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Introduction

Welcome to Green Templeton College! We look forward to meeting you and hope that your time here will be both enjoyable and productive.

The Handbook is intended to provide a brief guide to life at Green Templeton College, its activities, and who to contact to use its facilities. It also contains (and links to) information about benefits, rules and regulations. It should be used alongside your College Contract, Accommodation Contract (if applicable) and your Offer Letter from the College.

This Handbook is updated once a year. Information contained within it is correct as of February 2019 but may be subject to change during the academic year. Information linked to 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.
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 PA to the Executive Team.

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.

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<th>Role</th>
<th>Name</th>
<th>Email</th>
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<td>Principal</td>
<td>Prof Denise Lievesley</td>
<td><a href="mailto:denise.lievesley@gtc.ox.ac.uk">denise.lievesley@gtc.ox.ac.uk</a></td>
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<td>Vice-Principal</td>
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<tr>
<td>Tutor for Admissions</td>
<td>Prof Marc Thompson</td>
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<tr>
<td>Dean (Welfare)</td>
<td>Prof Richard McManus</td>
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<td>Dean (Discipline)</td>
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<tr>
<td>Dean of Degrees</td>
<td>Dr Catherine Mackenzie</td>
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<td>Bursar</td>
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Governing Body
The Governing Body consists of the Executive Management Team and Governing Body Fellows. Two nominees each from the Research Fellows and the students are co-opted members. The Governing Body has strategic oversight of the College, supported by the operational work of the College Council and is assisted in its work by a number of committees, most of which include student representation.

A list of GTC Fellows and their areas of interest can be found here: https://www.gtc.ox.ac.uk/about/fellows/

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.
 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 assigning 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 the College Office and 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. 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 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.

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 Fast Track 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.
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 charge, currently £108 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 has limited funds each year to help current students who are experiencing hardship, which is defined as unexpected financial difficulties with living costs. Awards do not normally exceed £1,000. Students who feel they may be in need of hardship funds should make an appointment with the Academic Registrar to discuss the matter in the first instance.

See more information about GTC Hardship Fund and how to apply for it.

Further information on Hardship Funding available through the university can be found here.

Medical and welfare arrangements

Student health
All students should be registered with a doctor in Oxford during their studies. This is usually with 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, such as the Junior Deans and Peer Supporters. Advice can also be offered about University and community services.

See more information about student welfare.

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.

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, noise, pets and the prohibition of smoking etc. Attention is drawn to penalties imposed for early termination of the licence. Please note sub-letting is not permitted.

Guest rooms
There are two double rooms, the Patrick Room and the Walton Building Guest Room on the main Green Templeton site, and two small single guest rooms in student accommodation at 34 and 39 St Margaret’s Road. 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
GTC has taken out building and contents insurance with Endsleigh Insurance. This currently costs £7.71 per room and will be added to your college battels if you rent GTC accommodation, or any of the 25 rooms in Graduate Accommodation to which GTC has nomination rights. Please refer to the link below to see what is included. https://www.endsleigh.co.uk/personal/home-insurance/your-student-cover/?HHRef=HH1636
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. 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 also 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 their 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 Term Card 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. Please ensure you book or cancel/amend existing bookings by 10.30am on the preceding day via the online Meals Booking system. Please note that if, having booked a place, you fail to attend a supper or formal dinner, or cancel after 10.30am the day 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

Access to facilities
College members can use their Bod Cards to access the main College site and most of the facilities here, 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 should be reported to the Lodge immediately. College members are not permitted to lend their keys to others, whether College members or not. (See the College’s Data Protection Policy.) Keys may be left at the Lodge for safekeeping while away from Oxford, if wished.

Please ensure that you return your keys at the completion of your programme of study.

**Bicycle parking**
Parking for bicycles on the main College site is provided opposite the Lodge (main Woodstock Road entrance), next to the gym (Observatory Street entrance) and behind the Doll Building (allocated parking spaces for Doll residents only). We ask that bikes are not parked elsewhere on the central site, taken through the quads and gardens or into buildings, or locked to gates and railings. Any bikes 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 Operations Manager, 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.

**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.

**IT**

**IT Support**

The GTC IT department is located on the ground floor of Fellowship House. They are open 0900-1700 Monday to Friday and strive to provide an IT environment that is stable, secure, and flexible to meet your on-going needs. The best way to contact them is via email at it-support@gtc.ox.ac.uk. Alternatively, ring (01865) 284797 during office hours.

GTC offers the following IT facilities to GTC members: Two communal computing areas on GTC's main site; the IT Suite in the basement of the Walton Building and the Hayloft above the Stables bar. Both these areas are accessible 24 hours a day, 7 days a week, and offer a number of networked PCs providing access to a range of software and printing facilities.

See more information about IT support [here](#).

**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 on the [GTC website](#).

An email highlighting forthcoming 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. 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.

The Oxford University Student Union (Oxford SU) provides advice and support for students with families on its website and through a dedicated Facebook group. The Oxford SU Vice-President can be contacted at the following email address vpgraduates@ousu.ox.ac.uk with any questions or concerns.

Access to facilities

Spouses, partners and children of College members are welcome, when accompanied, to use the College Facilities (see below for supervision requirements for children). For safety reasons, however, children under the age of 16 are not permitted to use the gym facilities. We would encourage you to introduce spouses and partners to key members of staff such as Porters if they plan to use the College facilities.

Students’ spouses and partners are welcome at many College- and student-organized events, and should contact the GCR if they are interested in joining any of the 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. We ask, however, that they be supervised by a parent or carer, who is responsible for their safety at all times. Parents/carers will be liable for any damage caused to College property by their children.

Parents/carers are also asked to note that some of the College buildings are historical in nature and were not designed with children in mind. There are therefore a number of hazards which we ask you to look out for, including steep staircases and stone steps, horticultural machinery, glass at low level (greenhouse and associated cold frames), and open access to both Woodstock Road and the College car park. Please also be aware that the border in the College gardens containing ‘medicinal plants’, located behind the squash court contains a large number of ‘poisonous’ plants. Please ask Michael Pirie, or another member of staff to point this out to you if you are concerned.

Meals

Children are welcome to attend lunch in College. A children’s portion is available for 50% of the full price (see more information). Please note that for reasons of safety, children under 12 years old are not permitted in the servery.
Formal dinners are not recommended for small children or babies in arms, but children over 14 years may attend. Please contact the Conference & Events Manager for further information/advice.

**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 and more information on family activities here.

**Regulations and policies**

The principal policies and regulations which are of relevance to students at Green Templeton College can be found on the College Website and 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 the College Intranet.

If you have difficulty finding a policy, please contact a member of the College Office in the first instance.