

**BRASENOSE COLLEGE
OXFORD**

Regulations & Information

OXFORD
1966

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THE CHAPEL

The following services are held in the Chapel during Term:—

On Sundays at 6 p.m., College Prayers.

On weekdays at 6.20 p.m., Evensong.

There are celebrations of Holy Communion at 8.15 a.m. on Sundays, and as advertised on Saints' Days and weekdays.

The Chaplain is usually in his room between 9.00 and 9.30 a.m. and will be glad to see undergraduates then, or at other times by arrangement.

ENTRY INTO RESIDENCE

ACADEMIC YEAR. The Academic Year consists of three Terms, Michaelmas, Hilary, and Trinity, within each of which there is a period of eight weeks known as Full Term. The College assembles on the Thursday immediately before the first day of Full Term and disperses on the last day of Full Term, which is a Saturday.

Anyone wishing to come up early or to stay up after the end of Term must seek permission from the Junior Dean.

At the beginning of every Term, undergraduates,* whether resident in or out of College, must notify the Porter of their presence in Oxford by 7 p.m. on the Thursday.

The mornings and afternoons of the Friday and Saturday before Full Term are always reserved for interviews with Tutors, Lecturers and others concerned with the supervision of study, and for such examinations (collections) as may be set. Undergraduates may not make any arrangements which would conflict with these obligations, unless they have previously obtained permission from their Tutors to do so.

* Unless otherwise stated, references to "undergraduates" apply equally to all members of the College who are *in statu pupillari*, including graduates of other universities and B.A.s of Oxford.

PAYMENTS UPON ENTRANCE. The following payments are due to be paid before coming into residence for the first time:

College Entrance Fee

Batel Prepayment Deposit*

University Matriculation Fee

The University Fee for admission to Senior Status (payable only by certain graduates from other universities).

Any of these fees which are recoverable from Public Authorities will be claimed by the College and in due course credited to the individual concerned in his batels.

Rates of payment currently in force are given in the enclosed "Supplement to Regulations and Information".

The optional payments to The Brasenose Society (see page 19) and the B.U.P.A. (see page 17) may also be made at this time.

BATELS†

Batels include payments to the University and the College for fees and dues, all College accounts for board, lodging, laundry, fuel, etc., and other authorised incidental charges which may be permitted by the College.

Batels for each Term are sent out by post as soon as possible after that Term's end and should be paid immediately on receipt. **Failure to pay before the beginning of the following Term may result in refusal of permission to return to residence.**

Rates of payment currently in force are given in the separate sheet enclosed.

* All freshmen will be asked for an initial payment on account of £50 which, in the case of men supported by grants, may be paid out of the maintenance grant which they will receive on coming into residence. Batel accounts sent out at the end of each term will be paid from grants received in respect of the following term until the last term of residence is reached. The £50 paid in the first term, will then be credited to the last batel account.

† "Batels" is the name given at Oxford to the College bills which are payable each Term.

TUITION FUND CONTRIBUTION. All undergraduates, while pursuing any course of study are required to pay Tuition Fees.*

- (a) Those reading for the Degrees of Bachelor of Arts, Bachelor of Civil Law, and Bachelor of Medicine, pay equal terminal instalments on a standard scale, the rates of which depend upon the course pursued.
- (b) Those pursuing other courses pay a basic fee plus any additional amount which the Governing Body may determine, having regard to the tutorial or other facilities provided for them by the College.
- (c) Masters of Arts do not pay the basic minimum charge.

Rates of payment currently in force are given on the separate sheet enclosed.

Anyone who, for any reason, needs in any Term more tuition, or other facilities for study, than is usual in his subject, may be required to pay a surcharge.

EMOLUMENTS OF SCHOLARS AND EXHIBITIONERS. The annual value of College Scholarships and Exhibitions is credited against Bateis, in three equal instalments, one at the end of each Term.

GRANTS FROM OUTSIDE BODIES. Correspondence relating to grants made by Public Authorities or other similar bodies should be addressed in the first instance to the Bursar.

Maintenance grants† are normally sent direct to the College at the beginning of each Term, and fees at the end of each Term.

* This contribution, which is paid to the College, does not include any payment which the University requires as a registration or a supervision fee from those reading for certain Degrees (other than that of Bachelor of Arts) and Diplomas, etc., details of which can be found in the Examination Statutes.

† With the exception of Science Research Council grants and State Studentships which are normally payable on the first day of each quarter.

As soon as maintenance grants have been received, a notice is posted in the Lodge stating the time and place at which the undergraduates concerned should collect them.

ACADEMIC DRESS

Undergraduates are required to wear gowns at service in Chapel, at dinner in Hall, at lectures and at tutorials, and when calling officially on the Principal or any Fellow or Lecturer of the College or any other Senior Member of the University.

A Scholar's gown is worn by all Scholars of the College (including Close Scholars) and all Open Exhibitioners on the foundation either of the College or of Mr. William Hulme. All other undergraduates wear a Commoner's gown (or, where appropriate, an Advanced Student's gown). Gowns of other Universities are not worn in Oxford.

Caps may be worn with gowns, but are not required to be worn except on occasions when full academic dress is obligatory.

Full Academic Dress ("Subfusc") must be worn on certain formal occasions, most notably at the University Matriculation and Degree ceremonies and when sitting University examinations. It consists of: a dark suit; white shirt, white collar, and white bow-tie; dark socks; and black shoes. Both cap and gown are worn.

COURSES OF STUDY AND EXAMINATIONS

Every undergraduate is assigned to a Tutor (or Tutors) who will supervise his academic studies.* He is also assigned as moral pupil to one of the College Tutors (who may or may not be his academic Tutor) to whom he may have recourse at any time for information or advice on both personal and academic matters.

* Anyone seeking advice on these matters before coming into residence should write to the Tutor for Admissions.

All Junior Members of the College are required to satisfy the Governing Body by their industry and progress.

Undergraduates will normally have been accepted for admission to the College on the understanding that they are to pursue a specific course of study. Anyone wishing to change his course of study should first consult his Tutor (or, if he has not yet come into residence, the Tutor for Admissions). The Governing Body will require evidence of his fitness for the course proposed.

The *Examination Statutes*, published annually by the University Press and distributed free of charge to undergraduates on their arrival in Oxford, gives full information about all University Examinations.

Every candidate is himself responsible for entering his name by the appointed date for any examination. He should consult his Tutor in any case of doubt. The Senior Tutor gives notice of the arrangements for receiving entries in each Term. Entries must always be accompanied by the examination fee. (Cheques should be made payable to Oxford University.)

VACATION WORK

Since study for Honours at Oxford necessarily involves an amount of reading far greater than anyone can do in Term alone, the College has made it a rule that undergraduates shall not engage in paid employment in Vacation, unless they have first consulted their Tutors and obtained their approval both of its nature and of its duration.

Failure to observe this rule will be regarded as a serious offence.

RESIDENCE*

Undergraduates are required to keep residence within the area specified by the University during each Term of

* In this, and the following sections, the term 'College' includes the College Annexe, Frewin Hall.

their course of study unless leave of absence has been granted by the Governing Body for special and exceptional reasons.

ROOMS IN COLLEGE. Undergraduates may expect to have rooms in College the first two years unless they fail at the first attempt to complete the First Public Examination. Graduates of other Universities who will be in residence for not less than two years may apply to have one year in College.

Anyone not informed to the contrary may assume that he will have a room or rooms in College during his first year at least.

LIVING OUT OF COLLEGE. Undergraduates may be permitted or required by the College to keep residence out of College for any period, but are not entitled to do so without its approval. **Except in certain special circumstances undergraduates may reside only in lodgings approved by the Delegacy of Lodgings from whom lists of approved lodgings may be obtained. The rules relating to lodgings are laid down in the University Statutes.**

Undergraduates residing out of College are required to inform the Porter of their address in Oxford, and to notify him at once in case of change of address. All members, on going down for the vacation, must leave with the Porter the address or addresses through which they may be reached during their absence, and **any change of permanent address must be reported to the Bursary and to the Lodge.**

VACATION RESIDENCE. Undergraduates who wish to reside in Oxford at any time outside College Terms require the permission of the Junior Dean.

It should be noted that the normal disciplinary requirements of the College and University affecting resident undergraduates apply during the Vacations

as well as during Term in the absence of special provisions to the contrary.

An undergraduate who wishes to live in Oxford in lodgings at any time during the Vacation will normally be given permission to do so. Permission to live in College or Frewin Hall will be given for limited periods only, and solely to those who have valid and compelling reasons for residing during the period concerned.

Undergraduates resident in College should not assume that the rooms they have been occupying during Term will necessarily be available for them during Vacation, or that the normal facilities of the College will be available in the Vacation.

ROOMS IN COLLEGE

ALLOCATION: Rooms are assigned by the Senior Dean, to whom all questions concerning their allocation should be addressed.

LINEN REQUIREMENTS: Undergraduates, on coming into residence in College, must provide themselves with linen, viz. a minimum of 2 pairs of sheets and 4 pillow cases (blankets and pillows are supplied with the furniture of the rooms,) towels and bath towels. A rug or eiderdown is recommended. All these should be clearly marked with the owner's name. Some china, glass and cutlery will prove useful.

Undergraduates arriving for their first term are advised to send their sheets and pillow cases to arrive not later than one week before the beginning of Term addressed to the Domestic Bursar, but with their own name clearly written on the outside of the parcel.

STORAGE OF BELONGINGS: Rooms must be completely vacated at the end of Trinity Term. Wardrobes and chests of drawers must be emptied at the end of each Term. Storage facilities are available but as they are very limited, written consent for their use must be obtained beforehand from the Domestic Bursar. Overseas men will receive priority.

FITTINGS. No nails, screws, etc., may be driven into walls or mantelpieces, and no adhesive tape may be affixed to walls, nor may any alterations be made to the decoration of a room.

The use of oil lamps and stoves and of any inflammable hangings near a source of heat is forbidden in all rooms. No curtains, other than those provided by the College, may be hung at windows, and no curtain rods may be fixed to doors.

Occupiers are responsible for the cost of repair of damage to windows, electric fittings, etc.

No cooking is allowed in undergraduate rooms.

VALUABLES. Undergraduates are strongly cautioned against leaving money or other valuables in unlocked rooms and in the changing rooms. The College can accept no responsibility for their loss. Out of College men using the changing rooms may leave wallets and watches at the Lodge.

KEYS. Anyone wishing to acquire a key to his room should first pay a deposit of £2 to the Bursary and obtain a receipt. This receipt should then be handed to the Domestic Bursar who will issue the key. The key may be returned at any time, but must be returned without fail at the end of the Trinity Term of each year, to the Domestic Bursar, who will authorise the repayment of the deposit.

FURNITURE. Furniture is provided by the College, and no article may be removed or altered without permission. Applications for repair of furniture should be made to the Domestic Bursar.

FIRE PRECAUTIONS. Much of the structure of the College being very old, great care must be exercised to avoid any danger of fire.

(a) Anyone wishing to add any electric appliance (e.g. electric kettle) or light or multiple adaptor to those provided by the College must first consult the Domestic Bursar, and, if necessary, obtain written permission from the Bursar. (This does not apply to electric razors.)

(b) Great care should be exercised before leaving a room unoccupied to see that there is no danger of fire from any apparatus. **In particular, clothes may not be dried in an undergraduate's rooms but only in the drying rooms provided by the College.** Facilities for the washing, drying and ironing of clothes are provided in the basement of Staircase XII.

(c) Ladders in the quadrangles and fire extinguishers placed on staircases and in other positions are for the protection of life. **Any interference with them will render the offender liable to severe disciplinary action.**

FIRE ARMS. No fire arms or explosive materials may be kept in undergraduate rooms.

ANIMALS. No dog or other animal may be kept in the College.

RENT. Undergraduates who are out of residence, whether owing to failure in an examination or to any other cause, are nevertheless liable for the rent of any rooms which have been reserved for them in College; but this liability does not extend beyond one Term's rent. The charges for rent of College rooms may be learned by inquiring of the Domestic Bursar.

VISITORS AND GUESTS

Ladies will not be admitted into College before 1 p.m. on weekdays and 12 noon on Sundays, and may not remain later than 11.30 p.m. unless their host has received the permission of the Junior Dean. All lady visitors should be met at the Lodge on arrival and reconducted to the Lodge on departure.

Ladies may not be entertained in the New Buttery, the Junior Common Room, or any of the public rooms of the College unless permission has been given by the Junior Dean.

Provided that a room is available, an undergraduate may put up a gentleman guest in College for not more than two nights without the permission of the Junior Dean, and for more than two nights if he has the permission of the Junior Dean. An undergraduate who has obtained or does not need this permission should consult the Domestic Bursar about the availability of a room. In the event of an emergency he should approach the Junior or Senior Dean. A charge for accommodation and any kitchen charges will be made to the host in Batels. **An undergraduate may not put up a guest without reference either to the Domestic Bursar or to the Junior or Senior Dean.**

An undergraduate's room in College, if casually vacant in Term, will not be used to house a guest without the permission of its normal occupant. When a room is so used, the accommodation charge for each night of use is credited to the Batels of the normal occupant.

GENERAL DISCIPLINARY PROVISIONS

The Disciplinary Officers of the College are the Senior and Junior Deans. They may be seen most conveniently at the times set out on the notices outside their rooms.

THE COLLEGE GATE. The College Gate is locked at midnight in Term and at 11 p.m. in Vacation.

A Junior Member who enters, or in whose name a stranger goes out, after those times, incurs serious disciplinary action, including the imposition of a fine.

No Junior Member living in College is permitted to go out, and no Junior Member living out of College or any stranger is permitted to enter, after 11 p.m. in Term.

LEAVE OF ABSENCE. Undergraduates (whether resident in College or not) require the leave of the Junior Dean for any absence from Oxford for a night or nights during the time of the College Term. **Anyone desiring such leave must first obtain the approval of any Tutor with whom he is reading.**

MUSICAL INSTRUMENTS AND RADIOS. The leave of the Junior Dean is required for the introduction of musical instruments into the College. No musical instrument or wireless receiving set or gramophone may be played in College before 1 p.m., between 5 p.m. and 7 p.m., or after 11 p.m. Particular care must be exercised to see that no undue disturbance is caused to occupiers of neighbouring rooms, and all windows must be kept closed.

PARTIES. Members of the College *in statu pupillari* are forbidden to give or join in giving, in rooms in College, without leave from the Junior Dean, a party or other entertainment at which alcoholic liquors are served and at which more than ten persons are present. If leave is given for a larger party, the permitted number of guests must be strictly adhered to, and the College servants have instructions to inform the Senior Dean if the number is exceeded appreciably. Leave will not normally be given to an undergraduate to hold a party for more than twenty-five persons in his own room but arrangements can sometimes be made for a larger party to be held in the New Buttery or one of the lecture rooms of the College. No undergraduate may make use of a College lecture room, either for a party or a meeting of a College or University society

or for any other purpose, without first obtaining the leave of the Senior Tutor. All alcoholic liquors served at parties in College must be obtained through the New Buttery, unless leave has been given by the Junior Dean to obtain them elsewhere.

Wine, spirits, beer, etc., for individual everyday use, can be obtained from the College Buttery.

MOTOR CARS, etc. Motor cars and other motor vehicles may not be kept in Oxford by undergraduates without the permission of the Junior Dean and of the Proctors. **Cars belonging to undergraduates may not be parked outside the College.** Normally no junior member of the College will be given permission to keep a motor vehicle in Oxford during his first year of residence unless he is already a graduate of another university.

BICYCLES. Accommodation is available in College for the bicycles of undergraduates living in College (but not in Frewin Hall). Bicycles may not be ridden in the quadrangles. No bicycles may be left in the quadrangles, staircases, passages, or other parts of the College buildings, or against the walls or pavements outside the College. Undergraduates living out of College and wishing to leave bicycles in the vicinity of the College must use the racks in Brasenose Lane.

DAMAGE. Walking on the grass or flowerbeds anywhere within the College is forbidden. Should any damage be caused to them, or to the fabric of the College (whether inside or out), or to fitments or furnishings of any kind, the cost of repair or replacement will be charged to the person or persons concerned, irrespective of any further disciplinary action which may be taken.

The Porters and staircase servants have instructions to report any breach of the College's regulations.

MEDICAL

All undergraduates are entitled, without payment and irrespective of their normal place of residence, to the benefits of the National Health Service.

Undergraduates coming into residence for the first time should bring their medical cards with them.

All undergraduates are required either to effect a registration with an Oxford doctor, informing the Domestic Bursar of his name, or to inform the Senior Dean in writing before the end of the second week of the Michaelmas Term that they do not propose to do so. Forms of registration are available from the Domestic Bursar.

The College's medical adviser is Dr. A. W. Henderson, whose address is 199 Woodstock Road (Tel. No. 55552). He will treat any member of the College who registers with him.

Dr. Henderson holds a surgery in College on Tuesdays at 9.15 a.m. and on Saturdays at 9 a.m. in Term. A Nursing Sister attends at the College every weekday in Term from 9 a.m. to 9.30 a.m. She is available from 9.30 a.m. to 10.30 a.m. in Lincoln College, and at other times in an emergency.

Any undergraduate who has been ill recently, or whose medical condition is such that he needs or may need special treatment or care, is very strongly urged to ask his home or school doctor to write, in confidence, to Dr. Henderson or to any other doctor in Oxford whose patient he wishes to be.

Any undergraduate who is unwell must inform (1) the Lodge, and (2) his academic tutor, not later than 9.15 a.m.

Staircase servants will notify the Lodge before 9.15 a.m. of undergraduates in College who are confined to bed and require the attention of the Nurse.

B.U.P.A. A scheme is available to provide insurance against expenses incurred by private treatment of illness or injury. Special terms for undergraduates under the age of twenty-five are offered by the British United Provident Association.

THE HALL, THE KITCHEN AND THE NEW BUTTERY

Undergraduates living in College must dine in Hall at least four times a week. Undergraduates living out of College must dine twice a week.

Members of the College are required to be properly dressed in Hall. Proper dress for dinner in Hall includes a gown, a jacket and a visible collar and tie.

The hours of meals served in Hall and the arrangements for signing on and off will be notified each Term on the Hall notice board.

The fixed charge payable by undergraduates living in College covers breakfast and dinner on seven days in the week, and luncheon on Sundays.

On weekdays an à la carte cafeteria luncheon is served, and is paid for by means of coupons. Afternoon tea is on sale in the New Buttery and is paid for by means of coupons.

COUPONS. Coupons are also used for other purchases in the New Buttery and for the purchase of beer in Hall. Coupons up to the value of £30 are obtainable in any Term. In special cases the Bursar may authorise the issue of additional coupons.

LIBRARY

The College Library is at the same time a reading room and a lending library, and undergraduates have access to it without formality between 9 a.m. and midnight in Term.

All undergraduates, before borrowing books, must familiarise themselves with the regulations which are posted in the Library, and they will find it useful to read at the same time the notes explaining the catalogue.

Not more than four volumes may be borrowed at the same time (except with special permission); these may be kept for one week, but may be renewed for another week if not required by another reader. Books may also be borrowed, on certain conditions, for use during the Vacations.

To remove any book from the Library without filling up the appropriate form is a serious offence for which the penalty is exclusion from the use of the Library.

The borrower is held responsible for the books entered in his name. Any person who loses or injures a book will be required to make good the loss or injury. If a volume of a set is lost, the loser may have to replace the whole set.

Any undergraduate who wishes to suggest the acquisition by the Library of any book relating to his course of study should make the suggestion to his Tutor; in the case of other books he should write to the Librarian.

The same rules apply to the Stallybrass Memorial Library for Law and to the Hulme Library for Modern History.

Any undergraduate who wishes to consult any of the College's older or more valuable books, or manuscripts, should approach the Librarian.

THE DEGREE OF MASTER OF ARTS

A Bachelor of Arts of not less than twenty-one Terms' standing from matriculation may supplicate for the Degree of Master of Arts without further residence or examination, provided that his name has remained continuously* on the books of the College and of the University. A Master of Arts becomes automatically a member of the College and University for life without further payment.

Information about Degree fees may be had from the Bursary.

* A member who has removed his name from the College Books may replace it by leave of the College and, if qualified, proceed to the degree of Master of Arts.

BRASENOSE SOCIETY

The Brasenose Society exists to keep together past and present members of the College and to further its interests. It arranges social functions from time to time both in London and in College, and its members receive *The Brazen Nose*, the College magazine which records the activities of the College and its old members. It is published annually.