



UNIVERSITY OF  
OXFORD



# ★ BLACKFRIARS

BLACKFRIARS HALL  
STUDENT HANDBOOK

2016–17



BLACKFRIARS HALL  
OXFORD

## WELCOME TO BLACKFRIARS HALL!

We hope you will enjoy your time and studies here. This handbook includes some useful information to help you settle in at Blackfriars and in Oxford.

### THE HALL, THE STUDIUM, AND THE PRIORY

Blackfriars is home to three closely-related institutions: the Hall (a Permanent Private Hall of the University of Oxford); the Studium (the Catholic study centre for the training of priests and members of religious congregations); and the Priory, where members of the Dominican community of friars live, work and study.

Blackfriars Hall also has two research institutes: the Aquinas Institute, and the Las Casas Institute. In addition, the Hall collaborates in academic research with the Anscombe Bioethics Centre.

You can find much more information about the Hall, the Studium, the Priory, and the Institutes on the website.

<http://www.bfriars.ox.ac.uk/>

Further essential information about the University is to be found at **the 'Student Gateway' on the university website** at

[www.ox.ac.uk/students/](http://www.ox.ac.uk/students/)

Please make sure you visit the University site; it is the access point for information and a variety of services and resources.

## GENERAL REGULATIONS AND GUIDELINES

Everyone who accepts a place at Blackfriars in the Hall is deemed to have bound him or herself to observe the Regulations.

Blackfriars Hall is a Permanent Private Hall of the University of Oxford. Students of the Hall are therefore also bound to observe the regulations of the University of Oxford.

The Regulations of the Hall and Studium are kept under review by the Regent and Moderators and are subject to amendment by them from time to time.

All students of the Hall and Studium are expected to apply themselves to their academic work to the satisfaction of their tutors and supervisors, and to behave in a reasonable and responsible manner, with consideration for other members of the Hall and Studium, their staff, and the general public.

Students of Blackfriars Hall must consult their Director of Studies or the Tutor for Graduates before undertaking any non-academic activity which is likely to interfere with their academic work. Permission from the Regent is required for undergraduates to take any office within the Hall or the University of Oxford.

These Regulations and associated procedures are mainly a matter of common sense and good manners, but some are required by law. They will be enforced, in the first instance, by Hall Officers according to their particular area of responsibility: e.g. the Senior Tutor (academic obligations), the Senior Dean (discipline) assisted by the Junior Dean, the Hall Bursar (domestic and finance), and the Library Administrator (library).

## RESIDENCY AND ATTENDANCE

The academic year at Oxford University runs from October to June, divided into three eight-week terms: Michaelmas (October-December, Hilary (January-March), and Trinity (April-June). University weeks start on Sundays.

Oxford University matriculated students who have not been formally exempted from residence, and all Visiting Students of the Hall, are required to be resident in Oxford by 9am on the Thursday of 0<sup>th</sup> Week of each term and to remain in residence until the Saturday morning of 8<sup>th</sup> Week. New students are required to arrive in time for induction events in 0<sup>th</sup> Week of Michaelmas term.

All Oxford University students at Blackfriars are required to complete **the University's online registration in good time** before their arrival at the start of each academic year. Registration is essential for access to University facilities and for access to any student loans or grants.

Term dates can be found here:

[www.ox.ac.uk/about/facts-and-figures/dates-of-term](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term)

## STUDENT VISAS

### HOLDERS OF TIER 4 STUDENT VISAS

You have an important responsibility to comply with the conditions of your student visa. The consequences of not complying with visa conditions can be very serious and could lead to you committing a criminal offence or being denied entry to the UK for a number of years. The University must act responsibly as a licensed sponsor of students and must be informed of changes in your circumstances that may affect your visa conditions.

If in doubt, ask the Academic Administrator, or your department, or contact the Student Information and Advisory Service.

## YOUR RESPONSIBILITIES AND WHAT TO DO IF YOUR CIRCUMSTANCES CHANGE

Please keep your contact and personal details up-to-date on Student Self Service. This is a condition of the University contract you signed before you were admitted.

If you are going to be away from the University for an extended period of time, please inform the Hall Bursary. This is because we are required to inform the UK Border Agency of any cases of long-term unexpected absence where we have been unable to contact a student and resolve the matter. If we already know that you are away for an extended period of time, then we will not need to contact you to check this.

When you first arrive in Oxford, Hall staff will need to scan your passport ID page and your biometric card. If you receive a new passport or student visa extension during your studies, you must take these immediately to the Academic Administrator so that a copy can be scanned as required by the UK Border Agency.

Some students are also required to register with the police (as stamped on your visa vignette or biometric residence permit) within seven days of arrival in the UK, and to report any subsequent changes, e.g. change of address or visa extension, within seven days. Failure to do so is a criminal offence and risks a possible fine or a report to the UK Border Agency by the police authorities.

If you change immigration status from a Tier 4 student visa to another visa type such as a Dependant or a Tier 1 visa, please let the Academic Administrator know as soon as possible.

Blackfriars has a legal obligation to monitor the attendance of those students who have entered the United Kingdom on a Tier 4 visa. Students must comply **with the Moderators' arrangements** for monitoring attendance. Failure to comply may result in loss of the visa.

## MATRICULATION

The Matriculation ceremony, at which new students reading for Oxford degrees are formally admitted to the University, usually takes place on the Saturday of First Week of Michaelmas Term. New students go to the Sheldonian Theatre as a group with the Dean of Degrees.

The wearing of sub fusc at this ceremony is compulsory. It can be hired from several outfitters in Oxford; details are provided in your induction pack and can also be obtained from the Hall Secretary.

The University website gives more details about Matriculation.

<http://www.ox.ac.uk/students/new/matriculation>

### SUB FUSC

- the appropriate gown

AND

- a mortar board or soft hat

WITH

- a dark suit with dark socks

*or*

- a dark skirt with black tights/stockings

*or*

- dark trousers with dark socks

AND

- black shoes
- a plain white collared shirt/blouse
- a white or black bow tie/black full-length tie/black ribbon

## ACCESS AT BLACKFRIARS

During Full Term, the front gates normally open at 7.30am (Monday-Friday) or 8.30am (Saturday & Sunday), after which time you may come and go by using the door code until the JCR closes at 10.30pm. You must leave the building by 10.30pm, when the front gates are locked. Volunteers act as doorkeepers most weekdays from 9am to 1pm and from 2pm to 5pm. Unlike porters, the doorkeepers do not have access to spare keys; their role is only to answer the front door and take telephone calls to the general enquiry number.

- It is an offence to give the door code to a stranger.
- Never let someone follow you in.
- Always be ready to show your Oxford University card to a doorkeeper on duty.
- Avoid making a lot of noise in the front of the house, so that teaching is not disturbed.

Outside Full Term, the library, JCR, and computer suite normally remain open for your use during most of each vacation from 9am to 10pm (10.30pm in the case of the JCR), but Blackfriars closes completely between Christmas and New Year and for a few days immediately around Easter. The library will normally close for one or two days after the end of each term for stock-checks. The Moderators will post times of closure outside the JCR.

## FIRE SAFETY

You must learn the Fire Drill, and familiarize yourself with the escape routes on the main priority site, and any other building you use. Copies of the Fire Drill and plans of the escape routes on the main site are posted in the JCR.

Our fire safety policy can be found here:

[http://www.bfriars.ox.ac.uk/general/fire\\_safety/](http://www.bfriars.ox.ac.uk/general/fire_safety/)

## REGULATIONS

- It is an offence to misuse a fire extinguisher, a smoke detector, fire alarm, or any fire equipment, to obstruct a fire escape, tamper with Break Glass boxes, or to behave recklessly with respect to fire.
- It is an offence to prop open fire doors or to obstruct corridors and fire exits (for example, with a chair or items left in corridors such as waste-paper baskets).
- Any malfunctioning alarms and emergency lights or damage to fire equipment in the main building must be reported to the Bursary.
- The smoking of tobacco, including e-cigarettes, and the use of candles, tea-lights, incense, joss sticks or naked flames in any room of the Hall or Studium are strictly prohibited.
- It is an offence to store flammable or explosive substances in any building used by the Hall or Studium.
- It is an offence to remove fire extinguishers from their brackets except in case of fire.
- Offences which in any way compromise the fire safety of the building will be reported to the Senior Dean and will be punished severely.

## PHOTOCOPYING

It is the responsibility of all individual members of the Hall or Studium to ensure that photocopying is carried out within the terms of the Copyright Designs and Patent Act 1988. If, without the authority of the copyright owner, a person copies outside the very limited "fair dealing" exceptions of the Act (which allows copying for, amongst other things, research or private study by individuals), that person may not only be infringing copyright but may also be committing a criminal offence.

It is the responsibility of the individual to ensure that his or her photocopying is lawfully carried out. In addition it is the duty of the licensed institution (in this case the Studium and University Hall) to ensure that all staff and students are kept properly informed. This note constitutes information to students of the Hall and Studium for this purpose. Additional notices giving clarification to staff and students of their obligations under the Act appear beside each photocopier. Where infringement is clearly observed to be occurring, the licensed institution may bring disciplinary charges against the individual.

Please make note of the following guidelines concerning these restrictions.

You may normally copy no more than:

- up to 5% or one complete chapter (whichever is the greater) from a book
- up to 5% or one whole article (whichever is the greater) from a single issue of a journal;
- up to 5% or one paper (whichever is the greater) from a set of conference proceedings;
- up to 5% of an anthology of short stories or poems or one short story or one poem of not more than 10 pages (whichever is the greater).
- A more comprehensive copy of these guidelines can be found next to the photocopier in the computer room and in the library.
- An individual PIN will be issued to you to enable you to use the Hall copiers and printers.

## USE OF BLACKFRIARS HALL AND UNIVERSITY ICT FACILITIES

The Oxford account (also called Single Sign-On or SSO) provides a high-security username and password system, enabling you to access a variety of University and departmental services with one set of account details. Details of your SSO will be emailed to the email address on your Student Record, a few days after your signed University Contract has been processed.

If you do not receive a letter/email containing your SSO, please contact the OUCS Help Centre via the Help Request Form.

<http://www.oucs.ox.ac.uk/help/request.xml>

A personal email account is set up automatically at the same time as a new Oxford Single Sign-On account and the email facility will be operational as soon as the Oxford account is activated.

Please make a note of your account details and bring them to your IT Induction.

All students and visitors using the University's ICT service, including the connecting of any device to a departmental or Hall network connected to the University backbone network, must follow these regulations:

<http://www.it.ox.ac.uk/rules>

In addition, the Hall has further rules for use of facilities (including the connection of any device to the network in the library, JCR, student accommodation, or elsewhere). Copies of these rules are posted in the Computer Suite and it is your responsibility to acquaint yourself with them.

All students are required to sign and adhere to their university contract, which includes an Acceptable Use of Computers Policy.

Computers are available for use in the IT suite, and there is WiFi connection available throughout the Blackfriars buildings.

The Hall has an IT support officer, who is generally available for consultations in the IT suite on Monday afternoons. He can be contacted by telephone or email at other times

E [ryan@computerassistance.uk.com](mailto:ryan@computerassistance.uk.com)

T 01865 451177

Please ask the Hall Secretary for help in contacting him, if necessary.

## COMMUNICATION

### EMAIL

It is the duty of students of the Hall or Studium regularly to check their incoming mail. Communications delivered to pigeonholes or sent to your email address will be deemed to have been received by full-time students after 24 hours. All such communication to part-time students of the Studium will be deemed to have been received after 48 hours.

### PIGEONHOLES

You will have a pigeonhole where written messages and small packages can be left for you; this will be in the JCR or the computer room.

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## THE LIBRARY

The Library Administrator will give more detailed advice on using the library, but please note the following.

Access to, and use of, the Blackfriars library is restricted to those authorized by the Prefect of the Library.

In Trinity term, Hall students preparing for Final Exams have priority of use of computers in the Library gallery.

Blackfriars enters its library holdings on SOLO, the joint on-line catalogue of Oxford libraries. There is a dedicated SOLO terminal in the entry corridor to the library, but you can also access SOLO via the Oxlip platform on all computers when you log on to the Blackfriars network. All books held by Blackfriars are listed on SOLO. For journals, you should consult the list displayed in the library.

Paper copies of journals available online through the Oxford University OxLIP+ platform have been removed from the library. These journals should be consulted online.

You can find a list of library rules here:

[http://www.bfriars.ox.ac.uk/general/library/library\\_rules/](http://www.bfriars.ox.ac.uk/general/library/library_rules/)

## GENERAL CONDUCT

Courteous, sober, and reasonable behaviour is expected from students at all times, both in and out of all the buildings used by the Hall, the Studium, and the Priory. Students are also responsible for the behaviour of their guests, and you must remain with them at all times. Please be polite to staff at all times.

Guests may be brought into the buildings used by the Hall and Studium, with the exception of the JCR, only with the prior permission of the Moderators.

No student should allow access to the buildings to anyone who is not a member of the Hall or Studium, or who is not his or her own guest. If you encounter an intruder, you should direct the intruder off the premises or, if the situation appears threatening, report the matter immediately to one of the Moderators or another senior member of the Hall or Studium. If necessary, contact the University security services (internal tel: 89999) or the police.

Students are expected to be punctual at any lecture, class, tutorial, or appointment of any kind with a member of staff. You should give advance warning where possible of inability to attend a class, tutorial, or other appointment, through illness.

It is a serious offence to act in any way that might be construed as sexual harassment, racial harassment, or religious or other harassment of another student or member of staff.

While students can expect to find tutors and staff at Blackfriars considerate of their needs and helpful at all reasonable times, tutors and other staff are not expected to respond to communications outside office hours, except where there are emergencies concerning non-academic matters such as a serious accident. The Oxford tutorial system provides an exceptional degree of personal attention from your tutors; they may not be available to you extensively at other times.

## AVOIDING PLAGIARISM

**Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.** All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition. Plagiarism may be intentional or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. If you are concerned that work you are submitting could be deemed to **be plagiarised, you should seek your tutor's advice.**

Further advice is available on the University website:

<http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

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## YOUR PROPERTY

Students who leave belongings in their rooms or elsewhere on Hall and Studium premises at any time do so at their own risk. It is the responsibility of members of the Hall or Studium to insure their own belongings against damage, loss, and theft. Students are advised that they should not leave valuables unattended in public places (for example, in the Library). No offensive weapon of any kind may be introduced into the buildings used by the Hall and Studium.

## THE JCR

The JCR is the Joint Common Room comprising both the Junior and Middle Common Rooms. It refers both to the **'student body' and to the actual common room.**

Oxford University graduate students, undergraduates, and Visiting Students, together with any other students to whom the Moderators may give this status, are full members of the JCR.

Studium students may use the common room for reading and taking refreshments, but they are not voting members of the JCR and do not have an automatic right to attend events organised by or for the JCR.

The JCR receives funds from the Moderators for refreshments and facilities provided for Hall and Studium members using the common room, as well as for events organized by the JCR.

*The JCR is run by its members in accordance with its own constitution. The following additional regulations are laid down by the Moderators:*

- Noise must be kept to a minimum at all times, and music played only after 7.20pm.
- The door and windows of the JCR should be kept closed for security and to minimise disturbance.
- Bicycles are not to be brought into the JCR (or any other part of the Priory).
- Parties may be held in the JCR only with the permission of the Senior Dean.
- Guests (e.g. visiting friends and family members, and students of other colleges of Oxford University) may normally be brought into the JCR during term without the prior permission of the Moderators, but they must be attended by their host or hosts at all times and must not be given the door code to either the Priory or to the JCR.
- The Prior and Moderators reserve the right to ban any individual from the premises.
- Lit candles or other naked flames are strictly forbidden in the JCR.

## CONFIDENTIALITY AND WELFARE PRINCIPLES

Blackfriars Hall and Studium respect the right to privacy of their staff and students. Both institutions adhere to the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998 and the Data Protection Act 1998. Accordingly, information given in confidence by a student to an adviser will not generally be disclosed to others. The term 'adviser' is used here to denote anyone whom a student consults for welfare advice in an official capacity, including the Harassment Officers, the Regent and Moderators, the Senior Tutor, the Senior Dean, the JCR Chaplain, tutors, and other Hall and Studium officers. Medical practitioners, clergy and counsellors (including those at the Oxford University Counselling Service) also have their own professional guidelines.

**The Hall's duty** of care for the welfare of all its members may make it necessary in certain circumstances for confidential information to be disclosed, but only to officers who need to know such information in order to exercise that care. Advisers will use their professional discretion to assess what information needs to be shared, and with whom.

At the outset of any consultation by a student, an adviser will normally explain these principles and, if relevant, attempt to establish the extent of the confidentiality necessary in the particular case. Whenever possible, consent to disclose any necessary information to other officers will be sought from a student. Such third parties will also be bound by the same principles. If consent is not given, the adviser will explain that, in certain circumstances, some disclosure and consequent action may be necessary because of the duty to protect the student or others from harm. Examples include circumstances where this or another student carries a serious infectious medical condition, is thought to be at risk of self-harm, has a tendency to violence, or may have committed a sexual assault.

In matters relating to the misuse of drugs and other banned substances, the JCR Chaplain is happy to talk in confidence to any member of the Hall. Disclosure will only be made in accordance with the principles outlined above. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.

Only in rare circumstances will families or nominated persons be contacted without the consent of a student (who would normally be informed that such contact had been made).

In cases of uncertainty as to whether information should be passed on, or where advisers wish to consult others without betraying confidence, they may do so by outlining the general circumstances of a case anonymously to another adviser or officer.

All parties must respect privacy, including in e-mails, social media and in dealings with the press.

Students, especially those living out, have a responsibility to inform the Hall of changes in their circumstances likely to have a substantial effect on their ability to work and/or welfare.

This principle of confidentiality includes the area of financial hardship, where information given to the Hall Bursar is normally shared only where necessary with the Moderators responsible for adjudicating claims.

## DATA PROTECTION

In order to fulfil their educational, pastoral and administrative responsibilities, the Hall and Studium will collect and process personal data about their students. The Data Protection Act 1998 requires that such information is processed fairly and lawfully, is held securely, and is kept up-to-date. Data collected by the Hall may be passed to the University of Oxford, and data collected by the University of Oxford may be passed to the Hall.

The Hall and Studium will retain data concerning students after they have completed their studies, in order to provide references and transcripts, or to confirm academic attainments to employers, prospective employers, educational institutions, or recognised voluntary organisations. The Hall and Studium will not normally disclose information to third parties without the specific consent of the data subject in each case, but may do so without seeking specific consent in the instances cited and in similar circumstances. Information will not be disclosed unless the request is made in writing. Hall and Studium records are normally archived, but the Hall is not liable for any loss of data. Students are advised to retain any correspondence, documents, or certificates issued by the Hall and Studium safely and securely. It is possible **that 'sensitive' personal data may appear on file.**

The Data Protection Act 1998 defines sensitive personal data as information about racial or ethnic origins; political opinions; religious or other beliefs; trade union membership; health; sex; criminal allegations, proceedings, or convictions. The Hall has no need or intention to collect data about political opinions, trade union membership or sexual orientation, but may record the religious allegiances of members either where these are relevant to entry requirements for specific qualifications or to enable the Hall and Studium to respect the needs of all.

It may be necessary to process data about health, for example because of the need to ask for dispensation to miss an examination, or because of a need for special provisions to be made for certain health problems, or in cases of disability. Any student who is concerned about the retention of such material on file, or about the possibility that other types of sensitive data (as defined by the Act) may have been collected, should discuss these concerns with the Vice-Regent.

Unless requested otherwise, the Hall and Studium will add relevant personal data to alumni records, so that former students may receive relevant publications and information about alumni activities, events and programmes.

You have a right of access to most of the data held concerning you, though you do not have a right of access to examination scripts. An administrative fee may be charged for any access.

## MISCONDUCT

Blackfriars expects that all students will abide by the rules and regulations in the handbook or otherwise published by the Hall and Studium. If a student does infringe them, or is thought to have infringed them, he or she may be summoned to account for his or her action before the Senior Dean.

The Senior Dean, or another member of staff whom the Moderators have appointed to act for the Senior Dean, has the authority to impose fines of up to £150 or the cost, if higher, of replacing a damaged library book or other property, and to withdraw access to the library and the computer suite for an appropriate length of time. If the Senior Dean considers that the infringement merits a higher penalty, he will refer the matter to the Senior Tutor.

Where the Senior Dean has imposed a fine of less than £75, students of the Hall or Studium may appeal to the Senior Tutor, who may reduce, confirm, or increase the fine; his verdict is final. Where the Senior Dean has imposed a fine over £75, students of the Hall or Studium may appeal to the Disciplinary Committee, but are advised that the Disciplinary Committee may impose additional fines or penalties for what it judges a trivial or frivolous appeal.

The Senior Dean has the power, after consultation with the Senior Tutor, **to suspend a student's right of access to** premises and facilities of the Hall and Studium with immediate effect for a fixed or indeterminate period where it appears to the Senior Dean that the student may be guilty of serious misconduct and such suspension appears to the Senior Dean to be warranted. Suspension is a precautionary and not a disciplinary sanction, and may continue during the investigation of any such allegation and any subsequent disciplinary proceedings.

The Senior Dean will report to the Disciplinary Panel cases of serious misconduct which he believes may require a penalty greater than a fine of £150. Where any case of misconduct may involve the Proctors, the Senior Dean will inform the Senior Tutor.

The Moderators and the Senior Dean may order the expulsion of any non-member of the Hall or Studium from the premises at any time.

## SERIOUS MISCONDUCT

Serious misconduct by a student, whether committed within the premises of the Hall or Studium or elsewhere, renders the offender liable to appear before the Disciplinary Committee, whose powers include requiring a Hall student to reside out of Hall premises, imposing a fine of any magnitude, or banning, rustivating or expelling an offender. The Disciplinary Committee may attach such conditions as it sees fit to any penalty.

Serious Misconduct includes but is not limited to violent or threatening behaviour; sexual or other harassment; failure to comply with the provisions of the Code of Practice; intentional or reckless damage to or theft of property; contravention of the computer regulations; fraud or false accounting; the use of dishonest means in any examination or in fulfilling any academic obligation including (but without limitation) cheating in any collection or university examination; producing, procuring, possessing, using or supplying illegal drugs or other dangerous substances, or allowing Hall or Studium premises to be used for these purposes; interference with fire prevention or any other equipment; obstructing an officer, tutor, or other member of staff of the Hall or Studium in the proper discharge of his or her duty; engaging in conduct resulting in conviction for a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed); wilful contravention of the regulations; engaging in any other conduct which is gravely detrimental to the interests of the Hall or Studium.

Any student who is facing criminal prosecution or who has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty is imposed) must inform the Senior Tutor.

Proceedings before the Disciplinary Committee are governed by the regulations set out at the back of this handbook.

## THE SENIOR COMMON ROOM

The Senior Common Room (SCR) is on the first floor next to the computer room. It is a common room for Fellows, furnished with easy chairs and a table for study. Graduate students may request the permission of the Moderators, via the Hall Secretary, for occasional use of the room for entertaining guests during the evening.

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## MEALS

**Students of the Hall who dine at Regent's Park College or at St Benet's Hall must abide at all times by the relevant regulations governing these institutions.**

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## PARTIES AND OTHER EVENTS

In addition to any regulations in the accommodation licence, all Blackfriars students are bound by general regulations concerning the holding of parties and other gatherings.

Permission must be obtained from the Junior Dean for all parties of eight or more people in one room or garden, and no party in the gardens may continue beyond 11pm. Students must inform neighbours of any party in the gardens. Conduct must at all times be considerate of others, including neighbours in adjoining properties. This includes tidying up promptly after an event, and ensuring that rubbish is put in the correct bins.

Students will be held responsible for the behaviour of their guests, and must comply with any directions given by the Junior Dean.

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## THE JUNIOR DEAN

**The Junior Dean's role is to assist the Moderators and the Senior Dean in ensuring that conduct in Blackfriars accommodation complies with the highest standards.** He or she has the authority to enforce the relevant regulations governing student conduct, and any refusal to comply promptly and courteously with his or her instructions will be deemed a serious offence. He or she is also available for advice on a variety of practical matters.

## HEALTH AND WELFARE

Blackfriars expects all its students to be registered with a doctor and to be responsible for their own health. The Hall does not employ a College Nurse, but Hall students have access to the welfare and mental health provision made by the university. Information online concerning all aspects of health and welfare is available on the University website:

<http://www.ox.ac.uk/students/welfare>

Details of the Oxford University Student Counselling Service can also be found on the University website:

<http://www.ox.ac.uk/students/welfare/counselling>

Oxford Nightline is a listening, information and support service run by students for students. It is open overnight, 8pm–8am, every night in term-time. The service is confidential and there are always male and female volunteers available:

<http://oxfordnightline.org>

The Student Advice Service is the only advice, information and advocacy service exclusively available to Oxford University Students. The service is staffed by a full-time manager and two part-time advisers:

<http://ousu.org/advice/student-advice-service>

Staying safe in and around Oxford is an important part of student life. Here are a few helpful resources, services, and **tips provided by the Students' Union:**

<http://ousu.org/advice/life-welfare/staying-safe>

## PROVISION FOR STUDENTS WITH DISABILITIES OR ILLNESS

Blackfriars Hall is committed to making fair provision for students who have disabilities or who fall ill during their studies. A student with any disability or illness that will adversely affect his or her ability to submit work for assessment or to sit an examination under normal conditions should notify the Director of Studies or the Tutor for Graduates as early as possible. Dyslexic students will need to have an appropriate recent assessment, which is submitted in the first instance to the Hall. Special arrangements for examinations can be made only by the Proctors after an appropriate submission by the Hall, together with a medical certificate signed by a doctor. The Senior Tutor or the Tutor for Graduates is responsible for gaining permission from the University authorities for any special (alternative) examination arrangements. You can find more information here:

<http://www.ox.ac.uk/students/academic/exams/arrangements>

Students with a disability, including dyslexia and related conditions, are invited to make early contact with Oxford **University's Disability Office, who can provide further information and support. The Hall's Disability Officer will** discuss individually with each matriculated student on arrival any needs in this area.

<http://www.ox.ac.uk/students/welfare/disability>

## VISITING STUDENTS

### LECTURES AND CLASSES

Visiting students should collect an attendance register for **their Blackfriars lectures from the Hall Secretary's office** at the beginning of term, and ask the lecturer to sign it at each lecture. The register should be returned to the Hall **Secretary's office at the end of each term. No transcripts** can be issued until this is done.

Visiting Students who have compulsory lectures and classes must not absent themselves without prior permission from the Director of Studies. If permission is given, they should notify the lecturer of their absence.

Visiting Students must seek permission from the Director of Studies if they plan to be absent from Oxford for more than one night a week during full term. The Bursary and the Junior Dean must also be informed of absence.

### TUTORIALS

The tutorial system centres around a weekly (or occasionally fortnightly) meeting with your tutor(s), for which you are expected to spend a considerable amount of time preparing in the previous week(s) by reading material suggested or set by the tutor. You will normally be expected to write an essay which may be read aloud at the beginning of the tutorial; this is followed by discussion of what you have written and of other aspects of the topic. Occasionally a tutor may designate a tutorial for the discussion of reading undertaken without requiring an essay. Visiting Students should expect to write two essays per week. Further information can be found in the section **'Academic Obligations for those Reading for Undergraduate Degrees'**.

It is your responsibility to make contact with your tutors at the start of term in order to arrange a first meeting. You should normally do this by Wednesday of 0<sup>th</sup> Week at the latest. The Hall Secretary will help you if you are unable to contact a tutor. Letters, messages and essays for Dominicans resident in the Priory should be left on the table in the front hall.

### TUTORIAL ESSAYS

The tutor will advise you on the length of your essay, but it should normally be over 2,000 and under 5,000 words. Though you will be expected to show evidence of your reading, you must always present your own argument in your own words. Any quotation or passage from another author must be clearly indicated by quotation marks and referenced in the footnotes at the bottom of the page:

<http://www.ox.ac.uk/students/academic/guidance/skills/referencing>

You should be careful to use good, critical texts, following the advice of your tutor, and not rely simply on the most readily available texts; these may not be the best texts for study.

Your tutor may ask you to submit the essay up to 48 hours ahead of the tutorial.

### TEACHING ARRANGEMENTS AND CHANGING YOUR MIND

To ensure that we find you the best available tutors, Blackfriars organizes your teaching up to a year in advance. This means that it is sometimes difficult to make last-minute changes. It is vital that you discuss your options and any changes you wish to make at the end-of-term meeting with your Director of Studies. It is not normally possible to change tutorial topics or tutors at the beginning of the term in which they are due to take place.

### WORK-RELATED PROBLEMS

If for any reason you are unhappy with how your tutor is teaching you, or have any complaint concerning him or her, or if you have any other work-related problems, you are strongly encouraged to discuss this at an early opportunity with your Director of Studies. Visiting Students of the Hall may also contact the Vice-Regent or another Moderator.

## VISITING STUDENTS *(cont)*

### TRANSCRIPTS

At the end of the academic year Blackfriars issues its Visiting Students with a formal transcript of their courses. Two copies are sent to the student and two copies to their home university by mid-July. Further copies may be obtained from the Hall Office at a cost of £20 for up to 10 copies and £40 for up to 20 copies. The charge is payable in advance and you should allow 21 days for processing and airmail before delivery.

### FAILURE TO WORK

Blackfriars expects that all students will work with industry and success on the course for which they have been accepted. Failure without good reason to produce satisfactory work, or to attend arranged tutorials, may result in the student being disciplined on academic grounds.

## UNDERGRADUATES

### THE JCR (JOINT COMMON ROOM)

Undergraduates (students reading for an undergraduate degree, certificate, or diploma of Oxford University) are members of the JCR. Those who already hold an undergraduate degree of Oxford or another university are also members of the MCR and are invited to take part in its social activities.

### TUTORIALS

Your degree course comprises a series of subject papers. The teaching for each paper is normally delivered by a combination of lectures, classes and tutorials. The tutorial system centres on a weekly (or, occasionally, fortnightly) meeting with your tutor(s). In preparation for your tutorials, you are expected to spend a considerable amount of time reading material suggested or set by the tutor. You should also check the reading lists for each paper supplied online by the Faculty concerned. You will normally be expected to write an essay for each tutorial, which you will read to your tutor; this is then followed by a discussion of what you have written and of other aspects of the topic.

It is your responsibility to make contact with your tutors at the start of term in order to arrange a first meeting. You should normally do this by Wednesday of 0<sup>th</sup> Week at the latest. If you need help to find a contact address for a tutor, let the Hall Secretary know. Letters, messages and essays for Dominicans resident in the Priory can be left on the table in the front hall.

### OPTIONS

Undergraduate degrees of Oxford University are usually a combination of core assessment units and optional assessment units (options).

The Faculties and Departments provide booklets or other materials to guide you through the different options and regulations. In consultation with your Directors of Studies you should decide on your options as early as possible and consider which papers to tackle.

**It is the student's responsibility to ensure that the options** he or she makes comply with the University Regulations. The full syllabus and regulations for any degree of the University are set out in the latest edition of the Examination Regulations, available online.

### COLLECTIONS

[Collections are used to access your academic progress.](#)

#### *Written Collections*

As an essential preparation for University examinations, undergraduates of Oxford University are normally required to sit a college collection (a written exam paper) on completing the work for a particular Prelims or Finals paper, except when Prelims or Finals follow on immediately. These are held at the very beginning of the following term, usually on the Friday or Saturday of 0<sup>th</sup> Week in the Aula or elsewhere as notified. Failure to sit a collection without obtaining prior exemption from your Director of Studies will result in disciplinary action, including the imposition of a fine of £30 per paper.

#### *Collections*

Students will normally be invited to an interview – also known as a collection – at the end of each term to discuss their academic progress with their Directors of Studies. Additionally, the Regent may interview students. Failure to attend a collection without obtaining prior exemption from the Director of Studies or the Regent is a discourtesy and a disciplinary offence which will result in the imposition of a fine of £25 for each collection missed. It is your responsibility to check the Hall notice-boards and emails for information about collections.

## UNDERGRADUATES *(cont)*

### WORK-RELATED PROBLEMS

If for any reason you are unhappy with how your tutor is teaching you, or have any complaint concerning his or her conduct, or have any other work-related problems, please discuss this with your Director of Studies as soon as possible. You may also contact the Senior Tutor.

### UNDERGRADUATE SCHOLAR STATUS

Students of Blackfriars Hall reading for an undergraduate qualification of Oxford University will qualify for the status of scholar if they are awarded a distinction at Prelims or first-class marks in collections for three consecutive terms. The Moderators may separately reward academic merit from scholarships which may have been awarded during the application process.

### FAILURE TO WORK

Blackfriars assumes that all students will work with reasonable industry and success on the course for which they have been accepted. Failure without good reason to produce satisfactory work or to attend arranged tutorials may result in the student being disciplined on academic grounds: see the section in this handbook on academic discipline.

### SUSPENSION OF STUDIES

Students who, with the permission of the Regent and Moderators, have formally suspended their studies will not normally be permitted the use of Hall and Studium facilities, including - but not confined to - the library, the JCR and the computer room.

### ACADEMIC DISCIPLINE

Matters of academic discipline are governed by the regulations set out in the back of this booklet.

### UNIVERSITY EXAMINATIONS

Examination Regulations for your course are set out online at:

<http://www.admin.ox.ac.uk/examregs/>

#### *First Public Examination*

Undergraduates other than Senior Status students are required to sit the First Public Examination in their subject at the earliest reasonable opportunity. Failure to pass or to achieve honours will result in probationary conditions being imposed by the Hall. In the case of Preliminary Examinations, the normal condition will be that the undergraduate must pass at the next attempt. In the case of Honour Moderations, an undergraduate who passes the examination but fails to achieve honours may be rusticated for a period (e.g. a year) and required to achieve honours at the second attempt; exceptionally he or she may at the discretion of the Hall be permitted to proceed straight to the Final Honours School.

Similarly, an undergraduate who fails Honour Moderations may be rusticated for a year and required to achieve honours at the second attempt; alternatively he or she may at the discretion of the Hall be required to pass the appropriate Preliminary Examination at the next opportunity.

Except where there are special circumstances, the Hall will expel any undergraduate who fails at the second attempt to pass or, where appropriate, to achieve a specified standard in the First Public Examination.

#### *Second Public Examination*

Undergraduates who fail to obtain Honours in the Second Public Examination at the earliest reasonable opportunity shall, unless there are special circumstances causing the Hall to decide otherwise, be regarded as having terminated their course. Undergraduates are reminded that under the University's Examination Regulations progression to Part II in 4-year degrees can be conditional on attainment of a minimum standard during Part I.

## UNDERGRADUATES *(cont)*

### CHANGES OF COURSE

The offer of a place at Blackfriars Hall is conditional upon **the student's reading for a** particular course which is specified at the point of acceptance by the Hall. No student has any entitlement to change course, and the permission of the Regent must be obtained before any change can be made. The student must demonstrate to the Regent, who will consult the other Moderators on this matter, that he or she can prepare in the remaining time to acquit him or herself satisfactorily in Final Honours Schools. Permission is more likely to be granted, therefore, where an undergraduate student is taking three rather than two years to read for the degree.

If you are in receipt of a student loan you should make sure you check the conditions in your loan agreement concerning changes of course.

A transfer may be made without loss of an award if either the necessary consent is given before the start of the second year of the student's original course, or the new course ends no later than the original one would have done.

## POSTGRADUATES

### THE MIDDLE AND SENIOR COMMON ROOMS

Postgraduate students (i.e. students reading for a postgraduate degree or Second BA of Oxford University, or Official Visiting Students of Oxford University who are reading for a postgraduate degree in their home college or university) are members of the JCR, and may also meet separately as an MCR.

They are also invited to join with the SCR two or three times a term for a social evening, often with a seminar presentation included.

### TUTOR FOR GRADUATES

Teaching for postgraduates is organised by the relevant Faculty, which will also appoint a supervisor. The Tutor for Graduates oversees the academic progress of postgraduate students on behalf of the Hall. For routine matters, such as obtaining a Hall signature on a standard form, please ask the Hall Secretary or the Tutor for Graduates.

### GRADUATE ADVISERS

All students are assigned a College Adviser. Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, the Hall, or with your supervisor;
- consult the Tutor for Graduates if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

In addition your College Adviser may be able to offer you advice on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans.

Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You may meet your College Adviser termly, and you are encouraged to contact him or her as and when you need advice or help. You should also feel free to consult other College officers as necessary.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of adviser, you should contact the Tutor for Graduates.

## POSTGRADUATES *(cont)*

### ACADEMIC OBLIGATIONS FOR GRADUATES

Graduates work under the direction of their faculty-appointed supervisor, who will not necessarily be a member of the Hall.

Supervisors of graduates report once a term on performance, and copies of reports are seen by the Tutor for Graduates and any other advisers concerned. Students can view the reports online, and they are expected by the Hall to complete the self-assessment section. In the case of unsatisfactory academic performance, the Hall will require an explanation, and in serious cases may require the student concerned to go out of residence and ultimately terminate the course.

### POSTGRADUATE SCHOLARSHIPS

Scholarships will be awarded at the beginning of the academic year and during the application process. Students will be notified of the application process.

### BOOK GRANTS

Matriculated Hall students reading for postgraduate degrees may claim a book grant of 75% of the cost of academic books to a limit of £230 per year; receipts must be submitted with the claim to the Hall Bursar or the Accounts and Accommodation Officer.

### FUNDS FOR CONFERENCES

The Moderators will consider requests from postgraduate students for grants to assist with attendance at academic conferences outside Oxford where these are clearly **relevant to the student's work or career development**. One grant per year is available of up to half the cost, to a maximum of £200. Applications should be made well in advance to the Hall Bursar.

### INSTITUTES ASSOCIATED WITH BLACKFRIARS

#### *The Las Casas Institute*

The Las Casas Institute is a specialist centre of Blackfriars Hall for research and activities concerning issues of human dignity in the light of Catholic Social thought, with particular interest in the relationship of faith and public life, migration, poverty and suffering. It organizes special events in Oxford, London and elsewhere from its offices in 17 Beaumont Street. In addition to its Director, Fr Richard Finn OP, who is a Fellow of the Hall, there may be one or more scholars associated with the Institute. Some details can be found on the Hall website, but in addition, the Institute has its own website

[www.lascasasinstitute.org](http://www.lascasasinstitute.org)

#### *The Aquinas Institute*

The Aquinas Institute is a specialist centre of Blackfriars Hall for research and activities related to the theology and philosophy of St Thomas Aquinas. The Institute is under the direction of Fr Richard Conrad OP, and its office is at 17 Beaumont Street. The Institute organizes regular weekly reading classes or seminars in each of the three academic terms, together with other special events. Further details can be found on the Hall website.

#### *The Anscombe Bioethics Centre*

The Anscombe Centre (formerly the Linacre Centre) is an independent Catholic centre for academic research and debate in bioethics and medical ethics; the Hall collaborates with the Centre in academic research. The **Anscombe Centre's office is at 17 Beaumont Street, and its Director is Professor David Albert Jones, a Senior Research Fellow of the Hall.** You can find information about the Centre and its events via its website:

[www.bioethics.org.uk/](http://www.bioethics.org.uk/)

## FINANCIAL INFORMATION AND REGULATIONS

### HALL BILLS

Sums due to Blackfriars from members of the Hall for academic fees and accommodation and other charges are recorded on bills, which are issued some weeks before the beginning of the academic year, and if necessary at other points through the year. Students will be notified by email of any outstanding bills at the end of their studies in Oxford and must settle their account by the due deadlines

All bills must be paid by the Friday of 1<sup>st</sup> Week of the term for which they are issued. If for any reason a member is unable to pay by the due date, he or she must contact the Hall Bursar immediately. Any person who fails to pay bills by the Friday of 1<sup>st</sup> Week is automatically fined at the level set by the Hall, unless he or she has given advance notice to the Hall Bursar and obtained his express written consent to late payment.

Payment of bills is not deemed to have taken place until funds are received and cleared by a cheque or payment order are received in the Hall's bank account. When an overseas bank is involved, money can take several days or even weeks to arrive.

In very exceptional, the Hall Bursar may be willing to approve staged payments.

## FINANCIAL INFORMATION AND REGULATIONS *(cont)*

### ACADEMIC FEES

Academic Fees are summarised on University and Hall websites and in the Hall invoices.

If you are a Home or EU student completing your first degree, you are entitled to take out a tuition fee loan up to the full value of the fee rate for the given academic year - i.e. £9,000 for 2016/17.

Further information for all students is available at

[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

Students who are not eligible to be considered for means-tested support (because, for example, they have been in receipt of support for a previous course) are responsible for paying both the University fee and the additional Hall fee. All UK and EU undergraduates are therefore strongly advised to make an application to the relevant funding body, irrespective of whether or not they expect to receive financial assistance or intend to take out a student loan, since the consequence of not making an application and failing to obtain a financial assessment will be to incur a personal debt in respect of the Hall fee.

A summary of academic fees payable for the current year for full-time courses for which the Hall normally offers places is provided to all members. Please note that University fees for some categories of overseas student are dependent on the date on which studies begin.

Publicly-funded undergraduates must send one of the copies of their official financial assessment form to the Hall Bursary as soon as they receive it. The Student Loans Company (SLC) will not pay any loan instalments to students until the financial assessment form is received by the Hall. University and Hall tuition fees for undergraduates, graduates, and visiting students are charged annually in advance. Fees must be paid in full by Friday of 1<sup>st</sup> Week of Michaelmas Term, unless the Hall Bursar has given permission to pay the fees in three instalments, or four instalments to coincide with the disbursement of US loans.

The student is ultimately responsible for the payment of University and Hall fees, regardless of the amount of assistance he or she receives from funding bodies. Every offer of a place at the Hall is conditional on accepting this obligation.

Publicly-funded undergraduates should note that under University Statute it is the duty of the Hall Bursar to notify any undergraduate who has not paid the University tuition fee in full by the due date that, in the event that fees due are not paid in full within four weeks of the due date, he or she shall be liable for suspension from access to facilities of the University (including the Examination Schools and other places of examination) from the end of the four-week period until such time as outstanding fees are paid in full.

Late payment of all or part of the University tuition fee can be requested by a student if, before the payment date, the Hall Bursar has certified in writing that the undergraduate has applied for, and on the evidence presented is eligible for, a contribution towards the fee from a funding body. Requests for late payment of tuition fees must be made in writing, before the payment date, to the Hall Bursar. Requests will be considered only where serious and unforeseen financial deprivation or hardship arises through circumstances beyond the undergraduate's control.

Please contact the Hall Bursar if you have any questions about University or Hall fees.

## FINANCIAL INFORMATION AND REGULATIONS *(cont)*

### MEAL CHARGES

Non-Dominican full-time Oxford University graduates and mature or senior status undergraduates will be enrolled in **a meal plan to dine at Regent's Park. Details of the arrangements** will be provided by the Hall Bursar at the start of Michaelmas term.

Participants in the Visiting Student Programme have lunch provided during term **time at St Benet's Hall, and a self-catering allowance** which covers their evening meal and food outside of term. This allowance is paid monthly into **the students' UK bank accounts. Further information is available** from the Bursary.

### ACCOMMODATION

Those living in Blackfriars accommodation are required to sign a licence agreement with the Hall in which costs and responsibilities are detailed. The terms of the licence agreement are considered to be part of the regulations of the Hall, and breaches of the licence can lead to disciplinary action as described elsewhere in the Hall regulations. Your attention is drawn in particular to the regulations concerning the holding of parties in Blackfriars accommodation, as given in the licence or otherwise specified by the Moderators.

### OTHER CHARGES

Other miscellaneous items, such as JCR and MCR levies, may also be billed.

### GYM SCHEME

Matriculated Hall students can claim the cost of joining Oxford University gym. See

<http://www.sport.ox.ac.uk>.

Students may, at the discretion of the Hall Bursar, be able to claim the equivalent amount (approximately £62) towards the cost of another sport or fitness activity.

### CYCLE SAFETY SCHEME

The Hall will reimburse half the cost of items bought for bicycle safety, up to a maximum value of £30. These include helmets, lights, and luminous safety bands. (e.g. if you spend £60, the Hall will reimburse you £30.)

### HARDSHIP

Details of bursary schemes are available on the University website, and advice may be sought from the Hall Bursar.

Information about university Hardship Funds will be circulated by the Hall Bursary on a termly basis, identifying deadlines by which applications need to be made.

## CODES OF PRACTICE AND STATEMENTS OF GENERAL POLICY

In order to foster and maintain good conduct, Blackfriars has set in place a number of policies and codes of practice. These specify what in certain areas is expected of you and what you can expect from the Hall and Studium.

[http://www.bfriars.ox.ac.uk/hall/  
policies\\_and\\_guidelines/](http://www.bfriars.ox.ac.uk/hall/policies_and_guidelines/)