



St Hilda's College
UNIVERSITY OF OXFORD

Freshers' Welcome Guide 2024/25

This guide should be read in conjunction with the Student Handbook,
which provides more detailed information.

Please contact the Academic Registrar at rebekah.unwin@st-hildas.ox.ac.uk
if you have any queries about this guide or the handbook.

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Who's who in College

Most of the administrative offices are located in South Building. The following people are the main contacts for students; please see the College website for full lists (including photographs and contact details) of [Academic Staff](#), [College Officers and staff by department](#).

ACADEMIC ADMINISTRATION

DIRECTOR OF VISITING STUDENTS

Dr Ruth Percy ruth.percy@st-hildas.ox.ac.uk

The Director of Visiting Students has overall responsibility for the academic and welfare support of Visiting Students.

SENIOR TUTOR (South 31)

Dr Sarah Norman (2)76811 senior.tutor@st-hildas.ox.ac.uk

ACADEMIC REGISTRAR (South 32)

Becky Unwin (2)76889 rebekah.unwin@st-hildas.ox.ac.uk

WELFARE/DECANAL

DEAN

Dr Daniel Bulte (Hall 57) dean@st-hildas.ox.ac.uk

The Dean is responsible for decanal and non-academic discipline among the College's student members. He works closely with senior College Officers and the welfare team. He can be contacted in an emergency or in relation to urgent personal problems, in confidence, at any time and holds regular consultation hours (details are displayed on the Decanal Notice Board in South Foyer).

JUNIOR DEANS

Erik Hörmann, Miriam Szabo, Abismrita Chakravarty

The Junior Deans assist the Dean with non-academic discipline and welfare and are available to help with any problems. In the evenings and at weekends during term it is always possible to ask at the Lodge for the assistance of a Junior Dean.

DISABILITY FELLOW (South 73)

Professor Lorna Smith (2)72694 lorna.smith@st-hildas.ox.ac.uk

The Disability Fellow is the first point of contact within College for students who have, or who think they might have, a disability, and who want to discuss their needs.

WELFARE OFFICER

Laura Lysenko welfare.officer@st-hildas.ox.ac.uk

Laura is available three hours each weekday, 0th Week to 9th Week, for any student seeking advice, no matter how small the concern.

COLLEGE DOCTORS (Wolfson G04)

Dr Antony Maddison and Dr Emma Walker

The doctors come into College from 1st Week to 8th Week; see the [Health and Welfare](#) webpage for details on how to make an appointment to see them, either in College or at the surgery on Banbury Road.

COLLEGE NURSE (Wolfson G04)

Vicki Manellari (2)86645 victoria.manellari@st-hildas.ox.ac.uk

Vicki comes into College from 0th Week to 9th Week to advise, treat and support any College member who is unwell, injured or any other difficulty. See the [Health and Welfare](#) webpage for more details.

COLLEGE COUNSELLOR (Wolfson G04)

Robin Steel counsellor@st-hildas.ox.ac.uk

Robin provides a confidential space in which to listen to students' emotional concerns and issues. She works at St Hilda's for two half-days each week during term time, and at the University Counselling Service in town for the rest of the time. She can be contacted for appointments at either location.

FINANCE

THE BURSAR (South 21)

Chris Wood (2)76803 chris.wood@st-hildas.ox.ac.uk

The Bursar oversees the college finances and works with Governing Body on financial strategy.

PA TO THE PRINCIPAL AND THE BURSAR

Elsbeth Millar (2)76813 principal.pa@st-hildas.ox.ac.uk

Elsbeth manages the diaries of the Principal and the Bursar so is the first point of contact if you wish to speak to either of them.

ACCOUNTANT and ACCOUNTS OFFICE (Anniversary 12 and 14)

Dr Hemlata Bountra (2)86622 hemlata.bountra@st-hildas.ox.ac.uk

Catherine Davies, Ben Symonds (2)86641

accounts.office@st-hildas.ox.ac.uk

DOMESTIC

DOMESTIC BURSAR (Anniversary 123)

Gerri Cane (2)76808 gerri.cane@st-hildas.ox.ac.uk or accommodation@st-hildas.ox.ac.uk

Gerri is happy to see students during normal office hours.

IT

IT MANAGER and IT OFFICERS (Anniversary 114)

Tom Anstey (2)76891 tom.anstey@st-hildas.ox.ac.uk

James Evans and Tom Brown (2)86665 it-support@st-hildas.ox.ac.uk

Tom, James and Tom are based in the JCR Computer Room and are happy to see students during normal office hours.

Before you arrive

What to bring: clothes

Formal attire in Oxford deserves a special mention; there are usually several occasions when you might be required to wear a suit or even Black Tie. These include formal dinners, certain parties, balls, and other special events. In fact, there are a surprising number of these occasions, and while it is in no way compulsory for you to go to them, they tend to be great fun.

You will, however, have to wear *sub fusc*, Oxford's formal academic attire. *Sub fusc* is described fully in the A-Z at the end of this Freshers' Guide.

Besides *sub fusc* you will also need 'academic dress', consisting of a 'cap' and a 'gown'. The 'cap' could traditionally be a 'soft cap' for women, but these days virtually everyone has the square-shaped 'mortarboard': you have to wear your gown, and carry your mortarboard, at University examinations and ceremonies.

Do note that *sub fusc* and academic dress are officially two separate things, although they are often lumped together. To clear up some further confusion: for many events (for example, the College's Freshers' Dinners in Michaelmas Term) you need regular (formal) clothing together with just your gown, not with full *sub fusc* as described above and not with a mortarboard.

All of these items can be bought in Oxford, and it will probably be easier to purchase the gown, ribbon or bow tie, and mortarboard here, but it might be cheaper to bring your own shoes, suit, skirt, shirts, etc. The gown can be bought from a number of shops including Walters of Oxford, Shepherd & Woodward and Ede & Ravenscroft. Expect to spend around £40 for the gown, mortarboard and tie, and make sure you pick up the appropriate gown (the shop assistants will be happy to advise you).

Registration - part 1

You will be sent your IT activation code and log-in details by email in early September. Your password and login is called your Single Sign On (SSO), which is the Oxford system for accessing a range of IT services, including [Student Self-Service](#).

Your first task using Student Self-Service will be to register for the forthcoming academic year. You will be sent an email when the registration period opens and you should register as soon as possible. When you login to Student Self-Service you will need to check your personal, contact, academic and other information and confirm that you wish to be enrolled at the University of Oxford.

For more information on registration, see the University's Guide to Registration at www.ox.ac.uk/students/registration. If you require assistance with the online registration process, please contact student.information@admin.ox.ac.uk

On arrival in Oxford

Registration - part 2

After you have completed the online registration, please come to the Academic Office (South Building, Room 27) to complete your in-person registration and to collect your University card. You will need to bring your passport and visa with you. The Academic Office is open from 9.00am to 4.30pm Monday to Friday.

Opening a student bank account

Once you have completed registration, you will be able to download and print off an enrolment certificate, which is accepted by the banks in Oxford as proof of your student status. (Some banks require your certificate to be stamped and signed by the College, and the Academic Office staff are happy to do this for you on request.)

Freshers' Fair

The University usually holds a Freshers' Fair during Freshers' Week. This is the only time in the year when all of Oxford's clubs and societies - with interests ranging from sports to music to national spirit to spirituality to charities to politics - put their representatives in one place. This is the best place to find out what extracurricular activities Oxford has to offer, and to join in the life of the University community by signing up for whichever groups capture your interest.

The Freshers' Fair also includes information stands about central University services e.g. IT, Libraries, Careers, Health and Welfare, Student Immigration and a range of other services in addition to stands about clubs and societies.

The College also holds its own Freshers' Fair for all new students.

A-Z of handy hints

A

ACADEMIC DISCIPLINE

The formal arrangements relating to academic discipline appear in the [Student Handbook](#).

ACADEMIC DRESS

For certain formal College and University events it is mandatory to wear *sub fusc*, and full academic dress.

Sub fusc consists of:

one of:

- dark suit with dark socks, or
- dark skirt with black tights or stockings, or
- dark trousers with dark socks or dark hosiery

dark coat, if required - worn underneath the gown

black shoes

plain white collared shirt or blouse

white bow tie, black bow tie, black full-length tie, or black ribbon.

plus:

the appropriate academic gown

mortar board or soft cap

Gowns may be bought in Oxford from local outfitters.

Undergraduate Scholars and Exhibitioners wear long gowns, Commoners wear short gowns. Graduates wear an Advanced Student's gown or a gown of their previous university.

ACADEMIC OBLIGATIONS

Your academic obligations appear in the [Student Handbook](#).

ACCOMMODATION

The Accommodation Manager, Mrs Nicky Charles (nicky.charles@st-hildas.ox.ac.uk) is happy to help with any accommodation queries.

B

BAR

The College Bar (Hall Building) usually serves alcoholic and non-alcoholic drinks from 7pm to 11pm every day during term, although the room itself is available for use at any time. Due to the nature of the licence, the bar is open to members of the College and their guests only.

BATTELS

These are the students' accounts with the College. Invoices for accommodation and battels are issued at the beginning of each term. Further information on battels appears in the [Student Handbook](#).

Financial problems - if for some reason you are unable to pay your battels at the beginning of the term it is essential that you make an appointment to see the Bursar to explain your reasons. The College operates a fining system for unpaid battels, and interest is payable if battels remain outstanding beyond a certain period. College accommodation ceases to be available if rent remains unpaid.

BICYCLES

There are racks in several places in College. Bicycles must not be left anywhere other than in racks.

CYCLING IS STRICTLY FORBIDDEN WITHIN THE COLLEGE GROUNDS.

No cycling is permitted in College. All students' bicycles 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 disposed of and any proceeds given to local charities.

BOD CARD (SEE 'UNIVERSITY CARD')

BODLEIAN LIBRARIES

As well as access to the College library, and to your departmental/faculty library, all students can also use the Bodleian Libraries. Libraries in the Bodleian Libraries group include the principal University library - the Bodleian Library - which has been a library of legal deposit for 400 years; as well as 27 other libraries across Oxford.

BOP

A Bop is a college party ('big open party').

BUILDINGS

The College comprises several buildings which are all named.

Christina Barratt Building (CBB)	Garden Building	Hall Building
Jacqueline du Pré Building (JdP)	South Building	Wolfson Building
Anniversary Building	Jocelyn Morris Quad (off site)	Pavilion
St Giles (off-site)	Norham Gardens (off-site)	

C

CAR PARKING

Permits (issued by the Domestic Bursar) are available to Fellows and staff only. Under University rules students must not keep a car in Oxford. All student parking is forbidden within the confines of the College except at the beginning and end of term while personal belongings are unloaded and loaded. Permission is granted only for this limited period.

CHAPEL (SEE 'SANCTUARY')

CHOIR

St Hilda's Choir makes regular performances of choral and secular music at various venues including the University Church on the High Street, and is run by the Director of College Music, Jonathan Williams (dcm@music.ox.ac.uk).

COLLECTIONS (UNDERGRADUATES ONLY)

Collections are College-only exams, set at the beginning of each term on the previous term's work and any vacation work. Collections are marked by College tutors (marks do not count towards your degree results) and act as a progress check to ensure that you are up to date and ready for the new term's work.

COMMON ROOMS

The academic members of the college community are split into three groups. They are categorised as Common Rooms:

Senior Common Room (SCR)

Fellows, lecturers and other members of academic staff.

Middle Common Room (MCR)

Graduate students of the college, and mature students.

Junior Common Room (JCR)

Undergraduate students of the college, including Visiting Students, other than mature students.

The JCR and MCR are headed by an elected member of their own body and run by elected committees. Elections take place in Trinity Term for elected members to take office in Michaelmas Term.

COMPUTERS

The JCR Computer Room for undergraduates is in Anniversary Building, and the MCR Computer Room for graduate students is in the MCR Common Room. These, together with the Electronic Resources Room in the 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. Advice and help are available from the IT staff during surgery hours.

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.

D

DAILYINFO.CO.UK

This website terms itself ‘Your one-stop guide to staying, living and working in the historic city of Oxford. A comprehensive locally-run resource for townsfolk, students, visitors and tourists, packed with events, reviews, articles, cartoons, and much more.’

E

EDUROAM

Most users at the University access the internet via the eduroam Wi-Fi service. Once you have set up your eduroam access in Oxford you should be able to connect at other participating institutions. IT Services will provide more details during Freshers’ Week.

END OF TERM REPORTS

Tutors report each term on students’ progress using the Tutorial Management System (TMS). You will receive an email in 9th Week confirming when your reports have been submitted so that you can read them.

Further information about end of term reports appears in the [Student Handbook](#).

EMAIL

You will receive an activation code from the University IT Services when you have signed and returned your University contract. You will need to log in with this code in order to activate your email address, which will take the form [firstname.surname@st-hildas.ox.ac.uk](#)

Nearly all communication from the college and your department will be by email and you must check both your email and physical pigeonhole daily. See the [Student Handbook](#).

F

FEEDBACK FORMS

St Hilda's has an anonymous, online College system for all students to provide feedback on teaching. Your feedback is collected toward the end of each term. You may also discuss any issues with the teaching you receive with the Senior Tutor or the Tutor for Graduates.

FELLOWS

Each college is a charitable institution governed by its trustees, the Fellows of the College. There are various categories of Fellow, including Tutorial Fellow, Research Fellow and Professorial Fellow.

FOOD (SEE 'MEALS')

FULL TERM

Full Term is the 8-week period specified by the University as a term to be compulsorily kept by students reading for degrees. The tradition is to refer to weeks of terms (e.g. Tuesday of 1st Week, Friday of 5th Week, etc.). The week immediately preceding Full Term is known as 0th Week and that immediately following End of Term is 9th Week. Each term you are required to be in residence in Oxford from Thursday of 0th to Saturday of 8th Week inclusive.

G

GRANTS/FUNDING

Students are encouraged to apply for grants if their personal or study circumstances would benefit from them. Further details are available at: www.st-hildas.ox.ac.uk/student-life/current-students/finance-and-funding

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.

I

INSURANCE

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.

INVITATIONS

You will receive invitations from the Principal, College Officers and other Fellows and it is expected that you will reply promptly. Failure to respond to invitations is extremely discourteous and makes the administration of events more difficult.

JUNIOR DEANS

The College annually elects three Junior Deans, who are graduate members of the College responsible to the Dean. The Junior Deans are available to advise on welfare issues and can be contacted by the Porters as required.

K

KEYS

Room keys: on arrival you will be given a key to your room by the Porters. There is a fine of £25 should you lose it. This fine goes up if you lose your key again. It is very important that you always lock your room.

Keys must be handed in at the end of each term.

L

LAUNDRY

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. Any items left in laundry rooms at the end of term will be removed. There are ironing facilities in each College laundry area.

LIBRARY

The library is open from 8am to 1am daily. Within these hours, it is staffed Monday to Friday, 9am to 5pm.

To contact the library, please email library@st-hildas.ox.ac.uk or phone 01865 276849. You need to produce your University Card when you want to borrow a book or DVD and you can have a maximum of 20 items on loan. Overdue books carry fines but you can renew an item as many times as you want, so long as no one else has requested it. The Library staff will be happy to help with enquiries and can provide information about other Oxford Libraries.

LODGE

The main entrance to the College is pedestrian and is between Hall Building and Anniversary Building.

The Porters' Lodge (commonly known as the 'plodge') is the centre of the College security including fire and security alarms and keys. It maintains a watching brief on all student and other activities in the College; the entrance and exit of cars and delivery vehicles; deals with mail; answers the telephone to the general College number; all enquiries from visitors; etc. The Lodge is staffed by at least one member of staff 24 hours a day. The Lodge staff carry out regular security patrols in the College. The Porters (whose normal dress is a navy blazer and grey trousers, or dark blue suits and bowler hats for formal occasions), will answer enquiries about keys, rooms, mail and almost everything else. They are also the College Police force, responsible for security and the enforcement of regulations. All members of College have regular dealings with the Porters during their time in College.

M

MAIL

Mail is left in individually named pigeonholes in the Porters' Lodge.

University Messenger Service

Notes (not books, food or money) are delivered free to other Colleges and University Departments.

Royal Mail

Posting out: Mail should be stamped and handed to the Porters in the Lodge. Royal Mail collects from the Lodge Monday to Friday at 4.30pm.

Incoming mail: Your postal address in College (even if living off-site) is:

St Hilda's College

Cowley Place

Oxford

OX4 1DY

Tel: 276884 (urgent messages only)

You should arrange with the Post Office to have your mail forwarded during vacations.

Incoming courier and international packages

It is your responsibility to ensure that all costs (including any import charges and taxes) are paid to the courier company before the package is delivered to you. College will not meet these on your behalf.

MEALS

Formal dinner is usually served on Wednesdays and must be booked in advance via UPay; all other meals are self-service. Gowns are not worn for informal meals. The Dining Hall is open from breakfast time on Monday of 0th Week until dinner time on Friday of 8th Week.

Meal	Days	Time	Notes
Breakfast	Monday to Friday	8.00am to 10.00am	No booking necessary
Lunch	Monday to Friday	12.00pm to 2.00pm	
Dinner	Monday, Tuesday, Thursday, Friday, Sunday	5.30pm to 7.30pm	
Brunch	Saturday	11.00am to 1.00pm	
The Dining Hall remains open for the sale of beverages, snacks, cakes and ice cream between 8.00am and 7.30pm.			

MEDICAL

College Doctors Dr Antony Maddison and Dr Emma Walker

Surgery 172 Banbury Road (01865 515731)

The College doctors are in college on Thursday afternoons during full term. To make an appointment, whether during term or in vacations, please call the Surgery directly on the number above.

N

NOTICEBOARDS

The noticeboards in the entrance to South Building carry important information and instructions from tutors and should be consulted at the very minimum at the beginning of every term.

P

PETS

No pets may be kept by students in the College. The College has a cat who lives in the Porters' Lodge, and the Principal has two cats who live in the Principal's Lodgings. Students may not feed them, not allow them into College rooms for any reason. Any baiting which goes beyond normal play is a disciplinary offence.

PIGEONHOLES

Each student has a pigeonhole in the Lodge for accepting mail (commonly known as a 'pidge'.)

PUNTS

The JCR owns a number of punts, which are kept on the river during Trinity Term. They may be booked by students at the Porters' Lodge.

R

RSVP (SEE 'INVITATIONS')

S

SANCTUARY

The Sanctuary is the College's multi-faith space in Anniversary Building. This is an inviting and inclusive space, to which all members of College, of all faiths and none, are welcome. The Director of the Sanctuary is Meryem Kalayci who is happy to talk to any student about the space, their faith, or anything else. She can be contacted at suzan.kalayci@st-hildas.ox.ac.uk

SCOUTS

This is the traditional name for the members of the domestic staff. The scouts have clearly defined duties and students are expected to be courteous at all times to these very important and co-operative members of the College staff.

SMOKING

SMOKING IS NOT PERMITTED IN ANY BUILDING OF THE COLLEGE but there are designated smoking areas within the grounds.

STORAGE

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.

STUDENT FILES

Every student at the College has a student file which is kept by the Academic Office. Full details of how we store, use and share your personal information, and your rights over your own information, can be found at www.st-hildas.ox.ac.uk/about-us/governance?tab=privacy-notice

STUDENT REPRESENTATION

The JCR President and MCR President attend the following College Meetings: Access and Admissions Committee, Development Advisory Committee, Garden Committee, General Purposes Committee, Governing Body ('Unreserved Business' only), Investment Committee, IT Committee and Welfare Committee.

SUB FUSC (SEE 'ACADEMIC DRESS')

T

TELEPHONES

Urgent telephone messages may be left at the Porters' Lodge. The Porters cannot take routine or social messages. The telephone number for urgent messages is 01865 276884.

TERMS

Oxford terms are:

Michaelmas Term	Autumn
Hilary Term	Spring

Trinity Term

Summer

Term lasts eight weeks: the period for which you must be in Oxford begins in 0th Week (the week before Full Term starts) until Saturday of 8th Week. 9th Week is the week after Full Term finishes. Weeks begin on Sundays so the first day of Full Term is Sunday of 1st Week.

TUTORIALS

Weekly or twice-weekly meetings (usually lasting an hour) for undergraduates with their tutor on their own or with one or two other students doing the same subject. Students will be asked to hand in work in advance, or to take work to a tutorial for discussion.

U

UNIVERSITY CARDS/BOD CARDS

Your University card (commonly known as a ‘Bod’ card) is your official university ID card, and will be handed out by college staff at registration in Freshers’ Week. Your card provides admission to the Bodleian Library, access to University and College buildings, and is also used to pay for food and drinks in College, using UPay, the cashless vending system. Your card is vital, and if you ever lose it you’ll need to pay for new one. Do *not* lend your card to others!

UPAY

UPay is the College’s in-house cashless catering system, which allows you to make cashless payments with your Bod card or mobile phone. A secure website enables you to set up an account and then pay with your card or mobile phone and receive benefits on purchases.

If any of the above is unclear, please come to the Academic Office (South 27) and ask. We are always happy to help.