

PART E – DOMESTIC ARRANGEMENTS AND LIFE IN COLLEGE

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E.1 BEHAVIOUR IN COLLEGE, DISCIPLINE AND THE ROLE OF THE DEAN

The Dean and Junior Deans have a role in both general College discipline and in welfare (see Part D Advice and Help of this Handbook).

The Dean

The Dean is responsible for seeing that College (and University) rules are kept by members of the College, and has power to impose fines on those who infringe them. Details of the College disciplinary rules and potential penalties are given in College By-Law XX. In cases where individuals cannot be identified, the Dean may decide to impose a fine collectively upon either a defined group or upon a Common Room. The Dean deals with such matters as complaints about noise and final authorisation for some bookings of College rooms for meetings and parties when deemed appropriate by the Domestic Bursar and Buildings Manager. The Dean will help any student who needs advice about consulting a lawyer or contact with the police. The Dean, Domestic Bursar and Buildings Manager are concerned with the general security of those living in College.

Junior Deans

The Junior Deans support the Dean as deputies and assistants. They are resident in College and one of the Junior Deans is always on duty during the evenings and at weekends. They can be contacted for help at any time via the College Lodge. The Junior Deans are also the first point of contact for students with welfare concerns.

All students in College accommodation must realise that they are responsible for their own behaviour and for the behaviour of their guests. Certain levels of noise are not appropriate to an academic environment. Students and their guests should at all times show respect for communal spaces and for health and safety regulations.

E.2 ACCOMMODATION AND MEALS

Residence in College

All first year undergraduates normally reside in College. Most second year undergraduates who do not have examinations during that year reside outside the main College site, usually in separately rented accommodation. Undergraduates in their final (third or fourth) year are generally resident in College owned or rented accommodation. A room ballot is held during Hilary Term each year. Details are available from the Domestic Bursar's Office or the JCR.

Vacation Residence

If you are an undergraduate resident in College-owned property, it may be possible for you to retain your room for one week after the end of Full Term and to return to it on the Sunday before the beginning of Full Term. There is accommodation in some off-site College buildings available for longer periods. If you wish to stay in College during the vacation, you must have the approval of your tutor, and make arrangements with the Accommodation Manager. As an undergraduate at St Hilda's you will be charged for the full period of vacation residence you signed up for on the key signing list in the Lodge. You must not enter your room in the vacation between the arranged dates of departure and arrival without the permission of your tutor and the Accommodation Manager.

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Beds and Bedding

Students are expected to use the bed, mattress, curtains and furniture provided in their rooms, unless special arrangements are made with the Domestic Bursar's Office. All College furniture, furnishings, mattresses and pillows should comply with the Furniture and Furnishings (Fire Safety) Regulations 1994.

Overnight Visitors

Overnight guests may be accommodated in one of three ways:

- (a) If there is a student guest room available, it may be booked through the Domestic Bursar's Office for a maximum of 3 consecutive nights; the College provides linen, and breakfast (except on Saturdays and Sundays). The Domestic Bursar's Office will provide details of charges.
- (b) A student may arrange to have a guest in the room of an absent student who agrees to this. The Domestic Bursar's Office must be informed in writing before this guest arrives. This notification must include written agreement from the absent student.
- (c) A student may have one overnight visitor in their room on any night of the week. No guest may stay for more than three nights in any one week. Guests must be booked in; for reasons of fire safety the host and room number must be registered at the Lodge. Overnight visitors must always be accompanied by their host between 11.00 pm and 8.00 am. Any unaccompanied visitor found in College buildings between 11.00 pm and 8.00 am will be asked to leave the College. Visitors may be taken in to meals but must be accompanied by their host who must pay for the meal with their Bodcard. Hosts are responsible for the behaviour of their guests.

The privilege of inviting overnight guests may be withdrawn from any student, at the Dean's discretion. Reasons for this would include failure to sign in a guest, failure to accompany guests after 11.00 pm, too much noise at inappropriate times, or inviting guests to stay for more than three nights. The Dean may also issue a fine (see **Part H II.1 Tariff of Fines**).

Other Visitors

From 11.00 pm to 2.00 am a student may have one guest only in their room. These should be registered as usual at the Lodge.

Quiet

Quiet should be maintained in all College buildings, including those off-site. A student who is disturbed by noise should complain in the first instance to the offender and, if the noise persists, to the Junior Deans or the Dean. Radios, music systems etc., may be used until midnight provided that other people are not disturbed; no music of any kind is to be played after midnight. It is particularly important that quiet should be maintained during examination periods.

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Living Out

Students who do not live in College owned or rented property must inform the Academic Office of their lodgings address by the beginning of September and must update their term-time address on the Student Self Service website by this date. Certificate of Enrolment to prove exemption from Council Tax to Oxford City Council can be printed from the Student Self Service website at www.ox.ac.uk/students/selfservice but note that the lodgings address must be correct for the certificate to be valid. All College accommodation is covered by the UUKACOP Student Accommodation Code www.thesoc.org.uk

Undergraduates: College accommodation consists principally of single study-bedrooms but there are some two room sets and 36 en-suite rooms in the Christina Barrett Building. Students in College owned or rented property occupy their rooms under licence for the academic year and are obliged to pay full College maintenance charges for the period.

Graduates: The College has a limited amount of accommodation for graduates in flats and houses especially equipped for their use. Enquiries about booking College accommodation should be addressed to the Accommodation Manager. College accommodation consists principally of single-study bedrooms. Graduates must re-apply for accommodation each year if they wish to be in a College room. Accommodation in College owned or rented property cannot be guaranteed, and will not normally be available for more than two years.

Any graduate taking a room in College owned or rented property must understand that this is for 51 weeks, unless on a specific 44 week taught course.

Finding accommodation outside College

The Domestic Bursar's Office may know of lodgings. Students may also consult the Accommodation Office, Ewert House, Ewert Place, Summertown OX2 7DD.

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Meals

Undergraduates: Formal dinner is usually served on Wednesdays and must be booked in advance via UPAY (see College Website Home Page for link); all other meals are self-service. Gowns are not worn for meals. The Dining Hall is open from breakfast time on Monday of 0th week until dinner time on Friday of 8th week. At weekends during term the catering provision is brunch from 11.00 am to 1.00 pm on Saturday and dinner from 5.30 pm to 7.30 pm on Sunday. Changes to meal arrangements or opening times can be found on UPAY. The Dining Hall is usually open outside of term time for breakfast and lunch, please check UPAY for details.

Junior members may invite a guest to lunch or dinner and may pay for their guest's meal using their Bod Card. At the beginning of each term, an undergraduate's Bod Card will be credited with catering credits. Catering credits are carried over from term to term, but have to be used by 31st July. Any unused catering credits after this time are cleared and are not carried over to the new academic year. Formal dinners are charged at a per person rate debited from the Bod Card at the till. Additional credit may be purchased for cash online at UPAY or at the Accounts Office. Items may also be bought using cash in the Dining Hall. Times of meals are outlined below.

Graduates: Members of the MCR may take breakfast, lunch and dinner in the Dining Hall any day during term and from 0th to end of 8th week. Formal dinner is usually served on Wednesdays and must be booked in advance via UPAY (see College Website Home Page for link); all other meals are self-service. At the beginning of each term, a graduate student's Bod Card will be credited with catering credits. Catering credits are carried over from term to term, but have to be used by the 31st July. Any unused catering credits after this time are cleared and are not carried over to the new academic year. The College organises regular formal dinners specifically for members of the MCR, their guests and their supervisors. The College provides a Saturday brunch and Sunday dinner. MCR members may invite a guest to lunch or dinner and may pay for their guest's meal using their Bod card. Formal dinners are charged at a per person rate debited from the Bod card at time of booking, self-service meals are charged per item debited from the Bod card at the till. Additional meal credits may be bought online at UPAY. Alternatively, items may be bought using cash in the Dining Hall. Times of meals are outlined below. On Monday evenings during term and during some periods of the vacation, members of the MCR may, upon payment, join the SCR for meals: details are available from the Domestic Bursar. Graduate students should check vacation meal availability on UPAY. The cost per meal will be debited from the student's Bod card.

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Dining Hall Opening Times

Please find below the Standard Term Time opening times for the Dining Hall. The opening times vary out of term and students should check vacation opening times on UPAY.

WEEKDAYS

| MEAL | DAYS | TIME | NOTES |
|-----------|-----------------------------------|------------------|----------------------|
| Breakfast | Monday - Friday | 8.00am – 10.00am | No booking necessary |
| Lunch | Monday - Friday | 12.00pm – 2.00pm | No booking necessary |
| Dinner | Monday, Tuesday, Thursday, Friday | 5.30pm – 7.30pm | No booking necessary |

The Dining Hall remains open for the sale of beverages, snacks, cakes and ice-cream between 8.00am and 7.30pm.

WEEKENDS

| MEAL | DAYS | TIME | NOTES |
|--------|----------|------------------|-------|
| Brunch | Saturday | 11.00am – 1.00pm | |
| Dinner | Sunday | 5.30pm – 7.30pm | |

Special Events

Dining Hall special events, themed nights and Formal Hall will be advertised weekly on UPAY. Formal Hall must be booked by 2.00pm on the Monday before the event. For those not attending Formal Hall, usually on Wednesdays, a takeaway service is available in the Dining Hall from 5.30pm – 7.00pm.

Snacks

Snack meals are available at lunch and dinner. Other snacks, soft drinks and coffee are also available as shown above.

Menus

During term time weekly menus are available on UPAY.

Buttery

The College Buttery run by the JCR (in the basement of Hall Building) sells confectionery, biscuits, tinned foods, soft drinks, fruit, yoghurt, toiletries, etc. Coffee, tea and snacks are also served.

| Buttery Opening Hours: | |
|-------------------------------|--------------------|
| • Monday - Friday: | - 10.00am - 5.00pm |
| • Sunday: | - 12.00pm - 2.30pm |

The JCR Bar next to the Buttery serves draught and bottled beers, spirits, and soft drinks.

| JCR Bar Opening Hours | |
|------------------------------|---|
| • Monday - Saturday: | - 7.00pm - 11.00pm |
| • Sunday: | - 1.00pm - 2.30pm - 7.00pm - 10.30pm |

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Laundries and Pantries

There are card/mobile app-operated laundry machines in the laundry rooms in Wolfson, Milham Ford, and Christina Barrett Building. Cards are available for sale at the Lodge or you can download the Free Circuit App. Instructions for using either card or app can be found in any of the laundries along with instructions on using the machines. Any items left in laundry rooms at the end of term will be removed. There are ironing facilities in each College laundry area. Please report any faults promptly to the Lodge and to the Buildings Manager (buildings-support@st-hildas.ox.ac.uk).

Each College building currently has pantries, with cooking facilities and refrigerators, for use by students. Garden Building has microwaves but does not have hobs or ovens. Students are required to ensure that kitchens are left tidy and free of washing up. All study-bedrooms in the Christina Barrett Building have fridges.

Cleaning of Rooms

Study-bedrooms will be cleaned once weekly unless otherwise specified in some off-site houses. It is a condition of room rental that scouts (cleaners) should be able to enter to clean rooms. The scout will arrange the day and try to come at the same time each week. On that day it is most helpful if the room is left in such a way that thorough cleaning can be done: e.g. books and clothes removed from the floor.

Kitchens and pantries will usually be cleaned each day from Monday to Friday although arrangements in some off-site houses may vary. Students are expected to do their own washing-up and to leave pantries tidy; otherwise they are liable to be charged for extra cleaning. Recycling facilities should be used appropriately. Any difficulties should be discussed either with the Housekeeper or with the Accommodation Manager.

When you leave College, you are required to clear your room completely. Any property left in College accommodation at the end of a student's course will be disposed of.

Storage in Vacations

Due to the College's very limited storage space, only those with home addresses overseas may store their luggage in vacation, and only if they are returning the following term. Prior arrangements should be made with the Domestic Bursar. Any goods are left at the owner's risk. No food, TVs, or white goods may be stored. Any of these items found will be disposed of at the student's expense. All items in storage must be properly labelled with intended collection date. Store rooms will be cleared once a year and all incorrectly labelled or unlabelled items will be removed. If they remain unclaimed, they will be sent to local charities.

Parties and Meetings

Students wishing to book meetings, dinners and/or parties in College rooms or off-site College owned or rented properties should go to the Domestic Bursar's Office in South 15. The staff will check availability and issue a pink form to be completed by the organiser, signed by the relevant College staff listed and returned to the Domestic Bursar at **least two weeks** before the intended date of the event. The Domestic Bursar and Head of Buildings and Projects must approve arrangements and will determine whether an event booking needs to be referred to the Dean. Any damage caused to College rooms as a result of a meeting or party will be charged for.

In the last five weeks of Trinity Term and the week following, no events are allowed in College which might disturb those preparing for examinations.

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Meetings involving outside speakers: Any student wishing to book a College room for a meeting that will involve an outside speaker must ask permission of the Dean and obtain the approval of the Domestic Bursar. The student must give at least two weeks' notice of the meeting. The organiser should provide the Dean with full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers. This allows the College to maintain compliance with its Prevent Duty. (See *The Code of Practice on Freedom of Speech Part H II.7* of this Handbook which must be observed by all junior members of the College).

- **Larger Meetings:** Some College rooms may be booked for larger parties and for meetings of College and University Societies. No room may be booked until the Domestic Bursar and Head of Buildings and Projects have given approval of the practical arrangements via the pink form.
- **Jacqueline du Pré Music Building:** Students wishing to use the Music Building for meetings etc. must obtain permission from the Dean and the JdP Manager. No food and drink will be allowed. See also under *Music Facilities*.
- **Hall JCR:** A student wishing to hire the JCR should firstly confirm with the President of the JCR that the room is available. They should then consult the Domestic Bursar's Office and complete a pink form, getting it signed by the relevant College staff. Events may be held at the following hours only:
 - Monday to Thursday: 8.00 - 10.30 pm. (parties must finish promptly at 10.30 pm.)
 - Friday and Saturday: 4.00 - 11.00 pm
 - Sunday: 11.30 am – 1.00 pm, 4.00 - 10.30 pm
- **Hall Garden Room:** This room may be booked for small parties and meetings (of 20 people or less). If it is booked for parties, the hours and the restrictions on music are the same as those applying to the Hall JCR.
- **Lady Brodie Room and Sibthorpe Room:** These rooms may be booked for meetings or College-catered events.
- **Vernon Harcourt Room:** This room may be used for drinks or College-catered events.
- **The Lawns and the Meadow:** The Lawns and the Meadow may be used for College events with the permission of the Domestic Bursar and the Head of Buildings and Projects.

Alcohol

All sales of alcohol must comply with the 2003 Licensing Act and local licensing objectives and be approved by the designated premises supervisor (the Domestic Bursar). Students are reminded of the importance of the safe and responsible consumption of alcohol. Any student who creates excessive noise, disturbance, or mess, or who behaves in an unacceptable manner towards members of staff of the College while under the influence of alcohol will be cautioned by the Dean, and may be fined.

Ball Games

Ball games are not allowed on site. The only exception to this rule is croquet which may be played on South Lawn in Trinity term.

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Barbecues

These are not allowed at any College owned or rented property, including the Boat House, for Health & Safety reasons.

Responsibility of the Host

The student booking a College room must be present throughout the party or meeting, ensuring no disturbance to others, and must be responsible for seeing that the room is left in good order afterwards. The host (in principle) will be charged the full cost of cleaning and repair if any damage is done.

Damage to College Property

College property, if lost, broken, burnt or damaged will be fully charged on battels. A student who causes damage by fastening pictures, or other objects to walls, doors or furniture, will be fined (see *Part H II.1 Tariff of Fines*). The use of Sellotape, White-Tack, Blu-Tack, drawing-pins or staples on walls is **absolutely prohibited**. For safety reasons NO notices may be stuck on fire-doors, fire-screens, or glass door panels. Students may display posters and notices only on the boards provided in their own rooms and on designated student notice boards: any notices placed elsewhere, e.g. on official College notice boards, will be removed.

Furniture and furnishings may not be altered; they may not be moved from one room to another or removed from any room without the Domestic Bursar's permission. Crockery, cutlery, and glasses, etc. must not be taken from the Dining Hall.

It is forbidden to put drapes over lights or in any area which may cause danger. Do not place hot objects, for example irons, saucepans, hair tongs, on carpets or bedding. At best you are likely to be charged for damaging carpets but most importantly you risk starting a fire with potentially far more serious consequences.

Repairs

Any necessary repairs or maintenance problems for both on-site and off-site accommodation should be reported to the College Buildings Office by e-mailing: buildings-support@st-hildas.ox.ac.uk. Generally work will take place from 8.00 am onwards. However work in student rooms will take place from 9.00 am Monday to Friday unless deemed to be of an urgent nature. The maintenance team will generally respond to urgent requests within 24 hours Mon-Fri. Completion of repairs may depend on availability of parts or the need to call specialist contractors.

1. Out of normal office hours, urgent faults should be reported to the Porters' Lodge, (2)76884. Non-urgent faults should be emailed to buildings-support@st-hildas.ox.ac.uk
2. College planned work will be reported to the JCR/MCR President as appropriate or on house notice boards. Major tasks will also be reported to the appropriate house representative. For planned maintenance a minimum of 7 days notice will usually be given and sensitive periods, such as exams, will be avoided. Such works will take place out of term-time where possible.
3. Similar guidelines apply to contractors who can be identified by a badge issued by the Lodge.

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Please note that requests relating to furniture or mattresses should be made in the first instance to the Accommodation Manager (nicky.charles@st-hildas.ox.ac.uk)

Should there be any problem regarding these guidelines, or should you wish to follow up a fault, please notify the Buildings Office (2) 86670.

Animals

No animals, fish, or livestock may be kept in student rooms. Please do not feed any livestock found on College premises.

Infestations

Infestations should be reported either to the Buildings Office: buildings-support@st-hildas.ox.ac.uk or to the Accommodation Manager: nicky.charles@st-hildas.ox.ac.uk
Appropriate arrangements will then usually be made with a pest control company.

E.3 SAFETY AND SECURITY

The Head of Buildings and Projects is responsible for the buildings of the College, and the Lodge is responsible for College security. Any security matters should be referred to the Porter's Lodge (T: (2)76884).

Keys

Students in College accommodation will be given a key to their room. All keys, complete with key-tag, must be returned to the Lodge when the room is vacated. A student who has not returned their keys by the time they go down at the end of term will be charged on their battels. Between 11pm and 5.30am students will need to use their Bod card for access through the pedestrian gates and into College buildings.

If keys are lost for any reason, the loss must be reported immediately to the Lodge. The lost key(s) will be replaced as quickly as possible, by the issue of a duplicate key(s). A charge will be made for the replacement and this charge will be batted to the individual concerned. The charge will be based on the following criteria: £15.00 per key lost.

Locking of College

The pedestrian gates and all outer doors to on-site College buildings are electronically locked at night. Night porters are on duty in the Lodge, which is situated in a temporary unit on South Lawn. Students unlocking doors to gain entrance should ensure the doors are re-locked behind them. Students will need their Bod card to enter the pedestrian gates and College buildings during the lock down period.

N.B.

It is important to make sure that the front doors of College houses in Alma Place, 51 Union Street, 205 Cowley Road, and Tyndale Road are kept locked by day and by night. Please ensure that the doors are closed behind you when you leave the building.

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Visitors

The College is open to visitors, whether accompanied or unaccompanied, from 9.00 am to 11.00 pm. After 11.00 pm visitors may enter College only if accompanied and registered at the Lodge by their host, who may not bring in more than one guest. All visitors should leave by 2.00 am (except as provided for under *Overnight Visitors* – see under *Domestic Arrangements*). After midnight, visitors moving about within College buildings should always be accompanied by their host, who must escort them to the door of the College building when they leave, and re-lock the door after them. From South Building they should leave by the door between the Dining Hall and the Domestic Bursar's Office.

As they go from the College building to the Lodge on their way out, visitors may be asked to give the name of their host, as it is essential to have some check on possible intruders. Students are responsible for seeing that at all times neither they, nor their guests, disturb their neighbours; this is particularly important after 11.00 pm. Visitors who have accidentally overstayed should be accompanied to the Lodge by their host, where they will be asked to give their name to the Porter, who will then show the guest out. Those junior members of St Hilda's who abuse this procedure will be cautioned by the Dean and may be fined (see *Part H II.1 Tariff of Fines*).

Personal Safety

For their personal safety, students are advised to draw curtains and secure windows accessible from outside at night, and at all times to keep their doors locked. It is particularly important that those who come in late should make sure that no stranger is admitted to the building on any pretext after doors are locked.

Security of Property, including laptops

Please note that the security of personal property is the responsibility of the owner: the College does not accept liability for theft, loss or damage. It is always advisable to keep money, debit or credit cards, cheque-books and jewellery in a locked drawer and to keep room doors and windows locked. Students should obtain a lock for their laptops. **It is also essential to back up academic work stored on a laptop regularly onto a memory stick or other external device. All members of the College are urged to take out insurance on their personal belongings before they arrive in Oxford.** All thefts should be reported immediately to the Lodge and then in writing to the Domestic Bursar. Thefts of computer equipment **must** be reported to IT.

Personal Belongings – Endsleigh Insurance

You are urged to take good care of your possessions, exercising general common sense and security-consciousness. Do not leave your room unlocked, even for short periods.

The College has arranged a blanket insurance policy with Endsleigh Insurance to provide cover for students' possessions while in their accommodation. The cost of this insurance is £3.90 per term and will be added automatically to your termly battels. This is compulsory insurance and is sold as a block to ensure a significantly reduced premium for each student.

Full details of the insurance policy are available from the Domestic Bursar's office.

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Fire Precautions

PLEASE NOTE: IN ORDER TO COMPLY WITH CURRENT LEGISLATION, SMOKING IS NOT PERMITTED IN ANY COLLEGE BUILDING
For Health and Safety reasons it is not permitted to use e-cigarettes in College Buildings.

Any student found smoking in a College room or interfering with fire prevention equipment will have their licence to occupy College accommodation terminated with immediate effect and will not be permitted to occupy College accommodation for the rest of their time at Oxford.

Generally the procedures are as follows:

- **On-site College Buildings:** Upon discovering a fire, activate the nearest fire alarm. On hearing the fire alarm, evacuate the building immediately. (All fire alarms are automatically relayed to the Lodge Porter, who then follows College procedure.)
- **Off-site College Houses:** Upon discovering a fire, activate the nearest fire alarm and evacuate the building, then call the Fire Brigade (999) and inform the College Lodge (2)76884.
- **Fire Alarm tests are carried out on a weekly basis.**

Please familiarise yourself with the fire precautions on your arrival at your property or room.

General: All doors fitted with closers are part of the fire precautions taken for the safety of all College residents. These must not be propped or wedged open under any circumstances. Fire extinguishers, blankets, smoke detectors, heat detectors, sounders and activation panels must not be touched except in the event of a fire emergency. Interference with these items under any other circumstances will be a disciplinary matter. Incense and candles **must not** be lit in College rooms and houses.

- **Smoke Alarms:** College buildings are fitted with extremely sensitive fire detection systems. To minimise the risk of false alarms please observe the following rules:
 1. Kitchen doors must be kept closed when you are cooking, and cookers should never be left unsupervised. If food burns, the kitchen door should **not** be opened. Ventilate the area by using the extractor fan and/or opening a window. This will prevent the smoke alarms (normally outside the kitchen) being set off.
 2. It is an offence to smoke or use e-cigarettes inside any College building, including student rooms, bathrooms, and toilets.
 3. Incense and candles **must not** be used: they are a fire risk and the smoke is liable to activate smoke alarms.
 4. Do not boil kettles directly below a smoke alarm. Also do not spray aerosols directly below a smoke alarm.

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If a student activates a fire alarm as a result of carelessness, they will be fined £50 (see *Part H II.1 Tariff of Fines*) and reported to the Dean. In cases where the individual cannot be identified, the house or floor will be fined collectively.

Fire Safety Checks

College requests the assistance of all its members to ensure that its properties remain a safe place for all. In order to achieve this there are certain things you can do to help:

- Do not prop or wedge open fire doors.
- Complete a final safety sweep of your room before you leave, checking all electrical equipment is off, including lights and plug sockets.
- Ensure other electrical appliances are off after use, such as the cooker, the iron or hair tongs.
- Do not use multi-plug adaptors – only use 2 to 6 socket extension leads.
- Ensure cooking equipment is only used in the kitchens and not in your study-bedroom.
- Do not leave cooking unattended.

Electrical Regulations

The Electricity at Work Regulations 1989 places an obligation on the College to ensure that appliances connected to its electrical system are of an approved standard. All student electrical appliances are therefore given a visual safety check and electrical PAT test as soon as possible after their arrival.

Any students bringing personal electrical appliances into College **must** make them available for a visual safety check by the College - the timing of which will be advised at the beginning of each academic year. All appliances must carry the appropriate British Standard number or kite-mark. Plugs must conform to BS 1363, be of the safety sleeve type, and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted.

Please note that any appliances found on inspection to be defective will be rendered inoperative, red-stamped and reported to the Buildings Office.

Only the following electrical appliances may be used in College rooms:

- PC/Laptop/Tablet, + extras
- Hairdressing appliances
- Radio/Music equipment
- Water kettle (see below)
- Toothbrush/Shaver
- Small television (see below)
- Small refrigerator
- Desk lamp
- Mobile Phone and accessories
- Camera/Player/Chargers
- Toasters, microwaves, bread makers, rice-cookers, etc with valid safety certificates are **only** allowed to be used in kitchens, because of the risk of burning food.
- Multi-way block sockets that plug directly into a fixed wall socket are prohibited. If more sockets than those provided in the room are needed, a standard approved extension lead should be used (two to six sockets) and with its plug correctly fused.
- Water kettles must have an automatic shut-off, be boiled with low level water and with the lid firmly closed in order to minimise the risk of excessive steam activating

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the fire alarm – also ensure these are not located directly under a fire alarm or smoke detector. Furthermore, kettles should only be used when located on a water-containing tray.

- Students bringing their own television will need to acquire **their own licence** as required by law. The TV Licensing Authority is notified periodically of sets being operated within the College. If you use a laptop (or any other device) to watch or record television programmes as they are being shown on TV or live on an online TV service, or to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer, then, by law, you need to be covered by a TV Licence.
- Electric heaters (unless supplied by College), chip fryers and fairy lights are prohibited. These and any other unauthorised equipment will be removed from buildings.
- If you subsequently acquire new equipment that too must be checked. Please contact the Buildings Office, South 20, to do so.

Students who fail to comply with these regulations will be reported to the Dean.

Questions about testing of electrical equipment should be directed to the Buildings Office.

Energy Conservation/Recycling

The College is very conscious of energy usage and its conservation and encourages students to keep energy use to a minimum. There are arrangements in place on-site for the recycling of paper, cardboard, plastics, bottles and cans. Everyone is encouraged to ‘reduce, re-use, re-cycle’ wherever possible. A few simple ways you can help:

- Turn off equipment after use (do **not** leave it on standby), lights and other switches.
- Turn off computers, printers, scanners after use, and switch off plug sockets.
- Reduce the time spent in the shower/bath.
- Do not run the tap whilst cleaning teeth.
- Add another layer of clothing instead of turning up the temperature.
- Re-cycle wherever possible (see above).
- Report dripping taps/faults promptly (please notify the Buildings Office (2) 86670).
- Keep furniture away from radiators and make sure windows and doors are closed when the room is being heated.
- Try using full loads in the washing machine, at a high spin cycle and lower temperatures.

The JCR has an Ecology Representative, and matters related to energy efficiency, recycling, and the environment can be brought through this representative to the College’s Domestic Committee. MCR members are also welcome to bring matters concerning energy conservation and recycling to the College’s Domestic Committee.

Storage of Perishable Goods

Perishable goods belonging to students may be stored **only** in the refrigerator provided in pantries or in a small refrigerator (not of greater capacity than 140 litres) owned by the student, and not on room window sills. Any goods found on room window sills will be removed.

PART E – DOMESTIC ARRANGEMENTS AND LIFE IN COLLEGE

Bathrooms and Washing Facilities

It is forbidden to use shower adapters on College sink taps. Where showers have doors or curtains, please ensure they are closed properly during use to prevent water leakage. Grey bins are located in each shared toilet for the disposal of sanitary products only. A monthly exchange basis (i.e. full removed and replaced with an empty one) contract is in place. However, the Housekeepers on and off site do have spare bins if some get overfull. Please discuss this with the Housekeeper. Please do **NOT** put handtowels and paper into these bins or down the toilets.

Roofs

Students are not allowed on the roofs, bay-platforms and parapets of any College buildings. This is not only dangerous, but also a condition of the College Insurance.

River

Entering or swimming in the river from the College site is strictly forbidden.

Bicycles

No cycling is permitted in College. Please dismount at the gate. All students' bicycles (Graduates and Undergraduates) are to be registered and should display a registration number. Registration is made via the Oxford University Bicycle Registration Scheme. Phones, laptops and belongings can also be registered under this scheme. This will help you should your bike or laptop be stolen.

In College grounds, bicycles should be kept only in the stands provided. Students should always leave their bicycles securely padlocked to guard against theft: the College will accept no responsibility for their damage or loss. Bicycles should not be secured anywhere in College (e.g. lamp posts, gates or railings) other than the designated bicycle areas. Improperly parked bicycles will be cut free by College staff and impounded, and a release fee charged. In no circumstances should bicycles be parked or stored inside College buildings. All bicycles must be removed from College during the Long Vacation. Overseas students need to register their bicycles at the Lodge and store them in the meadow.

Cars and Motorcycles

Neither students nor their visitors may bring cars or motorcycles into the College grounds except to carry luggage at the beginning and end of term. Students in all years must not keep a car in Oxford, except in cases of exceptional need which should be agreed in writing with the College. There is no parking available for students on College owned or rented property. Within the whole city of Oxford, parking space is very restricted and traffic congestion acute. You are instead urged to walk, cycle, or use public transport.