



# St Hilda's College

UNIVERSITY OF OXFORD

## College Student Handbook 2023/24

By signing your [College Contract](#), you are signing to confirm that you have read this handbook and that you agree to comply with any regulations within it, with the College Statutes and By-Laws and with the College Codes of Policy, Practice and Procedure.

Please contact the Academic Registrar at [rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk) if you have any queries about this handbook.

# Introduction

This handbook is a guide for students at St Hilda's College. It is a compilation of advice, and information, which will guide you through the coming year at St Hilda's. It is important that you read it, and that you understand its contents. It is also important that you keep this guide in a safe place: much of the information in it may not be relevant to you now, but is likely to become useful as you progress through the academic year.

All students accepting a place at St Hilda's College are deemed to have agreed to be bound by these regulations and any subsequent amendments to them.

The handbook is re-issued at the start of each academic year, so even if you are not a fresher you should still read it for the updated information that it contains. The handbook is maintained on behalf of the Governing Body by the Academic Registrar, and any suggested changes should be sent to [rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)

In this handbook, all references to College premises include the Jocelyn Morris Quad unless explicitly stated otherwise. 'College' also includes St Hilda's property such as land and houses elsewhere in Oxford. Throughout, the word 'residence' means 'residence in Oxford as a registered fee-paying student member of the College and University'.

The term 'junior members' refers to both undergraduate and graduate members of the College.

For the governing documents of the College, members are referred to the College [Regulations and Policy Documents](#).

The [Current students](#) section of the St Hilda's website includes some of the information in this handbook, as well as some useful links for College members.

The online version of the College Handbook ([www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)) is to be taken as the authoritative and most up-to-date version.

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If you require this handbook in an alternative format, please contact the Academic Office at [college.office@st-hildas.ox.ac.uk](mailto:college.office@st-hildas.ox.ac.uk)

# Contents

<b>GENERAL INFORMATION</b> .....	<b>5</b>
COMMUNICATIONS .....	5
<i>Communications from College</i> .....	5
<i>Receiving Mail</i> .....	5
MEMBERS OF COLLEGE .....	6
GOVERNANCE: HOW THE COLLEGE IS RUN .....	6
<i>Governing Body</i> .....	6
<i>College Officers</i> .....	6
THE ACADEMIC YEAR .....	7
USEFUL INFORMATION FOR YOUR TIME AT ST HILDA'S .....	8
<i>University Card (Bod Card)</i> .....	8
<i>College Use of Preferred Names</i> .....	8
<i>Academic Dress</i> .....	9
<i>The Academic Office: support for on-course students</i> .....	9
<i>Schools Liaison, Outreach and Access</i> .....	10
<i>The Development Office</i> .....	10
<i>Council Tax</i> .....	10
<i>Voting in Local, National, and European Elections</i> .....	10
<i>Jury Service: what to do if you are summoned</i> .....	10
<i>TV Licensing</i> .....	11
<i>Sustainability</i> .....	11
SOURCES OF ACADEMIC SUPPORT AND GUIDANCE IN COLLEGE .....	11
<i>Undergraduates</i> .....	11
<i>Graduates</i> .....	11
<i>Other Sources of Support and Guidance: all students</i> .....	12
APPROACHES TO STUDENTS FROM JOURNALISTS AND OTHER MEDIA .....	12
AFTER YOUR DEGREE .....	12
<i>Graduation</i> .....	12
<i>Staying on for Further Study at St Hilda's College</i> .....	13
<i>College Funding for Graduate Study</i> .....	13
<i>Careers: College Professional Networks</i> .....	13
<b>ACADEMIC INFORMATION: UNDERGRADUATES</b> .....	<b>14</b>
ACADEMIC OBLIGATIONS .....	14
<i>Tutorials</i> .....	15
<i>Lecture Lists</i> .....	15
<i>How the College Monitors your Academic Performance</i> .....	15
<i>Termly Reports</i> .....	15
<i>Written Collections</i> .....	15
<i>Excellent Academic Work</i> .....	15
<i>Unsatisfactory Academic Work</i> .....	16
<i>Tutorial Feedback</i> .....	16
<i>Plagiarism</i> .....	16
<i>Employment and Other Activities in Term-Time</i> .....	17
<i>Paid Vacation Work</i> .....	17
ACADEMIC DISCIPLINE .....	17
<b>ACADEMIC INFORMATION: GRADUATES</b> .....	<b>18</b>
ACADEMIC OBLIGATIONS .....	18
GRADUATE PROGRESSION FORMS (GSO FORMS) .....	18
HOW THE COLLEGE MONITORS YOUR ACADEMIC PERFORMANCE .....	18

<i>Plagiarism</i> .....	18
<i>Working While Studying</i> .....	19
<b>UNIVERSITY EXAMINATIONS</b> .....	<b>20</b>
<i>Mock Examinations</i> .....	20
<i>Entering for Examinations</i> .....	20
<i>Alternative Examination Arrangements</i> .....	20
<i>Late Submission of Coursework</i> .....	20
<i>Sitting University Written Examinations</i> .....	21
<i>Mitigating Circumstances Notice</i> .....	21
<i>University Research Examinations (Graduates Only)</i> .....	21
<i>Health Concerns and Withdrawal from Examinations</i> .....	21
<i>Exam Results</i> .....	22
<i>Academic Appeals</i> .....	22
<i>Behaviour after Examinations</i> .....	22
<b>FINANCIAL MATTERS</b> .....	<b>23</b>
<b>COURSE FEES</b> .....	23
<i>Queries about your Fees</i> .....	23
<i>Outstanding Fees and Graduation</i> .....	23
<b>BATTELS</b> .....	23
<i>Outstanding Battels</i> .....	24
<b>PAYMENT POLICY</b> .....	24
<b>FEE LIABILITIES - STUDENTS WITHDRAWING OR SUSPENDING</b> .....	24
<b>GRADUATE CONTINUATION CHARGES</b> .....	25
<b>LIVING COSTS</b> .....	25
<i>Home Undergraduates: Oxford Bursaries and Government Loans</i> .....	25
<i>Other Undergraduates, and All Graduates</i> .....	26
<i>“Financial Assistance”: financial help when you don’t have enough money for living costs</i> .....	26
<i>College Grants</i> .....	26
<b>ACADEMIC FACILITIES</b> .....	<b>27</b>
<b>COLLEGE LIBRARY</b> .....	27
<b>COMPUTING</b> .....	27
<i>College-Provided Computers</i> .....	27
<b>NON-ACADEMIC FACILITIES</b> .....	<b>28</b>
<b>ACCOMMODATION</b> .....	28
<i>Residence in College</i> .....	28
<i>Vacation Residence (Undergraduates Only)</i> .....	28
<i>Overnight Guests</i> .....	28
<i>Quiet</i> .....	28
<i>Insuring your possessions</i> .....	28
<i>Beds and Bedding</i> .....	29
<i>Laundries</i> .....	29
<i>Kitchens</i> .....	29
<i>Storage of Perishable Goods</i> .....	29
<i>Bathrooms and Washing Facilities</i> .....	29
<i>Cleaning of Rooms</i> .....	29
<i>Damage to College Property</i> .....	29
<i>Repairs</i> .....	30
<i>Storage in Vacations (Undergraduates only)</i> .....	30
<i>Living Out</i> .....	30
<b>COMMON ROOMS</b> .....	31

<i>Undergraduates</i> .....	31
<i>Graduates</i> .....	31
CATERING.....	31
<i>Meals</i> .....	31
<i>College Bar</i> .....	31
COLLEGE GROUNDS .....	31
<i>Energy Conservation/Recycling</i> .....	32
<i>Roofs</i> .....	32
<i>River</i> .....	32
<i>Woodland</i> .....	32
<i>Bicycles</i> .....	32
<i>Cars and Motorcycles</i> .....	32
<i>Ball Games</i> .....	32
<i>Barbecues</i> .....	33
<i>Animals</i> .....	33
THE SANCTUARY AND RELIGIOUS LIFE.....	33
<i>Choir</i> .....	33
MUSIC AND THE ARTS .....	33
<i>The Jacqueline du Pré Music Building (JdP)</i> .....	33
<b>WELFARE AND MEDICAL FACILITIES .....</b>	<b>36</b>
GUIDANCE ON CONFIDENTIALITY IN STUDENT HEALTH AND WELFARE .....	36
WELFARE.....	36
EXCEPTIONAL CIRCUMSTANCES.....	37
<i>Severe Health or Personal Difficulties: suspension of status and fitness to study</i> .....	37
<i>Changing your Course of Study (Undergraduates only)</i> .....	38
MEDICAL HELP.....	38
<i>Emergencies Requiring First Aid</i> .....	38
<i>College Doctors</i> .....	38
<i>College Nurse</i> .....	38
<i>Contraception and Sexual Health</i> .....	39
<i>Dentist</i> .....	39
<i>Medical Insurance</i> .....	39
DISABILITY .....	39
TRANSGENDER SUPPORT AND ASSISTANCE .....	39
HARASSMENT .....	40
PERSONAL DEVELOPMENT .....	40
<b>HEALTH AND SAFETY/SECURITY .....</b>	<b>41</b>
SAFETY .....	41
FIRE SAFETY .....	41
<i>Fire Safety Checks</i> .....	41
<i>Electrical Regulations</i> .....	42
PERSONAL SAFETY.....	42
SECURITY .....	43
<i>Keys</i> .....	43
<i>Locking of College</i> .....	43
<i>Visitors</i> .....	44
<i>Security of Property, including Laptops</i> .....	44
<b>STUDENTS' CONDUCT AND NON-ACADEMIC RULES.....</b>	<b>45</b>
<b>ADDITIONAL COLLEGE CODES, POLICIES, AND PROCEDURES.....</b>	<b>45</b>

# General Information

## Communications

### Communications from College

All official information from College, including communications from your Tutors, will be sent to your College email address (@st-hildas.ox.ac.uk), or placed in your pigeonhole in the Porters' Lodge.

The best way to contact Tutors or College staff is by email. It is part of your obligation as a student to check your pigeonhole and your College email inbox on a daily basis, and to reply promptly to any messages, particularly from Tutors.

It is conventional to call Tutors and other senior members of the College by their preferred title and surname (e.g. Ms Smith, Dr Jones) until they have told you otherwise. When writing or emailing someone for the first time, please observe this convention.

College telephone numbers are included in this handbook. If you call from a mobile phone you will need to add '01865 2' to the start of the number given.

### Receiving Mail

All students have a pigeonhole in the College Lodge. The address, including for students living in off-site College houses is:

Your Name

St Hilda's College

Cowley Place

OXFORD

OX4 1DY

You are welcome to receive mail throughout your time as a student, but please note:

- You should ensure that your pigeonhole is cleared of post frequently;
- If you order a parcel for delivery to College you must ensure that you are able to collect it within 24 hours, as the space in the Porters' Lodge for storing parcels is extremely limited;
- If you want to have your mail forwarded during University vacations, or once you complete your degree, you must make arrangements with the Porters (charges will apply for mail forwarded to addresses outside the UK).

The post is delivered daily (except Sundays and Bank Holidays) to the Lodge. All mail for members of the College is put in the pigeonholes in the Lodge. Students living in off-site College houses should use the main College site as their address, as there are no facilities for dealing with mail in the off-site houses.

Parcels can only be accepted when a student is in residence and must be collected within 24 hours. If a delivery requires ID, the student must be in the Lodge in person when it arrives.

Unless students have made arrangements with the Porters for their mail to be forwarded, those who have left St Hilda's will have their mail returned to sender. Students leaving St Hilda's on completion of their degree must inform all of their correspondents of their change of address.

### Messenger Post

The University runs an internal postal system between College and faculties/departments, which delivers official letters during the term (without charge). Details of the messenger post and what the messengers will and will not carry are available at the Lodge.

### Grocery/Takeaway Deliveries

Grocery or takeaway deliveries for students will not be accepted at the Lodge unless the student is there to sign for and collect the delivery. (Please also consider the environmental cost of packaging and make sustainable choices whenever possible.)

### Emergencies

In an emergency, callers should contact the Lodge, Academic Registrar, or relevant tutor and leave a message, which will be relayed to the student as soon as possible.

## Members of College

The Principal, Professor Sarah Springman, is the Head of the College, Chair of the Governing Body, and a Trustee of the College.

**Fellows** are Tutors, Research Fellows, Professorial Fellows, College Officers, and others who run the College. All Official Fellows are Trustees of the College, and members of the Governing Body.

**Lecturers** are Tutors who, though not Fellows or members of the Governing Body, are employed by the College to teach undergraduates and to direct undergraduates in their studies.

**Junior Members** are all the student members of the College. They include:

- **Undergraduates:** Junior Members reading for undergraduate degrees at Oxford. They are represented by the Junior Common Room, or JCR.
- **Graduates:** Junior Members reading for higher degrees, including Visiting Students reading for undergraduate or higher degrees at other universities. They are represented by the Middle Common Room, or MCR.
- **Senior Status students:** Junior Members who, though holding a degree, are currently reading for a Final Honour School. Because they already have one degree, they are exempted from the need to sit the First Public Examination. Although they are members of the MCR, their tuition is the same as for undergraduates, and so all references to undergraduates in this handbook are taken to include Senior Status students, unless explicitly noted otherwise.

**College Staff** are those non-teaching employees of the College who are not Fellows.

**Emeritus Fellows** are those Fellows who have retired after long service to the College. Many still live in the Oxford area and play an active role in the life of the College.

**Visiting Fellows** are senior academics from other universities who are visiting Oxford for research and have been made a temporary member of the College.

**Honorary Fellows** are distinguished people who have been recognised by the Governing Body of the College for their special achievements, and who have accepted a formal association with the College. Some Honorary Fellows are Old Members or people who have worked with the College in some way.

**Senior Members (alumnae)** are former junior members who have completed their studies.

## Governance: how the College is run

### Governing Body

The College is governed by its Statutes and its Governing Body. The Governing Body comprises the Principal and all the Official Fellows (except Emeritus, Visiting, or Honorary Fellows). For items which are not confidential, the JCR and MCR Presidents attend the meetings and are able to raise the views of their Common Rooms.

Much business is discussed in committees before it reaches the full Governing Body, and several of these committees have JCR and MCR representation on them. Further information on college committees can be found in the By-Laws: [www.sthildas.ox.ac.uk/content/regulations-and-policy-documents](http://www.sthildas.ox.ac.uk/content/regulations-and-policy-documents)

Day-to-day, the College delegates many operational matters to College Officers, who will be Fellows and senior staff.

### College Officers

The College Officers are Senior Members of the College with specific responsibilities.

COLLEGE OFFICER	Name	LOCATION	PHONE	EMAIL
Principal	Prof. Dame Sarah Springman	South 30	76814	<a href="mailto:principal@st-hildas.ox.ac.uk">principal@st-hildas.ox.ac.uk</a>
Vice-Principal	Dr Hannah Smith	Hall 4	76875	<a href="mailto:hannah.smith@st-hildas.ox.ac.uk">hannah.smith@st-hildas.ox.ac.uk</a>
Bursar	Chris Wood	South 21	76803	<a href="mailto:bursar@st-hildas.ox.ac.uk">bursar@st-hildas.ox.ac.uk</a>

Senior Tutor	Dr Sarah Norman	South 31	76811	<a href="mailto:senior.tutor@st-hildas.ox.ac.uk">senior.tutor@st-hildas.ox.ac.uk</a>
Development Director	Andrew Thomas	South 25	86624	<a href="mailto:development.office@st-hildas.ox.ac.uk">development.office@st-hildas.ox.ac.uk</a>
Tutor for Graduates	Dr Kerstin Hoge / Prof. Dev Gangjee	Email		<a href="mailto:tfg@st-hildas.ox.ac.uk">tfg@st-hildas.ox.ac.uk</a>
Dean	Dr Daniel Bulte	Email		<a href="mailto:dean@st-hildas.ox.ac.uk">dean@st-hildas.ox.ac.uk</a>
Disability Fellow	Prof. Lorna Smith	South 70	76810	<a href="mailto:lorna.smith@st-hildas.ox.ac.uk">lorna.smith@st-hildas.ox.ac.uk</a>
Academic Registrar / Disability Coordinator	Becky Unwin	South 32	76889	<a href="mailto:rebekah.unwin@st-hildas.ox.ac.uk">rebekah.unwin@st-hildas.ox.ac.uk</a>
Domestic Bursar	Gerri Cane	Anniversary 122	76808	<a href="mailto:gerri.cane@st-hildas.ox.ac.uk">gerri.cane@st-hildas.ox.ac.uk</a>
Librarian	Eleanor Kelly	Library	76848	<a href="mailto:eleanor.kelly@st-hildas.ox.ac.uk">eleanor.kelly@st-hildas.ox.ac.uk</a>
IT Manager	Tom Anstey	Anniversary 114a	76891	<a href="mailto:it-support@st-hildas.ox.ac.uk">it-support@st-hildas.ox.ac.uk</a>
Accountant	Dr Hemlata Bountra	Anniversary 12	86622	<a href="mailto:accounts.office@st-hildas.ox.ac.uk">accounts.office@st-hildas.ox.ac.uk</a>
Dean of Degrees	Dr Richard Povey	Hall 68	76855	<a href="mailto:richard.povey@st-hildas.ox.ac.uk">richard.povey@st-hildas.ox.ac.uk</a>
Equality & Diversity Fellow	Prof. Helen Swift	Email		<a href="mailto:helen.swift@st-hildas.ox.ac.uk">helen.swift@st-hildas.ox.ac.uk</a>
Head of Estates	Alex Horsfall-Turner	Anniversary 123	76898	<a href="mailto:buildings-support@st-hildas.ox.ac.uk">buildings-support@st-hildas.ox.ac.uk</a>
Director of College Music	Dr Jonathan Williams	South 7	10320	<a href="mailto:dcm@st-hildas.ox.ac.uk">dcm@st-hildas.ox.ac.uk</a>

The posts of the following College Officers revolve periodically among members of the Senior Common Room: Vice-Principal, Tutor for Graduates, the Dean, the Dean of Degrees. The Senior Tutor is also the Tutor for Admissions, and the Transgender Lead. College Officers may be contacted via email or via the staff pigeonholes at the Porters' Lodge.

There are also three Junior Deans, who are current graduate students offering welfare support: Erik Hörmann, Ayushi Agarwal and Miriam Szabo. The Junior Deans can be contacted at any time via the College Lodge.

## The Academic Year

There are three 8-week terms in each academic year. The term dates for 2023-24 are:

Michaelmas	Sunday 8 October	to	Saturday 2 December
Hilary	Sunday 14 January	to	Saturday 9 March
Trinity	Sunday 21 April	to	Saturday 15 June

These weeks are referred to as Weeks 1 to 8. This period is known as Full Term. The week before Full Term is called Week 0, the week before Week 0 is known as Week -1, and the week after the end of Full Term is called Week 9.

**Undergraduates:** are required to be in Oxford by 14:00 on the Wednesday before Full Term (i.e. Wednesday of Week 0) until the last Saturday of Full Term (Saturday of Week 8). Permission to leave before the last Saturday of Full Term must be sought from your Tutors and the College.

New students are required to arrive in Michaelmas Term on the Monday before Full Term (Monday of Week 0). College Collections (see below) are held each term on the Thursday, Friday and Saturday of Week 0. Tutorials and lectures begin on the first Monday of Full Term.

Most tutors see their students on Thursday afternoon, and tutors will contact you by email with the details. If you are unable to be in College by 14:00 on Wednesday you should inform your tutor. If unable to return to Oxford by Thursday night, you should also notify the Dean.



**Graduates:** Like undergraduates, graduate students are required to 'Keep Term', which is defined by University Statutes as spending 42 nights in Oxford during the period of Full Term. Graduates may be away from Oxford at any time during Term, without permission, provided that they are resident for 42 nights. Graduates are advised to consult the current edition of the University's Examination Regulations for further information about the statutory residence requirements for their particular course. For example, those undertaking a DPhil degree are required to be in residence for at least six terms.

### Short-Term Absence from College

If for any reason you will be absent from your room overnight you should let the College know for fire safety purposes. In the event of a fire it is important that we know who is in their room and who is not so that fire teams do not put lives at risk unnecessarily. Therefore please note any absences on the online [Bookings Portal](#).

**Undergraduates:** For absences of more than one night, or for any night other than Saturday, you must notify your tutor. If you are absent through illness, you must notify your tutor or another appropriate person if the tutor is not available.

**Graduates:** You should inform the Tutor for Graduates at [tfg@st-hildas.ox.ac.uk](mailto:tfg@st-hildas.ox.ac.uk) in writing if you propose to be away for longer than a week in term. This information is essential because the College needs to know where students are in case of emergency.

## Useful Information for your Time at St Hilda's

### University Card (Bod Card)

Your University card serves several purposes in the College and the University, including identification, access to buildings, payment for facilities, entitlement to email and computer facilities, and access to libraries and borrowing rights.

In College, your University card has three main functions:

- It is an entry card for the doors in College that are locked and have swipes on the outside.
- It lets you use the UPay Cashless System to purchase food and drink from the Hall. You will be sent details of how to sign in to UPay by email.
- It lets you log on to the College printers to release print jobs you may have sent.

It is a College AND University rule that **you must not, under any circumstances, lend your card to anyone else, even for a short time:** to do so is a serious disciplinary offence.

### Replacing your University Card

If your card is damaged or stolen a replacement can be ordered through the Academic Office (South 27, open 08:30 to 16:00 on weekdays).

If your card is lost, you will need to pay a replacement fee (currently £15) online at [www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards](http://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards)

If a lost or stolen card is found after a new one has been ordered, it must be returned to the Academic Office as it will no longer be valid. Any unused money you have stored on your card (via UPay) will not be lost and will be credited to your new card when it is issued.

### College Use of Preferred Names

If you have a preferred name, either already on your University record, or if you add a preferred name to your record via Student Self Service, the College will use your preferred name when it is able to.

The following are examples of when a preferred name can be used: It will be given to your College Tutors, and they in turn will inform tutors providing you tutorial teaching from other colleges; to the internal operational departments within the College including the Academic Office, the Domestic Bursar's Office (including the Accommodation Office, the Catering Department and Housekeeping) as well as the Porters' Lodge and the Accounts Office.

You should be mindful that confusion may occur if your preferred name does not match your incoming post, the name on your University card, or your email address. To help avoid confusion your preferred name (e.g. William) may be listed on internal documents alongside your legal name (e.g. John) and surname (e.g. Waterhouse) in the following format: **John William WATERHOUSE.**

At certain times during your course your legal name has to be used; these include when the Accounts Office manages your financial transactions, and when the University issues degree transcripts and graduation certificates, including when calling your name at your graduation ceremony.

If you wish your preferred name to be used as your email address, please see the IT Services website at <https://help.it.ox.ac.uk/change-email-name-address#collapse2864676>. Students undergoing a gender transition can also change the name on their University card.

If you wish to discuss the use of your preferred name please contact the Senior Tutor ([senior.tutor@st-hildas.ox.ac.uk](mailto:senior.tutor@st-hildas.ox.ac.uk)) who is also the Transgender Lead. If there are occasions when your legal name is used rather than your preferred name please inform the Senior Tutor, and she will endeavour to rectify the situation.

Further information on names and how to change them informally or formally, with particular relevance for transgender students, can be accessed through the Oxford SU at <https://www.oxfordsu.org/>.

## Academic Dress

Academic dress consists of your gown, worn with *sub fusc* clothing. You are required to wear academic dress:

- At your matriculation ceremony on Saturday of Week 1 in your first Michaelmas Term;
- At all University examinations (including *viva voce* examinations);
- At your degree ceremony when you graduate.

At other times when you are asked to wear gowns, you are not normally required to wear full academic dress.

*Sub fusc* clothing is defined by the University as consisting of:

- A mortar board or soft cap
- One of:
  - o Dark suit with dark socks, or
  - o Dark skirt with black tights or stockings, or
  - o Dark trousers with dark socks;
- Dark coat if required;
- Black shoes;
- Plain white collared shirt or blouse;
- White bow tie, black bow tie, black full-length tie, or black ribbon.

Additional notes:

- Members of the British Armed Forces may wear service dress under their gown, in place of *sub fusc*. Uniform caps should be removed when indoors.
- If you wear a head dress / scarf for religious reasons, a black scarf should be worn.

## The Academic Office: support for on-course students

St Hilda's Academic Office provides many crucial services to students, Fellows, College Officers, and other staff in the College. The remit of the Academic Office includes, but is not limited to:

- Supporting the administration of a number of grants, bursaries, prizes and scholarships;
- Overseeing the admissions and registration procedures for undergraduate and graduate students;
- Organising and running matriculation and graduation ceremonies;
- Organising and running termly collections (College exams);
- Ensuring appropriate alternative examination arrangements are made for students, as required;
- Ordering University (Bod) cards;
- Providing information about a range of academic and welfare issues including suspension of status, student loans and sources of funding, disability support, and examinations.

The Academic Office comprises Becky Unwin (Academic Registrar), Suzanna Sheldon (Undergraduate Admissions and Outreach), Rachel Hindmarsh (Outreach) and Sam Oliver (Tutorial Officer). General enquiries should be sent in the first instance to [college.office@st-hildas.ox.ac.uk](mailto:college.office@st-hildas.ox.ac.uk).

If your query contains personal or sensitive information (relating to medical information, disability, hardship funding or finance), please contact the Academic Registrar directly by emailing [rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)

The Academic Office is situated in South Building, room 27, and is open every weekday (Monday-Friday).

## Schools Liaison, Outreach and Access

The College runs a programme of access and outreach events, to encourage those who are capable of studying at St Hilda's College and the University of Oxford, but who might for some reason be put off, to have the confidence to apply to study here. St Hilda's regional focus is Surrey and Hampshire.

You can help with this work, and we would be delighted to have you on board. In term-time, we need volunteers to be Student Ambassadors to host school students who visit Oxford. In the vacations, we need volunteers to visit schools, and workers to be employed to help with specific events. Opportunities are emailed to undergraduates from time to time; but to get involved sooner please contact the Outreach Officer at [outreach@st-hildas.ox.ac.uk](mailto:outreach@st-hildas.ox.ac.uk)

## The Development Office

The Development Office maintains the College's relationships with its alumnae around the world and raises funds for priorities that support the College's key pillars of teaching, research, and student experience. They do this by nurturing meaningful relationships with alumnae and friends to engage their support through regular giving, major gifts and legacies. As a student, you can play a key role in the Development and Alumnae Relations programme by becoming a student caller during annual telephone campaigns, attending alumnae events and by beginning your own philanthropic journey by making a Leavers' Gift. More information can be found on the College website: [www.sthildas.ox.ac.uk/alumnae](http://www.sthildas.ox.ac.uk/alumnae)

## Council Tax

Council Tax is a local government taxation, levied by Oxford City Council on the occupants of every house or flat. Full-time students are usually exempt from Council Tax. If you live in College-owned or University-owned accommodation, this exemption will automatically be applied to you. However, if you live out, then you and your fellow house-sharers will need to apply to Oxford City Council for an exemption. To apply for this exemption, each student who is sharing will need to download and print an enrolment certificate from [Student Self-Service](#) on the University website, and have this stamped by the Academic Office. If your student status changes in any way then it is your responsibility to seek guidance from Oxford City Council as to any Council Tax implications.

Students who suspend their studies on medical grounds may apply for dispensation from Council Tax liability. A letter can be requested by any such student from [college.office@st-hildas.ox.ac.uk](mailto:college.office@st-hildas.ox.ac.uk) to send to the city council for this purpose.

The decision whether or not to charge remains at the discretion of the city council, and the College and University can guarantee nothing.

If a student who has suspended their studies finds themselves in hardship, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts can be found at [www.oxford.gov.uk/downloads/file/2115/council\\_tax\\_discretionary\\_discount\\_procedure](http://www.oxford.gov.uk/downloads/file/2115/council_tax_discretionary_discount_procedure). Students applying for this would be expected to provide evidence of their situation for a discretionary discount to be considered.

The University's Student Registry provides details to the council of enrolled students and their term-time address in Oxford to facilitate the council's processing of student exemptions. A student who becomes ineligible for a student Council Tax exemption, as they no longer have enrolled status, will immediately become liable for payment and the council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

## Voting in Local, National, and European Elections

If you are a citizen of the UK, Republic of Ireland, or a Commonwealth country, you can register to vote in public elections whilst you are in Oxford. Students are entitled to *register* to vote both at their term-time address in Oxford as well as at their home address - although it is an offence to *vote* in two places in the same election. To find out more about registering to vote as a student in Oxford, see [www.oxford.gov.uk/info/20046/elections\\_and\\_voting/190/register\\_to\\_vote](http://www.oxford.gov.uk/info/20046/elections_and_voting/190/register_to_vote)

## Jury Service: what to do if you are summoned

Sometimes a student may be summoned for Jury Service, whether near their hometown or at Oxford Crown Court. If you are required to attend for Jury Service during Full Term, or another period when you are unable to attend for academic reasons, you can ask to defer your period of jury service, stating clearly the dates in the coming 12 months when you will be available. It is usually possible to ask for a deferral only once in a 12-month period.

## TV Licensing

Students who watch live TV online, use the BBC iPlayer facility, record TV programmes as they are being shown, or who have a television in their room, will require a TV Licence from the TV Licensing authority. More information is available at [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)

## Sustainability

St Hilda's recognizes our urgent need to address the climate crisis and has set itself ambitious sustainability goals in line with the University's commitment to achieve Carbon net zero and Biodiversity net gain by 2035. Five steps to help you do your part:

1. Rethink your use of transport
2. Switch off unused appliances
3. Reduce, re-use, recycle
4. Buy less, think sustainably before purchasing
5. Choose a plant-based diet, even 2-3 times a week

## Sources of Academic Support and Guidance in College

### Undergraduates

#### Personal Tutor

Each undergraduate is allocated a Personal Tutor. Personal Tutors are Fellows or Lecturers of the College, and normally a tutor in the student's subject. The Personal Tutor is available for general consultation and advice, is responsible for the supervision of the student's work, and should be consulted in the first instance on all academic matters. Your Personal Tutor may arrange weekly 'office hours' for consultation on any matter, or should inform you of other arrangements and availability. Every student is likely to find some aspect of their academic work difficult during their time at St Hilda's. If you have academic issues that you would like to discuss with someone, the first point of contact is your Personal Tutor.

#### Senior Tutor

The Senior Tutor has general responsibility for the academic provision of the College, including undergraduate students' overall academic progress. An appointment with the Senior Tutor can be made by emailing [senior.tutor@st-hildas.ox.ac.uk](mailto:senior.tutor@st-hildas.ox.ac.uk)

### Graduates

#### College Adviser

All graduates at St Hilda's are assigned a College Adviser who can:

- Provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- Monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- Discuss with you any problems or difficulties you may be experiencing in your department or faculty, and/or with your supervisor;
- Consult the Tutor for Graduates if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- Offer guidance on sources of support available within the College and University.

In addition, your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance; and publication and career plans. Please note that College Advisers would not normally be expected to provide academic references, as others are better placed to do so. They might provide a reference for other purposes, such as applications for a Junior Deanship, or a character reference.

Your College Adviser is *not* expected to perform the role of your department or faculty supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact the Tutor for Graduates.

### Tutor for Graduates

The Tutor for Graduates is appointed by the Governing Body to look after graduate interests; these include such matters as academic problems, accommodation, and grants for research expenses. They have overall responsibility for the academic and welfare support provided for graduates by the College and are available to see graduates on these or any other matters. They can be contacted, and an appointment made if necessary, by emailing [tfg@st-hildas.ox.ac.uk](mailto:tfg@st-hildas.ox.ac.uk)

### **Other Sources of Support and Guidance: all students**

The Dean has general responsibility for student welfare and oversees the Welfare team which provides student welfare support in the College. If you would like to speak to the Dean directly, please contact him via email to arrange a meeting.

The Junior Deans assist the Dean with matters of student discipline and welfare. They live in College accommodation and are available to talk with students. They can be contacted via the Porters' Lodge.

The Academic Registrar is the College's Disability Coordinator, and she makes alternative arrangements for University exams for medical, religious or personal reasons. If you would like to speak to her about any issue with your studies, please see her in South 32 or contact her via email.

The Welfare Officer is available three hours each weekday, Weeks 0-9, and may be contacted any student for advice, no matter how small the concern at [welfare.officer@st-hildas.ox.ac.uk](mailto:welfare.officer@st-hildas.ox.ac.uk).

The College Nurse is available to provide medical and general welfare advice to students. She is happy to see students to discuss medical or welfare issues which are causing them concern. Her hours are listed on the College website, alongside those of the College Doctors, at [www.sthildas.ox.ac.uk/students/medical-help](http://www.sthildas.ox.ac.uk/students/medical-help). Remember, too, that help is available from the College Doctors' main surgery at Banbury Road (01865 515731).

The College Counsellor is available for independent advice in complete confidence during her regular office hours in College during Full Term. Appointments can be made by emailing her at [counsellor@st-hildas.ox.ac.uk](mailto:counsellor@st-hildas.ox.ac.uk). Any student may also contact the University Counselling Service for an appointment.

The JCR and MCR both have dedicated Welfare Reps (male and female), who can signpost various resources for you. There are also a number of trained "Peer Supporters" who you can talk to in confidence. The details of the Welfare Reps and Peer Supporters are on posters located around College.

The Oxford University Student Union (Student SU) also runs a full range of support services: [www.oxfordsu.org/wellbeing](http://www.oxfordsu.org/wellbeing).

Nightline, run by students, offers support and advice between 20:00 and 08:00 from Weeks 0 to 9 on 01865 270270; further information is available at [oxfordnightline.org](http://oxfordnightline.org)

Oxford Rape Crisis (OSARCC) offers a free and confidential service to anyone who is dealing with the effects of sexual violence, and to anyone who is supporting them. You can call them on 01865 725311 [www.osarcc.org.uk/](http://www.osarcc.org.uk/)

If you do experience difficulties, there really are many sources of help: so, please, *never* be afraid to ask for help.

## **Approaches to Students from Journalists and Other Media**

Junior Members are asked not to talk to journalists without prior clearance from the Head of Communications, who is the College's Media Liaison Officer. All media interest in the College and its members should be notified to the Head of Communications ([michael.belcher@st-hildas.ox.ac.uk](mailto:michael.belcher@st-hildas.ox.ac.uk)).

## **After your Degree**

### **Graduation**

University of Oxford degrees are conferred at degree ceremonies, held in the Sheldonian Theatre. You may graduate in person or in absence, either straight after you have finished your degree, or many years later.

- Undergraduate and taught Master's students will automatically receive an email invitation at the end of Michaelmas Term of their final year, with instructions on how to book a degree ceremony.



- Research students will automatically receive an email with instructions on how to book a degree ceremony once they have been granted leave to supplicate.

It is a College policy that all MA degrees are conferred in absence.

Full information about booking a degree ceremony can be found on the University website at [www.ox.ac.uk/students/graduation/ceremonies](http://www.ox.ac.uk/students/graduation/ceremonies) and on the College website at [www.sthildas.ox.ac.uk/live/graduation](http://www.sthildas.ox.ac.uk/live/graduation)

### Staying on for Further Study at St Hilda's College

Many students, having completed their undergraduate or Master's degree, think about staying on for a further degree (whether immediately, or after a short break). The decision to admit you for a graduate degree lies with departments and faculties - [www.ox.ac.uk/graduate](http://www.ox.ac.uk/graduate) - rather than with colleges. If you are accepted by your department or faculty, you would be most welcome to stay at St Hilda's. To do this, you simply need to select St Hilda's as your college choice.

If St Hilda's is not listed on this system as being "available" for your chosen graduate course then you may still be welcome to come back here. To do so, you should indicate no college preference on your application form, and then email the College Graduate Admissions Administrator at [graduate.admissions@st-hildas.ox.ac.uk](mailto:graduate.admissions@st-hildas.ox.ac.uk) with details of your application.

### College Funding for Graduate Study

The College has a number of funding awards for graduate study, which are advertised via the University's general funding search and via the College's website: [www.sthildas.ox.ac.uk/students/grants](http://www.sthildas.ox.ac.uk/students/grants)

### Careers: College Professional Networks

St Hilda's College has a very active Alumnae Association, the Association of Senior Members (ASM). All St Hilda's students, both undergraduates and graduates, automatically become members of the ASM when they leave the College. See [www.sthildas.ox.ac.uk/content/association-senior-members](http://www.sthildas.ox.ac.uk/content/association-senior-members) for details.

One very important ASM activity is organising the professional networks. Networks involve Senior Members in various professional areas, and provide opportunities for meeting, sharing experience, seminars, contact lists, mentoring and other arrangements.

One of the functions of the ASM professional networks is giving assistance with career planning to current students or recent graduates. There are occasional meetings in College with opportunities for students to meet members of the ASM working in particular areas, and to get their professional advice about careers. This advice can be an invaluable resource for students.

St Hilda's College now has the largest online professional network amongst Oxbridge Colleges, and undergraduate and postgraduate students are encouraged to join the St Hilda's College, University of Oxford group on LinkedIn in order to look for work experience, internships, or contacts for their year abroad.

There are professional networks in the following areas:

Biological and Environmental Sciences	<a href="http://www.linkedin.com/groups/3263516">www.linkedin.com/groups/3263516</a>
Business	<a href="http://www.linkedin.com/groups/3263425">www.linkedin.com/groups/3263425</a>
Economics	<a href="http://www.linkedin.com/groups/3263427">www.linkedin.com/groups/3263427</a>
Education (HENs)	<a href="http://www.linkedin.com/groups/3263414">www.linkedin.com/groups/3263414</a>
Government	<a href="http://www.linkedin.com/groups/3263431">www.linkedin.com/groups/3263431</a>
IT	<a href="http://www.linkedin.com/groups/3263514">www.linkedin.com/groups/3263514</a>
Law	<a href="http://www.linkedin.com/groups/3263517">www.linkedin.com/groups/3263517</a>
Media	<a href="http://www.linkedin.com/groups/3263417">www.linkedin.com/groups/3263417</a>
Medicine	<a href="http://www.linkedin.com/groups/3263440">www.linkedin.com/groups/3263440</a>
Music	<a href="http://www.linkedin.com/groups/3263419">www.linkedin.com/groups/3263419</a>
Not-for-Profit	<a href="http://www.linkedin.com/groups/3263436">www.linkedin.com/groups/3263436</a>
Science and Engineering	<a href="http://www.linkedin.com/groups/3263442">www.linkedin.com/groups/3263442</a>

Every student, both undergraduate and graduate, is automatically battelled at the beginning of Hilary Term for £10 per year for membership of the ASM.

For further information, please contact the Development Office at [development.office@st-hildas.ox.ac.uk](mailto:development.office@st-hildas.ox.ac.uk)

### University Careers Service

The University's Careers Service is located at 56 Banbury Road; see their website at [www.careers.ox.ac.uk](http://www.careers.ox.ac.uk)

# Academic Information: Undergraduates

## Academic Obligations

The College was founded for educational purposes: it is an educational institution. Academic work must accordingly have the first claim on the time and effort of all Junior Members. Much of what follows is intended to make clear the principles adopted by the College to ensure that this priority is given.

**Oxford terms are short and intense. Please note that you must be in Oxford from Wednesday of Week 0 at the beginning of each term, and that you should leave no earlier than Saturday morning of Week 8 at the end of each term.**

Oxford undergraduates are chosen out of many applicants for their academic potential. Like all students admitted to the College, you have been chosen by the College Tutors in the relevant subject. One or more of these tutors will be involved in teaching you throughout your course. It is the start of a relationship much valued at Oxford. Undergraduate teaching is carried out in tutorials (usually in pairs, or in small groups), combined with lectures and classes organised by the University. The College will also nominate someone (a Personal Tutor) to take overall responsibility for each student's academic work: students are told the name of their Personal Tutor at the start of each academic year.

All students coming up to Oxford as a student sign a College contract. This section of the Handbook clarifies further what your academic obligations are. You are expected to work to the best of your ability, to attend all academic appointments, and to produce all written work punctually. Attendance at tutorials, classes and collections is compulsory. If prevented by illness or other urgent cause, you should make every effort to notify the tutor concerned as soon as possible, preferably in advance, and in the case of illness with a medical note from a College Doctor. Fulfilment of these obligations is a condition of continued membership of the College. You are also expected to attend all lectures and classes recommended by your tutors or for which you have enrolled. If you are uncertain at any time as to the nature of your academic obligations, you should discuss the matter with a tutor or your Personal Tutor.

The University's expectation, which the College shares, is that undergraduate students treat academic study as a fulltime commitment during Full Term, with approximately 40 hours per week typically being spent on academic work. This is based on the expectation that these hours are spent on focused work. Students should seek advice from their tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis.

### AS AN OXFORD STUDENT YOU MUST:

- Attend academic appointments, tutorials, classes, lectures and collections
- Ask any questions in order to clarify your schedule, your assignments, etc.
- Produce work promptly, and of appropriate quality
- Maintain communication with your tutors
- Respond promptly to communications from College Officers as required (e.g. Senior Tutor, Academic Registrar)

You should also realise that your tutors are under no obligation to do the following, particularly in the case of students already on Academic Probation:

- Accept work handed in late without a proper explanation (backed up, if necessary, by a medical note from a College Doctor)
- Accept work which is incomplete or clearly below the required standard
- Reschedule tutorials missed without prior notice or a proper explanation

As an Oxford student you should realise that learning to manage your time, your work, and your deadlines constitutes one of the single most important transferable skills for life after university, including the world of employment. When writing references for jobs, scholarships, postgraduate programmes, etc., your tutors are often asked to give information about your ability to produce high-quality work to specific deadlines, and your own punctuality at tutorials and other academic commitments. It is therefore in your interest to learn how to manage your time effectively, both for your time at Oxford, and for whatever you do after you leave the University.

Your membership of the College is interdependent with membership of the University. Undergraduates are subject to the regulations of the University Proctors (see [www.ox.ac.uk/students/academic/student-handbook](http://www.ox.ac.uk/students/academic/student-handbook)).

## Tutorials

Tutorial teaching is arranged on the basis of one or more tutorials a week. These are frequently taken by Fellows and Lecturers of the College, but undergraduates may also be sent to tutors outside the College. Tutorials normally consist of a discussion of work written or prepared by a student. Undergraduates should attend tutorials punctually at the time agreed with the tutor, and should hand their work in on time as stipulated by the tutor. A tutorial appointment should be altered only in a case of genuine emergency. See *The Code of Practice on Attendance at Tutorials and Classes*, at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)

## Lecture Lists

Subject lecture lists are published online at [www.ox.ac.uk/students/academic/guidance/lectures](http://www.ox.ac.uk/students/academic/guidance/lectures)

## How the College Monitors your Academic Performance

Your academic performance is monitored by tutors throughout term by assessing your contribution to tutorials and classes, and by marking your submitted work. Tutors who have concerns about a student's performance may raise their worries with the Senior Tutor at any time.

## Termly Reports

Reports on your academic work are written each term by those teaching or supervising St Hilda's students. The Senior Subject Tutor or Personal Tutor conveys the contents to you and is prepared to discuss academic progress at any time. In Week 9 of each term, these reports are normally released for students to view on the Tutorial Management System (TMS). It is very important that you attend end-of-term report-reading with your tutors so that they can discuss your reports with you.

## Written Collections

Your academic progress is checked regularly by tutors in weekly tutorials, and in termly examinations, known as 'Collections'. These are practice examinations based (usually) on the work done in the previous term. Collections take place on Thursday, Friday and Saturday mornings of Week 0 and are usually sat in the Dining Hall or the Vernon Harcourt Room under strict, invigilated, examination conditions. The Oxford course requires use to be made of vacations to prepare and to revise, so adequate time should be set aside for this preparation and revision.

Arrangements for written collections vary by subject. At the end of term, tutors will tell you which collections you are due to sit at the beginning of the next term. A collections timetable, giving details of sessions and rooms, is circulated by email as a reminder to students by the middle of Week 0. Attendance at written collections is compulsory, unless you are given explicit permission by your tutor(s), in advance and for good cause, not to attend; your tutor(s) should notify the Academic Registrar of such permission. "Good cause" does not mean prioritising your non-academic commitments, even where these are internal to the College, for example sports matches. (Should permission be granted for the postponement of a written collection, it must be sat at the earliest possible time that term as stipulated by the tutor(s) concerned).

Written collections are serious mock examinations, and are treated as such by the College. All work presented in collections must be the student's own. Plagiarism or cheating of any kind in collections will be treated as a serious violation of College rules and will result in instigation of the College's academic disciplinary procedures.

Tutors aim to mark and return written collections as promptly as possible, normally by Wednesday of Week 4; where written collections are being marked by tutors from outside College, they endeavour to ensure that they are marked and returned promptly.

## Excellent Academic Work

Excellent academic work is recognised by the University in the award of Distinctions in the First Public Examination, and by First Class Honours in later examinations.

The College recognises excellent academic work in these formal ways:

- By the award of Scholarships (worth £250 per year, renewable subject to continued excellent academic performance) to all undergraduates who have been awarded a First Class or a Distinction in the First Public Examination, or a classified examination before their final year;



- By the award of Exhibitions (worth £125 per year, renewable subject to continued excellent academic performance) to undergraduates who do not hold Scholarships, in recognition of excellent performance in University examinations or outstanding performance during the preceding academic year;
- By the award of prizes at the end of the academic year based on performance over the year;
- By the award of prizes to undergraduates who achieve First Class Honours in the Final Honour School.

Students who are awarded an academic Scholarship or an Exhibition by the College have the right, if they wish, to purchase and to wear - in place of their Commoner's Gown - a Scholar's Gown. Scholars and Exhibitioners are invited to the annual Scholars' and Exhibitioners' Dinner in Hilary Term.

### **Unsatisfactory Academic Work**

The College is committed to helping you achieve your potential in your studies, and if in your academic work you appear to be performing below your potential, the College will intervene, either informally or formally, to help you raise your performance.

If you are struggling with your academic work, your tutor will normally raise this directly with you, and will help you overcome your difficulties.

If you are repeatedly absent from tutorials, classes, or practical work, or if you fail without good reason to hand in your work on time - or at all - and your tutor is particularly concerned, they will raise their concerns with the Senior Tutor.

The procedures followed in the case of unsatisfactory work by undergraduates can be found in College By-Law XX at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)

### **Tutorial Feedback**

At the end of each term, you will have the opportunity to feed back to the College your thoughts on your academic tuition that term, so that we can be sure that your teaching arrangements have been working out well, or to help us find out anything that you think has not been as you would reasonably expect.

You can, of course, raise problems or queries with your own College Tutors at any time. In addition, you should not hesitate to bring to the attention of the Senior Tutor any serious concerns you have.

### **Plagiarism**

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition. This definition of plagiarism is taken from the Oxford University Education Committee's statement on plagiarism on the University website at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

Plagiarism is a serious offence for which you can be expelled from the University. It is part of your responsibility as a student to understand how to use the work of others without plagiarising. The rules regarding plagiarism apply to all student work - essays and problems set for tutorials; work for practicals; all work submitted as part of an examination such as dissertations, essays, portfolio work. Again, the 'work of others' includes all media (manuscript, printed, and electronic).

Students should note that plagiarism in College as well as in University work has serious consequences. Minor plagiarism (normally one or two sentences) will lead to a firm warning by the subject tutor to flag up the seriousness of the offence, and to indicate that the tutor will keep an eye on the student for the foreseeable future. Major plagiarism (normally anything more than one or two sentences) will mean that the student will face academic disciplinary procedures (See By-Law XX at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)). It should be noted that any incident of plagiarism might affect tutors' willingness to supply a reference for the student.

Useful sources on plagiarism and how to avoid it:

- Education Committee Statement on Plagiarism, part of which was cited above: [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)
- Your own course handbook and your tutors
- The University provides a free online course on avoiding plagiarism: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>

## Employment and Other Activities in Term-Time

The fulfilment of an undergraduate's academic obligations takes precedence over any other interest or activity. In particular, undergraduates wishing to take paid employment during term are required to discuss the matter with their tutors before doing so.

In cases of unexpected financial difficulties, College may be able to provide financial assistance grants for students (see [Financial Matters](#)).

Students standing for major JCR or similar offices must be of good academic standing and must seek advice and guidance from their tutors before their nomination for the election ballot, or before accepting co-option to these committees. Students must gain permission from their Personal Tutor to stand for the major JCR offices (President, Treasurer, Secretary). The JCR Returning Officer will provide the appropriate form.

## Paid Vacation Work

College and University teaching is organised on the assumption that undergraduates will devote a substantial part of each vacation to academic work. It is recognised that some students will need to undertake paid work during the long vacation, but they are encouraged to consult their Personal Tutor before doing so. Students may be able to get some paid vacation work in College during the conference season (consult the Domestic Bursar).

## Academic Discipline

The College has a system of Academic Discipline, with stages from an Informal Warning to possible expulsion from the College and University. The stages are outlined in College By-Law XX at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook). While the use of the academic discipline procedures by the College will be a result of a student not complying with their academic obligations, warnings are designed to act as a form of early intervention and as a way of trying to help students to succeed. Tutors diagnose the student's individual academic challenges, recommend specific remedies and appropriate help, and set clear targets for improvement. The aim in putting a student on Warning is to help them get off it again as soon as possible. All students should note that plagiarism in College work can lead to Academic Disciplinary proceedings.

Students on an academic warning may not receive College grants unless these relate directly to work for their degree courses. Students who have received a College Scholarship or Exhibition and become subject to academic discipline may face discontinuation of their award if their academic performance does not improve.

# Academic Information: Graduates

## Academic Obligations

The College was founded for educational purposes: it is an educational institution and all students are selected with reference to their academic potential. Academic work must accordingly have the first claim on your time and effort. Much of what follows is intended to make clear the principles adopted by the College to ensure that this priority is given.

AS AN OXFORD STUDENT YOU MUST:

- Attend academic appointments, seminars, classes, lectures as required
- Produce work promptly
- Maintain communication with Supervisors and College Advisers
- Respond promptly to communications from College Officers as required (e.g. Tutor for Graduates, Academic Registrar)

As well as College regulations, graduates are also subject to the regulations of the University Proctors (see [www.ox.ac.uk/students/academic/student-handbook](http://www.ox.ac.uk/students/academic/student-handbook)).

As a graduate, your teaching and supervision is the responsibility of the University rather than the College. Your department or faculty, which has the primary responsibility for monitoring your academic progress and ensuring that you can progress successfully through your degree, will provide you with detailed instructions about your course of study, and what is expected of you, academically, to succeed.

Membership of St Hilda's College supports your study as a graduate student by providing academic and welfare facilities and support, as well as social and cultural engagement.

## Graduate Progression Forms (GSO Forms)

Graduate Progression Forms can either be accessed through [Student Self Service](#) or downloaded from: [www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression)

During your graduate course, you are likely to need to complete one or more Graduate Progression Forms. Most of these forms need to be signed by the College's Tutor for Graduates.

If you need a form signed by the Tutor for Graduates, please email it to [tfg@st-hildas.ox.ac.uk](mailto:tfg@st-hildas.ox.ac.uk), with a short cover note explaining what you want done, and to whom the form should be sent next (e.g. returned to you, sent to someone else for signing, etc.). Please make sure that all the preceding sections of the form are completed, and that all the information about your application is included with the form. It is essential that your supervisor has completed the relevant section of the form prior to submitting it to College. During term-time forms are usually signed and returned quite quickly: please do not leave things to the last minute to get signatures.

If you need a form signed by someone else on behalf of College, then leave it at the Porters' Lodge for them, or contact them in advance if you have a query. If you are not sure who needs to sign something, please ask in the Academic Office.

## How the College Monitors your Academic Performance

The College takes its commitment to the academic success of its graduate students seriously. Your College Adviser and the Tutor for Graduates have access to your academic reports (via the University's Graduate Supervision Reporting system (GSR)), and you are welcome to discuss particular issues with your College Adviser.

### Plagiarism

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition. This definition of plagiarism is taken from the Oxford University Education Committee's statement on plagiarism on the University website at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

Plagiarism is a serious offence for which you can be expelled from the University. It is part of your responsibility as a student to understand how to use the work of others without plagiarising. The rules regarding plagiarism apply to all student work - essays and problems set for tutorials; work for practicals; all

work submitted as part of an examination such as dissertations, essays, portfolio work. Again, the 'work of others' includes all media (manuscript, printed, and electronic).

Students should note that plagiarism in College as well as in University work has serious consequences. Minor plagiarism (normally one or two sentences) will lead to a firm warning by the subject tutor to flag up the seriousness of the offence, and to indicate that the tutor will keep an eye on the student for the foreseeable future. Major plagiarism (normally anything more than one or two sentences) will mean that the student will face academic disciplinary procedures (See By-Law XX at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)). It should be noted that any incident of plagiarism might affect Tutors' willingness to supply a reference for the student.

Useful sources on plagiarism and how to avoid it:

- Education Committee Statement on Plagiarism, part of which was cited above:  
[www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)
- Your own course handbook and your Tutors
- The University provides a free online course on avoiding plagiarism:  
<https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>

### **Working While Studying**

Graduate students who are interested in teaching opportunities within the University should contact their Faculty Office about training and registration. Students undertaking paid work should be aware of the regulations about the right to work and National Insurance numbers: before undertaking any paid work, you will need to have a valid National Insurance Number and a Right to Work check. This applies to all students, whether UK/EU citizens or those studying on a Student Visa.

Information on the University's guidelines on paid work for graduate students can be found at:  
<https://academic.admin.ox.ac.uk/policies/paid-work-guidelines-graduate-students>

Further information for students on a Student Visa can be found at:  
[www.ox.ac.uk/students/visa/during/work](http://www.ox.ac.uk/students/visa/during/work)

# University Examinations

## Undergraduates

Your degree result is based on your performance in University examinations, and assessed coursework (also considered part of an “examination”), in the Final Honour School. The First Public Examination (also called “Prelims” or “Mods” or “Honour Mods”) is usually sat during your first year. The Final Honour School consists of any University examinations and assessed coursework that you complete after the First Public Examination.

Each undergraduate student (unless previously granted Senior Status) is required to pass the First Public Examination in order to continue with their degree, and to be admitted by the University to the Final Honour School. A student who cannot pass the First Public Examination in the appropriate time cannot continue with their degree (see “Failure in the First Public Examination”, below).

## Graduates

Your degree result is based on your performance in University examinations and assessed coursework (also considered part of an “examination”) if you are a taught graduate, and your DPhil thesis and viva if you are a research student.

## Mock Examinations

The University organises a number of sessions in the Examination Schools where undergraduates and graduates can sign up to take along a past paper and practice writing under invigilated conditions. They also provide orientation sessions. Details are online: [www.ox.ac.uk/students/academic/exams/wellbeing](http://www.ox.ac.uk/students/academic/exams/wellbeing). Past papers can be downloaded at <https://weblearn.ox.ac.uk/portal/hierarchy/oxam/>

## Entering for Examinations

It is your responsibility to ensure that you are entered for your examinations. The University will automatically update your student record with the core papers that you are required to take. You are required to enter for any other examinations via [Student Self-Service](#). The University Academic Records Office will send you an email notification with information on how and when to do this. You must respond by the deadline given in this email as the University charge a fee of £65 for late entries.

Once the University has processed all candidates’ examination entry information, you can check your own information via [Student Self-Service](#). Any details of special examination arrangements will also be noted here.

For **graduate research students**, appointment of examiners (which is the precursor of arranging your viva) is effected by the submission of a Graduate Progression Form (see above).

## Alternative Examination Arrangements

Alternative examination arrangements can be put in place for candidates with disabilities, including Specific Learning Difficulties such as dyslexia or dyspraxia. You should contact the College’s Disability Coordinator, Becky Unwin ([rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)) early in your first term at Oxford to discuss possible alternative arrangements. The College can then submit, on your behalf, a request to the University’s Proctors, who make the final decision about which examination arrangements are appropriate.

Alternative exam arrangements can be requested and, if approved, put in place for religious reasons. If you wish to make such a request, please contact the Academic Registrar, Becky Unwin ([rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)).

The deadline for the College to submit a request for alternative examination arrangements is Friday of Week 4 of the term before the examinations take place. Therefore, the College needs to know of your difficulties as far in advance as possible, so that alternative arrangements can be discussed and assessments can be made if necessary. If this deadline is not met, then the College will need to explain to the Proctors why not, and it may not be possible to have any alternative arrangements put in place in time for your examinations.

If you are very unwell immediately prior to your written examination, or once your examination period has started, then arrangements can be put in place to mitigate those problems: go to the Academic Office or contact [college.office@st-hildas.ox.ac.uk](mailto:college.office@st-hildas.ox.ac.uk) / 01865 276889 for advice.

## Late Submission of Coursework

Dissertations, extended essays, theses, projects, notebooks, and other written work submitted as part of a University examination must meet the published deadlines. In exceptional circumstances (e.g. substantial health or other personal reasons) the Proctors may agree to grant an extension to the submission deadline. If you think this applies to you, please contact the Academic Registrar ([rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)) as

early as possible in advance of the deadline, to seek advice about how to request an extension, and to see whether your circumstances might be grounds for an extension request.

If you submit coursework late, you are liable to be denied permission to remain in the examination, but you can seek permission via the Academic Registrar ([rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)) to have your late submission accepted - in which case you must invariably pay a late presentation fee to the University, and your submission may be subject to a marks penalty.

For **graduate** students, these requests are usually submitted via the College, not via your department/faculty.

*Note that the University Student Handbook says “The Proctors will not accept as reasons for lateness problems such as: delays in postage, reliance on third parties to deliver your work, printing problems, or, for submission of work electronically, problems such as failure of your private email, computer (including virus infection), internet connection, connection to the submission portal (unless a system-wide error), or lost or stolen files.”*

([www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1) clause 7.3)

### **Sitting University Written Examinations**

The University issues advice, including a list of ‘required’ and ‘permitted’ items to take into an examination, and disallowed items not to take into an examination, and a list of Dos and Don’ts, here:

[www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance).

The Academic Registrar also issues a ‘Practical Guide to Exams’ by email in the term prior to that in which your examinations take place.

### **Mitigating Circumstances Notice**

If you would like University examiners to be made aware of any factors that may have affected your performance before or during an examination, including acute illness, unforeseen circumstances (for example a traffic accident, bereavement), it is possible to lodge a ‘mitigating circumstances notice’. Further information on this process is available at [www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment](http://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment).

### **University Research Examinations (Graduates Only)**

The detailed arrangements for the submission and examination of the theses of research students are formally outlined in the University’s *Examination Regulations* ([www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/)). Your department or faculty’s Course Handbook will also contain guidelines on the format and presentation of a thesis. Detailed general guidance is given here: [www.ox.ac.uk/students/academic/exams/research](http://www.ox.ac.uk/students/academic/exams/research).

### **Health Concerns and Withdrawal from Examinations**

If you have health concerns leading up to your University examinations, then you should talk, as and when those health concerns arise, with the following:

**Undergraduates:** your Personal Tutor (or another College welfare contact);

**Graduates:** your department or faculty advisers (or your supervisor, for students with problems relating to their dissertation or thesis).

If you are worried about your health immediately before a written examination, contact the Academic Registrar at [rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk).

If your concerns are so severe that you are considering submitting a request to withdraw from your University examinations, you should speak immediately with the following:

**Undergraduates:** your Personal Tutor and/or the Senior Tutor. Alternatively, you might prefer to talk in the first instance with another of the College’s welfare advisers.

**Graduates:** your department or faculty adviser. Alternatively, you might prefer to talk in the first instance with the Tutor for Graduates, or another source of support within the College, if you feel unable to raise your difficulties in your department or faculty at first.

Withdrawing from your examinations is, in essence, a request for a period of suspension of status, and is the right course of action only in very rare cases: there are substantial disadvantages to withdrawing from your examinations and requesting a period of suspension, which the Senior Tutor (in the case of undergraduates) or the departmental or faculty adviser (in the case of graduate students) can discuss with you.



You can withdraw from University examinations either before attempting any papers or (subject to the College's approval) before taking the last written paper; but in either case the College will need to assess the conditions attached to a period of suspension of studies until the next occasion on which examinations can be sat. The University's Examination Regulations do not allow you to withdraw after the written part of the examination is complete (i.e. by the end of the last paper for which you are entered, or by the time a dissertation or other written material is due to be submitted, whichever is the later), even if the College supports you.

## Exam Results

Your exam results will be made available to you via [Student Self-Service](#) as soon as they are released. **Undergraduate** results are also made available to College Tutors at the same time. **Graduate** results are also made available to your department/faculty, and to the College, at the same time.

## Academic Appeals

If you have a concern about procedures not being correctly followed during an examination, or if you have reason to believe that your examination was not conducted fairly, or that your examiners did not take account of previously notified mitigating circumstances affecting your performance, you should urgently consult the Academic Registrar, who can advise you about the process for making a formal complaint or academic appeal to the Proctors (who are the people who regulate University examinations). Queries and complaints must not be raised directly with the examiners.

Please consult the University Student Handbook on Examination Complaints ([www.ox.ac.uk/students/academic/student-handbook](http://www.ox.ac.uk/students/academic/student-handbook) clause 7.6) before contacting the Academic Registrar regarding any possible complaint about a University examination. Please note that *"There is no right of appeal over matters of academic judgement. Academic judgment is exercised when a decision is made about a matter where only the opinion of an academic expert is sufficient."*

Appeals can be lodged only within 20 working days of the release of the results relating to the examination concerned.

## Behaviour after Examinations

The Proctors and the local police are concerned about public safety, disruption to traffic, noise and litter when crowds gather day after day to meet candidates after their examinations are over. It is fairer to the general public and to fellow students who may still be working in the examination rooms if these celebrations are deferred until students get back to their colleges. All candidates are therefore asked to discourage friends from meeting them outside the Examination Schools or other examination venues and to disperse as soon as possible after leaving any examination building. Misbehaviour will result in strong measures being taken by the Proctors and may also attract sanctions by the Thames Valley Police and City Council officers. The University's Code of Conduct for post-examination celebrations can be found at: [www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance)

# Financial Matters

*Accountant* (issues with payment of fees or battels): Dr Hemlata Bountra, 286622, [accounts.office@st-hildas.ox.ac.uk](mailto:accounts.office@st-hildas.ox.ac.uk)

*Accounts Team* (general queries about payments due to College): Catherine Davies, 286621; Ben Symonds, 286641; Anna Siepielska-Lewandowska, 276802 [accounts.office@st-hildas.ox.ac.uk](mailto:accounts.office@st-hildas.ox.ac.uk)

The Accounts Office is located in the Anniversary Building and its opening hours are as follows:

Monday - Friday                      09:30 to 11:00, 11:30 to 12:45 and 14:30 to 16:30

Payments may be made to College by any of the following methods:

- Online payment site (details will be given in the email containing your invoice)
- Sterling cheque made payable to “St Hilda’s College”
- Debit cards
- Internet banking (College bank account details will be given on battels invoices)

Payments for items consumed in college (e.g. food in Hall) can be made by the College’s cashless payment system (called UPay). The Bod Card is the identifier for each student’s individual account. The card can be replenished with debit cards online.

## Course Fees

Detailed information about course fees is online: [www.ox.ac.uk/students/fees-funding](http://www.ox.ac.uk/students/fees-funding)

There are a small number of graduate courses, based at the Saïd Business School and the Department for Continuing Education, which collect fees directly: students on these courses will receive their invoices directly from their department. In addition, fees for graduate courses with a modular structure are usually paid direct to the department.

If you are a Home undergraduate and you have taken out a UK Government tuition fee loan, then your fees will be paid directly to the University (and not to you), although the College may ask for confirmation that you have applied for, or are in receipt of, this loan.

Students who are resident outside the UK should note that it may take several weeks to set up a UK bank account.

## Queries about your Fees

If you think that you have been charged the wrong fee, please contact the Accounts Office ([accounts.office@st-hildas.ox.ac.uk](mailto:accounts.office@st-hildas.ox.ac.uk)).

## Outstanding Fees and Graduation

Students with unpaid fees outstanding by the due date determined in the University Examination Regulations can expect to be suspended from their course unless a prior arrangement for deferral of payment has been granted by the Bursar. If any fees are outstanding at the end of a student’s course, they will not be permitted to graduate until those fees are paid in full.

## Battels

‘Battels’ is the term used for College bills covering domestic and other charges which are the student’s personal responsibility and which are not included in approved fees.

A bill for fixed accommodation charges, meal credits and subscriptions will be presented at the start of each term and must be paid within 14 days of the date of the invoice (see [Payment Policy](#)). All College charges are compulsory for all students; these can vary from term to term and may include (but are not limited to): gym membership, punt maintenance (£5), scholarship contributions (£10) and ASM membership (£10). Additional meal credits may also be purchased separately, but cannot be carried over after 31 July.

## Graduates

Graduates living in College-owned accommodation pay a rental charge, which normally covers room rent for 51 weeks of the year (unless a special individual arrangement has been made due to a taught course of 44 weeks’ duration). Additional meal credits may also be purchased separately. In Trinity Term, should an MCR member anticipate not using up their credits by 31 July, they may transfer credits to another MCR member via the Accounts Office. No refunds will be made for any unused credits.



Students taking a room in a College-owned or rented building must understand that they do so for the academic year/period of the contract and that they are obliged to pay full College accommodation charges for this period. Students will be battelled for any damage caused to College owned or rented property.

The Junior and Middle Common Rooms may, from time to time, make various levies that the College collects on their behalf through the battels account. Information on these levies, and how to opt out of paying them if you wish to do so, is available from the President of either the JCR or the MCR.

*If you are likely to experience difficulty in paying your battels on time, please talk with the Accounts Office or the Bursar about your difficulties in advance of the deadline, to see if they can help you. If you are in difficulty, you may be able to agree payment details and avoid the charge for late payment.*

## **Outstanding Battels**

Students who finish their course, and who still owe money to the College (battels) or to the University for anything other than fees (including library fines or invoices for replacement books), are not in good standing with the College unless permission to defer payment has been granted by the Bursar. This means that the College will not, if asked, certify that a student is in good standing, and the College reserves the right to refer to these debts, where relevant, in reference checks. Former students not in good standing with the College may be denied access to Alumnae Events and other College facilities.

The College will seek to recover all outstanding debts, including those (if any) that remain at the end of a student's course.

## **Payment Policy**

Students' battels invoices are issued at the beginning of each term and emailed to each student. Fees invoices are issued once a year.

- Payment of fee invoices is due by the 7th day of full term as per the University exam regulations. The College has to inform the University of non-payment of fees.
- Battels invoices are payable within 14 days from the date of invoice.
- An email reminder will be sent to all students, informing them of the £25 charge if the invoice is not paid by the deadline.
- A £25 charge will be levied if battels are not fully paid by the due date.
- If payment is not made within 7 days of the first charge, a further charge of £50 is imposed.
- If the invoice is still outstanding, the student must meet with the Bursar to explain the reason for late payment.
- If this meeting is not attended, or the reasons for late payment are not acceptable, then a formal summons to the Dean will be made.
- The College reserves the right to use a third party to recover long-standing debts.

Students who have justifiable reasons for not completing payment of their battels on time, e.g. late SLC loan monies arriving; overseas money transfer difficulties, agreed payment schedules, and genuine hardship cases, should ensure they have made contact before the payment deadlines, either with the College Accountant or the Bursar.

Returning students who have not fully paid up their debts from the previous term will not be allowed to draw their room keys for the next term until the debt is cleared. This bill can either be paid at the Accounts Office, by bank transfer, or online at [www.sthildas.ox.ac.uk/payment](http://www.sthildas.ox.ac.uk/payment)

## **Fee Liabilities - Students Withdrawing or Suspending**

This information is for students withdrawing from their studies, either for academic, health or personal reasons, within the academic year.

### **Student Liability for Course Fee**

Students in attendance after Monday of Week 4 of any term will be liable for fees for that term.

### **Battels**

Battels are payable up to the end of the term in which a student goes down. Refunds are not normally given for attendance for only part of a term.

## Graduate Continuation Charges

A continuation charge is a charge levied by the College on graduate research students (those reading for: DPhil, MLitt, MSc (by research), EngD, MSt Legal Research, MSt Socio-Legal Research, MPhil Law) after they have reached the end of their standard period of fee liability ([www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/)). This charge is levied on all graduate research students who are also liable for the University's Continuation Charge. The current College continuation charge is set at £380 per year.

Separately, the University also levies a continuation charge (currently £572 per term, reviewed annually; half this for part-time students) on all graduate research students who have reached the end of their standard period of fee liability ([www.ox.ac.uk/students/fees-funding/fees/](http://www.ox.ac.uk/students/fees-funding/fees/)). Further information on the University continuation charge is online: [www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge](http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge).

*Theses submitted in a vacation are considered to have been submitted in the term that runs up to that vacation. For the purposes of determining liability for a continuation charge, the final day on which you may submit your thesis before becoming liable for the charge for a given term is the Friday of Week 0 of that term. For example, if you submit on or before Friday of Week 0 of Michaelmas Term you will be considered to have submitted your thesis in the previous Trinity Term, and you will not be expected to pay a continuation charge for Michaelmas Term. If you submit your thesis in Week 1 of Michaelmas Term you will be expected to pay a continuation charge for Michaelmas Term.*

*Note that failure to pay your continuation charge (whether College or University) may lead to your student status being suspended.*

## Living Costs

Living costs vary greatly according to the accommodation you occupy, the length of your academic year, and the lifestyle you choose. For 2023/24 the University estimated that you might wish to budget between £1,290 and £1,840 per month (including all food, accommodation, and bills; but not including travel to and from Oxford). These numbers are for guidance only, and students should ensure that they have taken account of their own priorities and preferences in calculating how much it will cost to live in Oxford.

The University's living costs advice, including profiles of individual students' living costs, is online at [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

## Home Undergraduates: Oxford Bursaries and Government Loans

**Government Maintenance Loans:** the amount of living costs support available to Home undergraduates in the form of government loans depends on your household income and the region of the UK in which you live. **Applications must be made each year you are on course, and if your family circumstances change you should apply to be re-assessed mid-year.** Applications are made via your appropriate Student Finance body:

- **England:** Student Finance England - [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
- **Northern Ireland:** Student Finance Northern Ireland - [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)
- **Scotland:** Student Awards Agency for Scotland (SAAS) - [www.saas.gov.uk](http://www.saas.gov.uk)
- **Wales:** Student Finance Wales - [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Since these agencies are busy in the approach to the next academic year, you are advised to apply early (no later than the Easter vacation before the next academic year). *If you have still not received your loan close to the start of the new academic year, despite having registered, please email Oxford's Student Information and Advisory Service ([student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)) and try to include your Customer Reference Number.*

**Government Maintenance Grants:** this money, which is non-repayable (unlike maintenance loans), again varies according to region and household income.

**Oxford Bursaries:** this money, provided jointly by the College (through alumni philanthropy) and University, is non-repayable support towards your living costs.

The University uses your financial assessment information in order to calculate any fee reduction or bursary entitlement. In order to ensure that we can access this information, you need to have given your consent on your student finance application, and ensured that each of your sponsors has done the same. The University only receives the final calculated household income figure.

## Other Undergraduates, and All Graduates

EU undergraduates, whilst currently eligible for UK Government tuition fee loans, are not eligible for UK Government support for their living costs, but may be eligible for Oxford Bursaries, based on their assessed household income. Overseas undergraduates, however, are not eligible for Oxford Bursaries. If you are an EU or Overseas undergraduate, you should be careful to ensure at the start of your course that you will have sufficient monies to complete your degree. For the latest information on fees and funding for EU students please see [www.ox.ac.uk/students/oxford-and-the-eu](http://www.ox.ac.uk/students/oxford-and-the-eu).

Likewise, **graduate students** should ensure that they start their course in the knowledge that they will have adequate funds to cover their living expenses whilst on course, so that they can focus on their academic studies. Detailed living costs information for graduates is online at: [www.ox.ac.uk/students/fees-funding/living-costs](http://www.ox.ac.uk/students/fees-funding/living-costs).

### **“Financial Assistance”: financial help when you don’t have enough money for living costs**

The College and the University each have a range of grants available to help you if you experience unforeseen or exceptional financial difficulties after starting your course. Further information can be found at [www.sthildas.ox.ac.uk/students/grants](http://www.sthildas.ox.ac.uk/students/grants)

### **College Grants**

The College has an extensive range of bursaries and grants for which students are encouraged to apply if their personal or study circumstances would benefit from them. These include:

- Travel for research and study grants
- Financial assistance grants
- Vacation study residence grants (undergraduates only)
- Extra-curricular grants

Most grant applications are made on forms available on the College website at [www.sthildas.ox.ac.uk/students/grants](http://www.sthildas.ox.ac.uk/students/grants). Applications may be submitted in each term (the deadline is noon on Wednesday of Week 2) apart from Extra-curricular Grants that are Hilary Term only.

The members of the Support and Travel Grants Committee are the Senior Tutor, the Dean, the Tutor for Graduates, the Bursar, and the Accountant. The Support and Travel Grants Committee meet in Week 4 of each term to consider applications.

# Academic Facilities

## College Library

College Librarian, Eleanor Kelly, (2)76848, [library@st-hildas.ox.ac.uk](mailto:library@st-hildas.ox.ac.uk)

Deputy Librarian, Rosie Tombs, (2)76849, [library@st-hildas.ox.ac.uk](mailto:library@st-hildas.ox.ac.uk)

Archivist, Oliver Mahony, (2)79657, [archives@st-hildas.ox.ac.uk](mailto:archives@st-hildas.ox.ac.uk)

**Opening hours.** The College Library is open 08:00 to 01:00 throughout the year except for a closed period over the Christmas vacation and is staffed from 09:00 to 17:00 Monday to Friday.

Library staff are pleased to answer any queries, either in person or by email. Please note that:

- The Library may be closed for periods if the rule against eating, drinking, and smoking in it is broken
- Night-time opening is conditional on the good behaviour of those using the library during the night hours;
- Readers will be notified of vacation opening hours.

Further information about the College Library can be found here: <https://libguides.bodleian.ox.ac.uk/st-hildas>.

The College Library is not the only library available. Graduate students in particular may find departmental and divisional libraries useful in locating relevant study resources. Information about other libraries across the University can be found here: [www.ox.ac.uk/research/libraries](http://www.ox.ac.uk/research/libraries)

## Computing

### College-Provided Computers

The IT Suite (in Anniversary Building) and the Electronic Resources Room (Library) may be used at any time by members of the College. All these computers are networked, and provide access to commonly used software and to black and white printing facilities. A colour printer and a scanner are available in the Library. Each student has a printing allowance of £30 per year; any printing above this will be charged for. Please consider the environmental cost of paper production and recycling and minimize your printing.

All students are entitled to a University computer username and email address, and to a College computer username. These will be given to students following their arrival. Advice and help are available from the IT staff (at [it-support@st-hildas.ox.ac.uk](mailto:it-support@st-hildas.ox.ac.uk) or on 01865 286665) from 09:00 to 17:00 on weekdays.

All College accommodation is networked and students may register their own computers for the network. Wi-Fi is available in all on-site rooms and public spaces.

All use of the College network (whether via College computers or personal ones) is subject to College and University rules and regulations.

Be aware that computers, particularly video-heavy applications, use considerable energy. Minimise to necessary use and switch your computer off whenever you are not actively using it.

Some useful addresses:

[it-support@st-hildas.ox.ac.uk](mailto:it-support@st-hildas.ox.ac.uk)

[www.sthildas.ox.ac.uk](http://www.sthildas.ox.ac.uk)

[airprint.sthildas.ox.ac.uk/print](http://airprint.sthildas.ox.ac.uk/print)

[register.sthildas.ox.ac.uk](http://register.sthildas.ox.ac.uk)

[www.it.ox.ac.uk](http://www.it.ox.ac.uk)

<http://help.it.ox.ac.uk>

[www.it.ox.ac.uk/legal/rules](http://www.it.ox.ac.uk/legal/rules)

[www.infosec.ox.ac.uk/](http://www.infosec.ox.ac.uk/)

- for all IT queries
- the College website
- for printing from personal laptops, tablets and phones
- for managing your St Hilda's college account, i.e. changing your password
- the University IT Services website
- the University IT Service help pages
- the University IT rules
- for information and security guidance

# Non-Academic Facilities

## Accommodation

Head of Accommodation and Housekeeping, Nicky Charles, (2)76890, [accommodation@st-hildas.ox.ac.uk](mailto:accommodation@st-hildas.ox.ac.uk)

### Residence in College

#### Undergraduates:

All first-year undergraduates normally reside in College. The majority of second-, third- and fourth-year undergraduates also choose to reside in College-owned accommodation. A room ballot is held during Hilary Term each year. Details are available at: [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook). If a student is allocated a room in the ballot but fails Prelims on the first attempt, their room will be re-allocated and they will drop to the bottom of the waiting list (if there is one).

College accommodation consists principally of single study-bedrooms with either shared or en-suite facilities. Students in College-owned property occupy their rooms under license for the academic year and are obliged to pay full College maintenance charges for the period.

#### Graduates:

Accommodation in College-owned property cannot be guaranteed, and will not normally be available for more than two years.

The College has a limited amount of accommodation for graduates in flats and houses especially equipped for their use. Enquiries about booking College accommodation should be addressed to the Head of Accommodation and Housekeeping. College accommodation consists principally of single-study bedrooms. There is no accommodation for couples. Graduates must re-apply for accommodation each year if they wish to be in a College room.

Any graduate taking a room in College-owned or rented property must understand that this is for 51 weeks, unless on a specific 44-week taught course.

### Vacation Residence (Undergraduates Only)

Junior Members who need to be in Oxford for longer than the Standard Rent period for their room can apply for vacation residence by emailing the Head of Accommodation and Housekeeping ([accommodation@st-hildas.ox.ac.uk](mailto:accommodation@st-hildas.ox.ac.uk)). Vacation residence is charged at £26.00 per night. Students studying for final exams or those with serious welfare concerns can apply for a grant towards this cost; application forms for vacation residence grants are available from [www.sthildas.ox.ac.uk/students/grants](http://www.sthildas.ox.ac.uk/students/grants), and must be completed and returned no later than Wednesday of Week 2.

Junior Members who are granted vacation residence outside their Standard Rent period may be required to move rooms. This is because, during the vacations, rooms are let to conference guests to raise money that subsidises term-time rents.

### Overnight Guests

Overnight guests may be accommodated if there is a student guest room available. If so, it may be booked through the Domestic Bursar's Office for a maximum of three consecutive nights; the College provides linen, and breakfast (except on Saturdays and Sundays). The Domestic Bursar's Office will provide details of charges.

### Quiet

Quiet should be maintained in all College buildings, including those off-site. A student who is disturbed by noise should complain in the first instance to the offender and, if the noise persists, to the Junior Deans or the Dean. Radios, music systems etc., may be used until midnight provided that other people are not disturbed; no music of any kind is to be played after midnight. It is particularly important that quiet should be maintained during examination periods.

### Insuring your possessions

You are urged to take good care of your possessions, exercising general common sense and security-consciousness. Do not leave your room unlocked, even for short periods.

The College has arranged a blanket insurance policy with Endsleigh Insurance to provide cover for students' possessions while in their accommodation. The cost of this insurance is £5.00 per term and will be added automatically to your termly battels. This is compulsory insurance and is sold as a block to ensure a

significantly reduced premium for each student. Full details of the insurance policy are available from the Domestic Bursar's office.

## **Beds and Bedding**

Students are expected to use the bed, mattress, curtains and furniture provided in their rooms, unless special arrangements are made with the Domestic Bursar's Office. All College furniture, furnishings, and mattresses should comply with the Furniture and Furnishings (Fire Safety) Regulations 1994.

Please note that you will need to provide your own bedding and towels.

## **Laundries**

There are mobile app-operated laundry machines in the college laundry rooms. The machines operate via a free app. Instructions for using the app can be found in any of the laundries along with instructions on using the machines. Please consider using biodegradable detergents and laundry products with plastic-free packaging to reduce environmental damage. Any items left in laundry rooms at the end of term will be removed.

There are ironing facilities in each College laundry area. Please report any faults promptly direct to the app company. This information will be displayed in the laundries.

## **Kitchens**

Each College building currently has a kitchen with cooking facilities and refrigerators for use by students. Garden Building has microwaves but does not have hobs or ovens. Some kitchens have induction hobs so please ensure your pans are compatible with these. Students are required to ensure that kitchens are left tidy and free of washing up. All study-bedrooms in the Christina Barratt Building have fridges.

Please note that you will need to provide your own cooking and eating utensils.

## **Storage of Perishable Goods**

Perishable goods belonging to students may be stored only in the refrigerator provided in pantries or in a small refrigerator (not of greater capacity than 140 litres) owned by the student, and not on room window sills. Any goods found on room window sills will be removed.

## **Bathrooms and Washing Facilities**

It is forbidden to use shower adapters on College sink taps. Where showers have doors or curtains, please ensure they are closed properly during use to prevent water leakage. Please do NOT put handtowels, paper towels or sanitary products down the toilets; instead, please use the bins provided.

## **Cleaning of Rooms**

It is a condition of room rental that scouts (cleaners) should be able to enter to clean rooms. Study-bedrooms will be cleaned once per fortnight. Your scout will arrange the day and time with you. You must not be in your room at that time and on that day it is most helpful if the room is left in such a way that thorough cleaning can be done: e.g. books and clothes removed from the floor. Arrangements for off-site houses will vary.

Recycling facilities should be used appropriately. Please minimize your waste footprint by shopping with thought for the environmental consequences and recycle with care. Any difficulties should be discussed with the Head of Accommodation and Housekeeping.

When you leave College, you are required to clear your room completely. Any property left in College accommodation at the end of a student's course will be disposed of.

## **Damage to College Property**

A damage deposit of £250 will be charged at the commencement of each year in College accommodation. Any damage to College property or additional cleaning will be charged against this. You will be notified of any amounts to be charged. Your deposit will be returned to you at the end of August (for undergraduates) and October (for graduate students) in the year that you finish your course.

College property, if lost, broken, burnt or damaged will be fully charged on battels. A student who causes damage by fastening pictures, or other objects to walls, doors or furniture, will be fined. The use of Sellotape, White-Tack, Blu-Tack, drawing-pins or staples on walls is absolutely prohibited. For safety reasons NO notices may be stuck on fire-doors, fire-screens, or glass door panels. Students may display posters and

notices only on the boards provided in their own rooms and on designated student notice boards: any notices placed elsewhere, e.g. on official College notice boards, will be removed. Any white goods or non-College furniture left in College-owned accommodation after the license ends will be disposed of and a recycling payment will be charged.

Furniture and furnishings may not be altered; they may not be moved from one room to another or removed from any room without the Domestic Bursar's permission. Crockery, cutlery, and glasses, etc. must not be taken from the Dining Hall.

It is forbidden to put drapes over lights or in any area which may cause danger. Do not place hot objects, for example irons, saucepans, hair tongs, on carpets or bedding. At best you are likely to be charged for damaging carpets but most importantly you risk starting a fire with potentially far more serious consequences.

## Repairs

Any necessary repairs or maintenance problems for both on-site and off-site accommodation should be reported to the College Buildings Office by emailing: [buildings-support@st-hildas.ox.ac.uk](mailto:buildings-support@st-hildas.ox.ac.uk). Generally work will take place from 08:00 onwards. However, work in student rooms will take place from 09:00 Monday to Friday unless deemed to be of an urgent nature. The maintenance team will generally respond to urgent requests within 24 hours Mon-Fri. Completion of repairs may depend on availability of parts or the need to call specialist contractors.

Out of normal office hours, urgent faults should be reported to the Porters' Lodge. Non-urgent faults should be emailed to [buildings-support@st-hildas.ox.ac.uk](mailto:buildings-support@st-hildas.ox.ac.uk)

Planned maintenance work will be reported to the JCR/MCR President as appropriate with a minimum of seven days' notice given where possible. Sensitive periods, such as exams, will be avoided. Such works will take place out of term-time where possible. Similar guidelines apply to contractors who can be identified by a badge issued by the Lodge.

Please note that requests relating to furniture or mattresses should be made in the first instance to the Head of Accommodation and Housekeeping ([accommodation@st-hildas.ox.ac.uk](mailto:accommodation@st-hildas.ox.ac.uk))

Should there be any problem regarding these guidelines, or should you wish to follow up a fault, please notify the Maintenance Workshop on (2)76874.

## Storage in Vacations (Undergraduates only)

### International students:

Due to the College's very limited storage space, only those with home addresses overseas may store their luggage in vacation, and only if they are returning the following term. Prior arrangements should be made with the Domestic Bursar. Any goods are left at the owner's risk. No food, TVs, or white goods may be stored. Any of these items found will be disposed of at the student's expense. All items in storage must be properly labelled with intended collection date. Store rooms will be cleared once a term and all incorrectly labelled or unlabelled items will be removed. If they remain unclaimed by Week 2 of the following term, they will be sent to local charities.

### Home students:

Note that from 2022 College launched a Green Vacation Travel scheme to encourage the use of public transport by student returning home for the Michaelmas and Hilary vacations. Your bedroom may be fitted with a lockable cupboard. If so, the key can be found in the lock and you should leave bulky, non-valuable items in the cupboard during vacations so that you can use a bus or train to return home instead of being collected by car. Please note that there is a £20 charge for lost cupboard keys.

## Living Out

Students who do not live in College-owned or rented property must update their term-time address on [Student Self-Service](#) by the start of October. A certificate of enrolment to prove exemption from Council Tax to Oxford City Council can be printed from [Student Self-Service](#) but note that the lodgings address must be correct for the certificate to be valid. All College accommodation is covered by the UUKACOP Student Accommodation Code [www.thesac.org.uk](http://www.thesac.org.uk)



## Common Rooms

### Undergraduates

The Junior Common Room (JCR) is located in Hall Building, and is where JCR meetings are held. It also has a lounge area, buttery, and television, and is where the College Bar is located. NUS cards and student welfare information are obtainable from committee members. The Common Room is available for the use of JCR Members throughout each term.

### Graduates

The Middle Common Room (MCR), which has a variety of amenities, is located in Anniversary Building. It is available for the use of graduates throughout the year, including the vacations, except when College is closed.

## Catering

### Meals

The Dining Hall is usually open from breakfast time on Monday of Week 0 until dinner time on Friday of Week 8. At weekends during term, the catering provision is brunch from 11:00 to 13:00 on Saturday and dinner from 17:30 to 19:30 on Sunday. All opening times can be found on the online [Bookings Portal](#). The Dining Hall is usually open outside of term time for breakfast and lunch, please check the portal for details.

Times of meals are outlined on the College website at [www.sthildas.ox.ac.uk/students/meals](http://www.sthildas.ox.ac.uk/students/meals). During term-time weekly menus are available on the portal. We are committed to sustainable living and offer a wide range of local and seasonal options.

Gowns are not worn for meals. All meals are self-service and charged per item debited from the Bod card at the till. Additional credit may be purchased online at UPay or at the Accounts Office. Items may also be bought using cash in the Dining Hall.

### Undergraduates

At the beginning of each term, an undergraduate's Bod card will be credited with catering credits. Catering credits are carried over from term to term, but have to be used by 31 July. Any unused catering credits after this time are cleared and are not carried over to the new academic year. No refunds will be made for any unused credits.

### Graduates

At the beginning of each term, a graduate student's Bod card will be credited with catering credits. Catering credits are carried over from term to term, but have to be used by 31 July. Any unused catering credits after this time are cleared and are not carried over to the new academic year. In Trinity Term, should an MCR member anticipate not using up their credits by 31 July, they may transfer credits to another MCR member via the Accounts Office. No refunds will be made for any unused credits.

### College Bar

The bar is open during Full Term and serves draught and bottled beers, spirits, and soft drinks. Opening hours are: Monday - Saturday: 19:00 - 23:00 and Sunday: 19:00 - 22:30

## College Grounds

Students may use the punts, usually available from the second week of May until mid-September, which must be booked in advance. The academic priorities of the College should be respected at all times by those enjoying the College grounds. All members of the College are requested not to disturb others by making a noise in the Gardens, particularly during examination periods. College furniture and furnishings should not be taken into the Gardens: kettles, tea-pots or coffee-pots should not be placed on the lawns as this damages the grass and may cause injury. Please do not leave litter and cigarette ends, and do not pick flowers in the Gardens or in the Meadow. Students may, however, cut aromatics for their own culinary use from the herb garden in the Marion Taylor Triangle, beside Garden Building. We encourage the use and appreciation of our green spaces so please enjoy the lawns, rose garden, quiet green space behind the gym and the meadow walk.



## **Energy Conservation/Recycling**

The College is very conscious of energy usage and its conservation and encourages students to keep energy use to a minimum. There are arrangements in place on-site for the recycling of paper, cardboard, plastics, bottles and cans. Everyone is encouraged to 'reduce, re-use, recycle' wherever possible. A few simple ways you can help:

- Turn off equipment after use (do not leave it on standby), lights and other switches.
- Turn off computers, printers, scanners after use, and switch off plug sockets.
- Reduce the time spent in the shower/bath.
- Do not run the tap whilst cleaning teeth.
- Add another layer of clothing instead of turning up the temperature.
- Recycle wherever possible (see above).
- Report dripping taps/faults promptly (please notify the Buildings Office (2)76874).
- Keep furniture away from radiators and make sure windows and doors are closed when the room is being heated.
- Try using full loads in the washing machine, at a high spin cycle and lower temperatures.
- Minimise purchases in plastic packaging.

The JCR has an Environment and Ethics Representative, and matters related to energy efficiency, recycling, and the environment can be brought through this representative to the College's Domestic Committee. MCR members are also welcome to bring matters concerning energy conservation and recycling to the College's Domestic Committee.

## **Roofs**

Students are not allowed on the roofs, bay-platforms and parapets of any College buildings. This is not only dangerous, but also a condition of the College Insurance.

## **River**

Entering or swimming in the river from the College site is strictly forbidden.

## **Woodland**

The College owns Radley Large Wood, a pleasant 4-mile cycle along the Thames Cycleway or serviced by Abingdon buses. You are most welcome to walk or run through the ancient woodland at any time. Please enjoy the wildlife responsibly.

## **Bicycles**

No cycling is permitted in College. All students' bicycles (graduates and undergraduates) are to be registered at the Porters' Lodge by the end of Week 3 of Michaelmas Term. As part of the registration process it is essential that bikes display their St Hilda's registration number where instructed. Any bicycles not registered by this date will be removed and, where necessary the locks removed. The bikes removed will be stored on site for two weeks to allow them to be reclaimed. Thereafter they will be disposed of and any proceeds given to local charities.

Registered bicycles should be kept only in the stands provided. Students should always leave their bicycles securely padlocked to guard against theft: the College will accept no responsibility for their damage or loss. Bicycles should not be secured anywhere in College (e.g. lamp posts, gates or railings) other than the designated bicycle areas. Improperly parked bicycles will be cut free by College staff and impounded, and a release fee charged. In no circumstances should bicycles be parked or stored inside College buildings. All bicycles must be removed from College during the Long Vacation.

## **Cars and Motorcycles**

Neither students nor their visitors may bring cars or motorcycles into the College grounds except to carry luggage at the beginning and end of term. Students in all years must not keep a car in Oxford, except in cases of exceptional need which should be agreed in writing with the College. There is no parking available for students on College owned or rented property. Within the whole city of Oxford, parking space is very restricted and traffic congestion acute. You are instead urged to walk, cycle, or use public transport.

## **Ball Games**

Ball games are not allowed on site. The only exception to this rule is croquet which may be played on South Lawn in Trinity Term.

## Barbecues

These are not allowed at any College owned or rented property, including the Boat House, for Health & Safety reasons.

## Animals

No animals, other than assistance dogs as defined in the Equality Act 2010, fish, or livestock may be brought onto College premises without the prior permission of the Dean. Please do not feed any animals or livestock found on College premises.

Should a student wish to bring an assistance dog (as defined in the Equality Act 2010) onto College premises, that student is asked to contact the College Disability Lead in advance to ensure that any necessary adjustments or preparations can be made. Please also see the section of this handbook titled 'Disability' at page 38.

## The Sanctuary and Religious Life

Chaplain, Dr Meryem Kalayci, (2)76876, [chaplain@st-hildas.ox.ac.uk](mailto:chaplain@st-hildas.ox.ac.uk)

Many St Hilda's students participate in the religious life of the College and the University. Almost all faith groups are represented by University student societies. The University Church is in the High Street, backing onto Radcliffe Square, the Hindu Mandal in Oxford is very near College, as is the Central Oxford Mosque. There is a University Jewish Chaplaincy, and an Oxford Synagogue. St Hilda's has its own multi-faith space, called The Sanctuary, open to all faiths and none, located in Anniversary Building.

The Chaplain is happy to talk in confidence with any member of College, irrespective of any religious belief. If you wish to talk to her on a pastoral matter feel free to approach her at any time via email.

## Choir

Members of the College who wish to join the Choir should contact the Director of College Music, Dr Jonathan Williams, (6)10320, [dcm@st-hildas.ox.ac.uk](mailto:dcm@st-hildas.ox.ac.uk)

## Music and the Arts

Dance, poetry, drama, photography, fashion design, sculpture, creative writing, or music - whatever your artistic passion, there's a way for you to develop, share and enjoy it at St Hilda's. With concerts and recitals, art, sculpture and photography exhibitions, dance and choral workshops, readings, a drama society and an Arts Festival all held within College, St Hilda's students enjoy one of the most exciting College-based cultural environments in Oxford. Our commitment to music is particularly strong and its facilities world-class with our own concert hall, the Jacqueline du Pré Music Building, and a team of staff working to promote music at College, so you can be sure that whatever your musical tastes, background and aspirations, you will have every opportunity to enjoy music during your time here.

### The Jacqueline du Pré Music Building (JdP)

Opened in 1996, the JdP was the first purpose-built concert hall to be built in Oxford since the Holywell Music Room in the time of Handel. Owned and run by St Hilda's College, this unique hall was inspired by the wish to create a living memorial to the great cellist, Jacqueline du Pré, an Honorary Fellow of College. Designed by architects van Heyningen and Haward and boasting excellent acoustics by the internationally-acclaimed firm, Arup, the result is an elegant and modern auditorium with a Steinway D concert grand piano whose intimate environment is the perfect place to enjoy music and drama. The building also houses four practice rooms, an electro-acoustic studio, instrument storage lockers and the JdP offices.

### The JdP Team and JdP Events

Activities taking place in the Jacqueline du Pré Music Building are coordinated by the JdP Artistic Director, Professor Martyn Harry; the Director of College Music, Dr Jonathan Williams; and the JdP Events Lead, James Adcock ([jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk)).

There are many different kinds of events held in the JdP:

- the JdP Concert Series welcomes world-class performers such as Steven Isserlis, the Fitzwilliam String Quartet, Joanna MacGregor and the Belcea String Quartet
- the St Hilda's College Lunchtime Recital Series provides students from across the University the opportunity to perform at the JdP on Thursday lunchtimes

- M@SH (Music at St Hilda's), the new Research Centre for Experimental Music at College, presents concerts of contemporary classical music, experimental music and electro-acoustic music and hosts interdisciplinary projects (e.g. music and dance, events in collaboration with DANSOX, art installations, dramatic productions, etc)
- the JdP Education and Community Programme runs monthly family Cushion Concerts, quarterly Moving Music concerts, and regular concerts for primary schools
- student concerts and productions
- in addition to being used for College's own events, the building is used by external hirers for concerts, workshops, festivals, recordings and conferences. During term-time the building is also used by students for rehearsals and concerts

### **JdP Internships**

The JdP internships offer undergraduates the rare opportunity to work in a thriving concert venue, presenting insights into specific areas of event organisation, and providing the experience essential for breaking into such competitive careers as arts management. The job role could involve multimedia, marketing, technical work or concert supervision. Interns are supervised by the JdP team and learn about the daily running of the JdP while contributing to the success of the artistic life of the College. Students interested in applying for an internship with the JdP should contact [jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk)

### **Director of College Music**

St Hilda's Director of College Music is Dr Jonathan Williams. As well as coordinating the popular Lunchtime Recital Series and conducting the College Choir, Jonathan will, with your help, promote music of every kind and tradition in College. So, if you would like to be involved in making music - singing in a choir, playing an instrument (saxophone, violin, bass, sitar, you name it!), joining a band, orchestra or chamber group, writing and performing music for College events, giving concerts in the world-class acoustics of our very own Jacqueline du Pré Music Building, or taking part in festivals and tours - then here's your chance: contact him at [dcm@st-hildas.ox.ac.uk](mailto:dcm@st-hildas.ox.ac.uk).

### **Use of the Practice Rooms**

All practice rooms are available to students for free between 07:00 and 23:00:

- Mackinnon Room (Yamaha U3S upright piano with 'silent' function)
- Lee Room (Yamaha U3 and Offenbach upright pianos)
- Salmon Room (Yamaha U3 upright piano and harpsichord\*)
- Stevenson Room (Steinway A grand piano)

The practice rooms can be easily booked online via the [Bookings Portal](#) on the College website. The key to the booked practice room will then be available from the Lodge.

Please Note: the harpsichord may only be used with prior authorisation from the JdP Events Lead or Director of Music.

All practice rooms will be unavailable for use by students when recordings, concerts and public events are taking place in the Auditorium.

### **Use of the Auditorium**

Students wishing to use the Steinway model D in the Auditorium for practice must have the prior authorisation of the Director of College Music and sessions must be booked directly with the JdP Events Lead. Students wishing to use the auditorium piano are expected to be of at least Grade 8 standard.

### **Studio**

The studio is currently available to graduate students experienced in the use of electro-acoustic equipment. Undergraduates may also be trained to use the studio equipment and should register their interest with Professor Martyn Harry ([martyn.harry@music.ox.ac.uk](mailto:martyn.harry@music.ox.ac.uk)). To use the studio, please arrange an induction session by emailing [jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk) so you can be added to the user list.

### **ZOOM Portable Recording Device**

A ZOOM portable recorder is available for use by students for audio recording in the JdP and within College (must not be taken off site). This can be booked on the intranet and collected from the Lodge. To use the ZOOM, please arrange an induction session by emailing [jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk) so you can be added to the user list.

**IMPORTANT:** Users of the Jacqueline du Pré Music Building should always leave it in the condition in which they find it. Any problems should immediately be reported to [jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk). Users may be charged for damage caused.

**Lessons and Private Teaching**

Students who receive lessons, or who use the practice rooms for private teaching, need to contact [jdp@st-hildas.ox.ac.uk](mailto:jdp@st-hildas.ox.ac.uk) before booking a room. A charge may be levied.

**Practice Times**

In order to avoid disturbance to others, especially during examination periods, students are encouraged to practise, where possible, in the JdP. Other pianos or musical instruments in College may be played only at the following times: on weekdays and Saturdays between 13:00 and 17:00 and between 19:00 and 21:00; on Sundays between 10:00 and 21:00. The times for Hall JCR are between 13:00 and 14:00 and after 19:00 each day. These hours also apply to singing practice. Infringements may be reported to the Dean or Junior Deans.

# Welfare and Medical Facilities

- *The Dean* has overall responsibility for welfare provision: Dr Daniel Bulte, [dean@st-hildas.ox.ac.uk](mailto:dean@st-hildas.ox.ac.uk)
- *Junior Deans*: Erik Hörmann, Ayushi Agarwal and Miriam Szabo (contactable through the Porters' Lodge)
- *Porters' Lodge* (First Aid): (2)76884, [lodge@st-hildas.ox.ac.uk](mailto:lodge@st-hildas.ox.ac.uk)
- *Welfare Officer*: Laura Lysenko, [welfare.officer@st-hildas.ox.ac.uk](mailto:welfare.officer@st-hildas.ox.ac.uk)
- *College Nurse*: Vicki Manellari, Wolfson G4, (2)86445 [victoria.manellari@st-hildas.ox.ac.uk](mailto:victoria.manellari@st-hildas.ox.ac.uk)
- *College Doctors* (medical appointments): 01865 515731. The doctors are in College every Thursday; on other days, appointments can be made to see them at the Banbury Road surgery
- *College Counsellor*: Robin Steel. Appointments may be made by emailing [counsellor@st-hildas.ox.ac.uk](mailto:counsellor@st-hildas.ox.ac.uk)

Further information on the above is available at: [www.sthildas.ox.ac.uk/students/health-welfare](http://www.sthildas.ox.ac.uk/students/health-welfare)

See also the 'helpmap' displayed in your college room and at [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook)

## Guidance on Confidentiality in Student Health and Welfare

The College's Statement on Privacy and Confidentiality can be found at:

[www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook). The College also endorses the University's policy on confidentiality in student health and welfare, as set out in a document authored by the University's Committee on Student Health and Welfare, available on the University's website at the following address: [www.ox.ac.uk/sites/files/oxford/field/field\\_document/Confidentiality%20in%20Student%20Welfare%20Guidance%20-%20May%202022.pdf](http://www.ox.ac.uk/sites/files/oxford/field/field_document/Confidentiality%20in%20Student%20Welfare%20Guidance%20-%20May%202022.pdf).

The College recognises the same practical and legal obligations as set out in the University document. In all cases, the duty of confidence is not absolute and may normally be overridden in circumstances where there is an overwhelming public interest or legal obligation to do so. The following paragraphs are essentially summary statements, and the above document should be referred to for fuller guidance.

Information given in confidence by a student will, as a general rule, be treated in a confidential manner. This would include information about a student's physical or mental health or financial circumstances. Disclosure of such information will be on a need-to-know basis. Except in exceptional circumstances (e.g. where there appears to be a risk that the student will harm themselves or others, or where the student is seriously ill), confidential information should be disclosed to parents or other family members only with the consent of the student.

The College owes a duty of care to all its members, staff and students, and in some circumstances it might not be able to discharge this duty without infringing confidentiality. There will be circumstances in which the disclosure of information may be necessary; students will be asked to give their consent, but in the final analysis it will be a matter for the professional judgement of the College to decide whether any such disclosure should be made.

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may be concerned about the welfare of a student, but uncertain whether they should disclose this information or not. In these circumstances it may be sensible to seek advice from an appropriate person (e.g. a senior College officer or College Doctor) on whether the matter is sufficiently important to breach confidentiality and, if so, to whom they should report their concerns. A concern for confidentiality need not, and should not, prevent communication that is necessary to help students in difficulty.

*This statement on confidentiality is being made available to students, staff and parents to provide reassurance to students but also to clarify the limits of confidentiality.*

## Welfare

The Dean has overall responsibility for student welfare and pastoral support in College. The Welfare Officer and Junior Deans are the first point of contact for any undergraduates and graduates who are in need of welfare support. In a case of emergency the Junior Dean on duty may be contacted via the Porters' Lodge. The College Nurse is also available to discuss any welfare concerns during her clinic hours.

For undergraduates, Personal Tutors are also available for consultation about welfare issues.

For graduates, their University supervisor, or their department/faculty (for example, a Director of Graduate Studies, or a Graduate Studies Assistant) will be available for welfare support. In College, College Advisers can offer some advice (see above), and the Tutor for Graduates is available to help graduates with any pastoral matter.

The Academic Registrar is happy to see any Junior Member who has welfare concerns where those relate to course issues, examinations, disability matters or financial worries.

The College Counsellor, Robin Steel, is on-site for two half-days each week during term-time. Appointments can be made by contacting her at [counsellor@st-hildas.ox.ac.uk](mailto:counsellor@st-hildas.ox.ac.uk). Any student may also contact the University Counselling Service to arrange an appointment.

Assistance can also be sought from the JCR and MCR Welfare Reps, and the trained Peer Supporters, who are undergraduate and graduate students who are trained in how to support their fellow students: details are posted on the JCR and MCR webpages.

## Exceptional Circumstances

### **Severe Health or Personal Difficulties: suspension of status and fitness to study**

Oxford degree courses are intensive, exciting, and challenging, and they require students' full commitment, including good health. In the event of a problem affecting academic work, you should take an early opportunity to discuss it with the tutor concerned who will be in the best position to advise you. Tutors are very familiar with work difficulties caused by ill health or personal problems, and will be willing to make reasonable adjustments accordingly. However, a degree depends on reaching a defined standard at University examinations, and this ultimate requirement cannot be reduced by tutors. If for any reason you find it difficult to talk to your tutor, there are other ways of obtaining help and advice: the Personal Tutor, College Adviser, Senior Tutor, Tutor for Graduates, Academic Registrar, Junior Deans, or the Dean (see [Welfare](#)).

Occasionally, you may feel that you have been unfairly treated or inadequately helped by a tutor, in connection with a problem with academic work. Again, it is always best if you can talk through the problem with the person concerned. If for any reason you find this is not possible, the Senior Tutor or Tutor for Graduates is always willing to listen sympathetically, and in confidence, and to advise or to mediate personally if this seems appropriate. This is part of the Senior Tutor's job. If such a direct approach seems too daunting, members of the Welfare team may be in a position to offer support.

If for any reason you are not fit for full-time study, the College or department may recommend a period of intermission, but this can only be done after full consideration of individual circumstances and evidence, and with the full support of the student's tutor or supervisor. In such circumstances you should talk to the College Doctor as soon as possible about your worries.

**Suspension of Status** is the suspension of studies for reasons of health, disability, or family emergency. It is expected that a student who is admitted to a course of study will complete that course of study in the usual period of time, without any breaks. However, in rare cases, it can be necessary, because of illness or for welfare reasons, for a student to take time away from their studies. In very rare cases the College can seek to impose a period of suspension of status on a student.

**Fitness to Study** means an undergraduate or graduate student's fitness to commence a distinct course of academic study; or to continue with their current course of academic study; or to return to their current or another course of academic study (see [www.ox.ac.uk/students/welfare/fitness-to-study](http://www.ox.ac.uk/students/welfare/fitness-to-study)).

A student who is suspended normally loses their right to charge items to their battels and their right to College accommodation from the date of their suspension until their date of return. Students who are suspending their studies are not required to study for their course, and are not permitted to receive tuition, but informal contact with tutors is often encouraged or even required. They may not normally be in College, may not eat in the Dining Hall, and may not use the College Library or otherwise access College facilities as if they were an enrolled student.

Students who are suspending their studies are not enrolled and so are not students, but they keep their University cards and so retain access to Oxford e-mail and University libraries and virtual learning resources, to help them prepare for their return to academic study.

### *Applying for Suspension of Studies: Undergraduates*

An undergraduate student who feels that they might need to take a period of suspension should talk in the first instance with their Personal Tutor or the Senior Tutor to seek advice on the likely impact of their suspension on their academic, financial, or other circumstances.

### *Applying for Suspension of Studies: Graduates*

A graduate student who feels that they might need to take a period of suspension should talk in the first instance with their supervisor (in the case of research students) or the relevant departmental administrator or Graduate Studies Assistant (in the case of taught students; see [www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1](http://www.ox.ac.uk/students/academic/guidance/graduate/contacts?wssl=1) for contact details). Students are also welcome to talk with one of the College's welfare advisers, their College Adviser, or the Academic Registrar, if they prefer not to discuss the matter with someone in their department or faculty at first. Students should consult their Course Handbook for any detailed procedures applicable to their course; but as a general rule, and following discussion and guidance from the department or faculty (and the College, if desired), formal requests for suspension of studies need to be made via a GSO.17 form available here:

[www.ox.ac.uk/students/academic/guidance/graduate/status](http://www.ox.ac.uk/students/academic/guidance/graduate/status).

In the case of maternity/paternity/adoption a GSO.17b form should be used. Further information, together with the GSO.17b form, is available at [www.ox.ac.uk/students/welfare/childcare](http://www.ox.ac.uk/students/welfare/childcare), where you can also find the University's policy on student parental leave to which the College adheres.

The College will support an application which is fully made-out and which demonstrates good cause.

## **Changing your Course of Study (Undergraduates only)**

When you were accepted to St Hilda's, you were accepted onto a specific course of study. If you want to change to another degree course (which is called a 'Change of School') you will need the permission of the College. Permission is granted only if there is satisfactory evidence that the change is in the applicant's own interest, and only if teaching resources allow.

If you want to change course, you should first talk with your Personal Tutor. If you remain sure that you want to ask permission to change course, you should write to the Senior Tutor, who will discuss your request with you before any action is taken.

## **Medical Help**

### **Emergencies Requiring First Aid**

Any incidents should be notified as soon as possible to the Lodge. Emergency medical boxes are kept in College in the Lodge, the kitchen, and the Academic Office. A defibrillator is located in the Lodge. In medical emergencies when First Aid is not adequate, arrangements will be made to transport the patient to hospital. If urgent help is required that is beyond First Aid, dial 999 for an ambulance.

### **College Doctors**

The College Doctors are in College on Thursdays during term-time (see [www.sthildas.ox.ac.uk/students/health-welfare](http://www.sthildas.ox.ac.uk/students/health-welfare) for times) and can also be seen at the Banbury Road surgery. The surgery is open Monday to Friday, 08:30 to 18:30. Further information about the practice, how to book appointments, and much more information about sources of advice and support, is on its website: [www.banburyroadmc.nhs.uk/index.aspx](http://www.banburyroadmc.nhs.uk/index.aspx)

### **College Nurse**

The College Nurse Service is supervised by Oxford Health NHS Foundation Trust. Our College Nurse is Vicki Manellari and she is available for consultation in her room (Wolfson G4) at the times listed on the College website at [www.sthildas.ox.ac.uk/students/health-welfare](http://www.sthildas.ox.ac.uk/students/health-welfare). You can email her at [victoria.manellari@sthildas.ox.ac.uk](mailto:victoria.manellari@sthildas.ox.ac.uk) and her telephone number is (2)86645.

**Junior Members confined to their rooms by illness** must ensure that a message to that effect is conveyed as soon as possible to the Lodge for the College Nurse who will visit students in their room if required. Meals can be supplied in rooms in College if necessary.



## Contraception and Sexual Health

For information on the full range of sexual health services available to students, see [www.sexualhealthoxfordshire.nhs.uk/](http://www.sexualhealthoxfordshire.nhs.uk/).

## Dentist

The College does not have a College Dentist. However, you are welcome to attend *Studental* (at the Oxford Brookes University campus in Headington) for check-ups and more urgent work. For appointments, telephone 01865 484608. Further information can be found online: <https://damiradental.co.uk/location/oxford/>.

## Medical Insurance

If you are a student registered at a UK university and are here for more than six months, insurance is not essential but it is advisable to have travel insurance to cover your luggage, personal possessions, money and medical costs for your journey and the first few days here. If you are planning to take out an insurance policy which covers you for the length of your course in the UK, you may find that this also covers your journeys to and from home at the start and end of each term.

Further information about medical insurance can be found at: [www.ox.ac.uk/students/new/international](http://www.ox.ac.uk/students/new/international)

## Disability

Students may disclose a physical or mental health disability, a specific learning difficulty, an autistic-spectrum condition or a long-term health condition at any stage of their time at Oxford, but we urge you to do so as soon as possible so that we can help you to get the support you need.

If you are a student with a disability the usual procedure is for you to disclose your disability or specific learning difficulty to the University Disability Advisory Service (DAS): [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability). The DAS then arranges any necessary assessments, and informs your college. Each college also has a Disability Lead and a Disability Coordinator, and it is helpful if you make contact with one of them as well. The Disability Lead at St Hilda's is Professor Lorna Smith ([lorna.smith@st-hildas.ox.ac.uk](mailto:lorna.smith@st-hildas.ox.ac.uk)) and the Disability Coordinator is Becky Unwin ([rebekah.unwin@st-hildas.ox.ac.uk](mailto:rebekah.unwin@st-hildas.ox.ac.uk)). The College's DAS contacts are Kev Rayson ([kevin.rayson@admin.ox.ac.uk](mailto:kevin.rayson@admin.ox.ac.uk)), who specialises in mental health, and Pauline Graham ([pauline.graham@admin.ox.ac.uk](mailto:pauline.graham@admin.ox.ac.uk)), who supports students with other disabilities or long term health conditions. Both are also members of the College's Welfare Committee.

The Domestic Bursar, the Catering Manager, and the Head of Estates are happy to provide practical advice on domestic matters, meals, or the adaptation of facilities in student rooms.

## Transgender Support and Assistance

For support regarding transgender issues, the Senior Tutor, who is the Transgender Lead, should be contacted in the first instance. The Dean, Academic Registrar, and Junior Deans can also provide support and information.

Should a student want assistance with trans-related administrative, mental health or medical issues, the Senior Tutor will arrange a meeting to discuss needs and the process and timescales for meeting them. This will typically cover all the points identified on the University's checklist on supporting students who are trans/transitioning. While the College will offer support to those who wish to change their genders, it cannot offer advice on the medical aspects of doing so, nor can it support the medical costs thereof. With the student's permission, the Senior Tutor will make sure that those who need to know within College and the University are informed about any changes. It is appreciated that each individual case is different, and it is equally acceptable for changes to be made in stages as it is for them to be made all at once. It is also understood that each transgender student has a unique set of circumstances, and students are encouraged to raise any relevant concerns e.g. worries about privacy with family, chosen name and pronouns, or about visas for international students. If time away from studies for medical reasons is needed, please discuss this with the Senior Tutor to explore options for deferring or suspending studies. All discussions will be treated in confidence and will be handled sensitively and respectfully.

St Hilda's students have access to counsellors at the University's Counselling Service who are trained in trans-related issues (including training from Gendered Intelligence) and provide a respectful, attentive, empathic, neutral and confidential service. The College Doctors have experience working with those who are trans/transitioning. Further information about the University's transgender policy and welfare provisions can be found on the University website.



Further information about University-wide policy and welfare provision for students who want to transition is also available from the University's LGBTQ Society. The LGBTQ Society has a Trans Officer, who can be approached by anyone in the University and who can provide a source of outside-college support by trans students for trans students.

## Harassment

Harassment is an unacceptable form of behaviour and the College is committed to protecting students, staff and any other person for whom the College has a special responsibility from any form of harassment, which might inhibit them from pursuing their work or studies, or from making proper use of University facilities. Complaints of harassment will be taken seriously. Please see the College's Harassment Policy and helpful flow charts indicating who best to speak to at <https://www.st-hildas.ox.ac.uk/students/student-handbook>

Any student may also consult one of the University Harassment Advisers. There are approximately 370 Harassment Advisers within the University, with two (one male and one female) appointed within each department and faculty. Details of the Harassment Advisers are posted on departmental and faculty office notice boards. If a student would prefer to speak with an adviser entirely unconnected with their department, faculty, or college; the Harassment Line can find an alternative adviser for them.

Telephone: 01865 (2)70760      Email: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

A Harassment Adviser will deal with all cases with the utmost confidentiality (except when there is an unacceptable risk to an individual). They will listen without judgement and clarify options. For more information on the Harassment Advisers, in particular advisers with specialist training in relationship abuse, sexual violence or advisers who are LGB or BME please visit: <https://edu.admin.ox.ac.uk/harassment-advice>.

Any of these may be approached in the first instance. Those approached will direct inquirers elsewhere, if that seems most likely to meet the inquirer's needs.

## Personal Development

### Step Forward for Undergraduates and Master's students

Based on the award-winning Step Forward programme for professional women, this unique version for Oxford students has been made possible thanks to generous external sponsorship. The Careers Service is leading the programme. We not only want to ensure female undergraduates and Master's students are equipped for their career after graduation but also provide them with tools to enhance their personal development in all aspects of life. See: [www.careers.ox.ac.uk/step-forward-personal-development-programme-for-women](http://www.careers.ox.ac.uk/step-forward-personal-development-programme-for-women)

### Beacon for Graduate Research students

This personal development programme gives people the opportunity to focus on their plans for life and work. They are available for graduate research students, as well as for postdoctoral researchers, in all divisions. For further details see:

<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=TOLIPPBEAC&referrer=coursesearch>

# Health and Safety/Security

Porters' Lodge (security and intruder problems): (2)76884, [lodge@st-hildas.ox.ac.uk](mailto:lodge@st-hildas.ox.ac.uk)

Head of Estates (College Safety Officer): Alex Horsfall-Turner, (2)76898, [alexander.horsfall-turner@st-hildas.ox.ac.uk](mailto:alexander.horsfall-turner@st-hildas.ox.ac.uk)

Domestic Bursar (Fire Safety Officer): Gerri Cane, (2)76808, [gerri.cane@st-hildas.ox.ac.uk](mailto:gerri.cane@st-hildas.ox.ac.uk)

Every member of College shares responsibility for health and safety around College, for their own security, and for that of all their fellow members of College and their possessions.

## Safety

All matters affecting the safety of those on College premises should be referred to the College Safety Officer or to the Fire Safety Officer.

Junior Members of the College are reminded that they have a statutory duty to take responsible care for their own health and safety, and for that of others affected by their actions. *Anyone observing unsafe practices on College premises, or who has suggestions to make concerning safety generally, should notify the Domestic Bursar.*

## Fire Safety

**DETAILED INSTRUCTIONS ON THE ACTION TO TAKE IN THE EVENT OF FIRE ARE DISPLAYED IN ALL STUDENT ROOMS ON COLLEGE PREMISES. YOU MUST STUDY THEM CAREFULLY, AND YOU MUST KNOW HOW TO ESCAPE FROM YOUR ROOM. YOU MUST KEEP FIRE EXITS CLEAR AT ALL TIMES.**

**IN ORDER TO COMPLY WITH CURRENT LEGISLATION, SMOKING IS NOT PERMITTED IN ANY COLLEGE BUILDING.**

**For Health and Safety reasons it is not permitted to use e-cigarettes in College Buildings.**

Generally the procedures are as follows:

- On-site College Buildings: Upon discovering a fire, activate the nearest fire alarm. On hearing the fire alarm, evacuate the building immediately. (All fire alarms are automatically relayed to the Lodge Porter, who then follows College procedure.)
- Off-site College Houses: Upon discovering a fire, activate the nearest fire alarm and evacuate the building, then call the Fire Brigade (999) and inform the College Lodge (2)76884.
- Fire Alarm tests are carried out on a weekly basis.

Please familiarise yourself with the fire precautions on your arrival at your property or room.

All doors fitted with closers are part of the fire precautions taken for the safety of all College residents. These must not be propped or wedged open under any circumstances. Fire extinguishers, blankets, smoke detectors, heat detectors, sounders and activation panels must not be touched except in the event of a fire emergency. Interference with these items under any other circumstances will be a disciplinary matter. Incense and candles must not be lit in College rooms and houses.

College buildings are fitted with extremely sensitive fire detection systems. To minimise the risk of false alarms please observe the following rules:

- Kitchen doors must be kept closed when you are cooking, and cookers should never be left unsupervised. If food burns, the kitchen door should not be opened. Ventilate the area by using the extractor fan and/or opening a window. This will prevent the smoke alarms (normally outside the kitchen) being set off.
- Do not boil kettles, spray aerosols or use hair straighteners directly below a smoke alarm.

If a student activates a fire alarm as a result of carelessness, they will be fined £50 and reported to the Dean. In cases where the individual cannot be identified, the house or floor will be fined collectively.

## Fire Safety Checks

College requests the assistance of all its members to ensure that its properties remain a safe place for all. In order to achieve this there are certain things you can do to help:

- Do not prop or wedge open fire doors.
- Complete a final safety sweep of your room before you leave, checking all electrical equipment is off, including lights and plug sockets.
- Ensure other electrical appliances are off after use, such as the cooker, the iron or hair tongs.
- Do not use multi-plug adaptors - only use 2 to 6 socket extension leads.
- Ensure cooking equipment is only used in the kitchens and not in your study-bedroom.
- Do not leave cooking unattended.

## Electrical Regulations

The Electricity at Work Regulations 1989 places an obligation on the College to ensure that appliances connected to its electrical system are of an approved standard. All student electrical appliances are therefore given a visual safety check and electrical PAT test as soon as possible after their arrival.

Any students bringing personal electrical appliances into College must make them available for a visual safety check by the College - the timing of which will be advised at the beginning of each academic year. All appliances must carry the appropriate British Standard number or kite-mark. Plugs must conform to BS 1363, be of the safety sleeve type, and be correctly fused for the appliance. Flexible cables must be in good condition and not worn, perished, split, stretched or twisted.

Please note that any appliances found on inspection to be defective will be rendered inoperative, red-stamped and reported to the Buildings Office.

Only the following electrical appliances may be used in College rooms:

- PC/Laptop/Tablet, + extras
- Hairdressing appliances
- Radio/Music equipment
- Water kettle (see below)
- Toothbrush/Shaver
- Small television (see below)
- Small refrigerator
- Desk lamp
- Mobile Phone and accessories
- Camera/Player/Chargers
- Toasters, microwaves, bread makers, rice-cookers, etc with valid safety certificates are only allowed to be used in kitchens, because of the risk of burning food.
- Multi-way block sockets that plug directly into a fixed wall socket are prohibited. If more sockets than those provided in the room are needed, a standard approved extension lead should be used (two to six sockets) and with its plug correctly fused.
- Water kettles must have an automatic shut-off, be boiled with low level water and with the lid firmly closed in order to minimise the risk of excessive steam activating the fire alarm - also ensure these are not located directly under a fire alarm or smoke detector. Furthermore, kettles should only be used when located on a water-containing tray.
- Students bringing their own television will need to acquire their own licence as required by law. The TV Licensing Authority is notified periodically of sets being operated within the College. If you use a laptop (or any other device) to watch or record television programmes as they are being shown on TV or live on an online TV service, or to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer, then, by law, you need to be covered by a TV Licence.
- Electric heaters (unless supplied by College), chip fryers and fairy lights are prohibited. These and any other unauthorised equipment will be removed from buildings.

If you subsequently acquire new equipment that too must be checked. Please contact the Maintenance Workshop (under CBB), to do so. Failure to comply with these regulations will lead to a fine and be reported to the Dean. Questions about testing of electrical equipment should be directed to the Maintenance Workshop.

## Personal Safety

Oxford is generally a safe place to live and work. It is no more dangerous than any other similarly-sized city in the UK. However, you should take care of your personal safety when in Oxford, especially if you are out after dark, if you are tired, or if you have been drinking alcohol:

In general...

- Always carry enough change to make a call or to get a taxi (even if you have a mobile).

- Use a licensed taxi service.
- Stay safe and alert, don't listen to iPods or personal stereos, or have long conversations on mobile phones.
- When using a public phone, stand facing outwards, so that you can see what's going on around you.
- Be aware of others around you at cash point machines, and try not to use them at night or in poorly lit areas.
- Avoid carrying large amounts of cash with you when you are out.
- If you cycle, ensure that you have taken adequate safety precautions, including wearing a helmet, investing in a decent lock, and ensuring that lights are fitted and working (you can be fined for cycling without lights after dark). It is illegal to cycle when under the influence of alcohol/addictive substances.

#### Arriving home...

- Make sure no strangers follow you when you enter College or the annexes.
- Call the Lodge if you suspect there is a stranger on the premises.

#### Walking at night...

- Avoid taking shortcuts, for example through badly lit places, such as parks or alleyways.
- Walk on the pavement, facing oncoming traffic, so that you are visible.
- Be alert and brief when using a mobile phone, and try to conceal it when not in use.
- Carry an **attack alarm** (available free from the JCR & MCR Welfare reps).
- If you think you are being followed, cross the street (more than once if necessary), and if you are still unhappy move as quickly as possible to a public area, such as a restaurant, bar or late opening store, and telephone for help.
- Carry your bag close to you with the clasp facing inwards or strap it over your shoulder. Use a bag that has a zip or properly closes. Keep the bag closed when walking home.
- Avoid walking home alone at night if it is possible to return with friends.

#### Using transport at night...

- Keep the number of a taxi company that you know handy - never use an unlicensed company.
- Confirm the driver's details when they arrive - is it the taxi you ordered?
- Make sure the taxi driver has a photo ID and the vehicle has a licence displayed on the inside and outside of the vehicle with the Oxford City Crest on.
- Always sit in the back of the vehicle, and carry your mobile phone in your hand so it is easily accessible.

#### Useful contacts...

- The Police - in an emergency (i.e. when there is danger to life or an imminent risk of injury being caused, when a crime is in progress, or when Police attendance is required immediately) call **999**, for all other purposes call **101**
- The John Radcliffe (JR) is the local 24-hour Accident and Emergency hospital located in Headington. Buses 2, 7, 10, 13, 14, 41, 280 and 400 go to the JR.
- University Counselling Service (2)70300
- Nightline 20:00 to 08:00, Weeks 0 to 9 (2)70270
- Rape Crisis Centre 725311
- The Samaritans 116123

## Security

### Keys

Students in College accommodation will be given a key to their room. All keys, complete with key-tag, must be returned to the Lodge when the room is vacated. A student who has not returned their keys by the time they go down at the end of term will be charged on their battels. Between 23:00 and 05:30 students will need to use their Bod card for access through the pedestrian gate and into College buildings.

If keys are lost for any reason, the loss must be reported immediately to the Lodge. The lost key(s) will be replaced as quickly as possible, by the issue of a duplicate key(s). A charge will be made for the replacement and this charge will be battelled to the individual concerned. The charge will be £25 per key lost.

### Locking of College

The pedestrian gate and all outer doors to on-site College buildings are electronically locked at night. Night porters are on duty in the Lodge. Students unlocking doors to gain entrance should ensure the doors are re-

locked behind them. Students will need their Bod card to enter the pedestrian gate and College buildings during the lock down period.

**N.B. It is important to make sure that the front doors of College houses in Alma Place, 205 Cowley Road, and Tyndale Road are kept locked by day as well as by night.**

### **Visitors**

The College is open to visitors, whether accompanied or unaccompanied, from 09:00 to 23:00. After 23:00 visitors may enter College only if accompanied and registered at the Lodge by their host, who may not bring in more than one guest. All visitors should leave by 02:00 (except as provided for under Overnight Visitors). After midnight, visitors moving about within College buildings should always be accompanied by their host, who must escort them to the door of the College building when they leave, and re-lock the door after them.

As they go from the College building to the Lodge on their way out, visitors may be asked to give the name of their host, as it is essential to have some check on possible intruders. Students are responsible for seeing that at all times neither they, nor their guests, disturb their neighbours; this is particularly important after 23:00. Visitors who have accidentally overstayed should be accompanied to the Lodge by their host, where they will be asked to give their name to the Porter, who will then show the guest out. Those junior members of St Hilda's who abuse this procedure will be cautioned by the Dean and disciplinary action may be taken.

### **Security of Property, including Laptops**

Please note that the security of personal property is the responsibility of the owner: the College does not accept liability for theft, loss or damage. It is always advisable to keep money, debit or credit cards, cheque books and jewellery in a locked drawer and to keep room doors and windows locked. Students should obtain a lock for their laptops. It is also essential to back up academic work stored on a laptop regularly onto a memory stick or other external device. All members of the College are urged to take out insurance on their personal belongings before they arrive in Oxford. All thefts should be reported immediately to the Lodge and then in writing to the Domestic Bursar. Thefts of computer equipment must be reported to IT.

# Students' Conduct and Non-Academic Rules

College has a wide range of rules and regulations which are set out in the policies on the website at: [www.sthildas.ox.ac.uk/students/student-handbook](http://www.sthildas.ox.ac.uk/students/student-handbook). All students are expected to adhere to these rules.

This includes, but is not limited to, the following:

1. Freedom of Speech
2. Harassment (including bullying)
3. Equal opportunities
4. Data Protection Policy
5. Equality and Diversity
6. Complaints and Appeals Procedure for Student Members

Governing Body has recently approved a new Non-Academic Misconduct Disciplinary Procedure which is provided with the other documents above. This revised procedure will shortly be incorporated into the College's By-Laws in substantially the same form as currently provided, and will replace the existing procedure within By-Law XX (clauses 5-15). In anticipation of these amendments to By-Law, the Non-Academic Misconduct Disciplinary Procedure as provided with the Student Handbook will apply in cases of breaches of the College's disciplinary code of conduct in place of By-Law XX, clauses 5-15.

## Additional College Codes, Policies, and Procedures

The College's governing Statutes and By-Laws are published online at:  
[www.sthildas.ox.ac.uk/content/regulations-and-policy-documents](http://www.sthildas.ox.ac.uk/content/regulations-and-policy-documents)