



# Worcester College

## Guide for Fellows and Lecturers

### 2023-2024

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# 1. INTRODUCTION

## i. Welcome

I'm delighted to welcome you to the teaching and research community of Worcester College. Worcester is characterised by the diversity of its people and the beauty of its surroundings. It is a place that brings together a vibrant academic community of Fellows and lecturers; a lively and varied student body, and a group of dedicated staff, all of whom come from a wide range of backgrounds and experiences.

Together we are one community – or as we describe it: “One-Worcester”.

We also are a forward-looking college – one that balances tradition and innovation, is outward-turned and civic-minded. We are a supportive and caring community where our values are central to how we treat each other and how we do things: with respect, consideration and kindness.

This Handbook for Fellows and Lecturers is designed to offer you a brief introduction to the College, explanation of key policies and procedures that play an important part in College life, and signposts to further information that you will find useful while a member here.

I hope you will embrace all the opportunities that come with being part of this community, and I very much look forward to working with you.

**Provost David Isaac, CBE**

## ii. About the College

Worcester is one of the 39 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier College survive, and the resulting mixture of architectural styles, together with the gardens, lake, and playing field, attract students and visitors alike.

The College usually has around 400 undergraduate students, 200 graduate students, 120 academic staff and over 100 professional and support staff. In addition, we are in touch with over 9,000 alumni living all across the world, many of whom regularly return to the College and take a vibrant interest in our research and other activities.

❖ [See our website for more information about our history, buildings and facilities.](#)

## iii. College Governance

Worcester College is an independent self-governing institution and constituent college of the University of Oxford.

The College is established by Royal Charter and regulated according to its Statutes and By-Laws. The College is registered with the Charities Commission, which means it is also required to follow charity law and the governance regulations or requirements set out by the Charities Commission. The Governing Body is Worcester College's governing authority, and its members are the College's trustees under charity law.

The Governing Body is chaired by the Provost. Its membership comprises all Official Fellows (Tutorial and Non-Tutorial) and Professorial Fellows (persons whose posts are Statutory Professorships of the University or are similarly ranked by it, and are permanently attached to this College.) There are four other categories of Fellowship – Supernumerary, Research, Emeritus, and Honorary – of which the first two may be elected to membership of the Governing Body.

The Governing Body (GoBo) has regular meetings two times a term (1.30 pm on Wednesdays of weeks 3 and 8). It will meet occasionally at other times if there is urgent business. Gowns (but not hoods) are

worn by Governing Body Fellows to the meetings, but are not required for any other College committee meeting. Much of the business in GoBo meetings arises from the reports and/or recommendations from College committees, which provide oversight of key areas of business in College life.

- ❖ Further information about College committees and how to work with them is provided on the College Intranet (<https://unioxfordnexus.sharepoint.com/sites/WORC-GovPlan.aspx>)

In addition to raising issues through the committee structures, any member of College may also discuss concerns, in confidence, with the Vice-Provost or Provost. If Fellows become aware of the effects of any College activities that concern them or that pose a risk to College, they should raise them with the appropriate College Officer (the Vice-Provost in respect of staff/domestic issues, the Finance and Estates Bursar in respect of financial matters, and the Senior Tutor or Dean in respect of student issues, or the Provost for all matters).

- ❖ Members of Governing Body and College committees should also review the [Guidance for Committee Members and Secretaries](#)

#### a. Statutes and By-Laws

The College Statutes and By-Laws regulate how the College is governed, with guidance and detail provided through a range of College policies and procedures. All Governing Body Fellows have a responsibility to read these documents and act in accordance with them.

- ❖ All governance documentation can be found via the [College Intranet](#)

#### b. College Policies

It is important for all College members to review our Policies and Procedures in order to be aware of your rights and responsibilities, both as they relate to our statutory duties and College culture and behaviours.

- ❖ Further information and links to relevant policies are available on the [College Intranet](#)

#### iv. College Officers and Support Teams

All academic, working, social and residential life is managed by individuals and teams who provide an essential role in delivering services and providing facilities that enable the College to function.

College Officers are senior staff or academics who hold specific responsibilities for leadership in different areas of College life.

Administrative and support teams carry out different functions from managing the student admissions process to maintaining our buildings to connecting with College alumni.

- ❖ Details of key people and departments are described on the [College Intranet](#).

## 2. COLLEGE TEACHING

### i. Introduction

Tutorial Fellows are the mainstay of the College academic structure, and they (or Lecturers standing in for Fellows) are responsible for arranging the tuition in their subjects. It is College policy to have Tutorial Fellows or others designated with responsibility for a degree in every subject in which undergraduates are admitted. Appointments to Tutorial Fellowships normally fall into one of two main categories, distinguished by the proportion of time committed to College and to University teaching. Associate Professor Tutorial Fellowships - College (APTF-C) Lecturers are mainly in the Arts, some Social Science subjects and Mathematics; Associate Professor Tutorial Fellowships - College (APTF-U) tend to be in the Sciences and in more specialised areas of some other subjects.

The permanent teaching staff of the College are supported by Stipendiary, Senior Non-stipendiary and Retained Lecturers who assist with teaching arrangements (and in some cases organisational arrangements) under the direction of the Senior Subject Tutor. Stipendiary Lecturers are usually employed to meet a specific teaching need, e.g. to replace a Fellow on leave. They have a defined teaching commitment, usually of 6 or more hours of teaching per week. Other lecturers are appointed when the College needs to retain a small number of hours of teaching per week in a particular subject area. Lecturers are offered some lunching and/or dining rights in accordance with the number of hours of teaching undertaken for the College.

Specific duties for Fellows' and Lecturers' appointments are set out in the further particulars and/or contract of each post. The Senior Tutor, Dr Parish acts as formal line manager to academic staff and is available to provide advice and support for tutors. She is supported by the Academic Administrator, with whom you can also discuss teaching-related and administrative issues. Established academic staff can also make an important contribution to the career development of less experienced tutors by helping them to plan tutorials, by advising them on good teaching practice and by offering support and advice on dealing with problems.

New tutors are encouraged to attend and take part in relevant teaching courses/seminars offered by the Centre for Teaching and Learning (<https://www.ctl.ox.ac.uk/>). It is College policy that new Tutorial Fellows, lecturers and graduates assisting with the selection of undergraduate students take part in an admissions training session offered by the Centre for Teaching and Learning.

### ii. Senior Subject Tutors

In each subject area there is a Senior Subject Tutor. Often this is the most senior Tutorial Fellow (i.e. the Fellow who was appointed first), but sometimes groups of colleagues agree to rotate or share the burdens. They have responsibility for the management of the subject, including the admissions processes.

### iii. Organisation of teaching, external-tuition and reports

As well as their own teaching, Tutorial Fellows and Lecturers with subject responsibility are expected to organise other necessary teaching for students in their subject area. Payment to external tutors (i.e. those based in other colleges or with departmental/faculty associations) is made through the Academic Office at the end of each term. In assigning tutors to their students, Tutorial Fellows should ensure that there is an appropriate balance of teaching between that provided by permanent or senior teaching staff (e.g. university post-holders) and that provided by other tutors (e.g. young College Lecturers, graduate students, etc.).

All tutors are asked to provide reports on the progress of their students by Friday of 7th week of each term, at the latest. These are submitted electronically using the Tutorial Management System (TMS) (an on-line reporting system available at <https://www.tms.ox.ac.uk/>) and electronic copies of

all reports are placed in the electronic student files in the Academic Office. The content of the reports is also communicated directly to students in individual end-of-term meetings with subject tutors. In the event of any problems, prompt action on the basis of these reports is extremely important, both for the benefit of individual students and for the academic atmosphere of the College as a whole. If a student's academic progress is giving cause for concern, their College tutors should consider what action is appropriate. This initially might involve discussion with the student, with colleagues or with the Senior Tutor. Serious or persistent cases can be brought to the Tutors' Committee in anonymised terms. If you wish to place an item on the agenda please contact the Academic Administrator. It is imperative in all cases that might lead to serious academic disciplinary sanctions (suspension, exclusion, or the removal of scholarship) that the procedures laid out in the Student Handbook and on the College website are followed correctly. Please note that all students are given access to their reports online by the end of the 10th week of each term. Comments must be worded so as to be appropriate for viewing by the individual concerned.

It is extremely important that all teaching is recorded in the Tutorial Management System, not only so that student progress can be monitored effectively, but so that the College has information about the levels and types of teaching in each subject. This helps to ensure that students are well provided for and enables the College to evaluate and develop future teaching plans. Failure to complete reports in the Tutorial Management System can also prevent Worcester from claiming financial recompense from other colleges for teaching supplied by its tutors.

#### iv. Student Feedback

An invitation is circulated to students at the end of every term to complete an optional undergraduate Tutorial Feedback Form. The purpose of the questionnaire is to give the students the opportunity to reflect on their own progress during the term in question. The form is passed on to tutors (with the student's name included) in order to enhance the value of termly review meetings between tutors and students. Undergraduate students are also asked to complete a separate survey in Trinity Term each year to provide feedback that will enable the College to maintain and improve tutorial arrangements. The responses to the survey remain anonymous when they are passed to the Senior Tutor for review. Tutors are encouraged to remind their students of the importance of completing these forms as a way of monitoring the educational experience offered by the College.

Graduates are sent an annual feedback questionnaire, the responses to which are collated and reviewed by the Senior Tutor and Graduate Officer, who raise any issues with the relevant officers/committees.

#### v. Undergraduate and Graduate College Advisors

Tutorial Fellows and some other categories of Fellows may be given responsibility for acting as College Advisor to undergraduate and graduate students.

##### Undergraduate College Advisors

Each undergraduate is assigned a member of academic staff who is designated as their 'College Advisor'. This tutor has overall responsibility to the Governing Body for the academic and pastoral welfare of those students. Undergraduates can, however, discuss problems/concerns with any tutor, any member of the Additional College Advisors' Panel, the Senior Tutor, or a member of the welfare team. When Tutorial Fellows are on sabbatical leave the normal practice is for a substitute College Advisor to be assigned. College Advisors' names are listed against each student's name on the Undergraduate Tuition List.

##### Graduate College Advisors

Every graduate student at Worcester College is allocated a College Advisor, who is an academic member of the College's academic staff. The role of the College Advisor is additional and complementary to that provided in the student's department or faculty. The College Advisor is not

expected to perform the role of the Department or Faculty Supervisor(s), or to be responsible for directing students' academic work. Rather, the intention is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study.

❖ Advice and guidance for [Graduate College Advisors](#) is provided on the [Intranet](#)

#### vi. Students requiring study support, including exam arrangements

Some students may require alternative study support arrangements because of disabilities or difficulties. The Academic Office and the Head of Student Welfare will liaise with Tutorial Fellows and Lecturers. It may also be appropriate to put in place special arrangements during the undergraduate admissions period.

Some students may require examination adjustments either because of a known condition (e.g. dyslexia or other disability) or as a result of an incident immediately before or during university examinations. Students can also ask the University for permission to take any examination falling on a religious day/holiday at a later date. This normally requires the isolation of the student until the following day. Students with existing conditions must ask for special arrangements to be put in place as early in their academic careers as possible. Emergency arrangements should be discussed as soon as the need becomes apparent. In both cases students and/or tutors should seek advice from the Academic Administrator or Head of Student Welfare. Tutors are asked to note that the current regulations do not allow for changes to examination adjustments to be made less than five days before the start of a run of exams. This includes requests to be able to type examinations.

#### vii. Teaching Stints

Tutors are expected to arrange to use their stint so that it most benefits Worcester undergraduates. In some cases this will mean doing exchange teaching for another college in order to secure good specialist teaching in return; but others will teach only Worcester students. The College formally regards paired tutorials as the norm, but some tutors prefer to use a mix of classes (to cover the ground) and additional single sessions (to deal with individual needs). One contact hour of teaching is taken to include all associated preparation and marking.

Unless tutors have agreed to a stint based solely on contact hours (stint reform), Worcester College weights stint hours according to group size; this reflects differences in preparation/marking etc.

Hours are weighted according to group sizes between 1 and 15 as shown below.

Group Size	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Weighting	1	1.25	1.5	1.59	1.68	1.77	1.86	1.96	2.05	2.14	2.23	2.32	2.41	2.5	2.59

These weighting factors are implicit in the Senior Tutors' Committee Register of Payments. Please note that not all colleges do this - many base stint calculations on contact hours only, or apply lower weightings for groups. The rates of payments for tutorials are updated at the beginning of each academic year and copies are available on request or via the Tutorial Management System (TMS). If it is not possible to fulfil teaching stint for the College then teaching should be arranged for other colleges and a record of this teaching should be entered into TMS requesting that payment be made to Worcester College.

Tutors submit student reports and associated information about their termly teaching using the on-line system TMS. This includes information about teaching for other colleges. It is important that submissions make it clear whether teaching was for Worcester, or another college. If teaching is arranged on an exchange basis then the TMS report should be marked as 'not requiring payment'

and a note to this effect should be entered into the text field. The College should receive payment for all standard teaching, except exchange teaching, carried out for other colleges. The Academic Office will then pass the appropriate amount on to tutors at the end of the academic year, taking into account the external teaching required to reach stint level. Stint is averaged over the whole year; it is expected that shortfall in any one term will be made good over the other two.

Please note that failure to enter teaching in TMS can result in underpayment of tutors at the end of the academic year and can prevent Worcester from claiming funds owed to it by other colleges.

#### viii. Payment for excess tuition

Currently, payment for teaching over College stint is made at the end of the academic year to Governing Body Fellows who have not opted for Faculty or Departmental stint reform. For Tutorial Fellows, no payments are made for teaching between 100 and 125% of stint and excess is paid only on the hours over 125% at the standard hourly rate, as stipulated by the Senior Tutors' Committee Register. Payment at this level is intended to encourage tutors to teach in pairs, where possible, and not to exceed stint, since this can eat into the time available for scholarship, research, lecture preparation, etc. Tutorial Fellows who have individually opted for Faculty or Departmental stint reform arrangements are not entitled to excess tuition payments. Stipendiary Non-Tutorial Fellows and Stipendiary Lecturers are paid for any teaching over 100% of stint at the standard Senior Tutors' rates, though they are also encouraged to minimise over-teaching in order to reduce the impact on research and other academic activities.

Teaching for the Visiting Student Programme (VSP) is calculated at twice the standard rate for excess hours payment purposes only but not for the purpose of confirming that required stint has been reached.

#### ix. Sabbatical Leave

Tutorial Fellows are entitled to apply to the Governing Body for one term's sabbatical leave for every six terms served. Maximum entitlement does not accrue beyond 18 terms. Letters of application should be addressed to the Provost (copied to the Secretary of Governing Body and the Senior Tutor, who will check entitlement) well in advance of the period of leave requested, outlining the proposed research or scholarship to be undertaken, and indicating whether the Fellow wishes to retain his/her room, whether he/she will continue to act as College Advisor for the graduate students assigned to him or her, and whether the Senior Tutor will need to consider a case for appointing a replacement lecturer. At least two terms' notice should be given to the College, and this period may need to be longer if a Stipendiary Lecturer needs to be appointed as a replacement.

Fellows with joint appointments at other colleges must ensure that the appropriate arrangements are made there in parallel with the Worcester arrangements. The normal practice is for sabbatical leave to be taken simultaneously from College and university duties. Fellows will therefore need to approach their Faculty/Department to make a parallel request. Please note that some Faculties/Departments require their applications to be submitted a long time in advance of leave and you are advised to ensure that you are clear about your own Faculty/Departmental policy. During periods of sabbatical leave the appropriate proportion of Fellows' entertainment allowances will be transferred to the colleague taking over responsibility for their students.

#### x. Special Leave

The College's Governing Body is willing to consider requests by Fellows for special leave (e.g. to enable the postholder to take up a prestigious Fellowship) and has developed a set of guidelines (below) that are intended to take into account the importance of research, without compromising the organisational aspects of duties. They also take account of the need to ensure that significant

additional duties do not fall on applicants' colleagues thereby affecting others' research. All requests for special leave are considered on an individual basis taking into account the following:

- Wherever possible partial buy-outs are encouraged so that organisational aspects of Fellowships can continue to be undertaken.
- Special leave in the probationary period should not normally exceed two years.
- Leave arrangements should cover the full cost to the College of a replacement post.
- Applicants should be aware of the fact that the College/University may seek to extend Fellows' probationary periods if special leave is taken during this time.
- Leave arrangements should not endanger future funding (e.g. the release of university funds for a titular post).
- Terms of special leave do not normally count as qualifying terms for sabbatical purposes, though the College follows the University's lead in exceptional cases where entitlement does continue to accrue.
- For every year of special leave taken there is an expectation that the same period of time will be spent in Oxford carrying out full duties before a further request for special leave could be considered. The ability to take sabbatical leave during any interim period is not affected, and continues according to the normal rules.
- Other aspects of special leave may require further consideration, for example whether particular combinations of Fellows on extended leave might be problematic, whether certain entitlements/allowances might be affected and whether a maximum limit for leave should be adopted.

Permission for special leave needs to be sought from the relevant Faculty/Department as well as the College. Applications for extensions to periods of special leave may be treated differently to fresh applications.

#### xi. Parental Leave

The College conforms to the University's parental leave arrangements (see <https://childcare.admin.ox.ac.uk/>). Employees wishing to take family leave must complete the appropriate forms in advance. Please contact the HR Department ([human.resources@worc.ox.ac.uk](mailto:human.resources@worc.ox.ac.uk)) for further information and forms. They can also provide information about childcare services offered by the University.

#### xii. Buy-outs

University Faculties/Departments can offer to buy out some of the tutorial hours of their lecturers, usually when the individual is taking on an office such as Chairman of the Faculty or Director of Undergraduate or Graduate Studies. Any Tutorial Fellow who is approached to take on an office which might be eligible for such a buy-out should inform the Senior Tutor as soon as possible and check that his/her department or faculty has also written to the College about proposed arrangements. The College's acceptance of the buy-out cannot be assumed. Each proposal is considered on its own merits. As with sabbatical leave, Fellows must also show that they can make suitable arrangements for the academic and pastoral welfare of their undergraduates and graduate advisees. Tutorial Fellows with joint appointments at other Colleges should attempt to share the burden of their buy-out between their colleges. Under normal circumstances, if a Tutorial Fellow is taking on duties as a College Officer, it is expected that a buyout should not cover more than 50% of College teaching.

### xiii. Additional Tutorial Provision

Tutorial Fellows wishing to make a case to appoint a lecturer in their subject should initially discuss this with the Senior Tutor who can provide advice about whether it would be appropriate. A formal case will need to be made in writing to the Senior Tutor who will take the request to the appropriate Committees. Advertised Stipendiary Lectureships need planning well in advance (at least two terms, and preferably three) and Fellows should take this into account in any proposal they may make to take leave or obtain a buy-out. Some lecturers (most commonly 'retained' lecturers) receive tuition payments at the agreed Senior Tutors' rates together with a small additional annual payment (a retainer/enhancement). In addition to some meal entitlements, all lecturers and external tutors teaching for Worcester can book teaching rooms (via the Tutorial Administrator) and make use of our photocopying, library and computing facilities.

## 3. UNDERGRADUATE STUDENTS

### i. Undergraduate Admissions

Interviews for undergraduate admissions are held in all Oxford Colleges during weeks 9 and 10 of Michaelmas Term for entry the following October. Details of applicants, interview arrangements, etc., will be sent to participating tutors by the Academic Office approximately halfway through Michaelmas Term.

It is the College's policy that all those involved with undergraduate admissions should receive guidance on good practice for interviewing and student selection, with reference to the relevant legal and regulatory information (disability/race discrimination etc). This includes Fellows, Lecturers, and graduates. The Centre for Teaching and Learning (<https://www.ctl.ox.ac.uk/>) runs courses, including an online course, which provides opportunities for participants to consider selection procedures in relation to the University's code of practice. The full course covers all the compulsory elements of training for interviewers who will have decision-making responsibilities in the admissions process. There is a shorter version available for those supporting the admissions process (e.g. graduate students) and for Fellows wishing to take a refresher course. All those taking part in the admissions exercise should make arrangements to book and complete the course in advance of the interview period. Tutors should also familiarise themselves with the content of their subject/s admissions handbooks.

The Senior Tutor is responsible for overseeing the College's recruitment and selection activities related to undergraduate students. Queries about subject-specific processes should normally be directed in the first instance to the relevant University Subject Admissions Co-ordinator, but the Senior Tutor is also happy to provide information and advice about procedures. Correspondence with applicants and/or their schools about the outcome of admissions decisions, or the provision of feedback, is written by the Senior Tutor in consultation with the relevant subject tutor/s. Tutors wishing to send their own feedback must ensure that all letters are first passed to the Academic Office for review by the Senior Tutor, and so that copies can be made for applicants' files.

### ii. Freshers' Week

New undergraduates arrive on the Tuesday of 0th Week (continuing students must be in residence by 2.00 pm on Thursday of 0th week). Graduate freshers may arrive somewhat earlier. Detailed programmes of events are considered by the Dean and copies are sent out to freshers in August. In addition to arranging meetings with students in all years, Tutorial Fellows and some tutors will attend Freshers' Dinner with pre-dinner drinks.

### iii. Collections (0th Week)

Tutors typically set Collections (internal College examinations) at the beginning of each term, on the previous term's work or on vacation reading. This encourages students to do serious work during the vacations, gives them examination practice and enables tutors to assess progress. Students should be advised about any collections at the end of the previous term. Collections mainly take place on Thursday, Friday and Saturday of 0th week (9.15-12.15 (Friday and Saturday) and 2.00-5.00), either in person with an invigilator, or in a student's own room without an invigilator. If a student has done badly in a Collection, or fails to turn up, they may be reported to the Senior Tutor or Tutors' Committee, if appropriate.

Collection places are booked through the Assistant Academic Administrator, who asks tutors for details towards the end of each term (September for Michaelmas collections). Fellows are responsible for notifying their students of the dates and times of their collections, which will be taken either in person in an invigilated sitting, or in their own room (with papers being emailed to students by their tutor, or arranged through the office). In-person sittings are limited, because of an ever-increasing number of students requiring exam adjustments, and priority will be given to those who are due to sit written exams in that particular term. If tutors are setting multiple papers, it is unlikely that all of them can be sat in-person. Prompt marking and the return of scripts with feedback is strongly encouraged. You should try to return them by Friday of 4th week at the latest.

The organisation of collections in 0th week is complex, in part because of the high number of students with disabilities requiring individual arrangements. Tutors should therefore inform the Assistant Academic Administrator of their numbers for collections by Monday of week -2, at the latest, and must provide any exam papers for distribution in collections by Monday of 0th week (except by special arrangement). Failure to meet these deadlines will result in students having to take un-invigilated collections in their own time. Scripts from in-person sittings will be returned to tutors' pigeonholes (or sent via the internal mail if markers are based elsewhere) afterwards.

### iv. Provost's Collections

Undergraduates in their second year will meet with the Provost and Senior Tutor for a brief conversation to discuss progress and any concerns that they have. (A small number of who spend their second year abroad, will take part in their 3rd year). Student reports will not be read out during the meetings, but reference will be made to any issues raised in reports as necessary. Subject tutors will not be present at these meetings.

### v. Monitoring Student Work

Undergraduates' academic obligations are set out in the Undergraduate Student Handbook, made available to tutors at the beginning of Michaelmas Term. Students can sometimes find it hard to gauge how they are doing academically unless they are specifically told. Feedback is therefore extremely important and students appreciate the timely marking and return of tutorial work and College collections. When returning marks and feedback, it is important to make clear to students how their work or collections have been assessed (i.e. according to the standard at Finals or according to the standard expected of students at that stage of their study).

It is also important to recognise good performance as well as to discuss poor work with undergraduates. Fellows can recommend that their students be awarded collection or progress prizes, or a prize for academic excellence (normally awarded for a specific single achievement). Prizes are automatically awarded for Firsts/Distinctions in university examinations.

When producing reports, tutors need to take into account the fact that students have a right to access all content under the Data Protection Act. When discussing progress, students should be given as much detail as possible about their work and performance. Tutors should arrange to meet

termly with their undergraduate students to discuss the reports on their tutorial work. Fellows and lecturers may also ask the Academic Office to circulate self-assessment forms to these students. These provide an opportunity for students to reflect on their progress, and can help to enhance discussions with tutors.

#### vi. Open Days and Recruitment Activities

The College holds two summer Open Days, normally on the Wednesday and Thursday of 10th week of Trinity Term, and a third in mid-September. We expect about 1000-1500 prospective students to attend the Open Day on a drop-in basis. All subjects should have a Fellow available to take part in the summer open days, and Fellows will also be asked to participate in subject panels in September (the timing of the Autumn open day makes it difficult to cover every single subject separately). Tutors at open days give information about their courses and answer subject queries from prospective applicants. Parents and teachers are seen in a separate session. Detailed information is circulated to Tutors in advance of the Open Days. Departments and faculties hold their own Open Days throughout the year, often coinciding with the College's dates.

Worcester hosts a number of visits by smaller school/college groups throughout the year. The Senior Tutor, supported by the Admissions Officer, keeps in close contact with Fellows throughout the year, and regularly seeks help in answering subject-specific queries. Fellows wishing to visit schools on behalf of the College and/or their Department/Faculty, and to participate in outreach activities are encouraged to do so. College outreach activities are recorded on the Higher Education Activity Tracker (HEAT) database and details of any personally arranged visits should be forwarded to the Admissions Officer for inclusion.

## 4. UNDERGRADUATE FUNDS

### i. Academic Funds

The College has a number of ways of encouraging and supporting its students through the award of grants and prizes. These are summarised below. Full details are available in the student handbook.

- **Progress/Collection Prizes**  
Awarded for strong performance in collections or evidence of considerable progress having been made. Tutorial Fellows can request these awards by emailing the Assistant Academic Administrator.
- **Scholarships and Exhibitions**  
Tutorial Fellows can nominate students in their second or subsequent years for Scholarships or Exhibitions on the basis of academic performance by providing names and the case to the Assistant Academic Administrator. It is the College's usual practice that all those who are awarded Firsts or Distinctions in their First Public Examinations are put forward for Scholarships unless the Senior Subject Tutor in the subject specifically argues against this. Other nominations may be made on the basis of tutorial work and/or collections in the previous year of a first-class standard. Scholarships and Exhibitions are awarded annually by the Governing Body on the recommendation of the Tutors' Committee and students in danger of having their award removed should be given ample warning in the preceding term/s. Scholarships and Exhibitions entitle the holders to an annual award of £200 and £120 respectively and to wear a Scholar's gown, which is longer than the Commoner's gown. Scholars, but not Exhibitioners, are inducted at an annual ceremony held in Michaelmas Term to reflect the timing of the majority of elections.

- **Other Academic Support**

Subject tutors are encouraged to invite students to apply for support towards certain academic costs, and funds for the following are available:

- **Book Bursaries**  
Over the course of their degree, students may apply for bursaries of up to £100 in total towards the cost of purchasing academic books. The bursaries are intended for those whose financial circumstances are such that they cannot easily afford books which are necessary for their work.
- **Equal Access to Learning Fund**  
With the generous support of the Dorset Trust, the College has established a fund for material access to learning. This includes the purchase of items such as laptops and books and for tuition and technological support while away from College. All students, both undergraduate and postgraduate, as well as offer-holders, can apply for the fund on a means-tested basis.
- **Grants for Compulsory Field Courses**  
Undergraduates studying subjects involving field courses may be eligible to apply for a grant towards the cost.
- **Other Academic Activities**  
The College may be able to contribute towards the cost of other academic activities, for example travel for dissertation research, attendance at a conference, project work etc.

In some cases students will need tutors to provide comments on their applications before they are considered. Full details of the funds available can be obtained from the Assistant Academic Administrator and are published in the student handbook. Appropriate forms are available on the 'College Only' section of the website. Given the pressure on College finances, it is important that Tutors make considered judgement in assessing any individual application.

- **Academic Prizes**

The College awards prizes, which is a distinct process from that of awarding Scholarships or Exhibitions. Prizes are awarded to those gaining Firsts and Distinctions in First Public Examinations and to Finalists who achieve Firsts and who have not been Scholars or Exhibitioners. There are special College prizes for the best individual performances, by groups of subjects, in Finals.

- **Scholarships for Music**

The College usually has two or three Organ Scholars in residence at any one time. These are undergraduate students studying Music who play the Organ in Chapel and who assist with the direction of the College's Chapel choirs. Students singing in the College Chapel Choirs may be awarded Choral Scholarships; it is sometimes possible for those who do not wish to undertake the full range of Choral Scholar duties to sing occasionally in the Chapel Choirs. Each year the College awards a small number of Scholarships for instrumental playing. Choral and Instrumental Scholarships are awarded on the basis of auditions: they are not confined to students reading music.

- **Vacation Residence & other Domestic Grants**

First and second year students living in College need to vacate their rooms for the whole of any vacation unless their contract specifically covers the holiday period, or they have applied for Vacation Residence. If there is a strong *academic* reason for remaining in residence during the vacation, a student may apply for a Vacation Residence grant (by the end of 5th week), usually limited to a maximum of 20 days per academic year. Applications will need to be authorized by

the Subject Tutor before submission. Tutors should bear in mind the very great pressure on accommodation in the admissions period (9th and 10th weeks of Michaelmas) and for these weeks authorize only those cases which are absolutely necessary.

## ii. Non-academic financial support

### • **Financial Aid**

In cases of hardship, especially unexpected hardship, students may apply to a number of funds, some national or university-wide. The Secretary of the Scholarships and Grants Committee administers the College schemes. In practice members of staff in the Finance Office are frequently the first to identify financial problems and will provide advice about hardship support to students. The Secretary can also be contacted by students and tutors. Eligible undergraduates must normally apply first to the Access to Learning Fund (administered by the University) before seeking College help. However, the College can usually act quickly if necessary, and in some cases it may be appropriate for students to be allowed access to College funds in order to provide urgent financial help. Students should be directed to the Student Financial Aid form on the College website (<https://www.worc.ox.ac.uk/intranet/students/grants-and-bursaries-undergraduates>). Queries should be directed to the Financial Aid Officer via the email address [financialaid@worc.ox.ac.uk](mailto:financialaid@worc.ox.ac.uk).

### • **Travel Grants**

Travel Grants are available each term for vacation travel and academic work outside Oxford. Students must apply by the end of 4th week of each term. Final year students are not eligible for grants for trips to be taken in the long vacation after completion of their degree. Although the travel need not be exclusively related to students' academic work, it must have some broad intellectual or cultural purpose and the Committee does prioritise the support of travel for academic and academic-related purposes.

### • **Blues Grants**

The College offers a grant of £50 per year towards the purchase of kit or other incidental expenses to any student who represents the University in a sport in that year. Application forms are available from the JCR Sports Rep and must be submitted by the end of 5th week of any term.

## 5. GRADUATE STUDENTS

### i. Admission of Graduates

Graduate applications are processed by the University Graduate Admissions Office, and application dossiers are only forwarded to the College for consideration once the student has been accepted by a Faculty or Department. Subject Tutors will receive applications (via the Graduate Officer) for prospective graduates in their subject area. Subject Tutors will be asked for their feedback on which students should be admitted to the college. The graduate admissions selection criteria for the college is available on the college website at <http://www.worc.ox.ac.uk/applying/graduates/how-apply>. The Graduate Officer, in consultation with the Senior Tutor, is responsible for overseeing the admission and distribution of new graduates across subjects on the basis of pre-agreed quotas.

Graduates are only admitted to the College once they have met any academic conditions imposed by the relevant Faculty or Department and have demonstrated that they have sufficient funds to cover their fees for the first year of their course.

### ii. Freshers' Week

New graduates are expected to be in residence by Monday of 0th Week at the latest, though many arrive earlier. A detailed programme of events is considered by the Dean and a copy is provided with

the Freshers paperwork. Induction events in 0th week for graduates do not normally involve College Advisors because the Graduate Freshers' Dinner is held on Thursday of 1st Week of Michaelmas.

### iii. Termly Reports

Each term Advisors should access graduate progress reports written by Supervisors using the University's on-line Graduate Supervision Reporting system which can be accessed on eVision. The content of the reports is also monitored by the Senior Tutor and Graduate Officer and copies are kept on students' files. Advisors should ensure that the student has viewed the report and considered it, and that any issues raised by the Supervisor have been addressed. Any concerns should also be discussed by the Advisor and with the Senior Tutor.

### iv. Graduate Provost's Collections

The Provost and Senior Tutor hold graduate collections, normally in 6th and 7th week of each term, at which the progress of students are reviewed. Each graduate is normally seen once per year. Advisors are not required to attend collections, but they are encouraged to let the Graduate Officer know of any matters that might require discussion. A special meeting with the Advisor may be arranged when the Graduate Collection itself has revealed problems, especially those involving supervision.

### v. Graduate Progress Forms

Many graduates, particularly those studying for DPhils, will need a number of progress forms to be countersigned by their Supervisor and by the College. These include, for example, application forms for transfer of status, appointment of examiners, suspensions and extensions. The College section of these forms is completed by the Graduate Officer and should always be passed to them for signature (not signed by the Advisor or sent to the Senior Tutor). This ensures that the College has an opportunity to keep track of the student's progress as a graduate and check whether he or she is in breach of College rules, especially payment of fees and battels.

## 6. GRADUATE FUNDS

### i. Academic Funds

- Extraordinary Academic Expenses Fund  
Graduates may apply to the College for assistance with research expenses not otherwise covered by funding they already have, e.g. research travel and conference costs. Application forms are available from the College Only section of the website, or the Graduate Officer, and require support by the University Supervisor.

Each graduate may normally expect to receive no more than the following totals towards such expenses during his/her course or courses of study at the College:

- 1 year taught degree students: £300 general allowance and a £50 book allowance
- Students on research degrees lasting less than 3 years: £550 general allowance
- Students on research degrees lasting 3 years or more: £750 general allowance

The conditions on each application are:

- that it is supported on academic grounds by the supervisor,
- that the applicant's award giving body has been approached for a contribution,
- that the Department / Faculty has been approached for a contribution,

- that the candidate specifies his/her own proposed contribution to the cost, if any.
- **Equal Access to Learning Fund**  
With the generous support of the Dorset Trust, the College has established a fund for material access to learning. This includes the purchase of items such as laptops and books and for tuition and technological support while away from College. All students, both undergraduate and postgraduate, as well as offer-holders, can apply for the fund on a means-tested basis.
- **Ogilvie Thompson Scholarship**  
Open to graduate applicants to one-year taught Master's courses and the first year of the 2nd BM, who are current final year undergraduates at Worcester College or who have taken final undergraduate examinations at Worcester College within the last two years and have not undertaken any graduate study at Oxford or elsewhere may apply for an Ogilvie Thompson Award. This is awarded on the basis of academic achievement and promise and their contribution as undergraduates to the College community. The Scholarship, which is awarded for one year in the first instance, provides £10,000 funding towards the University and College fees of the recipient. Limited dining rights may also be given. Applicants must apply for full funding from all appropriate funding sources. Tutors may be asked to provide a reference by their students.
- **Academic Prizes**  
The College awards prizes (currently £120) to those gaining distinctions in University Examinations.
- **Medical Electives**  
Medical students can apply to the College's Nuffield Fund for a contribution towards the cost of medical electives. Application forms are available from the College Only section of the website, or from the Assistant Academic Administrator.

## ii. Non-academic support

- **Financial Aid**  
In cases of hardship, especially unexpected hardship, students may apply to a number of funds, some national or university-wide. Although the Secretary of the Scholarships and Grants Committee administers the College schemes, graduate students may first discuss their situation with the Senior Tutor, if they wish. Eligible graduates must normally apply first to the Access to Learning Fund (administered by the University) before seeking College help. However, few graduate students will be eligible. The College can also usually act quickly if necessary, and in some cases it may be appropriate for students to be allowed access to College funds in order to provide urgent financial help. Application forms are available from the College Only section of the website, and from the Graduate Officer. Students should be directed to the Student Financial Aid form on the College website (<https://www.worc.ox.ac.uk/intranet/students/grants-and-bursaries-graduates>). Queries should be directed to the Financial Aid Officer via the email address [financialaid@worc.ox.ac.uk](mailto:financialaid@worc.ox.ac.uk).
- **Blues Grants**  
The College offers a grant of £50 per year to any student towards the purchase of kit or other incidental expenses who represent the University in a sport in that year. Application forms are available from the JCR Sports Rep and must be submitted by the end of 5th week of any term.

## 7. THE BASICS

### i. The Academic Year

The academic year comprises three terms: Michaelmas, Hilary, and Trinity. Full Term is in each case a period of eight weeks from Sunday to Saturday. The weeks are referred to by number (1-8). Dates of future terms can be found on the University Web pages at <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>.

All undergraduates are required to be in residence by 2.00 pm on Thursday of 0th week (the week before week 1), and may not go out of residence before Saturday of 8th week without the prior permission of their subject tutor, in consultation with the Senior Tutor. Permission should not be readily given, and should take account of the timing of Provost's Collections, if applicable.

The College remains open throughout the year except during the period between Christmas and New Year and over the Easter weekend. Some services (e.g. meals in the SCR) may also be limited at other times. Even during closed periods, Fellows and Lecturers who have their own teaching rooms will be able to gain access to them.

### ii. Important Publications

In September, Fellows and all new Lecturers receive copies of the Student Handbook, which should be read in conjunction with this document. A list of Fellows, Lecturers, undergraduates and graduates of the College (the College List) is produced and made available on the College website early in Michaelmas Term, as are copies of the internal telephone directories. In addition Tutorial Fellows and Stipendiary Lecturers are able to access the Tuition Lists via the College website. These provide information about undergraduates and graduates and their college advisors by subject by year. The Examination Regulations are available online at <https://examregs.admin.ox.ac.uk/>. Three periodicals are published regularly during term and some parts of each vacation and are made available on the University website: the University Gazette (<https://gazette.web.ox.ac.uk/>, which carries official announcements; the Oxford Magazine (<https://staff.admin.ox.ac.uk/oxford-magazine>), which publishes articles and poems; and University Bulletin (<https://staff.admin.ox.ac.uk/working-at-oxford/staff-news-and-events/university-bulletin>), the University staff news magazine.

Copies of the University Calendar, which lists the academic staff of the University by college and department and membership of certain University committees, can be consulted on the University website (<https://gazette.web.ox.ac.uk/university-calendar>).

At the start of each term the University issues Lecture Lists which provide information by subject area about the lectures available for all members of the University. These can be accessed on-line (<http://www.ox.ac.uk/students/academic/lectures/>).

### iii. College Website

Worcester's website ([www.worc.ox.ac.uk](http://www.worc.ox.ac.uk)) provides a great deal of information for current members of the College, prospective applicants, potential conference customers, and members of the public. The 'College Only' section includes a secure staff section accessed using Single Sign On. This section includes electronic copies of a number of the internal publications, SCR menus, an on-line meal booking system, and a facility to check teaching room availability. The student section of this part of the website includes notices, welfare advice, information about whom to contact about academic and domestic matters, menus and forms for downloading.

#### iv. The Oxford MA and Congregation

Fellows engaged in teaching or research are entitled to an Oxford MA which also gives them membership of Congregation (the University's ultimate Governing Body). Fellows with a Cambridge or Trinity College Dublin MA need to have it incorporated into an Oxford MA (procedures for which can be obtained from the Academic Administrator); graduates of other universities are awarded an MA by decree. Junior and Senior Research Fellows can also apply for faculty/department and Congregation membership and requests should be made through the Academic Office. Those with an Oxford MA are entitled to wear the MA gown which is worn, with the relevant hood, for University examining duties and on other formal University occasions. In College, gowns (but not hoods) are worn to High Table dinners, Provost's Collections, Chapel and to meetings of the Governing Body. Gowns can be bought from a small number of shops in Oxford (Shepherd and Woodward, 109-113 High Street, Oxford OX1 4BT, and Ede and Ravenscroft, 119 High Street, Oxford OX1 4BX; other suppliers also meet the academic dress standards). Shepherd and Woodward may sometimes have second-hand gowns available to buy.

#### v. University ID Card (Bodleian or 'Bod' Card)

An application form for a University (Bodleian) card will be issued to new members of academic staff and should be returned to the Academic Office prior to the commencement of employment. The University card is also a University ID card and operates a number of access and payment systems across the University and College e.g. libraries. Replacement cards for those lost or damaged can be ordered through the Academic Office. A charge is made by the University for the replacement of lost cards.

A number of gates and access points around College (e.g. the library doors, the main entrance gate in the evening and the Senior Common Room area) are opened using the University card (or equivalent access card for non-University members). The card needs to be held in close proximity to the reader (usually a small metallic square adjacent to the gate/door) to release the lock. University members with a Worcester College affiliation will automatically have their cards enabled on the system and will need to present their card to the reader on the front door to activate it. If additional access is required members should speak to the Lodge or Head Porter (Craig Townsend).

#### vi. Charges

Fellows and lecturers will usually pay for any charges via Upay. If a particular charge cannot be made via that route, an invoice will be sent by the Accounts Office.

#### vii. Salaries, Pensions and Private Health Care

Fellows and Lecturers in receipt of a monthly stipend from the College will be paid by bank transfer directly into their account. Payslips are accessed through Cintra. Please contact the College Accountant for details ([finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk)). In order to process the initial salary the Academic Office needs to have bank details by the 8th day of the first month of employment. In addition the College will also need either a P45 (for those who have left employment elsewhere to take up the post) or a P46 (for appointments held in conjunction with another). Individuals who cannot sign a P46, because Worcester will not be their main employer, will need a signed statement to that effect. Lecturers paid through the external tuition system will be paid at the end of each academic term by bank transfer.

The College has a legal responsibility to ensure that everyone employed, in any capacity, has the right to work in the UK before any work is undertaken. Checks must be carried out on anyone receiving payment for any form of work, regardless of status or nationality. This includes all employees paid through the payroll and those, with or without a contract, who provide a service for which they will receive a fee (e.g. invigilators, markers, external tutors). All Fellows and Lecturers are

therefore required to submit appropriate documentation as proof of right to work in the UK prior to their first day. Copies must be retained by the College, which stores the information electronically in a secure and encrypted form in compliance with GDPR prior to their first day.

Employees who are entitled to a pension through USS will be automatically enrolled into the scheme. Those who are coming up to retirement are requested to contact the College's HR Department and the Accountant at least three months before they expect to retire to ensure that USS have sufficient time to sort out the appropriate benefits. Tutorial Fellows wishing to take out private health insurance cover through the College's provider should note that this is not done automatically and should also discuss this with the Human Resources Manager. All general enquiries about salaries and pensions should be directed to the Accounts Office via email to [finance@worc.ox.ac.uk](mailto:finance@worc.ox.ac.uk).

#### viii. Research and Teaching Allowances and Purchase of Books

Tutorial Fellows have an annual College research and teaching allowance. Any Fellow who is unclear about the level of support is asked to contact the Academic Administrator. The College conforms rigorously to the University's policies on employment-related expenses, available at <https://finance.admin.ox.ac.uk/expenses>, which have been agreed by the University Finance Office and the Inland Revenue Tax Inspectors. The research and teaching allowance year runs from 1 August - 31 July and does not carry over into subsequent years, except in respect of the purchase of computers. The allowance will be paid for each academic year, or part year, on a pro rata basis according to the dates of the appointment.

The College research and teaching allowance may be used for the purchase of books required wholly and exclusively for teaching and research purposes. Where possible these should be purchased through the Senior Tutor's account at Blackwell's where the College has an agreed discount. The account number can be obtained from the Academic Administrator. New users are added to the Blackwell's list of authorized users of the account at the beginning of Michaelmas Term. If, however, you have difficulty making a purchase then please ask Blackwell's to ring the Academic Administrator ((2)78342). Reimbursement for all purchases of books, including those made at stores other than Blackwell's, is on presentation of receipts and an explanatory letter to the Senior Tutor.

The research and teaching allowance (and/or Moncrieff Fund for Tutorial Fellows) may be used for research travel and conference expenses. The level of grant for which fellows may apply is based on the number of years they have completed in post. The figure is multiplied by a yearly entitlement of £200. It is felt that rather than applying for their 'entitlement' each year, Fellows may find it more useful to apply for rather larger grants at wider intervals. The travel or conference must be directly related to the research, and/or teaching where appropriate, of the Fellow and only the Fellow's own costs can be reimbursed. Fellows should refer to the university's agreed rates for claim levels (<https://finance.admin.ox.ac.uk/claiming-expenses-claimants-guide>). It is advisable to take out travel insurance for trips abroad, and the cost of arranging this can also be charged to the allowance. It is possible that Fellows with university attachments can use the special travel insurance arranged by the university. Details on eligibility and application procedures can be found at: <https://finance.admin.ox.ac.uk/travel-insurance>.

The research and teaching allowance may be used to purchase computers. Fellows wishing to purchase single items of more than £500 may, in advance of the purchase, ask the Senior Tutor to spread the cost over one, two or three years (as appropriate). It should be noted that in order to comply with UK tax law, the private use of any IT equipment off-site (whether at home or elsewhere) must be 'incidental and insignificant'. The College follows the practice of the University in interpreting this phrase as meaning no more than 10% of use. The remaining 90% must be wholly and exclusively for the purpose of discharging one's academic duties. It is the College's policy that IT equipment, including printers (which have highly variable running costs), bought on the research and

teaching allowance should be purchased through the College's IT Department. If it is not, then the equipment becomes a taxable benefit. For such purchases, Fellows will be reimbursed only on the presentation of receipts for the items bought. Fellows should also check in advance of purchasing IT equipment whether their Department/ Faculty is able to make a contribution towards the cost. The purchase of technical equipment, other than computers and peripherals, must be authorized by the Senior Tutor in advance of the purchase. It is an Inland Revenue rule that neither the installation of a home internet link nor the monthly charge can be claimed against the research and teaching allowance.

The research and teaching allowance may be used to pay for assistance with research. The assistant will need to work on the Fellow's research. The Fellow will need to pay the assistant as they will be their employer. The Fellow should prepare a receipt outlining the nature of the work, times and dates, and confirm the amount paid. This receipt should then be signed by the assistant and passed to the Senior Tutor with an explanatory note.

All non-consumable items purchased on the research and teaching allowance remain the property of the College, though it may be possible for some items, e.g. computers, to be bought from the College at the end of a contract at a price that reflects their depreciated value. The Library must be given the opportunity to retain any books bought.

#### ix. Entertainment Allowances

Tutorial Fellows appointed with teaching duties receive an annual entertainment allowance as a contribution towards the cost of entertaining their students. The allowance may be used at the discretion of Fellows but might, for example, contribute towards the cost of holding a subject drinks party or dinner. Hospitality should be a level consistent with normal practice that would be expected of a university or other public body. When Tutorial Fellows are on sabbatical leave the expectation is that the allowance will be transferred to another Fellow who is given responsibility for acting as college advisor or subject tutor in the subject.

Eligible Fellows must claim relevant expenses in the following way:

- The Entertainment Allowance for the 2023/24 academic year is £464 per Tutorial Fellow (or £482 per College Officer where applicable).
- The Entertainment Allowance is for the entertainment of the College's own undergraduate and graduate students. Typically this will involve the provision of drinks and food in circumstances of subject-group socializing, or the cost of administering a group activity provided for the benefit of students (such as a theatre or museum trip). Expenditure need not be incurred in College.
- The Entertainment Allowance is in addition to the College's standing arrangements for funding Schools Dinners and post-Mods/Prelims parties, for which it is already possible to make claims against receipts; claims could be levied against the Allowance for any extra costs incurred on those occasions, as well as for other events. (In future years these separate allowances may be combined.)
- Any allowance that is unused at the end of the academic year cannot be rolled over to the following year (unless by special arrangement with the Senior Tutor), but expenditure need not be evenly spread throughout the year.
- Claims should be made to the College Accountant at the end of each term (to coincide with the timing of the production of battels bills). The last claim of the year, which should be submitted by mid-August at the very latest, should cover the period up to 31 July. The procedure for claiming is that a Fellow should highlight the relevant expenditures listed on their battels bill (e.g. if College drinks/food has been charged internally), and should enclose any further receipts associated with external expenditure, providing a note listing the total claimed. The Fellow is

then free to deduct the relevant amount from their own payment of their Battels bill (and to pay nothing if the claim exceeds the bill): the approved amount will subsequently be credited to their account.

- Currently £34.51 per student is paid by College towards Schools dinners, and the post-Mods/Prelims allowance (chargeable to Domus/claimable with receipts) is £14.64 per student (as of 2021/22).
- College Advisors who are not Tutorial Fellows of the College will receive an entertainment allowance of £25 per graduate student, which can be claimed as above (as of 2023/24).

#### x. Sickness

Fellows and lecturers who are ill should let their closest subject colleagues, and the Academic Administrator or the Human Resources Manager know of their absence. If necessary, by contacting the Academic Administrator or the Head Porter notes can be left for students, or emails sent, informing them of cancellations of tutorials etc. A doctor's certificate is required by the College if off work for longer than 7 days.

#### xi. Departure Arrangements at the End of a Period of Employment

At the end of any appointment, Fellows and Lecturers must ensure that the appropriate notice period has been given for termination of employment and that the Academic and Accounts Offices, and the Human Resources Manager, have been notified of departure and have a forwarding address. This is so that invoices for any outstanding bills and/or tax documents can be posted and USS information updated, as appropriate. Invoices should be paid as promptly as possible and Fellows and Lecturers are reminded that this can be done by telephone with a credit/debit card if payment by cash or cheque is problematic (e.g. because an employee has left the area or the country).

All property including, but without limitation, documents, keys, correspondence, access passes, computer and IT peripherals, communications equipment, laptops (or similar devices), software, electronic documents, data files, and/or information in the employee's possession or under their control which relates in any way to the business or affairs of the College (whether obtained from, or prepared for, the employer or any third party connected with the employer) and all copies regardless of the medium on which any such information is held or stored must be returned to the college at the end of a period of employment. In respect of any such items or information held on any computer or other equipment belonging to the employee, the employee must permanently delete such items and information and all copies. As indicated above, it may be possible for equipment bought from research allowances to be purchased from the College at the end of a contract at a price that reflects depreciated value. However, whether this is possible may depend on a number of factors (e.g. whether the College has a need to retain particular equipment) and Fellows and Lecturers wishing to explore this possibility must therefore discuss the matter with the IT Manager well in advance of departure date, so that there is time for the appropriate arrangements to be made. Please note that site-licenced software installed whilst in post will have to be removed if IT equipment is retained at the end of a period of employment.

#### xii. Administrative Support and Office Supplies

Most tutors nowadays will look after their own administrative needs. Nevertheless, there may be occasions when they require some help, e.g. in sending out invitations to students. The Tutorial Administrator will be happy to advise where help is available. It should be noted that letters to candidates for admission are all handled centrally by the College's admissions staff.

Please ask the Tutorial Administrator for any stationery supplies you require e.g. envelopes, pens, whiteboard markers. A4 paper can be taken from the Besse Building; but please inform a member of staff if you require more than one ream.

Fellows should ensure that copies of any important communications with students are put on file in the Academic Office.

### xiii. Mail

Outgoing mail: Internal mail (pigeon post) is collected from, and delivered to, the Lodge each morning at about 10.30 a.m., for delivery to other Colleges, University departments and faculties. During term time a second collection takes place at about 4.00 p.m. External mail is collected from the Lodge at about 4.30 p.m. Mondays to Fridays. If external mail is being sent on College business (broadly defined to include one's obligation to pursue learning and research) postage is charged to the College.

Incoming mail (both internal and external) is placed in the Fellows' and staff pigeon-holes in the College Lodge. Fellows on leave may wish to make arrangements with the Porters for their mail to be forwarded. All undergraduate and graduate students have a named pigeon-hole in the post room in Staircase 15, and messages for students may be left with the Porters or placed directly in the pigeonholes.

### xiv. Telephones

All telephones in Worcester are connected to the University telephone network. Every telephone on the network has a 5-digit number to which a '2' or a '6' must be prefixed by those dialling in from outside the system. The prefix '9' is used to get an outside line. All calls within the network are carried by University-owned circuits and are, therefore, not subject to call charges. Calls charges outside the University are subject to a fair usage policy as outlined at <https://help.it.ox.ac.uk/chorus-billing>. If the charges for a number rise above the fair usage allowance then the relevant individual is sent an itemised statement and asked to indicate any personal calls. Private calls are then billed to the individual concerned and payment should be made to the Accounts department. It should be noted that international calls to mobile numbers and non-EU countries are especially expensive; a full list of rates can be found on the Chorus billing page. Where possible alternative means (e.g. MS Teams) should be used to make long international calls.

### xv. Pets in College

Students are not permitted to keep pets in College accommodation. In the case of Fellows, tutors and staff, dogs are not normally permitted to reside in College accommodation within the curtilage. No dogs are normally permitted on College grounds, with the exception of guide dogs and working dogs.

## 8. FACILITIES

### i. The Senior Common Room

All Fellows and Lecturers are members of the Senior Common Room (SCR), which is both a set of rooms and a body comprising Fellows past and present, Honorary Fellows, College lecturers, senior support staff and others who are elected to membership of the Common Room for various periods. Meetings, usually brief, may be held during term time.

The set of Senior Common Rooms is located on Staircase 1 and comprises:

**The Lower Senior Common**, where lunch and dessert on guest nights are served.

**The Upper Senior Common Room**, including the Woodward Room, provides space in which members can sit and read, tea/coffee making facilities, daily newspapers and some journals. The Woodward Room has wi-fi access. SCR members assemble here before dinner.

**The Old Bursary** is also used for SCR lunches.

**The Research and Emeritus Fellows' Room** (Staircase 5, Room 5 in the Terrace) is equipped with desks and a PC and printer. The main room can be used by Research and Emeritus Fellows to access email and to work when they are in college. Library rules apply to the use of this communal space, but shelves are provided for those wishing to store small quantities of work material in College.

The SCR guest rooms are available to provide accommodation for academic and private visitors, and can be booked through the Conferences Office (email [guestrooms@worc.ox.ac.uk](mailto:guestrooms@worc.ox.ac.uk)). It is sometimes possible for SCR members to use other College guest rooms, but these are in heavy demand from students and Old Members, whereas the SCR guest room is exclusively for SCR use.

❖ **Details about SCR Dining rights and procedures are provided on the [College Intranet](#).**

## ii. JCR and MCR

All undergraduate students are members of the Junior Common Room (JCR); graduate members of the College are members of both the JCR and Middle Common Room (MCR). Fourth-year science undergraduates and some mature students may also apply for membership of the Middle Common Room. Both the JCR and MCR have their own common rooms. Committees run the affairs of each body, and represent student interests on certain College committees. The JCR and MCR Presidents attend meetings of the Governing Body for unreserved business and have representatives on a number of the College Committees, including Tutors', Chapel, Library and Computing.

## iii. Teaching/Seminar Rooms

Rooms can be booked by Fellows and Lecturers for tutorials, classes and lectures. Because of demand it is advisable to settle teaching times and book rooms as early as possible each term. Bookings can be made by contacting the Tutorial Administrator (Tel. (2)88346; email: [elizabeth.smith@worc.ox.ac.uk](mailto:elizabeth.smith@worc.ox.ac.uk)). Room availability can be checked via the staff section of the 'College Only' pages of the Worcester website.

## iv. Library

The College Library is accessible to all members of Worcester via the College Card. Tutorial Fellows are responsible for recommending books in their subject area; each subject has a budget. Managing the budget, and any other library matters, should be discussed with the Librarian, ([mark.bainbridge@worc.ox.ac.uk](mailto:mark.bainbridge@worc.ox.ac.uk)), who will be pleased to guide new Fellows and Lecturers around the Library. New Tutorial Fellows are encouraged to discuss with the Librarian any suggestions they may have for new texts for the Library.

## v. Photocopying & Material copied from the web

There are photocopiers on the ground floor and second floor of the Besse Building. Fellows and Lecturers with a Worcester affiliation will be able to use the copiers and will need to bring their university cards with them in order to tap into the system. The number of copies made will be recorded. It is requested that personal copying is kept to a minimum. College reserves the right to re-charge any personal copying via battels. There is also a photocopier in the Library, which is likely to be the main one used by students. Any problems with the machines should in the first instance be reported to the IT Office, ([ithelpdesk@worc.ox.ac.uk](mailto:ithelpdesk@worc.ox.ac.uk)), or to another member of the administrative staff if they are not available.

The University holds a licence with the Copyright Licensing Agency (CLA) which, within specified limits, permits the copying and sharing of copyright material for teaching purposes. It is important that you protect yourself, the College, your department, and the University from copyright infringement liability. The following download guides provide a summary of tasks and roles:

- [CLA Contacts: Responsibilities](#)
- [Making digital copies](#)
- [Posting copies on a virtual learning environment](#)

If at any time you have any queries about the licence and its operation, please contact the college, CLA Licence contact in the first instance ([academic.administrator@worc.ox.ac.uk](mailto:academic.administrator@worc.ox.ac.uk) / [senior.tutor@worc.ox.ac.uk](mailto:senior.tutor@worc.ox.ac.uk)) or email [cla@bodleian.ox.ac.uk](mailto:cla@bodleian.ox.ac.uk).

The dedicated website for the CLA's guidance for the licence may be found at <https://www.cla.co.uk/higher-education-licence-docs> (the University is a UUK/Guild HE category subscriber). The site includes extensive support materials, including User Guidelines and a title or ISBN search, allowing permission details for individual titles to be checked.

Further information on recording copyright can be found here:

<https://www1.admin.ox.ac.uk/glam/licences/copy/>

## vi. IT Facilities

Academic staff, like all other members of the College, are required to comply with the University's IT regulations available at <https://www.it.ox.ac.uk/governance-strategy-and-policies>.

The College's IT committee has agreed that anyone who handles Worcester College information or data should complete the University's Information Security awareness training module.

This is a short (40 minute – 1 hour) online self-study course which can be found at

<https://www.infosec.ox.ac.uk/training-and-awareness>.

Queries about the provision of specific IT equipment should be addressed to the IT Manager, Mr Hamayun Minhas Young ([hamayun.minhas@worc.ox.ac.uk](mailto:hamayun.minhas@worc.ox.ac.uk); Tel: (2)88319). IT purchases to be made on research allowances must also be discussed with the department, which can provide advice about suitable purchases and can usually obtain equipment more cheaply than is available elsewhere. Currently, printer cartridges for use in college-owned printers within the college are normally provided without charge by the College's IT Office.

All enquires about IT support should be addressed in the first instance to the helpdesk (Tel: (2)88343, email: [ithelpdesk@worc.ox.ac.uk](mailto:ithelpdesk@worc.ox.ac.uk)). Enquiries can also be made in person to staff in the offices (located on the ground floor of the Besse Building).

## vii. Email and the internet

By default new Fellows will be given two email addresses, both a faculty/departmental address and a College address (format: [firstname.surname@worc.ox.ac.uk](mailto:firstname.surname@worc.ox.ac.uk)) in most instances these addresses go to the same mailbox and so can be used interchangeably. The main Oxford IT account access is referred to as the 'single sign-on' (SSO) because it can be used to access a number of secure websites (including TMS, nexus etc) within the University.

Fellows and Lecturers can register their own computers for network access by connecting to the College network. If you have any difficulties in registering your computer, please contact the IT Office. You will then be directed to the self-registration system. Anyone experiencing difficulties should contact the IT Department ([ithelpdesk@worc.ox.ac.uk](mailto:ithelpdesk@worc.ox.ac.uk); Tel (2)88343). Registration onto the College network will not automatically give access to all university networks (e.g. in the Bodleian). Please note that to ensure maximum network security and stability, wireless networking must only be used if installed by the IT Department.

It is possible to access email accounts outside the University by using the webmail facility available at <https://outlook.office365.com/mail/>. From outside the University network it is also possible to access TMS and the University's library services (see initially <http://solo.bodleian.ox.ac.uk/>).

Tutors wishing to check their students' university examination marks electronically can apply to the Academic Administrator for access to eVision (the University's on-line database available at <https://academic.admin.ox.ac.uk/student-systems>). This can also be viewed from outside the University network.

All students have email accounts, which they are expected to consult daily in term time, so that they may be contacted electronically. The standard format for all these is also `firstname.lastname@worc.ox.ac.uk`. Email addresses of all students and staff members of the University and colleges can be found at: <https://staff.admin.ox.ac.uk/>.

As with all data, please bear in mind your responsibilities to ensure that you are not in breach of data protection legislation, which requires that all data (electronic and paper forms) are held securely and cannot be accessed by third parties unconnected with your duties, or by external bodies.

### viii. General Data Protection Regulation

Worcester College handles a large amount of personal data, and we take data privacy very seriously. The introduction of the General Data Protection Regulation (GDPR) in May 2018 provided the College with an opportunity to further strengthen the way we protect people's data and ensure that privacy is central to what we do.

The GDPR requires people handling personal data for College purposes to:

- process personal data lawfully, fairly and in a transparent manner;
- collect data for specified and legitimate purposes and not process data in a manner that is incompatible with those purposes;
- collect data that is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- ensure that data is accurate and kept up to date, and take every reasonable step to rectify or erase data that is inaccurate without delay;
- keep data only for the period necessary for the purposes of processing;
- ensure that appropriate security is in place to protect data against unauthorised or unlawful processing, accidental loss, destruction or damage;
- process data in accordance with the rights of data subjects; and
- transfer data outside the European Economic Area (EEA) only if there is an adequate level of protection for the rights and freedoms of data subjects.

The College has published separate privacy notices which are applicable to the various groups of people the College interacts with and its activities which involve the processing of personal data. To view these and the Records of Processing Activities (ROPAs), and for further information about the GDPR please visit: <https://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>

Note: whilst one privacy notice may be of specific relevance to you, it is important that you read this notice together with other relevant notices.

### ix. Notice Boards

The Senior Common Room has notice boards in the area by the coffee machine in the Upper Senior Common Room.

#### x. Booking out of term Conferences and Meetings

In vacation time the College facilities are used by external organisations for summer schools, conferences and other events. Fellows are able to book external events at this time, subject to availability and at commercial rates, for residential conferences; as members of the College they will receive a 20% reduction in the room hire rates. Please contact the Conference Office (meet@worc.ox.ac.uk)

#### xi. Booking private events in term or vacation

Subject to availability members of the SCR may book private events in term or vacation, please discuss these directly with the catering team.

#### xii. College Bar

The College Bar is located in the Pump Quad. The Bar is a popular meeting place before dinner and regularly frequented by students and Tutors. It opens nightly at 6.00 pm.

#### xiii. Sports Facilities

Fellows and Lecturers may make use of the College's sports facilities. The tennis courts and cricket nets can be booked through the Lodge. A croquet set is kept in the Old Bursary (opposite the Lower SCR) for use in the Fellows' Garden. Any member of staff wishing to use the gym will be required to sign a liability disclaimer form (available from the Lodge). The form will be sent to the Head of Security and Fire, Mr David Roche, so that an induction session can be arranged. Once this has been given the members' University card needs to be modified by the Head Porter, Craig Townsend, to allow gym access. The gym is open from 7.30 am until 10.30 pm.

#### xiv. Bike Sheds and Parking

There is a staff bike shed at the bottom of the Provost's Drive. Access to the drive is via automated gates which are opened by notifying the Porter's Lodge or, if entitled, by using a small remote device (also known as a 'zapper'), available from the Head of Security. Those entitled to park cars in College will also need to obtain a gate opening device from the Head of Security.

## 9. SPECIAL DINNERS AND EVENTS

In addition to the more purely social occasions organised by the Steward of Common Room, Fellows and Lecturers may like to be aware of the following events:

#### i. Freshers' Dinners

The Undergraduate Freshers' dinner takes place in Hall on Thursday of 0th week of Michaelmas Term. Subject groups usually go into dinner together, along with their tutors: it is seen as an important occasion in the reception of undergraduates into the College. Depending on student numbers, the dinner is usually attended by Tutorial Fellows, and Lecturers in charge of a subject. The Graduate Freshers' dinner (attended by College Advisors, graduates and their partners, numbers permitting) normally takes place on Thursday of 1st week of Michaelmas Term. Before each dinner Tutors/Advisors are asked to host pre-dinner drinks in their rooms.

#### ii. Schools Dinners

Schools Dinners are held for finalists after the completion of their last paper, and provide an opportunity to celebrate the students' time at Worcester. The dinner is organised for each subject by one of the tutors, and Tutorial Fellows and Stipendiary Lecturers in that subject usually attend. Other Fellows in the subject and Lecturers who have taught central papers to a large proportion of the year group may be invited if space permits. The College provides an allowance for each

participant; any excess expenditure will be charged to the budgets of the organising tutors. Because of the numbers of subjects wishing to hold dinners over a short period of time, you are advised to speak to the SCR Butler and Catering Manager early in Trinity Term to discuss dates, menus and numbers if you are the tutor responsible for the organisation.

### iii. Graduate students and College Advisor events

College Advisors and their Advisees are expected to meet regularly to discuss progress and any University Supervisor's reports, which will be made available to the College. College may organise a social event in order to facilitate meetings between College Advisors and their Advisees. Some graduates also place great value on having dinner with the SCR, and Advisors may like to provide this opportunity, if appropriate. Graduate students can be considered as Domus guests for High Table dinner once per graduate degree. Advisors dining their students should state the reason for their being considered Domus through the on-line booking system, in the usual way.

### iv. Degree Days

The College hosts graduands attending degree days at various points in the year (with the main ceremonies in July/August). The Dean of Degrees hosts lunch for them and their guests. Fellows are emailed at the start of the academic year and asked whether they would like to be informed of forthcoming degree days, for the purpose of attending drinks.

### v. Gaudies and Other Old Member Events

In April and October the External Relations Office organises dinners (traditionally called 'Gaudies'), for those Old Members who matriculated in a group of consecutive years. These form an important part of our links with former students, and Fellows are encouraged to attend when it is the time of students they have taught. Reunions are also held from time to time for the major subject areas: such dates will be discussed with the relevant subject tutors.

All Fellows are automatically members of the Worcester College Society, and are welcome to attend events organised by it, which include dinners in London and elsewhere, wine tasting, visits to historic houses or other places and events in College focussed on the College gardens or rare books and drawings of the Library.

### vi. Other Events

Fellows and Lecturers are welcome at Chapel Services (where the standard of choral performance is very high), at College concerts, and at performances by the College's dramatic society, the Buskins.

# 1. Appendix – The Tutorial Fellowship: General Template of Duties (updated 2014)

NOTE: This is a general template for inclusion in the further particulars for all Tutorial Fellowships linked to APTF-U and APTF-C Lectureships. It is accepted that it may need adapting for individual posts.

NOTE: further information can be found at <https://hr.admin.ox.ac.uk/academic-employment>.

## i. Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

## ii. Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

## iii. Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or further particulars, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues

will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- pastoral support of undergraduates reading the subject in question;
- interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- writing references for students, and directing them to appropriate careers advice;
- recommending and selecting books and online materials for their subject area in the College Library;
- delegating responsibilities above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

#### iv. College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to

undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

## 2. Appendix - Tutorials

Students' academic obligations are set out in the Worcester College Student Handbook. The following section provides a brief explanation of the nature and purpose of tutorials for those new to the Oxford teaching system. Further information and advice can also be sought from senior academic colleagues and the Senior Tutor.

Tutorials are once or twice weekly meetings, lasting about an hour, normally between a tutor and two or three undergraduates. The minimum requirements for each option/course are set out in the University's subject handbooks which are available electronically via Department/Faculty websites.

Students are expected to prepare work for each tutorial and tutors can ask for this to be submitted in advance or brought to the tutorial for discussion. Because of the intense nature of Oxford terms, it is expected that vacation work will be set to supplement tutorial teaching.

Tutorials are a forum for the discussion of ideas and provide the focus of learning at Oxford. They allow for individual attention to be given to undergraduates and, in so doing, they permit the students to develop their own capacity for independent study. Overall, they provide a rich environment for students to flourish academically. Tutorials are given by relevant subject tutors who will be either Fellows or Lecturers of Worcester (or another College), or graduate students studying in the field. It is the responsibility of Organising Tutors to arrange all tutorial provision, and they must take into account the need to ensure that there is an appropriate balance of teaching between that provided by permanent or senior teaching staff (e.g. university post-holders) and that provided by other tutors (e.g. Career Development Fellows, young College Lecturers, graduate students etc). Faculties and Departments organise lectures for students of all colleges which complement tutorial teaching and, particularly in the sciences, provide the crucial foundations of a subject. Attendance at laboratory classes by science students is compulsory.

Tutors should make clear to their students, as early in term as possible, when and where tutorials will be held. Student attendance at tutorials takes priority over any extra-curricular activities (e.g. sports), though tutors may try to accommodate specific requests if possible. Although occasionally unavoidable, teaching at the weekend or after 7.00 pm is not encouraged. In scheduling tutorials please be aware that many sporting activities and College meetings take place on Wednesday afternoons during term time. Tutorials should, if at all possible, be scheduled not to clash with important lectures.

Reading lists and essays/problem sheets should be set well in advance and the objectives of work explained clearly. The tutorial provides an opportunity for students to discuss their work and exchange ideas. Tutorials should not be considered as a 'mini lecture' and should not attempt to cover all topics that might form part of an examination paper. The principal aims of a tutorial are to encourage students to develop a critical and in-depth understanding of the subject, and to provide opportunities for the development of oral and written skills that will enable them to manifest such understanding. The tutor's role is to help clarify difficult ideas and concepts and to put them in context, to encourage further reflection, to assist with the consolidation of work, and to provide constructive advice for improvement. Submitted work will frequently give rise to more general discussion. Some students find written feedback particularly helpful. Undergraduates may need guidance about the extent to which they should take notes in tutorials.

Students should expect to have to carry out the required preparation in order to get the most from their tutorials. This might include attendance at complementary lectures. Initially, they may be reluctant to exchange ideas or read out work and it may be necessary to make clear that they are not expected to understand fully the complexities of a particular topic and that tutorials provide an opportunity to get questions answered. Revealing ignorance or asking for clarification can be helpful to the process of discussion for all involved, and students should be prepared to disagree

academically with each other and their tutors, providing that their views are well grounded. Students should be aware that a tutor may sometimes act as 'devil's advocate'.

For some students the transition from school/college to University can be difficult and the emphasis on independent study may be very different from their earlier experiences. First-year students in particular may therefore need advice about time management, how to approach and prioritise reading lists and how to make best use of library and other resources. Advice on note taking and essay writing can also be beneficial. Tutors should provide advice about attendance at specific lecture courses to all their students.

Concerns about continued poor academic performance or welfare should be discussed as soon as they become apparent with the student. Given that most students are seen weekly, it should be possible to pick up signs quickly that all is not progressing satisfactorily. Performance may naturally vary from week to week, depending on the amount of private study the student has done, the difficulty of the topic, pressures from other work (most undergraduates will have more than one regular commitment to deliver work each week), health, or competing non-academic commitments. Often one frank discussion will suffice. But if problems persist, advice should be sought from other colleagues or the Senior Tutor. Where the root of the problem seems to be related to non-academic issues advice should be sought from the Head of Student Welfare, though they may be bound by confidentiality. The Senior Tutor and the Dean will prove helpful.

Students are provided with information about who in College they may approach, in confidence, to discuss discretely difficulties, concerns or welfare issues. In some, very rare, circumstances the individual being consulted may owe a duty of care that cannot be discharged unless action is taken on the information provided in confidence (e.g. where information concerns potential harm to an individual or others). **For this reason, those advising students should make clear at the outset of discussions whether the content is to be confidential and the extent of the confidentiality to be afforded to any disclosures, and that in some cases it may not be possible, e.g. issues involving child protection.**

### 3. Appendix – University Common Framework on Undergraduate Admissions

The Common Framework was developed in the light of wide consultation across the collegiate university on the report by the Working Party on Selection and Admissions entitled 'Undergraduate Admissions: Policy and Procedures' published in November 2005. In this document the word 'faculty' is used as shorthand for both faculties and departments, depending upon how individual subjects are organised. The Framework was ratified in July 2006.

1. Admissions procedures in all subjects and in all colleges should be informed by three high-level objectives:
  - a. To attract applications from the most academically able individuals, irrespective of socio-economic, ethnic or national origin;
  - b. To ensure applicants are selected for admission on the basis that they are well qualified and have the most potential to excel in their chosen course of study;
  - c. To ensure that the prospects of admission are not affected by the college an applicant has chosen or been assigned to through an open application.
2. For each subject, the procedures and criteria for deciding on shortlisting and admission should be agreed by the relevant faculty in consultation with the relevant subject tutors in colleges.
3. Procedures may vary between subjects, depending on the number of applications, whether there is pre-interview testing, whether they are part of a Joint School and other factors that the faculties in question may regard as relevant. In all subjects, procedures should be seen to be fair for candidates and should ensure that the best candidates are selected.
4. All colleges should apply the agreed procedures and criteria for each subject consistently.
5. In every subject, there should be a high degree of coordination by the relevant faculty and amongst the colleges. This should include robust arrangements for redistributing candidates between colleges before interview and at the final offer stage, so that the strongest candidates are able to find a place somewhere in the system.
6. All subjects should have an agreed standard conditional offer.
7. Contextual information in a common format (in particular, concerning school performance) should be provided to colleges by the Undergraduate Admissions Office so that this may be taken into account as systematically as possible.
8. Final decisions on who should be interviewed and who should be offered a place should rest with individual colleges, giving due consideration to the guidance of the relevant subject faculty.
9. In deciding on what procedures are appropriate for particular subjects, faculties and colleges should have regard to the following:

#### *Shortlisting for interview*

10. The potential for the more popular subjects to be more stringent in their shortlisting so as to allow adequate time for interviewing those who have been shortlisted.
11. Where pre-interview testing has not yet been introduced, the potential for pre-interview testing to assist with shortlisting.
12. The need to plan such testing carefully in accordance with the principles set out in paragraph 33 of the Working Party's report, especially to ensure that as far as possible they test for aptitude and do not dissuade good candidates from applying.

13. The benefits to be had from central banding of candidates by the relevant faculty, based on information in application forms, pre-interview test results (where these exist), written work where requested and the assessment of ability and aptitude. For very large subjects, such banding for logistical reasons may need to be done for groups of colleges.
14. Colleges to be guided but not bound by such banding; but where a college wishes to interview a candidate below the shortlisting threshold, it should explain this to the relevant faculty.
15. Faculties should provide guidance to colleges on how they should consider submitted written work (both at shortlisting and at interview stage).

#### *Interviews*

16. The desirability of each shortlisted candidate having a minimum of two interviews, and where appropriate in two separate colleges, and for these interviews, where possible, to be arranged in advance.
17. Candidates applying to Joint Schools should be interviewed by at least one tutor in each of the
18. subjects that make up the Joint School. This may be in a single panel, or by subject tutors separately, or in some other combination.
19. The need for agreed interview criteria and an agreed interview mark scale, with guidelines to be provided by the Undergraduate Admissions Office.
20. Before considering moving to [college-blind interviewing](#), in view of its administrative implications for colleges, faculties should consult with the Undergraduate Admissions Office.

#### *Final offers*

21. The benefits to be had from central banding by the relevant faculty at the final offer stage, based on the information already used for shortlisting and the additional information available as a result of interviews and any testing during the interview process.
22. Colleges to be guided but not bound by such banding. However, where a college wishes to offer a place to a candidate below the selection threshold, this should be done only on the basis of additional qualitative information that may not have been picked up in the banding exercise. It should not result from the application of criteria different from those that have been agreed by the faculty. Where a college wishes to offer a place to a candidate below the selection threshold it should explain this to the relevant faculty by reference to the selection criteria.
23. Where a college wishes to take a candidate who falls below the agreed standard conditional offer, the college should inform the relevant faculty and explain the individual's case with reference to the selection criteria.
24. Whilst successful candidates will normally be made an offer at a college where they have been interviewed, it may be necessary to redistribute some candidates to colleges where they have not been interviewed. In such cases, the candidates should be given the opportunity to visit the college offering the place prior to their having to make a decision.
25. Timely sharing of all relevant information about candidates in each subject is critical. To achieve this, a common, effective and properly resourced IT system should be made available to all faculties and colleges.
26. The collegiate university should monitor the applications from and offers made to UK students according to socio-economic background, ethnicity, gender, age, and school type. Where these do not reflect the qualification profile of particular groups, colleges and faculties should consider how the position could be addressed.
27. Colleges and faculties should maintain well-targeted programmes to improve access for under-represented groups, with these programmes to be coordinated centrally.

28. In considering overseas candidates, colleges and faculties should aim to apply the same criteria and as far as possible the same procedures as in the case of UK applicants.

29. In all subjects, faculties should give serious consideration to the possibility of [open offer](#) schemes. Colleges would be asked to opt in to these schemes.

To show that they are complying with this Common Framework, faculties will be required to report annually to the Admissions Executive (reporting to the [Education Policy and Standards Committee](#) (EPSC)) on the procedures in place for their subjects. Faculties will be expected to provide data on how their procedures are working in practice: one important indicator might be the extent of redistribution of candidates between colleges. It will be for EPSC to 'sign off' on each subject or Joint School; and where EPSC feels unable to do so, it will indicate in which areas action is needed. EPSC will expect divisions to identify clearly the person or persons in their faculties who are responsible for admissions for their subjects. Faculties will also be required to agree any significant changes in procedures which they wish to introduce with the Admissions Executive.

Colleges already have to provide an annual 'certificate of assurance' that they are operating their admissions systems fairly and efficiently. In future, colleges will be expected to state in this annual 'certificate of assurance' that they are in compliance with the Common Framework as it affects them.

- **College-blind interviews** are interviews conducted without tutors knowing their interviewees' college preference.
- **Open offers** are offers of a place without a college specification. Subject-based open offer schemes reduce and may obviate the need for colleges to 'over-offer' in particular subjects against the possibility of candidates failing to meet their offer conditions.
- **EPSC** became Education Committee in the academic year 2009-10.

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