

## RULES AND DETAILS OF MEMBERSHIP

### GENERAL INFORMATION

Wolfson College has a strong egalitarian tradition and a single Common Room organisation. This provides minimum distinction between members, all of whom make use of the same facilities.

Though distinct from Members of College, Members of Common Room (MCR) enjoy many of the privileges enjoyed by Fellows, including dining rights in Hall (for which the charges are moderate), use of the library and room hire at discounted rates. MCR are also invited to join many of the College's clubs and societies (some additional charges may apply), enjoy use of College facilities, attend the General Meeting and attend Guest Night Dinners subject to availability. The College makes a modest charge to all Common Room members.

### ELIGIBILITY FOR MEMBERSHIP OF COMMON ROOM

Membership of Common Room (MCR) type	Eligibility Criteria	Election process	Period of membership	Renewal options
Student Alumni MCR	Successful completion of qualification or a minimum of two continuous years of enrolled status.	Application to FMC	Annual	Automatically renewed subject to (a) being in good standing with the college, and (b) payment of fees by the deadline.
Fellow Alumni MCR	A minimum of two consecutive years in a Fellowship role.	Application to FMC	Annual	Automatically renewed subject to (a) being in good standing with the college, and (b) payment of fees by the deadline.
Research MCR	Researchers (post-doctoral or more senior) employed by the University of Oxford who are engaged in substantial research but do not have a college attachment.	Application to FMC  Applications must be supported by the applicant's Head of Department	Annual (for an initial period of three years)	Renewal may be considered after the initial period, subject to (a) remaining in good standing with the College. (b) payment of fees by the deadline, and (c) continuation of the University research affiliation.
Visiting Scholar MCR	Only tenable during the period of visiting scholarship.	Application to FMC  Applications must be supported by two members of College, one of whom must be a Governing Body Fellow.	For the duration of visiting scholarship up to a maximum of two years, or for up to three aggregate visits (up to a total of two years).	Not applicable – see period of membership
Visiting Student MCR	Only tenable during period of visiting studentship.	Included as part of application process for visit.	For duration of visiting studentship.	Not applicable – see period of membership

Staff MCR	Current members of staff who have completed any probationary period.	Application process for staff members.	Annual	Automatically renewed subject to (a) being in good standing with the college, and (b) payment of fees by the deadline.
Staff Alumni MCR	A minimum of 10 years' service as a member of staff.	Application to FMC	Annual	Automatically renewed subject to (a) being in good standing with the college, and (b) payment of fees by the deadline.
Ordinary MCR	Membership of Common Room should bring some benefit to the life of the College and is normally offered only to people with permanent posts or occupations in or near Oxford (internal or external to the University). Candidates may live in Oxford or elsewhere.	Application to FMC  A minimum of two proposals must be received from Members of College, at least one of whom must be a Wolfson Governing Body Fellow.  Self-nominations will not be accepted.	Annual	Automatically renewed subject to (a) being in good standing with the college, and (b) payment of fees by the deadline.
Associate MCR	Partners (Partner B) of existing Members of College or Common Room (Partner A), only tenable during the period of Partner A's membership.	Application to FMC	Annual, only tenable during the Partner A's period of membership (of College or Common Room).	Non-renewable and cannot apply for ongoing membership independently
Honorary MCR	Nomination by a Governing Body Fellow	Elected by Governing Body	Continuous	Continuous, subject to remaining in good standing with College

The Fellowships and Membership Committee (FMC) meets twice each term (in weeks 0 and 5) and will consider applications to join the Common Room. In some cases, students who near the completion of their course may wish to apply for Common Room membership at a time when FMC is not due to meet. In such cases, the Common Room Administrator may be able to grant provisional and temporary membership of Common Room until an application can be considered at FMC.

### **ELECTION TO MEMBERSHIP**

Before granting membership, the Fellowships and Membership Committee will consider the size and overall composition of the Common Room, and ensure that any further elections will not adversely affect the College's obligation to make satisfactory provision for its Students, Fellows and Staff. Regrettably, it will therefore not always be possible to grant membership of Common Room.

### **APPLICATION PROCESS**

Information on how to apply and current membership charges can be found on the College's website at [www.wolfson.ox.ac.uk/membership-charges](http://www.wolfson.ox.ac.uk/membership-charges)

## **BENEFITS OF MEMBERSHIP**

- As well as sharing access to a number of events and activities with the diverse and international academic community of Wolfson, Members of Common Room may also enjoy additional benefits including: University cards with “cardholder” status may be granted to the following MCR categories for the purpose of accessing non-academic facilities: Student Alumni MCR; Fellow Alumni MCR; Staff Alumni MCR; Associate MCR; Ordinary MCR; Honorary MCR.
- University cards with “Academic Visitor” status will be granted to the following MCR categories for the purpose of accessing academic and non-academic facilities: Visiting Scholar MCR.
- Access to dining facilities in College (“dining rights”) as well as the option to sign up and bring in guests to formal dinners, including Guest Nights (additional charges may apply).
- Access to the Upper Common Room (UCR) and free tea and coffee when available.
- Access to the College Library (the University’s Bodleian Library has a separate application process).
- Access to the College grounds.
- Access to the College sports facilities including squash courts, tennis courts, weights and gym room (an induction charge applies).
- Access to the College punts (please see rules at [www.wolfson.ox.ac.uk/punting](http://www.wolfson.ox.ac.uk/punting)).
- Access to the College WiFi network when on site (information available here [www.wolfson.ox.ac.uk/it](http://www.wolfson.ox.ac.uk/it)).
- Access to the College’s minibus when normal service is running.
- Eligibility to apply for a place in the College Nursery (additional charges apply).
- Eligibility to apply to join college clubs and societies (additional charges may apply).
- Ability to book meeting rooms at Common Room rates (subject to availability; additional charges apply).
- Notification of events and other key information through membership of the Common Room mailing list.
- Eligibility to attend the twice termly General Meeting and to vote on matters pertaining to the Common Room.
- Eligibility to apply for college accommodation at set rates, including the use of guest rooms, subject to availability (please note that college accommodation is almost always oversubscribed and Fellows and graduate students take priority over members of Common Room for the allocation of accommodation).

Benefits are reviewed periodically by FMC and may be changed without notice.

## **MEMBERSHIP CHARGES**

All members (other than those designated as ‘Honorary’) are subject to an annual fee which goes towards the costs of maintaining College facilities. Details of the annual fee can be found [here](#) and charges are subject to annual review. The annual fee is normally payable on or before 30 November. For membership which commences in Hilary term or Trinity term a pro rata charge will apply.

Additionally, MCR are invited to make a voluntary annual contribution to our Student Support Fund. All funds will be used to support current students of Wolfson College in the form of hardship support, travel grants or scholarships. For donations from UK tax payers the College may also be able to claim Gift Aid in addition to the donation.

All members with a UK bank account should complete the direct debit form below.

Those living overseas, and without a UK bank account, should arrange for the subscription to be paid by bank transfer to the following Wolfson account:

### **Sending a payment from OVERSEAS to the Battels Account**

**Bank Name:** Barclays Bank PLC Churchill Place London

**Name of Account:** Wolfson College Battels Account

**IBAN:** GB63BARC20651860923974

**SWIFTBIC:** BARCGB22

Please instruct your bank to use your college number or name as a reference for the payment (e.g. GS/CR 12345). This will help us to identify the payment and apply it to the correct account. Money transferred from an overseas bank incurs an £8.00 bank charge. To cover this charge please add £8.00 to the amount you wish to pay.

## **WITHDRAWAL OF MEMBERSHIP**

Membership of Common Room will be reviewed annually and renewed subject to eligibility requirements which include remaining in good standing with the College and ensuring that all membership charges/battels are paid on or before the due date. Membership of Common Room may be withdrawn at any time if the conduct of a member is injurious to the reputation of the College or the interests of the members of College or Common Room. The rules governing disciplinary procedures for Members of Common Room can be found in the College regulations which are available on the College website. The College reserves its right to reduce the numbers of members of CR at any time and for any reason through the suspension of automatic renewal. The College reserves its right to cancel an individual's membership at any time and for any reason.

## **ADDITIONAL INFORMATION**

Membership of the Wolfson College Common Room is not, in itself, a formal academic affiliation to Wolfson College or the University of Oxford. Membership of the Common Room is distinct from Membership of College. As such MCR and Associate MCR may not make reference to their membership or use the name, crest or branding of Wolfson College in external publications or on other media/social media (including websites) without the express permission of Wolfson College. Queries should be directed to the Common Room Administrator in the first instance. Members of Common Room who are found to be in breach of these rules may have their membership terminated with immediate effect.

We regret that the College IT Office is not able to provide Common Room members with individual IT support, or support with personal equipment or devices. Only Students, Fellows and Staff will be entitled to a college email address. A valid member card is necessary to access certain facilities including meals in Hall and the Library. The College regrets it is unable to offer any financial support to Members of Common Room. Student Alumni MCR, Fellow Alumni MCR, Staff Alumni MCR, Ordinary MCR, and Associate MCR may apply for a 'cardholder' card for use at Wolfson College.

The rules for applying for Common Room membership do not apply to those who are currently Members of the College (i.e. Graduate Students or any category of current Fellow of Wolfson College) since they are automatically Members of the Common Room. The rules may be amended by the Governing Body at any time. Elections are within a balanced quota to be decided by the FMC: all those who apply will not necessarily be elected. There will be no refund or part refunds of subscriptions for cancellation of membership.

**August 2023**