



UNIVERSITY OF  
OXFORD

# ★ BLACKFRIARS

## BLACKFRIARS STUDIUM STUDENT HANDBOOK

INFORMATION, REGULATIONS AND GUIDELINES

# 2016–17



BLACKFRIARS HALL  
OXFORD

## WELCOME TO BLACKFRIARS STUDIUM!

We hope that you will enjoy your time and studies here. This handbook includes essential information, regulations governing your conduct, and helpful guidelines for you.

### 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 Studies 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.

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/>

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.

## GENERAL REGULATIONS AND GUIDELINES

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

The Regulations of the Hall and Studium are kept under review by the Regent and the 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.

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 and Studium Officers according to their particular area of responsibility: e.g. the Vice-Regent (academic obligations), the Senior Dean (discipline), the Bursar (domestic and finance), and the Librarian (library).

## RESIDENCY AND ATTENDANCE – MINIMUM REQUIREMENTS

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

Studium students do not have to be resident in Oxford during term time, but it is expected that, except where prior arrangement has been made with the Moderators, they will be available to attend lectures, classes, and tutorials, and to see officers of the Studium from Monday to Friday of weeks 1-8 in term time between 9am and 6pm, and will be available to meet tutors and officers of the Studium, and to prepare or take oral examinations, on the Thursday and Friday of 0<sup>th</sup> week (October 10<sup>th</sup> and 11<sup>th</sup>), and the Monday to Thursday of 9<sup>th</sup> week. New students are expected to participate in the induction programme during the whole of 0<sup>th</sup> week in Michaelmas term.

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)

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## STUDENT VISAS

It is compulsory to obtain entry clearance before travelling to the UK, if you want to enter the UK as a 'student'.

You can find information about this on the following sites:

<http://www.ukcisa.org.uk/student/immigration.php>

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying>

Blackfriars Studium cannot accept any student to begin studies unless it is legal for the student to study in the UK.

NOTE: Blackfriars Studium does NOT have a Tier 4 sponsor licence, and cannot issue you with a confirmation of acceptance for studies (CAS), which you must obtain in order to apply for immigration permission as a Tier 4 (General) student.

## 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 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) 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.

## COMPUTER USE

All students are required to sign and adhere to the Acceptable Use of Computers Policy.

Computers are available for use in the IT suite, and there is also 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

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## 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 computer room.

## 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/)

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## 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. If you are concerned that work you are submitting could be deemed to be plagiarised, you should **seek your tutor's advice.**

You may find the Oxford university advice useful:

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

## 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 used to anyone who is not a member of the Hall or Studium, or who is not their 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, 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 JCR

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

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

Studium students are allowed to enter the JCR for tea, coffee, etc., but 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 Committee.

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.
- Bicycles are not to be brought into the JCR (or any other part of the Priory).
- The room is not to be left unoccupied with the windows open or with the door unlocked.
- Parties may be held in the JCR only with permission from 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 time without prior permission of the Moderators. However,
  - Guests must be attended by their host or hosts at all times.
  - Guests may 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 used by the Hall and Studium.
- Lit candles or other naked flames are strictly forbidden in the JCR as a fire risk.

## GENERAL HEALTH AND WELFARE

Blackfriars expects all its students to be registered with a doctor and to be responsible for their own health. There is no college nurse.

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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, and no ammunition for any such weapon, may be introduced into the buildings used by the Hall and Studium.

## 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 Officer, the Regent and Moderators, the Senior Tutor, the Senior Dean, the JCR/MCR Chaplain, tutors, and other Hall and Studium officers. Medical practitioners, clergy and counsellors also have their own professional guidelines.

**The Hall's and the Studium'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. The adviser will explain why others may need to know, or why it would be helpful for other advisers to be informed and for advisers to discuss the matter; and that 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 Studium. Disclosure will only be made in accordance with the exceptions outlined above of these Principles. 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 also respect privacy, including in emails and in dealings with the press.

Students, especially those living out, have a responsibility to inform the Studium 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 and Studium 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.

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 would 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 Studium 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; trades union membership; health; sex life; criminal allegations, proceedings or convictions. The Hall and Studium have no need or intention to collect data about political opinions; trades union membership; sexual orientation. The Hall or Studium may record the religious allegiances of members either where these are relevant to entry requirements for specific qualifications or so as 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 in the first instance.

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 (details from the Secretary's Office)**.

## INFRINGEMENT OF THE GENERAL RULES

### MINOR INFRINGEMENTS

Blackfriars expects that all students will abide by the General Rules set out above or otherwise published by the Hall and Studium. If a student does infringe them, or is thought to have infringed them, they may be summoned to account for their 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 varying lengths 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, and whose 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 to be a trivial or frivolous appeal.

The Senior Dean has the power, after consultation with the Senior Tutor, to suspend the right of access of a student from 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 more serious than a fine of £150. Where any case of misconduct may involve the Oxford University 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, the powers of which 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 on Freedom of Speech; 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 their 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; or 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 has been convicted of a criminal offence capable of attracting an immediate sentence of imprisonment (whether or not such a penalty was imposed) must inform the Senior Tutor.

Proceedings before the Disciplinary Committee are governed by the regulations set out here:

[http://www.bfriars.ox.ac.uk/studium/students/studium\\_discipline](http://www.bfriars.ox.ac.uk/studium/students/studium_discipline)

# ACADEMIC INFORMATION AND REGULATIONS FOR STUDIUM STUDENTS

## THE STB AND BLACKFRIARS ORDINATION COURSE

Through its affiliation with the Pontifical University of St Thomas in Rome (Angelicum), which is run by the Dominican Order, Blackfriars is able to offer Catholic **ordinands and male religious the STB (Bachelor's degree in Sacred Theology)**. Lay people and female religious can study at Blackfriars for the first part of the STB, but this **must be completed by at least one year's study at the Angelicum**.

The Blackfriars ordination course begins with two years of philosophy, which is taught by a mix of tutorials, lectures, and reading classes.

The purpose of the STB course is for the student to gain a coherent and comprehensive account of the Catholic **Faith, of the Catholic Church's canon law, and of her ministerial practice**, to a standard appropriate for ordinands to the diaconate and presbyterate. It further aims in particular to introduce students to the overarching philosophical and theological vision of St Thomas Aquinas.

By the end of the course students should:

1. have good knowledge of a full range of Theological and ancillary topics including:
  - Scripture, and the principles for its interpretation in the Catholic Church;
  - Patristics, with general coverage of the major dogmatic controversies of the early Church;
  - Modern developments in theology;
  - Church History, including the causes contributing to the rise of Protestantism;
  - The fundamental Christian doctrines of God, One and Three; Christology; Grace; Salvation;
  - Ecclesiology;
  - Sacramental Theology and liturgical practice;
  - Canon Law;
  - Moral and Pastoral Theology;

- Spirituality, including Marian devotion and doctrine;
- Ecumenical and inter-faith issues;
- One or more biblical languages;

2. have a good knowledge of the content, method, and **principal terms, of St Thomas Aquinas's philosophical and theological vision;**

3. have an understanding of Catholic theology in relation **to 'sacra doctrina', its place within the life of the Church,** and the interrelations which exist between its different disciplines;

4. be able to apply their knowledge to pastoral roles, and the exercise of any ministerial office which may be given to them by the Church;

5. be able to explore a Scriptural passage for the sake of preaching or other forms of instruction, with an awareness of critical issues, and without superficiality;

6. be able to instruct others who ask for it in the Christian Faith, and be able to take part respectfully and engagingly in discussion on religious and ethical issues;

7. be able to offer counsel to those who come with moral and personal issues, with an awareness of the subtlety of such issues.

The STB course is normally taught over four years, and may include in the first year some supplementary courses in philosophy. It is taught by a mix of tutorials, lectures, and classes.

Detailed information on how students progress through the STB programme and on each course of lectures and tutorials, as well as on the final written examination, can be obtained from the Secretary. You are strongly recommended to read through this information at the beginning of your programme.

## LECTURES AND CLASSES

Studium lectures are a key element in teaching each course and are therefore normally compulsory. Students can expect to have five or six hours of lectures and up to three hours of language classes each week. Lectures do not normally require prior preparation. However, each lecture course has a comprehensive bibliography which is provided by the lecturer. It is expected that either during the course, or soon after its completion, students will have familiarized themselves with key texts from the bibliography. Students must arrive in good time for the start of lectures and classes. Lectures and classes begin promptly at five minutes past the hour.

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## ORAL EXAMINATIONS

All ordinands are examined by a short oral examination of no more than ten minutes on each lecture course for which they are registered in the Studium, but for which they are not receiving tutorials, or sitting a written exam. In most cases the lecturer will identify no more than three specific topics from within the course which may feature in the oral. Most oral examinations currently take place on the Tuesday or Wednesday of week 9. Please note that to score a top mark candidates may be expected to show some evidence of having read material from the reading list accompanying the lecture course.

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## PERMISSION FOR ABSENCE FROM LECTURES AND CLASSES

Students who have compulsory lectures and classes must not absent themselves from a lecture or class without first getting permission from the Director of Studies for Studium Students. When they have received permission they should then notify the lecturer concerned. It is a discourtesy and a disciplinary offence to absent oneself without permission.

## READING CLASSES

A reading class will require the student to prepare beforehand by reading one or more texts specified by the lecturer. In some cases, the lecturer may ask you to prepare answers to specific questions based upon what you have read. This preparation may take around one hour. Reading classes are normally assessed by a short oral examination of no more than ten minutes (see above).

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## LANGUAGE CLASSES

Language classes are twice weekly for beginners, once weekly for intermediate and advanced readers. Each class **may require around one hour's preparation time.**

Language classes are normally assessed at the end of each term by a one-hour written examination with sentences or passages for translation.

## TUTORIALS - SOME GENERAL INFORMATION

Of the different courses which you are taking each term, two will normally be taught by a set of four tutorials (three in philosophy), which are normally supplemented by **lectures**. The 'Oxbridge Tutorial System' centres around a weekly meeting with your tutor(s) for which you are expected to spend a considerable amount of time preparing in the previous week by reading material suggested or set by the tutor or supervisor. However, it is recognized that a Studium student with lectures and language classes will not have the same amount of time to read for the tutorial as an Oxford University undergraduate. It is therefore estimated that you should normally spend around 18 hours in reading for and writing your tutorial essay. The STB aims at a comprehensive overview of Catholic Theology and its ministerial implications rather than the specialist study undertaken for the Pontifical Licence (STLic). You will normally be expected to write an essay for each tutorial to be read out at the start of the hour, which is followed by 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 the Tuesday of 0<sup>th</sup> week at the latest. The Secretary will provide you with their addresses on request. Letters, messages and essays for Dominicans resident in the Priory should be left on the table in the front hall.

A regular tutorial time, once agreed upon, may only be changed if the tutor is asked well in advance.

You are not normally allowed nor expected to schedule more than one tutorial in each week. If you find it difficult to schedule tutorials with more than one tutor so that they occur weekly, you must refer this problem to the Vice Regent.

## TUTORIAL ESSAYS

The tutor should advise you on the length of your essay.

For Studium students the essay should normally be over 2000 words & under 4000 words.

Your tutor may also ask you to hand in the essay or email it up to 24 hours ahead of the tutorial. Do not leave the preparation to the last minute. 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.

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## TEACHING ARRANGEMENTS & CHANGING YOUR MIND

To ensure that we find you the best available tutors Blackfriars organises your teaching anything up to a year in advance. This means that it is sometimes impossible and always inconvenient to make last-minute changes. It is vital that you discuss your progress and any changes you wish to make to what is proposed 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. Such changes cause maximum inconvenience.

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## WORK-RELATED PROBLEMS

If for any reason you are unhappy with how your tutor is teaching you, or have any complaint concerning their conduct, or have any other work-related problems, you are strongly encouraged to discuss this at an early opportunity with your Director of Studies.

## 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 to produce satisfactory work, or any failure to attend arranged tutorials, for which no good reason is given, may result in the student being disciplined on academic grounds - see the section in this handbook on academic discipline.

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## SUSPENSION OF STUDIES

Students who have formally suspended their studies voluntarily with the permission of the Regent and Moderators will not ordinarily be permitted the use of Blackfriars facilities, including but not confined to the Library, the JCR, and Computer Room.

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## STUDIUM MARK SCHEME

Stodium courses, including S.T.B. courses, are marked out of 100 according to the scheme specified below. 40 is a bare pass mark, without which the student cannot gain the credits for the course in question.

Since the S.T.B. is validated by a Roman University, tutors and examiners are encouraged to use the whole range of marks, even above 90%, as the whole range is used in Rome. However, since Blackfriars is located in Oxford, we should like also to recognize the distinctions made in the British Higher Education system. You can find full details here:

[http://www.bfriars.ox.ac.uk/stodium/stodium\\_mark\\_scheme](http://www.bfriars.ox.ac.uk/stodium/stodium_mark_scheme)

Credits are awarded according to the study time involved, so that a 1-term lecture course assessed by a viva-voce exam gains 2 credits; a 1-term participatory class or seminar might gain more credits; a course of 8 lectures/classes and 4 tutorials gains 10 credits. The final written exam for the S.T.B. gains 40 credits to reflect **academic improvement and the ability to synthesise one's studies.**

The minimum number of credits required for the S.T.B. is 280, but most students gain more, especially if they study languages. Language study gains credits towards the S.T.B. and may raise a student's G.P.A., but cannot lower it.

## TRANSCRIPTS

At the end of the S.T.B. course, Blackfriars submits a consolidated transcript to the Angelicum. The Angelicum in due course sends back to Blackfriars a copy of the degree certificate which is then sent on to the student. Studium students can also request a transcript of their studies from the Secretary. Further copies may be obtained from the Studium office at a cost of £20 for up to 10 copies and of £40 for up to 20 copies. The charge is payable in advance and you should allow 21 days for processing and airmail before delivery.

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## COLLECTIONS

Students should expect an interview at the end of each term (known as a collection) to discuss their academic progress with their Director of Studies. The Regent may interview all students during Hilary Term (Regential collections). Failure to attend a collection without obtaining prior permission from the Director of Studies or Regent is a discourtesy and a disciplinary offence which may result in the imposition of a fine. It is your responsibility to check the Studium noticeboards and emails by which you will be notified of collections and asked to sign up for an interview.

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## EXAMINATIONS AND PROVISION FOR STUDENTS WITH DISABILITIES OR ILLNESS

The Blackfriars Studium is committed to making fair provision for students with disabilities or who are ill during their course. To ensure that this commitment is carried out effectively, a student with any disability or illness that will adversely affect their ability to submit work for assessment or sit an examination under normal conditions, should notify their Director of Studies well in advance. Dyslexic students will need to have an appropriate recent assessment, which is submitted to the Studium.

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## ACADEMIC DISCIPLINE

Matters of academic discipline are governed by the regulations set out here:

[http://www.bfriars.ox.ac.uk/stodium/students/stodium\\_discipline\\_academic](http://www.bfriars.ox.ac.uk/stodium/students/stodium_discipline_academic)

## FINANCIAL INFORMATION AND REGULATIONS

### STUDIUM INVOICES

Sums due to Blackfriars by members of the Studium for academic fees and other charges are recorded on invoices which are issued some weeks before the beginning of the academic year. Members will be notified by post of any outstanding bills at the end of their studies in Oxford. Overseas students must settle their account by the date stipulated by the Bursar.

All bills must be paid by the Friday of 1<sup>th</sup> Week of Michaelmas Term. If for any reason a member is unable to pay by due date, he/she must make an appointment to see the Bursar to explain the reasons or submit the matter in writing immediately. Any person who fails to pay bills by the Friday of 1<sup>st</sup> Week is charged at the prevailing rate in Blackfriars Hall, unless they have given advance notice to the Bursar and obtained his express consent to late payment.

Payment of bills does not actually take place until funds authorised by a cleared cheque or payment order are **received in the Studium's bank account. Particularly when** an overseas bank is involved, money can take several days or even weeks to arrive.

Where special circumstances warrant it, the Bursar may agree to a bill payment schedule other than the standard termly one. Application for this must be made in advance of the due date of the invoice.

Unless all invoices have been paid from previous years a student may not resume studies.

### CERTIFICATE FEES

Students who complete the S.T.B. will be charged a fee for their final certificate.

### ACCOMMODATION

Any student living in Blackfriars accommodation will be required to sign a licence agreement with Blackfriars in which costs and responsibilities are detailed. The terms of the licence agreement are considered to be part of these regulations, and breaches of the licence can lead to disciplinary action as described in this handbook.

### OTHER CHARGES

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

## 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/)