



CAMPION HALL  
UNIVERSITY OF OXFORD

# **Student Handbook**

## **2025-26**

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## INTRODUCTION

### Welcome

We are delighted to welcome you to Campion Hall, an international community of fellows, graduate students, and staff, combining the educational values and intellectual traditions of the University of Oxford and the Society of Jesus. We hope that you will find the Hall a supportive and stimulating environment for study. Students are warmly encouraged to participate fully in the life of the Hall, and there are many opportunities for intellectual and social engagement.

### The University of Oxford

The collegiate University of Oxford is a complex but dynamic institution, which occupies a position of authority and responsibility within the contemporary world. World-leading research is undertaken here in all the major fields of scholarship, and from its foundations in the twelfth century, it has been an international centre for discovery, debate, and rigorous inquiry.

As an historic as well as a modern institution, there remain traces of the medieval traditions of the University, not least in the use of Latin at the matriculation and degree conferral ceremonies, but also in the wearing of gowns and academic dress for formal occasions. The colleges and halls of the University began as halls of residence for students under the care of a Master and scholars. Many religious orders established halls of residence in Oxford for canons, monks, and friars. For more information about the University's historical origins and development see the relevant pages on the main website, [here](#).

There are currently 36 colleges, three societies (essentially colleges, without a royal charter), and four permanent private halls (PPHs) that constitute the collegiate University in association with faculties, departments, and academic divisions. The titles 'college' and 'hall' are occasionally used interchangeably. St Edmund's Hall, and Lady Margaret Hall, for instance, are colleges, whereas Regent's Park College is a permanent private hall! For the sake of convenience in official University communications, the colleges, societies, and halls are often all referred to as 'colleges'. Other than in the term 'College Advisor,' this handbook uses 'Hall' as the more specific designation.

All the faculties and academic departments of Oxford are organised in one of four major divisions: Humanities; Mathematical, Physical and Life Sciences; Medical Sciences; and Social Sciences. There are also divisions for the University's gardens, libraries, and museums (GLAM), and the central University administration and services (UAS).

The University's **Student Handbook** published by the Proctors' Office is available online at:

<https://www.ox.ac.uk/students/academic/student-handbook>

### Campion Hall

Campion Hall is a graduate Hall. It considers applications for admission to all four academic divisions of the University, and has particularly good resources for students in the Humanities and Social Sciences.

The Hall is also home to the Oxford Jesuit Community, which is engaged in a variety of ministries in the Hall, the University, and the Chaplaincy. The Catholic Chaplaincy of the University, which is overseen by the Bishops' Conference of England and Wales, is served by Jesuits who belong to the Oxford community. The Jesuit community helps give the Hall its unique character and contributes to the sense of fellowship and hospitality for which the Hall is recognised. Students from all religious backgrounds and none are welcome at Campion, and we have a diverse Fellowship. We ask students to be mindful and respectful of the resident religious community, for whom the Hall is their home.

As an institution of the University, Campion Hall regularly conducts seminars and classes for the benefit of matriculated students. Its academic programme includes series of lectures delivered by local and visiting international professors, and conferences. The Hall houses its own elegant and peaceful library which is linked to the University's extensive network of libraries.

The mission of Campion Hall is to be a welcoming academic community seeking wisdom for the common good, through transformative learning, research, and engagement. The purpose of Campion Hall is succinctly expressed in its Latin motto, *Veritatem facientes in caritate* ('Doing the truth in love'), (Ephesians 4:15).

### Virtues and Practices at Campion Hall

The virtues for Campion Hall are the qualities that describe the community at its flourishing best. They define how we want to act in all that we do. The Hall's distinctive practices are the activities that enact the virtues to which we aspire.



## INFORMATION ABOUT CAMPION HALL

### Campion Hall contact details

College Address:	Campion Hall Brewer Street Oxford OX1 1QS
Telephone:	(+44) 01865 286100
Email:	<a href="mailto:admin@campion.ox.ac.uk">admin@campion.ox.ac.uk</a>
Website:	<a href="http://www.campion.ox.ac.uk">www.campion.ox.ac.uk</a>

### Key contacts

Revd Nicholas Austin, SJ	Master (01865 286100, <a href="mailto:trudi.hillman@campion.ox.ac.uk">trudi.hillman@campion.ox.ac.uk</a> )
Revd Patrick Riordan, SJ	Dean (01865 286103, <a href="mailto:patrick.riordan@campion.ox.ac.uk">patrick.riordan@campion.ox.ac.uk</a> )
Revd Patrick Goujon, SJ	Superior of the Jesuit Community, (01865 286131, <a href="mailto:patrick.goujon@campion.ox.ac.uk">patrick.goujon@campion.ox.ac.uk</a> )
Revd Brian Mac Cuarta, SJ	Chaplain (01865 286107, <a href="mailto:brian.maccuarta@campion.ox.ac.uk">brian.maccuarta@campion.ox.ac.uk</a> )
Sarah Ogilvie	Dean of Welfare/Tutor for Women (01865 286108, <a href="mailto:sarah.ogilvie@campion.ox.ac.uk">sarah.ogilvie@campion.ox.ac.uk</a> )
Sarah Apetrei	Senior Tutor / Disability Coordinator (01865 286110 or <a href="mailto:sarah.apetrei@campion.ox.ac.uk">sarah.apetrei@campion.ox.ac.uk</a> )
Tim Myatt	Bursar (01865 286102 or <a href="mailto:bursar@campion.ox.ac.uk">bursar@campion.ox.ac.uk</a> )
Anna Clarke	Accountant (01865 286109 or <a href="mailto:accounts@campion.ox.ac.uk">accounts@campion.ox.ac.uk</a> )
Trudi Hillman	Executive Administrator, Personal Assistant to the Master (01865 286100 or <a href="mailto:trudi.hillman@campion.ox.ac.uk">trudi.hillman@campion.ox.ac.uk</a> )
Hannah Bironzo	Communications Officer (01865 286018, <a href="mailto:communications@campion.ox.ac.uk">communications@campion.ox.ac.uk</a> )
Hector Delcuratolo	Events Manager (01865 286018 or <a href="mailto:events@campion.ox.ac.uk">events@campion.ox.ac.uk</a> )
Karolina Nowogrodzka	Guest Supervisor and Administrator (01865 286108)???
Laura Johnson	Librarian and Fellow (01865 286012, <a href="mailto:library@campion.ox.ac.uk">library@campion.ox.ac.uk</a> )
Alice Millea	Assistant Archivist (01865 286105, <a href="mailto:alice.millea@campion.ox.ac.uk">alice.millea@campion.ox.ac.uk</a> )
Daphne Hampson	Academic skills coordinator, <a href="mailto:daphne.hampson@theology.ox.ac.uk">daphne.hampson@theology.ox.ac.uk</a>

## Hall Officers

Students seeking advice and guidance may contact the following members of the Hall. Respect for your privacy is at the heart of Campion Hall's welfare policy, and consultation with Hall post holders on welfare or personal matters will be treated in confidence where possible, following the University Guidance on Confidentiality in Student Health and Welfare and the Data Protection Act. For further information, see [Student Welfare](#).

### Master

The Revd Dr Nicholas Austin, S.J., is the Master of the Hall (Head of House) and is always willing to see students on request. Please contact his Executive Administrator and PA, Trudi Hillman, to request an appointment.

### Senior Tutor

The Senior Tutor, Dr Sarah Apetrei, advises and assists the Master in supporting the academic life of the Hall and especially administrative and academic support for students, and, where appropriate, for liaising with the central University. The Senior Tutor is also responsible for the overall coordination of the Hall provision for postgraduates. As Tutor for Graduates, she oversees the admission of postgraduates and their progress while on course. Please contact her directly at any time for an appointment.

### Dean

The Revd Dr Patrick Riordan S.J., is the Dean of the Hall. As the Dean he is responsible for discipline in the Hall. Students seeking guidance on disciplinary issues should contact the Dean.

### Dean of Welfare and Tutor for Women

Dr Sarah Ogilvie is the Dean of Welfare and Tutor for Women. As the Dean of Welfare, Dr Ogilvie is available for students seeking support and advice on any welfare issues. As the Tutor for Women, she can also be approached by female students with concerns or issues they feel would be best communicated to a woman tutor.

### Dean of Degrees

Dr Pamela Armstrong is responsible for presenting students of Campion Hall to the Vice-Chancellor at Matriculation ceremonies, and for presenting supplicants for degrees to the Vice-Chancellor and Proctors at Degree Conferral Ceremonies.

### Bursar

Dr Tim Myatt oversees the financial and domestic management of the Hall. He has overall responsibility for Fire Safety and general Health and Safety in the Hall. He is also the Hall's Data Protection Officer and Freedom of Information Officer. Students can approach the Bursar if they need guidance on financial or other issues relating to the day to day running of the Hall.

### Fellow Librarian

Dr Laura Johnson is responsible for the care of the Library and all acquisition of books, and is the first point of contact for any queries related to library services or the book collection. She also oversees the Hall's Rare Books Collection, and supports the work of the Heythrop Library which keeps some important rare books at Campion Hall.



## Communications

Hannah Bironzo is the Hall's Communications Officer. Ideas for the website, newsletter, and other matters for communications, may be forwarded to her.

## Chaplain

Revd Dr Brian MacCuarta, S.J., is the Chaplain to the Hall. He is available to fellows, students and staff for confidential consultation and advice.

## Curator

Professor Peter Davidson is the Fellow Curator of the Hall, and has oversight of the wide-ranging and important art collection. He is able to answer most questions about our paintings and other artefacts.

## Archivist

Professor Diarmaid MacCulloch is the Fellow Archivist of the Hall, overseeing the Hall's Archive with Alice Millea, the Assistant Archivist.

## Campion Hall Governance

The body responsible for the governance of Campion Hall is the Jesuits in Britain CIO. The Trustees of the Jesuits in Britain CIO are responsible for the academic, financial, and domestic administration of the Hall in association with the Master, who is the local governing authority.

Campion Hall's governance structure consists of a Governing Body made up mainly of Fellows of the Hall, with certain governance responsibilities delegated from the Trustees of the Jesuits in Britain CIO. The Jesuits in Britain have executive oversight of the Hall. The Governing Body meets twice a term, and the President of the MCR is in attendance for unreserved business.

Members of the Middle Common Room (MCR) are invited to serve on various committees and working groups to ensure the participation of students in the running of the Hall. The Master regularly meets with the President of the MCR, and attends up to one MCR meeting per term, to hear any student concerns or suggestions.

## Laudato Si' Research Institute

The *Laudato Si' Research Institute* (LSRI) is an integral part of Campion Hall. The Institute takes its name from the encyclical of Pope Francis, *Laudato Si': On Care for Our Common Home* (2015). The phrase "Laudato Si'" is medieval Italian. It is the encyclical's opening phrase, addressed to God, and means 'Praise be to you ...'. It is taken from a canticle by Saint Francis of Assisi. LSRI was established in 2019 as a major work of the Jesuits in Britain.

LSRI conducts cutting-edge multidisciplinary research for societal transformation on the most pressing ecological and social issues of our day. Rooted in theological and philosophical wisdom, it aims to serve higher education, ecclesial communities, and practitioners by fostering dialogue, inspiring innovative research, and promoting change for the common good.

Current staff at LSRI include Dr Celia Deane-Drummond (Director); Dr Séverine Deneulin (Director of International Development); Dr Timothy Howles (Associate Director); Dr Peter Rožič, SJ (Director of the Integral Ecology Network); Dr Rebekah Wallace (IERN Project Coordinator and Assistant to the

Director); Harriet David (Project and Operations Manager); Amishi Agrawal (Integral Agroecology Research Officer); Marianna Beltrami (Integral Ecology Media Officer); Toby Whitehead (Accounts).

## Fellows

Revd Dr Nicholas Austin, SJ	Master, Senior Fellow in Theological Ethics
Dr Sarah Apetrei	Senior Tutor, Fellow in Early Modern Christian Thought and Spirituality
Dr Pamela Armstrong	Senior Research Fellow in Byzantine Cultural History
Revd Professor John Barton, FBA	Senior Research Fellow in Hebrew Bible/Old Testament
Dr Mårten Björk	Associate Fellow in Theology and Religious Studies
Revd Dr Wilin Buitrago-Arias, SJ	Junior Research Fellow in Politics
Revd Dr Brendan Callaghan, SJ	Honorary Fellow
Professor Peter Davidson	Senior Research Fellow in Renaissance and Baroque Studies and Curator
Dr Daniel De Haan	Frederick Copleston Senior Research Fellow in Philosophy and Theology in the Catholic Tradition
Professor Celia Deane-Drummond	Senior Research Fellow and Director, Laudato Si' Research Institute (LSRI)
Dr Séverine Deneulin	Research Fellow in International Development and Director of International Development, LSRI
Revd Dr Vijay D'Souza, SJ	Associate Fellow in the Study of Endangered Languages
Professor Gavin Flood, FBA	Senior Research Fellow in Hindu Studies and Comparative Religion
Revd Professor Patrick Goujon, SJ	Senior Research Fellow in Theology and the History of Spirituality
Revd James Hanvey, SJ	Associate Fellow in Systematic Theology and Ecclesiology
Revd Dr Tim Howles	Junior Research Fellow in Political Theology, Associate Director, LSRI
Dr Austen Ivereigh	Fellow in Contemporary Church History
Dr Laura Johnson	Fellow-Librarian
Revd Professor James Keenan, SJ	Associate Fellow in Theological Ethics
Dr Gerard Kilroy	Senior Research Fellow in English
Dr Brian Klug	Honorary Fellow in Social Philosophy
Dr Maryanne Loughry, AM	Associate Fellow in Forced Migration Studies
Revd Dr Brian Mac Cuarta, SJ	Fellow in Early Modern History
Revd Professor Diarmaid MacCulloch, Kt, FBA	Senior Research Fellow in Church History, Archivist
Revd Dr Robert Marsh, SJ	Associate Fellow in Ignatian Spirituality
Revd Dr Philip Moller, SJ	Fellow in Modern Catholic Theology
Dr Tim Myatt	Fellow-Bursar
Dr Maggie Neil	Pedro Arrupe Research Fellow in Forced Migration Studies
Dr Sarah Ogilvie	Senior Research Fellow in Linguistics, Dean of Welfare, Tutor for Women
Professor Joel Rasmussen	Associate Fellow in Theology
Revd Dr Patrick Riordan, SJ	Senior Research Fellow in Political Philosophy and Catholic Social Thought, Dean

Dr Cory Rodgers	Associate Fellow in Forced Migration Studies
Revd Dr Peter Rožič, SJ	Fellow by Special Appointment
Dr Hiba Salem	Associate Fellow in Forced Migration Studies
Professor Jane Stevenson	Senior Research Fellow in English, Book History, and Women's Studies
Revd Dr Michael Suarez, SJ	Associate Fellow in Rare Book Studies
Dr Szilvia Szanyi	Gordon Milburn Junior Research Fellow in the Study of Mysticism and Religious Experience
Revd Professor Antoni Ucerler, SJ	Associate Fellow in East Asian Studies
Mro Luca Uggias	Associate Fellow in Music
Revd Professor Graham Ward	Senior Research Fellow in Theology
Dr Stephen Withnell	Junior Research Fellow in the History of Art and Architecture

## STUDYING AT OXFORD

### The academic year

The academic year at Oxford is divided into three terms. Within each term, a ‘Full Term’ of eight weeks is the main teaching period. The weeks of term are generally referred to by their place in a succession of weeks beginning with First Week and ending with Eighth Week. Each week begins on a Sunday. The week before the start of term is known as Noughth (0<sup>th</sup>) Week, and the week after the end of term as Ninth Week. The Full Term dates for the next two academic years (from the beginning of week 1 to end of week 8) are as follows:

#### 2025-26

Term	From	To
Michaelmas	12 October	6 December
Hilary	18 January	14 March
Trinity	26 April	20 June

#### 2026-27

Term	From	To
Michaelmas	11 October	5 December
Hilary	17 January	13 March
Trinity	25 April	19 June

Future dates can be found on the University website.

<https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

### Residency requirements

See the [University’s page on residency requirements](#).

### Postgraduate taught students

In general, full-time postgraduate taught students must adhere to the following rules:

- Be in residence within 25 miles of Carfax Tower for at least six weeks of each term of their course. Some courses have a different number of terms as a minimum which is set out in the course’s [Examination Regulations](#). If this is not prescribed in the relevant course’s regulations, the standard terms as set out in [Regulation for Residence in the University](#) will be applicable.

### Postgraduate research students

Residency requirements for postgraduate research or DPhil students (PGR) are more flexible than those for post graduate taught students. In general, full-time PGR students must:

- Terms: be in residence for at least six weeks for six terms over the duration of the programme for full-time students if they have no prior study at Oxford, or six weeks for three terms if the student has successfully completed a Masters at Oxford. The terms do not need to be consecutive. Students applying for an MSc by Research should discuss residence requirements with their department as the requirements are different from those for the DPhil.

Any application for dispensation from residence should first be discussed with the supervisor and/or Director of Graduate Studies in order to determine what progress the student can reasonably make on their DPhil outside Oxford. Options such as suspension or extension could also be explored, if appropriate. Please do also contact the Senior Tutor at Campion Hall if there are difficulties in meeting the residency requirements.

### **Part-time students**

Part-time and non-matriculated students in Oxford are generally exempt from these requirements, but departments and faculties will communicate their expectations about minimum in-person attendance.

### **Annual registration**

All students must register with the University at the beginning of each academic year. New students will be sent an activation code and log-on details by email once they have returned their University Card Form. Returning students will be sent a reminder to log-in to the Student Self-Service once the registration window opens. Registration must be completed by Friday of 1<sup>st</sup> Week of term.

All students must ensure that their personal information and contact details are always kept up-to-date on the Student Self Service. It is particularly important that students verify that their name is correct on their Student Record, as it will appear on all University documentation (e.g. degree certificate).

### **Induction week**

The University's induction week begins on Sunday 5<sup>th</sup> October and runs until the end of Saturday 11<sup>th</sup> October 2025.

You will hear directly from your academic Department or Faculty about the induction activities and arrangements relevant to your course of study at the start of term; please do contact the Senior Tutor if you have not heard from them by the beginning of induction week.

Campion Hall's induction programme takes place **Wednesday 8<sup>th</sup> October** from 10.00 am to 12.00pm, before the Freshers' Fair. A joint session with other Permanent Private Halls on Equality, Diversity and Inclusion in the University will be held at Regent's Park on the afternoon of Wednesday 8<sup>th</sup>, from 3.15pm. All are encouraged to attend. There will be a library induction and welcome tea for new students on Thursday 9<sup>th</sup> October from 10.00am to 12.00pm.

Our slot for the **Freshers' Fair**, which also takes place at the Examination Schools, has been assigned to us by the Student Union for 12-1 pm on Wednesday 8<sup>th</sup> October, following the Hall's induction morning. For more information see <https://www.oxfordsu.org/freshers/>

### **Matriculation**

All new students admitted to their first degree at Oxford are required to attend Matriculation. Matriculation is a ceremony that confers membership of the University, and is a requirement for entering into University examinations. Matriculation takes place at the end of the First Week of Michaelmas Term. At the Matriculation Ceremony, the Dean of Degrees will present Campion Hall students to the Vice-Chancellor. Academic Dress is required.

This year, Matriculation is scheduled for Saturday 18<sup>th</sup> October at 9.30am. More information about arrangements for the morning will follow. Note: students who have already matriculated for an initial degree do not need to attend again.

Please consult the University's webpage for further information about matriculation:

<https://www.ox.ac.uk/students/new/matriculation>

## Course regulations

It is essential that all students familiarise themselves with the regulations of their courses, as detailed in the [Examination Regulations](#), and the appropriate course handbook. Students are recommended to consult their course coordinator, graduate studies administrator or departmental academic adviser on any arrangements for the study of optional papers.

Graduate research students should make sure that they have identified the key milestones that they will be required to pass as part of their course, which may include (for DPhil students) Transfer of Status, Confirmation of Status, and final examination.

The forms required for all states of academic progression during the course of a research degree programme are available at:

[www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression)

## Academic integrity

All students are responsible for ensuring that they act in accordance with academic good practice. Significant penalties may apply to any student involved in an act which comprises the academic integrity of their work, such as plagiarism or cheating. Students are required to familiarise themselves with the University's definition of and information about plagiarism, [here](#). Further guidance on study skills and academic practice, with some useful digital resources, can be found on the [University's student webpages](#).

All students engaged in research at Oxford – whether taught postgraduates or research students – are required to take the online Research Integrity training. This requirement is built in to the milestone assessment application process for DPhil students. Further information on the training can be found [here](#).

## Use of AI

Unauthorised use of AI falls under the plagiarism regulations and would be subject to academic penalties in summative assessments.

The University's Information Security team has produced [guidance for all students on using Generative AI tools](#) to support learning, and can also provide advice about the steps to take before using these services safely and in accordance with the University's Regulations (contact [grc@infosec.ox.ac.uk](mailto:grc@infosec.ox.ac.uk)).

## Mail and email

Students are required to check their Hall pigeonhole (mailbox) and their University email account on a daily basis (weekdays) during term time, and to check their University email on a weekly basis outside of term. Email contact will only be made through University email accounts. This is the principal means by which official information on academic and other matters is disseminated by the University and the Hall. Emails from academic staff, Hall officers and Hall staff should be read and acted upon promptly.

Students must ensure that their contact details, including their mobile phone number and their address outside of term time, are kept up to date. Any student living in private accommodation instead of Campion Hall accommodation must ensure that they have notified the Executive Administrator of their address.

All students have access to a pigeonhole on the main Hall site on the first floor. All internal and external mail will be distributed into students' pigeonholes. On leaving Campion Hall students must provide the Executive Administrator a forwarding address for any mail received.

## MyOxford App

The MyOxford student app, launched for the first time in 2024, is a cloud-based platform that aims to provide a greatly simplified way for students to access their systems and key information that they require to digitally navigate Oxford. MyOxford can be accessed as either a mobile app or via a web browser. The home screen contains tiles which either link to systems or signpost students to web or intranet content.

Students' unique Single Sign-On (SSO) is integrated within MyOxford to allow access to:

- Nexus365 (email, calendar, OneDrive)
- Canvas VLE (Virtual Learning Environment)
- Search Oxford Libraries Online (SOLO)
- Student Self Service (eVision)
- Careers Service
- College-specific systems and content, as well as newsfeeds
- MyOxford has now been approved for both the Apple App Store and Google Store.

The app is available to all on-course undergraduate and postgraduate students with SSO. If you have any queries about MyOxford, please email the Communications Officer Hannah Bironzo at [communications@campion.ox.ac.uk](mailto:communications@campion.ox.ac.uk) or the MyOxford team at [myoxford@admin.ox.ac.uk](mailto:myoxford@admin.ox.ac.uk)

## General conduct in the University and Hall

The University's Statute XI concerns discipline. It contains a Conduct Code that applies to all members, staff, and students of the University. It explains which actions and types of behaviour are deemed unacceptable by the University. Since Campion Hall is an integral part of the University, it complies with Statute XI which governs general conduct in any context of the University, whether it be in a college, hall, department, or any kind of academic, cultural, social, or sporting activity.

The Hall has adopted its own **Code of Discipline** which is included as an appendix to the Handbook below. Students will be asked to sign a contract with the Hall to indicate their consent to conduct themselves in accordance with the disciplinary codes of the University and Hall.

Whether you are a taught-course or a research student, it is your responsibility to consult and be familiar with the [Statutes](#) and [Regulations](#), which include rules on non-academic behaviour and academic conduct (including the general regulations and the specific regulations for your course set out in the [Examination Regulations](#), and subsequent formal amendments published in the Gazette). You

should also read information brought to your attention by the University, departments and faculties (e.g. in the Student Handbook, course handbooks or on departmental websites). Students who intentionally or recklessly breach regulations, or incite or conspire with others to do so, may face disciplinary action.

The University's conduct regulations may be found at: [Student conduct | University of Oxford](#)

### Academic complaints and appeals

Students with complaints about their tutors, supervisors, or academic departments may discuss it in the first instance with their College Advisor or the Senior Tutor. The Director of Graduate Studies in the department may also be an appropriate source of advice. Students wishing to take steps in making a complaint or appeal relating to the University's academic provision should consult the guidance about [Complaints and academic appeals](#).

Students also have the opportunity of having complaints referred to the Office of the Independent Adjudicator ([www.oiahe.org.uk](http://www.oiahe.org.uk)). It provides independent reviews of student complaints. The Independent Adjudicator is able to deal with complaints concerning academic programmes of research and study, services provided by the University or college or hall; a final decision made by the university or college or hall about a complaint or disciplinary matter. The Independent Adjudicator is not able to consider complaints concerning academic judgement, student employment, or any issue involving legal proceedings.

### Academic dress

The University continues to require the wearing of specific forms of academic dress for its formal occasions, including matriculation and degree conferral, but also examinations (including DPhil vivas).

The basic form of Oxford academic dress is known as "sub fusc" (from the Latin sub fuscus, meaning dark brown). Your preference from the following items (at least one option listed under each number) must be worn as sub fusc:

1. one of:

- dark suit with dark socks, or
- dark skirt with black tights or stockings, or
- dark trousers with dark socks or dark hosiery

Socks, tights and stockings **must** be worn and must cover the ankle entirely. There should be no gap between the bottom of the trouser leg or skirt and the top of the socks or stockings.

2. dark jacket, if required - worn underneath the gown
3. black shoes
4. plain white collared shirt or blouse with sleeves
5. white bow tie, black bow tie, black full-length tie, or black ribbon.

#### PLUS:

1. the appropriate academic gown (see the University's webpage on academic dress, with guidance on [Academic Gowns for Students](#))
2. mortar board or soft cap

Ministers of religion may wear clerical dress, with a gown over, when attending ceremonies. If you wear a head dress / scarf for religious reasons, a black scarf should be worn.



## ACADEMIC SUPPORT

### Senior Tutor (Tutor for Graduates)

As Tutor for Graduates, the Senior Tutor is responsible for overall coordination of the Hall provision for postgraduate students of the Hall. The Senior Tutor in conjunction with the Hall Office oversees the admission of students and their progress while on course. The Senior Tutor meets regularly with students, and each is offered an annual individual review meeting with the Senior Tutor and the Master (see below). The Senior Tutor will also contact students at other points in the year if significant problems have been noted in the termly reports for any issues.

### College Advisors

Each postgraduate student is matched with a College Advisor who works in a cognate research field/area. College Advisors monitor the progress of their postgraduates and give guidance and support, but they do not provide supervision. The College Advisor and the Senior Tutor receive copies of the advisee's termly reports and review the reports for any issues or concerns.

If a student is dissatisfied with the College Advisor they have been allocated, they should contact the Senior Tutor.

### Master's Collections

Every postgraduate student is asked to attend an annual meeting with the Senior Tutor and the Master of the Hall. This meeting normally takes place in Trinity Term and reviews the student's overall progress. Monitoring meetings are intended to be supportive and constructive.

### Graduate Forms (GSO Forms)

Postgraduate Research students who require the signature of the Tutor for Graduates on a GSO form (e.g. Transfer, Confirmation of Status) should bring or email the form to Senior Tutor. Forms should be submitted well in advance of the deadline.

### Library Facilities

Campion Hall's Library is situated on the ground and basement floors in the main building. The library is open 24 hours a day throughout the calendar year. (There may be short closures due to events held in the library or maintenance, when alternative places to study will be made available. Notice will be given.) The library comprises several rooms, including the Main Library, the Library Corridor, the Clark Room, the Periodicals Room, the Michael Ivens SJ Room (2<sup>nd</sup> floor), and the Stacks Room (basement). The Main Library, the Clark Room and the Michael Ivens SJ Room are reading rooms.

In addition to the Hall Library, students also have access to [the Bodleian Libraries](#), which comprise the main University library (the Bodleian) and 28 other libraries including major research libraries and faculty, department and institute libraries. Students must ensure that they comply with all regulations relating to the use of the facilities of the Bodleian Libraries.

Students may also ask permission to use other colleges' libraries e.g. if it would enable them to access a book not held in the Campion Hall library or Bodleian libraries. Colleges are not obliged, but may provide access if it does not impact their own students' use of the library. Students can find information about each college library on the Bodleian website.

Members of the Hall may consult the Heythrop Library through the [Senate House Library Catalogue](#). The Heythrop Library is owned by the Jesuits in Britain and holds over 250,000 volumes in Philosophy, Theology, and related disciplines. It is widely regarded as one of the finest collections of theology and philosophy in the UK. The Hall Librarian may be consulted on how books may be borrowed through the University interlibrary loan service.

## IT Facilities

Students have access to various IT Facilities through both the Hall and the University. This includes:

- A Single Sign ON (SSO) account. This entitles users to access all resources provided by the University IT Services, including the [Student Self Service](#) and [SOLO Library search tool](#).
- An email address linked to the SSO account, which will ordinarily take the form of [firstname.surname@campion.ox.ac.uk](#)
- Access to Wi-Fi networks, including Eduroam (University-wide) and the Campion Hall Wi-fi network.
- Printing services, including those operated by the Bodleian Library, by Campion Hall, and by the student's department where applicable.

For further information about setting up an email account, see the IT Services' guidance on [Getting onto email](#).

All use of IT facilities within the University is subject to conditions of use. All use of IT facilities in Campion Hall is also subject to an additional IT Policy which supplements the University's conditions of use. These rules are in place to ensure the smooth running of the facilities for the benefit of all users. IT facilities include both the network itself and any computer hardware owned by the Hall or University.

IT facilities are provided primarily for academic use. Non-academic use is permitted only if it does not inconvenience other users. The Hall reserves the right to scan the Hall network traffic to detect misuse of the Hall facilities. Students must take all reasonable steps to ensure that their network use does not cause an excessive amount of traffic on the Hall or the University's internal network or its external network links. The Hall or University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.

The owner of any computer connected to the Hall or University network is responsible for ensuring their security against unauthorised access. Appropriate security measures include setting a secure root/Administrator password, running a virus checker (Sophos is available for free from the University IT Services) and applying updates (e.g. Windows Update [Microsoft], Software Update [Apple]) in a timely fashion. Access may be barred temporarily to any computer or network connection that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the Hall or University.

Students will be held personally responsible for the content of their own computers and for any use to which their computers have been put.

Any illegal activity, including breach of copyright law, committed using either Hall IT facilities will be considered a very serious matter and will be referred to the Dean. If a breach is deemed serious enough, the student may be referred to the Proctors. In addition, copyright violations may lead to lawsuits being directed by copyright holders against individual offenders. The Hall reserves the right, in these instances, to disavow any responsibility for the actions leading up to and including the copyright violations.

Students should follow any written, electronic or oral instruction given by the IT Staff relating to use of IT facilities at Campion, even if it is not explicitly covered by these rules. Any student who fails to comply with any IT related instruction given by the IT Support Staff will be referred to the Dean, who may impose a fine or a temporary or permanent ban on use of the Hall's IT facilities.

If a student feels that any rule or instruction given by IT Staff is unnecessarily restrictive or prevents the use of Hall IT facilities for a bona fide academic purpose, the student should contact the Bursar for clarification. If the student deems the clarification unsatisfactory, the Master should be notified. If the Master decides that the rule or instruction should be amended, then he will instruct the Bursar to amend the rule or withdraw the instruction. While such a matter is under consideration by the Master, the rule or instruction will remain binding.

### **Data security and IT use**

Campion Hall seeks to maintain the confidentiality, integrity and availability of information about its staff, students, community, visitors, and alumni and its affairs generally. It is extremely important to the Hall to preserve its reputation and the reputation of Oxford University and its integral parts. Compliance with legal and regulatory requirements with respect to this information is fundamental.

### **Photocopying**

The Hall makes printing and copying free for students, *subject to fair use*, meaning:

- Consideration of the environment before printing - print only what you need to;
- Use of double-sided printing, and in black and white where possible;
- Observation of copyright rules. Authoritative information for students can be accessed here: [Copyright for students | Bodleian Libraries \(ox.ac.uk\)](https://www.bodleian.ox.ac.uk/copyright)

If you need to print a large number of pages (e.g. a draft thesis) please let the Executive Administrator know in advance.

### **Academic skills support**

Prof. Daphne Hampson offers skills training to all Campion Hall students in various aspects of advanced academic research and writing. This is available to and appropriate for all those making the transition from undergraduate to postgraduate level work; or from another institution to Oxford; or from Master's to DPhil. Information about these sessions will be circulated separately, but for further details, please contact [daphne.hampson@theology.ox.ac.uk](mailto:daphne.hampson@theology.ox.ac.uk) or the Senior Tutor.

Students are also encouraged to take advantage of the [Study Skills](#) resources provided by the University, the Hall and their department (e.g. in the Course Handbook). The University's Study Skills page includes resources on effective time management, research and library skills, referencing, revision and examinations.

Any student experiencing difficulties with their studies is encouraged to contact their departmental supervisor to see advice and support, and their College Advisor if a satisfactory outcome is not reached.

For students whose first language is not English, additional resources are available from the University's [Language Centre](#) to help students develop their academic writing and communications skills. Students may apply to have the cost of the course reimbursed, subject to prior approval.

## STUDENT WELFARE AND CONCERNS

### Cura personalis

Campion Hall aspires to be a community of respectful care for each person and for the whole person. We believe that education and academic endeavour happens best in the context of a relationship of care and attentiveness to individuals. Campion Hall is inspired by the Jesuit tradition in its approach to welfare for its students, fellows, staff, and guests. The common term for this approach is *cura personalis*, which can be translated ‘personal care’ or ‘care for the whole person.’ At Campion Hall, we are committed to three such practices of care: hospitality, attentiveness to individuals, and accompaniment.

We have specific office-holders and structures to ensure that students, fellows, and staff receive appropriate care. The Dean of Welfare and Senior Tutor have a particular role in promoting student welfare, and college advisors and the Chaplain offer an additional line of support. It is our hope, however, that all members of the Hall will contribute to making it a caring community. In this way, the Hall can become a home in which students, fellows, staff, and visitors can find a place in which to flourish in their learning and research and make their distinctive contribution.

### University provision

There are many layers of welfare support within the collegiate University, and professional advice and care can be readily accessed. Please see the online information about the University’s [Student Welfare and Support Services](#) [previous link changed as it took you to the disability section of welfare support]

All students of the University are entitled to seek help from the University’s Counselling Service. Its staff offer professional clinical support to students. The Service is located at 3 Worcester Street, Oxford, but appointments can be in person, by phone, or by email. For more information, please see: [Counselling and mental health | University of Oxford](#)

### Medical support

In case of medical emergency, call 999. Urgent health advice can also be sought from the NHS by calling 111. Students who need to stay in hospital overnight should make sure that the Dean of Welfare is aware of where they are. Arrangements can be made for meals to be brought to rooms for students confined to bed, and for transport to a hospital as necessary.

All students should register with a GP during their time in Oxford, and it is advisable to register before a medical need arises.

Several members of the Hall are registered with [KES@Northgate](#), details as follows:

[Northgate Health Centre, 15 Market Street, Oxford, OX1 3EF, 01865 2426577.](#)

For other practices in Oxford, see <https://gpoxford.co.uk/> For information about how to register, see <https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/>

### Equality, diversity, and inclusion

Campion Hall is committed to encouraging and sustaining an inclusive culture that fosters equality, esteems diversity, and supports a learning, working, and social context in which the dignity and rights

of all its staff, fellows, and students are fully respected. The [University's Equality Policy](#) relates to all participants in the University community.

### **Disability support**

The most important point of contact for students in the University is the professional [Disability Advisory Service](#) (DAS), which helps to assess support needs and adjustment requirements. Each college has a link advisor at DAS: the contact for Campion Hall is Luke Bradshaw ([luke.bradshaw@admin.ox.ac.uk](mailto:luke.bradshaw@admin.ox.ac.uk)).

The Hall can assist students with a disability with making arrangements for reasonable adjustments to study. The types of support that may be put into place will depend on the student's individual circumstances, but may include arrangements such as: teaching adjustments; adjustments to the built environment (where possible), e.g. ergonomic furniture or specialist lighting; IT equipment or other study technology; alternative arrangements for examinations; or additional library support.

The Hall's Disability Coordinator is the Senior Tutor, Sarah Apetrei ([sarah.apetrei@campion.ox.ac.uk](mailto:sarah.apetrei@campion.ox.ac.uk)).

### **Harassment**

The Dean is the designated Harassment Officer for Campion Hall to whom concerns regarding bullying or harassment may be referred. Please see the Hall's [Harassment Policy](#).

The Hall, in common with colleges and departments, is also subject to the University's [Harassment Policy](#). All students may contact the Harassment Line for confidential advice and support (Tel. 01865 270760 or email [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)).

All Oxford students are encouraged by the University to complete the [online Consent training](#), which is considered relevant to everyone, including those supporting friends and peers. It is regarded as an essential foundation for a respectful community of learning. However, it is understood that there are a number of reasons why someone may not wish to engage with this topic, and we do not as a Hall make this training a mandatory requirement.

### **Safeguarding**

The Hall's Safeguarding Policy is available online, [here](#). The Dean, Master, and Senior Tutor are the Safeguarding Officers and any concerns relating to safeguarding (including current students, prospective students or visitors under the age of 18, as well as vulnerable adults) should be reported, in the first instance, to one of these.

Please note that all under the age of 18 must be accompanied by a parent or guardian at all times while in the Hall. Please inform in advance the Dean, Senior Tutor or Master if you have invited a group involving children to the Hall.

### **Hall complaints procedure**

Any student who wishes to complain about any aspect of Hall life should usually, in the first instance, discuss the matter informally with the relevant member of the Hall. A student with a complaint is always

able to discuss it with a college advisor, the Dean, Senior Tutor, or Middle Common Room President. Other sources of advice include the Dean of Welfare and MCR Welfare Representative.

Complaints concerning the Master or other Hall Officers should be addressed in the first place to the Dean. A student who is dissatisfied with the way in which a complaint is addressed may always appeal to the Master for a review and final decision. For cases in which the complaint concerns the Master, an appeal may be made to the Provincial of the Jesuits in Britain, who is the Chair of the board of trustees with oversight of Campion Hall.

The full [Student Complaints Procedure](#) for Campion Hall sets out the steps which are to be taken in the event of the need to raise a complaint or concern.

Depending on the nature of a complaint, students may also ask to have it investigated by the Proctors, the Senior Tutor, or by Thames Valley Police. Please note that the Proctors have no jurisdiction over matters exclusively related to Hall staff, provision, or services. Advice may also be available from the Oxford [Student Union](#).

## LIFE AT CAMPION HALL

### Accommodation

#### Accommodation for Hall Students

Postgraduate students at the University of Oxford are not required to live in the buildings of their College or Hall. For those students who wish to live in the Hall, Campion Hall offers accommodation for students, subject to availability. This falls into two categories.

#### Norfolk House Apartments

The Jesuits in Britain purchased Norfolk House on behalf of the Hall, for the purpose of offering students Hall accommodation. Norfolk House is about 100 metres from the main Hall building. Each self-contained apartment has a double bedroom, bathroom, and kitchen/living space. Norfolk House provides high quality accommodation in central Oxford (OX1).

#### ‘Lutyens Wing’ Rooms

There are limited rooms available in the Jesuit residential part of the main Hall building, in the Lutyens Wing (2<sup>nd</sup> and 3<sup>rd</sup> floors). The accommodation here is single-room, and bathrooms are shared. This accommodation best suits Jesuits, members of other religious institutes, and priests, who desire to share in communal religious life. (In rare cases, mature students who are comfortable with the expectations of a religious residence may be invited to apply for this accommodation, with the permission of the local Jesuit Superior.)

#### Alternative Accommodation

Accommodation further from the centre of Oxford can be more affordable, although without the convenience of a central Oxford location near the Hall. Information is available on the University website <https://gradaccommodation.admin.ox.ac.uk/>.

There is also an official accommodation database and advisory service offered by the Oxford Student Union. See <https://oxfordstudentpad.co.uk/accommodation>

#### Student Participation

Campion Hall wants to encourage student participation in the life of the Hall. To support this goal, it is almost unique in an Oxford context in providing free dining rights to all its students throughout the year, whether they live in one of the Hall buildings or elsewhere in Oxford. We want all students, whether they live in the building or not, to feel Campion Hall is their home while in Oxford.

#### Middle Common Room (MCR)

The Middle Common Room (MCR) is made up of the student members of the Hall and runs a number of social events per term. There is no specific physical space for the MCR as students and Fellows share the Common Room (see below). Members are encouraged to submit suggestions for future social events to the MCR President, who, with the Social Secretary, is responsible for organising the MCR social

calendar and representing student interests to the Master and any relevant committees within both the Hall and the wider University.

There is also an MCR Welfare Representative, and Social Secretary. There are currently vacancies in all the MCR officer posts. We will be seeking nominations for the key posts in due course.

### Sport and cultural activities

All Campion Hall students benefit from the Hall's subscription to the [University Sports Centre](#). Students have free access to the gym and pool (but not fitness classes, personal training, or team activities which are available but chargeable separately). When you register with the Sports Centre, make sure you ask for the free registration that is due to you as a student of Campion Hall.

Students wishing to play the piano in the Persons Room are welcome to do so, but are encouraged to book the room in advance via the Executive Administrator, and be mindful of the residential community.

From 2024-25, students may apply for Associate MCR Member status at neighbouring [Pembroke College](#), in order to gain access to sporting and cultural activities which, due to our size, Campion Hall cannot offer. Please do contact the Senior Tutor for further information.

### Chapel

All members of the Hall are welcome to attend the liturgies in the Hall Chapel. Information about service times can be found in the Hall's termcard. The Hall evening on Mondays begins with a sung Mass in Chapel at 6.00pm. The Chaplain is Revd Brian Mac Cuarta, who would be glad to hear from anyone interested in participating through music, reading, etc.

### Dining Hall and meals

All meals are served in the dining hall throughout the calendar year, and there is no additional charge for students or their guests. Campion Hall values common meals as central to its community life and conversation. Most meals are served canteen style, with the exception of formal dinners. Please do not leave belongings (coats, bags, etc.) in the dining hall. Mobile phone use is not permitted in the dining hall. Meal bookings are to be made *no later than 11.00am the day before* the meal, via a spreadsheet on Teams (the link will be shared with you by the Executive Administrator). Dietary requirements should be clearly indicated at the beginning of the year, and any changes communicated to the Executive Administrator.

We kindly ask that you vacate the Dining Room at the set times (i.e. 1.30pm at lunch), so that the kitchen is able to clean down according to schedule. Cutlery and napkins for self-service meals can be found on the side table in the dining hall, alongside condiments and sauces.



Standard meal times are as follows:

<b>Meal</b>	<b>Days</b>	<b>Time</b>
<b>Breakfast</b>	Monday to Friday	8.00 am – 9.00 am
<b>Breakfast</b>	Weekend	8.00 am – 9.30 am
<b>Midday meal (Self-service buffet lunch)</b>	Monday to Saturday	12.50pm - 1.30pm
<b>Midday meal</b>	Sunday*	12.30 pm preprandials (drinks) in Common Room Main meal: 1.00 pm – 2.00 p.m
<b>Evening Meal (dinner with grace)</b>	Monday Hall Evening	7.15 pm during term time
	Tuesday to Friday	7.00 pm (please be on time for grace)
<b>Evening Meal (Light self-service buffet)</b>	Saturday and Sunday	7.00 pm

- At dinner (evening meals during weekdays, and midday meal on Sundays) all are asked to be in place on time, and formal grace is said by the celebrant of the previous Monday Community Mass or by the Master or Superior. During term there is a reading of a short excerpt from a book, ending 'It follows in the same reading', to which all reply 'Deo Gratias'. All help to clear the tables at the end of each course, after allowing time for others to finish.
- During Term, Sunday Dinner at 1.00 pm is a semi-formal event, preceded by preprandial drinks in the common room from 12.30 pm, and often followed by coffee or tea in the common room. During term, suit, day dress or clerics are expected; and visitors should be so advised. Guests' names should be entered on the meals list by 11.00 am on the previous Friday.
- Hall Evenings are held Monday during term. The evening is for Hall members only and commences with Mass at 6.00 pm followed by drinks and dinner.
- Guest nights are typically on Thursday evenings, but there are exceptions and these will be indicated in the termcard (or in communications from the Executive Administrator outside of term). The MCR collectively are permitted to invite a total of up to six guests to each meal (combined); please submit your guest requests to the MCR President and Social Secretary.

### **Guest Meals – Fair Use Policy**

As part of the hospitable and welcoming ethos of the Hall, members of the Hall are welcome to invite guests to designated meals set out below:

Lunch – Monday to Sunday

Guest Dinner – as advertised (usually Thursdays)

It is a privilege to extend this hospitality, and members are politely requested not to misuse this. All bookings will be reviewed, and where not considered fair use, members will be asked to pay for guests. If a group of more than three is invited, permission should be sought from the Master.

### **Formal guest nights**

Formal guest nights are held termly and are an important social event in the Hall, when the community entertains members of the University, including supervisors of our students, and other distinguished guests. The Master formally invites all the guests to these events, and names may be suggested to him by members of the Hall community well in advance.

A table-plan is drawn up for the dining room, and another for the library. Smart or clerical dress is expected. Academic robes are also expected, if applicable, and are removed on leaving the dining room.

The programme for formal guest nights:

- 6.15 pm Mass in the Chapel (optional)
- 6.45 pm Pre-prandial drinks in the entrance hall/Person's Room.
- 7.15 pm Welcome in the dining hall by the Master and the Hall Grace.

At the end of the meal, when the Master gives a sign, Grace is said and all move into the library for port and fruit, taking their napkins and removing their academic robes. After this, when the Master rises all proceed to the common room where coffee and tea are served.

### **Security and safety**

No one should admit anyone into the house unless they know them or can vouch for them. The book in the hallway for visitors should be used for signing in and out. Anyone who admits a newly arrived residential guest should inform the Executive Administrator immediately. Out of respect for the Jesuit Community resident in the Hall, members will not entertain guests in the premises after 10pm. In Hall events, such as Guest Nights, guests are at the invitation of the Master. Guests are not allowed in bedrooms at any time.

All members of the Hall are issued with a door fob and designated pin number. These are for your use and are not to be given out to anyone else. The fob on your keyring allows you access to the building. Please tap in and out on the control panel as you enter and exit the Hall. If you do not have your fob in your possession, you can access the building with your designated pin. For those residing in the Hall, it is advisable to lock one's room on leaving it, and those going out should ensure that they take their door key and fob with them.

The outer front door is locked in the evening at c.7.00 pm. Residents have a key that enables them to enter the front door even when locked. Non-residents may access the front door in Micklem Hall on Brewer Street (near the gate to the car park) using only the fob. Please ensure the door is closed firmly behind you. Please take responsibility for closing doors and windows, particularly those on the ground floor, if they are left open after 8.00 pm.

## Emergencies and fire safety

If you are in an emergency, please dial **999** in order to be put in direct contact with an emergency operator for police, fire, and ambulance services.

Please make yourself familiar with the fire notice posted in your room (where relevant). The Fire Alarm is tested on Tuesday morning at 10am. If you hear the alarm sound outside of that time, **go immediately to the assembly point, which is in the car park** and do not use the lift. Do not use fire extinguishers unless you have attended an appropriate training course. Do not enter the building again until you are instructed to do so.

## Common Room

Students and Fellows are welcome to use the Common Room. This is a place for relaxation and social conversation. The Common Room is not ordinarily a place for work or business meetings. Use of laptop computers or tablets is not permitted except for reading texts. Those using the Common Room are asked to be respectful of residents by keeping noise to a minimum after 10pm.

## Meeting Rooms

Out of hours use of the D'Arcy Room and Persons' room for social purposes is not permitted without a room booking and prior permission from the Master.

## Refreshments

Students and Fellows are welcome to use the Master's Kitchen. Coffee and tea and light refreshments are always available. Coffee and tea can be found in two separate cupboards next to each other to the left of the stove. Milk can be found in the fridge and there is a boiling water dispenser on the countertop. Please be careful when using so as to avoid burns.

Please help to keep the kitchen clean and tidy by keeping surfaces clear and loading and unloading the dishwasher. Unload the cutlery into the slim drawer to the right of the fridge and put the glasses in the cupboard above the worktop, again, to the right of the fridge.





Please remove any food/snacks you leave in the fridge when they are out of date. Food that is beyond its use-by date may be disposed of without notice.

You can find filtered still and sparkling water taps in the servery. Please note that these taps should not be run at the same time as it can disrupt the system. Water glasses can be found on a tray next to these taps, but failing that, you can find them in the cupboard above.

### Public room bookings

Students wishing to book one of the Hall's public rooms should check room availability with the Executive Administrator, and for a special event contact [events@campion.ox.ac.uk](mailto:events@campion.ox.ac.uk). Bookings are entered on the Room Bookings Calendar, available to all members of the Hall through Outlook. If a group of guests is being invited then permission in writing from the Master is required with as much advance notice as possible, and at least 15 days prior to the event, and the Master reserves the right to refuse permission.

### Mobile phone use

No mobile phone use is permitted in the Common Room or Dining Room. Conversations on phones should ordinarily not take place in the public spaces of the hall, such as corridors. Observance of this rule helps to keep the quiet and conversational atmosphere of the Hall and facilitates personal presence to each other.

### Personal belongings

Lockers are available for non-resident students in the Basement.

Residents should keep their rooms locked and windows closed when not in their rooms. If strangers are acting suspiciously, students should inform the Bursar.

Personal belongings such as coats or bags should not be left in public areas of the Hall other than the designated places.

### Health and safety

All students must take care to ensure a healthy and safe environment in which to live and study. The Hall will view particularly seriously any acts of recklessness or negligence which might endanger others. The Hall's [Health and Safety policy](#) can be accessed at the website.

### Laundry facilities for residents

There are laundry facilities for residents found in the basement of Micklem Hall including washing machines, tumble dryers and an iron. The laundry can be overcrowded at the weekends. Please remove your clothes from the Laundry Room the next day following your wash. Residents should ensure that

they report any damage to the laundry machines, and that they ensure that the filter in the dryer is emptied regularly.

### Bins and recycling

Environmental sustainability is a key priority at Campion Hall, so we encourage students to seek to dispose of unwanted items responsibly. There are bins at points throughout the Hall, please dispose of rubbish by putting the items in the correct bins.

When your own or the Master's Kitchen bin is full, please dispose of the bag in the large bins at Christ Church Cathedral School. You can get to the buildings by:

- Exiting Campion Hall through the main entrance and turning right.
- Turn right into the car parking area between CCC school and CH.
- You will then find a wooden "shed", unlock it and place the rubbish in the correct bin.

### Cycling

Cycling is a great way to get around Oxford, and is often quicker as well as being more environmentally friendly than either driving or taking the bus. It is, however, a congested and highly trafficked city, and if you plan to cycle you should take care to ensure that you have a well-maintained bike, with working lights, a rear reflector and secure lock (bike thefts are unfortunately common in Oxford). Reflective clothing is recommended for travelling at night, and all cyclists should wear well-fitting helmets.

You can register your bike for free on the National Cycle Database, which may increase the chances of recovering a bike which has been stolen: <https://www.bikeregister.com/>

Bikes can be bought from one of several shops in Oxford (and we would recommend a recognised retailer rather than a private purchase): <https://www.dailyinfo.co.uk/oxford/guide/bikes#list>

You may also hire a bike:

- Brompton folding bikes from BromptonDock's automatic self-serve bike locker at Oxford railway station
- Dockless systems, via the apps Donkey Republic and Pony Bikes
- OxBikes have a number of bicycle rental depots across the city centre

Bikes should not be left on Brewer Street, but should be locked up in the racks beyond the car park to the right of the Hall. Access is through the double gates using your fob.

For more information about cycling in Oxford, see <https://welcome.ox.ac.uk/bikes>

Use of a Hall bicycle can be arranged with the Hall member responsible. That person may be known by consulting a list of house jobs on the noticeboard.

### Hall merchandise

There is a range of merchandise bearing the Campion Hall logo – mugs, hats and caps, t-shirts and hoodies, jackets and bags – available to purchase at [Campion Hall – The College Store](#).

## FEES AND FINANCE

### Course fees

For up-to-date information about University fees for Home/EU and Overseas students, please consult the [University Website](#).

The course fee covers academic facilities and other services that are provided for you but does not include accommodation or meals.

### Continuation charge

Graduate students who have reached the end of their standard period of fee liability are required to pay a termly Hall continuation charge and may also be required to pay a termly University continuation charge.

### Payment of fees and charges

The following procedure applies in respect of all fees and other charges owing to the Hall by students of the Hall, with the exception of the university fee, to which a university procedure applies.

The University procedure is detailed in the [Regulations on Financial Matters](#) and non-payment may involve suspension from access to university premises and facilities. Nothing in this procedure affects the right of the Hall to make financial charges for late payment, including interest payments, or the right of the Hall at any time to take legal action to recover debt.

If a student has to withdraw from his or her course, he or she must clear all debts to the Hall leaving. No student will be allowed to return to a course after remitting if outstanding debts to the Hall have been paid.

### Money management

Students should take all necessary steps before the start of the academic year to ensure that their basic funding provision is in place. It is strongly recommended that students consult the University's [guide to estimated living](#) costs to help them plan how to manage their money.

The University also provides [guidance](#) on how to budget effectively.

### Financial support

When the University and the Hall accepts students, it is on the basis that they have considered the cost implications of embarking on a degree and have made arrangements to support themselves financially throughout their University career. However, the Hall understands that students may sometimes experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course.

Students who experience financial difficulties should consult the Bursar. The University Student Funding Office can also be contacted to provide advice on student funding and sources of financial help by [email](#). Please see the University's information about [Financial assistance and support](#), available in exceptional circumstances.

We aim to provide small grants for academic purposes, including purchase of books relevant to the course of studies, travel to conferences, language or other relevant courses, and research-related equipment. Applications will be invited at points during the academic year. Decisions on allocations from discretionary funds are made by the Master in consultation with the Senior Tutor.

## **APPENDIX: CAMPION HALL CODE OF DISCIPLINE**

1. No member of the Hall shall in the context of the Hall or the University intentionally or recklessly:

- a. disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social, cultural, or other activities of the Hall or the University;
- b. disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, student members, and employees of the Hall or the University or by visiting speakers;
- c. obstruct or attempt to obstruct any officer, employee, or agent of the Hall or the University in the performance of his or her duties;
- d. deface, damage, or destroy or attempt to deface, damage or destroy any property of the Hall, of the University or any college or any other individual or knowingly misappropriate such property;
- e. occupy or use or attempt to occupy or use any property or facilities of the Hall, the University or of any college except as may be expressly or impliedly authorised by the authorities concerned;
- f. forge or falsify any university certificate or similar document or knowingly make false statements concerning standing or results obtained in examinations;
- g. engage in action which is likely to cause injury or to impair safety;
- h. engage in violent, indecent, disorderly, threatening, or offensive behaviour or language;
- i. engage in any dishonest behaviour in relation to the University, the holding of any university office, or any application for any university membership, office or position or any student place at the university (in which case such dishonesty shall be understood to be continuing throughout the period when he or she holds that membership, office, position or student place);
- j. disobey a reasonable instruction given within their authority by any officer of the Hall or their deputies;
- k. refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the Hall in circumstances where it is reasonable to require that that information be given;
- l. possess, use, offer, sell, or give to any individual drugs, the possession or use of which is illegal;
- m. engage in the harassment of or sexual misconduct towards any member, visitor, employee, or agent of the Hall, the University or of any college;
- n. fail to comply with an order made under relevant sections of the non-academic disciplinary procedure.

2. No member of the Hall shall intentionally or recklessly breach any regulation

- a. relating to the use of the libraries or the information and communications technology facilities of the Hall or the University;
  - b. relating to conduct in examinations which is designated by Council as a disciplinary regulation for the purposes of statute XI of the University Code;
  - c. relating to fire precautions, safety, or public health;
  - d. made under any section in statute XI of the University Code.
3. Every member of the Hall shall, to the extent that such provisions may be applicable to that member,
- a. comply with the provisions of the codes of practice issued from time to time by Council pursuant to the duty imposed by section 43 of the Education (No. 2) Act 1986 and duly published in the University Gazette;
  - b. comply with the provisions of the Campion Hall custom book.

*Adopted by Governing Body, Trinity Term 2025.*