

St Stephen's House Placement Policy 2025/26

Reflective involvement with the realities of the church and the world is an important feature of formation and the Common Awards Programmes for most students. Such reflective involvement encourages a continuous and critical conversation between knowledge and experience.

This can involve:

1. **Field visits** arranged for the whole class as part of a specific module of study;
2. **Extended visits**, including overseas visits, for individual students or groups of students, whether as part of a specific module, or as an extra that supports learning across several modules;
3. **Context-based learning**, most often available to students who are undertaking work (either paid or voluntary) in a church or church-related context which enables them to develop skills and understanding related to their programme; and
4. **Placements** arranged in negotiation with the TEI as an integral part of the student's programme. These could take the form of an attachment to a church or parish throughout the student's programme of study, or a short-term placement in a church or other organisation, such as a hospital or a school.

The Common Awards [Learning Hours](#) policy sets out parameters for how much time can be devoted to these forms of learning within a module.

1 Arranging a Placement

The decision about where students will do placements (group, vacation and term-time) is made by the Director of Pastoral Studies, in the light of previous experience and individual training needs (particularly any Stage 2 recommendations or academic pathway related requirements) and sometimes with the sponsoring diocese. The Director of Pastoral Studies will contact the potential placement supervisor directly to seek to arrange the placement and ensure that the placement offers the student the opportunity to achieve specific learning outcomes as required. However, if there is a particular opportunity that an ordinand would like to pursue, it *may* sometimes be possible to take this into account.

2 Vacation Placements

Each ordinand undertakes a summer placement of about four weeks' length in the long vacations that fall within their time at the College. Thus, two-year students do one vacation placement and three-year students do two.

3 Term-time Placements

All ordinands have a term-time placement during Michaelmas and Hilary Terms in each year at the College. This normally occupies one 'portion' of one day each week (i.e. a morning, an afternoon or an evening). Students undertake term-time placements in a wide variety of settings, such as parishes, schools, hospitals or drop-in centres. Candidates in the second year of the Oxford BA (FHS) are exempted from this placement.

4 Group Placements

Each Tutor Group is attached to a specific project in the local church or community as arranged by the Director of Pastoral Studies. These are intended to give greater experience in offering service, working cooperatively in the mission and work of the church. The form of these projects will vary; for example, they may involve being attached to an outreach project in a

local parish or Deanery, or in the taking of a local evangelistic initiative. All ordinands are expected to play a full and active role in serving the local church in this way. Group Conveners are responsible for co-ordinating these projects in consultation with Group Tutors and the Director of Pastoral Studies.

5 Supervision

All placements have a named supervisor whose role is to oversee the placement and ensure that it runs smoothly and gives the maximum benefit to the student. Any difficulties in a placement should, in the first instance, be taken to the supervisor and then, if they are not resolved, to the Director of Pastoral Studies. During term-time, if a student is unable to attend their placement as arranged, they should contact the Group Tutor in the first instance and then send apologies and an explanation to the supervisor. Attendance at placements is compulsory and all efforts should be made to fulfil the commitment. Students are required to confirm term time placement are running as agreed at the beginning of Michaelmas and Hilary terms. Additional written information is provided to both Supervisors and students for Vacation Placements.

6 Assessment

Placement supervisors are sent a copy of the report forms issued by the Anglican theological colleges and, if appropriate, a sermon report form as well. Towards the end of the placement, the supervisor will complete the form and send it to the college. Supervisors normally discuss the contents of the report with students in a formal debriefing session, and the report is then returned by the student to the Academic Secretary by Monday of 0th Week of Michaelmas for Summer Placements and Monday of 0th Week of Trinity Term for Term-time Placements. After the report has been delivered, the Director of Pastoral Studies will discuss its content with the student before filing it. Students may make a copy of the report if they wish to do so.

7 Reflection

Placements and the learning that results from them represent an increasingly important part of the theological college curriculum. In order to aid this process, all students must keep a placement folder and reflective journal which could include initial expectations, brief factual information, notes recording activities and events and a final reflection. Pamphlets, leaflets and maps can also sometimes be usefully included. These will be particularly useful when writing theological reflections, visit reports, Experiential Projects and reflective learning journals or portfolios. All students are advised to refer to their course materials at the beginning of and during any placement to ensure that they understand how it will relate to their formal written assessments and can therefore make suitable preparations and gather appropriate information and reflections.

8 Financial Procedures for Ordinand Placements

Placements fall into the following categories:

- Term-time
- Group
- Vacation
- Overseas
- Visits to Nashotah House
- Walsingham Pilgrimage
- Leavers' Retreat

Where travel expenses are met by the College, the most economical form of transport should be used. This will usually be either by car, standard rail or coach travel. Where the most economical form of transport is by car, mileage will be paid at a rate per mile (currently 45p per mile).

Term-Time Placements

Travel expenses may be claimed where the placement is outside Oxford and application should be made on a case-by-case basis. Application should be made by completion of an expenses claim form (available from the Finance Office). The completed form should be approved by the Vice-Principal prior to handing in to the Finance Office.

Group Placements

Modest travel expenses will be reimbursed and should be claimed by completion of an expenses claim form (available from the Finance Office), which should be approved by the Vice-Principal. Small incidental expenses such as photocopying/printing may be incurred and these may be reimbursed via an expenses claim as above.

Vacation Placements

Travel expenses may be claimed for travel to the placement at its commencement and again for returning to Oxford at the end of the placement. Application should be made by completion of an expenses claim form (available from the Finance Office). The completed form should be approved by the Vice-Principal prior to handing in to the Finance Office.

An allowance will be made for each day of the vacation placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £7 per day. This will be calculated and paid directly by the finance office at the beginning of the relevant vacation. There is, therefore, no need to submit an expenses claim for this.

Where a student is lodging with a host during their placement, the host will be paid a weekly allowance to cover the board and lodging expenses. The current rate is £90 per week and this will be paid directly to the host by the finance office at the beginning of the relevant vacation.

Where a student remains in College accommodation during the placement the daily allowance will be paid, but **the board and lodging allowance will not be paid.**

Overseas Placements

The College will honour its commitment to ensure that all students undertaking an overseas placement have adequate travel and health insurance.

Travel costs to and from the placement are the responsibility of the student; the College does not fund these expenses but will support applications for funding from trusts and other sources.

An allowance will be made for each day of the placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £7 per day. This will be calculated and paid directly by the Finance Office. There is, therefore, no need to submit an expenses claim for this.

Where an ordinand is lodging with a host during their placement, the host will be paid a weekly allowance to cover the board and lodging expenses. The current rate is £90 per week and this will be paid directly to the host by the Finance Office.

Visits to Nashotah House

The College will honour its commitment to ensure that all students undertaking an overseas placement have adequate travel and health insurance.

Travel costs to and from the placement are the responsibility of the student; the College does not fund these expenses but will support applications for funding from trusts and other sources.

An allowance will be made for each day of the placement to cover any out of pocket expenses such as daily travel and lunches etc. The current rate is £7 per day. This will be calculated and

paid directly by the Finance Office. There is, therefore, no need to submit an expenses claim for this.

Board and lodging will be negotiated by the College on a case-by-case basis.

Walsingham Pilgrimage/Leavers' Retreat

Except where the College has funded group travel, travel expenses to and from the venue will be reimbursed up to a maximum of 300 miles at the appropriate mileage rate (currently 45p per mile), and should be claimed by completion of an expenses claim form (available from the Finance Office), which should be approved by the Vice-Principal.¹

This policy should be read in conjunction with:

- Durham University's [policy on managing placement learning](#) in the Learning and Teaching Handbook.

Revised August 2025

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