# Pembroke College Handbook

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WELCOME TO PEMBROKE COLLEGE

We are really pleased to welcome you to our lively and ambitious intellectual community, where students and academics alike are passionate about their subjects. The College exists primarily for students and values the great contribution you will make towards the academic achievements and lively atmosphere here. There are plenty of opportunities for the entire community to share ideas and socialise through student-led societies, seminars and events.

You should read the full handbook, but the key sections we would particularly like to draw your attention to are:

- Academic calendar
- Academic supervision of undergraduates
- Academic supervision of graduates
- Examinations
- Dealing with academic issues
- Academic discipline
- Medical arrangements
- Security and safety

ABOUT PEMBROKE COLLEGE

From the early days of the University, Broadgates Hall, from which Pembroke College was founded, existed as a hostel for law students. The combined generosity of an Abingdon merchant, Thomas Tesdale, and a Berkshire clergyman, Richard Wightwick, provided the necessary endowment for the transformation of Broadgates Hall into Pembroke College. In 1624, King James I approved the creation of Pembroke College, which was named after the third Earl of Pembroke, Lord Chamberlain and Chancellor of the University, who had done much to promote the foundation. The two were commemorated in the College’s coat of arms, which, in recognition of the union of the two crowns in the person of James the First of England and Sixth of Scotland, bears a rose and thistle above the three lions rampant of the Earl’s shield. More information about the crest and the College’s history is available on the History page of the College website.

Today, Pembroke College’s community consists of about 375 undergraduates, around 35 visiting and Erasmus students, and more than 270
postgraduates. It is a close-knit academic community, and the Master of the College, Dame Lynne Brindley, is keen to welcome you and to get to know you during your time at Pembroke. There will be various opportunities to meet her and her husband, Tim.

As an independent legal entity, all major College decisions are taken by its Governing Body, chaired by the Master. The Governing Body consists of the Master and Fellows, including Advisory Fellows who are from outside the academic community. There are approximately 30 Tutorial Fellows, who have teaching rooms in the College, and a range of other academic staff who teach Pembroke students, either on the College premises or in other Colleges or University buildings. You can find out more about their profiles on the Fellows and Academics page of our website. With a dynamic research community, the College is also proud to house several research groups, as outlined on our Research Groups webpage.

A support staff of about 110 provides administration, library, maintenance, IT, accommodation and catering services. The administration is broadly divided between those who deal with academic matters (headed by the Academic Director and Academic Registrar) and those who deal with non-academic matters (headed by the Bursar and the Home Bursar). You can find the contact details for various offices on the Contact us webpage or via the Who’s who section below.

**OUR PURPOSE AND VALUES**

As defined in our founding statutes, Pembroke exists as an historic institution dedicated to serve the common good through the provision of education and the promotion of scholarship and research. The College’s values express the core principles which run through all that we do, how we behave as a community, and how we make decisions. We seek to be:

**Academically Ambitious**
- Pursuing academic excellence at all levels
- Recruiting the brightest minds, regardless of background
- Supporting individuals to enable them to reach their full potential
- Building a natural home for, and strong reputation in, research as befits a multi-disciplinary college

**Inclusive**
- Respecting differences and embracing diversity
- Helping one another to succeed in all aspects of life in College by encouraging and challenging one another
- Listening to and being open with one another

**Collaborative**
- Collaborating across all areas of the College community, including students, academics, staff and alumni
- Collaborating with colleagues and academics across Oxford, nationally and internationally to innovate and improve

**Balanced**
- Supporting the personal development of all members of the College community to enable them to enhance their personal and professional skills
- In addition, enabling students to enhance their life experience in preparation for careers in any walk of life

**Adaptable**
- Forward-thinking
- Evolving in step with the world around us so as to thrive in the future
2 TYPES OF STUDENTS (JUNIOR MEMBERS)

A ‘junior member’ is a term used in the Regulations to refer to any person who has been admitted to Pembroke College to take a course of study leading to a degree from the University of Oxford, or any other course of study for which College approval has been granted.

In order to be admitted as a junior member you must:

- receive and accept a written offer from the College enrolling you on a course of study.
- agree to abide by College and University Regulations.
- matriculate as a member of the University and attend a Matriculation Ceremony.

You will cease to be a junior member when your course of study is completed or is terminated for any other reason.

Junior members include:

- Students enrolled on a course of undergraduate studies at the University of Oxford.
- Students enrolled on a course of graduate studies at the University of Oxford.
- Second BA students: undergraduates who have already obtained a degree qualification at another institution, or have equivalent academic standing. A second BA student has the same academic obligations as an undergraduate and, for the purposes of residence and provision of accommodation by the College, a second BA student is normally treated as an undergraduate. Second BA students are also invited to become members of the MCR in recognition of
their previous qualification. The term ‘undergraduate’ in this Handbook includes second BA students except where specifically indicated. More information on Second BA and Senior Status is available on the University website.

- Visiting students: those undertaking part of an undergraduate or graduate course at Pembroke College, but not matriculating or taking an Oxford degree. Pembroke College was the first Oxford college to introduce a serious academic programme for Visiting Students, and there are about 35 Visiting Students at Pembroke each year, from a select group of US, Chinese and Hong Kong Universities. Visiting students are fully integrated into the academic, social and sporting life of the College and of the University. The programme as a whole is overseen by the Academic Director. More information is available on our Visiting Students webpage.

- Exchange and Erasmus students: Exchange students are visiting from another higher studies institution, usually as part of a reciprocal exchange agreement. Exchange students may be classified as being of undergraduate or graduate status, but do not matriculate or take an Oxford degree. More information about Erasmus students is available on the University website.

3 ACADEMIC CALENDAR

The academic year runs from 1 October to 30 September and is divided into three terms, Michaelmas term (“MT”, autumn), Hilary term (“HT”, spring), and Trinity term (“TT”, summer).

Full term is of eight weeks duration, with each week commencing on Sunday. Certain subjects require undergraduates to be in residence for extended terms in some years of their degree. Weeks in Full term are referred to by number - 1st week, 2nd week, through to 8th week etc. Weeks out of Full term may also be referred to by number - 0th week, 9th week, etc.

UNDERGRADUATE TERM DATES

College terms for undergraduates commence on Wednesday (HT, TT) or Thursday (MT) in 0th week, to provide time for students to sit collections (internal examinations) in College, and end on Saturday of 8th week. Dates for 2017-18 are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas</td>
<td>5 Oct 2017</td>
<td>2 Dec 2017</td>
</tr>
<tr>
<td>Hilary</td>
<td>10 Jan 2018</td>
<td>10 Mar 2018</td>
</tr>
<tr>
<td>Trinity</td>
<td>19 Apr 2018</td>
<td>16 Jun 2018</td>
</tr>
</tbody>
</table>

GRADUATE TERM DATES

Terms for graduates on taught courses typically commence on the Sunday of 0th week and end on the Saturday of 8th week. Dates for 2017-18 are as follows:

1 A second BA student may also be dispensed from sitting the First Public Examination, thereby allowing for completion of an undergraduate degree course within two years. Such students are deemed to have ‘senior status’.
<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas</td>
<td>8 Oct 2017</td>
<td>2 Dec 2017</td>
</tr>
<tr>
<td>Hilary</td>
<td>14 Jan 2018</td>
<td>10 Mar 2018</td>
</tr>
<tr>
<td>Trinity</td>
<td>22 Apr 2018</td>
<td>16 Jun 2018</td>
</tr>
</tbody>
</table>

Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

Graduate students on Research degrees (D.Phils) are usually expected to be in Oxford during term time and vacations.

Certain examinations take place after the end of Full Term. Any student taking exams should check the position for their subjects with their Tutors or with departments before making arrangements to leave Oxford for the vacation in which their examinations will take place. Please note that examination dates may not be released until two weeks prior to the start of the examination.

You may wish to purchase a University Diary which follows University practice of describing weeks according to when they fall within Full Term. University diaries are available from booksellers in Oxford.

**DUTY TO KEEP RESIDENCE**

It is a University rule that, in order to qualify for a degree, a student must have been in residence for 42 nights during each Statutory Term. That means you must spend at least 42 nights within six miles of Carfax (in central Oxford) during those periods, unless you already hold a degree or are married, in which case you must reside within 25 miles of Carfax.

If you wish to ‘come up’ to Oxford later, or ‘go down’ to your home earlier, than the stipulated dates, you must get the written permission of your Tutor and inform the Academic Office. Accommodation cannot be guaranteed in all cases but we will seek to make arrangements wherever possible.

Given the intensity of the course and study requirements, you should plan to spend the full term in residence. If you wish to spend any time away from Oxford during the term, you must notify the Porters’ lodge and also ask your tutor(s) for permission. Permission will normally be given for reasonable requests to be away for brief periods of time, provided that you are meeting your academic obligations and residency requirements, and that the time away from college will not disrupt your studies, and will be given for absences on compassionate or welfare grounds.

During the term, the College facilities e.g. Catering, Bar, Farthings Café, Library, Sports etc. are all available to Pembroke students. During the vacation some College facilities are not available as the College is engaged in activities to support its academic objectives and will also host a number of academic conferences.

**LIVING ARRANGEMENTS**

All first year undergraduates and Visiting Students normally live on the Main Site, unless there are special circumstances.

All final year undergraduates on three-year courses will be normally offered accommodation at either the Sir Geoffrey Arthur Building (known as the GAB), which is about a ten-minute walk south of the Main Site, or on Main Site itself.

Students on four-year courses resident in Oxford are normally given a choice to live in College accommodation in either the 3rd or 4th year.

There is accommodation for about 55 first year graduates on the main site, in the GAB or in properties owned by the College on a first-come first-served basis.

If you choose to live out of College, appropriate
accommodation can usually be found through contacts in the JCR or MCR, as appropriate, or through the University Accommodation Office.

More information about accommodation is available in the Domestic arrangements section below and on the Accommodation pages of the website.

CONTACT DETAILS

We will use your University email address as a primary method of contact. It is part of your academic obligations to check your emails at least once a day (Regulation 2.1a).

It is extremely important that the College and University can contact you at all times, for example, if there is an emergency. Please use the University’s Student Self-Service to keep both your own and your emergency next of kin contact details up-to-date. It is particularly important to include your mobile number here, and your address if living out of college.

If you leave Oxford overnight when staying in College-owned premises, we ask you to inform the Porters or leave your address in a sealed envelope in the Porters’ Lodge.

Your postal address in College (including those resident at the GAB) is:

    Pembroke College
    Oxford OX1 1DW

If you are a full-time student, you will have a ‘pigeon hole’ allocated to you, where mail and other communications will be left. You must check your pigeon hole regularly.
It is part of your academic obligations to check your emails at least once a day.
4 STUDENTS WITH DISABILITIES

Do you have a disability (including specific learning difficulties and mental health issues)?

If you have a disability and you have not registered with the Disability Advisory Service (DAS), then please do so immediately by completing the registration form available on the University website (offer-holders can do this prior to starting their course at Oxford). This will ensure that the College is notified, any funding you are entitled to can be applied for in good time, and we can put arrangements in place to support you. Delaying your registration means it can be very difficult for the College and University to put in place any adjustments which might be required, from special accommodation arrangements to extra time in exams.

If you have any questions about disability provision, please do not hesitate to contact either DAS or, within College, the Academic Registrar or Academic Director.

ALTERNATIVE ARRANGEMENTS IN EXAMS

On production of medical evidence (or evidence submitted via DAS), the College can apply for permission for alternative exam arrangements, such as extra writing time, extra rest time, or permission to take food/medication into the exam room.

The deadline for the College to submit alternative exam arrangement requests to the University is Wednesday of 4th week of the term preceding the exams (e.g. 4th week of Michaelmas Term for exams in Hilary Term and 4th week of Hilary Term for exams in Trinity Term).

More information:

Full information about disability provision at Pembroke, including accessibility, academic and welfare support, is available on the Disabilities page of our website.
5 THE GOVERNING BODY AND COLLEGE OFFICERS

The College is administered by its Governing Body which comprises the Master, who chairs its meetings, and Fellows, which include Tutorial Fellows, Professorial Fellows, Fellows by Special Election, Advisory Fellows and College Officers.

The Governing Body meets three times each term and meetings in which open business is discussed are attended by the Presidents of the Junior Common Room (JCR), representing undergraduates and Middle Common Rooms (MCR), representing graduates.

The day-to-day affairs of the College are administered by the following College Officers, who are normally Fellows acting in a full-time or part-time capacity. You can see the current post-holders by checking the Who’s Who section below.

- The Vicegerent, who deputises for the Master;
- The Academic Director, who is responsible for the overall administration of academic business. In Pembroke this post includes the roles of the Tutor for Admissions, responsible for all aspects of access and admissions; Senior Tutor, with responsibility for academic and pastoral support for undergraduates; the Dean of Visiting Students, with responsibility for the visiting student programme; and the Tutor for Graduates, with responsibility for academic and pastoral support of graduates;
- The Access Fellow is responsible for managing the College’s flagship Access Programmes in London, the North West and the North East.
- The Dean and his/her Deputy, and the Junior Deans, who are responsible for administering discipline among students;
- the Junior Deans also provide welfare support for students;
- Two Welfare and Harassment Advisers, who are responsible for providing welfare advice and support for students;
- An Equality Adviser, who leads on equality matters
- Two Deans of Graduates who attend graduate academic review and, with the Academic Director, are involved in academic matters relating to graduate studies.
- The Finance Bursar, who is responsible for the overall administration of financial business;
- The Home Bursar, who is responsible for the overall administration of domestic business including accommodation, catering, maintenance, security, IT services and conference business;
- The Dean of Degrees, who arranges supplication for degrees;
- The Chaplain, who is in charge of the Chapel and also provides welfare support for students;
- The Librarian, who is responsible for all aspects of the College library, rare books collections and archives, and is supported by a Library Assistant and an Archivist.
- The Strategic Development Director, who has overall responsibility for the College’s Fundraising and Alumni Relations.
- Other College Officers, including the Library Fellow, the Treasurer of the Amalgamated Clubs, the Curator of Art and Curator of Gardens.

The College is administered through a series of
standing committees, each of them reporting to the Governing Body. All the main committees have open sessions with representative of the JCR and MCR present. Those of particular importance to students are:

- The Academic Committee, chaired by the Vicegerent, which develops and oversees the implementation and management of the College’s Academic Policy, including access and admissions.

- The Finance and Planning Committee, convened by the Finance Bursar, which develops and reviews future plans, budgets, performance against budget, forecasts and other relevant information.

- The Student Welfare and Equality Committee, convened by the Welfare Fellows, which deals with strategic and operational welfare and equality matters.

- Domestic Operations are discussed at meetings on a regular basis and through single issue committees such as the Food Committee. These issues are reported to the Finance and Planning Committee as necessary.
If you have a disability and you have not registered with the Disability Advisory Service (DAS), then please do so immediately by completing the registration form available on the University website (offer-holders can do this prior to starting their course at Oxford).
6 COLLEGE STAFF

You can find full contact details for the following offices on the Contact us page of our website or via the Who’s Who section below.

ACCOUNTS OFFICE

The Director of Finance and Accounts Staff are responsible for collection of fees, charges and other College bills. The Accounts Office is on the first floor of Staircase 1 in Old Quad.

ACADEMIC OFFICE

The Academic Office is responsible for the day-to-day administration of academic matters relating to students, including admissions and disability matters. The Academic Office is on the ground floor of Staircase 5 in Old Quad.

IT OFFICE

The Head of JICTS (IT Manager) and the IT Assistants are responsible for the College’s IT infrastructure. They also provide IT support to students. The IT office is located on the ground floor of Staircase 1 in Old Quad.

PORTERS’ LODGE

The Head Porter, Deputy Head Porter and Lodge Porters are responsible for security, fire response, keys, mail, switchboard, visitor reception and deliveries. They are also an excellent source of wider information.

ACCOMMODATION OFFICE

The Accommodation Manager and Assistant Accommodation Manager are responsible for the administration of accommodation provided for students, and ancillary services, including furnishings, equipment and cleaning. Their office is on Staircase 13.

CATERING DEPARTMENT

The Head of Catering/Executive Chef is responsible for overall standards and provision of all catering facilities on main site including the Hall and Café. The Deputy Head of Catering/Steward is responsible for the service of meals in Hall and the operational management of the Café. The Catering Department office is on the ground floor of Staircase 10.

MAINTENANCE OFFICE

The Deputy Home Bursar and the maintenance team are responsible for repairs and maintenance of property and buildings. The Maintenance Office is on the ground floor of the Staircase 14.

HOME BURSAR’S OFFICE

The Home Bursar’s Secretary is responsible for co-ordinating many of the College activities and administration. Her office is on the first floor of Staircase 1 and she is a good first point of contact if you have any queries about non-academic matters.

DEVELOPMENT OFFICE

The Development Office is responsible for the College’s Fundraising and Alumni Relations. The Alumni Relations Manager organises approximately thirty events per year for previous Members. The Annual Fund Manager works with students each year on the annual Telephone Campaign and runs the College’s Annual Fund. The Development Office is found on the first floor of the Alms House.

COMMUNICATIONS OFFICE
The Head of Communications is responsible for publicising the College’s activities to prospective students, current students, alumni, research community and wider public. The Communications office is in the Alms House.

CONFERENCE AND EVENTS OFFICE

The Head of Conferences and Events is responsible for all conference business and the booking of College facilities and rooms for all events (including student-run events and meetings). The Conference Office is situated on the ground floor of Staircase 4 in Old Quad.

7 REGISTRATION AND MATRICULATION

ON-LINE REGISTRATION

All students are required to register or re-enrol online annually. The Student Self-Service system allows you to maintain your own personal and academic details; produce a copy of an Enrolment Certificate which can be used as confirmation of your student status and for Council Tax exemption; and see your public examination results as they are released.

Your student account is created automatically and the details emailed to you as soon as your contract has been received and processed by the University.

You will be able to login to the Student Self Service system from 1st September to check and amend personal and academic details. When you arrive in Oxford, the College will issue you with your University Card and complete your registration in person.

MATRICULATION

Matriculation confers membership of the University. All full-time undergraduates and graduates (but not Visiting, Erasmus and Exchange students) need to attend a compulsory matriculation ceremony at the start of their course. For students starting in Michaelmas term 2017, the matriculation date will be Saturday 14 October. More information will be provided on the freshers’ website and via email during freshers’ week. You can also read more about matriculation on the University’s Matriculation website.

ACADEMIC DRESS
Full academic dress is known as ‘sub fusc’ (from the Latin sub fuscus meaning dark brown) and is compulsory for certain events.

**What is sub fusc?**

Sub fusc consists of a gown, a mortar board or soft-cap, and your preferred items from the following list:

1. One of:
   - dark suit with dark socks, **or**
   - dark skirt with black tights or stockings, **or**
   - dark trousers with dark socks or dark hosiery
2. dark coat if required
3. black shoes
4. plain white collared shirt or blouse
5. white bow tie, black bow tie, black full-length tie, or black ribbon.

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 gowns. Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies.

**When will I wear sub fusc?**

- At all formal University ceremonies, including matriculation and degree ceremonies.
- When sitting examinations.
- You will also wear your gown, but not full sub fusc, in collections, at Academic Review meetings and at formal dinners in Hall.

You can read more about sub fusc, and see some photos of students wearing it, on the Academic dress page of the University website.

**When and how should I purchase my sub fusc?**

You should arrange to purchase your sub fusc as soon as possible after arriving in Oxford, as you will need it for matriculation. For the freshers’ dinners in freshers’ week, you will also need to wear your gown, but not full sub fusc.

The sub fusc gown, mortar board and accessories are available from the Oxford University shop on the High Street. Alternative suppliers include Shepherd and Woodward on the High Street or from Walters’ on Turl Street.
ACADEMIC SUPERVISION OF UNDERGRADUATES

YOUR ACADEMIC OBLIGATIONS

The Student Contract (sent to you in hard copy prior to your arrival) and the College Regulations set out clearly your obligation to pursue your studies to the best of your ability. This means you must:

- attend all tutorials, lectures, and practicals if appropriate, without fail;
- prepare and submit work for tutorials and classes as required by your Tutors;
- respond promptly to invitations and keep all appointments with the Master, your Tutors or College Officers;
- keep informed of electronic and other communications and those on notice boards;
- attend Collections (College Examinations) and Academic Review as required;
- comply with University requirements regarding your course and examinations (Reg 2.1).

MANAGEMENT OF YOUR COURSE

The Academic Director has overall responsibility for the academic operation of the College and is supported by the Academic Office. You can contact them for advice on any academic matter.

In addition, every subject or joint subject has one or more College Fellows who are responsible for the overall supervision of teaching within Pembroke. Most subjects also have a team of other Tutors and Lecturers who share teaching and administrative responsibilities in each subject.

A Tutor will set up teaching arrangements for you. These may be with another Tutor in Pembroke, or a Tutor in another College. You may only receive tuition from someone approved by your Tutor.

The College Fellows in charge of your subject will provide general guidance to you throughout your studies at Pembroke. If you have any academic problems, you should generally discuss these in the first instance with the tutor for the relevant course. You may also take any academic problems to the Fellow in charge of your subject, to the Academic Director, or to one of the Welfare Fellows. You may also want to raise any issues with your JCR subject rep, who is responsible for liaising with tutors on behalf of students.

THE ROLE OF TUTORIALS

What is a tutorial?

Tutorials are central to your studies and give you the chance to discuss your subject with an expert in the field. Your Tutor monitors your academic progress through regular meetings, provides individual support and encourages you to develop to your full potential.

Tutorials normally take place at least once a week and it is up to you to research and prepare for them. You will meet your tutor, perhaps with one or two other students, to discuss an essay or solutions to set problems. The aim is to review your answers or theories and explore ideas that arise in discussion. A tutorial in itself is the best source of feedback on your work and academic progress, while you will also have your written work assessed.

A tutorial relies on the exchange of ideas between you, your tutor and other students. You need not be experienced in debating, you just need to be ready to present and substantiate your opinions,
accept constructive criticism and listen to others.

Tutorials develop your ability to think for yourself, not only an essential ability for academic success but also a skill that top employers look for in Oxford graduates.

The College also appoints Subject Representatives, usually 2nd or 3rd year undergraduates, who provide a point of contact for advice and guidance to Freshers in each subject, and are an invaluable source of information on how the tutorial systems operates.

A full explanation of the tutorial system is available on the Study Skills webpage on the College intranet.

PLAGIARISM

While it can be very valuable for students to collaborate and work together, all work handed in to be assessed – either in a tutorial, a collection or a university exam – must be entirely your own work and properly referenced. Your Tutors and the College Librarian can offer you advice on this, and some resources are listed below if you are unsure.

- University of Leeds online tutorial
- Comprehensive guidance from Princeton University
- A tutorial and self-test from Indiana University School of Education
- The University runs free Bodleian iSkills workshops on making effective use of scholarly publications and other materials in print and online

FEEDBACK, COLLECTIONS AND ACADEMIC REVIEWS

Undergraduates and Visiting Students receive regular and extensive feedback on their progress in tutorials.

Collections

In 0th week of each term you will normally be set test papers in College, called Collections, on the work you have covered during the previous term and/or vacation. This enables you and your tutors to get a clearer idea of your progress, and is an important opportunity to practise examination techniques, including writing essays by hand at speed for an extended period.

Your marks will normally be returned to you within two weeks of the Collection to ensure that you receive feedback within a useful time period.

Collections are an integral part of the course and you must plan any travel arrangements in a way that gets you to Oxford in time to take them. Your Tutor will inform you on which topic and when you will be assessed through Collections. Collections are normally scheduled on Thursday and Friday of 0th week of the relevant term.

There are Collection Prizes for good performance in Collections. However, marks in collections do not count towards your degree.

Tutorial reports

In addition to feedback in tutorials, tutors write on-line reports at the end of each term using a system called ‘OxCORT’, which are sent to your Tutors and the Academic Director, and are made available to you online. You should check the OxCORT system from the end of 7th week when your reports will start to be available. You will be able to discuss the contents of the reports each term.

Academic Reviews

At least once a year your progress will be formally reviewed by the Master and Academic Director through the Academic Review process. You will be informed when your Academic Review will take place by the Academic Office. Attendance is compulsory and you must wear a gown. You are also required to complete a self-assessment online in advance of your Academic Review to
encourage you to reflect on your learning, plans and achievements in advance of the meeting.

AN APPROPRIATE WORK ETHIC

The number of lectures, tutorials, practicals and classes vary by discipline, but in all subjects there is an expectation that you will work for 40 hours a week during full term. Oxford courses are also planned on the assumption that considerable academic work will be done during the vacation periods.

During the Long Vacation students often undertake internships. You should ensure that these leave sufficient time during the vacation for both rest time and academic work.

This can be a rather different expectation to students at other universities, but it is essential if you are to excel academically and be able to compete in an international marketplace. With commitment and organisation, it is perfectly possible to do this and at the same time maintain a healthy work-life balance.

The commitment required to academic work during term is such that it is usually not possible to engage in paid work during that period, or during the Christmas and Easter vacations. If you have problems regarding finances you should talk to the Academic Office in the first instance about sources of support that might be available.

YOUR FEEDBACK

We actively seek and welcome student feedback as we are constantly striving to improve the student experience at Pembroke.

You will normally have the chance to comment on the tutorials you have received through an anonymous on-line questionnaire every term. The returns are viewed by the Academic Director who will take appropriate action if any submission raises cause for concern. The Academic Director gives an anonymous report on feedback once a term to the College’s Academic Committee.

In addition, the JCR Academic Affairs Rep and the Subject Reps normally organise subject-specific feedback sessions for all students once a year, that result in a detailed set of comments and action points for consideration and possible action by the Academic Committee.

We also welcome your feedback via the National Student Survey (for final year undergraduates only) and Student Barometer (undergraduates in other years of study and all graduate students).

You are also welcome to raise any issues individually with your Tutors or with the Academic Office, or with the appropriate College office if it is a non-academic matter.

The University Admitting Body (UAB, acting through the relevant Faculty, Sub-faculty or Department), is responsible for the selection of graduate students and for the provision of supervision for research degrees and tuition for taught postgraduate courses.

Each course has an individual Director of Graduate Studies within the UAB

Your Supervisor, or other faculty members who provide tuition, will not necessarily be a member of Pembroke, though that will sometimes be the case.

In College, the Tutor for Graduates has oversight of graduates and every graduate is assigned a College Advisor on arrival, who is a Fellow of the College working in the same or a related field.

The Tutor for Graduates also deals with administrative matters, such as forms for transfer of status, appointment of examiners, suspension of status, extensions etc.

The College normally arranges dinners for new graduates and their Advisors early in Michaelmas Term. Thereafter meetings are scheduled every
term, but the system is flexible and it is very much up to the student to use it as much as they feel necessary.

All graduate students at Pembroke are members of the Middle Common Room (MCR), which is both a physical space and a social organisation. The MCR is self-governing, determines the use of its funds and its space, arranges a variety of academic and social events, and has its own website, linked to the College main website.

Graduates can also make extensive use of dining facilities in College, especially on special guest nights.

There are a number of joint JCR/MCR/SCR seminars and lectures run throughout the year. This provides an opportunity for informal discussions within the academic community. Speakers are often drawn from the graduate community, post-docs or Fellows and are intended to reach a broad audience.

The College tries to make some opportunities available for graduates to teach within the College, but most teaching will be organised through faculties. Graduate students may also be interested in ad hoc work as part of the College’s Access initiatives (see the Pembroke Access Scheme below).

**MONITORING PROGRESS**

Termly reports on the progress of graduate research students are obtained electronically via the Graduate Supervision System (GSS). Students, supervisors and Directors of Graduate Studies are required to submit their reports on a termly basis. The student has the opportunity to enter his or her own observations.

GSS reports are viewed by the student’s College Advisor and are formally discussed with the student, the Master and the Dean of Graduates once a year at Graduate Academic Review. Some taught courses also provide reports.

**FEEDBACK SYSTEM FOR GRADUATES**

In addition to the student’s observations entered in the reporting system, graduates are normally invited by the College to provide anonymous feedback on their courses, teaching and experience in Oxford electronically at the beginning of Trinity Term via the ‘Student Barometer’.

You can speak to your Advisor or the Tutor for Graduates if you have any concerns about the supervision you are receiving, or about any other aspect of your dealings with the University. If there is a matter of concern to you which does not relate to your studies which you would find it helpful to speak to someone about, your College Advisor is also there for that.
In addition to feedback in tutorials, tutors write on-line reports at the end of each term using a system called ‘OxCORT’. You should check the OxCORT system from the end of 7th week when your reports will start to be available. You will be able to discuss the contents of the reports each term.
You should familiarise yourself with the Exam Regulations for your course, as these explain what is required as part of your course. Some key common factors are summarised below.

Your degree depends on you passing Public Examinations which are set and marked by the University.

Most undergraduate courses have two sets of examinations: the First Public Examination (FPE), sometimes called Mods (Honours Moderations) or Prelims (Preliminary Examination), and the Second Public Examination, called Finals, which in some subjects is in two or three parts taken in successive years.

Most taught graduate courses have a combination of assessed coursework and written papers, with the precise specifications also set out in the University Examination Regulations.

You will be notified by the University regarding the enrolment requirements for your examinations. You will be entered automatically for “core” subjects.

It is your responsibility to complete your examination enrolment accurately and in good time to meet the deadline set by the University. Failure to do so will lead automatically to a late entry fee imposed by the University; failure to submit a form at all, leads to exclusion from the examination.

Failing to meet deadlines for submission of work (for example, essays) which forms part of the examining process could lead to a fine, a deduction of marks, or even complete failure of the examination.

Undergraduates have to pass all parts of the University First Public Examination in order to continue their course, and will be allowed a single resit only. The details are set out in the College regulations (2.2).

Graduates on taught courses typically have to pass all components of their course, but are sometimes allowed to take resits in some papers.

**ILLNESS DURING THE EXAMINATION PERIOD**

If you think your performance in an exam has been affected by ill-health or any significant factor, it is essential that you inform the Academic Office immediately so that you can be advised about The Factors Affecting Performance process.

More information about the Factors Affecting Performance process is in the University Student Handbook (p.21) or on request from the Academic Office.

**APPEALS AND COMPLAINTS ABOUT EXAMINATIONS**

Appeals and complaints are handled by the University Proctors.

If you have a complaint about procedures not having been correctly followed during examinations you should consult the Academic Office as a matter of urgency, so they can advise you on the process to follow

Appeals can only be made about the conduct of the examinations, not on the academic judgment of the examiners.

Please note: Marks will only be checked if there is evidence of an irregularity, not because a student is disappointed with them or puzzled about the distribution.
Most undergraduate courses have two sets of examinations:

the First Public Examination (FPE), sometimes called **Mods** (Honours Moderations) or Prelims (Preliminary Examination),

and the Second Public Examination, called **Finals**, which in some subjects is in two or three parts taken in successive years.
DEALING WITH ACADEMIC ISSUES

Most students experience few academic problems other than adjustment in the early stages when you are moving from school-type study to University study, and some natural anxiety around examination times. But we recognise that it is also perfectly natural for difficulties to arise. There can be all kinds of causes. You may think that you have made a mistake in your choice of subject; it may be that you are unwell, or are experiencing anxieties unconnected with your work.

If you feel concerned, there are many people in the College who are there to help you. A first and obvious thing is to talk to your tutor, or to another tutor in that subject if that would be more comfortable for you. There are also all the support services detailed below. It is absolutely essential that any difficulty is discussed early, especially if it is affecting your work, so that solutions may be found.

If the matter is not resolved at those levels, other sources of advice include your JCR Subject Rep, OUSU’s student advice service, the College’s welfare fellows or the Academic Director.

Changes of course within Oxford can be considered, but are often difficult to implement. You would have to satisfy the tutors of the course into which you wish to move that they would have chosen you at admissions; and also they may have filled their subject quotas and be unable to find space for another student. There could also be problems of fitting in to a different course at a late stage. Even if you can change course you may have to defer your studies for a year or move to another college.

Students sometimes find that going away for a year is the best way to deal with problems that are likely to be temporary, such as illness.

Sometimes the solution can be very elusive. The Oxford system is demanding, and it can happen that a student simply finds the course, or the system, is not suited to them. The most important person is the student, so the College will be sympathetic in trying to find a solution which best fits the student.
ACADEMIC OBLIGATIONS AND DISCIPLINE

Students are expected to meet their academic obligations, to work hard (usually a 40 hour week) and to perform to the best of their abilities. When students perform below their true abilities, the cause is usually to be found in some problem which can be worked through or resolved with the assistance of tutors and support services.

However, that is not always the case and the College therefore has procedures designed to resolve this situation that are set out in detail in the Regulations (2.4). They are designed to create a framework within which the student can focus efforts to improve performance.

In brief, on the recommendation of the Tutor in charge of the student’s subject, the student and the Academic Director can agree targets or, if they cannot agree, the College can impose targets, which the student has to reach. If they are not reached, the student’s course may be suspended or even terminated. There is a system of appeal.

The procedures apply to all Undergraduates.

Students are expected to work for approximately 40 hours per week during term time, split between lectures, classes, tutorials and practicals in some subjects. You should seek advice from your tutors if you are finding it impossible to meet your academic obligations without spending more than 48 hours per week on academic study on a regular basis. A student who is under-performing must be able to convince their Tutors and the Academic Director that they are putting in the requisite effort.

If the student is working sufficiently hard, but still struggling to make progress, the College may put in place additional teaching support as a temporary measure. For example, this might be particularly appropriate for a student who has lost some time through external issues or illness. The expectation is the student would need to show improvement to reach a 2.1 level both in tutorial work, collections or formal examinations.

If a student suffers a short period of ill-health of a few weeks, or encounters unforeseen external difficulties, such as bereavement, the College will make reasonable adjustments to assist them in making up any lost material in conjunction with the subject tutors and following advice from the medical team.

If a student’s illness impacts on their studies for a period of more than a few weeks, it is likely that they will find it difficult to catch up on any material missed during the Christmas or Easter Vacations and consideration may need to be given to suspending their course if they are not to be disadvantaged academically. If the illness falls prior to the Long Vacation, it is expected that the student will agree a programme of work over the summer with their tutors to ensure that they cover the missing material.

If the medical condition has a long term prognosis, discussion on the most appropriate academic support must be informed by medical advice. In some cases, it may be appropriate for the student to remain on course, in which case an agreed framework will be set up with all relevant parties including the Disability Office.

In other cases, the student may be deemed not fit to study and the recommendation would be for the student to suspend their course of study for an agreed period based on a medical recommendation. Depending on the extent that the illness may have disrupted their studies, the medical recommendation might include a period of repeat study. In any event, the student will have to demonstrate that they are fit to return, normally be means of a letter from the College doctors.
If there are medical or personal issues hindering a student’s performance before starting their course, it may be necessary to delay their start by a year and/or put appropriate support in place in the week(s) leading up to Freshers’ Week.

If a student continues to struggle despite any additional support that has been put in place, it may make sense for them to move to another university, to take a course that suits their interests and ability move closely. Depending on the stage of the course that they have reached this may involve a transfer on course or require re-application through UCAS. The College will normally provide assistance to help students with their choice of course and provide a reference if necessary.

12 Financial Support

Oxford Bursaries (For Undergraduate Students)

Full details of Oxford’s bursary system for home and EU undergraduates are available on the University’s Fees and Funding webpage.

Vacation Study Grants

Vacation study grants are normally available for students reading for a first degree. They can only support full-time academic activities, such as staying in Oxford to write examinations, or making up for time lost because of illness, or for finalists. Applications for vacation grants will normally be invited towards the end of each term.

Undergraduates whose examinations take place after the end of term do not need to apply for vacation grants, as their rent will automatically be paid from the vacation grant fund.

Additional financial assistance for specific Vacation courses which are compulsory parts of an undergraduate course may be available. More information is available on Vacation Grants webpage and you can contact the Academic Office for further information.

Students with Financial Difficulties

The College has access to funds that provide some assistance to students who are in genuine financial difficulty. The College is anxious to give assistance to students with real financial difficulties and who are making genuine efforts to budget sensibly.

If you find yourself in need of some financial assistance or simply need some advice, you are
urged to contact the Academic Office in the first instance who can provide you with the necessary forms to make application to the University, College or other hardship funds.

More information on financial matters and sources of funding is available on the University’s Fees and Funding website and on the College Financial Support webpage.

13 ACADEMIC SCHOLARSHIPS, PRIZES AND AWARDS FOR UNDERGRADUATES

Pembroke offers a wide variety of rewards to undergraduates for high achievements. A brief summary is given below, but please see the Undergraduate financial support webpage for full details, including awards for academic achievement, travel, sports and music.

Please be aware that awards (and their value) are subject to change.

- **Scholarships**: Any student who achieves a Distinction or First Class pass in the First Public Examination (Year 1 exams) is automatically awarded a scholarship, which is presently £300 a year. In addition they will receive a £1000 reduction in their annual rent charge for the following year, if living in College accommodation. The scholarship will be awarded for one year.

- **Exhibitions**: Exhibitions (presently £150 per year) may be awarded to those students who obtain First Class marks in some of their examination papers and just miss a Distinction or First, or perform at, or near, First Class level throughout their course. In addition they will receive a £500 reduction in their annual rent charge for the following year, if living in College accommodation. Exhibitions will be awarded for one year.

These awards may be renewed for future years of study, and new awards may be made at other points during a student’s studies.

- **Collection prizes**: These are small rewards (currently £50 or £25 depending on the level of achievement) for excellent performance or sustained improvement in Collections exams.
Pembroke provides significant support for graduates, as central members of our community... please see the Graduate financial support webpage for full details, including awards for academic achievement, travel, sport and music.
Pembroke provides significant support for graduates, as central members of our community. A brief summary is given below, but please see the Graduate financial support webpage for full details, including awards for academic achievement, travel, sport and music.

Please be aware that awards (and their value) are subject to change.

- **College Graduate Scholarships**: The College offers a wide range of scholarships at the point of admission, ranging from fully funded awards to smaller contributions to fees. Four awards of £5000 are made to students on course depending on academic merit and financial need.

- **Dean of Graduates Fund**: this is a small discretionary fund to which applications can be made to help defray the costs of attending conferences, making field trips, or other projects which are essential to the graduate’s research. Applications are normally submitted each term.

- **Senior Studentships**: up to four Senior Studentships are tenable each year for existing graduate students. Senior Scholars receive a financial award and become members of the Senior Common Room, with special dining rights.

### OTHER ACADEMIC-RELATED OPPORTUNITIES

There are also a number of academic related opportunities, supported by alumni and friends of the College, which we expect to be available again in 2017/18. Brief details of some are given below, but further details will be circulated via email when applications are open.

#### ROKOS SCIENCE INTERNSHIPS

Undergraduates reading STEM (Science, Technology, Engineering, Maths and Medicine) subjects at Pembroke are encouraged to apply for fully-funded internships in labs either in Oxford or across the world, with their accommodation and expenses fully met. You can read previous awardees’ reports on the Rokos award webpage.

#### 1954 ALUMNI GROUP BOOK GRANTS

Undergraduates on Humanities and Social Science courses at Pembroke are eligible for a Book Grant scheme to help with the cost of buying their own copies of essential texts. Each eligible student receives £100 in their first year, and another £100 in their final year.

#### TECHNOS INTERNATIONAL EVENT

Pembroke is usually invited to select four undergraduates each year to visit Japan for two weeks to participate in the Technos International Event, which aims to promote international exchange and understanding between the participants and the students and faculty of Technos International College, as well as offering the opportunity to experience and appreciate Japanese life and culture. You can read previous awardees’ reports on the Technos award webpage.
webpage. Special accommodation arrangements apply (details in Accommodation section below).

**THE PEMBROKE ACCESS SCHEME**

Pembroke, and particularly Dr Peter Claus the Access Fellow, have pioneered an extensive network of access related activities to encourage current undergraduates and graduates to become involved with widening participation and promoting fair access for students from disadvantaged backgrounds.

The scheme is academically-driven, intensive and builds long-term relationships with designated hub and link schools in disadvantaged areas. The programme combines residential summer schools, study skills sessions and teacher training, with a challenging intensive year-long course to stimulate intellectual engagement and conceptual thinking.

Broader reach is achieved through lectures and seminars run through Subject Centres open to all. The long-term goals are increased pupil aspiration, confidence and attainment in the subject area of their choice leading to competitive applications to Oxbridge and Russell Group Universities.

Many current undergraduates and graduates teach on the scheme, providing study skills sessions, lectures, seminars and mini-tutorials, often on topics that they are currently studying.

**ACADEMIC RESOURCES**

**THE COLLEGE LIBRARY**

The aim of the College Library is to provide students with all the resources they need to successfully complete their courses. It is primarily designed to support undergraduate-level study in all the main subjects studied by Pembroke undergraduate students, particularly in their first year. Postgraduates are more likely to find their needs catered for by the Bodleian Libraries and other specialist libraries, although full electronic access is available from the College Library to all University resources, and study space is available. The library also houses important collections of antiquarian books.

**Opening Times**

The library is open for 24 hours every day. Any changes to this and exceptional closure dates will be publicised in advance.

**Library Collections and Electronic Resources**

Pembroke’s books, journals and DVDs can be located using SOLO, the online library catalogue for the whole of Oxford, which can be found at http://solo.bodleian.ox.ac.uk. The library uses a simple classification scheme, and there are maps and signs throughout the library to help locate books.

Electronic resources, including e-journals, databases, reference works and ebook collections, can be found by searching SOLO, or at the University’s gateway to electronic resources, OxLIP+ (http://oxlip-plus.bodleian.ox.ac.uk). Electronic journals can be found at http://ejournals.bodleian.ox.ac.uk as well as by searching in SOLO. Past examination papers are available from the library office in printed format, and online.

There are four PCs in the library, with full
internet access. You can print directly from them to the printer. Readers are welcome to use their own laptops in the library. All desks have power points and wireless access is available in all parts of the building.

**Borrowing**

Books and DVDs may be borrowed for an entire term (subject to recall) or an entire vacation, but students are asked to post returns into the returns boxes on the ground floor as soon as they have finished with them so as to maximise their availability. Books are borrowed by using the self-issue machine, located on the ground floor. To check when your books are due back, and to renew online please go to SOLO (http://solo.bodleian.ox.ac.uk) and sign into your account. Books can also be renewed by email, so please check regularly for reminders to return books and other library news. To return books, just drop them through the slots into the return boxes, and staff will check them in for you.

Fines are only charged on overdue books, as follows:

- **Overdue loans**: £1 per item immediately overdue. A further £4 per item is charged after 7 calendar days. £30 per item, or the replacement cost is charged for items remaining unreturned after multiple requests.

- **Recalls**: A £1 fine per book will be charged on the 4th day after the recall date, increasing by £1 a day until the book is returned.

Reminder emails are sent before books are due back, or before replacement costs are charged. All charges are made directly to Battels.

Recalls may be made by using the ‘Hold’ link on SOLO, or by emailing the library.

**Printing, Copying and Scanning**

There is a multi-function printer, copier and scanner in the library as well as elsewhere in College. Full instructions for use can be found online and all printing costs are charged directly to battels.

**Book Suggestions**

Students are strongly encouraged to suggest new books for the library, especially if they have been recommended on a reading list or by their tutor. Suggestions should be supported by a College tutor, either in writing or via forwarded emails to the Librarian (library@pmb.ox.ac.uk).

**Conduct**

The library is a place for quiet study, and you must respect the needs of others in maintaining a calm working environment. Please silence mobile phones. Food (including chocolate and sweets) or drinks (except bottled water) are not permitted, as they encourage vermin and can damage books. The only exception to this is a drink in a sealed ‘Keep Cup’. Personal belongings must not be left in the library overnight, and any property that is abandoned in the library may be moved to the JCR. Any papers or books left in the library should be put in a crate, rather than left on desks. Please take care of your personal items since the library is not responsible for losses.

Full library rules can be found on the library intranet pages.

**IT FACILITIES**

There is Wi-Fi throughout the College and Ethernet points in the library for computers needing cabled access.

Any breach of the Pembroke College Acceptable Use Policy and University Computer Rules and Codes of Conduct may result in access to IT facilities being withdrawn which could include your email account being suspended and/or access to the internet. Depending on the severity of the infringement, a fine or further penalty may apply.
IT Support

IT support is provided by the Head of JICTS (Joint Information, Communication and Technology Services) and the IT assistants, based on the ground floor of Staircase 1. You can call in for help with any IT problems throughout the term (Monday to Friday, 8.30am – noon, 2pm – 6pm), or arrange for an appointment. You can contact the IT staff by calling 01865 286001 or email: it-help@pmb.ox.ac.uk. Any issues and enquiries can also be addresses to the JCR/MCR IT reps.

Printing, Copying and Scanning

There is a multi-function printer, copier and scanner in the Library, in the Sports Lobby in Henderson Building, on the first floor of Staircase 1 and on the ground floor of Staircase 10. Full instructions for use can be found by the machine or online, and all printing costs are charged directly to battels starting at the rate of 4p per sheet.

College Computer Rooms

The College computer room PCs have software for word processing and access to the University email service and other University facilities, as well as access to the Internet. Please note: No food or drink is allowed in the computer rooms. Both rooms are usually open 24 hours a day, 7 days a week during term time. Use of all the computers is on a first come, first served, basis.

The Computer Rooms are located as follows:

- **MCR Computer Room - Staircase 3**
  Available exclusively to MCR students and fourth-year finalists, this computer room features four networked computers, fitted with USB sockets on the front for mobile memory sticks

- **GAB Computer Room**
  Located at the student residence at GAB, south of the main College, this computer room is available to both undergraduates and graduates. The room contains five computers, fitted with USB sockets on the front for mobile memory sticks, and a networked laser printer.

Connecting your own computer in your room and the library

If you wish to connect your own computer to the College wired or wireless network you must agree to abide by the College and University Computer Rules and Code of conduct. Your computer will need to have all the latest security patches and antivirus software. Both must be configured so that they will update themselves automatically. Your computer will be automatically checked by the online registration system before it is allowed to be connected to the college network and the internet.

Emergency Loan Laptops

The College has a small stock of laptop computers, which are available for loan to members of College who would benefit from their use for an academic purpose, usually to replace a student’s own computer while it is being repaired for a period of no longer than three weeks.

Repairs and Data recovery

We can help with minor repairs and will attempt simple data recovery procedures - please come in and talk to us if you have a problem.

Software

The university has a site licence for Microsoft office 365 and antivirus software, Sophos. Please check the University IT pages or the College intranet for details on how to access these for free.

Internet access from your study bedroom

All student rooms have both Wi-Fi and Ethernet points for connection to the Pembroke network.
THE SUPPORT NETWORK

If you have a problem, or feel low, there are many sources of support within the College. A full list of Welfare support contacts and other useful information is available on the Welfare webpages, and a summary of some of the key roles is given below. Please do not suffer in silence, and seek help early rather than allowing problems to grow.

- The JCR/MCR Welfare Reps: Both the JCR and MCR have a Student Welfare Team including peer supporters who might be a good source of advice and support for common student problems. OUSU can also be a useful source of support.

- Your Tutor (undergraduates) or College Advisor (graduates): Your tutor or advisor is an obvious source to turn to, particularly if the problem concerns your academic work, or affects it.

- The Welfare and Harrassment Advisers: Two members of the academic staff (one male, one female) are available for consultation. They may be particularly good people to consult if the problems are to do with difficulties that may arise in dealings with tutors or aspects of the College administration, but they are happy to discuss any matter. Their names are on the Welfare people webpage and in the Who’s Who section of this handbook.

- The Junior Deans: The Junior Deans are graduate students who live in College (one on the Main Site and one in the GAB), and who have special responsibility to get to know all the undergraduates, to identify any potential difficulties experienced by any of them, and to give such advice or take such action as may be necessary.

- The Academic Director and the team in the Academic Office have wide experience in dealing with all kinds of difficulties which students encounter, and it is particularly important to discuss matters with them if the problem is likely to affect your course, or taking an examination.

- The Chaplain: By virtue of its statutes, and like many other Colleges in Oxford, Pembroke has an Anglican presence through the Chaplain and Chapel services. The College Chaplain is very happy to provide pastoral help and advice to persons of any denomination, faith or of none.

- The College Nurse and Medical Practice: (see Welfare people webpage or the Medical Arrangements Section of this handbook)

- Nightline and the Samaritans: Nightline is a University-based service, available on 01865 270270; should you wish to use a service independent on the University, there are the Samaritans in Oxford on 08457 90 90 90

- The University Counselling Service
The College Nurse

The College Nurse is available for consultation during term-time in the Arnold Room in the Rokos Quad, telephone 01865 610955. The Nurse’s surgery hours are available on the Welfare people webpage, as well as being displayed outside her room.

If you are in College and too unwell to attend the surgery, you can request that the Nurse visits you in your room, usually during her College surgery hours.

In the event of illness:

Emergencies: Dial 999 for an ambulance and inform the Porters.

Non emergencies: Dial 111 for medical advice and the Out of Hours Service from 6pm to 8am and at weekends/ Bank Holidays

In all other cases:

During College surgery hours, you should see the College Nurse or request her to visit via email: nurse@pmb.ox.ac.uk or ring 01865 610955.

If you are unable to wait for College surgery opening hours, you should phone the College Doctors on 01865 240501 to make an appointment at the surgery or receive advice over the phone via the Duty Doctor.

If you are too unwell to attend the surgery, you should phone 01865 240501 and request a doctor’s visit. You must alert the College Porters that a doctor is expected to arrange admission to College.

At weekends and night time, you should phone 111 or the Doctor’s surgery number on 01865 240501 which will automatically connect you to the Out of Hours Service who provide advice over the phone, a clinic for you to attend or, if necessary, a doctor’s visit. Again, you must alert College Porters on 01865 276444 that a doctor is expected to arrange admission to College.

Apart from in an emergency, you should not attend hospital without speaking to or seeing a doctor first. If seriously unwell, you will be seen and treated much quicker by phoning the doctor on call. The doctor will arrange for you to be admitted to hospital if he/she feels it is necessary.

If in doubt, speak to the Porters.

The College Doctors

The College has an association with an excellent General Practice centre at 19 Beaumont Street, a short walk from the College. All students are required to register with this practice and you receive information on how to do this in your Fresher’s Pack. Failure to register causes enormous difficulties for students who become unwell – the nurse will be able to offer simple advice on how you move between practices at College and at home.

Emergencies

Many of the College staff have First Aid training (including all the Porters who are available 24 hours), but you should of course respond to any emergency as circumstances dictate.

Meningitis

All students entering higher education for the first time, regardless of age, should be immunised with the Men ACWY (meningitis) vaccine before starting University. Every effort should be made to obtain the vaccination before coming to Oxford. If, for any reason, you have not been vaccinated before you arrive you should contact the College Doctor as soon as possible after the start of your course.

Mumps

On the advice of the NHS Primary Care Trust we strongly recommend that all UK students born between 1982 and 1989 and all overseas students (regardless of age) seek MMR
vaccination before arriving in Oxford.

**Pandemic**

The College has an action plan, coordinated with the University, to handle possible pandemic outbreaks.

**Overseas Students and Medical Care**

You must register with an Oxford Doctor when you arrive. Free treatment is available to all overseas students who come to this country for a course lasting more than six months. Overseas students will be treated as ordinarily resident and will not have to pay for hospital treatment (i.e. be treated under the National Health Scheme (NHS)). However, students with pre-existing conditions which may require hospital care, may not always be covered. You are strongly advised to confirm your entitlement to any treatment before you arrive in the UK, and to consider the option of taking out additional private medical insurance. (See also The British Council website.) It is worth noting that it’s important to register asap on arrival in the UK, as if you have less than six months left on your stay, the NHS may decline to register you.

**Specialist Treatment**

All referrals must be made by a General Practitioner (GP) - your doctor in Oxford. Serious illnesses are always treated quickly under the NHS. However, non-emergency appointments to see a specialist under the NHS may be very slow. Students may opt to see a specialist privately, but this is usually expensive and still requires a referral via the GP.

**Dental Treatment**

It can be difficult to find dental care on the NHS in Oxford but searching for ‘NHS dentists’ online will give you some practices that are taking on patients. It is worth noting that NHS dentistry does incur a charge once you are over 18. Students at Oxford can use Studental based at Oxford Brookes University’s Headington Campus. However, we would recommend that you continue to see your home dentist for regular check-ups.

For further medical information please see the College Welfare page.
DOMESTIC ARRANGEMENTS

At the senior (Governing Body) level, primary responsibility for domestic matters rests with the Home Bursar. He is supported by:

- The Deputy Home Bursar (Buildings and Facilities) and the maintenance team, concerned primarily with buildings and maintenance issues.
- The Head Porter, Deputy Head Porter and lodge porters, providing security and 24 hour staffing of the College’s ‘front desk.’
- The Head of Catering/Executive Chef and Deputy Head of Catering/Steward, responsible for overall standards and provision of all catering facilities on main site including the Hall, Café and Bar.
- The Head of the Conference and Events team who manage facility bookings (such as meeting rooms)
- The Accommodation Manager and Assistant Accommodation Manager, who look after room allocation and manage the Scouts (cleaners)
- The Head of JICTS (Joint Information, Communications and Technology Services) and his team who provide support and advice on all IT hardware and software issues

As a result of the Housing Act 2004, Higher Education establishments that manage or control student accommodation have established, under the auspices of Universities UK (UUK), an Accommodation Code of Practice (the ‘UUK ACOP’) setting out the standards that should be met. Compliance with this code is ensured through a system of (in the case of Oxford colleges) triangulated peer review (a grouping of three colleges who review each other’s conformity with the code) and formal external audit. Pembroke College was formally audited in 2011 and found fully compliant.
COLLEGE ROOMS

Bands and Charges

Rooms on the Main College Site, where all Fresher Undergraduates, most second years and some third/fourth years are accommodated, are divided into five bands, based principally on the size of the room and facilities. Band A is the smaller room (average size 11 m²) with washroom facilities nearby, Band B the average-sized room (average size 15 m²) with washroom facilities nearby, Band D (the most common) has ensuite shower and WC, Band E is a larger, superior room with ensuite shower and wc, and Band F is similar to a Band E but with a double bed. Please note that a Band F room is for single occupancy only. Rates quoted below are for the year, but payment is required in three termly instalments.

For the Academic Year 2017/2018 the room rents for the various bands, for term-time occupation, are as follows:

<table>
<thead>
<tr>
<th>Band</th>
<th>Annual Rate for 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>£3,056</td>
</tr>
<tr>
<td>B</td>
<td>£3,603</td>
</tr>
<tr>
<td>D</td>
<td>£4,824</td>
</tr>
<tr>
<td>E</td>
<td>£5,756</td>
</tr>
<tr>
<td>F</td>
<td>£5,946</td>
</tr>
</tbody>
</table>

Some non-first years are housed on the Main Site on 38-week contracts at a cost of:

<table>
<thead>
<tr>
<th>Band</th>
<th>Rate for 38-Week contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>£3,558</td>
</tr>
<tr>
<td>B</td>
<td>£4,200</td>
</tr>
<tr>
<td>D</td>
<td>£5,607</td>
</tr>
</tbody>
</table>

Non-first years will also be offered accommodation on the Main Site or at the Geoffrey Arthur Building (known as ‘the GAB’) which is about a seven minute walk from the College by the river’s edge. All rooms are equipped with washbasin, desk and desk chair (average room size 13 m²). The rent for the GAB for the Academic Year 2017/18 is:

9 months: £4,980

Rooms for Graduates are offered, mainly at the GAB, but also on the Main Site, or in two houses (off Botley Road), at the following rents:

<table>
<thead>
<tr>
<th>Band</th>
<th>9 months</th>
<th>11.5 months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Rokos Quad and GAB rooms)</td>
</tr>
<tr>
<td>A</td>
<td>N/A</td>
<td>£5,397</td>
</tr>
<tr>
<td>B</td>
<td>N/A</td>
<td>£6,057</td>
</tr>
<tr>
<td>D</td>
<td>£5,778</td>
<td>£7,287</td>
</tr>
<tr>
<td>E</td>
<td>£7,056</td>
<td>N/A</td>
</tr>
<tr>
<td>GAB</td>
<td>£4,980</td>
<td></td>
</tr>
</tbody>
</table>

A small number of graduate flats for couples are available on the Main Site for 11.5 months at a
rent of £10,683.

Student kitchens are situated in various locations in College near to student rooms and are available to all.

Where preference for a particular type of room is expressed every effort is made to meet that preference, but we cannot guarantee first preference.

Utilities Charge & Contents Insurance

The annual charge for utilities (to cover use of electricity, gas and water) and for room contents insurance for students living in, is £378 p.a. paid in three termly instalments of £126.

Some room contents insurance is provided for those students living in College accommodation. Further details of the policy can be found at the Endsleigh Cover Review - you will be required to enter our policy number, HH1490.

Withdrawal Charges

When students who have accepted an offer of accommodation subsequently withdraw from their course or make other accommodation arrangements, the College reserves the right to hold them responsible for payment of accommodation charges up until such time as their allocated room can be let to another student. When withdrawal is not due to reasons of ill-health the College will normally hold the student responsible for such charges, at a maximum, for the remainder of the current term. Each withdrawal will be considered on a case by case basis.

Facilities and use

College rooms are provided with essential furniture, which normally includes a desk and chair, bed, wardrobe, desk reading lamp, one or more other chairs, a recycling bin and a waste bin. To protect the buildings and furniture, students are asked not to rearrange the furniture in their rooms and they may not remove or add furniture from/to their rooms without the agreement of the Accommodation Manager. On vacating rooms, any furniture that may have been moved should be returned to its original layout.

The College does not routinely provide bed linen or towels. However, a basic bedding pack can be provided on arrival, at cost price, by arrangement with the Accommodation Manager.

Dos and Don’ts (See also College Regulation 3.2, and Section 20 of this Handbook).

The following rules are for your safety and that of others, and to avoid damage to the buildings and furniture.

Keys You will be issued with a College security smart card (SALTO card) and, if necessary, a key to the small number of bedrooms which do not use SALTO. Your SALTO card allows access to your bedroom and other buildings dependant on your access rights. The main door to the College is normally closed between 7.10 p.m. and 6.15 a.m. each day, and the smart card has to be used to open the door between these times.

The card is also your EPOS (Electronic Point of Sale) card allowing you to pay for purchases in the Café. To allow you to use your SALTO card for purchases in the Café etc, you will need to put money onto the card through “UPAY”, which is accessible via the internet, or via the card reader in the Café. Value can be added from either a debit card (with no additional charge) or a credit card (a 2% charge will be added).

A charge of £5 is made for replacement of lost SALTO cards. The charge for replacement room keys (mainly on the Main site) is dependent on current prices charged to us by our locksmiths and is currently set at £25.

Lending of Keys and use of Rooms by Guests. To help ensure the safety and security in the College, you must never lend your SALTO Card or keys to other people – including your personal guests. Guests are not allowed to stay in your room in
your absence.

**Smoking.** Smoking is strictly prohibited inside any College building (including leaning out of windows). It is also forbidden to smoke within two metres of any building. If smoking outside, please be considerate to others and make sure cigarettes are properly extinguished and the butts properly disposed of.

**Naked flames etc.** No candles, other naked flames or joss-sticks etc may be used in student rooms, bathrooms, kitchens or corridors.

**Electrical Appliances.** Any electrical apparatus brought into College should ideally be less than two years old. Equipment that is older than two years must be checked and PAT tested by the Maintenance Team (free of charge) before use. Electrical appliances must not be run from the light circuit. You must not use 2-3 plug adapters of the type which plug directly into the wall socket: use only the type which feature a cable running from the wall socket to a range of separately-mounted sockets and which are fused. You must not bring into College electric fires, or floor-standing lights (such as uplighters or other standard lamps). You may provide additional desk lamps if you wish. It is strictly forbidden to interfere with any electrical fittings.

**Cooking.** No cooking appliances except automatic kettles may be used in your room. You must not cook in your room (other than boiling a kettle). The use of toasters, microwaves, rice kettles and the like is not permitted in student rooms. This is a Fire Regulation, which the College has to observe very strictly. It is also worth noting that the fire detectors in all rooms are extremely sensitive and will activate causing unnecessary inconvenience to your fellow students. College staff are under instruction to confiscate cooking appliances from rooms occupied by students. However, you are permitted to cook in the designated, purpose-built kitchen areas but please monitor what you are doing at all times! If you do create smoke or steam, do NOT open the kitchen door to clear the air as this will set off the smoke sensor in the corridor. The sensor in the kitchen is a heat detector, so instead please open the window, turn off the cooker and remove the pan.

**Pets.** No animals (except assistance dogs) may be brought into the College or its annexes. No exceptions.

**General Damage.** If you cause damage to your room, its furnishings, fixtures, fittings and decorations, or to any other College property, you will be charged for the full cost of repair or replacement. Similarly, if the College incurs extra costs in having your room cleaned, as a consequence of action on your part, you will be charged accordingly. In cases where no individual can be identified as being responsible for the damage, College regulations allow for a charge on all students in the block/staircase or on the JCR/MCR as a whole. Incidents of damage are reported to the Dean, who decides whether or not there is a case for disciplinary action, which may include charges in excess of the cost of the repair or replacement. (See Regulation 3.18).

**Windows and Window Ledges.** The variety and age of some of our windows means that not all are fitted with restrictors to prevent opening too far. You should not open your window so far that you or a visitor could fall out and you must never sit on the window ledges. Equally, you must not, under any circumstances, put milk, trainers, shoes, etc. out on the window ledges, since there is a risk that they could fall onto passers-by below.

**Reducing Energy Consumption.** In view of rising energy costs and concern over the environmental effect of gas and electricity usage, the College in cooperation with the JCR/MCR seeks to become more energy efficient. This is not easy but to help save energy:

* Turn off lights when the room is unoccupied
- Don’t leave computers switched on if already fully charged
- Close windows
- Make sure taps are turned off fully
- Remember that if you are in a room where the SALTO key activates the power supply that it will turn off after a short period of time after you remove your card (which you will do when leaving your room). If you leave a computer switched on it may not be in the same configuration when you get back! Make sure you save your work.

**TVs.** If you have a TV in your room you are responsible for obtaining a valid TV licence for it. You are not covered by the College’s licence.

**Furniture and Furnishings.** You must not remove furniture, fittings or furnishings from your room.

**Wall Fixings.** You must not use fixatives (blu-tac, sellotape, scotch tape, etc) to fix posters or pictures to the walls. The use of drawing pins is restricted to notice boards. Rooms are provided with pin-boards for your use. In study bedrooms where picture rails are fitted, these are to facilitate the use of picture rail hooks. You must not deface walls by putting picture hooks, nails etc. into walls. If picture hooks are already installed, they should be left in situ. You will be charged for the cost of repairing damage to the walls of your room caused by sticking posters directly on the walls.

**Bikes.** Bikes are not to be taken into your room or into staircases and must be registered at the Lodge. The registration sticker must be placed in a prominent position on the bike. Bikes must not be left obstructing free passage or obstructing fire exits. Unregistered bikes will be removed and disposed of.

**Cars.** No parking is available for students and it is a condition of their License Agreement that students living in College accommodation do not bring cars to Oxford unless prior agreement has been gained for the College in special circumstances – where necessary for disabled students, for example.

**Cleaning and Cleaning Standards**

Your room will be cleaned by your Scout (the Oxford term for college cleaning staff). All rooms must be thoroughly cleaned once a week, and your Scout will have authorisation to enter your room for this purpose; you will be notified of which day of the week this will happen and scouts must be allowed access on the designated day for this purpose. The room must be left in a condition such that it can easily be cleaned (i.e. the floor clear of clothing and other items). Please be aware that you have a legal obligation to maintain your room in a safe state for any college staff that have to enter for cleaning and maintenance purposes.

On the other days of the week the Scouts will empty bins and address any other obvious issues. It is acceptable for students to indicate on these days that they don’t require this service by leaving their bin outside their room.

Your room is provided with a container for recycling. Although some of these are marked ‘for paper only’, as a result of changes to recycling provision by the City Council you may now use these for collecting any recyclable materials.

Students are responsible for taking reasonable care to ensure that rooms are kept in good condition. However, we do accept that there will be an element of wear and tear. However, if you cause accidental damage, this should be reported immediately by email to the Accommodation Manager. The College reserves the right to charge students to repair damage (including major stains, tears to fabric, deep scratches etc.).

Please note that if you are given permission to remain in residence over the Christmas College closure, there is reduced Scouting and maintenance provision and there will be days
when the Porters’ Lodge is unmanned.

It is important that any shortfall in cleaning standards, either in your room or one of your communal areas, is reported in the proper manner. This should be done as follows:

(a) All accommodation areas, communal toilets, bathrooms and showers at the Main Site to the Accommodation Manager (Staircase 13 - tel. 01865 2)76462 email: jane.osborne@pmb.ox.ac.uk) or by a note in the Lodge pigeonhole.

(b) All accommodation areas at the GAB to the Head Scout (erna.ebanks@pmb.ox.ac.uk). If defects/shortfalls are not rectified in a reasonable time contact the Accommodation Manager.

Both the Accommodation Manager and the Deputy Home Bursar (Buildings and Facilities) will keep a log of such reports. Do not hesitate to let the Home Bursar know if defects/shortfalls reported are not rectified in reasonable time having followed these procedures.

Maintenance issues are most efficiently dealt with if reported using the on-line facility on the intranet.

Please note: Your Scout is not responsible for doing your washing up or putting away your crockery/cutlery etc. You should leave the kitchen surfaces and sink clear to allow your Scout to clean. If your kitchen is not left in a suitable state to allow cleaning, the Scout will report this to the Head Scout at the GAB and the Accommodation Manager at the Main Site. This may result in the removal of the facility. Likewise, your room must be sufficiently tidy for your Scout to be able to clean your room.

Consideration for Others

As you will appreciate, a great deal of the tutorials and other teaching which students receive actually takes place within the College itself, and the College is the workplace of the Fellows. It is important, therefore, that you remember that essential academic business is being conducted in the areas where you live, including in the evenings; such business must not be interrupted by either thoughtless noise or inappropriate behaviour.

Please read, and be aware of, the relevant College Regulations (section 3) governing such matters.
Rooms on the Main College Site...are divided into five bands, based principally on the size of rooms and facilities.
END OF TERM ARRANGEMENTS

Please take careful note of these paragraphs. Every year, we have students who are surprised by our insistence that they must vacate their rooms on time. The rules below are clear and if in doubt you must check with the Accommodation Manager – do not assume you can stay longer or later than outlined in the paragraphs below.

Out of term time the College is host to a variety of guests, including alumni, prospective students, academic visitors and paying conference guests. Whilst conference business, in particular, might seem an inconvenience to you, please be aware this provides an essential income stream that helps subsidise the cost of your food and rents. It is therefore very important that at the end of term, if you are on a term-time only contract, and at the end of the year for everyone, you move out on the day you are supposed to. Prior to the end of each term you will be required to notify the Accommodation Manager, by completing and returning a form within a specific time period, of your requested/actual departure dates at the end of term, and arrival dates at the start of the next term. It is extremely important that forms are completed in full and returned on time to allow us to plan room utilisation and maintenance. Non-negotiable administration charges are applied for the late return of forms. Normally, if you are on a term-time only contract, you will be expected to vacate by 10.00 on the Saturday of Eighth Week, unless you have exams or other academic commitments beyond then (to be verified by your tutor). Other exceptional circumstances will require authorisation by the Home Bursar. In all cases you are required to vacate your room by 10.00 a.m. on the agreed date unless you have been given specific agreement for a later time. Late departure incurs the cost of overtime for staff and you will be therefore be charged an administrative fee. Short-term storage space is normally available (to put your belongings in) if a later pickup is necessary.

Those on a part-year or a 11.5 month contract will also receive forms in Trinity Term to confirm departure dates. These forms, too, must be completed and returned by the deadline given, or a charge will be applied. Please do not assume that we know when you are planning to depart.

At the end of term, it is your responsibility to clear your room and the communal rooms of all your possessions and rubbish. Additional charges may be applied if you fail to do this, reflecting the additional costs to the College. College cannot be held responsible for loss or damage to any belongings left after the end of term. This includes food and items of kitchen equipment stored in staircase kitchens. Even if you are staying up, they should be removed whilst the initial clearing/cleaning of communal area takes place at the end of term. Communal facilities on staircases are not available for students’ use during the vacation when these facilities are used for external conferences. If you are in any doubt, please consult the Accommodation Manager before the end of term. In addition, you must return your room key if you have one and, if not returning to College, you SALTO card. If returning the following term please retain you SALTO card, but first go to the Lodge to get it updated and also to inform the Lodge you are leaving. This is also relevant to GAB residents.

In respect of graduate and GAB rooms, the same applies at the end of the period of your licence.

Additional charges are applied for those who are late vacating their room without prior arrangement.

TECHNOS WEEK

Students selected for Technos Week, who live in College Accommodation, must vacate their rooms before they depart and place any belongings they wish to leave in College into storage. They will receive a refund for this period as their rooms will be vacated and available to the College. Personal possessions
must be removed from storage on the date advised unless long term storage has been agreed with the Head Porter. Personal belongings left after this time without the approval of the College will be placed in off-site secure storage within a commercial facility. The cost of this will be batted to the student concerned.

If any student is seeking to keep their room and to stay longer than their contract date, this may be possible but they should speak to the Accommodation Manager by no later than the end of 1st week Trinity term. In this case, there will be no refund of accommodation costs and additional costs for the extended stay will be payable. Students may be required to move belongings to an alternative room in some cases. If students believe that they are expected to attend mandatory tutorial sessions in 9th week, they should ensure that the tutor involved supports their case in writing or by contacting the Home Bursar directly.

Food costs for the period will be refunded. For those on the flexible meal plan, this will equate to one fifth of the total as tokens are valid from 0th to 10th week.

VACATION STORAGE

We have only limited space for storage and priority is given to returning overseas students. To request storage you should contact the Porters at the Lodge via email (porters.lodge@pmb.ox.ac.uk). Where permission is given to store your possessions over a break, all items must be labelled with your name, room number, and year of matriculation and placed as directed by the Head Porter. No foodstuffs should be put in storage, no plastic bags used, and no more than five items will be permitted. Although every reasonable care will be taken to protect items in storage, the facility is provided entirely at your own risk and the College will accept no liability for loss or damage to your belongings in store. The College recommends using a local storage specialist who provides a collection and delivery service at reduced rates for students. Details of the scheme can be found here.

Rooms in the Rokos Quad buildings have a high level ‘lock box’ for student use during the Christmas and Easter vacations. Before departing, students should place anything they wish to leave during the vacations – but nothing either perishable or flammable – into their lock box. All items must fit fully inside the locker and the door must be able to close! This locker will then be locked for you by the Scouts/maintenance team and unlocked immediately prior to your return.

MAINTENANCE

For minor maintenance repairs/requests, please complete an online Maintenance Request Form, available on the intranet.

The College will address maintenance problems as and when they arise and as quickly as possible. However, there will be occasions when other higher priorities prevent the work from taking place immediately. In all cases, students concerned will be kept informed of progress. It is not the College’s policy to pay compensation to students in circumstances where maintenance problems have taken some time to resolve.

STAIRCASE KITCHENS AND WASHING MACHINES

Washing machines and driers are provided in various locations around the College. The current cost is £2 per wash and £1 per 50-minute dry.

Irons and ironing boards are provided in the laundry rooms. No ironing should be undertaken in student rooms.

The College provides some fridges and fridge-freezers in communal kitchens where space is available but is not always possible to meet all
demands for fridge facilities. The College is principally a catered facility and so does not provide full self-catering facilities. Where you do make use of a fridge, you are expected to use it responsibly (that is, do not let ice to build up to too great an extent, do not force or break ice-box doors, etc). Please be aware that such fridges are for communal use and are not lockable. You should never take from a fridge/freezer something that does not belong to you and the College does not take responsibility for losses from fridges/freezers. When using the kitchens, you are expected to leave them clean and tidy.

Mini fridges are available for hire to students resident on staircases without access to a communal kitchen. They are available via the Accommodation Manager on a first-come first-served basis.

In Rokos Quad buildings, the kitchens also have lockers. There is insufficient for every resident to have one and they are available on a first come first served basis, using your own lock. We would urge you to share. These must be emptied at the end of the year.

VISITORS TO COLLEGE – GUEST ACCOMMODATION

It is very important that members of the College do not introduce or allow the introduction of unauthorised members of the public into College.

Students living on College premises (including the graduate houses in Alexandra and Hill View Roads) may have overnight guests in their room for a maximum of five nights in any 14 nights. Guests must be registered in a book kept in the Lodge for each night that they will be residing on College premises. This is a fire safety requirement, since in the event of fire, firefighters will need to know how many people they are looking for to evacuate. It is acceptable to book guests in by email to “porters.lodge@pmb.ox.ac.uk” with the subject line “Overnight Guest in Room …”. Only one guest may stay in each room. The College reserves the right to prohibit any guests residing in any room. If necessary, guests may be required to provide proof that they are not normally resident in Oxford or that they have alternative accommodation that they have paid for. You may not ‘lend’ your room to other people while you are away.

If a guest wishes to stay longer than five nights they are treated as resident guests and the Accommodation Manager must be approached to see whether a guest room is available. Common rooms, sitting rooms in College sets, and communal kitchens/dining rooms on Main Site and at the GAB cannot be used as guestrooms.

Visitors who are not staying overnight with a Pembroke student must leave the Main Site and the GAB by midnight. Guests arriving after midnight must still be signed in.

Members of the College who breach these rules are, in the first instance, liable to pay a charge representing the room rent for the period involved. They may also be fined and/or deprived of their rooms.

To help ensure on-time departure at the end of term overnight guests will not normally be permitted on the final Friday of term or on the final night of occupation by students given permission to stay beyond the end of eighth week. Pembroke students who have signed out of College accommodation are not normally permitted to sign-in as guests of students who are remaining beyond the end of term. Any exceptions to these rules require agreement in advance of the Accommodation Manager or Home Bursar.

Be careful not to allow someone to follow you into the building that you do not recognise as a Pembroke member. Establish that they too have a SALTO card. If you feel unable to prevent them following you into the building or asking
to see their swipe card, notify the Porters’ Lodge immediately. Keys and swipe cards must never be lent to guests or other people.

**MEALS**

*Farthings Café*

Farthings is open for breakfast, light snacks, drinks, lunch and cakes etc. from Monday to Friday, and Brunch on Saturdays and Sundays during term time. Payment is by cashless SALTO card and debit/credit card (a 2% surcharge is applied when using a credit card). Term time opening hours are Monday to Thursday 8am to 6pm and 7pm to 10pm, Friday 8am to 6pm; Saturday 9am to 2 pm and Sunday 10am to 2pm. Farthings is also open out of term from Monday to Friday 8am to 6pm. (Times may be subject to change.)

To load credit onto your SALTO card to enable you to make purchases, and to view your credit balance, log in and use your single sign-on credentials (pemb**** and password).
Farthings Cafe is open for breakfast, light snacks, drinks, lunch and cakes from Monday to Friday, and brunch on Saturdays and Sundays during term time.
The Hall also offers lunch on a pay-as-you-go basis (a choice of hot meals and a salad bar) and is used in the evening for dinner, either “Formal” (a three-course meal, served to you by Hall waiting staff) or “Informal” (canteen-style, where you collect the meal yourself before sitting down).

**MEAL**  | **DAYS** | **TIMES**
---|---|---
Lunch | (Mon - Fri) | 12.30-13.30
(EPOS/SALTO card payment) |  |

**Formal Hall** (varies each term as below): 19.10 prompt
- Michaelmas term: Tues, Thurs, Sun
- Hilary term: Tues, Sun
- Trinity term: Sunday only

**Informal Hall:**
- Michaelmas term: Mon, Wed, Fri 17.00 - 19.00 (i.e. no Formal Hall)
  - Tues, Thurs, Sun 17.00 - 18.15 (i.e. the nights Formal also runs)
- Hilary term: Mon, Wed, Thurs, Fri 17.00 - 19.00 (i.e. no Formal Hall)
  - Tues, Sun. 17.00 - 18.15 (i.e. when Formal also runs)
- Trinity term: Mon to Fri inc. 17.00 - 19.00 (i.e. no Formal Hall)
  - Sunday only 17.00 - 18.15 (i.e. when Formal also runs)

You will need your SALTO/EPOS card to show that you are pre-paid if on a meal plan (all undergraduates on the main site Sun- Fri dinner) or to pay for meals at other times.

First year students and Visiting Students are obliged to attend the Formal Hall sitting on the nights where Formal Hall is offered. In Michaelmas Term, Formal Hall will take place on Sun, Tues and Thurs; In Hilary Term: Sun and Tues; In Trinity Term: Sun only. All other years may attend either Formal or Informal Hall.

Sometimes it is necessary for us to alter meal times, usually to have an early Hall in order to accommodate another College function. We will give as much notice as possible.

You must let the College know if you have any special dietary requirements. Freshers do so before arrival when completing the online form; students who subsequently have new dietary requirements should visit the Catering Department in Staircase 10 to register those requirements. Anyone not registered or not signed-in for a special meal will only be served after those who have pre-registered/pre-signed. If you wish to register for special meals (or if you lose your special dietary card) during your time in College, please obtain the appropriate form from the Conference and Events Office. The Executive Chef and his team are always happy to discuss special dietary requirements or requests.

**Hall Etiquette**

Students are expected to behave in a responsible and courteous manner. In particular, the throwing of food or any other missiles is prohibited and students are expected to treat College staff with courtesy.

The standard of dress at Formal Hall is smart (i.e. no shorts, not barefoot), with gowns; it is normal for a collar and tie to be worn for hall on Sundays. The wearing of hats is not permitted in Hall (unless they relate to a “theme” night).

The use of mobile phones is not permitted in
Hall.

You should note that Hall is a formal occasion and as such is not the place for impromptu announcements/birthday wishes/singing etc.

Regulations on Alcohol Consumption in Hall

Alcohol may only be consumed in Hall under the following conditions:

- The maximum quantity permitted is half a bottle of wine per person (No bottle should be larger than 75cl.) Beer and cider are permitted, but no more than 1 litre per person (and no more than medium strength).
- No wine boxes (as they lead to excessive staining of Hall tables).
- All sparkling wine to be opened outside Hall or by a member of Hall staff to avoid injury.
- No spirits or alcopops.
- No ‘pennying’ – this can cause damage to the waste disposal units and puts the recipient in danger of choking.
- Members and their guests are not permitted to bring alcohol to dinners for which alcohol is already provided; drinks may not be purchased from the JCR or MCR bars on such occasions until the event is over.

Arrangements with Christ Church
(Saturdays)

As we do not provide dinner in Hall on Saturdays, arrangements have been made with Christ Church for alternative dining provision on Saturday evenings. The average cost for pay-as-you-go Saturday dinner is £7.18 or £8.62 (£7 + VAT for any guests you may wish to take) - these amounts include the administrative fee charged by Christ Church to non-members of the College. Booking of dinner is via the online form on the intranet (the cost will not be payable from the “flexible meal plan allowance” for those non-first years who opt for the flexible meal plan.)

Signing-in Arrangements for Dinner

Different schemes operate for Undergraduate Freshers and for returning students/Graduates.

If you are an Undergraduate living on main site, the College is viewed as ‘catered’ and it is assumed that you will be attending Hall each evening from Sunday to Friday during term, and you will be charged for these meals at the beginning of each term. Permission to sign out of Hall for specific nights for either a whole term or the whole year is only granted if (a) you have a specific dietary/medical condition that the College is unable to accommodate, or (b) you have formal University commitments, such as lectures, training for University sports teams, University orchestra etc. You may be required to provide written evidence to support your claim.

If you wish to sign out please use the online system on the intranet.

Requests must be made by 1pm the day before (or by 1pm the previous Thursday for signing out on Sundays, or 1pm the previous Friday for signing out on Mondays), to allow the kitchen time to alter their food orders accordingly. Please note, 1st years who eat at Formal Hall on the nights both Formal and Informal Hall runs (Sundays, Tuesdays and Thursdays) will be switched to the earlier Informal Hall rather than signed out of Formal Hall if the timing of the event in question allows for this.

Permission to sign out/swap to Informal Hall is given at the discretion of the Home Bursar and will not normally be for more than one or two activities a week. No refunds are made for individual meals missed where the relevant permission has not been gained.

Non-1st years resident in College and on the flexible meal plan can elect to pay £365 per term (instead of the £299 for dinners only) and can then use this allowance flexibly to purchase meals.
by way of brunches, lunches and dinners as they wish; this allowance can also be used in Farthings from Monday of Week 0 up to Friday of Week 10.

If you are a Graduate, or an Undergraduate living at the GAB or out of College (i.e. not on the meal-plan), and you wish to dine in the evenings, there is no need to pre-book. You will be batteled (billed) with the meal charge of £5.98 for that meal and will need to bring your SALTO card to Hall. Please email the catering team (pmbcatering@maillist.ox.ac.uk) if you are vegetarian or have any other dietary requirements.

Guests

The charge for guests at Formal/Informal Hall is £7.90. Pre-booking is not required; however if you wish to bring more than one or two guests you are advised to check with the Deputy Head of Catering (Steward) whether there is capacity.

Graduates, however, may book up to three places at the MCR table on Formal nights for themselves and up to two guests via the Upay website. There are a minimum of 24 places at the MCR table (dependent on the Term) and, once all places have been booked, or after booking has closed, MCR members may turn up and pay but may be required to sit at an undergraduate table.

Please note that monies from the flexible meal plan may not be used to pay for guests or wine at Informal or Formal Hall.

Please email the chefs (pmbcatering@pmb.ox.ac.uk) if your guest is vegetarian or has any other dietary requirements.

Bar Opening Times

1st Week through to 8th Week: Monday to Friday, 20.00-23.00 and Saturdays, 19.00 to 23.00.

Vending Locations (selling cold drinks, confectionary and snacks)

- Ward Perkins Room
- Sports Lobby, Henderson Building
- GAB Entrance Lobby (next to the Common Room)

JCR, Society and Subject Dinners

These are booked through the JCR Representatives, see notice boards for details. Three-course dinners are available at a subsidised cost.

The JCR Representatives or Subject Representatives are responsible for ensuring that dinners are organised with the College Conference and Events office. Representatives should contact the events office in the first instance to ensure that the correct procedure is followed. For more information about booking a dinner and contacting the events office please see the events office intranet pages on Student Events Procedure and Organising Your Subject/Society Dinner.

A wine allowance of up to half a bottle of wine per person is permitted. All wines will be served by the catering staff. Students are not permitted to bring additional bottles of wine into Hall. Students are expected to behave in a responsible and courteous manner. A Junior Dean will be present at these functions and will pass the names of any students misbehaving to the Dean.

The MCR arranges Exchange Dinners with other Colleges, details of which can be found on the intranet.

Improvements to our catering arrangements are continuously sought. The information provided here should be taken as a guide. The precise details may change, so please check the Conference and Events Pages for latest information. If you have any catering problems you wish to discuss, or have any comments to make about the catering service, you can do so through the JCR Domestic Rep, the Student Food Committee or the MCR committee. Alternatively make arrangements to see either the Conference and Events Manager or the Home
Bursar, who will be happy to discuss your issues in confidence.

**BICYCLES**

If you wish to bring a bicycle into College it must be registered at the Porters Lodge on the Main Site at a cost of £2. A sticker is issued which must be placed on the bicycle in a visible position. This sticker helps reunite bicycles with their owners should they become inadvertently separated! If you sell or transfer your bicycle to another person, you must inform the Lodge (there is no charge for this transfer of ownership).

Bicycles must be parked only in the designated areas – in the store beneath Staircase 17, in the racks in North Quad and outside Staircase 12 on Main Site, in the bike racks at the Schild Building end of the Rokos Quad, and in the bicycle store at the GAB. They must not be left in Chapel, Library or Old Quads or in the College car parks in Pembroke Square and at the GAB. They must not be left in areas which would obstruct free passage of persons, particularly on fire escape routes. They must not obstruct the pavements outside the College; they must not be taken into rooms or staircases. Unregistered bicycles found in College, and those parked improperly, are liable to be impounded, with a release charge of £5. Bicycles must not be ridden inside the College through the quads.

When leaving after your final year you must take your bicycle with you. Bicycles can only be left if permission has been given by the Lodge. Bicycles left behind will be disposed of by the College.

Oxford City Centre suffers heavy traffic congestion, so it is strongly suggested that you wear a safety helmet when cycling. Proper cycle lights are of course required by law. Bicycle theft is also a common problem, so invest in a good padlock/chain. If you leave your bicycle outside the college, always secure it to something solid; however there is unfortunately still a high chance it will be stolen unless it has a high security lock; the Oxford Student Union have discounted rates for this equipment.

**ENVIRONMENTAL AND ENERGY POLICY**

For both economic and environmental reasons the College is committed to reducing its energy consumption, and more broadly to minimising any negative impact on the environment. Neither is easy to achieve in old buildings designed and developed without such considerations in mind; they are of course significant factors in our plans for new buildings. The cooperation of all students and staff is sought in ensuring that energy usage is as low as it practically can be and that our environmental impact is reduced so far as is possible.

**Energy Consumption**

The college has a policy of only using low energy light bulbs and this has been implemented across the site. Master light control switches, operated by the room key fob have been included in the refurbished staircases of North Quad, and PIR detectors have been incorporated into the lighting controls for communal areas and staircases.

As resources allow, and as part of planned refurbishments, we seek to reduce energy consumption by the installation of more efficient heating systems but some are legacy systems.

The IT department has significantly reduced electricity usage by a process of virtualisation, minimising the number of physical servers required to support the system.

Students and staff alike are encouraged to minimise usage, turning off unneeded lights, not leaving computers running unnecessarily, etc. It should be noted also that such things as mobile phone chargers, left plugged-in and with the wall socket switch on, continue to draw – and waste – electricity even when no device is plugged into
them.

**Heating Times**

To reduce energy use, the College’s central heating system – usually on from October until April/May (weather dependent) – is not left on 24 hours/day but is timed to be on from 6 am until midday and again from 3 pm until midnight.

**Waste Disposal and Recycling**

In collaboration with the City Council the College has sought to increase the amount of waste it sends for recycling. Recycling bins are provided in all student rooms and at designated points around the Main Site including the JCR, and in the Macmillan Building.

**Snow and Ice Clearance**

The Maintenance Department is responsible for clearance of snow and ice on the College main site and at the GAB. So far as is practical in any particular circumstances, the aim is to have main paths cleared of snow and gritted by 8 am.

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**SECURITY AND SAFETY**

**HEALTH AND SAFETY**

We all have a responsibility for health and safety at the College. Specifically, the Home Bursar is responsible not only for maintaining the buildings but also for electrical safety, the fire and intruder alarm systems and fire-fighting appliances.

Any malfunction of fire-fighting or security equipment should be reported immediately to the Maintenance Department by completing the Maintenance Request form on the front page of the intranet or via the Lodge if appropriate.

The College’s full Health and Safety Policy is available on the web site or can be viewed in hard copy on request via the Deputy Home Bursar (Buildings and Facilities), Accommodation Manager or Porters’ Lodge. Should you have any concerns about Health and Safety matters, you are encouraged to bring them to the attention of the Home Bursar (who is also the Health and Safety Director) either directly or through the College’s Health and Safety Committee, on which both the JCR and MCR are represented.

**ACCESS AND GENERAL SECURITY**

On the whole, Oxford is a safe place to live, but you may need to take sensible precautions to keep out of harm’s way especially at certain times of night (and even more so on week-end nights). The recommended route to the GAB at night is to go over Folly Bridge, down Western Road and to enter through the gate from Marlborough Road, rather than using the footbridge from Friars Wharf.

In your first few days in Oxford you will be supplied with a University Card. This gives you
access to central University facilities, including the Bodleian Library (the card is often referred to as a “Bod Card”). This card is also needed for borrowing books from the College library. Keep this card safe. (A £15 replacement fee is charged if a card is lost. More details can be found at the Oxford University website.

If you mislay either your SALTO card or your room key, you must inform the Porters’ Lodge immediately. The SALTO card can then be cancelled to prevent unauthorised use.

Never lend your keys or card to another person; they are signed out to you and as the signatory you are responsible for them. Lock your room whenever you leave it, even if only for a few minutes. Rooms with “smart” locks will automatically lock behind you, so remember your card! Colleges are often targeted by professional thieves, especially when new students arrive at the beginning of the year, and can slip into a room in an instant – be careful with your laptops and phones in particular. If you see any suspicious person, please report this to the Lodge immediately. Be aware of “tailgating” - that is, allowing an unauthorised person to follow you through a door you have opened. If in doubt, challenge anyone following you through a door.

If you live on the ground floor, be sure to close your window when leaving your room, and never leave valuables where they can be seen.

You should be aware that for your safety and security and for the prevention and detection of crime, CCTV cameras are in use and may be monitored from the Lodge. Recordings of all data are retained in accordance with the Data Protection Act and are disposed of in line with current policy (see http://bit.ly/1RTfo9m).

Access to College via the Schild Building entrance to Rokos Quad, is only available during day time, using your SALTO Card. At midnight this gate will be locked and access is via the main entrance only. It will still be possible to access the bike racks.

EXPLOSIVES AND FIREARMS

Firearms (including replica/deactivated firearms), explosives, prohibited weapons (e.g. CS spray), offensive weapons (e.g. knives, crossbows), pyrotechnics (including fireworks), inflammable materials etc., may not be brought into or stored in College accommodation, whether in your room or elsewhere.

FIRE SAFETY

It is – quite literally - a matter of Life and Death that fire risks are kept to a minimum. The only permitted items of private electrical equipment containing high-current heating elements are kettles and hair dryers/hair straighteners and these items should never be left unattended when in use. Please remember to switch off all equipment when not in use.

Cooking in rooms is not permitted and neither are candles, shisha pipes, joss sticks or other naked flames, fairy lights, drapes or microwaves. Toasters and electrical heaters, other than those supplied by the College, are not permitted in College. Any prohibited items will be removed by the Maintenance Team. Cooking in kitchen areas also needs careful attention and you should not leave any cooking appliance unattended when turned on. Most evacuations of buildings around the College are caused by toasters or cooking pans left switched on and unattended.

Check routinely that all wiring and plugs are in good condition, are of the correct voltage (240v) and properly connected. (If in doubt, have the item checked – free of charge - by the maintenance staff.)

Most commonly, fires have been caused by smokers. Smoking is prohibited in all College rooms and within two metres of all buildings. If you smoke please ensure that this takes place outside and that you dispose of cigarette ends
carefully.

Make sure, as soon as you move into a College room, that you familiarise yourself with the fire-escape arrangements and the location of fire-appliances and alarms. Fire-doors must never be wedged open: they are designed specifically to prevent the rapid spread of smoke and flames. SMOKE DETECTORS AND FIRE FIGHTING EQUIPMENT MUST NOT BE TAMPERED WITH - THIS IS A CRIMINAL OFFENCE AND WILL BE DEALT WITH SEVERELY (please refer to the College Regulations, particularly 3.2(vi), referring to an automatic fine).

There are instructions in every room on what to do in the event of a fire: read them, and refresh your memory from time to time. Fire drills are held each term. Fire alarm testing will take place for 30 seconds every Monday morning, at 10.30am on Main Site, 10.45am on Rokos Quad and 11.00am at the GAB. You do not need to vacate the building at this time.

If you discover a fire:

- **Raise the alarm** (by pushing a fire alarm button, by telephoning the Lodge (01865 276444) or by shouting for help). Give the precise location of the fire.
- **Make sure you are safe** —do not attempt to fight a fire unless it is safe to do so using the emergency fire extinguishers — if in doubt GET OUT.
- If the alarm has not been raised then get help from the Lodge, the Emergency Services, or other residents.
- **Emergency Services** (fire, police, or ambulance) should be called from the nearest phone in the case of any obviously serious incident.
- The Porters Lodge must be informed as quickly as possible thereafter (01865 276444). Porters are all first aid trained. The individual raising the alarm should try to remain with any injured person or at a safe distance near the scene of a fire or other incident in order to relay relevant information to the emergency services when they arrive.

Please ensure that you always sign-in guests at the Lodge and always remember to sign the exeat book if you are going to be away from College. In the event of a fire this will help to ensure that lives are not risked nor time wasted trying to account for someone who is not in College.

**Emergency Evacuation Procedure**

The procedure when you hear a continuous fire alarm (or are otherwise alerted to fire) is to evacuate the building as quickly as possible, closing windows and doors on your way out but not stopping to collect belongings. You should then immediately make your way to the meeting point, which is specified on a sign in your room, ensuring that your name is taken by the first occupant out of the building, who should take the staircase list of occupants and pen from the notice board at the exit door of the building. As you leave the building check the notice board to see whether you are the first one out and need to take the list to check off names. Gather your staircase residents together and check them off the list. The back of the clipboard has your staircase in large type. Hold this up for others to see where you are.

Remain at your meeting point until given other direction by college staff or the fire service.

Do not re-enter the building until an officer of the fire service or a member of College staff has authorised you to do so.
Fire Evacuation – Meeting Points

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>REPORT TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Alms &amp; Master’s Staircase, Staircase 1, 2, 3, 4, 5, 6, Tower</td>
<td>The centre of Old Quad/or as directed</td>
</tr>
<tr>
<td>Staircase 7, 8 (The Samuel Johnson Building), 9, 10 and Hall</td>
<td>The centre of Chapel Quad/or as directed</td>
</tr>
<tr>
<td>Staircase 11, 12, 13, 14, 15, 16, 17, 18, Macmillan Building</td>
<td>The centre of North Quad/or as directed</td>
</tr>
<tr>
<td>Rokos Quad Buildings</td>
<td>The covered walkway by PureGym (opposite, in St Ebbes) is the normal assembly point but Chapel Quad can be used if directed to do so. Emergency procedure cards are in all rooms.</td>
</tr>
<tr>
<td>GAB</td>
<td>The centre of Front quad</td>
</tr>
</tbody>
</table>

Only go to your assembly point IF IT IS SAFE TO DO SO. Your priority is to evacuate the building by the nearest exit.

ALCOHOL CONSUMPTION AND DRUGS

Student drinking is often treated frivolously, but in fact it can be a serious problem, either by leading to unruly behaviour and its consequences or by significantly damaging people’s health. It should be understood that “being drunk” does not excuse misbehaviour but aggravates its seriousness. Any signs of excessive alcohol consumption on College premises will therefore be treated with zero tolerance. It is quite possible to enjoy the benefits of social drinking without becoming inebriated.

See the information and guidance here.

Please also respect the sensibilities of students who, whether for religious reasons, health reasons, or simply out of choice, do not consume alcohol. (See Code of Conduct, appended to the College Regulations on the College website). Farthings is an alcohol-free area when open as a café (www.pmb.ox.ac.uk/Students/College_Regulations.php). Drug and substance abuse is criminal activity, for which the College itself could be faced with prosecution. The College operates a zero-tolerance approach to such activity.

(See Regulation 3.9 (c) and Annex to Regulations, Code on Substance Abuse).

INSURANCE OF PERSONAL BELONGINGS

The College has a “Block-Hall” possessions insurance policy with Endsleigh Insurance Services Ltd for all students living in College accommodation, and the mandatory cost of this for 2017-18 is £7.47. Cover includes comprehensive insurance against fire, flood and theft of a residents belonging within their accommodation, and up to £5,000 worth of cover for damage to College property. A leaflet with full details will be given to you on arrival at College.

SPORTS FACILITIES

The College has a sportsground south of the GAB, with tennis courts (two grass and three hard surface), football, rugby and cricket pitches, and netball and basketball courts.

The College sports ground, tennis courts and
pavilion are for use by College members and staff, or their authorised guests only, except by special permission of the Home Bursar. Use of any of these facilities implies acknowledgement of, and agreement to abide by, the relevant Health and Safety requirements. In particular users MUST draw a set of keys from the Pembroke College porters lodge. Keys will only be handed over on signature and after the individual signing for the key has read and acknowledged the emergency procedures. The Porter may also ask you to leave your Bod card behind which will be returned by returning the key. You must never use the sports ground, pavilion or tennis courts without having drawn a set of keys, in case you need to provide emergency access for an ambulance.

The sportsground is not easily accessible by road; the key-sets include an aide memoire for getting an ambulance to the sports field in the event of serious accident (including the procedure for crossing the railway, which must always be by the footbridge), together with the keys to the barrier at the end of the lane. You must not attempt to climb in to the tennis courts.

College members are advised that use of the sports facilities without having followed the procedure above, which is a critical health and safety requirement, is a decanal offence that may result in a fine. Climbing in/out of the tennis courts is especially dangerous.

The College also has a Boathouse on the river which houses the Pembroke fleet. Other sports, including swimming, are catered for at the University’s facilities off Iffley Road, where there is also a bespoke fitness suite and climbing wall.

You should think about whether you are adequately insured against the risks involved in sports and games. The College has some cover relevant to you, but it is limited: sports captains will have further details.
The JCR is both the body of undergraduate students and their physical common room space.
THE JUNIOR COMMON ROOM (JCR)

Like the MCR, which is for graduate students, the undergraduate equivalent is both a place and a social entity. The two together constitute what may be called “the student body”, and they have a good deal of autonomy in how they run themselves. They represent the student body on many college committees, and at Open Business of the Governing Body. Indeed, their contribution to the running of the college is highly significant. The JCR has its own website, which includes its constitution.

ENTERTAINING, PUBLIC ROOMS AND SOCIAL SPACES

Certain public rooms across the College, including The Pichette Auditorium, and at the GAB, may be used for meetings or other activities, such as concerts or rehearsals, society meetings and social events. A booking must be made through the Conference & Events department, who can also advise on the restrictions, availability and which locations are most appropriate to a particular event.

All student-organised parties, meetings or events require prior permission from the Deputy Dean, the Home Bursar, and (if service of alcohol is involved – sold or otherwise) the Steward (as licensee). This is to be sought using the appropriate event booking form on the intranet, at least ten days beforehand and before invitations have been sent out (please refer to College regulation 3.3). In general any gathering of more than ten people (including in students’ rooms) is regarded as a party/event and requires this advance permission (but see below regarding the GAB common room).

The intention is not to prevent student-organised events, but to ensure the porters and other duty staff are aware of what is happening where and when, avoid undue pressure on staff or the decanal team, and to ensure license conditions and health and safety requirements are met. Requests are not normally declined if the appropriate notice is given and that the plans are unlikely to cause disruption to other members of College.

Students may not normally sell alcohol on College premises but there are exceptions to this for certain organised events under authority of the licensee. Note also the general position regarding alcohol consumption (section 20).

College facilities are often booked a term or more in advance so early planning is necessary, especially for an event that requires catering support. The Conference & Events team is happy to offer advice and assistance.

No parties/events or functions with music are permitted from the end of 3rd week in Trinity Term due to examinations. If in doubt, consult the Dean, Junior Deans or the Home Bursar.

EVENTS IN THE JCR AND GAB COMMON ROOMS

Clearly these are intended as social spaces and groups of more than ten will often be gathered in them; this does not require advance permission as described above. However, the general restriction on noise applies (music should not be audible outside the room); no music at all is to be played in any location after 11pm. In Trinity Term the GAB common room is reserved for quiet revision only.

Students may not normally sell alcohol on college premises - only events with permission granted by the licensee are permitted to sell alcohol (an example might be a theatrical performance). Note also the position regarding alcohol consumption (see section on “Alcohol
Consumption and Drugs” above).

If you are having a function which requires catering or a room booking with refreshments, contact the Conference & Events department (tel: 76484) for the necessary function booking form at least 10 working days prior to your booking – this is required in addition to the party booking form. (Note that dates are often booked a term in advance, so you will need to do some forward planning! Student hire of catering equipment is not permitted.) External catering is not generally permitted but our Executive Chef will provide you with options to meet every budget.

THE CHAPEL

The Chapel holds regular services as arranged by the Chaplain with the assistance of our Organ Scholar. Special occasions in the College are sometimes also marked by a service, such as “gaudies” (when former members return for a special dinner). There is a flourishing Choir which is open to all members of the College to join.

The Chapel has a unique interior, designed by the Victorian decorator, Charles Kempe. It also has a fine organ built by Orgue Létourneau in Canada, which makes it a fine venue for organ recitals and concerts. It is also open at all times for people to use for quiet reflection and prayer.

THE PEMBROKE BALL

Every two years, Pembroke JCR organises a Summer Ball. It is traditionally one of the earliest, and is attended by many, both from Pembroke and outside the College. The next Ball will be in May 2019 (subject to confirmation).

The Quadrangles

The quadrangles are a delightful feature of Pembroke, especially in the summer months, when the flower displays are outstanding. Please keep them tidy. Special receptacles are in position for depositing rubbish and cigarettes. The lawn in the front quad (Old Quad) is liable to damage, and is therefore always out of bounds, but the lawn in Chapel Quad may be used in Trinity Term and the summer vacation, for relaxation and the playing of croquet. No ball games, or Frisbee, may be played anywhere in College, either on the Main Site or at the GAB – be aware that windows in this area cost a very significant amount to repair due to their historic nature.

BEHAVIOUR AND DISCIPLINE

The Dean is seen primarily as the member of Academic staff charged with responding to breaches of College regulations, mostly on matters of behaviour and good order. He/she is supported in this area by the Junior Deans.

The College is a small and tightly knit community. It is therefore necessary to be constantly aware of the effects of your actions on other people. For example, tutors’ rooms are scattered amongst student rooms. You should be aware that they are used for teaching and research throughout the day and often at night. You should be aware that fellow students may need quiet in order to complete assignments, or prepare for imminent examinations. The College Regulations, especially section 3, contain a variety of provisions designed to ensure that a relatively large group of people can live closely together harmoniously. You should read these provisions because if you are in breach you will be assumed to know about them. In addition to the particular provisions of that section, the College subscribes to a Code of Conduct relating to Harassment, which binds all members of the College. You should read this too, it is appended to the College Regulations on the website. One of the most important values which is nurtured in our Universities is respect for other people, and this will be expected of all our students.
2 | FINANCIAL MATTERS

The College officers and staff primarily concerned with the issues covered in this section are the Bursar, the Bursar’s Secretary, the Director of Finance, and the Accounts Department.

FEES AND BATTLELS

College bills are called “battels”. You will be invoiced (“battelled”) for the main days of Michaelmas Term residence at the beginning of that term. At the beginning of Hilary Term, you will be battelled for the main days of that term plus any vacation days before or after the end of Michaelmas Term and any additional (ancillary) charges incurred up to then. At the beginning of Trinity Term your battels will include the main days of that term plus any vacation days after the end of Hilary Term and any ancillary charges. Ancillary charges or vacation days relating to Trinity Term will appear on the battels for the following Michaelmas Term if you are returning to College. Finalists will be battelled separately. Battels should be paid in accordance with the procedures outlined below.

ANNUAL FEES

Fees for tuition are payable to both the University and, for some students, to the College. The Accounts Office acts as the collector of both classes of fee, unless the student has taken out a loan from the Student Loan Company (SLC) for tuition fees. In this case, the SLC will pay the University tuition fee direct to the University. Both are payable in advance of the academic year, so the relevant charges are included on the battels invoice presented at the beginning of Michaelmas Term each year. However, not all fees payable to the College (in respect of University tuition fees) may be known at the start of term. These will become payable by the student as soon as they are advised. (If we know that a loan has been taken, tuition fees are not shown on the first term’s bill.)

When it comes to fees it is impossible to give information, in this Handbook, which is correct and accurate for everybody. The amount of fees due to both University and College varies according to the student’s course of study. Some or all of the fees due may be paid directly to the College by a third party (e.g. a research-funding body or an external sponsor). However, it is imperative to note that as a student of the College it is your responsibility to ensure that arrangements are in place for the full payment of fees when they become due. This means that, if you are relying on third party support for the payment of fees, you must provide the Director of Finance with documentary evidence to confirm the arrangements by which these fees are to be paid: otherwise the liability will be considered to rest with you.

Information on fees is sent to all first year students. Where there is any doubt concerning fees please consult the Director of Finance before commencing a course of study.

Special note for Home/EU students

For Home/EU students reading for a first degree the University fee (£9,250) is the responsibility of the individual student or his/her family. In addition to the University fee, fees due are paid direct to the College from central government funds. In order to ensure that the College fee is paid direct to the College for each year of study, students must apply to Student Finance England (or the SAAS for Scottish students; or the DfES for EU students). This application must be made every year. If, for lack of application or any other reason, no confirmation is received from Student Finance England (or the relevant body) that it will pay the College fees, the student is deemed a “self-payer” and is considered personally liable for the fees.

Ancillary Charges
- Battels invoices include items relating to domestic charges. These comprise:
  - Payment for accommodation in College rooms, required in advance at the beginning of each term.
  - Payment of the Utilities charge (to cover use of electricity, water and gas), required in advance at the beginning of the year.
  - Payment for meals taken in College, required in advance at the beginning of each term, according to the terms of the accommodation/meal plan agreement between College and student.
  - Charges collected by the College at the request of Junior and Middle Common Rooms, in order to fund some of the activities of those Common Rooms. These include:
    - Contributions to the Common Rooms’ support for charities
    - Punt schemes operated by both Common Rooms in the summer

It is possible to opt out of these MCR/JCR charges, if you wish. The MCR or JCR Presidents operate a system for opting out, which essentially requires notice to be given early in Michaelmas Term. Any questions on these charges and their implementation should be directed to the MCR and JCR Presidents.

**PROCEDURE FOR PAYMENT OF BATTELS**

An invoice will be emailed to you before or during 0th week of each term (i.e. the week preceding the start of Full Term). It is the responsibility of all students to check their emails at that time in order to pay their Battels bill promptly. In the unlikely event you have not received an invoice by email please contact the Accounts office.

**Full payment is usually due by the Friday of 1st Week.**

The most convenient way of making payment is online, by debit or credit card. Please note that a charge of 2% on credit card transactions will apply; there is no charge on debit card transactions.

Payment is made online; you need to log on using your single sign-on, in the form pemb****, which is used for accessing your email account, then continue to Payments and click on the “Battels” button, and then click on “Pay”.

Otherwise, payments should be made to the Accounts Office on the first floor of Staircase 1. Payment may be made by cash, cheque, debit or credit card, though please note that a charge of 2% is added to credit card payments. Payment may also be made by bank transfer to:

Royal Bank of Scotland
32 St Giles
Oxford OX1 3ND

Account name: Pembroke College
Bursars A/C
Sort code: 16-10-15
Account no: 12085750
IBAN: GB76RBOS16101512085750
SWIFT/BIC: RBOSGB2L

Please include your name in the “reference”.

If for any reason you cannot pay your battels by the due date, you must contact the Director of Finance before Friday of 0th week. More often than not the College can be understanding in such cases and arrangements can usually be made to accommodate delayed payments. However, failure to contact the Director of Finance to make such arrangements is taken as implying unwillingness, rather than inability, to pay. This could result in the following sanctions being taken against you for non-payment:
- You will be liable to be charged a late payment penalty and/or interest and may be expected to cover any other administrative costs incurred by the College.

- The College will suspend your access to College computing facilities, and you cannot expect assistance from the College in dealing with third parties (e.g. in providing references for landlords, banks, etc).

- If you have not settled your invoice by the end of the term to which it applies you may not be allowed to return into residence until the debt (including any penalty) has been paid. In such cases future rights to College accommodation may be restricted.

- Persistent failure to pay your Battels promptly, or breaking agreements for payment with the College, may result in you being required to meet with the Bursar. If matters are still not satisfactorily resolved you may be referred to the Dean and reported to Governing Body.

- If action of this kind is taken against you for non-payment of Battels, and if you believe you have been treated unfairly, you may of course invoke the College’s procedure for Complaints and Appeals (see section 24).

- The College reserves the right to inform future employers in references if you do not act in a financially responsible manner.

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**22 APPEALS AND COMPLAINTS**

**APPEALS**

Should a student be unfortunate enough to be subjected to any of the College’s disciplinary procedures, whether for academic reasons or otherwise, the College regulations provide a system of appeals for all but very minor matters. These are carefully drafted so as to make sure that the student is treated with respect and fairness. The student will be informed of the existence of the appeal process, but it is the student’s responsibility then to read the provisions carefully and to comply with them. In doing this the student would be well advised to consult with one or more persons listed in Section 26, “Who’s Who” as being available to provide guidance.

The Regulations state that, should appeals within the College be exhausted, there is usually a further route of appeal to a special Intercollegiate Tribunal within the University (set up by the Conference of Colleges). In most cases the student will also have the option of referring the case to the Office of the Independent Adjudicator. Information about this is available from the Academic Office.

**COMPLAINTS**

The College Regulations also explain how students may make formal complaints against the academic and other staff of the College. It is always desirable to try to resolve complaints on an informal basis if possible, but should this prove not to be the case, the complaints system set out in the Regulations may be used.

Students should also be aware of the College’s Code of Conduct on Harassment which applies to everyone in the College. It is set out as an appendix to the Regulations.
Alumni relations and fundraising are the responsibility of the Development Office, which is headed by the Strategic Development Director who is a Governing Body Fellow.

Upon leaving College, all students join the large body of Pembroke alumni found in many occupations and countries throughout the world and are encouraged to continue to play an active role in College life.

Alumni are always welcome to revisit the College as life members of its community and are invited back to the College for reunion dinners called ‘gaudies’ on a regular basis. Alumni have the opportunity once each year to dine at High Table with a guest. The Development Office also organises the annual Pembroke Alumni Dinner which forms part of the Oxford-wide Alumni Weekend in September, offering a variety of talks and activities across the collegiate university. Other events include alumni gatherings in London and other cities both in the UK and worldwide. Some alumni events are organised by Pembrokians themselves.

The Development Office tries to keep everyone informed of news through regular email updates and publications which feature reports of the College year including academic achievements, student activities, an annual financial review and other news. Alumni are invited to share their news with the Development Office for inclusion. In addition, alumni are encouraged to follow Pembroke’s social media presence on Twitter and Facebook to find out about news and events, and the College also supports a LinkedIn group to facilitate professional networking among Pembrokians. Publications and events invitations are also available to the parents of current students should they wish to receive them.

The Development Office also facilitates careers mentoring from alumni to current students, with an annual “Careers Fest” during the winter and more personalised offerings during the year. All students will be given a chance to sign up to these schemes and are encouraged to participate.

The Development Office offers opportunities for alumni to give back and support Pembroke with donations. Many of them do, recognising the fact that their own student experience has been supported by previous generations. Students regularly take part in fund-raising activities benefiting the College, from telephone campaigns to sponsored sporting, artistic and a whole range of other activities. As well as offering paid work and free out-of-term food and accommodation, the telephone campaigns also give students opportunities to seek advice from alumni about careers and make useful contacts.

The Pembroke Annual Fund operates to raise regular income from alumni and friends of Pembroke to help finance the everyday needs of the College community. This spans a wide range of functions and activities, ranging from student financial support and Pembroke’s leading access programmes to academic scholarships, the tutorial system and the Library. Another key area is the Annual Fund Student Grants scheme for which applications are invited each term. These many student-led initiatives provide students with opportunities to gain leadership experience and develop skills useful for future employment. A joint MCR-JCR Student Development Committee allocates the Annual Fund Student Grants, supporting student-led initiatives such as the Pembroke Musical or new societies, and also meets regularly with the Development Office to discuss student activities in relation to fundraising.

From time to time there are also special fundraising campaigns for specific larger projects, such as the Bridging Centuries Campaign which raised £17m for the expansion of the main College site across Brewer Street which opened in 2013. This campaign was a major success for Pembroke and the five new buildings and enhanced facilities for the entire community would not have been possible without the
generosity of alumni. The College also seeks funding for student support, academic posts, and other projects. Recent successes include the re-introduction of Physics as a subject at Pembroke and the funding of an interdisciplinary research conference called “The Mahfouz Forum”.

Current priorities include the College’s Access scheme and graduate scholarships. A major new campaign is currently in planning and should culminate in 2024, the College’s 400th anniversary year.

For further details please contact the Development Office, situated in the Alms House. You can also reach the team by email on development@pmb.ox.ac.uk or by telephone on 01865 276405.
## WHO’S WHO

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PLACE OF WORK</th>
<th>TEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master</td>
<td>Dame Lynne Brindley</td>
<td>Lodgings</td>
<td>276401</td>
</tr>
<tr>
<td>EA to the Master</td>
<td>Miss Nicola Barefield</td>
<td>Alms House</td>
<td>276401</td>
</tr>
<tr>
<td>Academic Director (Senior Tutor/ Tutor for Admissions/ Dean of Graduates)</td>
<td>Ms Nancy Braithwaite</td>
<td>S/C 5</td>
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</tr>
<tr>
<td>Academic Registrar</td>
<td>Ms Camilla Romaine</td>
<td>S/C 5</td>
<td>276411</td>
</tr>
<tr>
<td>Deputy Academic Registrar/ Student Support Adviser</td>
<td>Mrs Lynn Wilkinson</td>
<td>S/C 5</td>
<td>286089</td>
</tr>
<tr>
<td>Graduate Administrator</td>
<td>Miss Alison Franklin</td>
<td>S/C 5</td>
<td>276410</td>
</tr>
<tr>
<td>Academic Administrator (UG Admissions &amp; Access)</td>
<td>Miss Kirsty Simpson</td>
<td>S/C 5</td>
<td>276412</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Mrs Nicky Hills</td>
<td>S/C 5</td>
<td>610903</td>
</tr>
<tr>
<td>Bursar</td>
<td>Mr John Church</td>
<td>Tower</td>
<td>276423</td>
</tr>
<tr>
<td>Home Bursar</td>
<td>Mr Mike Naworynsky</td>
<td>S/C 1</td>
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<tr>
<td>Deputy Home Bursar (Buildings &amp; Facilities)</td>
<td>Mr Charlie Harris</td>
<td>S/C 14</td>
<td>276449</td>
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<tr>
<td>Bursars’ Secretary</td>
<td>Ms Jane Richmond</td>
<td>S/C 1</td>
<td>276422</td>
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<tr>
<td>Director of Finance</td>
<td>Mr Nigel Bird</td>
<td>Tower</td>
<td>276480</td>
</tr>
<tr>
<td>Management Accountant</td>
<td>Mrs Helen Joynson</td>
<td>S/C 1</td>
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<tr>
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<tr>
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<td>Mrs Joan Dolton</td>
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<tr>
<td>Accounts Assistant</td>
<td>Mrs Allison Phipps</td>
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<tr>
<td>Head of Conferences &amp; Events</td>
<td>Mrs Ellen Brady</td>
<td>S/C 4</td>
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</tr>
<tr>
<td>Events Manager</td>
<td>Miss Lara Avincola</td>
<td>S/C 4</td>
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<tr>
<td>Events Coordinator</td>
<td>Miss Nuala Darnell</td>
<td>S/C 4</td>
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</tr>
<tr>
<td>Head of Catering (Executive Chef)</td>
<td>Mr Kevin Dudley</td>
<td>S/C 10</td>
<td>610900</td>
</tr>
<tr>
<td>Head Chef</td>
<td>Mr Chris Allnutt</td>
<td>Kitchen</td>
<td>610915</td>
</tr>
<tr>
<td>Deputy Head of Catering (Steward)</td>
<td>Mr Robert Wilson</td>
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<tr>
<td>Assistant Steward</td>
<td>Ms Archana Amin</td>
<td>Hall</td>
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<tr>
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<td>Ms Sarah-Jane Martin</td>
<td>Hall</td>
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<tr>
<td></td>
<td>Ms Beata Rauk</td>
<td>Hall</td>
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<tr>
<td>Café Manager</td>
<td>Ms Alba Casal</td>
<td>Farthings</td>
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<td>Mrs Jane Osborne</td>
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<td>Mr David Green</td>
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<td>Mr Tim Walker</td>
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<tr>
<td>Head Scout (GAB)</td>
<td>Ms Erna Ebanks</td>
<td>GAB</td>
<td>794766</td>
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<tr>
<td>Head of JICTS</td>
<td>Mr Simon Thomson</td>
<td>S/C 1</td>
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<tr>
<td>Deputy Head of JICTS</td>
<td>Mr Andy Middleton</td>
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<td>Mr James Wigfield</td>
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<td>Mr Mike Smith</td>
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<td>Mrs Lavanya Rao</td>
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<tr>
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<td>Librarian</td>
<td>Mrs Laura Cracknell</td>
<td>Library</td>
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<td>Ms Sarah Cox</td>
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<td>Miss Amanda Ingram</td>
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<td>Mrs Catherine Beckett</td>
<td>Alms House</td>
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<tr>
<td>Communications Officer</td>
<td>Miss Clara Chivers</td>
<td>Alms House</td>
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<tr>
<td>Strategic Development Director</td>
<td>Mr Andrew Seton</td>
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<td>Senior Fundraiser</td>
<td>Mr David Humble-White</td>
<td>Alms House</td>
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<td>Alumni Relations and Planning Manager</td>
<td>Miss Mai Musie</td>
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<tr>
<td>Database and Research Manager</td>
<td>Ms Merrill Herbert</td>
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<td>Annual Fund Manager</td>
<td>Mr Tom Williams</td>
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<tr>
<td>Development Executive</td>
<td>Mr James Brazier</td>
<td>Alms House</td>
<td>276405</td>
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<tr>
<td>College Nurse</td>
<td>Ms Sarah Dragonetti</td>
<td>Arnold Room</td>
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<tr>
<td>Chaplain</td>
<td>Rev’d Dr Andrew Teal</td>
<td>S/C 10</td>
<td>286276</td>
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<tr>
<td>Dean</td>
<td>Prof Clive Siviour</td>
<td>S/C 4</td>
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</tbody>
</table>
Deputy Dean
Prof Rebecca Williams  S/C 3

Junior Dean, Main Site
Miss Julie Dequaire  Main Site  07730 096917

Junior Dean, GAB
Mr James Charlesworth  GAB  079908 05286

Welfare & Harrassment Adviser
Dr Eamonn Molloy  Staircase 6  276454

Welfare & Harrassment Adviser
Dr Rebekah White  Staircase 6  276432

JCR Welfare Officers  (via the JCR or pigeon holes)

(Note: The Oxford telephone area code is 01865. When telephoning from a University line, do not dial the area code or the first 2 or 6.)

Students should not hesitate to contact any of the above if they need assistance. Experience has shown that matters of personal finance are particularly important. The Director of Finance and the Bursar are always available to give advice. It is much better to contact one of them early in the event of difficulties.

Please note that due to research leave and changes in personnel, the availability of individual members of academic staff cannot be guaranteed in any given year.)