Handbook 2023-2024

NCI 5430: Garden Quad, New College, by Francis Barraud (1856-1924, watercolour).

The Handbook of New College

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#ONTEN

)NTRODUCTION I

!CADEMIC /BLIGATIONS

%VERYONE WHO ACCEPTS A PLACE ON AN UNDERGR
AT .EW #OLLEGE /XFORD IS CONSIDERED A *UNIOR
BOUND THEMSELVES TO OBSERVE THE #OLLEGE
THE REQUIREMENTS SET OUT IN THE STATEMENT O

I: ACADEMIC OBLIGATIONS

1. THE SENIOR TUTOR

2ESPONSIBILITY FOR THE ADMINISTRATION OF
WITH THE 3ENIOR 4UTOR $R 7ILLIAM 0OOLE
MATTERS TO THE #OLLEGE NORMALLY THRO
#OMMITTEE

2. DEFINITIONS

a) Students

4HERE ARE FIVE CATEGORIES OF *UNIOR -

i) Undergraduates

5NDERGRADUATES ARE STUDENTS UNDER
COURSE AND MEMBERS OF THE *UNIOR #
COURQ APPà P@ð9,'@OMMON 2OÐÐ•ð 0
COUR àJ EE F THE ! $R ÐÐðà ýMIOR #

i) Undergr DEN PDUATES(P TUDENPOF TUDEN 2EEE EENIPà
COURà. MMON2OÐð

b) Cessation of Academic Residence

*UNIOR -EMBERS MAY CEASE TO BE RESIDENT
CIRCUMSTANCES &URTHER DETAILS &!1S AND
PROCEDURE C*http://www.new.ox.ac.uk/deans-handbook*
UNDER THE LINK @5NIVERSITY OF /XFORD #HA
@.EW #OLLEGE 3USPENSION 0OLICY

i) Suspension (voluntary)

@3USPENSION VOLUNTARY WHERE AN UN
AGREEMENT OF THE #OLLEGE CEASES FOR
WITH TUITION BY .EW #OLLEGE TO HAVE TH
FACILITIES AND MAY NOT VISIT .EW #OLLEG
EXPRESS PERMISSION OF THE $EAN "UT TH
REGISTERED FOR THEIR COURSE OF STUDY
AT THE END OF THE PERIOD OF SUSPENSION
REQUIREMENTS 4O EFFECT THIS THE UNDE
CONTACT THE 4UITION /FFICE

ii) Suspension (non-voluntary)

@3USPENSION NON VOLUNTARY WHERE AN
AGREEMENT OF THE #OLLEGE CEASES FOR A
TUITION BY .EW #OLLEGE TO HAVE THE USE
AND MAY NOT VISIT .EW #OLLEGE PREMISES
PERMISSION OF THE $EAN "UT THE UNDERGR
FOR THEIR COURSE OF STUDY AND IS REQUI
THE PERIOD OF SUSPENSION SUBJECT TO ME
4HESE MAY INCLUDE SITTING ONE OR MORE
SHALL WHERE POSSIBLE BE MARKED OR SECO
APPROPRIATE PERSON OUTSIDE #OLLEGE 4O
UNDERGRADUATE WILL NEED TO CONTACT TH

iii) Withdrawal from Public Examinations

@7ITHDRAWAL FROM 0UBLIC %XAMINATIONS
WISHES TO WITHDRAW FROM 0UBLIC %XAMIN
THEIR COURSE THE EXPRESS AGREEMENT
EFFECT THIS THE UNDERGRADUATE WILL NE
/FFICE

iv) Withdrawal from course
@7ITHDRAWAL FROM COURSE WHERE AN
WITHDRAWS FROM THEIR COURSE AND SO
#OLLEGE AND OF THE 5NIVERSITY

v) Expulsion
@%XPULSION WHERE AN UNDERGRADUA
MEMBERSHIP OF THE #OLLEGE AND OF T

vi) Fitness to study
*UNIOR MEMBERS MUST FULFILL THE REQ
5NIVERSITYgS AND #OLLEGE S &ITNESS
MAY INITIATE A &ITNESS TO 3TUDY PROC
NECESSARY *http://www.new.ox.ac.uk/deans-handbook* @5NIVERSITY OF /XFORD &ITNESS
@.EW #OLLEGE &ITNESS TO 3TUDY 0OLIC

3. ACCEPTANCE OF A PLACE

%VERYONE ACCEPTING A PLACE ON AN UNDE
IS DEEMED TO HAVE ACCEPTED THE THREE C

a) Examination and academic performance
4O HAVE BOUND THEMSELVES BY THE #OLL
5NIVERSITY EXAMINATIONS AND ACADEMIC
DOCUMENT

b) Academic discipline procedures
4O HAVE BOUND THEMSELVES BY THE ACAD
OUT IN THE SEPARATE DOCUMENT OF THAT
INCLUDING THE EXPULSION OF THE UNDER

c) Deferments and course changes
4O HAVE ACCEPTED THAT THE #OLLEGE HA
COURSE ONLY FOR ITS NORMAL DURATION
OF COURSE SHALL BE AT THE DISCRETION

4. Academic Residence

!LL *UNIOR -EMBERS INCLUDING GRADUATES M
STATUS STUDENTS MUST ABIDE BY THE ACADEM
THE 5NIVERSITY 4HIS SHOULD NOT BE CONFUSE
ACCOMMODATION 3EE PAGE

a) Residence

5NDERGRADUATES ARE EXPECTED TO BE IN AC
than noon ON 7EDNESDAY OF TH WEEK AND TO DE
TH WEEK IN ANY TERM

b) Applications to return late, applications to go down and extended absences during term

!PPLICATIONS TO RETURN TO THE #OLLEGE LA
7EDNESDAY OF TH 7EEK TO GO DOWN BEFOR
7EEK AND FOR EXTENDED ABSENCES DURING
$EAN 3UCH APPLICATIONS MUST BE MADE BEF
ABSENCE ARE MADE AND MUST COME TO THE S
AGREEMENT OF THE STUDENT S TUTORS 3UCH
EXCEPTIONAL CIRCUMSTANCES)N THE CASE
SHOULD THROUGH THE ,ODGE BE CONTACTED

5. Requirements regarding academic performance

!LL THOSE READING FOR UNDERGRADUATE DEGRE
CLASSES AND OTHER APPOINTMENTS WITH THEIR
CONDITION AND TO PREPARE ALL WRITTEN WORK
5NEXPLAINED AND UNEXCUSED BREACHES OF THIS
/FFICIAL 7ARNING THE SETTING OF A 0ENAL #OLL
!LL WRITTEN WORK MUST BE THE STUDENT S OWN
5NIVERSITY LECTURES CLASSES AND PRACTICAL
TUTORS AND MUST ATTEND EXAMINATIONS AS AN
OR THE 5NIVERSITY THE #OLLEGE EXPECTS THAT
WORK TO AN UPPER SECOND CLASS STANDARD 4I
REQUIREMENTS WILL BE CONSIDERED TO PLACE A
STANDING WITH THE #OLLEGE)F A STUDENT DOE
STANDING ACCORDING TO ANY OF THE ABOVE REQ
SUBJECT TO THE !CADEMIC $ISCIPLINE 0ROCEDUR
DOCUMENT WITH THAT TITLE

3ERIOUS BREACHES ARE REPORTED TO #OLLE
7ARNING S OR 0ENAL #OLLECTIONS S OR BO
/FFICIAL 7ARNINGS WILL NORMALLY RESULT IN

THEY ACHIEVE THE STANDARD REQUIRED BY T
EXAMINATION 5NDERGRADUATES WHO FAIL A
%XAMINATION NOT A 0ART OR 0ART ! THAT
THE REMAINDER OF THE (ONOUR 3CHOOL MUS

7. Scholars and Exhibitioners

%ARLY IN EACH ACADEMIC YEAR THE #OLLEGE E

a) Conduct of examinations

I .O CANDIDATE MAY LEAVE AN EXAMINAT
MINUTES CANDIDATES WHO ARRIVE A
MINUTES AFTER THE START ARE LIABL

II #ANDIDATES MAY NOT TAKE UNNECESS
BOOKS NOTES INTO THE EXAMINATION

III 3ILENCE IS REQUIRED AT ALL TIMES D
WHEN ASKING QUESTIONS OF INVIGILAT

IVO #ANDIDATES MAY NOT USE ANY PAP õ S

10. PLAGIARISM

4HE #OLLEGE CONSIDERS PLAGIARISM A SERIOU
CAUGHT CAN EXPECT TO BE DISCIPLINED UNDER
$ISCIPLINE 0ROCEDURES *UNIOR -EMBERS SHO
ALREADY MARKED OR BEARING COMMENTS FROM
THAT ANY SHARING OF WORK FOR GENUINELY A
CONSTRUED AS ASSISTING PLAGIARISM OR THE
-EMBER DISCOVERED ASSISTING IN OTHERS AC
WRITING @ESSAYS FOR HIRE CAN EXPECT TO E
EXPULSION

4HE USE OF MATERIAL GENERATED WHOLLY OR
INTELLIGENCE @!) IS ALSO FORBIDDEN SAVE
HAS RECEIVED PRIOR AUTHORISATION E G AS
KNOWN DISABILITY

! LINK CAN BE FOUND IN THE *UNIOR -EMBERS (ANDBOOK
UNDER @5NIVERSITY OF /XFORD 'OOD !CADEMIC
5NIVERSITY POLICY ON THIS MATTER

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2. CONFIDENTIALITY

4HE #OLLEGE TAKES EVERY STEP TO ENSURE THA
APPROPRIATE IN ITS DEALINGS WITH *UNIOR -EME
MUST RECOGNISE THAT 3ENIOR -EMBERS HAVE RI
INSTITUTION WHICH OVER RIDE OTHER CONSIDER

3. BEHAVIOUR

*UNIOR -EMBERS ARE REQUIRED TO BEHAVE COUR
TIMES AND ARE REQUIRED NOT TO BRING THE #O
)MPOLITENESS TO #OLLEGE STAFF WILL NOT BE T
*UNIOR -EMBERS ARE ALSO RESPONSIBLE AND LIA
GUESTS ON #OLLEGE PREMISES IN PARTICULAR
IS NO EXCUSE FOR BAD BEHAVIOUR EITHER BY TH

a) Serious misconduct

2EASONABLE EVIDENCE OF SERIOUS MISCONDU
OR ELSEWHERE RENDERS THE OFFENDER LIAB
APPEAR BEFORE A $ISCIPLINARY 3UB #OMMITTE
WHICH IS EMPOWERED TO ORDER THE IMMEDIA
AN OFFENDER 4HE EXACT PROCEDURES TO BE
3UB #OMMITTEE OF 7ARDEN AND 4UTORS ARE S
#ONCERNING !CADEMIC AND 'ENERAL $ISCIPLIN
http://www.new.ox.ac.uk/deans-handbook UNDER @.EW #OLLEGE
!CADEMIC $ISCIPLINE n FURTHER INFORMATION
CASCFOR 0 I IM0TH0RÀ@U 0

5. The College Grounds

4HE #OLLEGE GROUNDS ARE TO BE LEFT IN C
-EMBERS ARE REMINDED THAT BOTH 3ENIOR
LARGE NUMBER OF VISITORS AND THAT FOR
OPEN TO TOURISTS

a) Games

e) Drama and music rehearsals

0ERMISSION MUST BE SOUGHT FROM THE !SSIS
AND MUSIC REHEARSALS OR ANY SIMILAR ACT
*UNIOR -EMBERS SHOULD NOTE THAT PERMISS

I WILL NORMALLY BE RESTRICTED TO THE (O
HOURS THAT THE #OLLEGE IS OPEN TO THE

II TO BE HELD IN THE #LOISTERS WILL NOT B
#OMMITTEE HAS PREVIOUSLY AGREED THAT
THERE

III IS LIKELY IN ANY CASE TO BE WITHHELD
4ERM

6. EQUALITY AND DIVERSITY

4HE #OLLEGE IS COMMITTED TO THE ELIMINATIO
GROUNDS WHICH INCLUDES THOSE OF RACE RE
SEXUAL ORIENTATION MARITAL STATUS OR NAT
FAMILIARISE THEMSELVES WITH BOTH THE #OLL
0RACTICE ON THIS MATTER ARE REQUIRED TO C
COMPATIBLE WITH THE #ODES AND SHOULD WO
AIMS OF THE #ODES BOTH IN DEED AND IN SPIR
VIA LINKS AT *https://www.new.ox.ac.uk/deans-handbook* @5NIVERSITY OF
/XFORD %QUALITY AND $IVERSITY 5NIT AND @.I

7. HARASSMENT

(ARASSMENT AS DEFINED IN THE 0ROCTORS 2U
#OLLEGE REGULATIONS ,INKS TO BOTH THE 5NI
#ODES OF 0RACTICE CAN BE FOUND ON THE $EA
WEBSITE AT *https://www.new.ox.ac.uk/deans-handbook*

a) Alleged harassment

4HE #OLLEGE WILL ACT POSITIVELY TO INVEST
TO EFFECT A REMSTY OR TAKEADISCIPLINARY
DETERMYNED TO BE VALID

b) University Harassment Advisory Panel
-EMBERS OF THE 5NIVERSITY (ARASSMENT
ASSIST ANYONE WHO WISHES TO DISCUSS
TO PERCEIVED HARASSMENT $ISCUSSIONS
NECESSARILY LEAD TO OR BE PART OF A
AT HTTPS WWW NEW OX AC UK DEANS HA
/XFORD 0OLICY AND 0ROCEDURE ON (ARAS

c) College Harassment Advisers

d) Health risks

*UNIOR -EMBERS ARE REMINDED THAT THE ADMINISTRATION OF THE UNPRESCRIBED DRUG TAKING INCLUDING AD AND EXPOSURE TO SECONDARY DISEASES I

e) Pastoral care

4HE #OLLEGE RECOGNISES THE NEED FOR *UNIOR -EMBERS WHO BECOME INVOLVED W COURSES OF ACTION A *UNIOR -EMBER SH

I SEEKING MEDICAL HELP EITHER FROM T BY CONTACTING THE DRUG AND ALCOHOL 2ECTORY 2OAD /XFORD /8 "5 TELEPHO 7EBSITE HTTP://WWW.TURNING-POINT.CO.UK/SERVICES/OXFORDSHIRE

II SEEKING THE ADVICE OF THE #OLLEGE #OUNSELLING 3ERVICE

III APPROACHING THE $RUGS 3QUAD OF T COURSE OF ACTION MAY BE APPROPRIAT PUBLIC INTEREST TO ASSIST WITH THE C SUCH CIRCUMSTANCES THE POLICE MAY CONFIDENTIALITY

IV SEEKING THE SUPPORT AND ASSISTANC #OLLEGE *UNIOR -EMBERS ARE REMINDE CONFIDENTIALITY WHICH CAN BE MAINTA 3ENIOR -EMBERS RESPONSIBILITIES TO

12. Health and Safety

*UNIOR -EMBERS ARE ASKED TO ACT RESPON OWN SAFETY AND FOR THE SAFETY OF OTHE

a) Roofs and attics, and the City walls

4HE ROOFS AND ATTICS OF ALL PARTS OF OUT OF BOUNDS

b) Scaffolding and ladders

)T IS FORBIDDEN TO CLIMB ON SCAFFOLDIN #OLLEGE OR TO INTERFERE WITH ANY EQU USE BY THE STAFF OR BY THE #OLLEGE S C

c) The College staff and visitors

*UNIOR -EMBERS ARE OBLIGED TO ENSURE TH
SAFETY OF #OLLEGE EMPLOYEES AND VISITOR

13. FIRE

)T IS A CRIMINAL OFFENCE TO MISUSE A FIRE E
FIRE ALARM OR A FIRE ESCAPE OR TO BEHAVE
4AMPERING WITH FIRE EQUIPMENT INCLUDING F
INCUR THE MAXIMUM FINE AND MAY RESULT IN
ACCOMMODATION

a) Fire doors and corridors

&IRE DOORS MUST NOT BE WEDGED OPEN AND
MUST BE KEPT CLEAR AT ALL TIMES)TEMS OF
AND SHOES WILL IMMEDIATELY BE REMOVED F

b) Fire alarms

)F A FIRE ALARM SOUNDS *UNIOR -EMBERS AR
IMMEDIATELY AND FOLLOW THE FIRE DRILL 4H
KNOW THE POINT OF ASSEMBLY FOR THEIR RES
THIS RULE WILL RESULT IN AN AUTOMATIC FINE
WHO USE SPRAY DEODORANTS SHOULD TAKE CA
ALARMS MORE THAN ONE INSTANCE WILL INCU

c) Inflammable items and candles

)NFLAMMABLE ITEMS AND LIQUIDS ARE BANNE
#ANDLES OF ALL TYPES ARE ALSO BANNED TH
INDOORS AND OUTDOORS AND AS ORNAMENTS
3UCH ITEMS WILL BE REMOVED FROM ROOMS W
DISPOSED OF WITHOUT FURTHER CONSULTATI
RULES WILL RESULT IN THE IMPOSITION OF TH

d) Barbecues

"ARBECUES ARE NOT ALLOWED ANYWHERE ON
%XCEPTIONALLY THE BARBECUE AT THE 7EST
USE OF GRADUATE *UNIOR -EMBERS WHO SHO
TO THE !SSISTANT $EAN SEE SECTION OF TH
OF THE BARBECUE WILL OTHERWISE BE MONIT
WHO ARE RESPONSIBLE FOR ENSURING THAT I
IN GOOD ORDER

14. SECURITY

*UNIOR -EMBERS ARE ASKED TO BE VIGILANT
THAT THE #OLLEGE GROUNDS ARE MONITORE

a) Gates

4HE (OLYWELL GATE IS SHUT AT PM ANI
OPEN DURING THE HOURS THAT THE #OLLEG
THROUGH BOTH GATES IS POSSIBLE AT ANY
AGAINST 5NIVERSITY REGULATIONS TO PASS

b) Keys & Fobs

2OOM KEYS AND FOBS SHOULD BE COLLECT
THE BEGINNING OF TERM AND RETURNED
TERM 4HEY SHOULD REMAIN IN THE POSSE
TIMES AND THEY SHOULD NEVER BE LENT
THE EVENT OF A KEY OR FOB BEING LOST
THE END OF TERM

Automatic fines are also imposed by the Lodge as follows:

,OST KEY OR FOB	FIRST OCCASIOaN
,OST KEY OR FOB	SECOND OCCASaION
,OST KEY OR FOB	THIRD OCCASIOaN
%XTRA SET BORROWED AND NOT RaETURNE	

15. COMMUNICATION

)T IS ESSENTIAL THAT *UNIOR -EMBERS KEEP IN

a) Registration

*UNIOR -EMBERS ARE REQUIRED BY THE 5NIVE
YEAR AFTER THE END OF !UGUST 4HE #OLLEG
15 September

b) eVision – the Dean's Address List

!LL *UNIOR -EMBERS ARE REQUIRED TO KEEP
DATE VIA E6ISION EACH TERM &AILURE TO DO
AUTOMATIC FINE OF a 2ETURNING *UNIOR -E
AFTER THE END OF !UGUST AND BY 3EPTEMI
E6ISION CAN BE FOUND UNDER THE @$EAN S !
WEBSITE: *http://www.new.ox.ac.uk/deans-handbook*

c) Mail boxes

4HE INFORMATION BELOW RELATES BOTH TO T
TO *UNIOR -EMBERS ELECTRONIC MAIL BOXES

I *UNIOR -EMBERS ARE REQUIRED TO CLEAR
,ODGE AND THEIR ELECTRONIC MAIL BOX ON
REMINDED THAT THE CURRENT CONVENTION
SHOULD BE RESPONDED TO WITHIN HOURS

II *UNIOR -EMBERS ARE REMINDED THAT THE
.EW #OLLEGE /8&/2$ /8 ". AND THEY SHOU
CIRCUMSTANCES USE OTHER ADDRESSES R
SITE AND ITS ENVIRONS THIS INCLUDES TH
#OLLEGE ,ANE (OUSES "ODICOTE (OUSE AN
EXCLUDES THE 7ESTON "UILDINGS COMMUN
HOUSE NUMBER AND BE SENT TO 4HE 7EST
#OLLEGE 3PORTS 'ROUND 3T #ROSS 2OAD

III -AIL RECEIVED FOR THOSE GRADUATING F
RETURNED TO THE SENDER AFTER 3EPTEM

IV *UNIOR -EMBERS MAY NOT MASS LEAFLET
MAY NOT SPAM THE #OLLEGE S EMAIL NETW

V *UNIOR -EMBERS ARE REMINDED THAT A
INCLUDING ANY IMPORT CHARGES AND T
ARE THEIR OWN PERSONAL LIABILITY AN
THE *UNIOR -EMBER TO THE COURIER FIR

d) Email and confidentiality
*UNIOR -EMBERS ARE REMINDED THAT EMA
COMMUNICATION AND THAT THE CONTENT
CONFIDENTIAL

16. COPYRIGHT

17. COMPUTER USE

*UNIOR -EMBERS ARE REQUIRED TO BEHAVE RES
COMPUTERS IN #OLLEGE AND ARE REQUIRED TO
GUIDELINES ON COMPUTER USE *UNIOR -EMBER
#OLLEGE NETWORK OR ITS SETTINGS IN ANY WA
BE CONSULTED IF THERE IS ANY DOUBT ABOUT
PROCEDURE *UNIOR -EMBERS ARE WARNED THA
RELATING TO COMPUTER MISUSE MAY INVOLVE T
)NTERNET .ETWORK PRIVILEGES

a) Antivirus software

!LL COMPUTERS CONNECTED TO THE #OLLEGE
ANTIVIRUS MALWARE SOFTWARE INSTALLED AL
!NTIVIRUS AND OPERATING SYSTEM UPDATES
RELEASED PREFERABLY AUTOMATICALLY BY
THE RESPONSIBILITY OF *UNIOR -EMBERS TO
AND SECURE

b) Devices to the network

*UNIOR -EMBERS SHOULD NOT CONNECT DEVI
CAPABLE OF DISTRIBUTING NETWORK SERVICE
INCLUDES BUT IS NOT LIMITED TO WIRELESS
SWITCHES OR HUBS AND COMPUTERS WITH)N
ENABLED

c) Policies

!LL *UNIOR -EMBERS ARE REQUIRED TO ABIDE
OUT BY #OLLEGE ,INKS TO THE #OLLEGE S PO
2EGULATIONS 0RIVACY AND)NFORMATION 3
ON THE $EAN S PAGES ON THE #OLLEGE WEBS
https://www.new.ox.ac.uk/deans-handbook

III: BATTELS AND CHARGES

1. THE BURSAR

2ESPONSIBILITY FOR THE ADMINISTRATION O
THE "URSAR -R $AVID 0ALFREYMAN HE MAY
THE #OLLEGE

2. BATTELS

"ATTELS MUST BE PAID BY &RIDAY OF ST WE
ACADEMIC YEAR THESE DATES ARE A
*ANUARY AND !PRIL 2ULES CON
"ATTELS CAN BE FOUND ON THE $EAN S PAGE
http://www.new.ox.ac.uk/deans-handbook, UNDER @.EW #OLLE
TO "ATTELS

3. CHEQUES

4HE "URSARY STAFF ARE NOT PERMITTED TO

IV: DOMESTIC RULES

1. The Home Bursar

2ESPONSIBILITY FOR THE DOMESTIC RULES OF T
"URSAR -R 'EZ 7ELLS GEZ WELLS NEW OX AC UK
THE $EAN WHERE APPROPRIATE

2. Residence in College

@2ESIDENCE IN #OLLEGE SHOULD NOT BE CONF
AS REQUIRED BY THE 5NIVERSITY 2EGULATIONS
PAGE

a) First year residence

5NDERGRADUATES ARE EXPECTED TO RESIDE
YEAR ALTHOUGH PERMISSION TO LIVE ELSEW
FOR GOOD REASON ON A CASE BY @P PA$ELS
APPROACHED BEFORE A Y RRAåGEME TS TO LI

f) Dates for which accommodation is available

4HE DATES FOR WHICH #OLLEGE ACCOMMO
-EMBERS ARE CONTAINED IN THE ,ICENCE
(ANDBOOK

3. ARRIVAL AND DEPARTURE

4HE RULES FOR THE ARRIVAL AND DEPARTURE
BELOW 1UESTIONS SHOULD BE DIRECTED T

a) Graduate students

4HERE ARE TWO OPTIONS FOR ACCOMMODA
STUDENTS WEEK LICENCES RUN FROM
ON *UNE AND WEEK LICENCES RUN FR
!UGUST)F A STUDENT OPTS FOR A WE
EXTEND SUMMER RESIDENCE FOR WEEK
TO MOST STUDENTS FOR A PERIOD OF UP T
)NFORMATION REGARDING THE APPLICATIO
!SSISTANT (OME "URSAR DURING 4RINITY 4
DO NOT VACATE AND EMPTY THEIR ROOM B
CHARGED AT THE PREVAILING CONFERENCE
WERE NOT EXPECTED TO BE IN RESIDENCE

b) Undergraduates

5NDERGRADUATES WITH TERM ONLY LICEN
TO RETURN TO #OLLEGE A FEW DAYS BEFO
BEGINS 4HE RELEVANT DATES WILL BE AV
ACADEMIC YEAR *UNIOR -EMBERS WHO AR
TERMS MUST MAKE ARRANGEMENTS WITH T
EMILY MEESON NEW OX AC UK IF THEY NEE
OF THE LICENCE PERIOD !PPLICATIONS SH
VACATION RESIDENCE FORM

i) Returning to College

5NDERGRADUATES ARE ABLE TO RETURN
THE 3ATURDAY PRECEDING THE START O
,ICENCE !GREEMENT 4HOSE WHO ARE RE
PRECEDING 3ATURDAY WITHOUT PRIOR A
ACCOMMODATED AND WILL BE CHARGED
A a ADMINISTRATION FEE PER NIGHT

ii) Departing from College

5NDERGRADUATES MUST LEAVE THE #OLLEG
UNLESS THEY HAVE RECEIVED PERMISSION
5NDERGRADUATES WHO DO NOT VACATE AND
AM WILL BE CHARGED AT THE PREVAILING
DAYS WHEN THEY WERE NOT EXPECTED TO
THE DEPARTURE TIME DUE TO PERSONAL LO
GRANTED UP TO A MAXIMUM OF NOON ON
2EQUESTS SHOULD BE MADE TO THE !SSISTA
HOURS BEFORE THE DEPARTURE DATE

iii) Vacation residence

5NDERGRADUATES WHO WISH TO RESIDE IN #
THE VACATION MUST APPLY TO THE !SSISTAN
VACATION RESIDENCE FORM WHICH IS SENT
VACATION RESIDENCE WILL USUALLY BE GRA
TAKING EXAMINATIONS DOING ACADEMIC WO
OF THEIR TUTOR UNDERTAKING
HELPING WITH #OLLEGE FUNCTIONS UNDER T
/FFICER OR THOSE WHO ARE UNABLE TO RET
E G THOSE WHOSE E

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NS
N`@@PNDEND `ð
àS @°
BLE
@uST€ GPP