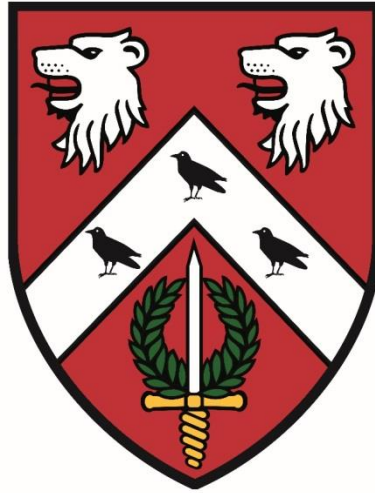


# ST ANNE'S COLLEGE



## VISITING STUDENT INFORMATION 2023-2024



*Aerial view of St Anne's College*

## **Welcome**

Welcome to St Anne's! We are so pleased to welcome you to our College community and glad that you have chosen to spend your time studying abroad with us here in Oxford.

The University of Oxford is an exciting and intriguing place and we are sure you will enjoy your time here. Initially it can also seem complex and we hope that the information we are sharing here will help you make a smooth transition and settle in well to life in Oxford.

In addition to this Visiting Student Information, you will receive a Student Handbook, College Regulations, University Regulations and other materials throughout the summer and upon arrival at College. Additionally there may be amendments to the Visiting Student information prior to your arrival, and if so, we will endeavour to update you.

The College prides itself on being friendly and informal. It is also intellectually ambitious and serious minded. We work as a community and share mutual respect for everyone who chooses to live, study and work here.

We hope you will find success at Oxford and beyond and make the most of this incredible experience. The Visiting Student Team, and the wider St Anne's community, are available to help you navigate your journey and answer any questions you have or provide any advice you might need. Please do feel free to come and speak to us about anything.

We look forward to meeting you and welcoming you to our community.

Kirsten Jellard  
Director, Programmes and Networks



*Hartland House, St Anne's College*

## St Anne's College

St Anne's stands out as a college that is down to earth, modern, informal and open to the world. It attracts students from many different cultures and backgrounds. It is committed to furthering intellectual emancipation.

St Anne's has a radical tradition. It can trace its origins back to 1879 and the formation of the Association for the Education of Women in Oxford. It became a College in 1952 and first admitted men in 1979. The College has always set its face outwards towards the world, driven by its commitment to making accessible the opportunities of an Oxford education to those of academic potential who otherwise might not encounter them. It is now one of Oxford's largest colleges with over 460 undergraduate students and a graduate community of around 300.

We promote academic excellence through the research, publications and collaborations of our Fellows and faculty. We pass on that learning to our postgraduates and undergraduates. We are proud of the many achievements of our lively student community, past and present.

## Notable alumni include

**Maria Aitken** (1963), actress, writer and director, whose credits include *A Fish Called Wanda* and *The 39 Steps*.

**Mary Archer** (Weeden, 1962), scientist, academic specialising in the conversion of solar energy to chemical fuels or electric power.

**Tina Brown** (1971), journalist and author, editor of *Tatler*, *Vanity Fair* and *The New Yorker* magazines.

**Mike Danson** (1982) founder of *Datamonitor*, a leading provider of online database and analysis services.

**Peter Donnelly** (1996) Director, Wellcome Trust Centre for Human Genetics, Professor of Statistical Science, Fellow of the Royal Society.

**U.A. Fanthorpe** (1949), poet, the first woman in 315 years to be nominated for the post of Professor of Poetry at Oxford.

**Helen Fielding** (1976), writer, author of *Bridget Jones's Diary* and *Bridget Jones: The Edge of Reason*.

**Hadley Freeman** (1996), journalist, *The Guardian's* deputy fashion editor and a contributing editor to *Vogue*.

**Julian Gallant** (1984), musician, has performed all over the world and is Chief Conductor of the Russian Chamber Orchestra of London.

**Zoë Heller** (1984), journalist and author, her novel *Notes on a Scandal* was shortlisted for the Booker Prize.

**Makereti (Maggie) Papakura** the first Maori ethnographer who had her work published.

**Merze Tate** the first female African-American student at the University of Oxford.

Although not an alum **Iris Murdoch** was a Tutor (later Fellow) in Philosophy at St Anne's and one of the Founding Fellows of the College.

# The University of Oxford

As the oldest university in the English-speaking world, Oxford is a unique and historic institution. There is no clear date of foundation, but teaching existed at Oxford in some form in 1096 and developed rapidly from 1167.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. The 38 colleges are self-governing and financially independent institutions, which are related to the central University in a federal system. There are also six permanent private halls, which were founded by different Christian denominations and which still retain their Christian character.

The different roles of the colleges and the University have evolved over time.

## The Colleges

- Select and admit undergraduate students, Visiting Students and select graduate students after they are admitted by the University.
- Provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students.
- Are responsible for tutorial teaching for undergraduates.

## The University

- Determines the content of the courses within which college teaching takes place.
- Organises lectures, seminars and lab work.
- Provides a wide range of resources for teaching and learning in the form of libraries, laboratories, museums, computing facilities, and so on.
- Provides administrative services and centrally managed student services such as counselling and careers.
- Admits and supervises graduate students, and examines theses.
- Sets and marks examinations, and awards degrees.

The collegiate system is at the heart of the University's success, giving students and academics the benefits of belonging both to a large, internationally renowned institution and to a small, interdisciplinary academic community. It brings together leading academics and students across subjects and year groups and from different cultures and countries, helping to foster the intense interdisciplinary approach that inspires much of the outstanding research achievement of the University and makes Oxford a leader in so many fields.

Read more at [www.ox.ac.uk](http://www.ox.ac.uk)

## Visiting Student Team

### **Kirsten Jellard, Director, Programmes and Networks:**

Kirsten leads the Visiting Student programme, working with visiting students, their home institutions and College faculty. She also oversees the College's international academic and internship programmes.

### **Christine Robertson, Administrator, Programmes and Networks:**

Christine administers the Visiting Student Programme, St Anne's International Summer Schools and Programmes, and Internships. She also provides administrative support for the Academic Office with specific responsibilities for academic transcripts and education verifications.

### **Dr Shannon McKellar, Senior Tutor, Tutor for Visiting Students** (also Tutor for Admissions and Tutor for Graduates):

Shannon leads the Academic Office, and has oversight of all academic matters in the College (tutor and student related) and she works closely with the Director, Programmes and Networks, Academic Registrar, Welfare Team and other College Officers.

You can contact the Visiting Student team via email at [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) or once you have arrived in Oxford you can visit us in the Academic Office in Hartland House.

## Starting at St Anne's

We welcome approximately 40 Visiting Students from international universities to spend a year or term/s in Oxford as part of their degree. 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 here.



Induction (orientation) information will be sent to Visiting Students during the summer, or the term, before your arrival. If you are joining the St Anne's community at the start of the academic year then you will also participate in Freshers Week, for all new incoming undergraduate students to Oxford, and you are also welcome to join the University's international student induction. If you are joining for the Hilary and Trinity terms St Anne's will host your induction in January.

*Hartland House, the original building of St Anne's College*

## 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 first week or week one, and the preceding week is nought week. A lot of events in Oxford are described by a day and a numbered week, rather than a normal calendar date. We welcome Visiting Students to study at St Anne's for:

- Oxford Academic Year – Michaelmas, Hilary and Trinity terms
- Extended Oxford Academic Year – September plus Michaelmas, Hilary and Trinity terms
- Fall Term – September plus Michaelmas
- Michaelmas Term only
- Hilary AND Trinity Terms only

### Fall Term 2023

Fall Term students arrive	Monday 4 <sup>th</sup> September
Extended Academic Year students arrive	Monday 4 <sup>th</sup> September
Fall Term and Extended Academic Year Visiting Student induction	Tuesday 5 <sup>th</sup> September
Fall Term and Extended Academic Year teaching begins	Wednesday 6 <sup>th</sup> September
Fall Term ends	Saturday 2 <sup>nd</sup> December

### Michaelmas Term 2023

Oxford Academic Year and Michaelmas students arrive	Saturday 30 <sup>th</sup> September
Visiting Student Induction and Freshers Week begins	Sunday 1 <sup>st</sup> October
Michaelmas Term begins	Sunday 8 <sup>th</sup> October
Michaelmas Term ends	Saturday 2 <sup>nd</sup> December

### Hilary Term 2024

Hilary and Trinity term only students arrive	Wednesday 10 <sup>th</sup> January
Visiting Student Induction	Thursday 11 <sup>th</sup> January
Oxford Academic Year and Extended Oxford Academic Year visiting students return to College	Thursday 11 <sup>th</sup> January
Hilary Term begins	Sunday 14 <sup>th</sup> January
Hilary Term ends	Saturday 9 <sup>th</sup> March

### Trinity Term 2024

Visiting Students arrive back at College	Thursday 18 <sup>th</sup> April
Trinity Term begins	Sunday 21 <sup>st</sup> April
Trinity Term ends	Saturday 15 <sup>th</sup> June

Please ensure you plan your journey to arrive at College on the programme arrival date as indicated above.

Accommodation for visiting students is guaranteed and included during the breaks between terms when your studies are continuing through the next term.

Travelling during term time is discouraged and you should expect to have academic requirements during the week, including Fridays. Please do not plan any trips before knowing your course commitments.

Please note that all students including visiting students must be present in Oxford from midday on the Thursday preceding the start of each Michaelmas, Hilary and Trinity term, to allow for meetings with their Tutors and other College and University staff.



*Bevington Road Houses reflected in Ruth Deech Building, St Anne's College*

## **Arriving In Oxford**

From London Heathrow and Gatwick airports, take [The Airline coach service](#), which runs 24 hours a day. You can also reach Oxford by [train](#) from Heathrow via London, and from Gatwick via Reading, but the bus service (known as a coach service in the UK) tends to be easier to navigate and offers a direct service to Oxford.

Buses run every regularly from Heathrow and the approximate journey time is ninety minutes. The approximate journey time from Gatwick via bus is two and a quarter hours.

You can purchase a ticket online in advance. You can pre-select your coach but there is usually some flexibility with the timing if your flight is delayed. You can also usually purchase a ticket from the bus driver.

You should get off the bus at the final stop, which is the Oxford central coach station at Gloucester Green in the city centre. It is about a 15-20 minute walk from St Anne's so if arriving by coach ask someone at the station to direct you to the nearest taxi rank. A taxi from the bus station will cost about £5-£10.

You could also consider flying to Birmingham International Airport and there is direct hourly train service, from Birmingham International station (2 min monorail journey from the airport) via [Cross Country trains](#) to Oxford.

If you are arriving from London trains run direct services from [London Paddington \(serving Oxford station\)](#) and [London Marylebone \(serving Oxford and Oxford Parkway stations\)](#). You should take the train to Oxford station, not Oxford Parkway. Oxford Railway Station is a 20-25 minute walk from St Anne's and taxis are available at the station. If you have luggage or are arriving for the first time we recommend a taxi, which will cost approx. £10.

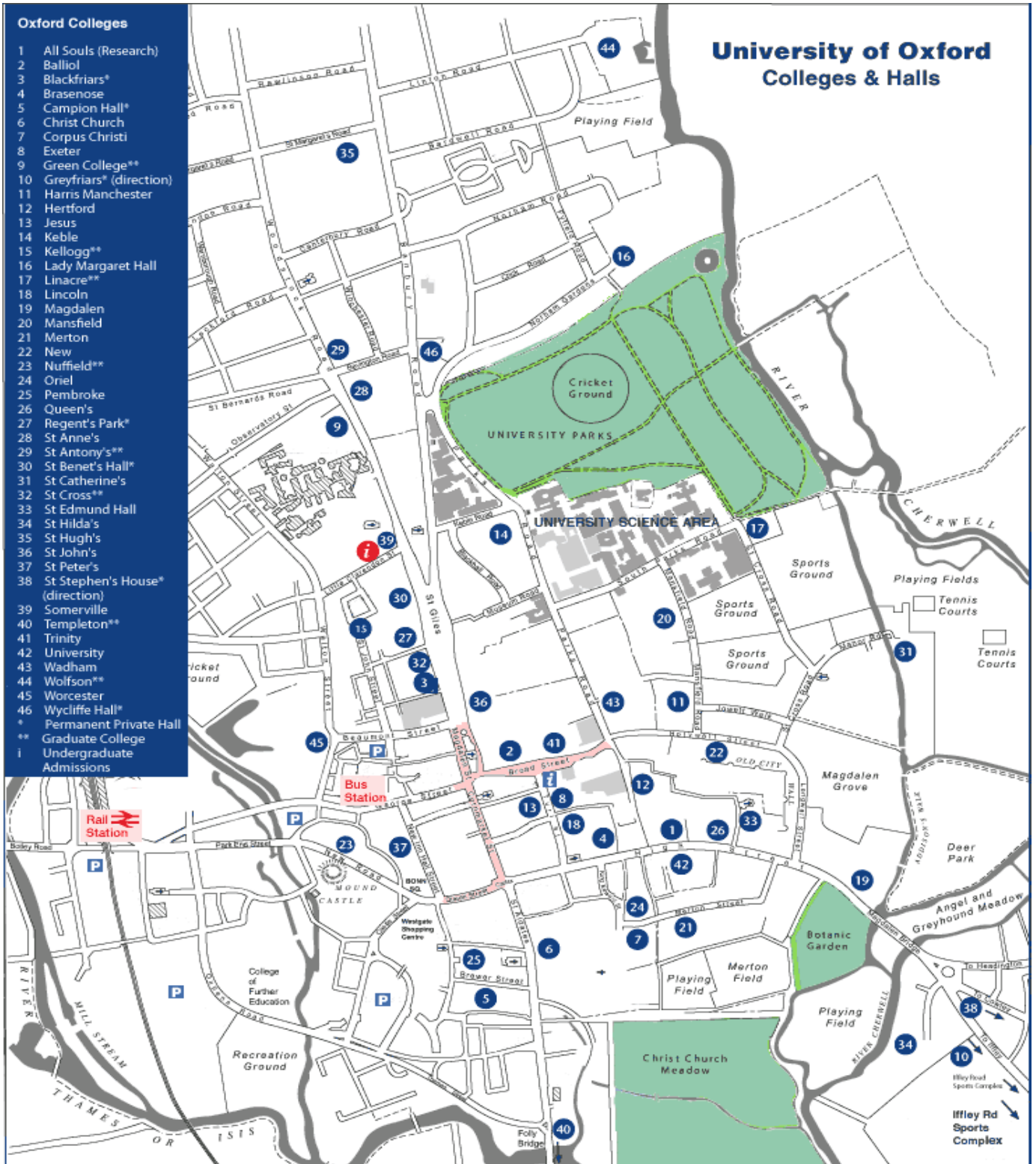
There is also a frequent 24-hour direct coach (bus) services between Oxford and London, the [Oxford Tube](#).

***Please check any restrictions and government guidance on travelling prior to your journey***

# Oxford

Oxford is known as the “city of spires” due to the University’s famous architecture and buildings and is home to just over 24,000 students. 41% of Oxford students are citizens of a country other than the UK, and over 150 countries and territories are represented among the Oxford student body.

The University of Oxford is not a campus university and our colleges, departments and other constituent units are to be found throughout the city of Oxford, rather than on one central site.



Oxford city centre is the pedestrianised area highlighted by the pink roads above. St Anne’s College is number 28 on the map and is approximately 10 minutes walk from the city centre. The rail and bus station are also marked above.



**St Anne's College** occupies an enviable location between two of Oxford's main thoroughfares – Banbury Road and Woodstock Road and is within a 10 minute walk of Oxford city centre. Both roads lead to the centre of town and offer easy access to other University areas and Oxford.

St Anne's is a modern college, with an abundance of green space and here you will find your accommodation, the dining hall, the library and academic centre and additional facilities such as a gym, laundry facilities, the STACS coffee shop, and the student bar. The Lodge is the main entrance to college.

St Anne's is conveniently located for many academic departments including all the science faculties, English and the Maths Institute. The most recently developed University site, the Radcliffe Observatory Quarter, is across the Woodstock road. The Jericho Health Centre is also located here.

Nearby you will also find the [Oxford Museum of Natural History](#), the [Pitt Rivers Museum](#), and [University Parks](#) are just out the Wicket Gate (back gate of college). University Parks offer running trails, playing fields and the University's Cricket Club, a green oasis to dream between the spires.

Within a short walk of College, you will also find Little Clarendon Street and Jericho both with a variety of shops, cafes, bars and restaurants. In Jericho there are also some small supermarkets and delis as well as a post office and bookshops. Directly across the road from the Lodge is a small shop, dry cleaners and a pharmacy.



## Academics at St Anne's

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

A unique aspect of learning and teaching at the University of Oxford is the world-renowned tutorial system. Each week you will meet with one of our tutors to discuss in depth the material that you have been studying. You will typically attend a tutorial every week, or bi-weekly, for each class or paper you are studying. For each of these tutorials you will be expected to independently prepare either an essay or a problem set (depending on the course) to discuss during the tutorial.

You are expected to undertake a considerable amount of independent study and research to prepare for your tutorials, which could include readings, research, essay writing and problem solving. Your Tutor will generally provide you with a reading list or other guidance to help you get started. Your hour-long tutorials will typically involve you, your tutor and one or two other students. Tutorials are the main mode of teaching for Oxford undergraduates and are organised between the student and the tutor. Tutorial teaching aims to develop and improve your analytical and problem solving skills, your written and oral communication and your independent and critical thinking.

[Read more about](#) and [hear more about tutorials](#), and teaching and learning at Oxford. As you prepare for your time at Oxford, and a new learning environment you may find it helpful to consult the [University's study skills guidance](#).



*Dr. Graham Nelson, Supernumerary Fellow and Lecturer in Mathematics conducting a tutorial with 2 students who will have completed a maths problem set prior to their tutorial.*

### ***What is a tutorial really like? – a Visiting Student's perspective***

***Joellen Banks, from University of the Redlands, studied English at St Anne's***

Tutorials are a powerful learning tool, but they require adjustment if you are accustomed to large classes at your home university. Anonymity is not an option, because tutorials provide low tutor-student ratios. Most of mine have been one-on-one. The formality of a tutorial varies, depending upon whom is conducting it. You will complete a paper (or possibly a presentation) in advance, and engage in an hour-long discussion. Yes, this means you should be prepared, and have read your materials thoroughly.

However, the individualized nature of the tutorial system does not have to be intimidating. I often ask my tutors questions, as well as answering theirs. They are, at large, very knowledgeable and there to help you learn. As a student in English Literature, I have also benefitted immensely from the feedback I have received on my papers. Conversing about your written work with tutors also gives you an opportunity to explain your reasoning. You get to pursue the elements of your tutorial topic in which you most need to grow, and that interests you.



*Dr. Liora Lazarus, former Fellow and Tutor in Law conducting a tutorial*

### ***What about teaching beyond tutorials (eg. lectures etc.)?***

***Joellen Banks, from University of the Redlands, studied English at St Anne's***

In addition to the comprehensive research database available to you through the Bodleian and your campus libraries, lectures are a helpful supplement to tutorial instruction. I would suggest accessing the lists of provided lectures on WebLearn at the beginning of each term. Your tutors may advise you to attend particular series. If not, you can peruse what is available by department; locations, speakers and descriptions are included in the documents. You may also be invited to attend classes, depending on your discipline.

### ***How to prepare for a tutorial – a Visiting Student's perspective***

***Noam Weinreich, from Cornell University, studied Philosophy at St Anne's***

Most of what I'll say is applicable to humanities students (I'm studying philosophy), so I'm not sure if it applies to technical subjects as well, though I'm sure some will. The best advice anyone will give you is that the more you put into your preparation, the more you will get out of the tutorial. Something special about Oxford is you basically have one week to do all your readings, but how you split that up is very much up to you. So some people do no work the first four days, then stress for two, some people will spend three days doing reading, then three days writing their essay, etc. A lot is about what suits you, although I don't recommend leaving everything to the last minute.

Sometimes it is doable to finish all my readings for a given week, and to write a good essay, but other times (depending on the tutor), that is basically impossible. If you're short on time, I recommend going for the shorter readings (get more bang for your buck), finding summaries of the longer readings somewhere (often readings quote each other, so that will happen of its own accord), and try skimming for the essentials, or what you will need for your essay. Best case scenario is definitely to read everything, but sometimes that's impractical, plus on the (not so rare) occasion, Tutors assign readings that just aren't that relevant, and you should not waste your time on them. Writing your first essay is tough, since you're probably not used to doing all the readings and writing an essay in under a week, when you have barely had time to finish the readings let alone think about them in depth. I think it's best to think of these essays as somewhere in between your standard college paper that might be a lot more polished, and an in-class essay for a final. Tutors are not expecting a fully worked out thesis, with all the loose ends tied up, but you are expected to put some thought and originality into it. I personally struggled with relying too much on summarizing all the readings, and not developing my own line of thought. That's a mistake though, you can ignore the readings you did not find that interesting (although if possible you should be aware of what they say), and just focus your argument on a few of them. And don't stress too much!



*Professor Matthew Leigh, Professor, Fellow and Tutor of Classical Languages conducting a group tutorial.*



## **College expectations**

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 in the Department.

The College expects Visiting Students to maintain good academic standing and 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 every 24 hours (at least) and reply promptly to Tutor/College requests

## **Personal Tutors**

All students are assigned a Personal Tutor in their subject/s area who plays a fundamental role in the course of your time at Oxford, monitoring your general wellbeing and your academic progress. They will plan your teaching while in Oxford. You will meet with your Personal Tutor at the start of term to ensure you are prepared, and at the end of term to discuss your progress. Your Personal Tutor is also your primary pastoral contact with whom you can discuss any matter which is impacting your ability to engage with your academic work. He/she can also direct you to other sources of help and support in the College.

## Tutors

Your personal tutor may, or may not, also be your Tutor. Your tutor will conduct your academic teaching and meet with you as scheduled for tutorials. Your tutor may, or may not be a St Anne's College faculty member, depending on their academic speciality and your tutorial preferences. You can read the profiles of the [St Anne's College academic staff](#).

Your tutorials are supplemented by lectures, and sometimes group tutorials, problem classes and/or laboratory practical classes, as appropriate for the subject/s you are studying, which are run by the University and will include students from across the University. A major strength of the tutorial system is the ability to tailor your teaching to match your academic interests. All of our Visiting Students hold 'Registered Visiting Student status' from the University of Oxford, which allows them full access to University facilities, including the world-famous Bodleian Library (founded in 1602).

## Lectures

University lectures compliment your studies and you are expected to attend lectures related to your area of study. Lectures will help inform your tutorial essays and enhance your understanding of your chosen subjects. Lecture lists are published on the department's websites, usually Canvas, at the start of term and it is your responsibility to find these and attend lectures as required.

## Exams and Collections

As a Visiting Student you are not required to sit University exams. However some Visiting Students do sit Collections, which are a test or exam at the start of term to determine how much you remember of the subject from the previous term.

### ***Additional academic insights – visiting students' perspectives***

***Michelle Kim, from John Hopkins University, studied on the Pre Medical Programme at St Anne's***

Initially, the lectures, classes, and tutorial system can be daunting and confusing. However, one of my favorite parts about Oxford is its emphasis on the *learning process* rather than the grade. At an American university, it may be easy to feel preoccupied with midterm grades and your overall GPA. Take advantage of every single tutorial and essay as a huge learning opportunity! Each tutorial is a discussion about an essay topic, and this is a great chance to ask amazing professors (tutors) questions. Similar to office hours, it is also an opportunity to get to know your tutors personally. Although essays provide an in-depth review of a particular topic, tutorials do not cover all the material of the course, and this component should be studied independently. Be prepared to write your own study schedules and choose your preferred textbook references.

***Minji Kim, from John Hopkins University, studied on the Pre Medical Programme at St Anne's***

It is a different form of studying here. There is no more staying up till 3-4am cramming for the chemistry exam. However, there are papers that you have to complete and it is not something you can cram for. You have to know what you wrote so that you can have an effective discussion during your tutorials. Also, your exams (called Collections) are not given at the end of term, but on the Friday before the start of the next term. For example, I had the Collections for my Michaelmas Term (I's term) on the Friday before the Hilary term began. This means that while you do have your six-week break, this is not completely a do-nothing break. Instead of vacationing for full six weeks, I went on trips for four weeks and prepared for my exam for two weeks back in Oxford. The other big difference I noticed was that at Hopkins, students study quite collectively at the library (our social place!); however, at Oxford, it is more independent.

## Academic Feedback and Support for Students

Undergraduates will receive Academic Feedback in a number of ways:

- TMS reports – course tutors provide reports on students' tutorial work, which are reviewed by the Personal Tutor and discussed at termly report reading sessions
- 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. Termly online feedback questionnaires give undergraduates an opportunity to voice their opinions anonymously. It is important that you complete honest and fair feedback on each tutor who has taught you for each class.

### Transcripts and credits

At the end of your time at St Anne's we will produce a transcript for you. Transcripts are based on the reports of the Tutors who have taught you over the term/s or year. We send a copy of your transcript to you and your home institution (or study abroad coordinator/provider) with your consent. Your home institution or study abroad provider will allocate and award you academic credit and a final grade for the work that you have done at Oxford. Please note that Visiting Students are not eligible to receive a degree or diploma from the University of Oxford.

### Grades

We provide the following **grade conversion as an indication of normal practice**. However it may not be the case that your grades exactly translate as follows as several criteria, such as the weighting of assignments, collections, contributions in tutorials, attendance etc. may be taken into consideration in providing transcript grades. Grades recorded on your TMS reports may follow any of the formats below. The grade recorded on your transcript will be the American letter grade as indicated below.

#### Indicative grade conversion chart

Oxford degree class	Oxford numerical scale	St Anne's numerical scale	St Anne's letter grade	American letter grade
First class 1 <sup>st</sup>	80+	12	A+	A+
	75+	11	A	A
	70+	10	A-	A -
Upper second class II(1)	65+	9	AB	A-
	60+	8	B+	B+
Lower second class II(2)	55+	7	B	B+
	50+	6	B-	B
Third class III	45+	5	BC	B-
	40+	4	C+	C+
Pass	35+	3	C	C+
	30+	2	C-	C
Fail	0-29	1	S	F
		0	NS	

## **Academic Welfare Support for Students**

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

If you have concerns about personal welfare, that you think may be impacting your academic performance, speak to your Personal Tutor. You can also contact the Peer Supporters, the Assistant Deans, the Dean for Welfare, or the College Nurse.

If your Personal Tutor becomes aware of a change in your academic performance, for example, poor performance, poor attendance, a sudden drop in performance etc., 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.

Please see further information on the college's welfare provision contained later in this booklet.



*Students gather outside The Lodge, the main entrance to College*



*Student helpers with the College beaver on an undergraduate Open Day*



*Library and Academic Centre, St Anne's College*

## **College Library**

At St Anne's we have one of the largest College libraries and collections with over 100,000 volumes and two library buildings on the College site. The library aims to provide core materials for all undergraduate and taught postgraduate courses that College offers, as well as holding a wealth of other interesting titles for wider reading. The College Library is for the use of College members only and books should not be borrowed on behalf of members of other Colleges. Likewise, you should not visit another College's Library unless you have a specific need to consult a book there and have contacted their Librarian in advance for permission.

As a Visiting Student you will also have access to the Bodleian Library. The Bodleian Library, the principal University library, has been a library of legal deposit for 400 years and is one of the oldest libraries in Europe. In Britain it is second in size only to the British Library and contains over 13 million printed items. In Oxford it is known as 'the Bod'.

Once you arrive in Oxford the College Library staff will host induction sessions for each subject. You can also join a Bodleian Library induction and will also have access to departmental libraries in your subject/s.



*Library and Academic Centre, St Anne's College*



# Academic policies relating to Visiting Students

## Change to Programme of Tutorial Courses

If you wish to make a change to your tutorial preferences please do the following -

If you have not yet arrived at College please email [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) with your request, and an explanation of the reason for the request. Please note as your application will have been reviewed and an admissions decision granted based on the tutorial preferences you indicated it may not be possible to make any changes. Where possible to make changes please be aware you cannot usually make multiple changes and you may not be able to take more advanced courses than those you indicated a preference for.

Once you have arrived at College please speak to your Personal Tutor as soon as possible about the change that you wish to make. It is preferable to request a change at least one term in advance. You cannot make a change once the term's courses have started. Oxford does not operate an add/drop period as you may be familiar with from your home institution.

If your change is approved please ensure you update your study abroad advisor at your home institution, or study abroad provider, and discuss with them any impact this may have on transferring academic credit.

### Please note-

- It is not possible to change or add any subjects to your offer after you have accepted your place on the programme.
- It is not possible to take courses from any subject which you have not already been admitted to study for.
- Your academic advisor or home institution is not in a position to make requests about what courses you should take at Oxford. Your teaching has been arranged based on our Fellows academic assessment of your application and the appropriate level of study for you at Oxford based on your background.
- Visiting students cannot participate in any 4<sup>th</sup> year Oxford courses

We will try to accommodate requested course changes, but the nature of tutorial-teaching means that course changes are not always possible, particularly at short notice. You should talk to your Personal Tutor about the change as soon as possible to maximise the likelihood of your course change being accepted. It is not usually possible to make changes during your first term of teaching as courses have already been arranged prior to your arrival.

## Early departure from the programme

If you wish to request permission to leave St Anne's before the end of Trinity term, to pursue an internship, research or summer courses please follow this procedure -

- 1) You need to speak with your study abroad and/or academic advisor at your home institution, or your study abroad provider, to discuss the possibility of leaving the St Anne's Visiting Student Programme early. This is the FIRST STEP and depending on the policies in place at your home institution you may need to do this before applying for any internship or course and certainly at the earliest possible date.

Please note: It is not possible to request a departure before the end of week 6 of Trinity term as you must meet the University's residency requirement in order to be issued a transcript for your courses. Therefore **please DO NOT apply for any internship or programme that will start on or before the end of week 6 of Trinity term.**

If you wish to request an early departure from the programme you must do so by the end of Hilary term.

- 2) Following your conversation with your home institution, or study abroad provider, your study abroad or academic advisor needs to email you, copying in [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk), agreeing that they support your request to leave the programme early.
- 3) Once you have gained the support of your home institution you should then speak to your Personal Tutor to advise them that you may need to leave St Anne's before the end of Trinity Term. You should discuss

whether you will be able to complete your chosen Tutorial Courses and whether it will be necessary to alter your study timetable.

Please note: it is not possible to arrange teaching outside of term time and leaving the programme early typically impacts on the number of tutorials you can complete and can therefore jeopardise the number of transfer credits your home institution may award you for your time abroad. Please speak with your home institution about the potential impact on your transfer credit of leaving the programme early.

- 4) If your Personal Tutor gives you permission to leave St Anne's early, please ask them to write to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk), copying in you, to confirm that they give you permission to leave the programme early (assuming that you are accepted onto your summer opportunity).
- 5) Once you have written permission from your home institution and your St Anne's personal tutor write to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) seeking permission to leave Oxford before the end of your final term. Your email should include
  - a covering paragraph which explains clearly when you would need to leave St Anne's
  - proof of your internship/research programme offer and start date or proof of summer course enrolment and start date
  - your email(s) from your study abroad advisor at your home institution
  - your Personal Tutor's permission

Please note that failure to seek permission to depart early, or departing before the end of week 6 of Trinity term may result in your time at St Anne's being recorded as 'incomplete' on your transcript.

## Interim or Provisional Transcript

St Anne's College does not issue interim or provisional transcripts for visiting students and you are advised to request a transcript that includes your study abroad programme from your home institution. If you have exceptional circumstances, for example a scholarship application, please speak with the Academic Office.



*Looking across the Quad to the dining hall and Hartland House, St Anne's College*

## Life at St Anne's

St Anne's is one of the largest and most diverse Colleges in Oxford and our Visiting Students make a major contribution to our collegiate life.



*Exterior of the Ruth Deech Building*

### Accommodation

You will be accommodated in a single en-suite (private bathroom) bedroom, in the Ruth Deech Building (F on the map, exterior pictured left) during your time at St Anne's.

Other British, international and visiting students will be living on your hall and there are shared kitchens which are a notable hub.

Laundry rooms are provided at College and you can purchase, and then top up, a laundry card to utilise while you are here.

**As a Visiting Student your accommodation is guaranteed during the breaks between terms, if you are remaining for the following term, and you do not need to vacate your bedroom.**

Although the dining hall may be closed at times during the break you are able to self-cater using your kitchen facilities. Many Visiting Students also utilise the term breaks to travel in the UK and Europe.

Bedrooms are spacious and come furnished with a bed, desk, chair, bookshelf, bed sheets, and a duvet. Clean sheets will be provided on a regular basis. You may like to personalise your room by bringing your own duvet cover or bedspread, or purchasing one once you arrive in the UK. You will need to purchase towels and clothes hangers for your room and these can be easily purchased in Oxford. You may like to pack some small personal or decorative items. You can also purchase homeware and posters in Oxford.



*Interiors of a single bedroom in the Ruth Deech Building*

## Dining

At mealtimes, most students choose to use the Dining Hall, which serves breakfast, lunch and dinner on weekdays, brunch on Saturdays and Sundays. College subsidises food costs so meals are good value for money and affordable.

### Dining hall meal costs may be approximately:

Breakfast: £2-£2.50

Lunch and Dinner: £3-£3.50 each

plus any drinks, water is provided on tables.



Students have access to kitchens in their accommodation but we encourage communal dining, as this provides an excellent opportunity to mix with students from different courses and year groups. Most meals are self-service and informal, but each term there are also several formal dinners in Hall when our students and guests can dress to impress.

There is also a coffee shop; STACS, and a bar on the college campus.

## Paying for your meals

Payment for meals in the Dining Hall is by means of your University card and no cash is accepted in the Dining Hall.

As a Visiting Student your University card will be pre-loaded with a meal credit for you to utilise upon arrival. You will need to top this up throughout the term and emails will be sent to you, and the dining hall staff will remind you, when your credit is running low. You can then top-up at any time via the on-line payments system. A bar fund can also be set up to run alongside your account, which will enable you to use your University card to pay in the Bar.



*Students at a 'Formal' dinner in the Dining Hall*



## Kitchen facilities

In addition to meals available in the dining hall you may choose to prepare some meals in your shared kitchen. Lunch and dinner are not served on the weekend so that is a great opportunity to cook with your hall-mates or sample some great Oxford eateries.

Your shared kitchen contains a stove, oven, fridge, and a bench space. Once you arrive you need to purchase additional items such as crockery, cutlery and glasses for your kitchen as well as sauce pans, frypans etc. These are all easily purchased in Oxford, or you may have favourites you really want to bring with you.

If you have food items from home that you know you cannot purchase in the UK, or really want to bring with you, do ensure you can enter the country with them before you pack them!

## ***Dining at hall and in Oxford – a Visiting Student's perspective***

***By Minji Kim and Michelle Kim, from John Hopkins University, who studied Biochemistry on the Pre Medical Programme at St Anne's***

*I always ate at the College Dining Hall during my first term, but I've been cooking more often since. Tesco and Sainsbury's are like our Giant and Safeway. If you want to cook Asian food, there is a tiny Chinese food market that has a small range of Korean/Japanese ingredients (but all types of ramen you can possibly think of...). Restaurant, café, pub options here are extensive and one of my favorite things about Oxford. Whether you are craving a burger, pasta, Thai, Indian, or just a simple piece of cake they are within reach. St. Anne's is conveniently located close to Jericho, where there are a lot of interesting pubs as well as nice cafes to hang out with friends or to study in. Gail's and Society Cafe have so far been my favorite places to study! (Jericho Cafe has really good waffles).*

## Living costs

Living costs for the academic year starting in 2023-24 are estimated to be between £1,290 and £1,840 for each month you are in Oxford and will vary considerably from one student to another depending on your lifestyle. Although our academic year is made up of three eight-week terms you may wish to budget over a nine-month period to ensure you also have sufficient funds during the holidays to meet essential costs. For further details please visit our [living costs webpage](#).

### **Approximate costs in Oxford**

Bus ticket - £2-£2.50

Rail fare to London approx. £30 including travel in London (reduced with young person's railcard)

Coffee at a café - £2.50-3.50

Cinema ticket - £6-10

Pint of beer in a pub - £4-5

Dinner in a casual restaurant - £15-20

## ***Best Student Eats in Oxford – a Visiting Student’s perspective***

***Katie Johnson from Skidmore College, studied English Literature at St Anne’s***



**Alpha Bar** – Located in the Covered Market, the Alpha Bar is a hearty make your own salad bar. Offering all kinds of toppings and dressings, this is the perfect stop for a healthy lunch.

**Byron Burger** – Byron Burger has the most successful American style burgers in Oxford. They come in all shapes and sizes with a myriad of toppings. While you’re there, make sure you try a side of their French fries and a delicious chocolate milkshake.

**G&D’s** – located near St. Anne’s, this is the best stop for ice cream . Open till midnight, G&D’s offers your typical chocolate and vanilla ice cream, but also offers a number of “Petition Flavors” voted for by customers. Made in their shop, their ice cream is delicious atop brownies, cookies, or waffles.

**George Street Social** – The George Street Social offers literally everything. Stop by for Bruch, Lunch, Dinner, a snack, 2 for 1 drinks. This adorable bookish café offers anything and everything you could want to eat.

**Gloucester Green Market** – Open on Wednesday, Thursday, Saturday, the Gloucester Green Market offers up all kinds of street food. From goyza and steamed buns to gyros to pizza, the Market offers up cheap but good lunch foods.

**Grand Café** – The Grand Café is arguably the oldest coffee shop in England. A rather small space on High Street, the café serves one of the best Cream Teas in Oxford. It’s a great place to visit for a special celebration, or to bring friends and family when they come to visit.

**Jericho Café** – If you don’t feel like trekking all the way to Turl Street for a café to work in, the Jericho Café offers delicious food and a cozy study space without the hike into town. This café focuses more on food than coffee, offering dishes for brunch, lunch, and dinner, but they also serve up a killer flat white.

**MooMoo’s** – Also in the Covered Market, MooMoo’s is an incredible milkshake stand that boasts 100’s of flavors. Pick any type of candy and you can be sure that they offer it in milkshake form. This is a great place to visit during a sunny day in Oxford.

**The Alternative Tuck Shop** – This little gem, “tucked” away on Holywell street, is the epitome of delicious and cheap Oxford eats. Offering everything from cakes and coffee to paninis and salads. If you plan on making a stop, make sure you allot a good amount of time as the line for food gets a bit long.

**The Missing Bean** – Craving a study break after spending hours in the Bod or Rad Cam? The Missing Bean is a wonderful little café located on Turl Street right in the city centre. Marketed as an espresso café, the Missing Bean also serves amazing Chai Lattes and handmade cakes and sandwiches. It offers a great study atmosphere, so grab a book and enjoy some cake and coffee whist doing work.

**The White Rabbit** – A quaint little pub located near Gloucester Green, it serves the best personal pizzas in Oxford. Go sit in with a group of friends, or grab a pizza for take away, but either way make sure you hit up this spot for a delicious lunch/dinner.

## ***Shopping in Oxford – Visiting Student Perspective***

***By Minji Kim and Michelle Kim, from John Hopkins University, who studied on the Pre Medical Programme***



You can buy anything here at Oxford, so don't worry about bringing too much with you from the US. Here is a list of few of the stores that I've found particularly useful in the city centre (10 minute walk from St Anne's!)

- Flying Tiger - kitchen supplies, notebooks, organizers, etc. for a really cheap price.
- Argos - bed heater, a rug, a duvet cover, etc. (You do not need to buy a duvet cover as you are given a new one weekly!)
- Zara, H&M, Primark, River Island, and many more clothing stores!

As for clothes, I regret bringing so many clothes now that I have to worry about how to take

them back to the US, especially since I purchased more clothes while traveling. Do limit how much you bring! The weather here is quite cold throughout the year, but it does not fluctuate as much as Baltimore. It is usually cloudy, rainy, and windy in both winter and spring. Bring clothes on the warmer side for the later spring, but remember that you can purchase clothes here too!

### **What to bring and what to buy**

Depending on your preferences your day to day items, clothing and homeware can be easily purchased in the UK once you arrive. Prices do vary but for many the exchange rate is more favourable making items in the UK cheaper than they once were.

If you need to have any small electrical items with you, such as a hairdryer, hair straighteners etc. it will be best to purchase them in the UK as the increased voltage will cause most of these items to 'blow' very quickly. You can search for these items online before arrival at shops such as [www.argos.co.uk](http://www.argos.co.uk), or many of the large supermarkets such as Sainsbury's, Tesco, or Asda. Many UK retailers offer delivery or 'click and collect' services and Amazon Prime is also widely available.

In central Oxford you will find four supermarkets; as well as a Waterstones and Blackwells bookstores; a Boots and Superdrug which are both pharmacies and sell toiletries, cosmetics, medicines and household items. There are a number of 'High St' retailers such as Marks & Spencer, Primark, Fatface, H&M, Zara and many others who sell men's and women's clothing and homewares. Oxford is also home to the Westgate Centre which is an open air mall with a wide variety of shops, restaurants, bars and a cinema.

You may like to pack a few formal outfits if you will be attending any of the Oxford balls or formal dinners. Black tie events are not uncommon in Oxford although items can be purchased or hired in Oxford too.

### **Mobile phones**

***Jhanay Rowden, from John Hopkins University, studied on the Pre Medical Programme at St Anne's***

Choosing a way to stay connected long term can be a bit overwhelming, but there are three most common ways of setting up a mobile phone plan and get in touch with people back home and here in Oxford:

1. WhatsApp: In the UK WhatsApp is an extremely popular way to communicate and you will undoubtedly be downloading it to connect with your peers here at Oxford. It can be used to text, call, or video-call with anyone who also has the app (including people in other countries) for free so long as you are connected to either WIFI or data. You can depend on WhatsApp alone, as there is WIFI around Oxford and on most public transportation, but in most cases it's used alongside some kind of data plan.

2. Purchasing a UK SIM Card: It is possible to purchase a SIM card upon your arrival in Oxford. There are a few cell phone carriers with locations in Oxford including 3, EE, and Vodaphone to name a few. You can go to one of the stores and get a 'pay-as-you-go' SIM card. You put the SIM card in your phone to replace the one currently there and then can go online and pay for data packages and top-ups. Inserting a SIM card will give you a new UK phone number, allowing you to call phone numbers in the UK, and most data plans include data roaming in UK and EU countries without fees. Replacing your SIM will disconnect your original phone number, but with a data plan you can still communicate with people from home using WhatsApp. Further, reinserting your original SIM card will change your phone number back.
3. Maintaining original phone plan: You can also continue using your original phone plan from your home country for the duration of your stay here in Oxford, but be sure to check your carrier's international phone and data usage terms as they are often more expensive than domestic usage plans.

## Social life of College; JCR, activities, music, sports, travel and more

### Common Rooms

The Common Rooms are both physical locations and representative bodies. All undergraduates belong to the Junior Common Room, known as the JCR, an autonomous constituted body, which is managed by the JCR President and a Committee elected from amongst the students. Part of the JCR's role is to ensure that collective student opinion is aired in College and across the University. Members are involved in many of the everyday decision-making processes through representation on the College's administrative committees including the College Governing Body.

The JCR also arranges entertainments, parties and cultural activities and helps allocate funds to the sports and other clubs within College. There is always lots going on in the College, and all activities and facilities are open to anyone who cares to join in. As a Visiting Student you are encouraged to become involved with the Junior Common Room.

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 and Visiting Students
Admin Common Room	ACR	Administrative staff

### ***Extracurricular Activities – a Visiting Student's Perspective***

***Michelle Kim, from John Hopkins University, studied on the Pre Medical Programme at St Anne's***

Oxford is a small city, but full of life and activities, busy with students from the 38 colleges of the University. From library reading rooms (with their collections of ancient and rare books) to packed student nightclubs at the city centre, there is so much to explore. St. Anne's provides a smaller community where you can participate in different clubs and events. In my first term, I was involved with the College rowing club. It was an incredible experience to wake up before sunrise and row on a boat of eight on the River Thames. It is also a great opportunity to meet other British students outside of the classroom at St. Anne's. If you are interested, make sure to pack warm sweatpants/leggings and thick layers since it is very cold, sometimes icy, in the mornings.

There are other athletic clubs at Oxford to join, such as St. Anne's lacrosse club and the University's running club. If you are more interested in working out independently, the college has a very small gym on campus, but I highly recommend getting a membership at the city's gym: Pure Gym. It is about one mile from campus, a lovely 10-minute jog through Oxford's city centre, and costs about £20 per month.

***Minji Kim, from John Hopkins University, studied on the Pre Medical Programme at St Anne's***

The range of club opportunities here is extensive! There is a society for everything. I personally joined the Wine Society, Walking Club (hiking club), and the Oxford Union. Through the walking club, I was able to hike the tallest mountains in Wales and in England! The views were incredible! I also recommend the Oxford Union Society for everyone; very interesting figures including politicians, celebrities, and scientists come to the Union to talk about their perspectives and experiences. Last term, Stephen Hawking came and next week, M.I.A. is coming!



## Michelle and Minji share -

Our last piece of advice to you is branch out, get involved with St. Anne's events, such as formal hall dinners (make sure to pack fancier outfits), college balls, themed BOPs, and weeknight student club nights! Initially, the student life and culture may feel different from the American university social life, but don't be afraid to ask questions and to step out of your comfort zone.



## Sports at St Anne's

The College shares a sports ground with St John's College which is known as "The Fortress" and is about a 5-minute cycle from St Anne's along Woodstock road. It has arguably the best kept pitches in Oxford, with a rugby pitch, football pitch, 3 hard tennis courts and even 3 grass tennis courts in the summer.

As a St Anne's student you could try some sports that may be new to you such as rugby, netball, squash or cricket or join the badminton, tennis, football (soccer) or rowing (crew) teams (St Anne's women's rowing team pictured left). Rowing is an extremely popular Oxford pastime culminating in The Boat Race held each year on the River Thames in London raced between the University of Oxford and the University of Cambridge.

## Music and Arts at St Anne's

St Anne's has a thriving music scene, with opportunities available for all levels of performers. The St Anne's Music Society is a student-led umbrella organisation for the various College music ensembles. STAcapella is a non-auditioning and informal acapella choir and the College also has a non-auditioning orchestra ensemble ANNIE, and the St Anne's Swingers; who perform swing, jazz and soul music. Music can often be heard in the bar and there is an active student run arts scene as well including writer's forums, drama, talks and events. Oxford has a wealth of museums and galleries including The Ashmolean, Pitt Rivers Museum, Christ Church Picture Gallery, Modern Art Oxford and others within reach of Oxford.

**The Union** The world famous union is the home of debating at Oxford. Even if you are not so keen on debating yourself, you may still decide to join (membership fee) as there are always great speakers, and every Thursday there is a debate. You can read more here <https://www.oxford-union.org/>

**OUSU** Oxford University Student Union is different from the Oxford Union and is the body which works to look after students at Oxford. You can read more here <https://www.oxfordsu.org/>

## Travel

**Please note travel guidance and UK government regulations can change frequently. Please consult the [UK government advice and guidance on entering the UK](#) and be aware of the UK regulations. Please also consult the applicable information for your country of nationality as these guidelines and restrictions may be different to the UK guidelines. Please familiarise yourself with all this information before arrival.**

We recommend students remain in Oxford during term time, and you may like to travel further afield during the breaks between terms. If you are travelling outside the UK, you must be aware of, and stay up to date on your visa requirements. Please consult this information on the [visa\(s\) you may require to travel and advice on re-entering the UK](#). If you hold one, be particularly careful not to lose your Biometric Residence Permit while you are away from the UK. Whenever you are in unfamiliar surroundings take particular care of your belongings including your passport and

Biometric Residence Permit. BRPs can get lost or stolen. If this happens, please inform the Academic Office who can provide you with information on how to apply for a new card.

## 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 and counselling professionals and students – JCR and MCR welfare reps and peer supporters. Be assured that support is here for you. Try to seek guidance and help as early as you can. And of course, confidentiality is maintained at all times.



*Enjoying the 'Quad', Trinity Term., St Anne's College*

## The College Welfare Team - Support and Contacts

College welfare team contacts can all be found here - <https://www.st-annes.ox.ac.uk/current-students/student-welfare-support/meet-the-welfare-team/>

### Personal Tutor

Personal Tutors will monitor your general wellbeing and your academic progress. They are your primary pastoral contact with whom you can discuss 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

### Dean for Welfare

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 during working hours. Rachel works with the Assistant Deans, who are available to talk to at any time outside of the Dean for Welfare's working hours.

### Assistant Deans

The Assistant Deans will help you with any concerns you may have, personal or academic, and are a first port of call during the evenings and at night, particularly in an emergency. They are Postgraduate students or early career academics, selected for their understanding of and empathy for your needs. They can be contacted by email or by telephone via the Lodge. Assistant Deans are available between 19:00-08:00.

### 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 Jericho Health Centre. 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.

### The College Nurse

The College Nurse is located on the ground floor of 27 Banbury, and able to give advice on medical-related issues as well as any other personal or emotional problems during term time. The nurse maintains close contact with the College Doctors and College Welfare Team.

### JCR Reps

The JCR Welfare Reps and the JCR Disability Rep co-ordinate JCR Welfare and work closely with the College Nurse and Dean for Welfare. They are the JCR link to the rest of the College welfare system. The JCR hosts Welfare Teas and Movie Nights regularly. Please see the Welfare notice board in Hartland House corridor for notice of these events.

## St Anne's College Peer Supporters

Peer Support is a confidential listening and support service provided for the members of the student body by other graduates and undergraduates. Peer Supporters can be the first point of contact for a problem, ranging from academic issues to feeling homesick, and can provide welfare information if students want it. Similarly, Peer Supporters are available if everything is ok and students just fancy a chat! The contact details for the team are found on the College website and displayed in the Danson Room and around College.

## Student Welfare Support

Scan the QR code below for information on health, welfare and disability support, including:

Emergency help, Medical support, Mental health support, Disability support, Sexual violence and harassment support, Care experienced students, Estranged students and Student parents,

And support during vacations



To find out more about college welfare support, and to book an appointment to talk to one of us, select 'meet the welfare team' and look for the online booking links and contact information.

**Nothing is too big or too small, whatever the issue, there is someone you can talk to.**

## The University Student Counselling Service

The University has a professionally staffed, experienced and confidential Student Counselling Service. The Student Counselling Service is open from 09.00 to 17.00 daily (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 and they offer workshops and group sessions as well.

## College Disability/Chronic Illness Contacts

### Disability Support

The Student Disability Coordinator 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, she 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 who will discuss your individual requirements.

We strongly encourage students to declare any disability prior to commencing their studies at Oxford so that appropriate arrangements can be put in place. Please speak in confidence to the Student Disability Coordinator, Mrs Sheila Smith – [Sheila.smith@st-annes.ox.ac.uk](mailto:Sheila.smith@st-annes.ox.ac.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)

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

Queer Oxford – <https://queeroxford.info/>

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

## Emergencies

In case of medical emergency (24/7) please **call the Lodge, on 01865 274800**. They will summon appropriate help. Please save this number into your phone. Lodge staff are available 24 hours a day.

In the UK the emergency number to reach an ambulance, the fire brigade or the police is 999.

## Practical matters

### IT and email access

#### Oxford Single sign-on

Prior to arrival you will receive information from the University about setting up your Oxford single sign on (SSO) and how to access and use your St Anne's email account.

Your University of Oxford single sign on (SSO) will provide you with access to all the University and College systems, including your email, as well as Canvas (the University's intranet), the library catalogue and other resources. Your SSO is the ID you need to log into your College email and will start with SANN followed by 4 numbers.



Your Oxford account username and details will be sent to you by email to the address you entered on your University data entry form. **Please ensure you have followed the steps provided in the email from University IT to activate your account.** If you are joining in the Spring you will receive IT information nearer to the start of your programme.

#### College email

It is a College Regulation that you use your Oxford e-mail address and check it regularly, as the University, Tutors and College Staff rely upon this as a means of sending you important information.

#### IT handbook

The College IT handbook will be available online when you arrive. This details the provision of, and connection to the College network or email. All College study/bedrooms provide wired and wireless internet access at no charge. Wireless internet access is also available in all public areas across the main College site, and the wider University.

#### IT Support

Our College IT Staff support students' College computer accounts, and the College network infrastructure. They will also advise on computing issues but cannot undertake the maintenance or repair of students' personal machines. IT 'surgeries' take place in College during term-time. At these sessions, IT staff are available to help with issues relating to students' personally owned machines.

#### University IT Provision

An introduction to University facilities and technical support can be found on the IT Services website: <https://www.ox.ac.uk/students/life/it>

#### Student self service

Student Self Service provides you with access to your student record; essential information that you will need throughout your studies at the University of Oxford. <https://www.ox.ac.uk/students/selfservice?wssl=1> University registration

All students need to confirm their university registration online before starting their programme. Registration will open on September 1 and cannot be completed before this.

#### College registration

All students are required to complete College Registration 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 can find an electronic copy of the College Regulations on the College Freshers site. The College Regulations outline our expectations of appropriate conduct. Please ensure that you read these carefully.

## **Certificates, visa letters and references**

If you need a letter confirming your student status you can print an Enrolment Certificate from Student Self Service through the University's website. The Academic Office can stamp this with the College stamp as needed.

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.

## **Checking email and receiving post**

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

All incoming post, or mail, will be placed in your pigeon hole, or mail slot, which in Oxford is also known as your 'pidge' and you will hear about things being 'pidged'. The JCR post room, where you will find your pidge, is located on the ground floor of Hartland House.

If you would like to receive mail the address is –

Your name  
St Anne's College  
Woodstock Road  
Oxford OX2 6HS  
UK

## **Oxford terminology**

For an introduction to Oxford terminology please see the University's website -

<https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1>

## **Student contact information**

You must notify the Academic Registrar if there is any change to your name; home address or telephone number; emergency contacts; course or course length; Oxford doctor or Oxford address. You must also amend the information on Student Self-Service.

## **UK visa regulations**

Immigration rules for entry to the UK can change frequently. Please check the University website <http://www.ox.ac.uk/students/visa> for details before you apply for your visa. To complete your visa application you will require a CAS (Confirmation of Acceptance for Studies) number. These are issued by the University. The College will start the CAS process for you in May or June. You will receive an email giving clear instructions on what you need to do.

## **University card**

You will receive your University card, known as your 'Bod' card, after arrival at College. If you lose your card you will need to order a new one via the University's online shop (<https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards>). There is a fee of £15. If you damage your card or need it amended please contact the Academic Office. If your card was stolen, you will need a crime report number from the police before contacting the Academic Office for a replacement.

## ***And British Slang – a Visiting Student’s perspective***

***By Minji Kim and Michelle Kim, from John Hopkins University, who studied on the Pre Medical Programme at St Anne’s***

I remember in my first week, British friends I had just met always asked me "are you alright?" which is the British equivalent of asking "how are you?" At first, I was so confused by this simple greeting, and thought they had meant I looked unwell! However, you will adjust to the British slang quickly. You will start saying "jumpers" instead of sweaters and "lift" instead of elevator before you know it. It is all part of the journey!



The St Anne’s mascot is the beaver.

“The St Anne’s mascot was adopted in 1913. Much to the slight embarrassment of students today, this animal is not a lion, unicorn or bear like the mascot of many other colleges, but a beaver. As Ruth Butler, one of the first tutors of the Society, explained, this is because beavers are hard-working, communal animals, who during the day work together, but at night return home to their own little lodges — like the Home-Students of St Anne’s, who all went back home at night.”

From [Women at the University of Oxford: Revolutionaries in a Male-Dominated World](#) by Kanta Dihal, DPhil in English Literature, St Anne’s College

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