

Regent's Park College
UNIVERSITY OF OXFORD

Regent's Park College

Student Handbook

2025-2026

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The Student Handbook and its appendices should be used in conjunction with other University and College policy and procedural documents.

You can find the College's policies here:

http://www.rpc.ox.ac.uk/about-regents/governance-and-compliance/

You can find the University's Student Handbook here:

https://www.ox.ac.uk/students/academic/student-handbook

Welcome from the Senior Tutor



Dear Students,

It is a great pleasure to welcome you to Regent's Park College, whether you are joining us for the first time or returning to continue your studies. Regent's is a close-knit and intellectually vibrant community within the wider University of Oxford, and I hope that you will quickly feel at home here and find your time with us both challenging and rewarding.

This handbook is designed to help you navigate College life. It provides essential information about academic procedures, welfare support, and the day-to-day running of the College. I encourage you to read it carefully and to use it as a reference throughout the year. You will also find details of whom to contact for advice or assistance—please do not hesitate to reach out to your tutors, advisers, the Academic Office, or myself if you have any questions or concerns. As Senior Tutor, I am determined to ensure that you are supported by the College to help you reach your full academic potential, and that you are able to make the most of the many opportunities that Oxford offers while you are studying with us.

Above all, I hope you will approach your time here with enthusiasm and openness. University life can be demanding, but it is also immensely rewarding. Take time to engage fully in your studies, to participate in the life of the College, and to enjoy the friendships and experiences that will shape your years at Oxford and beyond.

I wish you every success in the term and year ahead.

With my best wishes,

Dr Charles Read

Senior Tutor

Regent's Park College, University of Oxford

charles.read@regents.ox.ac.uk

About the College

The College consists of its community of scholars and students, past and present: its academic staff (the senior members), its student body (the junior members) and its alumni (the old members). There are currently about 350 people who work and study in the College, comprising the academic staff, the student body and the administrative, library and domestic staff.

The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom research and teach their respective subjects within College. The student body is made up of about 120 undergraduates working for an honours degree of the University of Oxford in the arts, humanities or social sciences, about 120 postgraduates working for a higher degree, diploma or certificate of the University, and about 25 visiting students from international universities. There are nearly 40 students taking the University's vocational qualifications in theology, many of whom are preparing for Baptist ministry.

The Senior Tutor, Dr Charles Read, has oversight for academic and student support matters throughout the College. At undergraduate level, the Senior Tutor and the Directors of Studies for each subject have the task of organising and conducting teaching for junior members, as well providing academic and pastoral guidance. They, and ultimately the Principal, have the main task of helping with any work problems which junior members encounter, and, in that sense, maintaining academic standards and expectations. The Tutor for Graduates is responsible for graduate studies, and the Director of the Visiting Student Programme is responsible for visiting students.

The professional staff include the Director of Operations, the Director of Finance, and the Director of Development and Alumni Relations, who are Fellows of the College. They are supported by around 20 administrative and operational staff. The College Librarian and College Library Assistant look after the College Library while the Angus Librarian, Assistant Librarian and Archivist look after the Angus Library and Archive.

The Dean is concerned with the non-academic discipline of junior members. The Head of Welfare and the Welfare Lead provide welfare support for junior members of the College. Several arrangements exist for offering support and advice for junior members about work-related, social and other problems of College life. These are detailed in the section on Student Support and Welfare.

The College's mission as a Christian foundation in the University of Oxford is to focus on achieving excellence in undergraduate and graduate studies, ministerial formation and academic research. The College provides members with living accommodation and meals, common rooms, library resources and recreational facilities.

As a Permanent Private Hall of the University of Oxford, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or appointed by election. Three student representatives attend Governing Body and there are other opportunities for junior and senior members of College to discuss together matters affecting the well-being of the College and its members. Student representatives sit on various committees and consultative groups, and three student representatives also have regular meetings with the Principal.

You can view an up-to-date list of staff on our website.

General

1. The Academic Year

Oxford's year is divided into three terms: Michaelmas, Hilary and Trinity. Within each term, a "Full Term" of eight weeks is the main teaching period.

Weeks are referred to by their number, with the first week of Full Term known as 1st Week, and the week prior as 0th Week. Examinations can often take place outside of Full Term, in 9th and 10th Weeks.

Term dates can be found on the University website: https://www.ox.ac.uk/about/facts-and-figures/dates-of-term.

2. Residency requirements

All full-time students are expected to be in residence for the duration of Full Term, unless they have the written permission of the Senior Tutor.

If you wish to be absent during term, contact the Academic Office at academic.administrator@regents.ox.ac.uk at the earliest opportunity to ask for permission. They will then liaise with the necessary College officers.

All undergraduate students must return by **12pm, Wednesday 0th Week**.

In addition to the College's requirements, the University also makes residence requirements of students, stating that the number of terms and/or the period within each term you must be resident in or around Oxford in order to qualify for a particular degree. These requirements vary, depending on the degree of study. The general University requirement is for 42 nights in residence during each Statutory Term; and that residence must be within six miles of Carfax (i.e. central Oxford). Further details are to be found in the University's Examination Regulations: http://www.admin.ox.ac.uk/examregs/.

3. Addresses

You are responsible for keeping your information up to date using the Oxford Student Self-Service. The University and College need to have up-to-date information of students' contact details.

This is important if you need a certificate of enrolment to open a bank account or apply for council tax exemption if you are living in non-college accommodation.

This information is kept confidential in accordance with data protection legislation by the University and College.

4. Next of Kin information

You will be required to enter next of kin information on the Student Self-Service when you register at the beginning of your course, and to check it when you enrol at the beginning of each subsequent year. Please remember to update this, if necessary – for instance, if contact addresses or telephone numbers change.

5. Communication during term-time

Most communication from the University and College will happen via email to your Oxford email address. We do not use personal email addresses.

You are required to check your email daily and respond to any emails from tutors and College Officers within one working day.

Post is sent to your pigeonhole in the Junior Common Room (JCR) or, for graduate students, the Middle Common Room (MCR), and you are expected to check this on a regular basis.

The College is open all year (except between Christmas and New Year, and the long weekend at Easter) for enquiries in person, by email or telephone from 9am – 5pm, Monday – Friday. Academic and administrative staff are contactable via Reception, pigeonholes, by telephone or by email.

6. Academic dress

Full academic dress should be worn at all formal University ceremonies including matriculation and degree ceremonies. *Sub fusc* (from the Latin *sub fuscus*, meaning 'dark brown') should be worn beneath your academic gown and is also required when sitting examinations.

You can find out the specific requirements of *sub fusc* here: https://www.ox.ac.uk/students/academic/dress.

There are four main stockists of academic dress:

- The Oxford University Shop;
- Shepherd and Woodward;
- Walters of Oxford;
- Ede and Ravenscroft.

Academic life

7. Registration and matriculation

7.1. Student Registration and Self-Service

Each student needs to register at the beginning of a new academic year and before you arrive to start your studies. This is the process by which the University checks that it has all the necessary information about you. If you do not register you may face delays to the release of your student loan, your university email account and access to college and university facilities.

You do this by accessing your Student Self-Service, which you can find here: https://www.ox.ac.uk/students/registration.

When you do so you will be asked to confirm your personal details, check your programme of study details, and confirm your new or continuing status as a student for the forthcoming academic year.

You can access Student Self-Service throughout the academic year using your SSO so that you can update details, print off enrolment certificates and register for exams.

All students who are starting the first year of a new course will also need to be enrolled by the Academic Office. Enrolment cannot take place unless the initial registration is complete.

Further details on registering as a student and how you can find support can be found here: https://www.ox.ac.uk/students/registration.

7.2. Matriculation

Matriculation is the formal registration by which you are accepted as a member of Oxford University. It only occurs once, at the beginning of your Oxford career, regardless of the number of courses you may eventually undertake.

In order to matriculate you are required to attend a Matriculation Ceremony. This takes place on Saturday of 1st Week in Michaelmas Term.

It is imperative that you attend the ceremony otherwise you will not be permitted to reside as a student of the University and thereby study for a degree or enjoy any of the privileges or benefits afforded by the University.

For further information on Matriculation, you can contact the Academic Office.

8. Undergraduate teaching

This section applies to students taking undergraduate degrees.

The responsibility for arranging your teaching and overseeing your academic progress lies with the Director of Studies in your subject, who is usually a fellow or lecturer of the College. The Senior Tutor has overall oversight of all undergraduate provision in the College.

8.1. College teaching

Undergraduate teaching at Oxford is a combination of teaching provided by the University (lectures, practical work and some other classes) and by the colleges (tutorials, classes and seminars).

College undergraduate teaching is provided in several ways:

a. directly by the tutors in your subject;
b. by other senior members of the University, who are normally working within departments or other colleges within the University;
c. sometimes by academics from outside Oxford or by graduate students within the University. Whoever teaches you on behalf of the College, the obligations and responsibilities are the same.

You may expect that the form and amount of teaching suitable for a particular examination paper will be specified at the beginning of your work for that paper. It is usual for the tutors in your subject to arrange a meeting in 0th week (or in the 8th week of the preceding term) to organise the teaching for the coming term. Except in subjects where the department or faculty sends timetables directly to the undergraduates, the tutors in your subject will provide the University's lecture timetables as they become available online on the University website: http://www.ox.ac.uk and will identify relevant lectures, seminars or other teaching for you to attend.

Much College teaching is done in the form of tutorials, which are attended by an individual student or a pair or small group of students. Tutorials normally require an essay or other piece of written work (such as a set of problems or a translation). The completion of this work is an essential part of the tutorial, and the tutor may refuse to give the tutorial if the work is not completed. In some subjects, considerable use is made of classes and seminars which are sometimes intercollegiate. Any written work set for these is also obligatory.

The normal duration of an individual tutorial is one hour, though paired or larger tutorials may be longer.

If you have any complaints or concerns about academic matters that you do not wish to discuss with a particular tutor you should normally approach your Director of Studies, your Personal Tutor or the Senior Tutor. The Senior Tutor and other College officers, in particular the Dean, the welfare team, and members of the Student Peer Support Group are also available to provide guidance.

Our full tutorial conventions are available in the appendices.

8.2. Academic expectations

During the three or four years of your degree programme, Regent's will do all it can to support and encourage you in your academic learning. In return, you are always expected to work hard and to the best of your ability. You will have to pass University examinations either during or at the end of your first or second year of study (depending on the course you are taking) which are called 'Mods' or 'Prelims', in order to begin the two- or three-year course that will lead to your final examinations in your chosen 'Final Honour School'.

The eight-week term may be short, but it is packed intensively with the range of tuition that Oxford offers you: lectures, classes, seminars and, not least, tutorials. The time available to you in the long vacations is also a vital part of study time while you are at Oxford.

While the College encourages you to take a full part in the College community and the wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work.

You must attend tutorials, collections and classes required by your tutor/s and hand in any written work at the time and place specified by them. If you cannot avoid asking for a tutorial to be rescheduled, you should approach the tutor as soon as possible, preferably in advance. If you are ill, you may be asked to provide a doctor's letter. Upon meeting a new tutor for the first time, it is your responsibility to establish a means of contacting them in case you should be unable to attend a tutorial. It may be impossible to make any alternative arrangements for a scheduled teaching session, when a larger group of individuals is due to attend. Please note also that it is often not possible to reschedule teaching to take place after the end of 8th Week of each term.

You must satisfy any conditions required by the Examination Regulations relating to the particular School for which you are studying (e.g. for practical work or vacation courses). You can find the examination regulations for your course and year here: https://examregs.admin.ox.ac.uk/.

8.3. Collections

At the beginning of each term it is common practice for the College to set written examinations, called collections, based on the previous term's work and you will normally be told the topics for these collections at the end of the preceding term. Your performance in these internal examinations is one of the ways in which the College assures itself and you of your academic progress. Collection prizes are awarded for those achieving a mark of 70 or more.

Collections are sat immediately before the beginning of each term, on the **Thursday and Friday of 0th Week**. Absence from Collections must be approved by both your Director of Studies and the Senior Tutor well in advance of the term in question; last-minute inability to attend Collections on health grounds must be supported by a doctor's letter. Those who fail to sit their scheduled collections without prior arrangements being made with the Senior Tutor and the Academic Office will be given a further opportunity to sit the paper on Thursday or Friday morning of Week 1; anyone who has still not sat their collection after this day will be required to do the paper in their own time. Non-attendance at collections will be referred for disciplinary action to the Senior Tutor.

The pass mark for collections is **50**; a student receiving a mark below 50 will be referred to the Senior Tutor. The student may be required to resit the collection(s).

8.4. Academic feedback

Your tutors will normally mark or comment on your essays and problem sheets within one week of a tutorial being held, unless some other timetable has been agreed with the tutor. Your Director of Studies may specify a different length of time for feedback to be returned by in your particular subject area. If you have not received feedback from a tutor in a timely manner, you should contact your Director of Studies, your Personal Tutor or the Senior Tutor to discuss the matter.

You will have the chance to comment on the tutorials and classes you have received both in Regent's and from outside tutors through an online Teaching Survey which will be emailed to you at the end of every term. The form will ask you to reflect on the tuition you have received that term, its relevance to the

syllabus/lecture course, reading and bibliographies provided, etc., and to suggest any areas where you feel it could be improved.

The forms are submitted to the Senior Tutor and can be done so anonymously if you wish. These forms help the Senior Tutor assess the overall teaching provided by the College but will also help you resolve any difficulties you may be having. All feedback submissions are confidential.

If any issues arise with teaching during term, you can contact your Director of Studies, your Personal Tutor, the Senior Tutor or Academic Office with your concerns.

Occasionally general issues may be remitted to the Tutorial Committee for wider discussion. This committee comprises the Senior Tutor and the Directors of Studies, with the Academic Office in attendance, and meets at least once a term.

8.5. End-of-term interviews

At the end of each term you will usually meet with your Director of Studies to review that term's progress. The College uses a University-wide online system – TMS – to manage the tutorial teaching (https://tms.ox.ac.uk/).

On this platform, tutors complete a termly report on your work which you can see once your Director of Studies has approved it, and Directors of Studies will read those reports to you and discuss your progress. If your work is going well, this is an opportunity for formal recognition of this success. If your work should not be going well, for whatever reason, this will be discussed and help given as appropriate.

Once a year you will also see the Principal for a more general conversation about how you are getting on and finding life at College and University.

Students meet the Principal once a year as follows:

First year:	Michaelmas Term - to see how you are settling in
Second year:	Trinity Term - to make sure you are ready for your final year
Third/final year:	Hilary Term - to make sure you are ready for Finals

8.6. Academic support

There may be times during your academic career when you are experiencing some difficulties, may it be academic, medical or personal, which may affect your ability to work.

In these cases, we would encourage you to speak to your Director of Studies or your Personal Tutor in the first instance. If you would prefer to speak to someone other than your tutors then you are encouraged to speak to the Senior Tutor as the College's Academic Support Lead, the welfare team or the Academic Office.

Study skills support can be accessed by referral from your Director of Studies or the Senior Tutor. Many students find the informal and formal support structures that can be set up under the College's Support to Study procedures useful in facilitating the successful and timely completion of their studies. Reasonable

adjustments can be made to assist the studies of a student with disabilities, which can be accessed by contacting the Senior Tutor as Disability Lead and the Academic Office Manager as Disability Co-ordinator.

8.7. Examinations

At the appropriate times during your course the University's Academic Records Office will email you to notify you that your exam entry window is open. The email invitation will ask you to log in to Student Self-Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens and you will be able to log back in and change your choices within the examination entry window as many times as you wish before the exam entry deadline.

It is your responsibility to complete the exam entry accurately and in good time to meet the deadline set by the University. Failure to do so will lead automatically to a late entry fine of £80 which is imposed by the University; failure to submit a form at all leads to exclusion from the examination.

Although the University's Academic Records Office and the College's Academic Office will do their utmost to encourage you to meet the deadline by sending out a number of reminders, it is ultimately your responsibility.

You will be able to find your candidate number on your Student Self-Service.

For any other queries relating to examination entries please contact the Academic Office.

8.7.1. Student Self-Service Academic and Assessment page

An Academic and Assessment page is available on your Student Self-Service: https://www.evision.ox.ac.uk/.

Those of you who have completed your online registration may use this page to view the Examination Schools assessments that you have been enrolled for. The page will also display details of any Examination Special Arrangements agreed by the Proctors.

8.7.2. Alternative examination arrangements

If you feel that you will need some help with, or extra time for, your examinations because you have a disability or a medical condition please contact the Academic Office straight away. Those who would find it difficult to sit examinations in the Examination Schools may be granted permission by the Proctors to take examinations in College. In all cases a medical certificate from the College Doctor or the Disability Advisory Service is essential.

Candidates who might need alternative examination arrangements must submit a request to the Examination Schools via the Academic Office as soon as possible and at least a term before they are due to sit exams.

Further details on exam arrangements can be found here: https://www.ox.ac.uk/students/academic/exams/arrangements.

8.7.3. Illness

If you experience illness or any personal issues during term that affect your study you should ensure that your Director of Studies is kept informed. If your revision or the taking of an examination has been or may be seriously affected by illness, you should see the College Doctor, who will then forward a medical certificate to the Academic Office, who can help you submit a mitigating circumstance notice to examiners (MCE), if appropriate. Please refer to the information on this page if you wish to submit an MCE: https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment.

If you fall ill immediately before or during an exam, do not worry. Contact the Academic Office before you go into the exam or a member of staff in the exam room if during an exam. In most cases, if you need to leave an exam the Exams Schools will contact the College to come and collect you. The Academic Office can assist you in making applications for mitigating circumstances or non-attendance.

8.7.4. Religion

If you wish to uphold religious observances which impact your ability to sit examinations at particular times, you should speak with the Academic Office as soon as possible. Details on the process for requesting adjustments can be found here: https://www.ox.ac.uk/students/academic/exams/arrangements.

8.7.5. Examination timetables

Provisional dates for Public Examinations within a particular academic year are published online here: https://www.ox.ac.uk/students/academic/exams/timetables.

All students will receive individual timetables on their student self-service at least two weeks before the exam is due to take place.

8.7.6. University examination regulations

Exam regulations for each course can be found here: https://examregs.admin.ox.ac.uk/. You should familiarise yourself with your exam regulations.

8.7.7. Examination results

You will receive an email from Examination Schools informing you that your results have been released and you will then be able to access them through Student Self-Service.

8.7.8. Feedback on your Prelims / Mods examinations

The General Data Protection Regulation allows you to access the 'comments sheets' which are written in response to your examination answers. These can be requested from: data.protection@admin.ox.ac.uk after you have received your results.

There is currently an administrative fee for each request made – which means that it costs this amount to request feedback on all of the papers you have sat as long as you do this within the same request. Because your tutors place a high pedagogical value on detailed feedback, the college will be happy to reimburse you the fee, which you will have to pay upfront in the first instance, if you take the

receipt to the Finance Office. If you require further advice or information, please discuss this further with your Director of Studies and/or the Senior Tutor.

8.8. University Student Handbook

The Proctors and the Assessor are senior officers of the University whose roles encompass advocacy and scrutiny. The Proctors and the Assessor oversee student matters and uphold the University's statutes and policies throughout its governance and administration. If you wish to find out more about the Proctors, you can visit their website: https://www.proctors.ox.ac.uk.
All students are given copies of this handbook and you should familiarise yourself with the contents. It is also available online: https://www.ox.ac.uk/students/academic/student-handbook.

8.9. Plagiarism

Plagiarism, in brief, is the passing off of someone else's work as one's own. Plagiarism is a serious examination offence and must be avoided in all academic work.

Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University. These rules apply equally to any material obtained via the Internet or by the use of AI; although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

Similarly, the College regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct which will be investigated under the College's Academic Engagement Concerns Policy and may result in the imposition of severe penalties. Further information about what constitutes plagiarism and advice on how to avoid it is available on the University website at https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

8.10. Scholarships and prizes

The College encourages work of a high standard and offers the award of Scholarships and Prizes for those who have been making particularly good progress in their studies and for those who have achieved an outstanding performance in Public Examinations. Awards are made by the fellows based on examinations results and recommendation of the Tutorial Committee.

Scholarships and Prizes are awarded as follows:

8.10.1. Scholarships

An undergraduate who is awarded a Distinction or First in the First Publication Examination (Mods or Prelims) is normally awarded a scholarship. The value of a Scholarship is £200 per year (for the second and third year of a three-year course, and the third and fourth year of a four-year course). Scholars are entitled to wear a scholar's gown.

Scholarships are awarded on an annual basis; their renewal is not automatic and is subject to continued achievement and remaining in good standing with the College. The Principal reserves the

right to demote Scholars to the status of Commoner at any time for academic underachievement or ill-behaviour.

8.10.2. *Collection prizes*

An undergraduate who gains a mark of 70 or above in a termly collection is awarded a Collection Prize. The value of a Collection Prize is £25.

8.10.3. Final Honour Schools

An undergraduate who completes Finals and is awarded a First receives a Prize of £100.

8.10.4. Other prizes

The College has a number of subject-specific and designated prizes. Some of these can be awarded to students studying for any qualification of the University and are entirely discretionary. The Senior Tutor and Tutorial Committee will consider examination results, tutorial conduct and progress, and general collegiality when awarding these discretionary prizes.

8.11. The Academic Engagement Concerns Policy

When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good 2.i degree or better. You are expected to produce work of a standard which fits your individual ability and circumstances, which should normally be of 2.i standard, and never below that of a third-class honours degree.

Attendance at tutorials, collections and classes required by tutors is compulsory. This includes practical and other classes organised by the University as part of your course. By accepting your offer of a place at Regent's Park College and signing the University and College Agreements, you have agreed to comply with all their regulations, including the academic requirements outlined here. This means that you must not absent yourself from tutorials without prior permission, except for sudden illness or other urgent cause, which you must explain to your tutor preferably in advance, or as soon as possible afterwards.

If you are repeatedly absent from tutorials or required classes without due cause, then you will be in danger of being 'sent down' (i.e. required to leave the University). You must also submit all required work to tutors at the appropriate time as set by tutors, except where you have gained permission not to do this on adequate grounds, preferably in advance. If you fail to respond to informal warnings from your tutor(s), you will receive a formal warning from the Senior Tutor and ultimately will be summoned to an Academic Disciplinary Panel under the College's Academic Engagement Concerns Policy.

All tutors wish to ensure that their students make the best use of their time at Regent's, so if you do this and work to the best of your ability then you will not be affected by the terms of the College's Academic Engagement Concerns Policy. You should, however, take the time to read it through so that you have as clear as possible an idea of the consequences of not maintaining a high standard of work.

Visiting students are required to comply with the Academic Engagement Concerns Policy available on https://www.rpc.ox.ac.uk/about-regents/governance-and-compliance/.

9. Postgraduate teaching

Across the University there are more than 350 graduate courses across the disciplines, with new courses being added each year. Graduate courses are divided by taught and research courses which are available for full-time and part-time study.

Graduate students are admitted to the university by a department or faculty and then accepted by one of the university's colleges. Your department or faculty will provide your teaching and supervision. Every graduate student will be given an academic supervisor who will provide you with personalised support and guidance throughout your time of study.

Within college you will have the opportunity to meet academics and students from across different disciplines. Although it is not as likely that you will be taught in college, the college is a valuable source of support for your academic studies.

The Tutor for Graduates is responsible for graduate provision at Regent's and any academic concerns can be directed to them or the Academic Office. Colleges work closely with the departments and faculties to ensure that you are progressing well in your studies and that you are receiving the expected level of support and teaching provision.

Graduate students are invited to submit termly reports on how they are progressing each term through the Graduate Supervision Reporting System. Your supervisor will also be invited to comment on your progression and raise any concerns with you. College are notified when a concern is raised from either the student or supervisor.

If you are in need of academic support, your department or faculty is usually best placed to help in the first instance. It is best to speak to someone you are comfortable speaking to as soon as possible. If you need further support, or for points of contact in College for personal problems or difficulties, see the section on Welfare Information.

Each graduate course has a dedicated handbook which you will be given by your department at the start of your study, which provides you with detailed information about your course, teaching expectations and key milestones for research students. You can also find them here: https://www.ox.ac.uk/students/academic/guidance/graduate/handbooks.

Students who are admitted onto a research course are expected to submit their thesis within three or four years from being admitted as a Probationer Research Student (PRS). To do this there are key milestones in your academic work that you will need to pass through, including transferring from PRS to DPhil status. You can find more information on this here: https://www.ox.ac.uk/students/academic/guidance/graduate/research/status/DPhil.

10. Ministerial and vocational teaching

The College's history is rooted in the Baptist denomination and in preparing men and women to be Baptist ministers, and this remains a core part of the College's work. There will be nearly 40 students either preparing to be Baptist ministers or taking the University's vocational theology courses for other reasons. Most of the students are matriculated members of the University and so the other aspects of the handbook apply.

Although some of these students may be full-time and living in Oxford, the majority are part-time who come into College a day a week and for Block Weeks of teaching outside full term.

The Director of Studies for the BTh / Ministerial Formation has overall oversight of the ministerial and vocational community at Regent's and any academic concerns can be directed to them or the Academic Office. For more detailed information see the appropriate specific handbooks for these courses.

11. Exceptional circumstances

11.1. Changes of course

It is expected that the degree course that you apply for and have been accepted onto will be the degree course which you will complete. However, occasionally, after beginning their Oxford course, students come to feel that another course would better suit their interests and aptitudes.

The college will normally consider requests to change course, but you must understand that you do not have an automatic right to achieve a transfer.

Please note there are some circumstances under which it may simply not be possible for the college to entertain a course change, such as the college not offering the course that you wish to enter, or a faculty-wide cap on the number of students on a given course each year.

Your application to change course will be assessed based on the following criteria:

A compelling reason for your application, and evidence that this is your settled view.

Evidence of your serious commitment to academic work and to the academic life of the college community.

A demonstrable aptitude for the new course for which you are applying.

In the first instance you must approach your current Director of Studies or the Senior Tutor about your wish to change course, who will explore your reasons for the request. You will usually be required to have made a serious effort to engage with your current degree, so the Senior Tutor will be unlikely to welcome such a request before you have spent two terms on your current course.

The Director of Studies for the course to which you are applying will require evidence that you are actively engaged with, and responsive to, the challenges of your current degree, and will want to feel sure that you will be a positive presence within their current group of students. As such, they will be able to review your TMS reports, request academic references from your tutors, and consult any relevant staff member within the college about your conduct. All such information will be dealt with confidentially, and its relevance will be considered in the context of your overall application.

The core aspect of applying for a change of degree course is that you are rigorously tested on your academic ability and suitability. The fact that you are now a matriculated student of the University does not carry any weight when you apply for a change of course. As such, you should expect that the relevant Director of Studies will institute a rigorous, professional and multi-part 'admissions process' for you which will be modelled on the standards and procedures of their uniform December admissions round, including

the sitting of aptitude tests where relevant, submitting written work, and attending one or more academic interviews.

If your application is successful, you will be required to complete the first year of your original course and sit the Preliminary Examination in that subject. You may also be asked to achieve a specified level of performance in that examination as a condition of transfer. However, we do recognise that individual circumstances vary, and we will always make sure that what we ask of you is attainable, as well as – where courses follow different examination trajectories – logistically possible.

The final decision about whether a student can change course is made by the Senior Tutor, in consultation with the Directors of Studies of your current and proposed subject. As with the December process, you may request feedback on your application – and this will be provided – but you have no right to appeal the decision itself.

11.2. Suspensions of course

Under certain circumstances the College may be willing to consider a request for permission to suspend study, for medical or extenuating personal reasons. All cases, medical and otherwise, will be decided by the Senior Tutor in consultation with your Director of Studies and other relevant staff in a process convened under the College's Support to Study and Fitness to Study Policy.

If you are permitted to suspend your studies, there may be restrictions on access to college and its facilities; this will be considered on a case-by-case basis. There will be conditions on returning to college after a suspended period, which again are dependent on the individual suspending. You can find out more about suspension here: https://www.ox.ac.uk/students/academic/guidance/undergraduate/status.

For postgraduates, suspension of status will also be considered in consultation with your faculty or department. You can find out more about changes in student status here: https://www.ox.ac.uk/students/academic/guidance/graduate/status.

12. Degree ceremonies

University of Oxford degrees are conferred at degree ceremonies, held in the Sheldonian Theatre. You may graduate in person or in absence, either straight after you have finished your degree, or many years later. If you choose to graduate in person, you will be presented by your college, hall or society.

Regent's Park has two degree ceremonies each year: one in September, and one in late February/early March. The University has to restrict the numbers attending degree ceremonies and so Regent's Park has limited places. The College typically organises a small event in College for graduands and their guests.

Undergraduate and taught masters students will automatically receive an email from the University inviting them to book their degree ceremony. Research students will receive an email once they have been given leave to supplicate. You are responsible for registering for a ceremony and confirming your personal details. Please be aware ceremonies are often booked up quite quickly, and places are allocated on a first-come, first-served basis. If for any reason you cannot come to a degree ceremony that have booked, you need to contact the Academic Office as soon as possible.

For further information on degree ceremonies, see here: https://www.ox.ac.uk/students/graduation/ceremonies.

For information on degree certificates and letters, see here: https://www.ox.ac.uk/students/graduation/certificates.

For information on academic transcripts, see here: https://www.ox.ac.uk/students/graduation/transcripts.

12.1. Valedictory service

The College holds a service for all leaving students and their families at the end of the academic year. This is normally held in the Helwys Hall on Saturday of 8th Week, Trinity Term at 3pm. Information is sent out at the beginning of Trinity Term to those who will be leaving.

13. Library resources

The College Library is the main library used by students and faculty at Regent's, and is available 24 hours a day. It consists of over 30,000 books and journals reflecting the humanities focus of the college, including excellent collections in Theology, English, Law, History and Philosophy.

The library facilities also include study carrels and large tables for individual study. There are public computers, along with wireless internet access throughout. There is also a photocopier which students can access remotely for printing. Library staff are available during office hours to answer enquiries or contact us by email library@regents.ox.ac.uk.

For detailed information about using the Library and the resources available, please visit our Regent's Park Library LibGuide: https://libguides.bodleian.ox.ac.uk/RegentsPark.

14. Representation

Academic issues are primarily discussed at Tutorial Committee. There is student representation on this committee.

College Life (non-academic)

15. Common facilities and services

15.1. Points of contact

For the most appropriate and timely response to your questions or issues, please make sure that you contact the correct person. A summary of who to contact can be found on the 'Who to Contact' reference handout.

Most of the time, **the Porters' Lodge** should be your first point of call. They deal with many issues (including room booking, lost keys, lock-outs). They can also sign-post you to the correct person if needed. For maintenance issues, please contact **Maintenance** directly (maintenance@regents.ox.ac.uk)

When the Porters' Lodge is closed, the Junior Deans can assist with any urgent enquiries that cannot wait until the next working day. This includes any medical or welfare emergencies, any maintenance emergencies, and lock-outs. The name and telephone number of the duty Junior Dean can be found at the Porters' Lodge.

For noise complaints and neighbourly concerns, it is best to report these at the time, by calling one of the on-duty Junior Deans. For regular occurrences, you may feel it appropriate to discuss your concern with the Dean.

If things are not going right, it is helpful to talk this through at the earliest opportunity. The Senior Tutor, the Academic Office, the welfare team and the Director of Operations are always happy to discuss accommodation requirements and concerns. We find that many issues can resolved swiftly and appropriately, especially when students proactively seek help sooner rather than later and are open and honest about their situation.

15.2. Mail and parcels

Your post should be addressed to '*Your full name, Regent's Park College, Pusey Street, Oxford, OX1 2LB'*. Please make sure that your name is clearly given on the envelope or package. Any post without a name, or the name of a student studying at the College, will be returned to sender.

Any letters will be placed in your pigeonhole in the JCR/MCR, parcels in the secure parcel room near Chapel stairs, and any sensitive items will be kept at the Porters' Lodge. We will send you an email to let you know that something is there.

If you are expecting a large delivery or collection, please inform the Porters' Lodge in advance. Items cannot be left in the Star Hall for long periods or overnight. Deliveries are only accepted Monday to Friday, 9am to 5pm.

If you wish to send items using the University Messenger Service, you can hand them in at the Porters' Lodge. Please note that the University Messenger Service only deliver to colleges and University departments and will only accept letters. They do not take parcels, books, clothes or food. Please make sure the recipient's name and college/department are clearly marked on the envelope.

15.3. Common rooms

The JCR and MCR each have their own common room, which provide social spaces for each community. The day-to-day running of these spaces are the responsibility of the respective student committees. Students are required to respect and keep common rooms tidy.

15.4. JCR Bar

The JCR Bar is open to all College Members, and it is run by the JCR Bar Officer and their committee, by permission of the Fellows.

The JCR Bar opens nightly during term, and is permitted to open **6pm – 11pm**, **except in Weeks 0 and 8, where it may remain open until 12 midnight**, with permission from the Licensing Authority. The Bar must never serve drinks later than the stated closing time, by the terms of our alcohol premises licence.

All College Members must ensure that they behave sensibly while using the bar and should ensure that they keep on top of any payments due. Any Members abusing the bar should expect to face disciplinary action and have their bar rights removed.

Members must not encourage or participate in any drinking games which require or encourage individuals to drink a quantity of alcohol within a time limit, or drink as much alcohol as possible within a time limit or otherwise.

15.5. Laundry

The College provides a card-operated laundry in Sheol, which is found in the basement of Main Block. This is open to all College members and contains two washers and two driers. Instructions for use are provided on the wall, and any problems should be reported directly to Washstation using the telephone number on the wall.

Students must not dry clothes in their rooms or flats, as this can cause damp. Please use the driers or the drying room in Sheol.

15.6. Booking rooms and holding events

Students wishing to book rooms or hold events must obtain permission from the Dean and the Director of Operations. This can be done by completing a “yellow” permission form, which is available at Reception. This must be completed and returned at least seven days prior to the event.

The “yellow” permission form facilitates event organisation, ensuring that both you and the College meet any legal obligations, covering aspects such as catering, security, fire safety, risk assessments, alcohol licensing, and the Prevent duty.

You must not hold an event until you have received written permission confirming that your event or room booking has been approved.

16. Community living

16.1. Guests

College Members are responsible for the behaviour of any guests that they bring into the College.

16.2. Noise

Please be always considerate of noise, as conversations and music carry very easily within our small site. This is particularly important during examination periods and late at night.

Musical instruments must not be played except between 5pm and 10pm. If you wish to book a room for rehearsal, you should book rooms in the usual way.

16.3. Litter, tidiness and personal belongings

Please respect the Quad and communal areas, and clear away all rubbish into the appropriate bins. Please use the paths around the Quad, rather than cutting across the grass.

Barbecues are not permitted in the Quad. You should also take care with hot drinks and containers, which risk scorching the grass.

Communal areas, including common rooms, kitchens and corridors should be kept tidy. Please do not leave your belongings in communal areas longer than is necessary, and please clear away any mess you make. Common rooms and kitchens that are left untidy may be closed, and any belongings may be removed.

You must never leave belongings in corridors, as this can block fire escape routes or cause a trip hazard, and your belongings are at risk of theft.

16.4. Bicycles

Bicycles must only be stored in the bicycle racks in the Gould Quadrangle. They must not be stored inside the buildings, in the main Quad, or blocking external passageways. If parking bicycles outside College, please park them responsibly so that they do not block pavements or doorways.

You are encouraged to register your bike with the Oxford University Security Services cycle registration scheme. We also recommend that you buy and use a secure D-lock to secure your bike, and use lights when cycling at night.

If keeping your bicycle here over the Long Vacation, you must collect a tag from the Porters' Lodge and display this on your bicycle's handlebars. Any bicycles without a tag are removed and donated to charity.

16.5. Cars

Students are not permitted to keep a motor vehicle in Oxford, except in exceptional circumstances and with written permission of the Dean.

You may temporarily wait outside the College for unloading and loading purposes. You should collect a yellow loading/unloading permit from Reception and display a completed copy in your windscreen. These permits are accepted at the discretion of the County Council, and are not valid for parking.

16.6. Ball games

Ball games, with the exception of croquet, may not be played in the quadrangle.

Croquet can only be played in Trinity Term, between the hours of 12.30pm (weekdays) or 11am (weekends) and dusk. Croquet must not be played when exams are taking place in College, or when it may damage the grass due to recent bad weather.

16.7. Pets

Pets are not permitted in College accommodation or in the communal areas.

16.8. Cooking

Kitchens should not be used between midnight and 7am. It is a serious disciplinary matter to activate a fire alarm by late-night cooking, especially as the Fire Brigade will automatically be called.

16.9. Social media use

The College encourages students to use social media responsibly and to be aware of the sometimes unexpected and long-term consequences of irresponsible use. You are encouraged to review your privacy settings and consider what is appropriate to post in public fora. You should consider anything you post on social media to be available forever, even if deleted.

Posting offensive comments or other content on social media could result in disciplinary action.

16.10. Drugs and substance misuse

It is a criminal offence to take, possess, manufacture, pass to others, supply, or sell drugs, or for the College to be knowingly concerned in the management of premises where any of these things are done. The College takes the use and supply of drugs extremely seriously, and any individual found to engage in such behaviour should expect to face serious disciplinary action.

Please also refer to the University's policies on drugs misuse.

The College and University also recognise the need to support those needing help. The College's welfare team and the University Counselling Service are able to provide support in strict confidence, subject to the provisions of the law. The College Doctor can also provide advice, as well as Talk to Frank, the national drugs helpline service: www.talktofrank.com.

17. Accommodation

17.1. Accommodation handbook

Detailed information on our accommodation services are available in the Accommodation Handbook, which is provided to all residents when they move into College accommodation.

17.2. Accommodation allocation

Accommodation is typically available to all first and third-year undergraduates. Single study bedrooms are usually allocated to first year students. The remaining accommodation is provided in a series of two-, three-, five- and six-bedroom flats. Fifteen rooms are provided to visiting students, and the remainder of this accommodation is allocated by a means of a random ballot. All returning undergraduates are entitled to apply for the ballot, with priority given in the following order: students requiring special consideration based on a formal assessment; third-year students, and fourth-year students who chose to live out in their third year; anybody else, including second-years and students returning from suspension.

Students who suspend their studies are not guaranteed accommodation on their return.

The College has nine bedrooms at 110c Banbury Road and a small further number of rooms for graduate students from the University, under nomination agreement with the Graduate Accommodation Office. All rooms are allocated on a first-come, first-served basis to graduate freshers upon acceptance of their offer and approval of their Financial Declaration Form.

17.2.1. Undergraduate room ballot process and timeline

The ballot is organised by the JCR Vice-President.

The timeline for the ballot is as follows:

End of Michaelmas:	Students opt in/opt out of the ballot by completing a form sent to them by email.
Start of Hilary:	The ballot order is drawn in the JCR by the Director of Operations.
Mid-Hilary:	The JCR Vice-President organises the picking of individual rooms, and organises flat visits. Students select an individual room in order of their ballot place.
End of Hilary:	The ballot is completed.
End of Trinity:	Students are asked to sign their Accommodation Acceptance Forms for the following year.

17.3. Reporting issues

Should you encounter any issues, please report this promptly to the correct point of contact:

- **Keys and access cards:** the Porters' Lodge.
- **Lockouts:** the Porters' Lodge (during working hours); Junior Deans (out-of-hours only).
- **Catering services:** Mark Rippington, Catering Manager (mark.rippington@regents.ox.ac.uk).
- **Maintenance issues:** the Porters' Lodge (all enquiries); maintenance@regents.ox.ac.uk (non urgent only); Junior Deans (urgent, out-of-hours only).

- **Battels and financial hardship:** Nicki Kilpin, Director of Finance (nichola.kilpin@regents.ox.ac.uk).

If your issue remains unresolved, you should contact the Director of Operations.

17.4. Guests

Permission must be requested from the Dean for a guest's stay when:

a. more than one guest at a time is concerned.
b. where in any period of seven days there has been a stay of more than two nights, with the exception that at the weekend, a stay is permitted from Friday to Sunday night. Permission in these cases will only be given in special circumstances.

The Dean may refuse permission for overnight guests at any time, where:

a. they judge that tutorial work is being affected by continual visits during a term.
b. where representatives of the student body express the view that a particular guest is unacceptable within the life of the community.

Students must not allow their guests to use the College, or any part of it, as either a temporary or permanent address for official purposes.

Guests are not permitted to stay over the vacation.

Failure to keep these rules may lead to a student's being banned from having guests or being required to live out of College. Students should expect to be fined by the Dean, the amount of the fine being determined 'per person, per night' of unauthorised stay.

17.5. Vacation residence

Outside of the standard accommodation licence periods, we are sometimes able to offer vacation residence to those wishing to arrive early, leave late, or stay during the vacation.

Generally, we can offer vacation residence at the beginning of Hilary Term, and between Hilary and Trinity Term. Vacation residence is not available at the end of Trinity Term, except for those with University examinations.

Those wishing to stay during the vacation must apply for vacation residence using the application form distributed by the Director of Operations, usually in Week 6 or Week 7 of each term. You may only stay if you receive written confirmation that your application has been approved. Guests may not stay overnight during the vacations.

Those staying outside of their licence period without permission should expect to be charged the nightly conference rate, face disciplinary action, and possibly be excluded from College accommodation.

17.6. Living out

Second-year undergraduates are generally expected to live out, as are many of our graduate students. We recommend making use of the resources provided by the Oxford SU, including their Living Out Guide

(available on their website) and their Student Advice Service (an advisory service to help with any concerns or issues). The Director of Operations is happy to provide informal advice, or look over tenancy agreements, if you require help.

Should you require a reference to apply for accommodation, please contact the Director of Finance for landlord/financial references, and the Academic Office for college references/proof of student status.

18. Meals

18.1. Meal account

Breakfasts, lunches and non-formal dinners work on a pay-as-you-go basis. You only pay for what you buy on the day.

You pay for food purchases using your University Card. At the till, you will need to tap it on the contactless card reader as directed by the till operator. The till will show you your card balance and the prices of items you buy. You can also ask the till operator for a receipt.

Most students are invoiced in arrears for their meals at the beginning of the next term. We can only offer this facility for those students who will graduate with us, and so visiting students have to keep their cards topped-up. Cards can be topped-up at Reception using cash, or debit or credit card.

You must always bring your University Card with you to meals, as you will need it to buy food or to confirm your meal booking. You should not lend other people your card, or use other people's cards. If you forget your card, you may have to be billed manually. There will be a £2 charge for each manual transaction to cover the additional administration time.

If you bring guests to pay-as-you-go meals, you will need to swipe them through on your card. We are unable to take cash payments, and University Cards will only work for members of Regent's Park College.

You can use the meals website (http://meals.rpc.ox.ac.uk/Meals) to view your transaction history. After you are logged in, click the 'EPOS' tab on the menu bar, select the dates between which you wish to view transactions, and click the 'get transactions' button.

18.2. Meal services and times

Meals are provided Monday to Friday, Weeks 0 to 8, during the following times:

Breakfast:	8.30am to 9.30am
Lunch:	12.30pm to 1.30pm
Dinner:	6.15pm to 7.00pm (except Tuesdays and Fridays)

You can view menus on the RPC Hall and Kitchen's Facebook page at:
https://www.facebook.com/regentskitchen/.
We aim to provide a selection of options at all mealtimes, for the duration of the sitting, but sometimes food may run out as demand for meals can vary.

18.3. Formal halls

Formal Halls take place every Tuesday and Friday during the academic term (Weeks 0 to 8). Formal Hall is a three-course, waiter-served meal.

To book for Formal Hall, visit http://meals.rpc.ox.ac.uk/Meals). Login using your single sign-on username (e.g. rege1234) as your username, and your University Card number (e.g. 2123456) as your password. The deadline for booking for Formal Hall is **2pm on the preceding Wednesday** (for Friday Formals) or **2pm on the Sunday** (for Tuesday Formals; N.B. this is subject to change). You cannot book or cancel a place after this cut-off time. The system allows you to book a guest on certain 'guest nights' and up to two guests at Parent's Formal.

During the year, we host a series of special Formal Halls. These are on Fridays (unless otherwise specified) and include: Guest Nights (Weeks 2 and 6); Parents' Formals (Week 5); Burns' Night (Formal closest to 25th January); Recognition Formal (Week 6, Trinity Term); the Final Fling Launch (Week 6, Hilary Term); and Advent Dinners (Tuesday and Friday, Week 8, Michaelmas Term).

The Common Rooms have an established Code of Conduct for Formal Hall, which gives details of the dress code, traditions, and themed weeks.

18.4. Dietary requirements

For most meals, we prepare a vegetarian and vegan option as part of the choices on offer. If you have specific dietary requirements, you should discuss these with the Catering Manager, Mark Rippington.

We can usually accommodate most special diets at Formal Halls, and you can enter your dietary requirements when you book your place. For other self-service sittings, we will try our best to meet your dietary needs, but will need notice so that we can avoid food waste wherever possible. Please discuss your requirements with the Catering Manager, Mark Rippington.

18.5. Feedback

Should you have any feedback or suggestions, it is most helpful to hear this at the point of service. You can raise more general points with the Catering Manager, Mark Rippington.

19. IT

19.1. IT rules and code of conduct

Everyone who uses the University's IT facilities – staff, students and visitors – must follow the IT Regulations: https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002.

The IT Regulations give guidance on the use of IT, together with rules and policy statements on specific issues (such as data protection, cloud services or social media) and compliance with external legal requirements.

19.2. University facilities

For details of University IT services, visit http://www.it.ox.ac.uk/welcome/.

19.3. IT support

If you need help, please email support@oxon.tech. If you need in-person help, it is best to email to make an appointment.

19.4. College computer access

Five public computers are provided: two outside the College Library, two to the rear of the College Library, and one in the MCR. Your username is the same as your single sign-on (e.g. rege1234), but your password is different. For new students, your first password is your 7-digit University Card number. You will be prompted to change this password when you first login.

19.5. College printing

A printer/photocopier is available outside the College Library. Printing and photocopy charges are on display on the noticeboard above the printer. Scanning facilities are free and you can scan documents to your email address.

You can print from the public computers or using our online tool, Papercut. Papercut allows you to print from your own devices. Access Papercut at http://print.rpc.ox.ac.uk and login using your Regent's computer login (see above). Using Papercut, you can send Word, Excel, PowerPoint, PDF and XPS documents straight to the printer. You will need to login to the student computers and change your password before you can use Papercut for the first time.

Once you've sent your documents to the printer, you need to login to the printer to release the print job and get it to print. You can do this by entering your RPC username and password on the printer's touchscreen.

To speed up this process for future prints, you can link your account with your University Card. Tap your University Card on the reader to the right-hand side of the printer, and you'll be prompted to enter your RPC username and password. On future prints, you can then simply tap your University Card and you will be automatically logged in.

19.6. Wi-Fi

'eduroam' is provided throughout most of the College site. For details on connecting to 'eduroam', see https://www.it.ox.ac.uk/connect-to-the-Internet.

Some important things to remember:

- You need to register for a Remote Access Account (https://register.it.ox.ac.uk/self/index) to be able to sign-in to the Wi-Fi. This is different to your normal single sign-on account.
- Make sure you use the full Remote Access username (it should take the form rege1234@OX.AC.UK).
- Use the Eduroam Configuration Assistance Tool (CAT) (http://help.it.ox.ac.uk/network/wireless/services/eduroam/index). This is available for most types of device (including tablets and phones), and using this tool will give you the best wireless experience (reducing drop-outs, optimising speeds, etc.).

If you experience patchy Wi-Fi access in College accommodation, please report this to support@oxon.tech.

20. Health and Safety

20.1. Fire safety

It is a criminal offence to tamper with any fire detection, alarm or extinguishing equipment. Anybody found tampering with such equipment should expect to face serious disciplinary action and be excluded from College accommodation.

When the fire alarm sounds, all members must leave the building without delay, and report to the evacuation point outside St Cross College on St Giles'. Failure to evacuate in a timely manner may lead to serious disciplinary action and exclusion from College accommodation.

The fire alarm system is tested weekly, on Wednesdays at around 1.30pm. During this time, the alarm will sound for around 30 seconds and there is no need to evacuate. Should the alarm sound longer than this time, you should evacuate as normal.

If there is any reason why you may need assistance in the event of an evacuation (e.g. reduced mobility, sensory impairments), please contact the Director of Operations so that we may develop a Personal Emergency Evacuation Plan.

Smoking is not currently permitted on site. This includes the use of e-cigarettes or 'vaping'. Candles are also not permitted to be used except in the Helwys Hall and Chapel, under the supervision of Hall and Chaplaincy staff.

20.2. Electrical equipment

You are responsible for making sure that any electrical equipment you bring is safe to use.

The College tests all its own electrical equipment annually, and we reserve the right to ask that you test your equipment too. If you are bringing extension leads, you may only use multiway bar extensions and not block cube adapters.

Take care not to overload sockets, and if you're coming from abroad, note that the UK voltage is 230V and so using some items of electrical equipment from other countries (particularly hair dryers and straighteners) may damage our circuits and your equipment!

All equipment must meet appropriate UK safety standards, be corrected fused, and cables must be in good condition. Please ensure that you purchase any electrical equipment from reputable suppliers.

If you're in any doubt about your electrical equipment, please check with our Maintenance Officer before you plug anything in.

Any electrical equipment provided for events or by an external supplier must be PAT-tested in advance and evidence of this needs to be provided to the Director of Operations before it may be used on-site.

20.3. Incident reporting and representation

Should something not look right, please report this to the Porters' Lodge in the first instance. If there is an emergency out of hours, please contact a Junior Dean.

Any serious health and safety concerns should be addressed, by email, to the Director of Operations. The College also has a Health and Safety Committee, which meets termly, and all College members are invited to table issues for discussion. This invitation is usually sent out by email each term.

20.4. First Aid

First Aid kits are available outside the JCR (accessible 24/7), at the Porters' Lodge and in the main kitchen. Should you notice that any of these need restocking, please report this to the Porters' Lodge.

The College has a number of staff and students who are trained in emergency first aid. Their names can be found on posters at the Porters' Lodge and outside the JCR.

Should you call an ambulance while onsite, please inform the Porters' Lodge (during working hours) or a Junior Dean (outside of working hours) so that we can support as appropriate. All head injuries, no matter how minor, should be reported immediately.

Should you injure yourself onsite, you should contact the Porters' Lodge as you will need to complete an accident reporting form. This is a legal requirement that helps us to identify any patterns or health and safety issues.

20.5. Other health and safety requirements

The use of drones is not permitted within the College.

External companies may not provide services or equipment within the College without the prior authorisation of the Director of Operations. Should you wish to make use of any external contractors, you should contact the Director of Operations in good time and before signing any contracts.

You may not bring your own furniture or bulky equipment on to the College site without the prior permission of the Director of Operations. Any furniture or equipment will be checked to ensure that it meets the latest safety standards, and you must be able to provide evidence of this upon request.

21. Security

21.1. General security

We all have a shared responsibility to keep the College and each other safe. Never let other people you don't know into the College, make sure secure doors close behind you, and do challenge people who tailgate you.

Never lend your keys or University Card to anybody else.

Always make sure you lock your room or flat door behind you. Unfortunately, opportunist thefts are common in student accommodation across the country, as students – and their electronics – make great targets.

If you have security concerns, report these immediately to the Porters' Lodge (during working hours) or to a Junior Dean (outside working hours).

21.2. Door access

21.2.1. Using electronic door locks

You can use your University Card to access a number of electronic locks and entry systems throughout College.

For some door locks (the main entrance, Gould Gate, Wheeler Gate), you will require a four-digit PIN. This will have been communicated to you when you first started at College. If you have forgotten your PIN, you can ask at Reception for this to be reset. When using these doors, enter your PIN before holding your card to the door.

When using a wall reader, it may sometimes take some time for the door to open. Please hold your card until the card opens.

You need to have used your card on one of the wall readers (the square grey readers) within the last 30 days in order to use one of these door locks. If your card does not work, try using it on one of the wall readers before coming to Reception.

The Chapel also has an electronic door lock, and students have access to the Chapel as a space for prayer and quiet reflection. This door lock works differently: you present your card once to unlock the door, but the door then stays unlocked until you present your card again. When you leave, make sure that you present your card again to lock the door.

21.2.2. Lost cards

Should you lose your University Card, please report this immediately to the Academic Office. If you believe your card is not working properly, please bring your card to Reception.

Reception can issue temporary access cards. These are designed to provide you with access while a new University Card is delivered.

If you need a replacement University Card, you should ask the Academic Office. If you have lost your card, there is a £15 charge by the University. Further information is available on the Card Office website (https://estates.admin.ox.ac.uk/university-card-office).

Once you get a new University Card, you must bring this to Reception to be activated on the door system and the meals system.

21.3. CCTV

CCTV is in use throughout the College for the safety and security of College members. CCTV recordings are kept for 30 days and may be used in disciplinary cases.

22. Sustainability

22.1. Recycling

Recycling facilities are provided throughout the College, with bins provided for mixed recycling. In Oxford, most things can be placed in the same recycling container: plastics, paper, cardboard, glass. Make sure that anything you place in there is clean and dry.

Large recycling bins are available by the Gould Gate (the large grey bins) and in Wheeler Robinson bin store (the smaller dark grey bins). A food waste bin (red) is also provided by the Gould Gate.

22.2. Energy use

We all have a shared responsibility to reduce our energy use and carbon emissions. When you leave your room, make sure that you turn off lights, turn off electrical equipment when not in use, and do not have the heating set at high temperatures.

22.3. Representation

Both JCR and MCR representatives attend most college Committees, such as the Fellows' Meeting, Library and IT consultative, Tutorial Committee, Pastoral and Welfare Consultative and Admissions Working Group.

Student Support and Welfare

Life at university can be stressful, with pressures of work and personal or financial worries sometimes taking their toll. Regent's Park College takes the health and wellbeing of its members very seriously, and the College has a range of informal and formal resources to help you if things are proving difficult.

Should you find yourself in distress or difficulty, please do ask for help at an early stage. You should not ever worry that you are wasting anyone's time: we are here to help you.

23. College support

23.1. College friends

Most of us turn to friends when we have problems. For many people, the best, and sometimes the only, support they need during their course is that of their College or course friends. Regent's is a small enough community for most people to get to know each other well and to be able to find people who will help to get you through the ordinary stresses and strains of university life.

Your College 'parents' are often a good source of information and support. Beyond the college you will also get to know others in the same faculty or department or following the same options as you who will also be able to share the experience and for many situations that will be enough.

23.2. Student Peer Support Teams

A team of student volunteers are trained in listening and peer support and can often be a helpful port of call for issues. You can find their details on the Welfare noticeboard by the Senior Common Room. Regent's students also have access to the peer supporters at St Peter's College, should they wish to speak in confidence to somebody outside College.

23.3. JCR and MCR Welfare Officers

The student common rooms have welfare officers, who can provide assistance to fellow students. The main contact in the JCR is the Welfare Information Officer, who is supported by a number of other officers who look after specific areas of responsibility. The welfare officers are all peer-support trained, and work together to promote a healthy, inclusive and safe environment in the student communities.

23.4. Junior Deans

The Junior Deans provide assistance out of hours and are a bridge between the student commons rooms and the senior welfare team. They can help in moments of crisis, and can help signpost you to resources as appropriate.

The Junior Dean on duty is displayed at Reception, along with their mobile number. The Junior Deans are Roger Nascimento and Nathan Mintz.

23.5. Personal Tutor

Undergraduate students, visiting students and ministerial students will be allocated a Personal Tutor at the beginning of their course and they will meet them in freshers' week. Your personal tutor is available by appointment to discuss anything that is of concern to you, whether academic, pastoral or personal.

23.6. Senior Tutor, Academic Support Lead and Disability Lead: Charles Read

As Senior Tutor, Charles has oversight of academic and student support matters throughout the College. He is also the College's Director of Studies in History and Director of Studies in Economics. He teaches a variety of courses for the History degrees and the PPE degree in Oxford, focussing on papers in modern political history and economic history. He also serves as the College's Academic Support and Disability Lead, taking the lead in College in terms of supporting students in these areas. Students are welcome to contact him at any time about any matter relating to the College or their student experience.

Office: Senior Tutor's Office (to the right of the College Library); **Phone**: 01865 288221;
Email: charles.read@regents.ox.ac.uk

23.7. Academic Office Manager and Disability Co-ordinator: James Ross

James is responsible for the academic administration side of student life. This includes administration relating to admissions, examinations, university cards, tutorial reporting and disability coordination. He acts as a link between you and the university services such as the Counselling Service, Proctors' office, Exam Schools and Disability Advisory Service. He is supported by an Academic Officer, David Cowen.

Office: Academic Office (Lower Vinson Corridor); **Phone**: 01865 288153;
Email: academic.administrator@regents.ox.ac.uk

23.8. Head of Welfare: Elizabeth Allison-Glenny

Beth is the Head of Welfare and coordinates the welfare team. She is also the College Chaplain. She is willing to lend a listening ear and be approached over any matters of concern. She is available to see any member of the College community in confidence, regardless of whether or not they have any religious affiliation. She is assisted by Laura Misseldine, the College's Welfare Lead.

Office: Back of Chapel; **Phone**: 01865 288140; **Email**: elizabeth.allisonglenny@regents.ox.ac.uk

23.9. College Counsellor: Denise Ella May

Denise is a professional counsellor and staff member of the University Counselling Service, and is available to see students in Regent's on a Friday morning via booked appointment in Weeks 0 to 9 inclusive. Denise works one-to-one and occasionally runs small groups and workshops on topics relevant to student life.

The College Counsellor is here to help you gain understanding and insight into any difficulties you may be experiencing, to develop emotional resilience and put into effect real change, enabling you to fulfil your academic and personal potential. The College Counsellor offers free and confidential support, but does not offer an emergency service. For more information about College Counselling, please visit here.

Email: counsellor@regents.ox.ac.uk

23.10. Dean (in charge of discipline): Dr Peter Petkoff

Peter is the College's disciplinary officer and oversees the implementation of the College's non-academic disciplinary policy. The College expects all members to behave in a courteous and considerate manner and much of the College's life is self-regulating. Where appropriate the Dean will liaise with the welfare team to ensure effective support for students in difficulties is available.

Office: Lower Vinson Corridor; **Email**: peter.petkoff@regents.ox.ac.uk

23.11. Director of Operations: Dominic Freda

Dominic is responsible for the management of the College's non-academic services and resources, including accommodation and housekeeping, catering, conferences, maintenance and estates, IT, security, and health and safety.

Office: the Porters' Lodge; **Phone**: 01865 288123; **Email**: dominic.freda@regents.ox.ac.uk

23.12. Director of Finance: Nicki Kilpin

Nicki is responsible for the financial aspects of College life, including student finance, battels and hardship applications. Should you find yourself in financial difficulty, it is best to raise issues sooner rather than later.

Office: Wheeler Robinson 1; **Phone**: 01865 288122; **Email**: nichola.kilpin@regents.ox.ac.uk

24. University support

24.1. Nightline

Nightline is a completely independent listening, support and information service run for and by students of Oxford and Oxford Brookes universities. They provide every student in Oxford with the opportunity to talk to someone in confidence. They operate from 8pm to 8am, 0th week to 9th week during Oxford term time. You can contact them by phone on **01865 270 270**, or direct message them through their website at www.oxfordnightline.org.

24.2. University Counselling Service

The Counselling Service is here to help you gain understanding and insight into any difficulties you may be experiencing, to develop emotional resilience and put into effect real change, enabling you to fulfil your academic and personal potential. The Service offers free and confidential support.

The Counselling Service offer a range of services to students, including individual, group and online counselling; workshops; and online resources. They also help with the training of peer supporters and Junior Deans.

If you would like to make an appointment with the Counselling Service, you can:

- Call on 01865 270300
- Email at counselling@admin.ox.ac.uk
- Visit at 3 Worcester Street, OX1 2BX

You can find out more about the Counselling Service on their website: www.ox.ac.uk/students/welfare/counselling

Their website also includes a number of excellent resources (podcasts, guides, website links) relating to academic life, exam anxiety, identity, self-care, relationships, and mental health.

24.3. Disability Advisory Service

The Disability Advisory Service (DAS) is made up of a team of specialist advisors who provide information and advice on disability issues, and facilitate access to study for all students who have, for example:

- A sensory or mobility impairment
- A long-term physical or mental health condition
- A specific learning difficulty (SpLD) such as dyslexia, dyspraxia or ADHD
- A social or communication difficulty such as autism spectrum condition.

If you would like to make an appointment with the Disability Advisory Service to discuss your support or access requirements while studying at Oxford, you can:

- Call 01865 280459
- Email disability@admin.ox.ac.uk
- Visit 3 Worcester Street, OX1 2BX

The DAS also offer weekly drop-in sessions during term, which provide 10 minutes with an advisor to discuss quick queries.

You can find out more about the DAS on their website: www.ox.ac.uk/students/welfare/disability

24.4. Student Advice Service

The Student Advice Service is run by the Oxford University SU, and provides independent advice and information to Oxford University students. They also have resources relating to money, academic issues, wellbeing and accommodation on their website.

To contact the Student Advice Service, you can email them at advice@oxfordsu.ox.ac.uk. They also provide drop-in sessions, further details of which are available on their website.

You can find out more about the Student Advice Service on their website: https://www.oxfordsu.org/advice-wellbeing/.

25. Healthcare

25.1. Emergency healthcare

For life threatening conditions, call 999. If an ambulance is attending site, please let Reception or a Junior Dean know.

The nearest Accident and Emergency Department (A&E) is located at the John Radcliffe Hospital. You should only attend A&E if you are very badly hurt or if you become very seriously ill. This would include life-threatening choking; chest pain; blacking out; severe blood loss; severe breathing difficulty.

The nearest Minor Injuries Unit is also located at the John Radcliffe Hospital. Minor Injuries Units are for injuries such as deep cuts; eye injuries; broken bones; severe sprains; minor head injury; minor burns and scalds.

If you need a taxi to attend the A&E or Minor Injuries Unit, please ask at Reception or inform a Junior Dean.

For urgent advice on healthcare, where you are unsure what to do or who to see, dial 111.

25.2. College Doctor

All students must register with a local medical practice, and we have arrangements with a local GP surgery at Northgate Health Centre. Incoming students are encouraged to register before they arrive in Oxford. The contact details for the College Doctor are:

Northgate Health Centre	**Tel: 01865 311500**
15 Market Street, Oxford	**Website:** www.northgatehealthcentre.co.uk

Surgery opening hours can be found on the surgery's website, and appointments can be made by calling the surgery or through their website.

Northgate Health Centre belongs to a practice of multiple doctors, and so your appointment may be with another GP. If you wish to see a particular doctor, or a doctor of a particular gender, you may request this when making an appointment. Unless agreed otherwise, any conversations between yourself and your doctor remains confidential.

25.3. College visits

If you are too ill to visit the surgery, you should telephone the surgery and ask for a college visit. You should also let your friends and the Porters' Lodge know, so that necessary arrangements (e.g. meals) can be made.

25.4. Night and weekend visits

If you require a GP visit out of hours, and it cannot wait for an appointment, please call your doctors' surgery as normal. A recorded message will provide details on out-of-hours services available.

If you take ill out of hours, it is good to let a friend know and/or inform a Junior Dean.

25.5. International students

Those applying for a Tier 4 student visa and coming to the UK for 6 months or longer will be required to pay an immigration health surcharge as part of their visa application fee. The immigration health surcharge will entitle Tier 4 students to access NHS care in the UK at no additional cost in the same way as a permanent UK resident.

If your course is less than six months or you are required to make several occasional visits to the UK for short study periods and you are from a non-EEA country, you are advised to take out medical insurance as you will be liable for NHS charges for the treatment you receive in the UK except for in a medical

emergency and this is limited. Some countries have a reciprocal agreement with the UK which may entitle you to some free healthcare on the NHS but you should seek advice from the health authorities in your home country about what treatment will be covered.

25.6. Dentists

Dental problems cannot be dealt with by doctors, so make sure you register with a local dentist. Not all treatment is free, even under the NHS. The nearest dentist to the College is St John Street Dental Practice.

25.7. Vaccinations

We recommend that you check with your GP that you are up to date with vaccinations, including meningitis and septicaemia (MenACWT) and mumps.

26. Managing your finances

If you experience financial or other problems that might affect your ability to pursue your studies, you are urged to discuss these problems at the earliest possible stage with the Director of Finance.

26.1. Fees and battels

Fees will be payable at the start of each academic year and battels invoices including accommodation, meals, photocopying and vacation residence charges will be issued at the beginning of each term. Battels should be paid by Monday of 3rd Week. Anyone who has concerns about paying battels on time should contact the Director of Finance.

26.2. Travel grants

Travel grants are available to students at Regent's for special academic purposes, e.g. to cover travel or accommodation outside Oxford necessary for your course of study. You may apply for one grant during the time you are a student here. Application should be made to the Director of Finance before the journey is made. Retrospective applications are not accepted.

26.3. Hardship funds

The University has funds available to assist with financial hardship and deadlines for applications are circulated regularly by the Director of Finance, from whom application forms are available.

The College has very limited hardship funds for the relief or exceptional and unforeseeable financial hardship on the part of both undergraduates and graduates. Application should be made to the Director of Finance who will advise on the University and College funds available and issue application forms as appropriate.

26.4. Vacation residence support grant

There is support available to help cover the cost of Vacation Residence for finalists living in College accommodation. Details about the Vacation Residence Support Grant are circulated by the Director of Finance during Hilary Term. Any grants are taken off your Trinity Term battels.

26.5. Students undertaking paid work

26.5.1. During vacations

Academic work during the vacations is an essential part of your course, and you will be expected to pursue your studies, under the direction of your tutor(s), outside term. You will need to read in preparation for the next term's work, and you will need to consolidate the previous term's work, probably with Collections in view at the beginning of the next term.

However, the College acknowledges that many students will need to boost their finances by taking paid work during vacations and will raise no objection to the undertaking of paid vacation work if you keep up with your work and maintain appropriate academic progress.

26.5.2. During term

You will find that the heavy academic workload during term leaves little time for other forms of work. If you need to carry out a limited amount of paid employment or voluntary work during term, you must get permission in advance from both your Director of Studies and the Senior Tutor and undertake no more than six hours per week. A full Policy on Paid Work can be found in the appendices.

27. Academic support

If you find that for some reason you are struggling on your academic course, the first thing is to discuss the issue with your Director of Studies. They would usually much rather know sooner rather than later if there is a problem. If you wish to speak to someone other than your Director of Studies, your Personal Tutor and/or the Senior Tutor can also offer guidance. The Senior Tutor is also the College's Academic Support and Disability Lead.

If your problem relates to your course, speak with your Director of Studies in the first instance. Most faculties and departments also have a consultative committee (often called a JCC, joint consultative committee) who will be glad to hear of questions or suggestions about the course you are following.

28. Specific welfare support

28.1. Harassment

Regent's Park College does not tolerate any form of harassment and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. Harassment may include bullying, physical abuse, hostility relating to race, religion or sexual orientation, or unwelcome sexual advances.

The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

You can find the College's Harassment Policy on our website.

Generally, formal complaints against staff should be made to the Principal; and formal complaints against other students should be made to the Dean. Further information on other routes of complaint, and advice on what to include in your complaint, are detailed in the full policy and procedures.

Students and staff can seek support from College Harassment Advisors throughout the complaints process, or if they are unsure about making a complaint.

The College's harassment advisors are:

Dr Chris Joynes	christine.joynes@regents.ox.ac.uk	01865 288136	She/her
Dr Leif Dixon	leif.dixon@regents.ox.ac.uk	01865 288291	He/him

If the student or staff member does not feel comfortable contacting a College Harassment Advisor, they can contact the Harassment Line for details of another advisor (01865 270760; harassment.line@admin.ox.ac.uk).

28.2. Sexual violence

Resources for students who have experienced or been affected by sexual violence have been published on the Oxford Students website. The University also has a Sexual Harassment and Violence Support Service which can be contacted on supportservice@admin.ox.ac.uk.

Both of the College's harassment advisors are able to help you navigate University services, and support you in making any steps to seek further support.

The nearest Sexual Assault Referral Centre (SARC) is based at Bicester. You can make an appointment or seek advice at any time by calling 0800 970 9952, and more information is available at www.solacesarc.org.uk. The College will cover any taxi costs should you choose to visit the centre.

28.3. Grievances against members of the community

Should you have grievances concerning the actions of any academic or administrative member of staff, including tutors from outside College, you can report these to the College. You can find our Student Complaints Policy on our website. Should the grievance relate to potential harassment or bullying, you should instead refer to the College's Harassment Policy (see above).

28.4. Common rooms' codes of practices

The Junior Common Room Code of Practice will have been issued to you at the beginning of your course, and among other matters it draws attention to your right to opt out of common room membership.

28.5. Equality and diversity

Regent's Park College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential.

You can find full details of our Equality Policy on our website.

Students are also invited to raise issues with the College's Equality Committee, which meets termly and includes student representation.

28.6. Safeguarding

The College has a duty to protect children and 'adults at risk' from harm and abuse. Should you have any safeguarding concerns, even about individuals unrelated to the College, you should contact the College's Safeguarding Lead (Beth Allison-Glenny). The College's Safeguarding Code of Practice can be found on our website.

28.7. Disability

The Senior Tutor is the College's Disability Lead with oversight over all matters relating to disability support in the College. The Academic Office Manager coordinates the College's disability provision, and works closely with the University's Disability Advisory Service. The Director of Operations also supports with any building and facilities accessibility needs.

We encourage students to disclose any requirements early-on, and to meet with the Disability Advisory Service to establish a Student Support Plan.

28.8. Representation

The Welfare Consultative Committee meets termly in 2nd Week, and includes representatives of the JCR, MCR and SCR welfare teams.

Appendix: Tutorial Conventions

The *tutorial* is central to teaching at Oxford. It normally involves a tutor and one or more undergraduates in a small group. This will require you to prepare work either to submit in advance or to take to the tutorial. At the tutorial the tutor will discuss the work you have done for the tutorial (e.g. an essay, some set reading or a problem sheet) and its wider implications with both you and the other student(s) present (your tutorial partner(s)). You will also be set work for completion before the next tutorial, such as a question and reading list for an essay or a problem sheet in more quantitative disciplines.

Your tutorials will be organised by your Director of Studies at Regent's Park College, with the first being arranged when you meet for the first time in 0th Week. You may be taught by a Tutorial Fellow of Regent's Park College or by a College Lecturer, but you may be tutored out of college by a specialist in your subject who is associated with another college.

Any tutorials set for you by your Director of Studies at Regent's Park College are compulsory for you to attend. If you need to request to move a tutorial, you need to write to the tutor concerned at least 24 hours in advance of the tutorial's start time. Otherwise, you must attend the tutorial, unless you have a serious last-minute illness that precludes your participation, in which case you must make your best efforts to contact the tutor concerned to explain the situation. The College reserves the right to fine undergraduates the cost of tutorials that have been missed without a reasonable excuse.

All undergraduates usually have one or more tutorials each week for the eight weeks of Full Term, each lasting approximately one hour. You may be required to produce work in advance or to take it along to the tutorial for marking afterwards. Your Tutor will tell you what they want you to do. In the arts, humanities and social sciences, the work will often take the form of an essay. In more quantitative disciplines, such as in economics, this may consist of a set of problems to solve, but students doing these papers may also be given essays in some topics.

How should you prepare for a tutorial? It is important to be well prepared for a tutorial. As soon as you receive the reading list and essay title or problem sheet, read through the instructions thoroughly and think about the questions or title. Essays and sets of problems are often based on the lectures you have received or on key texts from your reading list. If you are unsure what is required of you (including the length of the essay) or have any difficulties, contact your tutor or Director of Studies as soon as possible. Do not be afraid to ask for guidance.

If you have any issues with a tutor or a set of tutorials, please contact your Director of Studies as soon as possible. Alternatively, you are welcome to contact your Personal Tutor or the Senior Tutor, Dr Charles Read (charles.read@regents.ox.ac.uk). There is also a chance to give anonymised feedback at the end of each term via the teaching survey, which is circulated on behalf of the Senior Tutor by the Academic Office.

Dr Charles Read
Senior Tutor
26/05/2025