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WELCOME TO ST ANTONY’S COLLEGE

It is a privilege to welcome all our new students to what we trust is the beginning of a long, productive and enjoyable time as part of our college community. Our Fellows, Academic Visitors and students come from around 80 different countries and the College is the most international and, we would suggest, the most lively of all the colleges at Oxford which is itself, of course, a wonderfully stimulating place.

St Antony’s, which was founded by a French businessman, Antonin Besse, in 1950, has been from the very start a centre of interdisciplinary and regional studies where historians, political scientists, anthropologists, sociologists and economists come together to study the major regions of the world as well as the most important global issues. Our first Warden, Sir William Deakin, was a distinguished soldier, diplomat and scholar who established the reputation of the College as a place where good research and teaching take place and one which has strong links to the wider world. His successors, Sir Raymond Carr, a distinguished scholar of Latin America and Spain, Lord (Ralf) Dahrendorf, the noted German sociologist and public intellectual, Sir Marrack Goulding, a leading British and United Nations diplomat, and Professor Margaret Macmillan, a world-leading expert on history and international relations, each oversaw major new developments in the College adding new centres, programmes and buildings. Today, we have seven regional centres, dealing with Africa, Asia, Europe, Japan, Latin America, the Middle East and Russia and Eurasia and our Fellows collectively represent a huge repository of knowledge and understanding.

We are very fortunate that every year new members such as you join us to bring your own insights and experience. So let me welcome you all and say again how much we hope you will find your time here a rewarding one. We know that having you here will be very rewarding for us.

Roger Goodman, Warden
1. ABOUT ST ANTONY’S COLLEGE

1.1. History of the College

St Antony’s was founded in 1950 as the result of the gift of Antonin Besse of Aden, a merchant of French descent. Its role was “to be a centre of advanced study and research in the fields of modern international history, philosophy, economics and politics and to provide an international centre within the University where graduate students from all over the world can live and work together in close contact with senior members of the University who are specialists in their fields”.

The College opened its doors to its first students in Michaelmas Term 1950 and received its Royal Charter in 1953. A Supplementary Charter in 1962 was granted to allow the College to admit women as well as men and in 1963 the College was made a full member of the University.

The College’s first Warden [Head/Provost] was Sir William Deakin (1950-68), a young Oxford academic who in the Second World War became an adventurous soldier and aide to Winston Churchill. He won Antonin Besse’s confidence and played the key role in turning his vision into the centre of excellence that St Antony’s has become.

Sir Raymond Carr (1968-87), the second Warden and a distinguished historian of Spain, expanded the College and its regional coverage and opened its doors to visiting scholars from all over the world.

Sir Ralf (later Lord) Dahrendorf (1987-97) came to St Antony’s after a distinguished career as a social theorist and politician in Germany, a European Commissioner and Director of the London School of Economics. He further enlarged the College and developed its role as a source of policy advice. The fourth Warden, Sir Marrack Goulding (1997-2006), served in the British Diplomatic Service for 26 years before becoming an Under Secretary-General at the United Nations. His appointment underlined the College’s international nature and its links with government and business.

The fifth Warden, alumnus Professor Margaret MacMillan (July 2007-September 2017), was formerly the Provost of Trinity College and professor of History at the University of Toronto. The sixth Warden, Professor Roger Goodman, became the inaugural Head of Oxford’s School of Interdisciplinary Area Studies in 2004 and Head of the Social Sciences Division in 2008. In 2015, he was elected Chair of the Council of the UK Academy of Social Sciences.

Professor Roger Goodman, the sixth Warden, took office in October 2017. He was a Junior Research Fellow at the Nissan Institute of Japanese Studies (1985-88), and was appointed the first University Lecturer in the Social Anthropology of Japan in 1993. He was subsequently elected the Nissan Professor of Modern Japanese Studies in 2003, a position which he will retain while Warden. He became the inaugural Head of Oxford’s newly established School of Interdisciplinary Area Studies in 2004, until his appointment as the Head of the Social Sciences Division in 2008. In 2015, he was elected Chair of the Council of the UK Academy of Social Sciences. His research has been primarily on Japanese education and social policy.

Today the College has around 490 students, 40 Governing Body Fellows and each year around 100 visiting researchers (‘Senior Members’) from the academic, diplomatic, business and political worlds. See here for more information about the College’s history.

1.2. Research Centres / Institutes on site

Uniquely amongst Oxford Colleges, St Antony’s hosts seven regional research centres/institutes. Each hosts and coordinates a range of research projects, seminars, conferences and other activities. Some of the centres also support Master’s programmes and doctoral research. Centre staff may include St Antony’s Governing Body Fellows, researchers based at other Oxford colleges, and visiting researchers.

African Studies Centre

Part of the University’s School of...
Interdisciplinary Area Studies, the African Studies Centre is one of the world-leading centres for African Studies. The Centre runs the MSc in African Studies which provides an excellent foundation for those who wish to expand their knowledge of Africa, prior to working for NGOs, the civil service, international organizations, the media, or in other professional capacities. The Centre also supports doctoral researchers specialising in Africa. From 2017, the University is offering a DPhil in African Studies.

Asian Studies Centre

The Asian Studies Centre was founded in 1982 as the successor to the Far East Centre (established in 1954) at St Antony’s College. Its activities are supported by an endowment at the College and from external grants. Like its predecessor, the Asian Studies Centre is primarily a co-ordinating organisation which exists to bring together specialists from a wide variety of different disciplines.

Geographically, the Centre predominantly covers South, Southeast and East Asia. The Asian Studies Centre works closely with scholars in the Oriental Institute, the Oxford China Centre, the Contemporary Indian Studies Programme and the Nissan Institute of Japanese Studies (in premises at St Antony’s). It is a forum for supporting activities through which scholars from across the University and beyond discuss thematic topics of comparative and of regional interest. The Asian Studies Centre is host to the Programme in Modern Burmese Studies, the South Asian History Seminar Series and the Southeast Asia Seminar Series. It also supports a variety of other country-specific and/or thematic seminar series, workshops, conferences, lectures and activities, which vary from year to year.

The Asian Studies Centre administers the Wai Seng Senior Research Scholarship which provides two years of support for a DPhil student working in the field of Asia-Pacific studies. The centre hopes in the future to develop more sources for student support.

The Centre welcomes opportunities to develop collaborations with academics and institutions working on Asia elsewhere in the UK and in other parts of the world.

The Taiwan Studies Programme is also hosted at the Asian Studies Centre. The Programme has a longstanding track record of organising high-quality academic events to promote the area of Taiwan Studies broadly defined, including a regular seminar series, occasional high-profile public lectures, cultural events, and annual international conferences.

European Studies Centre

The European Studies Centre at St Antony’s College was established in 1976 with a generous grant from the Volkswagen Foundation and is dedicated to the interdisciplinary study of Europe. It has particular strengths in politics, history and international relations, but also brings together economists, sociologists, social anthropologists and students of culture. It is a meeting place and intellectual laboratory for the whole community of those interested in European Studies at the University of Oxford.

Beside its permanent Fellows, the Centre has Visiting Fellows from several European countries, as well as graduate students from all parts of the world working on European affairs. The Centre participates in several collaborative international research projects. Seminars and workshops on a wide range of topics are held regularly at the Centre. These involve Oxford scholars from all disciplines and their counterparts from abroad, often with the participation of students. A number of special lectures and international conferences, bringing both leading academics and distinguished practitioners to Oxford, are offered to a wider audience under the auspices of the Centre. The European Studies Centre houses
a series of programmes on various European themes and European regions.

**Latin American Centre**

Founded in 1964 by St Antony’s College, the Latin American Centre educates graduate students in a range of disciplines applied to Latin America. Every year the Centre welcomes students from across the world onto its graduate programmes. These courses provide students with interdisciplinary understanding of developments in Latin America since independence to the present.

While the courses look at specific features of individual countries, there is also broad comparative coverage of major historical and regional trends, such as authoritarianism and democracy, political economy, sociology, social movements, human rights, accountability, justice, migration, development and international relations, amongst many others.

**Middle East Centre**

The Middle East Centre of St Antony’s College was founded in 1957 and is the centre for the interdisciplinary study of the modern Middle East in the University of Oxford.

Centre Fellows teach and conduct research in the humanities and social sciences with direct reference to the Arab world, Iran, Israel and Turkey, with particular emphasis on the nineteenth and twentieth centuries.

Centre Fellows also provide the majority of the teaching for the MPhil in Modern Middle Eastern Studies offered by the Faculty of Oriental Studies and supervise over fifty doctoral students.

The Middle East Centre hosts a large number of guest speakers, seminars and conferences throughout the year. It is also home to the Middle East Centre Library and the MEC Archive, the latter containing substantial documentary and photographic holdings on the region, especially relating to Britain’s role in the region in the twentieth century.

The Investcorp building, opened in 2015, was designed by Zaha Hadid and houses the library and archive.

**Nissan Institute of Japanese Studies**

The Nissan Institute of Japanese Studies is part of the University’s School of Interdisciplinary Area Studies and is located on the main College campus. The Nissan Institute houses the Bodleian Japanese Library, and runs an MSc and MPhil programme in Japanese Studies.

**North American Studies Programme**

The North American Studies Programme at St Antony’s College was launched in 2011 as an initiative that seeks to examine the common problems and issues that transcend national boundaries in North America, the interrelationships among North American states and societies, and the relationship of the region to the wider world.

Defining North America as the territory from the Arctic to the Isthmus of Panama and including the islands of the Caribbean, the Programme aims to study the continent in a way that is integrated and cohesive, crossing disciplinary boundaries and providing new insights into the similarities and differences that characterise the region.

**Russian and Eurasian Studies Centre**

The Russian and Eurasian Studies Centre was launched in 2003 to carry forward the work of the internationally renowned Russian and East European Studies Centre, established in 1953. The Centre is a major component of research on Russia, Ukraine, the Caucasus and Central Asia at Oxford University.

Approximately half of all graduate students in one branch or another of Russian studies at Oxford University come to St Antony’s. The Russian Centre’s seminar series has been running continuously on Mondays in term for sixty years.

1.3. **Governing Body**

The College’s Governing Body is the sovereign body of the College. The Governing Body holds responsibility for all the activities, policies, finances and staffing of the College. There are at least six Governing Body meetings per year, usually twice per
term, conducted in accordance with the rules laid down in the College’s statutes and by-laws.

The Governing Body is chaired by the Warden and its members are the Governing Body Fellows of the College. The GCR President participates in the open business of Governing Body meetings.

The Governing Body elects the Warden, Fellows and all Senior Members of the College. Student members of the College are admitted by the Senior Tutor, a Governing Body Fellow.

1.4. Management Executive Team and College committees

The Management Executive Team (MET) is responsible for the preparation of the College budget, day to day administrative issues and recommendations for academic appointments. MET normally meets five times per term and reports to the Governing Body. The membership of MET is: Warden (Chair), Sub-Warden, Senior Tutor, Dean, Governing Body Delegate for Finance/Tutor for Admissions, Bursar, and a representative of the GCR Executive (for open business).

The College does not have any permanent sub-committees but MET has delegated authority to create temporary sub-committees, for example a Buildings Committee, which was set up to oversee the construction and refurbishment of the newer College buildings.

There are two standing committees: Nominations Committee and the Remunerations and Conflicts of Interest Committee. There is also a Financial Advisory Committee.

1.5. College officers

The Head of the College is the Warden. The principal College Officers are: the Sub-Warden, the Senior Tutor, the Dean and the Bursar. They are all Governing Body Fellows.

The Sub-Warden deputises for the Warden when they are not available, and is also the Governing Body Fellow with responsibility for Senior Members of the College.

The Senior Tutor is responsible for all the academic affairs of students within the College.

The Dean is responsible for all the non-academic affairs of students within the College and is the College’s lead contact for welfare issues.

The Bursar is the chief administrative officer of the College, managing the staff and operations of the College, and with a particular responsibility to the Governing Body for the finances of the College.

The Governing Body Delegate for Finance/Tutor for Admissions takes an overview of all the financial issues of the College on behalf of the Governing Body. They are also responsible for reviewing postgraduate applications forwarded from departments/faculties and making offers within an admissions quote set by MET.

Each College Centre has a Centre Director, who oversees the operations of the centre. The Centre Directors may be Governing Body Fellows at St Antony’s, but they may sometimes be either a Senior Member of the College and not a Governing Body Fellow, and/or a Governing Body Fellow of another College.

1.6. Graduate students

The College is home to around 490 graduate students who are reading for Master’s and doctoral degrees in the College’s areas of specialisms. A list of the courses supported at St Antony’s can be found on the College website. Just like the College’s Senior Members, our students come from all over the world.

If you would like to be put in contact with a particular group of students, or publicise an event/seminar you are organising to students, please notify the College Registrar.

1.7. Senior Members

St Antony’s is home each year to around 100 visiting researchers, who are Senior Members of the College. These include: academics from around the world spending a year here on funded Visiting Fellowships, career
professionals taking time out to pursue independent research as Academic Visitors, early career researchers who value the College association along with a departmental affiliation for their post-doctoral work, and many Emeritus, Foundation and Honorary Fellows who have all made a significant contribution to the life and work of the College.

Many of our Academic Visitors and Visiting Fellows are attached to a College Centre and give seminars and organise events throughout the year at which students are welcome. Students are invited to drinks with Senior Members, which take place termly on Wednesday of 1st week. A Senior Members’ dinner also takes place termly.

There are also around 150 Senior Common Room Members who have a social affiliation to the College.
2. ARRIVAL IN OXFORD

2.1. Is a UK Visa required?
Senior Members from countries outside the EU may need a UK visa for the duration of their stay, and it is their responsibility to ensure that the appropriate arrangements are made and a visa obtained if required. Relevant information is available on the UK government website.

If a UK visa is required, Senior Members must contact the College Registrar at least three months before the planned arrival date to make arrangements. Academic Visitors may require a letter from the College in support of a visa application, and Visiting Fellows may require a Certificate of Sponsorship through the University. Certificates of Sponsorship can take several weeks to obtain so Senior Members are strongly recommended to start making arrangements as soon as their Senior Membership has been confirmed.

2.2. When to arrive
The agreed period of attachment to St Antony’s College is detailed on the College Form of Undertaking (see section 11.1 of this Handbook).

New Senior Members should advise the Senior Members’ Administrator of their expected date of arrival.

If wishing to arrive earlier or stay later than these dates, Senior Members must contact their sponsor as soon as possible to ask them to submit an extension application (refer also to section 10.2). If the application is successful, a charge will be made for the additional period.

2.3. Induction Meeting
New members should contact the Senior Members’ Administrator before arrival to make an appointment for a College induction meeting. During the meeting, Senior Members should:

• Undertake a visa/passport check if in possession of a visa sponsored by the University of Oxford.

• Provide the College with their Oxford contact details (they must notify the Senior Members’ Administrator of any changes to their address or UK phone number changes during their attachment) and complete an emergency contact form.

• Receive their University Card (if applicable).

• Arrange a College Library registration session.

• Familiarise themselves with the College and ask any questions they may have about their membership.

2.4. Meeting with the Warden
The Warden (Provost/Head) of St Antony’s College, Professor Roger Goodman, gives a personal welcome to new Senior Members. To arrange an appointment, new members should contact the Warden’s Assistant after their arrival.

2.5. Police Registration
If police registration is required, the visa will state that it should be completed within seven days of arrival. The nearest police station is in St Aldates, which is approximately 30 minutes’ walk from the College.

Further details about the St Aldates Police Station can be found on the Thames Valley police website.

2.6. Sponsor
All applications for Senior Membership at St Antony’s College are sponsored by a current Governing Body Fellow. The sponsor’s role is to nominate Senior Members for election, help Senior Members settle in and ensure that they are involved with College life. New members should contact their sponsor with details of their arrival and to arrange a meeting. The Senior Members’ Administrator can provide contact details of sponsors if required.
2.7. Delayed arrival / early departures

Refunds for late arrival or early departure are only offered to Senior Members in cases of unforeseen and unforeseeable circumstances that are outside their control. This might include, for example, ill health or bereavement. Senior Members must contact their sponsor and the Senior Members' Administrator as soon as they become aware of any potential issues.

2.8. Changing or updating contact details

Senior Members who change their residential address and/or phone number during their membership must send their new contact details to the Senior Members' Administrator.

Tier 5 visa holders are responsible for ensuring that the College always has their up-to-date UK contact details on file.
3. LIBRARIES

3.1. College Library

The College Library occupies the former chapel, refectory and chapter house of the convent of the Society of the Holy and Undivided Trinity for whom what we now call the Old Main Building was originally built.

The Library seeks to provide core teaching materials for courses taken by substantial numbers of members, and maintain its historic strengths. Collections on international relations, development studies, modern history, politics, and economics, as well as area studies of Africa, Asia (not including the Middle East or Japan), Europe, Russia and the former USSR (in languages other than Russian) are especially strong.

The Library also houses a collection of archival materials which contains private papers relating to twentieth-century Europe, of particular importance being those of Sir John Wheeler-Bennett.

While all St Antony’s libraries exist to serve the needs of members of the College, the centre libraries fulfil a wider role in providing facilities to all members of the University whose studies are within their orbit. The College Library primarily supports members of St Antony’s, however external researchers often visit to view rare and unique materials.

Readers may find records of books within the collection, and search the University’s rich collection of e-journals, e-books, and databases, through SOLO.

Please see the College website for further information about the College Library including its terms of use.

3.2. College Centre Libraries

Bodleian Japanese Library

The Bodleian Japanese Library was opened in 1993 in the Nissan Institute building. It houses the University of Oxford’s principal collections relating to Japan in the humanities and social sciences and supports both teaching and research in these areas. It is an open-access library, with seating space for forty-four users at any one time. It consists of the Main Reading Room and offices on the ground floor, the Bookstack, the New Media Room, and the Rare Book Room in the basement. The main collection is in the Bookstack, while the reference works are arranged by subject on the perimeter shelves in the Main Reading Room.

Bodleian Latin American Centre Library

The Bodleian Latin American Centre Library at 1 Church Walk is a specialist lending collection for those studying Latin American politics, economics and social sciences. It also has an extensive history collection, focused in particular on the twentieth century. Located at the Latin American Centre, it not only supports the Centre’s postgraduate students but welcomes all current resident members of the University who are interested in the subject area.

The library houses some 16,000 volumes, together with journals, a wide ranging grey literature collection, microfilms and DVDs. The stock is regularly updated. It has three reading rooms, all with wifi.

The library is part of the Social Sciences Group of the Bodleian Libraries and is both a focus of scholarship and a popular meeting place for students. Books purchased since 1991 are catalogued on SOLO. Please see the Library’s website for further information.

Middle East Centre Library and Archives

The Middle East Centre (MEC) library was established in 1958, with the mission of providing resources on modern Middle Eastern studies for students and scholars worldwide.

The collection, including over 40,000 items, comprises books, journals, pamphlets, microfilmed resources, DVDs, lithographs as well as grey literature, mainly Oxford University theses. The library also holds a collection of rare books and manuscripts.
The library holdings cover all aspects of the history and societies of the contemporary Middle East, i.e. the Arab countries, Turkey, Iran and Israel, from the late 17th century to the present day.

Subjects include but are not limited to constitutional history, national movements, political science and economics, international relations and industrial development, as well as media, gender studies, and modern Islamic movements. Linguistically, the library holdings span all European languages, as well as Arabic, Persian and Turkish.

The collection is catalogued on SOLO, the collective catalogue of Oxford libraries. For further details about the library and its terms of use, please see the library webpage.

**Russian and Eurasian Studies Centre Library**

St Antony’s Russian and Eurasian Studies Centre Library has approximately 24,000 volumes and subscribes to a wide range of journals. The Centre library has specialist strength within certain fields, especially Russian and Soviet politics, history and literature. Holdings are primarily in Russian. Since 1991 acquisitions have been catalogued on SOLO.

Please see the Library’s webpage for further information.
4. COLLEGE FACILITIES AND EVENTS

4.1. Workspace

If workspace is provided as part of a Senior Membership, details will be included in the appointment letter.

All Senior Members who have access to the College’s academic facilities (e.g. Academic Visitors, Visiting Fellows, Junior Research Fellows, Research Fellows) are entitled to use the College’s Computer Room, located on the ground floor of the Old Main Building. The Computer Room is equipped with a number of PCs and two printers/photocopiers/scanners.

The University card is required to enter the Old Main Building and the Computer Room.

4.2. IT Support

Senior Members with access to the College’s academic facilities are entitled to assistance from the College’s IT Office in connecting their own computer equipment to the College network but are not entitled to software or hardware support of that equipment.

Senior Members with access to the College’s academic facilities may access the University’s IT Services Help Centre and IT Services courses, and the University and College wireless networks.

To access the full range of faculties given through membership of St Antony’s, two different accounts with the same username but different passwords are required:

4.2.1. Single sign-on (SSO) account

The SSO account is used for accessing University email accounts (Nexus) and registering for other facilities including wired network access, anti-virus, backup and a remote access account (see below).

The creation of the SSO account is an automatic process which occurs within 24 hours of the issuing of a University Card. A University card cannot be ordered until the necessary form has been returned to the Senior Members’ Administrator. To avoid delay of the creation of SSO accounts, forms should be returned before the start of Senior Memberships.

A letter will be generated from the University IT Services with a username and a single-use activation code for activating the SSO account. This will be placed in Senior Members’ pigeonholes or kept for collection from the Senior Members’ Administrator. If the code has expired before the SSO account is activated, the IT Office can generate a new code. The barcode number from the University Card will also be required. Please visit the University IT website to activate the SSO account.

The SSO is also used to log in to the computers in the College Computer Room (ground floor of Main Building).

4.2.2 Remote access account

The main use of the Remote Access account is for access to the eduroam wireless network. It is also used for VPN access to the University network. The Remote access account is not created automatically and should be registered for here.

4.2.3. Internet access

Eduroam is a global wireless roaming system which gives members access to the internet for free on all eduroam hotspots. There are several million eduroam users, accessing free internet on more than 15,000 service locations. Eduroam is available throughout the College and in many places around Oxford.

The OWL network is for conference guests rather than University members. However, it is possible to connect temporarily to OWL if registration for a Remote Access account is required, and download the eduroam Configuration Assistant Tool (CAT).

4.2.4. Eduroam wireless

Connect to OWL, open a browser (Chrome is recommended if Explorer does not work) and register here for a Remote Access Account

Browse here and lick on the ‘download your eduroam installer’ button.
Select 'University of Oxford' as your institution.

Download and run the relevant configuration tool. Note: The eduroam configurator is currently available for Windows, Apple and Linux. For help, see the University IT website.

When prompted for a username and password, enter the username followed by @OX.AC.UK e.g. sant1234@OX.AC.UK. Remember that the password for eduroam is the Remote Access password.

Disconnect from the OWL network and connect to the eduroam network.

4.2.5. Free antivirus software (SOPHOS)
Download Sophos here. Uninstall any existing antivirus software, then run the Sophos installer. Please note that Sophos may need to be installed once a year (in November) to continue to receive updates.

4.2.3. University email
Email accounts can be accessed here using the SSO account. Colleagues and friends will make contact via the University email address.

If it is necessary to use another email account, forwarding can be set up here.

4.2.3. Phishing
Emails may be received which are attempts to trick University members into entering their credentials into bogus websites. Some will be obvious fakes but some can be very convincing. It is imperative to enter SSO credentials only into the official pages here or here. If in doubt, College IT staff should be consulted for advice.

4.2.3. Illegal file sharing
Peer to peer filesharing (typically but not exclusively via BitTorrent) of material in breach of copyright is not permitted. An administrative fee of £120 per incident will be charged if this is detected.

4.2.3. More information and help
Website: College IT Webpage.
Email: it-support@sant.ox.ac.uk

Office: 1st floor Main Building, staff onsite 9-5 Mon-Fri, available mornings

University IT website
Email: help@it.ox.ac.uk

4.3. Seminars and events in College
A College lecture calendar is produced and distributed electronically each term giving details of the seminars and events held in the College and its Centres.

A Weekly Bulletin is sent out by email during term time giving further information about forthcoming events, seminars and general College activities.

Information can also be found on the College website.

4.4. Dining Hall

4.1.1. Opening times
The Dining Hall is on the first floor of the Hilda Besse Building. Hall is normally open from Monday to Friday for lunch (12.45–13.45) and dinner (18.45–19.30), and on Saturday for brunch/lunch. 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. Halal food is served at least once a week. The Chef welcomes comments about the food on offer.

No booking is necessary, but students wishing to reserve a small table for themselves and guests should email the Steward in advance.

4.1.2. Paying for meals
There are two ways for Senior Members to pay for themselves in Hall, if meals are not included as part of their attachment to the College (details are included in the election letter). Senior Members must bring their University card with them to Hall as it is swiped at the till when payment is made.
Charge to battels account: costs are charged to the battels account which must be paid in a lump sum on receipt of a battels statement.

Pre-load credit on a UPay account: credit is applied by creating a Upay account, and the cost of the meal is debited at the time of purchase. Please see [here](#) for details.

Senior Members are welcome to bring guests. Guests’ meals can be paid for by Senior Members as they pay for their own, or guests may pay for themselves using a debit or credit card.

Coffee tokens can be purchased at the till for the coffee machine on the top floor of the Hilda Besse Building adjacent to the Combined Common Room.

4.1.3. Formal dinners
High Table is a formal dinner served in Hall on Tuesdays and Fridays in term time. Senior Members are entitled to attend High Table dinners and to bring up to three guests to any dinner.

There is a charge for High Table collected through the battels account. If a Senior Membership includes an entitlement to free High Tables each term, this will be explained in the election letter.

To take part in High Table dinners, Senior Members must sign the Dinner list in the Lodge by Monday noon for Tuesday night dinners and by Thursday noon for Friday night dinners. No bookings will be taken after this time.

The College grace at the beginning of the meal is “Benedictus benedicat” and at the end of the meal is “Benedicto benedicatur”.

The normal dress code is jacket and tie or equivalent and Senior Members are asked to ensure that their guests are aware of this.

When a Senior Member invites a guest or guests to High Table, the Senior Member must always be at the High Table and, if relevant, dessert and coffee, to act as host or hostess to that guest or those guests.

In order to facilitate an appropriate level of discussion at High Table, guests should be aged 16 or over, and able to converse confidently on current affairs with senior College members.

The only person who should address High Table is the Warden or presiding Fellow before and/or after the meal as he/she sees fit.

Guest Table is held on Monday nights in term. This is an occasion when participants in the Monday seminar series can dine in College. Again, separate charges are made for the meal and wine; there is no dessert at Guest Table.

The deadline for signing in for Guest Table is noon on the Friday preceding the Monday dinner. No bookings will be taken after this time.

Charges for Guest Table will be collected through battels accounts.

4.5. Events for Senior Members
A drinks reception is held on Wednesday evening on the first week of each term (Michaelmas, Hilary and Trinity Term). The reception is an occasion to meet Governing Body Fellows of the College and other Senior Members as well as some of the students.

A formal dinner is held on Wednesday evening in the second week of each term. All Senior Members are invited to the dinner which is preceded by drinks in the Senior Common Room.

In Hilary term the College hosts the Annual Senior Members’ Forum before the formal dinner, at which a Governing Body Fellow and a Senior Member are invited to speak about their research. The Forum is held in the Investcorp Lecture Theatre.

Invitations for all these events are emailed by the Senior Members’ Administrator.

There is no charge for the dinner to Senior Members who have access to the College’s
4.6. Common Rooms

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

A selection of newspapers and magazines is available during term time for Common Room use only and must not be removed at any time. There is a television in the CCR.

4.7. Booking a room for a seminar or event

To find out more about booking a room for a seminar or event in College, please contact the College’s Accommodation & Conferences team.

4.8. Booking a room for a seminar or event

To find out more about booking a room for a seminar or event in College, please contact the College’s Accommodation & Conferences team.

4.9. Receiving and sending post (mail)

All incoming mail is received at the Lodge and is distributed to members via individual post boxes known as the pigeonhole or pidge. All mail for Senior Members, or any of their families, should be addressed to them at the College address and can be collected from the pigeonhole in the College Lodge. Mail should not be sent to the address of individual College houses.

The College’s address is: St Antony’s College, 62 Woodstock Road, Oxford OX2 6JF, UK.

Internal mail for the University and colleges will be delivered within the ringroad. There is no charge for this service but it is not available for bulk mailing, personal mail, or for packages. Internal mail can be posted at the College Lodge.

Mail to other addresses can be sent from any Post Office. See section 9.3.3 of this Handbook for contact details of the two closest Post Offices. There is no provision to send external mail via the College.

4.10. Photocopying, scanning & faxing

There are photocopying, scanning and faxing facilities for the use of College members situated in the Computer Room, Old Main Building. Charges will be added to the battels accounts.

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

4.11. Parking in central Oxford

Senior Members (Academic Visitors, Visiting Fellows, Junior Research Fellows, Research Fellows) are not entitled to car parking in the College, except when attending College functions in the evening and if by prior agreement with the Head Porter.

Residents in College accommodation are not eligible for residents’ parking permits which are provided by Oxfordshire County Council.

Oxford City Council operates most of the car parks in Oxford but none of these have options which are valid for more than a few hours, and there is a charge for parking. Please see here for details.

Around College, some streets have short-term (usually two hours) parking free of charge but availability cannot be guaranteed

It is sometimes possible to pay to rent a space on the driveway of a private resident or rent out a garage of a private resident. See here for details.

Some of the Park & Ride services offer a long term parking option, although there is no guarantee of a parking space. The nearest Park & Ride to College is the Pear Tree service at the top of Woodstock Road. It takes about 15-20 minutes on the number 300 bus from Pear Tree to College; the nearest bus stop is on Woodstock Road opposite the Old Radcliffe Infirmary.

4.12. College Sports / Leisure Facilities
There are a number of student-run sports teams, particularly in football (soccer) and rowing, and they often welcome Senior Members as part of their teams. Please contact the Senior Members’ Administrator for details.

A College punt is moored at Cherwell Boathouse and is available during the spring and summer months. Use of the punt is free to members of the College, subject to the following conditions:

• A member of College must be in attendance, in the punt, throughout the entire duration of any letting

• A maximum of 6 persons can be accommodated on the punt at any time

• Although use is at no charge, the member of College signing-out the punt will be responsible for any charges that are incurred in respect of late return; loss or damage to the punt or any equipment (including poles, paddles, cushions, etc.); “wet charge” (if the punt needs bailing out), etc.

• The punt can be signed out, in advance, for periods of two hours, on completion of the form posted in the Lodge and collection of a ticket from the Duty Porter which should be handed to the staff at the Cherwell Boathouse. The Lodge will be pleased to give directions to the Cherwell Boathouse – 10 to 15 minutes’ walk from College, north along the Banbury Road

• Two or more consecutive two-hour blocks cannot be booked in advance but if, on the day, the period before or following a reserved slot is available, hire may be extended up to a maximum of four consecutive hours by obtaining an additional ticket from the Duty Porter.

• By reserving and signing-out the punt, College members are deemed to have read and accepted the conditions of use posted on a notice above the sign-out sheet

• The College can accept no responsibility for any harm, damage, loss or injury – howsoever caused – to any member of College or their guest(s) during the use of the College Punt.

Please enquire at the College Lodge for further details.
5. ACCOMMODATION

5.1. College Accommodation

The College has a range of accommodation on site. Most rooms are for single occupancy although some flats (apartments) are also available. Priority in allocating accommodation is given to students, but it is sometimes possible for Senior Members to rent College accommodation.

Senior Members should contact the College Accommodation Office to check availability and pricing if they are interested in renting College accommodation.

5.2. Other Accommodation in Oxford

St Antony’s College is located in the Summertown/Jericho areas of Oxford. Nearby areas include Botley, Cutteslowe, Marston and Wolvercote. Local estate agency FindersKeepers has a lighthearted guide to most of the Oxford areas here, including indicative rent rates, and further information can be found on the British Council website.

Other websites which may be helpful:

• The classified advertisements section of the Oxford University Gazette, which often features short-term accommodation opportunities;

• Daily Info, a good local website with information about a range of services and events in Oxford;

• Sabbatical Homes, which lists home exchanges, rentals and house sitting/sharing opportunities around the world.

Maps of central Oxford can be found here, here and here.

Printed maps of the University are also available from the Senior Members’ Administrator.
6. FINANCE AND FEES

6.1. Senior Members’ attachment fee

Most Senior Memberships at St Antony’s College have an attachment fee. If this is applicable, details will be included in the election letter.

If the attachment fee is to be paid by the Senior Member, the full amount should be paid within two weeks of receipt of the bill.

6.2. The battels account

College bills are called ‘battels’ and are personalised statements of amounts owed to the College. Each member of the College has their own battels account and battels identification number. Members are allowed to use this credit facility to charge certain items to their battels, e.g. High Table dinners.

Battels statements are issued six times a year (in mid-September, at the start of each of the three terms, at the end of the summer term and at the end of July) and explain the charges to be paid, and the payments that have been made. Battels statements will only be issued during the period of a Senior Members’ attachment to the College.

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 uncleared, College facilities may be withdrawn.

6.3. Methods of payment

Payment can be made in person, by phone or via bank transfer from a UK or international bank account.

Cash, cheque, debit or credit cards are accepted. Please note that an administrative charge of 2% will be added to credit card payments and that the College is unable to accept large sums of cash due to UK money laundering regulations.

The College’s bank details are included on each battels statement and on the College website. When making a bank transfer, the unique battels identification number (found on the statement) must be quoted as a reference. Non-UK-based banks may charge an administrative fee to make an international transfer. Please ensure that the sum that reaches the College matches the full amount due.

All members of the Accounts team are able to process payments and there is generally someone available to deal with payments by telephone or in person from Monday to Friday between 09.00-12.30, and 14.00-16.30. Telephone numbers for payments are (01865 2)84719 and (01865 2)84927 or if there is no reply on these numbers (01865 2)84726.

6.4. Setting up a UK bank account

Senior Members who do not already have a British bank account will need to set one up as soon as possible after their arrival. A letter from the College will be issued confirming membership details to open an account, along with other documents.

The University has a good guide for students on opening a bank account that may have some relevance for Senior Members too. This may be downloaded here.

Please see also the British Council/EURAXESS guide to Finance in the UK.
7. HEALTH & SAFETY

7.1. In an emergency

See here for details of medical services available in Oxford.

In an emergency situation, call 999 to access ambulance, police or fire services. The 999 line is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

999 should always be called if, for example, someone is seriously ill/injured or a crime is in progress. Once a caller is connected to a 999 operator or call handler, they will be asked a series of questions to establish what is wrong. This will allow the operator to determine the most appropriate response as quickly as possible.

Senior Members in College should notify the Lodge about any emergency situation. Call 84700 from an internal phone or +44 (0)1865 284700.

The NHS 111 service should be used if medical help or advice is needed but the situation is not life threatening. The 111 phone line is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

Call 111 if:

• medical help is needed fast but there is no 999 emergency
• you think you need to go to an Accident & Emergency Department or need another NHS urgent care service
• you don’t know who to call or you don’t have a doctor (GP) to call
• you need health information or reassurance about what to do next

See also the NHS website for guidance.

If you need to contact the local police but it’s not an emergency, phone 101. The 101 phone line is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

You should call 101 to report crime and other concerns that do not require an emergency response. For example, if:

• Your car has been stolen or your property has been damaged
• You suspect drug use or dealing in your community

Or to:

• Report a minor traffic collision
• Give the police information about crime in your area
• Speak to the police about a general enquiry

See here for further guidance.

7.2. UK Health Services

The British Council offers a helpful overview to how health services in the UK operate:

Under the UK National Health Service (NHS), it is usually the case that Senior Members who are in the UK for six months or more will be entitled to the same access to NHS services and facilities as permanent residents. Some services are free (such as seeing the doctor, also known as the General Practitioner) and some have a cost (such as seeing the dentist or obtaining a prescription).

7.3. Healthcare for those staying longer than six months

Senior Members at St Antony’s College staying for longer than six months are able to register with Summertown Health Centre. Registration must be completed before an appointment can be requested. Summertown Health Centre is located approximately 15 minutes’ walk/5 minutes’ taxi journey from the College. To register, please download the registration forms from Summertown Health Centre’s website or obtain a paper copy from the Health Centre.

Senior Members must take with them on their first visit to the Health Centre their University Card with you and (if applicable) their passport with valid UK visa, as proof that they are connected to St Antony’s College. The Senior Members’ Administrator...
can write a letter to confirm the attachment on request.

Spouses/partners and/or children of Senior Members are also able to register at Summertown Health Centre as long as they are living in the Summertown area (i.e. the area between the College and the Health Centre). Please ask Summertown Health Centre with any queries about their catchment area.

During term time a Doctor and a Nurse also hold regular appointments in College. These surgeries are located in the basement of the Hilda Besse Building and appointments are made via the sign-up book in the Lodge.

7.4. Healthcare for those staying less than six months

Senior Members visiting from the European Economic Area should visit the National Health Service website for guidance.

Generally speaking, Senior Members from outside the UK who are visiting for less than six months are advised to take out appropriate private healthcare insurance for the length of their stay in the UK. The College is not able to recommend any particular insurance type or scheme.

It is possible to register temporarily at Summertown Health Centre. There is no cost for temporary registration, which needs to be done in person at the Health Centre. Summertown Health Centre is located approximately 15 minutes’ walk/5 minutes’ taxi journey from the College.

After registering, Senior Members can make an appointment to see a doctor, either in person or by a phone consultation. An in-person consultation currently costs £45. If a prescription for medicine(s) is required, the Health Centre can advise about the further charges which will be incurred.
8. UNIVERSITY FACILITIES & SERVICES

8.1. Understanding Oxford University
As a collegiate university with a devolved structure, Oxford can feel difficult to navigate to begin with. The University has produced a helpful guide for new members that Senior Members are advised to consult. Please consult the Senior Members' Administrator or College Registrar in the first instance with questions about the University, as they will be able to advise.

8.2. Language Centre
Oxford University Language Centre is located at 12 Woodstock Road, a short walk from the College. The Centre supports members of the University and Colleges who need foreign languages for study and research, for academic exchange, and for personal and professional development, through excellent library resources and a mixture of paid and free courses.

Please email or telephone (+44 (0)1865 283360) for further details.

8.3. University Club
The University Club is a sports and social club with accommodation. It is a members’ club for Oxford University, staff, graduates and alumni. The Club has catering and hospitality facilities offering breakfasts, lunches, evening meals and private catering for functions.

8.4. Oxford University Sport
Oxford University Sport Facilities are located on the Iffley Road in Oxford. Membership is open to the community, students and staff. Although the Iffley Road facilities are about 20 minutes away from the College by foot, they are a fantastic asset and to be recommended. Facilities include a running track (named after Sir Roger Bannister, who ran the world’s first sub-four minute mile there in 1954), the 25m Rosenblatt swimming pool, gym, squash and badminton courts and more. Membership rates for staff are very competitive.

8.5. Newcomers’ Club
The University of Oxford Newcomers’ Club is an organisation, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of new appointed academic members of the University to settle in and give them the opportunity to meet people in Oxford.
9. LIVING IN THE UK

We hope this guide will help Senior Members joining us from outside the UK to settle in to life in the UK, and life at Oxford.

The British Council and EURAXESS (a European Union-funded project) publish an online guide about the basics of living in the UK, including information about its government and education system. See here for a downloadable pdf.


The University publishes an online guide for those living in Oxford featuring key local websites, details of courses and lectures at the University, major events and festivals in Oxford, and cultural listings.

The Oxford City Council website provides information about the local council, leisure, transport, education, services and tourism in the Oxford area. Please see: .

9.2. Childcare and schools

Full-time compulsory education applies to children aged five to 16 years (although children can begin school the term after they turn four). Children born on or after 1 September 1997 need to remain in some sort of education or training until their 18th birthday.

Children start and progress through school years as follows:

Aged 4-11: Primary school
Aged 11-16: Secondary school
Aged 16-18: Secondary school, college, work-based learning, such as an apprenticeship, or part-time education or training or volunteering for more than 20 hours a week.

The UK Government’s Office for Standards in Education, Children’s Services and Skills (known as Ofsted) is responsible for regulating and inspecting schools and other childcare providers. Ofsted produces inspection reports every few years, which are published on their website for the general public to view.

For further information on childcare and schools in Oxford please see here.

9.3. Local Services

This is a brief ‘need to know’ summary of services that are close to the College, which may be helpful for new Senior Members. In time, members will get to know the city well and develop their own favourites!

9.3.1 Food

Note that most shops are usually open 9am-5pm Monday to Saturday and 10am-4pm or 11am-5pm on Sundays.

East West Provisions is a small convenience store just opposite the College at 61a Woodstock Road. It sells a range of staple groceries as well as meals on the go (sandwiches etc) and alcohol. Opening hours are Monday to Friday 7am to 9pm, Saturday 8am to 8pm and Sunday 9am to 8pm.

Supermarkets: there are no big supermarkets near to College, but all the major brands can be found nearby in smaller shops:

• Co-operative, 42 Walton Street, OX2 6AD - or 123-125 Walton Street, OX2 6AH.
• Tesco, 263 Banbury Road, OX2 7HN - or Tesco Magdalen Street, OX1 3AD.
• Sainsbury’s, 9 Suffolk House, Banbury Road, OX2 7HN - or Sainsbury’s, 7 Magdalen Street, OX1 3AD.
• Marks & Spencer Simply Food, 242 Banbury Road, Summertown, OX2 7BY Summertown. Opening hours: 8am-8pm Monday to Wednesday, 8am-9pm Thursday to Friday, 8am-8pm Saturday and 11am-5pm Sunday.

9.3.2 Chemist

The nearest chemist is the Woodstock Road Pharmacy at 59 Woodstock Road (opposite the College). It has longer opening hours than most pharmacies: Monday to Sunday 9am to 7.30pm.
9.3.3 Money
The nearest bank cashpoint (ATM) is the Royal Bank of Scotland at 32 St Giles. This is approximately 5 minutes by foot from the College in the direction of the city centre. Most bank cashpoints allow withdrawals without additional charges.

Other nearby places where cash can be withdrawn without additional charges:
- Co-operative (small supermarket), 42 Walton Street, OX2 6AD, or 123-125 Walton Street, OX2 6AH
- St Giles Post Office, 17 Woodstock Road, OX2 6HA (located within a convenience store). Opening hours: 9am-5.30pm Monday to Friday and 9am-12.30pm on Saturday. Closed on Sunday.
- Walton Street Post Office, 36 Walton Street, OX2 6AD. Opening hours: 9am-6.30pm Monday-Friday. Closed on Saturday and Sunday.

The Rose and Crown pub at 14 North Parade Avenue, OX2 6LX, holds geographically the closest ATM to the College, but there is a charge of £1.45 per transaction.

9.3.4 Mobile phones and SIM cards
There are plenty of mobile phone shops located in the centre of town on Cornmarket and Queen Streets. The major UK networks are (in alphabetical order) EE, O2, Orange, Three, T-mobile and Vodafone. Network coverage around Oxford is variable and no particular network is best in College.

A number of online companies sell cheap (but reliable) sim cards for unlocked mobile phones. Our students often recommend Giff Gaff, which uses the O2 network.

9.3.5 Post office
There are two Post Offices within walking distance of the College from which post/mail of all types can be sent to all destinations. They also sell a range of stationery and cards.
- St Giles Post Office, 17 Woodstock Road, OX2 6HA (located within a convenience store) – opening hours: 9am-5.30pm Monday to Friday and 9am-12.30pm on Saturday. Closed on Sunday.
- Walton Street Post Office, 36 Walton Street, OX2 6AD – opening hours: 9am-6.30pm Monday-Friday. Closed on Saturday and Sunday.

9.3.5 Clothes, books, homeware and other shopping
There are lots of shops in central Oxford around the pedestrian Cornmarket Street, from chain stores to independent local shops. Members with access to a car will find larger shopping areas along the Botley Road, Templars Square at the end of Cowley Road and the Oxford Retail Park in Cowley.

The following are some very ‘Oxford’ suggestions:
- Covered Market – full of small boutiques, cafes, food shops etc.
- Boswells of Oxford – an independent department store that has been trading since 1738.
- Blackwells – a huge multi-storey bookshop.
- Bicester Village – not in Oxford but a 30 minute bus ride away, this is a designer store outlet that is very popular with both locals and visitors.

9.3.6 Public transport
The most straightforward way to travel around central Oxford is by foot or by bike. St Antony’s College is about 15-20 minutes by foot from the city centre, which itself is partly pedestrianized. There are many bike shops in Oxford; the nearest to College is Walton Street Cycles on 78 Walton Street, OX2 6EA.
The Oxford Bus Company runs most of the local bus routes, and some routes are run by Stagecoach.

There are taxi ranks (pick-up points) at the train station, Gloucester Green Bus Station and St Giles in the city centre.

**Courtesy Cars**: +44 (0)1865 343575  
**ABC Radio Taxi Oxford**: +44 (0)1865 242424 or 770077  
**CCB Cars (airport transfers)**: +44 (0)1865 876699 or 765566

If you are travelling from College, you can ask the Lodge to call a taxi for you.

Two companies run frequent buses, 24 hours a day, between London and Oxford: the x90 and the Oxford Tube. The nearest bus stop is the Gloucester Green Bus Station (the Oxford terminus).

See [here](#) for more information about public transport in London.

There are also direct and regular services to Oxford from Heathrow and Gatwick airports. National Express coach services from other parts of the country are also available.

Oxford is on the main cross-country train routes with frequent trains to London (journey time: 1 hour) as well as many other UK destinations.

From Oxford, direct trains also run to the airports of Birmingham and Southampton.
10. END OF MEMBERSHIP

10.1. Leaving Oxford

Senior Members are expected to make their own arrangements to leave Oxford at the end of their attachment. Before leaving, they must ensure that any costs owing to the College have been settled. A letter will be issued explaining how Senior Members can keep in touch with the College, which we hope they will do.

Senior Members holding a Tier 5 visa sponsored by the University of Oxford must inform the College Registrar both of the intended date of departure and the actual date of departure.

10.2. Extending a Senior Membership

Senior Members who feel that they may require an extension to their membership must contact their sponsor well in advance of the current end date to ask if this would be possible. Such applications are considered by the College’s Governing Body in the same way as an application for initial membership and will need a research proposal for the extended period and an updated CV. In addition, a report will be required of the academic activities undertaken during the existing membership period.

10.3. Becoming an Antonian

Following their departure, Senior Members are invited to become members of the social and professional community of Antonians who share the same academic interests. Benefits of being an Antonian include having access to the College when in Oxford, an invitation to High Table once a year, and invitations to events, seminars and lectures and the alumni liaison network.

The Development Office is keen to stay in touch with all Antonians; former College members are invited to keep them updated of their activities and engage with their Liaison Officers, who act as a fundamental link between the College and Antonians around the world. The Development Office can be contacted by email at any time.

10.4. Antonian Fund

St Antony’s has launched the Antonian Fund to support a range of initiatives that will enhance all aspects of academic and student life across the College.

By offering graduate scholarships, the Antonian Fund will ensure that the College will be able to attract and support students of the highest calibre from all over the world in their pursuit of academic excellence. The Fund also assists students and Fellows with research-related expenses, for example funding fieldwork or workshops. Additionally, sports societies, the Library, Graduate Common Room and other facilities also enjoy support. Funding is allocated in response to requests from students and academics. To enrich academic life for students and Fellows alike, the Fund awards grants for conferences, special lectures and workshops, post-doctoral scholarships, and many other academic activities.

See here for more information.
11. COLLEGE POLICIES AND CODES OF PRACTICE

The College maintains a range of policies and codes of practice to help set expectations around the way that the College delivers its responsibilities and the way that we expect our members (students, staff, Fellows, Senior Members and others associated with the College) to conduct themselves.

In this Senior Members’ Handbook, the policies and codes of practice are listed with relevant links to the College website where they are printed in full. However, the Form of Undertaking for Visiting Fellows and Academic Visitors (11.1) is included here in full for your reference.

If a policy or code of practice is updated, the most recent version is the applicable version.

11.1. Form of undertaking for Visiting Fellows and Academic Visitors

I acknowledge that the permission given to me to work in St Antony’s College for the period detailed in my letter of appointment is subject to the following conditions, and may be withdrawn without notice if I fail to abide by them.

1. I will comply with the terms of the University’s Statutes and Regulations (“the University Statutes”); and will honour codes of practice which are published under the authority of the University Statutes.

2. I will comply with all College regulations, codes and guidelines published from time to time; and pay any attachment fees and charges which may be prescribed there for the facilities which I use.

3. I accept that my use of IT facilities via the University’s computer network is subject to the rules and regulations published on the university’s website: www.admin.ox.ac.uk/statutes/regulations/196-052.shtml and the College website: I undertake to read them before making use of the facilities.

4. I will treat details of any procedures, projects or research of which I become aware in the course of my work or my visits to the College as strictly confidential. I will not disclose such information to any person unless I have express written permission to do so, or the information is already clearly in the public domain.

5. I consent to the processing within the collegiate University of the personal data contained in this form, and any other personal data which I may provide to the College whilst I am a Senior Member. Such data may be used for purposes connected with my work, for the protection of my health and safety whilst on University or College premises, and for any other purpose sanctioned under data protection legislation. I consent to the inclusion of my email address in the appropriate College mailing list, and I understand that I will only be sent emails of particular interest to Senior Members of St Antony’s College.

6. I will leave the premises on or before the end date detailed in my letter of appointment. I will not remove any item which is not mine from the College without the written permission of the Warden.

7. At no time will I represent to any party that I am authorised to speak on behalf of the College, or to sign any document on behalf of the College. I will not use any of the names, marks, logos or letterheads of the College, except in the course of my participation in a College project and with the prior written permission of the Warden.

8. I confirm that I have the right to work in or to visit the UK for the period of my membership and, where necessary, hold the appropriate visa for the duration of my stay.

[signed and dated by Visiting Fellow/Academic Visitor]

Further information:
Intellectual property policy
Conflict of interest
Academic Integrity
Public Interest Disclosure
11.2. Policy on Harassment

St Antony's College does not tolerate any form of harassment or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected.

For the College's Statement of Policy Concerning Harassment, please see here.

11.3. Complaints procedure

St Antony's College is committed to monitoring and evaluating its services to enhance their quality and ensure that they meet the needs of all visitors to and members of the College. The College's Complaints Procedure is available here.

11.4. Equality policy

The College's Equal Opportunities Policy is available here.

11.5. Free Speech Statement

The College's Free Speech Statement is available here.

11.6. Information Security Policy

See here.

11.7. IT rules

See here.

11.8. Library rules

The Library upholds 13 rules to ensure that reading rooms remain pleasant and conducive to study, and that the collection is protected and shared fairly amongst members. The rules are displayed in every reading room, and here.
# Key contacts

<table>
<thead>
<tr>
<th>What do you need to do?</th>
<th>Who and where</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Arrange induction meeting on arrival in Oxford</td>
<td>Senior Members’ Administrator</td>
<td><a href="mailto:seniors.admin@sant.ox.ac.uk">seniors.admin@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td>● Ask questions about a Senior Membership</td>
<td>Gateway Building</td>
<td>+44 (0)1865 284704</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon 09.30-17.00; Tues 09.30-16.30; Wed/Thurs 09.30-14.30</td>
</tr>
<tr>
<td>● Pay a membership fee/ college bills (battels)</td>
<td>Accounts Team</td>
<td><a href="mailto:battels@sant.ox.ac.uk">battels@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Gateway Building</td>
<td>+44 (0)1865 284719</td>
</tr>
<tr>
<td>● Receive post, including parcels</td>
<td>College Lodge</td>
<td>The Lodge is open 24/7, and is the main point of contact outside of office hours.</td>
</tr>
<tr>
<td>● Report an incident in college</td>
<td>Ghassan Shaker Building</td>
<td></td>
</tr>
<tr>
<td>● Request emergency assistance (including first aid)</td>
<td></td>
<td>+44 (0)1865 284700</td>
</tr>
<tr>
<td>● Request permission to park in College for an event</td>
<td>Head Porter</td>
<td><a href="mailto:trevor.butler@sant.ox.ac.uk">trevor.butler@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Gateway Building</td>
<td>+44 (0)1865 284750</td>
</tr>
<tr>
<td>● Seek non-emergency medical help</td>
<td>National Health Service (NHS)</td>
<td>111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Available 24/7 all year round. There is no charge from landlines or mobile phones.</td>
</tr>
<tr>
<td>● Report an emergency which requires the police, an ambulance or the fire service</td>
<td>National Health Service (NHS)</td>
<td>999</td>
</tr>
<tr>
<td>Please also contact the Lodge</td>
<td></td>
<td>Available 24/7 all year round. There is no charge from landlines or mobile phones.</td>
</tr>
<tr>
<td>● Book a College guest /meeting room</td>
<td>Conference &amp; Accommodation Team</td>
<td>Email: <a href="mailto:accom-conf@sant.ox.ac.uk">accom-conf@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td>● Check a University card if door access to the Old Main Building is not working</td>
<td></td>
<td>Tel: +44 (0)1865 284718</td>
</tr>
<tr>
<td>● Report a maintenance problem in College accommodation</td>
<td>Maintenance Team</td>
<td>Record in logbook in the Lodge or make an online request:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://intranet.sant.ox.ac.uk/maintenance/request">http://intranet.sant.ox.ac.uk/maintenance/request</a></td>
</tr>
<tr>
<td>● Request assistance to set up your computer on the network</td>
<td>Old Main Building, 1st floor</td>
<td><a href="mailto:lib.office@sant.ox.ac.uk">lib.office@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td>● Report a technical problem in the Computer Room</td>
<td></td>
<td>+44 (0)1865 274480</td>
</tr>
<tr>
<td>● Request advice on use of archives, access to other library collections</td>
<td>Library Team</td>
<td><a href="mailto:lib.office@sant.ox.ac.uk">lib.office@sant.ox.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Old Main Building, ground floor</td>
<td>+44 (0)1865 274480</td>
</tr>
</tbody>
</table>