the payment of invoices.

2.5 College 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 accommodation too. An appointment to see the Senior Tutor can be made by e-mailing senior.tutor@linacre.ox.ac.uk [10]

COLLEGE SECRETARY, Jackie Favarin, [19] deals with all academic administration and is also secretary to the Senior Tutor and Tutor for Admissions.

PRINCIPAL'S PA, Jo Whitfield [20], deals with the Principal's correspondence and appointments diary. She also handles all arrangements for degree ceremonies, guest night dinner lists and other social events held in College.

ACADEMIC ADMINISTRATOR, Thea Teasdale [21], assists the College Secretary, particularly in relation to scholarships, welfare & disability and Linacre House Trust.

2.6 Reception

RECEPTION STAFF Marie Duffy [17] and Kate Zaslawska [18] deal with switchboard, mail and parcels, receipt of battels payments, piano bookings, punt bookings, student cards, sales of bookmarks.

2.7 Development Office

A key role of the Development Office is to build on, and further develop, relationships between Old Members and the College, and between Old Members and each other. The office is therefore the first point of contact with Linacre for former students. It also looks to open up relationships with other individuals interested in Linacre, known as Friends. From this department of the College Old Members' events are organised, the College magazine, Linacre News, is published, members are kept in touch via social media, and fundraising takes place. A wide range of events is organised, both in the UK and abroad. Following a successful 50th Anniversary Campaign which ended in 2016 with over £8 million in donations, we continue to fundraise, and are thrilled that four more scholarships have been set up in 2018-2019; during the same year 300 gifts were received from alumni, for other scholarships; accommodation; hardship; endowment; Junior Research Fellowships. A major focus going forward will be student accommodation.

ALUMNI RELATIONS OFFICER, Lisa Smårs [18], organises Old Members' activities, and serves as Editor of Linacre News and publishes on social media. She is also keen to help and meet with individual former students, and organises the Linacre mentoring programme, which aims to provide contacts from among our Old Members for informal career advice.

DEVELOPMENT OFFICER AND TANNER LECTURE ADMINISTRATOR, Antonella Di Marzio [18], carries out research, effects stewardship to donors, liaises with Scholarship holders, supervises the Annual Fund and seeks and encourages financial support for the College. She also coordinates the annual Tanner Lecture on Human Values.

DEVELOPMENT ADMINISTRATOR, Elizabeth Welsh [18], is responsible for office administration and assists with events, publications and other Development Office activities.

2.8 IT Office

IT MANAGER, Ross Wackett ^[25], is available during Office hours to any student for IT help and assistance. His Office is located on the top floor of the OC Tanner building. He has an assistant, Alex Wooten ^[26], to provide additional support who can be contacted at support@linacre.ox.ac.uk ^[37].

2.9 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 ^[38].

RESIDENT JUNIOR DEAN, Poppy Brown ^[18], ^[39] who resides in a flat on the College site, assists College Officers with the smooth running of the College, particularly with out of office hours responsibilities and welfare duties. These duties will be on a rota basis with three Senior Students (Mala Gunadasa-Rohling, Pierre Romain and Alex Szenicer) who also reside on the College site. The 'out of hours' phone number is: 07837 142095.

2.10 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 ^[40].

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, should the need arise, the student can seek advice on personal or academic matters. A fuller description of the Advisor system and the name of your College Advisor will be provided on arrival in Oxford.

Arrangements will be made for you to meet your Advisor at the Newcomers' Dinner. If your Advisor cannot attend, they will get in touch with you at the first opportunity, but students are urged to get in touch with their advisors if contact has not been established. Please let the Senior Tutor know, by the third week of term, if you have not yet met your Advisor.

3.2 Advisory Panel

There is also an Advisory Panel, who are available to give advice to any student on particular problems at any time. In 2017-2018 the Panel consists of:

Professor Mark Pollard ^[9] (Vice-Principal)

Dr Heath Rose ^[11] (Dean for Equality and Diversity)

Dr Jane Hoverd ^[10] (Senior Tutor and Dean)

Dr Chris Morton ^[41] (Senior Research Fellow)

Dr Clara Barker ^[42] (Adjunct Fellow)

Marta Adamczyk ^[18] (Accounts Manager)

Jackie Favarin ^[19] (College Secretary)

3.3 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 equally all members of the Linacre community, 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 ^[43] 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 ^[44], 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 Heath Rose, Dean for Equality & Diversity, who can speak to you confidentially. If you are concerned about possible harassment, see Section 12.1 ^[45] of this Handbook.

3.4 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: learn more about the welfare team on the [Linacre Welfare webpage](#) ^[46]. 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 [Thea Teasdale](#) ^[21] confidentially in the first instance. The University has a wide range of [resources](#) ^[47] to help students with disabilities achieve equal opportunities with non-disabled students, and Linacre is committed to supporting its students who have disabilities.

3.5 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 academic and personal potential with help from the Senior Tutor, College Secretary, or the College Doctor. 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 ^[48], or by a personal visit to their offices at 3, Worcester Street. You will find details of the service [here](#) ^[49].

3.6 Mentors

Upon arrival all new students will be given the name of a College student member who has agreed to act as 'mentor'. This person will contact you to invite you, together with other 'mentees', to a social event to be held at the start of Term. We strongly urge you to make full use of this opportunity as it should be a simple (and relatively painless!) way of making new friends.

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 should be issued on arrival with a University Card, which is an identification card, a library card, a College charge card and which gives access to College security doors. This will be ready for collection from the College Secretary 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 College Secretary who will obtain a replacement. A charge may be made for the replacement of lost cards.

Bills must be settled by the end of the month during which they are received. New members should complete a direct debit form, which is supplied in your welcome pack, 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.

Although only the total charge for meals will be shown on the monthly bill, the costs of each individual meal are held on the computer and further details are available on request to the Accounts Manager.

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](#) ^[50] section of the University's website, then signed and stamped by the College Secretary. 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 (UK), EU (rest of European Union), Overseas (outside the European Union) or Islands (Channel Islands or Isle of Man).

Up to and including the academic year 2018/19, separate figures have been published on the university website for university fees and for college fees: the total payable is the sum of these two figures. From the academic year 2019/20, course fees for matriculated students are published as a single figure. This change is intended to ensure that the total level of fees payable is in all cases completely clear.

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 June) 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 electronically.

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 £122) and a University continuation charge (currently £488), 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](#) ^[51]. University awards and scholarships at other colleges are advertised in the [University Gazette](#) ^[52] 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.

5 Financial Assistance

5.1 Childcare Fund

Access to Learning Fund The Government provides some support for UK students for expenses that are not already covered by other sources of financial help (such as childcare or unexpected financial crises that might otherwise cause you to abandon your course). Applicants are normally expected to have made provision for their basic costs by earning or by applying for appropriate loans, including Career Development Loans ^[53] . Completed applications 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. Application forms and guidance notes for ALF are available from the College Secretary.

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.

Patrick Heffernan Fund: Small hardship grants may be available to parents needing assistance with childcare costs from a Linacre College fund set up in memory of a former Domestic Bursar. Applications for support can be made through the Linacre House Trust (Hardship) using the form which can be downloaded here ^[54]. 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' 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 ^[55] as early as possible. They can also contact Linacre's Dean for Equality and Diversity, Dr Heath Rose.

Overseas students with disabilities should also contact the University's Disability Advisory Service ^[47] (DAS) as early as possible. If support is recommended after a DAS assessment, this will be funded by the University and the College.

5.3 Academic and Other Activities

Students participating at University level in sporting or non-sporting activities may apply for a grant 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 by the end of week 1 of Hilary Term. Applications are considered in week 3 of that Term. If some funds remain unspent, another round of applications will be accepted in the first week of Trinity Term. Only those who are liable for College fees are eligible to apply.

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](#) ^[56].

The *Linacre House Trust Fund*, established through the generosity of Old Members and other Friends of the College, makes [conference participation grants](#) ^[57], and is administered by the Linacre House Trust Committee, chaired by the Vice-Principal.

The Trust will contribute to the cost of study-related Fast Track Modern Language courses.

The Trust also offers special grants endowed by an Old Member of the College:

The *Frederick Mulder Fund*, established in 2004 by Dr Frederick Mulder, 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 in the same way as for Linacre House Trust Fund grants.

Anyone wishing to apply to the Linacre House Trust Committee should obtain an application form from the College website. The Linacre House Trust Committee meets on Mondays of 3rd and 7th Weeks of each Term. Applications must be received by the *Monday of 1st week* (for their 3rd week meeting) or *Monday of 5th week* (for their 7th week meeting)

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](#) ^[58] in the University and the College.

University Sources

Hardship funding may be provided by the University to help students who experience unexpected financial hardship. Students must be able to demonstrate that something that 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. 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 Senior Tutor.

The Vice-Chancellors' Fund, has been established to assist students in the final stages of their DPhil. Applicants must be of truly exceptional academic ability: in most years only around 15 awards are made throughout the whole University, meaning that on average, one applicant from Linacre might be funded every other year. Application forms are available from the [University website](#) ^[58]. Applications are considered in Trinity Term each year.

College Funds ^[59]

The *Linacre House Trust 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 above). Please consult the Vice-Principal or your College Advisor.

Writing-Up Bursary A small number of 'writing-up' bursaries of £1000 each 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.

The Trust also offers a special hardship fund endowed by an Old Member of the College.

The *Raymond & Vera Asquith Fund*, established in 2009 by Professor Pamela Asquith, Old Member, in memory of her parents, offers Hardship grants to students from the UK. Applications should be made to the Linacre House Trust.

Anyone wishing to apply to the Linacre House Trust Committee should obtain an application form [here](#) ^[60]. The Linacre House Trust Committee meets on Mondays of 3rd and 7th Weeks of each Term. Applications must be received by the *Monday of 1st week* (for their 3rd week meeting) or *Monday of 5th week* (for their 7th week meeting)

5.4 Employment: Porter and Bar Duty

These functions 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. They will be required to complete the university's online Equality and Diversity Briefing before beginning work. All payments will be made subject to Inland Revenue rules.

6 Medical

6.1 Medical Provision for International Students

Students from Britain, the European community 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 \(UKCISA\)](#) ^[61] ^[62] 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 Tier 4 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](#) [63].

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](#) [3]. If you decide to register with a different local GP you must provide the College Secretary with their contact details, so that the College may call them in case of emergency.

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](#) [64], the dental service at Oxford Brookes University, tel 01865 689997.

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:

And

Additional notes:

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 (£10) provided they are in good clean condition. If you are interested in selling a gown, please see the Principal's PA, [Jo Whitfield](#) ^[18].

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 Jo Whitfield 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.

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 (Jo Whitfield, Principal's PA and Events Manager) 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 Principal's PA/Events Manager.

7.5 Examinations

Students are responsible for entering their names for University Examinations through [Student Self-Service](#) ^[66] at the times given in the Examination Regulations. The Examination Regulations are available on the [University website](#) ^[67]. University Cards must be shown when sitting examinations. Applications for special consideration due to e.g. ill health, dyslexia and any other communication with the University concerning the conduct of exams and assessment should be made through the Senior Tutor at the earliest opportunity.

7.6 Conference Travel Grants

Applicants for conference grants must normally demonstrate to the Linacre House Trust that they are presenting their research in the form of a paper, poster, or oral presentation. The maximum funding for conference attendance is about £120 for UK conferences and £300 for overseas conferences. In normal circumstances the maximum that a student can expect to receive in conference funding is £120 for Master's students and £300 for DPhil students over their student career; students applying for a major grant towards conference attendance in their first or second year of research should be aware that they will be unlikely to receive further grants of the same magnitude. Students are encouraged to apply once they have submitted their abstracts for conference participation; the Trust will make a decision conditional on receiving official confirmation that the paper/poster/presentation has been accepted. Retrospective applications cannot be accepted. Candidates applying close to the date of a conference should ask for their application to be considered by Chair's action. See the [College Funding](#) ^[68] page for an application form.

The Committee does not normally fund:

7.7 Study Rooms

There are a number of small lockable rooms on the main site available for study purposes. They are allocated on a termly basis, and are intended primarily for those final year students whose domestic or departmental circumstances make writing-up unduly difficult. Details and

application forms are available [here](#) [69].

7.8 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 2018/2019 are:

Michaelmas Term:	Sunday, 13 October - Saturday, 7 December
Hilary Term:	Sunday, 19 January - Saturday, 14 March
Trinity Term:	Sunday, 26 April - Saturday, 20 June

7.9 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.

7.10 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.

The Junior Dean is offered an on-site flat and the three Senior Students are allocated on-site rooms, to enable them to perform their duties effectively. The Gym Manager is usually allocated a room in the Abraham building to ensure availability for gym management purposes.

Each of the College houses and buildings has a designated Head Resident. The Common Room President works with the Accommodation Manager to allocate Head Resident posts to members of the CR Exec, the CR Committee, or other appropriate students. Head Residents are in post for the full academic year, usually from October through until the following July. In return, each of these Head Residents provides a vital communication link between the accommodation and College.

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. A sample tenancy agreement can be found on the [accommodation](#) ^[70] page of the website. On departure from College accommodation and after the room inventory has been verified deposits will be refunded. Deposits can only be refunded to a debit or credit card in sterling (GBP) if that card was used to make the initial payment. 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.

Occupants of College accommodation are allowed occasional overnight guests for a maximum of three nights, as long as the tenant is also present. Permission for guests who wish to stay longer should be sought from the Accommodation Manager but this will only be granted in exceptional circumstances.

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.

To report any maintenance issues please e-mail maintenance@linacre.ox.ac.uk ^[40].

Linacre College adheres to the Student Accommodation Code which protects your rights to safe, good quality accommodation. Further information can be found [here](#) ^[71]

Students who are considering renting private accommodation are advised to seek advice from the Accommodation Manager before signing a tenancy agreement. [The University Student Union](#) ^[72] can also advise you.

8.2 Environmental Policy

The College has adopted an Environmental Policy, a copy of which is available [here](#) ^[73].

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. 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 Blue Door entrance (via their University card). 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](#) ^[74].

8.6 Lost Property

Lost property will be kept behind Reception for 2 weeks, after which time it will be placed in the store immediately to the left of the Blue Door exit for a further month. 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 fit plugs yourself unless you are absolutely sure about what you are doing. Fit the correct sized fuse. 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.

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 Reception or to the Domestic Bursar during office hours (08.30 – 16.30 hrs Mon/Fri) or the duty Porter during the period covered by them. When there is no duty Porter available you can call the College mobile (07837 142095) which will be held by either the Resident Junior Dean or one of the Senior Students. They will assist you as necessary.

For more serious incidents you can phone Oxford University Security Services (OUSS) Control Room (24/7) on 01865 (2)89999 who provide an Immediate Response service if necessary.

Keep your room locked and endeavour to make sure that external doors to residential areas are locked. Do not let anyone follow 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 in Oxford is a serious problem. For students in College accommodation personal possessions up to a certain value inside study bedrooms are covered by an insurance policy. See details issued upon arrival.

Reception has a stock of small personal emergency alarms. Any student who would like to have one can go along to the Reception Office and get one free of charge. (If you lose your free alarm, you will have to replace it yourself. Replacements can be bought from the Oxford University Student Union ^[75]).

Of course, no alarm can be a substitute for vigilance and care. 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 *as 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](#) [76].

9 College Services and Facilities

9.1 Library

The College Library is open 24 hours a day, 7 days a week, when the College is open. It provides quiet study space, a group study room, access to high-specification computers and printers, and a multi-disciplinary book collection.

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. The Librarian is available in the Library to help and support students with their library and information needs on Mondays, Tuesdays, Thursdays and Fridays from 10am - 3.30pm, and can be contacted by email at library@linacre.ox.ac.uk [24].

Find out more about Linacre College Library on the [Library web pages](#) [6] and visit the [Library Facebook page](#) [77] for the latest news.

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 [Finding resources](#) [78] 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](#) [79].

9.2 IT

Further information about IT facilities can be found on the website [here](#) [80]. All students are bound by [University and College Regulations](#) [81] 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](#) ^[82]. 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 ^[37] or 01865 271659.

Linacre College has a bank of modern computers for members to use in the Library, currently running Windows 7. There are also colour and mono laser printing as well as 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. When logged on to College owned computers, members have access to their own personal network drive (U:) where academic related material can be safely stored.

Details of how to connect personal computers to the Linacre wired network can be found [here](#) ^[80]. Alternatively you can email support@linacre.ox.ac.uk ^[37] 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](#) ^[83]. 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. The IT Manager, Ross Wackett can be contacted via itmanager@linacre.ox.ac.uk ^[25] or (01865)271 659. General support enquiries should be sent to support@linacre.ox.ac.uk ^[37].

9.3 Common Room

The Common Room (combined SCR/MCR) 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 for staff holiday periods, currently a week each at Christmas and Easter, plus two weeks in August. Survival for residents during these closure periods is assured by the provision of self-catering facilities in all College residences.

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. By showing your University card at the till you will be entitled to student subsidised prices. Meals may be charged to your battles account or you may pay by debit/credit card. Non-Linacre members pay by debit/credit card.

The standard pattern is of lunch and dinner Monday-Friday. There are no meals on weekends and Bank Holidays. Lunch is served from 12.15 p.m. to 1.30 p.m., and dinner from 6.45 p.m. to 7.30 p.m.; 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, but *members wishing to bring in more than 3 guests should obtain the permission of the Head Chef*. During busy periods we reserve the right to impose further limits on guests, e.g. at the beginning of Michaelmas Term. 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 formal Guest Night dinner on Thursday evenings (weeks 2—8) in Full Term at 7.30 preceded by an early evening meal from 6.00-6.30 p.m. An informal Guest Night dinner is held in the Small Dining Room on alternate Tuesdays commencing in 1st week during Full Term *as well as* the normal evening meal. Members are asked to sign up 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. Please note that you do not have to invite a guest to be able to attend a Guest Night dinner! Attendance is conditional on an activated University Card.

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 ^[14]. 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

The Tanner Room and CTI Room may be booked through the Steward & Hospitality Manager ^[18] for meetings of College clubs and societies. Bookings for teaching rooms should be made through Reception. They may also be booked for meetings of other bodies provided that a member of College is always present who will be responsible for the organisation of the meeting and any costs or expenses incurred. AV equipment is available. Permission for all meetings involving outsiders must be obtained from the Senior Tutor not less than 7 days beforehand. *A charge will be made for the use of rooms by anybody not consisting entirely of members of the College.* All meetings must comply with the College's Freedom of Speech Policy ^[84]. The Nadel Room can be used, by advanced booking with the Principal's PA, for students wishing to host a quiet meeting with their supervisor or academic visitors. Small, informal gatherings are also possible, but food is not permitted.

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 Special Functions

There is a programme of special functions/meals and a few dates for note in Michaelmas Term are given below. Further events in Michaelmas, Hilary and Trinity Terms will be advertised in due course.

Michaelmas Term 2019

0th Week	Wednesday 9 October	Newcomers' Dinner
	Thursday 10 October	Newcomers' Dinner
1st Week	Saturday 19 October	Matriculation lunch

9.9 Bar

The bar is run by the Common Room in conjunction with the Bursary and is staffed by students. It is open from 12.00 noon to 2.00 p.m. and

from 6.00 p.m. to 11.00 p.m. on weekdays and 7.00 p.m. to 11.00 p.m. at weekends. The bar is “Members Only” with drinks charged via the University card. Only on larger social events can non-members purchase drinks for cash.

9.10 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.

9.11 Sports Facilities and Gym

Linacre has a very active sporting tradition and shares sporting facilities with Oriel College. 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 Reception Office 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. Linacre members also have free access to the Oriel sports facilities on Cowley Road, including squash courts. Ask at Linacre Reception for the key, and if using the squash courts, call ahead to the Oriel porter's lodge to reserve them.

9.12 Music Practice Room

There is a Music Practice Room in the basement of the Abraham Building with a new Yamaha piano, There is Yamaha clavino 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 clavino are available from Reception. Use of the instruments can be booked at Reception 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.

9.13 Mail: Pigeon Holes

There are pigeon holes near the Reception Office 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 Reception Office. 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*. Please give used stamps to Reception - they are given to charity.

9.14 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 Monday – Friday between the hours of 8.00 a.m. and 5.30 p.m. (10.30 p.m. on Guest Nights) except with the permission of the Domestic Bursar.* Other College occasions when no parking is allowed will be notified by email. Please contact Reception 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 Gaudy. Students are not entitled to authorise others to use College parking - all cars parked on College property must be authorised via College staff.

9.15 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.

9.16 Alumni Relations

The Development Office produces *Linacre News*, which deepens relations between former students and Linacre, and is also the link between current and past students. *Linacre News* exists as a medium for enabling Old Members to keep in touch with Linacre and with each other, and is available free of charge to past and present members of the College. (Multiple copies of *Linacre News* are available in the Common Room when the magazine is published, and students are invited to call into the Development Office for additional, or for back copies). The Office also organises Old Members' events in various countries, and helps former students in several other ways, such as overseeing the Old Members' online Directory, assisting with guest room booking and enabling former students to be in touch with each other. We also offer a mentoring scheme through which some Old Members are available to give informal ;professional; advice to younger Old Members, or to current students. Students are welcome to call into the Development Office, and find out more about our work.

9.17 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.

9.18 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/> ^[85]

10.2 Language Instruction

Graduates wishing to improve or consolidate their English are advised to make contact with the [Oxford University Language Centre](#) ^[86], 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.

10.3 Careers

The Careers Service is open to all matriculate 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> ^[87]

10.4 University Club

The University Club ^[88] 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> ^[89]

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 College Reception. All bicycles must be registered in the book provided in the Reception Office. A sheltered bicycle store exists under the main steps into College. Access is via your University Card. Under no circumstances should bicycles be left in the following areas:

11.2 Keeping in Touch: Contact Address

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

It is important that the Reception Office 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. 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 Reception Office if you are 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 and during normal office hours please inform Reception (71650 Main College Site).

Outside office hours the duty Porter should be notified. If no duty Porter is available you should contact the Resident Junior Dean or one of the Senior Students on 07837 142095.

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](#) ^[90].

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 Officer - training pending for incoming 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](#) ^[91].

12.3 Disciplinary Procedure

The College's Disciplinary Procedure is published [here](#) ^[92].

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](#) ^[93].

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](#) ^[94].

Amongst others, these include the College's **Bylaw on Discipline, Fitness to Study and Student Members** ^[95] and the College's **Policy and Guidance on the Possession, Supply, and Production of Drugs and Psychoactive Substances** ^[96].

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.

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.