



ST ANTONY'S COLLEGE

HANDBOOK

FOR

SENIOR MEMBERS

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.

When you arrive you should introduce yourself to the Porter on duty in the College Lodge who will tell you when the Senior Members' Administrator's office is open so that you can complete all the formalities. If you have reserved College accommodation, the Porter will also provide you with your key. Your Sponsor and the will also help to introduce you to Oxford, the University and St Antony's. Welcome events are arranged for Senior Members and information will be given to you when you arrive.

The College website <http://www.sant.ox.ac.uk> is also full of useful information.

For more information about Oxford and its University, members are also encouraged to visit the websites of both the University www.ox.ac.uk and Oxford city www.oxfordcity.co.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. It specialises in the economics, politics, history and international relations of most parts of the world – Europe, Russia and Eurasia, 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 in the academic and social life of the College.

Lists of permanent Fellows of the College, College Officers, temporary members in residence, and a calendar of College seminars will be available to you on arrival.

1.2 The Structure of the College

Governance of the College is the responsibility of the Governing Body which is composed of the permanent Fellows of the College. There are regular meetings, chaired by the Warden, each term of the whole

Governing Body and representatives of the Graduate Common Room. 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. The Senior Tutor represents the College on all academic matters.

Matters of student discipline are the responsibility of the **Dean**. The basic disciplinary rule is that all members of the College must behave in such a way that they do not disturb other students and neighbours (whether inside or outside the College). 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, but are also available in a separate booklet.

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

2. WHAT TO DO WHEN YOU ARRIVE

Immigration matters for members of College from outside the UK

Visa or Work Permit requirements vary from country to country. It is the responsibility of Senior Members themselves to obtain any necessary permission to enter the UK and to pay any associated costs. It is therefore important to make preliminary enquiries about travel to Britain well in advance of your proposed date of departure. Helpful information can be found on these websites:

<http://www.admin.ox.ac.uk/ps/managers/appoint/permits/acvisitors>

www.ukvisas.gov.uk

www.ind.homeoffice.gov.uk

Commonwealth Citizens

Further enquiries should be made locally at the British High Commission.

Citizens from countries within the European Union

No restrictions normally apply.

Citizens from other countries

Again requirements vary from country to country and information should be sought locally from the British Embassy or Consulate.

Registration with British Police

Members who are not members of the EU or the Commonwealth and whose passport has been so endorsed by the Immigration Officer, are required to register with the police in Oxford within 7 days of arrival. The Senior Members' Administrator can give further information about this.

3. ACADEMIC MATTERS

3.1 Language Instruction

Senior Visitors 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 other languages, as well as English as a foreign language, for spouses and partners. Further information is available on www.lang.ox.ac.uk

3.2 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>

3.3 College Centres

The College houses the following Regional Centres: African Studies Centre, Asian Studies Centre, European Studies Centre, Latin American Centre, Middle East Centre, Nissan Institute of Japanese Studies and Russian and Eurasian Studies Centre. They are the College's academic bases for area studies and they offer many lectures and seminar programmes which are advertised on the College notice board and in the termly College *Calendar*.

4. COLLEGE FACILITIES

4.1 The Library

The College's central library is in the Main Building. It houses the general collections in modern history, politics, international relations and economics, and the regional collections on Western Europe and Asia, and the non-Slavonic holding on Russia, the former USSR, and Eastern Europe. There are separate libraries in the Latin American Centre, the Middle East Centre, and the Russian and Eurasian Studies Centre; these are normally open during office hours. In term time, the Main Library has extended opening hours but is closed for some periods during vacations. The Gulbenkian reading room has all-night access.

Guides to library facilities in the College and the University will be given to you on arrival.

4.2 Computing Facilities

When you become a member of the College you will have various computing resources available to you. *Oxford University Computing Services (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 ethernet points in all College rooms and at study desks in the Main Library. Members are encouraged to bring to College a laptop computer.

Further details are available on

<http://www.sant.ox.ac.uk/computing>

<http://www.oucs.ox.ac.uk>

4.3 The Dining Hall and Meals

The Dining Hall is on the first floor of the Hilda Besse Building. All members of the College are entitled to eat in Hall. Hall is normally open from Monday to Friday for lunch and dinner, 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 ("Closures") during vacations 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 sweets.

If you would like to bring guests no booking is necessary, unless you want to reserve a small table, in which case you should inform the Steward in advance. Non-members of St Antony's may only dine in Hall if they are accompanied by a member of the College.

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. Those in receipt of a meal allowance associated with their Senior Membership will be issued with the appropriate card.

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 either the Combined Common Room or the Senior Common Room.

4.4 High Table for Senior Members

All Senior Members are entitled to dine at High Table and to invite guests. High Table is a formal dinner served in Hall on Tuesdays and Fridays during full term and must be booked in advance.

If you wish to dine at High Table, you must place your name and the names of any guests you wish to invite on the list in the Porters' Lodge not later than noon on the day before (for example, if you want to dine on Tuesday, you must sign the list by noon on Monday).

There is a fixed price for the meal, with additional charges for wine taken at dinner, for dessert (*see below*) and for wine taken at dessert. The booking form in the Porters' Lodge enables you to indicate if you do not wish to take dessert and/or wine, as well as any dietary requirements you may have. The cost of dinner(s), after deduction of any amount that a Fund may contribute, is charged to battels.

By the standards of most Oxford colleges, High Table at St Antony's is not a formal event and those present usually include an interesting mixture of people from outside the College and, indeed, from outside Oxford University. Governing Body Fellows are obliged to wear academic gowns but other members of St Antony's may also wear them if they so wish. Diners are asked to stand for the brief grace that is said at the beginning and end of the meal.

Drinks are served in the Senior Members' Room from 6.45 pm and dinner is served around 7.15 pm. For large gatherings a seating plan is prepared and displayed in the Senior Common Room. The booking form in the Lodge permits you to indicate if you wish to be seated close to a particular person or group whom you know to be dining that evening. After grace has been said at the end of the meal, those taking dessert move to the Fellows' Dining Room on the ground floor of the Hilda Besse Building.

Gowns are removed at this stage. After dessert, coffee is served in the Senior Common Room.

4.5 Monday Guest Table

There is a Guest Table on Mondays which is open to Senior Members and Students and their guests. Guest Table, is a less formal version of High Table and is popular with seminar groups. It must also be booked in advance, in this case by the previous Friday. Gowns are not worn on this occasion and there is no dessert.

4.6 Buttery Bar

During Term (0th to 9th weeks) the GCR runs a late bar on several evenings a week in the Buttery Bar on the ground floor of the Hilda Besse Building. On some Saturday evenings special events, (known as “bops”) are organized. In Trinity Term the annual College Ball takes place.

4.7 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. Members may bring children into Hall for meals but unaccompanied children are not permitted in the Hilda Besse Building at any time.

4.8 Common Rooms

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

4.9 Newspapers and Magazines

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.

4.10 Closed Periods

For certain periods during vacations, there are no catering facilities or services provided in Hall. The dates of these “closures” are promulgated well in advance.

5. ACCOMMODATION

5.1 General

The College has a small number of flats for which Senior Members may apply by contacting the Conference and Accommodation Co-ordinator: accommodation@sant.ox.ac.uk . Flats may not be sub-let without the express permission of the Domestic Bursar.

5.2 Residents' Guide

The Domestic Bursar's explanatory booklet on all aspects of College housing is placed in all flats. Additional copies, if required, are available from his department in the Main Building.

5.3 Fire Alarms

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 whatsoever may candles be lit in College accommodation.

5.4 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.

5.5 Maintenance

It is important that maintenance issues are dealt with as quickly as possible in order to prevent deterioration of the furnishings, fixtures and fabric of the College buildings. Members are urged to report all maintenance problems by filling in the Maintenance Book which is kept in the Porters' Lodge.

5.6 Heating and Lighting

The cost of heating and lighting is included in rent charged for all accommodation. These 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. To check appliances for suitability for use, maintenance staff should be contacted through the maintenance book in the Lodge.

5.7 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. Senior 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 for guest room bookings should be made to the College Accommodation and Conference Co-ordinator: accommodation@sant.ox.ac.uk.

5.8 Council Tax

If you are not in College accommodation you will have to pay Council tax which is a local tax for local services. Advice on this may be obtained from the Domestic Bursar.

5.9 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; but does not include compensation for any loss of data stored on the computer. 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.

5.10 Telephones

Only in the Founder’s building do bedrooms have private telephones. These are part of the University system and will receive incoming calls through the switchboard on the main College telephone number. They will also permit outgoing calls with the use of a telephone card. Elsewhere most accommodation houses have public telephones operated by telephone cards which are available from the Lodge. There are public telephone booths in the Hilda Besse and Main buildings.

5.11 Television and Television Licences

A television and video is available in the Combined Common Room. Individual televisions will require a TV licence which may be purchased at Post Offices.

6. HEALTH, WELFARE AND SAFETY

6.1 Health

National Health Service

For full details about healthcare, Senior Members should consult the *Oxford University Newcomers Club Handbook*. The following information gives a brief guide. Once registered with a doctor, Senior Members and their families, whatever their nationality, are entitled to medical attention under the provisions of the National Health Service, provided that they are in residence for more than six months. Medical attention is free, except that charges may be made for medicines, spectacles and dental treatment. Helpful information can be found on www.nhsdirect.nhs.uk

Hospital Treatment and Emergencies

Treatment in cases of emergency can be obtained only at the Accident Service of the John Radcliffe Hospital which is about three miles away from the College.

Registering with a doctor

Senior Members may register with the medical practice which takes care of College members. The Senior Members' Administrator can advise on this. The College doctor and nurse also visit the College during term time. Their hours are available on the notice board in the Lodge. The College Doctor may also be consulted at Summertown Health Centre by appointment on weekdays throughout the year.

Dental Treatment

The College also has an arrangement with a dental practice which will treat College members. Payment must be made for dental treatment.

Health Insurance

Academic visitors 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. Overseas visitors staying less than six months are therefore strongly advised to arrange adequate medical insurance cover before coming to Britain.

6.2 Harassment

The College has adopted a code of practice relating to Harassment which is similar to that observed in the University. There are notices in the College Lodge giving details. The College policies on Harassment and Discrimination are available both on the College website and in a separate booklet.

6.3 Security

Although the level of crime in St Antony's is low, thefts do occasionally occur in and around College so members are reminded to keep house and individual flat doors and windows, especially on the ground floors, locked at all times. The personal effects of Senior Members living in College accommodation are covered by insurance, but 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 security and safety of the College and its Members, you should not grant access to anyone not known to you and you should take precautions against being "tail-gated" when using entrances.

6.4 Emergency Services

If any of the Emergency Services (Fire, Police or Ambulance) are required, in the event of a genuine emergency they can be contacted by telephone by dialing 999.

7. FINANCIAL MATTERS

Fees and Battels

Personal accounts known as "Battels" are kept by the College Accountant for each member of the College. Members are allowed to use this facility to charge certain items to their Battels account. Battels Statements are presented each term and will include

- Rent for those in College Accommodation
- Standing Charges, e.g. the Hall Charge
- Charges for High Tables, Guest Tables, IT Printing and the purchase of College Memorabilia.

Each Battels statement shows the date by which payment should be made. If full payment is not received by that date, interest may be charged on the balance outstanding. Non-payment of Battels is taken seriously. Where balances remain uncleared, credit facilities will be withdrawn.

Methods of Payment

Payment of fees and Battels may be made by cash, cheque and traveller's cheque, Credit or Debit card. Foreign currencies and cheques are also accepted. Foreign currency cheques drawn in favour of Senior Members can also be negotiated through the College's bank. It should be noted that payments made by Credit Card attract a surcharge at a rate displayed in the

Accounts Office. **Payments made by bank transfer must have the sender's name quoted as a reference for identification purposes. The College Bank Details are as follows:**

St Antony's College bank details are as follows:

| | |
|---------------------------|--|
| Name of Bank and address: | Royal Bank of Scotland, 32 St Giles, Oxford, OX1 3ND, UK |
| Account Name: | St Antony's College |
| Sort Code: | 16-10-15 |
| Account No: | 10129750 |
| Swift Code: | RBOSGB2L |
| IBAN Number: | GB38RBOS16101510129750 |

8. GENERAL INFORMATION

8.1 College Lodge

The College Lodge in the Main Building is open 24 hours a day, every day. The lodge is staffed by Porters who can provide information and deal with matters of security. In case of need, duplicate keys are kept in the Lodge.

8.2 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.

The College address is:

St Antony's College, Oxford OX2 6JF

Telephone: +44 (0)1865 284700

Fax: +44 (0)1865 554465

8.3 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.

8.4 Email Lists

The College has a group of email distribution lists for the different categories of Senior Members. In accepting Senior Membership of St

Antony's College, Senior Members are agreeing to be included in the appropriate email distribution list, by which means the College will be able to send out information about College events and news. Email addresses will not be visible or disclosed to any third party. Emails to the mailing lists are sent selectively and only on topics of interest to members. The permission to send emails to the lists is restricted to a small number of College staff.

8.5 Parcels and Storage of Personal Effects

The College has no storage facilities, but arrangements can sometimes be made for limited storage in cases of need. Any items left behind after your departure will be removed and destroyed.

8.6 Luggage for New Arrivals

No luggage or parcels can be accepted in advance of your arrival in Oxford, so if luggage is shipped in advance it is important to please ensure that the delivery date coincides with your arrival.

8.7 Photocopying and Fax Facilities

The Lodge offers photocopying and fax facilities for College Members. Use of these machines is controlled by rechargeable cards. They 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.

8.8 Cars

Because there is very restricted parking space, the College is unable to offer visiting members parking facilities.

8.9 Bicycles

Bicycles may be parked in the designated areas in the College grounds.

8.10 Policy on Smoking

It is against the law in the UK to smoke in a public place. Smoking is therefore prohibited in all areas of the College including bedrooms.

8.11 Child Care

For information on child care available through the University and elsewhere please consult the relevant area on the University website.

8.12 Oxford University Newcomers' Club

The Oxford University Newcomers' Club welcomes partners and families of graduate students, newly-appointed academics and visiting senior members. The Club has a termly programme of events and outings, a club room and equipment shop. The Senior Members' Administrator keeps up-to-date copies of information on the Newcomers' Club information. You are also encouraged to visit their website www.wolfson.ox.ac.uk/clubs/newcomers

9. 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.

9.1 Accounts

Please ensure that you notify the Accounts Office of your intended departure date. They will give you your final Battels account.

9.2 The Library

We ask Senior Members to check with the Librarians of all libraries which you have used to make sure that you are not taking any borrowed books away.

9.3 College Lodge

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

9.4 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.

10. BEING 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, politicians, key policy makers and influential business people. The network includes some forty Antonian groups throughout the world.

As an Antonian you will receive regular mailings of the *College Newsletter* and the annual *College Record* if you request this through the Development Office. Before you leave the College, make sure that you visit the Public Relations and 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 the summer vacation and advance information on the date will appear in the *Newsletter*. We 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 Public Relations and Development Office so that arrangements may be made.

All Antonians who are not current members of the College are entitled to a free High Table dinner including wine and dessert once a year; again this can be booked by contacting the Public Relations and Development Office.

Finally there is the opportunity to buy from the Development Office a souvenir or item of College memorabilia which will help you to remember your time at St Antony's or make an ideal present for your friends or relations at home.