

**ST. JOHN’S COLLEGE**

**OXFORD**

**GRADUATE HANDBOOK**

**2024-25**



Garden Quadrangle

ST. JOHN'S COLLEGE

OXFORD



Entrance

to Kendrew Quadrangle

Key to Buildings and Rooms

1. Dining Hall
2. Chapel
3. President's Lodgings
4. Library
5. New Seminar Room
6. Holmes Building
7. Dolphin Lecture Room
8. SCR
9. Beehive
10. Bursary
11. North Lecture Room

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1. College Bar
2. Larkin and Prestwich Rooms
3. MCR
4. Auditorium/Reception Room
5. Gym
6. St. Giles House
7. 20 St. Giles/Alumni Guest Rooms
8. 21 St. Giles/ACR
9. Kendrew Cafe/Gym/Events Room
10. Law Library
11. The Barn/Artist's Studio

**CONTENTS**

[**PRESIDENT’S WELCOME** 7](#_Toc174443736)

[**ARRIVING AT ST JOHN’S** 8](#_Toc174443737)

[**THE STUDENT HANDBOOK** 8](#_Toc174443738)

[**FREQUENTLY ASKED QUESTIONS** 9](#_Toc174443739)

[**GLOSSARY OF OXFORD TERMS** 11](#_Toc174443740)

[**1. ABOUT ST JOHN’S COLLEGE** 12](#_Toc174443741)

[**THE GOVERNING BODY AND COLLEGE OFFICERS** 12](#_Toc174443742)

[**College Officers** 13](#_Toc174443743)

[**College Staff** 13](#_Toc174443744)

[**2. GENERAL INFORMATION** 14](#_Toc174443745)

[**New student registration** 14](#_Toc174443746)

[**Matriculation** 15](#_Toc174443747)

[**Incorporation** 15](#_Toc174443748)

[**The academic year** 15](#_Toc174443749)

[**Residence requirements** 16](#_Toc174443750)

[**Council Tax** 16](#_Toc174443751)

[**Maintaining contact with College** 16](#_Toc174443752)

[**Receiving emails** 17](#_Toc174443753)

[**Social Invitations** 17](#_Toc174443754)

[**Academic Dress** 18](#_Toc174443755)

[**Graduation** 18](#_Toc174443756)

[**The Middle Common Room (MCR)** 18](#_Toc174443757)

[**The College Library and Study Centre** 19](#_Toc174443758)

[**IT at St John’s College** 20](#_Toc174443759)

[**University Language Centre** 25](#_Toc174443760)

[**University Careers Service** 26](#_Toc174443761)

[**3. ACADEMIC SUPPORT** 26](#_Toc174443762)

[**University of Oxford Student website and Student Self Service** 26](#_Toc174443763)

[**Enrolment certificate and status letters** 27](#_Toc174443764)

[**On-course transcripts for taught-course graduates** 27](#_Toc174443765)

[**Lost, damaged or stolen University Card** 27](#_Toc174443766)

[**University Examination Regulations** 28](#_Toc174443767)

[**Examination Entry for those taking written papers as part of a taught graduate course** 28](#_Toc174443768)

[**Alternative Examination arrangements** 28](#_Toc174443769)

[**Consideration of mitigating circumstances by examiners** 29](#_Toc174443770)

[**The University Proctors and the Assessor** 30](#_Toc174443771)

[**The Conference of Colleges’ Appeals Tribunal** 30](#_Toc174443772)

[**Office of the Independent Adjudicator** 30](#_Toc174443773)

[**4. GRADUATE EDUCATION** 31](#_Toc174443774)

[**Academic Provision** 31](#_Toc174443775)

[**The role of the Senior Tutor and College Advisors** 31](#_Toc174443776)

[**Monitoring of academic progress** 32](#_Toc174443777)

[**Graduate Progressions (GSO) forms** 32](#_Toc174443778)

[**If things are not going so well, what can you do?** 33](#_Toc174443779)

[**Changes to student status** 33](#_Toc174443780)

[**Change from full-time to part-time mode of study** 33](#_Toc174443781)

[**Suspension of status** 34](#_Toc174443782)

[**Access to facilities and services** 35](#_Toc174443783)

[**Impact of suspension on your student visa** 36](#_Toc174443784)

[**Changing course** 36](#_Toc174443785)

[**Withdrawing from your course** 36](#_Toc174443786)

[**5. HEALTHCARE** 36](#_Toc174443787)

[**Medical Services in the UK** 36](#_Toc174443788)

[**Immigration Health Surcharge (IHS) for Access to NHS Treatment** 37](#_Toc174443789)

[**Medical Care** 37](#_Toc174443790)

[**Emergency Medical Care** 38](#_Toc174443791)

[**Sexual Health** 38](#_Toc174443792)

[**6. WELFARE PROVISION** 39](#_Toc174443793)

[**Who’s Who in St John’s Senior Welfare Team?** 39](#_Toc174443794)

[**Students With Disabilities** 40](#_Toc174443795)

[**Accommodation for graduate students with disabilities, temporary illnesses or injuries.** 41](#_Toc174443796)

[**Support for Students with Partners and/or Caring Responsibilities** 41](#_Toc174443797)

[**Oxford University Student Union (OUSU)** 42](#_Toc174443798)

[**Harassment** 42](#_Toc174443799)

[**Safety** 42](#_Toc174443800)

[**Safety and Fire Precautions** 43](#_Toc174443801)

[**Drugs** 43](#_Toc174443802)

[**Alcohol** 44](#_Toc174443803)

[**7. FINANCIAL MATTERS** 44](#_Toc174443804)

[**The Finance Office** 44](#_Toc174443805)

[**Your battels account** 44](#_Toc174443806)

[**Payment method** 45](#_Toc174443807)

[**Course fees** 45](#_Toc174443808)

[**US Federal Loan Funding** 45](#_Toc174443809)

[**University and College continuation charges** 46](#_Toc174443810)

[**University Policy on suspension for non-payment of fees** 46](#_Toc174443811)

[**Hardship Funds** 46](#_Toc174443812)

[**Employment** 47](#_Toc174443813)

[**8. GRANTS, SCHOLARSHIPS AND PRIZES** 48](#_Toc174443814)

[**North Senior & Beeston Scholarships** 48](#_Toc174443815)

[**Special Grants** 48](#_Toc174443816)

[**Academic Grants** 48](#_Toc174443817)

[**Blues Squad Grants** 49](#_Toc174443818)

[**D.Phil Thesis Binding Grants** 49](#_Toc174443819)

[**Mapleton-Bree Prize for work in the Creative Arts** 49](#_Toc174443820)

[**Alister Sutherland Award** 50](#_Toc174443821)

[**Hans Michael Caspari UN Travel Grant** 50](#_Toc174443822)

[**Burke Knapp Travel Scholarship** 50](#_Toc174443823)

[**Sir Royston Goode Prize for BCL or MJur** 50](#_Toc174443824)

[**9. COLLEGE POLICIES AND PROCEDURES** 51](#_Toc174443825)

[**UNIVERSITY POLICIES AND GUIDANCE** 51](#_Toc174443826)

**PRESIDENT’S WELCOME**

A warm welcome to St. John's College. You are joining a diverse and vibrant community that is committed to education, research and scholarship, supported by a highly experienced and committed body of professional college staff.

We are a wonderfully open, inclusive and diverse College and, while your studies are paramount, I hope you will take advantage of the many extra-curricular activities in sport and culture that a broad collegiate University can offer. It is important to find a work/life balance that suits you and offers the freedom to explore new interests outside your comfort zone. In learning about yourself and expanding your network of friends, you will make strong relationships that will support you throughout the rest of your life.

The purpose of this Handbook is to provide some information about the College and how it works. You are entering an exciting and challenging chapter in your life and although there is no doubt that studying for a degree at Oxford is demanding, you have clearly shown the talent and desire to meet this challenge. I really hope that you both enjoy the experience and reap the rewards of your hard endeavours.

I look forward very much indeed to meeting you and getting to know you better. Welcome to St John's.

Professor Lady Sue Black, Baroness Black of Strome
President

# **ARRIVING AT ST JOHN’S**

Welcome to St John’s! We recommend that new students arrive in Oxford by the weekend before Welcome Week, which runs in the week before Michaelmas (autumn) term starts. This week is also called “0th” week and the first week of term is then called 1st week. During 0th week you can expect to have a busy schedule of important introductory meetings in the College and in your Faculty or Department. There will also be a number of social events to welcome you, providing opportunities to meet fellow graduate students.

In College you will need to complete your New Student Registration and attend a College Induction meeting. You may also wish to participate in other events and activities taking place.

Students living in college accommodation may be permitted to arrive earlier if you have been told that you will need to attend a pre-sessional course, or your course has a start-date before the beginning of Michaelmas Term. Please contact the Accommodation Office to arrange this. If you do plan to arrive in Oxford early, please note that you may not be able to access all libraries and facilities immediately.

A timetable of events offered by the College during 0th week for new graduate students is made available on the College website.

You will find the [University website](https://www.ox.ac.uk/students/fees-funding/otherfunding)a useful way to access University news, resources and services at Oxford. The site includes a [‘Before you Arrive’](https://www.ox.ac.uk/students/new/arrive) section with information for new students before they arrive and during their first few weeks in Oxford.

**Car parking in College**

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

# **THE STUDENT HANDBOOK**

This handbook is designed to introduce you to the College and help you understand how it functions. The Handbook provides information on academic matters, some welfare issues (although you should also have a look at the College’s separate Welfare Guide), financial information, and College and University codes of practice. In addition, the College’s regulations governing discipline are explained. Please do keep it to hand as a useful source of information and guidance on a range of matters which affect your status as a student.

The handbook should be read in conjunction with the [University Student Handbook](https://www.ox.ac.uk/students/academic/student-handbook?wssl=1), which provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford, and the College’s [Domestic Arrangements](https://www.sjc.ox.ac.uk/documents/Domestic_Arrangements_Document_2022-23_FINAL.pdf)

Detailed information about degree course requirements and examinations is provided in the University’s [Examination Regulations](https://examregs.admin.ox.ac.uk/). You should also receive a [handbook](https://www.ox.ac.uk/students/academic/guidance/graduate/handbooks) or similar document from your faculty or department giving further information about your chosen course.

This College handbook is intended for students admitted directly to post-graduate taught and research courses. Students who are completing the fourth year of an undergraduate course (for example the M.Chem., M.Math., MEngSci. and other similar courses) should refer to the Undergraduate Student Handbook.

# **FREQUENTLY ASKED QUESTIONS**

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

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

You can print your own enrolment certificate through the University’s Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you. Enrolment certificates may be used to open a bank account and for council tax exemption.

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

University Cards (Bod Cards) are issued by the University Card Office via the Academic Office.

Broken cards are replaced free of charge; please complete the [form](https://forms.office.com/pages/responsepage.aspx?id=G96VzPWXk0-0uv5ouFLPkT_hcyK0zvdIsImU5RztA69URU5WOE81UlVEUjM3SEhPWk1LNFk2TkNURy4u) available on the [College website](https://www.sjc.ox.ac.uk/current-students/academic-office/#:~:text=Graduate%20Student%20Handbook-,University%20Cards,-Lost%20cards%0AIf) to request a replacement. For lost cards, there is a £15 replacement charge levied by the Card Office. The fee is paid on line via the [University Store](https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards/co-replacement-of-lost-university-card) and a replacement card will be issued by the University’s Card Office after payment is received. Further information is available on the [University Card Office](https://estates.admin.ox.ac.uk/university-card-office#/) web page.

*How do I find out information about College accommodation?*

Please refer to the College’s [Accommodation Arrangements](https://www.sjc.ox.ac.uk/current-students/accommodation/) and the [Domestic Arrangements](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/Residence_Arrangements_Document_2020-21_GRAD.pdf) [for Graduate Students,](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/Residence_Arrangements_Document_2020-21_GRAD.pdf) available on the College website.

*How do I pay my battels?*

Please refer to section 7 of the Handbook.

*What funding does the College have available for current students?* Please refer to section 8 of the Handbook.

*How do I get permission for extra time in written university exams/use of a computer/other alternative exam arrangements?*

Please contact Mrs Elaine Eastgate, the College’s Disability Coordinator, in the Academic Office for further information.

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

There is a separate College Welfare Guide, produced by the Head of Student Wellbeing, available on the College Website which contains information about the support offered to you in College and around the University, as well as offering links to other resources that students have found helpful.

*Who can I talk to in College if I have a problem with my course/supervisor?*

The Senior Tutor should be your first contact point for academic problems of this kind.

*What is the Student website?*

The [Student website](https://www.ox.ac.uk/students) provides information on the University website about news, resources and services for students at Oxford.

*What is Student Self Service?*

[Student Self Service](https://www.ox.ac.uk/students/selfservice) is your way of accessing the University’s student record system, using your Single Sign-On details. You can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

*What is GSR (Graduate Supervision Reporting)?*

[GSR](https://academic.admin.ox.ac.uk/graduate-supervision-reporting-gsr) is the University’s graduate supervision reporting system. This is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students are given the opportunity to contribute by commenting on their own academic progress. Access to GSR is via Student Self Service.

*Can I work while studying?*

The University recognizes that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help support themselves financially. The University has [Paid Work guidelines](https://academic.web.ox.ac.uk/policies/paid-work-guidelines-graduate-students) for graduate students which you are advised to read.

The University’s [“Any Questions?”](https://uni-of-oxford.custhelp.com/app/home/p/28/) provides information for current and prospective students as well as general information about the University.

# **GLOSSARY OF OXFORD TERMS**

A useful [guide to terminology](https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Glossaries.pdf) used across the University is available on the University website.

# **1. ABOUT ST JOHN’S COLLEGE**

The College consists of its buildings and its present and past membership. There are currently about 750 people in the College, made up of academics and non-academic members of staff. The Governing Body of the College includes the President, who is the head of the College, and about sixty Fellows, many of whom are either Tutors who both undertake research in and teach their respective subjects, or Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition. In addition to the College’s academic staff there are about 200 members of staff who are employed in the administration, maintenance and service of the College.

The student body consists of approximately 400 undergraduates working for an honours degree of the University, about 280 graduate students working for a higher degree, diploma or certificate of the University, and a small number of academic visitors.

The main purpose of the College is to further intellectual study within the framework of the academic disciplines of the University. In addition, the College provides its members with living accommodation and meals, common rooms, library resources, gardens, its Chapel and recreational facilities.

## **THE GOVERNING BODY AND COLLEGE OFFICERS**

The College is governed by its Statutes and by its [Governing Body](https://www.sjc.ox.ac.uk/discover/people/) which is drawn from Tutors,

Research Fellows, Professorial Fellows and College Officers.

The Governing Body has the duty of regulating the academic studies, social provision, and discipline of all members of the College. Various provisions are made for members of the College to discuss together matters affecting the well-being of the College and its members. Graduate and undergraduate students have representation on certain College committees and are represented at the Governing Body when it receives reports of the committee discussions in which they participated.

The day-to-day affairs of the College are administered by College Officers, some of whom are academic Fellows of the College acting in a full-time or part-time capacity, supported by professional staff.

The Senior Tutor, together with the Fellow for Graduates and College Advisors, has the task of supporting graduate students. The Senior Dean and Junior Deans are concerned with non- academic discipline. Together with the Fellow for Welfare, the Head of Student Wellbeing and with Tutors, they also oversee the welfare of members of the College. Several arrangements exist for offering support and advice for graduate students about work-related, social and other aspects of College life. These are detailed in the section on Student Welfare Provision.

## **College Officers**

*The Senior Tutor*, Dr Matthew Nicholls, is responsible for the oversight of all general academic provision, maintenance of standards, and academic policy development.

*Fellow for Graduates*, Professor Barry Murnane, is responsible for fostering the academic community of graduate students within College by encouraging a vibrant stimulating research environment.

*The Senior Dean*, Professor Angela Russell, is responsible for disciplinary procedures and supports the Junior Dean team. She is a full time Tutorial Fellow. She works with the Junior Deans and the Fellow for Welfare to keep St John’s a safe, well-regulated environment for all junior members.

*The Fellow for Welfare*, Professor Nikolaj Lübecker, is engaged with strategic, policy, governance, and administrative issues related to student welfare in College. Please do get in touch if there are any Welfare matters you wish to raise in College committees.

## **College Staff**

*The Academic Registrar*, Eileen Marston and her colleagues in the Academic Office are responsible for the administration of academic matters relating to undergraduate and graduate students. The Academic Office is on the first floor of the Bursary, North Quad, Staircase 7. (academic.office@sjc.ox.ac.uk)

*The Graduate Officer,* Caroline Lordan, is a member of the Academic Office team and will be your first point of contact for the administration of your course and other day-to-day issues which affect you.

*The College Disability Co-ordinator*, Elaine Eastgate, can advise on support available for students with disabilities, including how to make an application for alternative exam arrangements.

*The Head of Student Wellbeing*, Hanne Clark is responsible for student wellbeing and welfare at St John’s. All students are welcome to get in touch with Hanne and the Wellbeing Team about any issue affecting their College or University Life and we will offer help and support. Hanne is also the contact for financial hardship issues and applications.

*The Finance Bursar and Finance Office staff* are responsible for collection of fees, charges and other College bills. The Finance Office is on the second floor of the Bursary, North Quad, Staircase 7 and can be contacted by email in the first instance. (battels@sjc.ox.ac.uk).

*The Domestic Bursar and Accommodation Office staff* are responsible for the administration of accommodation provided for junior members and ancillary services, including furnishings, equipment and cleaning. The Accommodation and Housekeeping Managers Offices are on the ground floor of the Bursary, North Quad, Staircase 7. (accommodation.office@sjc.ox.ac.uk).

*The Works Department* are responsible for repairs and maintenance of property and buildings.  The Works Office can be found in the corner of North Quad in staircase N9 of the Beehive or can be contacted on 01865 277326, email works@sjc.ox.ac.uk*.*

*The Lodge Porters* are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in St Giles’. There is also a Lodge at the entrance to the Kendrew Quad. (Tel. 01865 277300)

*The IT Officers* are responsible for administration of the College data network. The IT Office is located in the Rural Economy Building. Information about IT in College is provided later in the handbook.

# **2. GENERAL INFORMATION**

## **New student registration**

All new students must register with the University. The first part of this process can be done from 1st September; see <https://www.ox.ac.uk/students/registration>. You will receive a timetable of events for the College’s Welcome Week (0th week) which will include information about how to complete the registration process so that we can formally enrol you on course.

For EU/Swiss students who do not have pre-settled or settled status, you will have been given an electronic visa from the Home Office. In order for us to retain a record of this, we need you to visit this webpage <https://www.gov.uk/view-prove-immigration-status> and enter your personal details and send us the share code by email to academic.office@sjc.ox.ac.uk.

For international students, we will be handing out your BRP card along with your University ID card (or Sharecode) and other information for new students when you register during our Welcome Week. You will be required to send us a clear image (jpeg or PDF) of your passport ID page(s) and BOTH the front and back sides of your BRP card to us using the College’s secure on-line form at: <https://www.sjc.ox.ac.uk/passport-visa>. Your passport ID page(s) must include your photo and your signature.

Please do this as soon as possible, and no later than Monday of 1st Week (10th October), so that we can notify the University that we have seen your documents and securely store a copy in case the UK Home Office requests a verification of your arrival and attendance here. If you have any questions or problems uploading your documents to us, please contact us at academic.office@sjc.ox.ac.uk.

## **Matriculation**

The formal admission of new members of the University takes place at the Matriculation ceremony, which is usually held at the end of the first week of Michaelmas term, unless you are entitled to incorporate (see below).

Visiting Students and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony.

## **Incorporation**

Students who have already had a degree conferred by Cambridge or Trinity College Dublin can choose to incorporate instead of matriculate. However, you are welcome to matriculate at Oxford, and this is usually done, as it is easier than going through the process of incorporating. Please contact the Academic Office for more details about incorporation.

## **The academic year**

At Oxford, the three terms which make up the academic year are called Michaelmas (autumn), Hilary (spring) and Trinity (summer). Each term lasts for eight weeks, known as Full Term. The week before the start of Full Term is known as 0th Week (and, inevitably, the week after the end of Full Term is known as 9th Week). Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week. Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The dates of Full Term in the 2024-25 academic year are as follows:

Michaelmas Term 2024 13th October –7th December 2023

Hilary Term 2025 19th January – 15th March 2024

Trinity Term 2025 27th April – 21st June 2024

Please note that graduate taught courses will likely require you to be in Oxford outside the standard undergraduate term dates. For graduates working towards research degrees, the expectation is that they will work year-round and so term dates may be of little relevance.

## **Residence requirements**

All students are required to live in Oxford (within 25 miles of Carfax) unless you have applied for and been granted permission to live outside that area. You must be in residence for at least six weeks of every term for which you are paying University and College fees. Dispensation will only be granted for exceptional reasons – please contact the Academic Office if you would like more information. DPhil students going on fieldwork don’t need to apply for permission to live outside the prescribed area as fieldwork forms an integral part of doctoral research. However, please inform the Graduate Officer of the dates that you will be away from Oxford and your contact details whilst you will be on fieldwork.

You are also encouraged to make sure you put suitable insurance arrangements in place, and plan any vaccinations etc. that you may need well in advance. See this [University guide](https://finance.admin.ox.ac.uk/travel-insurance#/) for the steps you should take.

## **Council Tax**

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

Those living in flats in or out of College may be liable if they have a partner who is not a registered student. Students living in houses outside the College may be liable if those who are not students also share the premises. An enrolment certificate which exempts students from Council tax can be printed out from your Student Self Service page. You will need to bring your certificate in to the Academic Office to be stamped with the College stamp.

## **Maintaining contact with College**

Maintaining contact between the College and student members is very important at all times. Contact might be necessary to inform student members of news within College. There might also be cases where the College needs to contact a student member about an urgent request to get in touch with their families.

Student members in residence are therefore required to collect mail regularly from pigeonholes in the Lodge (i.e. once every 24 hours). Those living out must ensure that this is done, and failure to do so will not be regarded as a sufficient reason for missing an appointment with a College Officer or with their College Advisor.

The College needs to maintain an up-to-date record of students’ contact details, including mobile phone numbers. We therefore ask you to make sure that your personal details, including your current home address and mobile number, are kept up to date via the University’s [Student Self Service](https://www.ox.ac.uk/students/selfservice). You are also asked to use this service to provide the name and contact details (if not your home details) of a next of kin or other person who may be contacted in an emergency. In addition, you are advised to leave at the Lodge a temporary forwarding address for Vacations. This information is kept confidential: it is not disclosed to anyone other than authorized University personnel without your express permission.

If there are any special circumstances which may affect your well-being in an emergency, for example, if you have any allergies or medical conditions, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

## **Receiving emails**

Since communications from academic and administrative staff are usually sent to students by email, College Regulations require you to check your email on a daily basis. College will use only one type of email address: firstname.lastname@sjc.ox.ac.uk. If you wish to use a different address you MUST arrange a divert from your college address. College Regulations also require you to check your pigeonhole regularly.

Communications sent to graduate students and delivered to College pigeonholes or sent to electronic mail addresses in the domain @[sjc.ox.ac.uk](http://merton.ox.ac.uk/) will be deemed to have been received after 24 hours, unless the student is out of residence.

The Academic Office is open all year (except Christmas) for enquiries in person, by email or telephone from, Monday-Friday 9.00 am -5.00 pm Monday-Friday (closed 1.00 -2.00 pm). You may also contact the office via the Academic Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via their pigeon holes at the Lodge, by telephone or by email (see the [College Website](https://www.sjc.ox.ac.uk/discover/people/) for addresses).

## **Social Invitations**

From time to time you will receive invitations to College social events. A prompt reply to these (whether or not you wish to accept) is not only courteous but is also essential for those organizing the event so that they know how many people to cater for. Please therefore reply promptly to all invitations.

## **Academic Dress**

[Academic dress](https://www.ox.ac.uk/students/academic/dress) is required for matriculation, examinations (if you have them) and graduation, and occasionally other formal University events. It comprises the appropriate gown, mortar board or soft cap, [subfusc](https://www.ox.ac.uk/students/academic/dress#unique-identifier), and hood. Candidates serving in HM Forces are permitted to wear uniform together with a gown. The hood is worn during the graduate ceremony only.

Anyone who is not correctly dressed on these occasions may be turned away by the University Officials. Subfusc clothing may also be requested for rather less formal events. Always check your invitation card/letter to all events, since it will specify the dress required.

## **Graduation**

At Oxford, degrees are conferred at degree ceremonies. You can graduate straight after you’ve finished your degree, or many years later, in person by attending a ceremony, or in absence. Only one degree can be conferred in person at a given ceremony, e.g. if you passed the examinations for a BA degree and then passed a Masters course, the BA would be conferred in absence and the Masters conferred in person at a ceremony.

If you have any fee debts outstanding to St John’s College or to the University, it is possible that you may not be permitted to graduate. Please refer to the [University’s Regulations](https://governance.admin.ox.ac.uk/legislation/regulations) for Degrees, Certificates and Diplomas for more information.

Graduation ceremonies are an occasion for you as the graduating student and your family/friends to celebrate your achievement. To honour the occasion, we invite you and your guests to join us in celebrating the day. Information about individual events is provided when you book your degree day. You will be given a full timetable with instructions some weeks before the ceremony. Please be sure to read this carefully.

The College is able to present students to receive their degrees at a number of [graduation ceremonies](https://www.ox.ac.uk/students/graduation/ceremonies/) each year. If you wish to graduate *in absentia* (in absence), your degree can be conferred at the next available ceremony even if St John’s is not presenting students in person. Graduates taking taught courses will be invited to book a degree ceremony via an email from the University’s Degree Conferrals Office. Postgraduate research students are invited via email to book a degree ceremony when they have been granted leave to supplicate.

## **The Middle Common Room (MCR)**

All graduate students are members of the [MCR (Middle Common Room)](https://mcr.sjc.ox.ac.uk/), which is the College’s graduate student community and a hub for graduate social life in St John’s. The MCR organize events, maintains the MCR Building in College, represents and supports graduate students in the College.

## **The College Library and Study Centre**

The [College Library](https://www.sjc.ox.ac.uk/discover/library/) aims to provide an efficient and friendly study support service to all members of College, as well as participating in the broader cultural enrichment of College life. Its extensive collections provide support for most undergraduate studies and some postgraduate studies, whilst its rich historic collections draw researchers from around the world.

Practical information about the lending library can be found on the may be found on the College intranet, this also includes a book suggestion form. Information about the library’s history and special collections may be found on the College website and at <https://stjohnscollegelibraryoxford.org/>. The latter includes a Digital Library with detailed information about the library’s manuscript collections as well as blog posts and online exhibitions. For any questions relating the library services, please email library@sjc.ox.ac.uk.

# **IT at St John’s College**

Please find below information to help you get connected to the Internet, and details of the main IT systems you will find in St John’s College and the University.

IT within St John’s and Oxford University can be confusing at times as some systems are handled directly by the College whilst others are managed centrally by the University. You may also need to access systems run separately by your department. I hope this information will help you get started.

**Single Sign On (SSO) account:**

All new students will automatically be registered for an Oxford University ‘single sign on’ user account (often known as an SSO) when they start in Oxford.

Undergraduates will be sent the activation code over the summer to your previously registered email address before arrival.

Postgraduates will receive their SSO when they complete their University contracts.

Once you have the activation code you can use this to register online to set up your SSO and set a password and secondary security method. This SSO password will enable access to your Oxford ‘Nexus 365’ email account.

Your SSO is also required to set up a ‘remote access’ password to allow you to connect to the eduroam WiFi which is used throughout College and the University. It is also needed to sign in to the College Intranet and a number of other Oxford systems.

The SSO user name will typically look like ‘sjoh’ followed by four numbers (e.g. sjoh9999).

If you are a postgraduate and have already studied in Oxford you will keep your existing SSO username (e.g. kebl1234). It will just be reactivated by IT Services and you will be allocated an @sjc.ox.ac.uk email address which delivers to it.

***Please activate your SSO as soon as you can and if possible before you come to Oxford.***

**Oxford Email:**

Email in Oxford is handled centrally by the University and uses the Microsoft Office 365 system. The Oxford email system is generally known as Nexus or Nexus 365.

Oxford email addresses are typically in the form of firstname.lastname@unit.ox.ac.uk where unit is the name of the College or department. For example, a St John’s email address would look like john.smith@sjc.ox.ac.uk

The College will use your Oxford @sjc.ox.ac.uk email address for academic purposes and official correspondence. Therefore, you must check it regularly (even if you usually use a different email address).

**Please note that apart from illness or other unavoidable cause no excuse is accepted for failure to respond promptly to emails from College Officers and College Staff.**

You can check your email via a web browser at <https://outlook.office365.com/> or by using an app such as Outlook or Mac Mail.

For more details on Oxford Nexus 365 email, and how to receive it, please see the University’s ‘Getting onto email’ advice at:

<https://www.it.ox.ac.uk/getting-onto-email>

You may also get a departmental email address. Usually this will also deliver to the same mailbox as your College account. (There are a few departments which also run their own independent email systems and their IT staff will give you information when you start your course on how to access them.)

**Connecting to the Internet:**

**WiFi -**

St John’s uses the academic ‘eduroam’ system for wireless networking.

**The ‘eduroam’ wireless network is available across almost all of St John’s College and most of the College’s outside houses and annexes.**

The eduroam system is used by almost all the departments and Colleges within Oxford and once set up you will be able to use eduroam WiFi not only around St John’s but also at many other Oxford locations including the libraries, departments and other University buildings.

As a multinational standard Oxford users can also use eduroam at other participating organizations around the world to connect automatically.

To connect to eduroam WiFi you must first register for an Oxford Remote Access account.

Please see: <https://help.it.ox.ac.uk/how-to-connect-to-eduroam> for full details.

Although it is possible to connect devices like computers, tablets and smart phones to the Oxford eduroam wireless system please note that most domestic home wireless printers and wireless speakers (as well as similar ‘smart’ devices intended for home use) will not work on the eduroam systems. St John’s College has recently introduced a CloudPath WiFi system which allows these types of devices to be connected and further advice on this is available from the IT Office.

Please note for security and operational reasons personal routers including wireless routers are not allowed to be plugged into the College and University networks.

**Wired connections -**

As well as being able to connect wirelessly you can also connect from your College room or the St John’s library using a wired Ethernet connection.

To use the wired connection you must first go through the online registration system.

When you first connect to the Internet with the wired connection and open up a web browser you will automatically be redirected to our ‘Network Access Control’ web registration system. To register you must have set up your SSO account (see above).

The registration system takes your details and then checks your computer meets the University requirements. Your computer must have a supported version of Windows or MacOS with all the latest security updates installed. It must also have antivirus software installed.

The College allows computers installed with Windows 10 or 11, Mac OS 10.15 or later, or a current version of Linux to connect.

A number of Apple Macs fail to get through registration as they have no antivirus installed. If your computer fails the checks you will be given the opportunity to install updates online and try the test again.

Once your computer has passed through registration you will be on the Internet.

The Oxford network is a frequent target for 'hacking' attempts and, while the majority of computers are secure, a small number are compromised each year (often because they have not got up to date Windows updates or Mac updates installed). In order to minimize risks to all College users, the College has implemented network access rules which have to be agreed to by anyone wanting to connect a computer to the College network. The network access rules are primarily University rules but with a few College additions - most importantly an agreement to let College have control of your computer if it is part of a major breach of network security or rules. Full details of the network access rules are provided by the registration system before a computer is connected to the wired network (or on request from the IT Office).

**Guest WiFi -**

For students’ guests and visitors to College we provide “The Cloud” public WiFi service. This gives a café style guest connection for non-members of the University. (As the gurst service has limited capacity current St John’s students are not allowed to use this guest service and are required instead to use Eduroam, CloudPath or OWL WiFi).

**IT in the College Libraries:**

Database terminals are located in the Library Study centre. Lawyers also have access to terminals in the Law Library. From these terminals a variety of online journals and many databases are available.

**Printing:**

Student printing is available in College at 3 locations (4 for law students). You can print to A4 single or double sided. Mono/grayscale printing is currently free. Colour printing is charged at 10p per side and is billed via your termly Battels statement. Students can submit print jobs to the printers remotely via the web and then go to the printers to collect them when convenient (using your University card at the printer to login and release the saved print job). There is a printer in the basement of the Library Study Centre. There is also a printer for undergraduate use in the JCR Lounge and one for graduate students in the MCR building. Law students have access to one in the St John’s Law Library.

For details on printing please see:

<https://www.sjc.ox.ac.uk/current-students/computing/web-based-printing-system/>

**IT Support:**

Students needing help or support regarding computing issues can contact the College IT Officers or the help service at IT Services.

The IT Officers are available to give (office hours) IT help and can be contacted by email at it-helpdesk@sjc.ox.ac.uk or by telephone 01865 277365 to request an appointment, or to arrange a remote IT support session.

For web site and intranet help you can contact our Web Systems Manager Andy Carslaw (at andrew.carslaw@sjc.ox.ac.uk)

Matt Jennings, the IT Manager, oversees all the IT in College.

If you have departmental software or system problems then the IT department at your department or faculty will be able to provide assistance.

**University IT Services:**

The central IT Services department runs a number of the University’s computing facilities. They have their own website at:

<https://www.it.ox.ac.uk/what-we-do>

They provide a Help line service, including a level of 24-hour support. For more details please see:

<https://www.it.ox.ac.uk/find-help-and-support>

**Learning programme -**

IT Services offers via the “IT Learning Programme (ITLP)” over 200 different IT courses that can help you with your studies, research and future careers. They include courses on using computer and the major applications (such as training courses in Word, Excel etc.). They also run courses on the programming languages.

For details see: <https://www.it.ox.ac.uk/it-training>

**Antivirus -**

IT Services also provide free Sophos antivirus software to those that need it. It is a University requirement that all computers connected to the network run current

For more information about Sophos and how to get it see: <https://help.it.ox.ac.uk/sophos>

**Microsoft Office and other software -**

Microsoft Office 365 ‘online’ is available free of charge to Oxford students and copies of the Microsoft Office desktop applications (such as Word, Excel and PowerPoint) can also be downloaded for free.

For details on how to download MS Office please see:

<https://help.it.ox.ac.uk/nexus365/office-365-download>

Some other academic software is also available, sometimes for free or sometimes at a discounted price, online at

<https://www.it.ox.ac.uk/get-software>

**Personal web sites -**

If you want to publish your own website you can do so on the central managed web server. Details on how to start building your own web site are available at this URL: <https://help.it.ox.ac.uk/guide-to-using-personal-web-pages-service#webspace>

**Additional Information and support:**

For further IT information aimed at freshers in Oxford, including how to have your computer connected to the network and how Oxford University email works, please see: <https://www.it.ox.ac.uk/getting-started>

If you have any IT questions please feel free to contact the St John’s team.

The St John’s website at <http://www.sjc.ox.ac.uk/> also has helpful information on a number of topics including IT and the various systems used in College and the University.

Once you have your Oxford SSO there is also the St John’s Intranet at: <https://intranet.sjc.ox.ac.uk/>

(Note that to access the Intranet you need to be either accessing the site from within the UK or be connected via the Oxford VPN system. If you need to set up VPN there are details at: <https://help.it.ox.ac.uk/vpn> ).

**JCR & MCR websites:**

The JCR and MCR also have their own websites with useful information for undergraduates and postgraduates respectively.

They are available at: <http://jcr.sjc.ox.ac.uk/> and <http://mcr.sjc.ox.ac.uk/>

## **University Language Centre**

Once enrolled in the course, the College will reimburse the fee for students taking courses organized by the [University Language Centre](https://www.lang.ox.ac.uk/), subject to the following requirements:

* The College will cover the cost of more than one course per year. Graduate students do not have to seek approval from the Senior Tutor for either General or Fast Track courses unless they take more than one Fast Track course per year.
* The College will cover the cost of other suitable language courses offered by the University. Please email the Academic Office in advance of booking a course to obtain approval.
* The College will expect to be reimbursed the cost of a course if attendance is poor and there are no mitigating circumstances.

From Michaelmas 2024, you need to complete [this form](https://forms.office.com/e/RNRq8G9Fcg) and upload your payment receipt. Details are provided in the form. The reimbursement will be paid via the BACS system. For this to proceed, students should confirm their UK bank account details. A link for this is provided in the form.

If you would like to attend a course at the Language Centre but are not in a position to meet the cost up front please seek advice from the Academic Office as it may be possible to provide funding to students in advance if they would otherwise be unable to meet the cost of a course. Students may apply for a Special Grant to take language courses in other institutions.

The form will say ‘Special Grants’ but it is also used for language course reimbursements.  Even if you completed a form last term, please do this again, as the Finance Office uses this as proof in case of any audit.

## **University Careers Service**

The [Careers Service](https://www.careers.ox.ac.uk/#/) aims to provide and engage students in a range of high value career-focused services, programmes and activities in order to encourage them to make and implement well-informed decisions about their careers.

# **3. ACADEMIC SUPPORT**

## **University of Oxford Student website and Student Self Service**

The University’s [Student website](https://www.ox.ac.uk/students) is an invaluable University resource with information and resources relevant to all points of your student life at Oxford. You’ll find everything from term dates to information about the University’s counselling and disability provision The University’s IT Services will send your Oxford Single Sign-On IT credentials by email to you before you arrive in Oxford so that you may access Student Self Service.

[Student Self Service](https://www.ox.ac.uk/students/selfservice) provides you with access to your student record; essential information that you will need throughout your academic career. You will be able to access Student Self Service, and the facilities offered, once you have completed your student registration. If you are a new student or returning to do a new programme of study, the College will complete the registration process for you. In subsequent years you will need to register once a year, at the anniversary of the term in which you started your current course.

You must register in order to

* + - Attend your course
		- Enter for University examinations and assessments if applicable and gain access to your results
		- Use your University email account
		- Obtain your University card/keep your University card valid
		- Print an enrolment certificate
		- Book a degree ceremony.

It is your responsibility to update your personal information and contact details throughout your studies at the University of Oxford using Student Self Service. Your name, as recorded on Student Self Service, will appear on all University documentation, including your degree certificate, so please do ensure you check and amend your details as necessary.

## **Enrolment certificate and status letters**

You can print your own enrolment certificate via Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you.

The [Academic Office](https://www.sjc.ox.ac.uk/current-students/academic-office/) can also produce other letters on College letter headed paper for you, for example if you need a letter confirming your fees and enrolment period for an external

funding body. Please email or visit us if we can help.

The College will not issue letters or authorize forms for periods of time when you do not hold student status, or if your student status has not been confirmed.

## **On-course transcripts for taught-course graduates**

If you haven’t yet completed your course, you can request copies of your [on-course transcript](https://www.ox.ac.uk/students/graduation/transcripts) from the University for a small charge. This will show your academic achievement to date. An on-course transcript will reflect the information you see on the Assessments page in Student Self Service and are only available once you are entered for an assessment. If your assessments have not yet appeared on the Assessments page and you are still studying at Oxford, the enrolment certificate available through Student Self Service will act as a certification of attendance.

## **Lost, damaged or stolen University Card**

University Cards (Bod Cards) are issued by the University Card Office via the Academic Office. Broken cards are replaced free of charge; please complete the [form](https://www.sjc.ox.ac.uk/current-students/academic-office/) available on the College website to request a replacement. For lost cards, there is a £15 replacement charge levied by the Card Office. The fee is paid on line via the [University Store](https://www.oxforduniversitystores.co.uk/product-catalogue/university-card-office/lost-cards/co-replacement-of-lost-university-card) and a replacement card will be issued by the University’s Card Office after payment is received. Further information is available on the [University Card Office](https://estates.admin.ox.ac.uk/university-card-office#/) web page.

## **University Examination Regulations**

The [University Examination Regulations](https://examregs.admin.ox.ac.uk/) govern all graduate courses. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each graduate course but the Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

**Examination Entry for those taking written papers as part of a taught graduate course** Students are required to enter for examinations via an online process using Student Self Service. You will receive an email invitation from the University to login to Student Self Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens within Student Self Service, and you will be able to log back in and change your choices within the examination entry window as many times as you wish.

For examination entry which includes a combination of core and optional assessment units, your core assessment units will be listed alongside optional assessment units.

Entries completed late will be subject to a late entry fee, as will changes of option(s) made after the closure of the examination entry window.

Candidate numbers are sent to candidates directly from the Examination Schools. The Academic Office does not hold records of candidates’ numbers; if you mislay your number you will be able to find it via Student Self Service.

Please contact the Academic Office if you have any queries relating to examination entries.

## **Alternative Examination arrangements**

If you would like to apply for alternative arrangements to be put in place for your examinations because you have a Specific Learning Difficulty (SpLD), disability or chronic medical condition please contact the College’s Disability Co-ordinator, Mrs Elaine Eastgate,straight away (Academic Office, Room 17). If you have a medical condition which means it would be difficult for you to sit exams in the Examination Schools you may be granted permission by the University to take examinations in College. In all cases, suitable supporting documentation is required. This may be provided by the University’s [Disability Advisory Service](https://www.ox.ac.uk/students/welfare/disability) or it may be a medical certificate from the College Doctor. If you are unsure whether you may be eligible to apply for alternative arrangements or if you have any other queries, please contact Mrs Eastgate.

If your examination timetable includes clashes with religious observances you wish to uphold the College can apply to the University for an adjustment to your timetable. Please speak to Mrs Eastgate as soon as possible in the Michaelmas Term prior to your examinations to explore what adjustments might be possible and to arrange for the College to make an application on your behalf.

## **Consideration of mitigating circumstances by examiners**

If you are on a taught course and have a problem before or during your exams or in relation to your submitted work that you think has seriously affected your performance, you can submit a [‘mitigating circumstances notice’](https://www.ox.ac.uk/students/academic/exams/problems-completing-your-assessment#:~:text=Mitigating%20circumstances%20notices%20to%20examiners%20(MCE)) or MCE so that the examiners are made aware of the situation.

You should only submit a notice when you have suffered a serious problem – either medical or personal. Examiners are limited in the way they can take such circumstances into account, as ultimately they have to assess your performance on the work that has been produced.

If your examination preparation, rather than the examinations themselves, was affected, it is only likely to be appropriate to submit a notice if the impact on you was very severe.

Independent evidence, such as a medical certificate or supporting letter from your college or department (for non-medical circumstances), should always be submitted along with your notice. Examples of the kind of problem that might prompt you to submit a notice where there has been a significant impact on your performance are:

* acute illness
* bereavement
* other significant adverse personal circumstances (e.g. the impact of crime).

If you have a disability or long-term health condition, you should ensure that you apply for alternative examination arrangements if appropriate. If you think that your performance has still been affected by your disability or condition, despite the alternative arrangements and other support in place, or you suffer another serious problem such as an acute illness just before or during the exams, you can also submit a mitigating circumstances notice.

**Academic appeals**

A student can raise an academic appeal with the Proctors within 20 working days of the date of the decision they are challenging under the [University Academic Appeals Procedure](https://academic.web.ox.ac.uk/files/procedure-universitystudentappealmt20pdf)

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.) in terms of whether the procedures were followed properly, errors were made or the process was biased in some way. There is no right of appeal over matters of academic judgement – i.e. decisions that can only be made by applying an academic expert opinion. Therefore a student cannot appeal because they disagree with the examiners’ assessment of how well they met the assessment criteria.

The student-facing site provides further information available [for students who wish to make an academic appeal](https://www.ox.ac.uk/students/academic/complaints).

Factual information which may be shared following the raising of an academic appeal includes:

* Confirming that all marks/results were taken into consideration
* How the course conventions were applied when considering the student's results
* How their MCE was considered by the Board of Examiners
* Explanation as to what is a borderline candidate and whether they met the criteria
* Explanation as to why the student did not meet the criteria to be awarded a higher classification

## **The University Proctors and the Assessor**

The Senior and Junior Proctors are senior officers of the University elected annually by colleges. They are responsible for ensuring that the University operates according to its statutes. Amongst other things they deal with University (as distinct from college) student discipline, complaints about University matters, and the running of University examinations. They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance.

## **The Conference of Colleges’ Appeals Tribunal**

The [Conference of College’s Appeals Tribunal](http://www.confcoll.ox.ac.uk/html/main/ccat.html) (CCAT) is a body of the Conference of Colleges which considers appeals against some college disciplinary decisions, including both academic and non-academic matters. An appeal can be made to CCAT only after all avenues of appeal internal to a college have been exhausted.

## **Office of the Independent Adjudicator**

The [OIA](https://www.oiahe.org.uk/) provides an independent scheme for the review of student complaints. Where the OIA rules in favour of a student, it may recommend that the University or college should do something (e.g. look again at a complaint, or pay compensation) or refrain from doing something. In order to activate the OIA procedures, you must be a current or former student of the University or one of the colleges and must have first exhausted all the available internal procedures. To confirm that your case has been dealt with internally, you need to obtain a Completion of Procedures letter from the College. You have a maximum of twelve months from the date of that letter to apply to the OIA.

The Independent Adjudicator can deal with complaints about:

* programmes of study or research
* services provided to you as a student by the University and/or by your college
* a final decision by the University or by your college about a disciplinary matter or a complaint.

The OIA cannot, however, deal with complaints about matters of academic judgement, matters that are the subject of legal proceedings, or matters relating to student employment.

# **4. GRADUATE EDUCATION**

## **Academic Provision**

The primary responsibility for the provision of Graduate education lies with the University. As a graduate student at Oxford you will belong to an academic department or faculty which will provide your teaching and supervision, and provide resources to support your studies. Each has its own academic community, dedicated to advancing knowledge in particular subject areas. If you are a research student, the University will assign you a supervisor to guide your studies. If you are taking a taught course, your Faculty or Department will provide much of your teaching. Membership of a college facilitates your studies by providing academic and pastoral support of various kinds, in addition to social and recreational facilities through the MCR.

## **The role of the Senior Tutor and College Advisors**

The Senior Tutor has general oversight, in conjunction with the relevant College Advisors, of the

academic progress of graduate students of the College.

All students are assigned a College Advisor, who is normally a Fellow of the College. You will be notified of the name of your College Advisor when you arrive, and are encouraged to contact them to introduce yourself.

Your College Advisor can:

* provide pastoral support, including on any health, personal or coping issues, and/ or direct you to appropriate persons for assistance;
* monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
* discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
* consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
* offer guidance on sources of support available within the College and University.

Your College Advisor is not expected to perform the role of your Department or Faculty Supervisor(s) and is not directing your academic work or giving detailed academic guidance. They will take an interest in your academic progress and should be regarded as a useful source of advice.

You are encouraged to contact your College Advisor as and when you need advice or help. You should also feel free to consult other College Officers as necessary, including the Senior Tutor, the Academic Administrator and the Graduate Officer. The MCR Welfare Officer can help if you would rather approach another student in times of need.

If you have any problems liaising with your College Advisor, please let the Graduate Officer know in the first instance.

## **Monitoring of academic progress**

The College takes a serious interest in the academic progress of its graduate students. All graduate students have the opportunity to meet the President, the Senior Tutor and their College Advisor during Hilary Term of each year to talk about their academic progress. These meetings are called “Collections”. You will be asked to provide a short assessment of your work a few weeks in advance of your meeting, in addition to any termly assessments you may have entered on the University’s Graduate Supervision Reporting System (GSR). Collections are intended to provide an opportunity to review how you are getting on with your course and allow you to seek help with any problems you may be experiencing.

## **Graduate Progressions (GSO) forms**

DPhil students in particular will become well acquainted with the [graduate progression forms](https://www.ox.ac.uk/students/academic/guidance/graduate/progression)

which need to be completed for each course milestone. A number of these previously paper- based forms have now been replaced by on-line applications available via [Student Self Service](https://www.ox.ac.uk/students/selfservice) under the My Student Record Tab. It is your responsibility to submit applications in good time. If you are unclear on the submission/approval process for a particular GSO form or if you have questions about the sharing of your personal data, please contact your [Graduate Studies Assistant](https://www.ox.ac.uk/students/academic/guidance/graduate/contacts) or departmental graduate administrator.

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements, following discussions with your supervisor and College Advisor, and with the Senior Tutor if necessary, you will need to complete a form on the [Graduate forms for exceptional circumstances webpage.](https://www.ox.ac.uk/students/academic/guidance/graduate/progression/exceptional?wssl=1)

The Graduate Officer in the Academic Office will be able to arrange for those forms which remain paper based to be reviewed and signed if approved. Please ensure both you and your supervisor have completed and signed off the relevant sections before bringing it to the Academic Office or leaving it in the Academic Office pigeonhole in the Lodge. Your forms should be completed in full before you bring them in for signature and you need to allow at least a week for this process to be completed.

## **If things are not going so well, what can you do?**

It is to be expected that some students will experience periods of difficulty, whether academic, personal, or medical. These will be viewed sympathetically by the College. You may choose to speak to your Supervisor or Director of Studies in your department/faculty about these matters, or you may prefer to speak to somebody in College, in which case you may approach a member of the Welfare Team, your College Advisor, or the Senior Tutor.

For more detailed information about welfare provision in College please refer to the College’s Welfare Guide, which draws together information on welfare matters, that is wellbeing and health, within St John’s for undergraduate and graduate students with the aim of being as comprehensive as possible, enabling everyone to find authoritative information quickly.

## **Changes to student status**

[Changes in student status](https://www.ox.ac.uk/students/academic/guidance/graduate/status) may include suspension, withdrawal, change of programme, lapsing

and reinstatement, and early course completion.

## **Change from full-time to part-time mode of study**

Under University policy, if a student’s programme of study is offered on both a full-time and part-time basis, they may apply to change their mode of study from full-time to part-time (and vice versa) once during their studies, except where the special regulations for the course prohibit any change. Applications must be made to your department/faculty and will require the support of your supervisor or course director and of the College.

A student contemplating an application to change his/her mode of study is encouraged in the first instance to consult relevant sources of support available in the academic department. Student are also encouraged to draw upon the relevant sources of advice and support available in College, by requesting an informal discussion of options with the Senior Tutor or their College Adviser. Formal applications to change mode of study which have received the support of the current supervisor (PGR students) or course director (PGT students) should be submitted for consideration by the responsible College Officer (usually the Senior Tutor) via the Academic Office. Applications will be considered on a case by case basis. A meeting will usually be arranged with the Senior Tutor giving the opportunity for the student to discuss their particular situation. The Senior Tutor may request additional evidence or opinion to be supplied in support of the application.

The College’s support will be given where the Senior Tutor is satisfied:

* That there is a significant change in personal circumstances giving rise to the application
* That a change of mode of study for health reasons is supported by medical evidence that indicates part-time study is feasible and full-time study is not
* There are no substantive concerns regarding the academic progress of the student pertinent to the request
* That there is a clear and feasible plan for successful completion of studies and assessment
* That any implications for funding and access to College facilities and services have been fully considered
* That accommodation is usually not available for part-time students.

## **Suspension of status**

If you are considering suspending status, please speak to your College Adviser or the Senior Tutor (you can contact them directly), or contact your Supervisor, Director of Studies or the Graduate Studies Assistant in your department or Faculty for advice.

If you cannot work for a particular reason (e.g. illness, family circumstances, financial hardship) then you can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms. More information is available in the University’s [Examination Regulations](https://examregs.admin.ox.ac.uk/). Suspension of status within the University ‘stops the clock’ for all elements of your degree, including residence, fees, and terms for which a particular status may be held. If you are funded by a research council or charity you may need to make a separate application to the funding body in parallel to that being made within the University. Your funding body’s regulations for suspension of status will not necessarily be the same as those of the University. Your supervisor, Director of Graduate Studies, or [Graduate Studies Assistant](https://www.ox.ac.uk/students/academic/guidance/graduate/contacts) should be able to advise you.

## **Access to facilities and services**

***University facilities***

A student with suspended status will retain their University card and Single Sign On (SSO) access to online resources, including email, and to University libraries, during periods of suspension. If your University card expires while you are on a period of suspension, you should contact the Academic Office to request a new card, which will be issued to last until your new expected completion date.

If you have a disability advisor at the [Disability Advisory Service,](https://www.ox.ac.uk/students/welfare/disability) you are welcome to remain in contact with them, however, the services accessed through the Disabled Students Allowance will not be available to you until you return to formal studies. This includes services such as specialist SpLD tuition, specialist mentoring, assistive technology training, proof-reading and library assistance. Disability Advisors will be very happy to help you to make plans to reinstate recommended support as quickly as possible on your return to study.

You are eligible to refer yourself to, and use, the [University Counselling Service](https://www.ox.ac.uk/students/welfare/counselling) during your period of suspension. If you are already engaged with the Counselling Service at a time when you suspend you can continue with your counselling until an appropriately agreed ending. If you are living away from Oxford, you can arrange to have on-line counselling support with the Service.

It can be most useful to have contact with the Counselling Service at the point when you are suspending to work out how you can be best supported over the period of suspension. This can help you address such issues as finding appropriate therapeutic or medical support back at your home. It may also be helpful to access the Service before you return to your studies to help you re-engage with your academic work and college life.

If you access the Service during your period of suspension you will be offered the same level of therapeutic support as all other students. The Counselling Service offers brief and focussed therapeutic interventions. This can be negotiated with the clinician you are working with to decide how the Service can best support you. If you need longer or more specialised therapeutic treatments to help you address psychological difficulties then you will need to be referred to the appropriate NHS medical, psychological or psychiatric services.

A student may be suspended by the University because of [non-payment of fees](https://www.ox.ac.uk/students/fees-funding/fees/liability/payments). If you are suspended due to non-payment of fees your access to University facilities and services will be withdrawn.

**College facilities**

It is important to recognise that the College is a place of academic study and cannot play a

significant role in the provision of welfare or other support whilst your status is suspended.

The College’s policy with regard to those students who have suspended their studies is that they are not expected to be studying and therefore are not entitled to access the College’s academic facilities other than email or online resources. Access to the College for other purposes will be agreed between the student, the Senior Tutor and the Fellow for Welfare prior to their suspension of studies.

## **Impact of suspension on your student visa**

If you are an overseas student on a Tier 4 student visa you should be aware that a change to your student status can have an [impact on your visa](https://www.ox.ac.uk/students/visa/during/changes) and may also affect the visas of any dependents you have in the UK and their permission to work here.

## **Changing course**

Graduates who wish to change their course should arrange to discuss the matter with the

relevant contact in their Faculty or Department and with the Senior Tutor.

## **Withdrawing from your course**

If you are considering withdrawal from your course, please speak to the Senior Tutor or your College Adviser as soon as possible. You will be able to talk to them e.g. about whether a temporary suspension would be advisable in the first instance, and/or what the College may be able to do to support you.

# **5.** **HEALTHCARE**

## **Medical Services in the UK**

The National Health Service (NHS) is the UK’s state health service, and provides a full range of medical treatment. The [UK Council for International Student Affairs](https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare) gives a good summary of the services provided by the NHS and which service should be used for which type of illness.

If you are coming to the UK for the first time, you are likely to notice a number of differences between the healthcare system here and the system in your home country. For example, you would expect to visit a General Practitioner (known as GPs, these are medical doctors based in a community health centre/surgery) for most health complaints rather than going straight to see a specialist at a hospital. Another difference is that, for students whose course lasts more than six months, much of the healthcare provided by the NHS is free at the point of delivery.

## **Immigration Health Surcharge (IHS) for Access to NHS Treatment**

If you are an overseas student in the UK for more than 6 months you will be required to pay the [Immigration Health Surcharge](https://www.gov.uk/healthcare-immigration-application) (IHS) for yourself and any dependents as part of your student visa application. Payment of this surcharge grants you access to the health services in the UK. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS.

Please note that the College **does not** provide any financial support towards the costs of the IHS.

## **Medical Care**

All students and their dependents who are studying in the UK for six months or more are entitled to register with the NHS, which is a Government-funded service. As a patient, you can access the NHS through your College Doctor who is a General Practitioner (GP). You cannot consult a medical specialist without going through your College Doctor first.

It is a requirement of the NHS and the University that students are registered with a doctor at their University, not at home. You may be seen as a temporary resident with your home GP during the vacation. You should register before you arrive in Oxford or as soon as possible afterward. Please do not leave registering until you need to see a doctor.

The College has a number of professionally trained people available for consultation by College members:

**The College Doctor**: Dr Richard Silvester and his colleagues in the [19 Beaumont Street practice](https://www.19beaumontstreet.com/) are the doctors used by most St John's students. Appointments should be made by telephone directly to the surgery (01865 240501). Students who are not registered with the College Medical Officer must inform the Lodge Manager of the name, address and telephone number of their doctor.

There are several benefits to being registered with the College doctor:

1. The practice can act as a gateway to all other sources of help for students.
2. GPs at the College Medical Practice are able to arrange referral to local hospitals.
3. The College doctor can liaise with College authorities at times of exams etc.

(but only with your express permission – we never discuss your medical issues with anyone in the College, your friends or your family unless you ask us to do so).

**The College Nurse**: Kinneret Milgrom is available from 0th to 9th week of each term from 8.30 - 10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.

## **Emergency Medical Care**

If you are in College, please do not call 999 yourself but let the Lodge know about any emergency situation by calling 77300 from an internal phone or +44 (0)1865 277300.

In an emergency situation outside the College, call 999 from a mobile phone (or 9-999 from a College landline) to access ambulance, police or fire services. The 999 line is available 24 hours a day, 365 days a year and are free from landlines and mobile phones.

Always call 999 if, for example, someone is seriously ill/injured or a crime is in progress. Once you are connected to a 999 operator or call handler, they will ask you a series of questions to establish what is wrong. This will allow them to determine the most appropriate response as quickly as possible.

## **Sexual Health**

The College Doctors and College Nurse are available to offer support and advice on matters of sexual health. The nearest [Sexual Health Clinic](https://www.sexualhealthoxfordshire.nhs.uk/clinics/oxford/) is at the Churchill Hospital, Headington. or you may choose to have a look at the College’s Welfare Guide.

# **6. WELFARE PROVISION**

## **Who’s Who in St John’s Senior Welfare Team?**

**The Fellow for Welfare:** **Professor Nikolaj Lübecker**

Nikolaj is engaged with strategic, policy, governance, and administrative issues related to student welfare in College. Please do get in touch if there are any Welfare matters you wish to raise in College committees.

**Head of Student Wellbeing:** **Hanne Clark**

Hanne Clark is Head of Student Wellbeing at St John’s College Oxford. She has worked in student support at Oxford University for 8 years and at St John’s since 2023. The Wellbeing team are always happy to meet students who would like to talk about any aspect of their Oxford life which is impacting their wellbeing or welfare.  They will meet with you, hear your concerns and help you identify what options you have for support and help. Sometimes a quick chat is all it takes to see the wood for the trees or other times, support can be needed for much longer. The team can help you find the service or person in College, the University or sometimes the local community who can best help. They offer students support to move forwards at a pace which suits them.

**Disabilities Coordinator:** **Mrs Elaine Eastgate**

Mrs Eastgate is St John’s Disability Coordinator, and as a member of the Academic Office, works closely with the University’s Disability Advisory Service and with the College’s Welfare Team. If you have a specific learning difficulty, or a disability which might affect you during your time at St John’s, please contact Elaine in confidence to talk about how to register with the DAS. You can do this at any point, but starting the conversation early is advised. Elaine works regular office hours and the best way to contact her is via email.

**College Clinical Psychologist:** **Dr Denise Barulis**

Dr Denise Barulishas been providing specialized psychological support to anyone studying at SJC since 2006.

Validation of the student experience, setting a shared agenda and identifying goals are usually the starting point. Work typically involves enhancing coping skills and sometimes achieving closure on concerns from earlier in life.

The aim is a therapeutic conversation informed by an eclectic range of therapy models - the mainstay being CBT (Cognitive Behavioural Therapy). Denise has 36 years’ experience in mental health service provision and staff supervision and passionately believes that conversation can make a difference.

**The College Nurse:** **Mrs Kinneret Milgrom**

Kinneret Milgrom is available from 0th to 9th week of each term, with [surgery times](https://www.sjc.ox.ac.uk/current-students/health-and-welfare/)  in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.

## **Students With Disabilities**

Responsibility for meeting the needs of disabled students is shared across the Collegiate University. The [Common Framework for supporting disabled students](https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students) sets out the principles that underpin the procedures for supporting disabled students.

The College is committed to making reasonable adjustments in order to put in place

recommended support for students with disabilities. Please contact Mrs Elaine Eastgate,the College’s Disability Coordinator, in the first instance. The College can also liaise on your behalf with your Faculty or Department, the Examination Schools and the University’s Disability Advisory Service.

The University’s [Disability Advisory Service](https://www.ox.ac.uk/students/welfare/disability) (DAS) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning disabilities, autistic spectrum conditions or mental health difficulties. The DAS plays a central role in assessing student need and making recommendations for reasonable adjustments to remove disability-related barriers including working in collaboration with, and providing advice and guidance for, students, Colleges, departments and other relevant sections of the collegiate University.

We strongly encourage you to let the Disability Advisory Service know if you have (or think you might have) a disability as early as possible so that they can advise on the range of study support that is available and can make any support arrangements that may be required. You can contact the DAS team to speak to a Disability Advisor who will be happy to answer any questions you might have via:

Email: disability@admin.ox.ac.uk

Phone +44 (0)1865 280459

In person at 3 Worcester Street, Oxford, OX1 2BX

It is not obligatory to disclose a disability but early disclosure will help the College to make the adjustments necessary to help students with disabilities to study effectively. If disclosure is not made at the time of application, it may not be possible for the College to make accommodation arrangements in response to individual circumstances. The College will require independent verification of the particular requirements claimed.

**Accommodation for graduate students with disabilities, temporary illnesses or injuries.** The College is committed to providing reasonable adjustments where and when possible in the provision of accommodation for students with a disability/disabilities in order to ensure that they are not at a disadvantage compared to students without a disability/disabilities. It will also endeavour to assist students who have specific accommodation needs as a result of temporary illnesses/injuries/conditions which fall outside the [Equality Act definition of a disability](https://www.gov.uk/definition-of-disability-under-equality-act-2010). However, with a limited number of rooms available in College for graduate students, demand for accommodation may surpass availability. As such, students with a disability or medical condition cannot be guaranteed a room and so each request for accommodation will be assessed and considered by the College in order to ascertain that accommodation is allocated in an appropriate and fair manner.

New students who declare a disability on their application form for graduate study will be contacted by the College prior to their arrival in order to discuss their accommodation and other domestic needs. All on-course graduate students will be contacted by email during Michaelmas Term each year to remind them about how to make an application for a room “off-ballot” for the following academic year.

## **Support for Students with Partners and/or Caring Responsibilities**

St John’s College is committed to being an inclusive and diverse community and to ensuring the full participation of all its members, including parents and carers. Hence, wherever possible, arrangements will be made to support members with caring responsibilities to participate fully in the academic and social community of St John’s. The [parental leave framework](https://www.sjc.ox.ac.uk/documents/Parental-Leave-Apr-2017.pdf) can be found under the College Policies section of the College website.

The College has a limited amount of accommodation suitable for students who will be in Oxford with their partner and/or children. The Accommodation Office can provide details on request. The [University of Oxford Newcomers' Club](https://www.newcomers.ox.ac.uk/) is an organization, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University to settle in and to give them the opportunity to meet people in Oxford. Membership is free

The College has a purpose-built College nursery which provides places for babies and young children of College and University staff and students. Located beside the College Sports Ground off Bainton Road in north Oxford, the nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of five. Students wishing to apply for a place should contact the Nursery Manager at the [Bainton Road Nursery](https://www.sjc.ox.ac.uk/college-life/bainton-road-nursery/).

More information about support for [student parents](https://www.ox.ac.uk/students/welfare/childcare) in Oxford.

## **Oxford University Student Union (OUSU)**

[Oxford Student Union](https://www.oxfordsu.org/) is the official students’ union, representing all matriculated students of the University.

## **Harassment**

The College endeavours to encourage a culture of non-tolerance of any form of harassment. It is committed to promoting equality and diversity, and aims to provide an environment in which all students, employees, contractors, and visitors are treated with dignity and respect, and in which they can work and study free from any type of discrimination, harassment, or victimisation. Those in positions of seniority within the College, including the President, Senior Tutor, and the Senior Dean, will do their utmost to ensure that this commitment is upheld by all members of the College.

The [College’s Harassment Policy](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/HT2021_Harassment_Policy.pdf)  should be read in conjunction with the [College’s Equality Policy](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/HT2021-Equality_Policy.pdf).

St John’s College Harassment Advisors for 2022-23 are:

Kate Doornik (kate.doornik@sjc.ox.ac.uk) - Fellow for Equality

KJ Patel (ketan.patel@imm.ox.ac.uk) – Fellow for Ethnic Minorities

Zuzanna Olszewska (zuzanna.olszewska@sjc.ox.ac.uk) – Fellow for Women

The [University Policy and Procedure on Harassment](https://edu.admin.ox.ac.uk/university-policy-on-harassment) should be read in conjunction with [information for staff and students on the University's response to Harassment and Bullying including support and advice](https://edu.admin.ox.ac.uk/harassment-advice#/).

## **Safety**

Like any other large city, Oxford suffers its share of problems. Please use common sense when out after dark and keep to well-lit and well-populated areas. Most College Rooms have door chains, but if your room does not and you would like one, please ask at the Accommodation Office or the Works Department. Incidents of theft and intrusion do occur in College and you should lock your door when leaving your room even for a short period.

## **Safety and Fire Precautions**

The College’s Domestic Bursar, Mr Neil Tindall, is also the College Safety Officer and as such has general responsibility for implementing safety policy but every member of the College has, by law, a personal responsibility for communal safety.

Common sense usually suggests what is safe, but there is specific advice about fire. This is detailed in a notice, FIRE PRECAUTIONS, which is provided in every College room and must be kept clearly visible. All occupants of College rooms are expected to read the notice and to think in advance what they would do if there were a fire. To ensure maximum safety and also to avoid false alarms, fire doors must be kept closed at all times and cooking must be restricted to authorised locations. If you cause a fire by cooking in an unauthorised location, the penalties will be very severe. Avoidable false alarms caused, for example, by burning food or leaving kitchen doors open attract an automatic fine.

Tampering with fire extinguishers, alarms and safety equipment is an offence which is regarded by the College as serious, and by the law as criminal.

See also the College's [Health and Safety](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/Health_and_Safety_Policy_-_Jan_2021.pdf) and [Fire](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/fire-safety-policy-v6-April-2021-clean.pdf) policies.

## **Drugs**

It is a criminal offence for the College to permit the use of illegal drugs on any of its premises. Any junior member found in possession of illegal substances may expect, in the first instance, a fine and a formal warning, which may escalate to exclusion from College accommodation should there be any recurrence. Any individual involved in the manufacture or supply of illegal drug, on however small a scale, and whether on College premises or elsewhere, should expect to be excluded from College accommodation [for the remainder of their course]. Junior members are reminded that many professional organisations do not admit persons with a record of substance abuse.

The College realises that students may be concerned about issues of addiction and use of illegal substances, both for themselves and for their friends. Confidential advice may be sought from the College medical practice at [19 Beaumont Street](https://www.19beaumontstreet.com/), and the College Nurse, Kinneret Milgrom (available for consultation in her N5 surgery on Monday: 13:00-15:00, Tuesday: 15:00-18:00, Wednesday: 10:00-13:00 and Friday: 9:30-11:30). Any concerns that might be raised will be treated under the rules of medical confidentiality, and will not be reported to the College or University. Other sources of confidential support include the Fellow for Welfare, the College Counsellor, the University Counselling Service and Oxford SU. Information may be accessed online at: [TalktoFrank](https://www.talktofrank.com/) (which also offers a confidential helpline 0300 123 6600), and <https://www.nhs.uk/live-well/healthy-body/drug-addiction-getting-help/>.

A student who is not in possession of illegal drugs but who wishes to seek support for addiction may consult the Fellow for Welfare in confidence and no disciplinary action will be taken.

## **Alcohol**

Alcohol is as much of a risk to student welfare as are illegal drugs. Drunkenness can put individuals into dangerous situations or lead them to engage in risky behaviour. The psychological, physical and reputational damage can be serious, especially given the prevalence of social media. All Junior Members are therefore urged to be careful and moderate in consuming alcohol. It is usual each year for the College to admit one or two students who are under 18 at the start of their degree course. Please be aware that the College does not allow under 18s to drink alcohol on College premises, nor should it be bought for them. The College will not tolerate anti-social behaviour resulting from excessive consumption of alcohol and in dealing with instances of anti-social behaviour, consumption of alcohol will be regarded by the Senior Dean as an exacerbating rather than a mitigating factor. The organisation of ‘drinking games’ or exertion of pressure on others to consume alcohol are prohibited. Instances of any of these anti-social behaviours on College premises will be treated as serious offences: initially this will result in a fine and a formal warning, which may escalate to exclusion from College accommodation should there be any recurrence.

# **7. FINANCIAL MATTERS**

## **The Finance Office**

The Finance Office is available to all students for assistance with financial matters. and can

be contacted by email in the first instance (battels@sjc.ox.ac.uk)

## **Your battels account**

Your battels account refers to your account with the College where we keep a record of the bills

that the College will issue to you and the payments that you make to the College.

You will be sent statements four times a year at the start of each term showing the charges you need to pay. The statements will be emailed to your St John’s mailbox.

All fees and charges on your battels statement should be paid by the deadline shown. This is normally ten days after the statement date. Where a battels balances remain unpaid, College facilities may be withdrawn.

If full payment is not received, interest may be charged on the outstanding balance. Any queries concerning your battels statements, please contact Michelle Murray.

## **Payment method**

You will receive your battels statement to your St John’s College email inbox during first week of each term. Payment is made primarily via the Member’s Portal, using a debit or credit card, which will also show your live battels balance:

[St Johns College Member Portal (ox.ac.uk)](https://oscar.sjc.ox.ac.uk/MemberPortal/Main.aspx)

St John’s College has recently partnered with Flywire, a global payments enabler. For students wishing to make bank transfers, either locally or internationally, the option to do so is also available via the Member Portal. The process is intuitive but how-to guides are available in the portal.

For further information about Flywire, click [here](https://www.flywire.com/company/about) or email finance.manager@sjc.ox.ac.uk if you have any questions.

## **Course fees**

All students are liable to pay course fees for the duration of their standard period of [fee liability](https://www.ox.ac.uk/students/fees-funding/fees/liability/payments). Course fees will be billed on your first battels statement and must be paid in full by the date shown.

## **US Federal Loan Funding**

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

If your loan is intended to fund all or part of your living costs in addition to fees and charges shown on your battels, you will need to open a UK bank account and pass the account details to a member of the accounts team so that any balance due to you can be paid over.

## **University and College continuation charges**

Graduate students who have reached the end of their standard period of fee liability may be required to pay a termly University and/or college [continuation charge](https://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge). Both charges are payable up to and including the term in which you submit

## **University Policy on suspension for non-payment of fees**

You are required to pay your fees for the year no later than Week 1 in the term in which you commence study or seven days after the actual start date of your course if this is later. The University website has [information about the payment of fees](https://www.ox.ac.uk/students/fees-funding/fees/liability/payments), including FAQs on payments and refunds, and what happens if you don’t pay your fees.

## **Hardship Funds**

The University and the College have hardship funds which can be made available as either a loan or a grant to students who find themselves unexpectedly and unforeseeably in financial need. Please note that this does not therefore include hardship arising from circumstances which could have been foreseen at the time of admission.

Both the College and the University hardship fund committees look very carefully at your original financial guarantee/declaration paperwork. Evidence is therefore needed of circumstances leading to your guarantor’s inability to continue to provide funding. Please note that currency fluctuation does not count as unforeseen hardship.

Application to the [College Hardship Fund](https://www.sjc.ox.ac.uk/current-students/grants-scholarships-and-prizes/financial-support-graduates/) is made by completing a confidential form available from the Senior Dean, the Fellow for Welfare, or [on-line](https://www.sjc.ox.ac.uk/documents/280/SJC-Hardship-Form-2023.docx). The application will be forwarded to the members of the Committee after review by the Finance Manager; the whole process is treated in strict confidence. The Committee can offer grants, a cash advance, deferment of payment of battels, or any appropriate combination of these.

The University may award [Hardship Grants](https://www.ox.ac.uk/students/fees-funding/assistance/hardship/ohf) for students who experience financial hardship as a result of unforeseen circumstances.

## **Employment**

The University recognises that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (for example, teaching and demonstrating) or to help to support themselves financially. The University has [Paid Work guidelines](https://academic.admin.ox.ac.uk/policies/paid-work-guidelines-graduate-students) which you are advised to read. These aim to ensure that any paid work undertaken does not adversely affect students' success in their studies or their ability to complete their course on time. In addition, some graduates will have prescribed limits on how many hours' paid work they can do, which must be observed: for example, graduates funded by research councils and some other scholarships, and those graduates with student visas.

The College’s position on graduate students taking paid work is that they may, with the express permission of their Supervisor or Course Director, undertake up to six hours of paid work per week outside their studies. This includes teaching, library work, non-academic work etc. Working in excess of this weekly limit constitutes a breach of the College student contract; it is presumed all students are working full time on their academic work and will complete their course of study promptly.

You should be aware that demand for part-time paid work in Oxford often exceeds the amount of paid work available, whether it is academic paid work or other forms of paid work. For this reason, you should not rely on the availability of paid work to fund your University and college fees and living costs when planning how to finance your studies and completing the Financial Declaration.

# **8. GRANTS, SCHOLARSHIPS AND PRIZES**

Please be aware that the majority of scholarships are available only at the point of application, with the exception of the North Senior & Beeston Scholarships, which are available to on-course students.

## **North Senior & Beeston Scholarships**

The College elects four North Senior Scholars each year from amongst its current graduate students. Applicants must be currently registered for a research degree. The Scholarships are open to candidates in all subjects. A successful candidate in the field of Middle Eastern Studies would be awarded the title Beeston Scholar. The basis for the award will be excellence in research. Scholars have the right to dine at High Table once a week in Full Term, and will receive an emolument of £1,000 per year. The Scholarships are tenable during the period of fee-paying study up to a maximum of two years. Application forms and further information are available on the College website in Trinity Term.

## **Special Grants**

Special Grants are available to graduate students of St. John’s each year. Students are expected to discuss their plans with their supervisor or College Advisor (if your supervisor is not a member of St John’s) who is then asked to confirm they have agreed to support the application. [Notes of guidance](https://s3.eu-west-2.amazonaws.com/sjc.prod/documents/Graduate-special-grants-guidance-notes-TT21.pdf) and links to an online application form, are available on the [College website](https://www.sjc.ox.ac.uk/current-students/grants-scholarships-and-prizes/financial-support-graduates/). Students are expected to seek funding from other sources, including their Departments or Faculties. The University’s Fees and Funding website has a guide to funding for current graduates at <https://www.ox.ac.uk/students/fees-funding/otherfunding>.

## **Academic Grants**

Graduate students may apply for help towards the purchase of approved books and materials of an academic nature as below:

* Books and academic materials
* Computer and equipment as below
	+ portable or hand-held computing devices
	+ monitors
	+ desktop computers
	+ computer software and peripherals
	+ memory or hard-disk upgrades
	+ computer repairs
	+ personal printers
	+ USB ethernet adapters
* Tickets for performances/exhibitions

Travel, phone, data services, or insurance contracts for items purchased are not eligible for reimbursement.

Graduates may claim a **maximum** of £543 for the academic year 2024-25.

Purchase of a single item which costs in excess of the annual allowance may be permitted. The maximum allowable for the year can be claimed with the excess cost applied to future year's for which you are eligible. A copy of the receipt for this item must be retained and submitted with your claim.

Applications can be made from Week 0 of Michaelmas Term to Week 8 of Trinity. Further information is available on the [College website](https://www.sjc.ox.ac.uk/current-students/grants-scholarships-and-prizes/financial-support-graduates/)

**Blues Squad Grants**Students may apply for grants of up to £250 per year to cover the costs incurred through membership of university representative team squads. Claims are made on a [Blues Grant](https://www.sjc.ox.ac.uk/documents/69/blues-claim-form-Oct2019.pdf)application form which after completion should be accompanied by receipts, countersigned by an official of the relevant university sports club, and submitted to the Sports Officer.

**D.Phil Thesis Binding Grants**The College will pay towards the costs of binding a copy of a D.Phil Thesis. Post Graduate Research students are no longer required to submit a physical copy of their thesis to the Bodleian Libraries.

A maximum of £80 may be claimed back from the College. All claims must be made within 6 months of being granted leave to supplicate your D.Phil. The [Thesis Binding application form](https://forms.office.com/e/k72L7uDi19) must be submitted online.

**Mapleton-Bree Prize for work in the Creative Arts**The College will offer a prize of up to £300, which may be shared if deemed appropriate by the judges, for original work in any branch of creative art (drawing, painting, sculpture, poetry, music, photography, etc.).  If there is no entry of adequate standard there will be no award.

All junior members, whether graduates or undergraduates, may compete and the entries will be judged by a Committee consisting of both junior members and senior members of the College. Competitors should send in one example of work done during the previous twelve months. Entries are considered in Trinity Term each year and should be sent to the President's PA not later than the end of the third week of Trinity Term.

**Alister Sutherland Award**This award is for a journey in the high mountains. Applications are invited for this award which has been instituted as a result of a generous gift from Dr Gillian Sutherland in memory of Alister Sutherland, distinguished economist, who read Politics, Philosophy and Economics at St John's. The award, up to £350, will be made annually to an undergraduate or graduate member of St John's who presents the most imaginative and best planned proposal for a journey in the high mountains, preferably (but not necessarily) in mountainous regions where the summits exceed 3000 metres in height. The purpose is to encourage the discovery and the enjoyment of the high mountains.
Applications are considered in Hilary Term each year and should be sent to the President's PA not later than the end of the third week of Hilary Term.

**Hans Michael Caspari UN Travel Grant**This grant is for studies in the field of International Relations. It was established through the generous gift of the late Professor Sir Fritz Caspari and his wife, in memory of their eldest son Hans Michael, who like his father and brother, attended St John's. The award, of up to £700, will be made annually to an undergraduate or graduate member of St John's to assist them to travel to Bonn, New York, Geneva, Vienna or one of the other seats of the UN or more generally to the seats of other international organizations, in order to further their study of International Relations.
Applications, in the form of a letter of no more than two pages with a separate CV and marks if available, should be sent to the Academic Office by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

**Burke Knapp Travel Scholarship**This scholarship is for students in pursuit of development issues in the Third World/Emerging Economies. Applications are invited for this travel fund, which has been established through the generous gift of the late Mr Joseph Burke Knapp, Honorary Fellow of St John's College. The award, of up to £500, will be made annually to an undergraduate or graduate member of St John's to cover travel and related expenses in pursuit of development issues in the Third World/Emerging Economies. Applications should be made to the Academic Office by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

**Sir Royston Goode Prize for BCL or MJur**The Sir Royston Goode Prize for the BCL or MJur is awarded owing to the generosity of Sir Royston Goode C.B.E., Q.C., M.A., (L.L.B., L.L.D., Lond.), F.B.A., formerly Norton Rose Professor of English Law, and Emeritus Fellow of the College. A sum of £1000 is awarded annually to the St John’s graduate student who, in the opinion of the College Law Tutors, has achieved the best marks at the level of distinction for the BCL or MJur degrees.

# **9. COLLEGE POLICIES AND PROCEDURES**

The College maintains the following range o[f policies and codes of practice t](https://www.sjc.ox.ac.uk/discover/about-college/legal/college-policies/)o help set expectations around the way that the College delivers its responsibilities and the way that we expect our members (students, staff, Fellows, Senior Members and others associated with the College) to conduct themselves.

The following student policies are available on the [Academic Office](https://www.sjc.ox.ac.uk/current-students/academic-office/) section of the College website:

* Academic Disciplinary Procedure for Undergraduate Students
* Policy on Undergraduate Suspension of Status
* Fitness to Study Procedures (for Undergraduates)
* Non-academic Disciplinary Procedure

## **UNIVERSITY POLICIES AND GUIDANCE**

An A-Z o[f University policies and guidance i](https://academic.admin.ox.ac.uk/a-z-policies-guidance)s also available.