



CAMPION HALL
UNIVERSITY OF OXFORD

Student Handbook

Rules and Information

2022-23

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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 five 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. It now has an extensive fellowship and research mission.

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 belong to the Oxford Jesuit Community.

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 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

The Rev'd Dr Nicholas Austin, SJ	Master (01865 286100)
The Rev'd Dr Patrick Riordan, SJ	Assistant Master, Dean, and Fellow in Political Philosophy and Catholic Social Thought (01865 286103)
The Rev'd Dr Frank Turner, SJ	Fellow in Political Theology, Superior of the Jesuit Community, Chaplain to the Hall (01865 286008)
The Rev'd Dr Brian Mac Cuarta, SJ	Guest Master (01865 286107)
Dr Sarah Ogilvie	Dean of Welfare and Tutor for Women (01865 286108)
Mr Alec Thorp	Bursar and Fellow (01865 286102)
Ms Trudi Preston	Hall Secretary, Personal Assistant to the Master, and Accommodation (01865 286100)
Mrs Vanessa Hack	Events Manager (01865 286018)
Ms Kim Bywaters	Accountant and Admissions Administrator (01865 286109)
Mrs Wilma Minty	Librarian and Fellow (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 Champion 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 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 should contact the Dean.

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 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 the first point of contact for students seeking support and advice on any welfare issues. Dr Ogilvie, as the Tutor for Women, 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

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 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. She also curates the Hall's Rare Books Collection.

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.

Events

Ms Vanessa Hack is the Hall's Events Manager. Please liaise with Vanessa for matters relating to academic and social events.

Chaplain

Dr Frank Turner, SJ, 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. He looks after the art collection.

Archivist

Professor Diarmaid MacCulloch is the Fellow Archivist of the Hall. He oversees the Hall's Archive.

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 Champion 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

Champion Hall usually offers accommodation to its matriculated full-time graduate students, but may not always be able to do 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.

<https://gradaccommodation.admin.ox.ac.uk/>

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 white 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 Champion 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:

[Student conduct | University of Oxford](#)

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 Champion 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

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

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 Consultative, Library, Student, Ecology and Communications Committees 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.

FELLOWS

The Rev'd Dr Nicholas Austin, SJ	Master and Senior Fellow in Theological Ethics
Dr Séverine Deneulin	Research Fellow in International Development and Director of Integral Human Development, <i>Laudato Si'</i> Research Institute
Dr Austen Ivereigh	Fellow in Contemporary Church History
The Rev'd Dr Philip Kennedy, OP	Fellow in Theology and Senior Tutor
The Rev'd Brian Mac Cuarta	Fellow in Early Modern History
The Rev'd Dr Patrick Riordan, SJ	Senior Fellow in Political Philosophy and Catholic Social Thought, and Assistant Master
Dr Cory Rodgers	Fellow in Forced Migration Studies

Dr Hiba Salem	Pedro Arrupe Research Fellow in Forced Migration Studies
The Rev'd Dr Francis Turner, SJ	Fellow in Political Theology and Chaplain
The Rev'd Dr Philip Moller, SJ	Fellow in Modern Catholic Theology
Dr Pamela Armstrong	Senior Research Fellow in Byzantine Cultural History and Dean of Degrees
The Rev'd Professor John Barton, FBA	Senior Research Fellow in Hebrew Bible/Old Testament
Professor Peter Davidson	Senior Research Fellow and Fellow-Curator
Dr Daniel de Haan	Frederick Copleston Senior Research Fellow in Philosophy and Theology in the Catholic Tradition
Dr Celia Deane-Drummond	Senior Research Fellow in Theology and Director of the <i>Laudato Si'</i> 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
Professor Gerard Kilroy	Senior Research Fellow in English
The Rev'd Professor Diarmaid 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 Jane Stevenson	Senior Research Fellow in English, Book History and Women's Studies
The Rev'd Dr. James Hanvey, SJ	Visiting Senior Research Fellow in Theology
Professor Joel David Stormo Rasmussen	Visiting Senior Research Fellow in Theology
The Rev'd Professor Canon Graham Ward	Visiting Research Fellow in Theology
The Rev'd Dr Jennifer Cooper	Visiting Fellow in Modern Theology

Dr Olivier Delouis	Visiting Fellow in Byzantine Studies
Dr Mårten Björk	Junior Research Fellow in Theology and Religious Studies
The Rev'd Dr Timothy Howles	Junior Research Fellow in Political Theology
The Rev'd Dr Isidoros Katsos	Junior Research Fellow in Theology
Dr Maria Rogińska	Junior Research Fellow in the Study of Science and Religion
Dr Maryanne Loughry, AM	Associate Fellow in Forced Migration Studies
The Rev'd James Keenan SJ	Associate Fellow in Theological Ethics
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
Mrs. 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 Jack Mahoney SJ	Honorary Fellow
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 Carlos Zepeda (Assistant Director for Policy and Practice); Dr Séverine Deneulin (Director of International Development; Acting Director for Michaelmas Term); Dr Timothy Howles (Associate Director); Edward de Quay (Carbon Transition Officer); Harriet David (Project and Operations Manager); Yingying Jiang (Communications Officer); Vanessa Hack (Events Manager); Pamela Armstrong (Finance and Human Resources 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. The Assistant Master is also the Safeguarding Officer 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 the Assistant Master.

Please note that all under the age of 18 must be accompanied by a parent or guardian at all times while in the Hall.

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.

[Complaints Procedure](#)

[Regulations for the Investigation by the Proctors of Complaints](#)

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:

2022 – 23

Term	From	To
Michaelmas	9 October	3 December
Hilary	15 January	11 March
Trinity	23 April	17 June

2023 – 24

Term	From	To
Michaelmas	8 October	2 December
Hilary	14 January	9 March
Trinity	21 April	15 June

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. The above webpage also lists dates of extended terms for these courses.

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. Please contact Ms Kim Bywaters for administrative matters regarding the Hall aspect of 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 Collection

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.

Photocopying

The Hall makes printing and copying free for students, subject to fair use.

'Fair use' here includes:

- Considering the environment before printing - print only what you need to;
- Print double-sided and in black and white where possible;
- Obey copyright law: for books, up to 5% or one chapter for personal use; for journals, one article;

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

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

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. Members are encouraged to submit suggestions for future social events to the MCR President, who 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. The President is also the point of contact for facilitating sporting

opportunities for those who wish to join sports teams at larger colleges. The current MCR President is Lucinda Armstrong, who can be contacted via email at lucinda.armstrong@campion.ox.ac.uk.

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. Mobile phone use is not permitted 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, Fr Brían Mac Cuarta, immediately (86107).

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.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 endanger 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 use is 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:

Meal	Days	Time
Breakfast	Monday to Friday	8.00 a.m. – 9.00 a.m.
Breakfast	Weekend	8.00 a.m. – 9.30 a.m.
Midday meal (Self-service buffet lunch)	Monday to Friday	1 st sitting: 12.20 p.m. – 12.50 p.m. 2 nd sitting: 1pm-1.30 p.m.
Midday meal (Enhanced self-service buffet lunch)	Saturday	12.45 p.m. – 1.30 p.m.
Midday meal	Sunday*	12.30pm preprandials in the Common Room Main meal: 1.00 p.m. – 2.00 p.m
Evening Meal (dinner with grace)	Monday	7.15 p.m. (please be on time for grace) 7.00 p.m.

	Tuesday to Friday	
Evening Meal (Light self-service buffet)	Saturday and Sunday	7.00 p.m.

- 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, suit, 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 2022 – 23, this will be £548 per term plus College Fee of £137.

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 2022-23** published by the Proctors' Office is available online at:

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