

# THE QUEEN'S COLLEGE OXFORD

## INFORMATION FOR NEW STUDENTS



Welcome to The Queen's College, a vibrant 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 weblinks 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 1st October 2017**. 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 27th September 2017**.

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 Caretaker of your building. 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 Caretaker 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 in 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 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.

## **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.

## THE MAIN EVENTS IN THE FIRST PART OF THE WEEK ARE AS FOLLOWS:

### MONDAY 2 OCTOBER 2017

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 I.T. 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** will welcome you to the College and introduce other members of the College staff. 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 3 OCTOBER 2017

In the morning, you will **meet the tutors** who will be teaching you. You should make sure that you consult the noticeboards on Front Quad 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 **well-being, resilience** and **sexual consent**. In the evening, there is a **welcome dinner**.

### WEDNESDAY 4 OCTOBER 2017

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

### SATURDAY, 14 OCTOBER 2017

**University Matriculation** takes place at the Sheldonian Theatre on the Saturday of 1<sup>st</sup> Week. All new Junior Members 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 Front Quad noticeboards at the start of Term.

### ARRIVING AS AN GRADUATE

New graduates should report to the College Office as soon as possible on arrival at the College 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 28 SEPTEMBER 2017**

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

## **SATURDAY, 14 OCTOBER 2017**

**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 Front Quad noticeboard at the start of Term.

### **ACADEMIC DRESS**

You will need to get hold of academic dress promptly on arrival in Oxford because it is worn for dining in Hall in the evenings and also for the matriculation ceremony by which you are admitted to the University. Academic dress can be ordered in advance from many shops in Oxford (e.g. [www.shepherdandwoodward.co.uk/](http://www.shepherdandwoodward.co.uk/) or [www.walters-oxford.co.uk/index.html](http://www.walters-oxford.co.uk/index.html)). 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 mortar board 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.

## EMAIL

At Registration, you will be given an official College email address of the form 'yourname@queens.ox.ac.uk' and information from the I.T. 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 at: <https://www.queens.ox.ac.uk/sites/www.queens.ox.ac.uk/files/201607023-Non-Academic-Disciplinary-Procedururs-and-Rules-and-Regulations.pdf>

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

## NOISE

Noise is a particular issue, and reasonable quiet is expected at all times and especially 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 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](http://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 northerly route is St Clement's Street and leads to the **Florey Building**. The most southerly route is the Iffley Road which leads to the **Cardo Building**. 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**. There is also an annexe in north Oxford, the **Oxley-Wright Building** which is to be

found on the Banbury Road. The College also has a boat-house 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.

## **DIRECTIONS TO THE COLLEGE BUILDINGS**

### **THE CARDO BUILDING, 111–119 IFFLEY ROAD**

On leaving the main entrance of the College, turn left (away from the centre of the city), cross Magdalen Bridge, take the third exit off the roundabout (the Plain) into Iffley Road, and the Cardo Building is a large buff-coloured building on the bend, about 5 minutes walk from the Plain on the left-hand side at the junction with James Street, opposite the University Sports ground.

### **FLOREY BUILDING, ST CLEMENT'S**

On leaving the main entrance of the College, turn left (away from the centre of the city), cross Magdalen Bridge, keep straight on into St Clement's, and the Florey Building (a large red-tiled building) is set back almost immediately on the left-hand side after the pedestrian crossing, next to the public car park.

### **OXLEY-WRIGHT BUILDING, 116 BANBURY ROAD**

**By car:** On leaving the main entrance of College, turn left (away from the centre of the city). As you cannot turn left out of the High Street into Longwall Street you have to cross Magdalen Bridge, go round the roundabout (the Plain) and return over the bridge, and then turn right at the traffic lights into Longwall Street and continue along St Cross Road, bearing left into South Parks Road. At the T-junction turn right into Parks Road, pass the National History Museum and University Parks on the right. At the main junction turn right into Banbury Road. The Oxley-Wright Building is on the right hand side between Linton Road and Belbroughton Road.

### **ST ALDATE'S HOUSE, 2 SPEEDWELL STREET**

**On foot:** On leaving the main entrance of College, turn right towards Carfax, the centre of the city, turn left down St Aldate's, past the Town Hall and Christ Church, take the first major turning to the right into Speedwell Street and St Aldate's House is the building on the right hand side of the street, on the corner of St Aldate's with Speedwell Street.

**By car:** On leaving the main entrance of the College, turn left (away from the centre of the city), cross Magdalen Bridge, take the third exit off the roundabout (the Plain) into Iffley Road (A4158), continue for approximately a mile until you come to traffic lights. Turn right over Donnington Bridge (B4495), crossing the Thames to more traffic lights, turn right towards the centre of Oxford on the Abingdon Road (A4144) for about a mile, crossing the river at Folly Bridge, turn immediately left, take second on right, and turn right again into Speedwell Street and St Aldate's house is the last building on the left hand side of the street. Outside the hours in which the centre of Oxford is closed to traffic (6.30 a.m. to 7.30 p.m.) it is also possible to go by car directly to St Aldate's House following the same directions as by foot.

## 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](http://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](http://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 Fresher's 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: [jcr.queens.ox.ac.uk](http://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. There is a friendly atmosphere where newspapers, periodicals and refreshments can be enjoyed in comfortable surroundings. Weekly dinners and regular monthly evening seminars are arranged 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](http://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](mailto: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](mailto: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 John Hyman, Fellow in Philosophy. 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: via the Academic Administrator, Joyce Millar, tel: 01865 279167 or email: [tutor.undergraduates@queens.ox.ac.uk](mailto: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: via Yvonne Benton, tel: 01865 279161 or email: [yvonne.benton@queens.ox.ac.uk](mailto:yvonne.benton@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 Yvonne Benton, tel: 01865 279161 or email: [yvonne.benton@queens.ox.ac.uk](mailto:yvonne.benton@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, Kelly Casey, Pablo Gonzalez Martin and Marina Labrakis. The Junior Deans undertake most of the day-to-day assignments. There are also two Decanal Assistants Guangyu Xi and Julia Hamilton, who are also graduate students and provide additional support in the Oxley–Wright and Cardo Buildings respectively.

[CONTACT: email: [decanal.team@queens.ox.ac.uk](mailto: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](mailto:jane.mellor@queens.ox.ac.uk).]

## **THE ACADEMIC ADMINISTRATOR**

The Academic Administrator is Joyce Millar, assisted in the College Office by the Admissions and Graduate Secretary, Yvonne Benton; the Tutorial Secretary, Tom Mussett; the College Office assistant, Bryony Croft; and the Admissions and Outreach Officer, Orock Nsoatabe. The College Office is on the first floor of Front Quad, staircase 2. It deals with requests for University Cards, 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 with 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](mailto: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 08.45 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](mailto: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 Administrative Assistant, Melanie Harris, email: [melanie.harris@queens.ox.ac.uk](mailto:melanie.harris@queens.ox.ac.uk) or email [helen.smith@queens.ox.ac.uk](mailto:helen.smith@queens.ox.ac.uk) ]

## **THE STEWARD**

The Steward, Susan Tutty, has responsibility for the Scouts (cleaning staff), maintenance, the Beer Cellar and fire safety. She is assisted by the Housekeeper, 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: [susan.tutty@queens.ox.ac.uk](mailto:susan.tutty@queens.ox.ac.uk).]

## **THE CHAPLAIN**

The College Chaplain is the Reverend 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, or email: [katherine.price@queens.ox.ac.uk](mailto: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](mailto:keyna.oreilly@queens.ox.ac.uk)].

## **THE I.T. OFFICE**

The College I.T. Office is on the second floor of Front Quad staircase 1, and its staff can provide information and advice on I.T. issues. The key contacts are David Olds, Linda King and James Preston. The I.T. 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](mailto:it-support@queens.ox.ac.uk).]

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

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

## **THE LIBRARY**

The College Library is situated along the west side of Back Quad and is open 24 hours a day during term. 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](http://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 Robin Hobbs the Library Assistant.

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

## **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.]

## **THE COLLEGE KITCHENS**

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

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

## **THE BEER CELLAR**

The Beer Cellar is open 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 Porters John Maguire, Adrian Faulkner, Chris Truby, Paul Chrystal, Javed Ehsani and Sean Feely. The Lodge is staffed daily from 7.00 a.m. to 00.30 a.m. during Term. 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 point of contact and have a wealth of local information, which can be very useful. You will be allocated a mail-box in the Lodge extension which you should check regularly for mail or messages.

[CONTACT: tel: 01865 279120, email: [lodge@queens.ox.ac.uk](mailto: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 Development Director is Anna Thorne. 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, email: [development@queens.ox.ac.uk](mailto: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 2017-18 are:

Michaelmas Term	Sunday 8 October	to Saturday 2 December 2017
Hilary Term	Wednesday 10 January	to Saturday 10 March 2018

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 0<sup>th</sup> 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 0<sup>th</sup> week. You may leave College after 7.00 p.m. on the Friday of 8<sup>th</sup> 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, for which please 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 varies 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 his or her 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** (<http://www.oxcort.ox.ac.uk>), 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 0<sup>th</sup> 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 4<sup>th</sup> 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](http://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 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](http://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 confidentiality, 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 his or her 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 of even years.

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

**Dajani Prize:** Awarded annually to any undergraduate member of the College who has exhibited most academic distinction in his or her 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.

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

**Many Prize for an English Essay:** Awarded for an English essay on a subject approved by the Academic Committee in Hilary Term of even years.

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

**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.

**Essay Prize in Clinical Medicine:** Awarded annually to Clinical Medical students in their penultimate year.

## **TABERDARSHIPS**

**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. These are tenable for one year in the first instance, and may be renewed annually for up to three further years.

## **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.

## **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 assist with examination entry, 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 Member's 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](http://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. 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/](http://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.

There are **Library rules** which are 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; that you may not smoke, eat or drink anything in the Library other than water in a lidded container and that there should be no running, excessive noise or other anti-social behaviour. It is also 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 to 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, or they will be removed.

**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](http://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. When not booked the multi-purpose room can be used as a general study space.

**The Peet Library of Egyptology:** is housed in the New Library and welcomes students from across the University.

**Lockers:** a large number of lockers are provided in both the Lower Library and New Library. Books, papers and electronic devices are permitted in the reading rooms but anything else should be deposited in one of the lockers prior to entering the reading spaces. You will be asked to place bags in the lockers if you are found with them in the reading spaces.

## **I.T.**

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** 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 **I.T. policies** which are available here: [www.queens.ox.ac.uk/our-policies-and-procedures](http://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. Also 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 finance penalty (£100). The College and University monitors traffic across its network to ensure that users keep within the I.T. 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 anti-virus/anti-malware 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: [pages.queens.ox.ac.uk/it/help/](http://pages.queens.ox.ac.uk/it/help/)

Advice about how to connect to the College network is available here: [pages.queens.ox.ac.uk/it/get-connected/](http://pages.queens.ox.ac.uk/it/get-connected/)

Should you have any further questions for the I.T. 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 who are 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](http://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 Midge Curran and her room is in Front Quad Staircase 1a, Room 6a. She can be contacted via [queensnurse@nhs.net](mailto:queensnurse@nhs.net) and is available to deal with minor health problems and queries at the following times: Monday, Wednesday and Friday 2:15 p.m. to

4:15 p.m. and Tuesday and Thursday 11:00 a.m. to 12:00 p.m. 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, telephone: 01865 240501; the surgery hours are Monday to Friday 8.00 a.m. to 6.30 p.m. ([www.19beaumontstreet.com](http://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 (telephone: 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.

## 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/](http://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, email: [counselling@admin.ox.ac.uk](mailto: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](mailto: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](http://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/](http://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/](http://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. College policy is to house as many graduate students as possible, but there is a limited number of rooms. Graduates will be informed if accommodation can be provided for them. If you live in College accommodation you will need to sign a contract with the College for this accommodation.

### KEYS

Keys are issued by the Porters' Lodge for College rooms at the beginning of each Term and each key must be returned at the end of each Term. A charge of £40 is made for a lost key.

## **STORAGE**

Those in College accommodation must vacate their rooms by 10.00 a.m. on Saturday of 8<sup>th</sup> 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](http://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 during the vacation. Also bear in mind that you will have to vacate your room by 10.00 a.m. on the Saturday of 8<sup>th</sup> week so the time available on that morning for removing your belongings from the room is limited.

## **MAIN COLLEGE, CARRODUS QUAD, CARDO & FLOREY BUILDINGS**

Each room will be provided with a duvet, 2 pillows and a mattress cover.

We recommend that each student consider providing his- or herself with the following:

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

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

The following items would be useful:

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

## **ST ALDATE'S HOUSE AND OXLEY-WRIGHT BUILDING**

Each room will be provided with a duvet, 2 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. Residents should provide their own plates, dishes, cutlery, tea towels and cooking utensils. Bicycle parking is provided at each of the above two 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's 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 are prohibited for use in student rooms, but 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, providing 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](http://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 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.

Breakfast is provided both in the Hall and also in the Florey and Cardo Buildings. Lunch and dinner are provided only 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](http://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 £2.00 for Breakfast and £3.50 for Lunch. For Dinner there is a fixed charge for the meal, which is currently £4.54. 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) user name 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 well 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.

## **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 [www.queens.ox.ac.uk/current-students-0](http://www.queens.ox.ac.uk/current-students-0).

## **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.
Florey Building	Wednesdays between 11.00 a.m. and 11.30 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 its fire alarms.

## **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 student, including international students, must apply for vacation residence if they wish to be in residence before Wednesday of 0<sup>th</sup> week or after Saturday of 8<sup>th</sup> 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 0<sup>th</sup> week and to leave during the week ending Saturday of 9<sup>th</sup> week. With the exception of the first term of the first year, arrival dates in Oxford must not be before Sunday of 0<sup>th</sup> week and departure dates from Oxford must not be later than Saturday of 9<sup>th</sup> week. For students who are not residing in College for the whole of the vacation, permission can be requested for vacation residence before 0<sup>th</sup> week and after 9<sup>th</sup> 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 2016-17 (per annum)

1. ***COLLEGE FEES, INCLUDING J.C.R. & AMALGAMATED SPORTS CLUB SUBSCRIPTIONS***

(a) Undergraduate rate:

For *non-publicly-funded undergraduates* reading for Final Honour Schools,  
Visiting Students with undergraduate status: **£7,350**

(b) Graduate rate:

For those reading for the DPhil., MLitt., MPhil., BPhil., MSc., MSt., BCL, MJuris.,  
PGCE, Foreign Service Course, Visiting Students with graduate status and Clinical  
Medicine students: **£3,021**

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 break-down of the University fees for all taught and research  
Postgraduate courses can be found at:  
[www.ox.ac.uk/students/fees-funding/](http://www.ox.ac.uk/students/fees-funding/)
- (c) Bachelor of Civil Law: **£16,770**
- (d) Magister Juris: **£16,770**
- (e) Postgraduate Certificate in Education: **£9,250**

Overseas students

Please consult the University web site for full details of course fees:  
[www.ox.ac.uk/admissions/graduate/fees-and-funding](http://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 2016-17 (per annum):

Undergraduate:

Daily room charge:	£ 21.71
x 59 days	= £ 1,281.13 per Term (charged in advance each Term)
Vacation daily rate:	£ 15.35

### Graduate:

51 weeks lease = £6,642.27 per annum\*

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 £31.81.

## **ADVICE ON FUNDING**

### **For Home and EU undergraduate students**

The Government's web site has information relating to applying for Student Maintenance and Fee loans and links to other useful sites relating to funding while in full-time higher education (<https://www.gov.uk/student-finance>) The University's web page also has some very useful information relating to funding and bursaries ([www.ox.ac.uk/admissions/undergraduate/fees-and-funding](http://www.ox.ac.uk/admissions/undergraduate/fees-and-funding)).

If you have not sent your Financial Assessment for Higher Education Student Support to the College in advance you should take this to the Bursary as soon as possible. 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 these funds and also receive advance payment of your first term's College and University tuition fees, as detailed in earlier correspondence with the College Admissions Office.

### **For graduate students**

You will need to provide evidence of your ability to pay the University Fee, the College fee, and your maintenance costs for the duration of your course of study.

## **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, 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 4<sup>th</sup> week, you may find yourself barred from using College facilities. In subsequent Terms, Batells must be paid by the end of 1<sup>st</sup> 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](http://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 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](mailto: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 6.30pm on Wednesdays and Fridays and 6.15pm 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 8.45am, and **Holy Communion** is offered at 9.30am 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.

## GOVERNING BODY

Professor P.A. Madden		Provost
Professor W.J. Blair		Modern History
Professor P.A. Robbins		Senior Research Fellow Medicine
Professor J. Hyman	<i>Tutor for Undergraduates</i>	Philosophy
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 Sir John Ball		Professor of Mathematics
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 D. Sarooshi		Senior Research Fellow Law
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
Professor I.P.M. Tomlinson		Professor of Molecular & Population Genetics
Dr C.V. Crowther		Ancient History
Professor C.A. O'Callaghan	<i>Dean</i>	Medicine
Professor R.N.N. Robertson		Taylor Professor in German
Dr L. Phalippou		Finance
Dr D. Meyer		Chinese
Dr P. Tammara		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		French
Dr C.M.S. Metcalf		Classics
Professor E. West		Harmsworth Professor in American History

### **JUNIOR RESEARCH FELLOWS**

Ms L. Olabarria	Randall MacIver Student
Dr K. Rubin-Detlev	JRF in Russian
Dr J. Renema	Extraordinary JRF in Physics
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

### **SENIOR RESEARCH FELLOWS**

Dr M. Kringelbach	Senior Research Fellow
Professor G. Yassin	Senior Research Fellow
Dr S. Kelly	Browne Senior Research Fellow
Dr C. Hollings	Clifford Norton Senior Research Fellow

### **LAMING JUNIOR FELLOWS**

Ms G.B. R Lawson Conquer  
Ms D. Sainsbury  
Ms J. Hartley

### **CAREER DEVELOPMENT FELLOWS**

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

### **CHAPLAIN:**

Revd Mrs Katherine Price

### **LECTURERS**

Dr Jenny Barnes  
Dr Guido Bonsaver  
Ms Stefanie Burket-Burrows  
Mr Miles Caddick  
Dr Craig Campbell  
Dr Karina Cendon-Boveda  
Dr Alexa Caise  
Dr Ruth Dixon

*Physics*  
*Italian*  
*German*  
*Mathematics*  
*Organic Chemistry*  
*Politics*  
*Inorganic Chemistry*  
*Biochemistry*

Ms Megan Engel	<i>Mathematics for Chemists</i>
Ms Kelli Francis-Staite	<i>Probability &amp; Statistics</i>
Dr Almut Fries	<i>Classics</i>
Professor Ghassan Yassin	<i>Physics</i>
Dr Ceri Hunter	<i>English</i>
Mr Dan Iley-Williamson	<i>Theory of Politics</i>
Prof Andrew Kahn	<i>Russian</i>
Mr Eleni Katsampouka	<i>Law</i>
Dr Steven Kaye	<i>English Language</i>
Mr Alistair Macaulay	<i>Economics</i>
Dr Christopher Mallan	<i>Roman History</i>
Dr David Menassa	<i>Neurophysiology</i>
Dr Michael Minchin	<i>Pharmacology</i>
Dr Axel Moeller	<i>Law</i>
Ms K-N. Mousset	<i>German Lektorin</i>
Mr Sachintha Dias Mudalige	<i>Law</i>
Ms Poorna Mysoor	<i>Law</i>
Mr Raul Nath	<i>Economics</i>
Ms Amy Orben	<i>Experimental Psychology</i>
Dr Claudio Pazos-Alonso	<i>Portuguese</i>
Dr Miklos Perenyei	<i>Neuroscience</i>
Dr Christine Peters	<i>Early Modern History</i>
Mr Adam Prosinski	<i>Mathematics</i>
Dr Joanna Przedlacka	<i>Linguistics</i>
Dr Richie Rabone	<i>Spanish</i>
Dr Charlotte Ryland	<i>German</i>
Dr Carmen Sánchez Cañizares	<i>Biological Sciences</i>
Mr Simon Schultz	<i>Mathematics</i>
Dr Danielle Shore	<i>Statistics</i>
Dr Benjamin Skipp	<i>Music</i>
Mr Ben Sorgiovanni	<i>Philosophy</i>
Mr Grigalius Taujanskas	<i>Mathematics</i>
Mr Sebastian Wedler	<i>Music</i>
Mrs Renée Williams	<i>French</i>

## 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](http://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 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

