Frequently asked questions

The College Student Handbook contains a great deal of useful information, but, to get you started, here are answers to some of the most common questions we receive from current students.

1. How do I get a certificate/letter proving I am a student here?

   You can print your own enrolment certificate through the University’s Student Self Service. You will need your Single Sign On details (e.g. sant1234 and password) to log in. The College Registry can sign and stamp the certificate for you.

   The College Registry can also produce/sign/stamp other letters on College letterhead for you. Examples of when this might be needed include: confirmation of fees and enrolment period for an external funding body; letter in support of a non-UK visa application; reference letter for a private landlord.

2. Who can sign my GSO /GSR form in the College?

   For a straightforward request such as application for transfer/confirmation of status or deferral of a DPhil milestone, the Senior Registry Administrator (SRA) will be pleased to complete your GSO form once you and your supervisor have filled in the first two sections. You can either email your form or bring it to the Registry office in person.

3. My University card has been lost/damaged/stolen; what should I do?

   Please refer to section 2.4 of the Student Handbook.

4. How do I pay my battels?

   Please refer to section 9 of the Student Handbook.

5. What funding does the College have available for current students?

   The College provides STAR grants to current students which are designed to help with the costs of fieldwork or presentation of your research at a conference. In addition, the College offers Writing-up bursaries to DPhil students nearing completion. All students can apply to the Antonian Fund for projects or events that support and develop the College community.

   At present, the College is unable to fund the registration fee for language courses run by the University Language Centre (see section 2.17 of the Student Handbook). You should consult with your department/faculty as they may be willing to pay the fee if the language instruction is essential for the course of study. Similarly, the College is currently unable to fund the costs of joining a University/College club or society.

6. If I am applying for a STAR grant, when should I make my application?

   STAR grant applications are accepted three times a year, once per academic term. You should apply by the deadline that is closest to the work taking place. We cannot accept retrospective applications (i.e. applications made for work that has already taken place). So for example if you are undertaking work at the beginning of March you should apply in the Hilary Term deadline, or for work taking place in the summer you would apply by the Trinity Term deadline.

7. Who can help with a US or Canadian loan enquiry?

   The University’s US Loans team supports all graduates wishing to take out a loan or manage an existing US or Canadian loan. Canadian tax forms should be scanned and emailed to us.loans@admin.ox.ac.uk. However, if you need a US loan tax form to be completed, please contact the College Accounts Team.

8. How do I get permission for extra time in exams/use of a computer/other alternative arrangements in exams?

   Please contact the College Registrar.

9. How do I find out about support mechanisms in College/around the University?

   Section 8 of the Student Handbook contains information about support offered in College and around the University, and also offers links to other resources that students have found helpful.

10. Can I change the number of tickets I require for graduation?

    All students are allocated three guest tickets to their graduation ceremony. Further tickets cannot be allocated. Graduands themselves do not need a ticket.
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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 solider, 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. **START OF ACADEMIC YEAR**

1.1. **Arrival and Welcome Week**
New students are advised to arrive in Oxford by the weekend before Welcome Week, which runs in the week before Michaelmas (autumn/fall) term (trimester) starts. Students can arrive earlier if they have been told that they need to attend a pre-sessional course, or are attending the International Orientation Programme, or studying for the Master of Public Policy. Students planning to arrive early should note that they may not be able to access all libraries and facilities immediately.

Welcome Week is also called “0th” (pronounced noughtth) week. The weeks of Full Term run from 1st week to 8th week. During 0th week new students will attend induction events in College and in their department/faculty.

A timetable for College events during Welcome Week can be found here.

1.2 **University Registration**
New students must complete New Student Registration and attend the College Welcome Induction Evening and Welfare & Support Induction. Students must also attend Medical Registration if they have an existing condition or require any vaccinations; in other cases students should register via online registration (see Section 8 for details).

1.2.1 **New Student Registration**
New Student Registration is a compulsory in-person individual session in College. Before attending, students must i) complete the first part of University Registration (see 1.3), and ii) submit their Emergency Contact Details form and Additional Support form, issued to them via email.

New Student Registration runs on weekdays between 10 September - 5 October from 10.00 to 12.30 and 14.00 - 16.00. No appointments are necessary, but during 0th week there may be a waiting time so we recommend that students register as soon as possible after their arrival.

Students will receive their University card, and should return one copy of their signed College-Student contract (issued via pigeonhole on arrival).

Student visa holders must bring their passport and visa to be scanned. It is a UK Border Agency requirement that the Registry team checks all student visas and makes a scanned copy of the visa and passport photo page for the University's records.

Once New Student Registration has been completed, students can print their enrolment certificate which confirms their enrolment at the University of Oxford for the current academic year.

1.2.2 **College Welcome Induction Evening**
All new students (including those returning to St Antony's for a second degree or transferring from another College part-way through a degree) are required to attend one College Welcome Induction Evening, which comprises:

i) introductory talks from key College postholders

ii) a drinks reception with College Advisors

iii) a formal Welcome Dinner (at no charge)

Two identical Welcome Induction Evenings will take place on Monday 1 and Wednesday 3 October: students will be notified in advance which date they have been allocated.

1.2.3 **College Welfare & Support Induction**
Two identical College inductions will take place on 3 October; students will be notified in advance which session they
should attend. These inductions last one hour and comprise informal talks from key College and University staff, and College students, responsible for welfare.

1.3. University Registration

Registration must be completed each year by all students. This is compulsory in order for students to attend their course, use their University email account, obtain their University card/keep it valid and check that they have been entered correctly for examinations.

Please see [here](#) for details of how to (re)register.

Note that new students must also attend New Student Registration (see 1.2.1) as the College is responsible for completing the registration process for new students.

1.4. Matriculation

Matriculation is the ceremony that marks a student’s formal admission to the University. Attendance is compulsory unless students are entitled to incorporate (see 1.4.3). Non-attendance is considered a serious matter.

As well as the ceremony itself, St Antony’s offers new students light refreshments on arrival in the morning, a group pre-ceremony photograph, and a free post-ceremony drinks reception and finger buffet lunch.

Visiting Students and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony but are welcome to attend the photograph and buffet lunch.

The main matriculation ceremony will be on Saturday 13 October 2018. Students unable to matriculate on this day for reasons of religion or belief should notify the Registry Administrator so that they can be entered to matriculate at a later ceremony (usually Thursday of 8th week).

Please note that the matriculation ceremony and other events on matriculation day are not open to members of the public or family members.

1.4.1. Matriculation day timetable, Saturday 13 October 2018

10:00 Registration will be held in the Fellows’ Dining Room. Students must sign in on arrival. Tea, coffee & light refreshments will be available

10:45 Group Matriculation photograph

11:45 Walk with the Dean to the Sheldonian Theatre

12:03 Matriculation Ceremony

13:00 Drinks on the College Lawn with the opportunity to have small group and individual photos taken

13:30 Finger buffet with wine and coffee in Hall

1.4.2. Dress code

Students must wear sub fusc with an advanced student’s gown and mortar board/soft cap (see 2.1). This should be hired or bought in good time. Admission to the ceremony will be denied if students are incorrectly attired.

1.4.3. Incorporation

Students who have already had a degree conferred by Cambridge or Trinity College Dublin can choose to incorporate instead of matriculate. However, such students are welcome to matriculate at Oxford, and this is usually the process that students follow. Please contact the College Registrar for more details about incorporation.

1.5 Glossary of Oxford terms

A useful guide to terminology used across the University can be found [here](#).
2. ACADEMIC SUPPORT

2.1 Academic dress

Academic dress is required for matriculation, examinations (if applicable) and graduation, and occasionally other formal University occasions.

For matriculation and exams, there are three parts to academic dress at Oxford: i) the graduate gown; ii) the headwear; iii) subfusc. See 11.3 for the additional graduation requirements.

The College website has an illustrated guide to academic dress.

Gown: The advanced student’s (graduate’s) gown is worn for matriculation and examinations. At matriculation, students who have graduate degrees from another university may wear the gown belonging to that university, but will in due course be required to wear the Oxford graduate gown.

Headwear: most students wear a mortar board, but a soft cap is also permitted.

Sub-fusc: this refers to the clothing worn underneath the gown. There are five elements to sub-fusc:

1. One of:
   a. Dark suit with dark socks
   b. Dark skirt with black tights or stockings
   c. Dark trousers with dark socks

   (Note that women and men are welcome to wear any one of these combinations.)

2. Dark coat (only if the weather is cold)

3. Black, low heeled shoes

4. Plain white collared shirt or blouse

5. One of:
   a. White bow tie
   b. Black bow tie
   c. Black full-length tie
   d. Black ribbon (called a string tie)

Candidates serving in H.M. Forces are permitted to wear uniform together with a gown.

Hood: See 11.3 for information about hoods at graduation ceremonies. Students only wear a hood at matriculation if they already have a degree from Oxford.

2.2. Enrolment certificate and status letters

Students can print their own enrolment certificate through the University’s Student Self Service using their Single Sign On details (e.g. sant1234 and password) to log in. The Registry Administrator can sign and stamp the certificate.

The Registry Administrator can also produce other letters on College letterhead such as confirmation of fees and enrolment period for an external funding body; or reference letter for a private landlord. Please email or visit for further information.

2.3. On-course transcript

On-course students can request copies of their transcript at a cost of £10 each. This will include academic achievements to date but no final classification. An on-course transcript will reflect the information seen on the Assessments page in Student Self Service, only available once a student is entered for an assessment.

The enrolment certificate available through Student Self Service will act as a certification of attendance.

Please see the University webpage for information about ordering and collecting an on-course transcript.

2.4. Lost, damaged or stolen University Card

If a University (‘Bod’) card is lost, damaged or stolen, please inform the Registry Administrator as soon as possible. If the card has been lost, a £15 replacement fee must be paid online before a new card is issued. The fee is. There is no fee for replacing stolen or damaged cards, but a crime number from the local police is required for stolen cards.

Replacement cards are usually issued within 2-3 days and notification will be sent by the Registry Administrator when it is available.
2.5. University of Oxford Student Gateway

All students should bookmark the Student Gateway. This website is an invaluable University resource with information relevant to all points of student life at Oxford, from term dates to information about the University’s counselling and disability provision (see also section 8 on Health, Welfare and Disability).

2.6. Residence requirements

All students are required to live in Oxford (within 25 miles of Carfax) unless they have applied for and been granted permission to live outside that area. Students must be in residence for at least six weeks of every term for which they are paying University and College fees.

Dispensation will only be granted for exceptional reasons: please contact the College Registrar for more information.

2.6.1. Fieldwork

Note that DPhil students going on fieldwork do not need to apply for permission to live outside the prescribed area as fieldwork forms an integral part of doctoral research. However, such students must inform the Senior Registry Administrator of the dates they will be away from Oxford and their contact details for the period.

Students must also put suitable insurance arrangements in place, and plan any vaccinations that may be needed well in advance. See the University webpage for details.

2.7. Graduate progression (GSO) forms

DPhil students in particular will become well acquainted with the graduate progression forms that mark academic progress through the various research degree milestones. Forms available include transfer of status, confirmation of status and examination of research degrees.

The forms are accessible here.

The College Registrar or Senior Registry Administrator will review and approve these milestone forms, which must be completed and signed by both student and supervisor before they are emailed, brought to the Registry Office or left in the Registrar’s pigeonhole.

2.8. Suspension of status

Students considering suspending status should speak to their College Advisor or the Senior Tutor, or contact the College Registrar first for advice.

University guidance on suspension is available here.

Students unable to work for a particular reason (e.g. illness, family circumstances, financial hardship) can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, student status cannot be suspended for any more than six terms. See Examination Regulations.

Suspension of status within the University ‘stops the clock’ for all elements of a degree, including residence, fees, and terms for which a particular status may be held.

Students funded by a research council or charity may need to make a separate application to the funding body in parallel to that being made within the University. A funding body’s regulations for suspension of status may not be the same as those of the University, and advice on this can be given by a student’s supervisor, Director of Graduate Studies, or Graduate Studies Assistant. See here for guidance.

2.9. Withdrawing from a course

Students considering withdrawing from their course should speak to the Senior Tutor or their College Advisor as soon as possible for advice e.g. about whether a temporary suspension would be advisable in the first instance, and/or whether the College can offer any additional support.

Note that it is not possible to withdraw from examinations after the conclusion of the last paper or by the time a dissertation/other written material is due, whichever is later.
Please see here for further guidance.

2.10. University Student Handbook

This document can be found on the University website, and is an important guide covering topics such as welfare, examinations, and disciplinary and complaints procedures. It includes links to relevant parts of the University website, e.g. Examination Regulations.

2.11. Examinations and assessments

Most of the information in this section is taken from the University's Student Gateway with links provided to the original source.

2.11.1. Entering for examinations

Students are automatically entered for compulsory units, but must complete an online examination entry form for any optional units taken. Notification about this will be sent by departments.

Students who submit their options after the deadline will be subject to a late exam entry fee of £40. This fee is also applied if any options are changed after the form is submitted. See here for guidance.

2.11.2. Examination Regulations

Students must read the regulations for their course before sitting exams. See the University website and Examination Regulations for guidance.

2.11.3. Alternative examination arrangements

Students will be asked before their arrival at College whether they will need any alternative examination arrangements, e.g. extra writing time, use of word processor, ergonomic or other seating arrangements. If requirements alter during the year, students should contact the College Registrar as soon as possible as it can take time to request alternative arrangements. See here for guidance.

2.11.4. Illness/Special circumstances before or during an examination

There is a procedure under which the examiners can be informed of any special circumstances (e.g. ill-health) which may have affected academic performance before or during an examination.

A statement, usually accompanied by a medical certificate from the College Doctor, needs to be sent by email to the College Registrar as soon as possible after the affected paper(s) in order to initiate this process.

The College Registrar will provide a proforma for making a ‘Factors Affecting Academic Performance’ request, and submit the application for consideration by the Chair of Examiners.

Applications must be submitted before the examination is marked and it is a student’s responsibility to ensure that all materials reach the College Registrar in good time.

2.11.5. Submitting formal assessments

See the University website for guidance.

2.11.6. Timetables and results

Provisional examination timetables are available on the University website well in advance, with final timetables published no later than five weeks before exams.

Email notifications are sent once results are released, and students will be able to log in to Student Self Service to see their assessment results and result for the year (if applicable). See here for guidance.

2.11.7. Research degree exams

See here for guidance.

2.12. College Advisors

All students are assigned a College Advisor, who is normally a Governing Body Fellow of the College but may also be an Emeritus Fellow or a Junior Research Fellow. Students will receive a termly email from the Deputy Registrar with their Advisor’s details.

College Advisors can:
provide pastoral support, including on health, personal or coping issues, and/or direct advisees to appropriate persons for assistance;

monitor progress by discussing University supervision reports and by being available for consultation, either in person or by email;

discuss problems or difficulties their advisee may be experiencing in their department or faculty, and/or with their supervisor;

consult the Senior Tutor if there are concerns about academic progress and if an advisee appears to be experiencing difficulties with their academic work;

offer guidance on sources of support available within the College and University.

The College Advisor is not expected to perform the role of a department or faculty supervisor(s) and does not direct academic work or give detailed academic guidance. College Advisors will be a member of a different department/faculty to that of their advisees.

Students will first meet their College Advisor at the Welcome Induction Evening in Welcome Week of Michaelmas term (see section 1.2.2).

Students are encouraged to contact their College Advisor as and when they need advice or help. They should also feel free to consult other College officers as necessary, including the Senior Tutor, Dean and the College Registrar.

Students who have any problems liaising with their College Advisor should notify the Deputy Registrar in the first instance.

2.13. Warden’s Graduate Consultations

In addition to working with their College Advisor, all students are expected to meet with the Warden once a year to discuss progress and raise any issues. These meetings are called the Warden’s Graduate Consultations and are compulsory for all students.

2017/18 Consultations will be grouped as follows:

Michaelmas term: Returning DPhils; 2nd year MPhils

Hilary term: First year DPhils; one year Master’s

Trinity term: First year MPhils

Students will receive an email invitation from the Warden’s Personal Assistant with information about their time slot.

2.14. College seminars, lectures and events

The College regularly puts on seminars, lectures and other events. These are often organised by the College Centres (see section 5.3) but there are a number of cross-Centre initiatives and events in which the College community is encouraged to participate. Please check the College website.

2.15 Careers and Wellbeing Programme

The College and GCR organise a Careers and Wellbeing Programme specifically for St Antony’s College students. Events include a popular seminar on DPhil study at St Antony’s, skills workshops (e.g. on CV writing and public speaking), and talks from a range of speakers.

The College works with the University Counselling Service to support students through the wellbeing element of the Careers and Wellbeing Programme.

The Careers and Wellbeing Programme for each year is available here.

2.16 University Careers Service

St Antony’s students are encouraged to make the most of the University Careers Service, a fantastic resource close to the College offering a wide range of services including individual and group advice sessions, publications, networks, talks and workshops, and events specifically for graduate students and other groups (e.g. women, international students, disabled
students).

The University Careers Service also runs an Internship Programme providing access to hundreds of summer internship opportunities. A letter of support can be issued by the Registry Administrator.

2.17. University Language Centre

Oxford University Language Centre supports members of the University who need foreign languages (including English as a foreign language) for study and research. It offers courses in 12 different languages as well as library resources in 180 languages. Spouses of students may also enrol on a language course.

Students who need to study a language at the Language Centre as part of their course can make a priority application through the LASR programme. Priority Registration Forms can be signed by the College Registrar.

Please note that the College is unable to fund registration fees for these courses, and charges will be passed to battels accounts. Students should consult with their department as they may be willing to pay the fee if the language instruction is essential for the course of study.

2.18. Student feedback

St Antony’s welcomes feedback on its support and services to students. New students are asked to complete a short survey at the end of their first term, reflecting back on their admission, preparation and arrival in College. All students are surveyed regularly during their time at the College. The GCR (see section 6) also asks for student input on various matters, for example on food and accommodation. Feedback from previous surveys can be found on the College website.
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.

The College Library primarily supports members of St Antony’s, unlike other libraries on site which fulfil a wider role in providing facilities to all members of the University whose studies are within their orbit. However, external readers 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 Library webpage for further information about the College Library including its terms of use.

3.2 Other Libraries on the St Antony’s site

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-two 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.

Please see here for further information.

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 webpage for further information.

Middle East Centre Library and Archives

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

The collection, of over 40,000 items, comprises books, journals, pamphlets, microfilmed resources, DVDs and 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 entire book collection is catalogued on SOLO. For further details please check 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 webpage for further information about this library.
4. COLLEGE FACILITIES

4.1. 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 twice weekly (ordinarily Tuesday and Friday). The Chef welcomes comments about the food on offer. Students may take advantage of the specially low priced Student Meal Deal at both lunch and dinner.

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
Meals and drinks are paid for via a swipe card system. The swipe card used is the University card, onto which credit can be applied after a Upay account is created. Students are charged lower rates than other College members. Students must bring their University card whenever using Hall facilities, and ensure that it holds sufficient credit to pay for meals.

Guests are welcome; their meals can be paid for using a debit or a credit card or their host’s University card. Guests do not receive the student discount.

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

4.1.3. Formal dinners
High Table is a formal dinner served in Hall on Tuesdays and Fridays in term time. Students may attend by invitation; in particular they may be invited when they have published a book on an academic subject, won an academic essay prize, been awarded a reputable prize by an organisation external to the University of Oxford, or obtained a distinction in exams or for their thesis. Students or teams who obtain distinction in sports events or are awarded a blue or a half blue are likely to be invited. Students who consider themselves eligible for an invitation should contact the GCR President for further information. Gowns are optional for students attending High Table as guests.

Guest Table takes place on Mondays in term time and is open to Senior Members, students and their guests. Guest Table is a scaled-down version of High Table, in that dessert – a fourth course comprising cheese and fruit – is not served and gowns are not worn, but in other respects the procedure is the same as at High Table. Grace is said at the start and end of the meal, and all diners and their guests are expected to be present at both Graces.

Students wishing to attend Guest Table should sign in themselves and up to three guests on the sheets kept at the Lodge. The signing-in deadline is 12.00 noon on the Friday prior to the Monday dinner; requests to attend after this time will not be accepted. The costs of the meal and wines will be charged to battels (see 9.1).

4.2. Computing facilities
Student members of the College have various IT resources available to them.

IT Services, based predominantly at 13
Banbury Road, provide the University with its central computing facilities; this is where email accounts are managed and stored. As University members, students are entitled to a number of services provided centrally. These include printing and scanning facilities, help desk advice and training courses. IT Services also provide the TSM backup service (not available for Visiting Students) and a low cost 'breakdown' insurance scheme.

The College houses a 24-hour Computer Room in the Old Main Building equipped with general computing, scanning and printing facilities. There are Ethernet points in all College rooms and at study desks in the College Library. There is good wireless coverage in College accommodation and communal areas. Students are encouraged to bring a laptop computer with them.

Further details of College IT support are available here. This webpage includes information on: computing facilities in College, using the wired and wireless networks, email at Oxford, printing, troubleshooting common problems, free software, IT Office opening hours and more.

4.3. 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 for Common Room use only and must not be removed at any time. There is a television in the CCR.

4.4. Late bar

The GCR (see section 6) operates a late bar between Sunday and Friday (and Saturdays when there is a BOP) during term time.

The bar is located in the Buttery on the ground floor of the Hilda Besse building. The GCR’s Facebook page gives updates about hours of operation and upcoming events.

4.5. Access to buildings and facilities

Several College areas – currently the Main Building, Computer Room, College Library, Hilda Besse Building (late at night), Gulbenkian Room (at night), some accommodation blocks (particularly within the Gateway and Ghassan Shaker buildings) - are accessed using University Cards, which are programmed to allow access to these areas. Students have 24-hour access to the Hilda Besse Building.

As the University card is a ‘proximity card,’ containing an embedded chip, it should NOT be pierced or punched, e.g. attached to a key ring, as this may damage the chip.

If a University card does not grant access to these buildings, see a member of the Domestic Bursary located in the College Administration Offices, Gateway Building during office hours (10:00-12.30 and 14:00-16:00, Monday-Friday).

For certain periods during vacations, there are no catering facilities or services in Hall and reduced housekeeping services as the College’s domestic staff are on holiday. Students will be given advance notice of these periods by email.

4.6. College Lodge

The College Lodge is in the Ghassan Shaker Building at the main entrance on Woodstock Road and is staffed by Porters who provide information and deal with matters of security. There is a Porter on duty 24 hours a day, and duplicate keys/access cards of all College accommodation are kept in the Lodge.

4.7. Receiving post (mail)

All incoming mail is received at the Lodge and distributed to members via individual post boxes known as a ‘pigeonhole’ or ‘pidge’. All mail should be personally addressed at the main College address and can be collected from the College Lodge. Mail should not be sent to the address of individual College houses. There is a
Combined A-Z Section in the pigeonhole area which Visiting Students can use.

The College’s address is:

St Antony’s College, 62 Woodstock Road, Oxford OX2 6JF, UK
Telephone: +44 (0)1865 284700
Fax: +44 (0)1865 554465

Mail is collected from the Lodge daily except on Sundays. 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 packages. The College does not assume responsibility for lost or stolen mail.

4.8. Photocopying, scanning and 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 battels accounts.

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

4.9. Recycling

All students, particularly those living in College accommodation, are encouraged to recycle waste items as much as possible and, to this end, kitchens within houses have separate bins for different materials. While it is not the Scouts’ responsibility to sort recycling into the appropriate bin, they will, periodically, take bins to a larger recycling bin, on site, and return the empty bins to the house. Students should ensure that the recycling bins – or any other receptacles – do not block corridors, entrances or, particularly, fire escape routes or exits.

4.10. Parking

Due to very restricted car parking facilities, the College is unable to offer students or their visitors car parking facilities. We recommend that students do not bring a car to Oxford.

Students who have a personal disability and are in possession of a blue badge for disabled drivers should contact the Domestic Bursar.

Parking in Oxford is also very restricted and the City Council encourages visitors to use public transport. However, visitors who bring a car might find the following information useful.

Oxford City Council operates most of the car parks in Oxford. None have options which are valid for more than a few hours, and there is a charge for parking.

Some of the streets near College have short-term (usually two hours) parking free of charge but availability cannot be guaranteed.

It is sometimes possible to rent a space on the driveway of a private resident or rent out a garage of a private resident.

Some of the Park and Ride services offer a long term parking option, although there is no guarantee of a parking space. The nearest Park and Ride to College is the Pear Tree service at the top of Woodstock Road. It takes 15-20 minutes on the number 300 bus from Pear Tree back to College; the nearest bus stop is on Woodstock Road opposite the Old Radcliffe Infirmary. Parking can be purchased for a day, week or month at the Park and Ride, or a 13 week or 1 year permit can be applied for through the City Council’s Car Parks office.

A generous level of provision for bicycle parking is made within the main College campus and adjacent to the off-campus houses. Therefore, no bicycles may be stored within any building of the College. Any bicycle found within the buildings will be removed without further notice and the Dean will be informed.
5. ABOUT ST ANTONY’S COLLEGE

5.1. 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 College’s fifth Warden, alumnus Professor Margaret MacMillan, took office in July 2007. Professor MacMillan was formerly the Provost of Trinity College and professor of History at the University of Toronto.

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.

5.2. Our alumni

United by a common interest in the working world, Antonians can be found across the globe working in a diverse range of professions. Here’s just a snapshot of what some of our alumni are now doing:

Chrystia Freeland (MSc Russian and Eurasian Studies 1993) is a Canadian writer, journalist and politician. Freeland has served in various editorial positions with the Financial Times, The Globe and Mail and Thomson Reuters, where she was the managing director and editor for consumer news before she announced her resignation to run for the Liberal Party nomination as the Member of Parliament for Toronto Centre. She was appointed to the Cabinet of Canada as Minister of International Trade and in January 2017 as Minister of Foreign Affairs.

Paul Kennedy CBE FBA (DPhil 1966 – 1970) is a historian at Yale University specialising in the history of international relations, economic power and grand strategy.
Dr Eugene Qian: (DPhil Politics 1989): President of UBS Group China, formerly Head of Citigroup Inc.’s China head of corporate and investment banking.

Dr Nemat (Minouche) Shafik DBE (DPhil Economics 1987): is Director of the London School of Economics. She was previously Deputy Governor of the Bank of England, and, before that, Deputy Managing Director of the International Monetary Fund. She also served as Permanent Secretary of the UK’s Department for International Development (DFID).

5.3. 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. In 2017, the University is, for the first time, 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 is keen to support comparative research on Asia, and research on regional themes, to encourage debate and dialogue within the diverse student body of St Antony’s College and across the University more generally. To facilitate communications, the Centre issues a weekly round-up of Asian studies events and notices (in term-time).

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.

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 the late Zaha Hadid and houses the library and archive.

**Nissan Institute for Japanese Studies**

The Nissan Institute for 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 Modern 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.

5.4 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, who is a Governing Body Fellow.

5.5 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.

5.6 College officers

The Head of the College is the Warden. The principal College Officers are: the Sub-Warden, the Senior Tutor, the Dean, the Bursar, and the Governing Body Delegate for Finance/Tutor for Admissions. 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 responsible for Senior Members of the College.

The Senior Tutor is responsible for all the academic affairs of students in the College. They are available for consultation should any difficulties arise and hold fixed times when students may consult them (advertised termly), although appointments may be made outside these times. The Senior Tutor participates in College grant/scholarship selection processes, and can complete various graduate forms and requests to the Proctors’ Office/Education Committee. Requests for the latter should be sent to the College Registrar in the first instance. 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 Dean manages the Junior Deans (see 8.5.2), working closely with them and other members of the welfare team to coordinate the pastoral care provision and oversee the College’s work to support students needing help or support. The Dean also deals with matters of student discipline. The basic disciplinary rule is that all College members must behave in such a way that they do not interfere with or disturb other College members and neighbours (inside or outside the College). Any student who persistently ignores this rule is referred to the Dean. See also section 12.1 for the College’s Code of Practice on Student Discipline.

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
5.7 Role of the College for graduate students

All graduate students at Oxford are members of multiple communities, principally their college and their department/faculty. A department/faculty is the focus for each student’s studies through teaching and direct support for research work. A College handles student status, provides a physical home and intellectual community in Oxford, and offers social events and other facilities.

As a specialist and research intensive graduate College, St Antony’s is well equipped to enhance its students’ social and intellectual experience at Oxford through the resources, experience and the practical support available. St Antony’s offers a place to:

- Provide administrative services from registration and matriculation through to graduation and joining our alumni community;
- Deal with difficulties through the College Advisor (see 2.12), the Senior Tutor (see 5.6), the Junior Deans (see 8.5.2) and the Registry team;
- Enrich academic studies through the College libraries, with specialist collections in many areas of study (see section 3); many seminars and events (see 2.14); dedicated student computing facilities (see 4.2);
- Live and eat: students can apply to live in one of our selection of rooms, all in or close to College (see section 10). Our Dining Hall offers a range of options for lunch and dinner as well as formal dinners (see 4.1);

- Meet and interact: in both a social and an intellectual sense, St Antony’s is a wonderful place to meet people, whether for a drink in the GCR-run bar, a GCR bop or dinner, or an academic seminar. Students can be involved in clubs and societies (see section 7), and stand for election to the GCR committee (see 6.3);
- Access health and welfare support: we have strong support including an on-site Doctor and Nurse (see section 8), Junior Deans, and the GCR welfare officers (see 8.5).

5.8 Senior Members

St Antony’s is also home each year to around 100 visiting researchers, who are Senior Members of the College. These include: academics from around the world who spend 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 Academic Visitors and Visiting Fellows are attached to a College Centre and give seminars and organise regular events at which students are welcome. These include Senior Members’ drinks, which take place termly on Wednesday of 1st week.
6. GRADUATE COMMON ROOM (GCR)

This section has been contributed by the GCR Executive.

6.1. What is the Graduate Common Room (GCR)?

The GCR refers to the entire student body of the College as well as the Committee of elected student representatives who are present to ensure things run smoothly year round. In casual conversation, ‘GCR’ usually refers to the Committee; however it should be stressed that everyone is welcome and encouraged to participate in student affairs.

Details about the various GCR officers can be found here.

The GCR Executive is elected by students at the end of each Michaelmas Term for one (calendar) year period of office. The GCR Executive represents student members’ interests in Governing Body and the Management Executive Team and in negotiations with the College administration.

It also organises social events and runs the late bar in the Hilda Besse Building. Students are encouraged to take an active part in the GCR and in College life more generally.

The GCR Executive is made up of the President, Secretary, Treasurer, Vice President (Academic Affairs), Vice President (Welfare) and Vice President (Social Events).

There are also a number of GCR Officers. Positions include: BME (Black and Minority Ethnicities) Officer; Social Action Coordinator, Environmental Officer, Sports Officer, LGBTQ+ Officer, Women’s Officer, Men’s Officer, Webmaster, OUSU Officer, Social Secretary (Events), Social Secretary (Formal Dinners).

GCR meetings are held between two and four times a term, and the GCR website and Facebook groups give full information about these and about the many clubs, societies and events in which the GCR plays a part. The noticeboard is to the right of the entrance to the Porters’ Lodge.

More information can be found on the GCR webpage.

6.2. GCR events

The GCR runs the Late Bar which is centrally located in the Buttery in the Hilda Besse building. Here the GCR hosts many – if not all – of its term-time events. Social events, academic events, and welfare events happen frequently, and students are encouraged to attend as many of these as possible. In the past, they have hosted cultural nights, teas with professors, BOPs, potlucks, and many other creative and fun affairs.

The term card, released at the beginning of each term, will provide students with a comprehensive schedule of upcoming events.

6.3. Becoming a member of the GCR Executive

The purpose of the GCR Committee is to represent the interests of all students in College and encourage direct participation in student governance. As such, student input is needed at the regular GCR meetings, which are open to all St Antony’s students. Meetings allow the Committee to share what they’ve been doing of late and encourage ideas and suggestions from any Antonian.

To participate, students can either just come along and watch or propose a motion, whether it’s to purchase recyclable cups for the bar or to get funding for a charity or organisation.

Elections are held every November for the new Committee. Any students interested in getting involved in student government (a very rewarding experience) should come to GCR meetings to find out about the positions available, and/or contact the President. It’s a great way to get to know how College works at a faster pace.
7. SPORTS, CLUBS AND SOCIETIES

7.1. College gym
The College gym in D Block of the Founder’s Building is run by the GCR, and is available to all College members. It contains weight machines, free weights, cross trainers and a treadmill.

Access to this facility is subject to completion of an induction training course and payment of an annual fee to be determined by the GCR. During noughtth (0th) week and first week of Michaelmas Term, free on-site training sessions will be arranged. At other times, the induction training course is available at the University Sports Centre at Iffley Road and will incur an additional charge. See the notice boards at the Lodge for details.

Message from the GCR: as students, we ask that you take pride in your gym just as we do: it’s a community effort to keep the facilities clean and in working order! If you notice any issues with the equipment, or have an idea of new equipment that can improve the gym, please contact either the Sports Officer or this year’s president, via gcr-president@sant.ox.ac.uk.

7.2. College sports teams
The College has two primary sports teams: a men’s and women’s football (soccer) team and a men’s and women’s rowing team.

To learn more about these teams, contact the GCR President.

7.3. St Antony’s International Review (STAIR)
St Antony’s International Review (STAIR) is a peer-reviewed, academic journal established in 2005 by graduate members of St Antony’s College. STAIR provides a forum in which emerging scholars can publish their work alongside established academics and policy-makers, and operates a double-blind peer review process. The journal seeks to encourage cross-disciplinary dialogue of contemporary international relevance through a bi-annual publication consisting of both a general and a themed section.

See here to learn more about STAIR, or contact the managing editor.

7.4. College clubs and societies
St. Antony’s also offers other clubs and societies, which in the past have included a yoga society and a drama society. Students will have opportunity to learn about the clubs and societies available during Welcome Week. Students wishing to start new clubs should contact the GCR Executive about the possibility of sponsorship.

7.5. College Music Room
The Music Room is a GCR-run space that is bookable by students during term time for practice or performance for singing, playing one’s own instrument or using the electronic Yamaha Clavinova piano. It is located adjacent to the Founder’s Building.

7.6. Oxford University Student Union
In addition to the role that the Graduate Common Room (GCR) plays in supporting and representing the student body in College, the Oxford University Student Union (OUSU) works at a University-wide level to provide a voice where individual Common Rooms cannot, and to support GCR officers in their work in College (e.g. through training).

The GCR has an OUSU Officer who is the student body’s main link with OUSU. However, all St Antony’s students are encouraged to learn more about OUSU and how to become involved and benefit from OUSU’s campaigns and events.

Please visit the OUSU website for more information.

7.7. Oxford Union
From the GCR: Many new students ask whether joining the Union is worth the money. With membership fees ranging from £118 for one year to £236 for lifetime
membership, it deserves considerable thought before paying up. Some information that may help students decide:

• Consider how many events on the termcard you would like to attend and how many you could realistically make time for. The intensity of your workload will no doubt influence this.

• Only the one term card is available at a time, but each is a good indication of the mix of speakers/events that tend to be available throughout the year.

• Students enrolled on a one-year course may not have opportunity to make full use of their membership. Students embarking on a DPhil, however, may consider taking out life membership.

• Many events can be attended by non-members for a fee (around £10) but priority is given to members. If events are not full to capacity, non-members will sometimes be granted access, but tickets for extremely popular events will be balloted. Thus there is no guarantee that even members will always be able to attend.

• More information can be found on the Union website.

7.8. College punt

Punting is a quintessentially Oxford (and Cambridge) pastime that is well worth trying. St Antony’s has a punt moored at the Cherwell Boathouse, a 10-15 minute walk from the College. The punt is available during summer months and is free to members of College. Bookings can be made up to a week in advance for a two hour slot.

Full terms and conditions are emailed to College members at the start of each summer and are available on request from the Domestic Bursar.
8. HEALTH, WELFARE AND DISABILITY

8.1. Medical services in the UK

The National Health Service (NHS) is the UK's state health service, and provides a full range of medical treatment. The UK Council for International Student Affairs gives a good summary of the services provided by the NHS and which service should be used for which type of illness.

Students coming to the UK for the first time are likely to notice a number of differences from the healthcare system in their home country. For example, in the UK a General Practitioner (known as GPs, medical doctors based in a community health centre/surgery) would be the first port of call for most health complaints rather than a specialist at a hospital. Another difference is that, for students whose course lasts more than six months\(^1\), much of the healthcare provided by the NHS is free at the point of delivery.

8.2. Summertown Health Centre and College Doctor and Nurse

The College has an agreement with nearby Summertown Health Centre, and a doctor and nurse from the Health Centre visit the College regularly during term time.

Students should register for Summertown Health Centre online before they arrive at College. Students with existing conditions and those needing vaccinations should also attend medical registration at College on Wednesday 4 October between 10.30 - 16.30 (sign up for an appointment after arriving). To register at other times, please contact Summertown Health Centre directly.

The College Nurse is available without appointment during term time (weeks 0-9 inclusive). Her clinic hours can be found on the College website and take place in the basement of Hilda Besse Building.

The College Doctor visits the College for a weekly clinic during term time (weeks 1-8 inclusive). Clinic hours are listed on the College website and take place in the basement of Hilda Besse Building.

Appointments are needed to see the doctor and should be made via the appointments book kept in the Lodge.

At other times, appointments can be made to see a doctor or nurse at the Health Centre, a 15 minute walk from St Antony’s.

Please also see the College website.

8.3 Emergency medical care

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.

Students 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 know who to call or you don’t

\(^1\) Students visiting for periods of less than six months should take out private medical insurance and will be seen by the College Doctor as private patients. The College Nurse will see Visiting Students without charge. For non-EU students, an immigration health charge has been introduced as part of Tier 4 and other visa applications, including student dependents. The charge must be paid even for students who own private medical insurance and do not intend to use the NHS.
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 in a non-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 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.

8.4. Dental services
Dental treatment is available through the NHS but a contribution towards the cost of treatment is required. St Antony’s students usually register with Studental based at Oxford Brookes University, or Temple Street Dental Practice between Cowley and Iffley Roads. Both are NHS practices. Registration and appointments are handled directly with the dentist, online or in person.

8.5. Welfare support
Staying well as a student is not just about keeping physically healthy but also about maintaining good mental health. Everybody gets stressed, anxious, or overwhelmed sometimes, and there are many sources of support available from the GCR, the College and the University.

8.5.1. College Dean
The Dean is responsible for all the non-academic affairs of students and is the lead point of contact for student welfare issues. The Dean manages the Junior Deans, and works closely with them and other members of the welfare team to coordinate the College’s pastoral care provision.

8.5.2. Junior Deans
The Junior Deans for the academic year 2018/19 are Katie Hoeger and Andres Noe. They can both be contacted by email at: junior.deans@sant.ox.ac.uk. Their phone numbers are 07590 844309 (Andres) and 07590 843571 (Katie). They are resident in College during term time and vacations while the College is open.

The Junior Deans represent the Dean and act as a channel of communication between students and Senior Members of the College. They are a key part of the welfare team and seek to provide pastoral assistance to students on site and in College-owned houses.

8.5.3. University Counselling Service
The University Counselling Service offers a professional and confidential service to students. Their website also features self-help resources that cover common issues such as overcoming procrastination and coping with depression.

8.5.2. College Advisor / Senior Tutor
Within the College, students are able to meet with their College Advisor (see section 2.12) or the Senior Tutor (see section 5.6) to discuss concerns. They in turn may be able to suggest other sources of support.

8.5.3. GCR welfare support
The GCR VP Welfare oversees a team that can help with issues relating to disability, childcare, equal opportunities, accommodation, financial hardship, and the physical and psychological health of the student body.

The St Antony’s Peer Supporters are available informally to speak about any concern, e.g. stress, personal difficulties or worries. All Peer Supporters have been trained to listen effectively, communicate
sensitively, respect boundaries and above all, maintain confidentiality.

Peer Supporters also run the Cookie Fairy scheme, whereby cookies are delivered fortnightly to those who are nominated by their fellow Antonians as needing a pick-me-up. If you would like to send a cookie to someone, send their name to pscookiefairy@gmail.com and their name will be added to the Cookie Fairy’s list. Like the Peer Supporters, the Cookie Fairy maintains a code of confidentiality. Keep an eye on your pidges!

8.6. Students with disabilities

The University supports over 1,300 students who have declared a disability, including specific learning difficulties (such as dyslexia and dyspraxia), long-term health conditions, mental health difficulties, mobility difficulties, sensory impairments and autism spectrum disorders.

Students are strongly encouraged to notify the Disability Advisory Service (DAS) as soon as possible if they have (or think they might have) a disability for advice about the range of study support available, and so that appropriate support arrangements can be made.

A guide to accessing disability support can be downloaded from the DAS website. Students can also contact the team to speak to a Disability Advisor who will be happy to answer any questions they might have via: email, phone (+44 (0)1865 280459), or in person at 3 Worcester Street, Oxford, OX1 2BX

Within St Antony’s, the disability contact is the College Registrar.

The College has bedrooms which offer accommodation for students with disabilities.

8.7. Support for students with partners and/or children

The College has a small range of accommodation suitable for students who will be in Oxford with their partner and/or children. The Accommodation Office can provide more details.

The University of Oxford Newcomers’ Club is an organisation to help newly arrived wives, husbands or partners of students and academic members of the University settle in and have the opportunity to meet people in Oxford. Membership is free.

Students with children of any age are welcome to bring them to dine in Hall at lunch and informal dinners; however, they are not permitted to use Hall unaccompanied.

The College organises an annual Children’s Party for the children of students, staff and Fellows. This is usually held in late November and details are sent via email.

Information about the University’s Childcare Services and Oxfordshire County Council’s Children’s Information Services can be found here.

This webpage also contains details about the University’s parental leave policy for students who are about to have or adopt a child.
9. **FINANCE AND FUNDING**

9.1. **The battels account**

Each member of College has a battels account, which refers to the account with the College where a record is kept of the fees and charges that students are liable to pay, including fees, College deposit, College community charge, charges for accommodation and other charges that may be incurred during the year.

Battels statements are sent by email five times a year: at the start of each term; at the end of the summer term; and at the end of July. The statements are sent by email, usually to College email addresses, although the first statement may be sent to the email address given on students’ application forms.

All fees and charges on battels statements must be paid by the deadline shown in the header of the email attaching the statement. This is normally two weeks after the date that the statement is sent.

Non-payment of battels is taken seriously. Where battels balances remain uncleared, College facilities may be withdrawn. If full payment is not received promptly, interest may be charged on the balance outstanding. A charge is also made for cheques which banks return unpaid (bounced cheques).

The College will not make loans or advances to students in respect of scholarships, bursaries, loans or other payments which students may be due to receive.

9.2. **Payment methods**

These are shown below and also at the base of each battels statement along with the College’s bank details.

- **Bank transfer from a UK or international bank account** – when making a bank transfer, students must quote their battels account number (found towards the top right of the statement) and their family name as a reference. If the bank is not UK-based, it may charge an administrative fee to make an international transfer. Students must ensure that the sum that reaches the College matches the full amount due. The account details are as follows:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Royal Bank of Scotland (RBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Address</td>
<td>32 St Giles Oxford OX1 3ND</td>
</tr>
<tr>
<td>Account Name</td>
<td>St Antony’s College</td>
</tr>
<tr>
<td>Sort Code</td>
<td>16-10-15</td>
</tr>
<tr>
<td>Account Number</td>
<td>10129750</td>
</tr>
<tr>
<td>Swift/BIC Code (8 digits)</td>
<td>RBOSGB2L</td>
</tr>
<tr>
<td>Swift/BIC Code (11 digits)</td>
<td>RBOSGB2LXXX</td>
</tr>
<tr>
<td>IBAN Number</td>
<td>GB38RBOS16101510129750</td>
</tr>
</tbody>
</table>

**Note:** RBS address for central processing of overseas transfers is Premier Place, 2 and A Half, Devonshire Square, Liverpool Street, London, EC2M 4BA

- **Debit and credit cards** – The College accepts most debit and credit cards other than Diners Club and American Express. Payment can be made by telephone or in person in the Accounts Office. Students are advised not to send card details by email. When making card payments, students should ensure that they know their PIN (if applicable), that they have a sufficient balance or credit limit on their account, and that they are aware of any transaction limits (e.g. a maximum value for a single transaction or a maximum daily limit). Please note that an administrative charge of 2% will be added to credit card payments.

- **Cash** – Payment can be made in cash by visiting the Accounts Office and a receipt can be provided on request. While cash payments can sometimes be necessary or convenient, the College advises against carrying or keeping large sums in cash if possible.

- **Cheque** – Cheques should be made payable to St Antony’s College, should
include the date, the amount in numbers and in words, and be signed by the account holder. Cheques with a date later than the day they are presented (post-dated cheques) will not normally be accepted. Cheques in US Dollars and Euros can be accepted, but will incur bank charges that will reduce the amount of the payment credited to the account and take approximately two weeks to clear. The exchange rate used to calculate the value of the payment will be the rate used by the bank on the date that it arrives in the College bank account.

- Travellers’ cheques – To pay by travellers’ cheque, students will need to visit the Accounts Office. They will be asked to countersign the cheque/(s) in front of a member of staff so that their signature can be verified.

- All members of the Accounts team are able to process payments and there is generally someone to deal with payments by telephone or in person from Monday to Friday between 9.00-12.30, and between 14.00-16.00.

Telephone numbers for payments are (01865 2)84719 and (01865 2)84927 or (01865 2)84726.

9.3. Tuition and College fees

All students are liable to pay tuition and College fees for the duration of their standard period of fee liability. Please see the University website for a definition of fee liability.

Tuition and College fees will be billed on the first battels statement and must be paid in full by the end of 1st week of Michaelmas (autumn/fall) term.

Students holding scholarships that will be paid to them in instalments so that they can then pay fees etc. to the College may be able to arrange a payment plan to align with payments from the funding body. The College will require evidence from the sponsor showing the schedule of payment the student will receive. Please contact the Accounts team.

9.4. US federal loan funding

Students funded by US federal loans will receive a statement showing the fees and charges due but do not need to make a payment unless the loan is insufficient to cover the full amount of their fees, as they will automatically be deducted from the loan instalments in equal parts through the year.

As the exchange rate between USD and GBP will vary, an exact sum cannot be established at the start of the year.

If a loan is insufficient to cover all fees and charges, the student will need to arrange a payment to cover the shortfall.

If a loan is intended to fund all or partial living costs in addition to fees and charges shown on a battels statement, students will need to open a UK bank account as soon as possible and pass the account details to a member of the Accounts team so that any balance due can be paid over promptly.

Please note that the date that a loan is paid to the College is not the date that students will receive funds in their bank account. The College is required to allocate money received on a student’s behalf to their battels account within 3 working days of it reaching the College bank account. Deductions are then calculated for fees and other College charges before paying the balance over to the student. This must be done within a further 14 days.
9.5. University and College continuation charges

Research students who have reached their standard period of fee liability (usually 6 terms for MLitt students and DPhil students who previously completed an MPhil or 9 terms for all other DPhil students, but see the University website for a full definition) and continue to be enrolled and studying will then be liable to pay the University continuation charge and the College continuation charge.

In 2017/18, the University continuation charge is £455 per term and the College continuation charge is £109 per term. Both charges are payable up to and including the term in which a thesis is submitted (even if a thesis is later referred back). As with tuition and College fees, the charges are not payable during any term in which a student is suspended.

The University continuation charge is billed termly and collected by the University.

The College continuation charge is charged termly and will appear on each battels statement when a student becomes liable to pay it.

For part-time students, the termly charges will be half of the termly rate payable by full-time students.

9.6. College deposit

The College requires each student to pay a deposit at the start of their course (students continuing immediately from one degree to another do not need to pay a second deposit). The deposit paid at the start of the first course will be held until the second is completed).

The deposit will be £250 in 2017/18. Information is sent towards the end of a student’s course about deposit refunds (see 11.1). Deposits would only be withheld in full or in part by the College in the case of debt due to the College and/or loss or damage to College property.

9.7. College community charge

Students are liable for a College community charge at the start of each academic year. The charge is compulsory for all students regardless of whether they expect to be based in College during the year and will be £90 for the full year in 2017/18. This charge entitles students to use the Hall and its facilities and helps the College keep meal charges for students as low as possible. The charge also contributes towards the upkeep of communal areas, and allows the College to support the GCR to run its events and other activities.

9.8. Advice and help with financial matters

Students who begin to experience financial difficulties during their course should contact the College Accountant in the first instance. This should be done as soon as is practical so that they can be made aware of their options and directed towards other sources of help and support where possible.

See section 9.12 below for details of College and University hardship funds.

9.9. Travel and research grants

The College offers student travel and research (STAR) grants to assist students in their research related expenses or to fund attendance at conferences to which students have been invited to present their research findings. Grants are offered from a range of College funds such as the Antonian Fund (see page 33), Carr and Stahl Fund, Peter Fitzpatrick Fund and the Chigusa Trust.

Students may receive grants of up to £200 for each year of their degree course.

Funding is awarded every term. Applications should be submitted in the term preceding the relevant conference or fieldwork. Retrospective applications are not accepted.

Full details and application deadlines can be found on the College website.

Students are strongly urged to seek funding from other sources, including their

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2 The University continuation charge is payable by all research students whose course started in or after September 2011.

The College continuation charge is payable by all research students, regardless of course start date.
departments or faculties. The University's Fees and Funding website has a guide to funding for current graduates.

9.10. Writing-Up Bursaries

The College awards a small number of Writing-Up Bursaries each term.

The bursaries are worth £1,000 each and are aimed at supporting students nearing completion of their DPhil with funding for their remaining living costs.

Awards are made on the basis of both academic achievement and financial need. Students may receive only one Writing-Up Bursary during the course of their DPhil.

Full details and application deadlines can be found here.

9.11 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 will also assist students and Fellows with research-related expenses, for example funding fieldwork or conference attendance, through STAR grants (see 9.9). The Fund supports sports societies, the Library, Graduate Common Room and other facilities. Funding will be allocated in response to requests from students and academics.

To enrich academic life for students and Fellows alike, the Antonian Fund will also award grants for conferences, special lectures and workshops, post-doctoral scholarships, and many other worthy academic activities.

In December 2017 and April 2018 the Development Office will organise telephone campaigns, current students calling Antonians to ask them to contribute to the Antonian Fund. Students are invited to join the St Antony’s College Student Caller Team.

Recruitment materials will be disseminated at the beginning of term.

9.12. Hardship funds

The University and the College have hardship funds which can be made available as either a loan or a grant to students who find themselves unexpectedly and unforeseeably in financial need.

Both the College and the University hardship fund committees look very carefully at applicants’ original financial declaration paperwork. Evidence is therefore needed of how circumstances have changed unexpectedly and unforeseeably since that time. It should be noted that currency fluctuation does not count as unforeseen hardship.

One application form is used for both College and University hardship applications. Note that UK students must apply for the Access to Learning Fund before they can apply to the University Hardship Funds. The deadlines for applications are available on the College website. The College Hardship Committee can also review applications for emergency short-term hardship loans at any time; information about this is also on the College website.
10. COLLEGE ACCOMMODATION

10.1. Introduction

We hope that our students will enjoy living in St Antony's community. Compliance with the following regulations, set down by Governing Body, will ensure a pleasant and harmonious accommodation atmosphere for all College members.

Students should treat all College property (particularly their accommodation), College staff, and their fellow College Members, with respect and consideration. We hope that students will take pride in their College, respect their surroundings and keep all areas tidy and litter-free.

10.2. Cleaning and Laundry facilities

All College accommodation is provided with a cleaning service through the deployment of Scouts (members of staff with responsibility for cleaning the study bedrooms, kitchen areas and circulation spaces). In the kitchens, however, Scouts are not responsible for washing up crockery, cutlery, pots and pans, etc. This is the responsibility of residents, who are expected to develop a mutually cooperative relationship with the Scouts.

Laundry facilities (washers and driers) are provided by an external company in the following locations:

- Basement level of 64 Woodstock Road – accessible from the College side of the Night gate for students who do not live in 64/66 Woodstock Road
- The ground floor of the Ghassan Shaker Building – where the Lodge is situated – on the north side of the building. This is suitable for disabled access
- 86 Woodstock Road
- 3 Church Walk
- 25/26 Winchester Road

Machines are operated by cards – not cash – which may be obtained from the Lodge, where credit can be added to the cards by cash purchase.

If any machines break down at any time, it should be reported as soon as possible to the Duty Porter in the Lodge, who will contact the operating company in order that the repair is carried out as quickly as possible. This may not be until the following day as a 24-hour service is not available.

Please note that College Maintenance staff are not responsible for the upkeep or repair of the machines, and the College is not responsible for refunding money which may be lost as a result of machine malfunction, although the Porters will report the details of any such losses to the operating company who will usually arrange a credit.

10.3. Catering

The kitchens are equipped with necessary utensils and crockery. Students must wash up all equipment used in preparing and eating their meals, and leave the kitchen in a condition in which they would expect to find it. Students will need to provide their own washing-up soap and drying towels for this purpose, and should make use of the extractors over the cookers when using the kitchen.

Food may only be stored in the kitchen areas of the College houses and accommodation blocks, where food cupboards, fridges and, in most kitchens, freezers are provided. It is against fire regulations to install refrigeration equipment in bedrooms. It is not permitted to store any items on window ledges outside windows. Scouts will be asked to report food being stored in rooms.

10.4. Maintenance issues

It is important that maintenance issues are dealt with as quickly as possible in order to prevent deterioration of the furnishings, fixtures and fittings of the College buildings.

Students should report any maintenance issues discovered anywhere on the campus as soon as possible using one of the following
methods:
Email: maintenance@sant.ox.ac.uk
On-line: www.sant.ox.ac.uk/node/415/maintenance-request
Manually: Log the issue in the Maintenance Book, held in the Lodge

Thanks to a generous donation from the Antonian fund, an assortment of bicycle tools are available at the Porters’ Lodge. These can be taken out in exchange for a University Card from the Porters. These tools allow students to carry out most bike maintenance on their own.

10.5. Safety and security

All members of College have a responsibility for health and safety, and should not engage in any activity that would endanger their own safety, or that of other users of the College. This includes, but is not limited to, ensuring that fire doors are closed when not being passed through; that fire extinguishing equipment is not interfered with; and that no material is stored in any of the fire exit routes or passageways.

10.5.1. Fire

In all College buildings, the College is required to maintain a fire protection system and provide fire-fighting equipment. The College is also obliged to maintain the buildings in an inherently fire-safe condition. All residents have an obligation under the Health and Safety laws not to do anything to compromise this inherent level of fire safety. Part of the fire safety precautions include fire drills each term. One pre-announced fire drill, and one unannounced drill, will take place in Michaelmas Term. During Hilary and Trinity Terms there will be one unannounced fire drill. College members are obliged to participate in evacuating the building in order to familiarise themselves with the most appropriate fire escape routes.

Any defects in any of the fire precautions, or any other physical aspect of the building, or fire fighting equipment that has been either interfered with or discharged, should be reported to the Lodge so that remedial steps may be taken.

In the event of a fire alarm in any of the buildings being activated, students should immediately exit the building by the nearest fire escape route, and inform the Lodge of what is happening. If it is apparent that a fire is in progress, dial 999 to notify the Fire Brigade.

Please note that the use of any naked flame (e.g. candles, incense sticks, etc.) or open burner (e.g. water pipes) is expressly forbidden, as is any refrigeration or cooking appliance within student rooms. The storage of any flammable materials in student accommodation is forbidden.

10.5.2. Smoking

The College has a strict non-smoking policy (including electronic cigarettes). This applies to all buildings, including accommodation blocks, houses and individual bedrooms/flats. Smoking may only take place outside, and smokers are urged not to litter the ground with cigarette ends etc. These regulations are UK law as well as College rules, and transgression may result in substantial fines as well as disciplinary action.

10.5.3. Security in Founder’s, Ghassan Shaker and Gateway Buildings

These buildings have been designed with security in mind.

Access to these accommodation areas is by keypad or proximity access card on a 24 hour a day basis. Means of access – keypad or proximity card – varies from building to building, and the method required for each room will be explained when keys are allocated. Residents should assist the College in ensuring security by reporting any faults on the Access Control
System, or any doors that fail to close successfully after use. Bedroom and flat doors are also equipped with either a locking or access card system which, upon closing the door, will automatically lock. Students in rooms with key access can ‘double lock’ the door by making use of the key which will engage the dead bolt. This dead bolt can be engaged with a manual thumb turn from the inside.

In the event that a visitor has gained entry to a building without permission, residents can use the viewing aperture in all bedroom and flat doors to identify visitors prior to opening the door.

All external windows of these buildings have an opening restriction fitted to them. On the ground level this restriction cannot be overridden, thereby reducing the likelihood of intruders climbing through open windows. Residents should not try to force windows on the upper floors wider than the restrictor will allow, as this may cause extensive, and expensive, damage.

Sufficient ventilation to rooms can be gained by opening windows to the restricted position. In addition to the window there is a permanent ‘trickle’ vent in the top frame of the window which should be in the open position to aid permanent ventilation of the room. As with all modern buildings, rooms which are not ventilated will have high levels of condensation.

10.5.4. Security in College houses

The College houses, like the Founder’s, Ghassan Shaker and Gateway Buildings, are designed and equipped to be secure.

Residents should assist the College to ensure security by reporting any faults with the main entrance doors, or any other doors that fail to close successfully after use.

Study bedroom or flat doors are also equipped with a locking system that, upon closing the door, will automatically lock.

All external windows on the ground level and basement levels have opening restrictions fitted to them, thus preventing intruders from climbing through open windows.

Any missing restriction fittings should be reported urgently at the Lodge.

As part of the security provision, lighting to the main curtilage and around the College buildings is provided. Any faults in this equipment should be reported.

10.5.5. Walk-in thefts

Members of College are advised that walk-in thefts from College rooms and lodgings are common in Oxford, particularly during Michaelmas term when there are many new faces. Such incidents are uncommon at St Antony’s, but occur from time to time. Often intruders are allowed entry by an unwitting resident; students are warned never to allow access to strangers or people they do not know.

Once in the building, intruders pick up small portable articles of value such as mobile phones, cameras, loose cash, laptops, watches and sometimes clothing. Thefts should be reported directly to the police, and also to the Lodge, by the person who has suffered the loss.

The main safeguard is for all members of the College to keep their room/flat and house doors locked, to ensure that smaller items are not positioned near to windows where a thief may reach in and take them, and to avoid keeping large amounts of cash in rooms.

Students who feel comfortable about doing so can ask anyone they do not recognise to identify themselves. If they do not wish to do this, or are concerned for their own safety, they should call the police on 999 and also inform the Lodge.
10.6. Room insurance

Members of the College occupying College accommodation have the benefit of personal effects insurance cover provided as part of their rent. This covers loss, damage or theft of personal effects to the value of £3,000. This includes portable computer equipment e.g. laptops, to the value of £1,000. There is a variable 'excess' that is not payable on the first part of each claim. Details of the policy and the cover are placed in all College accommodation and can be obtained by contacting the Domestic Bursar.

Personal injury insurance is also provided for students taking part in official sports that are sanctioned by the College.

10.7. Council tax

Council tax is a local tax for local services based on the estimated value of the property and the number of people living in it. Students living on their own in multiple-occupation College buildings/houses are not liable for the tax.

Those living in flats in or out of College may be liable if they have a partner who is not a registered student. Students living in houses outside the College may be liable if non-students also share the premises. An enrolment certificate which exempts students from Council tax can be obtained from the Student Self Service section of the University website.

10.8. Personalising rooms/flats

Only the noticeboards provided may be used to affix notices, posters etc. Nothing may be attached to the walls of rooms or communal areas: this includes the use of Sellotape, Blu-Tack and other similar products. Repair to any damage to fixtures and fittings within rooms, excluding normal wear and tear, will be charged to students. Any defects should be reported in the Maintenance Book which is kept at the Lodge, or online.

10.9. TV licence

A television, DVD and video player are available in the Combined Common Room in the Hilda Besse Building. Individual televisions and computers, laptops, tablet devices etc on which live television is watched will require a TV licence which may be purchased at stores with a PayPoint outlet, or online. A leaflet giving details of requirements for TV licensing is placed in all College bedrooms, and all students are advised to familiarise themselves with the regulations and to obtain the appropriate licence where applicable. Enforcement is taken very seriously by the authorities, and failure to obtain a licence can result in a fine of up to £1,000.

10.10. Internet access

All study bedrooms within the houses on the main College curtilage, the Founder’s, Ghassan Shaker and Gateway Buildings are provided with an ethernet connection point and wireless internet access for student use. Please see also 4.2.

10.11. Electricity supplies

The electrical supply in the UK is rated at 240 volts AC at 50 Hz. If students wish to connect equipment bought from overseas, and are unsure whether it will operate successfully and safely on this supply, should contact the College Electrician in the Maintenance Department on internal number 84743.

10.12. Guest accommodation

There are two College guestrooms which during term are normally used by seminar speakers and College guests. Students may, however, book these rooms for guests during vacation, for up to one week at a time. Students may also book empty rooms as guestrooms. Any rooms reserved must be paid for in advance. The rate for guests is currently from £58.33 plus VAT (a UK business tax) per night.

College has a limited number of mattresses for temporary overnight guests in student rooms. These can be requested through the Accommodation Office for a maximum of three nights at a time. A £20 deposit held in your name will be charged to battels if
the mattress is not returned at the end of the loan period. Linen can be requested and is charged at £6 a set. Guests cannot be accommodated as described above when students are not resident.

10.13. House parties

Members of the College may give parties on their own behalf, in their own rooms, provided that:

a) they have sent a note to the Dean during the week preceding the party and have notified everyone in the house

b) not more than 40 people attend in total

c) the majority of those attending are either members of, or are attached to, the College

10.14. Making changes to the accommodation contract

The accommodation contract details the dates of tenancy and the amount of notice required should a student wish to leave. For all queries about making changes to a contract, from extending a lease over the summer, or applying for a room in College in subsequent years, to leaving the accommodation, please contact the Accommodation Office.

10.15 Sub-letting

The Licence to Occupy is an agreement/contract relating to College accommodation between the College and individual students; as such, it is non-transferable and the rights of an individual may not be assigned to another person – sub-letting – without written permission from the College Accommodation Office or the Domestic Bursar.

Should a Licensee wish to sub-let their room or flat to another member of College or the University – under no circumstances may a room be sub-let to a non-College or University member – the Licensee should, in the first instance, inform the Accommodation Office and request permission to sub-let with at least five days' notice of the commencement of the Sublet.

It may be that the Accommodation Office is aware of people looking for accommodation, and they may be able to put interested parties in touch or help with advertising availability. If permission is granted and a suitable applicant is found, that person must visit the Accommodation Office, preferably with the original Licensee, and be introduced to the Accommodation Officer or Domestic Bursar, to whom they should provide their personal details.

It must be clearly understood that, subject to permission being granted, the responsibility for the payment of rent and for keeping the accommodation in good condition remains with the original licensee, including the responsibility to pay for any damage which may occur during the period of the sub-let.

Arrangements between the Licensee and the person sub-letting regarding rental payments is an arrangement strictly between themselves and it is not the concern or responsibility of the College, the ultimate responsibility lying with the original Licensee.
11. COMPLETING YOUR COURSE

11.1 End of student membership

Towards the end of each academic year, the Registry emails all students with the End of Student Membership Form (ESMF), accessible via Weblearn. An ESMF can be requested at any time, though it is only processed after the student membership ends. Completing this form signals the end of student membership and the start of an alumni relationship with the College, and generates the return of the College deposit once all charges are settled.

Student membership ends for Master’s students on the day their University card expires, and for DPhil students on the day that leave to supplicate is given. Once student membership ends, students will no longer be able to access the following College facilities:

- Old Main Building
- College Library and Gulbenkian Room
- Computer Room
- Printing/photocopying facilities

Students will no longer be able to eat in Hall with their University card. Meals must be paid for by debit/credit card and will be charged at the non-student rate.

Students can receive mail/post into their named pigeonhole until mid-September (students whose courses finish at the end of September then use the A-Z pigeonholes).

Students who will be continuing to another course at St Antony’s College in the next academic year (e.g. progressing from a Master’s degree to a DPhil) should not complete the form until the end of their final course.

College email addresses will stop working one month after the University card expires, although emails can be forwarded to another address for two months. Please refer to the University’s IT Services website for more information about what happens to IT access when the card expires.

The University’s Alumni Office offers a lifelong alumni email address and forwarding service.

The College offers a free of charge mail forwarding service for three months after a student leaves. A form from the Lodge should be completed on departure with a forwarding address (UK or international) so that any mail received by the College can be sent on.

11.2 Return of College deposit

The Accounts team aim to return deposits within six weeks of the end date of a student’s course. Students planning to close their UK bank account imminently should notify the Accounts team.

Students can also choose to donate their deposit to the Antonian Fund, which supports a range of initiatives enhancing all aspects of academic and student life across the College. They will then become a Member of the St Antony’s College Leavers’ Society. More information about the Leavers’ Society will be sent by the College’s Alumni & Development Office.

11.3. Graduation

At Oxford, degrees are conferred at degree ceremonies. Students can graduate straight after finishing their degree, or later, in person by attending a ceremony, or in absence.

Only one degree can be conferred in person at a given ceremony, e.g. if a student passed the examinations for a BA degree and then passed a Masters course, the BA would be conferred in absence and the Masters conferred in person at a ceremony.

It is not possible to attend a degree ceremony following completion of a Certificate or Diploma. Students are not permitted to graduate if any fee debts are outstanding to St Antony’s College or the University. Please refer to the University’s Regulations for Degrees, Certificates and Diplomas for more information.
Graduation ceremonies are special occasions for graduands and their family/friends to celebrate their achievement. To honour the occasion, graduands and their guests are invited for lunch before the ceremony. The Dean of Degrees and the Registrar's Office will be on hand during the day. A full timetable with instructions is issued some weeks before the ceremony, which graduands must read carefully.

11.3.1 Dates of graduation ceremonies
The College usually holds seven graduation ceremonies each year. However, students wishing to graduate in absentia (in absence) may have their degree conferred at the next available ceremony even if St Antony's is not presenting students in person.

Please check the College website for 2017-18 graduation ceremony dates.

11.3.2. How to book
Current taught course students will receive an invitation to their College email address in Michaelmas term of their final year from the University's Degree Conferrals office inviting them to log into the eVision degree ceremonies booking system. They will have priority booking until mid-January of the following year and are encouraged to make their choice promptly as places are booked on a first come first served basis.

Research students will receive an invitation to their College email address from the University's Degree Conferrals office with information about booking a degree ceremony once leave to supplicate has been granted. They are advised to make a prompt choice as places are booked on a first come first served basis.

When booking through the eVision system, students can choose to graduate in person or in absence (in absentia). Note that a degree will not be officially conferred until a student has been through a graduation ceremony either in person or in absentia.

It is possible to change the date of the ceremony after booking as long as this takes place at least 30 days in advance of the ceremony. Students must be sure that they will have their results at least two weeks before their graduation date, and it is their responsibility to check this with their department. The College will not be liable for any losses incurred as a result of a student having to withdraw from the ceremony for this reason.

Further details about graduation are available on the College website.

11.3.3. What to wear
Graduands should start the day wearing the gown (and hood, if applicable) that matches their current status, a mortar board or soft cap, and sub fusc (see section 2.1). A graduand about to receive their first degree from Oxford should wear the advanced student's gown, mortar board/soft cap and sub fusc. Graduands who already have an Oxford degree should wear the gown and hood of the degree already held plus mortar board/soft cap and sub fusc.

Graduands must also have the gown/hood of their new degree, which they will change into at the appropriate time during the ceremony. See the College website for an illustrated guide on academic dress.

Graduands will need to hire or buy the relevant gown(s) and hood(s) themselves and either collect the gown from the supplier or arrange for the gown to be delivered to the College Lodge. These arrangements must be made well in advance of the ceremony as availability cannot be guaranteed.

11.3.4. Receiving your degree certificate
The College will inform graduands before their graduation ceremony
whether their degree certificate will be given to them after the ceremony or posted to the address held in the eVision system.

11.4. Academic transcript

Students will automatically receive a paper copy of their final transcript after completing their degree. To order additional copies (at a cost of £10 each) or to order a copy of an on-course transcript (for students who have not yet completed their course), please follow the instructions on the University website.

The College can also write a bespoke letter on College letterhead; please request this via the Registry Administrator.

11.5. Becoming an Antonian

After graduation, students become a member of a social and professional community of alumni who share the same academic interests and can enjoy the benefits of being an Antonian such as having access to the College whenever in Oxford, High Table once a year, invitations to events, seminars and lectures and the alumni liaison network.

Antonians who make a gift in the two years after their graduation, no matter the size of the donation, will also become members of the St Antony’s College Leavers’ Society. Membership is extended each year a gift is being made.

The Development Office is keen to stay in touch with all Antonians; alumni are invited to keep the College informed of their activities and engage with the St Antony’s Liaison Officers, who act as a fundamental link between the College and Antonians around the world.

Alumni are invited to follow the College on Facebook, Instagram, Twitter, LinkedIn and Flickr, and we would be delighted to send you the Antonian Newsletter and e-bulletins.

Alumni are welcome to contact the Development Office at any time.
12. 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 Student Handbook, the policies and codes of practice are listed with relevant links to the College website where they are printed in full.

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

12.1 Code of student discipline

The purpose of the Code of Student Discipline is to enable St Antony's College to take appropriate measures in cases in which one or more of its students is/are in breach of their obligations as a member of the College.

All students (including Visiting Students) must observe two separate but complementary sets of disciplinary regulations:

- The University of Oxford's conduct regulations, accessible here.
- The Code of Student Discipline of St Antony's College, accessible here.

12.2 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.

12.3. Student-College Contract

Two copies of the College contract are issued to students on their arrival, and they must return a signed copy to the Registry as a condition of College enrollment. The contract can be viewed here.

12.4 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.

12.5 Equality policy

The College's Equal Opportunities Policy is available here.

12.6 Free Speech Statement

The College's Free Speech Statement is available here.

12.7. Information Security Policy

The College's Information Security Policy is available here.

12.8 IT rules

The College's IT Rules are available here.

12.9 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.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equality and Diversity Unit</td>
<td>01865 (2)89825</td>
<td>5 Worcester Street Oxford, OX1 2BX</td>
<td></td>
</tr>
<tr>
<td>Proctors</td>
<td>01865 (2)80190</td>
<td>Oxford University Offices Wellington Square, Oxford OX1 2JD</td>
<td></td>
</tr>
<tr>
<td><strong>Academic and academic-related staff representatives</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University and College Union (UCU)</td>
<td>01865 (2)88472</td>
<td><a href="mailto:ucu@ox.ac.uk">ucu@ox.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Technical staff representatives</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unite (previously known as Amicus)</td>
<td>01865 (2)82647</td>
<td><a href="mailto:unite@herald.ox.ac.uk">unite@herald.ox.ac.uk</a></td>
<td></td>
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<tr>
<td>Support staff representatives</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>UNISON</td>
<td>01865 (2)72827</td>
<td><a href="mailto:admin@unisonoxforduniv.org.uk">admin@unisonoxforduniv.org.uk</a></td>
<td></td>
</tr>
<tr>
<td><strong>University Student Counselling Service</strong></td>
<td>01865 (2)70300</td>
<td>3 Worcester Street Oxford, OX1 2BX</td>
<td><a href="mailto:counselling@admin.ox.ac.uk">counselling@admin.ox.ac.uk</a></td>
</tr>
<tr>
<td><strong>OUSU – Oxford University Student Union</strong></td>
<td>01865 (2)88452</td>
<td>2 Worcester Street Oxford, OX1 2BX</td>
<td><a href="mailto:advice@ousu.org">advice@ousu.org</a></td>
</tr>
<tr>
<td><strong>Nightline</strong></td>
<td>01865 (2)70270</td>
<td>16 Wellington Square Oxford, OX1 2JD</td>
<td>(reversed charges are accepted)</td>
</tr>
<tr>
<td><strong>Oxford Sexual Abuse and Rape Crisis Centre</strong></td>
<td>01865 726295 (Oxford)</td>
<td>St Aldate's Post Office Oxford, OX2 6AB</td>
<td>0800 783 6294 (Freephone) <a href="mailto:support@osarcc.org.uk">support@osarcc.org.uk</a></td>
</tr>
<tr>
<td><strong>The Samaritans</strong></td>
<td>08457 909090</td>
<td>60 Magdalen Road Oxford, OX4 1RB</td>
<td></td>
</tr>
<tr>
<td><strong>The Victim Support Scheme</strong></td>
<td>0808 168 9274</td>
<td>Search website for Thames Valley</td>
<td></td>
</tr>
<tr>
<td><strong>Muslim Youth Helpline</strong></td>
<td>0808 808 2008 (helpline)</td>
<td></td>
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<tr>
<td><strong>Domestic Abuse, Reducing the Risk</strong></td>
<td>0800 2000247 (national 24 hour helpline)</td>
<td></td>
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</tr>
<tr>
<td><strong>Police General contact number (non emergencies)</strong></td>
<td>101</td>
<td>101 St Aldate's Oxford</td>
<td></td>
</tr>
<tr>
<td><strong>Women’s Aid</strong></td>
<td>0808 2000 247</td>
<td>0808 2000 247</td>
<td></td>
</tr>
</tbody>
</table>
## Key contacts

<table>
<thead>
<tr>
<th>What do you need to do?</th>
<th>Who?</th>
<th>Where are they based?</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Receive post, including parcels</td>
<td>College Lodge</td>
<td>Ghassan Shaker Building</td>
<td>The Lodge is open 24/7, and is the main point of contact outside of office hours. 84700</td>
</tr>
<tr>
<td>*Report an incident in College</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>*Request emergency assistance (incl. first aid)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Request special arrangements for exams / extensions to assessments</td>
<td>Registry Team</td>
<td>Gateway Building</td>
<td><a href="mailto:registry.administrator@sant.ox.ac.uk">registry.administrator@sant.ox.ac.uk</a> 84703</td>
</tr>
<tr>
<td>*Get a document certified</td>
<td></td>
<td></td>
<td><a href="mailto:senior-registry.administrator@sant.ox.ac.uk">senior-registry.administrator@sant.ox.ac.uk</a> 84724</td>
</tr>
<tr>
<td>*Order a replacement University card</td>
<td></td>
<td></td>
<td><a href="mailto:registrar@sant.ox.ac.uk">registrar@sant.ox.ac.uk</a> 84722</td>
</tr>
<tr>
<td>*Liaise with a department and the central University (including the Proctor’s Office)</td>
<td></td>
<td></td>
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<tr>
<td>*Apply for hardship funding</td>
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<tr>
<td>*Apply for a STAR grant</td>
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<tr>
<td>*Ask about graduation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Pay my college bills (battels)</td>
<td>Accounts Team</td>
<td>Gateway Building</td>
<td><a href="mailto:battels@sant.ox.ac.uk">battels@sant.ox.ac.uk</a> 84756</td>
</tr>
<tr>
<td>*Discuss finance issues (e.g. US loans)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Book a guest /conference room in College</td>
<td>Conference &amp; Accommodation Team</td>
<td>Gateway Building</td>
<td><a href="mailto:accommodation@sant.ox.ac.uk">accommodation@sant.ox.ac.uk</a> 84718</td>
</tr>
<tr>
<td>*Book summer accommodation in College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Notify the College of a guest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Report a maintenance problem in College accommodation</td>
<td>Maintenance Team</td>
<td>Around College</td>
<td>Record in logbook in Lodge / Online request: <a href="http://www.sant.ox.ac.uk/node/415/maintenance-request">www.sant.ox.ac.uk/node/415/maintenance-request</a> 84775</td>
</tr>
<tr>
<td>*Request assistance to set up a computer on the college network</td>
<td>IT Team</td>
<td>Main Building, 1st Floor</td>
<td><a href="mailto:it-support@sant.ox.ac.uk">it-support@sant.ox.ac.uk</a> 84785</td>
</tr>
<tr>
<td>*Report a technical problem in the Computer Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Register to use the College Library</td>
<td>Library Team</td>
<td>Main Building, Ground Floor</td>
<td><a href="mailto:lib.office@sant.ox.ac.uk">lib.office@sant.ox.ac.uk</a> 74480</td>
</tr>
<tr>
<td>*Request advice on use of archives, access to other library collections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Book a nurse or doctor’s appointment</td>
<td>College Nurse / Doctor</td>
<td>During term: Hilda Besse Building, Basement Level</td>
<td>Book appointment via the Lodge during term time. At other times, book directly with the Summertown Health Centre <a href="http://www.summertowngp.co.uk/">www.summertowngp.co.uk/</a></td>
</tr>
<tr>
<td>*Request a medical certificate (e.g. for extension request)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*Academic-related issues / requests / problems</td>
<td>Senior Tutor/ College Advisor</td>
<td>Senior Tutor’s office hours published each new academic year</td>
<td>Contact your College Advisor by email.</td>
</tr>
</tbody>
</table>