

This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>



JESUS COLLEGE NOTES FOR NEW FELLOWS AND LECTURERS 2023-24

I. FORMAT OF INDUCTION GET-TOGETHER

Programme Friday 29 September 2023:

Agenda	Time	Venue
College Induction for new Tutorial Fellows and Lecturers	11:45-12:30	Tower Room, Cheng Building
Lunch	12:30pm	Mansell Room
Practicalities	1.30pm	Tower Room
College tour	2pm	TBC

2. SELECTED COLLEGE WHO'S WHO!

- **Professor Sir Nigel Shadbolt FREng CEng CITP FBCS CPsychol, Principal**
Principal's Secretary – Helen Gee
- **Professor Katrin Kohl, Vice-Principal (also Tutorial Fellow in German)**
- **Dr Alexandra Lumbers, Academic Director**
 - 3 roles of Senior Tutor, Tutor for Admissions, Tutor for Graduates
- **The Academic Office team**
 - See <https://jesuscollegeintranet.web.ox.ac.uk/academic-office>
 - **Dr Lowri Jones, Academic Registrar** - wide-ranging academic administration and deputy to the Academic Director, esp. teaching payments, TMS, student difficulties, hardship/bursaries, disability & individual requirements support, office oversight. Also particular concern for PG and ECR support and development
 - **Karen Tome, Administrative Assistant** – exam entries, College Collections and Principal's Collections, TMS reports, College academic social events; academic staff website

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **Emily Huang, Graduate Administrator** – postgraduate administration; lecturers' book grants; Fellows'/Lecturers' allowances; scholarships and prizes
- **Laxi Gurung/Gemma Forster, Admissions Officer** – UG & PG admissions; freshers' administration
- **Tahmina Sorabji, Disability & Grants Officer**- UG and PG disabilities and individual requirements, especially related to reasonable adjustments; UG Access bursaries and advising students in financial difficulty re hardship. 0.5 FTE
- **Dr Matt Williams, Access Fellow** – Open Days and outreach events, pre-admissions enquiries.
- **Megan Lee, Access Assistant** – School Visits, access enquiries, Open Days, admissions assistance.
- **Kirren Mahmood, Welfare Officer** – support and signposting for all students in College. 0.6 FTE
- **Dr Janina Schupp, Digital Hub Career Development Fellow** – responsible for organising and facilitating events in the Hub.

- **Owen McKnight, Librarian**
- **Grace Exley, Library Trainee**

- **Jolanta Sikora-Marques, Fellows' Secretary**

- **Jude Eades, Communications Manager**

- **The Accommodation, Catering, & Conferences team**
Some people whom you will get to know:
 - See <https://jesuscollegeintranet.web.ox.ac.uk/dacc>
 - **Ruedi Baumann, Director of Accommodation, Catering, and Conferences,**
 - **Tania Dandy-Minto, Accommodation Services Manager,** Residential and workspace accommodation and furniture
 - **Cathy Lea, DACC Administrator,** Stationery and College events
 - **Will McBain, PA to the DACC**
 - **Bruno Mollier, Food Services Manager,** responsible for FOH team and daily business
 - **Anand Dube, Head Chef,** responsible for Kitchen team and food production
 - **Simon Smith, Conference and Events Manager**
 - **Neil Huntley, Lodge Manager,** Room bookings, Visitors, Postal & telephone services, Security
 - **Paul Crowther, Head of Maintenance,** Accommodation defects, Electrical equipment testing

- **Estates Bursar, Ms Cait Winter**
College finances:
 - **Melinda Mattu,** Head of Finance
 - **Kathrina Dela, Cruz** Finance Manager
 - **Mark Trafford,** Sales Officer, Fees and Battels
 - **Violeta Budreviciute,** Accounts Officer
 - **Carol Harris,** Payroll and Finance Officer
 - **Laura Katkute,** Accounts Officer, Banking and Donations

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **Director of Property, David Stevenson**
 - **Gillian Long**, Estates & Property Administrator

- **The Development Office**
 - **Dr Brittany Wellner James**, Director of Development
 - **Georgina Plunkett**, Deputy Development Director
 - **Peter Sutton**, Alumni Engagement Manager
 - **Edmund (Ted) Levin**, Annual Fund and Giving Programmes Manager
 - **Eve Bodniece**, Principal Data Analyst
 - **Yu-Wen Huang**, Events and Graduations Officer
 - **Anna Ponomarenko**, Social Media and Events Officer

See www.alumniweb.ox.ac.uk/jesus/alumni-home

- **HR Director, Frances Williams**
 - **Mary O’Byrne**, HR Assistant (non-academic posts)
 - **Jossie Wei**, Academic HR Assistant (lecturer and casual academic posts)

- **Dean, Associate Prof Daniel Altshuler (also Tutorial Fellow in Linguistics)**

- **Rev’d Dr Chris Dingwall-Jones, Chaplain**

- **Steward of the Common Room, Prof Phillip Burrows (and in his absence, Emeritus Fellow, Prof Peter Mirfield)**

Matters relating to the conduct of the Senior Common Room and the Common Table

3. COLLEGE GOVERNANCE

- **Statutes and Bylaws** – are available on our website at <https://www.jesus.ox.ac.uk/about-jesus-college/our-community/public-documents/>. The Bylaws in particular cover matters pertinent to academic staff employment (e.g. grievance procedure, leave of absence, teaching duties etc), as well as matters of student conduct and discipline.

- **Governing Body:** consists of the Principal, Official Fellows, Tutorial Fellows and most Professorial Fellows (currently 54 members). The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, domestic arrangements and has a trustee fiduciary responsibility for the College. A guidance note for covering the role of Governing Body members is available at <https://intranet.jesus.ox.ac.uk/jesus-college-governance> and Trustee training sessions are arranged for new Governing Body members. The Governing Body documents may be found at <https://sharepoint.nexus.ox.ac.uk/sites/jesu/JesuGB/default.aspx>. As trustees, Governing Body members are expected to attend meetings, and to send their apologies to the Fellows’ Secretary via fellows.secretary@jesus.ox.ac.uk if they cannot attend.

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- The Senior Research/Hugh Price Fellows' Representative and the Career Development/Junior Research Fellows' Representative are invited to attend the unreserved business of the Governing Body meetings.
- The Governing Body meetings normally take place on Wednesdays of weeks 1, 4 and 8, from 1.45/2.00 pm until 4.00pm in the Habakkuk Room, except the Week 12 Trinity Term meeting (11.00am in the Harper Room): gowns without hoods are worn. After the Governing Body meeting, afternoon tea is served in the Lower SCR. Please check the Governing Body Intranet Page at <https://intranet.jesus.ox.ac.uk/jesus-college-governance>
- **Major College committees:** Academic Committee, Estates Committee; Development Committee; HR Committee; Property Committee; Accommodation; Catering, & Conferences Committee; Equality & Diversity Committee which all report to Governing Body. Other, smaller committees, feed into the major committees (eg Student Welfare Consultative Committee, Staff Liaison Committee, Statutes Committee). The College's Organisational Structure Chart is available at <https://www.jesus.ox.ac.uk/wp-content/uploads/2023/05/Jesus-College-Organisational-Structure-Chart-2023-update.pdf>

Supporting Academic Activities in the College

It is anticipated that all fellows will be active in life at Jesus College.

This might include:

- Acting as College Advisor to postgraduate students
- Taking lunch and dinner in College on a regular basis
- Inviting guests to dinner, especially to Guest Nights
- Organising seminars
- Taking part in Outreach events
- Taking part in fundraising and alumni events

4. THE TERMLY UNDERGRADUATE TEACHING ROUTINE

Nomenclature: what are terms called how long do they last, when must the undergraduates be 'in residence'

Michaelmas Term (MT) = autumn

Hilary Term (HT) = spring

Trinity Term (TT) = summer

'Full term' lasts 8 weeks, numbered 1 to 8. However, the names –1st, 0th, 9th and 10th are also used!

Students must come back to College by Thursday of 0th week by 5pm at the latest and may not leave until Friday of 8th week at midday. The earliest they can return if they are accommodated on the main site is Monday of 0th week. There are "residence requirements" for undergraduates and graduates, which set out fully in the large grey *Examination Regulations* book. In essence, undergraduates must be resident for at least six of the eight weeks of each term in order to qualify to take their degree. Please ensure that students

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

know that they must ask permission to be absent if they intend to go away for more than a weekend, from their senior subject tutor who may consult the Academic Director.

During the ongoing pandemic some students will arrive late in Oxford owing to travel difficulties and some will not be in Oxford at all during Michaelmas.

Current term dates can be found on www.ox.ac.uk/about/facts-and-figures/dates-of-term.

[It may also be useful to know that College closes over Christmas and New Year, and for a week at Easter: academic staff and students can still enter the College and the Lodge is staffed, but College Offices are not open and no meals are served in College.]

A typical term

- **Subject tutors hold start of term meetings in 0th week** with their undergraduates to arrange tutorial times, advise on lectures, confirm details of teaching by any external tutors, advise any key deadlines for handing in dissertations etc.
- **Room bookings – 0th week or earlier:** if you do not have a College teaching room of your own, be sure to make the room and equipment bookings you require for the whole of the term. Please book rooms online through **Meeting Room Requests** at <https://intranet.jesus.ox.ac.uk/online-services>. If you have a query, please ask the Lodge (lodge@jesus.ox.ac.uk).
- **Michaelmas Term ONLY you should arrange to meet your UG Freshers** within the dedicated slot from Wednesday of 0th week, 9.30 am – 1 pm. To cover: settling in, guidance on lecture programme and which lectures to attend, fix tutorial slots/groups, discuss any options and who will teach what when, set first piece of work being prepared to explain how (as relevant) a reading list or problem sheet works. You should also alert them to any important deadlines such as when they enter for exams or when dissertations must be handed in. **Please be careful to set a manageable piece of work for the first week, as students often report being overwhelmed by the difficulty of the first piece of work.** You should tell students to use ONLY their Jesus College email address when communicating by email, not their personal address. In subsequent terms you may still find it useful to meet your students in a group in person at the start of term to cover what of the above is relevant.
- **Michaelmas Term ONLY - drinks and undergraduate Freshers Dinner Wednesday 0th week (5 October)** – drinks at 6.45pm, dinner at 7.30 pm. Bonding!
- **Exam Collections Friday and Saturday 0th week** Collections are College exams set to test knowledge of the previous term's work and also to give much-needed exam practice. On Friday, tutors/ Academic Office staff/invigilators hand out papers at 9.05 am and 1.50 pm for 9.15 am and 2 pm starts. Please check timetable for venues – on the Academic Office website <https://intranet.jesus.ox.ac.uk/academic-office/collections-gaps>. The Academic Office Administrative Assistant will request information at the end of each term regarding which students should be timetabled for Collections at the start of the following term. Papers submitted to the Academic Office with instructions at least a day before Collections will be handed out by invigilators. On Saturday, invigilators will hand out the question papers, which tutors

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

must give to the Academic Office several days in advance. The Academic Office will send you the completed scripts. Marking/turn around is ideally within 1-2 weeks, and the College standard is **no later than the Wednesday of 4th week Governing Body**. Tutors should check with their students at the end of 4th week that they have received their Collections back from tutors outside Jesus College. Tutors need to enter the marks on the OxCORT tuition record system – see below. Governing Body has agreed that Collections should be handed back *in person* so that any problems can be discussed.

- **Michaelmas Term ONLY - Postgraduate Freshers' dinner** – Tuesday 11 October, drinks 6.45pm, dinner 7.30 pm.
- **Academic Prize recommendations for Collections (worth £60 in books from Blackwells)** – an Academic Prize for Collections may be recommended at a tutor's discretion, for award by Governing Body at its 4th Week meeting in Trinity Term. These should be awarded to recognise outstanding performance (performing at or above the level needed for a borderline First/Upper Ili in University examinations) in Collections over the year. Recommendations should be made through the organising tutor for your subject, who sends them to the Academic Services Manager, for the Academic Director to present to Governing Body. All recommendations should be made by the Governing Body of 4th week, rather than any later – unless there is an exceptional reason.

Academic Prizes for Collections for *first-year* students may be awarded in Hilary Term in the run-up to First Public Examinations if deemed appropriate by the relevant tutors. Recommendations should be made in time for the 4th Week Governing Body in Hilary Term.

- **Academic Prize recommendations for Progress (worth £60 in books from Blackwells)** - an academic Prize for Progress may be recommended at a tutor's discretion to recognize a significant improvement in performance over the year and take into account the results from First Public Examinations sat in Hilary and Trinity Terms (implicitly the performance will fall short of that for the election to an Exhibition or Scholarship – and those deemed worthy of election should not also be awarded an Academic Prize for Progress). The degree of improvement should normally be at least of the order of once increment in degree classification. Again, recommendations should be made through the organising tutor for your subject, who sends them to the Academic Services Manager, for the Academic Director to present to Governing Body. Such recommendations are usually made in time for the July Governing Body.

Academic Prizes for Progress for *first-year* students may be awarded in Hilary Term in the run-up to First Public Examinations if deemed appropriate by the relevant tutors. Recommendations should be made in time for the 8th Week Governing Body in Hilary Term.

- **At the start of term, set up the term's undergraduate teaching reports on TMS (online reporting system) and authorise any external tutors** who will be teaching your students, so they can create and write their own reports and claim payment by Friday of 7th week. For your own reports, you can keep notes as you go along on TMS or write them by the deadline towards the end of term in one go, as you prefer.

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **Student reporting at Governing Body meetings in 4th and 8th weeks – for excellent performance or serious problems.** The Academic Director solicits problems and issues to be reported in advance of the meetings.
- **Principal's Graduate Annual Progress Review** –7-minute review meetings with graduates held mid-term. Each graduate is seen once a year. The relevant College Advisers attend for the meetings of their College advisees. Gowns are not worn. The Academic Director also attends.
Owing to the ongoing pandemic these will need to take place on MS Teams.
- **Michaelmas Term ONLY - Undergraduate admissions.** Tutors should be aware that dealing with undergraduate admissions will be a considerable call on their time from the middle of term until 9th or 10th week, depending on when the interviews in their subject are. The task will involve reading UCAS forms, reading written work (if used in your subject), considering the results of any aptitude tests used in your subject (and marking aptitude tests in some subjects), working with the Academic Office in drawing up interview timetables, preparing any passages or tests which will be set when candidates are in Oxford, and liaising with tutors in any joint schools with your subject. As there is no longer a 10th-week Governing Body meeting, the decisions are approved via correspondence. The Academic Director lets candidates know the outcome of their application as soon as the Christmas vacation is over, by letter. Tutors write feedback letters to candidates upon request which are sent out via the Academic Office in January and February.
Owing to the ongoing pandemic all interviews will take place online in 2021 and the timetable and other arrangements have not yet been finalised.

Admissions training – colleagues new to undergraduate admissions at Oxford need to enrol on the Online Admissions Interviewing course. You book directly onto one of the courses (including the optional practice interview sessions), using an online booking form. The full online course provides all the compulsory elements of training for those who take part in the admissions process at Oxford. A 'refresher' version of the course is available for any who have previously been trained, and this also provides suitable preparation for anyone involved in the admissions process in a support role (e.g. graduate students). Completion takes around 60-90 minutes and the course can be undertaken from any computer with access to the Internet. Completion of the full course is a pre-requisite for anyone wishing to attend an optional practice interview session. Practice interviews are available either as part of Introduction to Academic Practice at Oxford or as a stand-alone session.

This training is for those who are new to admissions interviewing at Oxford and are not necessarily familiar with the University's admissions and selection process. The course is also relevant for admissions note takers. The course offers a brief orientation to the whole admissions process but focusses specifically on interviewing. Course topics include: accountability and fair admissions, student profile, minimising the impact of bias, selection criteria and shortlisting, admissions interviewing, team working and decision making, and an optional module on remote interviewing. The course requires participants to complete and submit an interview assignment.

Duration: 60-90 minutes

Accessing the course: the Academic Office will circulate details.

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **Advance notice of Exam Collections to be set:** fill in and return Academic Office form setting out next term's Collections: form sent out 5th week, due back 9th week.
- **End of term reports** – should be submitted via TMS by **Friday of 7th week**.
- **Arranging the following term's teaching:** towards the end of term tutors should ensure that they know what teaching needs to be arranged for the following term and organise this.
- **Tutors' end of term report meetings:** please arrange to see your students in a group/individually for feedback on the term, to set vacation work, and to advise what exam Collections will be set for the start of the next term. Please note that it is a College expectation that all students should be told the level of their academic performance in relation to Finals class marks (first, Ili, Ilii, third) on at least a termly basis, through their College tutors. The OxCORT online tutorial report form has a box with a drop down menu for specifying 'Predicted class' from First to Fail.
- **Principal's Collections for undergraduates** – short (3 minute!) reports meetings for undergraduates on Thursday and Friday afternoon of 8th week, with their main tutors, Principal, and Academic Director. Gowns are worn. Each undergraduate receives one a year, ideally 2 terms before major exams.
Owing to the ongoing pandemic these will take on MS Teams.
- **Termly tutorial questionnaire** for students to report on college-organised tuition. Issued on web for completion by the end of 7th week. The results are sent round to the tutor in charge of a subject by the Academic Director after the end of term, and a termly summary report is made to Academic Committee.

5. OTHER STUDENT-RELATED ACADEMIC ACTIVITIES

- **Finding out about your students:** UCAS forms and past tutorial reports are available to be consulted via the Academic Office. Each year at the start of Michaelmas Term the Academic Office issues a list of all the undergraduates in College and one of all the graduates.
- **Sabbatical leave** – the Principal solicits applications at the start of Michaelmas Term for the following academic year, via a circular to Fellows, with a deadline of Friday of 4th week (for consideration and agreement through committee by the end of Michaelmas Term). The Academic Director can advise at any time on the current state of an individual's sabbatical leave entitlement.
- **Applying for buy outs or special leave** – please send a letter of application to the Academic Director as early as possible, following the Governing Body-established guidance <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers>. Requests go to Academic Committee and Governing Body.
- **Graduate College Advisers** – the Graduate Administrator will notify you at the start of Michaelmas Term of whom your advisees are (and subsequently of any changes during the year). College Advisors must read their advisees' reports each

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

term; you can read them online via EVision. College Advisers are the first port of call for difficulties (in liaison with the Academic Director). Please meet once a year for discussion e.g. over dinner/coffee etc, and DEFINITELY in Michaelmas Term. Advisers also attend the Principal's Graduate Annual Progress Review for their advisees. Information about the role of the College advisor is on the Academic Office intranet in the Fellows' and lecturers' section.

- **Advising on graduate applications** – fellows make accept/reject recommendations on applicants' dossiers (viewed online) from January to September. Tutors are prompted to view the dossiers and given quota information by the Admissions Officer.
- **Open Days/admissions enquiries** – the two major College Open Days at which tutors meet potential applicants will be Wednesday and Thursday of 10th Week at the end of Trinity Term with a further date, usually the third Friday in September. Please put these dates in your diary. Tutors are actively encouraged to be involved but it is not compulsory as it is still the vacation.
- **Library purchases** – please check up on what the library holds in relation to your reading lists. Please let the Librarian, Owen McKnight, know what you would like bought, and what can now be disposed of. Space is more of a problem than the budget in terms of acquiring new works. 24 hour access to library, with borrowing by 24 hour self-scanning system.
- **Major Degree Day lunches** – for graduands and 3 guests each. Obligatory for Tutorial Fellows, other Fellows welcome to attend – please see the 'Function dates' sheet on the intranet - please put in your diary. There are also a number of smaller ceremonies which you are most welcome to attend if your students are graduating that day.
- **Three Governing Body meetings a term** on Wednesdays at 2 - 4 pm in weeks 1, 4 and 8 in the Habakkuk room. Governing Body also meets in mid-July 2017 (usually Monday of 12th week) re exam results. Gowns are worn (not sub fusc). Tutorial Fellows and Professorial Fellows are members and are expected to attend. Please put the dates in your diaries. JRFs and SRFs are not Governing Body members. **NB** New SRFs, HPFs, CDFs and JRFs are asked to come to the Michaelmas Term 1st week Wednesday Governing Body meeting at 1.45/2pm to be sworn in only. Tutorial and most Professorial Fellows are sworn in – then attend the meeting. Late Admission Ceremonies also happen throughout the academic year. Please see Admission of Fellows at <https://intranet.jesus.ox.ac.uk/jesus-college-governance>.
- **The role of tutor** combines direct teaching in tutorials or classes, organising/swapping any teaching in your area with outside tutors, having an oversight of your students' overall academic progress (regardless of who is teaching them) and pastoral responsibility for their general welfare in conjunction with the remainder of the welfare team in College. Jesus College does not have a system of 'personal' or 'moral' tutors as that role is undertaken by the subject tutors for the students in their subject. Any requests to engage outside tutors on any more than a casual hourly paid basis – i.e. retained lecturers or stipendiary lecturers - must be put to the Academic Director for consideration by Academic Committee.

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **The role of organising tutor** – this is the title given to the tutor responsible for co-ordinating teaching in a particular subject. Where there is just one Fellow in a subject, it is that person by default. Where there are more than one, it is usually the person with the earliest appointment date, but the role can swap about as the Fellows in the subject choose. Please let the Academic Services Manager know if you change the organising tutor arrangements in your subject so that the Academic Office can communicate with the right person.
- **Co-ordination of joint schools.** Many undergraduates read joint schools, and it is important that Tutorial Fellows liaise with tutors in other subjects when planning the work of their students (advising undergraduates and planning their work requires full familiarity with the syllabus as set out in the *Examination Regulations*, a fat grey book revised and circulated each October). There is a named Fellow who has co-ordinating responsibility for each joint school.
- **Vacation Study Grants for undergraduates**
<https://intranet.jesus.ox.ac.uk/academic-office/grants-forms>
- **Financial Assistance** – please refer students in financial difficulty to the Disability and Grants Officer, or to Accounts if they have a difficulty with paying their College bill (battels)
- **College scholarships, exhibitions, prizes, bursaries and grants** – there is a comprehensive list with full details of the many prizes etc. available to students throughout the year on <https://www.jesus.ox.ac.uk/study-here/undergraduate-studies/admissions/finance/scholarships-prizes-and-awards/>. It is recommended to check what is available for your discipline. There are also many funds for music, sports, and other cultural activities, including a holiday fund (the Dodd fund).
- **Student academic standards and the award of scholarships and prizes.** The Academic Director will ask for your recommendations for College scholarships and exhibitions in late June and early July as the examination results come out, ready for approval at the Governing Body held in the middle of July.
 - Students achieving a clear First or equivalent in the preceding year, including performance in any University examinations, will normally be awarded a **Scholarship** by Governing Body, on the recommendation of their tutor(s). Any student who achieves a strong First class result, or equivalent, in a University examination shall be awarded a Scholarship unless, for good reason, and having regard in particular, to work during term and in collections, the Governing Body specifically determines otherwise.
 - Students achieving at least a borderline First / Upper Ili in their work in the preceding year, including performance in any University examinations, will normally be awarded an **Exhibition** by Governing Body, on the recommendation of their tutor(s).
- **Finals dinners.** Tutors are responsible for organising a dinner after Finals. There is an annual allowance per head set every year by the College (Simon Smith in the Events Team can advise the amount (including drinks - and menus which fall within

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

it), and this is paid for by the College. However, if the cost of the menu chosen exceeds the specified amount, the balance will be charged to the tutor's battels. Tutors' partners are not normally invited to these events; however if they do attend, they should be paid for by the tutor. Tutors can also opt to hold the dinners at a local restaurant (max cost £52 per head) and submit the receipt to the Academic Director for reimbursement.

- **Writing references for your students:** where these are academic in content, these are the responsibility of the tutor. But where they are administrative in nature – e.g. guaranteeing someone is suitable as a tenant or confirming attendance at College for funding purposes – they can be written by the Academic Office. Please feel free to pass any such requests to the Academic Registrar.
- **Reading lists and vacation work for next year's students:** over Trinity term, the Academic Office will be in touch with tutors to ask them to update their reading list and covering welcome letter and to set any vacation work for next year's undergraduates, which are sent out to the students to read in the summer before they come up.
- **A-level results week:** A-level results come out in the middle of August, and the College receives the results a few days before the candidates do. The Academic Director may need to be in touch with tutors if one of their candidate fails to meet his or her offer, and there is some very special circumstance to consider. It is extremely unlikely that any candidates who fail to meet the conditional offer will have their place confirmed.

6. HANDLING STUDENT PROBLEMS

- **Changing course requests** – alert the Academic Director first. Permission to change course is rare – students are interviewed to read a specific subject. Any requests need to go through Academic Committee to Governing Body. Students need the permission of subject tutors on both sides of the change and to be strong academically.
- **Study Skills** – please see the Jesus College *Freshers' Study Guide 2023* for advice. All current first years are informed about this and it is available at <https://intranet.jesus.ox.ac.uk/academic-office/student-handbooks-guidance>. There is also a study skills session provided to all freshers in 0th week of Michaelmas Term. If one of your students is struggling please discuss possible support with the Academic Director or Academic Registrar.
- **Plagiarism** – taken very seriously as a disciplinary offence at College and University level (especially if detected in an exam context, which can lead to the student being brought before the Proctors for their judgment). The *Freshers' Study Guide 2023* outlines what plagiarism is and how to avoid it. Tutors are asked to ensure that students are taught from the beginning how to acknowledge and cite their sources. Please alert the Academic Director of any cases.
- **A welfare network** exists to assist students with pastoral or academic problems – where to turn is shown in a copy of our welfare leaflet in your pack, noting especially

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

the Welfare Officer, Academic Director, Academic Registrar, Chaplain, College doctors & nurse, Fellow for Welfare, University Counselling Service. Also note the website at <https://intranet.jesus.ox.ac.uk/welfare>. Other useful websites are listed on the University's Student Health and Welfare page at <https://www.ox.ac.uk/students/welfare?wssl=1>. Tutors should refer anything beyond an ordinary welfare problem to a relevant person shown on the welfare leaflet.

- **Dyslexia or other individual requirements likely to affect a student's studies and/or University exams or College exam Collections.** Please let the Academic Director/Disability & Grants Officer know ASAP – so he can liaise with the Disability Advisory Service about support needs and financial support. Very good notice and medical certificates are needed to get permission from the Proctors for adjustments. The latest notification is when students fill in their exam entry form. (But we can always ask later if unexpected problems then come to light.)
- **Illness & personal problems** – students are able to speak to the nurse, doctor, Welfare Officer, Academic Director, Academic Registrar, College Counsellor, Fellow for Welfare or Chaplain. All students must keep the 'residence requirements' of 6 weeks per 8-week term in Oxford. If they go home or travel away during term time, they must seek permission from the senior subject tutor who may consult the Academic Director. It is also a requirement that they sign out of College at the Lodge when going away (fire regulations). They have information about this in their College Undergraduate Handbook (<https://intranet.jesus.ox.ac.uk/academic-office/student-handbooks-guidance>).
- **Academic discipline. The Academic Director** should be asked to see students whose academic discipline problems have exceeded the 'usual' difficulties with which a tutor would expect to deal. This is the first step in the academic discipline process, which is clearly set out in the College's bylaw 13 and in the student handbooks, as well as being available at <https://www.jesus.ox.ac.uk/about-jesus-college/our-community/public-documents/>. Since expulsion from College can sometimes be the end result of an academic discipline board, it is important that all the stages in the discipline process are completed properly. If tutors write significant e-mails to their students on academic disciplinary matters, please copy in the Academic Director so that a copy may be lodged on the student file. All tutors are asked to read the academic discipline regulations, and not to hesitate to consult the Academic Director with any queries.
- **Non-academic discipline**
 - **The Dean**, Associate Professor Miles Jackson (Law Tutorial Fellow) handles non-academic discipline matters under the College's non-academic disciplinary code in bylaw 15.
 - **Junior Deans**, Lisa Zillig, Natasha Ali, Munib Mesinovic handle non-academic discipline and student emergencies out of hours, in conjunction with the Lodge and the Dean. They live in College during term-time.

7. JESUS COLLEGE PRACTICALITIES

ACADEMIC

- **Who's who:** See the College website for details of all academic staff at <https://www.jesus.ox.ac.uk/about-jesus-college/our-community/people/>. The Academic Office updates this website each summer, when we will ask for any updated details to your own page. We like to keep our information up-to-date. Please let us know any changes you would like to be made during the year (eg. research news, publications, awards, honours etc), by e-mailing our Communications Manager: jude.eades@jesus.ox.ac.uk
 - **Allowances:** see Academic Office website <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers>
 - **Research allowance**
 - **Book allowance**
 - **Telephone allowance**
 - **Hospitality allowance**
 - **Major Research Grants Fund**
- **University card – covers Bodleian etc:** the form is available from the HR Office if required for lecturers (hr.academic@jesus.ox.ac.uk) and from the Principal's Secretary for fellows (helen.gee@jesus.ox.ac.uk).
- **College prospectuses:** official and alternative – on the Jesus College admissions website <https://www.jesus.ox.ac.uk/prospectus/>.
- **College Mentor:** A Fellow in a cognate subject is assigned to all new Tutorial Fellows and JRFs.
- **Celebrating academic success:** Please let us know (send to Helen Gee, Principal's Secretary) of your achievements for: (1) celebration at the Fellows and lecturers-only dinner and dessert held each term on Wednesday of 1st week: (2) posting on our Jesus College news section of our website - <https://www.jesus.ox.ac.uk/category/news/> and (3) mention in one of our newsletters to alumni, where appropriate.
- **Turl Street Arts Festival:** (fifth week of Hilary term). This student-organised festival is held in conjunction with the other two colleges on Turl Street, Exeter and Lincoln. It consists of a series of cultural events, for instance art exhibitions, plays, musical recitals and a special dinner. Academic staff are most welcome to attend events.

DOMESTIC

- **Health and Safety & Fire Awareness:** please take time to read the note in your pack. Details will be covered in the DACC Practicalities session.

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

- **College map and College Walking Tour leaflet:** online and hard-copy from the Lodge
- **IT and e-mail at Jesus College:** The College IT team will see that you are issued with a Jesus College email account and network registration. Your Jesus College e-mail address will be in the format forename.surname@jesus.ox.ac.uk.
- **IT problems:** The College has IT provision via a consortium across a number of Oxford colleges. Please contact them on the helpline at IT-Help@jesus.ox.ac.uk
- **Computing equipment:** each Fellow's and lecturer's teaching room in College is equipped with a standard-issue PC and black and white printer.
- **Electronic stationery:** see instructions at <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers>
- **Room bookings:** Please book rooms, any refreshments needed and any equipment needed online through **Meeting Room Requests** at <https://intranet.jesus.ox.ac.uk/online-services>. If you have a query, please Contact the Lodge
- **Pigeonholes/mail:** pigeonholes for all mail (internal and external) for Fellows and stipendiary lecturers are in the lodge behind the desk. Please check regularly. There is a local messenger system for delivery of mail internal to the University – please drop items of post at the lodge. The University messenger service collects mail for delivery to other colleges, departments and faculties from the lodge in the morning and afternoon during term and in the morning only during vacations. The Royal Mail collects from the Lodge in the late afternoon. All students have a named pigeonhole in the Lodge and post for students may be left with the Porters.
- **Fellows' and lecturers' email lists:** these distribution lists are used by College staff, and the Fellows' Secretary can send out messages to these lists for you if you wish to use them (fellows.secretary@jesus.ox.ac.uk).
- **Mantelpiece in Lower SCR:** Some notices are communicated by cards placed on the SCR mantelpiece; please look at these when you are in the Lower SCR.
- **Phone numbers:** All telephones in College are connected to the University telephone network. Every telephone on the network has a five digit number beginning with 2, 7 or 8. Any extension is able to call any other extension on the system by dialling just these five digits. All calls in the network are carried by university-owned circuits and therefore are not subject to call charges. To reach an outside line, dial nine. **Problems** with your number or the phone line equipment? Please contact IT (it-support@jesus.ox.ac.uk).
- **Reporting faults with your room or other College facilities:** please report these via the form on the intranet at <https://jesuscollegeintranet.web.ox.ac.uk/online-services>, and you will get a job ticket that ensures your request is followed up.
- **Fellows' Resources Room:** staircase III, ground floor. Three computers with printers (colour as well as black and white). Also a fax machine, photocopiers,

**This document and all other induction material may be found at:
<https://jesuscollegeintranet.web.ox.ac.uk/academic-office/for-fellows-lecturers>**

shredder. Please ask the Fellows' Secretary if there are any problems – her office is next door. Fellows – your electronic key card or fob operates this lock too and the room is yours for any academic purposes. Lecturers – if you do not have an electronic key card or fob, ask to borrow one from the lodge – you may use the room for all purposes connected with your Jesus College teaching. Don't forget that the Lecturers' Teaching Suite on staircase XXI has 5 computers and a printer, in the office.

- **Stationery:** ask in the DACC office on staircase 4.
- **Arrangements for meals:** <https://intranet.jesus.ox.ac.uk/academic-office/for-fellows-lecturers>
- **College functions:** Dates for your diary available online on the intranet.
- **SCR membership:** For any enquiries about SCR membership, contact the SCR Steward, Prof Philip Burrows. NB SCR membership costs £60 p.a. for Fellows and £30 pa for some Stipendiary Lecturers and Retained Lecturers (see your contract) – charged to battels. Notes on SCR conventions and guest nights in pack.
- **Battels:** any expenses you incur in College (such as wine at dinner) are billed termly in arrears. Please contact the Accountant if you have any queries.
- **Electronic key card or key fob:** operates the main College gates in Turl St and Ship St, door between lodge and First Quad, Lower SCR, College bicycle sheds, library, computer room gates at Herbert Close and Stevens Close/121 Woodstock Road annexes. Available from the Lodge.
- **Fellows' guest rooms:**
 - **Staircase 12, Rooms 4.1, 4.2 and 4.3** three en-suite guestrooms off a single, spacious sitting room may be booked for the guests of Fellows. Please book online through the Fellows' Guest Room Requests at <https://intranet.jesus.ox.ac.uk/online-services>
 - **Staircase 6, Room 6** one double superior guest en-suite room may be booked for the guests of Fellows. Please book online through the Fellows' Guest Room Requests at <https://intranet.jesus.ox.ac.uk/online-services>
- **Nursery care and childcare salary sacrifice scheme:** The HR Director can advise on this and the childcare (up to age 16) salary sacrifice scheme. See also <https://intranet.jesus.ox.ac.uk/hr/employment/forms-guidance>
- **The "Gazette":** the university publication called the University Gazette is published weekly during term time, less frequently during vacations. Fellows will receive a copy at College unless they specify otherwise, via their pigeonhole in the lodge. It is also available online at <http://www.ox.ac.uk/gazette/>