

THE QUEEN'S COLLEGE OXFORD

INFORMATION FOR NEW STUDENTS



Welcome to The Queen's College, a lively contemporary academic community where you will be living and studying over the next few years.

The College is first and foremost a place for students and Fellows to undertake academic work: to learn, to study, to teach and to research. This booklet is designed to give you an overview of the College and how it works. It also provides pointers and web-links to more detailed information which is provided in an accessible and up-to-date form on the College website.

In order to keep this booklet reasonably short, we have not included the full text of all the documents you will need to consult. These are, however, all available via the web links we provide here, and on a dedicated page on the College website: <https://www.queens.ox.ac.uk/freshers>.

Arriving as an undergraduate

All new students are expected to arrive at the College by **Sunday 30th September 2018**. Please note that new United Kingdom undergraduates will not be allowed to arrive in Oxford before this date. Special permission has been granted for new international students to arrive from **Wednesday 26th September 2018**.

All new undergraduate students will have been allocated a room in College. When you arrive at Queen's, you will need to collect your room key from the Lodge. You will be required to complete and sign an Accommodation Licence Agreement form, which we enclose with this pack, before you can be issued with a key. This form should be handed to the Lodge on arrival.

Other students will be on hand to help you move into your room. The current students have assigned two 'parents' to help you adjust to life in Oxford. College parents are second year undergraduates, one of whom studies your subject. They act as a useful port of call in the first week and for your whole first year. They will help to introduce you to social life in College. You will also have a 'study buddy' in your own subject to support you in your academic work throughout the first year.

The undergraduate Freshers' timetable for the first week is provided in your pack as a separate document, called "**Your first week at Queen's**". The timetable may look a little daunting at first, but please do not be alarmed.

The week is divided into two. On Monday and Tuesday, you will have a series of introductions, inductions and briefings based in the College, some of them organised by the students and some by the College academic and administrative staff. The events you must attend are indicated on the timetable in green. On Tuesday morning, you will meet the people who are going to be teaching you, in order to discuss the programme of academic work, and to be assigned your first piece of academic work. After Tuesday, this academic work needs to be your first priority. Throughout the week there will also be plenty of opportunity to settle in and get to meet people.

You will see that in the second part of the week, specific times have been allocated for academic work. Please do not take these times too literally. They are meant to indicate the rough proportion of time that you are expected to spend on academic work. An important part of University life is learning to manage your own time so as to meet your academic commitments and also preserve time for other things to as to maintain a healthy life-work balance. It may be that you find it more effective to work at other times of day or weekend.

The main events in the first part of the week are as follows:

MONDAY 1 OCTOBER 2018

On Monday morning all new undergraduates will be expected to attend **Registration** in order to sign the College Entrance Book, fill in various forms, and receive their University Cards in Hall. Bursary staff will be in attendance to explain signing on for meals and the College billing system. Library staff and the IT Officers will also be there to hand out information. You will also receive an invitation to call on the Chaplain for a few minutes.

At 11.15, the **Provost, the Senior Tutor and the Dean** will welcome you to the College. This will be followed by a **Fire Safety talk**.

After lunch, there will be a session with the **Dean** concerning **welfare**, followed by the **College Freshers' Fair**, which will introduce some of the College societies and clubs.

TUESDAY 2 OCTOBER 2018

In the morning, you will **meet the tutors** who will be teaching you. You should make sure that you consult the noticeboard where notices will be displayed showing when and where they wish to see you. These appointments must take priority over all other commitments. In the afternoon, there are compulsory workshops on **wellbeing, resilience** and **sexual consent**. In the evening, there is a **welcome dinner**.

WEDNESDAY 3 OCTOBER 2018

On Wednesday morning there will be an introduction to the College Library.

SATURDAY, 13 OCTOBER 2018

University Matriculation takes place at the Sheldonian Theatre on the Saturday of 1st Week. All new undergraduates must attend unless they are informed otherwise. Academic dress (sub fusc, explained below) should be worn. A group photograph is taken in the Back Quad before leaving for the Sheldonian. Times will be posted on the College noticeboard at the start of Term.

Arriving as a graduate

New graduates should report to the College Office during one of their pre-booked slots (via the Google Form) to pick up their University Cards and sign the College Entrance Book. Please remember that you will be unable to collect your University Card until you have registered with the College Doctor. Details of the Graduate Freshers' timetable will be posted on noticeboards around College and in the Middle Common Room.

The main events are as follows:

THURSDAY 27 SEPTEMBER 2018

Graduate Freshers should attend an **induction meeting** in the Shulman Auditorium from 5pm to 7pm. In the evening there is a **welcome dinner**.

SATURDAY, 13 OCTOBER 2018

University Matriculation takes place at the Sheldonian Theatre on the Saturday of 1st Week. All new graduates must attend unless they are informed otherwise. Academic dress (sub fusc, explained below) should be worn. A group photograph is taken in the Back Quad before leaving for the Sheldonian. Times will be posted on the College noticeboard at the start of Term.

Practicalities

Academic dress

You will need to get hold of academic dress promptly on arrival in Oxford because it is worn for the matriculation ceremony by which you are admitted to the University. The gown is also worn for dining in Hall in the evenings. Academic dress can be ordered in advance from many shops in Oxford (e.g. www.shepherdandwoodward.co.uk or www.walters-oxford.co.uk). It can also be bought easily when you arrive here. Undergraduates require a Commoner's gown, and graduates and 2nd BA students an Advanced Student's gown. For the matriculation ceremony and later on for any university examinations, you will need to have **'sub fusc' academic dress**, consisting of:

The appropriate gown (as above), a mortarboard or soft cap, and your preferred items from the following list:

1. one of
dark suit with dark socks, or
dark skirt with black tights or stockings, or
dark trousers with dark socks or dark hosiery
2. dark coat if required
3. black shoes
4. plain white collared shirt or blouse
5. white bow tie, black bow tie, black full-length tie, or black ribbon

Visiting Students do not require academic dress, unless they wish to and are eligible to become matriculated members of the University.

Noticeboards

Important information will be displayed on the noticeboards in Front Quad by the Porters' Lodge. Please make sure that you read these notices carefully.

Email

At registration, you will be given an official College email address in the form 'firstname.surname@queens.ox.ac.uk' and information from the IT office staff about how to access

your email. You are required to check this email account at least once a day and reply to any official email or email from your tutors within 24 hours. If you do not check your email you are likely to miss important information.

College Rules and regulations

The College seeks to be a friendly and well-regulated academic community. To ensure that the environment is suitable for academic work and that the College runs smoothly to cater for your needs, there are College Rules and Regulations, which govern what is or is not permissible. The Rules and Regulations are best thought of like the Highway Code, which exists to ensure that road users know how to interact with each other to avoid collisions. They exist for everyone's benefit, and you should familiarise yourself with them. You can read them [here](#).

There are non-academic disciplinary procedures, described in the Rules and Regulations, which are applied when the rules and regulations are breached.

Your student file

Every student at the College has a student file which is kept by the College Office. This file stores information relevant to your academic career at the College, including: your UCAS form; information about your fees; exam results and prizes; and, where relevant, information on any disciplinary matter relating to your academic work and progress. The student file may also contain medical or disability information where it is relevant to your education, e.g. a Student Support Plan or arrangements for taking exams under special conditions. Some of this information, including medical information, will be removed and destroyed six years after you leave the College. The rest will be digitised and kept in the College Archives. Access to personal information in the archives is strictly controlled and used only for legitimate research purposes.

In addition to the student file, the College has access to eVision, the central University of Oxford student records system, and to OxCort (for undergraduates) and GSS (for graduates) on which your tutor or supervisor records your progress. Other information may be recorded e.g. by your tutors, or by members of the decanal and welfare team, relating for instance to welfare matters and non-academic disciplinary proceedings. Full details of how we store, use and share your personal information, and your rights over your own information, can be found at <https://www.queens.ox.ac.uk/gdpr>.

Noise

Noise is a particular issue, and reasonable quiet is expected at all times but required between 11pm and 8am on all College sites.

Harassment

The College also has a specific code of practice concerning harassment and bullying, which is intended to inform its members of the type of behaviour that is unacceptable and to provide members who are the victims of harassment with a means of redress. It is important that you read this document, which is available at www.queens.ox.ac.uk/our-policies-and-procedures.

Finding your way around

The main College buildings are on the High Street and there is a map at the end of this booklet. This site, often known as **Main College**, houses the College Library, the Dining Hall, the Chapel, the Shulman Auditorium, the Common Rooms, the Bursary, and the various College offices. Your College teaching will also usually take place on this site. Directly to the east of the main College site, on Queen's Lane, is the **Carrodus Quadrangle**, which is also part of Main College.

The College also possesses four annexes. If you walk east along the High Street you reach Magdalen Bridge and beyond this the road splits into three. The most southerly route is the Iffley Road which leads to the **Cardo Building** on Iffley Rd itself and to **James Street**, where there is more College accommodation. If you walk west along the High Street from the main College site and turn left at the Carfax clock tower down St Aldate's, you will reach **St Aldate's House** at 2 Speedwell Street. There is also an annexe in north Oxford, the **Oxley-Wright Building**, located at 116 Banbury Road. The College also has a boathouse on the banks of the River Thames (or River Isis, as it is sometimes locally known), sports grounds in south Oxford and squash courts at the Cardo Building. The College has recently acquired accommodation at **Venneit Close** and **32a Jack Straw's Lane**. **The Florey Building** on St Clement's Street in east Oxford is currently not in residential use.

How the College is organised

The College community consists of around 330 undergraduate students, 160 graduate students, 40 Fellows, 35 Junior Research Fellows and College Lecturers, and a large number of College administrative, library and support staff. It is an academic charity and is run by the **Governing Body** whose members are the Trustees of the charity. The Governing Body consists of most of the Fellows of the College. It determines the policies and governs the activities of the College. It elects College Officers such as the Senior Tutor, Tutor for Undergraduates, Dean and Tutor for Admissions who have responsibility for specific aspects of the College's work. It is advised and assisted by a set of College committees with responsibility for considering particular areas of the College's work. There is student representation on the committees and on the Governing Body itself.

The College itself is governed by **Statutes** and **By-laws** which you can read here: www.queens.ox.ac.uk/our-policies-and-procedures.

As a College, we are committed to **equality of opportunity**, and specifically to the provision of education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, we try to ensure that all students are helped to achieve their full academic potential. You can read our equality of opportunity policy at www.queens.ox.ac.uk/our-policies-and-procedures. If, while a member of the College, you become aware of any activity, official or unofficial, which appears to run counter to this policy, please report it to the Equalities Adviser, the Senior Tutor, the Tutor for Undergraduates or the Dean.

The Common Rooms

All students, whether undergraduate or graduate, are Junior Members of the College and are members of the **Junior Common Room (JCR)**. This is in effect the student union for Junior Members of the College. The JCR is situated in Back Quad, Staircase 5, and is a social meeting place with newspapers, television, refreshments etc. It is run by a committee of elected representatives. It organizes everyday social events around the College and meets fortnightly to debate a whole host of

issues. The JCR helps to organize part of the induction week for new undergraduates and produces its own Freshers' Guide to the College, which is included in this pack. Its representatives seek and pass on the views of JCR members to College committees and Governing Body. There is no subscription charge to the JCR, but small levies are made for charities and the provision of some facilities, details of which will be provided by the JCR President when you arrive, and from which you have the right to opt out if you so wish. The JCR website is at <https://jcr.queens.ox.ac.uk>.

Graduate students are in addition members of the **Middle Common Room** (MCR). The MCR is situated in Front Quad 6 in a room overlooking the Front Quad, and provides excellent social and academic focus and support. It is a friendly environment where newspapers, periodicals and refreshments can be enjoyed in comfortable surroundings. The MCR organises weekly dinners and regular monthly evening seminars, in addition to many other sporting and social activities. MCR representatives seek and pass on the views of MCR members to College committees and Governing Body. There is a subscription charge of £9 per Term for the MCR. Students eligible to become members can opt out if they wish to do so. The MCR website is at mcr.queens.ox.ac.uk.

The Fellows and Lecturers are Senior Members of the College, and members of the **Senior Common Room** (SCR).

Who's who in College

The Provost

The Provost is elected by the Fellows of the College and chairs the Governing Body. Our current Provost, Professor Paul Madden, is a chemist and was elected in 2008. He was previously the Professor of Chemistry at Edinburgh University, and between 1984 and 2004 was a Fellow of Queen's and Tutor in Chemistry. His research has concerned the development of methods to predict the properties of materials from basic principles. He is a Fellow of the Royal Society and the Royal Society of Edinburgh.

[CONTACT: via the Provost's Secretary, Mrs Elaine Evers, tel: 01865 279125 or email: elaine.evers@queens.ox.ac.uk]

The Fellows and College Lecturers

The College has Fellows in almost all the subjects for which it admits undergraduate students. There is a list of them at the end of this booklet. Most of the Fellows act as Subject Tutors (or Praelectors), teaching undergraduates from Queen's (and those of other Colleges) in tutorials and classes, as well as researching in their subjects. Most also hold posts with University departments, which require them to give lectures, lead research groups, secure grants, participate in academic conferences, supervise graduate students for Masters' degrees and doctorates, act as examiners, and assist in the administration of the departments and the University as a whole.

Some Fellows (Junior Research Fellows and Senior Research Fellows) are engaged in research full-time, and others (Professorial Fellows) have teaching and supervisory responsibilities which lie mostly outside the College, in University departments. They will usually teach little, if at all, for the College.

Those Fellows who are Subject Tutors have the responsibility to provide or organise teaching in their subject for the undergraduate members of the College. They are assisted by College Lecturers,

who are Senior Members of the College with a special responsibility for teaching undergraduates. They are also listed at the end of this booklet. If you are studying a course which lies within the teaching specialism of a Subject Tutor or College Lecturer, it is likely that you will be taught by them. Otherwise, the Subject Tutor will arrange for you to be taught outside College, often by a Fellow or Lecturer at another Oxford College. In some cases, undergraduate teaching arrangements are made centrally by University departments. Where that is so, the Subject Tutor at Queen's will still have organisational responsibility for the undergraduates concerned.

The teaching and supervisory arrangements for graduates are made by University departments, so it will generally only be by chance that they are taught or supervised by Senior Members of the College.

Fellows and College Lecturers will sometimes be on sabbatical research leave, which means that they will not be teaching for the College, and may even be absent, researching elsewhere. They are also sometimes called upon to become College Officers, or undertake administrative or other responsibilities for the University, which reduces the teaching they can do. In such cases, the College will usually make an additional, temporary appointment to cover the teaching.

The Moral Tutors

Most of the Fellows also act as Moral Tutors for undergraduates and Graduate Advisers for graduates. These roles are both advisory and pastoral. Each of you will be allocated a Moral Tutor or Graduate Adviser. For undergraduates, this is likely to be one of the Subject Tutors who teaches your degree subject. For graduates, it is likely to be a Fellow working in a similar area. The Moral Tutor or Graduate Adviser will generally be the first person that you should go to if you need help or advice on an academic or welfare matter. In the very rare event that you feel unhappy about relations with your Moral Tutor or Graduate Adviser, you should consult either the Senior Tutor (undergraduates) or the Tutor for Graduates (graduates), if the concerns are primarily academic ones; or the Dean if the concerns are primarily welfare ones. You are of course free to discuss difficulties with any Senior Member of the College if you feel this would be helpful.

The Senior Tutor

The Senior Tutor deals with all academic issues that cannot be dealt with by Moral Tutors or the Tutor for Undergraduates. The Senior Tutor is Dr Nick Owen, Fellow in Politics. He oversees all aspects of the academic life of the College, especially the organisation of College teaching and making new academic appointments.

[CONTACT: via the Academic Administrator, Joyce Millar, tel 01865 279167 or email senior.tutor@queens.ox.ac.uk]

The Tutor for Undergraduates

The Tutor for Undergraduates deals with any academic welfare issues that cannot be dealt with by Moral Tutors. The Tutor for Undergraduates is Professor Seth Whidden, Fellow in French. He and the Senior Tutor oversee all aspects of undergraduate academic work. In particular, he has responsibility for welfare issues that relate to academic performance and for oversight of the procedures which assess whether a student is fit to study.

[CONTACT: tutor.undergraduates@queens.ox.ac.uk]

The Tutor for Graduates

The Tutor for Graduates is Professor Mark Buckley, Fellow in Psychology. He and the Senior Tutor oversee all aspects of graduate academic work.

[CONTACT: tutor.postgraduates@queens.ox.ac.uk]

The Tutor for Admissions

The Tutor for Admissions is Professor Jonathan Doye, Fellow in Chemistry. He organises the admissions of students to the College, as well as the College Open Days and outreach activities.

[CONTACT: via the Admissions Administrator, Dr Leen Van Broeck, tel 01865 279161 or email admissions@queens.ox.ac.uk]

The Dean

The Dean has responsibility for non-academic matters, especially welfare and discipline. The Dean is Professor Chris O'Callaghan, Fellow in Medicine. He is assisted by graduate students who act as Junior Deans: Eleri Watson, Pablo Gonzalez Martin, Marina Lambrakis and Angelica De Vido. The Junior Deans undertake most of the day-to-day assignments. There are also two Decanal Assistants, Zhao Shen and Julia Hamilton, who are also graduate students and provide additional support at the Oxley–Wright and Venneit Close sites respectively.

[CONTACT: email decanal.team@queens.ox.ac.uk]

The Equalities Officer

The Equalities Officer is responsible for the College's Equal Opportunities policy. The current Equalities Officer is Professor Jane Mellor, Fellow in Biochemistry. She may be contacted about any issues relating to equality that you feel cannot be dealt with readily by your Moral Tutor.

[CONTACT: email jane.mellor@queens.ox.ac.uk]

The Academic Administrator

The Academic Administrator is Joyce Millar, assisted in the College Office by the Admissions Administrator, Dr Leen Van Broeck; the Tutorial Secretary, Mr Tom Mussett; the College Office & Outreach assistant, Ms Betty Yang Cavanagh; and the Admissions and Outreach Officer, Ms Orock Nsoatabe. The College Office is on the first floor of Front Quad, staircase 2. It deals with requests for University Cards (for Freshers, or replacements due to damage or loss), transcripts, confirmation of student status, student loans, application forms for hardship funds and various grants, degree ceremonies, and term-time lecture room bookings. Special needs arrangements for examinations are also handled by the College Office. The College Office is open 9.00 a.m. to 12.30 p.m. and 1.30 p.m. to 5.30 p.m. Monday to Thursday, and 9.00 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m. on Fridays.

[CONTACT: tel 01865 279166 and email college.office@queens.ox.ac.uk]

The Bursar

The Bursar, Dr Andrew Timms, deals with all financial matters in College. The Bursary is located on the first floor of Front Quad, Staircase 1 and the opening hours are 8.45 a.m. to 12.15 p.m. and 1.15 p.m. to 4.45 p.m. Monday to Thursday and 8.45 a.m. to 12.15 p.m. and 1.15 p.m. to 3.45 p.m. on Fridays.

[CONTACT: email bursary@queens.ox.ac.uk]

The Domestic Bursar

The Domestic Bursar, Mrs Marie Bracey, has responsibility for all domestic matters in College, including accommodation, catering, events, security and safety.

[CONTACT: via Domestic Bursar's Administrator, Melanie Harris, email melanie.harris@queens.ox.ac.uk or hb.secretary@queens.ox.ac.uk]

The Steward

The Steward, Mrs Susan Tutty, has responsibility for the Scouts (cleaning staff), maintenance, the Beer Cellar and fire safety. She is assisted by the Housekeeper, Mrs Tracey Peart. The Assistant Stewards, Sean Meade, John Peart and Michael Capon, can help with organising the moving of furniture, setting up of equipment for functions, and any health and safety issues.

[CONTACT: tel 01865 279133 or email steward-office@queens.ox.ac.uk]

The Chaplain

The College Chaplain is the Reverend Mrs Katherine Price, who is responsible for organising services in Chapel, which take place regularly during term time. She is also part of the welfare team, and is available to provide pastoral support to all member of the College regardless of religious affiliation. She is around in College most days, so feel free to drop in to Front Quad 5, room 2 for a chat!

[CONTACT: tel 01865 279143, email katherine.price@queens.ox.ac.uk, Facebook Katherine Magdalene Price, or just drop round!]

The Hardship Officer

The College Hardship Officer is Dr Keyna O'Reilly, Fellow in Materials Science. Her responsibility is to assist members of the College encountering financial difficulties or hardship.

[CONTACT: email keyna.oreilly@queens.ox.ac.uk]

The IT office

The College IT Office is on the second floor of Front Quad staircase 1, and its staff can provide information and advice on IT issues. The key contacts are David Olds, Linda King and James Preston. The IT Office is open to students Monday to Thursday - 2:15pm to 3:15pm during Term (week 1 to 8).

[CONTACT: tel 01865 279205 or email it-support@queens.ox.ac.uk]

IT Office Twitter: <https://twitter.com/ITQueensOxford>

IT Office Blog: <https://pages.queens.ox.ac.uk/it/>

The Library

The College Library is situated along the west side of Back Quad. There is detailed information about the Library on the College website (see <https://www.queens.ox.ac.uk/current-students>) and also at ox.libguides.com/Queens. The Library team consists of Amanda Saville, the Librarian; Tessa Shaw, the Reader Services Librarian; Sarah Arkle, the Technical Services Librarian, and Dominic Hewett, the Library Assistant.

[CONTACT: email library@queens.ox.ac.uk]

Facebook: [@QueensCollegeLib](#)

Twitter: [@QueensLib](#)

The Buttery

The Buttery is open between 8.00 a.m. and 2.00 p.m. on weekdays during Term (weeks 1 – 8) and is located opposite Hall. You may, if you wish, purchase wine from the Buttery.

[CONTACT: tel 01865 279131 or buttery@queens.ox.ac.uk]

The College Kitchens

The Catering Manager is Mrs Dawn Grimshaw, whom you should contact if you have any special dietary requirements.

[CONTACT: tel 01865 279147 or email kitchen@queens.ox.ac.uk]

The Beer Cellar

The Beer Cellar is open Monday to Saturday during Term from 7:00 p.m. to 11.00 p.m. Guests of members of the College may be introduced into the Beer Cellar, though only members themselves may make purchases. Payments for items purchased in the Beer Cellar can be charged to your termly bill (or Batells account).

The Porters' Lodge

The Lodge is staffed by the Head Porter, Neil Huntley, and a team of Porters on a 24/7 basis. The front gate is locked from 9.00 p.m. on Sunday to Friday, and 8.00 pm on Saturday, although you will be provided with a key code so you can gain access by other entrances. The Porters are a good first point of contact and have a wealth of local information, which can be very useful. You will be allocated a mailbox or 'pigeonhole' in the post room, which you should check regularly for mail or messages; there is a separate parcel room next door. The parcel and pigeonhole rooms are located in the basement of Staircase 1. All outgoing post is collected from the Lodge by Royal Mail at around 5pm every weekday afternoon. Other items can be left at the Lodge for collection by couriers. Please let the porters know if you intend to do this and leave your details with the package so we can reach you. Messenger service is a free postal service between Oxford University colleges. You can bring your letters to the Lodge and the porter on duty will endorse it with the messenger stamp and place in the tray for collection. Please note that the following items will not be accepted by the messenger service - food, money, clothing, valuables, breakables, long tubed items (e.g. posters), umbrellas, heavy bulky items, books.

[CONTACT: tel 01865 279120 or email lodge@queens.ox.ac.uk]

The Old Members' Office

Membership of Queen's is lifelong and the Old Members' Office exists to maintain the College's contacts with its Old Members. The College will shortly be appointing a new Development Director. Current students can request to be put in touch with Old Members for careers advice. The Old Members' Office also works with the student-led '1341' Society to organise events for the parents of current students. The office stocks a small range of College-related gifts, such as mugs, postcards, magnets, and umbrellas. Students are welcome to drop into the office at any time and are encouraged to submit news items for the Old Member Newsletter.

[CONTACT: tel 01865 289119 or email development@queens.ox.ac.uk]

Academic matters

Terms and dates of residence

Oxford terms are eight weeks long and the dates of term for the academic year 2018-19 are:

Michaelmas Term	Sunday 7 October to Saturday 1 December 2018
Hilary Term	Wednesday 9 January to Saturday 9 March 2019
Trinity Term	Wednesday 24 April to Saturday 22 June 2019

You can obtain the dates of subsequent terms from the university website: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>.

The week preceding the first week of term is called 0th Week. Other than in the first term, you are expected to return into residence no later than 6.00 p.m. on the Wednesday of 0th week. You may leave College after 7.00 p.m. on the Friday of 8th week if you have seen your Moral Tutor and have no further academic obligations.

Academic expectations for undergraduates

Most of what you need to know about undergraduate academic life at Queen's will be explained on arrival. We also supply a Study Guide – see <https://www.queens.ox.ac.uk/freshers>.

Your tutors will give you advice about how best to study, and there are plentiful further sources of advice from departments, from the JCR Academic Representatives and from your fellow students. While much of this information will naturally vary from subject to subject, there are some important general points.

You are expected to devote the majority of your time, in both term and vacation, to academic study. Undergraduates should therefore consult their Moral Tutors before engaging in any time-consuming activities that might interfere with academic work.

Study at Queen's, and in general at Oxford, is **guided study**. You are expected to work independently and unsupervised much of the time. Furthermore, the terms are short and you are expected to use vacations for study away from Oxford. You must expect to have several academic commitments each week during Term, and often several pieces of work to complete at the same time, often with quite short deadlines. You are also very likely to have classes, with larger numbers of students, and lectures to attend each week.

That said, your study is also very well supported. The facilities and resources for study in College and University are excellent, and you will have plenty of occasions to discuss your work with those who teach you. These come principally in the form of weekly small group tutorials, or small classes, which are the core teaching method in Oxford. Tutorials and classes are likely to be the main event in your week, and you are expected to attend them, properly prepared, without fail.

Everyone studying at Queen's is expected to work to the best of their ability. The College expects that undergraduates will normally be capable of producing work of at least an upper second class standard, and strongly encourages performance at a higher level. You must attend all your academic commitments, unless you have permission in advance to be absent, or you are prevented from attendance by medical reasons. You must also produce work for tutorials and classes as required by the tutor, to a standard appropriate to your stage of degree and abilities. The work must be your own, neither copied from others, nor unattributed where you have used others' work in support of your own arguments. You must also perform in examinations, including College examinations ('collections'), to the best of your ability.

If you are anxious about any aspect of your work you should discuss this at an early stage with your Moral Tutor or, if more appropriate, the Tutor for Undergraduates or the Senior Tutor. The JCR and MCR Academic Affairs Representatives can provide valuable supplementary sources of academic advice.

Reports

If you are an undergraduate, your academic progress will be discussed regularly from week to week with those teaching you. They will also provide a termly written report on your work. This is provided through an online system called **OxCORT**, which allows you to read the report yourself. OxCORT reports will be discussed in meetings end of term meetings with your Moral Tutor, and will also be seen by the Tutor for Undergraduates and the Senior Tutor. There will also usually be a meeting with your Moral Tutor at the start of each term (on Thursday or Friday of 0th week) to confirm academic arrangements for the term, at which the preparatory work you have done over the vacation may be discussed.

Collections

Academic progress is also assessed through termly examinations, called **Collections**, which are normally held at the start of each term after your first term on the work you have done in the previous term and the vacation. Collections give you practice in examination technique, especially in those parts of a course where there may be no University examinations; let you know how you are doing in your work, and allow your tutors to detect where any weaknesses may lie so that they can help you to improve. You are expected to prepare properly for Collections and perform to the best of your ability in them. The College expects that Collections will be marked and returned to you no later than the end of 4th week of Term. The marks for Collections are reported to the Senior Tutor and the Tutor for Undergraduates. The College awards **Collections Prizes** for strong performance in Collections and the work done in term and vacation. The full regulations governing Collections are available www.queens.ox.ac.uk/our-policies-and-procedures.

Academic progress

There are also two further occasions on which academic progress is discussed. **Academic Collections** are an annual formal meeting with the Provost, the Senior Tutor or Tutor for Undergraduates and those teaching you. For most first year undergraduates, this will take place early in Hilary Term, and you are required to attend at the time given. Academic Collections are an opportunity for those who have taught you to give feedback on your performance to date, an appraisal of your abilities and an indication of your prospects in any forthcoming examination.

There is also an annual meeting with the Provost (**Provost's 'handshaking'**) to discuss your progress and prospects more generally. These meetings are also compulsory, so you should attend when requested and confirm that you will do so.

Unsatisfactory work

In the event of unsatisfactory work, the College has academic disciplinary procedures which may involve referral to its Tutorial Review Committee, where the reasons for the poor performance will be discussed in accordance with the College's **Procedures for Academic Discipline**. The Tutorial Review Committee has the power to recommend disciplinary action. The Procedures are available here: www.queens.ox.ac.uk/our-policies-and-procedures. They also cover what happens in the event that you should fail a University examination.

In order to protect Junior Members' privacy and confidentially, any academic disciplinary proceedings will take place 'in-house' – that is, through the structures of the College's Moral Tutorial system, the Tutorial Review Committee, and Governing Body. The College asks Junior Members to sign a form, on admission, indicating that they are aware of and have understood the procedures and that they agree to them.

Academic progress for graduate students

Academic progress for graduate students is primarily the concern of their University department. However, each graduate student will have regular meetings with their Graduate Adviser. There is also an annual meeting for each graduate student with the Provost and the Senior Tutor or the Tutor for Graduates to discuss progress. The College encourages graduate students with concerns about their academic progress to discuss them at an early date with their College Graduate Adviser and the Tutor for Graduates.

Scholarships and Exhibitions

The College awards Academic Scholarships and Exhibitions to undergraduates for excellent academic performance, on the nomination of their Moral Tutor. You become eligible for an **Exhibition** (£150) or a **Junior Scholarship** (£300) in the first Term after you have passed the First Public Examination, and in each Term thereafter. Any student already awarded an Exhibition or a Junior Scholarship may be awarded a **Major Scholarship** (£450) for sustained academic excellence. Any undergraduate who holds one of these awards may wear a Scholar's gown, the cost of which will be reimbursed by the College.

College Prizes

A number of prizes in particular subjects are awarded by the Governing Body as follows:

Blake Prize in History: Awarded annually to the most meritorious of those beginning their last year of undergraduate studies in the Final Honour School of Modern History or any Joint Final Honour school (including Literae Humaniores) involving the study of Ancient or Modern History.

Bolus Prize in Classics: Awarded for the most meritorious translation into English of a passage of Greek and a passage of Latin in Trinity Term.

Britton Prize: Awarded annually to the undergraduate member in their final year who has made the greatest contribution to College sport.

Cecil King Prize: Awarded in Hilary Term of every year for an essay on some aspect of contemporary European political, philosophical, or economic life.

Chandrasekhar Prize in Physics: Awarded annually to the third year undergraduate who obtains the highest average mark on examination papers and other formal assessments in Physics (& Joint Schools), taken at Part B.

Dajani Prize: Awarded annually to any undergraduate member of the College who has exhibited the most academic distinction in their studies where these have been relevant to the promotion of a better understanding and awareness of the historical, cultural and economic relationship between Great Britain and the Arab world.

Ives Prize: Awarded annually to undergraduate members of the College whose work for the Final Honour School has been clearly assessed by their tutors as being of first class standard but who failed to achieve first class honours in the final examination or to be awarded any other prize as a result of that examination.

Mander Law Prize: Awarded annually to a finalist undergraduate member of the College who has exhibited academic distinction in the study of Law.

Many Prize for an English Essay: Awarded for an English essay on a subject approved by the Academic Committee in Trinity Term.

Markheim Prize in French: Awarded annually on the basis of a translation paper which is sat in the first week of Trinity Term.

Palmer Prize in French Translation: Awarded annually for the best French translation collection paper sat in 0th week of HT by a second year undergraduate.

J.A. Scott Prizes in Natural Sciences, and English or History (2 Prizes): Awarded annually to graduates of the College attaining First or Second Class Honours degrees in the final examination in (a) Natural Sciences and (b) English or History (whether Ancient or Modern), with a first preference for students educated at St Bees School, for students born in Cumberland, and then without restriction.

Temple Prize in Mathematics: Awarded annually at the beginning of Michaelmas Term to undergraduates beginning their third year of study in the Final Honour School of Mathematics, Mathematics & Philosophy, Mathematics & Statistics or Mathematics & Computation.

Alan Webster Prize in Modern Christianity: Awarded annually to undergraduate of the College who is judged to have achieved the best results in a First Public Examination that included either theology or moral philosophy.

Jack Wooding Prize: Awarded annually to the oarsman or oarswoman in his or her first year, who, in the opinion of the Provost, the Senior Treasurer and the President of the Boat Club, has made the greatest contribution to the Queen's College Boat Club.

Music Awards

Organ Scholarships, each with an annual value of £300 are offered at the time of admission to ensure as far as possible that there are always two such award holders in residence at any one time. **Instrumental awards** are offered after admission in the years that no organ award holder is admitted, with a value of £200 for a Scholarship and £150 for an Exhibition. Normally six **Choral Scholarships** (£300) are offered each year either at or after admission. All music awards are tenable for one academic year only. They are renewable subject to satisfactory performance, and, in the case of Choral Scholarships, subject to the rule that there shall be a maximum of 18 Choral Scholars at any time.

Other Prizes

Benefactors' Prizes are awarded by the Governing Body at the end of Trinity Term, in the light of reports on an undergraduate's academic work and other contributions to College and University life, since joining the College.

Taberdarships of an annual value equal to the College graduate fee are awarded from time to time to members of the College whose performance in the second Public Examination is of outstanding merit and who are pursuing graduate courses of study or research at Queen's. These are tenable for one year in the first instance, and may be renewed annually for up to three further years.

Feedback on teaching and learning

The College, through the JCR Academic Representative, organizes **academic feedback sessions** for each subject throughout the year. This is in order to provide students with the opportunity to comment on the teaching they have received. We strongly encourage participation in these sessions and the provision of constructive feedback. The reports of these sessions are considered by the Senior Tutor and the Tutors concerned and responses to the points made are provided.

Academic administration

The **College Office** is the best place to seek advice concerning matters of academic administration. It will issue you with your University Card and help you replace it should you lose it. It will also provide assistance with entry for examinations, and provide transcripts and other documentation concerning your status as a student. If you have **special needs** with regard to teaching or examination, then you should alert your Moral Tutor and the College Office, so that appropriate arrangements can be made in good time.

Academic Support Grants

The College's Student Finance Committee meets twice a Term to consider applications for **academic support grants**. These grants are made to help with the costs associated with completing a course of study: e.g. conference attendance, travel, books, printing, and dissertation research. Application forms can be found on the College web <https://www.queens.ox.ac.uk/current-students-0> or obtained from the College Office. Applications will need the support of your Moral Tutor or Graduate Advisor.

There is also a fund which was set up by Old Members to support the extra-curricular activities of Queen's students. Applications to this, the **650th Anniversary Trust Fund**, are invited on an annual basis and the Old Members' Office will contact you about it in due course.

Fitness to study

Students admitted for a course of study of fixed or limited duration are expected to complete the course of study within that duration, without interruption, unless a situation arises that makes that impossible. In rare cases, Junior Members may encounter medical or other difficulties which require them to take a temporary break from their studies, such that they will not be able to complete those studies according to the originally anticipated schedule. Should this arise, the College will follow its **Fitness to Study** procedures which are available here: www.queens.ox.ac.uk/our-policies-and-procedures. You should discuss such difficulties as soon as possible with your Moral Tutor and with the Tutor for Undergraduates or the Tutor for Graduates (as applicable). The College will do everything it can to ensure that you understand the process of applying for and returning from a temporary break from study, and provide support throughout this process.

The Library

The College Library is open to all members of the College as a place to study, for borrowing books, for the consultation of reference material as well as a range of current journal titles kept in print form. Access to E-Resources is made available via OXLIP+ which enables current members to search for and access individual electronic resources. These include databases, electronic reference works, e-journals and e-Books. The Library staff are on hand to help students find the material they need in support of their studies, and further information is available at ox.libguides.com.

The Library houses a **lending collection** of over 50,000 volumes and holds nearly 100,000 volumes in its historical collection. You may borrow up to 20 books at a time from the lending collection for a period of either a term or a vacation. Loans may be renewed if the books are not requested by another borrower. Bound periodicals, DVDs and CDs can be borrowed for shorter periods. Unbound journal titles and items in the historical collections cannot be borrowed.

The **Library rules** are included in the College Rules and Regulations. They can also be found at <http://libguides.bodleian.ox.ac.uk/queens>. Please note in particular that silence is required in the Library. Eating food in the Library, except on the blue bench in the lobby of the New Library, is strictly forbidden. Plain water in spill proof bottles with lids can be taken into all areas of the Library. KeepCups as approved by the Bodleian Libraries are permitted in the New and Lower Libraries but are strictly forbidden in the Upper Library. Any other type of drink receptacle/travel mug is not permitted and will be removed if found. All Library users should be mindful that the Library is a shared space and they should behave appropriately at all times.

It is strictly forbidden to damage, deface or mark the books in any way, or to remove any book or other item from the Library without ensuring that it has been properly issued using your University Card. The Library has a security system in place to prevent you leaving the building with books which may not be borrowed, or that have not been checked out. The Library also maintains a 'clear desk' policy, so please do not leave books or belongings lying around if you are not studying. Desks are cleared at designated times during the day to ensure there are reader spaces available.

Opening Hours: The Lower Library and New Library (where the modern collections are shelved) are accessible to all members of College 24 hours a day, whilst the Upper Library is open when the Library staff are present. In term time, staffed hours are Monday to Friday 9.00 a.m.-7.00 p.m. and Saturday 9.00 a.m.-1.00 p.m. These hours are usually extended during Trinity Term. Vacation staffed hours are Monday to Friday 9.00 a.m.-5.00 p.m. The Library closes completely at Christmas and for the long weekend at Easter. Opening hours are generally advertised on the Library notice board near the Porters Lodge as well as on the library website www.queens.ox.ac.uk/library-and-archives.

The Multi-Purpose Room is located in the New Library and functions as a collaborative working space with an interactive screen. It can be booked for small group work, presentations and seminars. All bookings should be made via the Library and require 24 hours clear notice. Outside of booked times the room is available for general study use and should be shared collaboratively. Headphones should be used if you wish to listen to audio files and only with the agreement of other users in the room.

The Peet Library of Egyptology: is housed in the New Library and is available to students from across the University who are studying Egyptology. Access to the Peet Library is by permission of Professor Richard Parkinson and must be sought in advance.

Bags in the Library/Lockers: Except for bags/backpacks containing academic work no other bags of any description are allowed into the Lower Library and New Library. Bags with shopping, laundry, shoes, musical instruments etc. should be left in the cloakroom or the lockers which are provided. Any bags which do not contain academic work will be removed from the reading rooms if they are found. Only small handbags are allowed in the Upper Library; any other items should be placed in clear plastic bags which are provided if you wish to take them to the Upper Library. Any bags which are found in the Upper Library will be removed. The lockers are cleared once a week on a Monday morning during 0th – 9th weeks and should be clearly identified as in use if you are actively working in the Library at this time. The contents of all lockers which are not identified as being in use will be cleared into the crates in the New Library photocopier room or in the designated lost property space in the Lower Library. Queen's books will be cleared and put back through the circulation system a week later, if they have not been collected.

Visitors: Junior members are only permitted to bring guests into the Library without advance permission from the Library staff between 12 noon and 12:45 on Saturdays in full term. You should always introduce yourself to the member of staff on duty. Outside this time, permission for visits must be sought in advance from a member of the Library staff.

Other members of the University who are not members of the College may not use the Library without permission from the Library staff.

CCTV: For safety and security reasons, the Library is monitored by CCTV.

IT

Every student room at Queen's has network access and most students have their own computers for word processing, email and access to the Oxford University network and the Internet. Wireless (Eduroam) is available throughout the College, University buildings and libraries. The College has two Computer Rooms. **The Moffatt Room** (Back Quad, staircase 6) has eight Windows computers and two photocopier-printers. You are not permitted to install your own software on these

machines. There is also the **Berners-Lee Room** (Back Quad staircase 5, next to the JCR) which has tables where you can connect your own laptop to wireless (Eduroam) or a wired Ethernet port.

Undergraduates can **print** for free in the Moffatt Room up to a quota of £25 per year (equivalent to 500 monochrome pages). Graduates have a print quota of £50 per year (equivalent to 1,000 monochrome pages per year). All printing over these quotas is charged to Batells at the end of Trinity Term at 5p per page for monochrome pages and 15p per page for colour pages. A discount of 1p per page is applied automatically for documents that are duplexed (double-sided printing).

You are expected to familiarise yourself with the College's **IT policies**, which are available here: www.queens.ox.ac.uk/our-policies-and-procedures.

In particular, you should take note of the following three points:

- First, your use of the College and University network is not anonymous. File downloads, web browsing and emails could, if necessary, be traced back to your computer. The use of Peer-to-Peer (P2P) file-sharing software for downloading copyright material like music, films and software is forbidden, and carries a hefty financial penalty (£100). The College and University monitors traffic across its network to ensure that users keep within the IT policy.
- Secondly, you should make proper arrangements to back up your work. The consequences of losing academic work, especially shortly before a deadline, can be very serious indeed. Computer failure is not an excuse for late submission of work.
- Thirdly, you should make sure that your computer is protected against viruses, malware/spyware, and other malicious programs by installing up-to-date antivirus/antimalware software and applying regular operating system patches.

Staff from the IT Office have provided online resources about how to keep your computer updated, backed up and protected as well as advice on purchasing a new computer: <https://pages.queens.ox.ac.uk/it/help/>.

Advice about how to connect to the College network is available here: <https://pages.queens.ox.ac.uk/it/get-connected/>.

Should you have any further questions for the IT team they will be available at registration when you receive your University card on Monday morning.

Health, welfare and support

Advice on welfare matters

The welfare of all members of the College community is of great importance to us. Life as a student can be very enjoyable, but it can also be tough at times, especially if you are living away from home for the first time. If problems do arise, a range of people in the College, the University, the National Health Service and the wider community are available to provide help or advice. The College will always aim to interact with you appropriately as an autonomous adult. The National Health Service is available free of charge to all students.

If you are an undergraduate, often the first person to turn to if you need help is your Moral Tutor, who is responsible for your academic and pastoral care. For graduates, the Graduate Adviser plays a similar role.

However, if you prefer to get help elsewhere, there are many other people available. For questions concerning welfare in general and discipline in College (e.g. noise, harassment, the behaviour of other students, or other members of College) you should consult the **Dean** or a member of the decanal team. For questions concerning undergraduate academic progress (e.g. suspension of your studies on health grounds, whether you remain fit to study, changes of degree course), you should consult the **Tutor for Undergraduates**. For similar questions of academic progress concerning graduates, you should consult the **Tutor for Graduates**. The **Chaplain** is available to discuss any matter in confidence, if you would prefer to speak to someone outside the disciplinary and academic structures. You do not need any particular reason to come and see the Chaplain, and she is available to discuss personal matters whether or not they affect your life in College.

In general, it is usually better to seek advice at an early rather than a late stage if there are difficulties. It is also sensible to try to behave in a way that reduces the chance of problems arising and this applies particularly to alcohol or substance misuse, nutrition and excessive late nights.

The induction sessions will provide more information about College welfare provision, and there is also information here: www.queens.ox.ac.uk/health-and-welfare.

Health

The College Nurse

The College employs a **College Nurse** whose services are provided free to students. The College nurse is Helen Thornton and her room is in Front Quad Staircase 1a, Room 6a. She can be contacted via queensnurse@nhs.net and is available to deal with minor health problems and queries at the following times:

Monday	11:30 - 13:30
Tuesday	09:45 - 11:45
Wednesday	11:30 - 13:30
Thursday	No surgery
Friday	09:45 - 11:45

For more serious health matters you should consult the Oxford doctor with whom you are registered.

The College Doctors

Dr Deborah Waller, Dr Rachel Hardwick and Dr Andrew Schuman are the **College Doctors** and they have agreed to accept any member of the College as a patient. Their surgery is at 19 Beaumont Street, tel 01865 240501. The surgery hours are Monday to Friday 8.00 a.m. to 6.30 p.m. (www.19beaumontstreet.com)

The College requires all Junior Members to register under the National Health Service (NHS) or to make a private arrangement with a doctor, who must be in Oxford, in which case you must notify

the College of the name of the doctor. Exceptions will be granted only for special reasons and with the approval of the Dean. Junior Members should remain registered in Oxford during their time at the University, but can obtain treatment elsewhere as temporary residents.

Junior Members should send or hand their NHS medical card to the College Doctor; or, if they register with another doctor, send it to that practice. Junior Members should also bring a complete vaccination history, with dates – in particular details of meningitis ACWY vaccination and MMR (mumps) vaccinations.

Under the regulations governing the NHS, all new patients are required to undergo a short medical test (blood pressure, weight, etc.) when registering with a new doctor and you should make an appointment with the College Doctors' practice when you come up to Oxford.

The College Dentist

Studental, which is based at the Connaught Building, Oxford Brookes University, Headington Hill Campus (tel 01865 689997) treats students under the NHS system. However, we would recommend that, where possible, you have dental treatment carried out before you come up to College, or during vacation times.

Welfare

The University Counselling Service

The University has an excellent **Counselling Service**, which is available at no cost to students. It offers professional counselling to members of the University, and the staff have expertise in study-related problems and anxiety management as well as in broad counselling issues. The Counselling Service website (www.ox.ac.uk/students/welfare/counselling) is very helpful and contains a wide range of useful advice as well as self-help exercises and programmes. The Counselling Service is based at 3 Worcester Street (tel 01865 270300 or email counselling@admin.ox.ac.uk) and is open from 9.00 a.m. to 5.15 p.m. Monday to Friday through most of the year. The College Liaison Counsellor at the Counselling Service is Mischka Byworth (email: mischka.byworth@admin.ox.ac.uk).

University welfare support

The University has extensive provision for welfare as outlined on their website (www.ox.ac.uk/students/welfare). This includes support for students with disabilities or special needs and those with children.

Welfare support from student organisations

The support described above is provided by the College and University who try to ensure that it is fit for purpose and provided by people who have been selected appropriately for the roles that they play. For example, the College Junior Deans have undergone a selection process by the College to determine that they are suitable to undertake their duties and do not have a criminal record.

In addition to this formal University and College support, student organisations also offer support and many students find this easily accessible and useful. At the University level, Oxford University Student Union (OUSU) has a strong interest in student welfare and has a popular advice service

(ousu.org/advice). There are also other student organisations such as Nightline which offers a listening, information and support service which is open all night (tel 01865 270270 or oxfordnightline.org). These student-led organisations will probably contact you directly about their provision. However, neither the University nor the College undertakes to oversee this support and does not play a formal role in its provision or in screening those who are involved in it.

Within the College, the JCR elects two **welfare representatives** who lead for the JCR on welfare-related issues and liaise with College on factors affecting student welfare. The MCR also elects a welfare representative with a similar function.

Domestic matters

Residence

All undergraduates, unless they have been informed otherwise, will be allocated and be expected to occupy a room in one of the College buildings for their first year of residence. If you wish to live outside College you may seek permission from the Dean to do so. A room in College accommodation will be available for most undergraduate students in their second and penultimate years and for all undergraduate students in their final year. However, students often choose to live out of College in shared houses with their friends and although permission from the Dean is required to do so, the Dean is usually very happy to grant such permission. Queen's has committed to housing 70% of its single, commencing graduate students who apply for College accommodation no later than 1 June. The College also aims to house 50% of graduate students overall (those requiring single occupancy accommodation). If you live in College accommodation you will need to sign a contract with the College for this accommodation.

Keys & access

Keys are issued by the Porters' Lodge for the majority of College rooms. The Lodge have strict procedures in place for the issue and return of all keys. At the beginning of each Term a key will be issued to you and it must be returned at the end of each Term before 10am. The charge for a lost key is £40. The charge for the loss of a temporary access card is £20.

Scouts who find rooms unlocked will always lock them to protect your belongings so please lock your room and take your keys with you.

The main High Street gate to college is locked at 9pm on weekdays and at 8pm on Saturdays. You can still access the college via the front High Street 'late gate' (next to the Silversmiths shop) or at the rear Library 'late gate', in Queens Lane. In order to enter these gates you will need to swipe your University Card through the wall mounted receiver and enter a code on the key pad. The lodge will give you the code.

Please do not divulge any digital entrance numbers to College buildings (which will be given to you by the porters) to any unauthorised person. It should be reserved for friends & family.

Above all, if you see a stranger attempting to enter the building with you, do not give them access. Ask them to contact the Lodge and give them the number to do so. If they fail to do this, or if there is a problem, do not hesitate to get in touch with the caretaker, lodge or the police, irrespective of time of day.

Storage

Those in College accommodation must vacate their rooms by 10.00 a.m. on Saturday of 8th week. This is because rooms are needed to accommodate admissions candidates and conference delegates

in the vacations. Information about vacation residence and storage during the vacations is available in the College Rules and Regulations here: www.queens.ox.ac.uk/our-policies-and-procedures.

What to bring or not bring

Please remember that little if any storage is available during the vacation so do not bring more than you can easily transport back at the end of Term. Also bear in mind that you will have to vacate your room by 10.00 a.m. on the Saturday of 8th week so the time available on that morning for removing your belongings from the room is limited.

Maintenance & repair

If you have any maintenance issues please phone or email your caretaker in the first instance. They will assess the problem and organize a repair/replacement for you

Please give as much information as possible about the fault. **Do not forget to include your room number!** Our Maintenance Team are not on site after 4pm on weekdays or at weekends. Unless it is an emergency please report your issues within these times. For emergencies/queries, after 4pm and on weekends contact your caretaker or the Lodge.

The College forbids the use of Blu-Tack and Sellotape in rooms, as they ruin the walls. Do not use it in your room or anywhere else in the building. Previous students have been fined the full bill for repair costs to their walls for damage caused by adhesives. If you want to hang pictures on the wall, please fill in the book downstairs or contact the college Steward directly, asking for picture hooks to be hung in your room.

Laundry

All accommodation offered by Queen's comes with access to laundry facilities. Please note that payment arrangements vary depending on which annexe you are in, but information will be displayed in each annexe's laundry room and in most cases using and paying for the machines will happen through a mobile app.

Noise

While you should enjoy your time here, please be aware of how much noise you are making. If you are asked to keep the noise down, then please do so. Others may have deadlines or exams even if you do not. Be respectful of your fellow students. Inform your caretaker or call the Lodge to report any unnecessary disturbances.

Smoking

Please speak to your caretaker or to the Porters for information in relation to designated Smoking Areas. Main college has a smoking area in the garden between the Shulman Auditorium and the Front Quad (the paved area under the tree).

Crime

If at any time during your stay you become a victim of a crime, you should contact the lodge or in the case of a more serious matter, you should call the Police emergency number by dialing 999. If this happens try to remain calm and tell the operator what has happened and give your location. Please inform the lodge and/or your caretaker as soon as practicable and update them with your situation.

Housekeeping items

Main Site (including Carrodus Quad)

Each room will be provided with a duvet, two pillows and a mattress cover.

We recommend that each student consider providing themselves with the following:

3 pillow cases	3 bath towels
2 pairs of sheets & blanket(s)	3 hand towels
3 tea towels	1 pair of sheets, 1 duvet & 2 covers
1 laundry bag/basket	

These articles may if necessary be despatched, addressed to the student in question, to the College or to the College annexe where a room has been allocated for this purposes during the ten days before the start of Term.

The following items would also be useful:

A tea/coffee pot	Mugs	Electric kettle	Small knives (sharp)
Glasses	Plates	Cutlery	

Graduate Accommodation (Oxley-Wright Building, Venneit Close, Jack Straws Lane)

Each room will be provided with a duvet, two pillows and a mattress cover. Residents should provide their own duvet covers, pillow cases, sheets and towels. Self-catering facilities are provided in each of these two annexes; each kitchen will have some crockery, cutlery, saucepans, a kettle, and a toaster. Residents should provide their own plates, dishes, cutlery, tea towels and cooking utensils. Bicycle parking is provided at each of the graduate accommodation annexes, but there are no car parking facilities.

Electrical equipment

Electrical equipment brought into College must comply with UK regulations and have a current Portable Appliance Testing certificate (sticker). Further information can be obtained from the Steward Office. The following examples of what is permitted and is not permitted are not exhaustive but are useful as guidance:

Prohibited:

- The use of double adapter plugs.
- Interference with electrical fittings or to connect appliances to a lighting circuit.
- Fairy lights.
- Irons in student rooms (they are available in laundry rooms).
- The use of any larger electrical equipment, for cooking or cooling/heating your room, must be agreed with the Steward or the Caretaker.

Allowed:

- The use of electric kettles and toasters.
- The use of extension leads and multi-boards, provided they are of the appropriate standard.

- The use of radios, stereos and televisions, subject to the College Regulations concerning noise. Residents with television sets must ensure that they are personally covered by a licence. See www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1.

Furniture

Soft furnishings may not be brought into College accommodation, whether in College or in the annexes. The term ‘soft furnishings’ includes beds, mattresses, futons, chairs and sofas, including the inflatable plastic variety.

Meal times and locations

The times of meals during term time are:

Breakfast	8.15 a.m. – 8.45 a.m.	Sundays	8.40 a.m. – 9.00 a.m.
Lunch	12.30 p.m. – 1.30 p.m.	Sat & Sun	12.15 p.m. – 12.45 p.m.
Dinner	6.30 p.m. & 7.15 p.m.	Saturdays	7.15 p.m. & Sundays 7.30 p.m.

All meals are provided in Hall.

There are further rules concerning bringing guests to meals, what you need to wear, etc, which form part of the Rules and Regulations, available at: www.queens.ox.ac.uk/our-policies-and-procedures. Please note in particular that you must arrive promptly for Dinner or you may not be admitted, and that the second sitting of Dinner (‘Formal Hall’) is a more formal occasion, at which you should be dressed appropriately and wear your gown.

Paying for meals

As the provision of catering facilities is covered by the kitchen establishment charge, there is no requirement to take or pay for any specified number of meals. For breakfast and lunch you will be charged according to what you purchase. The cost will normally be around £2.33 for breakfast and £2.69 for lunch. For dinner there is a fixed charge for the meal, which is currently £4.70. All meals are charged to batells and paid for in arrears. You can use your University Card to make payment for breakfasts and lunches taken in College. The College web site/current students, will also give you access to your EPOS (meal) account for payment and scrutiny.

How to book meals

You should **sign on** for evening and weekend meals via the web site using your OXFORD SSO (NEXUS) username and password to log in. Access and instructions will be provided by Bursary staff at Registration when you receive your University Card on Monday morning. It is not necessary to book in for Breakfast or Lunch on Monday to Friday but Dinner on any day and all weekend meals must be booked in advance through the signing-on system. You must sign on for Dinner no later than 11.00 a.m. on the day on which you wish to dine (this may be done days or weeks in advance if desired) and by 11.00 a.m. on Fridays for meals at the weekend.

Guest rooms

There are two guest rooms (one single and one double) available in College for Junior Members’ use. They can be booked through the Porters’ Lodge. The cost is currently £43.05 per night per person, which is charged to Batells. Guests are not permitted to stay overnight in your room.

Booking rooms for events

If you plan to book a room for a student function or event, you should do so via the Conference and Events Office. The room booking policy and procedure can be found at <https://www.queens.ox.ac.uk/files/facility-event-request-form-2017docx>.

The sale of alcohol on College premises

No alcohol can be sold on College premises other than that purchased by the College and sold through the College Licensees. This applies to all functions or events where alcohol is sold. The Conference and Events Office can advise on the procedures around events at which alcohol is going to be sold.

Bicycles

Bicycles must be registered and a registration label obtained from the Porters' Lodge. Details of frame numbers and other distinguishing marks should be noted, and a strong 'D' lock is recommended. There is some storage for bicycles on the Main College site.

Fire alarms

Fire alarms will be tested on a weekly basis in Main College and in all annexes. The days and times of these tests are as follows:

Main College	Tuesdays between 8.45 a.m. and 9.00 a.m.
Cardo Building	Fridays between 10.30 a.m. and 11.00 a.m.
Oxley-Wright	Thursdays between 10.00 a.m. and 10.30 a.m.
St Aldate's House	Mondays between 2.00 p.m. and 2.15 p.m.

Please note that every Tuesday at 9:00 a.m. the Tesco store next door to St Aldate's House test their fire alarms.

Familiarise yourself with escape routes from the building; your caretaker can give you more information about this. There are smoke detectors in your room and in the corridors. The kitchens are equipped with heat alarms. Do **not** open kitchen doors to ventilate during a smoky cooking session as this may trigger the smoke alarm in the corridor. Use the ventilators.

If the fire alarm sounds, you **must** evacuate quickly and safely to an outside area and away from the building line. Do **not** use the lift, or re-enter the building until a Porter, Fire Marshall or Caretaker have informed you that it is safe to do so.

Punts

The JCR and MCR have a Punt booking scheme which operates during Trinity Term (MCR during summer as well). You can book them online and may need to contact the MCR rep for advice on how to do this. Once you have booked a Punt come to the Lodge and we will give you a slip to hand to the operator. The Punts are moored on the river by Magdalen Bridge.

College Gym

The College Gym is situated on the second floor of Carrodus Quad. You will need to undergo an induction prior to using the gym. For further information contact the College Office.

Squash Courts

There are two Squash Courts situated at the rear of the Cardo Building. Keys are available at the Bursary with a refundable deposit. Courts can be booked using the book in the Post Room 'first come first served' (these facilities are also shared by St Edmund Hall and Brasenose).

Other domestic policies

The College has additional domestic policies regarding fire regulation, the testing of portable appliances, room condition, energy saving and recycling, repair and maintenance, planned and project works, snow, ice and other environmental debris clearance, disaster recovery and security, which may be obtained from the Domestic Bursar.

Information for international students

All students, including international students, must apply for vacation residence if they wish to be in residence before Wednesday of 0th week or after Saturday of 8th week. Details of how to apply for vacation residence will be publicised by the Domestic Bursar's office.

Students whose home address is not in the EU, Switzerland or Norway (and so are typically charged overseas student fees) will usually be granted permission to stay in College during the Christmas and Easter vacations if they apply for such permission. However, this will usually require them to move to St Aldate's House or Cardo building. Permission is not usually granted for residence over the summer vacation.

International students whose home address is not in the EU, Switzerland or Norway and who are not staying in residence over the whole vacation can request permission to arrive from Sunday of 0th week and to leave during the week ending Saturday of 9th week. With the exception of the first term of the first year, arrival dates in Oxford must not be before Sunday of 0th week and departure dates from Oxford must not be later than Saturday of 9th week. For students who are not residing in College for the whole of the vacation, permission can be requested for vacation residence before 0th week and after 9th week, but will only be granted if there are specific reasons for this residence and travel arrangements will not be regarded as sufficient reasons for vacation residence.

A limited amount of storage space may be available for international students over vacations, but there is no automatic right to storage so please bear this in mind.

Financial matters

College and University fees

The following are the approved fees for students starting in 2018-19 (per annum)

1. *College fees, including J.C.R. & amalgamated sports club subscriptions*

(a) Undergraduate rate:

For *non-publicly-funded undergraduates* (usually those with Overseas fee status) reading for Final Honour Schools,

Visiting Students with undergraduate status:

£7,570

(b) Graduate rate:

For those reading for the DPhil, MLitt, MPhil, BPhil, MSc, MSt, BCL, MJur, PGCE, Foreign Service Course, Visiting Students with graduate status and Clinical Medicine students:

£3,112

For those reading for the MBA:

£3,150

2. *University composition fees*

Home and EU students (home/EU rate):

(a) Undergraduate rate:

£9,250

(b) A full breakdown of the University fees for all taught and research
Postgraduate courses can be found at:

www.ox.ac.uk/students/fees-funding/

(b) Bachelor of Civil Law

£18,620

(c) Magister Juris

£18,620

(d) Postgraduate Certificate in Education

£9,250

Overseas students

Please consult the University website for full details of course fees:

www.ox.ac.uk/admissions/graduate/fees-and-funding

Visiting students

The fee payable is 50% of the overseas rate in the relevant subject area.

Accommodation Charges

The following are the accommodation charges for students starting in 2018-19 (per annum):

Undergraduate:

Daily room charge: £ 22.37

x 59 days = £ 1320.11 per Term (charged in advance each Term)

Vacation daily rate: £ 15.81

Graduate:

Oxley Wright and Venneit Close

40 Week = £5,367.48 40 Week Contracts will run 09.09.18 to 15.06.19*

43 Week = £5,769.98 43 Week Contracts will run 09.09.18 to 06.07.19*

51 Week = £6,843.17 51 Week Contracts will run 09.09.18 to 31.08.19*

*additional days can be added to either end of these contracts

Please note that if a College room is accepted by a Graduate it is presumed that it will be occupied for the 51 week period. Only in very exceptional circumstances will a refund be made.

*There are various payment options available and you should contact the Bursary as soon as possible.

For students living out there is a termly Establishment Charge of £32.76.

Advice on funding

For Home and EU undergraduate students

The Government's website has information relating to applying for student maintenance and fee loans and links to other useful sites relating to funding for full-time higher education (<https://www.gov.uk/student-finance>). The University's webpage also has some very useful information relating to funding and bursaries (www.ox.ac.uk/admissions/undergraduate/fees-and-funding).

If you have not sent your confirmation letter from your student funding agency to the College in advance you should take this to the Bursary as soon as possible after you arrive. All student loan instalments should be transferred immediately to your bank account. If you have not received your loan or do not know whether it is being sent directly to your bank account, please contact the Academic Administrator, Joyce Millar, in the College Office.

For non-UK-EU undergraduate students

You should ensure that you have funds for the complete period of your course. This should include costs of travel home, accommodation (including vacations), the University fee, the College fee, and your maintenance costs. The College will need to receive a guarantee from you or your parents and/or your bank confirming that you have the funds to pay the first year's fees, and also requires advance payment of your first term's College and University tuition fees by 31 August, as detailed in the Financial Guide for Undergraduates.

For graduate students

You will need to provide evidence of your ability to pay the combined University and College graduate fee for the first year of your course.

Banking

If you wish to open a **student bank account** when you arrive in Oxford, you will be asked by the bank to provide documentary evidence proving your identity and your student status. Some banks will accept your University Card as proof of identity, but many now are requesting written confirmation from the student's College. You should request a confirmation letter for your bank from the College Office, via college.office@queens.ox.ac.uk, giving them the details of your bank. This may take a few days at the beginning of Term due to the demands of administration on the College Office staff.

Batells

You will receive your first termly invoice (known as a Batells bill) when you arrive in October. This will include your fees, accommodation and any subscription charges. You should make it a priority

to pay this as soon as possible. Batells are issued from the Bursary and can be paid in cash, by cheque, debit card or (subject to a 2% surcharge) credit card in the Bursary or online at <https://payments.queens.ox.ac.uk> (you will need your University login and password to access this site).

If your Batells are not paid by the end of 4th week, you may find yourself barred from using College facilities. In subsequent Terms, Batells must be paid by the end of 1st week. Persistent failure to pay bills on time can lead to rustication (i.e. being sent down from College and not being allowed to return into residence until payment is made in full). Rustication can interfere with residence requirements under the University regulations and cause problems with completing your course of study.

Financial assistance and hardship

If you cannot pay your Batells on time, you should contact your Moral Tutor or the Hardship Officer, Dr Keyna O'Reilly, as soon as possible so that a solution can be sought. The Academic Administrator can also advise you on sources of potential financial help, especially from the University and the College. The College has a **Student Finance Committee** which considers applications for financial assistance twice a Term. The University also has an **Oxford Opportunity Bursary** scheme for undergraduate students for which students entering in 2016 can apply. Details can be found at www.ox.ac.uk/admissions/undergraduate_courses/student_funding/index.html.

There is also a **University Hardship Fund** and application forms can be obtained from the Academic Administrator.

Student societies

There are many student activities and societies that you will be made aware of when you arrive, including the following:

Music

There are two music practice rooms (in Back Quad Staircase 3 and Carrodus Quad) which can be booked through the Lodge. There is an upright piano and a harpsichord in the Back Quad room, and a grand piano and a harpsichord in the Carrodus Quad room. There is also a Steinway grand piano in the Shulman Auditorium. If you wish to play the organ, grand piano, or harpsichord in the Chapel, or the grand piano in the Shulman Auditorium, please contact the Organist and Music Fellow, Professor Owen Rees, to seek permission. Those permitted to use the piano in the Shulman Auditorium may book practice times on Sunday mornings and weekday evenings when the building is not otherwise in use through the Porters' Lodge.

The mixed-voice Chapel Choir, directed by Professor Rees, is widely regarded as the finest such choir in Oxford. The Choir sings for services in Chapel on Sundays, Wednesdays, and Fridays during Term, as well as performing at least one major concert each term, and undertakes other concerts and tours within Britain and abroad, broadcasts, and CD recordings. If you are interested in joining the Choir, please contact Professor Rees, owen.rees@queens.ox.ac.uk.

The College also has the Eglesfield Music Society (EMS), the longest-running musical society at Oxford, which organises an orchestra, chorus, string quartet, a cappella group, and jazz band, and puts on a musical each Trinity Term. Information about how to get involved will be available at the College Freshers' Fair.

Sport

Sporting activities are arranged by students and you will receive information about sports at the College Freshers' Fair.

Chapel

College chapels and choral services are a part of the Oxford experience, for students and visitors alike. Our present chapel was consecrated in 1719, and it remains a resource for all members of the College to seek stillness, explore their spirituality, express their creativity, and be open to life's questions. Regular services follow the traditions of the Church of England, but they are open to all, and are appreciated by many members of the College regardless of religious belief or background. Former students often choose to celebrate their wedding in Chapel. The main service is **Choral Evensong**, which is sung by the College Choir at 6.30 p.m. on Wednesdays and Fridays and 6.15 p.m. on Sundays during term. On Sundays, this includes a sermon, and we aim for a diverse and challenging programme of guest preachers. A quiet service of **Morning Prayer** takes place Mon-Fri at 8.45 a.m., and **Holy Communion** is offered at 9.30 a.m. on Sunday, as well as at least one other time per term. The chapel is open all day, and there are times reserved for quietness or prayer. A full programme of services and events is made available at the beginning of each term, or 'like' the Chapel page on facebook for updates.

Other matters

Academic staff

GOVERNING BODY

Professor P.A. Madden		Provost
Professor W.J. Blair		Modern History
Professor P.A. Robbins		SRF in Medicine
Dr R.B. Nickerson		Physics
Dr J.H. Davis		Modern History
Professor R.A. Taylor		Physics
Professor J.A. Langdale		Professor of Plant Sciences
Professor E.J.C. Mellor	<i>Equalities Advisor</i>	Biochemistry
Dr N.J. Owen	<i>Senior Tutor</i>	Politics
Professor O.L. Rees	<i>Organist</i>	Music
Mr N.C. Bamforth	<i>Secretary to the Governing Body</i>	Law
Dr K.A.Q. O'Reilly	<i>Hardship Officer</i>	Materials Science
Dr C.B. Louth		German
Professor C J Norbury		Medicine
Professor J.P.K. Doye	<i>Tutor for Admissions</i>	Theoretical Chemistry
Professor M.J. Buckley	<i>Tutor for Graduates</i>	Psychology
Professor S. Aldridge		Inorganic Chemistry
Dr Y. Capdeboscq		Mathematics

Dr A. Timms	<i>Bursar</i>	
Dr P. Papazoglou		Mathematics
Dr L. Lonsdale		Spanish
Dr R. Beasley	<i>Fellow Librarian</i>	English
Dr C.V. Crowther		Ancient History
Professor C.A. O'Callaghan	<i>Dean</i>	Medicine
Professor R.N.N. Robertson		Taylor Professor of German
Dr L. Phalippou		Finance
Dr D. Meyer		Chinese
Dr P. Tammaro		Medicine
Dr A. Gardner		Fine Art
Dr L.A. Turnbull		Biological Sciences
Dr J.L. Guest		Japanese
Professor R.B. Parkinson		Professor of Egyptology
Professor S. Whidden	<i>Tutor for Undergraduates</i>	French
Dr C.M.S. Metcalf		Classics
Dr W. Kets		Economics

JUNIOR RESEARCH FELLOWS

Ms L. Olabarria	Randall MacIver Student
Dr J. Gault	Extraordinary JRF in Chemistry
Dr A. Fayet	Browne Junior Fellow in Biological Sciences
Dr L. S. Wisnom	JRF in Manuscript & Text Cultures
Dr H. Yeung	Extraordinary JRF in Chemistry
Dr C. Müller	Extraordinary JRF in Physiology
Dr E. Bellini	Beecroft Extraordinary JRF in Astrophysics
Dr N. Waights Hickman	JRF in Philosophy
Dr D. Mitchell	JRF in English
Dr G. Chomicki	Glasstone Extraordinary JRF in Plant Sciences
Dr B. Kasberger	JRF in Economics
Dr M. Smith	Hamilton JRF in French
Dr A. Robertson	Extraordinary JRF in Materials Science

SENIOR RESEARCH FELLOWS

Dr M. Kringelbach	Senior Research Fellow in Psychology
Professor G. Yassin	Senior Research Fellow in Astrophysics
Dr S. Kelly	Browne Senior Research Fellow in Biological Sciences
Dr C. Hollings	Clifford Norton Senior Research Fellow in the History of Mathematics
Dr D. Sarooshi	Senior Research Fellow in Law
Professor J. Hyman	Senior Research Fellow in Philosophy

Laming Junior Fellows

Career Development Fellows

Ms J. Hartley (French & Italian)
Ms A. Bardazzi (Italian)

Dr K. E. Hunt (English)
Dr A. Bown (Philosophy)
Dr J. Stacey (French)
Dr J. Turner (Law)

Chaplain:

Revd Mrs Katherine Price

LECTURERS

Dr D Armstrong

Dr J Barnes

Dr G Bonsaver

Dr A Bown

Ms L Broad

Mr T Burd

Dr C Campbell

Dr K Cendon-Boveda

Dr R Dixon

Dr C Ellis

Dr J Faulkner

Dr A Fries

Dr T Fisher

Dr C Hollings

Dr M Galano

Dr C Hollings

Dr A Holton

Dr K Hunt

Dr B Kasberger

Dr H Langstaff

Dr D Menassa

Dr D Mitchell

Ms K-N Mousset

Dr D Mitchell

Professor P Nellist

Ms A Orben

Dr C Pazos-Alonso

Dr C Peters

Dr J Przedlacka

Dr C Ryland

Dr C Sánchez Cañizares

Dr R Scobie

Dr D Shore

Professor J Smith

Dr B Sorgiovanni

Dr J Stacey

Dr D Thomas

Dr N Thomas

Ms A Timoner

Dr J Turner

Dr S Wedler

Mrs R Williams

Materials Science

Physics

Italian

Ancient Philosophy

Music

Maths for Chemists

Organic Chemistry

Politics

Biochemistry

Medieval History

Organic Chemistry

Classics

Spanish

Mathematics

Materials Science

Mathematics

English

English

Economics

French

Neurophysiology

English

German

English

Materials Science

Experimental Psychology

Portuguese

Early Modern History

Linguistics

German

Biological Sciences

English

Statistics

Materials Science

Philosophy

French

English

German

French

Law

Music

French

Complaints

Complaints should be directed to the appropriate person and your Moral Tutor can advise you about who that would be. In general, complaints about the behaviour of other students should be addressed to the Dean or Junior Deans. Complaints about non-academic College staff should be addressed to the Domestic Bursar. Complaints about College academic staff should be addressed to the Senior Tutor. The College also has a code concerning harassment, with its own procedures, which can be found here: www.queens.ox.ac.uk/our-policies-and-procedures.

Emergencies

In an emergency, members of College should call the appropriate emergency service or the police non-emergency number can be used if the situation does not require emergency services. In either situation please also contact the Porters Lodge by telephone if urgent on 01865 279120, or by email to report a non-urgent situation. For help in providing First Aid, the Porters should be contacted immediately.

College with accessible entrances marked

