

PART A – WHO’S WHO AND COLLEGE ADMINISTRATION

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A.1 WHO’S WHO

St Hilda’s College 2018-2019

PRINCIPAL

Professor Sir Gordon Duff

MEMBERS OF THE GOVERNING BODY (in order of their election)

Professor Julia M Yeomans, FRS	Physics
Dr Anita Avramides	Philosophy
Professor Amanda Cooper-Sarkar	Physics
Dr Irene Moroz	Applied Mathematics
Miss Maria Croghan (<i>IT Fellow</i>)	Librarian
Dr Katherine Clarke (<i>Domestic Fellow</i>)	Ancient History
Professor Petra Schleiter	Politics
Professor Susan Jones (<i>JdP Fellow</i>)	English
Dr Margaret Kean	English
Dr Lorna Smith (<i>Disability Lead</i>)	Inorganic Chemistry
Dr Rebecca M Armstrong (<i>on leave</i>)	Classics
Dr Helen J Swift (<i>Tutor for Graduates</i>)	Modern Languages (Medieval French)
Dr Hannah Smith	Modern History
Dr Georgina Paul (<i>Vice-Principal</i>)	Modern Languages (German)
Professor Gregory Seregin	Pure Mathematics
Professor Dmitry Filatov	Plant Sciences
Ms Bronwyn Travers	Development Director
Dr Elinor Payne (<i>Supernumerary Fellow</i>)	Linguistics (Phonetics and Phonology)
Dr Kerstin Hoge (<i>Supernumerary Fellow</i>)	German Linguistics
Dr Maike Glitsch	Biomedical Science
Professor Fiona Macintosh (<i>Supernumerary Fellow</i>)	Classical Reception
Dr Rachel Condry (<i>Supernumerary Fellow</i>)	Criminology
Professor Selina Todd	Modern History
Dr Stephen McHugh	Psychology
Professor Alison Noble (<i>Technikos Professor</i>)	Biomedical Engineering
Professor Daniel Wakelin (<i>Griffiths Chair, Library Fellow</i>)	Medieval English Palaeography
Dr Aris Katzourakis	Zoology (Evolutionary/Ecological Genomics)
Dr David Howey	Engineering (Electrical Power)
Dr Philippa Hulley (<i>on leave</i>)	Musculoskeletal Sciences
Dr Dev Gangjee	Law (Intellectual Property)
Mr Frank Gargent	Bursar
Dr Catherine Swales	Clinical Medicine
Dr Daniel Bulte	Engineering
Dr Lorraine Wild (<i>Dean</i>)	Geography
Professor Jane Barlow	Evidence-based Intervention & Policy Evaluation
Dr Sarah Norman (<i>Equality and Diversity Fellow</i>)	Senior Tutor
Dr Anders Kock	Economics
Professor Catherine Schenk	Economic and Social History
Dr Claire Gwenlan	Physics
Dr Barbara Havelková (<i>on leave</i>)	Law

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SUPERNUMERARY FELLOWS

Professor Hilda Brown	Modern Languages (German)
Professor Anne Edwards	Education
Dr Victoria Elliott	English and Literacy Education
The Revd Canon Brian Mountford	Chaplain
Dr Maya Tudor	Government & Public Policy

SENIOR RESEARCH FELLOWS

Dr Lyndall Gordon	English
Professor Ester Hammond	Oncology
Dr Emily Kearns (<i>Dean of Degrees</i>)	Classics
Professor Elizabeth Kenny	Music
Dr Mavis MacLean	Law
Professor Ruth Muschel	Oncology
Professor Daniel Zahavi	Philosophy

JUNIOR RESEARCH FELLOWS

Dr Yvonne Couch	Medicine
Dr Casey Doyle	Philosophy
Dr Maeve McKeown	Politics
Dr Alex Smith	Clinical Neuroscience
Mr Sebastian Wedler	Music
Dr Eve Worth	History
Dr Tingting Zhu	Engineering

ASSOCIATE RESEARCH FELLOWS

Dr Sebastian Alvarez	Economic History
Dr Rogier B Mars	Medicine (Pathology)
Dr Ana Namburete	Engineering
Dr Linda Troeberg	Medicine

CAREER DEVELOPMENT and FIXED-TERM FELLOWS

Dr Karina Cendon Bóveda (<i>Career Development Fellow</i>)	Politics
Dr David Lee (<i>Fixed-Term Fellow</i>)	Philosophy
Dr Jonathan Patterson (<i>Career Development Fellow</i>)	French

BRITISH ACADEMY POST-DOCTORAL FELLOWS

Dr Joseph Browning	Music
Dr Laura Paterson	History
Dr Hamsa Rajan	Interdisciplinary Area Studies

LECTURERS

Dr Vassilis Athanassoglou	Medicine (Clinical)
Mr Jasdeep Bahra	Medicine
Mr Soham Bandyopadhyay	Medicine
Ms Elsa Baroghel	French
Mr Luckshman Bavan	Medicine
Dr Jay Biernaskie	Biology
Dr Stephen Blamey	Philosophy
Dr Mary Board	Biochemistry
Dr Daniel Bos	Geography
Dr Alexandra Buckle	Music
Dr Rey Conquer	German

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LECTURERS Ctd

Dr Martin Coombes	Geography
Dr Charlotte Cooper	French
Dr Jamshid Derakhshan (<i>Deputy Dean of Degrees</i>)	Pure Maths
Ms Giovanna di Martino	Classics
Dr Marco Dorigatti	Italian
Dr Ann Dowker	Psychology
Dr Manuel Dries	Philosophy
Dr Gareth Evans	English
Dr Mark Ford	Physical Chemistry
Ms Arushi Garg	Law
Dr Stephen Goddard	French
Dr Stephen Gwilym	Medicine
Dr Simon Hackett	Medicine (Biomedicine)
Ms Elsa Hammond	English
Professor Martyn Harry	Music
Professor David Hills	Engineering
Dr Saad Jbabdi	Engineering
Dr Sarah Jenkinson	Chemistry
Mr Joel Kariel	Economics
Dr Charlotte Jones	English
Dr Emily Kearns (<i>Senior Research Fellow</i>)	Classics
Dr Shelly Lachish	Biology
Professor Petros Ligoxygakis	Biology
Ms Suellen Littleton	Management
Mr Konstantinos Mangos (<i>Lektor</i>)	German
Dr Max Marcus	Chemistry
Dr Ágota Márton	English
Ms Florence Maw	French
Dr Matthew McGilvray	Engineering
Dr Fernando Nodal	Medicine
Dr Roy Norton	Spanish
Dr Joe Parker	Biology
Dr Ruth Percy	History
Dr Naomi Petela	Biochemistry
Dr Richard Povey	Economics
Dr Anna Ridley	Medicine (Pathology)
Mr Dane Rogers	Maths (Statistics)
Ms Alice Schneider	Law
Dr Andrew Sillett	Classics
Dr Sarah Snelling	Medicine (Biomedicine)
Dr Muhammad Sohail	Biochemistry
Ms Yang Song	Oriental Studies
Dr Roger Teichmann	Philosophy
Ms Areti Theofilopoulou	Politics
Dr John Traill	Music
Dr Linda Troeberg (<i>Associate Research Fellow</i>)	Biomedicine
Ms Leah Trueblood	Law
Mr Joaquim Vieira	Medicine
Mr Bryan Ward-Perkins	History
Dr Robert Wilkins	Medicine (Physiology)
Ms Laura Wright	English
Dr Jan Zglinski	Law

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COLLEGE OFFICERS

Senior Tutor	Dr Sarah Norman
Librarian	Miss Maria Croghan
Bursar	Mr Frank Gargent
Development Director	Ms Bronwyn Travers
Accountant	Dr Hemlata Bountra
IT Manager	Mr Tom Anstey
Domestic Bursar	Mrs Gerri Cane
Chaplain	Revd Canon Brian Mountford
Director of College Music	Dr Jonathan Williams
Academic Registrar	Mrs Rebekah Unwin
Governing Body Secretary	Ms Tora Pickup
Archivist	Mr Oliver Mahony
Head of Buildings and Projects	Mr Neil Hyatt
Communications Manager	Mrs Claire Harvey
Transgender Lead	Dr Sarah Norman
Disability Lead	Dr Lorna Smith
Disability Co-Ordinator	Mrs Rebekah Unwin
Dean of Degrees	Dr Emily Kearns
Assistant Dean of Degrees	Dr Jamshid Derakhshan
Royal Literary Fund Writing Fellow	To be appointed
College Doctors	Dr Antony Maddison
	Dr Emma Walker
College Nurse	Mrs Caroline Smith
Junior Deans	Ms Rachael Griffiths
	Mr Christopher Bennett
	Ms Anna-Maria Ramezanzadeh

COLLEGE OFFICER	LOCATION	PHONE	EMAIL
Principal	South Building Room 27	76814	principal@st-hildas.ox.ac.uk
Senior Tutor	South Building Room 31	76811	senior.tutor@st-hildas.ox.ac.uk
Tutor for Graduates	Email		tfg@st-hildas.ox.ac.uk
Librarian	Hall Building Library	76848	maria.croghan@st-hildas.ox.ac.uk
Academic Registrar	South Building Room 32	76889	college.office@st-hildas.ox.ac.uk
Bursar	South Building Room 21	76803	bursar@st-hildas.ox.ac.uk
Accountant	South Building Room 9	86622	accounts.office@st-hildas.ox.ac.uk
Domestic Bursar	South Building Room 15	76808	gerri.cane@st-hildas.ox.ac.uk
Head of Buildings and Projects	South Building Room 20	76898	buildings-support@st-hildas.ox.ac.uk
IT Manager	Off JCR Computer Room	76891	it-support@st-hildas.ox.ac.uk

College Officers

The posts of the following College Officers revolve periodically among members of the Senior Common Room: Vice-Principal, Tutor for Graduates, the Dean, the Disability Lead, and Dean of Degrees. The Senior Tutor is also the Tutor for Admissions. The present holders of these posts may be found on the Who’s Who list of Governing Body Members. College Officers may be contacted via email or via the staff pigeonholes at the Porters’ Lodge.

There are also three Junior Deans, *Rachael Griffiths*, *Christopher Bennett*, and *Anna-Maria Ramezanzadeh*. The Junior Deans can be contacted at any time via the College Lodge.

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A.2 THE COMMON ROOMS

The JCR

The JCR (Junior Common Room) is an association open to all undergraduate members of the College, including visiting undergraduates. The JCR elects a committee to represent its views and interests in the College. Its main object is to promote the welfare of its members, to organize social activities, and to represent the interests of students to the Governing Body of the College. The Code of Practice for the JCR is set out in Part H Appendix II.2 of this handbook.

Representatives of the JCR attend (with the right to speak but not to vote) meetings of the Governing Body, the General Purposes Committee, Domestic and Garden Committees, and also the Access and Admissions Committee, Development Advisory Committee, Welfare Committee, and Information Technology Committee.

The JCR International Officer is an international student who can provide support and advice with adjusting and settling into Oxford University life. The JCR International Officer may also organize social or informational events around national holidays and festivals. Contact the JCR International Officer if you have any questions or ideas in this area.

JCR Committee 2018-2019

President	Emily Wilkins	emily.wilkins@st-hildas.ox.ac.uk/
Treasurer	Saul Irwin	saul.irwin@st-hildas.ox.ac.uk/
Secretary	Kate Hampshire	katherine.hampshire@st-hildas.ox.ac.uk/
Access/ Equal Opportunities Officer	Sarah Mason	sarah.mason@st-hildas.ox.ac.uk/
Academic Affairs/Careers Officer	Ishaan Kapoor	ishaan.kapoor@st-hildas.ox.ac.uk/
College Affairs Officer	Poppy Price	poppy.price@st-hildas.ox.ac.uk/
Bar Managers	Molly Clark	molly.clark@st-hildas.ox.ac.uk/
	Jess Taylor	jessica.taylor@st-hildas.ox.ac.uk/
	James Battye	james.battye@st-hildas.ox.ac.uk/
Buttery Managers	Rob Keating	robert.keating@st-hildas.ox.ac.uk/
	Sam Sherr	sam.sherr@st-hildas.ox.ac.uk/
	Oscar Brennan	oscar.brennan@st-hildas.ox.ac.uk/
OxfordSU/NUS and Returning Officer	Ralph Carro	ralph.carro@st-hildas.ox.ac.uk/
Arts Officer	Niimi Day Gough	mia.daygough@st-hildas.ox.ac.uk/
Entz Officers	Will Mills	william.mills@st-hildas.ox.ac.uk/
	Alex Eacott	alexander.eacott@st-hildas.ox.ac.uk/
	Kamran Sharifi	kamran.sharifi@st-hildas.ox.ac.uk/
Sports Officers	Will Bentley	william.bentley@st-hildas.ox.ac.uk/
	Ellie McCourt-Clarke	ellie.mccourt-clarke@st-hildas.ox.ac.uk/
Charities Officers	Dora Marshall	dora.marshall@st-hildas.ox.ac.uk/
	Niamh O’Suillibhan	niamh.osuillibhan@st-hildas.ox.ac.uk/
IT Officer	Sam Haggerty	samuel.haggerty@st-hildas.ox.ac.uk/
Environment and Ethics Officer	Luke Jelleyman	luke.jelleyman@st-hildas.ox.ac.uk/
Welfare Officers	Paula Gomez	paula.gomez@st-hildas.ox.ac.uk/
	James Cockayne	james.cockayne@st-hildas.ox.ac.uk/
Women’s Officer	Lola Dickinson	lola.dickinson@st-hildas.ox.ac.uk/
LGBTQ+ Officer	Teddy Jennings	edward.jennings@st-hildas.ox.ac.uk/

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Black and Minority Ethnic Officer	Chiara Sanchez	chiara.sanchez@st-hildas.ox.ac.uk/
Transgender Officer	Aleks Fagelman	aleks.fagelman@st-hildas.ox.ac.uk/
Disabled Students Officers	Charlie Hailes	charlie.hailes@st-hildas.ox.ac.uk/
	Tom Gould	thomas.gould@st-hildas.ox.ac.uk/
Ball President	Tom Giles	thomas.giles@st-hildas.ox.ac.uk/
Freshers’/Finalists’ Officers	Jake Jackson	jacob.jackson@st-hildas.ox.ac.uk/
	Jess Grindlay	jessica.grindlay@st-hildas.ox.ac.uk/
International/Overseas Officer	Ben Goh	benjamin.goh@st-hildas.ox.ac.uk/

The MCR

The MCR (Middle Common Room) is an association open to all who are reading for higher degrees and diplomas, a second BA, those with senior status, mature students, and undergraduates in their fourth or subsequent year. The Code of Practice for the MCR is set out in Part H Appendix II.2 of this Handbook.

The MCR elects a committee to represent its views and interests in the College. Representatives of the MCR attend (with the right to speak but not to vote) meetings of the Governing Body, the General Purposes Committee, Garden Committee, and also the Development Advisory Committee, Welfare Committee, and Information Technology Committee. The MCR organises a range of social, welfare, and research-related events for members.

MCR Committee 2018-2019

President	Giacomo Bertuzzi	giacomo.bertuzzi@st-hildas.ox.ac.uk/
Vice-President	Alice Kelly	alice.kelly@st-hildas.ox.ac.uk/
Treasurer	Daniel Quetschlich	daniel.quetschlich@st-hildas.ox.ac.uk/
Secretary	Linnea Hoheisel	linnea.hoheisel@st-hildas.ox.ac.uk/
Secretary	Jessica Pu	jessica.pu@st-hildas.ox.ac.uk/
International Students Officer	Andrei-Florian Stoica	andrei-florian.stoica@st-hildas.ox.ac.uk
Fourth Year Representative	Edwin Birch	edwin.birch@st-hildas.ox.ac.uk/
Welfare & Equality Officer	Anay Nangalia	anay.nangalia@st-hildas.ox.ac.uk/
Welfare & Equality Officer	Trishna Raj	trishna.raj@st-hildas.ox.ac.uk/
LGBTQ Representative	Shu Lee	shu.lee@st-hildas.ox.ac.uk/
Environmental Officer	Alejandro Navas	alejandro.navas@st-hildas.ox.ac.uk/
Domestic Officer	Alexander Bridge	alexander.bridge@st-hildas.ox.c.uk/
Library Officer	Amanda Lyons	amanda.lyons@st-hildas.ox.ac.uk/
Social Secretary	Mina Moniri	mina.moniri@st-hildas.ox.ac.uk/
Social Secretary	Sarah Bridge	sarah.bridge@st-hildas.ox.ac.uk/
Social Secretary	Kilian Kampar	kilian.kampar@st-hildas.ox.ac.uk/
Sports Officer	Leo De Waal	leo.dewaal@st-hildas.ox.ac.uk/
Admiral of the Fleet	Alexander Koffman	alexander.koffman@st-hildas.ox.ac.uk/
Academic Officer	Sebastian De Vuyst	sebastian.devuyst@st-hildas.ox.ac.uk/
Academic Officer	Emmanouil S Perdikakis	emmanouil-spyridon.perdikakis@st-hildas.ox.ac.uk/

The SCR

The SCR (Senior Common Room) consists of the Fellows, Research Fellows, Lecturers, and Senior Administrators of the College.

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A.3 COLLEGE ADMINISTRATION

ADMINISTRATION OFFICE HOURS

The Principal’s office is in South Building Room 30. Appointments to see him should be made through the Principal’s PA (South 28) T. 76813.

The Senior Tutor’s office is in South Building Room 31. Appointments to see her should be made by email [senior.tutor@st-hildas.ox.ac.uk/](mailto:senior.tutor@st-hildas.ox.ac.uk)

OFFICE	DAYS	TIME	TEL NO
Academic Office <i>(for Academic matters)</i> South 27	Monday - Friday	9.00 am - 11.00 am 11.30 am - 12.30 pm 2.00 pm - 4.30 pm	86620 / 86679 / 76815
Accounts Office <i>(for Financial matters)</i> South 10	Monday - Friday	9.30 am - 11.00 am 11.30 am - 12.45 pm 2.30 pm - 4.30pm	86641 / 76802
Bursar <i>(for Financial matters)</i> South 21	Appointments to see the Bursar should be made through the Bursar’s PA (South 23)		76809
Domestic Bursar's Office <i>(for Domestic matters)</i> South 15	Monday - Friday	9.00 am - 11.00 am 11.30 am - 12.45 pm 2.00 pm - 4.30 pm	76890

ACADEMIC OFFICE

The Senior Tutor, who is also Tutor for Admissions, has general responsibility for the management of all academic matters in the College. The Academic Registrar manages the Academic Office, which deals with admissions, matriculation, entering students for examinations, student records, and graduations. The Academic Office staff consists of the Tutorial Officer, the Admissions Officer, the Recruitment and Schools Programme Officer, and the Academic Assistant. The Academic Office is located in South 27; the Academic Registrar’s office is in South 32.

Outside the times when the office is open, students are asked to contact the Academic Office by email at:

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

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STUDENT CARDS, TRANSCRIPTS AND CERTIFICATES

University Cards (Bodcards)

All students are issued with a University card (known as a ‘Bodcard’) on their arrival. Whilst this is primarily a Library card (ie Bodleian Card) it also provides photocopying and printing facilities in College, access to Departmental buildings, sports facilities, College dining facilities, the College pedestrian gate and College buildings between 11pm and 5.30am, and a range of other University buildings. You should look after this card carefully, but if your card is damaged, lost or stolen, you can order a replacement card:

- If your card is lost, you will need to pay for a replacement card online at: http://www.admin.ox.ac.uk/estates/ourservices/fm/card/online_store
- If your card is stolen, contact the Academic Office who will arrange for you to get a new card. You will not need to pay for a replacement card if you have a police incident number.
- If your card is damaged, contact the Academic Office who will order a replacement card for you free of charge.
- You will automatically be sent a replacement Bodcard if there is any change to your course of study or to your personal details.
- The Lodge can issue a temporary visitor pass if your card is lost or stolen, so that you can access College buildings.

New cards must be collected in person from the Academic Office and old cards handed over to be destroyed. It usually takes 2-3 days for a new card to be produced.

Transcripts

Academic transcripts are available from the University website (<http://www.ox.ac.uk/students/graduation/transcripts/>) at a charge of £12 per transcript. At the end of their studies, all students will automatically receive from the University one copy of their official transcript. These transcripts will be sent to the postal address given on the Student Self Service website (www.ox.ac.uk/students).

Enrolment Certificates

Enrolment certificates are proof of student status and can be printed directly from the University Student Self Service website (www.ox.ac.uk/students). You should make sure that your personal and academic details are correct on this site at all times.

Council Tax Exemption

The Enrolment certificate (see above) is accepted by Oxford City Council as proof of student status for exemption from Council Tax.

Bank Letters

The Enrolment certificate (see above) is accepted by most banks as proof of student status when opening a new account. For further guidance on opening a bank account see: <http://www.ox.ac.uk/students/new/international>.

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GRADUATION

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

- Undergraduate or 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. Degree Ceremonies are booked using the eVision system.
- Research students will automatically receive an email with instructions on how to book a degree ceremony once they have been granted leave to supplicate. Degree Ceremonies are booked using the eVision system.

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 and on the College website at www.sthildas.ox.ac.uk/graduation

Research Degree Library Submissions prior to Graduation

Graduands are, in addition to their hardbound submission to the Bodleian Library, required to submit a digital copy of their thesis to the Oxford Research Archive – <http://www.bodleian.ox.ac.uk/ora>. The Research Degrees Team will contact graduands who have booked a degree ceremony either in person or in absence, but who have not yet submitted the required copies, to remind them of the need to submit both a hardbound and a digital copy of their thesis. This will happen in the two weeks before each ceremony. Graduands who do not submit the required copies will not be allowed to graduate.

Degree Certificates

Please note that a degree certificate cannot be obtained until your degree has officially been conferred, either in person or in absence, at a graduation ceremony. Please refer to the University website for information about obtaining degree certification. www.ox.ac.uk/students/graduation/certificates.

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INFORMATION FOR INTERNATIONAL STUDENTS

International students can find useful advice on the University website:

www.ox.ac.uk/students/new/international

International students may always consult the Academic Office or members of the College’s Welfare Team. The MCR and JCR both have Welfare Officers, and the JCR also has an International Officer.

International students will normally have a Tier 4 student visa which will last for the duration of their course. If you do need to renew your visa during your course please allow sufficient time as this can be a very lengthy process.

Advice and information about visas both during and after your course can be found on the University website http://www.ox.ac.uk/students/international_students/.

A student visa holder must inform the UK Visas and Immigration agency if their circumstances change during their studies. The University is obliged to tell the UK Visas and Immigration agency about any students who fail to arrive for the start of a course, withdraw from a course, defer or suspend their studies, or students who fail to attend for significant periods of time. You must not remain in the UK beyond the time allowed by your visa, unless a renewal application has been made. Failure to comply with the visa obligations might result in prosecution or deportation from the UK and may adversely affect future visa applications. Information about international students’ rights to work, including National Insurance numbers, can be found at www.ox.ac.uk/students/visa/during/work.