

Green Templeton College Handbook

September 2016

Introduction	3
New students – arriving at GTC	3
Organizational structure	3
Principal and College Officers	3
Governing Body	4
Membership of Common Room	4
Graduate Common Room	4
Staff	4
Organization of College staff (at September 2016)	5
Medical and welfare arrangements	6
Student health	6
Student welfare	6
Financial matters	6
College fees	6
Battels	6
Hardship	6
Awards, grants, prizes and scholarships	7
Academic support and activities	7
Student support	7
Research centres and programmes	7
Student-led academic activities	7
Accommodation	8
Student accommodation	8
Guest rooms	8
Insurance of personal effects	8
Television licences	9
Dining in College	9
Regular meals	9
Booking	9
Closure periods and private bookings	9
Use of College facilities, rooms and venues	9
Smoke free GTC	9

Access to facilities	10
Bicycle parking	10
Car parking	10
Booking rooms and venues	11
Sports and societies	11
What's On at GTC	11
Sport at GTC	11
Societies at GTC	11
Students with spouses, partners or children	12
Information for student parents	12
Access to facilities	12
Medical care	12
Supervision of children	12
Meals	13
Oxford University Newcomers' Club	13
Regulations and policies	13

Introduction

The Handbook is intended to provide a brief guide to Green Templeton College, its activities, and who to contact to use its facilities. It is particularly relevant to students as it contains (and links to) information about benefits, rules and regulations. New students to GTC will also receive *The Rough Guide*, produced by the current Graduate Common Room Committee, which gives additional information about student life at the College and in Oxford generally.

This Handbook is updated once a year. Information contained within it is correct as at September 2016, but may be subject to change during the academic year. Information linked to via the intranet, website and other locations may be varied without notice, though policy changes will be discussed at relevant committees where there will be student representation.

The [College intranet](#) is updated regularly and is the place to look for more comprehensive information.

New students - arriving at GTC

New students will have received information about arriving at GTC and in Oxford in advance of the start of their programme (for those starting in September or October, this will have been in early August).

All the information (in particular, the Induction Guide) can be found in the 'For new students' section of the [College Office intranet page](#).

Organizational structure

Principal and College Officers

The Principal and the College Officers have overall responsibility for the administration of the College and may be seen by appointment with the Principal's Personal Assistant or the Student Administrator respectively.

The Principal, Senior Tutor and Bursar have offices within the College. The other officers are based in various University departments, but visit the College on a regular basis to carry out their duties.

Principal	Prof Denise Lievesley	denise.lievesley@gtc.ox.ac.uk
Vice-Principal	Dr Richard Cuthbertson	richard.cuthbertson@sbs.ox.ac.uk
Senior Tutor	Dr Chris Sauer	chris.sauer@gtc.ox.ac.uk
Academic Tutor	<i>position vacant</i>	
Tutor for Admissions	Prof James Worrell	jbw@cs.ox.ac.uk
Dean	Prof Richard McManus	richard.mcmanus@phc.ox.ac.uk
Dean of Degrees	Dr Gerald Myatt	g.myatt1@physics.ox.ac.uk
Pastoral Adviser	Dr John Lennox	john.lennox@gtc.ox.ac.uk

Secretary to Governing Body
Bursar

Prof Marella de Bruijn
Mr Paul Beerling

marella.debruijn@imm.ox.ac.uk
paul.beerling@gtc.ox.ac.uk

Governing Body

The Governing Body consists of the Principal and Fellows. Two nominees each from the Research Fellows and the students are co-opted members. The Governing Body is assisted in its work by a number of committees, most of which include student representation.

[See a full list of Governing Body Fellows.](#)

Membership of Common Room

There is a single common room to which all members of the College belong: Fellows, students, Research Fellows, Honorary Members, Visiting Scholars, and so on. [See more information about GTC's senior members.](#)

Membership of Common Room is open to others by election but numbers are limited. Members are able to dine in College and are entitled to use most of the facilities of the College. [See more information about becoming a Common Room Member.](#)

Spouses, partners and children of Fellows and students are also invited to use the facilities of the Common Room; a formal 'associate membership' is not required. [More information for students with partners or children.](#)

Graduate Common Room

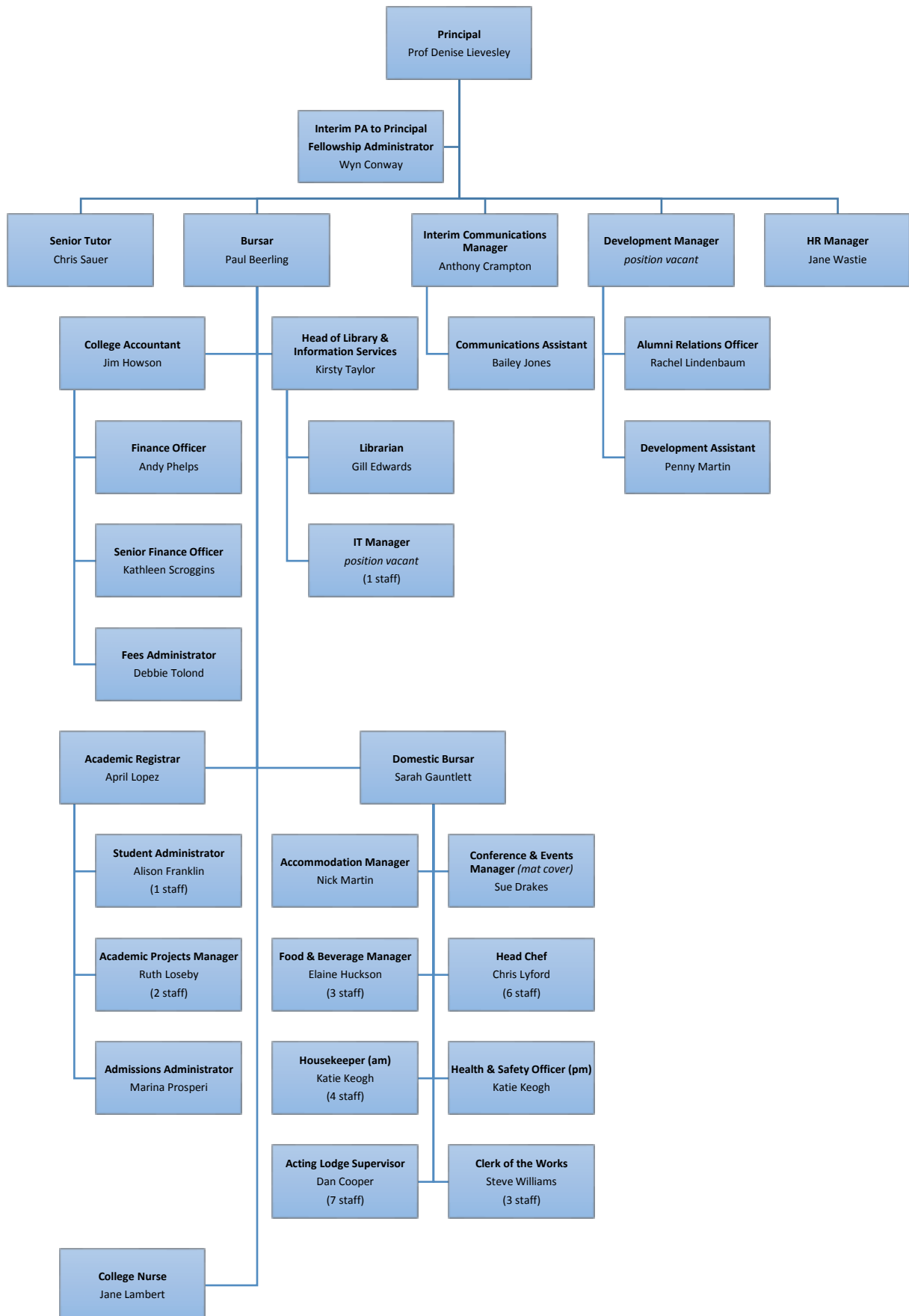
The 'Graduate Common Room' or GCR refers to student members of the College. Students elect a President each Michaelmas Term to represent them in the University; he or she is also an *ex officio* member of the Governing Body and some College committees. There is also an elected GCR Committee which meets under the President's chairmanship to discuss matters of interest to students and to elect representatives to committees of Governing Body and other bodies. [See more information about the GCR and its committee.](#)

Staff

A full list of College staff and their contact details can be found [on the College website](#) and on the departmental pages of the [College intranet](#).

An organizational chart showing the structure of the main departments and lines of responsibility follows.

Organization of College staff (at September 2016)



Medical and welfare arrangements

Student health

All students should be registered with a doctor in Oxford during their studies. This is usually the College Doctor, Dr Debbie Waller, at the 19 Beaumont Street Surgery.

Students may also access the College Nurse for assessment of and advice on minor ailments and injuries, as well as advice and support for long-term health conditions and mental health problems.

[See more information about student health including how to register with the College Doctor.](#)

Student welfare

GTC provides a range of advisers to help students with welfare and wellbeing issues. These include fellows of the College, staff members, as well as trained students offering support. Advice can also be offered about University and community services.

[See more information about student welfare.](#)

Financial matters

College fees

The College fee is normally payable for the same period of time as the University fee. Students who have not completed their programme after their liability for University and College fees has ceased will be charged a College continuation fee, currently £100 per term. This is in addition to the University's continuation charge.

Payment of fees is required in advance and is due by 30 September each academic year. Failure to pay College or University fees on time may result in suspension from student status and ultimately in removal from the Register of Students.

Battels

'Battels' refers to a student's account for rent, meals and other charged expenses.

Students receive monthly battels invoices and statements, usually by email. They are expected to set up a direct debit from a UK bank account in order to pay this on a monthly basis. More information and a downloadable Direct Debit mandate form can be found on the [Finance pages of the intranet.](#)

Hardship

The College and the University have a limited amount of funds each year in case of student hardship. These funds may be issued as grants or loans. Students who feel they may be in need of hardship funds should make an appointment with the [College Accountant](#) to discuss the matter in the first instance.

In general, only cases of unforeseen financial difficulty will be considered, as students have been asked at the start of their programme of study to confirm that they are able and willing to meet all fees and living costs for the duration of their course.

[See more information about available hardship funds and how to apply for them.](#)

Awards, grants, prizes and scholarships

GTC provides a combination of claimable and competitive financial support available to all its students. Additional funding is also available for clinical and graduate entry medical students, and for students on Management programmes at the Saïd Business School.

Most financial support is intended to fund personal academic expenses such as conference attendance and fieldwork or elective trips. Extra-curricular activities such as OPAL language programmes and Blues sports may also be partially funded. Support for student-run academic-related events or activities is also available.

[See more information about financial support and awards from GTC and how to apply for them.](#)

Academic support and activities

Student support

GTC is a college for graduate students, most of whom receive their programme teaching or research supervision from the appropriate faculty or university department. The College provides various levels of support for all students, such as a College Adviser and assistance with seeking extensions or alternative exam arrangements, as well as specific support for particular groups of students. [More information about academic support at GTC.](#)

Research centres and programmes

GTC has a distinctive academic profile, specialising in subjects relating to human welfare and social, economic and environmental well-being in the 21st century, including medical sciences, management, and most social sciences. The College has launched a number of exciting inter-disciplinary College-based academic initiatives, including the Oxford Health Experiences Institute, the Emerging Markets Symposium, the Management in Medicine Programme, and the Global Health Policy Programme. [More information about these and other programmes.](#)

The College also has close ties with the [Reuters Institute for the Study of Journalism](#), whose Director is a Fellow of the College. Reuters Fellows (mid-career journalists studying between one and three terms in Oxford) are given Visiting Scholar rights in College.

Student-led academic activities

These include the annual Human Welfare Conference and the journal *Human Welfare*, and a Personal and Professional Development seminar series, open to students on all

programmes. Students are encouraged to set up new activities and [grants are available](#) from the College to facilitate this.

Accommodation

Student accommodation

The College expects to be able to offer all full-time students up to two years' accommodation. Residential accommodation may normally be occupied throughout the year (though students may be asked to move rooms in the Long Vacation if major maintenance works are scheduled). Rent is payable monthly in advance and is calculated on a daily basis. [More information about student accommodation.](#)

All GTC sites, including accommodation (self-contained or otherwise) and grounds, are now smoke free. Anyone wishing to smoke is asked to respect the smoke free zone and do so off College premises. More information can be found at www.gtc.ox.ac.uk/college-life/facilities.html.

Accommodation licences and supporting documents setting out terms and conditions are issued to students at the beginning of the academic year. These will refer to such matters as damage, use of musical instruments, etc, pets and the prohibition of smoking, candles, sellotape, blu-tac, and drawing pins. Attention is drawn to penalties imposed for early termination of the licence. Sub-letting is not allowed.

Deposits will be returned only after college staff have checked the room and all keys returned.

Guest rooms

There are two double rooms, the Patrick Room and the Walton Building Guest Room on the main Green Templeton site. Priority for use of these rooms is given to visiting academics; they may also be available as guest accommodation for visitors, in addition to any student rooms which may be available for use as guest rooms while students are away on electives, placements, etc. Bookings are made with the Accommodation Manager.

Students may have one visitor overnight in their own rooms for up to three nights in any period of seven days. This period can be extended in special circumstances on application to the Accommodation Manager. The Lodge must be informed if a guest is invited to stay; a folding bed and an inflatable mattress are available to borrow. Friends and family staying for longer periods than three nights must otherwise rent a guest room.

Insurance of personal effects

The College cannot accept responsibility for the loss or damage of personal property or effects being used or stored on College premises. Students are strongly advised to take out personal insurance on such items, including bicycles.

Television licences

Students who have their own televisions or make use of streamed live television coverage on a PC or other device are required to obtain their own television licence. See www.tvlicensing.co.uk for more details.

From 1 September 2016 this includes on-demand and catch-up programming on BBC iPlayer. [See a useful guide to what you do and don't need a TV licence to watch.](#)

The TV Licensing authorities monitor activity in and around student accommodation, and have powers of access which are detailed on their website.

Dining in College

College meals are held in the dining room on the ground floor of the Observatory. Meal costs are charged to members' monthly battels accounts (see Financial Matters, above) and need to be [booked online](#). Students receive a discount on the cash price when lunch is charged to battels using the University card.

Regular meals

A buffet lunch is served Monday to Friday between 12.15 and 1.45pm for most of the year. An informal supper is served on some Tuesdays in term time; consult the GCR termcard to confirm dates.

Formal dinner is served at 7.30 for 8pm on Thursdays for most of the year and Wednesdays in term time.

Booking

Lunches, informal suppers and dinners become available to book online six weeks in advance. If you do not turn up to a supper or formal dinner, or cancel after 10.30am one week before, you will still be charged. [See more information and a guide to using the online system.](#)

Closure periods and private bookings

The College is closed for catering for short periods of time at Christmas, Easter and during August. Separate notification will be given of precise closure dates.

The main dining hall and the Grzeslo Room (seating a maximum of 14) may be booked for private dinner parties when not in use for College functions, by arrangement with the [Conference & Events Manager](#).

Use of College facilities, rooms and venues

Smoke free GTC

Following extensive consultation with students and staff, the College has introduced a 'smoke free zone' across its main campus in Woodstock Road, and all residential and office

accommodation annexes. This includes houses in St Margaret's Road and Observatory Street, Rewley Abbey Court, and GTC's conference centre at 13 Norham Gardens.

Anyone wishing to smoke is asked to respect the smoke free zone and do so off College premises. Because GTC aims to be completely smoke free, no specific area on-site has been designated where smokers can have a cigarette.

Free advice and help to stop smoking is available at www.nhs.uk/smokefree; any College member who would like additional support is encouraged to talk to the [College Nurse](#) in confidence.

Access to facilities

College members are issued with an electronic keyfob which enables access to the main College site and most of the facilities there, as well as (for residents only) accommodation blocks. Residents will also be issued with room, flat or house keys as appropriate.

College members are reminded that they are jointly responsible for the security of the College sites and facilities, and the loss or theft of keys or fobs should be reported to the Lodge immediately. College members are not permitted to lend their keys or fobs to others, whether College members or not. Fobs are individually coded and, in the event of any theft or damage, door entry data will be reviewed by College authorities. ([See the College's Data Protection Policy](#).) Keys and fobs may be left at the Lodge for safekeeping while away from Oxford, if wished.

All keys and fobs must be returned at the completion of a student's programme of study or the end of other members' relationships with the College. Alumni will not normally be issued with fobs.

Bicycle parking

Parking for bicycles on the main College site is provided opposite the Lodge (main Woodstock Road entrance) and next to the gym (Observatory Street entrance). Bicycles must not be brought through the College site. They must not be parked in the quads, gardens, tennis courts, car park, or brought inside buildings (including accommodation). Care should be taken not to obstruct paths and passageways, and bicycles should not be locked to gates or railings. Any bicycles found outside permitted areas or obstructing access may be removed by the Lodge without further notice.

Bicycle parking is also provided at all residential annexes. Please be considerate to others when using the communal parking areas.

Car parking

Students are strongly advised not to bring cars to Oxford. The combination of a circuitous one-way system, numerous restrictions and pedestrianised areas, and an acute shortage of parking means it is generally faster and more convenient to cycle.

For students who require cars to travel to placements, etc, a limited number of spaces is available at St Margaret's Road houses and at Rewley Abbey Court; a permit is required (for which a monthly charge will be made). [See how to apply for a permit.](#)

There is no parking for student cars on the main College site or at Lord Napier House.

Any queries relating to car parking arrangements should be [addressed to the Domestic Bursar](#) in the first instance.

Booking rooms and venues

The use of the College buildings for academic and social purposes forms an essential part of the life of the College and members are encouraged to make full use of the available facilities. The E P Abraham Lecture Theatre, the Barclay Room and the Kawasaki Room are available free of charge for College-supported lectures, seminars and meetings. In all other instances a fee will be charged for the use of these rooms.

[See more information about available venues and how to book them.](#)

Sports and societies

What's On at GTC

GTC runs a lively and varied calendar of events and activities throughout the year, including lectures, dinners, and sporting and social activities. These are listed in the online What's On calendar on the GTC website.

An email highlighting upcoming College events and activities is sent to all College members each week. If you are not receiving the 'weekly email alert' and would like to, please [contact the Communications Office](#).

Sport at GTC

The College's on-site sports facilities include a gym, a squash court, and two all-weather hard tennis courts.

Many different sports teams and groups now exist at GTC, some official, others more informal. If a particular sport is not represented, students are encouraged to form their own groups.

[See more details about sports facilities and teams.](#)

Societies at GTC

A number of College societies exist, run by both students and Fellows, catering for a wide range of interests. Information about a selection of well-established groups can be found [on the intranet](#); informal groups advertise by the GCR's 'Grapevine' newsletter and Facebook page, and by posters around the college. College members are warmly encouraged to set up their own group or society if their own particular interest is not represented. Students should contact a member of the [GCR Committee](#) for help and advice.

Students with spouses, partners or children

Information for student parents

GTC has produced a guide for students bringing children to Oxford, based on advice and feedback from current students, and aimed at helping new student parents to set up in Oxford with their families. This can be found in the 'For new students' section of the [College Office intranet page](#).

The *Rough Guide*, produced by GTC's [Graduate Common Room Committee](#), contains more information for student parents, including things to do, advice about childcare and playgroups, and support networks.

The Oxford University Student Union (OUSU) has a Student Parent and Carer Officer, and provides advice and support for students with families [on its website](#) and through a [dedicated Facebook group](#).

Access to facilities

Spouses, partners and children of College members are welcome to use the College's facilities (see below for supervision requirements for children), except that children under the age of 16 are not permitted to use the gym facilities for safety reasons. No formal association is required, although it is useful for spouses and partners to be introduced to key members of staff such as the Porters if they will be using facilities without the College member.

Students' spouses and partners are welcome at most College- and student-organized events, with few exceptions. They are encouraged to become involved in the social life of the College and may join most sports and other clubs.

Medical care

Each member of a family (including children) should be registered individually with the College Doctor at 19 Beaumont Street ([see above for details](#)).

Supervision of children

Children are welcome to play in the College gardens; however they must be supervised by a parent or carer, who is responsible for their safety at all times. On no account must children be left unattended in the College grounds, buildings or accommodation. Parents/carers will be held liable for any damage caused to College property by their children.

Parents/carers are asked to note that some of the College buildings are historical in nature and were not designed with children in mind. There are a number of hazards including steep staircases and stone steps which may have uneven surfaces because of their age. There are a number of potential hazards including horticultural machinery, glass at low level (greenhouse and associated cold frames), and open access to both Woodstock Road and the College car park. There is also a border containing 'medicinal plants', most of which are

poisonous. This is located behind the squash court; please ask the gardener, Michael Pirie, or another member of staff to point this out to you if you are concerned.

College staff are not routinely Disclosure and Barring Service (formerly Criminal Records Bureau) checked; residents are therefore responsible for the cleaning of their own family accommodation where children under the age of 18 may be residing. In the event that emergency maintenance is required in your accommodation, a parent/carer presence will be required at all times when maintenance staff and contractors are working in the accommodation, or you will need to temporarily vacate your accommodation while the work is carried out.

Meals

Children are welcome to attend lunch; however children under 12 years old are not permitted in the servery because of limited space and hot surfaces. A children's portion is available for 50% of the full price ([see more information](#)).

Formal dinners are not recommended for small children or babies in arms, but children over 14 years may attend dinners if they behave suitably. Please contact the Conference & Events Manager if you wish to bring a child to a formal dinner. The parents/carers of any child making excessive noise or misbehaving may be asked to remove them from the dining hall.

Oxford University Newcomers' Club

The Oxford University Newcomers' Club is an organization, run by volunteers, whose aim is to help newly-arrived wives, husbands or partners of visiting scholars, graduate students and newly-appointed academic members of the University to settle in, and to give them the opportunity to meet people in Oxford.

[See more details about the Newcomers' Club.](#)

Regulations and policies

The principal policies and regulations which are of relevance to students at Green Templeton College can be found on (or are linked to from) the [College intranet](#).

These include policies on discipline, fitness to study, concerns and complaints, bullying and harassment, and the use of controlled substances and legal highs.

Useful policy documents from the University are also linked to from this page.

If you have difficulty finding a policy, please [contact a member of the College Office](#) in the first instance.