

# ST ANNE'S COLLEGE



## STUDENT HANDBOOK

2024-2025

Please note this information may change during the Academic Year (see page 3 of the handbook)

## **WELCOME FROM THE PRINCIPAL**

Congratulations on securing your place to study at Oxford University and welcome to St Anne's College. My wish, and that of all the academics and staff at St Anne's, is to support you to get the very most out of your time at Oxford. At the moment you are probably feeling very unsure what life is going to be like here. Nearly everyone feels both excited and somewhat anxious about how they will cope with the work, whether everyone else will be much cleverer than them and whether they will find like-minded people to be friends with. It is very understandable that at such a key point in your life, when you have worked so hard to achieve your place here, you feel nervous about what the reality of being a student in Oxford will be. I remember feeling like that in 1983 when I started as a fresher at the College.

This handbook is intended to give you information that you will find useful and help you to prepare for life at St Anne's.

First, be assured that whatever your concerns are, or if you have any particular needs, then there are lots of people here who have probably gone through exactly the same thing and, whether we have or not, we want to help. St Anne's is renowned for being the College where everyone is welcome and included. We pride ourselves in being friendly, down to earth and supporting each other. In turn we ask you to be part of the inclusive, respectful and supportive community of the College and treat everyone else accordingly.

Before you arrive, you will hear from your College Parent (who is in the year above you studying your subject) and in Freshers' week there will be lots of different activities and events to help you to get to know people, so the College and the city can start to feel like home.

Of course, the reason why you're coming to Oxford is academic learning. Your tutors will expect you to commit yourself to the work they set you. They will give you guidance and feedback in tutorials. They will want to see that you learn from the advice they give you and, if you do, the work throughout your time here will steadily improve and also continue to stretch you intellectually. The more you put into your work the more enjoyable and stimulating you will find it.

However, we also know that to do well in your studies you need to be physically and mentally well. Terms here are very busy and can feel quite stressful. On top of excellent welfare support for those who need it from peer mentors, the Dean of Welfare, College Nurse and the Academic Office, we also want everyone to think about the things they need to do to maintain their own wellbeing. The St Anne's wellbeing initiative is called "Be Well, Do Well" and runs events throughout the year. It would be a good idea for you to start to think about this for yourself now and discuss it with people you know well, particularly if you haven't lived away from home before. If you do then you'll be able to start life at University knowing what works for you in terms of a balanced diet, good sleeping pattern and how exercise or other stress relievers like music or hobbies help you to stay well and feeling positive.

Many congratulations again. Oxford is a remarkable and exciting place. I look forward to welcoming you here.

Helen King  
*Principal*

## **THE STUDENT HANDBOOK**

The Student Handbook is updated every summer, and all students then become bound by the updated version. We will draw students' attention to any important changes to the handbook. Typical changes could be, for example, including a new harassment policy and procedure, or updating information on student welfare provision. College rent and food charges are revised each year in an agreed process involving current students, and all students then pay the updated charges. Although annual increases have in earlier years been around 2%, over the past two years these have gone up by 7-8% annually. You should budget for similar changes during your course.

### **Information for applicants reading this handbook**

Students form a very important part of our work with applicants, and they engage with applicants at outreach days and by providing material such as their Alternative Prospectus. Our staff also provide information and guidance to applicants at outreach events and open days. We greatly value their help in making applicants feel welcome and giving them a sense of Oxford; and we work hard to ensure our representatives are well-informed and give applicants accurate information. However, when you are deciding whether to accept an offer from us, you should please only rely on the material which is supplied to you by the University or by college, such as our college website, our student handbook, and responses to you from our college office. If you have any questions, the college will always be pleased to help you with the information you need to make an informed choice of where to study.

### **Privacy**

Please see the University and College Privacy Policies for information about how your personal data is collected and used:

<http://www.ox.ac.uk/privacy-policy>

<https://www.st-annes.ox.ac.uk/privacy-policy/>

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## MEMBERS OF ST ANNE'S COLLEGE

The College's Charter and Statutes define the purpose of the College 'to provide for members of the University of Oxford the protection and training of an academic house' and its responsibility for the College's assets. The Statutes decree that the Principal and Fellows form a Governing Body, which is ultimately responsible for the running of the College and for setting its Bylaws and Regulations. The Governing Body may delegate powers to College Officers and committees.

The College members are the Principal, Fellows who are members of Governing Body, other Fellows and Lecturers (Senior Members), and postgraduate and undergraduate students (Junior Members).

We also have Visiting Students from overseas universities spending terms in Oxford as part of their degree, and the College's administrative, domestic and maintenance staff.

### College Officers

Principal	Ms Helen King	<a href="mailto:principal@st-annes.ox.ac.uk">principal@st-annes.ox.ac.uk</a>
Vice-Principal	Prof Donald Porcelli	<a href="mailto:donald.porcelli@st-annes.ox.ac.uk">donald.porcelli@st-annes.ox.ac.uk</a>
Senior Tutor (also Tutor for Admissions and Tutor for Graduates and Tutor for Visiting Students)	Dr Shannon McKellar	<a href="mailto:senior.tutor@st-annes.ox.ac.uk">senior.tutor@st-annes.ox.ac.uk</a>
Dean	Prof Freya Johnston	<a href="mailto:freya.johnston@st-annes.ox.ac.uk">freya.johnston@st-annes.ox.ac.uk</a>
Librarian	Ms Clare White	<a href="mailto:clare.white@st-annes.ox.ac.uk">clare.white@st-annes.ox.ac.uk</a>
Treasurer	Mr John Ford	<a href="mailto:treasurer@st-annes.ox.ac.uk">treasurer@st-annes.ox.ac.uk</a>
Domestic Bursar	Mr John Banbrook	<a href="mailto:domestic.bursar@st-annes.ox.ac.uk">domestic.bursar@st-annes.ox.ac.uk</a>
Academic Registrar	Ms Katherine Brown	<a href="mailto:katherine.brown@st-annes.ox.ac.uk">katherine.brown@st-annes.ox.ac.uk</a>

### Common Rooms & College organisation

Senior Common Room	SCR	Fellows and other Senior Members
Middle Common Room	MCR	All postgraduates and fourth-year Part II students
Junior Common Room	JCR	All undergraduates
Admin Common Room	ACR	Administrative staff

The Common Rooms are both physical locations and representative bodies. The JCR and MCR elect presidents and committees to represent them and run their affairs. The MCR and JCR send representatives to Governing Body (which meets 5 times a year) and other College meetings.

### Visiting Students

Visiting Students at St Anne's are fully integrated into College life. We encourage Visiting Students to take advantage of all the social and academic opportunities available both in College and across the wider University.

Visiting Students are bound by the Regulations and By-Laws of St Anne's while registered with us, and have available to them all the facilities and support detailed in this Handbook. Visiting Students do not sit University examinations, but work and progress is closely monitored by Personal Tutors (as for all undergraduates). College will prepare detailed transcripts of academic attainment for home institutions.

## **STARTING AT ST ANNE'S**

Induction information is distributed to all new students at the start of Michaelmas Term.

### **Oxford Terms**

Oxford has three terms in each year, of eight weeks each. These are called Michaelmas (Autumn), Hilary (Spring) and Trinity (Summer). The first full week of a term is called 1<sup>st</sup> Week, and the preceding week is 0<sup>th</sup> Week. A lot of events in Oxford are described by a day and a numbered week, rather than a normal calendar date. Full term dates can be found at [www.ox.ac.uk/about/facts-and-figures/dates-of-term](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term)

### **Registration**

#### **University Online Registration**

The University requires you to complete online registration before the start of each year of study. Access is via the Student Self-Service. You must register by the time you arrive back in College, to allow you access to College and University services.

#### **College Registration**

All students are required to complete College Registration in person when they start at St Anne's. You will be asked to sign the College Register, indicating that you agree to abide by the College Regulations. You will also receive your University Card and other important College information.

#### **College Regulations**

Students will receive a link to the College Regulations on arrival, and an up-to-date version will always be available online. The College Regulations outline our expectations of appropriate conduct. Please ensure that you read these carefully.

#### **Examination Regulations**

Examination regulations are available online at <https://examregs.admin.ox.ac.uk/> Please read the regulations for your course carefully at the start of each year of study.

#### **Student Contact Information**

You must update Student Self-Service with any change to your name; home address or telephone number; emergency contacts; course or course length; Oxford doctor or Oxford address. You should also inform the Academic Registrar.



## **ACADEMIC MATTERS**

### **The Senior Tutor (also Tutor for Admissions, and Tutor for Graduates, and Tutor for Visiting Students)**

Dr Shannon McKellar leads the Academic Office, on the first floor of Hartland House. She has oversight of all academic matters in the College (tutor- and student-related) and she works closely with the Academic Registrar, Welfare Team and other College Officers.

You can make an appointment to speak with her confidentially at any time via her Assistant ([academic.office@st-annes.ox.ac.uk](mailto:academic.office@st-annes.ox.ac.uk))

### **Personal Tutors and Graduate Advisors**

#### **Personal Tutors for Undergraduates**

Your Personal Tutor plays a fundamental role in the course of your time at Oxford, monitoring your general wellbeing and your academic progress. You see your Personal Tutor at the start of term to ensure that you are prepared, and at the end of term for report reading and a discussion of your progress and future plans, for example, vacation work. Your Personal Tutor is your primary pastoral contact with whom you can discuss at any time any matter which is impacting on your ability to engage with your academic work. They can direct you to other sources of help and support in the College. They will also give supporting references for grants, vacation residence and references for employment and/or further study.

#### **Graduate Advisers for Postgraduates**

Your Graduate Adviser is not a substitute tutor or second supervisor. They are here to support your pastoral, practical and academic-related needs in general terms – to check that you are progressing well and 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. They may also be Directors of Studies and/or supervisors of their own graduate students.

You should meet with your Graduate Adviser in the first weeks of your studies and continue to meet with them on a termly basis. Graduates are responsible for ensuring they know who their adviser is and attending meetings when requested. The Tutor for Graduates (Dr Shannon McKellar) is available to all graduate students, irrespective of subject of study, and she is pleased to offer guidance and support.

#### **Graduate Supervisors**

Most Graduates will have a departmental Graduate Supervisor, who is a leader in the field of study and who will supervise the academic research of a graduate. Often the supervisor will be based in a Department, and may not be a member of St Anne's.

## **Your Academic Obligations**

St Anne's is a lively academic community built on mutual respect and trust, and hard work.

University learning requires you to be a motivated self-starter and to take responsibility for your learning by making sure that you keep yourself fully informed and up-to-date on all matters (academic and practical) relating to your course, both in College and Department.

The College's expectations of good academic standing are outlined in Section 4.2 of the Regulations, which details the College's 'academic requirements', and section 4.4, which sets out the process by which we deal with 'persistently unsatisfactory work'.

You are expected to:

- Familiarise yourself with the College Regulations
- Maintain open communications with your Tutors at all times
- Attend all scheduled tutorials and classes prepared as required
- Read and understand all course handbooks and pay close attention to matters of regulation, submission and standard of work expected, collections and examinations
- Make sure you check email and pigeonhole daily and reply promptly to Tutor/College requests

## **Academic Feedback and Support for Students**

Undergraduates will receive Academic Feedback in a number of ways:

- TMS reports – course tutors provide reports on undergraduate students' tutorial work, which are reviewed by the Personal Tutor and discussed at termly report reading sessions
- College Collections – tutors will give feedback and guidance on performance in College Collections (internal examinations)
- Through Personal Tutors and the Senior Tutor – course tutors may raise any concerns regarding academic performance to a student's Personal Tutor or the Senior Tutor.

## **Tutorial Feedback from Students**

We are very keen to hear our students' views on both the academic and domestic provision at St Anne's.

The JCR run online feedback questionnaires on occasion, giving undergraduates an opportunity to voice their opinions anonymously.

The Academic Office runs surveys most terms, which also give undergraduates the opportunity to voice their opinions.

## **Academic Welfare Support for Students**

If you have any concerns regarding academic provision, you can raise these in confidence with your Personal Tutor, the JCR Advisers, or the Senior Tutor.

If you have concerns about personal welfare, that you think may be impacting your academic performance, do speak to your Personal Tutor without delay. You can also contact the JCR or MCR

Welfare Reps and Peer Supporters, the Dean for Welfare, the College Nurse or in an urgent situation outside of office hours, the Assistant Deans.

If your Personal Tutor becomes aware of a change in your academic performance – for example, poor performance in College or University examinations, poor attendance at tutorials, a sudden drop in performance - they may raise their concerns with the Senior Tutor who will decide the most appropriate course of action. This may be addressed in a number of ways – for example, you may be asked to meet with the Senior Tutor and your Personal Tutor, to discuss the concerns and propose a way forward, or you may be given an informal academic warning.

If the academic performance improves, the student will return to usual academic life in College. If it is decided that academic work is persistently unsatisfactory, and where there are no disclosed personal reasons, then the student may be referred into the formal discipline process.

### **Suspending Studies**

If you feel you must request to suspend your studies due to medical (or other) reasons, please contact the Senior Tutor or Academic Registrar for more information. There may be academic and college conditions placed on your return (if suspension is granted) which may include a requirement to show that you are fit to return to study. The Senior Tutor or Academic Registrar can discuss your situation with you in the strictest confidence.

You should note that suspending your status is not a right, and as such requests may be refused. The default College position will be to do all it reasonably can to assist a student to remain on course rather than to suspend their status.

### **Academic Disciplinary Matters**

#### **Unsatisfactory Work – Undergraduates**

Section 4.2 of the Regulations details the College's 'academic requirements' and section 4.4 sets out the process by which we deal with 'persistently unsatisfactory work'.

When your academic work (including attendance, written work, and general performance) becomes a cause for concern for your Tutors, and where there are no disclosed (confidentially) personal reasons, you will find yourself subject to the College Regulations on this matter.

The best advice is that you make sure you are on top of your work and all your academic commitments. Don't let your work slide, and seek and listen to advice and guidance from your tutors and your peers before things get out of hand.

#### **Formal Disciplinary Process**

If your Tutor feels that your academic work is 'persistently unsatisfactory' they will refer you to the Senior Tutor for a 'First Formal Meeting'. You will receive a letter outlining the reasons for your referral, and the process, as set out in the College Regulations.

At this meeting, the Principal, your tutor(s), and the Senior Tutor will decide the most appropriate course of action – you may be given a formal academic warning, be placed on academic probation, be required to fulfil certain academic criteria, and/or set penal collections.

Students should fulfil the requirements expected of them, and return to usual academic life. If not, the student may be referred for a 'Second Formal Meeting' with the Principal, and may face rustication, suspension or, in very serious cases, expulsion.

## **Academic Work and Plagiarism**

St Anne's has a zero-tolerance policy regarding plagiarism.

### **What is Plagiarism?**

Plagiarism is passing off as your own someone else's work, no matter the source (book, journal, newspaper, website etc.) It is the worst form of academic cheating and it is dishonest. You could also be found to have plagiarised if you have copied and pasted from your own work in the course of an open book examination.

You must clearly acknowledge the source of any material you use in your academic work (including written work, presentations, use of images and videos etc.). Any text which you quote or paraphrase must be clearly distinguishable in your work through the appropriate use of quotation marks and referencing. Departments and Faculties have clear guidelines and you are advised in the strongest terms to learn the rules.

### **How to avoid plagiarism**

- Develop proper academic reading, researching, note-taking and writing skills in conjunction with your Tutors
- Plan your work so that you are not overly relying on other people's ideas in a last-minute rush to fill the gaps
- When you start copying out or cutting and pasting more than three lines of text from some other source or, in an exam situation, from your own essays, **STOP AND THINK**. You are not working properly. Tutors and examiners want to read your ideas, not a patchwork version of other people's ideas, or an extract from a previously written essay.
- If you are ever unsure about what you are doing, seek advice immediately from your Tutor or the Senior Tutor

### **What happens if you plagiarise?**

You will be caught! Detection software is becoming increasingly sophisticated and you will face serious disciplinary action in College or the University which may result in you having to withdraw altogether.

The University's policy on plagiarism is outlined below:

#### **"9.5 Plagiarism**

All undergraduate and graduate students must carefully read regulations 3, 4, 5 and 6 in the Proctors' Disciplinary Regulations for University Examinations below. These make it clear that you must always indicate to the examiners when you have drawn on the work of others; other people's original ideas and methods should be clearly distinguished from your own, and other people's words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted. Failure to acknowledge your sources by clear citation and referencing constitutes *plagiarism*. The University reserves the right to use software applications to

screen any individual's submitted work for matches either to published sources or to other submitted work. In some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc. for screening by 'Turnitin'. Any matches might indicate either plagiarism or collusion. Although the use of electronic resources by students in academic work is encouraged, you should remember that the regulations on plagiarism apply to on-line material and other digital material just as much as to printed material.

Guidance about the use of source-materials and the preparation of written work is given in departments' literature and on their web-sites, and is explained by tutors and supervisors. If you are unclear about how to take notes or use web-sourced material properly, or what is acceptable practice when writing your essay, project report, thesis, etc., *please ask for advice*.

See also the University's guidance on how to avoid plagiarism ([www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)).

If university examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors. The Proctors will suspend a student's examination while they fully investigate such cases (this can include interviewing the student). If they consider that a breach of the Disciplinary Regulations has occurred, the Proctors are empowered to refer the matter to the Student Disciplinary Panel. Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student's career at Oxford being ended by expulsion from the University."

## **College and University Examinations**

### **Undergraduate Collections (College Examinations)**

Collections are usually held on the Friday and Saturday of 0<sup>th</sup> week each term. Your Tutors will inform you about these. It is recommended that you check, at your end of term meeting with your personal tutor, and with other tutors that you may have had in the term, what collections will be expected of you at the start of the next term.

### **University Examinations**

All undergraduates are required to pass University examinations. First Public Examinations (also called Honour Mods, Mods, or Prelims) are taken in the first year or the fifth term. Second Public Examinations (also called Finals or Schools) are taken at the end of the course. Many courses have other University examinations in addition to these. Full details of each degree course's examinations are listed in the 'Examination Regulations' at <https://examregs.admin.ox.ac.uk/>. You should read these thoroughly in advance of your examinations.

In the case of failure for any papers in the First Public Examinations a second attempt is not automatic. A student failing a second time will normally be required to withdraw. College's detailed requirements regarding passing University examinations are given in section 4 of the College Regulations.

### **Entries for University Examinations**

Online examination entry must be completed via Student Self-Service. The responsibility for entry is yours, and there is a fee (currently £70) for late entry. More information is at [www.ox.ac.uk/students/academic/exams/entry](http://www.ox.ac.uk/students/academic/exams/entry)

In order to change an option, you must contact the Academic Registrar. Applications for alterations of options will not be processed until the required payment (currently £70) has been received via the Academic Records Office online shop and last-minute requests may be refused.

### **Alternative Arrangements for University Examinations**

If you think you might be entitled to alternative arrangements (e.g. additional time, use of a computer, enlarged font paper, specific seating arrangements), please contact the Student Disability Coordinator, Sheila Smith ([sheila.smith@st-annes.ox.ac.uk](mailto:sheila.smith@st-annes.ox.ac.uk)) without delay.

Alternative arrangements may be made for the following:

- Known medical condition
- Disability
- Specific Learning Disability (SpLD)
- Religious observances preventing sitting of papers on Saturdays or other special days

If you are ill just before or during exams, you should contact the Academic Office as soon as possible for advice and assistance. It may be necessary to submit evidence of mitigating circumstances to the Examiners; the Academic Registrar will provide more details of the process if this is the case.

### **Mitigating Circumstances Affecting Performance**

If you have a problem before or during your exams, or in relation to your submitted work, that you think has seriously affected your performance, you can submit a 'mitigating circumstances notice' so that the examiners are made aware of the situation.

You should only submit a notice when you have suffered a serious problem – either medical or personal. Examiners are limited in the way they can take such circumstances into account, as ultimately they have to assess your performance on the work that has been produced.

If your examination preparation, rather than the examinations themselves, was affected, it is only likely to be appropriate to submit a notice if the impact on you was very severe.

Independent evidence, such as a medical certificate or supporting letter from your college or department (for non-medical circumstances), should always be submitted along with your notice.

Examples of the kind of problem that might prompt you to submit a notice where there has been a significant impact on your performance are:

- Acute illness
- Bereavement
- Other significant adverse personal circumstances (e.g. the impact of crime)

If you have a disability or long-term health condition, you should ensure that you apply for alternative examination arrangements if appropriate (see above).

If you think that your performance has still been affected by your disability or condition, despite the alternative arrangements and other support in place, or you suffer another serious problem such as

an acute illness just before or during the exams, you can also submit a mitigating circumstance notice.

Your notice will be treated confidentially and only accessed by those who need to do so in order for it to be processed and considered.

Please contact the Academic Registrar, Katherine Brown ([katherine.brown@st-annes.ox.ac.uk](mailto:katherine.brown@st-annes.ox.ac.uk)) for further information. You can also find full guidance here: [Problems completing your assessment | University of Oxford](#)

### **Exam Results**

Exam results will be available via Student Self-Service ([www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)) and you will receive an email to notify you when your results are released.

### **Graduate Progression Forms (GSO Forms)**

Research students are obliged to complete University GSO forms at regular stages, which require College authorisation. Please send these to the Graduate Administrator in the Academic Office for processing. A number of GSO forms are now available to complete online via Student Self-Service

### **Subject Families and Connecting Different Academic Disciplines**

At St Anne's, you are not only closely connected with students reading your subject but living alongside students, in a community of some 470 undergraduates and 25 visiting students and 350 graduates, who study a wide range of subjects. The College fellows also are a close-knit community where each respects the academic disciplines of the others. This informal academic web of connections is what makes the College intellectually alive.

We actively promote an intellectual hinterland, space and opportunities for people of analogous academic interests, and sometimes of completely different ones, to come together informally, discuss and listen to what they do. Subject Family Events are a vital part of the life of the College; everyone is welcome. The

are evenings where people from all different levels of academic life – undergraduates, graduates, research fellows, tutors and Professors – can intermingle. We listen to three short papers, usually by research fellows and graduate students, on all sorts of subjects and follow this with a dinner where you have the chance to sit next to someone whom otherwise you would never meet. Out of these events many more informal connections come.

## **STUDENT MATTERS**

### **Principal's Meetings**

The Principal aims to have a one-to-one conversation with each undergraduate once a year. These consider your academic performance but they are not intended to be formal academic reviews. They are a chance for you to discuss your life at Oxford and to offer a wider perspective on how things are going. The Principal sees third and fourth years in Michaelmas term, at the beginning of their final year of study, second years in Hilary Term, when they are half way through, and first years and visiting students in Trinity Term when they have had a chance to settle in.

## **University Card**

You will receive your card at College Registration. If you lose your card you will need to order a new one via the University's online shop ([www.admin.ox.ac.uk/card/lost](http://www.admin.ox.ac.uk/card/lost)). There is a fee of £15. If your card is faulty or needs an amendment like an extension or different subject please contact the Academic Office. If your card was stolen, you will need a crime report number before contacting the Academic Office for a replacement.

## **Academic Dress**

*Subfusc* is worn at matriculation, examinations and graduation ceremonies. *Subfusc* is a dark suit with dark socks, or a dark skirt with black tights 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. Candidates serving in HM Forces are permitted to wear uniform together with a gown.

## **Checking Email and Pigeonholes**

Students must check their College email account at least once per day during term time. Emails from tutors and College staff should be read and acted upon promptly. Students should check their pigeonholes daily.

## **Certificates, Transcripts, Visa Letters and References**

If you need a letter confirming your student status, you can print an Enrolment Certificate from Student Self-Service. The Academic Office can certify this with the College stamp, although it cannot verify private addresses.

Any visa letters, references, or other official documentation that you require College to authorise should be brought to the Academic Office, allowing 3 working days for collection. The University provides on-course and final degree transcripts for all students who commenced study post-2007, these cannot be produced by the Academic Office.

## **Student Employment & Right to Work**

All employers must show compliance with the 2004 changes to the 1996 Asylum and Immigration Act. It is essential that anyone who is not classed as self-employed by HMRC has produced evidence of their Right to Work in the UK in advance of any work they undertake. This applies to any work for the College or University (e.g. Postgraduate Tutors, Student Ambassadors). This will usually be a photocopy of a current passport/ID card and any biometric card/evisa (if applicable). Students may also be required to sign a declaration stating that undertaking the work will not break their visa conditions.

Postgraduate students who intend to undertake any teaching work during their course should register with the University Right to Work Hub who will undertake the necessary checks on behalf of any college that they intend to work for.

Students with any queries about their Right to Work status for College or University roles should contact the Assistant to the Senior Tutor ([academic.office@st-annes.ox.ac.uk](mailto:academic.office@st-annes.ox.ac.uk)) who can give guidance.



## **Scholarships, Exhibitions and Prizes/Awards**

### **Undergraduate Awards and Prizes**

St Anne's gives awards for outstanding performance in College and University examinations.

For Collections, a half prize (£20) is given for a first-class level in one paper, and a full prize (£40) is given for a first-class level in two or more papers. A half-prize (£20) may also be given for a meritorious performance – in particular where there is a marked academic improvement. Collections prizes are awarded as book tokens.

Students who receive a First or Distinction in their First Public Examinations are awarded a College Scholarship of £200 in Michaelmas Term following their exams. They are also given a voucher to buy a Scholars' Gown. Finalists who receive a First Class in their examinations are awarded a College Scholarship of £100.

Tutors may also nominate a student who has narrowly missed a First or Distinction, or one whose tutorial work has been exemplary, for an Exhibition of £125. Students who maintain their work at the same high standard may have their Scholarship/Exhibition renewed the following year.

All Scholars and Exhibitioners are invited to Scholars' Dinner in Michaelmas Term. Scholars will be invited to wear their Scholars' Gowns to this dinner.

Students who suspend during the year are not eligible to receive a Scholarship/Exhibition in the year that they suspend but will be eligible in the year they return.

### **Other student opportunities and support**

#### **Undergraduate Vacation Study and Grants**

The College offers around 70 awards to undergraduates for travel in the Easter and Summer vacations. The Principal's Office deals with all applications and the application process and deadlines are widely advertised in the College well in advance.

#### **Graduate Awards, Scholarships and Grants**

St Anne's offers graduates a number of scholarships. All eligible students will be considered for all scholarship opportunities. Full details can be found at: <https://www.st-annes.ox.ac.uk/study-here/post-graduate/fees-living-costs/>

In addition, St Anne's has a number of grants available to support graduate students in research, travel, conference attendance, and fieldwork trips. Full details of how to apply can be found at: <https://www.st-annes.ox.ac.uk/current-students/travel-grants/>

#### **Internships, Year in Japan Scheme, COSARAF Scholarship & Vacation Laboratory Studentships**

St Anne's organises a wide range of exciting paid internships and placements for its students. They take place within a variety of businesses in the UK and abroad and the majority are set up through alumni of St Anne's who now work at the companies. Applications are made through College during Hilary term and the internships take place over the Long Vacation.

The Year in Japan Scheme is a fantastic opportunity for St Anne's final year students to spend a fully-funded year from September – July studying Japanese at the Japan University of Economics in Fukuoka. Scholars also teach English at a school whilst in Japan. The scheme has been running since 1999.

The COSARAF Sheikh Family Scholarship was launched in April 2019 and awards a St Anne's undergraduate student up to £10,000 per year towards the cost of their tuition fees and living expenses. To be eligible, applicants must be first year UK Muslim home students at St Anne's who face financial hardship. Ideally, they will be the first in their family to attend university. Priority given to those for whom the award will make most difference and who demonstrate a clear plan to give back to their communities and wider society.

We also offer a number of Vacation Laboratory Studentships which are designed to help fund the living costs of undergraduate students undertaking research in laboratories over the summer vacation. Applications are made through College in Hilary / Trinity terms.

More details here:

[Internships and Scholarships - St Anne's College, Oxford](#)

### **Language Centre Courses**

College can contribute up to 50% of the course fee for 'Fast Track' Modern Language Courses. Students must bring the reimbursement form supplied by the [Language Centre](#) to the Academic Office for authorisation before beginning the course. Students are responsible for bringing their authorised form along with their certificate of completion and receipt of purchase back to the Academic Office at the end of the year (Trinity Term) to claim the reimbursement. College cannot complete any reimbursements that have not been approved in advance.

College can also sponsor a small number of Priority places for students applying to the 'General and Academic' Modern Languages Courses, based on their strong academic need.

The Priority system allows colleges, faculties and departments to support their students by guaranteeing them a place in the language class that they need through paying the termly fee. The student obtains a form via the Language Centre's online booking system and must then secure two college/department/faculty counter-signatories: the first signature vouches for the student's academic need and the second signature that the institution will pay the course fee.

An email will be circulated at the beginning of Michaelmas Term with details and funding will be offered on a 'first come first served' basis

## **WELFARE PROVISION AT ST ANNE'S**

We have an excellent reputation for student welfare at St Anne's and we encourage you to be familiar with what's available. The 'welfare team' includes members of the Decanal Team, College Officers, health professionals, JCR and MCR welfare reps and Peer Supporters. Be assured that the support is here for you. Try to seek guidance and help as early as you can.

### **Tutor/Graduate Advisor**

Personal Tutors and Graduate Advisors will monitor your general wellbeing and your academic progress. They are your primary pastoral contact with whom you can discuss at any time any matter which is impacting on your ability to engage with your academic work, and can also direct you to other sources of help and support in the College

### **The Welfare Team/College Deans**

#### **Welfare Support and Contacts**

St Anne's has a dedicated Dean for Welfare, who is the first contact for students for personal (non-academic) welfare issues in College. Rachel Busby is available for confidential meetings to discuss any matters. She works with the Assistant Deans, who are available to talk to between 19:00 and 08:00 if required.

#### **Medical Support & College Nurse**

Our College Nurse (Julie Osborne, ground floor of 27 Banbury Rd) works in College in term time. She maintains close contact with the College Doctors and College Welfare Team.

You can book appointments with the College Nurse through the St Anne's [website](#).

#### **College Doctor**

All students are required to register with an Oxford doctor while at St Anne's. Most students register online with the College Doctors at the Jericho Health Centre which is just a short walk from the College. If you have not registered with the College Doctors, you must inform the Academic Registrar of the name of your Oxford doctor's practice by the end of Week 3 of Michaelmas Term.

#### **University Support**

If you are unsure about contacting anyone from the St Anne's welfare team, the University has a professionally staffed, experienced and confidential Student Counselling Service. The Student Counselling Service is open from 09.00 to 17.00 Monday-Friday (reduced times outside of term). More information and contact details can be found at [www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling). The Counselling Service website also has extremely useful web-based 'help' resources covering a number of issues.

#### **JCR Welfare Reps**

Additional and very important welfare support is also provided by the JCR Welfare Reps. In 24/25 they are: Daisy Johnston, Nic Ong and Megan Wadsworth. They are the JCR link to the rest of the College welfare team but you can of course contact any member of the College welfare system independently. Welfare Teas and Movie Nights are held regularly. Please see the Welfare notice board in Hartland House corridor for information about these events.

## **MCR Welfare Reps**

Similar welfare support is provided for graduate students by the MCR Welfare Reps. You can contact them at [welfare@st-annes-mcr.org.uk](mailto:welfare@st-annes-mcr.org.uk)

## **Other Welfare Resources and Contacts**

University of Oxford Student Health and Welfare [www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)

OUSU Welfare Webpage <http://ousu.org/advice>

Equality and Diversity, Sexual Orientation [www.admin.ox.ac.uk/eop/sexualorientation](http://www.admin.ox.ac.uk/eop/sexualorientation)

Terence Higgins Trust – Advice line about sexual health, 0808 802 1221; [www.tht.org.uk](http://www.tht.org.uk)

Oxford Pride – [www.oxford-pride.org.uk](http://www.oxford-pride.org.uk)

Queer Resources Directory – [www.qrd.org/grd](http://www.qrd.org/grd)

MIND Oxfordshire - <https://www.oxfordshiremind.org.uk/what-we-do/>

Samaritans - [www.samaritans.org](http://www.samaritans.org) or call free on 116 123

Oxford Safe Haven - [www.oxfordhealth.nhs.uk/service\\_description/oxford-safe-haven/](http://www.oxfordhealth.nhs.uk/service_description/oxford-safe-haven/)

Sexual Health Oxfordshire - <https://www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/>

Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC) [www.osarcc.org.uk](http://www.osarcc.org.uk)

## **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.

The St Anne's wellbeing initiative, 'Be Well, Do Well', will hold events 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.

## **College Disability/Chronic Illness Contacts**

### **Disability Support**

The Student Disability Coordinator, Mrs Sheila Smith ([sheila.smith@st-annes.ox.ac.uk](mailto:sheila.smith@st-annes.ox.ac.uk)) is available for advice on the practical support available to students with disabilities. Working closely, in confidence, with the Senior Tutor, Academic Registrar, Tutors, medical professionals and the University Disability Office, Sheila is available to speak to you at any stage of your studies, so please do not hesitate to contact her if you have concerns or queries. Students who have declared a disability will be invited to a meeting with the Disability Coordinator to discuss your individual requirements. This meeting will usually take place in 1st or 2nd week of Michaelmas Term.

Please ensure you have returned the Disability Disclosure form, which can be downloaded from here: <https://stannes.web.ox.ac.uk> If special examination requirements are needed, permission must be sought from the Proctors' Office, via the Academic Registrar well in advance of the exams;

therefore we strongly encourage students to declare disability at the start of term so that these arrangements can be put in place. If a student chooses not to inform the College of any requirements related to disability and a matter arises during studies or examinations it may not be possible to make adjustments straight away. If you are in any doubt please speak in confidence to the Student Disability Coordinator.

### **Equality of Opportunity**

St Anne's welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's educational purposes that can be made by individuals from a wide range of backgrounds and experiences. The College aims to provide education of excellent quality at undergraduate and postgraduate level for students regardless of background. Accordingly, St Anne's is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the teaching and assessment of students, and to welfare and support services. St Anne's commitment is overseen by its Equal Opportunities Committee.

This policy statement is supported by equal opportunities policies and codes of practice, by the University's code of practice on harassment, and the University's equal opportunities policy. These documents may be accessed at <https://edu.admin.ox.ac.uk/> Full account should also be taken of all other College Codes of Practice and Statements which sit alongside the Equal Opportunities Policy.

### **Statement on Free Speech**

Free speech is the lifeblood of a university. It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of St Anne's College are confronted with views that some find unsettling, extreme or offensive. St Anne's College must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of St Anne's College, laid out in its policy documents found at [www.st-annes.ox.ac.uk/policies](http://www.st-annes.ox.ac.uk/policies)

## **PREVENT**

The *Counter-Terrorism and Security Act 2015* imposes a duty on the College to have 'due regard to the need to prevent people from being drawn into terrorism'. This is called the 'PREVENT' duty.

In recognising its legal obligations toward His Majesty's Government's policy on PREVENT, St Anne's College, noting where the risk of individuals being drawn into terrorism is judged to be low, has adopted policies that are proportionate and risk-based and which remain subject to, and do not undermine, existing rights including under the Education (No 2) Act 1986, the Human Rights Act 1998, the Equality Act 2010 and data protection legislation.

The Governing Body wishes to ensure that it is understood by all key individuals, and by the College community as a whole, that principles of free expression, academic freedom, autonomy, confidentiality, privacy, data protection and equality of rights, according to law, provide the overarching context within which the PREVENT duty is to be considered. The PREVENT duty must be implemented in a manner that is proportionate and positively secures and protects those rights.

This PREVENT policy is implemented in accordance with the appropriate statutory requirements and full account is taken of all available guidance and in particular any other relevant College policies, codes of practice and statements. This policy is reviewed annually by the Governing Body to satisfy itself that the principles detailed in paragraph 2 above are implemented appropriately.

## **IT & COMPUTING FACILITIES**

All student study/bedrooms on the main College site and Robert Saunders House provide wired and wireless internet access. Computers, scanners and printers are available in the College Library, Robert Saunders House and in Eleanor Plumer House.

Any problems with College network connection and other College services should be reported to [it-support@st-annes.ox.ac.uk](mailto:it-support@st-annes.ox.ac.uk)

## **FINANCIAL MATTERS**

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](mailto: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.

College bills (battels) are sent out early in the term and should be paid in full by the date specified on the bill, usually one week later. The bill will contain charges for fees, college accommodation, JCR / MCR levies, etc. Late payment fines, at £5 per weekday, are levied, unless the Treasurer approves the valid reason given for late payment, so if you are going to miss the payment date, please make contact before it is due.

**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.

### **Financial Help and Advice**

The Treasury is here to help. It is easier to help if you email as soon as possible after discovering any problem. Make your initial enquiry by email to [finance@st-annes.ox.ac.uk](mailto:finance@st-annes.ox.ac.uk) or by contacting a member of the Treasury staff.

### **Tuition Fees and student loans**

Correct billing of fees, and access to your student loan, depends upon your early application through student finance direct. This application must be renewed each year if required, and a copy of the assessment notice issued to you must be copied to the Treasury.

If College has been advised of any amount of University fee personally payable, this will be shown on your first battels bill of the year and is payable in full that term. Overseas students paying course fees from private funds, as well as those in receipt of masters or US loans paying termly, may apply to the Treasurer for permission to pay these items as termly instalments.

### **Battels and Payment for meals/drinks**

Payment for meals in the Dining Hall is solely by means of your University ('bod') card. Cash/credit/debit card are not accepted in the Dining Hall. For undergraduates in College accommodation a meal fund runs alongside your battels account, and part of the maintenance charge provides a termly credit to your meal fund. An email will tell you when your credit is running low, and you should then top-up at any time via the on-line battels payments system. 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 in the Dining Hall. 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.

## Financial Difficulties and Hardship Support

There are a number of sources of funds available for those students who find themselves in unexpected financial difficulty. If you find yourself in hardship, by e-mailing [hardship@st-annes.ox.ac.uk](mailto:hardship@st-annes.ox.ac.uk), where a member of the hardship team in the Treasury will talk you through the grants and loans you may be eligible for. Mr John Ford, the College's Treasurer, is happy to see students, for advice and also to help them assess their situation and apply for assistance.

## Vacation Charges and Grants for Undergraduates/Graduates

Standard Undergraduate maintenance charges cover the eight weeks and two days of full term. Graduate maintenance charges cover 45 weeks from September to July . Any residence outside these times is charged at the daily room rate, unless residence is necessary for University exams.

There are grants available to help with the cost of vacation residence; details are supplied on the vacation residence application process which is circulated each term by the accommodation office.

Link to online payment system (battels, fees, dining hall & STACS top ups, bar top ups)  
<https://meals.st-annes.ox.ac.uk/meals>

## LIBRARY

The College Library is located across two buildings – Hartland House and the Tim Gardam Building - with collections and reading rooms in both buildings. The Library aims to provide core materials for all undergraduate and taught postgraduate courses that College offers, as well as holding a range of titles for wider reading.

The Library is open 24/7 with access for College members only using their University Card. The Library operates on a self-service basis, but staff are on hand to offer help during the follow times in term:

Monday-Friday: 9am-1pm; 2pm-5:15pm

Each Library building provides different types of study space. Most areas are for silent, individual study, but if you want to work in small groups, you can use the group study rooms in the Tim Gardam Building. You can also book these in advance by email to: [teaching.rooms@st-annes.ox.ac.uk](mailto:teaching.rooms@st-annes.ox.ac.uk). Wi-Fi is available throughout and there are PCs in both libraries, as well as devices for printing, copying and scanning. Printing and photocopying are charged automatically to your battels.

Most books in the College Library are listed in the online catalogue, SOLO: <http://solo.bodleian.ox.ac.uk>. Most of the libraries in Oxford share SOLO which means you can search for resources in the College Library, your departmental library and the Bodleian at the same time. SOLO also links to e-books, e-journals and databases.

If you find that the Library does not have a book that you need you can suggest that we buy a copy. Either e-mail your suggestion to [sally.speirs@st-annes.ox.ac.uk](mailto:sally.speirs@st-annes.ox.ac.uk) or fill in the online suggestion form (<http://www.st-annes.ox.ac.uk/life-here/library/contact/book-suggestions/>)



We have an online guide which will give you all the information you need to know about using the College Library and also includes tips on study skills: <https://libguides.bodleian.ox.ac.uk/st-annes/>.

## Contact us

E-mails sent to [library@st-annes.ox.ac.uk](mailto:library@st-annes.ox.ac.uk) will reach all of the Library staff or you can contact us individually:

**Librarian:** Clare White – [clare.white@st-annes.ox.ac.uk](mailto:clare.white@st-annes.ox.ac.uk) – 01865 274810

**Deputy Librarian:** Sally Speirs – [sally.speirs@st-annes.ox.ac.uk](mailto:sally.speirs@st-annes.ox.ac.uk) – 01865 274876

**Reader Services Librarian:** Niall Sheekey – [niall.sheekey@st-annes.ox.ac.uk](mailto:niall.sheekey@st-annes.ox.ac.uk) – 01865 274812

**Library Assistant:** Alice Shepherd – [alice.shepherd@st-annes.ox.ac.uk](mailto:alice.shepherd@st-annes.ox.ac.uk) 01865 274812

**Archivist:** Matthew Chipping – [archives@st-annes.ox.ac.uk](mailto:archives@st-annes.ox.ac.uk) 01865 274812

To keep up to date with what is going on in the College Library and other Oxford libraries follow us on Facebook, Twitter or Instagram.

## LIVING AT ST ANNE'S

### College Accommodation and Residency Information

Undergraduates are required to be back in College by 14.00 on the Thursday of 0<sup>th</sup> Week of every term, and to be in Oxford during the week in term time. Term ends at 12.00 (midday) on Saturday of 8<sup>th</sup> week. Students must gain permission from their Personal Tutor and the Senior Tutor if they wish to request to leave early or return later.

There are University regulations requiring a minimum number of terms' residence in Oxford in order to qualify for a degree. University residence means living within 6 miles of Carfax (25 miles for postgraduates) for a minimum of 42 nights each term. A student who with a good reason, such as illness, does not meet the residence requirement, can apply to the University for a dispensation (maximum one term). Please contact the Academic Registrar, who will apply on your behalf.

### Rooms in College – Undergraduates

Rooms are reserved for Freshers and allocated in late August from a room draw undertaken by the Accommodation Department.

The College will be consulting with the JCR during Michaelmas Term 2024 with a view to only providing accommodation for Freshers and Finalists. This would mean that students in their 2<sup>nd</sup> years, and 3<sup>rd</sup> years (if on four-year course), will have to live out in the private market with support from the Equalisation Scheme.

Students on 4-year courses with Extended Terms (which includes Biochemistry, Biomedical Sciences, Chemistry and Materials) will be offered the chance to apply for Equalisation to assist with living out in the private market for their 2<sup>nd</sup> and 4<sup>th</sup> Years and are eligible for accommodation in their 3<sup>rd</sup> Year only.

A Room Ballot for Finalists is held In the first week of Hilary Term. It takes place over two days by Year and room draw order.

## Use of rooms

The College undertakes to provide a room which has the appropriate facilities and is maintained to a good satisfactory standard. The student undertakes to occupy and vacate the room for agreed periods of time, to report any problems promptly, to treat the room with care and to use it in an appropriate manner (e.g. no noise between 23:00 and 08:00).

Any problems should be reported, via email, to [accommodation@st-annes.ox.ac.uk](mailto:accommodation@st-annes.ox.ac.uk). There are a number of College Regulations which apply to the use of rooms, and it is important that students familiarise themselves with these rules.

## Vacation Residence – Undergraduates

Each term, in Week 3, a Vacation Residence survey will be emailed to each student and must be completed, and approved by your Personal Tutor, by the end of Week 5. If the survey is not completed and/or vacation residence is not approved, students must vacate their rooms by 12.00 (midday) on Saturday of 8<sup>th</sup> week and are not permitted to return until Thursday of 0<sup>th</sup> week. Keys to rooms must be returned to the Lodge or a charge for a replacement key will be levied.

## Reporting Problems with your Room

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](mailto:accommodation@st-annes.ox.ac.uk)

## Television Licences

If you choose to bring a television, you will need to buy a licence. See: [www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1](http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1)

## Post & Communication – Pigeon Holes and Email

All mail received in College will be put in your pigeonhole (aka 'pidge'). Pidges are located in the Fulford Room on the ground floor of Hartland House.

All College members are **required** to activate their University email account named in the format [firstname.surname@st-annes.ox.ac.uk](mailto:firstname.surname@st-annes.ox.ac.uk). See [www.oucs.ox.ac.uk/email](http://www.oucs.ox.ac.uk/email) for more information. You must check your pigeonhole and email daily and respond to all messages from tutors and College staff as appropriate. We will communicate with you using only your St Anne's email address.

If you are listed as being 'out of residence' – i.e. not living and working in Oxford – you should arrange for your mail to be forwarded to your alternative home address (UK residents only).

Lists of College staff and tutors can be found on the College website.

## Guests in College

Students are permitted to have one guest stay in their room for 2 nights in a 7-day period. Guests **must** be signed in and out at the Lodge and must not be left unaccompanied. Guests should not

cause any nuisance to neighbours or inconvenience them in their use of College facilities, or they may be asked to leave.

### **Cooking**

There are kitchens available to all students living in College. Students are not permitted to cook food or make toast in bedrooms but may boil a kettle. Students will find it useful to bring a small amount of crockery and cutlery and are responsible for washing it up and for keeping the kitchens clean and tidy.

### **Electrical Items**

Students are responsible for any electrical equipment that you bring to College. It should be tested by a qualified electrician before you arrive. Once you are here, you should report any concerns about your electrical equipment to [accommodation@st-annes.ox.ac.uk](mailto:accommodation@st-annes.ox.ac.uk). Faulty electrical equipment represents the most likely cause of fire.

### **Candles**

You are not permitted to keep candles in your room even if you do not light them.

### **Domestic arrangements**

The Bursar is supported by the following departments, each headed by a manager:

- Accommodation (responsible for the allocation and cleaning of all the rooms)
- Estates (responsible for the maintenance of all facilities)
- Catering (responsible for the provision of all meals, the College Bar and the College Coffee Shop)
- Conference and Events (responsible for the co-ordination of all events taking place in College for staff, students and conference delegates)
- Lodge (responsible for security, reception and mail arrangements)
- Robert Saunders House (an 80-room facility for graduates)
- Eleanor Plumer House (a 13-room facility for graduates plus Common Room and IT Room)

### **College Security**

The security and safety of all students is one of the important aims of the College. The College's Lodge is manned 24 hours per day, 365 days per year by at least two porters. Any emergency or anything suspicious should be reported to the Lodge immediately (01865 274800). It is incumbent on all members of the College to be alert for emergencies and suspicious activity. It should be noted that access to the College between 10pm and 6am can only be gained via the Lodge.

It is particularly important that students are aware of the dangers of fire, which can be caused by faulty electrical equipment (students are required to ensure all personal equipment is checked annually by a qualified electrician) and naked flame (which is why candles and cigarettes are banned from rooms).

### **Insurance of Personal Property**

College takes out a block insurance policy with Endsleigh Insurance to cover some possessions of students living in College accommodation. Details of the policy are circulated at the start of the year and are also posted on the Treasury notice board in Hartland House. Please check which of your

possessions would be covered and under what circumstances. Students can buy extra cover from Endsleigh for any possessions not covered by the standard policy.

### **College Facilities and Services**

The following facilities are provided:

- WCs, and showers for those students who do not have en-suite facilities
- College Bar (39/41 Banbury)
- STACS Coffee Shop (Trenaman)
- Junior Common Room (Hartland House)
- MCR Common Room and Study Room (Eleanor Plumer House)
- Student Launderette (58/60 Woodstock)
- Cleaning of rooms and common areas
- Change of bedding once per week
- Kitchenettes (average ratio of one per twelve students)
- Mail Room (Fulford Room, Hartland House)
- Fitness Rooms (58/60 Woodstock)

The following local facilities are provided opposite the College on Woodstock Road:

- Chemist
- Dry Cleaner/ Laundry
- Grocery
- Newsagent

### **Meals**

Meals are provided for students in residence from Monday of 0<sup>th</sup> week to Friday of 9<sup>th</sup> week. On weekdays, these meals are breakfast, lunch and dinner. On Saturday and Sunday Brunch is available. Please see the Bursary notice board in Hartland House for further information. If you have special dietary requirements, please discuss these with the College Nurse ([st-annesnurse@nhs.net](mailto:st-annesnurse@nhs.net)) who will liaise with the Catering Department on your behalf.

### **Recycling**

The College actively encourages recycling and the procedures for dealing with different types of waste are regularly displayed/circulated.

### **Living as Part of the College Community**

The College community relies on all its members to keep good order and to respect each other and the property we share. The Dean (Prof Freya Johnston) is responsible for all matters of discipline in the broadest sense, especially in terms of the College as a place of study and as a living environment. Please consult your copy of the College Regulations and be familiar with them – they make clear your responsibilities, to yourself and to all of us at St Anne's. Please be mindful at all times of how your behaviour impacts on others who live, work and study in College.

### **Permissions**

Any functions (parties, meetings with external speakers) require the permission of the Dean. Consult the Dean as soon as possible to discuss your plans to avoid disappointment. The use of the

College's public rooms and gardens has to be discussed with the Domestic Bursar. Any booking of rooms where an external speaker is present has to have a signed booking contract that will be provided by the Conference and Events Department. This must be signed by the organiser and approved 10 days before the event takes place.

### **College Property**

The Regulations also make clear what are reasonable and adult expectations of you in terms of respecting the fabric of the space you live, study and socialise in. You are responsible for your room and for the behaviour of any visitors, and you are required to keep your room in a reasonable and habitable state. It goes without saying that all College space and property should be treated respectfully by you and any visitors you invite here.

### **Music and Noise in College**

Living and studying alongside each other in houses, flats and around stairwells is a great experience and intrinsic to student life. Please think about your neighbours and be considerate, especially in the late evening, when entering and leaving buildings, or chatting in communal areas. If your neighbour can hear your music or TV, it is too loud.

### **Drugs in College**

Substance abuse is not tolerated by College, and the Regulations concerning illegal drugs and drugs generally are very clear (see section 9.4). Students with drug-related problems are advised to seek help and guidance from the College Doctor who will assist confidentially. Other sources of help and support include counselling, as well as the College Nurse, any Tutor or College Officer.

### **Penalty**

Regrettably, there are times when breaches of the Regulations governing discipline will result in a penalty being imposed by the Dean. Each case is dealt with thoroughly, and penalties include temporary exclusion from College, service duties around College, monetary fines or, in extreme cases, withdrawal from College.

## **LEAVING ST ANNE'S**

### **Graduation**

You must graduate at a University ceremony before you officially hold your degree and before you can obtain a degree certificate from the University. You are not required to attend in person, but most students prefer to do so, and to invite guests as permitted by the University. College attends about seven ceremonies a year.

Current undergraduate and postgraduate taught students will be emailed an invitation to book a graduation ceremony in the Michaelmas Term of their final year. (N.B. This means that students on 9- or 12-month Master's courses will receive their booking invitation within 1-2 months of starting their courses.) Postgraduate research students who successfully complete their courses will be offered dates to graduate at ceremonies occurring after receiving their leave to supplicate.

## KEY CONTACTS

<p><b>College Lodge</b>, Lodge Manager, Mr Peter Burden  <a href="mailto:lodge@st-annes.ox.ac.uk">lodge@st-annes.ox.ac.uk</a>; 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><b>Senior Tutor</b>, Dr Shannon McKellar          Academic Office, Hartland House, 1st floor  <a href="mailto:senior.tutor@st-annes.ox.ac.uk">senior.tutor@st-annes.ox.ac.uk</a>; 01865 274869</p>	<p>Oversees and co-ordinates academic welfare provision in College, including case and information management. Liaises with student Personal Tutors and Graduate Advisers.</p>
<p><b>Academic Registrar</b>, Ms Katherine Brown          Academic Office, Hartland House, 1st floor  <a href="mailto:katherine.brown@st-annes.ox.ac.uk">katherine.brown@st-annes.ox.ac.uk</a>; 01865 274822</p>	<p>Liaises with the University. Is responsible for examination arrangements and student data including changes in status (e.g. suspension).</p>
<p><b>Student Disability Coordinator and Deputy Academic Registrar</b>          Mrs Sheila Smith          Academic Office, Hartland House, 1st Floor  <a href="mailto:sheila.smith@st-annes.ox.ac.uk">sheila.smith@st-annes.ox.ac.uk</a>; 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><b>College Doctors</b>, Dr Leaver &amp; Partners          Jericho Health Centre, Walton Street, Oxford, OX2 6NW          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><b>College Nurse</b>, Julie Osborne          Ground floor, 27 Banbury; Weeks 0 to 9  <a href="mailto:st-annesnurse@nhs.net">st-annesnurse@nhs.net</a></p>	<p>Our trained nurse can advise on medical-related issues as well as any other personal or emotional problems.</p>
<p><b>Dean of Welfare</b>, Rachel Busby          Welfare Office, 50 Woodstock Road          Meetings by appointment only  <a href="mailto:dean.welfare@st-annes.ox.ac.uk">dean.welfare@st-annes.ox.ac.uk</a></p>	<p>First contact for students for personal (non-academic) welfare issues in College and available to students for confidential meetings.</p>
<p><b>JCR/MCR Advisers</b>          Dr Graham Nelson <a href="mailto:graham.nelson@mod-langs.ox.ac.uk">graham.nelson@mod-langs.ox.ac.uk</a>          Dr Siân Gronlie <a href="mailto:sian.gronlie@st-annes.ox.ac.uk">sian.gronlie@st-annes.ox.ac.uk</a></p>	<p>Fellows of the College who can be contacted for confidential advice, especially academic matters.</p>
<p><b>Assistant Deans</b>          Fikayo Akeredolu <a href="mailto:fikayo.akeredolou@sant.ox.ac.uk">fikayo.akeredolou@sant.ox.ac.uk</a>          Zara Christmas <a href="mailto:zara.christmas@lincoln.ox.ac.uk">zara.christmas@lincoln.ox.ac.uk</a></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>

