

# Reuben College Student Handbook 2022/23

v.1

The 2022/23 Reuben Student Handbook contains key information every Reubenite needs to know. However, as the College welcomes its next cohort of students, our guidelines grow, and practical arrangements evolve, it is not a comprehensive and final account of all things useful. Please use this in conjunction with the Reuben and University webpages flagged throughout. College pages will be updated as needed, with urgent or significant announcements also emailed to the Reuben student mail group, and invitations to events sent through the College’s Inkpath platform. The handbook will also be updated, and changes highlighted with the versioning table updated below.

Reuben has only a small staff team at present, and we welcome questions and suggestions. Please bear in mind that we will prioritize any concerns that arise, although always with students’ needs at the front of our minds.

Version	Change
Version 1	2022/23 Handbook
Version 1.1	
Version 1.2	
Version 2	
Version 2.1	
Version 3	

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## Introduction

This handbook provides basic information on how the College operates, particularly for new members. We welcome any suggestions that will help make it as useful and comprehensive as possible.

Firstly, welcome to Reuben! We hope that your stay in Oxford will be fruitful and that the College will help you to benefit from all that Oxford has to offer. Reuben College is an entirely post-graduate institution and deliberately seeks to enroll a diverse student body. Fellows, students and staff are members of a single Common Room, and the pattern of post-graduate work means that most students are in residence for most of the year.

Academic life at Reuben College is organized around four research clusters. These themes have been chosen for their wide reach across the four divisions of the University, their strongly interdisciplinary nature, and Oxford's existing and potential strengths in these areas. The four broadly defined clusters focus on the topics of:

- (i) Artificial Intelligence and Machine Learning;
- (ii) Environmental Change (including climate change);
- (iii) Cellular Life; and
- (iv) Ethics and Values.

We aim to ensure that the vast majority of Reuben College students' work will be on topics related to these themes. This encourages interaction between students with shared interests, both within our academic events and in the shared Common Room.

All academic members of the College Fellowship lead or support events throughout the year. Subject to personal circumstances, resident students will be encouraged to take part in at least one College academic event a fortnight during term, which enables all students to fully engage with the academic life of the College. Events will continue to take place, albeit less frequently, during the summer. The College will provide bespoke support for student-initiated events with a small amount of funding (through theme-leads). Some of the College's events will also be organised in partnership with University departments or research centres, and student societies.

As well as the four research themes, academic and social life at Reuben College is underpinned by three strategic themes. There are three Innovation & Entrepreneurship Fellows to promote and nurture these activities in Reuben College, two Fellows leading Public Engagement in Research, and another leading on liaison with the University Gardens, Libraries and Museums (GLAM).

### **Innovation and Entrepreneurship**

Innovation and entrepreneurship are qualities of a mindset that we nurture at Reuben to encourage students to embrace a spirit of enquiry, make the most of opportunities, and approach new challenges with resilience. We offer a vibrant programme of learning opportunities, networking events, and practical experiences that will help students develop the skills, attitudes and insights to succeed in their careers.

### **Public Engagement in Research**

It is our ambition that all students, whether in taught or research-based courses, will have the opportunity to receive training in public engagement, and run or participate in their own initiatives if they wish so. Students will be encouraged to engage in an interdisciplinary, collaborative and ethical approach to public engagement with their research. When students leave us, they will be equipped with the skills and experience that will allow them to become engaged professionals, whether in academia or in the broad range of other careers paths available to our graduates.

### **Gardens, Libraries and Museums**

The College's unique relationship with the Gardens, Libraries, and Museums (GLAM), including eventually the presence of a University Collections Teaching and Research Centre within its RSL site, provides students with opportunities to explore the collections. They will also have access to curatorial expertise in research, teaching and public engagement.



## 2 Arrival

### 2.1 Registration

All students are required to register with the University online before the start of their course. You will be sent a login name and password by the University after you have submitted your university card form. The details are emailed to the email address you have provided to the university. This will activate your university IT account and give you access to the [Student Self-Service](#) and [Self Registration page](#) where you can activate your Eduroam (Wi-Fi/VPN) account and download software provided by the University. Students on courses lasting more than one year will need to register annually, at the same time of year as their original registration. Once registered, you will have access to your own record at the University and can update your personal details, print an enrolment certificate etc.

When you arrive at Oxford, you should come to the College Office at South Lodge to collect your university card. Collection times will be provided in the pre-arrival information leaflet.

### 2.2 Medical Registration

All members of the College are required to register with a local Doctor, ideally prior to your arrival. You are advised to register with the College Doctors at [Dr Leaver & Partners](#) (Jericho Health Centre, New Radcliffe House, Walton Street; phone 01865 429993). If you decide not to register with the College Doctor, for example if you already have a local Oxford GP, you must provide the College's Academic Administrator with your own local doctor's contact details in case of an emergency by emailing [academic.office@reuben.ox.ac.uk](mailto:academic.office@reuben.ox.ac.uk).

### 2.3 College Induction

The College will hold an induction programme at the start of Michaelmas Term (according to the timetable issued by the University, so as not to clash with Departmental inductions). The programme will focus on orientation to the city, the University and the College, on disseminating practical information and on enabling the students to get to know each other.

Given the wide range of nationalities and cultures which will be represented within the graduate student body, Reuben College will ensure that social activities during induction are organised with sensitivity to diverse cultural backgrounds and encourage full participation by all students to facilitate social integration at the very earliest stage of their academic career.

### 2.4 Arrival information for International Students

#### **Student Visa**

Students with a student visa need to collect their visa card (Biometric Residence Permit) as soon as they arrive in Oxford. The cards must be collected from [the Post Office in St Aldate's](#). You will not be able to enroll at Reuben until you have collected your card.

#### **Registration with Police**

If you are required by your visa conditions to [register with the police](#), you must do so within 7 days of arriving in the UK.

## 2.5 Oxford Newcomers' Club

The Oxford University Newcomers' Club is run by volunteers whose aim is to help the newly-arrived partners of visiting scholars, graduate students and newly appointed academic and administrative members of the University to settle in and to provide an opportunity to meet people in Oxford. They arrange social events and outings, keep-fit courses, social meet-ups including those with children, and have an equipment store. See the [website](#) for further information.

## 2.6 Matriculation

All new students on degree-bearing courses will be required to matriculate. Those who have previously matriculated at Oxford, for a prior degree, are not entitled to do so again.

[Matriculation](#) is a formal ceremony marking your admission to the University of Oxford and, as with in-person exams, will require participants to wear [full academic dress](#) (known as *sub-fusc*).

Traditionally Matriculation it is held on the Saturday ending 1<sup>st</sup> week (thus, in 2022, Sat 15th October). Students who are not in residence at this time, for example students on part-time courses, are normally required to matriculate in person at an event later in the year (in January, for example). Dispensation to graduate 'in absentia' is occasionally permitted by the University Proctors, and more so during pandemic situations. Most student bodies will organize informal parties to celebrate on the evening after the formal October ceremony,

In full academic dress ('sub fusc') your clothing should be suitable for a formal occasion, including a white shirt and dark (normally black) suit (trousers/skirt/jacket): [specific details can be found here](#). Please be aware that any student who is not appropriately dressed for any physical matriculation or degree ceremony will unfortunately be unable to participate.

For matriculation and university exams you will also need to wear an academic gown and mortar board (or soft cap). For most Reuben students the gown will be an 'Advanced student gown).

### **The wearing of Gowns outside of official ceremonies**

Gowns are worn in Oxford for some occasions outside of matriculation, examinations and degree days. Most commonly, many colleges require gowns to be worn at 'guest nights' and 'formal dinners'. For Reuben, this is currently optional, allowing the college body to together discuss and decide as to the conventions it wishes to adopt.

## 3. Getting to know the College

Please note that all current guidance regarding COVID-19 arrangements must be followed, and this will impact the services and facilities described below. Regular updates will be communicated.

The College Office and Bursary are staffed Monday to Friday from 10am to 4pm, and are currently located a South Lodge next to Linacre. The only exceptions to this are likely to be over the Christmas and Easter University closure periods, and details of these arrangements will be communicated. The College Common Room at Linacre is open 24/7, and all members have 24-hour access to shared Linacre College facilities (via their University card).

### 3.1 College Communication

College members (academic and staff) will communicate with students primarily via their College email address. Students are expected to check their University email address regularly as key College and University notifications will be sent to this address. Please make sure to activate your university email addresses before you arrive.

### 3.2 The College/Academic Office

The **SENIOR TUTOR**, Caroline Mawson, is responsible for academic activities in the College. She monitors student progress, will authorise progression forms and can provide guidance and practical help. She can be contacted on [senior.tutor@reuben.ox.ac.uk](mailto:senior.tutor@reuben.ox.ac.uk).

The **WELFARE DEAN**, Kirren Mahmood, supports students with accessing the most relevant and helpful information, resources and support for any difficulties they come across. She also works with our Welfare Reps, Peer Supporters and Sub Dean to advocate and foster a culture that promotes the wellbeing of our community. She can be contacted on [welfare.dean@reuben.ox.ac.uk](mailto:welfare.dean@reuben.ox.ac.uk).

The **ACADEMIC ADMINISTRATOR**, Leema Chapman, is responsible for all matters concerning on-course student administration, from examinations, to graduation and beyond. She also acts as the disability coordinator. She can be contacted on [academic.administrator@reuben.ox.ac.uk](mailto:academic.administrator@reuben.ox.ac.uk).

The **GRADUATE AND ADMISSIONS ADMINISTRATOR**, Avalon Floyd, is responsible for admissions and access in the college, as well as a multitude of events, communications and support. She can be contacted on [academic.office@reuben.ox.ac.uk](mailto:academic.office@reuben.ox.ac.uk).

The **PRESIDENT'S EXECUTIVE ASSISTANT**, Chloe Mak, is the Executive Assistant to Professor Lionel Tarassenko and also provides support for college officers, as well as supporting academic and fellowship appointments and inductions. She can be contacted on [president-pa@reuben.ox.ac.uk](mailto:president-pa@reuben.ox.ac.uk).

The **COMMUNICATION & EVENTS OFFICER**, Aym Maidment, is responsible for promoting the college and the successes of its fellows and students. They maintain and update the website, run the college's social media channels, publish and promote news items about the college, and assist with running a variety of events. They can be contacted on [comms@reuben.ox.ac.uk](mailto:comms@reuben.ox.ac.uk).

### 3.3 The 'Bursary'

The **BURSAR** is responsible for the financial management of the College and the smooth running of its premises and activities. They also carry primary responsibility for managing the College's property and land, insurances, environmental performance, purchasing and contracting, regulatory compliance, health, safety and security, bar and alcohol license. The Bursar can be contacted on [bursar@reuben.ox.ac.uk](mailto:bursar@reuben.ox.ac.uk).

The **DEPUTY BURSAR and ACCOUNTANT**, Robert Greaney, is responsible for coordinating the College's accounting function, including budget management, management accounts and forecasts, fund accounting and college investments. Rob can be contacted on [accountant@reuben.ox.ac.uk](mailto:accountant@reuben.ox.ac.uk).

Queries in relation to fees and credit accounts (traditionally referred to 'Battels' in other Colleges) should be sent to [accounts@reuben.ox.ac.uk](mailto:accounts@reuben.ox.ac.uk).



The **HEAD OF IT**, Alex Wooten, is responsible for managing the college's ICT infrastructure and resources as it grows, as well as providing general support to all members of the college. Alex can be contacted at [it.support@reuben.ox.ac.uk](mailto:it.support@reuben.ox.ac.uk).

### 3.4 Useful Reuben email contacts:

Most University email addresses will take the form of [firstname.secondname@College/Dpt.ox.ac.uk](#)

If you are not sure of an email address, a useful search facility can be found on the University's contact Search pages [here](#) (type surname and first initial in the left column)

A few other useful Reuben email addresses it may be useful to know (see under '[More contact details](#)')

<a href="mailto:accommodation@reuben.ox.ac.uk">accommodation@reuben.ox.ac.uk</a>	For all queries concerning Farndon Court
<a href="mailto:farndon.court@reuben.ox.ac.uk">farndon.court@reuben.ox.ac.uk</a>	To contact the Farndon Court caretaker, Ray Hall
<a href="mailto:dean@reuben.ox.ac.uk">dean@reuben.ox.ac.uk</a>	Accessed by Reuben's Dean, Chrystalina Antonaides.
<a href="mailto:edi.champion@reuben.ox.ac.uk">edi.champion@reuben.ox.ac.uk</a>	Accessed by Reuben's EDI Champion, Katrina Charles
<a href="mailto:graduate.president@reuben.ox.ac.uk">graduate.president@reuben.ox.ac.uk</a>	Accessed by the Graduate President.
<a href="mailto:president@reuben.ox.ac.uk">president@reuben.ox.ac.uk</a>	For communication with the College's President, Lionel Tarassenko
<a href="mailto:alumni@reuben.ox.ac.uk">alumni@reuben.ox.ac.uk</a>	Once you graduate, this will be your first point of contact with Reuben College.

The College also uses a variety of mail-lists for sending out group messages, with restricted mailing rights:

<a href="mailto:Reubencollege-staff@maillist.ox.ac.uk">Reubencollege-staff@maillist.ox.ac.uk</a>	For anything you wish to be posted here, email <a href="mailto:bursar@reuben.ox.ac.uk">bursar@reuben.ox.ac.uk</a>
<a href="mailto:Reubencollege-fellows@maillist.ox.ac.uk">Reubencollege-fellows@maillist.ox.ac.uk</a>	For anything you wish to be posted here, email <a href="mailto:president-pa@reuben.ox.ac.uk">president-pa@reuben.ox.ac.uk</a>
<a href="mailto:Reubencollege-students@maillist.ox.ac.uk">Reubencollege-students@maillist.ox.ac.uk</a>	For anything you wish to be posted here, email <a href="mailto:academic.office@reuben.ox.ac.uk">academic.office@reuben.ox.ac.uk</a>

### 3.5 College 'intranet' (SharePoint)

Many College materials are open to public access and can thus be found on the [College website](#). Other materials which are more sensitive, or relevant only to internal groups of Reuben members, are available through the College's SharePoint online sites, maintained by Chloe Mak ([president-pa@reuben.ox.ac.uk](mailto:president-pa@reuben.ox.ac.uk)). This [Sharepoint site](#) contains links to various sites accessible through 'single sign on'.

### 3.6 Governing Body

As a Society of the University, Reuben College's Governing Body, under Council, bears ultimate responsibility for College policies and administration. The Committees of the Governing Body look after specific areas of College administration and submit recommendations to the Governing Body. GCR representatives are invited to Governing Body, and to all its subsidiary committees, with only sensitive or personal information held back for reserved meetings. Outside of committee meetings, GCR representatives meet with college officers regularly, and provide a conduit for any arising matters of concern or importance

[A brief description for and timetable of Reuben's committees can be found here.](#)

## 4 Welfare & Equality

Very few things remain stable and unchanged for very long and university life is no exception. You will inevitably experience struggles of one kind or another, whether they are study-related or personal, but you do not have to struggle on your own.

We have a dedicated welfare team to support all aspects of your health and wellbeing whilst you are studying here to help you reach your academic potential, navigate any problems you encounter in the most helpful ways and make the most of your time here at Oxford.

Maintaining good mental health is just as important as maintaining good physical health and our aim is therefore to take a holistic approach to support your wellness and development. By the time you graduate, you will not only be equipped to embark on a fulfilling career but to also lead meaningful lives as better humans in a changing global landscape.

### 4.1 College Resources and People

Our Welfare Team comprises of the Welfare Dean, the Senior Tutor, the Sub-Dean, the Disability Coordinator and Lead, Harassment Advisors and Peer Supporters. The welfare team will work proactively and collaboratively with representatives from the graduate body, academic staff, university-wide services and community services to support our students. Further information about the college's welfare support can be found on <https://reuben.ox.ac.uk/health-wellness-and-welfare>.

#### Welfare Dean

**Kirren Mahmood**, [Welfare.dean@reuben.ox.ac.uk](mailto:Welfare.dean@reuben.ox.ac.uk)

The Welfare Dean serves as the first point of contact for students dealing with any issues related to welfare or wellbeing and support is tailored to the specific needs of each student.

This includes:

- Just being a friendly face and having an informal chat when you need it
- Offering a reflective space and actively listening to your problems
- Developing a shared understanding of the presenting problem/s with the student
- Psychoeducation and raising awareness of other significant issues including remits/criteria for relevant services
- Sharing self-help resources and information

- Supported signposting (directing our students to the most relevant services/ professionals for their needs)
- Offering preliminary evidence-based interventions for mild to moderate difficulties such as low mood, anxiety, stress and feeling overwhelmed

Kirren will be available for confidential drop-in sessions and pre-scheduled appointments. If you ever feel distressed; struggle with your mental health or any personal problem; experience relationship/ family issues; substance misuse; or you are just worried about your work, please do not hesitate to contact her.

Kirren is also one of the College's Harassment Advisors and oversees the student Peer Supporters (trained by the University Counselling Service).

Senior Tutor & College Disability Lead

**Dr Caroline Mawson, [senior.tutor@reuben.ox.ac.uk](mailto:senior.tutor@reuben.ox.ac.uk)**

Caroline is responsible for the academic administration of the College and oversees the Academic Office. She is concerned with students' progress, and assisting with any problems related to your studies and work. She has a welfare responsibility for students in conjunction with that of subject advisors and the other members of the welfare team.

If you have any concerns regarding your academic progress, working relationship with advisors, or your department, please contact Caroline.

Academic Administrator & Disability Coordinator

**Leema Chapman, [academic.administrator@reuben.ox.ac.uk](mailto:academic.administrator@reuben.ox.ac.uk)**

Along with the Senior Tutor, the Disability Coordinator is responsible for advising students about provision and support available for a wide range of disabilities - seen or unseen. She can help you with any reasonable adjustments you may require to have the full experience of what this college and University has to offer.

This may include:

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

Leema and Caroline may liaise with linked staff members from the University Disability Advisory Service (Annabelle Jackson and Pauline Graham) who are specialist advisors for information and advice on disability issues. They can help facilitate further assessment and support if required to help you study well and access all aspects of your education and college life. For further information, please refer to the college [Disability Resources and Advice](#) webpage.

They also manage exam support for students.

If you have a disability (a long-term physical or mental health condition that affects your ability to carry out day-to-day activities), or think you may have one, you are welcome to consult the Senior Tutor or Disability Coordinator confidentially in the first instance. The University has a wide range

of [resources](#) to help colleges create an accessible and inclusive learning environment for students with disabilities, and here at Reuben we aim to remove or reduce any barriers to learning.

#### Sub-Dean

**Dennis Mazingi**, [dennis.mazingi@reuben.ox.ac.uk](mailto:dennis.mazingi@reuben.ox.ac.uk)

The Sub-Dean forms a core part of the College's welfare and pastoral support, assisting the Dean(s), Welfare Dean, and college staff in create a welcoming, safe and supportive environment for our College community.

The Sub Dean works closely with the Welfare Dean, Senior Tutor and Graduate Common Room (GCR) Welfare Officers to channel welfare issues to the wide range of pastoral care resources at the College and wider University as appropriate. In addition, the Sub Dean will monitor any large student-led events hosted in the College or in college accommodation (Farndon court), and in conjunction with Linacre, shared Reuben-Linacre events.

The Sub-Dean is based on the main college site in Farndon Court, and when on duty, they will be available to our students out of hours, for help or advice on any pastoral or welfare issue. Students will be able to contact the Sub-Dean or the on-call member of staff via Linacre Reception on +44 (0)1865 271 650 for urgent issues that arise out of hours.

#### College GP

[For information about NHS healthcare for students please visit this webpage](#), and see also the 'Medical Care' section below.

#### Peer Supporters

Sometimes students might not wish to take their problems to a member of staff. Evidence has shown that students are more likely to approach a peer for support than a more senior member of staff in the first instance. If you start feeling homesick or isolated, you struggle to settle in, or you have any concerns about any aspect of college life, you might find it easier to approach a Peer Supporter to begin with.

Peer Supporters are students who have received intensive training and regular supervision by the University Counselling Service to help other students think through issues and provide emotional support in a safe and confidential manner. [To find out more about who they are please visit this page](#), or email [peer.support@reuben.ox.ac.uk](mailto:peer.support@reuben.ox.ac.uk).

Some of our Peer Supporters will get elected by the GCR committee and take on a more visible and active role as student Welfare Officers. [Find further information about the Peer Support Training here](#).

#### College Advisers

Each student is allocated to a senior member of the College (see 7.1), who acts as their College Adviser. The aim is to establish a more personal relationship between individual students and a senior academic member of staff, from whom, should the need arise, the student can seek advice on personal or academic matters. Your College Adviser will be able to direct you to relevant sources of advice and support, to consult with as necessary.

## Harassment Advisors (Bullying & Harassment)

Neither the university nor college tolerate bullying, harassment or victimisation in any form. All members of the College are expected to treat each other fairly and with respect, courtesy and consideration.

If you feel that you have recently experienced any bullying or harassment, there are several people who are available to help and advise. They can clarify the options open to you, assist you in resolving the matter informally where possible, and support you throughout the resolution of your concerns. Information will be held in confidence, except in cases where there is an unacceptable risk to a member of staff, student or to the University.

The College has a number of Harassment Advisors for students who can offer confidential advice, including:

- The Welfare Dean, Kirren Mahmood- [welfare.dean@reuben.ox.ac.uk](mailto:welfare.dean@reuben.ox.ac.uk)
- College Champion for Equality, Diversity and Inclusion, Katrina Charles – [edi.champion@reuben.ox.ac.uk](mailto:edi.champion@reuben.ox.ac.uk).

For a full list see here: [Harassment and Sexual Violence | Reuben College \(ox.ac.uk\)](#)

Students can also contact the University's harassment line on 01865 270760 or [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk).

For further information about the university's response to bullying and harassment, including the Harassment Advisor Network [please visit this page](#).

For information re help and advice available to students for dealing with harassment and conflict [please visit this page](#).

The University's full policy and procedure on harassment can be found at: [University Policy & Procedure on Harassment](#) and there is also a helpful one-page [flow-chart](#) to guide students who are experiencing harassment.

## 4.2 University Sexual Harassment and Violence Support Service (SHVSS)

The SHVSS provides a safe space for all Oxford students to be heard, offering free support and advice to any student who has been impacted by sexual harassment and/or violence. All specialist advisors at the service are trained to support you at your pace, free of charge and in confidence.

[Find further information about the service here.](#)

The university has appointed an Independent Sexual Violence Advisor (ISVA) called Morgan Bull who provides emotional and practical support and advice to any student who has experienced sexual violence, recently or in the past.

Students can self-refer to the ISVA using the following referral form <https://www.dpmscloud.com/external/referralformselfosarcc> or email [oxforduniisva@osarcc.org.uk](mailto:oxforduniisva@osarcc.org.uk) for further advice.

[For further information about the ISVA please visit this page.](#)

### 4.3 University Counselling Service

It is often possible to resolve personal or emotional problems that are getting in the way of having a good experience at Oxford and realizing your full academic and personal potential with help from the Senior Tutor, Welfare Dean, or the College Doctor.

However, if you need to speak to a professional counsellor or therapist, the University has an excellent counselling service. They offer individual counselling, workshops or short courses, group counselling, self-help resources and podcasts 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.

OUCS offer free and confidential support, but they are not an emergency service. Appointments can be made by telephone (2)70300, by email to [counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk), or by a personal visit to their offices at 3 Worcester Street. [You will find details of the service here.](#)

Reuben College has a link with a representative from the University Counselling Service who offers regular supervision to our welfare team, and guides them with their welfare strategy.

### 4.4 Equality, Diversity & Inclusion

Reuben College recognizes the importance of equality, diversity and inclusion in advancing intellectual endeavors. As a new college, we are building a community who strive to practice with diversity and inclusion at the heart of all our activities. We are embedding and advancing equal rights as we build our college community and tackle the big challenges in our academic research. This gives our students both the opportunity and the shared responsibility to shape the culture and ethos of our community.

Through every one of its committees, events, procedures and practices, the growing community of Reuben College are creating an environment in which everyone can take advantage of the unique opportunities that living, working and studying in Oxford can bring, whatever their background. We hope that, as our community grows, all members continue to work towards reducing disparities and ensuring equitable opportunities for all, without exception.

The Graduate Common Room elects at least one Equality and Diversity representative from amongst its members, who works with the GCR Social Secretary and other officers to ensure all College events are inclusive. As part of their induction, all new students will be encouraged to participate in a variety of workshops on Equality, Diversity and Inclusion.

All College members are bound by the College's [Equality Policy](#) and commitment to the College's [Equality Action Plan](#). If you have any concerns or specific queries re equality issues you are encouraged to contact our college champion for EDI Dr Katrina Charles, [College Champion for Equality, Diversity and Inclusion](#), on [edi.champion@reuben.ox.ac.uk](mailto:edi.champion@reuben.ox.ac.uk) who can speak to you confidentially

[If your query is specifically related to Disability, please contact our College Disability Lead Caroline Mawson on [senior.tutor@reuben.ox.ac.uk](mailto:senior.tutor@reuben.ox.ac.uk) or the College's Disability Coordinator, Leema Chapman, on [academic.administrator@reuben.ox.ac.uk](mailto:academic.administrator@reuben.ox.ac.uk) (more information here: [Disability resources and advice | Reuben College \(ox.ac.uk\)](#))

## 5 Medical Care

### 5.1 College Doctor

All members of the College are required to register with a local General Practitioner (GP) Doctor. In the UK your GP is your first point of contact for all non-emergency medical treatments including health and mental health conditions. Many problems can be treated by the GP, but if you need specialist care, the GP will refer you to an appropriate NHS Specialist.

You are strongly encouraged to register with the [College Doctors](#), Dr Leaver and Partners at the Jericho Health Centre on or before arrival. If you decide to register with a different local GP you must provide the Academic Office with their contact details ([academic-office@reuben.ox.ac.uk](mailto:academic-office@reuben.ox.ac.uk)), so that the College may call them in the event of an emergency.

You can contact the 'GP' for medical appointments with a doctor or practice nurse for any health (or mental health) concerns. This may include sleep disturbance, contraception and sexual health, medicines, vaccinations or managing a long-term health condition.

For further information about how the UK medical system works, [please click here](#).

### 5.2 Medical Provision for International Students

Students coming from countries with reciprocal health arrangements with the UK are eligible for free treatment under the National Health Service (NHS). To find out if you are eligible for NHS services please visit the [UK Council for International Student Affairs](#) (UKCISA) website.

*Treatment for a medical emergency is free, regardless of status.*

### 5.3 Dental Care

Most dentistry is provided by private practitioners in the UK (who can offer a range of clinical and cosmetic treatments). However, some dental clinics also offer NHS treatments. These are treatments that are considered "clinically necessary" for good oral health and are significantly cheaper than private treatment, but please note they are not free. If you are eligible for full NHS treatment, you should register with the College Doctor first, otherwise you may have to pay at the cost of a private treatment. For further information on how to find an NHS Dentist in Oxfordshire [please click here](#).

Students may register with [Studental](#) for NHS Dental Care, based at Oxford Brookes University, tel. 01865 689997.

### 5.4 Covid vaccination

It is important for us all to continue being considerate and to take steps to minimize the risk of Covid infection. In line with government policy, we therefore encourage all students to be fully vaccinated and get their booster dose(s) when eligible to protect their own health and the health of others. If you have any underlying health issues or require any advice concerning the vaccine, please speak to a GP/doctor before getting the vaccine.

For up-to-date University details see [Coronavirus | University of Oxford](#)

## 5.5 Travel Insurance

Whilst the University can provide travel insurance for students travelling within the UK or worldwide on University business, this cover is not automatic. To arrange insurance please refer to the University website, [How to Arrange Insurance](#).

## 6 Money Matters

### 6.1 Course Fees

The course fee you will be charged and the support available is determined by your fee status, which will be Home (UK & Ireland), Overseas (outside the UK & Ireland) or Islands (Channel Islands or Isle of Man).

Fee billing is always separate from your personal credit account. You should ensure that the Bursary Office is aware of your fee paying body before arrival. For full details of University fee liability etc. see the current copy of Examination Regulations, which is available on the [University's website](#).

At the end of the statutory number of terms for which full fees are required, a student who is still on course will be designated a Continuing Student. Such students, whether in residence or not, will be liable for a College continuation charge and a University continuation charge each term until submission of their thesis. This will entitle the member to full College facilities and to continue to use dining facilities at the subsidised, student rate. *Please note that unless we are advised in writing that your grant authority will pay these charges, you will be personally responsible for payment.*

For those paying fees from their own funds and starting their course in Michaelmas Term, invoices are sent out in September. Payment in full for the year should be made by early October. *Please note that students will not be allowed to matriculate unless fees have been paid.* Any proposed deviation from this should be discussed with the Accountant.

In cases of serious default of payment, the College reserves the right to refuse to endorse University forms until the debt is cleared. The College considers any debt which has remained unpaid for more than 3 months to be a serious default. You will be warned via e-mail if you are seriously in default and you will always be given ample opportunity to clear your debts before College takes such action. Any student with a potential problem in this respect is strongly advised to consult the Accountant in good time, as well as to seek the advice of their College Advisor.

### 6.2 Personal Credit Account

All Current members of the college are set up with a 'Credit Account' which is subject to strict adherence to the College Credit Account policy (this account is typically called a Battels account in other Oxford Colleges). Membership of the College obliges everyone to pay their credit balance promptly.



Every member is issued with a University Card on arrival, which serves as an identification card, a library card, a charge card, and gives access to College security doors. This will be ready for collection from the Academic Administrator at enrolment, as long as you have returned the card application form to the University and completed on-line enrolment.

*Bills must be settled with 14 days from the date which they are received.* Payment of your credit account should be done via the [college's payment platform](#) which can be found on the college webpage.

In the case of severe financial difficulty, members should contact the [College Accountant](#) before the payment becomes due. Failure to make satisfactory arrangements could lead to the invalidation of a member's card. Any queries about billing should be raised as soon as possible with the [Accounts Office](#).

Credit Accounts may only be settled by card payment unless the member has made an arrangement with the Accountant to pay by another method in advance. Any unpaid debts over 3 months old may be reported to the Governing Body.

### 6.3 Council Tax

Students living outside of college accommodation will need to claim a student exemption on receipt of a demand from the City Council. An Enrolment Certificate for this purpose can be obtained from the [Student Self-Service](#) section of the University's website, then signed and stamped by the Academic Office.

### 6.4 Employment

The University recognizes that some full-time graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help to support themselves financially. The [University's guidelines](#) on paid work aim to ensure that any paid work undertaken does not adversely affect students' success in their studies or their ability to complete their course on time. In addition, some graduates, for example graduates funded by research councils and some other scholarships, and those with student visas, will have prescribed limits on how many hours' paid work they can do, which must be observed.

Overseas students are entitled to work in the UK subject to certain conditions. The maximum hours you can work during term-time are normally printed on your visa sticker or Biometric Residence Permit (BRP). For most Oxford students holding a student visa this will be up to 20 hours a week during term time. You should seek permission from your supervisor or course director before taking employment. For further information please see [Working while studying | University of Oxford](#)

### 6.5 Scholarships

Reuben College offers an array of graduate scholarships at admission, and a central University website provides a [search for scholarships](#).

### 6.6 College Funds

Reuben College provides a range of grants to its students. The size and use of grants are specified so as to allow benefits to be shared among students, while adapting to the changing

circumstances and needs of students. [Reuben's financial support webpages](#) provide information on these, grants for group/theme based academic activities and on how to discuss accessing emergency support.

Individual grants may be applied for under four main categories:

#### Grants for Academic Related Activities

Each fee-paying graduate student may claim (normally) up to £225 per annum for academic-related support. This includes conference support, language or other academic courses, and/or relevant expenses. This can be rolled-over for whilst within fee-paying liability at Reuben and will be dispersed by accounts following application and assessment as below. Most awards will require sign-off from the College Advisor and/or, if unavailable, the Senior Tutor. Part-time students to be eligible to this same funding on a pro-rata basis.

#### Grants for Sports and Wellbeing

Each fee-paying graduate student may claim (normally) up to £100 per annum for activities related to sport or wellbeing. This may include support for kit, sports equipment, course fees or participation in clubs, music or welfare classes. Part-time students to be eligible to this same funding on a pro-rata basis.

#### Grants towards Unexpected Hardship

From time-to-time, we know that current students may face unexpected financial hardship due to sudden changes in their circumstances. Such changes can of course cause worry and concern. We'd encourage any Reuben student who finds themselves in financial hardship to discuss their concerns with the College as soon as possible. Please contact the Bursar ([bursar@reuben.ox.ac.uk](mailto:bursar@reuben.ox.ac.uk)) in the first instance. To support current students, the College operates its own local Hardship Fund and grants and loans are made from this throughout the year.

Students facing unexpected hardship are advised also to refer to the University's finance pages at: <https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf> (see below)

#### Grants administered under Discretionary Support

All graduate students registered with the University's Disability Advisory Service may apply to the college for a contribution to academic-related costs recommended within a Student Support Plan but not provided for within the Disabled Students Allowance (DSA) or by other means. Grants will not normally exceed £100 for equipment, £50 per annum for photocopying and consumables and no award is given automatically

### 6.7 University Hardship Funds

[Hardship funding](#) may be provided by the University to help students who experience unexpected financial hardship. Students must be able to demonstrate that something that they could not have foreseen before their course began has led to their original budget no longer being valid. Awards vary according to individual circumstances but range from £100 to £6,000; awards at the highest level will usually be a combination of a grant and a loan.

Application is made on a form which can be obtained from the Bursar. It should be noted that the College has to verify the applicant's statement of estimated income for the period for which a grant is being asked, and that the Committee is unlikely to make a grant unless the College

supports the application. It is essential therefore for anyone wishing to make an application to discuss the matter first with the College.

The Oxford Student Union's Student Advice Service (SAS) can also be contacted confidentially for [support on budgeting and financial planning](#).

## 6.8 Disability Support and Allowances

There are a wide range of individual adjustments and study support available for disabled students, and the University's Disability Advisory Service (DAS) will help you determine what support is appropriate for you at Oxford. Sadly, support or funding is not provided for:

- Daily living support (for UK students, the local authority service in your home remains responsible for social and personal care and non-study-related support)
- Medical support

Students facing unexpected academic-related costs related by virtue of any disability are advised to discuss this with the Senior Tutor or Academic Administrator, who may be able to suggest an application to the DAS or College's discretionary support fund.

## 6.9 PGCE Students' Childcare Grant

UK PGCE students only may be eligible for a grant from their regional funding body. You should apply for the Childcare Grant when you apply to your regional funding body for financial support.

# 7 Academic Matters

## 7.1 College Advisers

**Each graduate student is assigned a college adviser.** This is often a senior academic member of the College such as an Official (Governing Body) Fellow, but in many cases a wide range of staff act as Advisers, such as other Fellows or research members of the Common Room. Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and direct you to appropriate persons for assistance;
- monitor your progress by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your work;
- offer guidance on sources of support available within the College and University.

In addition, your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans. Your College Adviser is *not* expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving

detailed academic guidance. Therefore, your college adviser will not necessarily be from your department or subject area.

You will first meet your College Adviser during your first term (ideally within the first three weeks), and you are encouraged to contact your College Adviser as and when you need advice or help. Whilst we try our best to ensure you have the same College adviser for the duration of your studies, from time to time your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be personal or reasons for you to wish to seek a change of Adviser, [please contact the Senior Tutor](#).

**Please let the Senior Tutor know by the third week of term if you have not yet had contact with your Adviser.**

## 7.2 Examinations

University examinations information is available here: [University guidelines](#)

**Applications for special consideration or [alternative arrangements](#) in exams due to e.g. ill health, dyslexia and any other communication with the University concerning the conduct of exams and assessment should be made through the College Office ([academic.office@reuben.ox.ac.uk](mailto:academic.office@reuben.ox.ac.uk)) at the earliest opportunity, and by no later than the end of your first term.**

Students are responsible for entering their names and the correct course options for all University Examinations through [Student Self-Service](#) at the times given in [University guidance](#). It is important that you do so by your course deadline, although within a certain period following the deadline you may be able to pay a fee for late entries or change of option. It is also important that you check through Student Self Service that you have entered for the correct options.

## 7.3 Grants for Academic Related Activities

See 'College funds' above.

## 7.4 Academic Enrichment Events at Reuben

### **Fortnightly Monday: 'Reuben Explores'**

Reuben students are invited to informal skills and development talks every other Monday evening in term. These are small events in Reuben's Common Room at Linacre College, featuring snacks and speakers. 'Reuben Explores' allows for expansion of thought outside the discipline, and into practical matters, including workshops on welfare, cultural conversations, on Public Engagement with Research, on Innovation & Entrepreneurship, and so forth. Students are warmly invited to contribute suggestions for the workshops they want to see, and these are thus planned on a term-by-term basis.

### **Thursday night seminars**

The academic heart of the College lies in its Thursday night seminar series. These tie together inter-theme discussion and a coming together of students and academics in communal dining, colloquially known, given their location until 2023 in Oxford's Museum of Natural History, as 'Dining with the Dinosaurs'. Given the centrality of these talks in Reuben's academic programme, and the College's mission to engage its students in interdisciplinary real-world thinking, for the

2022-23 academic year each student will access this exclusive weekly event completely free of charge.

### 7.5 Libraries & Study Space

All students will be given a University card, which is also a library card and a College entrance card/charge card, on arrival. You can find information on Oxford's comprehensive library services [here](#).

The Bodleian Libraries provide access to an extensive collection of databases, electronic reference works, e-Journals and e-Books. These and other electronic resources can be accessed from the [Bodleian Libraries Finding resources](#) web page. If you are working outside the University network, you can still access most online resources using your Oxford Single Sign-On (SSO) or via the Oxford VPN. [More information on this is available here](#).

Covid restrictions permitting, 2022-23 Reuben students will share with Linacre College approximately 40 study desks on the main Linacre College site. Linacre College Library is open 24 hours a day, 7 days a week, when the College is open and operating as normal. It provides quiet study space, a group study room, access to high-specification computers and printers, and a multi-disciplinary book collection. The Library also provides a free inter-library loan/document supply service for books and articles not held in the University Libraries. Find out more about Linacre College Library on the [Library web pages](#) and visit the [Library Facebook page](#) for the latest news.

### Book Purchases

The college will consider requests for new book purchases, in consultation with the Linacre librarians. Please contact Linacre Librarian ([library@linacre.ox.ac.uk](mailto:library@linacre.ox.ac.uk)) if you would like the library to purchase a new book. Alternatively, you may make a request directly to [senior.tutor@reuben.ox.ac.uk](mailto:senior.tutor@reuben.ox.ac.uk). Linacre Library will email the Senior Tutor when any request is received. This purchase will be considered for accessing from the Linacre library (academic texts) or for the Reuben Common room (non-academic texts).

Academic texts for solely personal use can be claimed against each student's academic related funds, subject to the cap on those funds: [Grants for Academic Related Activities | Reuben College \(ox.ac.uk\)](#)

### 7.6 University Terms & Residency Requirements

Although the framework of graduate work is much less geared to academic terms, the annual pattern of life - and the basis for charging fees - is still dictated by the three-term year (4 for graduates in Medical Sciences!).

For most diplomas and degrees, except those few specifically designated as distance or part-time courses, students must spend a period in residence – which means graduate students live in term time within 25 miles of Oxford. In exceptional circumstances, permission to reside outside the limits must be sought from the University through the Senior Tutor. Students on part-time or distance-learning courses are exempt from the residence requirement. The minimum period of residence for most diplomas or the degrees of MSc or MSt is three terms.

The minimum period of residence for the degrees of MPhil (BPhil in Philosophy), MLitt or DPhil is normally six terms.

## 7.7 Graduation

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

Taught course students will receive an email invitation from the University at the start of their final year with information about booking a degree ceremony online. Research students will be able to book a date once they have been granted leave to supplicate.

Having booked a ceremony, the Academic Office will be in direct contact via email (to your non-Oxford email address if you have left College and provided this) to inform you of the procedures and requirements for the day.

All ceremonies currently have a two guest quota and your place at a particular degree ceremony will only be confirmed once you have cleared any unpaid fee bills. All enquiries regarding graduation should be made to the [alumni@reuben.ox.ac.uk](mailto:alumni@reuben.ox.ac.uk).

## 8. Further College Facilities & Events

### 8.1 The Graduate Common Room

The terms 'Graduate Common Room (GCR)' and 'Graduate Common Room Exec/Committee' are often used interchangeably. Historically the term 'Graduate Common Room' (when not referring to a physical space) is a term used to refer to the collectivity of graduate students in a college. You may hear them referred to in many other colleges as MCRs, short for Middle Common Room). The GCR collectively elects graduates to represent their interests in college committees, act as welfare reps, social organizers etc. This is a GCR 'executive' or 'committee' but again, for shorthand is often referred to simply as the 'GCR'.

As the representative body for all students at Reuben College, the GCR Committee works to develop and promote opportunities for students to fully engage with the academic, social, cultural, recreational, and sporting life of the College. It also represents members in their corporate relations with societies, colleges' clubs and other bodies across the University of Oxford.

All on-course students at Reuben College will be eligible to vote in Graduate Common Room elections, and elections will take place in stages during Michaelmas and Hilary Terms, for the new officers to take up their functions at the beginning of the next term. A staggered series of elections will allow for the participation of students on taught as well as research courses, and for the transfer of skills and experience between committee members.

### 8.2 Meals

As with many other facilities, we're sharing dining facilities with Linacre College until our buildings open. The [Linacre Dining Hall](#) is open throughout the year, although there may be a reduced service during some short periods. Announcements will be made when this is the case.

Normal meal service is cafeteria (self-service) style, and the College attempts to cater for as wide a range of diets and preferences as is possible. You will be entitled to student subsidised prices by showing your University Card at the till, and meals will be charged to your battels account. The dining-hall also accepts payment by debit/credit card but this will not entitle you to subsidised prices. Non-Reuben members must pay by debit/credit card.

The standard pattern is of breakfast, lunch and dinner Monday-Friday. [Dining Hall opening hours](#) are available on the website. There are no meals on weekends and Bank Holidays, and costs vary according to what is eaten. Students may eat as many or as few meals at College as they wish.

### **Formal Hall**

There will be a Reuben Formal Hall dinner on Wednesday evenings (weeks 1–8) at 7.30 p.m. (preceded by an early takeaway evening meal from 6.00–6.30 p.m for those not attending the Formal Hall). Students can book up to 3 guests for any one Formal Hall. Charges are available [here](#) and bookings can be made on this [booking site](#). You must sign up for Guest Night dinners **by 9.30am on the preceding Monday**. Please note that Week 5's formal hall is known as 'Halfway Hall'. Instead of the usual 3 course meal, a 4 course meal would be served on that evening. We reserve the right to cancel Formal Halls if not enough attendees have been booked on.

Linacre College holds Linacre-only guest nights every Tuesday and Thursday in term. This means there will only be an early evening meal service on these nights.

### **'Dining with Dinosaurs' Academic Seminars and Dinners**

In recognition that Reuben lacks its own dining spaces in 2022-23, and to promote intellectual exchange, Reuben students are invited to dine on Thursday nights in term-time at the University's Museum of Natural History. These meals are available to Reuben students who attend the prior lecture free of charge, with the expectation that diners will engage in discussion flowing from that lecture during the meal, prompted by questions given by the speakers. These dinners cannot be transferred to others, or exchanged for other benefits. Please note that although free of charge to Reuben students attending the prior seminar, to avoid waste, late cancellations and 'no shows' may incur a charge. All attendees must sign up for Dining with Dinosaurs through InkPath **by midnight on the preceding Monday**.

After Week 4 of Michaelmas Term, Reuben students are welcome to invite guests **under terms and conditions outlined at booking**. Guests will similarly be expected to attend the prior lecture and to engage in the led discussions at dinner, noting that this is an academic rather than social engagement. Please note that cancellations, menu changes and changes to dietary requirements cannot be made after the booking deadline. If you have booked a guest and your guest cancels after the deadline, no refunds can be made.

### **8.3 Guest Room**

A twin-bedded room at Linacre College is available for guests of members of the College and may be booked through [guestroom@linacre.ox.ac.uk](mailto:guestroom@linacre.ox.ac.uk), from where the scale of charges is also available: [Guest Room | Linacre College \(ox.ac.uk\)](#). Letting will normally be for a period of not more than fourteen nights. A cancellation fee of 50% is payable unless cancelled with more than 7 days' notice. The full charge is payable if cancelled within 24 hours or upon non-arrival. The

College member booking the room is regarded as guaranteeing subsequent payment of appropriate charges.

#### 8.4 Room Bookings @ Linacre

The Tanner Room and CTI Room at Linacre College may be booked through the [Steward & Hospitality Manager at Linacre College](#) for meetings of College clubs and societies. A member of College who will be responsible for the organisation of the meeting and any costs or expenses incurred must always be present. Permission for all meetings involving non-College members must also be obtained from Reuben Senior Tutor not less than 7 days beforehand. *A charge will be made for the use of rooms by anybody not consisting entirely of members of the College.* All meetings must comply with both Linacre's [Freedom of Speech Policy](#), and [Reuben's equivalent](#) policy. The Nadel Room can be used, by advanced booking with the PA of Linacre's Principal, for students wishing to host a quiet meeting with their supervisor or academic visitors. Small, informal gatherings are also possible, but food is not permitted.

#### 8.5 College Events

All events held at Reuben College will be listed on the [InkPath app](#), and attendance at events is booked through the app. All students are thus asked to download the app onto their phone or tablet through Google Play or Apple Store. You can also log into InkPath using a web browser. The app is free and you have to set-up your account when you first start using [the instructions provided](#).

Fellows and students play a key role in developing initiatives to support the College's aims, and stimulating its academic life by organising events such as seminars, workshops, lectures and reading groups. Students are encouraged to attend at least one Thursday talk or Monday workshop fortnightly. Students are also encouraged to put on and get involved in a wide range of student-led social activities within the Graduate Common Room. These events may take the form of formal exchange dinners, bar nights, international evenings, garden parties, sports competitions, movie nights, pub quizzes, and much more. Students who are interested in helping to organise such events might consider running for elected positions within the GCR Committee or getting in touch with the GCR Executive through [graduate.president@reuben.ox.ac.uk](mailto:graduate.president@reuben.ox.ac.uk).

#### 8.6 Bar

Reuben College uses the bar at Linacre College. It is open from 12.00 noon to 2.00 p.m. and from 6.00 p.m. to 11.00 p.m. on weekdays, and 7.00 p.m. to 11.00 p.m. at weekends. The bar is "Members Only" with drinks charged via the University card. Only on larger social events can non-members purchase drinks for cash.

#### 8.7 Lockers

A limited number of lockers are available for Reuben students near Reuben College Common Room at Linacre College. A deposit of £20 is required. Deposit payment is made through the [University Online Shop](#). Once you have made your payment, please make an appointment to see the Academic Administrator to collect your locker key. The £20 deposit will be return to you as a credit on your college's personal credit account when you return your locker key.

#### 8.8 Sports Facilities and Linacre College Gym

Linacre has a very active sporting tradition, including an active boat club (in collaboration with Nuffield College), touch rugby and football teams which play in various inter-College leagues.



Other sports offered include tennis, squash, table tennis, yoga, darts, pool, boxing, and weightlifting. For more information on team membership or College sports contact the [Common Room Sports and Recreation Secretary](#).

The Common Room owns two punts. A permit authorising you to use the Linacre punts, which are kept at Wolfson College, can be obtained from the Reception Office during the punting season.

Use of the [gym and fitness equipment at Linacre](#) is free to Reuben College members and their guests (one accompanied guest per member), subject to completion of a Gym Membership Form, Medical Form and attendance of a short Induction given by the [Gym Manager](#). Please email the Gym Manager for further information. All users must note and abide by regulations posted in the gym about the use of the fitness equipment.

### **Squash Courts**

Students have access to squash courts, which can be booked to train or play matches on. The courts are owned by Jesus College and are just down the road from the main Linacre site – when leaving Linacre, turn left towards the centre of the city and the squash courts are a small building on the right hand side of the road, about 200m away just before you get to Balliol's new accommodation buildings.

You need to make a booking by emailing [lodgeopen@jesus.ox.ac.uk](mailto:lodgeopen@jesus.ox.ac.uk) requesting the times you want to use the courts. Once you have an email back accepting your request, show this to Linacre College reception and they will issue you with a Salto access fob for the courts. There are 3 courts so you should be reasonably able to obtain a slot at any time you wish. The lodge will retain your bod card as a 'deposit' and return this to you when you hand back the fob.

### **8.9 Music Practice Room**

There is a Music Practice Room at Linacre in the basement of the Abraham Building, with a new Yamaha piano. There is also a Yamaha clavino in the small Common Room, and a Bluthner upright piano in the Thomas Linacre Room located within the OC Tanner Building. Headphones for silent practice on the clavino are available from Reception. Use of the instruments can be booked at Reception who will provide advice on possible time restrictions and availability. In consideration of others practice of other instruments should not take place after 9:00pm or before 8:00am.

## **9. Practicalities**

### **9.1 Mail and Contact Details**

All students living in Farndon Court should use Farndon Court as their main address. For students not living in Farndon Court, please use your residential address for post and deliveries.

'Pigeonholes' at Farndon Court are situated on the ground floor. Pigeonholes at Linacre College are behind the Reception Office, where any mail delivered by the University Messenger Service will be sent. Internal post to other members of the University (e.g. other departments or colleges) can be posted without charge in the internal mailbox outside the Reception Office at Linacre College. For external mail, please ensure that you have the correct postage on it. Please

note that the University's internal mail service is for post only, and not parcels including books or gowns.

It is important for students to keep their contact details updated, including any change of address in Oxford; your permanent home address; or telephone contact details. Please provide a mobile phone number which will work in the UK and which you have regular access to. Students can update their contact details using the [Student Self-Service](#). If you are going to be away from Oxford for a period longer than two weeks, please ensure that you leave a forwarding address and inform the Academic Office ([academic.office@reuben.ox.ac.uk](mailto:academic.office@reuben.ox.ac.uk)). There is no formal requirement to obtain University permission to be away from Oxford at any time, although you should be aware of the formal [residency requirements for graduate students](#) (see above).

Contact details such as addresses, and telephone numbers are confidential to the College unless students indicate otherwise. In accordance with the Data Protection Act you will have given consent for the College to use confidential information in appropriate circumstances by signing the University Contract.

## 9.2 IT

Information about IT facilities at the university can be found on the [IT Services' website](#). All students are bound by [University Regulations](#) on computing use, and should make themselves aware of what these regulations do and do not allow. Breaking the rules for network usage may lead to disconnection from the network as well as disciplinary action.

Please note the College's [Social Media Policy](#). Reuben values and protects freedom of expression; at the same time, the College does not tolerate posts that are offensive or derogatory relating to sex, gender reassignment, race, disability, sexual orientation, religion/belief or age, and nor does it tolerate posts that are meant to hurt, offend or denigrate an individual or are illegal under British law.

All members with a Reuben affiliation on their University card are entitled to an email account and address of the form `firstname.lastname@reuben.ox.ac.uk`. This account should be created automatically when your card is issued and activation details will be sent to you. If you have any queries regarding your email account, please contact Alex Wooten, Head of IT, at [it.support@reuben.ox.ac.uk](mailto:it.support@reuben.ox.ac.uk).

IT Support for Reuben students can change depending on which building or service you are needing support for. Contact details for support are detailed below.

System	Contact
Linacre Door Access	<a href="mailto:reception@linacre.ox.ac.uk">reception@linacre.ox.ac.uk</a>
Linacre Computers, Dining Hall, or Printing	<a href="mailto:support@linacre.ox.ac.uk">support@linacre.ox.ac.uk</a>
Reuben Door Access – Farndon Court	<a href="mailto:farndon.court@reuben.ox.ac.uk">farndon.court@reuben.ox.ac.uk</a>
General IT Issues & Printing at Farndon Court	<a href="mailto:it-support@reuben.ox.ac.uk">it-support@reuben.ox.ac.uk</a>
Farndon Court Routers for Internet Access	<a href="#">Graduate Accommodation Internet Support</a> or <a href="mailto:it-support@reuben.ox.ac.uk">it-support@reuben.ox.ac.uk</a>

The Reuben IT website page is [here](#) and will be updated regularly with common IT guidance.

Linacre College has many computers for members to use. Computer desks, as well as clear desks, can be found in the Library, the OC Tanner Study Area, and the Abraham Study Area. There are

also colour and mono laser printing and scanning facilities, and network ports available for personally owned computers to be connected to the Linacre network.

Details of how to connect personal computers to the [Linacre wired network can be found here](#). Alternatively, you can email [support@linacre.ox.ac.uk](mailto:support@linacre.ox.ac.uk) or telephone the IT Office on 01865 271659.

Wireless access is provided via the University OWL and Eduroam services in all areas. See the University IT Services pages [here](#).

### 9.3 Cycling

Cycling is the most convenient way of travelling around the city, but it can also be dangerous if you are unfamiliar with the rules of the road or don't have the right equipment. For information on how to get cycling safely around Oxford, [please click here](#).

Please be aware that when cycling in the dark you are legally required to have white front and red rear lights as well as red rear reflectors. We would also strongly encourage you to wear a helmet. These measures can be the difference between life and death, or a serious injury, so please do not compromise your safety.

Unfortunately, bicycle theft is a significant problem in Oxford and you are therefore strongly advised to follow the University's guidance on [bike repair and security](#). It is strongly recommended that you take out insurance against theft and register your bicycle with University Security Services via the Lodge. There is a bicycle shelter under the main steps into Linacre College which you can access using your University Card.

### 9.4 Safety and security

Oxford is generally a safe place to study and socialize in, but please do take care and precaution re your personal safety. [The university has a helpful guide on this](#), please do take a few moments to read it.

If you have any concerns regarding your safety, please ring 999 in the event of an emergency and you need the police, ambulance or fire services.

For urgent concerns, please be aware of our resources during the evenings and nights. You can contact the Linacre College lodge on 01865 271650. They are open 24/7 and have direct contact with the University Security Services. They will be able to put you in touch with the College Duty Contact from the Welfare Team in the event of any urgent matters that arise out of office hours.

If you have any concerns about someone acting suspiciously, please report it to the Duty Porter at Linacre Reception out of office hours, or to the [Reuben College Bursar](#) during office hours (09.00 – 16.00 hrs Mon-Fri). The College Bursar is also Reuben's Health and Safety Officer. Please report any health and safety issues to them and they will be able to offer advice/suggestions.

For more serious incidents you can directly contact the Oxford University Security Services (OUSS) Control Room (24/7) on 01865 (2)89999 for assistance.

Please be aware of the “Safe Lodge” Scheme as depicted by a green circle in most College Lodges. You can ask for help to get home from any college lodge. They will contact us and arrange a taxi home for you. You will be able to take refuge in their lodge until it arrives.

Wherever you live, please keep your room locked and make sure that external doors to residential areas are locked. Do not let anyone follow you into a residential area ('tailgating') unless you know them personally. At the Linacre site, if you don't know whether someone is a Linacre or Reuben student, they will have their own card to let themselves in. If they are a guest of a Linacre or Reuben student, they can phone their host to let them in. If you are asked to use your own card or to phone your host to enter a space, consider it a compliment: it means that the person speaking to you values your safety and security. Keep valuable items out of sight from the window- as with most major cities, burglaries can occur in Oxford.

In the unlikely event that you ever do experience any physical danger by harassment or an attempted attack, it is most important that you inform the Welfare Dean or other college staff of the incident as soon as possible.

### 9.5 Emergency Procedures

In the event of a serious accident or emergency, summon the Fire Brigade, Ambulance Service or Police by dialing 999. This number can be dialed from all telephones including those on the University network. Immediately after calling the emergency services and during normal office hours, please inform Linacre reception (01865 271650), who can inform key members of Reuben staff, or the Farndon Court Caretaker.

Outside office hours the duty Porter at Linacre should be notified (01865 271650), who again will contact key Reuben staff.

The fire alarms in Linacre College (which includes the Reuben Common Room) are tested at 12 noon every Monday. During all other times, it is the duty of every member of College to respond promptly and to vacate any Reuben or Linacre College property when fire alarms sound continuously, assembling immediately at designated Fire Assembly Points. Failure to comply may result in a fine from the College Dean.

### 9.6 Smoke Free Law

It is against the law in England to smoke in all 'enclosed' and 'substantially enclosed' public places and workplaces – this includes all College buildings, both at Reuben and Linacre. You are respectfully requested to avoid smoking immediately outside the main College entrance at Linacre on the raised terrace and use the Designated Smoking Areas signposted around the building. This policy applies to all College members, service users, customers and visitors, and to 'cigarette replacements' (which include but are not limited to E-cigarettes; personal vaporizers (PVs); electronic nicotine delivery systems (ENDS) and battery-operated devices that mimic tobacco smoking). A copy of the Linacre policy is available [here](#).

### 9.7 Families

Reuben welcomes children in most parts of the college and at most events. At Linacre, highchairs are provided in the dining hall, and College members are welcome to bring children for lunches and ordinary dinners. Formal dining (Wednesdays) and dining at the Museum of Natural History (Thursdays) in term time are not usually appropriate events for children of junior school age or under, unless otherwise advertised.

## 10 University Services and Facilities

### 10.1 Student Self Service

A huge number of useful University guides and weblinks can be found on the 'Student Self Service': <http://www.ox.ac.uk/students/>.

Including:

Up-to-date advice for students related to the coronavirus pandemic: [here](#)  
[University Student handbook](#)  
[Glossary of Oxford terminology](#)

### 10.2 University Language Centre

Graduates wishing to learn or improve a foreign language, or seeking to improve their English, are advised to contact the [Oxford University Language Centre](#), which runs classes throughout the academic year. (For College support towards these classes see above).

### 10.3 University Careers Service

The Careers Service is open to all matriculated Oxford University students, for use during your time at Oxford and for as long as you need after graduation. It offers a wealth of tailored support to help you really develop your skills and put yourself in the best possible position for entering the jobs market. Whatever career you're interested in, and whichever degree you're taking, you will be offered expert advice and resources.

- Advice appointments are available year-round for students, researchers and alumni with the Careers Service's expert career advisers: <https://www.careers.ox.ac.uk/advice-appointments/>
- Hundreds of internships are made available exclusively to Oxford students through the Careers Service's internship programmes: <https://www.careers.ox.ac.uk/internships>
- The Careers Service's skill development programmes can help you prepare for the workplace and build commercial awareness and experience: <http://www.careers.ox.ac.uk/our-skills-programmes>
- Oxford University runs around ten careers fairs each year so you can explore your options and meet employers: <http://www.careers.ox.ac.uk/careers-fairs/>
- Benefit from a variety of careers events each year, run by careers advisers and visiting recruiters. <https://www.careers.ox.ac.uk/term-planner>
- Access to thousands of vacancies on the Careers Service website. <https://www.careers.ox.ac.uk/using-careerconnect>

For more information, please visit [the Careers Service website](#).

The college's link career advisor is Karen Walker, [karen.walker@careers.ox.ac.uk](mailto:karen.walker@careers.ox.ac.uk).

### 10.4 Sport at Oxford University

For details of the huge variety of clubs and facilities available through the University, see [here](#).

## 10.5 Learning and IT

IT services for the university are found in several places.

- <https://www.it.ox.ac.uk/it-training> (Offers short courses for learning IT)
- <https://register.it.ox.ac.uk/self/index> (Software while card is valid, email & account options)
- <https://oxford.saasiteu.com/> (Self-service for IT requests, account changes, etc)

## 11. College Policies

Reuben's Governing Legislation can be found online [here](#).

Members of the College are subject to the Proctors' regulations concerning the conduct of student members of the University. The University Student Handbook, issued by the Proctors' Office, can be found online [here](#).

Members of the College are also subject to a variety of College rules, either under the University umbrella, or as agreed through Reuben's Governing Body (see above)

**All students should familiarize themselves with college policies, noting the Codes of Conduct they have signed up to in becoming a member of the College, and the rights and duties they hold by virtue of College membership.** These include:

[Reuben College Social Media Policy](#)

[Reuben Equality Policy](#)

[College Complaints Procedure](#)

[Policy on the Prevention of Staff Student Relationships](#)

[College Guidance on Confidentiality in student health and welfare](#)

[Policy on the Possession, Supply and Production of Drugs](#)

[College Policy on Freedom of Speech](#)

[College Policy and Procedure on Harassment](#)

[College Disciplinary Procedures](#)

Please note: the use of illegal drugs, harassment, sexual harassment and violence are never acceptable.

### **Your Responsibilities**

You are required to comply with College rules on:

1. matters including, but not limited to, behaviour, IT usage, conduct, data protection and academic studies. You will find details of the rules relating to these matters in this handbook and on the Reuben webpages.
2. fees and other charges being paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The College will collect course fees and transmit them to the University for all students other than those from the SBS. For more details contact the Bursary ([accounts@reuben.ox.ac.uk](mailto:accounts@reuben.ox.ac.uk)).
3. obtaining an appropriate visa if necessary and abiding by any visa conditions, including maximum permitted working hours and the types of work allowed. Failure to do so may

result in disciplinary sanctions in addition to any legal consequences. Support and information are available from Student Information and [here](#).

4. social distancing, hygiene, travel and self-isolation restrictions, testing and tracing, the wearing of face masks / face coverings in specified zones and any other health and safety measures which the College deems necessary. You acknowledge your understanding that these requirements are based on the University's Coronavirus guidelines, formed in consultation with Public Health England and local scientific expertise. These guidelines can be found here: <https://www.ox.ac.uk/coronavirus/health> and may be updated periodically to reflect changes in the public health situation and scientific advice. Failure to comply with these rules may result in disciplinary sanctions in addition to any legal consequences.

## 12 Glossary

Some frequently-used (and misused!) Oxford words:

Battels:	Members' accounts for food, rents, etc.
Full Term:	The eight weeks of the formal academic term.
Noughth Week:	The week before full term commences.
In Residence:	On course and in Oxford.
Bursary:	The accounts office.
Composition Fee:	Tuition fees charged by the University.
Leave to Supplicate:	Formal permission to take degree, i.e. the 'pass' statement.
Viva:	Oral examination.
Going Down:	Leaving.
Matriculation:	Formal admission to the University.
Sub-fusc:	Formal academic dress.
Council Tax:	Local property tax.
Governing Body:	Comprises the Fellowship of the College plus student representatives.
Encaenia:	Annual University honorary degree ceremony.
Gaudy:	Celebratory reunion of old members.
In Absentia:	In the absence of the person concerned.
Fellow:	Senior member of the University who has been elected to a College Fellowship and thus to membership of the Governing Body.
Torpids/Eights:	Rowing races in Hilary and Trinity terms.

Common Room:	The organisation of College members responsible for recreational facilities, social and sporting events.
Dean:	Senior member of College responsible for discipline.