



LEARNING AND SUPPORT HANDBOOK

2008 – 2009

Foreword from the Principal

Welcome to Ruskin.

What Ruskin asks of you is that you should do your very best while you are here to focus on your studies and to assist other people to study effectively. In return, we trust that your learning will give you everything you are hoping for. Everyone in the College is dedicated to your success, so don't be frightened to ask for help and support whenever you need it.

Ruskin is an exciting place to be, with an enormous amount to offer, provided that we all remember to respect one another's right to study and live in a mutually supportive environment. Respect means treating each other as equals. It means taking other people seriously, even if you don't always agree with them. It means not putting anyone down just because they may be different from you. Indeed, it means celebrating our differences and the diversity in the membership of the College. That is part of the richness of the Ruskin experience.

Self-respect is also important. Make yourself proud of the way you behave and of your ability to achieve your goals. Make your family proud. Make Ruskin proud.

I look forward to seeing you around the College through the coming year.

Good luck!

Dr Audrey Mullender
Principal

Ruskin College
Learning and Support Handbook 2008-2009

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Mission Statement

The Mission of Ruskin College is that of providing educational opportunities to excluded and disadvantaged adults, to transform the individuals concerned and the communities, groups and societies from which they come

RUSKIN COLLEGE

Charter

The Mission of Ruskin College is that of providing educational opportunities to excluded and disadvantaged adults, to transform the individuals concerned and the communities, groups and societies from which they come. Ruskin College believes that education is a powerful vehicle for progressive social change, particularly when it enhances the capacity, confidence and self-belief of the less confident.

The College Charter sets out the standards to which the college aspires. Neither students nor the college are legally bound by the terms of the Charter, but many points are embodied in college policies and procedures.

BEFORE YOU START YOUR COURSE

- We will provide clear, accurate, free information about our courses and services.
- We will offer impartial and confidential guidance to help you make the right choice.
- Your course application will be dealt with fairly and efficiently within 3 weeks of receiving it.
- We will tell you about sources of financial help.

TEACHING AND LEARNING

- We will use teaching methods that are varied and stimulating.
- We will give you regular feedback on your progress.
- Your achievements will be nationally certificated wherever possible.

STUDENT FACILITIES

- You are entitled to become a member of the Ruskin Student Union and enjoy the benefits of membership.
- You are entitled to use the College Library, computing, student support facilities, and counselling service.

EXTERNAL ORGANISATIONS AND NATIONAL AND LOCAL NEEDS

- We will provide courses which are responsive to the needs of trade unions, employers and the community both locally and nationally.

EQUAL OPPORTUNITIES

- Ruskin College is committed to the maintenance and extension of equal opportunities. We see discrimination, direct or indirect, based on a person's gender, colour, ethnic or national origin, age, socio-economic background, employment status, disability, religious or political beliefs, family circumstances, sexual orientation, HIV status or any other distinction, as unjust and immoral. In addition to being unjust, such forms of discrimination represent a waste of human resources and a denial of opportunity for individual self-fulfilment.

COMPLAINTS

- We will deal with all complaints from registered students speedily and positively according to the College Complaints Procedure.

QUALITY ASSURANCE

- Ruskin College is committed to providing its students with an excellent learning experience.
- We have in place evaluation systems which encourage all users of the College to participate in monitoring and improving our provision.

We welcome suggestions and constructive criticism through these systems.

Complaints Procedure

Ruskin College is committed to providing the best possible service for its students. In order to do this, we need you to tell us when we fail to meet your expectations. The College will keep this procedure under review and will monitor its operation to ensure that it is applied fairly and effectively.

This procedure covers the action to be taken should you wish to complain to the College about your course or programme of study.

How to complain

In the first place please feel able to discuss your dissatisfaction with the person you believe is responsible for causing it. Most difficulties can be resolved quickly and easily by doing this. If you don't wish to do so, or if you are still dissatisfied, please follow the procedure set out below.

If you wish to make a formal complaint

Please put your complaint in writing to the Principal's secretary at Ruskin College who will process it.

Your complaint will be

- Acknowledged within five working days
- Given to the appropriate line manager
- Taken seriously and investigated by the appropriate line manager who will not have been previously involved with the matter complained about

When will you hear?

- You will get a reply within ten working days

What next if you are unhappy with the reply?

- If you are not happy with the reply you have received, please write to the General Secretary. He will acknowledge your letter within five working days and reply within ten working days.

If you are still not satisfied with the outcome

If your course is funded by the Learning and Skills Council you can complain to:

Learning and Skills Council
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

If your course is funded by the Higher Education Funding Council for England it is not generally possible to complain to HEFCE unless the matter concerns allegations of financial mismanagement.

If your course is validated by the Open University Validation Service (OUVS) please see the OUVS complaints procedure that is published on the Ruskin College intranet site.

If you are studying on the BA (Hons) Social Work course and you would like to make a complaint via the General Social Care Council (GSCC) please see the complaints procedure that is in the Social Work Course Handbook.

Section 1

Ruskin College – General Information

Term Dates 2008 - 09

Structure and Staff of the College

Governance and Management

College Committee Structure

TERM DATES 2008-2009

AUTUMN TERM

Monday 29th September 2008 - Wednesday 17th December 2008
(Reading week 27th - 31st October 2008)

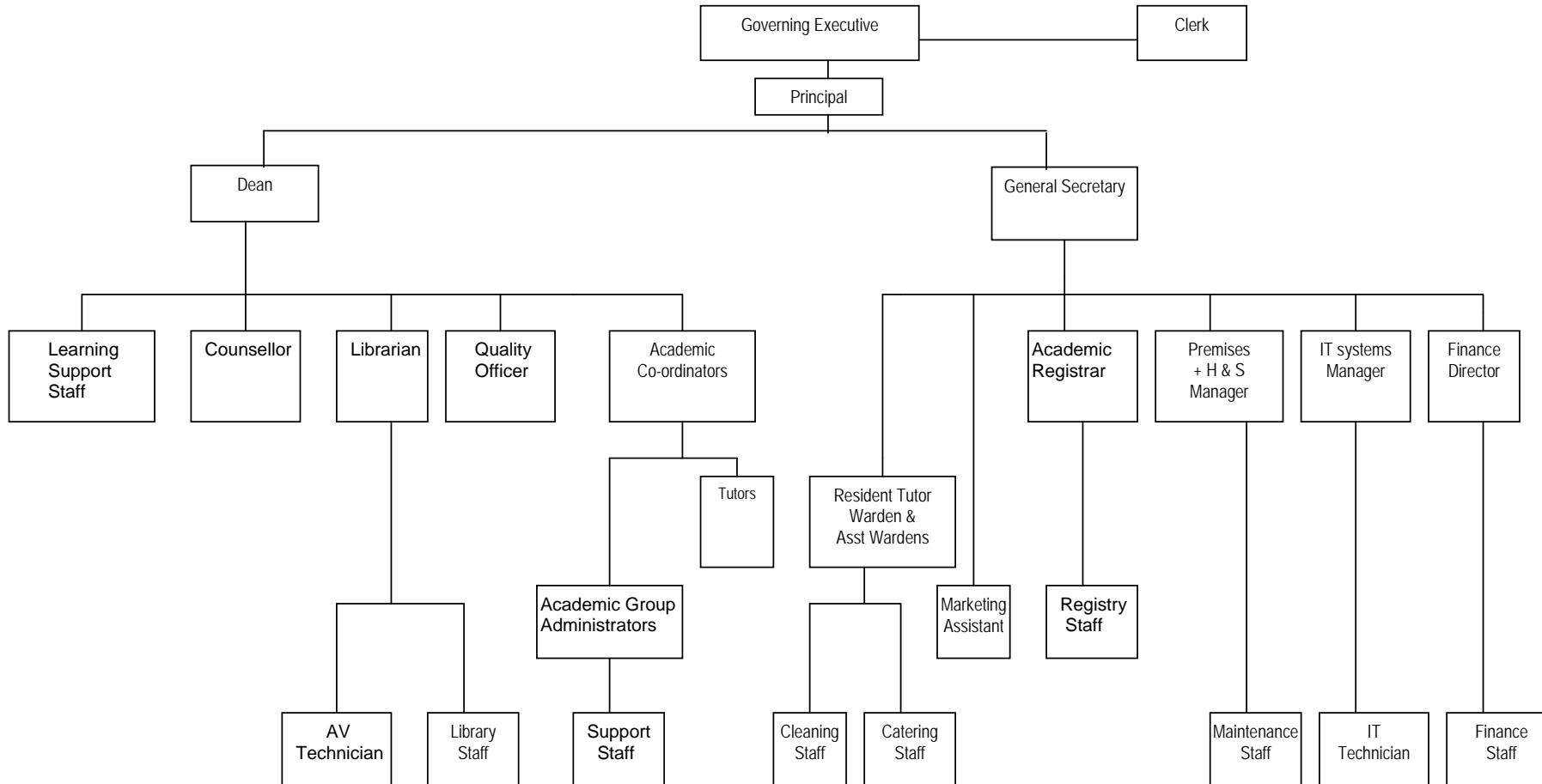
SPRING TERM

Monday 5th January 2009 - Wednesday 18th March 2009
(Reading week 16th - 20th February 2009)

SUMMER TERM

Monday 20th April 2009 - Thursday 2nd July 2009
(Reading week 25th - 29th May 2009)

Ruskin College Management Structure of the College



Governance and Management

The governance of the College stems from a Council comprising nominated representatives of trade unions and other organisations providing financial support to students or to the College, or whose work influences that of the College. The Council meets twice a year, in December and June. It elects a Governing Executive which meets four times a year and is responsible for the governance of the College.

The Principal is responsible to the Governing Executive for management of the College. In this role the Principal is supported by the General Secretary and by the Dean. The Principal, General Secretary and the Dean, together with the Finance Director and Academic Registrar form the Management Team.

The College has established procedures for the involvement of both students and staff within its structure. The student membership of committees is as follows:-

Council	Four students (including Ruskin Student Union President)
Governing Executive	Two students (From the four students on Council)
Academic, Quality and Standards Committee	One student representative from each of 4 Programme Boards (see below)
Programme Boards (Short courses; Law and Trade Union Studies; Social Work, Youth Work and Community Work; Humanities and Social Science)	1 student representative per 20 students for each course
Outreach and Recruitment Committee	1 student representative from each Programme Board.
Health and Safety Committee	1 student representative

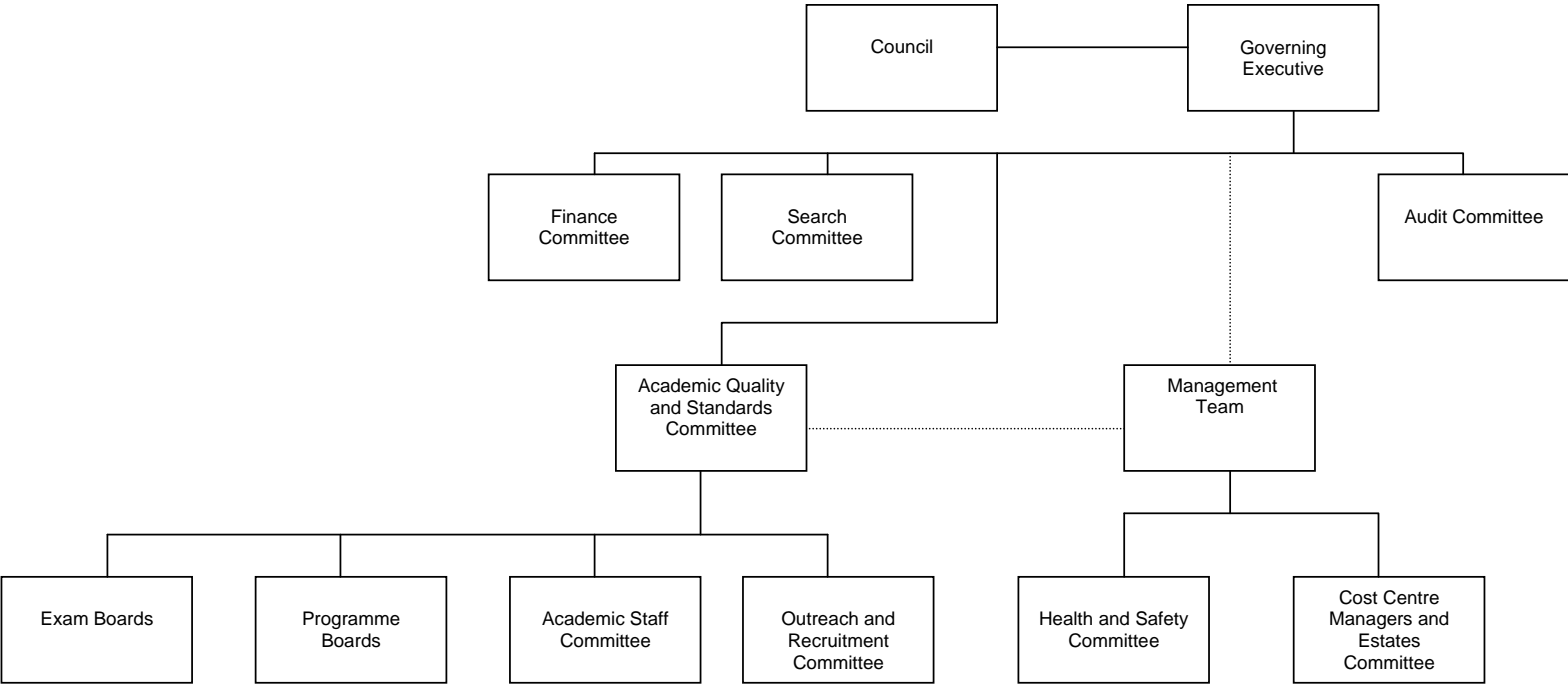
Election of members to these committees is held early in the Autumn Term. A meetings timetable is published by the General Secretary.

Student representatives are elected by students to represent the views of a particular cohort of students on a particular programme e.g. second year English Studies students.

They reflect the views of the group to the Board or committee on which they are represented e.g. Humanities and Social Sciences Board. They also report back issues arising from the Board, as appropriate.

In addition, student representatives raise issues of general concern with relevant members of staff on behalf of the student group.

College Committee Structure



Section 2

Ruskin College – Learning and Support services

Student Services

Study Support

Disabled Students Allowance

Disability Support Forms

College Counselling Service

The Role of the Personal Tutor

The Role of Academic Tutors

Ruskin College Library

Computing

Student Finance

Fees

Childcare

Student Services

The Academic Registry

The Academic Registry at Walton Street is the focal point for all student enquiries – if we can't help you ourselves we should be able to re-direct you to someone who can. There is also the Central Support Office in Smith House at Ruskin Hall, Headington, where staff are able to assist students on professional courses (Social Work and Youth and Community Work). Students on the Law and Trade Union courses can be assisted at Stoke House, Headington.

What can we help you with?

Most things to do with the academic parts of your life at Ruskin – from acceptance to entry to leaving: registration, timetables, course outlines, handouts, reading lists, past exam papers, UCAS application details, end of term reports, certificates, records of achievement, quality evaluation forms, project guidelines, module handbooks – the list is almost too long to cover!

We also keep all student records, so please let us know if you change your name or address.

The Registry is located on the first floor at Walton Street; the following College administrative staff are based there:

Telephone

Academic Registrar <i>Manages the administration of the academic parts of student life, processes admissions for the Humanities and Social Science courses and UCAS applications</i>	517832
Marketing Assistant <i>Promotes the College and courses</i>	517804
Learning and Disability Support Administrator <i>Administers the provision of student support</i>	517812
MIS Officer <i>Administers College management information</i>	517828
Humanities and Social Science Academic Group Administrator <i>Liz Bird</i>	517818

The Academic Registry is open during term time, Monday to Friday between 9.30am and 3.30pm. We can also be contacted by fax 554372 or using the direct line telephone number listed above. We are happy to make arrangements for an appointment in a ground floor room for any student with impaired mobility.

STUDY SUPPORT

The Learning Support Room is located at Walton Street on the second floor. Learning Support tutors provide a range of advice and guidance to students including:

Support for Disability

The College is committed to making reasonable adjustments to enable disabled students to participate fully in academic life. The College has a Learning and Disability Support Administrator and a Disability Officer who advise students with disabilities. Should you wish to disclose a disability at any stage in your studies, please contact The Registry at Walton Street for a Disability Disclosure Form. The information that you provide us with may need to be shared within the College, but will only be conveyed on a need-to-know basis to people in appropriate departments.

If you require advice on this process, please contact the Disability Coordinator at Walton Street who will also be able to advise you if financial help is available to support you in your studies. Please remember that you will need to provide appropriate evidence regarding your disability.

A written record of your information will be kept securely and may be stored on a computer in accordance with the Data Protection Act 1998. The information may also be used for statistical purposes without your identity being revealed.

The full extent of the College's provision is set out in the disability policy statement.

Support for Specific Learning Difficulties

During Induction week, all students are asked to complete a series of exercises which are reviewed by the College's dyslexia adviser. Students who are or may be dyslexic are offered an assessment and also an integrated programme of support work. This is specifically designed to help students overcome some of the difficulties dyslexic adults face at College and can include spelling and reading strategies, organisational skills, note taking and essay planning.

Study Skills Support

General Study Skills Support is an integral part of the provision we offer. This includes individual study skills support for those who need one-to-one work.

If you wish to access this support, please make an appointment at Reception at either Walton Street or Ruskin Hall where a booking system is in operation.

General Literacy Support

The College can also offer drop-in classes for Literacy and Numeracy Support at either of the College sites. Details of these classes can be found on your timetable or let your tutor know if you feel more help is needed.

Disabled Student Allowance (DSA)

1. For Students on the One Year Certificate of Higher Education

English and Welsh Bursary-holders

Students with disabilities who receive bursaries from the Residential Colleges Committee and who are assessed to need one can borrow laptop computers from Ruskin College. In addition, they can claim for reimbursement of extra costs which arise as a result of their disability and their study. Claim forms are available from the RCC Awards Office, c/o Ruskin College, Oxford, OX1 2HE (tel:01865 556360).

Scottish Bursary-holders

Scottish bursary-holders can claim for reimbursement of extra costs which arise as a result of their disability and their study (including the purchase of computer equipment) under the DSA. They should apply for a claim form to the Student Awards Agency for Scotland, Gyleview House, 3 Redheughs Rigg, Edinburgh, EH12 9HH (tel:0845 111 1711).

2. For Students on a Diploma of Higher Education/Foundation Degree or BA Degree

English and Welsh award-holders should contact Student Finance Direct to claim reimbursement of extra costs which arise as a result of their disability and their study (including the purchase of computer equipment) under the Disabled Student Allowance (DSA). Northern Irish award-holders should contact their Education and Library Board and Scottish award-holders should contact the SAAS at the address given above.

The Ruskin College Counselling Service

Ruskin College offers a *free* and *confidential* counselling service to all students.

To make an appointment,
you can email the Counsellor at:
wrobertson@ruskin.ac.uk
or telephone: 01865 558724

You will normally be offered an appointment within a week.
Alternatively, drop by during office hours.
Appointments can often be scheduled for the same day.

The College Counsellor is Wendy Robertson.

Office Hours:

Monday	8am – 6pm	Headington
Wednesday	1pm - 5pm	Headington
Thursday	8.30am – 5.30pm	Walton Street

How to find the rooms:

Walton Street: Take the central staircase to the first floor. Turn right through the door and the counselling room is first on the right, room 1.14.

Ruskin Hall: In the Rookery, take the back staircase, located on the left beyond Reception and follow the blue signs up to room 12.

**Please consult the Counselling Service intranet website for further information, as well as useful links to other mental health websites and local support groups.*

The Role of the Personal Tutor

As part of its Learning Services, the College has a Personal Tutor system. Each personal tutor is a member of the academic staff of the College and is responsible for a number of students. The overall aim of the personal tutor system is to enable students to fulfil the requirements of their course and to facilitate their learning. Students will be allocated to a Personal Tutor within the subject area.

The Personal Tutor

- Provides academic and study advice and oversight to students throughout their programme
- Is the key contact at induction and throughout the year
- Is available at weekly consultation times which are publicised by The Academic Registry
- Receives application information about special learning needs
- Writes or co-ordinates references for students
- Receives copies of reports on students including doctor's notes and diagnostic reports
- Records and reports student problems to the Programme Board
- Ensures students are meeting course requirements
- Helps students through the college system
- Knows what resources are available and refers to appropriate services
- Is provided with a personal tutor pack to support their work

The Role Of Academic Tutors

Tutors have a range of roles and responsibilities. They;

- are full or part-time members of the academic staff
- provide lectures, classes, seminars, tutorials as agreed over a range of programmes
- take professional responsibility for the delivery and preparation of their allocated teaching
- maintain up-to-date documentation on current teaching
- participate in the review of current teaching programmes and the development of new ones
- prepare appropriate book lists, essay and assignment titles and handouts for their students
- set, mark, return and keep records of student work including attendance and tutorial performance to an agreed timetable
- make use of staff development opportunities to enhance their professional competence
- propose library acquisitions
- maintain accurate registers for all teaching and return them to the Registry
- write termly reports
- receive previous term's report
- provide study skills support through tutorials and class teaching sessions
- report on student problems/progress to personal tutors, Dean and programme boards
- attend and contribute to Board, ASC and other college meetings of which they are members
- draft university references during the first term
- invigilate examinations as required by the examinations officer
- act as project supervisor and examiner

- liaise with external examiners as appropriate
- respond to requests for information/action from The Registry or Central Support office
- participate in termly module evaluation and end of course evaluations
- participate in the writing up of reports in response to such evaluations
- undertake special duties as agreed with the Principal or Dean
- notify students and college of unplanned absence promptly and reschedule any teaching session missed
- undertake development, research and writing as specified in the portfolio
- represent and promote the college with other organisations
- participate in recruitment activities
- take part in the admissions process including admissions and open days

Ruskin College Library

The Library of Ruskin College is situated in the main College building in Walton Street. The Library contains some 40,000 volumes and over 150 current periodicals. Many of these periodicals are also available electronically.

The main subjects of the collections reflect the major teaching areas of the college: social sciences, history, women's studies, literature, law, politics and trade union/labour history. Much background and reference material is also held. There are extensive collections of pamphlets, archives, audio tapes, videotapes and DVDs.

The Library consists of a Lending Library, where staff are available to assist readers, and a Reference Library for quiet study. Both rooms contain computers for use by readers.

The older collections are kept in stack areas.

The College Library is open to all current students and staff of the College. Past members of the College and other researchers who wish to use the collections are invited to apply to the Librarian.

Staff

Valerie Moyses (Librarian)
Valéria Power (Library Assistant)
Felicity Roberts (Graduate Trainee)

Opening Hours

Lending Library, Term Time:

Monday to Thursday	9.a.m. to 6.p.m.
Friday	9.a.m. to 5.p.m.

Saturdays - on most Saturdays in term-time the Lending Library will be open from 3 p.m. until 5.p.m, staffed by a student assistant.

These hours may vary according to demand and staff availability. Please check in advance as not all Saturdays can be staffed.

The Reference Library is open 24 hours in term time

Opening hours, *Vacation*

Both the Reference and Lending Libraries are usually open on weekdays, 9.a.m. to 1.p.m. and 2.p.m. to 5.p.m. but occasionally staff may have to close the Library in order to work in the stacks.

Students' dissertations, reports, projects

The Library holds copies of all students' dissertations, reports, etc. Lists of these are kept at the Library counter.

Special Collections

These include the Middleton papers, (Labour Party archives), the Abe Lazarus Collection, and other archives relating to British social and labour movements. Also held in the Library are the sound and written archives of the folk singers, Ewan McColl and Peggy Seeger

Library guides and further information are available in the Library, and on the College's Intranet.

Computing

The college has extensive IT facilities available to students. These include two fully equipped teaching suites with electronic white-boards (when not in use for teaching purposes, these rooms are open access during office hours). In addition, there are two computing facilities available 24/7 during term time, one at each site, which are further complemented by machines located in the lending library.

All machines are networked and benefit from a fast 100meg connection to JANet. Each machine at present is running Windows XP Professional with standard applications such as Microsoft Office Professional, and other more specific software such as SPSS installed.

All students computing accounts are enrolled, via Federated Access Management, for access to journals and other on-line resources to which the library has registered/subscribed.

The college operates and maintains an Intranet, providing staff and students with both in-house and remote access to materials such as electronic copies of lecture notes, course/module handbooks, office services, access to the library catalogue and useful contacts.

The Intranet also provides the opportunity for discussion/debate via the use of electronic bulletin boards (general and course specific). Students may also use the intranet to remotely access their college e-mail account and files stored in their personal area of the network.

Wireless connection is available, to students holding a college computing account, from most of the residential blocks at Headington. Limitations at the Walton Street site make it difficult to provide extensive coverage. There is therefore, limited wireless in study bedrooms, but reasonable access from ground floor public spaces such as the common room.

All teaching rooms are equipped with interactive white-boards affording the opportunity for electronic copies of class notes, large screen video presentation etc. Each board is connected to the college network and has access to on-line resources.

The college is an approved European Computer Driving Licence (ECDL) centre. Students may enrol, undertake and complete the ECDL qualification during their time at college. (ECDL is a required component for some course programmes).

STUDENT FINANCE

STUDENT FINANCE

Finance Office

The Finance Office, based on the First Floor at Walton Street, is open for student finance matters and queries at the following times:

Monday to Friday 9.30 p.m. - 3.30 p.m.

The office deals with the following student finance matters.

- ◆ Payment of grants and scholarships
- ◆ Payment of Hardship and Learner Support fund allocations
- ◆ Payment of travel expenses
- ◆ Collection of fees by cheque, direct debit and debit/credit card
- ◆ Activation of student loans after registration.

Deleted: &

Please note that you will need to show your student I.D. card before any financial transactions can take place

Grants, Awards and Loans

1. **One Year Certificate of Higher Education Full-time Students** who are, and have been for three years resident in the UK, normally receive an Adult Education Bursary paid by the Learning and Skills Council, or the Scottish Office.

In the case of the LSC, these grants are assessed by the Residential Colleges' Awards Officer and paid through the College at the start of each term. Queries on the assessment of grants should be directed to the Awards Officer. The Scottish Office Education Department send individual cheques to the College for distribution to students.

Students on these courses may also be able to apply to their Local Education Authority for a Student Loan, which is paid directly into their bank account by the Student Loan Company.

2. **Overseas Students** are financially supported in a variety of ways. These include funding from the British Council, the International Labour Office, the Commonwealth Trade Union Council and trade unions (the agencies can vary from year to year).

Some overseas students from Eastern Europe, on short-term visits are funded by the Beatrice Webb Trust.

3. BA degrees in Social Work, BA Degree in Youth and Community Work

For Students starting at Ruskin College in 2008/09 these are the key facts about fees and financial help available:

For full-time students the Government's new student finance system means:

- A new loan is available to cover tuition fees
- The College's full-time tuition fees in 2008/09 are £3,145
- Less well-off students could be eligible for grants of up to £2,835 through your Local Education Authority (LEA)
- The College will give fee remission of £310, by way of a grant, to every student who receives the full grant of £2,835
- A graduate only pays back the loan when they are earning about £15,000 a year
- The College may be able to provide extra help for students in financial difficulties through the Access to Learning Fund.

For part-time students the new student finance system means:

- The College's tuition fees in 2008/09 are £1,180
- The Government offers fee grants of up to £1,180 through your LEA
- Course grants of up to £255 are available through your LEA
- The College may be able to provide extra help for students in financial difficulties through the Access to Learning Fund

Students on the BA degree in Social Work are eligible to apply for a non-means

tested undergraduate bursary that is awarded by the General Social Care Council (GSCC). The bursary is available for full-time and part-time students.

The GSCC bursary currently comprises a grant of up to £4,575 for new undergraduate students; this is intended to provide an incentive to students to train as social workers. Students can choose to use the bursary to pay fees or they can use it to meet other costs and take out a fee loan.

4. Diploma of Higher Education students and students on BA degrees (not Social Work or Youth and Community Work)

For full-time students the Government's new student finance system means:

- A new loan is available to cover tuition fees
- The College's full-time tuition fees in 2008/09 are £3,145
- Less well-off students could be eligible for grants of up to £2,835 through your Local Education Authority (LEA)
- The College will give fee remission of £310, by way of a grant, to every student who receives the full grant of £2,835
- A graduate only pays back the loan when they are earning about £15,000 a year

- The College may be able to provide extra help for students in financial difficulties through the Access to Learning Fund.

For part-time students the new student finance system means:

- The College's tuition fees in 2008/09 are £785
- The Government offers fee grants of up to £1,180 through your LEA
- Course grants of up to £255 are available through your LEA

The College may be able to provide extra help for students in financial difficulties through the Access to Learning Fund

You are advised to read the leaflet on 'How to get financial help as a student' for more details or to consult the website www.studentfinancedirect.co.uk

Queries about loans and grants offered by your LEA should be addressed to the relevant LEA. Payment is made directly into the student's bank account by the Student Loan Company.

The College is unable to make any advances of grants either in advance of assessment or for the following term.

Scholarships

In addition to their main source of finance, the College offers a small number of supplementary scholarships to students. These are set out in detail on the College Website. Queries on scholarships should be addressed to the Academic Registrar in the first instance. Scholarships are paid out in varying ways - some union awards are paid direct to the students, some come through the College and these are normally paid in three equal termly instalments at the time that grants are paid.

Hardship Funds

For Cert HE students there is a Learner Support Fund provided by the Learning and Skills Council. For Dip HE, FD and BA students there is a Higher Education Access to Learning Fund provided by HEFCE. Application forms should be requested from the Finance Office

There is also some funding available through donations from trade unions, the Robert Addy Hopkinson Trust, the Ruskin College Fellowship and Ruskin Staff. These funds are available to meet individual student hardship in emergencies. Application forms are available from the Intranet or you can request a copy from the Finance Office at Walton Street. Completed forms should be returned to the Finance Office.

When applying for these funds the form should be completed as fully as possible in order to avoid any delay in processing the application. You will be also asked to provide proof of your income and outgoings.

Once you have returned the completed application form with supporting documents, your Personal Tutor will be contacted and asked about your attendance and progress. Applications may be refused on grounds of non attendance.

If there are any concerns about your attendance or progress, you may be asked to attend a meeting with your tutor before your application is processed further.

When a satisfactory reference has been received from your tutor, your application will be assessed at a meeting of the General Secretary, the Finance Director and the Academic Registrar. This assessment will take account of your circumstances and the overall funding available.

Meetings to assess applications would not normally be held more than twice termly (these dates will be published on the intranet) and some time should be allowed for details of attendance and progress to be obtained. When a decision is reached you will be notified via your college email address.

Amenities Fund

One third of students' Composition Fee is set aside to meet the annual cost of TV and newspapers, plus an amount for purchase of amenities.

Banking Facilities

Grants are paid by cheque and students are advised to have a bank or building society account into which cheques can be paid.

All the main clearing banks and building societies have branches in Oxford and in most cases also in Headington, which is within walking distance of Ruskin Hall.

The College banks with the Co-operative Bank, at 13 New Road, Oxford. There is a facility at this branch for Ruskin students to cash cheques made payable to them by Ruskin College. When using this facility formal identification will be required.

**If you do not have a bank account we suggest you contact the
Cooperative Bank**

Fees

The College fees in 2008/2009 are as follows: -

Certificate of Higher Education (full time)	£3,145
Certificate of Higher Education – per year (part-time)	£785
Diploma of Higher education (full time)	£3,145
Diploma of Higher education (part time)	£785
Foundation degree (full time)	£3,145
Foundation degree (part time)	£945
BA degree full time	£3,145
BA degree in Social Work and Youth and Community Work (part time)	£1,180
Overseas student (full time)	£9,667
Overseas student (part time)	£4,834
MA student (full time)	£3,365
MA student (part time)	£1,683
Composition fee (Cert H.E. full-time only)	£150
Residence and catering fee (not including Easter and Christmas vacation)	£3075.45
Residence and catering fee (including Easter and Christmas vacation)	£3,636

Please read paragraph 3 of the College Regulations contained in this handbook about payment of fees.

Childcare

The College seeks to support parents with childcare responsibilities by providing financial assistance.

The Learning and Skills Council provides the College with limited funds to support childcare costs of full-time and part-time students. Full-time CertHE students (not Youth and Community Work) students receive support for childcare from the Adult Education Bursary Scheme from a Childcare Grant applied for through their LEA. The childcare fund can provide additional support to full-time students up to a maximum amount of £148.75 per week or £255 per week for 2 or more children.

The costs of any form of formally registered childcare, including nursery, crèche, out of school hours place and childminder can be supported. Access to the childcare grant is also available to parents using carers who have been approved under a new voluntary Childcare Approval Scheme. This scheme applies only to childcare provided in England and covers childcare in the parents' home for children if the carer is registered under the scheme. Carers under the scheme are approved by Nestor Primecare Services Limited. Carers approved under this scheme will have an approval letter with their name, period of validity and an identity number shown on it. There is no requirement for the carer to be a registered childminder in order to obtain approval under the scheme.

Applications for support should be made via the form available from the Finance Office at Walton Street or the Reception Office at Headington.

Applications are considered by a small panel of staff. Any support agreed will be on a termly basis and applications need to be made termly.

Section 3

Ruskin College – College Regulations, Policies and Procedures

College Regulations

Academic Code of Practice

Student Disciplinary Procedures

Code of Practice on Freedom of Speech and Use of
College Premises

Institutional Equality Strategy

Disability Policy Statement

Data Protection Policy

College Regulations

1. General

The purpose of the College Regulations is to seek to ensure the smooth running of the College's life and work and to maintain its reputation as a national and international centre of excellence.

With this in view, all those admitted to the College are required to sign an agreement undertaking to observe the Regulations of the College, to devote the whole of their available time to study and to be responsible to the Principal for their conduct during their period at the College. Students are expected to meet tutorial requirements in full and to establish an appropriate programme of attendance at classes in consultation with their advisers and tutors.

2. Medical

Before admission, students are required to complete a medical form indicating any medical or physical problem which might impede their studies or constitute a hazard to others. The form also seeks to derive information of past illness, etc., which, in the event of accident or illness during College residence, might be essential in emergency treatment. The completed form should be returned to the Ruskin College Medical Adviser. Information provided by the Medical Adviser will be seen by Senior Members of Ruskin Staff.

Students admitted to the College from certain overseas countries (as prescribed by medical advice) will be required to attend for chest X-ray in their first term.

Students are recommended to transfer their medical registration to the appropriate College Medical Practitioner for the period of the course. Contact details can be found in the Community and Residence Handbook.

3. Fees

The College fees for tuition, and residence & catering are payable in termly instalments by not later than the end of the first week of each term. Where a student is in receipt of an Adult Education Bursary, these fees will be deducted directly from his/her award. The level of instalments for each term are 35% in the Autumn and Spring term and 30% in the Summer term.

Where responsibility for payment of fees is undertaken by a government department, Student Loans Company or other organisation, the appropriate letter of authority must be produced at the College Finance Office. Failing this, fees are the personal responsibility of the student.

If a student leaves the College before the end of term a refund for that term will not be available and full tuition and residence and catering fees will be payable by the student.

The College may withdraw its membership or residential facilities, and/or withhold the issue of academic reports, examination results and certificates and/or take other action, including referring the matter to a debt collection agency and legal action, where a student fails to meet the obligation to pay fees or to return library books or other College materials, or equipment provided by the Adult Education Bursary.

A 'composition' fee is payable by all students. The fund created by this is allocated to the Ruskin Students' Union for social and common room items and to the Amenities Fund. Where a student is in receipt of an Adult Education Bursary this fee will be deducted directly from his/her award.

4. Residence

- (a) Students are accepted on the basis of residence in the College unless otherwise stated at the time of offer and acceptance of the place. Students on the one-year Certificate of Higher Education who are offered and accept a place with residence are required to commit themselves to be in residence for the duration of the academic year. A student may apply to go non-residential in an **exceptional** case for genuine academic or medical reasons. The student would need to complete an application form and submit it to the Principal, who would seek the views of the student's personal tutor before considering it. If approval was granted this would apply from the beginning of the next term. If a student were to leave residence before the end of term a refund for that term would not be available and full residence and catering fees would be payable by the student.
- (b) Students on the Certificate of Higher Education courses can opt to be in residence during the Christmas and Easter vacations. If you would like to stay in your room during the Christmas and Easter vacation you must inform the College at the start of the academic year. Once the academic year has started you will not be given the opportunity to opt out of this arrangement. Students are required to take up residence at the start of each term on the day appointed and to vacate College accommodation on the last day of each term.

5. Absence from College

Ruskin courses involve a considerable amount of individual study and initiative. The College provides a formal academic programme entailing attendance at classes and tutorials from Monday to Friday. Strong emphasis is placed, however, on the

importance of private study and the opportunity that weekends provide for this purpose.

Absence from College except at weekends should be the subject of immediate communication to the Course Tutor. Any absence exceeding one week should be reported in writing to the Dean, giving reasons and/or suitable evidence. Failure to attend as required is a breach of College expectations and will result in disciplinary action.

6. Domestic Arrangements

Students are required to comply with the provisions of the Community and Residence Handbook which expands upon the paragraphs following.

6.1 Rooms

Each student is responsible for keeping his or her own room in order. The initial allocation of rooms is the responsibility of the Academic Registrar and Wardens and no changes can be made without their consent.

Keys are issued to students on arrival following payment of a deposit and should be returned on the last day of the academic year.

Student rooms include basic items of furniture and equipment. The occupant is responsible for College property in his/her room and items should not be removed from rooms without prior approval from the Warden. If property is damaged, items removed or the room is left in an unreasonable state, the College will charge the occupant the cost. No animals of any kind are allowed in rooms.

6.2 Catering

The 'catering' element of the residence and catering fee entitles the student to 15 meals per week. Meals are not 'transferable' to any person and refunds are not available for missed meals. Only students with genuine dietary problems and students on placement who cannot make mealtimes will be allowed to opt-out of meals. A student who has a dietary problem preventing him/her from eating in College will be required to provide evidence from a doctor before the beginning of a term. Application will be to the General Secretary whose decision will be final. Refunds for opting-out of meals cannot be retrospective and can only apply from the beginning of the term following approval. Catering is not provided during the vacation periods.

7. Cars

At the College (Walton Street) there are no facilities for the parking of students' cars. This includes weekends. All facilities in Oxford are within convenient walking distances and students are recommended not to bring vehicles to an area where street parking is a particularly serious problem. Students who park at Walton Street will be subject to disciplinary action.

At Ruskin Hall, limited open-air parking facilities are available. Resident students living at Ruskin Hall must apply for a parking permit from the General Secretary. These will only be granted in special circumstances. Parking is strictly at owner's risk and no responsibility can be accepted for loss or damage however sustained. Parking in areas that obstruct other members of the College will result in disciplinary action.

8. Use of Name of College

A College member taking part in correspondence, discussion or public demonstration must make clear that he/she is expressing a personal view and not that of the College authorities. A claim for redress by a third party allegedly caused injury by such participation must in all circumstances be answerable by the College member involved.

9. Freedom of Speech

Members of the College are required to comply with the provisions of the Code of Practice on Freedom of Speech. A copy of this is in this Handbook. Any conduct which obstructs, or is liable to obstruct, the holding of a class or other instruction given by the College, for example a boycott or an "occupation", may be considered a disciplinary matter.

10. Copyright

The College requires students to deposit copies of certain essays or dissertations in the Library of the College, as part of the requirement of the course. Students are required to assign to the Library of the College the right to copy these works for the purposes of study, research and preservation.

This is to be taken to mean that Ruskin Library has full permission from each student to copy his or her deposited work once or many times, from any medium to any other medium, to lend it or to store it, but not to sell or otherwise dispose of the copyright.

11. Visiting Speakers/Special Functions

The use of College premises for the conduct of private or public meetings of groups, societies, etc., and the invitation of visiting speakers to address or participate in such gatherings is subject to the prior approval of the General Secretary.

The provisions of the College's Code of Practice on Freedom of Speech apply.

12. Security

Members of the College must accept personal responsibility for their belongings left on College premises. The College cannot accept, in any circumstances, responsibility for loss of, or damage to, personal property. **Individual insurance cover is strongly recommended.** Members of the College are responsible for the conduct of those whom they invite or admit to College premises.

13. Fire Precautions

Residents are particularly urged to acquaint themselves with the arrangements in the event of fire and to ascertain the position of fire extinguishers and emergency exits in the building in which they are housed. Fire Practices will be conducted from time to time; the co-operation of all staff and students is expected in evacuating the building.

In multi-occupied premises the regulations of the Fire Authority strictly forbid the use of supplementary forms of heating by portable equipment (e.g. electric fires), or of cooking equipment in study bedrooms. For this reason, and on economic grounds, the introduction by residents of any form of supplementary heating or cooking equipment into study bedrooms is forbidden.

14. Addresses

It is important that College records should be accurate at all times. In particular, changes of address or next of kin should be promptly reported and vacation addresses notified to the Academic Registrar at the end of each term. **Students must provide a vacation address when they complete their enrolment form. This must not be Ruskin College.** Failure to do so will result in the student not being able to enrol.

15. Code of Conduct

The College is committed to improving and protecting the general welfare and education of its members irrespective of their ethnic origin, nationality or sex. Members are expected to behave in accordance with this commitment and not to behave in a manner likely to give offence of a sexist or racist nature.

Members of the College are also expected to avoid undue noise or other forms of behaviour likely to hamper others wishing to study, to interfere with sleep at night or in general to disturb the work of the College or the harmony of the community. This is particularly important in view of the value attached to the residential context of study at Ruskin. Members of the College are required to comply with the provisions of the Equal Opportunities Policy and the Guidelines to Ruskin Members on Working Together.

16. Disciplinary and Complaints Procedures

Members of the College are required to comply with the following documents contained within the Learning and Support Handbook:-

- (a) Student Disciplinary Procedures
- (b) Complaints Procedures
- (c) Academic Code of Practice

17. Variance of Regulations

The College reserves the right to amend, alter or add to these College Regulations at any time if it considers that to do so is necessary, expedient or in the interests of the College or the students, and in the event that these College Regulations are so amended, altered or added to, there shall be no recourse whatsoever to the College for damages or any other legal remedies by any student of the College or any third party.

Ruskin College Academic Code of Practice

1 What students can expect academically of Ruskin's learning programmes:

- 1.1 Clear and accurate information about courses, qualifications, entry requirements and assessment requirements.
- 1.2 Admission to a specific programme within the College through fair and efficient procedures.
- 1.3 A preparatory and induction programme to the College and to the intended programme which will begin on the offer of a place at Ruskin.
- 1.4 Programmes and modules that state their aims and objectives clearly at the outset.
- 1.5 Clear programme and module materials provided in time to use them for their intended purposes.
- 1.6 An opportunity to evaluate programmes and modules through module and programme evaluations and representation at Programme Boards and relevant quality assurance events.
- 1.7 Tutors present at pre-stated tutorial and lecture times or clear notice that such tutorial or lecture times have been cancelled or rescheduled (though this is sometimes unavoidable e.g. in cases of sickness) .
- 1.8 Students can expect to receive timely feedback (within three weeks of submission) of assessments which have been internally moderated. Apart from timed exams and projects/dissertations, students can expect to receive comments on 'scripts' as well as an overall comment on cover sheets. Students will be informed once their marks have been confirmed by an external examiner.
- 1.9 Assessed work returned according to the timetable for submission (provided it has been submitted on time), with written feedback.
- 1.10 Assessments set at an appropriate standard and achievements tested according to the aims and objectives of the relevant learning programme.
- 1.11 Termly Tutorial Report forms, discussed with the tutor(s) who write them.
- 1.12 The right to be treated equally and fairly, with due regard to the Institutional Equality Strategy and accompanying policies covering detailed aspects of equality and diversity.

2 What Ruskin expects of students academically

- 2.1 Availability in College for all timetabled teaching and other meetings throughout the term.
- 2.2 Attendance at compulsory teaching as indicated by the published timetable, relevant tutor(s) and the requirements of the learning programme.
- 2.3 Attendance at advice, evaluation, assessment and examination occasions as notified by the relevant College staff.
- 2.4 Where attendance is impossible, written communication explaining the situation to the tutor(s) concerned within 3 working days after the date of the meeting. Where sickness is involved, medical evidence should be produced.
- 2.5 Written work and other course-work as indicated by the relevant tutors within each programme and module, delivered at times when it is expected in accordance with the timetable communicated to students in the Course Handbook.
- 2.6 Written work and other course-work that is entirely the student's own work. The College takes cheating very seriously. Cheating is defined in the College's Academic Regulations. Plagiarism is defined in the college policy on plagiarism (see Policy on Plagiarism). If you have difficulty with your work it is important to seek help from your tutor.
- 2.7 Checking of pigeon holes, notice boards and College email accounts in such a way that no messages are missed.

3 Procedures in the event of such expectations not being fulfilled.

- 3.1 **In the event of a student's expectations not being fulfilled, the student will:**
 - 3.1.1 Bring it to the attention of the person(s) currently teaching them. If the non-fulfilment of expectations concerns a number of students it should be taken up with the tutor(s) concerned by the appropriate student representative.
 - 3.1.2 In the event of that not having any effect, communicate in writing to the Dean.
 - 3.1.3 The Dean will act on the issue, through the relevant programme board where appropriate, and report back to the student(s) concerned.

3.2 In the event of the College's expectations not being fulfilled:

- 3.2.1 Students are required to meet the academic requirements (attendance, submission of required assessments, passing required assessments) of their programmes of study. Failure to meet such requirements may ultimately result in failure of the programme and termination of registration.
- 3.2.2 In the event of the College's expectations of a student not being fulfilled, the tutor(s) most immediately involved will first warn the student informally, either verbally or in writing. Every attempt will be made at this stage to help the student improve his or her academic performance sufficiently to meet the requirements of this Academic Code of Practice.
- 3.2.3 Where improvement does not occur or is not considered sufficient to meet the requirements of this Code of Practice in such a way as to place the student in a position to pass his or her programme of study, any tutor or the Programme Coordinator or the Academic Coordinator or the Dean may raise the student's progress under the Student Progress item in the Programme Board. The Board will then discuss the matter and may make a recommendation for further action to be taken. A letter will be sent to the student informing them that they are not meeting the academic requirements of the course and what action is required.

Student Disciplinary Procedures

1.0 Purpose, Scope and Context

- 1.1 This procedure is designed to help and encourage all students to achieve and maintain appropriate standards of conduct within College regulations. The procedures outlined apply to all currently registered students and to those who were registered students at the time of the events subject to the procedures and their aim is to ensure consistent and fair treatment.
- 1.2 Procedures concerning academic performance are contained within the Academic Code of Practice.
- 1.3 The College may invoke this disciplinary procedure whenever it considers this necessary to fulfil its duties to the whole College community to ensure that students and staff of the College are able to learn or teach effectively, free from interference, nuisance, inconvenience or potential hazard.
- 1.4 A student or member of staff may involve the police if s/he considers that a criminal offence has been committed or if s/he believes herself/himself or others to be in physical danger. It may or may not be considered necessary to use this disciplinary procedure in addition, either concurrently or subsequently.

2.0 Suspension

- 2.1 A student under criminal investigation or subject to current criminal justice proceedings may be suspended by any member of the Senior Management Team while the investigation or proceedings are current. Notification of the suspension will be sent to The Academic Registry (who will place it on the student's personal file), the relevant Academic Co-ordinator and all Resident Tutors, Wardens and Receptionists. During a period of suspension, the student concerned will not be allowed entry to College premises unaccompanied or to hold keys to College buildings, but may continue to submit assignments and to have these assessed. Where the suspension does not lead to disciplinary proceedings, the record of the suspension will be removed from the file and destroyed at the end of the academic year or when the student leaves the College.
- 2.2 A member of staff called to an incident of alleged gross misconduct (see section 5, below) may instruct a student to leave the site and not return until authorised to do so, pending investigation under the Disciplinary Procedures.
- 2.3 Any student who is suspended will be informed that this is not a form of disciplinary action. No student will be suspended for more than two weeks at a time. Suspension may be renewed by the Principal or other member of staff nominated by him or her, if grounds still pertain.

3.0 Disciplinary Procedures

Minor matters intended to or resulting in some interference but not severe interference with the effective operation of the College, will be dealt with informally, for example by way of an informal oral warning by the member of staff concerned. Some conduct (for example leaving an unacceptable mess in a kitchen or common room, smoking in a prohibited area and so on) may lead to the imposition of a task for the good of the College community, to be selected, overseen and reported as completed by one of the Tutors, Wardens or the Premises Manager (for example, tidying indoors or in the College grounds). A student is at liberty to refuse to carry out the task allocated (or to ask for another task to be substituted if there is good reason, e.g. on health grounds), but may be subject to more formal disciplinary procedures instead. Where this is the case, or where the matter is regarded as more serious, the College will apply the following procedures.

3.1 Oral Warning

If conduct does not meet acceptable standards and informal measures are not appropriate, the student may be interviewed and given a formal oral warning by the Dean, a Tutor, Resident Tutor, or other member of staff designated by the Principal. The student may be accompanied by a friend or an officer of the Students' Union if desired. He or she will be advised of the reason for the warning and that this constitutes the first stage of the disciplinary procedure. A brief note of the oral warning will be made by the member of staff and copied to The Academic Registry (for the student's personal file), the relevant Resident Tutor and the relevant Academic Co-ordinator. This note will be destroyed at the end of the academic year (unless in the case of subsequent expulsion or where the student has applied for a further course at the College where the College reserves the right to take the oral warning into account when considering the application for admission).

3.2 Written Warning

If the offence is a more serious one, or if a further offence occurs while the original warning is on the student's record, a written warning will be given to the student by the Dean, a Tutor, Resident Tutor or other member of staff designated by the Principal, after being interviewed by the member of staff concerned. The student may be accompanied to this interview by a friend or an officer of the Students' Union if desired. The warning will give details of the regulation breached, the improvement required and -the timescale.

A copy of this written warning will be sent to The Academic Registry, who will place it on the student's personal file, and inform the relevant Resident Tutor and the relevant Academic Co-ordinator. This written warning will be removed from the file and destroyed at the end of the academic year (unless in the case of subsequent expulsion, or where the student has applied for a further course at the College where the

College reserves the right to take the written warning into account when considering the application for admission).

3.3 Final Written Warning

If there is still a failure to improve and conduct is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be issued by a member of staff designated by the Principal (or, in his or her absence, by another member of the Senior Management Team), after being interviewed by the member of staff concerned. The student may be accompanied to this interview by a friend or an officer of the Students' Union if desired. The warning will outline the nature of the offence and will warn that expulsion may result if there is no satisfactory improvement. A copy of this final written warning will be sent to the Principal, the relevant Academic Co-ordinator, the relevant Resident Tutor and The Academic Registry who will place it on the student's file. This written warning will be removed from the file and destroyed at the end of the academic year (unless in the case of subsequent expulsion, or where the student has applied for a further course at the College where the College reserves the right to take the final written warning into account when considering the application for admission).

4.0 Procedure for an Investigation

- 4.1 In the event of gross misconduct (see section 5, below) or breach of the terms of a final written warning, an investigation will be conducted. Such a case will be investigated by a senior member of staff designated by the Principal, which may include the Principal him- or herself. The person investigating will not previously have been involved in the case.
- 4.2 The student concerned will be informed of the allegation(s) and invited to submit a written statement by a stated deadline. The member of staff designated to conduct the investigation will also request written statements by the same deadline from all other parties involved in the allegation(s), including all those making allegation(s) and any key witnesses.
- 4.3 The student may also submit his or her own witness statements, by the deadline previously communicated, to the member of staff investigating the allegation(s).
- 4.4 The member of staff who has conducted the investigation will give due consideration to all the written statements and will prepare a report which he or she will send, with all the evidence to the Principal. In the event of the Principal him- or herself conducting the investigation, the report and evidence will be sent to another appropriate member of the Senior Management Team.

- 4.5 The report will contain a recommendation as to whether a hearing is required, with a view to further action being taken, or whether the matter should be dropped.
- 4.6 The member of staff to whom the report and evidence have been submitted will consider the results of the investigation and if so recommended or if, in his or her own view, it is merited, will, hold a hearing to which all relevant parties and witnesses will be invited.
- 4.7 The student will be given a minimum of seven days' written notice of the hearing, the date of which will only be changed in exceptional circumstances. The student will also be sent details of the allegations against them and, save in exceptional circumstances, copies of any statements made to the member of staff who has conducted the investigation and the investigation report. The student may be present throughout and has the right to be accompanied by a Student Union officer or friend, to call witnesses, and to question College witnesses.
- 4.8 At the start of the hearing, the student will be informed of the alleged offence and given the opportunity to respond.
- 4.9 If the student has elected not to be present, the hearing will go ahead and the allegation(s) will be read out in his or her absence.
- 4.10 The member of staff conducting the hearing will, after listening to all the submissions and giving them due consideration, decide on the outcome of the case and determine the appropriate course of action.
- 4.11 If the decision is to expel the student, (s) he will be informed of the reason, the date on which this will take effect and the right of appeal.
- 4.12 The member of staff conducting the hearing will write a note of the case, a copy of which will be placed on the student's personal file.
- 4.13 Notification of an expulsion will be sent to the student's Personal Tutor, the relevant Academic Co-ordinator, The Academic Registry, Central Support Office, all members of the Senior Management Team, and to all Resident Tutors, Wardens and Receptionists. An expulsion means that the student ceases to be a member of the College. He or she will not be allowed entry to College premises and must return all College property and keys to College buildings. He or she may not continue to submit assignments or to have these assessed. The record of the expulsion will remain on the former student's file for as long as this is retained.

5.0 Examples of gross misconduct

The College will consider each case on its facts in determining whether it is a case of gross misconduct for the purposes of disciplinary proceedings. The following list, though not exhaustive, provides examples of offences that are normally regarded as gross misconduct:

- (a) Serious dishonesty e.g. (i) theft of property, (ii) falsification of claims for pecuniary advantage or (iii) deliberate falsification of any information given in applying to the College
- (b) Deliberate refusal to carry out a reasonable, lawful and safe instruction, undermining the authority or ability of the College or its staff to perform their legitimate functions
- (c) Interfering with equipment needed for health, safety or fire precautions
- (d) Wilfully ignoring responsibilities or instruction, thereby placing other students and/or members of staff in danger
- (e) Arson
- (f) Gross negligence or vandalism, thereby causing or risking unacceptable loss, hazard, damage or injury
- (g) Carrying an offensive weapon
- (h) Being unfit to meet attendance requirements as a result of taking alcohol or other drugs
- (i) Using abusive or defamatory language or making threats by what ever means including through use of the College's IT system
- (j) Acts of physical violence
- (k) Abuse against another person on grounds of ethnicity, national or cultural background, gender, sexual orientation, age, class, disability or belief
- (l) Behaviour that is unlawful or in breach of the College's Harassment Policy
- (m) The use of College resources for access to pornographic material (For the purpose of these regulations, pornography will be interpreted as any sexually explicit material, visual or textual, that is not used in a previously sanctioned educational context.)
- (n) Bringing the College into disrepute or placing the College's reputation at grave risk.

6.0 Appeals

- 6.1 A student who wishes to appeal against expulsion should state the grounds for the appeal in writing to the Principal within seven days of the date of expulsion. Grounds for an appeal might include: an objection that the penalty is disproportionate to the offence; new evidence that is now to hand and that could not reasonably have been

accessed at the time of the original hearing, with sufficient reason as to why; a claim that the hearing came to an unreasonable conclusion based on the evidence in front of it; or an allegation that the hearing was unfair in some other substantial way. Evidence should be included wherever possible.

- 6.2 If the Principal has already been involved in the disciplinary procedures with the student concerned at any earlier stage, the appeal will be heard by the Chair of the Governing Executive or his or her nominee.
- 6.3 The student will be informed of the arrangements for the appeal hearing within ten working days of the Principal's receipt of the appeal letter, the date of the hearing will only be changed in exceptional circumstances. The student may be present throughout and has the right to be accompanied by a Student Union officer or friend. If the student elects not to be present at the hearing, the appeal will be considered in their absence on the material before the person hearing the appeal.
- 6.4 The outcome of the appeal with reasons will be sent to the student in writing within five working days of the hearing of the appeal.
- 6.5 The decision of the person hearing the appeal is final.

Code of Practice of Freedom of Speech and Use of College Premises

Part 1 - GENERAL DUTIES

1. **General duty to uphold freedom of speech**

Members of staff and students of the College are bound at all times to conduct themselves as to ensure that freedom of speech within the law is secured for members of staff and students of the College and for visiting speakers.

The freedom protected by paragraph 1 of this Code of Practice is confined to the exercise of freedom of speech within the law. Examples of statements which involve a breach of the criminal law are incitement to commit a crime, sedition, and stirring up racial hatred. Statements may also be unlawful if they are defamatory or constitute contempt of the court.

2. **General duty not to impede access to places at which the right of freedom of speech is exercised**

Subject to limitations on access which may be imposed lawfully by the College authorities, it shall be the duty of every member of staff or student of the College not to impede the free access of any person entitled to be present to a place where the right of freedom of speech is being or is to be exercised.

3. **Right of peaceful protest**

Nothing in this Code of Practice shall be taken to prohibit the legitimate exercise of the right to protest by peaceful means; provided always that nothing is done which contravenes the foregoing general principles of the other requirements of this Code.

4. **Right of reply**

Ruskin College encourages its members to engage in the free exchange of ideas and views. This spirit is extended to the conduct of meetings. It is expected that the organisation of meetings will provide opportunity for debate and discussion so that views being expressed can be considered and challenged in a constructive fashion.

Part 2 - ACADEMIC ACTIVITIES

5. All those concerned with the organisation or conduct of an activity which forms part of the College's academic activities (such as lecture, seminar, tutorial, class or examination) shall advise the Principal of any

facts coming to their notice which indicate that such activity is likely to be delayed or disrupted by improper means.

6. The Principal shall be empowered to take appropriate action to prevent or minimise the delay or disruption of an academic activity. All persons concerned with the organisation or conduct of the academic activity under threat shall co-operate in carrying out the Principal's directions.
7. If an academic activity is delayed or disrupted by improper means, a report shall be made to the Principal by those responsible for the conduct of such an academic activity.

Part 3 - MEETINGS AND COLLEGE SOCIETIES

8. In this Code 'society' refers to any society or club which is formally recognised by the Ruskin Students' Union (RSU), and 'officers' refers to the officers of the society or club or, where appropriate, to stewards appointed by the RSU in respect of particular events.
9. Rooms must be booked in advance with the Short Course Academic Group Administrator by the officer responsible for the meeting. At that stage details regarding the nature of the event and speakers must be specified on the appropriate form. Responsible officers will be reminded that meetings should be conducted in accordance with this code.
10. If not undertaking the duties themselves, the officers of the society shall, through the RSU, appoint stewards who will be responsible for admission to and conduct of the function and subsequent cleaning of rooms. The names of stewards will be notified to the Principal in advance of the event.
11. The Principal may give particular instructions regarding the conduct of meetings. These may include:
 - (a) The number of persons to be admitted to the meeting;
 - (b) The issue of admission tickets;
 - (c) The designation of a person as Chair of the meeting with responsibility for its proper conduct;
 - (d) The admission (or otherwise) of members of the public.
12. When any facts come to the notice of any of the officers which indicate that any meeting of the society is likely to be delayed or disrupted by improper means, he or she shall immediately report such facts to the Principal.
13. The Principal shall in relation to any threatened meeting be empowered to take appropriate action to prevent or minimise the improper delay or disruption of the meeting.

Part 4 - USE OF COLLEGE PREMISES BY OUTSIDE ORGANISATIONS

14. In any case where the College is proposing to grant permission to an outside organisation or group to hold meetings on College premises, the attention of such outside organisation or group will be drawn to the contents of this Code of Practice and permission to use the premises may be refused unless the outside organisation or group both undertakes to secure that the principles embedded in this Code will be upheld and satisfies the College authorities of its ability to discharge its obligations in regard to upholding freedom of speech. This undertaking will form part of the formal letting agreement.

15. The use of Tawney and Raphael Samuel Halls shall normally be limited respectively to one organisation per week on weekdays when the Hall is not otherwise in use. Rooms are not available to outside organisations for music, dancing or social purposes but only for meetings, conferences and similar activities. Visitors to the College shall be required to leave the premises not later than 12.00 midnight.

Part 5 - BREACH OF THE PEACE

16. The Principal may as necessary consult with the local police about forthcoming meetings and activities covered by this Code of Practice. In any case where a serious disruption may be anticipated the Principal shall be empowered, in the light of police advice, to order the cancellation, postponement or relocation of the meeting.

Part 6 - MISCELLANEOUS

17. The College is required to keep this Code of Practice up to date. Revisions may be made from time to time in the light of experience.

18. Failure to comply with the provisions of this Code may constitute a breach of the College's Regulations and may require that disciplinary action be taken.

Institutional Equality Strategy

1 Statement of Principles

- 1.1 Ruskin College is committed to the maintenance and extension of equality of opportunity and to treating all staff and students with respect and dignity.
- 1.2 The mission of the College is: *to provide educational opportunities to adults who are excluded and disadvantaged, and to transform the individuals concerned along with the communities, groups and societies from which they come.* These aims furnish the College with an important value-base from which the rest of this document flows.
- 1.3 We see negative discrimination based on a person's gender, marital status or family circumstances; age; socio-economic background or employment status; (dis)ability; religious, philosophical or political beliefs; health, mental and physical (including HIV) status; or because the person is lesbian, gay, bisexual or transgendered; or black or minority ethnic as unjust and immoral. Such forms of discrimination represent a waste of human resources and a denial of opportunity for individual self-fulfilment and social enrichment.
- 1.4 Because Ruskin is a diverse community and is a place of work, study, relaxation, residence and interaction for people from different backgrounds and with different understanding of equality of opportunity, the College will seek to ensure that it adopts and publicises policy and position statements, codes of practice, action plans and training policies that make clear its commitment to equality of opportunity and to the provision of an accessible and safe environment. Staff, students and visitors will be expected to reflect a similar commitment.
- 1.5 We will seek to provide opportunities that lead to access to employment, study and progression. We will strive to remove conditions that place people at an unfair disadvantage. We will actively challenge barriers to achievement and, through monitoring every aspect of our operations and providing appropriate training, will aim to identify and remove practices and procedures that unfairly discriminate. Conscious that certain groups are under-represented within the College community, both staff and students, we will take positive steps to correct this. In particular, we will take action to achieve representative participation rates or better from amongst those groups commonly under-represented in higher education, further education and lifelong learning. At the same time, for staff, we will strive to create equal access to opportunities for career development and enhancement.
- 1.6 We believe that understanding of issues of equality and diversity can be fostered through informed, sensitive discussion and example, as well as through the College's formal educational, committee and disciplinary structures. We will therefore work to create a welcoming

atmosphere and to increase awareness and positive attitudes at all levels.

1.7 The following are covered and bound by this strategy:

- a) All staff, whether full- or part-time
- b) Members of the Council and Governing Executive
- c) Students registered with the College
- d) Voluntary helpers and visitors while on College premises or engaged in College work
- e) Any other persons contracted to work for the College where employment is under our control.

1.8 This strategy will be resourced, implemented, monitored and reviewed on a systematic basis. It will be underpinned by procedures and codes of practice. All other policies and procedures of Ruskin College must recognise and adhere to it. The person responsible for ensuring that this occurs is the Principal, overseen by the Governing Executive.

2 Guidelines for the Recruitment and Selection of Staff

2.1 Advertising

The placement of advertisements will be broad enough to ensure that all groups receive fair notice of vacancies. Advertisements or further particulars will make clear the College's welcome for applications from members of under-represented groups.

2.2 Job Description/Person Specification

The job description will arise from a formal or informal job analysis. It will specify the context of the post within the organisation and will summarise the nature and content of the job, the terms and working conditions, and essential performance standards.

The person specification will outline the requirements that are believed to be essential to do the job, together with any additional elements that may be considered desirable. These will focus on qualifications, competences and aptitudes, relevant personal attributes and any special circumstances that may pertain (e.g. preparedness to work shifts or unsocial hours).

2.3 Selection Criteria and Short listing

Criteria based on the job description/person specification will be drawn up for short-listing. Short-listing will be undertaken by more than one person, using the above criteria. Shortlister(s) will normally serve on the interviewing panel.

2.4 Interviews

- i) The attention of interviewers will be drawn to the College's Equality Strategy.
- ii) Interviews will be standardised in terms of composition of the panel and time allowed for each interview. Areas of questioning stemming from the job description/person specification will be identified before interviews and should be broadly the same for each candidate.
- iii) Questions about personal circumstances unrelated to the job will be avoided.
- iv) The Chair of the panel will ensure that no improper line of questioning is pursued and that any such questions and/or their answers are expunged from the record.
- v) A record of short-listing and interview will be kept, including why any particular applicant was unsuccessful.
- vi) Opportunity to receive verbal feedback will be offered to unsuccessful candidates.

2.5 Letters of Appointment

All letters of appointment must be accompanied by a copy of the College's Equality Strategy.

2.6 Training for Interviews

At least one member of the panel, preferably the Chair, will be trained in skills of selection and interviewing with particular reference to equality of opportunity. The College will keep a record of staff so trained and will offer the opportunity for training to new members of staff. The College is seeking to move to a position where all members of interviewing panels are trained.

2.7 Monitoring and Evaluation

The current application form includes a confidential monitoring form which applicants are asked to complete on a voluntary basis. This form is at present handled through the General Secretary's Office. The College will seek to produce an annual monitoring report on equal opportunities in employment that will be considered by the Governing Executive. From time to time, an audit will be conducted of the make-up and representativeness of all categories of staff and of the Council and Governing Executive of the College. This will be reported to the Governing Executive and to its Search Committee for appropriate action to be taken as required.

2.8 Induction

The College has a Staff Handbook for academic and academic-related staff and another for support staff that will be made available, as appropriate, to all appointees. Induction for academic-related and

support staff is the responsibility of line managers and for academic staff of Academic Co-ordinators. It should include familiarisation with this Equality Strategy and with its supporting documents. Part-time staff will receive an equivalent induction to full-time staff.

3 Recruitment of Students

3.1 Advertising/Publicity

- i) Marketing plans will seek to encourage applications from under-represented groups of learners.
- ii) Recruitment material will make clear what help is available with study skills, finance, accommodation and childcare so that students from under-represented groups are helped to make informed applications.
- iii) Recruitment material will make clear that applications from people with disabilities will be welcomed and that the College will seek to meet individual needs within its programmes of study.

3.2 Admission Interviews

- i) The attention of interviewers will be drawn to the College's Equality Strategy and the need to avoid discriminatory questions.
- ii) A record of interviews will be kept, including why any particular applicant was unsuccessful.
- iii) Opportunity for verbal or written feedback will be offered to unsuccessful candidates.
- iv) Some interviews, notably those involving professional qualifications, trade union partners and Scholarship donors, are conducted under the auspices of (or to meet the requirements of), outside bodies. The College will bring its policies to the attention of these bodies and will consider those of the outside bodies in order to ensure that these are taken fully into account.
- v) Where students are applying from abroad, selection will normally be a paper exercise but the College reserves the right to make arrangements for students to be interviewed by telephone, video-link or *in situ*, using the same criteria as for internal interviews.

3.3 Registration

- i) The registration process will be as flexible as possible to enable all students to participate fully.
- ii) Members of staff will be on hand to help in every stage of registration.

3.4 Induction of Students

- i) Prior to Entry
Whenever possible, long course and Ransacker students will be invited to a preparatory period to introduce them to the College prior to the commencement of their studies.
- ii) On Entry
During the induction period at the start of the course, students will be given detailed outlines containing programme requirements and including submission timetables for assessed work along with the dates for receiving feedback and marks. Each long course student will be allocated a personal tutor who will see the student individually and be generally available for advice. Their whereabouts will be clearly signalled to students during this period.

The induction period will give students opportunities to finalise their options with individual guidance; to learn about the domestic and social dimensions of the College and to participate in an introduction to the College's commitment to equality of opportunity, facilitated by staff members. The College is committed to ensuring that the introduction to equality of opportunity given during the induction period should be continued through the College year.

3.5 Monitoring and Evaluation

Student recruitment will be monitored by the Academic Registrar and her staff and will be evaluated annually by the Academic Quality and Standards Committee. Other arrangements for students will be monitored through the cross-College survey.

4 Curriculum Policy

4.1 Programme Content and Method of Delivery

Positive steps will be taken to develop curricula that offer equality of opportunity and celebrate diversity and to guard against implicit racism, inappropriate ethnocentricity, gender bias, heterosexist or homophobia, and other forms of discrimination or bias, in the delivery of teaching and learning.

The College is committed to developing the use of methods of delivery which make teaching and learning more accessible to students. These include individual or small group tutorial support or project supervision

4.2 **Learning Support**

Learning and study skills support will be available to all students who need them from specially designated tutors. Teaching staff share the responsibility for identifying difficulties experienced by students and for helping them to access the learning support available. Teaching staff are further expected to modify their methodology and teaching materials in the light of students' Individual Learning Plans and of notification of students who have particular learning needs or disabilities that may affect their ability to study, where possible within an overall approach designed to equip students to pass the course.

4.3 **Resources**

Library

Staff involved in ordering material should have in mind the need to promote a positive attitude towards people who commonly experience negative discrimination.

Information and Communication Technology (ICT)

Staff involved in ordering software should have in mind the need to promote a positive attitude towards people who commonly experience negative discrimination. There will also be active recognition of the potential for ICT to make study easier for disabled students, including through provision of appropriate formats.

4.4 **Quality Evaluation**

The College has a detailed and comprehensive system of monitoring and evaluating programmes. This is done through individual quality evaluation returns, by end of year assessments and through the relevant formal committees. This evaluation at all levels contains consideration of diversity and equality of opportunity. Conclusions and recommendations for action go from the Academic Quality and Standards Committee to the Governing Executive for decision. At all stages, attention to equality of opportunity is a formal requirement.

4.5 **Ground Rules**

Tutors, in discussion with students, are responsible for setting ground rules that will allow all students to participate fully in teaching and learning sessions in mutual respect. These should build on the College's overall guidelines on working together (see below).

5 Working Together

Ruskin is committed to the fullest possible involvement of all its members in the activities of the College. No one should be discouraged from participating because of the actions, attitudes or language of other students. In particular, because of commonly experienced discrimination and harassment in wider society, women, black and minority ethnic students, lesbian, gay, bisexual and transgendered students, older learners, those from particular religious or socio-economic groups, and those who look different or have a range of mental and physical or disabilities (including specific learning difficulties and mental health problems) have the right not to be made to feel ill at ease or distressed as a result of other people's behaviour. The College is committed to supporting those who constructively challenge actions and statements that cause offence to others.

The following guidelines have been drawn up to help College members meet Ruskin's commitment to full participation by all in a practical and constructive way. You will see that underlying the Code is a commitment to the principle that everyone on a programme has equal rights to benefit from, to contribute to, and to enjoy it. This means, among other things, that we should try to avoid all language and behaviour that is unacceptable to other people, e.g. because it is seen as sexist or racist.

We assume that College members will agree with these principles and hope that the Guidelines will assist in putting them into practice.

5.1 Guidelines on Working Together

A key feature of lifelong learning is the value it places upon the knowledge, experience and skills that everyone brings to a programme - both in terms of specific knowledge and their life experience. It is important that everyone feels equal and able to make a contribution if they so wish. So:

- Listen to what others have to say, and avoid being dismissive of their contribution.
- Wait until a speaker has finished and do not interrupt their train of thought.
- Aim to have reasoned discussion, not arguments, by talking about the idea, not the person holding it.
- Ensure that any criticism is constructive and helps others to develop confidence, skills and knowledge.
- Make your own contribution as clear and concise as possible and do not dominate the discussion.
- Ensure that everyone who wishes to speak is given the encouragement and opportunity to do so.
- Remember that it is important that members of a group can talk openly about problems they or those they know have experienced, in the full knowledge that personal or sensitive information is restricted

to the classroom. Confidentiality must be respected. Where something divulged appears, however, to involve the risk of harm to self or others, this should be discussed with the tutor and, where possible, the individual concerned.

- Be mindful that your learning is taking place in a shared environment and that your behaviour and actions can affect other people's opportunities to learn.

5.2 Language

Language is important and Ruskin's policy is not to use sexist, racist, homophobic or other forms of discriminatory language. Not only does this cause offence, but it is a reflection of lazy and stereotyped thinking. Do not be surprised if you are challenged should you happen to make sweeping generalisations about any group.

Language which is abusive or threatening in any way should not be used and nor should we make jokes or comments that are rooted in discriminatory or oppressive ideas.

Jargon can also be a barrier to good communication. Take care to explain any jargon or initials you use which other people may not be familiar with so that everyone understands what you are talking about.

5.3 Outside the Hours of Teaching and Learning

What has been outlined above as guidance for behaviour in the teaching and learning environment is equally applicable to community living. The social side of learning - discussions in the Common Room for example - should be both enjoyable and valuable. It is important that this is true for everyone. This means, on the one hand, making sure that everyone feels able to join in if they want to - just as in class - and, on the other hand, not putting pressure on individuals to fall in with a group if they do not want to, e.g. drinking alcohol, going out or staying up late. If you stay up late yourself, be careful not to disturb others. Smoking is not permitted on any College premises, neither in the buildings nor in the grounds.

6 Contravention of Strategy

- 6.1 Ruskin College's policy on equality and diversity, contained within this Equality Strategy, will be made clear to all staff, students and members of the Governing Executive. Any abuse, harassment or discrimination in contravention of this strategy and/or of the College's Harassment Policy will not be tolerated and may result in disciplinary action. The agreed procedure should be followed in relation to all manifestations of abuse, harassment or discrimination. (See separate Harassment Policy.)

6.2 Dealing With Allegations

All allegations of abuse, harassment or discrimination will be taken seriously. Any member of the College, whether complainant or witness to an alleged incident of abuse, harassment or discrimination, has the right to report it. Each alleged incident will be fully discussed with the complainant(s) and will, unless they specifically request otherwise, be investigated and be dealt with appropriately and with the same urgency as allegations of other serious offences under the College's disciplinary procedures. Where the complainant requests that there should be no further action, it may only be possible to agree to this where both they and others are considered to be sufficiently safe. Wherever possible, independent evidence will be gathered so that pursuance of the matter is not reliant solely (or, in some cases, at all) on the complainant.

7 Conclusion

This Strategy is intended to counter any problems as they arise, and to ensure that no one feels excluded from College life as a result of the language, actions or attitudes of others. It aims to promote respect for diversity and equality of opportunity in a positive and practical way, and everyone has the right to expect that it will operate fairly.

If, however, any student or member of staff finds that this Strategy has been breached in respect of him or her, they should go in the first instance to their line manager, in the case of staff, or tutor, or resident tutor, to discuss whether to make a complaint or take out a grievance on that basis. If it is not appropriate to go to the tutor or line manager, then an approach may be made direct to any member of the Management Team.

Disability Policy Statement

Introduction

The primary aim of the College with respect to students with learning difficulties, mobility or sensory disabilities or mental health problems (hereafter: disabilities) is to provide a welcoming and supportive environment within which the students' educational and social potential can be nurtured and developed. Ruskin has a tradition of offering high quality education to mature students, many of whom have suffered from social or economic disadvantage. It is entirely consistent with this tradition that the College should seek to develop its capabilities to engage more fully with the particular needs of all students who attend the College.

Overall policy

The College's general policy with regards to disabled students is to strive to ensure that:

1. students who satisfy the admissions criteria are given equal rights of access to our learning programmes
2. every attempt is made to produce a learning environment appropriate to the particular needs of individual students
3. the physical requirements of students concerning accommodation and access to college resources are, as far as is reasonably practicable, addressed promptly and efficiently prior to the students being admitted to the College. These include teaching, catering, library, computing and administration facilities
4. a network of tutorial staff and learning support staff is available to develop general learning strategies with students and to identify and guide them towards specialist support teaching where appropriate
5. students are encouraged to play as full a part in all aspects of College life as they wish and appropriate steps are taken to enable them to do so.

Lead responsibility for co-ordinating these policy objectives rests with the Academic Registrar, working in conjunction with the Management Team and appropriate other College staff.

Admission arrangements

The awarding of a place to study at Ruskin is independent of a student's disability, being decided purely on ability to meet the admissions requirements for the programme in question. All College publicity, programme details, admissions and other general information can be provided on request in a range of accessible formats.

The application form asks potential students for details of any special learning requirements or disabilities they may have, purely in order that these can be met should the student be accepted. These requirements are cross-checked at the interview stage, when applicants are asked whether they are aware of any special learning difficulties and or disabilities that may affect them. The interviewer or chair of the interview panel, makes a note of any response to these enquires. All students have the option of keeping this information confidential if they prefer, but are warned that the College may not then be able to make special provision to meet any particular needs. Similarly, students who have an external assessment of their needs undertaken prior to coming to Ruskin, normally for funding purposes, will be asked to provide a copy of the report. If so provided, this report will be kept on the student's personal file and copied to the Academic Registrar and the tutor.

Induction arrangements

The College offers preparatory and induction periods during which a broad range of learning needs are assessed using diagnostic tests. This information is used by learning support staff to produce an Individual Learning Plan (ILP), for each student, including anyone who requires particular forms of support. The ILP is passed on to the student and relevant tutors. It can also be accessed by learning support staff and by the Residential Colleges Committee Awards Officer in the case of LSC-funded students. Students are made aware that they can self-refer for further assessment and that they can access learning support at any time during their study at Ruskin.

Meeting individual study needs

Curriculum support for students with dyslexia or dyspraxia is available in the form of individual sessions undertaken by the College's learning support staff. Literacy, numeracy and English language sessions can be provided on site by a tutor brought in from another college. Study skills sessions, such as more detailed individual support in essay writing or use of English, are available for all students who need them from a designated tutor in the Learning Support section. IT staff can provide training for students in computing skills. Higher education students who hold awards and who incur additional, study-related expenditure because of their disability are entitled to apply for the Disabled Students Allowance (DSA). Students on the one-year Certificate of Higher Education can apply for help to the body from which they hold their bursary e.g. to the Residential Colleges Committee (RCC), the Student Awards Agency for Scotland or their local education authority (LEA). Where such a student is assessed as needing a desktop or laptop computer with appropriate learning support software pre-installed, RCC funding provides for this to be loaned by the College throughout the period of study at Ruskin, whereas LEA funding is made available direct to the student and can be used to purchase the equipment. Short course students should talk to the course tutor or to the Short Course Office about any particular needs they may have.

Further examples of provision that can be made available through the DSA to meet the individual needs of long course higher education students are: height adjustable desks and height-appropriate seating in teaching rooms,

accessible taxis between sites, and note-takers for classes and private study. Appropriate study aids for students with sensory disabilities can include tape recorders for blind or partially-sighted students and written materials in alternative, accessible formats. Students on professional programmes can ask to be allocated practice learning placements in accessible locations and/or with suitable adjustments made to their disability-related needs, provided that these can afford the opportunity to demonstrate that the appropriate professional requirements have been met.

In addition to the specialist learning support staff, all relevant tutorial staff are made aware of students' particular learning requirements. Attention is given to the structure of lectures and tutorials with an emphasis on clear and supportive documentation. Tutors are given guidance on appropriate ways of marking the work of dyslexic students. Staff development sessions are held to discuss and evaluate appropriate teaching strategies and techniques particularly for meeting the needs of dyslexic students and ensuring inclusive learning. Tutorial and teaching support staff are encouraged to undertake courses to develop specific skills and competencies necessary to improve the College's responsiveness towards disabled students, both generally and in relation to specific needs. The College will regularly review the needs provision of College-wide training or training for whole categories of staff in relation to disability.

The library staff at the College can make appropriate arrangements to deliver and retrieve books and journals from students whose physical disabilities constrain their use of the library.

If a student finds it necessary to interrupt his or her studies for a disability-related cause, this will not impede the student's subsequent academic progress unless there are exceptional circumstances (such as a programme ceasing to be offered by the College). Medical evidence will normally be required for studies to be suspended.

Complaints and appeals procedures

Disabled students have access to the general complaints and appeals procedures that are open to all students at the College. These can be used, if necessary, to raise issues connected with the College's response to the disability itself and the student's associated study and accommodation needs. Information about complaints and appeals policies and procedures can be made available on request in a range of accessible formats.

Examination arrangements

The College follows the advice of its Learning Support Co-ordinator on the provision of extra time in examinations for learning disabled students. For dyslexic students, this normally entails providing an extra forty-five minutes when taking a three-hour examination. Examiners are notified that the scripts produced by dyslexic students must be marked according to the College guidelines. Where appropriate, students with certain disabilities are permitted to use a computer or an amanuensis (i.e. someone to take dictation from the

student) who is normally a member of staff, in order to fulfil written examination requirements.

Other relevant facilities and support

The College is committed to fulfilling any special dietary requirements of students. All reasonable steps are taken to make sure that the health and safety of disabled students are safeguarded.

The College has links with a number of national disability and learning disability organisations including the British Dyslexia Association. Students and tutors are encouraged to make contact with these organisations where such contact may be of benefit to the student concerned. Every effort is made to acquaint disabled students with the specialist support bodies and networks that exist in the wider community of the City of Oxford. There are full resource lists on the College Intranet.

Access to the College's medical support is available to all students.

Physical accommodation and access

Our objective is to improve access to facilities for disabled students and to plan future improvements. A major programme of work has been undertaken to make our buildings more accessible and they continue to be improved as part of the College's phased redevelopment and maintenance programme.

Old Headington campus

Stoke House

The ground floor is accessible via the ramped main entrance. This allows access to the accessible toilet facility, the common room, dining room and ground floor classrooms. The bedrooms in this building are not accessible for wheelchair users but there are bedrooms within other blocks on the adjacent Ruskin Hall site that can be used by learners whose classes take place in Stoke House.

Webb Building

Has two ground floor accessible bedrooms with a separate accessible toilet and shower room. The kitchen is shared with the rest on the floor. There is also level access into the seminar room in this block.

Biko Block

Has a self-contained accessible flat on the ground floor that includes two bedrooms with their own shared kitchen and bathroom.

The Rookery

Is a Grade II listed building but a recent programme of work has greatly improved access to much of the ground floor. The front entrance is accessible and allows access to the Common Room, William Morris classroom, accessible toilets, and the dining room (via a platform lift). The Margaret Fox room is accessed by everyone from outside the building. Tawney Hall has a

platform lift installed for internal access. There is also access from outside, at the stage end of the room. Tawney Hall has an induction loop system and acoustic baffles to assist hearing. The computer room and the laundry are only accessible from outside but, once inside, the computer room is now all on one level and is equipped with two height-adjustable tables. There is a further accessible toilet in this part of the building. There is a designated parking bay for disabled drivers opposite the Rookery main entrance.

Reception and tutors' offices on the first floor cannot be accessed by wheelchair but these staff will make themselves available in accessible areas on request. Lift access is envisaged in the redevelopment programme for which planning permission is currently being sought.

Walton Street

Accessibility to this site has been improved by providing a combination of ramps and stair lifts to the ground-floor levels, which has allowed for access to some of the principal areas of the building. This includes reception, the library, Raphael Samuel Hall, three other teaching rooms and the student common room. The main entrance now has a stair lift installed but, due to local authority restrictions relating to a busy roadway, this has to be operated by a member of staff. There is an accessible toilet facility at ground floor level. Other adaptations that have taken place include tactile paving slabs to the concourse, induction loop system to Raphael Samuel Hall and improved lighting levels.

There are no College-owned parking facilities for any students at Walton Street, but there are limited on-street accessible parking bays in Worcester Place, to the side of the College, specifically for use by disabled drivers.

There are still areas at Walton Street that cannot be accessed by wheelchair. These include the dining-room, first floor administration departments, first and second floor tutorial offices, most bedrooms and some teaching areas. In the light of these restrictions, classes, appointments with tutors and administrative staff, and lunch facilities can all be made available in accessible, ground-floor areas. Alternatives are also available such as, for example, arranging to meet at the Headington site, being funded to take a light lunch off-site, or being given physical assistance to access the dining-room. In the longer-term, the College is planning to enter into a partnership agreement that will involve the complete redevelopment of the building. Concept designs for this are currently being drawn up.

Monitoring and evaluation

Applications, admissions, academic progress and the needs of disabled students will be monitored on a regular basis. Against this baseline, the effectiveness of provision for disabled students will be evaluated, with opportunities identified to develop and enhance provision as part of annual action planning. A Disability Equality Scheme has been developed in consultation with disabled staff and students.

Data protection Policy

Use of Students' Data

The College is registered under current UK Data Protection law. It holds data in electronic and paper form on your personal details, academic and administrative history and on any relevant financial transactions. This information is necessary for health and safety reasons and to enable us to properly administer your studies with the College, for example, the recording and processing of assessment results, and to provide services and facilities for you and for the production of management information statistics. Your assessment data will be processed to determine your progress and overall award outcome. In due course, your records will form part of the student archive.

A copy of the full Data Protection Policy is available from The Registry

The Learning and Skills Council Policy Statement to Students regarding the Confidentiality of Individualised Student Data is available on request from The Registry.