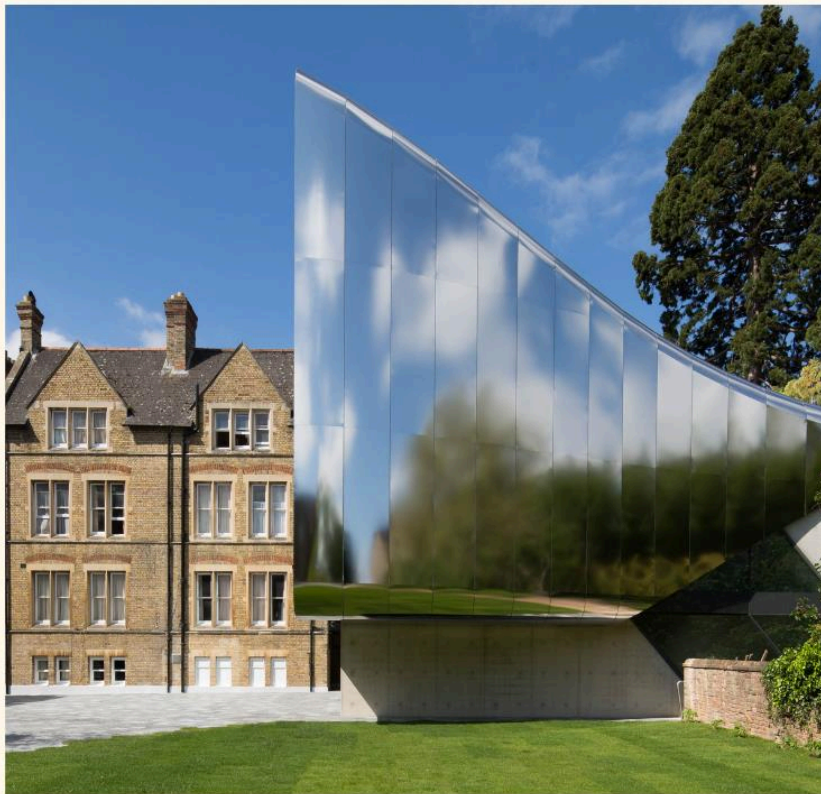


St Antony's
College

UNIVERSITY OF OXFORD

Members' Handbook

2023/2024



College Members' Handbook 2023-24

Welcome from the Warden

It is a privilege to welcome all our new members 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.



Roger Goodman

Professor Roger Goodman

Arrival in Oxford

College Members from countries outside UK and Ireland will need a visa for the duration of their stay, and it is their responsibility to ensure that the appropriate arrangements are made and a visa obtained if required. Relevant information is available on the [University of Oxford Staff Immigration website](#).

If a UK visa is required, College Members must contact memberships@sant.ox.ac.uk at least four months before the planned arrival date to make arrangements. Academic Visitors may require a letter from the College in support of a visa application, and some may require a Certificate of Sponsorship through the University. Certificates of Sponsorship can take several weeks to obtain and we strongly recommend College Members to start making arrangements as soon as their College Membership has been confirmed.

When to arrive

The agreed period of attachment to St Antony's College is detailed on the letter of election. New College Members should advise memberships@sant.ox.ac.uk of their expected date of arrival.

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

Induction Meeting

New members should contact memberships@sant.ox.ac.uk before arrival to make an appointment for an induction meeting. During the meeting, College Members will be asked to:

- Undertake a visa/passport check
- Provide the College with their Oxford contact details (they must notify the Memberships Manager of any changes to their address or UK phone number changes during their attachment) and complete an emergency contact form.
- Arrange a College Library registration session.
- Arrange an IT registration session.

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

Meeting with the Warden

The Warden (Head) of St Antony's College, Professor Roger Goodman, gives a personal welcome to new Academic Visitors. To arrange an appointment, new members should contact warden.pa@sant.ox.ac.uk after their arrival.

Sponsor

All applications for College Membership at St Antony's College are sponsored by a current Governing Body Fellow. The Fellow is asked to:

- Contact the College Member shortly before their arrival in Oxford to welcome them and agree a time to meet up;
- Contact them monthly to ensure they are making progress with their academic research;
- Invite their member to High Table as an official guest;
- Offer the College Member an exit conversation to check in on how the individual found their time here.

Delayed arrival/early departures

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

Changing or updating contact details

College Members who change their residential address and/or phone number during their membership must send their new contact details to the Memberships Manager.

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

College facilities

Dining Hall

Opening times

The Dining Hall is located in the Hilda Besse building. Hall is normally open from Monday to Friday for lunch (12.30–13.45) and dinner (18.30–19.30), and on Saturday for brunch (11.00–13.00). Hall is closed for certain periods during vacations when the College's domestic staff are on holiday or when there is a special function. Please see this link for further information [Dining Hall | St Antony's College \(ox.ac.uk\)](https://www.sant.ox.ac.uk/dining-hall).

A choice of hot dishes, including a vegetarian selection, is offered at lunch and dinner, along with a variety of salads, fruits and desserts. The Chef welcomes feedback about the food on offer and can be contacted at andrew.tipton@sant.ox.ac.uk.

Paying for meals

St Antony's operates a cashless hall system. College members must present their University card at the till to charge the meals to their College account (Battels). Any meals taken will be due for payment on the next battels bill. Guests are welcome to dine in hall and will be charged accordingly.

Alternatively, meals can be pre-paid by creating and adding funds to a Upay account with a credit or debit card. Payment can also be made with a credit or debit card at the till by either the College Member or their guest; unfortunately, American Express is not accepted.

Formal dinners

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

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

To take part in High Table dinners, College Members should refer to the [High Table booking page](#) on the College website which will explain the booking service.

Events for College Members

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

In Hilary term the College hosts the Annual College Members' Forum before the formal dinner, at which up to four College Members are invited to speak about their research. The Forum is held

either in Investcorp or Nissan Lecture Theatre. Invitations for all these events are sent by the Memberships Manager. There is no charge for the dinner to College Members who have access to academic facilities.

IT facilities

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

College Members 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. As University members, College Members are entitled to a number of services provided centrally. These include help desk advice and training courses.

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.

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.

Common rooms

The College currently has a Combined Common Room (CCR) which may be used by all College Members, students, and staff members and their accompanied guests.

Late bar

The GCR 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

Access to buildings and facilities

Several College areas – currently the Main Building, Computer Room, College Library, Gulbenkian Room (at night), Senior Common Room, 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.

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 Office, 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. College Members will be given advance notice of these periods by email.

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. Out of office hours and at weekends Porters are your first point of call for any emergencies.

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 is for College Members who do not qualify for a pigeon hole and post can be collected from there.

The College's address is:

St Antony's College, 62 Woodstock Road, Oxford OX2 6JF, UK

Telephone: +44 (0)1865 284700

Mail is collected from the Lodge daily except on Sundays. Internal mail for the University and Colleges will be delivered within the ring road. 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.

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](#).

Recycling

All Members, 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. It is not the Scouts' (housekeepers') responsibility to sort recycling into the appropriate bin, but they will, periodically, take bins to a larger recycling bin, on site, and return the empty bins to the house.

Parking

When attending College functions in the evening Academic Visitors may use the car parking facilities of the College.

College Members who hold a blue badge for disabled drivers should contact the Head Porter.

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

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 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.

Health, welfare and disability

Medical services in the UK

College Members from outside the UK are normally required to pay for UK National Health Services. For information on this ahead of your visit to the UK, please see this link: <https://www.nhs.uk/nhs-services/visiting-or-moving-to-england>

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 will visit the College regularly during term time.

The **College Nurse** is available for a drop in or pre-booked 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** offers appointments during term time (weeks 1-8 inclusive). Clinic hours are listed on the College website and you must make an appointment in advance. Please contact Summertown Health Centre to arrange this. We recommend that you use the eConsult pages: <https://summertownhealthcentre.webgp.com>

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.

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.

College Members should notify the Lodge about any emergency situation that occurs on the College site. 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:

- You have an urgent medical problem and you're not sure what to do.
- You think you need to go to an Accident & Emergency Department or need another NHS urgent care service.
- You don't know who to call or you don't have a doctor (GP) to call.

- You need health information or reassurance about what to do next.

See also the [NHS website](#) for guidance.

If you need to contact the local police 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.

Policies and Procedures

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, College Members and others associated with the College) to conduct themselves.

College's policies and procedures are set out on our website, at [College policies and procedures | St Antony's College \(ox.ac.uk\)](#).

Libraries

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.

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 Wi-Fi. 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](#).

The Middle East Centre Archive was founded in 1961 by Elizabeth Monroe and Albert Hourani with the aim of preserving and making available for research the papers and photographs of individuals who have lived or served in the Middle East, as for example senior Government representatives, members of the armed forces, bankers, businessmen, teachers, missionaries or travellers.

The collection now contains over 2,900 boxes of papers and more than 200,000 photographs of over 700 individuals or organisations covering the period 1800 to the present day with strong holdings for the Palestine Mandate and for Oman in the 1970s.

Further information about using the Archive is available from our [Middle East Centre Archive](#) webpage and there are [guides and catalogues](#) online.

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.

College Accommodation

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

For those staying in College accommodation

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

You will need to download the **Circuit mobile app** in order to pay for the use of washing machines.

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.

Catering

The kitchens are equipped with necessary utensils and crockery. College Members 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. College Members 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.

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.

Please report any maintenance issues discovered anywhere on the campus as soon as possible using one of the following methods:

Complete a **Maintenance Request Form** online for each separate job or for an urgent issue report the problem directly to the Duty Porter in the Lodge.

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.

Fire

In all College buildings, the College is required to maintain a fire protection system and provide fire-fighting equipment and it 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 accommodation is forbidden.

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.

End of Membership

Leaving Oxford

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

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

Extending a College Membership

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

Becoming an Antonian

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

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

Antonian Fund

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

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

Key contacts for your stay

<i>What do you need to do?</i>	<i>Who and where?</i>	<i>Contact</i>
<ul style="list-style-type: none"> • Arrange induction meeting on arrival in Oxford • Ask questions about a College Membership 	College Members' Administrator Gateway Building	memberships@sant.ox.ac.uk +44 (0)1865 284704 Monday to Friday 9 am to 5 pm
<ul style="list-style-type: none"> • Pay a membership fee/ college bills (battels) 	Accounts Team Gateway Building	battels@sant.ox.ac.uk +44 (0)1865 284735
<ul style="list-style-type: none"> • Receive post, including parcels • Report an incident in college • Request emergency assistance (including first aid) 	College Lodge, Ghassan Shaker Building	The Lodge is open 24/7, and is the main point of contact outside of office hours. lodge@sant.ox.ac.uk /
<ul style="list-style-type: none"> • Request permission to park in College for an event 	Head Porter, Gateway Building	head.porter@sant.ox.ac.uk +44 (0)1865 284750
<ul style="list-style-type: none"> • Seek non-emergency medical help 	National Health Service (NHS)	111 Available 24/7 all year round. There is no charge from landlines
<ul style="list-style-type: none"> • Report an emergency which requires the police, an ambulance or the fire service • Please also contact the Lodge 	National Health Service (NHS)	999 Available 24/7 all year round. There is no charge from landlines or mobile phones.
<ul style="list-style-type: none"> • Book a guest /meeting room 		accom-conf@sant.ox.ac.uk

<i>What do you need to do?</i>	<i>Who and where?</i>	<i>Contact</i>
<ul style="list-style-type: none"> • Check a University card if door access to the Old Main Building is not working 	Conference & Accommodation Team	Tel: +44 (0)1865 284729
<ul style="list-style-type: none"> • Report a maintenance problem in College accommodation 	Maintenance Team	Make an <u>online request</u> .
<ul style="list-style-type: none"> • Request assistance to set up your computer on the network • Report a technical problem in the Computer Room 	Old Main Building, 1st floor	it-support@sant.ox.ac.uk +44 (0)1865 284785
<ul style="list-style-type: none"> • Request advice on use of archives, access to other library collections 	Library Team, Old Main Building, ground floor	lib.office@sant.ox.ac.uk +44 (0)1865 274480
<ul style="list-style-type: none"> • Tell us your news: new publications, prizes, etc 	Communications Manager, Gateway Building	communications@sant.ox.ac.uk