Student Handbook

Rules and Information

2021-22
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INTRODUCTION

The University of Oxford

The University of Oxford was established during the twelfth century. Its initial primary purpose was to educate candidates for the priesthood. Previously, many such candidates were sent to study in Paris. University teaching in Oxford was originally conducted in Latin. Today, the University’s Conferment of Degrees ceremonies are still conducted in Latin. 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. The initial Colleges established in the later thirteenth century were Balliol, Merton, and University.

There are currently 38 Colleges and six Permanent Private Halls that constitute the Collegiate University in association with Faculties, Departments, and the governing bodies of the University. The governance of a College rests entirely with the fellows who constitute its Governance Body. The governance of a Permanent Private Hall rests ultimately with a religious authority external to Oxford, although each Hall has a local Head of House who oversees all aspects of its daily activities. 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 and Halls are often all referred to as ‘colleges’. Other than in the term ‘College Advisor,’ this handbook mostly uses ‘Hall’ as the more specific designation.

All the faculties and academic departments of Oxford are organised in one of four Major Divisions: Humanities Division; Mathematical, Physical and Life Sciences Division; Medical Sciences Division; and the Social Sciences Division.

Campion Hall

In 1896, the Society of Jesus established Campion Hall in central Oxford as a residence for Jesuits, especially for those studying in the University. Since its inception it has regularly served as a base in Oxford for visiting scholars who are either on sabbatical leave or undertaking advanced research.

Currently, Campion Hall only admits graduate students, although it retains the ability to admit undergraduates as well. It considers applications for admission to all four Divisions of the University, but by preference mainly admits students for studies in the Humanities and Social Science Divisions. The majority of the Hall’s students supplicate for doctoral degrees.

The Hall is also home to Jesuits who are engaged in a variety of ministries in and around Oxford. The Catholic Chaplaincy of the University, which is overseen by the Bishops’ Conference of England and Wales, is served by Jesuits who live in the Hall.
As an institution of the University, Campion Hall regularly conducts seminars and classes for the benefit of matriculated students. It also hosts a series of lectures delivered by local and visiting international professors.

The Hall houses its own library which is linked to the University’s extensive network of libraries.

**Campion Hall Mission Statement**

Campion Hall is the Jesuit Permanent Private Hall in the University of Oxford. Its unique character combines the intellectual and educational traditions of Oxford and the Society of Jesus. It is an international community of fellows, graduate students, and staff.

The mission of Campion Hall is to be a community dedicated to transformative learning and research to understand and promote all that is truly human on our shared planet.

The purpose of Campion Hall is succinctly expressed in its Latin motto, *Veritatem facientes in caritate* (‘Doing the truth in love’), (Ephesians 4:15).

**GENERAL INFORMATION**

**Campion Hall Contact Details**

College Address: Campion Hall 
Brewer Street 
Oxford 
OX1 1QS

Telephone: 01865 286100 (UK)  
+44 1865 286100 (International)

Email: enquiries@campion.ox.ac.uk

Website: www.campion.ox.ac.uk

**Key Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>The Rev’d Dr Nicholas Austin SJ</td>
<td>Master</td>
</tr>
<tr>
<td>The Rev’d Dr Patrick Riordan, SJ</td>
<td>Assistant Master, Dean, Welfare Officer and Fellow in Political Philosophy and Catholic Social Thought (01865 286103)</td>
</tr>
<tr>
<td>The Rev’d Dr Frank Turner, SJ</td>
<td>Fellow in Political Theology, Superior of the Jesuit Community, Chaplain to the Hall (01865 286008)</td>
</tr>
</tbody>
</table>
Mr Alec Thorp  
Bursar and Fellow (01865 286102)

Ms Trudi Preston  
Hall Secretary, Personal Assistant to the Master, and Accommodation (01865 286100)

Mrs Sarah Gray  
Development and Events Manager (01865 286018)

Ms Kim Bywaters  
Accountant and Admissions Administrator (01865 286109)

Mrs Wilma Minty  
Librarian (01865 286012)

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 wherever 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 Rev’d Dr Nicholas Austin, S.J., is the Head of House and Master of the Hall and is always willing to see students on request. Please contact his Personal Assistant, Ms Trudi Preston, to request an appointment.

The Assistant Master and Dean

The Rev’d Dr Patrick Riordan S.J., is the Assistant Master of the Hall. He is also its Dean. As the Dean he is responsible for discipline in the Hall. Students seeking guidance on disciplinary issues and the arrangement of social events in the Hall should contact the Dean. Dr Riordan is also the first point of contact for students seeking support and advice on any welfare issues.

Senior Tutor

Dr Philip Kennedy advises and assists the Master in overseeing the Hall’s associations with the University. He is also responsible for overseeing the teaching and academic work of students, and for being their advocate and mediator with the University authorities.

The Senior Tutor is also the Tutor for Graduates and the Tutor for Admissions and is responsible for overall coordination of the Hall provision for postgraduates.
The Tutor for Graduates in conjunction with the Academic Office, oversees the admission of postgraduates and their progress while on course.

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
Mr Alec Thorp is a Fellow of the Hall responsible for 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 any other issues relating to the day to day running of the Hall.

Fellow Librarian
Mrs Wilma Minty is responsible for the care of the Library and all acquisition of books.

Dean of Welfare and Tutor for Women
Dr Sarah Ogilvie is the Dean of Welfare and the Tutor for Women at Campion Hall. She is also a Senior Research Fellow in Linguistics of the Hall. Students of the Hall are very welcome to consult her for advice and help on any issues related to welfare and related experiences in the University.

Communications
Ms Yingying Jiang is the Hall’s Communications Officer. Ideas for the website, newsletter, and other matters for communications, may be forwarded to her.

Chaplain
Dr Frank Turner, SJ, is the Chaplain to the Hall. He is available to fellows, students and staff for confidential consultation and advice.

RESIDENCE
All full-time, matriculated graduate students must reside within 25 miles of Carfax Tower in central Oxford.

Students may apply through their colleges or halls to apply to the Proctors’ Office for dispensation from statutory residence, but dispensation is rarely granted and only in
exceptional circumstances. A student who does not comply with the statutory residence requirement may not be allowed to enter for examinations.

www.proctors.ox.ac.uk/forms

Part-time and non-matriculated students in Oxford are exempt from the requirement of residence.

TERMS OF RESIDENCE

Full-Time graduate students must be in residence in Oxford for at least six weeks of every term. The number of terms depends on the type of degree programme in which a student is matriculated.

The Proctors may dispense a student of the Hall from part of statutory residence because of illness or when a reasonable cause has been demonstrated. Requests for such dispensations can be made through Campion Hall’s administrative offices. Research graduate students may be dispensed from statutory residence if they are obliged to undertake academic work elsewhere. Requests for such dispensations are to be made to the Proctors through a student’s University Department.

ACCOMMODATION

Campion Hall usually offers accommodation to its matriculated full-time graduate students, but may not always be able to so. It is very common in Oxford’s colleges and Permanent Private Halls for accommodation to be limited in availability. In such circumstances, students may contact the University’s Graduate Accommodation Office for help and advice in seeking accommodation.

www.admin.ox.ac.uk/accommodation

ACADEMIC DRESS

All students in Oxford are required to wear prescribed academic dress for their matriculation, examinations, and degree ceremony.

Academic dress consists in a black mortar board (or soft black cap), a black academic gown, and sub fusc. The term sub fusc derives from the Latin subfuscus, meaning ‘dark brown’. Dark grey is acceptable as sub fusc, but purple is not.

Sub fusc entails:

- A dark suit with dark socks
  OR
- a dark skirt with black stockings
  OR
- Dark trousers accompanied by dark socks or dark hosiery
• A dark coat (an optional item)
• Black shoes
• A plain white shirt with a collar or a plain white blouse
• A while bow tie, or a black bow tie, or a full-length bow tie, or a black ribbon.

Ministers of religion are entitled to wear clerical dress with a mortar board and under an academic gown.

**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 University’s conduct regulations may be found at:

[www.admin.ox.ac.uk/statutes/12-011](http://www.admin.ox.ac.uk/statutes/12-011)

**GRADUATE RESEARCH STUDENTS**

Research students are responsible for ascertaining all deadlines for the submission of work to be examined throughout the course of their enrolment. For such students, submission of work includes transfer and confirmation of status interviews and final examination. Research students of Campion Hall may consult their academic supervisors or college advisors to ensure that necessary administrative requirements are completed well before stipulated deadlines.

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)

**UNIVERSITY COUNSELLING SERVICE**

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.

[counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk)

**CAMPION HALL GOVERNANCE**

The body responsible for the governance of Campion Hall is constituted by the Trustees of the Jesuits in Britain, known more formally as the Trustees for Roman Catholic Purposes. The Trustees are responsible for the academic, financial, and domestic administration of the Hall in association with the Master, who is the local governing authority. He liaises regularly with the Trustees and with the Fellows of
the Senior Common Room (SCR). The SCR normally meets once a term to advise on matters of governance.

Members of the Middle Common Room (MCR) are invited to serve on the Strategy, Library, Student, and Communications Committees to ensure the participation of students in the running of the Hall. The MCR may also send a representative to the weekly Operations Meeting to represent any practical concerns or suggestions. 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.

### FELLOWS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Specialization</th>
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</thead>
<tbody>
<tr>
<td>The Rev’d Dr Nicholas Austin, SJ</td>
<td>Master and Senior Fellow in Theological Ethics</td>
</tr>
<tr>
<td>The Rev’d Dr Jennifer Cooper</td>
<td>Visiting Fellow in Modern Theology</td>
</tr>
<tr>
<td>Dr Severine Deneulin</td>
<td>Research Fellow in International Development and Director of Integral Human Development, <em>Laudato Si</em> Research Institute</td>
</tr>
<tr>
<td>Dr Austen Ivereigh</td>
<td>Fellow in Contemporary Church History</td>
</tr>
<tr>
<td>The Rev’d Dr Philip Kennedy, OP</td>
<td>Visiting Fellow in Theology and Senior Tutor</td>
</tr>
<tr>
<td>The Rev’d Dr Patrick Riordan, SJ</td>
<td>Senior Fellow in Political Philosophy and Catholic Social Thought, and Assistant Master</td>
</tr>
<tr>
<td>Dr Cory Rodgers</td>
<td>Pedro Arrupe Research Fellow in Forced Migration Studies</td>
</tr>
<tr>
<td>Dr Bethany Sollereder</td>
<td>Research Fellow in Science and Religion at the <em>Laudato Si</em> Research Institute</td>
</tr>
<tr>
<td>The Rev’d Dr Francis Turner, SJ</td>
<td>Fellow in Political Theology and Chaplain</td>
</tr>
<tr>
<td>Dr Pamela Armstrong</td>
<td>Senior Research Fellow in Byzantine Cultural History and Dean of Degrees</td>
</tr>
<tr>
<td>The Rev’d Professor John Barton, FBA</td>
<td>Senior Research Fellow in Hebrew Bible/Old Testament</td>
</tr>
<tr>
<td>Professor Peter Davidson</td>
<td>Senior Research Fellow and Fellow-Curator</td>
</tr>
<tr>
<td>Dr Daniel de Haan</td>
<td>Frederick Copleston Senior Research Fellow in Philosophy and Theology in the Catholic Tradition</td>
</tr>
</tbody>
</table>
Dr Celia Deane-Drummond  
Senior Research Fellow in Theology and Director of the *Laudato Si'* Research Institute

Professor Gavin Flood, FBA  
Senior Research Fellow in Hindu Studies and Comparative Religion

Professor Vincent Gillespie, FBA  
Senior Research Fellow in Medieval English Literature

The Rev'd Dr. James Hanvey, SJ  
Visiting Senior Research Fellow in Theology

Professor Gerard Kilroy  
Senior Research Fellow in English

The Rev'd Professor Diarmuid MacCulloch, Kt, FBA  
Senior Research Fellow in Church History and Archivist

Dr Sarah Ogilvie  
Senior Research Fellow in Linguistics, Dean of Welfare and Tutor for Women

Professor Joel David Stormo Rasmussen  
Visiting Senior Research Fellow in Theology

Professor Jane Stevenson  
Senior Research Fellow in English, Book History and Women’s Studies

The Rev'd Professor Canon Graham Ward  
Visiting Research Fellow in Theology

Dr Mårten Björk  
Junior Research Fellow in Theology and Religious Studies

Dr Maria Rogińska  
Junior Research Fellow in the Study of Science and Religion

The Rev'd Dr Timothy Howles  
Junior Research Fellow in Political Theology

The Rev'd Dr Philip Moller, SJ  
Junior Research Fellow in Modern Catholic Theology

The Rev'd Dr Isidoros Katsos  
Junior Research Fellow in Theology

Dr Maryanne Loughry, AM  
Associate Fellow in Forced Migration Studies

The Rev'd Dr Robert Marsh, SJ  
Associate Fellow in Ignatian Spirituality

The Rev’d Dr Michael Suarez, SJ  
Associate Fellow in Rare Book Studies

The Rev’d Dr M. Antoni J. Ucerler, SJ  
Associate Fellow in East Asian Studies

Mro. Luca Uggias  
Associate Fellow in Music
The Rev'd Brendan Callaghan, SJ Honorary Fellow
The Very Rev'd Dr Damian Howard, SJ Honorary Fellow
The Rev'd Dr Joseph Munitiz, SJ Honorary Fellow
Dr Rebecca Artinian-Kaiser Fellow and Associate Director of Laudato Si’ Research Institute
Mrs Wilma Minty Fellow-Librarian
Mr Alec Thorp Fellow-Bursar

**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 Institute 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 Rebecca Artinian-Kaiser (Associate Director); Dr Carlos Zepeda (Assistant Director in Policy and Practice); Dr Séverine Deneulin (Director of Integral Human Development (PT); Dr Timothy Howles (Assistant Director for Research Programming); Dr Bethany Sollereder (God and the Book of Nature project); Edward de Quay (Carbon Transition Officer); Harriet Davies (Administrator); Yingying Jiang (Communications Officer).

**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’s academic administrative or domestic staff, as listed in the sections above. A student with a complaint is always able to discuss it with a college advisor, the Dean, Assistant Master, Senior Tutor, or Middle Common Room President.

Complaints concerning the Master or other Hall Officers should be addressed in the first place to the Assistant Master. 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.

The Assistant Master is the designated Harassment Officer for Campion Hall to whom concerns regarding bullying or harassment may be referred.

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.

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.

Students also have the opportunity of having complaints referred to the Office of the Independent Adjudicator (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.

STUDYING AT CAMPION

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 1st Week and ending with 8th Week. Each week begins on a Sunday. The week before the start of term is known as 0th Week, and the week after the end of term as 9th Week.

The term dates for the next two academic years are as follows:

2021 – 22

<table>
<thead>
<tr>
<th>Term</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas</td>
<td>10 October</td>
<td>4 December</td>
</tr>
<tr>
<td>Hilary</td>
<td>16 January</td>
<td>12 March</td>
</tr>
<tr>
<td>Trinity</td>
<td>24 April</td>
<td>18 June</td>
</tr>
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</table>

2022 – 23

<table>
<thead>
<tr>
<th>Term</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelmas</td>
<td>9 October</td>
<td>3 December</td>
</tr>
<tr>
<td>Hilary</td>
<td>15 January</td>
<td>11 March</td>
</tr>
<tr>
<td>Trinity</td>
<td>23 April</td>
<td>17 June</td>
</tr>
</tbody>
</table>
Future dates can be found on the University website. A number of courses, including the fourth year of the MEng Materials Science, are subject to extended terms.

**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 for Matriculation.

Note: students who have already matriculated for an initial degree do not need to attend again.

**Academic Obligations**

**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 Department 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 transfer, confirmation and submission.

**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 1st 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).

All part-time graduate students should ensure that they attend all academic commitments for their course, but for them there are no other formal residence requirements.
Mail and Email

Students are required to check their Hall pigeonhole and their University email account on a daily basis 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 Hall Secretary of their address.

All students have a pigeonhole on the main Hall site on the first floor. All internal and external mail will be distributed into student’s pigeonholes. On leaving Campion Hall students must provide the Hall Secretary a forwarding address for any mail received.

ACADEMIC PROVISION

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 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 Reviews

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 towards the end of 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 the Admissions Administrator in the first instance. Forms should be submitted to the Admissions Administrator well in advance of the deadline.

Study Skills

Students are 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, and avoiding plagiarism.

All students are responsible for ensuring that they act in accordance with academic good practice. Severe penalties may apply to any student involved in an act which comprises the academic integrity of their work, such as plagiarism or cheating.

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 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.

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. The Library comprises several rooms, including the Main Library, the Library Corridor, the Clark Room, the Periodicals Room, the Michael Ivens SJ Room (2nd 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 250,000,000 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 interloan 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.

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 from software vendors (e.g. Windows Update [Microsoft], Software
Update [Apple]) in a timely fashion. The Hall or University may temporarily bar access 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 the IT Policy or 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, then 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. Whilst such a matter is under consideration by the Master, the rule or instruction will remain binding.

**Disability Support**

The Hall can assist any student 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 and assessments; or additional library support.

**HALL IT POLICY**

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.
STUDENT WELFARE

Welfare

A contact list for emergency services and non-emergency health, welfare and academic support services can be found on the University website. This list includes national and local services, as well as services within the University.

Medical Emergency

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.

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.

LIFE AT CAMPION HALL

Dining Hall

All meals are served in the dining hall every day of the year, Most meals are served canteen style, with the exception of formal dinners. Please do not leave belongings (coats, bags, etc.) in the dining hall. More information can be found in Meals below.

Chapel

All members of the Hall are welcome to attend the liturgies in the Hall Chapel.

Common Room

Students and Fellows are welcome to use the Common Room. This is a place for relaxation and social conversation. No mobile phone use is permitted in the Common Room. The Common Room is not ordinarily a place for work or business meetings.
Master’s Kitchen
Students and Fellows are welcome to use the Master’s Kitchen. Coffee and tea and light refreshments are always available.

Public Room Bookings
Students wishing to book one of the Hall’s public rooms should check room availability with the Hall Secretary. If guests are 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.

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 Guest master immediately (86116).

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.7p.m. Residents have a key that enables them to enter the front door even when locked.

Personal Belongings
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.

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 endangers others.

Accommodation
Whenever possible, a study-bedroom will be reserved in the Hall main building or a 1-bedroom apartment in Norfolk House for those graduate students who would like to be in residence, but accommodation cannot be guaranteed because of limited availability.
Laundry Facilities
Laundry facilities are available in the Hall for residents to use. 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.

Meals
No mobile phones are permitted in the Dining Room during meals.

Meals are provided in the Dining Room as follows. These times may vary due to Covid-secure arrangements:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Monday to Friday</td>
<td>8.00 a.m. – 9.00 a.m.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Weekend</td>
<td>8.00 a.m. – 9.30 a.m.</td>
</tr>
<tr>
<td>Midday meal (Self-service</td>
<td>Monday to Friday</td>
<td>1st sitting: 12.20 p.m. – 12.50 p.m.</td>
</tr>
<tr>
<td>buffet lunch)</td>
<td></td>
<td>2nd sitting: 1pm – 1.30pm</td>
</tr>
<tr>
<td>Midday meal (Enhanced self-</td>
<td>Saturday</td>
<td>12.45 p.m. – 1.30 p.m.</td>
</tr>
<tr>
<td>service buffet lunch)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midday meal</td>
<td>Sunday*</td>
<td>12.30pm preprandials in the Common</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Main meal: 1.00 p.m. – 2.00 p.m.</td>
</tr>
<tr>
<td>Evening Meal (dinner with</td>
<td>Monday to Friday</td>
<td>7.00 p.m. (please be on time for</td>
</tr>
<tr>
<td>grace)</td>
<td></td>
<td>grace)</td>
</tr>
<tr>
<td>Evening Meal (Light self-</td>
<td>Saturday and Sunday</td>
<td>7.00p.m.</td>
</tr>
<tr>
<td>service buffet)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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. 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, only after allowing reasonable time for others to finish.

- During Term, Sunday Dinner at 1 p.m. is a semi-formal event, preceded by pre-prandial drinks in the common room from 12.30 p.m., and followed by coffee or tea in the common room. During term, day dress or clerics are expected; and visitors
should be so advised. Guests’ names should be entered on the meals list in the servery by 10 a.m. on the previous Friday.

- Formal Guest Nights are held up to twice a term 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.

The programme is:

- 6.15 p.m. Mass in the Chapel (optional)
- 6.45 p.m. Pre-prandial drinks in the entrance hall/Person’s Room.
- 7.15 p.m. Welcome in the refectory 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 liqueurs are served.

Formal wear or clerical dress is expected. Academic robes are also expected, if applicable, and are removed on leaving the dining room.

A table-plan is drawn up for the dining room, and another for the Library, which should be consulted in advance to see where one is sitting and in whose company.

### Fees and Finance

#### Course Fees

For up to date information about University and Hall 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 Fee

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. For any student who commenced their course on or after Michaelmas Term 2018 the charge will be 25% of the University’s rate. For the academic year 2020 – 21, this will be £508 per term.

#### 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 [University Procedure](#) 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.

Support for Students experiencing Financial Difficulties
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.

Decisions on allocations from discretionary funds are made by the Master in consultation with the Senior Tutor. Please request a ‘Campion Academic And/Or Living Expenses Application’ form, available from the Hall Secretary.

The University’s Student Handbook 2021-22 published by the Proctors’ Office is available online at:

https://www.ox.ac.uk/students/academic/student-handbook
Annex A

‘University Health and Safety Office – Requirements for students during the Covid-19 pandemic’

The University and colleges are committed to measures to minimise health risks to students, staff and the wider Oxford community, especially during the current Covid-19 pandemic. Each student also has a responsibility for both their own health and that of others, especially those with vulnerabilities. Maintaining social distance at all times in community spaces, avoiding large gatherings and being mindful of the needs of those alongside whom we live, work and travel will help reduce the risks for everyone.

Until further notice from the University Health and Safety Office students must comply with the following requirements to protect our community’s health and support our collective wellbeing during the COVID-19 pandemic:

i. To abide by all national public health regulations brought in to stop the spread of COVID-19 and follow the University and/or colleges’ specific guidance on health measures, together with local public health guidance as relevant for the circumstances.

ii. To request a test via the University’s Testing for Covid-19: Early Alert Service (EAS) immediately if a student experiences COVID-like symptoms, and notify their College and Department nominated contact accordingly, and to follow all instructions from the EAS, including in relation to self-isolation.

iii. To understand that COVID-19 is a public health issue and cooperate fully with University, colleges and public health authorities, including participating fully in any contact tracing as requested.

iv. To practise effective hygiene methods to limit contact transmission, including regular thorough handwashing with soap, the use of hand sanitisers as requested, the wiping down of surfaces and the correct wearing and disposal/washing of face coverings.

v. Those who live in college/University accommodation must follow college/University guidelines on interacting with and sharing communal spaces with members of a household (or ‘bubble’ as appropriate). Those who live in private households will follow the relevant Government/Public Health England guidance and follow guidance regarding how or whether to enter others’ households and any limits on the number of people allowed to visit a household.

vi. To show respect and consideration for the collegiate University and wider Oxford community, adhere to social distancing requirements and maximum group size rules, and follow all rules and signage about expected behaviour for the relevant space when interacting with anyone outside a student’s household or ‘bubble’, whether in college, University premises, on public transport or elsewhere in the city.

vii. To adhere to the University’s policy and Government rules on wearing face coverings, which will include the requirement for face coverings to be worn for in-person teaching indoors and in any shared indoor spaces.

viii. To ensure that any guests of students adhere to these same standards of behaviour in University, college or other spaces.
The University appreciates that not all students may be able to comply with every requirement all the time – eg some students have legitimate exemptions from wearing face coverings.

NOTE – Behaviour which breaches the above requirements (and for which the student does not have any reasonable mitigation) may result in disciplinary action by either (a) a College (if the breach occurs on College premises and the student involved is a member of that College) or (b) the Proctors, under Statute XI – the Student Disciplinary Code – if it occurs in a University context (as defined in Statute XI).