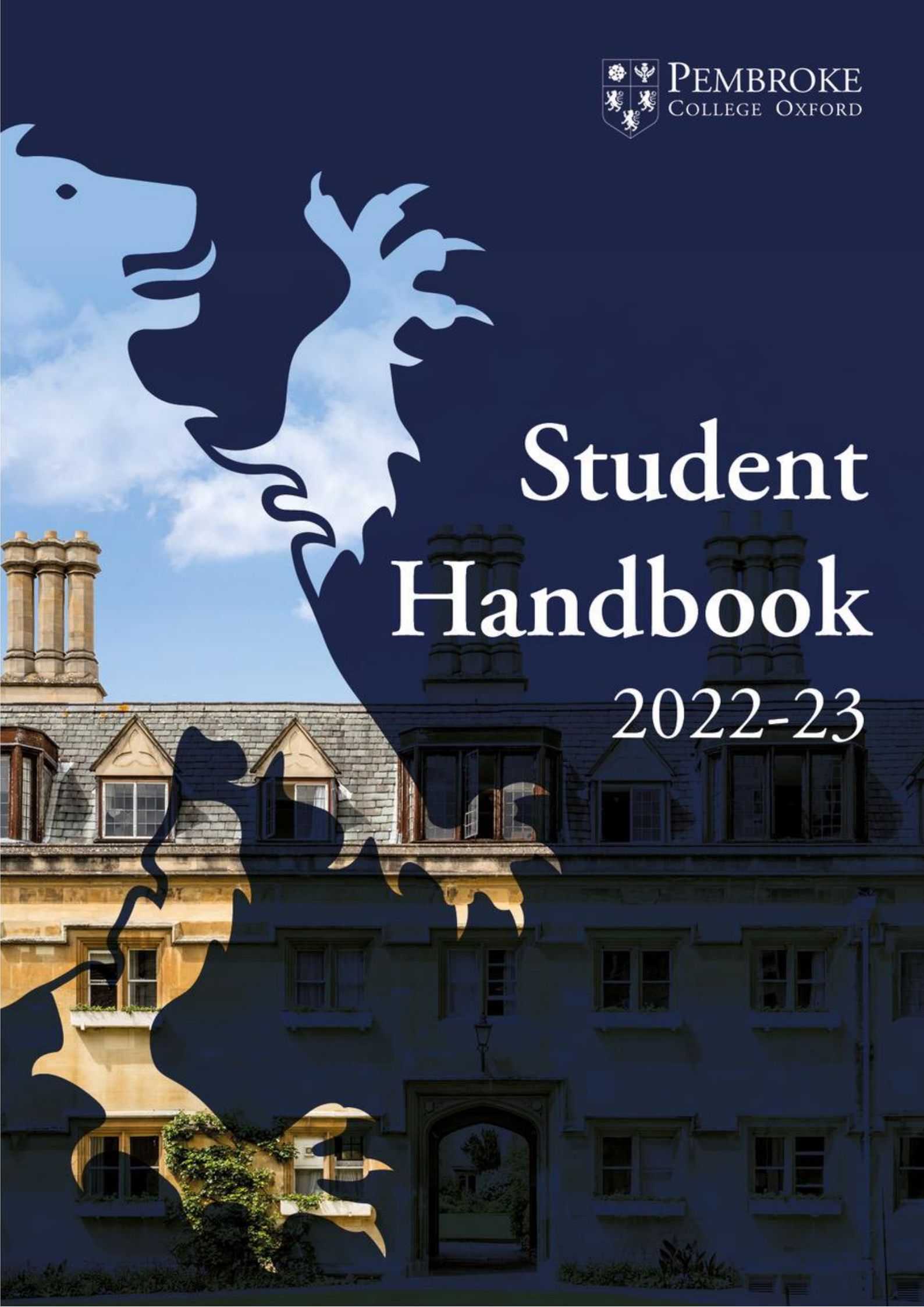




PEMBROKE
COLLEGE OXFORD

Student Handbook 2022-23



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1 WELCOME

WELCOME TO PEMBROKE COLLEGE

We are really pleased to welcome you to our lively and ambitious intellectual community, where students and academics alike are passionate about their subjects. The College exists primarily for students and values the great contribution you will make towards the academic achievements and lively atmosphere here.

You should read the full handbook, but there is some key highlighted information we would particularly like to draw your attention to, found under the following:

- **Duty to Keep Residence**
- **Living in the Community with a Disability**
- **Staying in Touch**
- **Your Academic Obligations**
- **Plagiarism**
- **Academic Work**
- **Academic Student Support**
- **Financial Support**
- **The Dean and College Regulations**

ABOUT THE STUDENT HANDBOOK

The Student Handbook aims to provide useful information, to signpost you to key people and policies, and to highlight and explain some of the College rules and regulations. The full [Regulations and Codes](#) are published on the College website and the Pembroke Hub, and you should refer directly to them when necessary.

The most up-to-date information can always be found on [the Pembroke Hub](#).

The information contained within this handbook is correct at the time of publication (August 2022). Please see the [University website](#) for official information about University policies and procedures. In the event of any discrepancy between the information in this handbook and the University website, the University website should be considered the authoritative source.

ABOUT PEMBROKE COLLEGE

From the early days of the University, Broadgates Hall, from which Pembroke College was founded, existed as a hostel for law students. The combined generosity of an Abingdon merchant, Thomas Tesdale, and a Berkshire clergyman, Richard Wightwick, provided the necessary endowment for the transformation of Broadgates Hall into Pembroke College. In 1624, King James I approved the creation of Pembroke College, which was named after the third Earl of Pembroke, Lord Chamberlain and Chancellor of the University, who had done much to promote the foundation. The two were commemorated in the College's coat of arms, which, in recognition of the union of the two crowns in the person of James the First of England and Sixth of Scotland, bears a rose and thistle above the three lions rampant of the Earl's shield. More information about the crest and the College's history is available on the [History page](#) of the College website.

Today, Pembroke College's community consists of about 350 undergraduates, around 30 [visiting and exchange students](#), and over 250 graduates. It is a close-knit academic community, and the [Master](#) of the College, Sir Ernest Ryder, is keen to welcome you and to get to know you during your time at Pembroke. There will be

various opportunities to meet him.

As an independent legal entity, all major College decisions are taken by its [Governing Body](#), chaired by the [Master](#). The Governing Body consists of the Master and [Fellows](#), including Advisory Fellows who are from outside the academic community. There are approximately 30 Tutorial Fellows, who are responsible for their subjects and teach Pembroke undergraduates in their College rooms, and a range of other academic staff who teach Pembroke students, either on the College premises or in other Colleges or University buildings. You can find out more about them via the [Academics and Associates](#) page of our website. With a dynamic research community, the College is also proud to house several research groups, as outlined on our [Research](#) webpage.

A support staff of about 120 provides administration, library, maintenance, IT, accommodation and catering services. The administration is broadly divided between those who deal with academic matters and welfare (headed by the Academic Director and Academic Registrar) and those who deal with non-academic matters (headed by the Bursar and the Operations Bursar). You can find the contact details for various offices on [the Pembroke Hub](#).

OUR PURPOSE AND VALUES

As defined in our founding statutes, Pembroke exists as an historic institution dedicated to serve the common good through the provision of education and the promotion of scholarship and research. The College's values express the core principles which run through all that we do, how we behave as a community, and how we make decisions. We seek to be:

Academically Ambitious

- Pursuing academic excellence at all levels

- Recruiting the brightest minds, regardless of background
- Supporting individuals to enable them to reach their full potential
- Building a natural home for, and strong reputation in, research as befits a multi-disciplinary college

Inclusive

- Respecting differences and embracing diversity
- Helping one another to succeed in all aspects of life in College by encouraging and challenging one another
- Listening to and being open with one another

Collaborative

- Collaborating across all areas of the College community, including students, academics, staff and alumni
- Collaborating with colleagues and academics across Oxford, nationally and internationally to innovate and improve

Balanced

- Supporting the personal development of all members of the College community to enable them to enhance their personal and professional skills
- In addition, enabling students to enhance their life experience in preparation for careers in any walk of life

Adaptable

- Forward-thinking
- Evolving in step with the world around us so as to thrive in the future
- Building on Pembroke's history and tradition

- Protecting, enhancing and improving the physical College

SUSTAINABILITY

As Pembroke nears its 400th Anniversary in 2024, the College has never been more focussed on its commitment to sustainability. This commitment is reflected most notably in the decision by the College's Governing Body to commission a Space & Sustainability Masterplan in 2021 and establish a Sustainability Committee comprised of College Fellows, staff and student representatives. Following a review of the entire College estate, the Masterplan will set out the roadmap to achieving net zero/zero carbon and significantly increasing biodiversity across the College sites. You can read more about this exciting project and Pembroke's operational sustainability practice on our [website](#).

THE GOVERNING BODY, COLLEGE OFFICERS AND SUPPORT STAFF

The College is administered by its [Governing Body](#). The Governing Body meets three times each term. The Presidents of the [Junior Common Room \(JCR\)](#), representing undergraduates, and [Middle Common Room \(MCR\)](#), representing graduates, attend for non-confidential business and may put forward items for discussion at any meeting.

The day-to-day affairs of the College are administered by the following College Officers, who are normally Fellows acting in a full-time or part-time capacity, and a number of specific posts (e.g. the Junior Deans).

- The Vicegerent, who deputises for the Master;
- The Academic Director, who is responsible for the overall

administration of academic business. In Pembroke this post includes the roles of the Tutor for Admissions, responsible for all aspects of access and admissions; Senior Tutor, with responsibility for academic and pastoral support for undergraduates; the Dean of Visiting Students, with responsibility for the visiting student programme; and the Tutor for Graduates, with responsibility for academic and pastoral support of graduates;

- The Dean and his/her Deputy, and the Junior Deans, who are responsible for administering discipline among students;
- The Junior Deans also provide welfare and wellbeing support for students;
- The Welfare and Equalities Fellows, who lead on welfare and equality matters for students;
- The Welfare Co-ordinator, who is the main point of contact for student welfare and wellbeing
- Two Harassment Advisers;
- Two Deans of Graduates who attend graduate academic reviews and, with the Academic Director, are involved in academic matters relating to graduate studies.
- The Bursar, who is responsible for the overall administration of financial business;
- The Operations Bursar, who is responsible for the overall administration and operation of domestic business including accommodation, catering, maintenance, security, IT services and conference business;
- The Dean of Degrees, who arranges supplication for degrees;

- The Access Fellow is responsible for managing the College's flagship Access Programmes in London, the North West and the North East.
- The Chaplain, who is in charge of the Chapel and also provides welfare support for students;
- The Librarian, who is responsible for all aspects of the College library, rare books collections and archives, and is supported by a Library Assistant and an Archivist.
- Other College posts, including the Library Fellow, the Treasurer of the Amalgamated Clubs, the Curator of Art and Curator of Gardens.

The College is administered through a series of standing committees, each of them reporting to the Governing Body. All the main committees have open sessions with representatives of the JCR and MCR present. Those of particular importance to students are:

- The Academic Committee, chaired by the Vicegerent, which develops and oversees the implementation and management of the College's Academic Policy.
- The Finance & Planning Committee, chaired by the Master, which develops and reviews future plans, budgets, performance against budget, forecasts and other relevant information.
- The Student Welfare & Equalities Committees, chaired by the Welfare & Equality Fellows, which deal with strategic and operational welfare and equality matters.
- Domestic operations are discussed at meetings on a regular basis and through single issue committees such as the Food Committee. These issues are reported to the Finance & Planning Committee as necessary.

TYPES OF STUDENTS (JUNIOR MEMBERS)

A '**junior member**' is a term used in the **Regulations** to refer to any person who has been admitted to Pembroke College to take a course of study leading to a degree (undergraduate or graduate) from the University of Oxford, or any other course of study for which College approval has been granted.

In order to be admitted as a junior member you must:

- receive and accept a written offer from the College enrolling you on a course of study.
- agree to abide by College and University Regulations.

You will stop being a junior member when your course of study is completed or is terminated for any other reason.

2 RESIDENCY AND TERM DATES

Find more information on the [Pembroke Hub](#):

- [Freshers 2022](#)

The academic year runs from 1 October to 30 September and consists of:

- Three “Full Terms” of eight weeks:
 - o [Michaelmas Term](#) (“MT”, autumn)
 - o [Hilary Term](#) (“HT”, spring)
 - o [Trinity Term](#) (“TT”, summer)
- The Christmas Vacation, Easter Vacation and Long Vacation (summer)

Weeks in Full term are referred to by number - 1st week, 2nd week, through to 8th week etc. Weeks out of Full term may also be referred to by number - 0th week, 9th week, etc.

Certain subjects require students to be in residence for extended terms in some years of their degree.

UNDERGRADUATE TERM DATES

Certain examinations take place after the end of [Full Term](#). Any student taking university (public) exams should check the arrangements for their subjects with the [Academic Office](#), with their [Tutors](#) or with departments before making plans to leave Oxford for the vacation in which their examinations will take place. Please note that precise examination dates may not be released until two weeks prior to the start of the examination.

College terms begin on Wednesday of 0th week and end of Saturday of 8th week.

All undergraduates are expected to return to College by the end of Wednesday of 0th week of every term.

This allows time for students to sit [Collections](#) (internal examinations in College) on Thursday and Friday of 0th week.

Dates for 2022-23 are as follows:

Term	Start	End
Michaelmas	5 Oct 2022	3 Dec 2022
Hilary	11 Jan 2023	11 Mar 2023
Trinity	19 Apr 2023	17 Jun 2023

GRADUATE TERM DATES

Terms for graduates on taught courses typically commence on the **Sunday of 1st week** and end on the **Saturday of 8th week**. Dates for 2022-23 are as follows:

Term	Start	End
Michaelmas	9 Oct 2022	3 Dec 2022
Hilary	15 Jan 2023	11 Mar 2023
Trinity	23 Apr 2023	17 Jun 2023

Graduate students on Research degrees (DPhils) are usually expected to be in Oxford during term time and vacations and many Masters programmes will have different term times.

Dates of University terms for the next three years are available on the [University website](#).

DUTY TO KEEP RESIDENCE

It is a University rule that, in order to qualify for a degree, a student must have been in residence for 42 nights during each Term (that is, six full weeks). That means you must spend at least 42 nights within six miles or 25 miles of Carfax (in central Oxford) during those periods, depending on your student status.

Given the intensity of the course and study requirements, you should plan to spend the full term in residence. As an Undergraduate, **if you wish to spend any time away from Oxford during the term – including leaving early at the end of term - you must ask your Tutor(s) for permission and notify the Academic Office and the Porters’ lodge.** Permission will normally be given for reasonable requests to be away for brief periods of time, provided that you are meeting your academic obligations and residency requirements, and that the time away from college will not disrupt your studies. It will be given for absences on compassionate or welfare grounds. You must also contact the Academic Office as soon as possible if you may be away for more than two weeks in any term.

UNDERGRADUATE LIVING ARRANGEMENTS

All first-year undergraduates and Visiting Students live on the Main Site, unless there are special circumstances. You should contact the Academic Office as soon as possible if you think you may have a case for alternative arrangements.

All undergraduates are offered accommodation for three years at either the Sir Geoffrey Arthur Building (known as the **GAB**), which is about a ten-minute walk south of the Main Site, or on Main Site.

Students on four-year courses resident in Oxford are normally given a choice to live in College accommodation in either the 3rd or 4th year. Accommodation may be available for a fourth year.

More information about accommodation is available in [the Accommodation section](#) of this Handbook and [on the Pembroke Hub](#).

GRADUATE LIVING ARRANGEMENTS

We offer accommodation for first year full-time graduates, located on the main site or at the Geoffrey Arthur Building (GAB) annex.

More information about accommodation is available in [the Accommodation section](#) below and [on our website](#).

LIVING IN THE COMMUNITY WITH A DISABILITY

Information about disability provision at Pembroke, including accessibility, academic and welfare support is available on the [Support Hub](#) on the Pembroke Hub.

If you have a disability (including specific learning difficulties and mental health issues) and you have not registered with the [Disability Advisory Service \(DAS\)](#), then please do so immediately by completing the registration form available on the University website (offer-holders are strongly advised to do this prior to starting their course at Oxford). This will ensure that the College is notified, you can apply for any funding you are entitled to in good time, and we can put arrangements in place to support you. Delaying your registration means it can be very difficult for the College and University to put in place any adjustments which might be required.

If you have any questions about disability provision, including any impact on your living arrangements, please see the [Pembroke Hub](#) for more information, contact the [Disability Advisory Service \(DAS\)](#) or, within College, the Academic Registrar.

STAYING IN TOUCH

We will use your University email address as a primary method of contact. **It is part of your academic obligations to check your emails at least once a day** (see [College Regulations](#)). If you have any problems with your IT you should contact the college's [IT support team](#) at once.

Your postal address in College (including those resident at the GAB) is:

Pembroke College
Oxford OX1 1DW

If you are a full-time student, you will have a 'pigeon hole' allocated to you, where mail and other communications will be left. You must check your pigeon hole regularly.

EMERGENCY CONTACTS

All students are required to provide details of an emergency contact when registering at college. The college can use your Emergency Contact in very serious situations where it is in your vital interests to do so (e.g. life and death situations or similar). It may also be in your best interests for the college to use your emergency contact in other situations where there is a significant concern about your health or safety, but your prior consent is required for this and you will be given the option to opt in/out of this arrangement at the start of the year.

3 REGISTRATION AND MATRICULATION

Find more information on the [Pembroke Hub](#):

- [Fresbers 2022](#)

UNIVERSITY CARD

In your first few days in Oxford you will be supplied with a University Card. This gives you access to central University facilities, including the Bodleian Library (the card is often referred to as a "Bod Card"). This card is also needed for borrowing books from the College library. Keep this card safe. A £15 replacement fee is charged if a card is lost. More details can be found at the [Oxford University website](#).

ONLINE REGISTRATION AND STUDENT SELF SERVICE

The University requires all students to register or re-enrol online annually. The [Student Self-Service system](#) allows you to maintain your own personal and academic details; to produce a copy of an Enrolment Certificate which can be used as confirmation of your student status and for Council Tax exemption; and see your public examination results as they are released.

Online registration also includes an invitation to join Oxford Country Council (OCC) Electoral Register.

Your student account is created automatically and the details emailed to you as soon as your contract has been received and processed by the University.

You will be able to login to the Student Self Service system before term to check and amend personal and academic details. When you arrive in Oxford, the College will issue you with your University Card and complete

your registration.

MATRICULATION

Matriculation confers membership of the University. All full-time undergraduates and graduates (but not Visiting, Erasmus and Exchange students) need to attend a compulsory matriculation ceremony at the start of their course. For students starting in Michaelmas term 2022, the matriculation date will be Saturday 15th October. More information will be provided via email during freshers' week.

ACADEMIC DRESS

Full academic dress is known as 'sub fusc' and is compulsory for certain events.

You can read more about sub fusc, and see some photos of students wearing it, on the [Academic dress page](#) of the University website.

What is sub fusc?

Sub fusc consists of a gown, a mortar board or soft-cap, and your preferred items from the following list:

1. One of:
 - a. dark suit with dark socks, **or**
 - b. dark skirt with black tights or stockings, **or**
 - c. dark trousers with dark socks or dark hosiery
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

If you wear a head dress/scarf for religious reasons, a black scarf should be worn. Members of the armed forces may wear service dress under their gowns.

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies.



When will I wear sub fusc?

- At all formal University ceremonies.
- When sitting examinations.
- You will also wear your gown, but not full sub fusc, in [Collections](#) at [Academic Review](#) meetings and at formal dinners in [Hall](#).

When and how should I purchase my sub fusc?

You should arrange to purchase your sub fusc as soon as possible after arriving in Oxford.

The sub fusc gown, mortar board and accessories are available from suppliers including Shepherd and Woodward on the High Street or Walters of Oxford on Turl Street.

4 UNDERGRADUATE ACADEMIC LIFE

Find more information on the Pembroke Hub:

- *Academic Hub*
- *Support Hub*
- *Freshers 2022*

YOUR ACADEMIC OBLIGATIONS

The Student Contract and the **College Regulations** set out clearly your obligation to pursue your studies to the best of your ability. This means you must:

- attend all **tutorials**, lectures, and practicals required for your course, without fail;
- prepare and submit work for tutorials and classes as required by your **Tutors**;
- respond promptly to invitations and keep all appointments with the **Master**, your Tutors or College Officers;
- keep informed of electronic and other communications and those on notice boards;
- attend **Collections** (College Examinations) and **Academic Review** as required;
- comply with University requirements regarding your course and examinations (see **College Regulations**).

Students are expected to meet their academic obligations, to work hard (usually a 40-hour week) and to perform to the best of their abilities. While Pembroke encourages all students to have a healthy 'work life balance', academic obligations must always take

priority over extra-curricular activities.

MANAGEMENT OF YOUR COURSE

The Academic Director has overall responsibility for the academic operation of the College and is supported by the Academic Office. You can contact them for advice on any academic matter.

In addition, every subject or joint subject has one or more College Fellows who are responsible for the overall supervision of teaching within Pembroke. Most subjects also have a team of other **Tutors** and **Lecturers** who share teaching and administrative responsibilities in each subject.

Your Tutor will set up teaching arrangements for you. These may be with a Tutor in Pembroke, or a Tutor in another College. You may only receive tuition from someone approved by your Tutor and must not make up your own arrangements for tuition.

The **College Fellows** in charge of your subject will provide general guidance to you throughout your studies at Pembroke. If you have any academic problems, you should generally discuss these in the first instance with the tutor for the relevant course. You may also take any academic problems to the Fellow in charge of your subject, or to the Academic Director. You may also want to raise any issues with your JCR subject rep, who is responsible for liaising with tutors on behalf of students.

THE ROLE OF TUTORIALS

What is a tutorial?

Tutorials are central to your studies and give you the chance to discuss your subject with an expert in the field. Your tutor monitors your academic progress through regular meetings, provides individual feedback and

support and encourages you to develop to your full potential.

Tutorials normally take place at least once a week and it is up to you to research and prepare for them. This means that you must finish and hand in all work required for the tutorial well in advance, and to the deadlines set by the tutor.

You will meet your tutor, perhaps with one or two other students, and take part in a discussion which will draw on your essay or solutions to set problems. A tutorial in itself is the best source of feedback on your work and academic progress, while you will also have your written work assessed.

A tutorial relies on the exchange of ideas between you, your tutor and other students. You need not be experienced in debating, you just need to be ready to present and justify your opinions, accept constructive criticism and listen to others.

Tutorials develop your ability to think for yourself, not only an essential ability for academic success but also a skill that top employers look for in Oxford graduates.

The College also appoints Subject Representatives, usually 2nd or 3rd year undergraduates, who provide a point of contact for advice and guidance to [Freshers](#) in each subject, and are an invaluable source of information on how the tutorial systems operates.

PLAGIARISM

While it can be very valuable for students to collaborate and work together, all work handed in to be assessed – either in a tutorial, a collection or a university exam – must be entirely your own work and properly referenced. Your Tutors and the College Librarian can offer you advice on this.

You may also refer to the information for students on the [Oxford University website](#),

which includes a link to an online course and extensive guidance.

If you are in any doubt about this, please check, as the consequences for plagiarism can be very severe.

ACADEMIC WORK

The number of lectures, tutorials, practicals and classes vary by discipline, but in all subjects there is an expectation that you will work for around 40 hours a week on average during full term. Oxford courses are also planned on the assumption that considerable academic work will be done during the vacation periods.

During the Long Vacation students often undertake internships. You should ensure that these leave sufficient time during the vacation for both rest time and academic work. We would advise internships should not take longer than eight weeks.

It is usually not possible to engage in paid work during term time, or during the Christmas and Easter vacations (though there are some paid opportunities in the college to help out with Telethons, access events, Open Days or admissions). If you have problems regarding finances, you should talk to the Academic Office in the first instance about sources of support that might be available.

FEEDBACK, COLLECTIONS AND ACADEMIC REVIEWS

Feedback and Tutorials

Undergraduates and Visiting Students receive regular and extensive feedback on their progress in [tutorials](#). The main source for student feedback is the tutorial discussion.

Oxford's tutorial system gives you a unique opportunity to have regular and intensive

feedback on an ongoing basis.

Tutorial discussions will help you to improve your understanding and engagement with the topics under discussion, and will give you feedback in 'real time' about your academic progress;

Comments and marks on your written work or problem sheets will help to consolidate your learning.

Pembroke tutors will give you the written and verbal feedback that you need to make good progress in your course. Feedback on your written work will be given in time to help you with your learning, and normally by the next tutorial.

Tutorials give you the space to take intellectual risks and to grow as scholars, so tutors will not always give marks for every piece of work. If you are in doubt as to how you are performing overall, or how you can improve, you should ask your tutor directly.

Different subjects, different courses and different tutors are likely to have different approaches to teaching and providing feedback. You should ask your tutor directly to explain their approach, if you are unclear.

Tutorials are based on communication and engagement between tutors and students, both focused and actively engaged on creating a productive learning experience. Tutors can only provide good feedback if students participate actively in tutorials, work hard and produce the best quality work that they can.

Collections

In 0th week of each term you will normally be set test papers in College, called Collections, on the work you have covered during the previous term and/or vacation. This enables you and your tutors to get a clearer idea of your progress, and is an important opportunity to practise examination techniques.

Your marks will normally be returned to you within two weeks of the Collection to ensure that you receive feedback within a useful time period. Collections are an integral part of the course and you must plan any travel arrangements in a way that gets you to Oxford in time to take them. Your Tutor will inform you on which topic and when you will be assessed through Collections. Collections are normally scheduled on Thursday and Friday of 0th week of the relevant term.

There are Collection Prizes for good performance in Collections. However, marks in Collections do not count towards your degree.

Tutorial reports

In addition to feedback in tutorials, tutors write on-line reports at the end of each term using a system called 'TMS', which are sent to your Tutors and the Academic Director, and are made available to you online. You should check the TMS system from the end of 7th week when your reports will start to be available. Your tutor will arrange a time to discuss your progress overall, on a termly basis.

Academic Reviews

At least once a year your progress will be formally reviewed by the Master and Academic Director through the [Academic Review](#) process. You will be informed when your Academic Review will take place by the Academic Office. Attendance is compulsory and you must wear a gown. You are also required to complete a self-assessment online in advance of your Academic Review to encourage you to reflect on your learning, plans and achievements in advance of the meeting. Self-assessment and reflection are key to learning effectively, so you should take this seriously and consider making regular self-assessment part of your learning habits.

Your Feedback

We actively seek and welcome student

feedback as we are constantly striving to improve the student experience at Pembroke.

You will normally have the chance to comment on the tutorials you have received through an anonymous on-line questionnaire every term. The returns are viewed by the Academic Director who will take appropriate action if any submission raises cause for concern. The Academic Director gives an anonymous report on feedback once a term to the College's Academic Committee.

In addition, the JCR Academic Affairs Rep and the Subject Reps normally organise subject-specific feedback sessions for all students at least once a year in Hilary Term, that result in a detailed set of comments and action points for consideration and possible action by the subject tutors and Academic Committee.

We also welcome your feedback via the National Student Survey (for final year undergraduates only) and Student Barometer (undergraduates in other years of study and all graduate students).

You are also welcome to raise any issues individually with your Tutors or with the Academic Office, or with the appropriate College office if it is a non-academic matter.

ACADEMIC STUDENT SUPPORT

If you have any concerns related to your studies or you need extra support, please speak to your tutor or another tutor in your subject, your JCR subject rep, the College's Welfare and Wellbeing Co-ordinator or the Academic Director. You can also find support through [Oxford SU's Student Advice service](#). It is essential that any difficulty is discussed early so that solutions may be found. Full details of support available to you are available on the [Support Hub](#) pages

on the Pembroke Hub.

If there are medical or personal issues affecting you before you start your course, please tell the [Academic Office](#). The [Disability Advisory Service](#) can help with drawing up a Student Support plan, and the College is very happy to make reasonable adjustments to your living or study arrangements.

When students do not reach their full potential, support and solutions can usually be found with the assistance of tutors and support services. The most important thing is to ask for help and to acknowledge that you are having difficulties.

If you are working hard, but still struggling to make progress, the College may provide additional teaching or study skills support as a temporary measure. There is also a JCR/MCR mentoring scheme in operation; students interested in being involved should contact the Academic Rep.

If you are ill for a short period of time, or are faced with unforeseen difficulties such as bereavement, the College will make reasonable adjustments to help you make up any lost material in conjunction with the subject tutors and following advice from the medical team.

If you have a long-standing condition, then the college will work with you and your medical advisers (including the Disability Advisory Service) to reach a solution. This may involve on course support or, in other cases, the recommendation may be for you to suspend your course of study for an agreed period based on a medical recommendation. Depending on the extent that the illness may have disrupted your studies, the medical recommendation might include a period of repeat study. In any event, you will have to demonstrate that you are fit to return, normally by means of a letter from the College doctors. A number of students suspend due to health or other reasons every year and return to perform very well in the rest of their studies, having

taken time out to recover or stabilise their conditions.

Failure to meet academic obligations

The college aims to support students through all circumstances, but students must take their academic obligations seriously.

If a student is in breach of their academic obligations without good reason (for example, missing tutorials, failing to hand in work, performing below the level they are capable of), the [College Regulations](#) set out an academic disciplinary regime. While this is aimed primarily at supporting students to remain on course and perform well, persistent failure to meet obligations without mitigating circumstances, may lead to suspension or termination of the course.

If a student continues to struggle despite any additional support that has been put in place, it may make sense for them to move to another university, to take a course that suits their interests and ability more closely. Depending on the stage of the course that they have reached this may involve a transfer on course or require re-application through UCAS. The College will normally provide assistance to help students with their choice of course and provide a reference if necessary. More information can be found in the [College Regulations](#).

ACADEMIC SCHOLARSHIPS, PRIZES AND AWARDS FOR UNDERGRADUATES

We always seek to recognise and celebrate students' success and offer a variety of rewards to undergraduates for high achievements. The most up-to-date information about how we do this is always provided on the [Pembroke Hub](#).

Examples include:

- **College Scholarships and Exhibitions** for students who

perform at or near the Distinction level in examinations and throughout the year.

- **Collection Prizes** for performance or improvement in Collections exams.
- **Recognition Awards** to recognise other improvement or excellence in academic performance.
- **Master's Prizes** awarded to students who exhibit outstanding leadership.

OTHER ACADEMIC-RELATED OPPORTUNITIES

There are a number of academic related opportunities, supported by alumni and friends of the College, which we expect to be available in 2022/23. Up-to-date information can be found on the [Pembroke Hub](#) and further details will be circulated via email when applications are open. These include:

- **Rokos Science Internships:** Fully-funded internships in labs either in Oxford or across the world for undergraduates reading STEM (Science, Technology, Engineering, Maths and Medicine) subjects at Pembroke.
- **Book Grants** for undergraduates on Humanities and Social Sciences courses at Pembroke to cover the cost of buying their own copies of course texts.
- **Technos International Prize** awarded for work to encourage international understanding.
- **Travel Grants** for students wishing to undertake travel to support their studies.
- **Pembroke Access Scheme:** Many current students teach on the College's access scheme, providing

study skills sessions, lectures, seminars and mini-tutorials.

CAREERS, MENTORING AND ALUMNI

The Alumni Relations and Development team manage a range of networks and events to stay in touch with students after they leave Pembroke. As well as organising events for alumni, they provide careers and mentoring opportunities to connect current students with alumni in a variety of professions and careers paths.

As well as careers events organised by the Alumni Relations team, students have access to the University Careers Service.

Find out more on the [Careers pages on the Pembroke Hub](#) or by contacting the [Alumni Relations and Development team](#).

5 GRADUATE ACADEMIC LIFE

Find more information on the Pembroke Hub:

- [Academic Hub](#)
- [Freshers 2022](#)

The University Admitting Body (UAB, acting through the relevant Faculty, Sub-faculty or Department), is responsible for the selection of graduate students and for the provision of supervision for research degrees and tuition for taught postgraduate courses.

Each course has an individual Director of Graduate Studies within the UAB

Your Supervisor, or other faculty members who provide tuition, will not necessarily be a member of Pembroke, though that will sometimes be the case.

In College, the Tutor for Graduates has oversight of graduates and every graduate is assigned a College Advisor on arrival, who is a senior member of the College working in the same or a related field.

The Tutor for Graduates also deals with administrative matters, such as forms for transfer of status, appointment of examiners, suspension of status, extensions etc., with responsibility resting with the Academic Office on a day-to-day basis.

Meetings are scheduled for new Graduates and their Advisors every term, but the system is flexible and it is very much up to the student to use it as much as they feel necessary.

All graduate students at Pembroke are members of the Middle Common Room (MCR), which is both a physical space and a social organisation. The MCR is self-governing, determines the use of its funds and its space, arranges a variety of academic and social events, and has its own [website](#), linked to the College main website.

There is a JCR/MCR mentoring scheme in operation; students interested in being involved should contact the Academic Rep.

Graduate students may also be interested in ad hoc work as part of the College's Access initiatives (see the [Pembroke Access Scheme](#) below).

MONITORING PROGRESS

Termly reports on the progress of graduate research students are obtained electronically via Graduate Supervision Reporting (GSR). Students, supervisors and Directors of Graduate Studies are required to submit their reports on a termly basis. The student has the opportunity to enter their own observations.

GSR reports are viewed by the student's College Advisor and are formally discussed with the student, the Master and the Dean of Graduates once a year at Graduate [Academic Review](#). Some taught courses also provide reports.

FEEDBACK SYSTEM FOR GRADUATES

In addition to the student's observations entered in the reporting system, graduates are normally invited by the College to provide anonymous feedback on their courses, teaching and experience in Oxford electronically at the beginning of Trinity Term via the 'Student Barometer'.

You can speak to your Advisor or the Tutor for Graduates if you have any concerns about the supervision you are receiving, or about any other aspect of your dealings with the University. If there is a matter of concern to you which does not relate to your studies which you would find it helpful to speak to someone about, your College Advisor is also there for that.

ACADEMIC SCHOLARSHIPS, PRIZES AND AWARDS FOR GRADUATES

Pembroke provides significant support for graduates, as central members of our community. A brief summary is given below, but please see the [Graduate financial support](#) webpage and [Support Hub](#) for full up-to-date details, including awards for academic achievement, travel, sport and music.

Please be aware that awards (and their value) are subject to change.

- **College Graduate Scholarships:** The College offers a wide range of scholarships at the point of admission, ranging from fully funded awards to smaller contributions to fees.
- **Dean of Graduates Fund:** this is a discretionary fund to which applications can be made to help defray the costs of attending conferences, making field trips, or other projects which are essential to the graduate's research. Applications are normally submitted each term.
- **Senior Studentships:** up to four Senior Studentships are tenable each year for existing graduate students. Senior Scholars receive a financial award and become members of the [Senior Common Room](#), with special dining rights.
- **Pembroke Alumni Awards:** awards for students who are demonstrating academic excellence and experiencing financial difficulties in completing their course.
- **Horlock Awards:** for students who are under 25, demonstrating academic excellence in a science or vocational subject, and experiencing

financial difficulties in completing their course.

6 ACADEMIC RESOURCES

Find more information on the [Pembroke Hub](#):

- [Library & Archives](#)
- [IT Information](#)

THE COLLEGE LIBRARY

The aim of the College Library is to provide students with all the resources they need to successfully complete their courses. It is primarily designed to support undergraduate-level study in all the main subjects studied by Pembroke undergraduate students, particularly in their first year. As well as the existing collection, the library buys books on request, and staff are available to help with finding and using resources, both print and electronic.

Postgraduates are more likely to find their needs catered for by the [Bodleian Libraries](#) and other specialist libraries, although full electronic access is available from the College Library to all University resources, and study space is available.

The library also houses important collections of antiquarian books, and there are chances throughout the year for students to see and handle the special collections.

Details of library opening times, collections and electronic resources, facilities, conduct and support is available on [the Library & Archives pages on the Pembroke Hub](#).

IT FACILITIES

Please see the [relevant pages of the Pembroke Hub](#) for up-to-date information on IT facilities, including connecting to the internet and College network; receiving IT support; accessing software such as Microsoft Office 365 and antivirus software; printing, copying and scanning; and

emergency loan laptops.

There is Wi-Fi throughout the College.

Any breach of the Pembroke College [IT Acceptable Use Policy](#) and University [IT Regulations](#) may result in access to IT facilities being withdrawn which could include your email account and/or access to the internet being suspended. Depending on the severity of the infringement, a fine or further penalty may apply.

7 EXAMINATIONS

Find more information on the [Pembroke Hub](#):

- [Academic Hub](#)

Please ensure you check the [University website](#) for current information about examination arrangements.

You should familiarise yourself with the [Exam Regulations](#) for your course, as these explain what is required as part of your course. Some key common factors are summarised below.

Your degree depends on you passing Public Examinations which are set and marked by the University.

Most undergraduate courses have two sets of examinations: the [First Public Examination \(FPE\)](#), sometimes called Mods (Honours Moderations) or [Prelims](#) (Preliminary Examination), and the Second Public Examination, called [Finals](#), which in some subjects is in two or three parts taken in successive years.

Most taught graduate courses have a combination of assessed coursework and written [papers](#), with the precise specifications also set out in the University Examination Regulations.

You will be notified by the University regarding the enrolment requirements for your examinations. You will be entered automatically for “core” subjects.

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

Failing to meet deadlines for submission of work (for example, essays) which forms part of the examining process could lead to a fine, a deduction of marks, or even

complete failure of the examination.

Undergraduates have to pass all parts of the University First Public Examination in order to continue their course, and will be allowed a single resit only.

Graduates on taught courses typically have to pass all components of their course, but are sometimes allowed to take resits in some [papers](#).

DEALING WITH EXAMS WITH A DISABILITY

On production of medical evidence (or evidence submitted via DAS), the College can apply for permission for alternative exam arrangements, such as extra writing time, extra rest time, or permission to take food/medication into the exam room.

The normal deadline for the College to submit alternative exam arrangement requests to the University is Wednesday of 4th week of the term before the exams (e.g. 4th week of Michaelmas Term for exams in Hilary Term and 4th week of Hilary Term for exams in Trinity Term).

For more support and information about disability provision, please see the [Pembroke Support Hub](#), contact the [Disability Advisory Service](#) (DAS) or, within College, the Academic Registrar.

ILLNESS DURING THE EXAMINATION PERIOD

If you think your performance in an exam has been affected by ill-health or any significant factor, it is essential that you inform the Academic Office immediately so that you can be advised about the Mitigating Circumstances process.

More information about the Mitigating Circumstances process is in the University Student Handbook or on request from the

Academic Office.

APPEALS AND COMPLAINTS ABOUT EXAMINATIONS

Appeals and complaints are handled by the University Proctors.

If you have a complaint about procedures not having been correctly followed during examinations you should consult the Academic Office as a matter of urgency, so they can advise you on the process to follow

Appeals can only be made about the conduct of the examinations, not on the academic judgement of the examiners.

Please note: Marks will only be checked if there is evidence of an irregularity, not because a student is disappointed with them or puzzled about the distribution.

8 FINANCIAL MATTERS

Find more information on the [Pembroke Hub](#):

- [Freshers 2022](#)
- [Accommodation](#)

The College officers and staff primarily concerned with the issues covered in this section are the Bursar, the Bursars' Secretary, the College Accountant, and the Accounts Department.

FEES AND BATTELS

College bills are called “[battels](#)”. You will be invoiced (“[battelled](#)”) for the main days of Michaelmas Term residence at the beginning of that term. At the beginning of Hilary Term, you will be [battelled](#) for the main days of that term plus any vacation days before or after the end of Michaelmas Term and any additional (ancillary) charges incurred up to then. At the beginning of Trinity Term your [battels](#) will include the main days of that term plus any vacation days after the end of Hilary Term and any ancillary charges. Ancillary charges or vacation days relating to Trinity Term will appear on the [battels](#) for the following Michaelmas Term if you are returning to College. [Finalists](#) will be [battelled](#) separately. [Battels](#) should be paid in accordance with the procedures outlined below.

Ancillary Charges

[Battels](#) invoices include items relating to domestic charges. These include:

- Payment for accommodation in College rooms, required in advance at the beginning of each term.
- Payment of the utilities charge (to cover use of electricity, water and gas), paid at the beginning of each term.
- Payment for meals taken in College, required in advance at the beginning of each term, according to the terms of the accommodation/meal plan agreement between College and student.
- Payment of any library charges incurred for late or lost books
- Charges collected by the College at the request of Junior and Middle Common Rooms, in order to fund some of the activities of those Common Rooms, such as contributions to the Common Rooms' support for charities, and the punt schemes operated by both Common Rooms in the summer.
 - o It is possible to opt out of these MCR/JCR charges, if you wish. The MCR or JCR Presidents operate a system for opting out, which requires notice to be given early in Michaelmas Term. Any questions on these charges and their implementation should be directed to the MCR and JCR Presidents.

Up to date charges can be found on the [Pembroke Hub](#).

PROCEDURE FOR PAYMENT OF BATTELS

An invoice will be emailed to you before or during 0th week of each term (i.e. the week preceding the start of Full Term). It is the responsibility of all students to check their emails at that time in order to pay their [Battels](#) bill promptly. In the unlikely event you have not received an invoice by email please contact the [Accounts Office](#).

Full payment is usually due by the Friday of 1st Week.

[Battels](#) can be paid [online](#) by debit card or

by bank transfer (please refer to the [Pembroke Hub](#) for more details).

If for any reason you cannot pay your battels by the due date, you must contact the College Accountant before Friday of 0th week. Arrangements can usually be made to accommodate delayed payments. However, failure to contact the College Accountant to make such arrangements is taken as implying unwillingness, rather than inability, to pay. This could result in the following sanctions being taken against you for non-payment:

- You will be liable to be charged a late payment penalty and/or interest and may be expected to cover any other administrative costs incurred by the College.
- The College will suspend your access to College computing facilities, and you cannot expect assistance from the College in dealing with third parties (e.g. in providing references for landlords, banks, etc)
- If you have not settled your invoice by the end of the term to which it applies you may not be allowed to return into residence until the debt (including any penalty) has been paid. In such cases future rights to College accommodation may be restricted.
- Persistent failure to pay your Battels promptly, or breaking agreements for payment with the College, may result in you being required to meet with the Bursar. If matters are still not satisfactorily resolved you may be referred to the Dean and reported to Governing Body.
- If action of this kind is taken against you for non-payment of Battels, and if you believe you have been treated unfairly, you may of course invoke the College's procedure for Complaints and Appeals (see section 21).

- The College reserves the right to inform future employers in references if you do not act in a financially responsible manner.

ANNUAL COURSE FEES

The amount of fees due varies according to the student's course of study. Course fee rates can be found on the University website: [Course fees | University of Oxford](#)

Course fees are payable to the College. The Accounts Office acts as the collector of fees, unless the student has taken out a loan from the Student Loan Company (SLC). In this case, the SLC will pay the course fee directly to the University. Fees are payable in advance of the academic year, so the relevant charges are included on the battels invoice presented at the beginning of Michaelmas Term each year, or as soon as they are advised. If we know that a loan has been taken, course fees are not shown on the first term's bill.

Payment by third parties (other than the Student Loan Company)

Some or all of the fees due may be paid directly to the College by a third party (e.g. a research-funding body or an external sponsor). However, please note that as a student of the College it is your responsibility to ensure that arrangements are in place for the full payment of fees when they become due. If you are relying on third party support for the payment of fees, you must provide the College Accountant with documentary evidence to confirm the arrangements by which these fees are to be paid: otherwise the liability will be considered to rest with you.

Where there is any doubt concerning fees please consult the [College Accountant](#) before commencing a course of study.

9 FINANCIAL SUPPORT

Find more information on the Pembroke Hub:

- [Finance Hub](#)

The College is committed to supporting student throughout their time here and ensuring that financial circumstances are not a barrier to personal or academic success. We recognise that cost of living challenges will impact many students, and have access to funds that can support students experiencing financial difficulty.

If you find yourself in need of financial assistance or advice, you are urged to contact the Academic Office in the first instance who can provide you with the necessary forms to make an application to the University, College or other support funds.

More information on financial matters and sources of funding is available on the University's [Fees and Funding website](#) and on the [Finance Hub](#) on [the Pembroke Hub](#).

For information on academic scholarships, awards and prizes please see sections 4 and 5.

OXFORD BURSARIES AND SCHOLARSHIPS (FOR UNDERGRADUATE STUDENTS)

There is extensive financial support available through Oxford University, including various bursaries and scholarships worth up to £5,500. Full details of Oxford's bursary system for home undergraduates are available on the University's [Fees and Funding](#) webpage.

BURT STUDENT SUPPORT FUND

We recognise that many will be affected in new ways by rising costs of living, and that student loans or other funding sources are not always sufficient to cover term-time and vacation costs associated with living and studying in Oxford. Please see the [relevant pages on the Pembroke Hub](#) for more information on financial support available at Pembroke.

VACATION GRANTS

Vacation grants are normally available for students reading for a first degree. They can only support full-time academic activities, such as staying in Oxford to write examinations, or making up for time lost because of illness, or for finalists. Applications for vacation grants will normally be invited towards the end of each term.

Undergraduates whose examinations take place after the end of term do not need to apply for vacation grants, as their rent will automatically be paid from the vacation grant fund.

Additional financial assistance for specific Vacation courses may be available. You can [contact the Academic Office](#) for further information.

10 WELFARE AND HEALTH SUPPORT

Find more information on the Pembroke Hub:

- [Welfare Hub](#)
- [Health Hub](#)

THE SUPPORT NETWORK

If you have a problem, or feel low, there are many sources of support within the College. A full list of Welfare support contacts and other useful information is available on the [Support Hub](#), and a summary of some of the key roles is given below. Please do not suffer in silence, and seek help early rather than allowing problems to grow.

- **The JCR/MCR Welfare Reps:** Both the JCR and MCR have a Student Welfare Team including peer supporters who are a good source of advice and support.
- **Oxford SU** can also be a useful source of support.
- **Your Tutor (undergraduates) or College Advisor (graduates):** Your tutor or advisor is a useful first point of contact.
- **The Welfare and Wellbeing Coordinator:** A member of academic staff whose role is to look after student welfare and promote wellbeing.
- **The Junior Deans:** Graduate students who live in College and support the student community.
- **The Academic Director and Academic Office Team:** Have wide experience in dealing with all kinds of difficulties which students encounter.
- **The Chaplain:** The College Chaplain is very happy to provide pastoral help and advice to persons

of any denomination, faith or of none.

- **College Harassment Advisers:** Two members of staff who are available to discuss any cases of harassment informally and confidentially.
- **The University Counselling Service**
- **Nightline and the Samaritans:** Nightline is a University-based service, available on 01865 270270; should you wish to use a service independent on the University, there are the Samaritans in Oxford on 08457 90 90 90

MEDICAL ARRANGEMENTS

Information about accessing medical treatment and various medical services, including illness and emergencies, the College Doctors, vaccinations, specialist treatment, and information for overseas students is available on the [Health Hub](#).

Emergencies

In an emergency, dial 999. You should also inform the Porters (01865 276444).

College Doctors

You can register online to access support and care from the College Doctor. Find more information on the [Health Hub](#).

11 ACCOMMODATION

Find further information on the Pembroke Hub:

- [Accommodation](#)
- [Rules and Regulations when Residing in College Accommodation](#)

See also your Room Licence Agreement.

As a result of the Housing Act 2004, Higher Education establishments that manage or control student accommodation have established, under the auspices of Universities UK (UUK), an Accommodation Code of Practice (the ‘UUK ACOP’) setting out the standards that should be met. Compliance with this code is ensured through a system of (in the case of Oxford colleges) triangulated peer review (a grouping of three colleges who review each other’s conformity with the code) and formal external audit. Pembroke College is fully compliant.

The JCR and MCR are represented on all domestic committees (and the Welfare and Equality Committee). Outside of these formal mechanisms, students are always welcome to approach the Operations Bursar or appropriate College staff (such as the Accommodation Manager or the Head of Catering).

For detailed information about College rooms, bands and charges, please see the [Accommodation pages on the Pembroke Hub](#).

KEYS AND SALTO CARDS

You will be issued with a College security smart card ([SALTO card](#)) and, if necessary, a key to the small number of bedrooms which do not use SALTO. Your SALTO card allows access to your bedroom (except those that still use keys) and other buildings and to open the main door to the College when it is closed.

This card can also be used for purchases in

the Café. Money can be loaded onto the card from a debit or credit card through “UPAY”, which is accessible via the [Pembroke Hub](#).

A charge of £5 is made for replacement of lost SALTO cards. The charge for replacement room keys (mainly on the Main site) is dependent on current prices charged to us by our locksmiths.

To ensure the safety and security of everyone in the College, you must not lend your SALTO Card or keys to other people – including your personal guests. Guests are not allowed to stay in your room in your absence.

GAB Lock-out Procedure

If you are a resident at the GAB and leave your SALTO card in your room, you can call the [Porters’ Lodge](#) who will activate a lockout card, enabling you to enter your room without coming to the Main Site.

UTILITIES CHARGE AND CONTENTS INSURANCE

Utilities (covering use of electricity, gas and water) are charged at a fixed nightly rate along with room charges. Up-to-date prices can be found on the [Accommodation section of the Pembroke Hub](#).

The College has partnered with student insurance provider [Endsleigh](#) to arrange contents insurance for all students resident in College accommodation at no extra cost to you. It is important that all students **confirm their cover** to register and ensure that you understand what is and isn’t covered.

Further details can be found on the [Pembroke Hub](#).

DOS AND DON’TS

See also College Regulation 3.2, Section 8 of this

Handbook, the Accommodation Rules and Regulations and your Room Licence Agreement.

The following rules are for your safety and that of others, and to avoid damage to the buildings and furniture.

Withdrawal Charges

When students who have accepted an offer of accommodation subsequently withdraw from their course or make other accommodation arrangements, the College reserves the right to hold them responsible for payment of accommodation charges up until such time as their allocated room can be let to another occupant. When withdrawal is not due to reasons of ill-health the College will normally hold the student responsible for such charges, at a maximum, for the remainder of the current term. Each withdrawal will be considered on a case by case basis.

Smoking/Vaping

Smoking and Vaping is strictly prohibited inside any College building. If smoking/vaping outside, please be considerate to others and ensure cigarettes are properly extinguished and the butts properly disposed of.

Naked Flames

No candles or other naked flames may be used in student rooms, bathrooms, kitchens or corridors.

Electrical Appliances

All electrical equipment must be tested by the Maintenance Team (free of charge). Testing will take place early in Michaelmas Term. Electrical appliances must not be run from the light circuit. It is forbidden to interfere with any electrical fittings.

You must not use 2-3 plug adapters of the type which plug directly into the wall socket; use only those with a cable running from the wall socket to a range of separately-mounted sockets and which are fused.

You must not bring electric fires or floor-standing lights (such as uplighters or other standard lamps) into College. You may provide additional desk lamps if you wish.

Cooking

No cooking appliances except automatic kettles may be used in your room – the use of toasters, microwaves, rice cookers etc. is not permitted in student rooms.

Students may cook in the designated, purpose-built kitchen areas. If you create smoke or steam, do not open the kitchen door to clear the air as this will trigger the smoke sensor in the corridor. The sensor in the kitchen is a heat detector, so instead please open the window (where there is one), turn off the cooker and remove the pan.

Mini-fridges

A limited supply of mini-fridges is available for students who require them for medical reasons. Requests should be made to the Accommodation Manager. Personal fridges are permitted in rooms, but must be safety tested by the Maintenance Team.

Pets

No animals (except ADUK accredited assistance animals) may be brought into the College or its annexes by students.

General Damage

If you cause damage to your room, its furnishings, fixtures, fittings and decorations, or to any other College property, the College reserves the right to charge for the full cost of repair or replacement. If the College incurs extra costs in having your room cleaned as a consequence of action on your part you will be charged accordingly.

In cases where no individual can be identified as being responsible for the damage, College regulations allow for a charge on all students in the block/staircase or on the JCR/MCR as a whole. Incidents

of damage are reported to the Dean, who decides whether or not there is a case for disciplinary action, which may include charges in excess of the cost of the repair or replacement. (See [College Regulations](#)).

Windows and Window Ledges

You should not open your window so far that you or a visitor could fall out and you must never sit on the window ledges. If you have a room where the windows have restrictors, it is against College policy to tamper with these restrictors. You must not put any items out on the window ledges.

Reducing Energy Consumption

In view of rising energy costs and concern over the environmental effect of gas and electricity usage, the College in cooperation with the JCR/MCR seeks to become more energy efficient. To do so we ask that you:

- Turn off lights when the room is unoccupied
- Don't leave computers switched on if already fully charged
- Close windows
- Make sure taps are turned off fully

You can more about our sustainability activities and initiatives [on our website](#).

TVs

If you use a TV in your room you are responsible for obtaining a valid TV licence for it. You are not covered by the College's licence.

Furniture, Furnishings and Wall Fixings

You must not remove furniture, fittings or furnishings from your room.

You must not use fixatives, picture hooks or nails to fix posters or pictures to the walls. The use of drawing pins is restricted to notice boards and rooms are provided with pin-boards for your use.

Cars

No parking is available for students and it is a condition of their License Agreement that students living in College accommodation do not bring cars to Oxford unless prior agreement has been gained for the College in special circumstances – where necessary for disabled students, for example.

CLEANING AND CLEANING STANDARDS

Communal areas will be cleaned regularly. If your bin requires emptying, you should leave it outside your door (Mon-Fri). Please be aware that you have a legal obligation to maintain your room in a safe state for any college staff that have to enter for cleaning and maintenance purposes.

In collaboration with the City Council the College has sought to increase the amount of waste it sends for recycling. Recycling bins are provided in all student rooms and at designated points around the Main Site including the JCR, and in the Macmillan Building

Students are responsible for taking reasonable care to ensure that rooms are kept in good condition. This includes purchasing suitable cleaning material to keep your room clean. You may also borrow available vacuum cleaners, which must be returned after use. Any accidental damage should be reported immediately by email to the Accommodation Manager.

It is important that any shortfall in cleaning standards, either in your room or one of your communal areas, is reported in the proper manner. This should be done as follows:

- a. All accommodation areas, communal toilets, bathrooms and showers at the Main Site and Rokos Quad to the [Accommodation Team](#).

- b. All accommodation areas at the GAB to the Head Scout. If defects/shortfalls are not rectified in a reasonable time, please contact the Accommodation Manager.

Both the Accommodation Manager and the Facilities team will keep a log of such reports. Do not hesitate to let the Operations Bursar know if defects/shortfalls reported are not rectified in reasonable time having followed these procedures.

Maintenance issues are most efficiently dealt with if reported online [via the Pembroke Hub](#).

Please note: Your [Scout](#) is not responsible for doing your washing up or putting away your crockery/cutlery etc. You should leave the kitchen surfaces and sink clear to allow your Scout to clean. If your kitchen is not left in a suitable state to allow cleaning, the Scout will report this to the Head Scout at the GAB and the Accommodation Manager at the Main Site. Kitchens will be closed down if hygiene standards are not maintained and may result in the removal of the facility.

CONSIDERATION FOR OTHERS

As you will appreciate, a great deal of the tutorials and other teaching which students receive actually takes place within the College itself, and the College is the workplace of the Fellows. It is important, therefore, that you remember that essential academic business is being conducted in the areas where you live, including in the evenings. Such business must not be interrupted by noise or inappropriate behaviour.

END OF TERM ARRANGEMENTS

Please check the [relevant pages on the Pembroke Hub](#) or speak to the [Accommodation Manager](#) if you have any questions or concerns about end of term arrangements or to request to stay longer than your contract typically allows.

Out of term time the College is host to a variety of guests, including alumni, prospective students, access students, academic visitors and paying conference guests. These provide an essential income stream to help subsidise the cost of food and rents. It is therefore important that you move out of your room at the agreed time each term according to your contract.

Those on term-time only contracts will be required to notify the Accommodation Manager, by completing and returning an on-line form, of your requested/actual departure dates at the end of term, and arrival dates at the start of the next term

All residents in any College accommodation are expected to complete an online form in Trinity Term to confirm departure dates. Non-negotiable administration charges are applied for the late return of forms.

All students living in College accommodation will be required to vacate your room by 10.00am on the departure date for your contract. For students on term-time only contracts this will be Saturday of 8th week every term, unless you have exams or other academic commitments beyond then (to be verified by your tutor). Other exceptional circumstances will require authorisation by the Operations Bursar.

Late departure incurs the cost of overtime for staff (and in particular Scouts) and you will be therefore be charged an administrative fee. Short-term storage space for your belongings is sometimes available if a later pickup is necessary.

At the end of term, it is your responsibility to clear your room and the communal rooms of all your possessions and rubbish. Additional charges will be applied if you fail to do this, reflecting the additional costs to the College. This charge will be a minimum of £150 reflecting staff time and disposal costs. College cannot be held responsible for loss or damage to any belongings left after the end of term. This includes food and items of kitchen equipment left in staircase kitchens. Even if you are staying up, they should be removed whilst the initial clearing/cleaning of communal area takes place at the end of term.

You must return your room key if you have one and, if not returning to College, your [SALTO card](#). If returning the following term please retain your SALTO card, but ensure you update your card at the Lodge. This is also relevant to GAB residents.

You must check out of College before you leave. Details of how to check out will be communicated via email in advance of the end of term.

VACATION STORAGE

We have only limited space for storage and priority is given to returning overseas students. To request storage you should contact the Porters at the Lodge via email (porters.lodge@pmb.ox.ac.uk).

Where permission is given to store your possessions over a break, all items must be labelled with your name, room number, and year of matriculation and placed as directed by the Head Porter. No foodstuffs should be put in storage, no plastic bags used, and no more than five items/boxes weighing up to 20kg) will be permitted. Although reasonable care will be taken to protect items in storage, the facility is provided entirely at your own risk and the College will accept no liability for loss or damage to your belongings in store. The College recommends using a local storage specialist who provides a collection and delivery

service at reduced rates for students – this is a fully insured scheme. Details of the scheme can be found [here](#).

Rooms in the Rokos Quad buildings have a high level ‘lock box’ for student use during the Christmas and Easter vacations. Before departing, students should place anything they wish to leave during the vacations – but nothing either perishable or flammable – into their lock box. All items must fit fully inside the locker and the door must be able to close. This locker will then be locked for you by the Scouts/Maintenance team and unlocked immediately prior to your return.

MAINTENANCE

For minor maintenance repairs/requests, please complete an online [Maintenance Request Form](#), available on [the Pembroke Hub](#). The Maintenance Team will only enter your room to make repairs when it is unoccupied, or by specific arrangement with the resident.

The College will address maintenance problems as and when they arise and as quickly as possible. However, there will be occasions when other higher priorities prevent the work from taking place immediately. In all cases, students concerned will be kept informed of progress. It is not the College’s policy to pay compensation to students in circumstances where maintenance problems have taken some time to resolve.

LAUNDRY FACILITIES

Washing machines and driers are provided in various locations around the College. Payment is taken by credit or debit card.

Irons and ironing boards are provided in the laundry rooms. No ironing should be undertaken in student rooms.

VISITORS TO COLLEGE – GUEST ACCOMMODATION

It is very important that members of the College do not introduce or allow the introduction of unauthorised members of the public into College.

Students living on College premises (including the graduate houses in Alexandra and Hill View Roads) may have one overnight guest in their room for a **maximum of five nights in any 14 nights**. Guests must be registered in a book kept in the Lodge for each night that they will be residing on College premises. This is a fire safety requirement. Please speak to or email [the Porters](#) to inform them of any guests. The College reserves the right to prohibit any guests residing in any room. If necessary, guests may be required to provide proof that they are not normally resident in Oxford (or do not have alternative accommodation that they have paid for).

If a guest wishes to stay longer than five nights they are treated as resident guests and the Accommodation Manager must be approached to see whether a guest room is available. Common rooms, sitting rooms in College sets, and communal kitchens/dining rooms on Main Site and at the GAB cannot be used as guestrooms.

Visitors who are not staying overnight with a Pembroke student must leave the Main Site and the GAB by midnight. Guests staying on after midnight or arriving after midnight must be signed in at the Lodge. This can be done in person, or by email/phone.

Students are responsible for their guests at all times while they are on college premises.

Members of the College who breach these rules are, in the first instance, liable to pay a charge representing the room rent for the period involved. They may also be fined and/or deprived of their rooms.

To help ensure on-time departure at the end of term overnight guests will not normally be permitted on the final Friday of term or on the final night of occupation. Pembroke students who have signed out of College accommodation are not normally permitted to sign-in as guests of students who are remaining beyond the end of term. Any exceptions to these rules require agreement in advance of the Accommodation Manager or Operations Bursar.

Be careful not to allow someone to follow you into the building that you do not recognise as a Pembroke member. If you feel unable to prevent them following you into the building, notify the Porters' Lodge immediately. Keys and swipe cards must never be lent to guests or other people.

BICYCLES

If you wish to bring a bicycle into College it must be registered via email with the [Porters Lodge](#) at a cost of £2 which will be batted. A sticker is issued which must be placed on the bicycle in a visible position. If you sell or transfer your bicycle to another person, you must inform the Lodge (there is no charge for this transfer of ownership). Bicycles or wheeled transport of any description must not be ridden on College premises.

Bicycles must not be taken into rooms or staircases and must be parked only in the designated areas – in the store beneath Staircase 17, in the racks in North Quad and outside Staircase 12, in the bike racks at the Schild Building end of the Rokos Quad, and in designated areas at the GAB. They must not be left in Chapel, Library or Old Quads or in the College car parks in Pembroke Square and at the GAB. Bikes must not obstruct the pavements outside the College or obstruct free passage or fire exits. Unregistered bicycles found in College, and those parked improperly, are liable to be impounded, with a release charge of £5.

When leaving after your final year you must take your bicycle with you. Bicycles can only

be left if permission has been given by the Lodge. Those left behind will be disposed of by the College.

ELECTORAL REGISTRATION

Each year the College provides to the electoral registration officer a full list of those living in College accommodation for inclusion on the electoral register (applies only to UK, EU or Republic of Ireland or Commonwealth citizens). If you move into College accommodation after this process has taken place it is not possible for the College to have amendments made to the electoral register to reflect this and you must make your own submission. More information on how to do this is available on the [Oxford City Council website](#).

You will also be invited to join Oxford Country Council (OCC) Electoral Register when you complete your online registration on the Student Self Service – read more in [section 3 of this Handbook](#).

12 FOOD AND DRINK

Find up-to-date information on [the Pembroke Hub](#):

- [Food and Drink](#)
- [Events and Meetings](#)

HALL

Meal Plans

The [Hall](#) provides full catering for students on the Main Site. All first-year undergraduates take out a standard meal plan which provides a daily token redeemable for lunch **or** dinner in Hall. Other meals are paid for on a pay-as-you-go basis. You will need your [SALTO card](#) to show that you are pre-paid if on a meal plan or to pay for meals at other times.

There is no need to book into lunch or dinner (apart from Formal Hall) eaten in Hall. If you have a meal plan, it is assumed you will be eating either lunch or dinner in Hall.

Non-first year undergraduates resident in College can elect to pay for a flexible meal plan which can be used to purchase brunches, lunches and dinners as they wish; this allowance can also be used in Farthings from Monday of 0th Week up to Friday of 10th Week. When the allowance has been used up additional funds can be added to the SALTO card (see above).

Up-to-date meal plan charges can be found on [the Pembroke Hub](#).

Meals for students not on a meal plan

If you are self-catering or living out and you wish to eat in Hall, there is no need to pre-book for lunch/Informal Hall, just present your SALTO card on arrival at Hall. Please ensure that your SALTO card has the appropriate amount of credit, and please email the catering team if you have any dietary requirements.

If your GAB room includes free lunch during term, you will not be charged, just present your SALTO card on arrival.

Meal charges can be found on the [Pembroke Hub](#).

Service in Hall

Meal times can be found on the [Food and Drink pages of the Pembroke Hub](#).

Meals can be provided as takeaways on request.

Informal Hall is cafeteria-style, Formal Hall is table service. Permission for Freshers to swap from Formal to Informal Hall is given at the discretion of the Operations Bursar and will not normally be for more than one or two activities a week. No refunds are made for individual meals missed where the relevant permission has not been gained.

Formal Hall

[Formal Hall](#) is served in the dining hall up to three times per week. Formal Hall is a fully served meal and consists of either two or three courses. Formal Hall starts at 7.10pm prompt.

Undergraduates must sign in to Formal Hall in advance. The closing date for to sign up is always Thursday of the week before.

Procedures and forms for booking into Formal Hall can be found on the [Pembroke Hub](#).

Hall Etiquette

Students are expected to behave in a responsible and courteous manner and are expected to treat College staff with courtesy.

The standard of dress at Formal Hall is smart (i.e. no shorts, smart shoes), with gown. The wearing of hats is not permitted in Hall (unless they relate to a “theme” night).

The use of mobile phones is discouraged in Hall; please be courteous to your fellow

diners and switch your phone to silent.

Regulations on Alcohol Consumption in Hall

Alcohol may be consumed only at Formal Hall under the following conditions:

- The maximum quantity permitted is half a bottle of wine per person. No bottle should be larger than 75cl. Beer and cider are permitted, but no more than 1 litre per person, and no more than medium strength.
- No wine boxes (as they lead to excessive staining of Hall tables).
- All sparkling wine to be opened outside Hall or by a member of Hall staff to avoid injury.
- No spirits or alcopops.
- Members are not permitted to bring alcohol to dinners for which alcohol is already provided; drinks may not be purchased from the JCR or MCR bars on such occasions until the event is over.
- The consumption of alcohol at Lunch or Informal Hall is not permitted.

Guests

Charge for guests at Formal/Informal Hall can be found on the [Pembroke Hub](#). To book in guests for formal hall please email pmbcateringadmin@pmb.ox.ac.uk, clearly stating the Formal Hall you wish to book for, the number of guests and any dietary requirements. The Steward will then let you know if there is capacity. Bookings must be made by 1pm the day before the meal.

Graduates, however, may book up to six places at the MCR table on Formal nights for themselves and up to five guests via the [UPAY website](#). There are a minimum of 24 places at the MCR table (dependent on the Term) and, once all places have been booked, or after booking has closed, MCR members may turn up and pay but may be required to sit at an undergraduate table.

Please note that tokens from the flexible meal plan may not be used to pay for guests or wine at Informal or Formal Hall.

Please [email the catering team](#) if your guest is vegetarian or has any other dietary requirements.

JCR, Society and Subject Dinners

JCR, Society and Subject Dinners should be booked through the JCR Representatives, see notice boards for details. Three-course dinners are available at a subsidised cost.

The JCR Representatives or Subject Representatives are responsible for ensuring that dinners are organised with the College Events office. Representatives should [liaise with the Events office](#) in the first instance to check date availability and ensure that the correct procedure is followed. For more information please see [Organising Subject & Society Dinners on the Pembroke Hub \(Events\)](#).

A wine allowance of up to half a bottle of wine per person is permitted. All wines will be served by the catering staff. Students are not permitted to bring additional bottles of wine into Hall. Students are expected to behave in a responsible and courteous manner. A Junior Dean will be present at these functions and will pass the names of any students misbehaving to the Dean.

The MCR arranges Exchange Dinners with other Colleges, details of which can be found on [the Pembroke Hub](#).

FARTHINGS CAFÉ

Opening times for the College café, Farthings, can be found on the [Pembroke Hub](#). These may vary during the term. Takeaway options are available.

Payment is by cashless [SALTO card](#) or debit or credit card only.

To load credit onto your SALTO card to

enable you to make purchases, and to view your credit balance, [log in to UPAY](#) using your single sign-on credentials (pemb**** and password).

THE HALL BAR

The bar is usually open Tuesday to Friday, 8pm to 11pm. Up-to-date opening times can be found on the [Pembroke Hub](#).

DIETARY REQUIREMENTS

You must let the College know if you have any special dietary requirements, which you will be able to indicate to catering staff using a dietary card. Freshers do so before arrival when completing the online form; students who subsequently have new dietary requirements should inform the Catering Department. Anyone not registered or not signed-in for a special meal will only be served after those who have pre-registered/pre-signed. If you wish to register your dietary requirements or if you lose your dietary card during your time in College, please [email the Catering Office](#). The team are always happy to discuss special dietary requirements or requests and we have enormous experience in meeting all needs.

FEEDBACK

Suggestions to improve our catering arrangements are welcomed. If you have any catering problems you wish to discuss, or have any comments to make about the catering service, you can do so through:

- the JCR Domestic Rep
- the Student Food Committee
- the MCR committee
- the food feedback form on [the Pembroke Hub](#)

Alternatively, you can speak to the Head of Catering, who will be happy to discuss any

issues in confidence.

13 SECURITY AND SAFETY

Find more information on the [Pembroke Hub](#):

- *[Policy and Procedures](#)*

HEALTH AND SAFETY

We all have a responsibility for health and safety at the College. **Please read, and be aware of, the relevant [College Regulations](#).**

The Operations Bursar is responsible for maintaining the buildings as well as for electrical safety, the fire and intruder alarm systems and fire-fighting appliances. Any malfunction of fire-fighting or security equipment should be reported immediately to the Maintenance Department by completing the [Maintenance Request form](#) on [the Pembroke Hub](#).

The College's full Health and Safety Policy is available on the [Pembroke Hub](#) or can be viewed in hard copy on request via the Deputy Operations Bursar, Accommodation Manager or Porters' Lodge. Should you have any concerns about Health and Safety matters, you are encouraged to bring them to the attention of the Operations Bursar (who is also the Health and Safety Director) either directly or through the College's Health and Safety Committee, on which both the JCR and MCR are represented.

ACCESS AND GENERAL SECURITY

Oxford is a safe place to live, but you may need to take sensible precautions to keep out of harm's way especially at certain times of night (and even more so on week-end nights). The recommended route to the GAB is to go over Folly Bridge and then turn right on to the tow path until you reach the entrance to the GAB. Please note, Oxford City Council has closed the

footbridge across the river, immediately adjacent to the GAB, for the foreseeable future.

If you mislay either your SALTO card or your room key, you must inform the Porters' Lodge immediately. The SALTO card can then be cancelled to prevent unauthorised use.

Never lend your keys or card to another person – you are responsible for them. You should lock your room whenever you leave it. Rooms with SALTO card locks will automatically lock behind you. If you live on the ground floor, close your window when leaving your room, and avoid leaving valuables where they can be seen. Be aware of “tailgating”, or allowing an unauthorised person to follow you through a door. If you see any suspicious person in or around College, please report this to the Lodge immediately.

For your safety and security CCTV cameras are in use around College and may be monitored from the Lodge. Recordings of all data are retained in accordance with the Data Protection Act and are disposed of in line with current policy.

FIRE SAFETY

Appliances and flames

The only permitted items of private electrical equipment containing high-current heating elements are kettles and hair dryers/hair straighteners. Electrical appliances in bedrooms and kitchens (including all cooking appliances) should not be left unattended when in use. Please remember to switch off all equipment when not in use.

Students are not permitted to use the following in rooms: candles, shisha pipes, joss sticks, mains-powered fairy lights and cooking equipment including microwaves and toasters. Electrical heaters other than those supplied by the College are not

permitted. Any prohibited items will be removed by the Maintenance Team.

Check routinely that all wiring and plugs are in good condition, are of the correct voltage (240v) and properly connected. (If in doubt, have the item checked – free of charge – by the Maintenance staff.)

Smoking/vaping is prohibited in all College rooms. If you smoke/vape please ensure that this takes place outside and that you dispose of cigarette ends carefully.

Fire escape and evacuation arrangements

Make sure that you familiarise yourself with the fire escape arrangements and the location of fire-appliances and alarms in your building or staircase. Details about evacuation points can be found in corridors and instructions on what to do in the event of a fire are displayed in every room.

Fire doors must never be wedged open and smoke detectors and fire-fighting equipment must not be tampered with. This is an offence and will be fined in accordance with the [College Regulations](#).

Fire drills are held every term. Fire alarm testing will take place every Monday morning, at 10.30am on Main Site, 10.45am on Rokos Quad and 11.00am at the GAB. You do not need to vacate the building at this time.

If you discover a fire:

- **Raise the alarm** by pushing the red break glass box, by telephoning the Lodge (01865 276444) or by shouting for help. Give the precise location of the fire.
- **Emergency Services** (fire, police, or ambulance) should be called from the nearest phone in the case of any obviously serious incident.
- **Make sure you are safe** – do not attempt to fight a fire unless it is safe to do so using the emergency fire

extinguishers – if in doubt GET OUT.

- The Porters Lodge must be informed as quickly as possible thereafter (01865 276444). Porters are all first aid trained. The individual raising the alarm should try to remain with any injured person or at a safe distance near the scene of a fire or other incident in order to relay relevant information to the emergency services when they arrive.

If you hear a continuous fire alarm (or are otherwise alerted to fire):

- Evacuate the building as soon as possible, closing windows and doors on our way out but not stopping to collect belongings.
- Make your way to the designated meeting point (specified in your room and/or corridor). Only go to your assembly point if it is safe to do so. Your priority is to evacuate the building by the nearest exit.
- The first occupant out of the building should take the list of occupants for their staircase from the noticeboard at the exit door of the building and check that all of those on the list are present outside. The back of the clipboard has your staircase in large type. Hold this up for others to see where you are.
- Remain at your meeting point until given other direction by college staff or the fire service.
- Do not re-enter the building until an officer of the fire service or a member of College staff has authorised you to do so.

14 BEHAVIOUR AND DISCIPLINE

Find more information on the Pembroke Hub:

- *Freshers 2022*
- *Policy and Procedures*

Students are required to read and agree to all policies and procedures found on the Pembroke Hub.

THE DEAN AND COLLEGE REGULATIONS

The Dean is the member of Academic staff charged with responding to breaches of College Regulations, mostly on matters of behaviour and good order. They are supported in this area by the Junior Deans.

The College Regulations are designed to ensure that a relatively large group of people can live closely together harmoniously. You must read these provisions; if you are in breach you will be assumed to know about them. The College also subscribes to a Harassment Policy which binds all members of the College and which you should read. One of the most important values nurtured in our University is respect for other people, and this will be expected of all our students.

The College is a small and tightly knit community. It is therefore necessary to be constantly aware of the effects of your actions on other people. For example, tutors' rooms are scattered amongst student rooms and you should be aware that they are used for teaching and research throughout the day and at night. Please also consider that fellow students may need quiet in order to complete assignments or prepare for examinations.

ALCOHOL AND DRUGS

Drinking alcohol can lead to unruly behaviour or significantly damage people's health. It should be understood that "being drunk" does not excuse misbehaviour. Any signs of excessive alcohol consumption on College premises will therefore be treated with zero tolerance. It is quite possible to enjoy the benefits of social drinking without becoming inebriated.

Please see the information and guidance [here](#).

Please also respect the sensibilities of students who, whether for religious reasons, health reasons, or simply out of choice, do not consume alcohol. (See Code of Conduct, appended to the College Regulations on the College website). Farthings is an alcohol-free area when open as a café.

Drug and substance abuse is criminal activity, for which the College itself could be faced with prosecution. The College operates a zero-tolerance approach to such activity. See the Code on Substance Abuse in the [College Regulations](#).

EXPLOSIVES AND FIREARMS

Firearms (including replica/deactivated firearms), explosives, prohibited weapons (e.g. CS spray), offensive weapons (e.g. knives, crossbows), pyrotechnics (including fireworks), inflammable materials etc., may not be brought into or stored in College accommodation, whether in your room or elsewhere.

SOCIAL MEDIA GUIDELINES

Pembroke College encourages you to engage, collaborate and innovate through social media. However, wherever and

however you do this, you must be aware of the potential impact on yourself and other users.

You must ensure you read and understand the [College's Social Media Policy](#) and the relevant [College Regulations](#). There are useful practical tips in our extended [Social Media Guidance](#).

APPEALS AND COMPLAINTS

Should a student be subject to any of the College's disciplinary procedures, the [College Regulations](#) provide a system of appeals (the Student Complaints Procedures) to ensure that the student is treated with respect and fairness. It is the student's responsibility to read the provisions carefully and to comply with them, and they are advised to contact the [Academic Office](#) for guidance.

The Regulations state that, should appeals within the College be exhausted, there is usually a further route of appeal to a special Intercollegiate Tribunal within the University (set up by the Conference of Colleges). In most cases the student will also have the option of referring the case to the Office of the Independent Adjudicator. Information about this is available from the [Academic Office](#).

The [College Regulations](#) also explain how students may make formal complaints against the academic and other staff of the College. It is always desirable to try to resolve complaints on an informal basis if possible, but should this prove not to be the case, the complaints system set out in the Regulations may be used.

Students should also be aware of the [Policy and Procedure on Harassment](#) (these can also be found in the College Regulations) which apply to everyone in the College.

15 STUDENT LIFE

Find more information on the Pembroke Hub:

- [Events and Meetings](#)
- [Freshers 2022](#)

THE COMMON ROOMS (JCR AND MCR)

The Junior Common Room (for Undergraduates) and Middle Common Room (for Graduates), commonly known as the JCR and MCR respectively, are both places and social entities. The two together constitute what may be called “the student body”. They have a good deal of autonomy in how they run themselves and make a significant contribution to the running of the College. They represent the student body on many college committees, and at Open Sessions of the Governing Body. The [JCR](#) and [MCR](#) both have their own websites, giving more information about their committees and activities.

ENTERTAINING, PUBLIC ROOMS AND SOCIAL SPACES

Certain public rooms and spaces across the College, including The Pichette Auditorium, may be used for meetings, gatherings or other activities. Please see the [Events pages on the Pembroke Hub](#) for up-to-date guidance on booking rooms and organising events, including the options and notice required for catering.

If the gathering is for under 10 people, decanal permission is not required to book a room, but certain regulations do apply. You can read more information and submit a booking form on the [Pembroke Hub](#).

If the gathering is for 10 or more people, it is regarded as an ‘event’. All events require prior permission from the Deputy Dean, the

Operations Bursar and (if service of alcohol is involved – sold or otherwise) the Head of Catering as licensee. This is sought using the [Event Permission Form on the Pembroke Hub](#) at least ten days in advance and before invitations have been sent out (please refer to the [College Regulations](#)).

This is to ensure that porters and other duty staff are aware of what is happening where and when, to avoid undue pressure on staff or the decanal team, and to ensure license conditions and health and safety requirements are met. Requests are not normally declined if the appropriate notice is given and if the plans are unlikely to cause disruption to other members of College.

Once availability has been confirmed and permission has been gained, the Events department will then advise on the possibilities, restrictions, and suitability of locations for your event.

Students may not normally sell alcohol on College premises but there are exceptions to this for certain organised events under authority of the licensee. Note also the general position regarding alcohol consumption ([section 15](#)).

No parties/events or functions with music are permitted from the end of 3rd week in Trinity Term due to examinations. If in doubt, consult the Dean, Junior Deans or the Operations Bursar.

EVENTS IN THE COMMON ROOMS

The common rooms are intended as social spaces and permission is not required for groups to gather in them. However, the general restriction on noise applies (music should not be audible outside the room) and no music should be played in any location after 11pm.

THE CHAPEL

The Chapel holds regular services as arranged by the Chaplain with the assistance of our Organ Scholar. Special occasions in the College are sometimes also marked by a service. There is a flourishing Choir which is open to all members of the College to join.

The Chapel has a unique interior, designed by the Victorian decorator, Charles Kempe. It also has a fine organ built by Orgue Létourneau in Canada, which makes it a fine venue for organ recitals and concerts. It is also open at all times for people to use for quiet reflection and prayer.

MUSIC ROOMS

Piano Rooms may be used for music practice if available - the key can be requested from the Lodge at the time you wish to practice. Advance bookings are not required.

THE QUADRANGLES

The quadrangles are a special feature of Pembroke, and everyone is asked to keep them tidy. The lawn in Old Quad is liable to damage and is therefore always out of bounds, but the lawn in Chapel Quad may be used in Trinity Term and the summer vacation for relaxation and playing croquet. No ball games, or Frisbee, may be played anywhere in College – be aware that historic windows in this area cost a significant amount to repair.

SPORTS FACILITIES

The College has a sportsground south of the GAB, with tennis courts (two grass and three hard surface), football, rugby and cricket pitches, and netball and basketball courts.

The College sports ground, tennis courts

and pavilion are for use by College members and staff, or their authorised guests only, except by special permission of the Operations Bursar. Use of any of these facilities implies acknowledgement of, and agreement to abide by, the relevant Health and Safety requirements. In particular users must draw a set of keys from the Pembroke College porters lodge. Keys will only be handed over on signature and after the individual signing for the key has read and acknowledged the emergency procedures. The Porter may also ask you to leave your Bod card behind which will be returned by returning the key. You must never use the sports ground, pavilion or tennis courts without having drawn a set of keys, in case you need to provide emergency access for ambulances.

The sportsground is not easily accessible by road; the key-sets include an aide memoire for getting an ambulance to the sports field in the event of serious accident (including the procedure for crossing the railway, which must always be by the footbridge), together with the keys to the barrier at the end of the lane. You must not attempt to climb in to the tennis courts.

College members are advised that use of the sports facilities without having followed the procedure above, which is a critical health and safety requirement, is a decanal offence that may result in a fine. Climbing in/out of the tennis courts is especially dangerous.

The College also has a Boathouse on the river which houses the Pembroke fleet. Other sports, including swimming, are catered for at the University's facilities on Iffley Road, where there is also a bespoke fitness suite and climbing wall.

You should think about whether you are adequately insured against the risks involved in sports and games. The College has some cover relevant to you, but it is limited: sports captains will have further details.

16 COLLEGE STAFF

You can find full contact details for the following offices on the [Contact Us](#) page of our website. If you have any enquiries for any staff, please contact them by email or phone in the first instance.

ACCOUNTS OFFICE

The **Accounts Office** is responsible for collection of fees, charges and other College bills.

accounts@pmb.ox.ac.uk

ACADEMIC OFFICE

The **Academic Office** is responsible for the day-to-day administration of academic matters relating to students, including admissions and disability matters.

academic.office@pmb.ox.ac.uk

IT OFFICE

The **JICTS/IT Team** are responsible for the College's IT infrastructure. They also provide IT support to students. Reports of faults or requests for help can be made by email, [online](#) or through the Porters Lodge.

it-help@pmb.ox.ac.uk

PORTERS' LODGE

The **Porters** are responsible for security, fire response, keys, mail, switchboard, visitor reception and deliveries. They are also an excellent source of wider information.

porters.lodge@pmb.ox.ac.uk

(+44) 01865 276444

ACCOMMODATION OFFICE

The **Accommodation Team** are responsible for the administration of accommodation provided for students, and ancillary services, including furnishings, equipment and cleaning.

accommodation@pmb.ox.ac.uk

CATERING DEPARTMENT

The **Catering Team** are responsible for overall standards and provision of all catering facilities on main site including the Hall and Café.

pmbcateringadmin@pmb.ox.ac.uk

MAINTENANCE OFFICE

The **Maintenance Team** are responsible for repairs and maintenance of property and buildings. All problems should be reported to them using the [online form](#) or through the Porters Lodge.

OPERATIONS BURSAR'S OFFICE

The **Bursars' Secretary** is responsible for co-ordinating many of the College activities and administration, and is a good first point of contact if you have any queries about non-academic matters.

ALUMNI RELATIONS AND DEVELOPMENT OFFICE

The **Alumni Relations and Development Office** is responsible for the College's Fundraising and Alumni Relations. This includes working with students each year on

the annual Telephone Campaign and running the College's Annual Fund.

development@pmb.ox.ac.uk

COMMUNICATIONS OFFICE

The **Communications Office** is responsible for publicising the College's activities to prospective students, current students, alumni, research community and wider public.

communications@pmb.ox.ac.uk

EVENTS OFFICE

The **Events Team** are responsible for all conference business and the booking of College facilities and rooms for all events (including student-run events and meetings).

events@pmb.ox.ac.uk

17 GLOSSARY

Academic Review

A meeting with your Tutor(s), the Academic Director and the Master to review your academic progress.

Battels

The charges made to a member of College for accommodation, meals, etc.

Bodleian Libraries

The collective name for the University's integrated library service, formerly known as Oxford University Library Services (OULS).

Collections

Internal 'mock' test papers sat in College at the beginning of terms, usually on Thursday and Friday of 0th week.

Fellows

The senior members of College who, together with the Master, constitute the Governing Body of the college. Pembroke also has other categories of fellow, such as Honorary and Emeritus fellows, who are not members of the governing body.

Finals

Final examinations at the end of three or four years as an undergraduate student, or in science subjects often taken at the end of each year on course – the level of degree awarded is largely dependent on performance in these exams as well as coursework and practical work.

Finalist

A student taking, or about to take, their final public exams of their degree.

First Public Examination

Exams normally taken at the end of the first year, although there are exceptions, and that must be passed for a student to be allowed to continue their course; called either Prelims or Mods.

Formal Hall

A two or three course fully served meal in Hall, to which smart attire and gowns are worn.

Fresher

A first year student.

Full Term

The main undergraduate teaching period at Oxford. It lasts for eight weeks and runs from Sunday of First Week to Saturday of Eighth Week. The [dates of Full Term](#) are prescribed by Council and are published in the Gazette and on the University website.

The GAB

The Geoffrey Arthur Building: Pembroke College accommodation buildings for undergraduate returning students and graduate students. Located on the river a 10-minute walk from Main Site.

Governing Body

The body that has responsibility for the governance of the College. It is made up of the Master, who chairs its meetings, and the College's Fellows.

Hall

The dining hall, where lunch and dinner are served daily. Also host to special events.

Hilary Term

The second of the academic year's three terms, running from January to mid-March.

Junior Common Room (JCR)

In addition to being the formal undergraduate student organisation of the College, the Junior Common Room is the hub of undergraduate social activity, and a physical location in a college for student recreation.

Junior Member

Junior members include:

- Students enrolled on a course of undergraduate studies at the University of Oxford, including second BA students. More information on Second BA and Senior Status is available on the [University website](#).
- Students enrolled on a course of graduate studies at the University of Oxford.
- Visiting students: those undertaking part of an undergraduate or graduate course at Pembroke College, but not matriculating or taking an Oxford degree. More information is available on our [Visiting Students](#) webpage.
- Exchange students: Exchange students are visiting from another higher studies institution, usually as part of a reciprocal exchange agreement. Exchange students may be of undergraduate or graduate status, but do not matriculate or take an Oxford degree.

Lecturer

A lecturer may either be someone who gives a lecture open to all students, or a college tutor.

Matriculation

Matriculation confers membership of the University on those students who are enrolled at the University of Oxford and following a degree-level course.

Master

The Head of House (head of the College).

Michaelmas Term

The first term of the academic year which begins in October and ends in December.

Middle Common Room (MCR)

The self-governing body and social centre for graduate students in the College. Fourth year students are also granted MCR

membership. The MCR is also a room located in the college.

Oxford SU

Oxford University Student Union (formerly OUSU).

Papers

Constituent parts of an examination.

Prelims

(abbrev. Preliminaries) Preliminary examinations are first year examinations and are not classified into Firsts, Seconds etc. These are only awarded on a Pass/Partial Pass/Fail/Distinction basis.

SALTO

College security and key cards which allow access to rooms, are used for purchases in the College café and to pay for meals in Hall.

Senior Common Room (SCR)

The organisation to which all Fellows and College lecturers belong. The SCR is also the name of the room in college which is used by SCR members for a coffee and reading room, as well as for special events hosted by SCR members. (See also the JCR and MCR).

Scouts

College staff responsible for keeping College clean (including student rooms).

Sub fusc

Formal attire worn by students and academics on formal occasions, including matriculation, examinations and graduation. It is made up of a dark suit, skirt or trousers, a white shirt or blouse, and a white or black bow tie, black full-length tie or black ribbon, worn with a black gown and a mortar-board. The name derives from the Latin subfuscus, meaning dark brown.

Trinity Term

The third term of the academic year and the summer term, running from late April to early July.

Tutor

Someone who teaches students on an individual basis or in pairs. They may be a College Fellow or Lecturer, or an external tutor. They act as both a teacher and an academic guide.

Tutorial

A small group teaching session with a tutor. Undergraduates attend, on average, one hour-long tutorial every week, either on a one-to-one basis or with one or two other students. Students must undertake a considerable number of hours' preparatory work for each tutorial, including background reading, essay-writing and problem-solving.

Vacation

The periods between terms. Abbreviated to 'vac'. The three vacations are the Christmas Vacation (December – January), the Easter Vacation (March – April) and the Long Vacation (June – October).

Visiting Student

Students from overseas who spend a period of up to three terms (one academic year) in Oxford on an undergraduate course. Visiting Students are members of a college but do not matriculate at the University of Oxford.