



GREEN TEMPLETON
COLLEGE | UNIVERSITY
OF OXFORD



STUDENT COLLEGE HANDBOOK 2019/20



GREEN TEMPLETON COLLEGE STUDENT HANDBOOK

ACADEMIC YEAR 2019/20

Welcome to Oxford University and to Green Templeton College! We hope your time here will be productive and successful academically but also enjoyable and inspiring too.

This Handbook is intended to provide you with all the important information you will need about life at Green Templeton College, both before you arrive and throughout your time in Oxford. It also sets out the main regulations and responsibilities that guide the College's provision for students and about the way the College operates to ensure a harmonious and pleasant community. The College is committed to fostering a culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected. All members of the College community have the right to expect to be treated with dignity and respect from others, and a corresponding responsibility to behave respectfully towards others at all times.

This Handbook, together with your offer letter, accommodation contract (if applicable), college contract and associated terms and conditions, make up your contract with the College. It is therefore essential that you take time to read it before you first arrive in College, and that you save a copy in case you need to refer to it again during your course.

If this is your first time as a student in Oxford, we strongly recommend you read at least the first section now (Arrival and Induction in College) as there are some things that will go much more smoothly if you complete certain actions before your arrival. You should also have received, alongside your departmental offer letter, the [University Student Handbook](#), a course information sheet, and the [University's Terms and Conditions](#), which all together govern your relationship with the University. There is also a course handbook available from your department, which will provide detailed information about your course and its specific requirements (including examinations and assessments).

Specifically, everyone has a personal responsibility for complying with, and demonstrating active commitment to, our [Harassment Policy](#). All these documents together with this Handbook and the University website, form the main sources of information and advice, and should answer most questions about your course or your studies.

This Handbook is divided into eleven sections and a collection of appendices. We have included a flow chart at the beginning to take you to the most relevant section. If you have any suggestions about how the Handbook can be improved, please contact the [Admissions Administrator](#) in the first instance.

We hope you will enjoy your time at Oxford, and we look forward to welcoming you in September and October. Please do not hesitate to let us know if you have any other queries between now and the start of the academic year.

Alison Franklin, Academic Registrar

Alison Stenton, Senior Tutor

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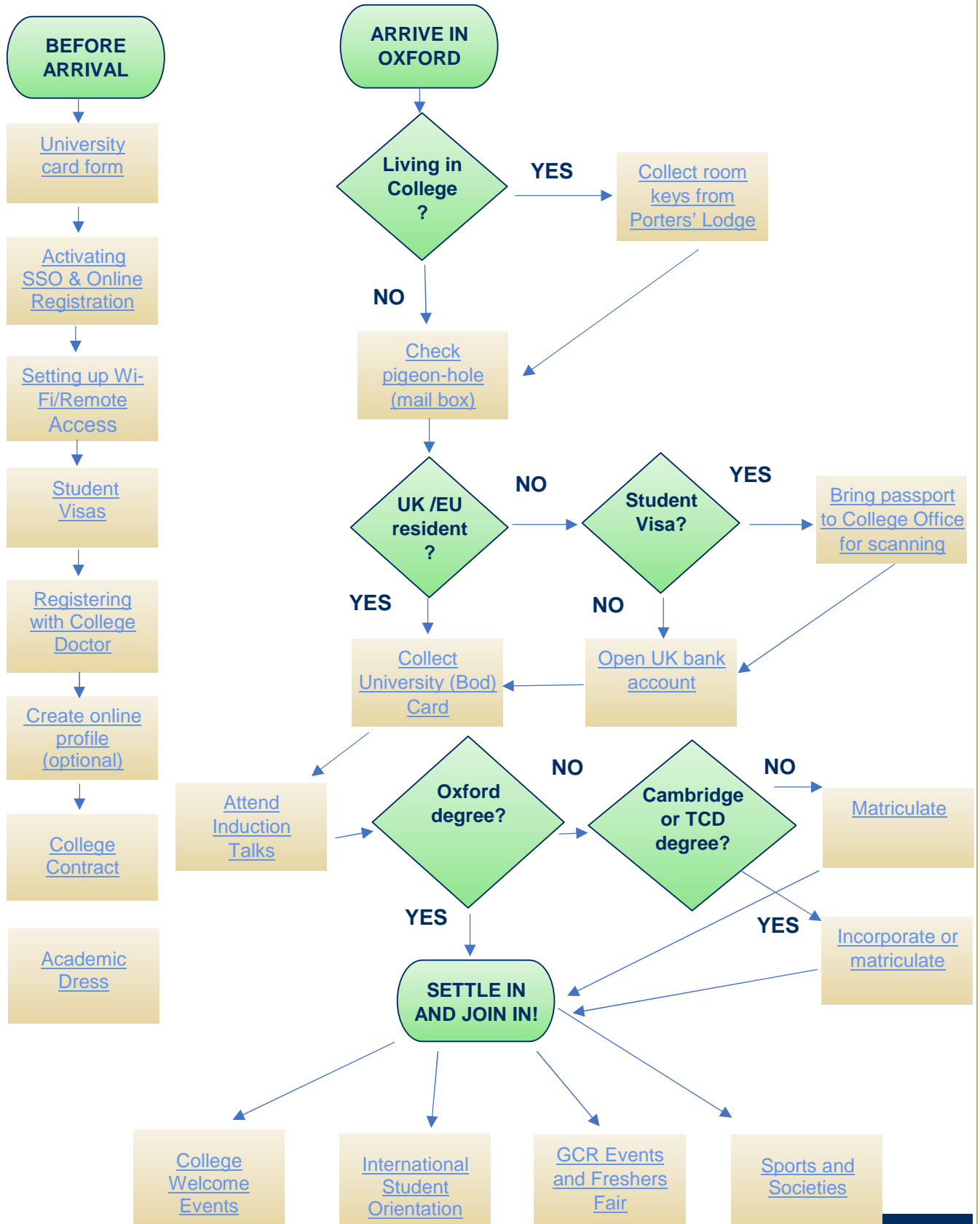
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FLOWCHART

Follow the links in the flowchart for more information



ARRIVAL AND INDUCTION IN COLLEGE

Key Contacts

Senior Tutor, Dr Alison Stenton	alison.stenton@gtc.ox.ac.uk
Academic Registrar, Ms Alison Franklin	academic.registrar@gtc.ox.ac.uk
Academic Administrator, Dr James McBain	academic.admin@gtc.ox.ac.uk
Admissions Administrator, Ms Rebecca Wilson	admissions@gtc.ox.ac.uk
Office Assistant, Mrs Wahida Alam	student.admin@gtc.ox.ac.uk
Porters' Lodge	lodge@gtc.ox.ac.uk
Fees Administrator, Mrs Debbie Tolond	fees@gtc.ox.ac.uk
Accommodation Managers, Mr Nick Martin/Ms Emi Cottingham	accommodation@gtc.ox.ac.uk

University Contract/Card Form

By accepting your departmental offer, you have already entered into a contract with the University; further details are available [here](#). When you have satisfied all the conditions of your offer (academic and financial) you will receive a final offer letter from your department and a University Card Form which you must return **in hard copy** to the address indicated with a passport photo to confirm your intention to enrol.

If you do not return the card form in advance of your course start date, you will not be able to start the online registration and enrolment process opening on 1 September and will not receive a University card or Oxford email address. ***Please contact your department over the summer if you think you have fulfilled all the conditions of your offer but not yet received a card form.***

Activating your Oxford Single Sign-On (SSO) Account and Online Registration

You must register for your programme of study before the end of the first week of term (Friday 18 October). You should do this online using the [University's Student Self Service system](#), and you can complete the first part of this registration process **before** you arrive in Oxford any time after 1 September as long as you have:

- accepted your offer
- fulfilled any conditions (eg. financial and/or academic)
- returned your [University Card Form](#).

Once you have completed these three steps, Oxford University IT Services will email you an activation code for your SSO account, which you will use to log in for the first time and set your own password. The format of your SSO will be grte followed by 4 digits, eg grte1234. ***Please ensure your email address is up to date as previous academic email accounts often expire over the summer, and check your spam folder.***

[See more details about Student Self Service and a link to the login page.](#)

To complete your part of the registration process, you will be led through a series of screens so that you can check your personal and address details and provide any missing information. If you are not living in college accommodation you should make sure you have entered your Oxford address here so that we know where to contact you in an emergency. ***It is very important that you click through to the end of this sequence and save your changes. Otherwise the College will not be able to see that you have registered, and***

will not be able to complete the final in-person registration step once you arrive in person.

[See more information from the University about registration.](#)

WiFi/Setting up a Remote Access Account

In addition to activating your SSO account, you will also need to set up a Remote Access account in order to access WiFi in College and throughout the University. The [University IT services](#) has useful pages to guide you through all the initial stages of setting up your SSO and Remote Access. Further information on our College IT support is also included in the [Library and Information Services](#) section and on the [Offerholders](#) page on our website.

Student Visas

Students applying for a visa should check requirements on the [University's Student Visa & Immigration website](#). Please note that your department, not the College, is responsible for providing a Confirmation of Acceptance (CAS) number, so students with queries about visa arrangements should contact their department in the first instance. On arrival in College we will need to scan your passport and Biometric Residence Permit (BRP) as part of the in-person registration process, so please come to the College Office during our registration hours as soon as you can after your arrival and once you have collected your BRP. **For early arrivers, we recommend that you arrange to collect your BRP card from the main Post Office at St Aldate's in Oxford rather than the Examination Schools, as the dates for collecting from the Exam Schools are restricted to 25 September to 2 October (not including the weekend of 28/29 September). We cannot release your University card or fully enrol you until we have scanned your passport and BRP.**

Registering with the College Doctor

All students should be registered with a doctor in Oxford during their studies and we highly recommend that you register with our College Doctor. The practice is based at the [19 Beaumont Street Surgery](#). You can usually see any doctor there, and you may ask to see a male or female doctor according to personal preference.

Registration should be completed ideally **before** you arrive in Oxford; our [Offerholders](#) page has a letter from the Surgery and link to register online. If you are not registered and fall ill at exam time or with a submission deadline approaching, there may be delays in obtaining the necessary medical evidence and there could be an additional cost if you are not registered with the National Health Service (NHS) at all.

Please note that you will not normally receive any confirmation of registration from the surgery. If you have submitted your registration online you should assume that you are registered at 19 Beaumont Street. If this is the first time you have registered with the National Health Service (NHS) you will in time receive a letter telling you your NHS number. You do not need to wait for this to make an appointment at the surgery.

More information about medical care, including arrangements for students with accompanying partners/children, and/or for students coming from overseas can be found in the [Health and Welfare section](#) later in this handbook.

Arriving at Green Templeton College

You should plan to arrive in Oxford no later than **Sunday 6 October**, as departmental induction activities usually start on Monday 7 October. Clinical and graduate-entry medicine, PGCE, MBA, MFE and MPP students, whose programmes start in September should contact their departmental administrators for information about when to arrive in Oxford. Part-time students may also have different start dates when they are required to be in

Oxford. ***If you are in any doubt about the start date of your course, please check with your departmental administrator.***

Students living in College accommodation must ensure that they have checked the earliest availability of their room with the [Accommodation Manager](#) before making travel arrangements. This is particularly important if you intend to arrive before the end of September. You will not normally be able to move into College accommodation before you have a confirmed unconditional offer, which means that you must have satisfied any academic and financial conditions.

Shipments of personal belongings should **not** be sent to arrive at College before you do. Our storage space is extremely limited and it is not guaranteed that a secure location will be available. If you need to send packages, they should arrive at a time when you will be able to collect them on the same day.

The College's address and directions to the main site can be found on our [website](#). If you are living in accommodation at one of our main college annexes off site, you can use the main College address as a correspondence address.

Porters' Lodge

The Lodge (or reception) on the main College site should be your first stop on arrival. The porters are on duty there 24 hours a day, every day (except for short periods at Christmas and Easter). This is the place for you to collect your room, flat or house key if you are living in College accommodation. If you are arriving late in the evening you may need to ring the bell as the main gate is closed at night. It is helpful to let the porters know in advance if you are expecting to arrive late in Oxford to collect your accommodation key.

You will have a designated pigeon-hole (mail box) in the Lodge where external post and important notifications will be stored for you – remember to check it regularly.

At the Lodge, you can sign in for lunches and dinners (if you are not yet set up on the electronic booking system), buy laundry tokens and soft drinks, and get information about the College sports facilities and booking systems. Free contraceptives and sanitary products supplied by our Welfare team are also available here, and a first-aid kit. Essentially, the Lodge is the first place to go if you have any practical queries or emergencies and our welcoming porters have a huge source of knowledge about the city to help you get familiarised with Oxford.

Collecting your University (Bod) Card

All members of the University are issued with a University card. This is sometimes called a 'Bod card' as it gives you access to the University library, the Bodleian. You should collect your University card from the College Office during our registration hours soon after you arrive in Oxford. (If you completed your conditions and/or returned your University Card Form late there may be a delay of a few days in receiving your card.)

Your card also verifies your identity, allows access to buildings and libraries across the city, and once you are registered in full, provides a cashless payment system for lunch at Green Templeton. You will also need to produce your University card at all examinations. ***For further information, including what to do if your card is lost or damaged, [use this link](#).***

For access to restricted areas of the College (eg the Library), your University card can be used as an electronic swipe card. If for any reason your University card is not available upon arrival, the Porters may be able to issue you with a temporary key fob.

College Contract

The College contract is now available in electronic format to sign and return on the [Offerholders page of our website](#). By signing and returning this, you agree to abide by the College rules and regulations; see the [Policies section](#) at the end of this Handbook.

Bank Accounts

You will require a UK bank account while you are studying in Oxford. To open an account, you will need documentary proof of your student status, and most major banks in Oxford will now accept an Enrolment Certificate which you can download from [Student Self Service](#) once you are registered.

Green Templeton does not offer any financial advice about particular banks, but many banks will be attending the [International Orientation Programme](#) which takes place at the same time as the [Student Union Freshers Fair](#) on Wednesday 9 October. A bank guide is also available on the [Offerholders page](#).

It can sometimes take a few weeks for a new bank account to be opened. You are advised to bring sufficient funds with you to support you while this is in progress.

For further information including setting up a monthly College Direct Debit payment arrangement for rent and meals etc, please refer to the [Financial Matters](#) section.

Academic Dress

Oxford has a particular dress code for formal university ceremonies – guidelines are available [here](#). You will need to wear academic dress for [Matriculation](#) which takes place at the end of Week 1 of Michaelmas term, this year on Saturday 19 October. You will also need to wear academic dress at formal examinations. Green Templeton has negotiated a discount for its students with the Varsity Shop. For further details, see the order form on the [Offerholders](#) web page. The other main gown suppliers in Oxford are [Shepherd & Woodward](#), and [Walters of Oxford](#).

Matriculation is a formal ceremony in which you will be admitted officially to the university. All students who are new to Oxford must matriculate, unless you are on a non-matriculated programme at the Department of Education or you are a non-matriculated Visiting Student. However, if you already hold a BA, MA or other qualifying degree from the University of Cambridge or Trinity College Dublin (TCD), you may incorporate instead. To do this you will need to supply evidence of your previous degree. If you are not sure about your status, please contact [James McBain](#), the Academic Administrator.

New students who are not required to matriculate are invited to attend Green Templeton on the morning of the Matriculation ceremony to take part in the College photograph. Academic dress should be worn. James will be in touch with all new students by email in September about the arrangements for the Michaelmas term Matriculation ceremony.

Induction Talks and other Welcome Events

The College organises a number of induction talks designed to introduce students to Green Templeton and the University soon after their arrival in Oxford. The dates are spread across September and October, to allow for earlier course start dates and venue space. The sessions all take place at times specifically set aside for College induction days, so there should not be any clashes with departmental activities. We recommend you try to attend the date/time set aside for your programme as it will give you the opportunity to meet other new students on your course, but please contact the [Academic Registrar](#) if you would prefer to attend a different date to the one set aside for your course. The dates can be found in [Appendix E](#).

We will contact relevant groups of students by email nearer the time of their Induction talks to remind them of relevant dates/times and the venue, and in case of any changes to the schedule. These induction sessions include a presentation from the Senior Tutor, Academic Registrar and Academic Administrator, the opportunity to meet core college staff including our Librarians, IT and Finance teams, and a tour of the college with current students.

Welcome Receptions

Evening receptions with buffet food and drinks will be arranged for all new students on Wednesday 9 and Friday 11 October where you will have the opportunity to meet other new students, Fellows and staff and be welcomed by the Principal. You will be sent an invitation by email in late September confirming which reception you have been allocated to. You will be asked to confirm attendance to [Wahida Alam](#) with details of any specific dietary requirements. This is a semi-formal event with a smart dress code.

Meet-up for Student Parents, Partners and Children

Green Templeton is a family friendly college. We appreciate it can be an extra challenge to come to a new city with partners and children, and with this in mind we warmly invite student parents with their partners and children to a welcome event on the afternoon of Saturday 19 October to meet current students and other College members who are bringing up children in Oxford. This is partly to help you settle in, partly to answer any questions you may have about family practicalities while living in Oxford. For further information on living in Oxford as a Student parent, please refer to our [Guide for students bringing children to Oxford](#), available on the [Offerholders](#) web page.

Graduate Common Room (GCR) Events

All students at Green Templeton are automatically members of the Graduate Common Room (GCR). The GCR refers to both a physical room and the particular student body in a college and you will have received a welcome letter from our current GCR President alongside your college offer letter. Elected representatives on the GCR Committee run social events and activities as well as providing support and advice services and a means of voicing student concerns about college affairs.

The GCR Committee organises a number of different events at the beginning of term to help new students meet current students and each other. Information is available in advance from the following places:

[The Green Templeton Facebook group](#) is an open group and you don't have to wait until you arrive to join.

Grapevine is a weekly email sent out to all students by the [GCR Publicity Officer](#). You can also submit your own events to be advertised this way.

Termcard – an up to date version and details of how to sign up to this will become available later in the summer.

Oxford University Student Union Freshers' Fair

Oxford University Student Union (Oxford SU) organises an annual [Freshers' Fair](#) to which all new students are invited. The Fair showcases a huge range of student clubs, teams and societies and is held at Examination Schools on the High Street. Green Templeton students have been allocated time slots on the morning of Wednesday 9 October. Nearer the time you will be notified when tickets are available to collect from the Porters' Lodge on a first-come, first-served basis for either 10am, 11am or 12pm entry. There are limited numbers of tickets for each session, so you are advised to come soon after notification to collect a ticket, which cannot be reserved in advance.

International Student Orientation

[Orientation events](#) for international students take place at the same time as for home students at the Freshers' fair where you can talk to advisors from central University services and a number of visa presentations will also be held at the start of term. Alumni groups around the globe also organise freshers' events, typically in mid to late September, for new students embarking on their educational journey at the University.

For more information, email student.information@admin.ox.ac.uk.

Sports and Societies

Green Templeton students are active throughout College and University in a number of different sports and societies. For further information on the current [Sports](#) and [Societies](#) either ongoing or being set up for the start of the new academic year, see the [Domestic and Social Life](#) section of this Handbook and the links above where you can find contact details for the relevant organisers.



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ORGANISATIONAL STRUCTURE

Principal	Prof Denise Lievesley	denise.lievesley@gtc.ox.ac.uk
Vice-Principal	Dr Rebecca Surender	rebecca.surender@gtc.ox.ac.uk
Senior Tutor	Dr Alison Stenton	alison.stenton@gtc.ox.ac.uk
Academic Tutor	Prof Felix Reed-Tsochas	felix.reed-tsochas@sbs.ox.ac.uk
Tutor for Admissions	Prof Marc Thompson	marc.thompson@gtc.ox.ac.uk
Dean (Welfare)	Prof Richard McManus	dean@gtc.ox.ac.uk
Dean (Discipline)	Prof Keith Hawton	keith.hawton@psych.ox.ac.uk
Dean of Degrees	Dr Catherine Mackenzie	catherine.mackenzie@ouce.ox.ac.uk
Bursar	Dr Tim Clayden	timothy.clayden@gtc.ox.ac.uk

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.

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 Green Templeton Fellows and their areas of interest can be found [here](#).

Graduate Common Room (GCR)

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 in the Appendices here. We have included key contact details which may be useful to you above each relevant section of this Handbook.

ACADEMIC LIFE

Key Contacts

Senior Tutor, Dr Alison Stenton	alison.stenton@gtc.ox.ac.uk
Academic Registrar, Ms Alison Franklin	academic.registrar@gtc.ox.ac.uk
Academic Administrator, Dr James McBain	academic.admin@gtc.ox.ac.uk
Admissions Administrator, Ms Rebecca Wilson	admissions@gtc.ox.ac.uk
Office Assistant, Mrs Wahida Alam	student.admin@gtc.ox.ac.uk
Fees Administrator, Mrs Debbie Tolond	fees@gtc.ox.ac.uk

Graduate teaching at Oxford is delivered by departments, but the College plays a significant role in supporting your academic progress, helping you make the most of the many opportunities available, and navigating a path through often complex processes and bureaucracy. This section outlines some of the ways in which the College Office team, headed up by the Senior Tutor, can offer practical support and assistance. You can also find further information about our roles [here](#).

College Advisers

All Green Templeton students are assigned a [College Adviser](#), who is normally a permanent senior member of the College. Allocation will usually be intra-divisional, and most students will not be advised by someone actively teaching within their own department, although Clinical Medics will be assigned a clinical adviser and Management students might be advised by someone from the Saïd Business School. While academic supervision is provided by your University Supervisor, your College Adviser can act as a source of support and advice about both academic and non-academic matters. Examples of support may include: pastoral support, including health, personal or coping issues; discussing your University supervision reports and being available for consultation, either in person or by email; liaising with the Senior Tutor over any concerns or difficulties arising with your academic work; signposting and offering guidance on sources of support within the College and University.

Your College Adviser may also be able to offer general advice on academic-related matters such as applications for research funding, conference and seminar attendance, publication, and career plans. You are welcome to invite your College Adviser to attend an [Annual Review Meeting](#), should you wish to do so. Please note that your College Adviser is *not* expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will receive details of your College Adviser by email shortly before arriving in Oxford and can expect to meet them during your first term (many will be present at one of the Welcome Events arranged on Wednesday 9 or Friday 11 October); you are encouraged to contact them as and when you need advice or help. (You should also feel free to consult other [College officers](#) as necessary.) Additionally, your College Adviser should contact you on a regular (usually termly) basis for an informal meeting, usually over lunch or dinner. Students are expected to respond promptly to invitations and to reschedule if the proposed time is not suitable.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, or if you are having difficulty

contacting them, you should contact the [Senior Tutor](#) or [Academic Administrator](#). Guidance offered to College Advisers is available [on our website](#) in a separate handbook.

Annual Review Meetings

You will be invited to an Annual Review Meeting once a year, which is a meeting (of between 15 and 20 minutes) with the Principal, the Vice Principal or the Senior Tutor. The purpose of this meeting is to discuss your academic work and progress in general terms, and also to give you an opportunity to raise issues or concerns about other matters, academic or non-academic. Please note that it is not necessary to wait for the annual meeting to raise issues or concerns; you are welcome to contact the [Senior Tutor](#) at any point during your time in College. Invitations to Annual Review Meetings follow a termly pattern, with students in second and subsequent years invited in Michaelmas Term and students on one-year programmes invited in Hilary Term. Students who were unable to attend within these terms will be invited to attend in Trinity Term. Meetings are not compulsory, but they are an excellent opportunity to discuss your experience of Oxford and Green Templeton particularly and so all students are encouraged to attend. For more information, please contact the [College Office Assistant](#).

Academic, Personal and Professional Training

The College aims to offer a coherent programme of Academic, Personal and Professional Training (APPD), with workshops, events and opportunities throughout the year. In 2019-20, a dedicated Student Experience Officer will lead the Programme in partnership with the student body.

Financial Support

Green Templeton provides a number of [funding schemes](#) to support academic related travel and research expenses, including Learning Grants for all students within fee-liability.

Academic Initiatives

Green Templeton 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 a range of ongoing and dynamic inter-disciplinary College-based [academic initiatives](#), including the [Emerging Markets Symposium](#), the [Management in Medicine Programme](#), and the [Global Health Policy Programme](#). Green Templeton 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 initiatives](#) include the established annual Human Welfare Conference. A number of academic grants are available each year to support innovative student-led projects.

University Student Handbook

The University Student Handbook contains information about the University side of student welfare, conduct and discipline. When you received your University Offer (through UCAS or your departmental offer letter) you were provided with a link to the Student Handbook. This document is updated annually and the updated version for 2019-20 can be found [here](#). We need to formally draw your attention to some updates that have been made: these include the new Student Resolution Service (section 3.1) and new Student Protection Plan (section 11.8), minor changes to the appeals procedure for alternative examination arrangements (section 8.2), and significant amendments to the Disciplinary Procedures and Rights (Chapter 10). The changes to the Disciplinary Procedures and Rights section are to reflect the University's new disciplinary procedure and changes to the relevant Statutes and

Regulations to be introduced for the 2019-20 academic year. In particular the changes include; a 6 month time limit for bringing complaints of breaches of the Code of Discipline; broader provisions for accompaniment and/or representation at interviews and hearings; changes to when a Proctors' Disciplinary Hearing is available as an alternative to a Student Disciplinary Panel Hearing; the introduction of new sanctions at the outcome of a disciplinary process; and the Proctors' role in determining plagiarism cases where the outcome cannot be failure of the entire degree or expulsion, replacing the role of the Academic Conduct Panel. Please do familiarise yourself with the content of the new booklet, and the aforementioned sections.

It is essential that you read and understand the content of the Handbook because it outlines the considerable role of the [Proctors](#) in maintaining appropriate academic conduct and discipline within the University.

Examination Regulations

The '[Exam Regs](#)' is an online resource with detailed information about all programmes of study offered by the University. Students looking for generic information about exams (what to take, general exam conduct, etc) should refer to the [Examinations guidance](#) on the University webpages.

Assessments and Examinations (Students on taught programmes)

If you are a student on a taught programme, you will be invited by email to enter for your chosen assessments and examinations within the 'My Exams' section of [Student Self-Service](#). (If you have no optional elements, your core modules will simply be displayed instead.) There will be a deadline by which you must register your choices, details of which your department will provide. If you miss the deadline or subsequently wish to change an option, please note that you will be charged an [administration fee](#) by the University for doing so. The College Office is required to submit Change of Options forms to the Academic Records Office on behalf of students and so please contact the [Academic Administrator](#) if you need to make changes to your assessments.

Alternative Examination Arrangements

Any student with particular examination needs may apply to the Proctors (through the College) for approval of alternative examination arrangements. This may be because of a disability, a specific learning difficulty (dyslexia, dyspraxia, etc), or another medical condition. [See more information for students with disabilities](#). It may also be for reasons of faith, for example if a candidate is unable to take papers because of religious festivals, or if he or she is fasting. Please contact the [Academic Registrar](#) about requesting such arrangements, preferably with as much notice as possible.

Extensions

If you find that you are unable to meet a deadline for submission of an assessment **due to illness or another urgent cause**, please contact the [Academic Registrar](#) as soon as possible. If you have grounds for an extension (and can provide third-party evidence in support), the College can make an application to the Proctors on your behalf. It is possible to apply for an extension retrospectively (ie. after a submission has been submitted late). Please note that computing problems will usually not be accepted as grounds.

Mitigating Circumstances

If a significant problem occurs during or shortly before an examination (or whilst you are working on an assessment), which you think will have seriously affected your performance, it is possible for the College to submit a notice of Mitigating Circumstances on your behalf. As with an extension request, the notice must be accompanied by third party evidence, such as

a medical certificate. If you think you have mitigating circumstances, please contact the [Academic Registrar](#). Notices should be submitted as soon as possible after the examination or assessment deadline.

Academic Milestones (Research Students)

Research students at Oxford are expected to meet [key milestones](#) during the course of their studies. Each stage of progress involves completion and submission of an application form (Graduate Studies Office or GSO form for short), which needs to be completed sequentially by the student, supervisor, College, and then Director of Graduate Studies (DGS) in turn. [GSO forms](#) currently exist as stand-alone Word documents, but they will shortly begin to be integrated within the University's online systems.

To seek the College's approval of your GSO form, please email the document (once you and your supervisor have completed the relevant sections) to the [Academic Administrator](#).

In addition to the standard GSO forms, there are also a number of [forms for use in exceptional circumstances](#), such as for deferral of key milestones and extensions (usually of one additional term).

Suspension of Status

Suspension of Status, which effectively 'stops the clock' on your academic work, might be appropriate in certain circumstances. To discuss your situation, please contact the [Senior Tutor](#) or [Academic Registrar](#).

Academic Transcripts

Students on taught programmes will automatically receive a hard-copy of their final transcript upon completion of their course (the University does not currently provide electronic transcripts). Final transcripts are sent by the University's Academic Records Office to the student's registered 'home address' and so it is important to ensure that details are accurate. Students on taught programmes can also order [on-course transcripts](#). The University does not produce transcripts for Research students.

Degree Certificates

It is not possible to receive a degree certificate until the degree has been conferred at a ceremony. A [Degree Confirmation Letter](#) can be ordered to verify that your course has been successfully completed but that the degree has not yet been conferred.

Degree Ceremonies

Degree ceremonies are organised by the central University, but a key feature of the institution's collegiate nature is that colleges present graduands for their degrees. This means that, whilst there are over thirty degree ceremonies each year in total, Green Templeton will present students at [six ceremonies](#), which have been scheduled to co-ordinate with the course completion dates of the majority of our students. The College Office team will send detailed information about the ceremony and College Celebrations to registered graduands, commencing 3 months prior to the ceremony date.

Students on taught degree courses will automatically receive an invitation to book a place at a degree ceremony at the end of Michaelmas Term in their final year. The booking window closes at the end of January, but the college recommends that students book as early as possible to ensure a confirmed place. After the window has closed, the [College Office team](#) manage waiting lists and should be the first point of contact for all ceremony related questions.

Research students will automatically receive an invitation to book a place at a degree ceremony once Leave to Supplicate has been granted (once the degree has been completed) and it is not possible for Research students to book a place before this point. There are a number of places at each ceremony reserved for Research graduands and so it is usually possible to get a place at the next ceremony at which Green Templeton are presenting. Again, post-invitation, the [College Office](#) should be the first point of contact with ceremony related questions.

Degrees can be conferred *in absentia* (in the graduands' absence) at any ceremony. Please note, however, that it is not possible to attend a future ceremony if the degree has already been conferred.



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DOMESTIC AND SOCIAL LIFE

Key Contacts

Operations Manager (Estates), Ms Teresa Strike	teresa.strike@gtc.ox.ac.uk
Operations Manager (Catering/Hospitality), Ms Elaine Huckson	elaine.huckson@gtc.ox.ac.uk
Accommodation Manager, Mr Nick Martin/Ms Emi Cottington	accommodation@gtc.ox.ac.uk
Housekeeper/Health & Safety Officer, Mrs Katie Keogh	katie.keogh@gtc.ox.ac.uk
Food & Beverage Manager, Ms Harriet Quint	harriet.quint@gtc.ox.ac.uk
Conference & Events Manager, Ms Hayley Gardner	events@gtc.ox.ac.uk
Events Assistant, Mr Jamie Williams	events@gtc.ox.ac.uk
Clerk of Works, Mr Steve Williams	steve.williams@gtc.ox.ac.uk
Maintenance, Bill and Colin	gtcmaintenance@gtc.ox.ac.uk

Accommodation

We can usually offer all full-time students up to two years' accommodation. Residential accommodation is normally offered without break throughout the year but note that you may be asked to move rooms in the summer vacation if major maintenance works are scheduled. Rent is payable monthly in advance and is calculated on a pro-rata daily basis if extensions to standard contract lengths are agreed.

Further information about student accommodation, including accommodation licences setting out terms and conditions, is available on our [website](#).

Guest Rooms and Visitors

Green Templeton has two double rooms available at the main College site, and two small single guest rooms in student accommodation at our annexe housing in St Margaret's Road. Priority for use of these rooms is given to visiting academics, but they may also be available as guest accommodation for visitors, in addition to any student rooms which become available while students are away on electives, placements or other agreed out of residence events. Bookings are made with the [Accommodation Manager](#).

You may have one visitor overnight in your own room 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, and a folding bed and inflatable mattress are available for loan. Friends and family staying for longer periods than three nights must otherwise rent a guest room.

Cleaning

Our team of Housekeeping staff (Scouts) are responsible for maintaining high standards of cleanliness throughout the College. Each Scout is responsible for an area and cleans communal areas and student rooms on a regular basis. You are asked to also take responsibility for maintaining your own room and communal rooms in a reasonable state of cleanliness.

Please note that Scouts have been employed to look after the communal areas within the building and will carry out basic cleaning tasks in study bedrooms where surfaces are left clear and tidy; they are not employed to make beds, wash up dishes or tidy surfaces.

You are expected to leave the accommodation in the same clean and tidy condition when your licence ends as it was when you arrived; failure to do so may incur additional charges for cleaning which may be deducted from your deposit.

All residents should be aware that cleaning staff are instructed to inform the Housekeeper if they are unable to gain access to study bedrooms for any reason for more than three consecutive days.

Insurance of Personal Effects

Green Templeton has taken out building and contents insurance with Endsleigh Insurance. Please click [here](#) to view details. This currently costs £7.71 per room and is added to your [college battels](#) if you rent College accommodation, or any of the 25 rooms in University Graduate Accommodation to which Green Templeton has nomination rights.

Television (TV) Licences

Students who have their own TVs or access streamed live TV coverage on a PC or other device are required to obtain their own TV 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.

Council Tax

Students are exempt from paying council tax in the UK. If you receive a bill for council tax, you should obtain an Enrolment Certificate from the University's [student self-service](#) portal. A member of the [College Office](#) can sign and stamp this for you.

Dining in College

Green Templeton has a reputation for some of the best food in the University, and College meals are served on the ground floor of the Observatory. Our students, staff and fellows all eat together over both lunch and dinner and this sense of community is a very important value of our College.

Regular Lunches and Evening Meals

Informal buffet lunches are available Monday to Friday between 12 and 1.45pm for most of the year. An informal supper is served on some Tuesdays in term time (dates will be confirmed later in the summer); formal dinner is served on Thursdays for most of the year and Wednesdays in term time. You are expected to wear smart clothes for formal dinners.

Booking Meals

Meals are usually booked online once you are registered and enrolled in College, and charged on a monthly basis to your account (["battels"](#)). There is a manual sign-in sheet available at the Lodge for booking meals if for any reason you cannot book online **but this must be completed before 10am on the day at the latest.**

Lunches and evening meals become available to book online six weeks in advance with evening meals filling up fast. These must be booked at least a week in advance (lunch up to 10am on the day). Please note that if, having booked a place, you and/or any guests fail to attend a supper or formal dinner, or cancel with less than a week's notice, you will still be charged. Further information and a guide to using the online system is available on our [website](#) and [intranet \(SSO required\)](#).

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 exact closure dates nearer the relevant times.

The main dining hall and the adjacent 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](#).

Drinks

Hot drinks are available free of charge from a vending machine in the Gallery in the Stables building (open 24/7), and from the Common Room on the first floor of the Observatory between 6am and 10pm on weekdays when lunch is being served (there is a short closure period over the summer vacation). There is also a water dispenser adjacent to the Stables Bar in the Stables building.

Access to College Facilities and Rooms

You can use your University Card 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. A map of the college is available in [Appendix B](#) or on [our website](#).

You are reminded to take responsibility for the security of College sites and facilities, and any 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. Please refer to the College's [Data Protection Policy](#) for more information. 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.

Gardens and Grounds

We have beautiful college gardens, maintained by the long-standing Head Gardener, Michael Pirie, and his assistant Carolyn Serra. You are welcome to enjoy the gardens to sit, study and relax, have a picnic or play croquet. As with all areas of the college, we would ask you to treat these spaces respectfully, not leave litter and be aware that loud noise carries particularly during the summer months. There are student garden plots at the rear of our student accommodation annex at 33 St Margaret's Road for anyone wanting to grow their own flowers and vegetables.

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. Please do not take or leave your bikes elsewhere on the central site, or lock them to gates and railings. Any bikes found outside permitted areas or obstructing access may be removed by the Lodge staff without further notice. Bicycle parking is also provided at all residential annexes. Please be considerate to others when using the communal parking areas. Further useful information, advice and guidance about cycling in Oxford is available on the [University website](#).

Car Parking

Students are strongly advised not to bring cars to Oxford. The combination of complicated one-way systems, numerous restrictions and pedestrianised areas, and an acute shortage of affordable parking, means it is generally faster and more convenient to cycle or use public transport.

There is no parking for student cars on the main College site, but parking permits at some of the college accommodation annexes may be available on a discretionary basis upon application; priority is given to students requiring a car in Oxford to travel to placements. There is a monthly charge. Any queries relating to car parking arrangements should be addressed to the [Lodge Manager](#) in the first instance.

Booking Rooms and Venues

All college members are warmly encouraged to make full use of the available College 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. Student run events need to be agreed with the [GCR](#) or through the Academic Committee depending on the nature of the event. For more information on college support, please visit our website [here](#). In all other instances a fee will be charged for the use of these rooms. Contact the [Events Manager](#) if you would like to book these rooms.

The Interview Room adjacent to the Lodge and the Skype room below the Library are available free of charge for study, Skype interviews and small ad-hoc group discussions and meetings. A small [music practice room](#) is also available in the Rotunda for use by all members of the college. Both these rooms can be booked via the [Lodge](#).

In addition to the Library, there are various other rooms and spaces available which you are welcome to use as quiet study areas or for group discussion with no need to book in advance; please refer to the [Library section](#) for further information.

Smoke Free College

Following extensive consultation with students and staff, the College has introduced a completely smoke free zone across its main campus in Woodstock Road, and all residential and office accommodation annexes. This includes college accommodation in St Margaret's Road and Observatory Street, Rewley Abbey Court, and Green Templeton's conference centre at 13 Norham Gardens. Anyone wishing to smoke or vape is asked to respect the smoke free zone and do so away from College premises.

What's On at Green Templeton

Green Templeton runs a lively and varied calendar of events and activities throughout the year, organized by the GCR, fellows and staff. Typical events include lectures, dinners, and sporting and social activities. These are listed on our [website](#). See the [GCR](#) and [Communications](#) sections for more information on the mailing lists they circulate to students to notify them of relevant events.

Sports and Societies

Green Templeton has a range of on-site [sporting facilities](#) including a gym, a squash court, and two all-weather hard tennis courts. We have a varied and thriving mix of sports clubs ranging from competitive to beginners and informal groups. If a particular sport is not represented and you would like it to be, you are warmly encouraged to form your own groups and the [GCR committee](#) can offer advice on getting started. Green Templeton students are also entitled to free membership of the sports centre & swimming pool at the [Iffley Road Sports Centre](#). Simply go to the main reception with your University Card and fill in a form to get started. The [Oxford SU website](#) also has useful guidance on starting clubs and societies.

We have a wide variety of [College societies](#), run by both students and Fellows, catering for a range of interests. There are many friendly and inclusive activities on offer ranging from a Big Band and Book Group to Zumba, and we are proud to have both a Musician and Artist-in-Residence. Events are publicised through the GCR's 'Grapevine' newsletter and [Facebook page](#), and by posters around the college. As we advise for Sports, you are encouraged to contact the GCR Committee to set up a new group or society if your own particular interest is not represented.

Further information on current [Sports](#) and [Societies](#) is available on our website in the first instance.

FINANCIAL MATTERS

Key Contacts

College Accountant, Mr Keith Herring	keith.herring@gtc.ox.ac.uk
Fees Administrator, Mrs Debbie Tolond	fees@gtc.ox.ac.uk
Senior Finance Officer, Mrs Kathleen Scroggins	finance@gtc.ox.ac.uk
Finance Officer, Ms Liz Fitzpatrick	finance@gtc.ox.ac.uk
Finance Assistant, Mr Andy Phelps	finance@gtc.ox.ac.uk

Course Fees

Course fees are normally payable by 30 September each year and you and/or your sponsor will be notified by email by the [Fees Administrator](#) during August in advance of your course start date. Students who have not completed their programme after their liability for Course fees has ceased will be liable for a [continuation charge](#).

Failure to pay Course fees on time may result in suspension from student status and ultimately in removal from the Register of Students.

US and Canadian Loans

Please refer to the University website for guidelines on applying for and receiving a [US federal loan](#), or a [Canadian loan](#). Note that if you need any loan, enrolment, tuition fee confirmation, deferment or tax forms completed, you must email the University's [loans team](#). ***It is the US loans team who must complete all forms relating to Canadian loans and tax, rather than your department or college.***

Battels

'Battels' refers to a student's College 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. A downloadable Direct Debit mandate form can be found on the [Offerholder](#) page and will also be available to collect and complete in person **but note that the form needs to be returned in hard copy to the Finance team on arrival in college.**

Budgeting

You will have been asked at the start of your programme of study to confirm that you have sufficient funds to pay for your fees and living expenses. See information from the [University](#) about living costs and how these figures were calculated. Students with partners and families to support will also need to increase this figure accordingly. [See further information for students with dependants.](#)

Financial Support

If you are intending to work to support yourself while you are studying, you should refer to the [University's Paid Work Guidelines](#), which Green Templeton has adopted. You should also make yourself aware of potential tax implications; the Low Incomes Tax Reform Group provides a [useful tax guide for students](#).

The [Oxford University Student Union](#) (Oxford SU) can provide some financial advice to students.

Medical students may find the University's [Funding for medical students](#) webpage helpful. The [Royal Medical Benevolent Fund](#) may also be of some use.

Hardship Funds

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 £1000. If you are in financial difficulty, it is better to seek help immediately than to wait until the situation is critical. If you feel you may be eligible for hardship funds, you should make an appointment with Alison Franklin, [Academic Registrar](#), in the first instance. Students may be directed to other sources of funding before an application to the College's funds can be considered. Grants and loans will not be made available to students who have embarked on a programme with insufficient funding.

Funding and Awards for Students

Green Templeton has a generous number of funds, awards, grants and prizes available to enrolled students to assist with academic-related activities and associated costs. Examples include the Annual Fund, Learning Grants, Competitive Conference and Fieldwork Funding (CCFF) and support for subject-specific courses. For further information, please visit the [Financial Support](#) pages of our website.

Funding for Student-run Events

Students are warmly encouraged to organise their own academic-related events and activities in College. Limited funding (not normally exceeding £1,000 per activity) is available to assist with such events. Further information on current student-run activities is available [here](#). Please contact the [Academic Projects Manager](#) if you would like to organise an event.



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HEALTH AND WELFARE

Key Contacts

College Doctors (GP), 19 Beaumont Street	info.nbs@nhs.net (01865) 240501
College Nurse, Mrs Glenys Knighton	gtcnurse@nhs.net
Senior Tutor, Dr Alison Stenton	alison.stenton@gtc.ox.ac.uk
Academic Registrar, Ms Alison Franklin	alison.franklin@gtc.ox.ac.uk
University Counselling Service	(01865) 270300
Nightline	(01865) 270270
Junior Deans, Javian Malcolm, Kirsty Harper	(07868) 185963

Medical Appointments

The National Health Service (NHS) is the national healthcare system in the United Kingdom which is publicly funded. All students and their dependents who are studying in the UK are entitled to register with an NHS doctor for free. Students from countries outside the European Economic Area (EEA) may need to pay a healthcare surcharge (called the 'immigration health surcharge' or IHS) as part of their immigration application. For general information about the NHS please visit www.nhs.uk. As a patient, you cannot consult a medical specialist without being referred by a doctor first. Therefore, in order to access NHS healthcare in the UK, you **must** register with a doctor (also known as a General Practitioner or GP). We strongly recommend that you register with our College Doctors at the [19 Beaumont Street Surgery](#), preferably through the [online registration system](#) before arriving in Oxford. The reason we encourage you to register as early as possible is because many international students will not be eligible for secondary (hospital) NHS health care unless they are registered at least six months before their course finishes. If students have an ongoing medical problem but do not register with a GP, it is often problematic to resolve subsequent difficulties which may impact on their life and studies in Oxford, particularly if problems arise close to examination periods when supporting evidence may be needed from a GP.

College Nurse

The College Nurse, Glenys Knighton, is registered with the UK Nursing and Midwifery Council and undertakes regular training to remain up to date with the knowledge and skills necessary to provide health advice for students. This includes advice on minor illness, injury or mental health problems for example anxiety or stress, and support for students with long term health conditions or disabilities. She can also signpost to local community and University health and welfare services and how to access them.

You may make an appointment or drop in during opening hours in full term time. Drop in surgeries take place in her ground floor room at Observer's House during weeks 0-9 Monday to Friday from 15:30 to 16:30. At other times she can be contacted for advice at gtcnurse@nhs.net. She will be regularly monitoring email.

The College Nurse does not provide clinical services such as vaccinations and contraception, or prescribe treatments (medication), but will advise and refer students to other services as necessary whilst continuing to offer support to students with on-going physical or mental health problems.

Confidentiality and Record Keeping

Green Templeton aims to maintain a culture where students and other members of College feel able to raise personal and private matters as a means of seeking support or advice, and can be reassured that their discussions will be treated with the appropriate levels of confidentiality.

The Nurse is employed by the College but her Professional Code of Conduct requires that any consultation is confidential unless the student requests or gives consent for information to be shared. However, if a situation arises where a student is deemed to be at risk of harming themselves or others, information has to be shared in these circumstances. The student will be kept informed about who needs to be told what (information is shared on a 'need to know' basis). They will be included and supported in any process with the focus being on their wellbeing.

The Nurse is required to keep accurate records of any health-related consultations and advice given. She will therefore record confidential consultations of students registered with the College GP Practice at 19 Beaumont Street on the NHS encrypted shared record keeping system.

In an Emergency

In a serious medical emergency (where life is in danger) you should telephone 999 immediately and ask for the Ambulance Service. Emergency medical treatment can be obtained at the Emergency Department (A&E) of the John Radcliffe Hospital. Even if you are not registered with the NHS, you will always be seen in an emergency.

If you are unsure whether you should visit A&E, or if you are experiencing an illness and injury in the evening or at the weekend, call NHS 111 by dialling 111 for 24/7 urgent health advice.

GP Out-of-Hours Service

If it is not an emergency, but you need urgent medical advice (or think you need to see a doctor urgently) out of working hours, you should call the 19 Beaumont Street Surgery on [01865 240501](tel:01865240501). You will be connected to the Out-of-Hours Service and a local GP will telephone you back, usually within half an hour. If you need to be seen, you will be advised to attend the Out-of-Hours Centre at Manzil Way (off Cowley Road).

If you do go to hospital, it would be very helpful to inform the College at the earliest opportunity, so we can ensure that appropriate support is provided.

Dental Care

Studental is an NHS dental practice based at the Oxford Brookes campus in Headington. They will see any Oxford University students. Please note that NHS dental care is subsidised but not free – patients pay part of the cost of treatment.

Mental Health

In addition to the medical services listed above, the University runs a dedicated Counselling Service, offering free and confidential talking therapy to students struggling with mental health and/or life challenges. The service provides both individual and group counselling, and further information is available on the [University website](#). There are also useful pages signposting to self-help resources at this [link](#).

Oxford Nightline

[Oxford Nightline](#) is a completely independent listening, support and information service run for and by students of Oxford and Oxford Brookes universities. This is a confidential telephone support service, available for any student to contact between the hours of 8pm and 8am, seven days a week from 0th to 9th week during Oxford University term time.

Student Welfare

We aim to be a supportive, inclusive and non-judgmental community, and we encourage you all to take positive steps to address any difficulties you may encounter during your course. We are always happy to signpost any students struggling with practical and/or emotional difficulties to resources within and beyond College where appropriate. Green Templeton has a range of advisers to help students with welfare and wellbeing issues. The Dean of Welfare is responsible for welfare in the student body, ensuring that the College's policies on welfare are being observed and reacting to individual cases as these arise. The Dean of Welfare is ex officio Chair of the Student Committee. These include fellows of the College, staff members, as well as trained students offering support, such as the Junior Deans and Peer Supporters.

Junior Deans

Junior Deans act as key liaison figures between staff and students, assist the Dean of Welfare as well as the Dean with maintaining discipline amongst student members, and have a central role within the College's welfare team. They are the first point of contact for students experiencing problems that affect their welfare, no matter how big or small they are. Our Junior Deans have completed University Counselling Service's 30-hour Junior Dean training course and training in First Aid. They are on call 24/7 for emergencies – see details in [Key Contacts](#) above. They sit on the College's Student Welfare Committee which meets once a term.

Welfare Officers

We normally have at least two student Welfare Officers on the [GCR Committee](#) and they offer a personal welfare service for any student needing support for personal, emotional, social and academic problems. They can refer or signpost to further information about the full range of welfare services available in college and the wider University, and organise college-run Welfare events on a regular basis.

Peer Supporters

Peer support is a crucial part of welfare, both in the College and at the University. Green Templeton's Student Peer Supporters are available to talk with you informally about anything that is concerning you. All our Peer Supporters complete 30 hours of training with the Oxford University Counselling Service. You can email them to arrange a meeting or get in touch on behalf of friends that you are worried about.

If you are interested in joining the Peer Support Team, training or playing a greater role in the college, then please refer to our [Offerholders page](#) where further information about this role and applying is available.

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

Disabilities

Green Templeton works closely with the University's [Disability Advisory Service \(DAS\)](#) to provide support to students with disabilities, long term health conditions and/or specific

learning difficulties. A wide range of individual adjustments and support is available to help you to overcome any potential obstacles impacting your studies.

It is not compulsory to disclose a disability to us, but if we are not aware of it then we cannot support you with specific adjustments which may be helpful, particularly around exam times.

Our Disability Lead is [Dr Alison Stenton](#) (Senior Tutor) and the Disability Coordinator is [Alison Franklin](#) (Academic Registrar). Please contact [Alison Franklin](#) in the first instance to discuss any academic-related needs.

If you choose to tell the University about your disability the information will be regarded as sensitive personal data and will only be shared with your permission and on a need-to-know basis, in line with Data Protection Act requirements.



STUDENT PARENTS AND STUDENTS' PARTNERS

Information for Student Parents

Green Templeton 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 SU Vice President](#) can also be contacted with any questions or concerns.

Access to College Facilities

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

Associate Membership

Students' spouses and partners are welcome at many College and student-organised events. The College is delighted to be introducing an Associate Membership scheme this year to enable spouses and partners to access facilities in their own right. Please see information, and a Membership form on our [Offerholders page](#).

Medical Care

Each member of a family (including children) should be registered individually with the College Doctor at 19 Beaumont Street (see [Health & Welfare section](#) 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. 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 voluntarily-run organisation, whose aim is to help newly-arrived spouses 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.

LIBRARY AND INFORMATION SERVICES

Key Contacts

Head of Library & Information Services, Ms Kirsty Taylor	library@gtc.ox.ac.uk
Assistant Librarian, Mr Richard Turner	library@gtc.ox.ac.uk
IT Support Officer, Mr Alex Clark	it-support@gtc.ox.ac.uk
IT Operations Officer, Mr Robert Greenock	it-support@gtc.ox.ac.uk

Library

The College Library is located in the Walton Building on McAlpine Quad and is open to college members 24 hours a day, 7 days a week providing an extensive book collection and quiet study spaces.

The Librarians are available during office hours and can assist with online resources, purchase requests and using other Oxford libraries. Other services include access to an ergonomic laptop stand, and a binding service for dissertations. There are lockers to store your belongings safely in the IT suite in the basement.

You'll have a tour of the Library and meet the Librarians during your college induction but, if you arrive in Oxford early and are keen to get started on your studies, please drop in to see the Librarians, who will be happy to show you around. They can be contacted at library@gtc.ox.ac.uk

Further information is available on our [website](#).

Study Rooms

The Library can get busy, particularly during exam periods and we encourage you to make use of all the available spaces in college for study and reflection. In addition to the Library rooms and IT Suite, the Per Saugman Room in the East Wing of the Observatory offers additional quiet study space. The Common Room in the Observatory is another space that is often available for individual or group study. The Stables gallery, Hayloft and bar spaces are not always quiet, but can be a good place for group discussions with a hot drink.

IT Support

Our IT department is located on the ground floor of Fellowship House, and open from 9am to 5pm Monday to Friday. Our IT officers aim to provide an IT environment that is stable, secure and flexible to meet your on-going needs. Ideally it is best to [email them](#) in the first instance to book an appointment.

Green Templeton provides a communal computing area on the main college site; this is the IT Suite in the basement of the Walton Building. This is accessible 24 hours a day, 7 days a week, and offers a number of networked PCs providing access to a range of software and printing facilities.

Further information on setting up your Single Sign On (SSO) and Wi-Fi access as a new student is available on our [Offerholders](#) page.

COMMUNICATIONS AND PUBLICITY

Key Contacts

Editor, Mr Nick Parrott
Digital Communications Officer, Ms Lara
Truman

communications@gtc.ox.ac.uk
communications@gtc.ox.ac.uk

The Communications team is focused on both strengthening the college's external engagement and profile, and facilitating effective information sharing across the college community of students, Fellows, Common room members and staff. You can expect to receive two regular emails from the college team during the year:

- A Senior Tutor Bulletin consolidating announcements, notices and opportunities for students in one weekly update from Dr Alison Stenton
- A weekly events list featuring college events that goes to the whole community

You will also be subscribed to a Grapevine mailing list where activities facilitated by the Graduate Common Room (GCR) are shared. If you use Facebook the GCR group is another good place to access and share information: www.facebook.com/groups/gtcgcr/

We encourage you to utilise and follow (and tag/mention!) the main college digital channels:

gtc.ox.ac.uk
facebook.com/greentempletonoxford
instagram.com/greentempleton
linkedin.com/company/green-templeton-college
twitter.com/greentempleton

As well as the website and social media, the team is restoring a small suite of printed promotional materials. They are also the point of contact if you have any brand-related questions including using the Green Templeton logo.

Across digital and print they are always looking to feature student stories, whether academic or personal, and so please do get in touch if you have news you're happy to share that you think even might possibly be of interest to others.

The Editor and Digital Communications Officer are located on the ground floor of Fellowship House.

DEVELOPMENT AND ALUMNI OFFICE

Key Contacts

Development Manager, Ms Ceri Butcher
Development & Alumni Relations Officer, Ms
Sophie Schirmacher
Development Assistant, Ms Suzanne Yeatman
Development & Database Officer, Ms Sam
Novak

ceri.butcher@gtc.ox.ac.uk
sophie.schirmacher@gtc.ox.ac.uk
suzanne.yeatman@gtc.ox.ac.uk
samantha.novak@gtc.ox.ac.uk

The Development and Alumni Office is based on the first floor of Fellowship House. The team maintains and develops relationships with college alumni and friends, and fundraises to support the College and its student body. Please visit the office to say hello, they will be able to tell you more about the Green Templeton College alumni community which is 12,500 strong in over 100 countries and how you can benefit from their support during your studies as well as the communications and events they host for alumni around the world. The team manages the Annual Fund, which exists thanks to the generosity of the alumni community. The Annual Fund supports student led non-curricular projects and there is an opportunity to apply during Michaelmas term. You will always be part of the Green Templeton Community and the team keep you connected to the College and your fellow alumni, after you graduate.



POLICIES/PROCEDURES

The principal policies and regulations which are of relevance to students at Green Templeton College can be found on our [website](#). These include policies on discipline, fitness to study, concerns and complaints, bullying and harassment, and the use of controlled substances and legal highs. Links to useful policy documents from the University are also included. If you have difficulty finding a policy, please contact a member of the College Office in the first instance.

We would like to draw your attention to the following policies and documents which are relevant to all our students. You should note that the most recently published version of a policy will normally apply. The exception to this is the University's [Examination Regulations](#); please consult the version relevant to your year of entry onto the programme of study in question.

Disciplinary Code

The College's Disciplinary Code (and the procedures which will apply if a student is suspected of breaking them) can be found in the [College Regulations](#) (Regulation 10 onwards) on the main website.

Fitness to Study

The College's Fitness to Study Policy can also be found within the [Regulations](#) (Regulation 17). This policy complements the University's procedures which can be found via the [University's Health and Welfare webpages](#).

College Student Contract

All students sign a College Student Contract at the beginning of their programme. By signing this, students confirm that they will abide by the Statutes and Regulations of the College and by other documents referred to in the contract (for example, the accommodation licence agreement). You will find a copy to electronically sign and return on our [Offerholders](#) page.

Policy and Procedure on Student Concerns and Complaints

This procedure is designed to enable students to raise [concerns or complaints](#) in relation to the provision (e.g. facilities and services) that the College makes for its students. Matters which affect the student community in general should be brought via Graduate Common Room (GCR) representation, either to College Officers or to Committees of the College.

Harassment Policy

The College [Harassment Policy](#) is published on our website and reviewed regularly. Please also refer to the University [Student Welfare](#) section for sources of support.

Policy on the Use of Controlled Substances and Legal Highs

This can be found on the [Policy documents page](#) of the College website. The College urges individuals who are users of controlled substances or legal highs to seek help from the medical and welfare services available. Help may be sought confidentially from the [College Nurse or Doctor](#); self-help information is available [from the University website](#).

Policy on Paid Work by Graduate Students

Green Templeton has adopted the University's guidelines on [paid work](#) by graduate students. If you are an overseas student, you should also check any restrictions on your visa if you wish to work. [More information can be found on the University's Visa and Immigration webpages](#).

Examination Regulations

The '[Exam Regs](#)' contain very detailed information about all the programmes of study offered by the University. Students looking for generic information about exams (what to take, general exam conduct, etc) should refer to the [Examinations guidance](#) on the University webpages.

University Student Handbook (incorporating the Proctors' and Assessor's Memorandum)

The most recent online version of the [University Student Handbook](#) contains information about the University side of student welfare, recreation, academic support, and conduct and discipline.

Please note, that if you feel you have an academic case which should be considered by the Proctors, you should [contact Alison Franklin](#), Academic Administrator and must not contact the Proctors, nor the Chairs of Examiners directly.



APPENDIX A

Who's Who

Contact Green Templeton College staff using the details below.

All post should be addressed to:

Green Templeton College
43 Woodstock Road
Oxford
OX2 6HG

Principal's Office

Principal: Professor Denise Lievesley, CBE

Diary Secretary: [Rebecca \(Becca\) Ritchie-Timms](#)

Temporary PA to Principal: [Rebecca Hill](#)

Bursary

Bursar: [Dr Timothy Clayden](#)

Operations Manager (Catering and Hospitality): [Elaine Huckson](#)

Operations Manager (Estates): [Teresa Strike](#)

Accommodation Manager: [Nick Martin](#)

Temporary Accommodation Manager: [Emirose Cottingham](#)

Housekeeper: [Katie Keogh](#) (Monday to Friday mornings)

Conference and Events Manager: [Hayley Gardner](#)

Events Assistant: [Jamie Williams](#)

Head Chef: [Chris Lyford](#)

Food and Beverage Manager: [Harriet Quint](#)

Lodge Manager: [Dan Cooper](#)

Clerk of Works: [Steve Williams](#)

Maintenance: [Bill Cadd](#)

Maintenance: [Colin Dix](#)

Health and Safety Officer: [Katie Keogh](#) (Monday to Thursday mornings)

College Nurse: [Glenys Knighton](#)

Head Gardener: [Michael Pirie](#)

Assistant Gardener: [Carolyn Serra](#)

College Office

Senior Tutor: [Dr Alison Stenton](#)

Academic Tutor: [Professor Felix Reed-Tsochas](#)

Dean (Welfare): [Professor Richard McManus](#)

Dean (Discipline): [Professor Keith Hawton](#)

Tutor for Admissions: [Dr Marc Thompson](#)

Academic Registrar: [Alison Franklin](#)

Academic Administrator: [James McBain](#)

College Office Assistant: [Wahida Alam](#)

Admissions Administrator: [Rebecca Wilson](#)

Academic Projects Manager: [Ruth Loseby](#)

Academic Projects Administrator: [Naomi Benson](#)

Academic Projects Administrator: [Yoland Johnson](#)

Development Office

Development Manager: [Rebecca Jenkins](#)

Development Manager: [Ceri Butcher](#)

Alumni Relations Officer: [Sophie Schirmacher](#)

Development Assistant: [Suzanne Yeatman](#)

Development Consultant: Ranjit Majumdar

Database Officer: [Sam Novak](#)

Communications

Editor: [Nick Parrott](#)

Digital Communications Officer: [Lara Truman](#)

Finance Office

College Accountant: [Keith Herring](#)

Senior Finance Officer: [Kathleen Scroggins](#)

Finance Officer: [Liz Fitzpatrick](#)

Finance Assistant: [Andy Phelps](#)

Fees Administrator: [Debbie Tolond](#)

Human Resources

HR Manager: [Jane Wastie](#)

Library and Information Services

Head of IT: [Jim Wilde](#)

Head of Library and Information Services: [Kirsty Taylor](#)

IT Support Officer: [Alex Clark](#)

IT Officer: [Rob Greenock](#)

Librarian: [Richard Turner](#)

APPENDIX B

College Map



APPENDIX C

Glossary of Oxford Terms

Hopefully this Handbook has been a good starting point to navigate some of the main practicalities you should prepare for before and during your first weeks in Oxford. Below is an A-Z of some of the more unusual Oxford expressions with links to further information.

Ashmolean - the main museum in Oxford, and the oldest in Britain. Further information about Oxford's many museums is available [here](#).

Battels – monthly College bill.

Blue – the highest sporting achievement at Oxford and Cambridge, awarded only to members of certain sports clubs who have competed in the annual Varsity Match.

Bod Card – your photographic University ID card which you will receive after you register in Oxford.

Bodleian Library – also known as 'the Bod', this is the largest and oldest of the University's many [Libraries](#).

BOP - 'Big Open Party'. Oxford term for a College party.

Carfax – crossroads at the centre of town in Oxford.

Cherwell – the 'other' river in Oxford. Best for punting (the College punt can be hired from the Cherwell Boathouse). Pronounced 'Charwell'. It is also a student-run weekly [newspaper](#).

Cuppers – inter-collegiate sports competitions in anything from athletics to waterpolo.

DPhil – Doctorate of Philosophy. Most Universities call this a PhD, but Oxford has to be different!

Eights – intercollegiate rowing races, held in Trinity Term.

Fellow – senior academic members of college who, together with the College head, constitute the Governing Body of the college. Green Templeton has Governing Body Fellows, Associate or Visiting Fellows, Emeritus Fellows, Honorary Fellows, and Research Fellows.

Freshers' Fair - event at the beginning of Michaelmas Term each year, which introduces new students to the various university societies you can join.

GCR - Graduate Common Room - graduate student body of Green Templeton (other Colleges may refer to this as the MCR, or Middle Common Room)

Governing Body - the GB is legally responsible for the running and performance of the college. It is chaired by the Principal and comprises all GB Fellows (about 45 people). Two GCR students and two Research Fellows attend the GB to present these interests.

Isis – the local name for the River Thames as it flows through Oxford, and the location of all major inter-collegiate rowing events.

JR (John Radcliffe) – the main Oxford hospital.

Long Vac - the name widely used for the period between the end of the Trinity Term and the beginning of the Michaelmas Term each year.

LTS – leave to supplicate, the term used to describe when a student successfully completes their programme of studies.

Matriculation – the process by which you are formally admitted as a member of the University.

Noughth week – or 0th week. The week before the beginning of Full Term. Within each term, a Full Term of eight weeks is the main teaching period. Official dates of term are available [here](#).

OUP – The [Oxford University Press](#) in Walton Street in Jericho. The world's largest university publisher.

Oxford SU – the [Oxford University Student Union](#), the key representative body of Oxford students.

Oxford Union – a [debating and social society](#) that attracts many well-known people to speak there.

PGT – postgraduate taught course (eg MSc, MPhil)

PGR – postgraduate research course (eg DPhil, MLitt, MRes)

Pidge/Pidge Post – all students and members of college have a 'pigeon hole' ('pidge'), usually located near the Porters' Lodge, where they can collect their internal and external mail. Mail can be sent internally and free of charge between Oxford colleges and University departments using the 'pidge post'.

Punt – flat-bottomed boat used for leisure on the river, especially the Cherwell, in summer months. You 'punt' [with a pole] from the sloping end at the back – it is a little more challenging than it looks at first glance!

Sheldonian - the Sheldonian Theatre, where matriculation and degree ceremonies are held.

SSO (Single Sign On) – issued by University IT Services, your ID number for online University services.

Sub fusc – formal dark clothing worn under gowns during formal events, such as matriculation and examinations.

Terms - in Oxford there are three academic terms: Michaelmas (Oct-Dec), Hilary (Jan-Mar) and Trinity (Apr-Jun).

The Other Place – Cambridge University.

Varsity Match – a Sporting fixture between Oxford and Cambridge.

Viva - Short for 'Viva Voce'. Oral exam, especially a DPhil or if you are a borderline case in other courses (pass/fail or pass/distinction).

References to more explanations of Oxford terminology are available at the links below:

<https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1>

<https://blog.oup.com/2014/10/battels-subfusc-language-university-oxford/>

<https://www.ox.ac.uk/about/organisation/history/a-z-oxford?wssl=1>

APPENDIX D

New Starter Checklist

- **Sign and return your University student contract:** when you satisfy all the conditions set by your department/college, you will be sent the University Student Contract and Card Form to sign and return as a condition of your enrolment. Please sign and return this promptly if you wish to take up study at Oxford.
- **Confirm your accommodation arrangements:** if you have not secured College accommodation, the University's Graduate Accommodation Office can provide useful information.
- **Ensure your funding is in place:** if you are taking out a loan, make sure you have completed all relevant paperwork so your funds will be available to you for the start of term. Alternatively ensure that your sponsor is ready to transfer agreed funds. Fees are due for payment by 30 September, and you/your sponsor will be invoiced towards the end of August.
- **Start your University registration:** you will be sent your IT activation code and log-in details by email once you have returned your signed contract. Your password and log-in is called your Oxford Single Sign On (SSO). Your first IT task is to register for the forthcoming academic year using Student Self Service. You will be sent an email when registration opens, normally on 1 September. When you log in, you will need to check your information and confirm that you wish to be enrolled at the University of Oxford.
- **Organise your finances:** research student bank accounts and open/switch your account before you arrive if possible. Many UK banks offer student specific accounts, each offering different incentives. Prepare a budget, thinking about the costs that you will incur and decide how much money you will aim to spend each month. To help you budget, visit the [living costs](#) page.
- **Vaccinations and medical history:** students (aged under 25) are now recommended to have the Meningitis ACWY vaccine. Make an appointment with your local doctor/general practice to have this vaccine **before** coming to Oxford. If you have had ACWY vaccine in the last five years, you do not need another dose. The Health Protection Agency recommends that young adults are protected against mumps by receiving two doses of MMR vaccine. It is strongly recommended that you are immunised before coming to Oxford. MMR can be given at the same time as the Meningitis ACWY vaccine.
- **Follow us on Twitter:** To get the latest student news directly to your mobile, sign up to the @UniofOxfordSI twitter account and twitter.com/greentempleton.
- **Packing your bags:** As well as essentials, make sure you have at least two pieces of ID (such as your passport, driving licence or University acceptance letter), and enough money to last until you receive your student loan / funding. Some home comforts might also help you to settle in.
- **Preparing for the first weeks:** To find out what to expect when you arrive in Oxford, visit your first few weeks on the [University website](#).
- **On arrival:** find out more about Oxford as a student, and get to know your way around the city at the same time by taking a free tour using this [audio guide](#).

APPENDIX E

Dates for your Diary

Date/Time	Event	Venue
Tuesday 3 September, 18.00-18.45	Medics' Induction	Lecture Theatre
Friday 13 September, 14.30	Coffee & tour for MSc Educational Assessment students	Meet at Lodge
Wednesday 25 September, 15.30-16.30 (talks) 16.30-17.30 (college tour)	MBA Induction	Lecture Theatre
Wednesday 25 September, 17.30	Afternoon tea & tour for MSc Major Programme Management students	Meet at Lodge
Friday 27 September, 15.30-16.30 (talks) 16.30-17.30 (college tour)	'Early Arrivers' Induction (PGCE, Graduate Entry Medics, Master of Public Policy, MSc Financial Economics, MSc Learning & Teaching)	Lecture Theatre
Wednesday 9 October, 14.00-15.00 (talks) 15.00-16.00 (college tour)	PGR Students Induction (including part time PGR)	Lecture Theatre
Wednesday 9 October, 15.00-16.00 (talks) 16.00-17.00 (college tour)	PGT Students Induction (Social Sciences, Humanities, MPLS including part time PGT)	Lecture Theatre
Wednesday 9 October, 18.30-20.30	Welcome Reception	Marquee
Thursday 10 October, 10.00-11.00 (talks) 11.00-12.00 (college tour)	PGT Students Induction (Medical Sciences including part time PGT)	Lecture Theatre
Friday 11 October, 13.00-15.00	Inclusive drop-in College Welcome event for all new students, with tea and cakes	Lecture Theatre
Friday 11 October, 18.30-20.30	Welcome Reception	Marquee
Saturday 19 October, 10 for 10.30am (photo) 11.30am (ceremony)	Matriculation	College gardens
Saturday 19 October, 14.00-16.00	Welcome and Information Event for Student Parents and Student Partners/Spouses	Stables Gallery/Marquee tbc