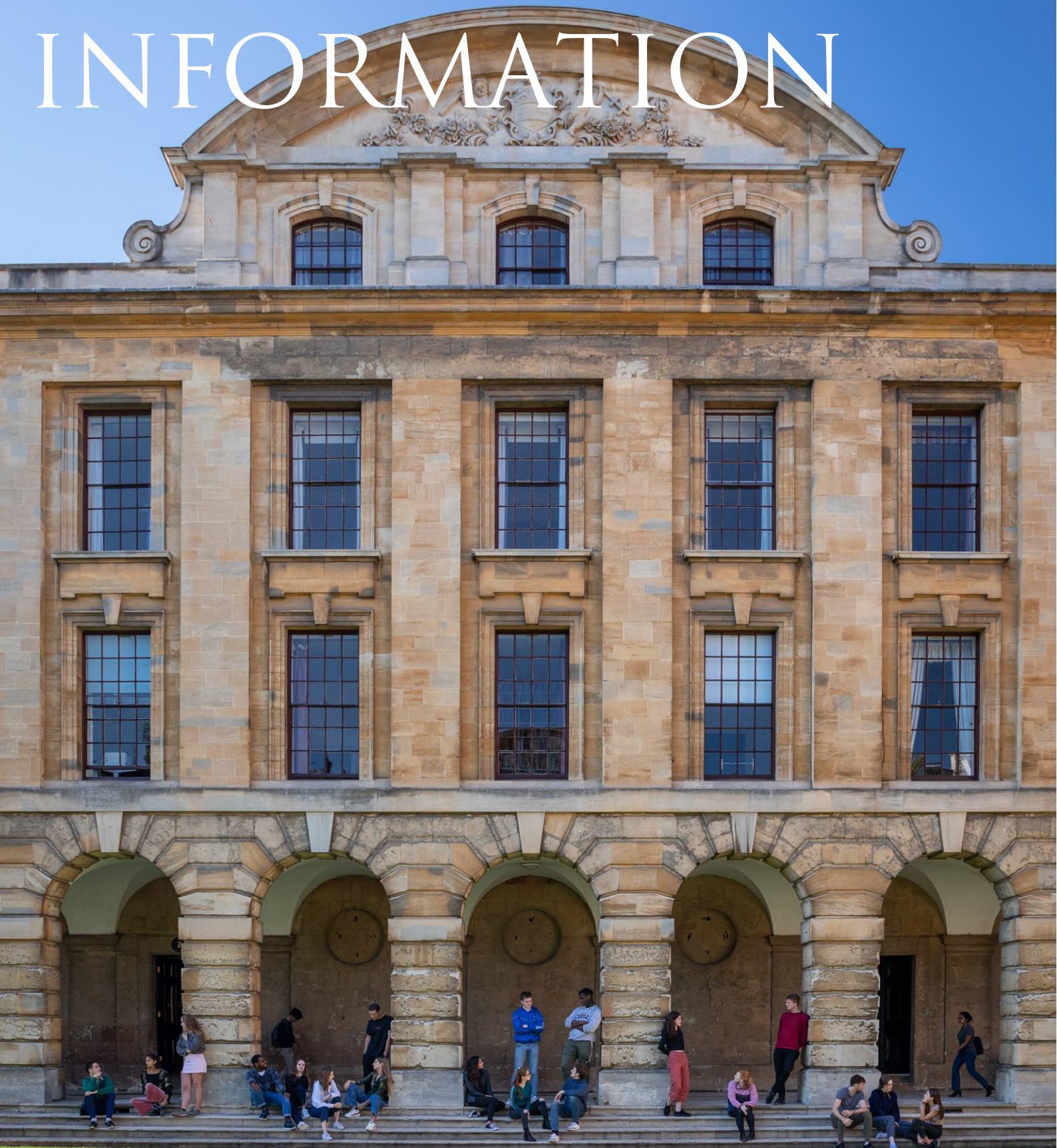


THE QUEEN'S COLLEGE

WELCOME INFORMATION



GRADUATES 2026

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Welcome!

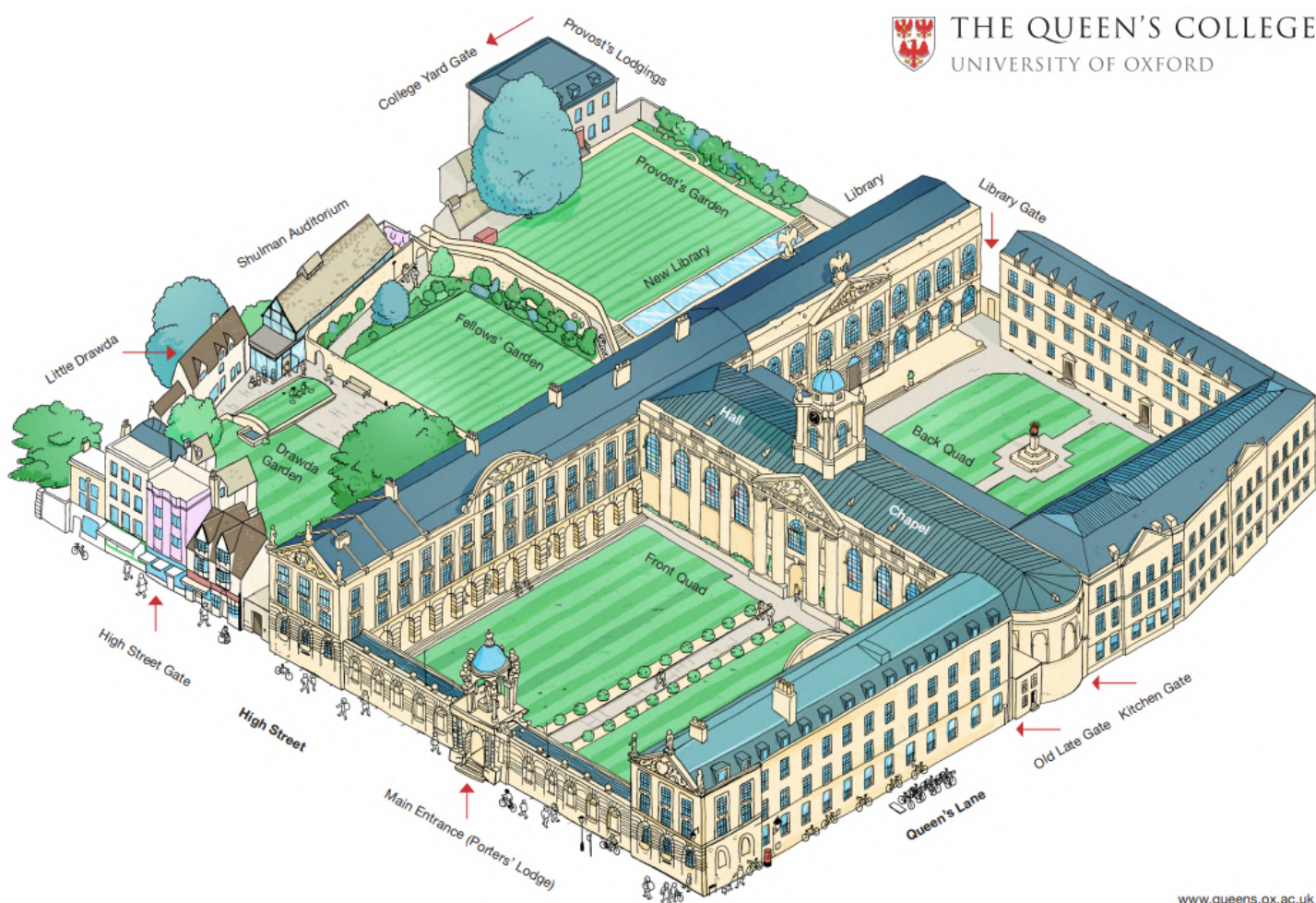
Welcome to The Queen's College, a lively academic community where you will be living and studying over the next few years.

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.

We very much look forward to welcoming you to Queen's in October. In the meantime, this information booklet is designed to give you an overview of the College and how it works. It also provides links to more detailed information that can be found online on the College and University webpages. A glossary of Oxford-specific terms and guide to who's who in College are included at the end of the booklet.

College map

The Queen's College is located at OX1 4AW on the High Street. Accessibility information, including a detailed PDF of the plan of the main College site is available from the College's [website](#). For specific disability access information, please contact the Lodge on 01865 279120 or email lodge@queens.ox.ac.uk.



The Porters' Lodge is accessed via the main entrance to the College from the High Street. Most departments within College, including the College Office, Bursary, and Accommodation Office, are located in Front Quad. Tutors' offices and teaching rooms are located across the main College site. If you are unsure where to find an office or room, please ask the Porter on duty, who will be happy to assist you with finding your bearings in College.

Arrival Information

New graduate students at Queen's should report to the College Office as soon as possible on arrival at the College to complete their registration and collect their University cards. If you are living in College accommodation, you will need to make your way to the Porters' Lodge where a Porter will provide you with your room key and directions to your room, which will be located at the Oxley-Wright Building, Venneit Close, or St Clement's House.

Getting to Oxford

Information on how to travel to Oxford can be found [here](#), with further information for students arriving internationally found [here](#). Car parking is not available at any of the College buildings, and the city actively discourages cars and limits areas to drivers through a zero emissions zone. Students are encouraged to use public transport, cycle, or walk whenever possible. If you are planning to arrive by car, further details about logistical arrangements will be provided nearer the time.

Opening a bank account

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. Banks such as [HSBC](#), [Lloyds](#), [Metro Bank](#) and [Santander](#) have in previous years accepted a (signed and stamped) enrolment certificate as proof of your student status alongside an in-date passport and a valid visa (non-EU nationals only). Students only in Oxford for 6 months or less will not find it possible to open an account with Metro Bank or Santander. Your enrolment certificate can be downloaded from [Student Self Service](#) and emailed to the College Office to be signed and stamped. You will be able to download your enrolment certificate only after you have completed your registration in the College Office and collected your University card.

A detailed guide to opening a bank account for international students can be found on the [International Students page](#) on the University website, under the 'Opening a UK bank account' heading.

Student Visas and Immigration Status

If you will be studying in Oxford on a Student visa, you should familiarise yourself with the page [Applying for your Student visa from outside the UK](#). When your application has been decided, you should receive a confirmation email from UKVI giving details of the full length of your Student visa permission and information on [accessing your eVisa](#). Check your junk mail folder as well as your inbox. The earliest date you can travel to the UK will be the 'valid from' date on your visa sticker or in your confirmation email.

If you are entering the UK on a visa of any type or if you have settled or pre-settled status, you will need to provide the College with a share code so that we can check and record your immigration status. The College will also need to check your arrival date and record a scan of your passport and visa sticker/vignette page (if this applies to you). The College Office will contact relevant students closer to the time to explain the procedure.

College Induction

The induction event for incoming graduate students will be held in the Shulman Auditorium from 9.00 am to 12.30 pm on Wednesday 7 October 2026. Attendance at the induction is compulsory, unless required otherwise by your Faculty or Department.

Matriculation

Matriculation is the ceremony at which you become a member of the University. Matriculation takes place at the end of the first week of Michaelmas Term. This year, Matriculation will take place on Saturday 17 October 2026 at the Sheldonian.

You will receive further information by email nearer the time from the College Office (including information about arrangements for students who cannot attend the Saturday ceremony for reasons of religion or belief).

Sub fusc and academic dress

Please note that academic dress will be required for many important events during your time at Oxford including matriculation, examinations, and your graduation. Information about academic dress, including *sub fusc* and stockists of academic dress, may be found at [Academic Dress](#).

Accommodation and Living at Queen's

If you confirmed your interest in College accommodation with the Admissions and Graduate Administrator, the Accommodation Office will already have contacted you (or will contact you shortly) to send you an accommodation offer, including the Accommodation Contract and [Accommodation Licence Agreement](#). Information regarding the accommodation building, room number, accommodation charge (which includes internet and utilities), and licence period is included in the email from the Accommodation Office.

You are required to review, sign, and return both the Contract and Licence Agreement to the Accommodation Office via email accommodation.office@queens.ox.ac.uk. This will need to be done soon after being offered the room, and in any case before your arrival.

Housekeeping

The cleaners in College are traditionally called Scouts. Students are asked to ensure that the floor of their room is clear of all belongings to allow the Scout to vacuum. Scouts will clean sinks/bathrooms and dust. Scouts will also take away rubbish and replenish toilet rolls when needed in the Oxley-Wright accommodation. The Scouts do not make beds or clear your desks. Please review page 2 of the [Service Level Agreement: maintenance and housekeeping](#) for full details of the roles of Scouts and students in ensuring a clean and safe living and working environment.

Laundry

All accommodation offered by Queen's comes with access to laundry facilities. Please note that payment arrangements vary by building. Information will be displayed in the laundry room in each building.

Maintenance

A room condition and inventory form will be provided on your arrival and must be signed and returned to the Steward once you have occupied your accommodation. Your room must be kept in the same condition throughout the academic year.

If something in your room or building needs repairing, you should follow the guidance at [Maintenance and Services](#) and contact the Clerk of Works Department via [the online Maintenance Request Form](#). Unless it is an emergency, please report your issues during working hours Monday to Friday. For emergencies after 4.00 pm or on weekends contact the Lodge, as indicated in the guidance. Further information can be found in the [Accommodation Licence Agreement](#).

Please report any damages as soon as possible—the sooner an issue is reported, the more quickly it will be fixed. Please note that, under College Regulations 8.4 and 12.2, you may be charged for any damage that you (or your guests) have caused, whether wilfully or accidentally.

Room keys

For your security, the College and Lodge have strict security procedures in place for the issue and return of all keys. Graduates in College accommodation are issued a key at the beginning of each their contract and must vacate their rooms and return their key to the Lodge on the last day of their contract. If a key or fob is mislaid, you need to report this to the Lodge, where you will be able to collect a replacement. There will be a charge for the replacement of a lost key or fob.

UUK/GuildHE Accommodation Code of Practice (UK)



The accommodation buildings the College offers to graduate students are managed in accordance with the UUK/GuildHE [Accommodation Code of Practice](#) (with the exception of the flats at Venneit Close, which are licensed as a House in Multiple Occupations (HMO)). The UUK/GuildHE Accommodation Code of Practice is a sector-wide framework developed by Universities UK and GuildHE that sets out nationally recognised standards for the management of student accommodation in the United Kingdom. The Code establishes requirements relating to health and safety, property maintenance and repair, fire safety, management practices, contractual clarity, and student wellbeing. Compliance with the Code provides assurance that accommodation is safe, properly maintained, and administered in line with established sector standards. You can find more information on www.accommodationcode.ac.uk.

What to bring (and not to bring) to Queen's

You should not bring cooking equipment, furniture, or large items into College. Cooking appliances are strictly not permitted. You will be asked to remove items that are not permitted, or these may be removed and held safely for you. Electrical equipment brought into College must comply with UK regulations and have a current [Portable Appliance Testing](#) certificate sticker. Portable Appliance Testing is arranged by the College annually in Michaelmas Term for all students. Please ensure you review the information found in the College's [Regulations](#) for Junior Members and your [Accommodation Licence Agreement](#) to ensure you comply with the College's rules and regulations. Smoking, e-cigarettes, and vaping are not permitted inside any of the buildings, accommodation, cloisters, or gardens.

Residents with television sets or using a computer to watch television programmes must ensure that they are personally covered by a TV licence (see the [TV Licensing website](#) for further details). If you wish to hang pictures on the wall, contact the Steward directly.

We recommend either you take out insurance to cover your belongings while you are at College (laptop, phone, bicycle, etc), or check if your family's home insurance will cover these items.

What will be in your room?

Each room will be provided with a duvet, one pillow, and a mattress cover. Residents should provide their own duvet covers, pillow case, sheets, and towels.

Meals

Queen's is a fully catered College, which means that most students eat meals in College on a regular basis during term time. All meals are served in the College's dining Hall, are subsidised by the College, and provide healthy and varied menus, including vegetarian and vegan options. During term time, breakfast, lunch, and dinner are available daily, except for on Saturdays when brunch is served in lieu of breakfast and lunch.

The Dining Hall Café is also open mornings on weekdays in term time for students to purchase take-away items such as drinks and confectionary.

There are two dinners each weeknight in College during term time. The first dinner, sometimes called 'First Hall', 'first sitting', or 'Servery dinner', is a casual dinner. The second dinner, sometimes called 'Second Hall', or 'second sitting', or 'Formal Hall', is a more formal two-course, served meal for which advance booking is required and at which gowns are worn. The most formal dinner is Saturday Guest Night, when a three-course meal is served for which booking and gowns are required.

Booking and paying for meals

You pay for food taken through the servery using your University card. Your University card will be preloaded with £30 when you arrive through the Kitchen Establishment Charge (see below).

Students are required to book in advance for Second Hall and for lunch and dinner on weekends. You must sign on for Second Hall no later than 11.00 am on the day on which you wish to dine (this may be done days or weeks in advance if desired) and by 11.00 am on Fridays for lunch and dinner at the weekend.

When you collect your University card from the College Office, you will receive information about logging onto the College's [Meals and payments system](#) to load money onto your University card and to book meals in advance.

Information about the cost of meals can be found on the [Accommodation and Meals](#) page.

Guests at meals

You may bring guests to Second Hall, for which there is a charge and for which advance booking must be made. Two guests are permitted at most meals including Second Hall on Monday to Friday and Sunday evenings. At Saturday Guest Night Formal Hall, three guests are permitted.

Two guests are also permitted to attend servery meals, which can be paid for at the till point. A small surcharge is applied to visiting guests' meals. Should you wish to bring more than two guests to a servery meal, it is advisable to speak with a member of the Food Services Team prior to doing so, who are contactable at buttery@queens.ox.ac.uk.

Attire in Hall

The rules concerning attire in Hall and other relevant information may found in the [Regulations for Junior Members](#). Please note in particular that you must arrive promptly for dinner or you may not be admitted and that Second Hall and Saturday Guest Night are more formal occasions, at which you should be dressed appropriately and wear your gown.

Kitchen Establishment Charge

The Kitchen Establishment Charge contributes towards the College Kitchen running costs and is charged via batells. The charge is £30 per term, plus a further £30 (non-refundable) charge which will be credited to your EPOS (the College meal payment system) and available for expenditure on College meals.

A note about special dietary requirements

The Kitchen caters for allergies and special dietary requirements and can provide halal and kosher meals for all bookable meals and feasts/formal dinners. Any student wishing to discuss the details of their special dietary requirements, including allergies, should email the Kitchen and the Food Services Manager at buttery@queens.ox.ac.uk.



Meal times in Hall during Full Term

The times of meals during Full Term (weeks 1–8) are as follows. For Michaelmas Term 2026, the dates of Full Term are Monday 12 October to Friday 4 December.

	Monday – Friday	Weekends
Breakfast	8.15 am–8.45 am Pay at till point with University card	Sunday only 8.40 am–9.00 am Pay at till point with University card
Saturday Brunch*		Saturday only 10.00 am–11.30 am, weeks 0–7 Pay at till point with University card
Dining Hall Café	10.00 am–11.00 am Take-away drinks and confectionary; pay at till point with University card	
Lunch	12.30 pm–1.30 pm Pay at till point with University card	Sunday only 12.15 pm–12.45 pm Booking required before 11.00 am on Friday
Dinner, 1st Hall Casual dinner via the Servery	5.45 pm–6.45pm Pay at till point with University card; Hall must be vacated by 7.00 pm	Casual dinner via the servery is not available on weekends
Dinner, 2nd Hall 2-course served meal; gowns worn	7.15 pm Booking required before 11.00 am on the day	Sunday only 7.30 pm Booking required before 11.00 am on Friday
Saturday Guest Night Formal Hall 3-course served meal; gowns worn		Saturday only 7.15 pm Booking required; booking opens Friday/Saturday midnight of the week before; up to three guests may attend

*There may be times during term when other events take place in Hall on Saturday during the slot for brunch. On those occasions, breakfast is served instead of brunch. Notice will be posted in the Servery in advance.

Meals outside of Full Term

Meals outside of term time are more limited, although breakfast and lunch are usually available. Details are made available on College's [Meals and payments](#) system.

When you pick up your University card and complete your registration in the College Office, you will receive information about meal times for the weeks before Monday 12 October.

IT: Getting started with your Oxford Single Sign-On IT Account

Once you have signed and returned your University card form, you will be sent your University of Oxford Single Sign-On (SSO) IT account details in advance of the start of term. This gives you access to central IT services and your Oxford email account. Information on the services available, your Oxford email account, and how to set up your IT access, is available at <https://www.ox.ac.uk/students/life/it/getting-started>.

Getting online

A wireless network called Eduroam is available throughout all Oxford colleges, University buildings, and libraries. The IT Office has advice about how to get online at <https://it.queens.ox.ac.uk/get-connected/> which includes guidance about connecting devices that are incompatible with Eduroam such as consoles, printers, and other 'smart' devices.

Printing

Two Multi-Function Devices (MFD) are located in the Library and Moffatt Room (staircase 6 in Back Quad). MFDs print, scan to email, and photocopy documents. Postgraduates can print for free to the MFD up to a quota of £25 per year (equivalent to 500 monochrome pages). All printing over this quota is charged to your batells at the end of Trinity Term. Information on costs and how to print is available at <https://it.queens.ox.ac.uk/printing/>.

The College's IT Rules and Regulations

You are expected to familiarise yourself with the College's [IT Rules and Regulations](#).

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

1. 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 (minimum £60 University administration fee). The College and University monitor traffic across the wireless and wired networks to ensure that users keep within the IT policy.
2. 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. The use of [Microsoft OneDrive](#), which is free via your Oxford IT account, is recommended.
3. 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. The University provides [Sophos Anti-Virus software](#) for free to all University members.
4. The College network is for academic work and should not be used for any personal or commercial profit. This includes, but is not limited to, running any Crypto Mining Software.

Getting help with IT

The IT Office has a wealth of information about accessing the College's IT provision, keeping your computer updated, backed up, and protected, as well as advice on purchasing a new computer at <https://it.queens.ox.ac.uk/help/>

Please do get in contact with the College IT Office if you have any questions or concerns. The IT Office is located in staircase 1 in Front Quad and the team can be contacted by email (it-support@queens.ox.ac.uk) or via Microsoft Teams.

MyOxford app

The official student app for life at Oxford provides quick and easy access to essential University and College systems and services—all in one place.

Available once your Single Sign-On (SSO) is activated.

Download *MyOxford University* from the App Store or Google Play, or log in via web browser.

Safety and Security

For your security, the College and Lodge have strict [security procedures](#) in place.

The main High Street gate into Queen's is locked overnight. 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' (via Queen's Lane). Your University card will provide access through gates, the post rooms, Library, and other doors in College. Your University card must be kept secure at all times and should never be used by anyone other than yourself. We recommend keeping your card in your wallet, or on a lanyard, and away from your phone or any magnetic clasp, which can damage the card's magnetic strip. Lost cards should be reported to the Lodge promptly. A £15 fee will be charged for the replacement of lost cards, which can be paid [online](#). After payment has been received, a new card will be sent directly to the College Office for you to collect. The Lodge can provide you with temporary access fobs while you wait for the replacement card to arrive. Damaged cards should be reported to the College Office.

If you see a stranger attempting to enter any building with you, do not give them access. If you have any concerns about safety or security, do not hesitate to get in touch with the Lodge or the police, irrespective of the time of day.



SafeZone

Queen's uses the SafeZone app to help students and staff keep safe while in Oxford. The free app provides quick access to College and University security services and allows urgent alerts to be sent to you in the event of a serious incident.

Download SafeZone at <https://safezoneapp.com/>. In an emergency, or if you are in immediate danger, always call 999.

Emergencies

All Porters in the Lodge are first aiders, so the Lodge will usually be first place to contact if you or someone else in College needs first aid or other assistance. In an emergency, the Porters can offer immediate assistance and call an ambulance.

If you call the emergency services (dial 999 or 112) for ambulance, police, and fire services directly, you will need to be prepared to give the patient's name, the room number or other location in College, the street address, your phone number, and brief details of the emergency. After speaking with the emergency operator, you **must** call the Lodge at +44(0) 01865 279120; the Porters will need to help the ambulance service to find the patient and to grant them access through locked doors and gates on the College site.

The NHS non-emergency number (111) can be used for advice if you are unwell but do not require emergency services.

Emergency Contact Numbers

The Porters' Lodge: +44(0) 01865 279120

National Emergency Services: 999 or 112

Crime

If at any time during your time in College 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 dialling 999. The police non-emergency number (101) can also be used if the situation does not require emergency services. If you are the victim of crime, inform the Lodge as soon as practicable. Information on College security and staying safe can be found at [Student](#)

[Security](#), and you are encouraged to read this information before your arrival. The University also has information online about the [University's Security Services](#).

Fire safety and fire alarms

Fire alarms will be tested on a weekly basis in Main College and in all annexes apart from Venneit Close which will be tested regularly, but not weekly, by Breckon and Breckon. It is important to familiarise yourself with escape routes from your accommodation building and to watch the video on fire safety before you arrive or shortly after you move in. There are smoke detectors in your room and in the corridors. The kitchens are equipped with heat alarms.

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 Fire Officer, Porter, Junior Dean, Fire Marshall, or caretaker has informed you that it is safe to do so.

Information about fire safety in the College is available at [Fire Safety](#). Further information about fire alarm procedures and fire safety will be communicated during the College induction.

If you have a medical condition or disability that could make it difficult for you to evacuate quickly in the case of an emergency, please inform the Welfare and Student Support Officer, who will be happy to discuss drafting a Personal Emergency Evacuation Plan (PEEP) with you and the Steward.

Bicycles

Bicycles are to be registered with, 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. Secure bicycle storage is available in the basement of staircase 6 in Front Quad and in Carrodus Quad, in addition to the public bicycle parking on Queen's Lane. Students should refer to the [College's Regulations](#) for Junior Members for further information about the storage of bicycles.

Students residing in Venneit Close will receive information from Breckon and Breckon) about registering bicycles.

Noise

While you should enjoy your time in College, please be aware of how much noise you are making. If you are asked to keep the noise down, then please be respectful of your fellow students and do so. Others may have deadlines or exams even if you do not. Quiet hours are between 11.00 pm and 8.00 am. Contact the Lodge to report any disturbances.

Smoking

The College is no-smoking and no-vaping site.



Health, Welfare, and Disability

The College Doctors

All students are strongly encouraged to register with the College Doctors and to remain registered throughout their time at the University. The College Doctors are [Beaumont Elms Practice](#), an NHS GP surgery, and they accept all Queen's students as patients. All students are required to register with the College Doctor or any other doctor in Oxford immediately upon arrival. On registering with a doctor, you will be given an NHS number, if you do not already have one, and will be asked for the dates of your immunisations. You will also have an opportunity to arrange immunisations if you still need to receive them. If ongoing treatment requires you to remain registered with your home GP, please consult the Welfare and Student Support Officer or Academic Administrator.

Why register with the College's GP?

1. The College has an agreement with Beaumont Elms Practice to provide medical certificates for Queen's students free of charge. If you fall ill and need a medical note, your home GP may ask you to pay.
2. The doctors at Beaumont Elms Practice are very experienced in the range of medical issues that university-age students occasionally experience.
3. Being registered with an Oxford GP means you can be easily referred to other relevant local medical services if necessary.

A note on immunisations

The University strongly recommends before arriving at Oxford that you receive the [MenACWY](#) vaccination for meningitis if you are under 25 years old, and two doses of [MMR](#) for measles, mumps and rubella.

The NHS is also offering free [MenB vaccinations](#) for all students starting university this year. You will need two doses of the MenB vaccine, at least 28 days apart, so it is recommended you arrange your first vaccination appointment as soon as possible.

You should also check that your vaccinations for [tetanus, diphtheria and polio](#), and human papillomavirus ([HPV](#)) are up to date. Where possible, international students should receive immunisations in their home country, including the first dose of the MenB vaccination if available.

Please take the time to review the [information about recommended vaccinations](#) available on the University's website.

The Welfare Team

There is a wealth of support available from the College, the University, and the NHS to help you look after your health and wellbeing. No matter how small or large you think a problem is, the Welfare Team can point you in the right direction—all you have to do is ask. The College's welfare activities are guided by the College's [Welfare Statement](#). All students should familiarise themselves with the statement so that they are aware of the scope of support available within College. Full details of the College's welfare provision are available at [Accessibility, Health and Welfare](#) including guidance for parents, guardians, and supporters about the College's position on student-College confidentiality.

The Welfare Team comprises the Welfare and Student Support Officer, the Chaplain, and the Junior Deans and is led by the Tutor for Welfare.

The Welfare and Student Support Officer is Dr Luke Young. You can book a meeting with Luke by following this [link](#). For any queries or concerns, email welfare.officer@queens.ox.ac.uk.

The Chaplain is the Revd Liam Cartwright. You can book a meeting with Liam by emailing liam.cartwright@queens.ox.ac.uk.

The Junior Deans are senior graduate members Heather, Arundhati, and Manjistha. If you need pastoral support, or just a chat, outside of normal working hours, then call the Porters' Lodge on +44(0)1865 279120 and ask to be put through to the on-call Junior Dean.

University Welfare Services

The [University Counselling Service](#) provides individual counselling, groups and workshops, and supportive resources, which are freely available to all students.

Disability

If you have a disability, including a long-term health condition and need, or may possibly need, disability adjustments to support your studies, you should register with the University's [Disability Advisory Service](#) as soon as possible. Getting the support and adjustments you require in place before you arrive will help you make a smooth start to your studies in October and mean that you can focus on enjoying your course and student life.

The University's [Disability Advisory Service](#)

facilitates access to study for all students with

a disability which meets the Equality Act criteria. In order to register with the Disability Advisory Service, you will need to disclose your disability and provide evidence. Completed registration forms and supporting evidence should be sent to disability@admin.ox.ac.uk. Go to the Disability Advisory Service [website](#) to learn about disability support at Oxford and how to register.

If you may incur extra costs at university as a result of your disability, long-term health condition, or specific learning difficulty, apply for Disabled Students' Allowance (DSA) funding. For further information, please refer to [the student funding page](#) of the Disability Advisory Service website.

Why register with the Disability Advisory Service?

1. If you require any examination adjustments such as extra time, use of a computer, noise cancelling headphones, or small-room sittings, then registering with the DAS is the best way to access this support.
2. The DAS can provide specialist advice and guidance on how to manage your studies alongside your disability or long-term health condition.
3. If you are unsure whether you might qualify for any support, the DAS can work with you to assess your needs.

Disability Coordinators

Most graduate students with disabilities will coordinate the majority of their adjustments with their Faculty or Department. Names and contact details of **Faculty and Department Disability Coordinators** are available at this [link](#).

Within Queen's, the Academic Administrator is the **College's Disability Coordinator**, and she is assisted by the Welfare and Student Support Officer. Together they work closely with the University's Disability Advisory Service to assist with the implementation of student support plans, including alternative examination arrangements for postgraduate students on taught courses. Contact the Academic Administrator at academic.administrator@queens.ox.ac.uk.

Welfare, health, and Disability checklist

- ☒ Read the information in this Welcome booklet
- ☐ Register with the College Doctors
- ☐ Check your vaccination status and arrange [recommended vaccinations](#) if appropriate
- ☐ Attend the College Doctors' Online Induction over Microsoft Teams on 22 September or 7 October (the link to join the online meeting is in the checklist in the Freshers' Pack sent by the College Office)
- ☐ Register with the Disability Advisory Service (for those with registered disabilities, including long term mental health conditions, or in the process of being diagnosed) and find the [name and contact](#) for the Disability Coordinator in your Department or Faculty
- ☐ Familiarise yourself with the members of the College's [Welfare Team](#)
- ☐ Read the College's [Welfare Statement](#)

Financial Matters

Batells and payment of course fees

Self-funding graduate students are required to pay the entirety of their annual course fees by 31 August 2026 prior to their arrival. Fees for subsequent years will be invoiced and sent via email, these are due for payment by Friday of week 1 of Michaelmas Term. If you are being supported by a loan or scholarship, you should have already supplied adequate evidence to demonstrate existence and security of these funds. Your Year 1 course fee amount may be found on your Financial Declaration Form. Funds should be paid directly to the College by bank transfer (please find the College's bank details enclosed in your Freshers' Pack). If you are funded by a scholarship/studentship, the Bursary will invoice your funding body directly soon after you arrive. You will receive your first termly invoice (known as batells) via email soon after you arrive in October. This will include your accommodation charges, Kitchen Establishment Charge, and any subscription charges. It will also include a £150 deposit. Each student is required to pay this one-off deposit when coming up to Oxford. This deposit will be held by the College and refunded to you when you pay your final batells before leaving College. If you will be living in College accommodation and paid £300 to secure your accommodation, £150 will be returned to you in your Michaelmas Term batells.

You should make it a priority to pay your batells as soon as possible. Batells are issued by the Bursary and can be paid online or by bank transfer. If your batells are not paid by Friday of week 1 in each term, you will receive a £25 administration fee and may find yourself barred from using College facilities.

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 or access College land or facilities 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 support and funding

The University and its colleges are firmly committed to the principle that access to Oxford should not depend on financial circumstances. Queen's has a tradition of supporting its students generously. We budget around £90,000 a year for student support. Grants are awarded by the College's Student Finance Committee, which meets twice per term to consider applications. The committee is attended by undergraduate and postgraduate representatives.

Financial assistance

If you experience a period of severe financial hardship due to unforeseen circumstances, the College and University offer financial assistance schemes, to which you may apply for grants. The Welfare and Student Support Officer is available to answer questions about making applications for financial assistance through either the College or the University.

Grants and awards

There are various additional funds that offer support to students for the pursuit of educational, sporting, and cultural activities during their time at College. In particular, many students will apply for Book and Equipment Grants, which assist with the costs of purchasing of books, electronic learning resources, and academic equipment relevant to a student's academic course, and for Academic Support grants, which are granted to help with the costs associated with completing a course of study, including conference attendance, travel, and dissertation research. The College Office is available to answer questions about funding at Queen's.

How to find details about applying for financial support and funding

Details of all financial support and funding at Queen's are available at <https://www.queens.ox.ac.uk/financial-support-page/>.

Details of the University's financial assistance scheme are available at <https://www.ox.ac.uk/students/fees-funding/assistance>.

Further funding advice from the University can be found at <https://www.ox.ac.uk/students/fees-funding/otherfunding>

Academic Life

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

A note on College Advisors

Most of the College's Fellows serve as College Advisors to graduate students at Queen's. You will be assigned a College Advisor in late September, and you will be notified of this by email.

Your College Advisor can provide pastoral support, discuss any problems you're experiencing with your department or your supervisor, and offer guidance on sources of College and University support. They are also able to monitor your progress, as they have access to the termly reports you submit. Your College Advisor should meet you during your first term at Queen's, and they should see you once a term if you're on a one-year course, and at least once a year if you're on a longer course. Sometimes these meetings may take the form of group meetings or social events, but you are always welcome to ask for one-to-one meetings. The Tutor for Graduates will email at the beginning of each term to encourage you to contact your Advisor if you would like to arrange a meeting. If you have difficulty making contact with your Advisor, please email the Tutor for Graduates, Prof Paolo Tammaro at paolo.tammaro@queens.ox.ac.uk.

Libraries

The Bodleian Libraries (University Libraries)

University's libraries (often called the Bodleian Libraries) will play a big part during your time at Oxford, whether providing access to online articles on your reading list or helping you find that elusive book. The Bodleian Libraries is the library service supporting the University and can help you get the most out of your course. Find out how the libraries can help you by visiting the [Getting Started webpage](#), where you can watch a brief welcome video and register to attend a short webinar hosted by friendly library staff. These are available to all students from any college and are not subject-specific. Subject-specific library inductions will also be available and you must sign up for these in due course. Students with disabilities are encouraged to register with the [Disability Advisory Service](#) to ensure that the Bodleian Libraries and College Library are able to support you appropriately during your time at Oxford.

The Queen's College Library

The College Library is situated along the west side of Back Quad and is on three levels: the Upper Library, Lower Library (ground level/entrance), and the New Library (underground)—the latter also has lift access. For safety and security reasons, the Library is monitored by CCTV. The College Library is open to all members of the College and is an integral part of College life. The Library team are on hand during office hours to help students find material, as well as give advice and support either in person or via email to library@queens.ox.ac.uk. The inbox is monitored from 9.00 am to 5.00 pm Monday to Friday.

There is detailed information about the [Library](#) on the College website, and everyone is encouraged to read this information before arriving at Queen's.

Hours of access

The Lower Library and New Library are accessible to all current members of College 24 hours a day, while the Upper Library is open when a member of the Library team is present. Always check the [Library and your studies](#) page on the College website for the most up to date information.

Visitors

You may bring visitors to view the Library, but you must always seek advance permission first. Visitors are not permitted to use or work in the Library. You can find detailed information on the [Library and your studies](#) page regarding times and permissions. Please avoid bringing in guests during Trinity Term, which is the peak examination season. Other members of the University who are not members of the College are not permitted to use the Library.

Facilities and Student Activities and Societies

The College has a number of student societies, and you will receive information about sports and the arts as well as other extracurricular activities once you arrive. An overview of some of the opportunities to get involved with sports and the arts is available at [Extracurricular Activities](#).

Booking rooms for events

If you plan to book a room for a student function or event, you should contact the Conference and Functions Office. You can find details about booking an event at [Book an Event in College](#).

Sale of alcohol on College premises

The Beer Cellar is open Monday to Saturday during Term from 7.00 pm to 11.00 pm. Members of the College may bring guests to the Beer Cellar, but only members themselves can make purchases. Payments for items purchased in the Beer Cellar can be made by debit card or using your University card (no cash is accepted).

No alcohol may be sold on College premises other than that purchased by the College and sold through the College Licensees. Please see the [College Regulations for Junior Members](#) on Provision and consumption of alcohol (Part 15) and Parties, meeting and events (Part 16). This applies to all functions or events where alcohol is consumed or sold. The Conference and Functions Office can advise on the procedures for any events at which alcohol will be sold or provided. Please note that it is against the law to take alcohol into a licensed premises without permission.

Guest rooms

There are two guest rooms (one small single and one twin) available in College for Junior Members' use. They can be booked through the Porters' Lodge. The cost is charged to batells, and the rate is £31.05 per person per night.

Sports

College gym

The College gym is situated on the second floor of Carrodus Quad. You will need to undergo an induction as well as a pre-exercise questionnaire prior to using the gym. For further information contact the Porters' Lodge.

Squash courts

There are two squash courts situated at the rear of the Cardo Building. Bookings may be made [online](#), and you will then be able to access the squash courts via the side gate using your University card.

Music

Music practice rooms and pianos

There are two music practice rooms (in staircase 3 in Back Quad and in Carrodus Quad), which can be [booked online](#). 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 be added to the lists of those permitted to play the organ in the Chapel, or the grand piano in the Shulman Auditorium, you should contact Prof Rees to obtain permission: owen.rees@queens.ox.ac.uk. 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 Lodge.

Choir

The mixed-voice Chapel Choir, directed by Prof Owen Rees, is among the finest university choirs in the UK. 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 recordings. If you are interested in joining the Choir, please contact Prof Rees, owen.rees@queens.ox.ac.uk.

Eglesfield Musical Society

The Queen's College Eglesfield Musical Society (EMS) is the longest-running music society at Oxford. The society organises an orchestra, chorus, *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.

Chapel

The College Chapel, consecrated in 1719, is today a place for everyone in the College community. The Chapel is open to all, regardless of faith or background. It offers a peaceful, contemplative space for reflection and prayer. Many members of the College value the Chapel and its community whether or not they identify with a religious tradition.

Regular worship follows the traditions of the Church of England, and welcomes people of all beliefs and none. During Full Term, Choral Evensong is sung by the College Choir at 6.30 pm on Wednesdays and Fridays and at 6.15 pm on Sundays. Sunday Evensongs include a sermon delivered by guest preachers, followed by drinks in the Old Lodgings. Throughout the term, the Chapel also hosts celebrations of the Eucharist and other special services, including occasional Sunday morning Holy Communion. Each term Mass is celebrated in partnership with the Roman Catholic Chaplaincy.

A full programme of services and events is published each term in the Chapel Card. The Chapel also hosts concerts, talks, and events that bring the College community together. Whether you are seeking prayer, music, or simply a quiet place to pause, the Chapel is open to you.

Multi-Faith Prayer and Reflection Room

The College's multi-faith prayer and reflection room is located on the third floor of Drawda Hall. The room is open 24 hours a day to all members of the College community, of any faith or none, for quiet prayer, meditation, and contemplation. It is a shared, mixed-faith, mixed-gender space for individual use and includes directional markers to aid prayer, a shoe rack, handwashing facilities, and a shower for ablutions. Users are asked to respect the quiet nature of the room and leave it clean and tidy for others.

Faith societies and belief groups within the University

Oxford both as a city and as a university is home to people of many different faiths and beliefs, and there are a number of places of religious worship and practice across Oxford. The University provides information about [faith societies and belief groups](#) within the University. The websites of the individual societies and groups contain information about spaces for religious worship and prayer in Oxford.

A note about exam adjustments for religious observance

Students who follow specific religious observances, such as the Jewish Sabbath or Ramadan, may apply for exam scheduling consideration. Applications for exam scheduling consideration need to be received by Friday of week 4 of Michaelmas Term. Students who expect to require adjustments for their exams or submitted assessments should contact the Academic Administrator at academic.administrator@queens.ox.ac.uk at the earliest opportunity.

Details about how to apply for adjustments are available at <https://www.ox.ac.uk/students/academic/exams/examination-adjustments>.

Rules, Regulations, and Policies

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 studies, there are rules and regulations that govern what is or is not permissible. They exist for everyone's benefit, and you should familiarise yourself with them. Please read the [College Regulations for Junior Members](#) to familiarise yourself with the current version at the start of each academic year. The College's policies are available at [Official information](#).

Equality information

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 [Equality Information](#).

Harassment

The College and University are committed to fostering a safe environment in which all students can thrive. Harassment and sexual misconduct in any form are not tolerated. The College 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 on the [Equality Information](#) webpage. The College also has two Fellows who serve as designated Harassment Advisors (Prof Paolo Tamaro and Prof Jane Mellor) and can be contacted with any concerns about harassment. Information about the University's approach to preventing and responding to harassment and sexual misconduct involving students, and links to relevant policies, is available at [Supporting Students at Oxford: Preventing and Responding to Harassment and Sexual Misconduct | University of Oxford](#).

The University requires all students starting a course at Oxford to complete the University's [Harassment and Sexual Misconduct training](#). Information about this compulsory training will be sent to you directly by the University.

Freedom of speech

Freedom of speech and academic freedom are central tenets of the College's core activities. In all its activities, the College seeks to secure and promote civic and academic freedoms including freedom of speech, ensure a very high level of protection for the lawful expression of a viewpoint and for speech in an academic context; and foster a culture of openness and inclusivity, in which members of our community and the public engage with each other in debate and discussion, no matter what their views, and remain open to intellectual challenge. The College's Code of Practice on Freedom of Speech can be found on the [Official Information](#) webpage.

College Complaints Procedure

A complaint is an expression of dissatisfaction by one or more students about the College's action or lack of action or about the standard of service provided by or on behalf of the College or about the conduct or capability of an employee of the College. A complaint should only rarely be the first attempt to resolve a problem. The College encourages all students to discuss matters of concern or dispute, and to attempt to find an informal and amicable resolution. In the event that such efforts fail or are inappropriate in the circumstances, and there is no reasonable alternative to pursuing a complaint, students should follow the [College Complaints Procedure](#).

University Student Handbook

The [University Student Handbook](#) provides general information and guidance to help you to make the most of the opportunities on offer at the University of Oxford. It also explains the University's codes, regulations, policies, and procedures.

University term dates

The University term dates are available at <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>.

Who is who in College

This is a short overview of the different roles in College and key contacts. For a full list of Fellows and Staff, see <https://www.queens.ox.ac.uk/people/>.

The Provost's Office

The Provost, Mr Paul Johnson, is the head of the College. He is assisted by Sandra Smith, the Administrator of the Provost's Office.

Contact: 01865 279125 or apo@queens.ox.ac.uk

The College Office

The College Office is on the first floor of staircase 2 in Front Quad. The office deals with requests for University cards, confirmation of student status, application forms for financial assistance funds and various grants, degree ceremonies, and term-time lecture room bookings. Alternative arrangements for examinations and disability support are also handled by the College Office. The College Office is open 9.30 am to 12.15 pm and 1.15 pm to 5.00 pm Monday to Thursday, and 9.30 am to 12.15 pm and 1.15 pm to 4.30 pm on Fridays. Cameron Ott (Academic Administrator) is assisted in the College Office by Tara Hathaway (Admissions and Graduate Administrator), Dan Watkinson (Fellowship and Tutorial Administrator), Luke Young (Welfare and Student Support Officer), Molly Lockwood (Schools Liaison, Outreach and Recruitment Officer), and the College Office and Access Assistant. The College Office provides support for the academic aspects of your time at Queen's and also supports the College Officers who have responsibility for the academic life of the College.

Contact: 01865 279116 or college.office@queens.ox.ac.uk

The Academic Administrator

The Academic Administrator is Cameron Ott. The Academic Administrator has oversight of the College Office and supports the College's Tutors and Fellows in delivering the College's academic programmes. She also serves as the Lead Disability Coordinator for the College (supported by the Welfare and Student Support Officer) and liaises with the University's Disability Advisory Service to implement adjustments on the basis of disability.

Contact: academic.administrator@queens.ox.ac.uk

The Tutor for Graduates

The Tutor for Graduates oversees all academic aspects of graduate study at the College. The Tutor for Graduates is Prof Paolo Tammaro, Fellow in Pharmacology.

Contact paolo.tammaro@queens.ox.ac.uk

The Senior Tutor

The Senior Tutor deals with all academic issues that cannot be dealt with by Personal Tutors or the Tutor for Graduates. The Senior Tutor is Professor Chris Norbury, Fellow in Medical Sciences. He oversees all aspects of the academic life of the College, especially the organisation of College teaching and making new academic appointments.

Contact: senior.tutor@queens.ox.ac.uk

The Tutor for Outreach and Access

The Tutor for Outreach is Professor Panagiotis Papazoglou, Fellow in Mathematics. He oversees outreach initiatives and open days.

Contact via the Schools Liaison Officer: schools.liaison@queens.ox.ac.uk

The Library

The Library team consists of Dr Matthew Shaw (Librarian), Sarah Arkle (Deputy Librarian), Amanda Lima (Assistant Librarian), and Felix Taylor (Library Assistant).

Contact: library@queens.ox.ac.uk or via Instagram [@queenscollegelibraryox](https://www.instagram.com/queenscollegelibraryox).

The Dean and the Decanal Team

The Dean has responsibility for non-academic matters, especially discipline. The Dean is Prof Christopher Metcalf, Fellow in Classics. He is assisted by senior graduate members of the University who act as Junior Deans: Heather, Manjistha, and Arundhati.

Contact: decanal.team@queens.ox.ac.uk or dean@queens.ox.ac.uk

The Welfare Team

Tutor for Welfare and Hardship Officer

The Tutor for Welfare is Dr Kirsty Duffy, Fellow in Physics. She oversees the College's welfare provision. She also is the Hardship Officer, and her responsibility in this role is to assist members of the College encountering financial difficulties or hardship.

Contact kirsty.duffy@queens.ox.ac.uk

The Welfare and Student Support Officer

The Welfare and Student Support Officer, Dr Luke Young, provides a day-to-day source of support and signposting for students facing issues related to welfare or disability and can be contacted by email or by phoning 01865 289137. He also works with the Academic Administrator to coordinate disability adjustments for students. Appointments may be booked online via the [Welfare Officer booking system](#). The Welfare and Student Support Officer is generally available during office hours and will get back to you as soon as possible within two working days.

Contact: welfare.officer@queens.ox.ac.uk

The Chaplain

The College Chaplain is the Revd Liam Cartwright, who is responsible for organising services in Chapel, which take place regularly during term time. Liam is available to provide confidential and pastoral support to all members of the College regardless of religious affiliation. As a member of the Welfare Team, the Chaplain works with colleagues to help coordinate welfare support for students. Whether you would like to talk through a personal difficulty, explore questions of faith or meaning, or simply share a cup of tea with someone who will listen, you are always welcome to get in touch by email, phone, or Microsoft Teams, or simply to drop by the Chaplain's office for a conversation.

Contact: 01865 279143 or email liam.cartwright@queens.ox.ac.uk

The Junior Deans

In addition to being part of the Decanal Team, the Junior Deans (Heather, Manjistha, and Arundhati) also provide out-of-hours welfare support and signposting outside of office hours and on weekends.

Contact: decanal.team@queens.ox.ac.uk or call the Porters' Lodge on +44(0)1865 279120 and ask to be put through to the on-call Junior Dean.

The Harassment Advisors

The College has two Harassment Advisors, Prof Jane Mellor and Prof Paolo Tammaro, who can advise students about reaching an informal resolution, initiating formal procedures, related to harassment related issues and signpost students to other sources of support and advice.

Contact: jane.mellor@queens.ox.ac.uk or paolo.tammaro@queens.ox.ac.uk

The Domestic Bursar and Domestic Teams

The Domestic Bursar and Deputy Domestic Bursar

The Domestic Bursar, Fergus Garwood, has responsibility for the delivery of the College's domestic operations, including accommodation, catering, conferences and events, facilities and estate management, the Lodge (reception and security), IT, fire, and health and safety. He is assisted by the Deputy Domestic Bursar, Sarah Daley.

Contact: fergus.garwood@queens.ox.ac.uk

The Accommodation Officer

The Accommodation Officer, Noura Regli, is responsible for the allocation of student rooms and issuing accommodation licence agreements.

Contact: 01865 279180 accommodation.office@queens.ox.ac.uk

The Steward's Office

The Steward, Susan Tutty, leads and manages the Steward's Department, ensuring the consistent delivery of high-quality housekeeping, soft facilities management, and event support services across all College sites. Sue also oversees the Beer Cellar and acts as the Deputy Health and Safety Officer. She is supported by Jason Lenton, who has day-to-day responsibility for health and safety and event set up, and Tracy Peart, the Housekeeper, who manages the scouts.

Contact: 01865 279133 or email steward-office@queens.ox.ac.uk

The Porters' Lodge

The Lodge is staffed by the Head Porter, Natalie Axtell, the Deputy Head Porter, Bernard Chylinski, and a team of Porters on a 24/7 basis. The Porters ensure security of all our sites and will ask to see your University or University card when you enter the College. The Porters are a good first point of contact and have a wealth of local information. 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 in Front Quad. We recommend using the Main College address to receive mail. All outgoing post is collected from the Lodge by Royal Mail at around 5.00 pm 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 they can reach you. Messenger service is a free postal service between Oxford 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, and books

Contact: 01865 279122 or lodge@queens.ox.ac.uk or head.porter@queens.ox.ac.uk

The Buttery and Kitchen

The Food Services Manager, Debbie Kelly-Greaves, and the Head Chef, Sean Ducie, and their teams deliver the varied and healthy menus on offer to Queen's students on a daily basis. They are available to assist with queries about special dietary requirements and allergies.

Contact: 01865 279131 or email deborah.kelly-greaves@queens.ox.ac.uk

The IT Office

The College IT Office is on the second floor of staircase 1 in Front Quad, and its staff can provide information and advice on IT issues. The key contacts are David Olds, Mark Gray and Themba Mhlanga. The IT Office is open Monday to Friday from 9.00 am to 4.30 pm.

Contact: 01865 279205 or email it-support@queens.ox.ac.uk

The Conference Office

If you plan to book a room for a student function or want to plan an event with catering, you should contact the Conference and Functions Office. Their office is located in Staircase 1a in Front Quad and is staffed by Stephanie Wharf, Dehaney James, and Mohammad Abdulhamid.

You can find everything about booking an event at <https://www.queens.ox.ac.uk/student/book-an-event-in-college/>

Contact: conferences@queens.ox.ac.uk

The Bursar and the Bursary

The Bursar, Dr Andrew Timms, has oversight of all financial matters in College. He is assisted by the College Accountant Kate Daniels, and Accounts Assistants Vladi Lackova, Aline Nshamaje, and Scarlett Wang. The Bursary issues batells and processes fees, bursaries, and scholarships. The Bursary is located on the first floor of staircase 1 in Front Quad. Opening hours are 8.45 a.m. to 12.15 pm and 1.15 pm to 4.30 pm Monday through Friday.

Contact: bursary@queens.ox.ac.uk

The Equalities Officer

The Equalities Officer is responsible for the College's Equal Opportunities policy. The current Equalities Officer is Prof Anthony Gardner, Fellow in Fine Art. He may be contacted about any issues relating to equality that you feel cannot be dealt with readily by your Personal Tutor.

Contact anthony.gardner@queens.ox.ac.uk

The Head of Communications

The College likes to hear about and celebrate student news, whether it's an academic success, a creative project, a sporting achievement, or something a little more unexpected. No news is too big or too small, so please share yours with Emily Downing, Head of Communications, at news@queens.ox.ac.uk.

Emily is also keen to hear from students who would like to get involved in photoshoots, filming, podcasts, and/or testing new website ideas. You don't need any previous experience, and you're welcome to get in touch even if you're simply curious. Email emily.downing@queens.ox.ac.uk to find out more.

The Old Members' Office

Your membership of Queen's is lifelong and upon graduation, you'll become an Old Member (alumnus/alumna) of the College. The Director of Development, Dr Justin Jacobs, oversees the Old Members' Office. This office manages various aspects of alumni relations including communications fundraising stewardship and events.

The Queen's Old Members' community comprises over 7,000 former students worldwide. Through the Old Members' Office's efforts (staircase 2 in Front Quad) they remain connected to College life throughout the year. The Old Members' Office hosts numerous events both in the UK and abroad sends out a termly newsletter and other communications and leads fundraising for College priorities such as student support and academic Fellowships.

Current students can support the Old Members' Office by participating in activities like calling for telethons serving as ambassadors for Giving Days or signing up as Student Helpers at College-based Old Member events. A sample of the Old Members' Office's work is available at this [link](#).

Contact: 01865 279217 or email oldmembers@queens.ox.ac.uk.

Glossary of Oxford Terms

Academic dress – this refers to *sub fusc* (see below) when also worn with your gown. Academic dress is required for formal ceremonies in Oxford and for your exams.

Batells – termly invoices including accommodation charges and any subscription charges.

Bod – Bod is short for Bodleian, which is the name of both the university libraries in Oxford collectively (the Bodleian Libraries) and specifically for the university library building on the corner of Catte Street and Broad Street (formally known as the Bodleian Old Library).

Bod card – this is a different name for a University card, which also provides access to the Bod, among other things.

Formal Hall (Second Hall) – As opposed to other meals eaten in Hall, this is a more formal occasion when dinner is served to those dining and formal dress is required.

Hall – the dining Hall where meals are eaten in College.

Matriculation – the ceremony by which you become a member of the University.

Middle Common Room (MCR) – the MCR is a social meeting place with newspapers, television, refreshments, etc. It is run by a committee of elected representatives who organise everyday social events around the College and meet to debate a whole host of issues. Its representatives seek and pass on the views of MCR members to College committees and College Officers. There is also a Junior Common Room (JCR) for undergraduate students at the College and a Senior Common Room (SCR) for Senior Members of the College.

Oxford SU – Oxford University Student Union.

Oxford Union – a Debating Society that is separate from the Oxford SU.

College Advisor – this is a Fellow at Queen's who is your primary point of contact for pastoral advice and guidance during your time at Oxford. You will be assigned a College Advisor annually, who will usually be a Fellow in your subject or a subject in your divisional area.

Scouts – the traditional term for the cleaning staff in Oxford.

Sub fusc – from the Latin *sub fuscus* meaning very dark and referring to the formal clothing required to be worn beneath your academic gown when attending formal University ceremonies and when sitting examinations.

Terms (Michaelmas, Hilary, Trinity) – Michaelmas Term is the first term running from October to December, Hilary Term is the second running from January to March, and Trinity Term is the third running from April to June. Each term is divided into 8 weeks. Full Term is defined as weeks 1 to 8. Noughth week, or week 0, is the week before the first week of term.