

**WELCOME TO
ST ANNE'S COLLEGE!**

**INDUCTION INFORMATION FOR
GRADUATE FRESHERS**



**FROM THE TUTOR FOR GRADUATES
AND THE ACADEMIC REGISTRAR
MICHAELMAS TERM 2023**

A WORD OF WELCOME FROM THE TUTOR FOR GRADUATES	1
SECTION A: BEFORE YOU ARRIVE	2
SECTION B: ARRIVAL.....	3
SECTION C: DOMESTIC FACILITIES	4
SECTION D: ACADEMIC INFORMATION	5
SECTION E: IT AT ST ANNE’S.....	7
SECTION F: FINANCIAL ARRANGEMENTS	8
SECTION G: DISABILITIES AND WELFARE	10
SECTION H: GETTING AROUND OXFORD	11
KEY CONTACTS	12
FREQUENTLY ASKED QUESTIONS	13

A Word of Welcome from the Tutor for Graduates

We look forward to welcoming you to St Anne's College. This Guide contains important information for your smooth transition to College and Oxford University and gives useful information about how we can help you get started at St Anne's and as a member of the University.

Please read these Induction Notes and the Student Handbook carefully. If you have any questions, contact the Academic Office or an MCR representative.

St Anne's community is all about the people who contribute to it and make it special. You, our graduates, are hugely important.

Personally, I hope to work closely with you as we are always developing and improving on what we can do for you to make St Anne's even more vibrant and stimulating as a graduate community. We have excellent Tutorial Fellows, Supernumerary and Professorial Fellows, Research Fellows, and Lecturers, who, together with you, and indeed our bright undergraduates, make St Anne's stand out.

Please be visible and get involved. I am always delighted to meet you for an informal chat about your work, your experiences and to give advice and help on any matter you care to raise in the strictest of confidence.

My warmest wishes to you and every success.



Dr Shannon McKellar
senior.tutor@st-annes.ox.ac.uk

SECTION A: Before You Arrive

Forms to complete before you arrive

All forms are available from the St Anne's Freshers website.

College Forms

Please complete the following forms:

- Disability Disclosure Form (if applicable)
- MCR Levies Form

Medical Information and Registration with College Doctors

Please read the **Medical Information** carefully:

- Medical Letter
- Immunisation Letter

Register Online with the College Doctors

It is a University and College **requirement** that you register with a Doctor in Oxford. The College Doctors are Dr Leaver & Partners, Jericho Health Centre. The link to register is in the Medical Information Letters on online. Please do this **by Friday 8 September**. If you choose to register with a different practice, please inform the Academic Registrar of their details.

Online Registration

Please make sure that you have completed the **University Online Registration** through the Student Self Service site before you arrive. This is essential to receive your University card and email access. The University will send you an email giving the codes you need for registration.

Online Freshers' Survey

You must **complete the online survey**, to give your contact information, estimated arrival date.

SECTION B: Arrival

On arrival

Please report to the Porters' Lodge (Postcode OX2 6HS) where you will be issued your room key and key fob. If you are living at Robert Saunders House, 45 South Parade, Summertown OX2 7LJ OXFORD, there is a mobile telephone number (located by the side of black gate). The RSH staff member will provide assistance if you should require it.

College Registration

All students must attend college registration.

You can register in person at the Academic Office from Friday 1 September (provided you have completed online University Registration) on Mondays, Wednesdays or Fridays - office hours are 10am – 12noon and 2pm - 4pm.

You will also be able to register at the College Induction session during Freshers' Week on Wednesday 4 October.

At registration, you will have your passport scanned (International students only), sign the College contract and register and receive your university card.

Arriving Early or Late

If you wish to arrive early or late to College, please contact our Graduate Administrator, Sophie Okeke (sophie.okeke@st-annes.ox.ac.uk).

International Students (non-UK)

- Please make sure you bring all necessary documentation with you, such as your acceptance letter, any financial documentation, and copies of official documents, such as your Biometric Residence Permit and Passport. Also ensure you have the correct medical documentation needed. For more advice please see the University's 'Before You Arrive' page on the website (www.ox.ac.uk/students/new/beforeyouarrive).

Setting Up

You will need the following documents to open a bank account:

Enrolment certificate Most of the major banks will accept the Enrolment certificate (see above) as evidence to open an account.

- We recommend you get a UK mobile phone for your time at Oxford. There are number of mobile phone providers on Cornmarket Street and in the Westgate Shopping Centre. Ask in store to find the best deal for you.

SECTION C: Domestic Facilities

You and Your MCR

As a postgraduate member of St Anne's College, you are automatically a member of the Middle Common Room (the MCR). The term MCR refers to both the postgraduate members and to the physical building. Eleanor Plumer House (EPH) is the centre of most postgraduate activity at St Anne's. Inside you will find a common room and a computer work room.

Pigeon Holes

Your pigeon hole or 'pidge' is located in the Fulford Room on the ground floor of Hartland House. This is where all of your College mail is delivered. You are required to check your pigeon hole at least weekly.

What to Wear

For Formal Dinners the dress code is smart but, unlike many other Colleges, we don't wear academic gowns.

Subfusc is the formal academic dress of the University that students are required to wear for University exams, matriculation, and graduation. This is:

- A dark suit with dark socks, or a dark skirt or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or white bow tie; mortar board (or cap) and gown.

SECTION D: Academic Information

Term Dates

University term dates are shown at: <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>. Graduate students will work beyond the weeks of full term.

Matriculation

All students will be given information about the compulsory University Matriculation Ceremony at the Sheldonian Theatre. This will be held on **Saturday 14 October** (Week 1). Students should wear full *subfusc*, cap and gown. Guests and visitors cannot be accommodated at this ceremony.

University Examinations

Religious Festivals

If for religious reasons you may not sit papers on particular days or dates, or you wish to wear something other than standard *subfusc*, you must apply to the University for special arrangements as soon as you arrive. Contact the Academic Registrar, Ms Katherine Brown, for further information.

Disabilities (inc SPLDs)

If you have notified the College that you have a disability you will be contacted at the beginning of term by the Disability Coordinator, Mrs Sheila Smith (sheila.smith@st-annes.ox.ac.uk), to make arrangements for any special support required during your course or for exams.

Graduate Adviser

Your Graduate Adviser in College is here to support your pastoral, practical and academic-related needs. They are not a substitute tutor or second supervisor. Your graduate advisor is here in a support role in general terms - to help you make connections in College with academic networks of activity in your area, including contact with final year undergraduates, or other research students, academics and visiting academics.

Like your Directors of Studies and supervisors, most College Advisers are also Directors of Studies and/or supervisors of their own graduate students.

Your Graduate Adviser in College should contact you early in the term to set up a meeting. If you do not receive an email from your adviser, please email them to set up a time to meet. Your Graduate Adviser and the Tutor for Graduates do check that you are progressing well, term by term, monitoring your online reports, and discussing these with you if necessary.

The Tutor for Graduates (Dr Shannon McKellar) is available to all graduate students, irrespective of subject of study, to offer confidential guidance and support.

Forms and letters

You can print a letter confirming your student status from your University Student Self-Service account. If you have a form to be verified, please contact the Academic Office, and allow at least 3 working days for completion. If the matter is financial, it should be sent to the Treasury.

Graduate Progression Forms

Research students are obliged to complete University forms at regular stages. A number of forms are available online, but for paper forms please send these to the Academic Registrar and allow four working days for return. The Treasurer will check that your College account is not in arrears before the form can be authorized. These forms can be found and printed from:

Help with English

The Language Centre on Woodstock Road (www.lang.ox.ac.uk) offers English Language courses. For guidance on editing, proofreading and theses, contact the MCR International Students Representative.

College Library

The College Library is located across two buildings with collections and reading rooms in both buildings. Books for Arts and Humanities subjects and Law are mainly in Hartland House, and books for the Sciences and Social Sciences are in the Tim Gardam Building.

The Library staff have pulled together lots of information to help you to get to know the College Library. Even if you are very familiar with using libraries and online resources from previous undergraduate or postgraduate studies you will find it useful to look through the suggestions below so that you find out what facilities are available to you at St Anne's and in Oxford:

1. Library staff run in person inductions to help you get started in the Library and find your books. Look out for the inductions timetable nearer the start of term.
2. Try our "Body in the Library" puzzle to check that you know how to use the Oxford library catalogue if you have not used it before (<https://www.st-annes.ox.ac.uk/life-here/library/body-in-the-library/>).
3. Have a look at the Bodleian Library's webpage for new readers and look out for further information sent to you by the library for your subject which is part of the group of Bodleian Libraries. There are around 100 libraries in Oxford, and finding out which ones you can use and how to use them early on in your studies will really help you (<https://www.bodleian.ox.ac.uk/ask/getting-started/>).
4. For more Library information and tips on finding resources, have a look at our online guide (<https://libguides.bodleian.ox.ac.uk/st-annes/>)

The Library staff are there to help you – either visit them in their offices in the Library or send them an email if you have questions (library@st-annes.ox.ac.uk).

SECTION E: IT at St Anne's

The Computer Work Room in EPH is a postgraduate only workspace. There you will find a number of computers for your use, as well as space to use your own laptops or tablets. There are also computers available for your use in the RSH study room.

Printing in College is charged against your College Battels each term. Printers are located in the RSH, EPH, and the Library.

A guide to IT at Oxford for new users is available at <http://welcometoit.ox.ac.uk>. You can contact the College IT office by email (it-support@st-annes.ox.ac.uk).

The Single Sign-On (SSO) system

To log on to the University computer system, you will use your University SSO username and password.

Email

You will be given an email of the form 'firstname.lastname@st-annes.ox.ac.uk'. Please set up your Oxford email account before arriving.

It is a College Regulation that you use your Oxford email address. The University administration, Tutors and College Staff rely upon this email address as a means of sending you important information.

St Anne's Online

The College website is www.st-annes.ox.ac.uk. Here you can find information on upcoming events, and a list of Academic and Administrative Staff.

You can find St Anne's on Facebook (www.facebook.com/stannescollege) to keep in touch with College News and Events. This page also provides a link to our alumni/alumnae. Also follow us on Twitter at @StAnnesCollege.

SECTION F: Financial Arrangements

The Treasury is open all day Monday to Friday, except for the lunch period (13.00 to 14.00). You may find it helpful to make initial contact by emailing finance@st-annes.ox.ac.uk. We can arrange a face-to-face meeting or a Teams call, with the appropriate Treasury team member. It is important that you keep us informed of any problems you are encountering or foresee, as it is very likely that we can help and advise you.

Battels

This is your account with the College. College bills (battels) are sent out to your College email address early in the term and should be paid in full by the date specified on the bill; by the start of Week 3 in Michaelmas Term, and the start of Week 2 in Hilary and Trinity Terms. The bill will contain charges for fees, college accommodation, MCR levies, etc. Late payment fines, at £5 per weekday, are levied, unless the Treasurer approves the valid reason given for late payment.

Please do make payment of your battels a priority at the start of term. Battels can be paid via the on-line battels payment system <https://meals.st-annes.ox.ac.uk/meals> where you can elect to pay via:

- our Flywire multi-currency facility,
- directly by debit or credit card.
- our bank details are quoted on your bill should you wish to pay using a bank transfer.
- cheques should be made payable to *St Anne's College*.

Preferred method: we would be grateful if you would actively consider using the Flywire option, as its use substantially reduces card fees incurred by College, freeing up more College resource to spend on student support.

Meals

Payment for meals in the Dining Hall is by means of your University ('bod') card and no cash/debit/credit cards are accepted in the Dining Hall. You will need to top up your bod card with credit before you dine. Emails will be sent to you, and the dining hall staff will remind you when your credit is running low, and you should then top-up at any time via the on-line battels payments system (link as above). At the end of each term, any remaining credit is transferred back to your main battels account.

STACS (Coffee Shop) – it is advisable to pay with your bod card as above. Although STACS does accept credit/debit cards you will find it more expensive because using this method of payment incurs VAT charges.

A bar fund can also be set up on your bod card to run alongside your meals and battels accounts, which will enable you to use your bod card to pay in the Bar; but you can also use credit/debit card to purchase drinks but again this incurs a card fee cost to the College.

Course Fees and other charges

Information about fees and expenses can be found on the University's website at: www.ox.ac.uk/students/fees-funding/search/graduate

Fees are payable annually at the start of the academic year unless otherwise arranged with the Treasurer. For self-payers paying University fees at overseas rates, the full annual fees are payable in advance of arrival, unless specifically arranged with the Treasurer. Otherwise, fees are payable by the end of the first week of Michaelmas Term. If you are self-paying, academic fees will be charged to your College account (battels) in Michaelmas Term.

Accommodation and other termly charges are added to College account (battels) at the start of each term. Payment due dates, and payment methods are described under the battels section above.

Any student who has not paid their charges by 16:00 on the last day for payment will be charged a fine of £5.00 for each weekday during which they are in arrears. The fine will be waived only if the student offers an acceptable explanation to the Treasurer by the final date for payment. All fees and charges are payable in the Treasury, ground floor Hartland House.

Bursaries, Grants and Hardship Funds

You will be informed of any opportunities for bursaries, prizes, travel and other grants. Please see the student handbook for information on financial support in College. If you are in financial difficulties, dropping an email to hardship@st-annes.ox.ac.uk will enable us to seek to offer support.

Insurance

College takes out a block insurance policy with Endsleigh Insurance for to cover some possessions of students living in College accommodation. The cost of this is included in your accommodation charge. Details of the policy are available at <http://www.endsleigh.co.uk/reviewcover> - just enter *University of Oxford*, then *St Annes College Oxford* to review the cover provided.

Please check which of your possessions would be covered and under what circumstances. Students are strongly advised to buy extra cover from Endsleigh for any possessions not covered by the standard policy, such as laptops, bicycles, mobile phones.

The standard insurance policy is applicable to College rooms onsite, to rooms at Robert Saunders House, and to College offsite houses. Graduates taking other accommodation are strongly advised to arrange suitable insurance cover before taking up residence.

Please note that hardship claims made to replace items based on inadequate insurance are unlikely to be considered.

Finally

General help can be found by emailing finance@st-annes.ox.ac.uk, or by contacting a member of the Treasury staff as soon as possible after discovering any problem.

Please do make payment of your battels a priority at the start of term.

SECTION G: Disabilities and Welfare

Disabilities

Together with the rest of the University, St Anne's is committed to providing equality of opportunity and improving access for all people with disabilities who study here. Beyond our responsibilities under the Equality Act (2010), we want to provide an inclusive and supportive environment, and to make reasonable adjustments to enable disabled people to study effectively, fulfil their academic potential, and get the most out of their overall student experience at St Anne's College.

The University Disability Office provide advice on facilities available and give guidance on applications for funding, as well as liaising closely with the College in respect of supporting individual students. Students are strongly encouraged to declare disability to both the College and the University. The University disclosure form is available via www.ox.ac.uk/students/shw/das/needs/.

Undergraduate and Graduate home students with a disability may be eligible to apply for Disability Support Allowance (DSA). It is recommended that students apply for DSA in advance of starting at St Anne's. For further information on DSA please see the following website:

www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898

LGBTQ+ at St Anne's

St Anne's and the MCR Committee are keen to ensure that Lesbian, Gay, Bisexual, Transgender and Queer/Questioning members are as comfortable as possible both in and out of College. A lot of LGBTQ+ life in Oxford runs through the Oxford LGBTQ Society (LGBTQ+Soc), which organises events for all students. The St Anne's MCR has a LGBTQ+ Representative, elected in Trinity term. If you have more formal concerns about representation or discrimination, please talk to the MCR Equalities Officer.

Wellbeing

To perform at your best academically and in exams, it is important to look after yourself physically and mentally. We all have mental health and our mental wellbeing can fluctuate day to day. This means that we can all take small steps in our everyday lives to look after our mental wellbeing. If you're not feeling great, it can feel harder to take action to benefit your wellbeing. In addition to the support listed here, take a look at <http://www.studentminds.org.uk/looking-after-your-mental-wellbeing.html> for information about what to look out for, and for ideas on how to look after your wellbeing.

St Anne's runs a wellbeing initiative called 'Be Well, Do Well'; events will be held throughout the academic year and these will be listed in the weekly 'What's On' email, on JCR and MCR Facebook pages and on College notice boards.

SECTION H: Getting around Oxford

Walking

Walking from College to the city centre takes about 15 minutes, and walking between College and RSH takes around 25 minutes.

Cycling

Cycling from College to the city centre takes about 5 minutes, and cycling between College and RSH takes around 10 minutes.

You will find a bicycle very useful in Oxford. We strongly recommend the use of a safety helmet and lights – these can be bought from the Lodge.

Bicycle theft is very prevalent in Oxford. We advise you do not bring an expensive bicycle and bring 2 'D' locks. You can register your bike for free with the University Cycle Registration Scheme, which will help the Police to get your bike back to you if it is stolen.

Taking the Bus

Oxford is a very walkable and cycle-friendly city; however, buses run along the Banbury and Woodstock Roads which will take you between town, College and RSH. For more information visit the bus companies' websites (www.oxfordbus.co.uk and www.stagecoachbus.com).

KEY CONTACTS

<p>College Lodge, Lodge Manager – Mr Peter Burden 01865 274800</p>	<p>Save this number in your phones! The Lodge can help with most queries, and are available 24/7 in case of emergency.</p>
<p>Tutor for Graduates, Dr Shannon McKellar Academic Office, Hartland House, 1st floor (East) senior.tutor@st-annes.ox.ac.uk; 01865 274858.</p>	<p>Also Senior Tutor and Tutor for Admissions. Oversees and co-ordinates academic welfare provision in College, including case and information management. Liaises with student Graduate Advisers.</p>
<p>Academic Registrar, Ms Katherine Brown Academic Office, Hartland House, 1st floor (East) academic.administrator@st-annes.ox.ac.uk; 01865 274822</p>	<p>Ensures that special examination requirements are in place. Deals with medical emergencies affecting students taking University exams. Signs GSO forms.</p>
<p>Graduate Administrator, Ms Sophie Okeke Academic Office, Hartland House, 1st Floor (East) sophie.okeke@st-annes.ox.ac.uk; tel. 01865 274540</p>	<p>Responsible for Graduate Administration, GSO Forms, Graduate Advisor Meetings, coordinating Degree Days and other graduate-related events.</p>
<p>Student Disability Coordinator and Deputy Academic Registrar, Mrs Sheila Smith Academic Office, Hartland House, 1st Floor (East) sheila.smith@st-annes.ox.ac.uk; 01865 274840</p>	<p>Works with students and the University Disability Office to support those with declared disabilities. Liaises with Academic Registrar on examination requirements.</p>
<p>College Doctors, Dr Leaver & Partners Jericho Health Centre, Walton Street, Oxford, OX2 6NW tel. 01865 311234 (number also for out of hours)</p>	<p>Local GP practice used by the majority of students, conveniently located 5 minutes away.</p>
<p>College Nurse, Julie Osborne Ground floor, 27 Banbury Rd st-annesnurse@nhs.net</p>	<p>Our trained nurse can advise on medical-related issues as well as any other personal or mental health problems.</p>
<p>Dean of Welfare, Mrs Rachel Busby Welfare Office, adjacent to 50 Woodstock Rd Meetings by appointment only dean.welfare@st-annes.ox.ac.uk</p>	<p>First contact for students for personal (non-academic) welfare issues in College and available to students for confidential meetings. Responsible for overseeing the Assistant Deans (who are available outside the Dean for Welfare's working hours).</p>
<p>JCR/MCR Advisers Dr Graham Nelson (graham.nelson@mod-langs.ox.ac.uk) Dr Siân Grønlie (sian.gronlie@st-annes.ox.ac.uk)</p>	<p>Fellows of the College who can be contacted for confidential advice, especially academic matters.</p>
<p>Assistant Deans Robert Stagg robert.stagg@st-annes.ox.ac.uk Ben Verboom benjamin.verboom@spi.ox.ac.uk Fikayo Akeredolu fikayo.akeredolu@politics.ox.ac.uk</p>	<p>Available outside the Dean for Welfare's working hours for welfare issues. Available by email or by telephone via the Porters' Lodge on 01865 274800.</p>

FREQUENTLY ASKED QUESTIONS

Biometric Residence Permit (BRP)

International students will need to collect their Biometric Residence Permits before registration.

Enrolment Certificates

These are printed from the student self-service www.ox.ac.uk/students/selfservice You will need to have returned your University Contract, completed College Registration and activated your IT account before you will be able to access and print these. The Academic Office will sign and stamp these with the College stamp if required, although we are not able to verify private term-time addresses. We cannot print enrolment certificates on your behalf.

IT

Once you have returned your University contract, your IT account will be generated, and you will receive details of your username and password to your personal email account.

If you are having problems activating your IT account (Single Sign-On/sann number), or have not yet received details of your username and password please see the IT Services website.

Please email the College IT department (Ian Burnell and Ben West) it-support@st-annes.ox.ac.uk if you require IT help.

Student status letters

The Enrolment Certificate can be used to confirm your student status (i.e. course, dates of study, Oxford Address) at St Anne's.

Key fobs

Please contact the Lodge (01865 274800)

Accommodation

The Accommodation Department is located on the ground floor of Rayne Building. Staff are happy to answer any questions about accommodation, cleaning, maintenance, or other relevant matters between 09.00 – 13.00 and 14.00 - 15.30 on weekdays.

In the first instance please contact by email: accommodation@st-annes.ox.ac.uk

Personal information

Please update any change in personal details (phone number, email address, home address, visa status etc.) online via student self-service.