



ST. ANTONY'S COLLEGE

STUDENTS' HANDBOOK 2011

CONTENTS

- 1. Welcome to St. Antony's**
Structure of the College
College Officers

- 2. Academic Matters**
Language Instruction
College Calendar
College Advisers
Residence Requirements
Examinations
Degrees

- 3. College Facilities**
Library and IT facilities
Dining Hall and Meals
High Table for Senior Members
Monday Guest Table
Annual Student Dinner
Buttery Bar and Café
Guests in Hall
Common Rooms and the GCR
Newspapers and Magazines
Closed Periods
Access to Hilda Besse Building

- 4. Accommodation**
General
Residents' Guide
Laundry
Maintenance
Fire Alarms, Candles and Smoking
Health and Safety Responsibilities
Heating and Lighting
Guest Accommodation in College
Council Tax
Insurance
Telephones
TV and TV Licences
Parties

- 5. Health Safety and Welfare**
 - National Health Service
 - Hospital Treatment and Emergencies
 - College Doctor, Nurse and Dentist
 - Counselling Service
 - Harassment
 - Security
 - Emergency Services

- 6. Financial Matters**
 - Fee Liability
 - Methods of Payment
 - Payment of Fees
 - Battels
 - Continuation Charge
 - College Deposit
 - Hardship and Access Funds
 - Travel Funds
 - Language Courses

- 7. Other Information**
 - College Lodge
 - Address for Mail
 - Mail and Messenger Services
 - Parcels and Storage of Personal Effects
 - Luggage for New Arrivals
 - Telephones (see under Accommodation)
 - Photocopying and Fax Facilities
 - Cars
 - Bicycles
 - Policy on Smoking
 - Child Care
 - Oxford University Newcomers' Club
 - Employment in College
 - Careers Service

- 8 Leaving St. Antony's**
 - Accounts
 - The Library
 - Lodge
 - Mail
 - Leaving Arrangements Booklet
 - Academic Matters
 - College Deposit

- 9 Becoming an Antonian**

- 10 Glossary**

WELCOME TO ST ANTONY'S COLLEGE

This handbook is to welcome you as a member of St Antony's. Its purpose is to give you a brief guide to the facilities for advanced study and research available here and to give you some practical information about living in College. We hope that you will also visit the College website <http://www.sant.ox.ac.uk>. For more information about Oxford and its University, students are encouraged to visit the websites of both Oxford City <http://www.oxfordcity.co.uk> and the University <http://www.ox.ac.uk>

1. GENERAL INFORMATION

1.1 St Antony's College

St Antony's is the most international of the seven graduate colleges of the University of Oxford, specialising in the economics, politics, history and international relations of most parts of the world – Europe, Russia and the former Soviet States, the Middle East, Africa, Japan, China, South and South East Asia and Latin America. Work on these areas is organised in Area Studies Centres.

In addition to its permanent Fellows and its graduate students, St Antony's College enriches its academic life by offering a number of short term visiting and research fellowships to scholars of distinction in subjects of interest to the College. These Senior Members take a full and active part and in the wider academic and social life of the College. Details of permanent Fellows of the College, College Officers, Visiting Fellows, and a Calendar of College seminars are available on the College website.

1.2 The structure of the College.

Governance of the College is the responsibility of the Governing Body, consisting of the permanent Fellows of the College. There are regular meetings each term of the whole Governing Body and representatives of the Graduate Common Room chaired by the Warden. There is an active Graduate Common Room (GCR). At the end of Michaelmas Term it elects an executive committee which holds office for a calendar year. The main business of the College is conducted through a Management Executive Team (MET) consisting of the College Officers and a representative of the GCR. The MET makes recommendations to the Governing Body on matters of College policy.

1.3 College Officers

The Head of the College is the **Warden**. The principal College Officers are: the **Sub Warden**, the **Senior Tutor**, the **Dean and Tutor for Admissions** and the **Bursar**, all of whom are members of Governing Body.

The **Senior Tutor** is the College Officer with overall responsibility for students' academic progress and is available for consultation should any difficulties arise. In addition to College duties, the Senior Tutor carries out Faculty and teaching responsibilities and so has fixed times when students may consult him/her, although appointments may be made outside these times by consulting the College Registrar. The Senior Tutor deals with University grants, forms for examinations, transfer of status and all other academic matters. It is essential that any forms for signing by the Senior Tutor are given to the Assistant College Registrars one week in advance.

Matters of student discipline are the responsibility of the **Dean**. All students of the University are subject to the authority of the University Proctors for purposes of discipline and a booklet entitled "The Proctors' Memorandum" detailing all of this will be given to you on arrival. St Antony's itself tries to impose the fewest possible restrictions on its students. The basic disciplinary rule is that all members of the College must behave in such a way that they do not interfere with or disturb other College members and neighbours (whether inside or outside the College). Any student who persistently ignores this rule will be referred to the Dean. All members of the College are expected to be courteous and considerate towards College staff at all times

The College policies on discipline, harassment, discrimination and equality issues may be found on the College website.

The **Bursar** is the chief administrative officer of the College with special responsibility to the Governing Body for the finances of the College.

2. ACADEMIC MATTERS

2.1 Language Instruction

Students wishing to improve or consolidate their English are advised to make contact with the University of Oxford Language Centre. The Centre offers instruction in a wide variety of languages, as well as English as a foreign language for spouses and partners. The College Registrar is able to sign Priority Registration forms for Language courses; however, the College will charge the fee for priority registration to the student's battels. Students should consult with their departments as they may be willing to pay the fee if the language instruction is essential for the course of study.

2.2 College Calendar

At the beginning of every term the St Antony's College *Calendar* gives details of all the Special Lectures and seminars which will take place in the College and its Centres that term. The *Calendar* is available in the College Lodge, the Library, the Combined Common Room, all student residences, on Centre noticeboards, the main noticeboard in the lobby of the Main Building and on the College website <http://www.sant.ox.ac.uk>

2.3 College Advisers

Each student is allocated one of the Fellows of the College as a College Adviser. This is in addition to the Supervisor who is responsible for academic progress. The College Adviser is available as a source of advice on general academic or personal matters. Full information about College Advisers will be given to you at your College Registration session. You will have the opportunity to meet your College Adviser at a Senior Tutor's lunch. Details of this will be sent to you by the Bursary Assistant.

2.4 Residence Requirements

University regulations require that graduate students of Oxford University should live within twenty-five miles of Carfax (the centre of the City). Dispensation may be allowed in exceptional circumstances.

For all courses students are required to be 'in residence' for a specified minimum number of terms – three terms for MSc, MSt and diplomas; six terms for the BPhil, MLitt, MPhil and DPhil. Candidates for the DPhil should allow at least three years for completion of their thesis (although their residence requirement is for six terms). To meet this 'in residence' requirement students must be in Oxford for at least forty-two nights during the eight week period known as "full term". Students are therefore asked to inform the Assistant College Registrar if they are going to be away from Oxford for any period of time longer than a few days during term.

At the end of each term students will be required to complete an online form giving details of their address and residence status for the following term. Being "in residence" in this sense is a quite separate matter from whether or not you are living in College owned accommodation.

2.5 Examinations

At the University of Oxford students on taught courses are required to register for their examinations which are organized by the Exams and Assessments Office in the Exam Schools on the High Street. You will be notified by an Assistant College Registrar when your exam entry form is available for completion (usually in Michaelmas or Hilary Term).

Without exception, you must be matriculated to enter your name for an examination. Academic

dress with *subfusc* clothing is required during examinations as well as for Matriculation.

2.6 Special Exam Arrangements

Students with diagnosed medical, physical or learning disabilities may request special exam arrangements such as taking written papers at special times, in separate venues, with extra time or with special facilities.

In most instances special exam arrangements must be formally requested through the College by the exam entry deadline. As this may be a lengthy process, **if you believe you will require special exam arrangements you should contact an Assistant College Registrar as soon as possible for additional guidance.**

2.7 Graduation

Degrees are not automatically conferred at the end of a course. Students who have successfully completed their courses may graduate either *in absentia* ('in absence') or with a group at one of the designated ceremonies typically in July, August or September. Graduation ceremonies in 2012 will take place at 11 a.m. on Saturday, 14 July; Saturday, 28 July; and Friday, 21 September.

Graduation places are limited and will be allocated on a first-come, first-served basis. All graduating students, whether they are planning to graduate in person or in absence, will need to complete a graduation request form available from the Bursary Assistant starting in mid-October. You should only book for a ceremony which is at least two weeks after the date your result will be known. It is the student's responsibility to ensure that they will have their results in time and the College cannot be held liable for any losses arising from a student's withdrawal from the ceremony for this reason. Students graduating in 2012 may invite up to two guests to the ceremony and to the College lunch that follows.

Graduation certificates will be issued to candidates after the ceremony.

3. COLLEGE FACILITIES

3.1 Library and IT facilities

Registration sessions for the College library and computing facilities are included in the 0th week registration sessions for all new students of the College.

The Library

The College's Main Library holds the general collections in modern history, politics, international relations and economics, the collections on Europe, Asia, and the non-Slavonic collections on Russia, the former USSR and Eastern Europe. The Main Library also houses some 20th century archive collections including the Wheeler-Bennett papers. The other libraries on the College site are the Middle East Centre Library, the Latin American Centre Library, the Bodleian Japanese Library and the Russian and Eurasian Studies Centre Library. There is also an extensive collection of archival material relating to the Middle East at the Middle East Centre Archive. The libraries are normally open during office hours, although there are some closed periods during vacations. In term time the Main Library has extended opening hours, with night access to the Gulbenkian reading room.

St Antony's has been a contributor to the University's on-line union library catalogue (OLIS) since 1990, and members have full access to all the on-line research resources on the University's library network.

Computing Facilities

When you become a member of the College you will have various IT resources available to you. *Oxford University Computing Services (OUCS)* <http://www.oucs.ox.ac.uk>. OUCS provide the University with its central computing facilities, this is where your email account is managed and stored. As a member of the University you are entitled to a number of services from OUCS. These include printing and scanning facilities, help desk advice and training courses.

In College there is a 24-hour computer room equipped with general computing, scanning and printing facilities. There are internet points in all College rooms and at study desks in the Main Library. There is also a number of email terminals located in the Hilda Besse Building. Students are encouraged to bring a laptop computer with them.

Further details are available on
<http://www.sant.ox.ac.uk/computing>
<http://www.oucs.ox.ac.uk>

3.2 The Dining Hall and Meals

The Dining Hall is on the first floor of the Hilda Besse Building. All students of the College are entitled to eat in Hall on payment of a standing charge known as the Hall Charge. This is payable by all members of the College. The College's Governing Body decided many years ago that it was preferable to charge a flat rate Hall Charge to help keep the meal charges for students as low as possible to encourage maximum use of the Hall. It is recognised that a vital part of Oxford academic life is the social experience engendered by use of a communal dining hall. The Hall Charge is charged to members' battels. Members of the College may not opt out of this charge.

Hall is normally open from Monday to Friday for lunch (12.45 – 13.45) and supper (18.45 – 19.30) and on Saturday for lunch only. Meals are not served on Saturday evening or on Sunday. Breakfast is not available in Hall. Hall is closed for certain periods during vacations when the College's domestic staff are on holiday or when there is a special function.

A choice of hot dishes, including a vegetarian selection, is offered at lunch and dinner, along with a variety of salads, cheeses, fruits and desserts. The Chef welcomes comments about the food on offer. Students may take advantage of the specially low priced "Dish of the Day" at both lunch and dinner.

No booking is necessary, unless you want to reserve a small table for yourself and guests, in which case you should inform the Steward in advance.

Meals and drinks must be paid for in cash as you leave the servery. Membership cards must be shown to the cashiers so that they can confirm that you are entitled to eat in Hall and can charge you the right price (students are charged lower prices than Senior Members).

Coffee, tea and biscuits are available after meals on the top floor of the Hilda Besse Building adjacent to the Combined Common Room. No food or drink other than tea, coffee and biscuits may be consumed in the Combined Common Room.

3.3 High Table for Senior Members

High Table is a formal dinner and is served in Hall on Tuesdays and Fridays in Term time. Students may attend by invitation. In particular they may be invited when they have published a book on an academic subject, won an academic essay prize, been awarded a reputable prize by an organisation external to the University of Oxford, or obtained a distinction in exams or for their thesis. Students or teams who obtain distinction in sports events or are awarded a blue or a half blue are likely to be invited. The GCR President is aware of the detailed arrangements and those who consider they are eligible for an invitation should contact him/her.

3.4 Monday Guest Table

There is a Guest Table on Mondays in Term time which is open to Senior Members and students and their guests. Guest Table is a scaled down version of High Table, in that dessert is not served and gowns are not worn, but in other respects the procedure is the same as at High Table. Grace is said at the start and at the end of the meal and all diners and their guests are expected to be present at both Graces.

3.5 Annual Student Dinner

A formal dinner for all first year students is held in Michaelmas Term. Invitations will be sent out at the beginning of term. There is no charge for this dinner.

3.6 Buttery Bar and Café

The GCR operates a late bar on several evenings a week during term time in the Buttery Bar on the ground floor of the Hilda Besse building. The GCR also runs a café during the day in term time.

3.7 Guests (including immediate family) in Hall

Guests, including family members, may be invited to meals at any time. All guests pay full meal prices plus VAT at the current rate.

The College extends a warm welcome to families of members, but it asks members to bear in mind that the College's facilities are provided in the first place for members and their guests. Students may bring children into Hall for meals but children are not permitted in the Hilda Besse Building unaccompanied at any time.

3.8 Common Rooms and the GCR

The College has two Common Rooms: the Combined Common Room (CCR) which may be used by all members of the College, students, Senior and staff members, and a Senior Members' Room (often referred to as the 'SCR') which may be used by Senior Members of the College and their accompanied guests.

The Student Association in the College is known as the Graduate Common Room (GCR). Its Executive is elected by students in Michaelmas Term each year for one (calendar) year period of office. The GCR Executive represents student members' interests in Governing Body and the Management Executive Team and in negotiations with the College administration. It also organises many social events and, runs the late bar in the Hilda Besse Building. Students are encouraged to take an active part in the GCR and in College life more generally. GCR meetings are held between two and four times a term and the GCR notice board gives full information about these and about the many clubs, societies and events in which the GCR plays a part. The noticeboard is to the right of the entrance to the Porters' Lodge. More information can be found on the GCR website – <http://www.sant.ox.ac.uk/gcr/>.

3.9 Newspapers and Magazines; Television

A selection of newspapers and magazines are available in the Common Rooms. These are for use in the Common Room only and must not be removed even temporarily. There is a television in the CCR.

3.10 Closed Periods

For certain periods during vacations, there are no catering facilities or services in Hall as the College's domestic staff are on holiday. These periods will be notified in advance.

3.11 Access

Several areas of the College – currently the Main Building, Computer Room, Hilda Besse Building (late at night), Gulbenkian Room at night (NB this list will increase throughout the coming year) require an Access Card in order to gain admittance. You will be provided with an Access Card, programmed to grant access only to areas you are authorised to visit, during the first few days of your time in College. There is no charge for these cards but lost or replacement cards will be charged at £10 each. As the card is a “proximity card”, containing an embedded chip, they should NOT be pierced or punched, e.g. to attach to a key ring, as this may damage the chip. Students have 24-hour access to the Hilda Besse Building.

4. ACCOMMODATION

4.1 General

Details of accommodation and an application form were included in your Offer Pack. If you have any further enquiries please contact the Accommodation and Conferences Co-ordinator: accommodation@sant.ox.ac.uk.

4.2 Residents’ Guide

The Domestic Bursar’s explanatory booklet on all aspects of College accommodation is placed in all rooms and is available in the College Handbooks section of Weblearn on the College website; additional copies, if required, are available from his department in the Main Building.

4.3 Laundry

The main Laundry is located in the basement of 64 Woodstock Road. Coin-operated washing machines and dryers are installed in the College houses at 86 Woodstock Road, 3 Church Walk and 25/26 Winchester Road

4.4 Maintenance

It is important that maintenance issues are dealt with as quickly as possible in order to prevent deterioration of the furnishings, fixtures and fitting of the College buildings. Students are urged to report all maintenance problems by filling in the Maintenance Book which is kept in the Porters’ Lodge or by completing the online form: <http://intranet.sant.ox.ac.uk/maintenance/request/>

4.5 Fire Alarms, Candles and Smoking

All College residences are equipped with approved fire alarms which comply with local authority and national legislative requirements. Any interference with fire detection and prevention systems is regarded as gross misconduct and dealt with accordingly. Under no circumstances may candles be lit in College accommodation. In accordance with English law, no smoking is allowed in College accommodation or any other College building.

4.6 Health and Safety Responsibilities

The Domestic Bursar is the College’s Health and Safety Officer. However, all members of College, Staff, Students and Fellows, have a mutual responsibility under Health and Safety legislation to ensure that they do nothing to endanger any other member of the College. They are also responsible for any guests they bring on to the premises.

4.7 Heating and Lighting

The cost of heating and lighting is included in rent charged for all accommodation. Electricity charges are a significant element in the College running costs and members are requested to turn off lights, fires and radiators when not required. Faulty wiring in electrical appliances brought into College can be very dangerous. Maintenance staff should be contacted for electrical devices to be checked for suitability for use.

4.8 Guest Accommodation in College

There are two official guest rooms in the College which during term are normally used by seminar speakers and official College guests. College Members may, however, book these rooms for guests during vacation for up to one week at a time. College Members may also book empty bed-sitting rooms as guest rooms. Applications should be made to the Accommodation and Conference Co-ordinator. Guest rooms must be paid for on collection of the keys from the Lodge.

4.9 Council Tax

The Council Tax is a local tax for local services. It is partly property-based in that it reflects the value of the property which individuals are occupying and partly individual-based in that it reflects the number and category of people occupying the property. Students living on their own in multiple-occupation College houses will not be liable for the tax. Those living in flats in or out of College may be liable if they have a partner who is not a registered student. Students living in houses outside the College may be liable if non-students also share the premises. An enrolment certificate which exempts students from Council Tax can be obtained from the Student Self Service section of the University website. This can be accessed from the Current Students link.

4.10 Insurance

Members of the College occupying College accommodation have the benefit of personal effects insurance cover provided as part of their rent. This covers loss, damage or theft of personal effects to the value of £3,000. This includes portable computer equipment e.g. laptops, to the value of £1,000. There is a variable "excess" that is not payable on the first part of each claim. Details of the policy and the cover are placed in all College accommodation. Personal injury insurance is also provided for students taking part in official sports that are sanctioned by the College.

4.11 Telephones

Only the Founder's Building bedrooms have private telephones. These are part of the University system and will receive incoming calls. They will also enable outgoing calls with the use of a telephone card. There are public booths in the Hilda Besse and Main Buildings.

4.12 TV and TV Licences

A television and video are available in the Hilda Besse Building. Individual televisions will require a TV licence which may be purchased at stores with a PayPoint outlet or via the internet. <http://www.tvlicensing.co.uk/index.jsp>.

4.13 Parties

The College's rules for parties are available from the Dean. Whilst every effort is made to keep restrictions to a minimum, annoyance caused to neighbours by excessive noise and the regulations of Oxford City Council make some rules vital. The holding of dance parties in College houses is therefore permitted **only** on the basement floor or where there is no basement, the ground floor. Alternatively, arrangements can be made to use the Buttery. The responsibility on such occasions for any damage or injury rests entirely with the occupant of the accommodation being used for the party, or with the host (if in the Buttery) **who must be a member of the College**. The permission of the Dean **must** be sought for parties with more than 20 guests. Often supplementary parties take place at the end of an organised event, e.g. after a GCR "bop". The same rules as stated above regarding

numbers, location and noise, apply. As these parties happen late at night, it is imperative that disturbance to others is kept to an absolute minimum. Disregard of these conditions by groups or individuals may result in such parties being banned, GCR events being cancelled or disciplinary action by the Dean.

When practicable the College will assist in the provision of glasses etc. for private parties in College. A charge is made and the cost of all breakages, damages and losses is payable by the host.

4.14 Hotels, Guest Houses and Accommodation Agencies

College members are advised to look at the Oxford City website for details of Hotels, Guest Houses and Accommodation Agencies.

www.oxfordcity.co.uk

5. HEALTH, WELFARE AND SAFETY

5.1 National Health Service

Once registered with a doctor, students and their families, whatever their nationality, are entitled to medical attention under the provisions of the National Health Service, provided that they are registered for a course of study of more than six months' duration. Medical attention is free, except that charges may be made for medicines, spectacles and dental treatment.

5.2 Hospital Treatment and Emergencies

Treatment in cases of emergency can be obtained only at the Emergency Department of the John Radcliffe Hospital which is about three miles away from the College. If the emergency requires an ambulance this can be obtained by dialling 999.

5.3 Registering with a doctor

The University requires all students to register with a doctor in Oxford unless there are strong medical reasons for not doing so, for example if you have an existing medical condition which means that it would be preferable to continue to see your own GP in the UK. There will be an opportunity to register with the College Doctor at the beginning of each Michaelmas Term.

5.4 College doctor, nurse and dentist

The College Doctor visits the College twice a week during term time but may also be consulted at Summertown Health Centre by appointment on weekdays and Saturday mornings. The College Nurse visits the College three times a week during term time; their hours are shown on a notice board in the Lodge. Both are available to give advice on contraception. All medical consultations are strictly confidential. The College also has an arrangement with a local dental practice, Studental in Headington, which will provide treatment at NHS rates. You may be eligible for free dental treatment; application forms are available at the Lodge.

Certain categories of overseas students and academic visitors or Visiting Students who will be resident in the UK for less than six months may be required to pay for any treatment received under the National Health Service. Those staying less than six months are therefore strongly advised to arrange adequate medical insurance cover before coming to Britain.

5.5 Counselling Service

The University runs a confidential Counselling Service, available to students only, which is staffed by professionally trained counsellors for assistance with personal, emotional, social and academic problems. You may approach this service directly, without the need for referral by a doctor or by the College and it is free of charge. The Counselling Service does not divulge information to anyone without prior permission.

5.6 Harassment

The College has adopted the University's Code of Practice Relating to Harassment. There are notices in the College Lodge giving details and the names of the current advisers. A booklet containing all the College policies on Harassment and Discrimination is available. Details are also contained on the College website.

5.7 Security

Although the level of crime in St Antony's is low, unfortunately thefts do occur occasionally in and around College. Students are reminded to keep house doors and individual room/flat doors – especially on the ground floor - locked at all times. Please report any suspicious incidents immediately to the Lodge. Although personal effects of those living in College accommodation are covered by insurance, this may be negated or reduced if sensible precautions to protect your property have not been taken.

Many of the perimeter gates and building entrances are accessed by the use of keypads for which Members will be given a code. For the safety and security of the College and its Members, you should not divulge the access code to anyone who is not a member of College, and should not grant access to anyone not known to you and you should take precautions against being "tail-gated" when using entrances.

5.8 Emergency Services

If any of the Emergency Services (Fire, Police or Ambulance) are required they can be contacted by telephone by dialling 999.

6. FINANCIAL MATTERS

6.1 Fee liability

Full details of your fee liability were provided in your Offer Pack.

6.2 Methods of Payments

Payments may be made by cash, cheque, or by credit card.

The following Credit and Debit Cards are accepted in the Accounts Office:-

Credit Cards -VISA or Mastercard OR Debit Cards - Delta or Switch

It should be noted that payments made by Credit Card attract a surcharge at a rate displayed in the Accounts Office.

The College bank details are shown at the base of the battels statements and are also available from the Accounts office.

6.3 Payment of fees

The College requires payment of College and University fees for the full year to be made at the beginning of the academic year (other than those fees which are collected by the College direct from grant giving bodies or scholarship donors).

Both College and University fees are charged whether or not a student is in Oxford at the time, even if you are absent on a research trip. Your University fees will not be forwarded by the College to the University unless all current fees, dues and battels charges have been paid by the due date. Non payment of University fees will lead to the University removing the student from the register. Research students should note that all outstanding battels and fees must be paid before examiners for their thesis can be approved.

If you are in receipt of a British Academy or ESRC grant and wish to transfer status from PRS to DPhil you should check the regulations, particularly the dates on which this should be done.

6.4 Battels

Personal accounts are kept by the College for each member of the College, and are known as battels. Members are allowed to use this credit facility to charge certain items to their battels, e.g. rent, IT printing and purchases from the Lodge.

Battels statements are presented at the start of each term, at the end of Trinity Term and at the end of the College's financial year (31st July) and can include:

- For those in College accommodation a rent charge in blocks of 12 or 13 weeks as the case may be;
- Annual academic fees: these are charged at the start of Michaelmas Term;
- Standing charges such as the Hall Charge;
- The Continuation Charge for those who have satisfied their fees liability (see below);
- Variable charges including Guest and High Table, IT printing, purchases from the Lodge.

Each statement shows the date by which payment should be made. This is normally TWO WEEKS after the statement has been issued. If full payment is not received promptly interest may be charged on the balance outstanding, calculated from the date of the previous statement. A charge is also made for cheques which banks return unpaid (bounced cheques).

Non payment of battels is taken seriously. Where battels balances remain un-cleared, College facilities may be withdrawn.

It is the responsibility of each member to pay his/her battels before leaving the College for an extended period such as the Long Vacation, a research trip, or the end of his/her course. At least three working days' notice should be given to Accounts so that the final battels statement can be drawn up. The College will not make loans or advances to students in respect of scholarships, bursaries, loans or other payments which students may be due to receive.

Members must not leave College without having paid their battels. Students will not be permitted to take their degrees until all debts to the College have been cleared.

6.5 Continuation Charge

Students who have completed their fee liability will be required to pay a Continuation Charge to the College. Further details can be obtained from the College Registrar.

6.6 College Deposit

The College requires each student to pay a refundable deposit on admission to the College. This deposit is returnable within two months after the member leaves the College permanently on completion by the student of a Permanent Leaver's Form, provided that all battels have been paid in full and that, where appropriate, accommodation has been vacated in good order and keys returned. In other words, the College calls for a measure of financial security against possible losses.

6.7 Hardship and Access Funds

All financial planning must be done carefully otherwise students can face real hardship. The College has limited hardship funds; in the case of extreme unforeseen hardship, application can be made to the College Hardship Committee through the College Registrar for a loan from these funds. The College offers loans only, which are repayable before graduation. The University also makes awards under certain specified conditions. Forms for the College and University Hardship Committees are available from the College Registrar.

The University also administers an Access Fund Scheme which provides financial help to students who are eligible to pay the "Home" University rate. These funds are administered direct by the

University and enquiries should be made in the first instance to the International and Student Funding Office in Wellington Square.

6.8 Travel Funds

The College has limited funds for travel and research and these may be awarded to students who are also applying to the University Travel Fund for research. Details of University travel funds are available from the Assistant College Registrar.

The College manages the Raymond Carr and Kathleen Stahl Funds which can provide small grants for research and there is competition for these.

For travel the College offers the Peter Fitzpatrick Travel Scholarship, the Holly Wyatt Walter Travel Scholarship and the Dr Chun Tu-Hsueh Travel Award. Applications must be supported by a budget for the research trip or for a conference at which the student is reading a paper. Decisions on applications are taken in the 6th week of each term and applications should be made to the Senior Tutor through the Bursary Assistant.

Details of these funds and the application procedures are given on the College website.

6.9 Language Courses

The College does not contribute to the cost of courses taken at the University Language Centre. The College may be billed for these courses with the fee being charged to the student's battels account.

7. OTHER INFORMATION

7.1 College Lodge

The College Lodge is in the Main Building and is staffed by Porters who provide information and deal with matters of security. There is a porter on duty 24 hours a day and duplicate keys of all College accommodation are kept in the Lodge.

The Lodge offers photocopying and fax facilities for students and Senior Members (see below for details).

7.2 Address for Mail

All incoming mail is received at the Lodge and is distributed to members via individual post boxes known as 'pigeonholes'. All mail should be addressed **to you** at the College address and can be collected from the College Lodge. Mail should not be sent to the address of individual College houses. Mail addressed to any family member should be addressed care of the student member so that it can be readily identified.

The College address is
St Antony's College, 62 Woodstock Road, Oxford OX2 6JF
Telephone: +44 (0)1865 284700
Fax: +44 (0)1865 554465

7.3 Mail and Messenger Services

Mail is collected from the Lodge twice daily except on Sundays. Internal mail for the University and colleges will be delivered within an area bounded by the Railway Station, Folly Bridge, the Plain and St Margaret's Road. There is no charge for this service but it is not available for bulk-mailing or for packages.

7.4 Parcels and Storage of Personal Effects

The College has no storage facilities. Very limited storage administered and regulated by the GCR is available by contacting the nominated GCR member (Keeper of the Attic). The Lodge and College are not involved in this arrangement and accept no responsibility for stored items.

Any items left in rooms, houses, libraries or library lockers when students depart will be removed and destroyed.

7.5 Luggage for New Arrivals

No luggage or parcels can be accepted for new students in advance of their arrival in Oxford. If luggage is shipped in advance please make sure that the delivery date takes this into account.

7.6 Telephones

See under Accommodation.

7.7 Photocopying and Fax Facilities

There are photocopying facilities and a fax machine for the use of members situated in the Lodge. Use of these machines is controlled by cards which are rechargeable and which can be purchased from the Accounts Office in office hours, or from the Lodge at other times. These cards should be kept safe as they represent cash. There is a charge for a replacement card.

A copy of the University regulations relating to the Copyright Licensing Authority is available in the Bursary.

7.8 Cars

Due to very restricted parking facilities within the College, the College is unable to offer students or their visitors parking facilities. We recommend that you do not bring a car to Oxford. If you have a personal disability and are in possession of a "blue badge" for disabled drivers, please contact the Domestic Bursar.

7.9 Bicycles

Bicycles may be parked in the designated areas in the College grounds. Bicycles apparently 'abandoned' on College property, will be removed and disposed of.

7.10 Policy on Smoking

Smoking within any buildings - and this includes individual rooms as well as public areas within the student accommodation and houses - is strictly prohibited. As well as being a College Regulation, and one upon which the permission to occupy accommodation is dependent, it is also against the law to smoke in these buildings. Students contravening these laws may be liable to significant fines from the authorities, and may be required by the College to leave their accommodation.

7.11 Child Care

For information on child care please consult the relevant area on the University website.

7.12 Oxford University Newcomers' Club

The Newcomers' Club is an organisation for graduate students, visiting senior members and also for their partners. The Club has a termly programme of events and outings, a club room and equipment shop. The College Registrar keeps up-to-date copies of *The Oxford University Newcomers' Club Handbook*.

7.13 Employment in College

The GCR offers employment to students willing to staff the Late Bar and Café during term and those interested should ask the GCR Executive about this. The College sometimes offers employment to students as cashiers in Hall or as domestic staff during the conference season during the summer Long Vacation. The College Registrar and the College Accountant have fuller details of employment regulations relating to overseas students.

7.14 Careers Service

The University has a Careers Service which provides useful information on employment. Their website address is www.careers@ox.ac.uk

8. LEAVING ST ANTONY'S

When the time comes for you to leave St Antony's, there are various formalities which you will need to observe.

8.1 Permanent Leaver's Form

Before you leave St Antony's you need to complete the Permanent Leaver's Form. This form will give the College your contact details, information about your thesis (where appropriate) and arrangements for the repayment of your College deposit.

8.2 The Library

Please return all library books to the libraries before you leave. Students must check with the relevant Librarian(s) to ensure that their loan records are cleared, as any library books not returned will be recorded as amounts owing to the College. This will mean that you will be unable to take your degree.

8.3 College Lodge

You will no longer be provided with a pigeonhole once you have left the College.

8.4 Mail

All information for the forwarding of mail is obtainable from the Head Porter. You should note that if you supply clear details of a forwarding address, mail can be sent on to you for a period of up to three months from your date of departure.

8.5 Refund of your College Deposit

To receive a refund of the College deposit (less any outstanding battels charges), you will need to complete the Permanent Leaver's Form which may be obtained from the Assistant College Registrars at the end of your course. The form should be completed electronically and returned by email.

9. BECOMING AN ANTONIAN

Antonian is the name that we give to both present and former members of the College – both students and Senior Members. There is a worldwide network of Antonians, many of whom are world-renowned scholars. Others are politicians, key policy makers and business people. The network includes over fifty Antonian groups throughout the world.

As an Antonian you will receive regular mailings of the College *Newsletter* electronically or in the post. Before you leave the College, make sure that you visit the Development Office to get details of your local Antonians' group and also to give a forwarding address for College mailings. Antonians are very welcome to attend our Antonians' Day in June/July and advance information on the date will appear in the *Newsletter*. We also welcome former members returning to the College for a short visit. If you wish to come for more than one or two days please contact the Development Office so that arrangements may be made. All Antonians who have no current attachment to the College are welcome to enjoy a free High Table dinner including wine and dessert once a year; this must be booked by contacting the Development Office.

Finally there is the opportunity to buy a souvenir which will help you to remember your time at St Antony's or make an ideal present for your friends or relations at home. These items include T-shirts, ties, scarves, umbrellas and mugs and they are available from the Lodge.

10 GLOSSARY

(Some frequently used Oxford words)

<i>Battels</i>	Members' accounts with the Bursary for food, rents, etc.
<i>Bursary</i>	The Administrative offices of the College
<i>Composition fee</i>	Tuition fees charged by the University
<i>Coming up</i>	Arriving
<i>Council Tax</i>	A local tax
<i>Domestic Bursary</i>	The office for matters relating to accommodation
<i>Encaenia</i>	Annual University honorary degree ceremony
<i>Fellow</i>	Senior member of the University (male or female) who has been elected to a College Fellowship
<i>Fresher</i>	First year student or new student at the University
<i>Full Term</i>	Eight weeks as advertised in official University publications
<i>Gaudy</i>	Celebratory reunion of old members of a College
<i>Going down</i>	Leaving
<i>Governing Body</i>	The Fellowship of the College
<i>Grace</i>	Prayer said at High Table, both before and after the meal, and for which all guests should stand, all those dining should be present for both the opening and closing Grace.
<i>High Table</i>	Formal Dinner for Senior Members held at St Antony's on Tuesdays and Fridays in term
<i>In absentia</i>	In the absence of the person concerned
<i>In residence</i>	On a course and in Oxford (<i>this phrase does not refer to living in College owned accommodation</i>).

<i>Leave to supplicate</i>	Formal permission to take degree i.e. the “pass statement”
<i>Matriculation</i>	Formal admission procedure
<i>Noughth week</i>	The week before full term begins (week 0)
<i>Ninth week</i>	The week after full term finishes (week 9)
<i>OxBridge</i>	Oxford and Cambridge Universities
<i>Proctors</i>	Senior Members of the University responsible for discipline, control of examinations etc. within the University
<i>Quadrangle, quad</i>	The set of buildings surrounding the square of grass in main Oxford Colleges
<i>Rustication</i>	Suspension from the College
<i>Sub fusc</i>	Formal academic dress
<i>Viva voce</i>	an oral examination