



UNIVERSITY OF  
OXFORD



# ★ BLACKFRIARS

BLACKFRIARS HALL  
HANDBOOK FOR STUDENTS

2022-23



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.

There is more information about the Hall, the Studium, the Priory, and the Institutes on our website: <https://www.bfriars.ox.ac.uk/>.

Further essential information about the University is to be found at the 'Student Gateway' on the University website: <https://www.ox.ac.uk/students>.

**Please make sure you visit the University website; 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 himself 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 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 the Tutor for Graduates before undertaking any non-academic activity which is likely to interfere with their academic work.

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/Tutor for Graduates (academic obligations), the Academic Registrar (visa compliance and registration), the Senior Dean (discipline) assisted by the Junior Deans, the Hall Bursar (domestic and finance), and the Librarian.

## RESIDENCE 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. 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. 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 Thursday of 0<sup>th</sup> Week of each term and to remain in residence until Saturday morning of 8<sup>th</sup> Week.

Visiting students may not be absent from the Hall for more than one night per week during full term without the permission of the Director of Studies for Visiting Students.

Term dates can be found at [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

Students have an important responsibility to comply with the conditions of their visas. The consequences of not complying with visa conditions can be very serious and could lead to a student 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 circumstances that may affect visa conditions. If in doubt, students should consult the Academic Registrar, or contact the Student Information and Advisory Service.

## MATRICULATION

The Matriculation ceremony, at which new students reading for Oxford degrees are formally admitted to the University, usually takes place on Saturday of 1<sup>st</sup> Week of Michaelmas Term. New students go to the Sheldonian Theatre as a group with the Hall's 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 the induction pack and can also be obtained from the Academic Registrar.

## **STUDENTS' RESPONSIBILITIES**

Contact and personal details must be kept up-to-date on Student Self Service. This is a condition of the University contract signed before admission. Students who are going to be away from the University for an extended period of time must inform the Academic Registrar.

On arrival in Oxford, students from outside the United Kingdom must present their passport ID page and biometric card to the Academic Registrar so that a scanned copy can be made. If a new passport is issued, or a visa extension granted during a student's studies at Blackfriars, he or she must present the new documents. Some students are also required to register with the police (as stamped on a 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. A change from one immigration status to another must be notified to the Academic Registrar 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 any arrangements for monitoring attendance. Failure to comply may result in loss of the visa.

## **BLACKFRIARS PREMISES**

During Full Term, the front gates of Blackfriars normally open at 7.00am (Monday-Friday) or 8.00am (Saturday and Sunday), after which time students may come and go by using the entry fobs issued on arrival. Students must leave the building by 10.30pm, when the front gates are locked. Volunteers act as doorkeepers most weekdays from 9am 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 lend your entry fob to anyone, and students should be careful to ensure that unauthorized visitors do not follow them in to the building. Doorkeepers are entitled to ask visitors to show their University cards to confirm their right to enter the building.

Outside Full Term, the library, MCR, and computer room normally remain open during most of each vacation from 9am to 10pm (10.30pm in the case of the MCR), 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 Academic Registrar will notify students of times of closure.

## **THE LIBRARY**

During Induction Week, all new students are invited to a library tour. 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 students can also access SOLO via the OxLIP platform on all computers by logging on to the Blackfriars network. All books held by Blackfriars are listed on SOLO, and a list of journals is kept in the library. Paper copies of journals available online through the Oxford University OxLIP+ platform have been removed from the library, but they can be accessed online.

Other guidelines on use of the library are given on the website:  
<https://www.bfriars.ox.ac.uk/study/research/using-the-library/>.

## USE OF BLACKFRIARS HALL AND UNIVERSITY IT FACILITIES

The Oxford account (also called Single Sign-On or SSO) provides a high-security username and password system, enabling students to access a variety of University and departmental services with one set of account details. Details of this SSO will be sent from IT Services to the email address on a student's record shortly after the signed University Contract has been processed. Students who have not received a letter or email containing the SSO within a week of returning a signed contract should contact IT Services: <https://www.it.ox.ac.uk/>.

A personal email account is provided 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. It is important to make a note of these account details and bring them to any IT induction session. Students must never reveal their SSO details to anyone other than authorized IT staff. All students and visitors using the University's ICT service, including connecting any device to a departmental or Hall network connected to the University backbone network, must follow the University's regulations: <https://www.it.ox.ac.uk/governance-strategy-and-policies>.

In addition, the Hall has further rules for use of facilities (including the connection of any device to the network in the library, MCR, student accommodation, or elsewhere). Copies of these rules are posted in the computer room and it is students' responsibility to acquaint themselves with them. All students are required to adhere to their University contract, which includes an Acceptable Use of Computers Policy. Computers are available for use in the Priory computer room, 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 computer room on Monday afternoons and Thursday mornings. He can be contacted by telephone or email at other times.

**E:** [dorin.savu@bfriars.ox.ac.uk](mailto:dorin.savu@bfriars.ox.ac.uk)

**T:** 01865 717088

Please ask the Academic Registrar for help in contacting him, if necessary.

## COMMUNICATION

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

**Pigeonholes:** Each student is allocated a pigeonhole in the MCR where written messages and small packages can be left.

## 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 Hall and Studium) to ensure that all staff and students are kept properly informed. This notice constitutes information to students of the Hall for this purpose. Additional notices about obligations under the Act appear beside each photocopier. Where infringement is clearly observed, the licensed institution may bring disciplinary charges against the individual.

Please note the following guidelines concerning these copying restrictions.

- 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.

## **STUDENTS' 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. No offensive weapon of any kind may be introduced into the buildings used by the Hall and Studium.

## **THE MCR**

The MCR refers both to the student body and to the common room itself. Oxford University graduate students and visiting students, together with any other students to whom the Moderators may give this status, are full members of the MCR. Although the MCR receives funds from the Moderators for refreshments, facilities and events, it 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 windows of the MCR should always be closed by the last person leaving the room;
- bicycles are not to be brought into the MCR or any other part of the Priory;
- parties may be held in the MCR 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 MCR during term without the prior permission of the Moderators, but they must be attended by their host or hosts at all times. Students must not lend their access fobs to any other persons;
- the Prior and Moderators reserve the right to ban any individual from the premises;
- lit candles, tea lights or other naked flames are strictly forbidden in the MCR.

## **PARTIES AND OTHER EVENTS**

In addition to any regulations in accommodation licences, all Blackfriars students are bound by general regulations concerning the holding of parties and other gatherings. Permission must be obtained from the Junior Deans 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, especially ensuring that rubbish is correctly disposed of. Students will be held responsible for the behaviour of their guests, and must comply with any directions given by the Junior Deans.

## THE JUNIOR DEANS

The role of the Junior Deans is to assist the Moderators and the Senior Dean in ensuring that conduct in Blackfriars accommodation complies with the highest standards. They are also available for advice on a variety of practical matters. They have the authority to enforce the relevant regulations governing student conduct, and any refusal to comply promptly and courteously with their instructions will be deemed a serious offence.

## FIRE SAFETY

All students must familiarize themselves with the escape routes on the main priory site, and any other building they use. Copies of the Fire Drill and plans of the escape routes on the main site are posted in the MCR.

The fire safety policy can be found on the Hall website: <https://www.bfriars.ox.ac.uk/policies/fire-safety-policy/>.

- 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 remove fire extinguishers from their brackets except in case of fire.
- It is an offence to prop open fire doors or to obstruct corridors and fire exits.
- It is an offence to store flammable or explosive substances in any building used by the Hall or Studium.
- 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 at Blackfriars are strictly prohibited.
- Behaviour that in any way compromises the fire safety of the buildings will be reported to the Senior Dean.

## 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 concerning all aspects of health and welfare is available on the University website: <https://www.ox.ac.uk/students/welfare>.

Details of the Oxford University Student Counselling Service can also be found on the University website: <https://www.ox.ac.uk/students/welfare/counselling>.

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

The Student Advice Service is available to all Oxford University Students. The service is staffed by a full-time manager and two part-time advisers: <https://www.oxfordsu.org/wellbeing/student-advice>.

Staying safe in and around Oxford is an important part of student life. The Students' Union provides some helpful resources, services, and tips: <https://www.oxfordsu.org/wellbeing/student-advice/wellbeing-safety>.

## 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 his or her Director of Studies or the Tutor for Graduates as early as possible. Students with dyslexia need to have an appropriate recent assessment in order to secure appropriate support. Special arrangements for examinations can be made by the Proctors only after an appropriate submission by the Hall, together with a medical certificate signed by a doctor. The Senior Tutor/Tutor for Graduates is responsible for gaining permission from the University authorities for any special (alternative) examination arrangements.

More information is available here:

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

The Hall's Disabilities Officer will discuss individually with each student on arrival any needs in this area.

## CONFIDENTIALITY AND WELFARE PRINCIPLES

Blackfriars Hall respects the right to privacy of its staff and students and adheres to the statutory principles of privacy and respect for confidentiality, most recently defined in the Human Rights Act 1998 and the Data Protection Act 2018. 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/Tutor for Graduates, the Academic Registrar, the Senior Dean, the MCR 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 a 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 MCR Chaplain is happy to talk in confidence to any member of the Hall. Disclosure will be made only in accordance with the principles outlined above. Confidentiality cannot be guaranteed if information concerning the misuse of drugs is disclosed to any other person.

## 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. Guests may not be brought into the buildings used by the Hall and Studium, with the exception of the MCR, without the prior permission of the Moderators. Students are responsible for the behaviour of their guests, and must remain with them at all times.

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 a student encounters an intruder, he or she may try to 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 (T: 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. Advance warning should be given 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. The Hall's harassment policy can be viewed on the website:

<https://www.bfriars.ox.ac.uk/policies/harassment-policy/>.

## 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.

No student shall intentionally or recklessly engage in any act, omission, or course of conduct that is contrary to current Government, Public Health England, or local public health rules, any instructions issued by public officials, or any rules which Blackfriars has issued based on official health guidelines. Students should note that current Government, Public Health England and other local public health rules, and all instructions issued by public officials also apply outside Blackfriars premises.

The Senior Dean, or any other 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 room 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/Tutor for Graduates.

Where the Senior Dean has imposed a fine of less than £75, students of the Hall may appeal to the Senior Tutor/Tutor for Graduates, who may reduce, confirm, or increase the fine. The verdict of the Senior Tutor/Tutor for Graduates 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/Tutor for Graduates, 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 involves the Proctors, the Senior Dean will inform the Senior Tutor/Tutor for Graduates. 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 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 property; 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/Tutor for Graduates.

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

## INFORMATION FOR GRADUATE STUDENTS

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.

**ACADEMIC OBLIGATIONS:** Graduates work under the direction of their faculty-appointed Supervisor, who is not necessarily a member of the Hall. Supervisors submit termly reports on performance; students may view the reports online, and should complete the self-assessment section. In the case of unsatisfactory academic performance, the Tutor for Graduates will interview a student, and in exceptionally serious cases may require him or her to go out of residence and ultimately terminate the course.

**THE TUTOR FOR GRADUATES:** While teaching postgraduates is organized by the relevant faculty, the Tutor for Graduates oversees the academic progress of postgraduate students on behalf of the Hall. Routine matters, such as obtaining a signature on a standard form, should be referred to the Academic Registrar or the Tutor for Graduates.

**COLLEGE ADVISERS:** Each student is assigned a College Adviser, who can

- provide pastoral support, for example on health, personal or coping issues, or direct a student to appropriate persons for assistance;
- monitor a student's progress, by discussing University supervision reports;
- discuss any problems or difficulties a student may be experiencing in a department or faculty, the Hall, or with a supervisor;
- consult the Tutor for Graduates if there are concerns about academic progress or if a student appears to be experiencing difficulties with academic work;
- offer guidance on sources of support available within the Hall and University.

In addition, the College Adviser may be able to offer advice on academic-related matters such as applications for research funding, conferences and seminar attendance, publication and career plans. The College Adviser is not expected to perform the role of a department or faculty Supervisor, and is not responsible for directing academic work or for giving detailed academic guidance. Students may meet their College Advisers termly, and are encouraged to contact them if advice or help is required. Students should also feel free to consult other Hall officers as necessary. College Advisers may be replaced during periods of sabbatical or other academic leave. Should a student wish to seek a different College Adviser, he or she should contact the Tutor for Graduates.

**AVOIDING PLAGIARISM:** Plagiarism is presenting someone else's work or ideas as one's own, with or without consent, by incorporating such work or ideas 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. Students concerned that work they are submitting could be deemed to be plagiarised should seek the advice of their tutor(s). Further advice is available on the University website:

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

**THE MIDDLE AND SENIOR COMMON ROOMS:** Postgraduate students (i.e. students reading for a postgraduate degree 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 MCR. They are also invited to join with the SCR a number of times each term for a social evening, often with a seminar presentation included.

**POSTGRADUATE SCHOLARSHIPS:** Scholarships may 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 Bursary.

**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 may be made, for up to half the cost of the conference, to a maximum of £200. Applications should be sent via the Hall Bursary in advance of attending the conference.

## INFORMATION FOR VISITING STUDENTS

**TEACHING ARRANGEMENTS AND CHANGES TO COURSES:** To ensure that the Hall engages the best available tutors, Blackfriars organizes teaching up to a year in advance. This means that it is not always possible to make last-minute changes. It is vital that students attend any meetings called by the Director of Studies so that any concerns or requests for change can be considered. It is rarely possible to change tutorial topics or tutors at the beginning of the term in which they are due to take place.

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 tutors; they may not be available to students extensively at other times.

**TUTORIALS:** The tutorial system centres around a weekly (or occasionally fortnightly) meeting with tutors, for which students are expected to spend a considerable amount of time preparing in the previous week(s) by reading material suggested or set by the tutor. Students 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 they 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. It is a student's responsibility to make contact with his or her tutors at the start of term in order to arrange a first meeting. This should normally be done by Wednesday of 0<sup>th</sup> Week at the latest. The Academic Registrar should be informed if a student is unable to contact a tutor. Letters, messages and essays for Dominicans resident in the Priory may be left on the table in the front hall.

**TUTORIAL ESSAYS:** Tutors will advise students on the length of their essays, but they should normally be between over 2,000 and 5,000 words. Though students will be expected to show evidence of their reading, they must always present their own argument in their 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. Guidance is available on the University website:

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

Students should be careful to use good, critical texts, following the advice of tutors, and not rely simply on the most readily available texts; these may not be the best texts for study. Tutors may ask students to submit the essay up to 48 hours ahead of the tutorial.

**LECTURES AND CLASSES:** 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.

**WORK-RELATED PROBLEMS:** If for any reason students are unhappy with how a tutor is teaching them, or have any complaint concerning him or her, or any other work-related problems, they are strongly encouraged to discuss this at an early opportunity with the Director of Studies.

**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.

**AVOIDING PLAGIARISM:** Plagiarism is presenting someone else's work or ideas as one's own, with or without consent, by incorporating such work or ideas 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. Students concerned that work they are submitting could be deemed to be plagiarised should seek the advice of their tutor(s). Further advice is available on the University website:

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

**TRANSCRIPTS:** At the end of the academic year Blackfriars issues visiting students with a formal transcript of their courses. Two copies are sent to the student and two copies to their home university, normally by mid-July.

## FINANCIAL INFORMATION AND REGULATIONS

**ACADEMIC FEES:** Academic Fees are published on University and Hall websites and on Hall invoices. Please note that University fees for some categories of overseas student are dependent on the date on which studies begin. Publically-funded students must send one copy of their official financial assessment form to the Hall Bursary. The Student Loans Company (SLC) will not pay any loan instalments to students until the financial assessment form has been submitted. University and Hall tuition fees for 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 Bursary has agreed to arrangements for fees to be paid in instalments to coincide with the disbursement of US loans. Students remain responsible for the payment of University and Hall fees, regardless of the amount of assistance they receive from funding bodies. Every offer of a place at the Hall is conditional on accepting this obligation. Late payment of all or part of the University tuition fee may be requested by a student if, before the payment date, the Hall Bursary has certified in writing that the student has applied for and 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 Bursary. Requests will be considered only where serious and unforeseen financial deprivation or hardship arises through circumstances beyond the student's control. Please contact the Hall Bursary with any questions about University or Hall fees.

**HALL BILLS:** Invoices for sums due to Blackfriars for academic fees and accommodation and other charges are issued some weeks before the beginning of the academic year, or 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 Friday of 1<sup>st</sup> Week of the term for which they are issued (or by another specified written deadline). If for any reason a student is unable to pay by the due date, he or she must contact the Hall Bursary immediately.

Any person who fails to pay bills by 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 Bursary and obtained written agreement to late payment. Payment of bills is not deemed to have taken place until funds 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 circumstances, the Hall Bursary may be willing to agree to staged payments.

**MEAL CHARGES:** Hall students may elect to be enrolled in a meal plan to dine at Regent's Park College. Details of the arrangements will be provided by the Hall Bursary at the start of Michaelmas term. Students who dine at the College are bound by the rules in place relating to meals there.

**ACCOMMODATION:** Those living in Blackfriars accommodation are required to sign a licence agreement with the Hall in which charges 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. Attention is drawn in particular to the regulations concerning the holding of parties in Blackfriars accommodation,

**OTHER CHARGES:** Charges for other miscellaneous items, such as MCR levies, may also be made.

**GYM SCHEME:** Matriculated Hall students can claim a contribution (currently £62) towards the cost of joining Oxford University gym: <https://www.sport.ox.ac.uk/>. Students may, at the discretion of the Moderators, be able to claim the equivalent amount towards the cost of another sport or fitness activity. Receipts must be provided.

**CYCLE SAFETY SCHEME:** The Hall will reimburse half the cost of items bought for bicycle safety, to a maximum value of £30. These include helmets, lights, and luminous safety bands. (e.g. if £60 is spent, the Hall can reimburse £30). Receipts must be provided.

**HARDSHIP:** Details of schemes to help in cases of hardship are available on the University website, and advice may be sought from the Hall Bursary.

## **INSTITUTES ASSOCIATED WITH BLACKFRIARS**

**THE LAS CASAS INSTITUTE FOR SOCIAL JUSTICE:** The Las Casas Institute for Social Justice is a specialist centre of Blackfriars Hall dedicated to 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. Details can be found on the Institute's section of the website.

**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 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 is an independent Catholic centre for academic research and debate in bioethics and medical ethics, with which the Hall collaborates. The Anscombe Centre's office is at 82-84 St Aldates, and its Director, Professor David Albert Jones, is a Senior Research Fellow of the Hall. There is more information about the Centre and its events on its website: <https://www.bioethics.org.uk>.

## **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 students and of the Hall and Studium: [http://www.bfriars.ox.ac.uk/hall/policies\\_and\\_guidelines/](http://www.bfriars.ox.ac.uk/hall/policies_and_guidelines/).