

## Reuben College Student Handbook 2021/22

The 2021/22 Reuben Student Handbook is issued in late September 2021. It contains key information every Reuben needs to know. However, as the College welcomes its first students, our guidelines grow, and practical arrangements evolve, it does not represent a comprehensive and final account of all things useful. Please then use this in conjunction with the Reuben and University webpages flagged throughout: College pages will be updated at least monthly, 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: we welcome questions and suggestions, but please bear in mind that we will need to prioritize any concerns that arise, although always with students' needs at the front of our minds, and our apologies in advance if we cannot answer every question immediately. We look forward to developing a handbook that will in October 2022 be twice as useful and, in the meantime, hope that you can enjoy what will be the celebratory and occasionally chaotic first year of Reuben graduate life.

Version	Change
Version 1	
Version 1.1	Guest Night costs and booking details were added (page 26)
Version 1.2	Details on the Covid-19 Assistance Fund (CAF) were added (page 21)  Meal times at Linacre Dining Hall updated (page 26)  Deadline for booking into Guest Nights and Dining with Dinosaurs were added (page 26)
Version 2	Change Guest Nights to Formal Hall (page 26)  Update Dining with Dinosaurs to include guests (page 26)
Version 2.1	Include new information on squash courts and lockers (page 28)
Version 3	To include Grants for Sports and Well-being (Page 21)

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## Introduction

The purpose of this handbook is to provide basic information on how the College operates, particularly for new members. To ensure that it is as useful and comprehensive as possible, we welcome suggestions for its improvement.

Firstly, welcome to Reuben! We hope that your stay in Oxford will be fruitful and that your membership of the College will help you to gain maximum 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, whose 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 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; each of them broadly defined. We will aim to ensure that the vast majority of the first intake of Reuben College students are graduates whose studies will be on topics related to these four themes. The focus on these four themes will promote interaction between students with shared interests, both within the programme of academic events and in the shared Common Room. In addition, 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. The college also plans to elect post-doctoral Research Fellows and, from October 2022, a series of Visiting Fellows.

All academic members of the College Fellowship will lead or support events throughout the year. Subject to personal circumstances, students will be encouraged to take part in at least one College academic event a fortnight during term; this will enable all students to engage fully with the academic life of the College. Events will continue to take place, albeit at a lower frequency, during the summer and the College will provide bespoke support for student-initiated events, both logistically and with a small amount of funding (through either the GCR or through theme-leads). Some of the College's events will be organised in partnership with University departments or centres, and student societies; for example, co-hosting seminar series with the Oxford Climate Research Network, the Oxford Martin School, the Smith School of Enterprise and the Environment, the Gardens, Libraries and Museums, and the Oxford AI Society (student society).

As well as the four research themes, academic and social life at Reuben College is underpinned by three strategic themes:

### **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 back this up by offering a vibrant programme of learning opportunities, networking events, and practical experiences that will help students develop the skills, attitudes and insights to succeed whatever 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 particularly encouraged to engage in a interdisciplinary, collaborative and ethical flavour of public engagement with their research It is our hope that when students eventually leave us, they are 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, including the presence of a University Collections Teaching and Research Centre, provides students with opportunities to exploit the collections and 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](#). 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 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 either the Post Office in St Aldate's or the College, according to the choice you made on your visa application form. 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, of graduate students and of 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 however not entitled to do so). [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, 2021, Sat 16 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), but 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 should be consulted here: <https://www.ox.ac.uk/students/academic/dress>. 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'. These can be purchased from a local store, but both Linacre and Reuben can offer second-hand gowns and mortar-boards at a reduced rate (£15) and on a first-come first-served basis. The College will similarly buy gowns and mortar-boards back from students when they leave the College provided they are in good clean condition.

### **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's first term this will be optional, allowing the college body to together discuss and decide in the new calendar year 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 open Monday to Friday from 9am to 4pm and the College Common Room at Linacre is normally open seven days a week. The only exceptions to this are likely to be over Christmas and Easter, and details of arrangements will be posted on noticeboards. All members have 24-hour access to Linacre College premises (via their University card).

#### 3.1 College Communication

College members (academic and staff) will communicate with students primarily via their College email address (general lists or individual email address). Students are expected to check their University email address regularly and key College and University notifications will be sent to this address - please do activate your College email addresses before they arrive.

#### 3.2 The 'Bursary'

The **BURSAR**, Tania Boyt, is responsible for the financial management of the College and the smooth running of its premises and activities. She also carries 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. Tania can be contacted on [bursar@reuben.ox.ac.uk](mailto:bursar@reuben.ox.ac.uk).

The **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).

The **DEPUTY ACCOUNTANT**, Rachel Cook, is responsible for fees and Personal Credit Accounts (traditionally referred to Battels in other Colleges). Rachel can be contacted on [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).

#### 3.3 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. An appointment to see the Senior Tutor can be made by e-mailing [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 Deans to advocate and foster a culture that promotes the wellbeing of our community.

The **ACADEMIC ADMINISTRATOR**, Ellen Moilanen is responsible for all matters concerning on-course student administration, from examinations, to graduation and beyond. She also supports academic and fellowship appointments and inductions, and acts as the disability coordinator.

The **GRADUATE AND ADMISSIONS ADMINISTRATOR**, Thea Teasdale is responsible for admissions and access in the college. She also administers college grants.

The **PRESIDENT'S EXECUTIVE ASSISTANT**, Chloe Mak is the Executive Assistant to Professor Lionel Tarassenko and also provides support for college officers.

### 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 useful Reuben email addresses it may be useful to know:

<a href="mailto:accounts@reuben.ox.ac.uk">accounts@reuben.ox.ac.uk</a>	Accounts office team, accessed by Rob Greaney (Accountant) and Rachel Cook (deputy accountant)
<a href="mailto:feepayments@reuben.ox.a.uk">feepayments@reuben.ox.a.uk</a>	As above
<a href="mailto:bursar@reuben.ox.ac.uk">bursar@reuben.ox.ac.uk</a>	Accessed by Reuben's Bursar, Tania Boyt
<a href="mailto:accountant@reuben.ox.ac.uk">accountant@reuben.ox.ac.uk</a>	Accessed by Reuben's Accountant, Rob Greaney
<a href="mailto:domestic@reuben.ox.ac.uk">domestic@reuben.ox.ac.uk</a>	Currently routed to the Bursar
<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:info@reuben.ox.ac.uk">info@reuben.ox.ac.uk</a>	A useful address for queries and for some aspects of disciplinary/harassment appeal procedures. Currently routing to the President's EA, Chloe Mak, but shortly also to an incoming communications manager.
<a href="mailto:admissions@reuben.ox.ac.uk">admissions@reuben.ox.ac.uk</a>	For use by applicants, routed to our admissions administrator Thea Teasdale.
<a href="mailto:academic.office@reuben.ox.ac.uk">academic.office@reuben.ox.ac.uk</a>	For anything (non-domestic) to do with your course College support, exam arrangements, and University paperwork. Routed to Ellen Moilanen, Academic Administrator and Caroline Mawson, Senior Tutor.

<a href="mailto:comms@reuben.ox.ac.uk">comms@reuben.ox.ac.uk</a>	A predominantly public-facing email, but one to email about, or with information on, public-facing events and notable achievements
<a href="mailto:it.support@reuben.ox.ac.uk">it.support@reuben.ox.ac.uk</a>	For anything to do with IT, routed to Alex Wooten.
<a href="mailto:welfare.dean@reuben.ox.ac.uk">welfare.dean@reuben.ox.ac.uk</a>	Accessed only by Reuben's Welfare Dean, Kirren Mahmood
<a href="mailto:dean@reuben.ox.ac.uk">dean@reuben.ox.ac.uk</a>	Accessed by Reuben's Deans, Chrystalina Antonaides and Timothy Clack
<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, currently Lauren Bolz
<a href="mailto:president-pa@reuben.ox.ac.uk">president-pa@reuben.ox.ac.uk</a>	For appointments with the President, and related events organization. Routed to the President's Executive Assistant, Chloe Mak
<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:senior.tutor@reuben.ox.ac.uk">senior.tutor@reuben.ox.ac.uk</a>	Accessed only by Reuben's Senior Tutor, Caroline Mawson

The College also uses a variety of mail-lists in 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 are more sensitive, or relevant only to internal groups of Reuben members, and are thus 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)).

The College's '[home' Sharepoint site](#) contains links to various sites accessibility through "single sign on", including to:

[Policies & Resources](#)

These pages include information on college policies e.g. form used by Reuben members to register a complaint, and links to useful University guidance, e.g. on paid work, plagiarism rules, and the recording of lectures

### [College Committees and Governance](#)

These pages include papers for each College committee (access by committee membership)

### 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. Student 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 will meet with college officers regularly, and provide a conduit for any arising matters of concern or importance

The Committees of the Governing Body (e.g. Finance, Academic, Domestic) look after specific areas of College administration and submit recommendations to the Governing Body. The student body is represented on all these committees, most of which are chaired by the President and include other Fellows of the College.

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

## 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, so that 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.

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

The College has funding to bid for a University Nursery priority place for students.

**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 may include:

- 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' academic progress, ensuring the delivery of high-quality teaching, and dealing with any problems related to your studies/work. She has a welfare responsibility for students in conjunction with that of subject tutors/ advisors and the other members of the welfare team.

If you have any concerns re your subject; academic progress; working relationship with tutors or your department, please contact Caroline.

**Disability Coordinator & Academic Administrator: Ellen Moilanen.**  
[ellen.moilanen@reuben.ox.ac.uk](mailto:ellen.moilanen@reuben.ox.ac.uk)

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.

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 and 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

Ellen 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](#) website.

Ellen also manages exam support for students.

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

### **Sub Dean: TBC**

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

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.

### **College GP**

The College is linked to a GP Practice, Dr Leaver & Partners at the Jericho Health Centre that provide NHS medical services and all students are strongly encouraged to register with the practice upon arrival. For further information please visit <https://www.leaverandpartnersjericho.nhs.uk/>

Please contact the surgery for all 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 healthcare for students please visit:

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

## **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.

Which is why our students will be able to reach out to peer supporters from Linacre College during our inaugural year. For further information about who they are, please visit:

[https://www.linacre.ox.ac.uk/sites/default/files/peer\\_support\\_poster.pdf](https://www.linacre.ox.ac.uk/sites/default/files/peer_support_poster.pdf)

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. Linacre has a team of several trained Peer Supporters who are available to talk to students about a variety of issues, big or small. You can contact a Peer Supporter by emailing [peer.support@linacre.ox.ac.uk](mailto:peer.support@linacre.ox.ac.uk)

If you start feeling homesick or isolated, or 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.

Reuben will train their own Peer Supporters for the academic year 2022-23. 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.

For further information about the Peer Support Training, please visit:

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

## **4.1 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, which you should feel free to consult as necessary. These might include (but are not limited to):

- The Welfare Dean
- The Graduate Common Room President or Welfare Officers
- The College GP
- The College Senior Tutor or Academic Administrator
- The College Accounts office or Bursar

## **Harassment Advisors (Bullying & Harassment)**

The university and college do not 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 a number of people who are available to help and advise you by clarifying the options open to you, assisting you in resolving the matter informally where possible, and supporting 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 three Harassment Advisors for students who can offer confidential advice:

- The Welfare Dean, Kirren Mahmood- [welfare.dean@reuben.ox.ac.uk](mailto:welfare.dean@reuben.ox.ac.uk)
- The Bursar, Tania Boyt – [bursar@reuben.ox.ac.uk](mailto:bursar@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).

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 <https://edu.admin.ox.ac.uk/harassment-advice#/>

For information re help and advice available to students for dealing with harassment and conflict please visit <https://www.ox.ac.uk/students/welfare/harassment?wssl=1>

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.

### **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 or violence. All specialist advisors at the service are trained to support you at your pace, free of charge and in confidence.

For further information about the service please visit <https://www.ox.ac.uk/students/welfare/supportservice>

The university has appointed an Independent Sexual Violence Advisor (ISVA) called Beki Osborne 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: <https://www.ox.ac.uk/students/welfare/supportservice/isva>

## 4.2 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 preventing you from realizing your full academic and personal potential with help from the Senior Tutor, Welfare Dean, or the College Doctor.

If however you need to speak to a professional counsellor/ therapist, the University has an excellent counselling service that offers individual counselling, workshops/ 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 have a link with a representative from the University Counselling Service called Anne Marie-Daly who offers regular supervision to our welfare team and guides them with their welfare strategy.

## 4.3 Equality

Reuben College recognizes the importance of equality and diversity in advancing intellectual endeavours. As a new college, we are building a community of people and practice with diversity at the heart of all our academic and applied endeavours. We will be 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 ensuring equity of opportunity for each individual, without exception.

The Graduate Common Room will elect at least one Equality and Diversity representative from amongst its members, who will work with the GCR Social Secretary(ies) and other officers to ensure all College events are inclusive and, as part of their induction, all new students will be encouraged to participate in a variety of Equality workshops, potentially including implicit bias and race awareness.

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 on [edi.champion@reuben.ox.ac.uk](mailto:edi.champion@reuben.ox.ac.uk) who can speak to you confidentially. For further information please visit [College Champion for Equality, Diversity and Inclusion](#).



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).

## 5 Medical

### 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. 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](#). 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 case of emergency.

### 5.2 Dental Care

In Britain, there are many dentists who offer NHS treatment and equally, many who are private. NHS treatment is cheaper than private treatment, but is not free. If you are eligible for full NHS treatment, you should register with the College Doctor first, otherwise you will have to pay the full cost.

Students may register for NHS dental care with [Studental](#), the dental service based at Oxford Brookes Universtiy, tel 01865 689997.

### 5.3 Medical Provision for International Students

Any country with reciprocal health arrangements are eligible for free treatment under the National Health Service (NHS). Information on the entitlement of international students to free hospital treatment under the National Health Service is available on the [UK Council for International Student Affairs](#) (UKCISA) website.

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

### 5.4 Covid vaccination

You are encouraged to receive the vaccination against Covid-19. All students who have not been vaccinated are entitled to a free vaccination. If you have any underlying health issues or require any advice concerning the vaccination, please speak to a GP/doctor before getting the vaccination.

### 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 the personal credit account. You should ensure that the Deputy Accountant 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 (2021/22 £132) and a University continuation charge (2021/22 £528), 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, invoice will be sent out in September with payment in full for the year should be made by 3<sup>rd</sup> 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 as well as to seek the advice of their College Advisor.

### 6.2 Personal Credit Account

All Current members of the college is 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 should be issued on arrival with a University Card, which is an identification card, a library card, a charge card and which 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. If you lose your card, this fact should be reported to the Academic Administrator who will obtain a replacement. A charge may be made for the replacement of lost cards.

*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 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 Administrator.

### 6.4 Employment

The University recognises that some 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. [University 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 will have prescribed limits on how many hours' paid work they can do, which must be observed: for example, graduates funded by research councils and some other scholarships, and those graduates with student visas.

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 students holding a student visa this will be up to 20 hours a week during term time, if you are studying at degree level or above at Oxford University. 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 is able to provide a range of grants to its graduate 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.

Grants may be applied for under three main categories:

#### Grants for Academic Related Activities

Each fee-paying graduate student may claim 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 Rebeun 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 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 Tania Boyt (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.

#### 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

#### Grant for Sports and Well-being

The College has dedicated funds to support student well-being and participation in sports 2021-22. Grants will be given, normally without need for reference to Graduate Finance Committee, on the authorization of the College's Welfare Dean or Senior Tutor, and will not normally exceed £100 per student per annum. There is no guarantee of grants being given, and should the funds be exhausted within the academic year, no further grants will be dispersed.

[Reuben's financial support webpages](#) provide information on these, grants for group/theme based academic activities and on how to discuss accessing emergency support outside the termly meetings of Graduate Finance Committee.

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>

The Oxford Student Union's Student Advice Service (SAS) can also be contacted confidentially for support on budgeting and financial planning: <https://www.oxfordsu.org/support/studentadvice/>

#### 6.7 University Hardship Funds

[Hardship funding](#) including the [Covid-19 Assistance Fund](#) (CAF) 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 commenced 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.

### 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

For up-to-date online college information please see the relevant student section of the College website: [Study, learning and research | Reuben College \(ox.ac.uk\)](https://www.ox.ac.uk/study/learning-and-research/reuben-college).

### 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/or 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 with you 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. Your college adviser will not necessarily, therefore, be from your department or subject area.

You will first meet your College Adviser during your first term (ideally within the first three weeks of your first term), and you are encouraged to contact your College Adviser as and when you need advice or help. (You should also feel free to consult other College officers as necessary: see below.) 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 ([senior.tutor@reuben.ox.ac.uk](mailto:senior.tutor@reuben.ox.ac.uk)).

\*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

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.

**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.**

University examinations have changed since the pandemic. The College and University will keep students informed in-line with [University guidelines](#)

## 7.3 Grants for Academic Related Activities

The college has established a fund to support fee paying students enriching their studies and can be used to support costs relating to conferences, language and other academic-related expenses (see also Section 6.6). Grants are available up to £225 per annum whilst within your fee-paying liability at Reuben. Further details of the scheme can be found [online](#)

## 7.4 Academic Enrichment Events at Reuben

### **Wednesday night: Skills talks**

Reuben students will be invited to informal skills and development talks every Wednesday evening in term, in Reuben's Common Room in Linacre College, followed by Reuben guest night – a meal exclusively for Reuben members and guests. These will be interactive and engaged events, sometimes featuring outside speakers e.g. from the University's Careers Service or Welfare Team. Within Reuben's first term presentations will also be given by the College's Public Engagement in Research Team, and by the Innovation and Entrepreneurship Fellows, setting out the many paths for interaction and future engagement. Later in the term the College's President, along with Fellows from the *AI & Machine Learning* and from the *Ethics and Values* themes will collaborate together to deliver a set of talks on Introduction to AI: applications and ethical Implications, concluding in the New Year.

### 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 2021-22 in the Natural History Museum, as 'Dining with the Dinosaurs'. Given the centering of these talks in Reuben's academic programmes, and the College's mission to engage its students in interdisciplinary real-world thinking, for the 2021-22 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, 2021-22 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.

### 7.6 University Terms & Residency Requirements

Although the framework of postgraduate 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!). The dates of 'Full Term' for 2021/22 are:

**Michaelmas Term:** Sunday, 10 October - Saturday, 4 December

**Hilary Term:** Sunday, 16 January - Saturday, 12 March

**Trinity Term:** Sunday, 24 April - Saturday, 18 June

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 postgraduate 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) 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 [academic.office@reuben.ox.ac.uk](mailto:academic.office@reuben.ox.ac.uk).

## 8. Further College Facilities & Events

### 8.1 The Graduate Common Room

The 'Graduate Common Room' and 'Graduate Common Room Exec/Committee' are terms often used interchangeably. Technically (and perhaps unhelpfully) there is no physical graduate common room – all members share the same space, and historically the Graduate Common Room (known in many other colleges as MCR) is a term used to refer to the collectivity of graduate students in a college. That collectively elects from amongst itself graduates to represent their interests in college committees, act as welfare reps, party 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, sporting, cultural and recreational 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 electors to the Graduate Common Room, 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. The composition and breath of the GRC will be agreed in conjunction with student members. The committee will be re-elected annually and would expected to encompass the standard positions (President, Social Secretary, Treasurer, Welfare Officer, Equality and Diversity Officer, Housing Rep) as well as potentially Reuben-specific posts.

To assist the College with its planning, a Graduate (Advisory) President, Lauren Bolz ([lauren.bolz@reuben.ox.ac.uk](mailto:lauren.bolz@reuben.ox.ac.uk)) has been appointed by the Fellows of the College for the 2021-22

academic year: Lauren will support and encourage incoming students to stand for election to up further key Graduate Common Room positions.

## 8.2 Meals

The [Linacre Dining Hall](#) is open throughout the year except, 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. By showing your University card at the till you will be entitled to student subsidised prices. 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 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. The cost varies according to what is eaten. Students may take as many or as few meals as they wish.

Students are encouraged to bring in guests and no signing-up is required for normal everyday meals. Only Reuben student members are entitled to the subsidised student prices. All guests and other members (e.g. 'continuing members'), are charged nearer the full economic price for a meal; Value Added Tax (VAT) is chargeable on all non-student meals.

### 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). Students can book up to 3 guests for any one formal hall. Charges for the Guest nights 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 previous Monday**. 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.

[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.]

Formal Halls will normally be preceded by informal 'skills talks' in the Reuben Common Room at Linacre (see Section 7.4). Students are welcome to attend both, or either, signing up for each independently.

### 'Dining with the Dinosaurs'

In recognition that Reuben lacks its own dining spaces 2021-22, and to promote intellectual exchange, Reuben students are being invited to dine on Thursday nights in term-time at the University's Natural History Museum. These meals are available to Reuben students who attend the prior lecture (see Section 7.4), free of charge, with the expectation that diners will engage in discussion flowing from that lecture, during the meal, often with particular questions given by the speakers to be considered there. These dinners cannot be transferred to others, or exchanged for other benefits. You must sign up for Dining with Dinosaurs through InkPath **by midnight on the previous Monday**. From 11 Nov, each Reuben student can bring one guest at a cost of £25 for student guests and £30 for non-student guests. 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. You are welcome to find someone else, with the same dietary requirements to replace your guest. Please let Chloe Mak ([chloe.mak@reuben.ox.ac.uk](mailto:chloe.mak@reuben.ox.ac.uk)) know of any changes to your guests. [Although free of charge to Reuben students attending the prior seminar, to avoid waste, late cancellations and 'no shows' will incur a charge].

### 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@liancre.ox.ac.uk](mailto:guestroom@liancre.ox.ac.uk), from where the scale of charges is also available. 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

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. Bookings for teaching rooms should be made through Reception. They may also be booked for meetings of other bodies provided that a member of College is always present who will be responsible for the organisation of the meeting and any costs or expenses incurred. AV equipment is available. Permission for all meetings involving outsiders must 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](#), with attendance at events are 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](#). When attending events, remember to bring the device with your app so that you can confirm attendance and provide feedback at the event or log-in using a web browser.

Fellows and students will 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 Wednesday skills seminars 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 could 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 Lauren Bolz ([graduate.president@reuben.ox.ac.uk](mailto:graduate.president@reuben.ox.ac.uk)).

## 8.6 Bar

Reuben College will be using 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 current students can book to train or play matches on. The courts are owned by Jesus College and are just down the road from the main Linacre site – out of 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 in the basement of the Abraham Building with a new Yamaha piano, There is Yamaha clavinova 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. For university business, all students should use the college address which is [Your Name (Reuben College)], c/o Linacre College.

'Pigeon holes' at Farndon Court are situated on the ground floor. Pigeon holes at Linacre College are behind the Reception Office, where any mail delivered by the University Messenger Service will be placed. To gain access to the pigeon holes at Linacre College, you will need your University Card to get through the security door. Mail internal to the University (e.g. to other departments colleges etc) can be posted (without charge) in the internal mail box 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, not for books or gowns etc.

It is important for students to keep their contact details updated, including any change of address in Oxford or their permanent home address, and provide a mobile phone number which will work in the UK and which they have access at all times. Students can update their contact details using the [Student Self-Service](#). When students are away for Oxford for a longer period of time, 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)) if you are to be out of Oxford for any period longer than two weeks. There is no formal necessity to obtain University permission to be away from Oxford at any time although you should be aware of formal residence requirements (see Section 7.5).

Addresses and telephone numbers are confidential to the College unless students indicate otherwise. In accordance with the provisions of the Data Protection Act you will have given consent for the College to use confidential information in appropriate circumstances by signing the University Contract.

The College maintains databases containing addresses of current and old members. Before leaving Oxford it is important to notify the College of your new address. Mail will only be forwarded for one month after departure

### 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.

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 sent to you. If you have any queries regarding email please contact the [IT Services helpdesk](#) or 01865 612345.

Linacre College has a number of computers for members to use. Computer desks, as well as clear desks, in the Library, the OC Tanner Study Area, and the Abraham Study Area can be booked using your Oxford University email [here](#). There are also colour and mono laser printing and scanning facilities. Printing is charged at 5p per page and 7.5p for a double-sided sheet (exclusive of VAT). In addition there are 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](#).

Reuben is in the process of appointing a Head of IT. In the meantime, any queries regarding IT should be directed to the IT services website or the Academic Office.

### 9.3 Cycling

Cycling is the most convenient means of getting around the city but because bicycle theft is rife in Oxford you are strongly advised to follow the University's guidance on security.

It is strongly recommended that you take out insurance against theft and register your bicycle with University Security via the Lodge. All bicycles must be registered in the book provided in the Lodge. A sheltered bicycle store exists under the main steps into College. Access is via your University Card.

Please do not leave your bicycles overnight at Linacre College.

### 9.4 Safety and security

There is no wish to cause alarm or anxiety to any students but it is important to be aware that unpleasant incidents can occur and it is in your own interest to be careful. Any person(s) acting suspiciously or strangers should be reported to Reception at Linacre or to the Reuben Bursar during office hours (09.00 – 16.00 hrs Mon/Fri) or the duty Porter at Linacre out of office hours. The lodge at Linacre is a 24-hour manned operation and has direct communication to University Security Services throughout the day and night. If you need any assistance regarding your safety then please do contact the Lodge on 01865 270650.

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

Wherever your accommodation, keep your room locked and make sure that external doors to residential areas are locked. Do not let anyone follow into a residential area ('tailgating') unless you know them personally. On the Linacre site, if someone you don't know is a Linacre or Reuben student, they will have their own card. 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, 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. In common with most major cities, theft in Oxford can occur.

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.

Reuben's Health and Safety Officer is the Bursar, to whom all incidents involving health or safety should be reported and advice and suggestions offered.

### 9.5 Emergency Procedures

In the event of a serious accident or emergency summon the Fire Brigade, Ambulance Service or Police by dialling 999. This number can be dialled 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 at Linacre College building (i.e. Reuben Common Room) are tested at 12 noon every Monday. At any other time 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 the designated Fire Assembly Point. Failure to comply may result in a fine from the College's 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' (Replacement cigarettes include, but are not limited to E-cigarettes, personal vaporizers (PVs), and 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, high chairs 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 Natural History Museum (Thursdays) in term time, are not usually appropriate events for children, 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 make contact with the [Oxford University Language Centre](#), which runs classes throughout the academic year. (For College support towards these classes see Section 6.6)

### 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](#).

## 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 Section 3.4)

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 ([account@reuben.ox.ac.uk](mailto:account@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.

## 13 Glossary

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

Battels:	Members' Bursary 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 and administrative 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.
Rustication:	Sent out of residence (suspended).
Matriculation:	Formal admission to the University.
Sub-fusc:	Formal academic dress.
Council Tax:	Local property tax.

Domus:	Literally 'house': usually used in the context of having special privileges or rights.
Proctor:	The senior members of the University responsible for discipline, control of examinations, etc. of junior members.
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.
In statu pupillari:	Having student status.
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.