

**ST. JOHN'S COLLEGE
OXFORD**

**UNDERGRADUATE HANDBOOK
2025-26**

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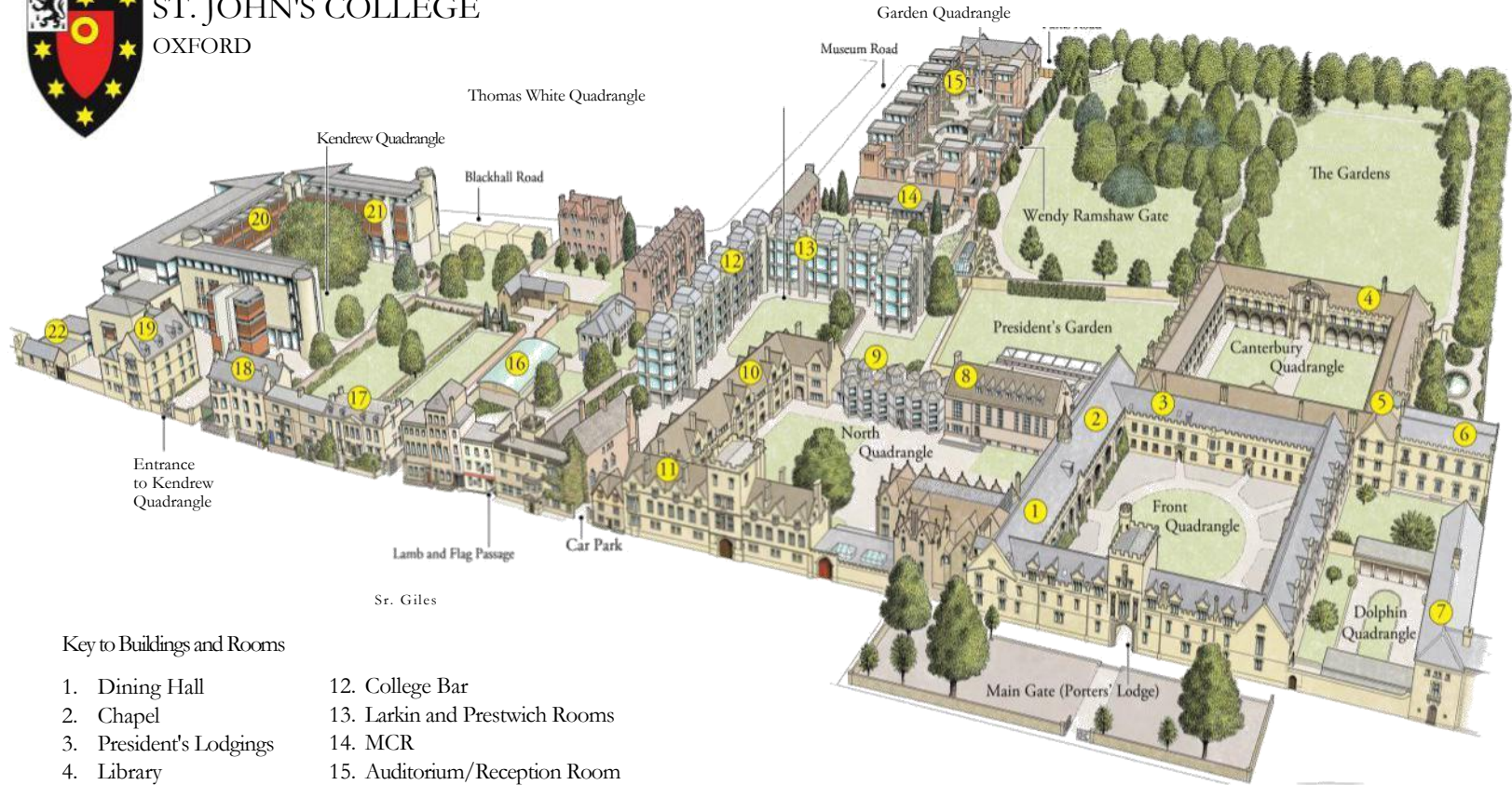
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A pdf version of the College Handbook is published on the College website

Please contact the [Academic Office](#) if you would like a copy of this handbook in an alternative format.



ST. JOHN'S COLLEGE OXFORD



Key to Buildings and Rooms

- | | |
|-------------------------|-------------------------------------|
| 1. Dining Hall | 12. College Bar |
| 2. Chapel | 13. Larkin and Prestwich Rooms |
| 3. President's Lodgings | 14. MCR |
| 4. Library | 15. Auditorium/Reception Room |
| 5. New Seminar Room | 16. Gym |
| 6. Holmes Building | 17. St. Giles House |
| 7. Dolphin Lecture Room | 18. 20 St. Giles/Alumni Guest Rooms |
| 8. SCR | 19. 21 St. Giles/ACR |
| 9. Beehive | 20. Kendrew Café/Gym/Events Room |
| 10. Bursary | 21. Law Library |
| 11. North Lecture Room | 22. The Barn/Artist's Studio |

PRESIDENT'S PREFACE

A warm welcome to St John's College. Ours is a wonderfully open, inclusive and diverse College and I very much look forward to meeting you and getting to know you better. You will make lasting relationships here and the friendship and support you experience will remain with you for the rest of your life.

The purpose of this Guide is to tell you a little about the College and introduce how it works, so please take the time to read it carefully. For the next three or four years you will be part of a diverse international community of undergraduate and graduate students, professors, research fellows, lecturers and tutors. Like you, they all engage in a range of scholarly activities and are privileged to be supported by a highly experienced and committed body of professional college staff.

I hope you will make use not only of our completed Study Centre at the heart of College but also take the opportunity to participate in the cultural and sports activities that we provide as part of a broad collegiate University. St John's is committed to ensuring the holistic welfare of its staff and students and I urge you to make time to find a healthy work/life balance that suits you.

You are entering an exciting and challenging chapter in your life with an array of new opportunities and experiences. You will develop new interests that will stretch you beyond your past experience and help you to learn about yourself as well as your chosen academic subject. Studying for a degree at Oxford is unquestionably demanding, but you have clearly shown both the talent and the desire to meet this challenge. I hope that you will enjoy your time here at St. John's and I extend a very warm welcome to you.

Professor Lady Sue Black, Baroness Black of Strome
President.

ARRIVING AT ST JOHN'S

Welcome to St John's! In 2025 we are looking forward to welcoming our new undergraduate students to College on Sunday 5th October. This is the beginning of 0th week, the week before "Full Term" begins when you can expect to have a busy schedule of induction events in the College and in your Faculty or Department. There will also be a number of social events to welcome you, organized by College and also by the JCR (Junior Common Room), to provide opportunities to meet fellow students. A timetable for College events during 0th week will be made available on the College website before you arrive. Please see page 12 for details of important dates for the academic year.

You may be permitted to arrive earlier than Sunday 5th October if you are an international student or if you are due to attend a pre-sessional course. If so, please contact the Accommodation Office to arrange this (accommodation.office@sjc.ox.ac.uk). If you do need to arrive in Oxford early, please note that you may not be able to access all libraries and facilities straight away.

You will find the [University website](#) a useful way to access University news, resources and services at Oxford. The site includes a '[Before you Arrive](#)' section which you may also find helpful during your 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. Please see your welcome letter for details of parking arrangements on arrival.

THE STUDENT HANDBOOK

The purpose of this handbook is to introduce you to the College and help you understand how it functions. It 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](#), 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.

Detailed information about degree course requirements and examinations is provided in the University's [Examination Regulations](#) and you will also receive a [handbook](#) or similar document from your faculty or department giving further information about your chosen course.

This College handbook is intended for students admitted to undergraduate courses, including those who are completing the fourth year of an undergraduate course (for example the MChem, MMath, MEngSci and other similar courses). Students studying for a post-graduate qualification should refer to the College's Graduate 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 (SSO) 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.

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 this [form](#) 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](#) 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](#) web page.

How do I find out information about College accommodation?

Please refer to the College's Domestic Arrangements on the College website. Queries about accommodation should be directed to the [Accommodation Office](#).

How do I pay my battels (charges owed for accommodation, meals, etc.)?

See the Money Matters section (Section 6) of this Handbook.

What funding does the College have available for current students?

Please refer to the Money Matters section of the Handbook.

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

Please contact [Mrs Elaine Eastgate](#), the College's Disability Coordinator, in the Academic Office for information about applying for alternative arrangements. Do be aware that there are deadlines for applying for alternative arrangements so you should ask for advice as soon as possible after your arrival in College if you didn't declare a disability on your application form.

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 and the Fellow for Welfare, 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.

What is the Oxford University Student website?

The Oxford University [Student website](#) provides information about news, resources and services for students at Oxford.

What is Student Self Service?

[Student Self Service](#) is your way of accessing the University's student record system, using your Single Sign-On details. You will need to use it to register at the start of each academic year, to view your exam results and to ensure the University has the correct contact details for you.

The University's "[Any Questions?](#)" provides information for current students as well as general information about the University.

GLOSSARY OF OXFORD TERMS

A useful [guide to terminology](#) used across the University is available on the University website.

1. INTRODUCTION

The College consists of its buildings and its present and past membership. The President, who is the head of the College, and about sixty Fellows who are members of [Governing Body](#), many of whom are Tutors who undertake research in and teach their respective subjects. A number of the Fellows are also Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition.

The student body consists of approximately 410 undergraduates working for an honours degree of the University, about 250 graduate students working for a higher degree, diploma or certificate of the University, and a small number of visiting students.

There are approximately 200 members of professional staff who are employed in the administration, maintenance and service of the College.

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 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 senior and junior members of the College to discuss together matters affecting the well-being of the College and its members. Junior members 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 members of the Academic staff of the College acting in a full-time or part-time capacity, supported by professional staff. The Senior Tutor is responsible, in collaboration with your subject tutors, for the organization of tutorial teaching in College and the academic supervision of undergraduate students. They can help with academic work problems and are responsible for the maintenance of academic standards and expectations.

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.

The Senior Dean, [Dr Kate Doornik](#), 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 Charles Newton](#), 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 following members of College staff are of particular importance to junior members:

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 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 Welfare and 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 located in the tunnel between North Quad and Thomas White Quad. (accommodation.office@sjc.ox.ac.uk)

The Works Department are responsible for repairs and maintenance of property and buildings. The Works Office is based at 17 Blackhall Road 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.

NEW STUDENT REGISTRATION

All new students must register with the University. The first part of the process can be done from 1st September 2025; see <https://www.ox.ac.uk/students/registration>. You will receive information from the College about how to complete the registration process so that we can formally enrol you on course. The College will contact you directly to let you know when and where you can collect your University card from.

RIGHT TO STUDY IN THE UK

UKVI policy states that Universities must determine a student's right to study before they can be fully enrolled at their institution. This means that if you don't hold a British or Irish passport, you must provide evidence of your current immigration permission to be in the UK. Please refer to the University of Oxford Visa & Immigration website - <https://www.ox.ac.uk/students/visa/before/studentvisa>

You will need to provide the Academic Office with;

- A copy of the full ID page in your passport including the signature
- Your share code that you can obtain via the government website - <https://www.gov.uk/view-prove-immigration-status>
- If you do not have a share code when you start your course, you must provide a copy of your letter from the Home Office confirming that you have applied for the right to study in the UK

If you renew your passport during the course of your studies you will need to provide a copy to the Academic Office.

THE ACADEMIC YEAR

The academic year runs from 1st October to 30th September each year and is divided into three terms, Michaelmas (autumn), Hilary (spring) and Trinity (summer). "Full Term" lasts

for eight weeks, this being the period during which teaching happens. Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week.

Some subjects, including Chemistry and Biochemistry, require undergraduates to be in residence for extended terms in some years of their degree. Information about these [extended dates](#) can be found on the University website.

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). 0th Week is important: you are expected to be in residence in Oxford for the whole of the eight weeks of Full Term and from the Thursday of 0th week at the beginning of each term (earlier for first year students). The phrase "in residence" includes residence either in College accommodation or in accommodation you may have arranged for yourself elsewhere in Oxford. Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The terms in the 2025-26 academic year are as follows:

Michaelmas Term		
Sunday 0th Week	Sunday 5th October 2025	Fresher undergraduates to arrive on this day
Thursday 0th Week	Thursday 9th October 2025	Returning undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 12th October 2025	Start of Full term

Saturday 8th Week	Saturday 6th December 2025	End of Full Term. All undergraduates to leave College on this day
Hilary Term		
Thursday 0th Week	Thursday 15th January 2026	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 18th January 2026	Start of Full Term
Saturday 8th Week	Saturday 14th March 2026	End of Full Term. All Undergraduates to leave College on this day
Trinity Term		
Thursday 0th Week	Thursday 23rd April 2026	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 26th April 2026	Start of Full Term
Saturday 8th Week	Saturday 20th June 2026	End of Full Term. All Undergraduates to leave College on this day

Sometimes you may have to be in Oxford for periods longer than those stipulated above. For example, you may find yourself sitting exams during the 9th or 10th weeks of term, or you may want to remain in College for other academic reasons. If you live in College you will need to apply for [Vacation Residence](#) for permission to stay in College accommodation during these periods.

Your Tutor, the Academic Registrar, and the Accommodation Office (if you are resident in College) should be informed if your return to College at the beginning of term is delayed for any reason.

RESIDENCE REQUIREMENTS

In addition to the College's requirements, the University also makes residence requirements of students, stating the number of terms and/or the period within each term you must be resident in or around Oxford in order to qualify for a particular degree. These requirements vary, depending on the qualification for which any particular student is working but it is worth noting that the general University requirement is for 42 nights "in residence" during

each "Statutory" Term (a Statutory Term is a little longer than a Full Term); and that residence must normally be within six miles of Carfax (i.e., central Oxford).

COUNCIL TAX

Full-time students living in rented property are exempt from paying council tax. You can obtain a copy of your Enrolment Certificate confirming your student status (which can be used to prove your exemption from council tax) from your student record page using the [Student Gateway](#). You will need to visit the Academic Office to have your certificate stamped with the College stamp.

BEING AWAY FROM COLLEGE

Students are normally expected to be in residence during the week in Full Term. However, as long as you are satisfying the University's residency requirements, and provided there is no adverse effect on your academic work, you may occasionally absent yourself from College overnight. As a matter of courtesy, you should let your Tutors know if you have to be away for more than one night.

MAINTAINING CONTACT WITH THE COLLEGE

Maintaining contact with the College is very important at all times. Contact might be necessary to inform student members of tutorial arrangements or 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 are therefore required to use and regularly check their Oxford email account as below, and to collect mail regularly from pigeonholes in the Lodge (ideally at least 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 (e.g. Senior Tutor or Senior Dean) or with their tutors.

The College needs to be in a position to access up-to-date record of students' contact details, including mobile phone numbers; this is particularly important in the event of an emergency. You must therefore maintain and update your student self-service record, including your home address and your emergency contact details. You are also advised to provide the Lodge with 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 health conditions which College staff should be aware of, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

COMMUNICATION DURING TERM-TIME

There are three main ways by which information is passed to students: Email, student pigeon holes and Lodge noticeboards. Since communications from Tutors and administrative staff are usually sent to students by email, College Regulations require you to check your email regularly (ideally 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 pigeon hole regularly.

Communications from Tutors and College staff sent to undergraduates during College term and delivered to College pigeonholes or sent to electronic mail addresses in the domain @sjc.ox.ac.uk will be deemed to have been received after 24 hours, unless the junior member is out of residence.

The Academic Office is open all year (except for a period during the Christmas vacation) for enquiries in person, by email or telephone from 8.30 am – 1.00 pm and 2.00 – 5.00 pm, Monday-Friday. You may also contact the office via the Academic Office pigeon hole at the Lodge. Academic and professional staff may be contacted via email, their pigeon holes at the Lodge, or by telephone.

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 only accept an invitation if it is your intention to attend – non-attendance/late cancellation can not only cause food waste, but for certain number-restricted events deny another person the opportunity to attend.

2. ACADEMIC WORK IN ST JOHN'S

During the three or four years of your degree programme, St John's will do all it can to support and encourage you in your academic learning. In return, you are expected at all times to work hard and to the best of your ability. You will have to pass University examinations, during or at the end of your first year of study for most students (these are called either 'Mods' or 'Prelims') in order to begin the two or three-year course of study that will lead to your final examinations in your chosen 'Final Honour School', and to your graduation with a Degree with Honours.

The short Oxford terms do not mean that you do not need to put in so much effort. Quite the reverse. The eight-week term is intensively packed with the range of tuition that Oxford offers you: lectures, classes, laboratories (if you are doing a science subject), and, not least, Tutorials. You will also need to exploit all the time available to you during the long vacations: these are not just meant to be holidays, or a chance to earn money, but form a vital part of your study time while you are at Oxford.

COLLEGE TEACHING

Undergraduate teaching at Oxford is a combination of teaching provided by the University (lectures, practical work and some other classes) and by the Colleges (typically Tutorials, classes and seminars). This section describes in general terms the College teaching provided by St John's. Some specific points about the conduct of College teaching are presented at the end of this document. Any questions about matters relating to this document should normally be directed to one of the Tutors in your subject.

The responsibility for arranging your teaching and overseeing your academic progress lies with the Tutor(s) in your subject, most of whom are permanent Fellows of the College. Occasionally, the College makes other arrangements to carry out this responsibility, typically by means of a short-term appointment to cover an absence due to a period of research leave or by a joint arrangement with another College. Academic matters are overseen by the Senior Tutor, who is responsible to the Governing Body.

College undergraduate teaching is provided in a number of ways: first, directly by the Tutors in your subject; second, by other senior members of the University, who are normally working within departments or other Colleges within the University; third, sometimes by academics from outside Oxford or by graduate students within the University. Whoever teaches you on behalf of the College, the obligations and responsibilities are the same on both sides. From here on the word "Tutor" is used to refer to anyone who carries out teaching for the College. You may expect that the form and amount of teaching suitable for a particular examination paper will be specified at the beginning of your work for that paper. It is usual for the Tutors in your subject to arrange a meeting in 0th Week (or in the 8th Week of the preceding term) to organise the teaching for the coming term. These meetings are essential. If you miss them, you may cause great inconvenience to your fellow students as well as Tutors. If no meeting is held and a plan of work is not settled by some other means, you should attempt to contact one of the Tutors in your subject. If for some reason you are unable to contact your Tutor, you should contact the Academic Registrar. You should also check timetables on-line via your Departmental/Faculty website.

Much College teaching is in the form of Tutorials, which are attended by an individual student, or a pair or small group of students. Tutorials normally require an essay or other piece of written work (such as a set of problems or a translation). The completion of this work is an essential part of the Tutorial and the Tutor may refuse to give the Tutorial if the work is not completed. In some subjects, considerable use is made of classes and seminars, which are sometimes intercollegiate. Any written work set for these is also obligatory.

The normal duration of a Tutorial is one hour, but use will be made of longer or shorter sessions as appropriate. During a Tutorial, the Tutor will try to avoid lengthy interruptions from telephone calls, visitors or other causes. If there is a large loss of time, it would be reasonable for you to request that the Tutorial should be rescheduled.

At the beginning of each term, it is common practice for the College to set written exams called "Collections". These will relate either to an imminent University examination, or to work that you have carried out during preceding terms. You will normally be told the topics for these College tests at the end of the preceding term. Your performance in Collections is one of the ways in which the College assures itself, and you, of your academic progress. The format of these exams is designed to mirror as closely as possible the exam conditions you will experience during your formal University exams.

Each undergraduate student will have a meeting with the President, called a 'Presidential Collection', once during each year of their residence in order to discuss their progress. In those terms when you are not scheduled to have a Presidential Collection, you will have an individual meeting with one or more of your Tutors, to discuss your tutorial reports for the term and your overall academic progress.

Further information about both pre- and end of term Collections is provided on pages 20-21. All College teaching should be conducted in accordance with the College's [Policy and Procedure on Harassment](#). If you feel that a teaching session is being conducted in a way that is not consistent with this procedure, you should raise the matter with the tutor in charge of the teaching session. If you feel that you need advice on how to go about doing this, you should consult a member of the College's Harassment Panel (see the section on harassment and information on College Policies at the back of this handbook). If necessary, you should report the matter to one of the Tutors in your subject or to the Senior Tutor. If a complaint cannot be resolved informally, the College provides for a formal procedure for the hearing of complaints.

If you have any complaints or concerns about academic matters that you do not wish to discuss with a particular Tutor you may approach another Tutor in your subject or the Senior Tutor. You may also consult other College Officers, including the Senior Dean, Fellow for Welfare, and the Fellow for Equality, Diversity and Inclusion. Members of the JCR Welfare team are also available to help in such cases. If absolutely necessary, you may apply to the Senior Tutor to change your Tutor or your Tutorial partners without explaining your reasons to the Tutor or students concerned. You must be prepared to justify such a request, but you need not fear adverse consequences.

Plagiarism and use of AI

The University definition of plagiarism is as follows:

“Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student’s disability). Plagiarism can also include re-using your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.”

Plagiarism is a serious offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Similarly, the College regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct which will be investigated under the College academic disciplinary procedures and may result in the imposition of severe penalties. Passing off material which you have not properly researched or understood as your own tutorial work is a misuse of your tutorial time (as well as your tutor’s and tutorial colleagues’).

Many undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing.

Further information about what constitutes [plagiarism](#) and advice on how to avoid it is available on the [University website](#). The best way of avoiding plagiarism is to learn and employ the principles of good academic practice from the beginning of your university career. Advice on good academic practice can be found [here](#).

Online and Generative AI materials

These rules apply equally to any material obtained via the internet; although the use of electronic resources by students in their academic work is often encouraged, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

This includes Generative AI tools (‘GenAI’) – that is, tools that can generate text, images, code, summaries, etc, such as ChatGPT Edu, which the University provides to all students and staff. Please note that this provision is not in itself an endorsement of the use of this tool in ways which undermine good academic practice. The unauthorised use of GenAI in exams and other assessed work is a serious disciplinary offence, and its undeclared or unapproved use in tutorials can fundamentally undermine their value. Clearly, passing off

as your own the output of GenAI is plagiarism, and will be subject to academic disciplinary processes; so too would be unauthorised use in collections, which are intended to prepare you for your university exams.

However, the potential (mis)uses of GenAI are much wider than simply copying its output into your own submitted work. The following guidance is intended as a starting point, and you should seek subject-specific advice from your tutors.

GenAI and formal ('summative') assessment

Your degree will be awarded on the basis of formal University assessments such as exams, dissertations, and lab work. The [University now requires Faculties](#) to declare whether and how students can use AI in summative assessment. Students in turn must declare their use of AI as part of the assessment submission, and should be aware that submitting work that breaches the specifications defined for a particular assignment constitutes cheating and may constitute plagiarism.

It is important that you understand whether and how GenAI use is permitted in your assessed work. This is both to avoid misuse, and because it would of course be very unwise to become reliant on GenAI in your non-assessed ('formative') tutorial work if - as will be the case for most students – its use is not permitted in assessments like exams.

To understand whether and how you can use AI in your assessed work you should consult the relevant instructions from your Faculty or Department, and your tutor.

GenAI and tutorial work

Your tutorial work is where you build the knowledge, understanding and skills that will eventually be tested in your summative assessments.

In some subjects, use of GenAI may be encouraged, or even required, by tutors, as part of the work they set; in some subjects it is, or is becoming, a standard tool to assist with some forms of enquiry. There are lots of positive uses to which it could be put.

In other contexts GenAI use can undermine the nature of the learning which your tutorials are there to support, by doing too much of the 'thinking' or reading for you. It can also – as we all know – 'hallucinate' content, produce inaccurate or unreliable information, and treat subjects selectively or without the sophistication we expect in Oxford undergraduate-level work. In the end, you are responsible for whatever you include in the work you produce for tutorials, or include in your notes and revision material.

You should assume that you may not use GenAI for tutorial work unless your tutor has told you otherwise, and you must use it only as they direct.

In considering the use of GenAI you should also reflect on the purpose of your tutorials and the work set for them.

The cumulative understanding you gain from weekly tutorial work and discussion relies on steadily reading, thinking, and working through the material which your tutors set. The same is true of the skills of critical thinking and evaluation, and of articulating and presenting your thoughts, which your tutorial work develops (and which will be useful in many careers, including those where skilful and critical use of GenAI is important).

This learning process is undermined if you use GenAI to take shortcuts. You cannot build your intellectual muscles without going to the gym.

It is also important not to assume that you can use GenAI in the same way as peers in other subjects, year groups, or colleges: there can be great variety in legitimate use between and even within subjects.

The technology continues to develop quickly and sometimes you and/or your tutor will have to think through the advantages and disadvantages of possible uses. Openness and transparency are important. If you feel you need to hide your use of GenAI, you probably shouldn't be using it.

Overall, it very important to ensure that you are following the guidance you have been given by your tutor, and that you ask for guidance if you are uncertain.

Other uses of GenAI, and alternative sources of support

While GenAI can be useful for some aspects of self-organisation, or as a tool to start, plan or organise your academic work (summarise notes, understand concepts, make revision materials, etc), the reservations above all apply. As well as your tutor, you can ask our College Academic Skills team for advice and support in all these areas.

Some students with disabilities may have GenAI software recommended in their student support plan, whether for academic purposes or more general organisational and communications uses. Please contact our Disability Officer Donna Jones (disability.support@sjc.ox.ac.uk) for more information. The expectations about academic good practice and integrity apply to all students, including when the use of GenAI tools is recommended to them on disability grounds.

There are many uses of GenAI in day-to-day life, and in areas beyond your academic work. Many of these are positive, helpful, creative, and/or fun. Please contact our Welfare and Wellbeing Team if you have concerns about your use of GenAI, though, and do not become reliant on GenAI for advice on health or wellbeing matters; our expert team is there to help you.

You may also wish to consider the ethical implications around the use of AI – there are valid questions to be asked about its environmental impact, potential for bias or partiality, and implications for copyright and information security.

You can read the [University's guidance on the use of generative AI here](#).

This document does not supersede any policy or guidance issued by the University, nor any policy or guidance issued by your Faculty or Department.

If you are unsure about what guidance is most relevant to your circumstances, you should consult your tutor.

ACADEMIC GOOD STANDING: WHAT IS EXPECTED OF YOU

As you will no doubt remember from your own experience of the admissions process, students are admitted to the College by academic competition. While the College encourages you to take a full part in the College and wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Second-Class Honours degree (a 2.1), or even better. You are expected to produce work of a standard which fits your individual ability and circumstances, which should normally be of 2.1 standard, and never below that of a Third-Class Honours degree. At St John's you are not permitted to read for a Pass School (i.e. for a degree without Honours), and, if your work falls below Third-Class level and remains at that low level, you may not be permitted to continue your studies at St John's (see the section on [Academic Discipline on page 21](#)).

You must attend Tutorials, Collections and classes required by your Tutor(s) and hand in any written work at the time and place specified by them. If you cannot avoid asking for a Tutorial to be rescheduled, you should approach the Tutor as soon as possible, preferably in advance. If you are ill, you may be asked to arrange for a note from the College Nurse or from a doctor. Tutors have many calls on their time and may find it difficult to re-arrange a Tutorial except for genuine reasons. Upon meeting a new Tutor for the first time, it is your responsibility to establish a means of contacting them in case you should be unable to attend a Tutorial. It may be impossible to make any alternative arrangements for a scheduled teaching session, when a larger group of individuals is due to attend. Please note also that it is often not possible to reschedule teaching to take place after the end of 8th Week of each term.

You must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which you are studying, e.g. for practical work or vacation courses and produce assignments (essays, problem sheets etc.) with the regularity required by your Tutor(s), unless you have obtained permission on adequate grounds, preferably in advance, from the Tutor(s) concerned. You must also fulfil the residence requirements of the University outlined for you on [page 13-14](#).

UNDERSTANDING YOUR PROGRESS: TUTORIALS, TMS & COLLECTIONS

You will find that you will be constantly reviewing your progress in your subject with your Subject Tutors through the work which you do with them in Tutorials. In order to help both you and your Tutors chart your progress through your course more formally on a term by term basis, Tutors submit reports on Tutorials via a system called TMS (Teaching Management System) and the College arranges, as explained below, a system of 'Collections'.

Tutorials

Tutorials are the main interaction you will have with your College Tutors and you should regard them as the main means by which you can understand how you are progressing.

TMS

TMS (Teaching Management System) is the system used by Colleges and Departments to administer tutorial reports in respect of undergraduate tutorial teaching provided by, or on behalf of, Colleges. It allows Tutors to write Tutorial reports for undergraduate students online, provides students with easy access to tuition reports and allows tutors and students to view all their own teaching arrangements. When your academic (end-of-term) reports are ready for you to view, you'll receive a TMS automated email notification telling you how to login and access your dashboard.

Collections

This word denotes two different ways in which your progress can be assessed:

1. Immediately before the beginning of each term you will be required to take internal College exams ('Collections'), unless you have been specially dispensed by your Tutors or the Senior Tutor. These formative assessments, usually set on the work covered during the previous term, and/or on work set for the preceding Vacation, are designed to give undergraduates experience of writing under examination conditions and to help students assess their own progress. They are held on the Friday and Saturday of 0th week each term and take precedence over all other activities. You may also be set Collections at other times apart from the beginning of term: see the section on [Academic Discipline](#) below. It is not usual for Collections to be set at the beginning of a term following one in which you have taken major University Exams, for example, a First Public Examination.
2. Once each academic year, during Michaelmas Term, you will be expected to attend an interview with the President and your subject Tutor(s). These interviews are also called 'Collections' (or 'President's Collections'). The purpose of Presidential Collections is to enable the President to gain and maintain an impression of how tutors and students in each subject are working together. They also provide an unbiased space outside of the tutorial system for students to raise matters of concern to them.

In Hilary and Trinity Term of each year, unless taking University exams, you will have an individual meeting with one or more of your Tutors, to discuss your tutorial reports for the term and your overall academic progress.

You must attend all Collections; you will be excused only in exceptional circumstances. If you really cannot for some good reason attend your Collection at the end of term, you must inform your Subject Tutor at least a day in advance, citing the reason in full.

Both sorts of Collection provide you with the chance to check regularly on your own progress, and to discuss it with your Tutors and with the President. If your work appears to be unsatisfactory and there are no mitigating circumstances, the College's Academic Discipline Procedure may subsequently be applied.

ACADEMIC FEEDBACK

You will have the chance to comment on the Tutorials and classes you have received both in St John's and from outside Tutors through feedback sessions organized by JCR Officers during Hilary Term each year in consultation with the Senior Tutor. In addition, you should always feel able to bring to the Senior Tutor's immediate attention any serious concerns you may have.

Issues emerging from the results of the feedback sessions are reviewed via the College's Educational Policy Committee, with student representatives present to share in the discussion.

IF YOUR STUDIES ARE NOT GOING SO WELL, WHAT CAN YOU DO?

From time to time students may go through some periods of difficulty with their work. This will be viewed sympathetically by Tutors, provided that you do your best to keep up a satisfactory level of work at all times. The Tutorial system works best when there is a high level of trust between Tutor and student, so do keep closely in touch with your subject Tutors, particularly if you are experiencing some difficulties, academic, medical or personal, which may affect your ability to maintain the pressure or standard of work that your Tutor is requiring. It may well be that you prefer to speak to someone other than your Tutor about such matters, and if your academic performance is involved, you are strongly encouraged to contact the Academic Registrar, who will be able to put you in touch with the appropriate College Officer so that you can be advised of the best course of action. This may include support from the College's Academic Skills Advisers, who are at the disposal of all our students and who run frequent sessions with advice on effective study. For other points of contact in College for personal problems or difficulties, including our Welfare and Wellbeing team, see the section on ["If Things Are Not Going So Well" on pages 37-44.](#)

ACADEMIC DISCIPLINE

Attendance at Tutorials, Collections and classes required by Tutors is compulsory. This includes practical and other classes organised by the University as a required part of your course. By accepting your offer of a place at St John's College, you have agreed to comply with all its regulations, as well as those of the University, including the academic requirements outlined here. This means that you must not absent yourself from Tutorials without prior permission, except for sudden illness or other urgent cause, which you must explain to your Tutor preferably in advance, or as soon as possible afterwards.

If you are repeatedly absent from Tutorials or required classes without good cause, then you will be in danger of breaching academic discipline. As a consequence, you may be required to terminate your course and leave the University. You must submit all required work to Tutors at the appropriate time as set by Tutors, except where you have gained permission not to do this on adequate grounds, preferably in advance. If you fail to respond to a series of warnings from your Tutor(s), you will receive a series of more formal warnings from the Senior Tutor, and finally from the President. Continued academic deficiency will be referred to an Academic Disciplinary Committee for action.

You will find outlined on a [full version of the College's Academic Discipline Procedure](#) on the College website. It explains stage by stage what will happen if you fail to maintain academic good standing in the eyes of the College by failing to comply with its academic requirements. The procedure is intended to be transparent and to give every opportunity for you to explain to your Tutors, to the Senior Tutor or to the President, any special circumstances which should be taken into account in reviewing your situation. As with all the College's policies, the Academic Discipline Procedure is governed by the College's commitment to the provision of equal treatment for all of its members. All Tutors wish to ensure that their students make the best use of their time at St John's, so as long as you do this and work to the best of your ability then you should not be affected by the terms of the Academic Disciplinary Procedure. There have been very few instances in recent years where Penal Collections have been set and it is expected that there will be very few occasions when the Academic Disciplinary Committee would need to meet. You should, however, take the time to read the Procedure so that you have as clear as possible an idea of the consequences of not maintaining a standard of work commensurate with your abilities.

FAILURE IN THE FIRST PUBLIC EXAMINATION (FIRST-YEAR EXAMS)

A candidate who fails to satisfy the examiners in their initial attempt at the First Public Examination is permitted to re-enter on one further occasion (in accordance with the regulations governing a re-sit in that subject), at the next possible occasion.

The Senior Tutor will write to any undergraduate who fails the First Public Examination at the first attempt. The letter will clarify the academic support offered in preparing for the re-sit, make clear the possible consequence of termination of the course in the event of a second failure and remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination. A further letter will be sent in the event of failure of the First Public Examination at the second attempt to notify the student concerned that their course will be terminated. An undergraduate will have the right to appeal this decision to the Education Committee of the University if it is agreed that the second failure is as a result of exceptional circumstances.

3. YOUR ACADEMIC LIFE IN COLLEGE: FROM ADMISSION TO GRADUATION

As a member of St John's, you are part of our academic community, and academic work will be central to your College life during term. The following section is intended to lay out clearly what the College's academic expectations of you are, and how it helps you to meet them. It also gives information about the resources available to you through the College to support you in your studies here.

THE JUNIOR COMMON ROOM (JCR)

Many social aspects of life in College come through the Junior Common Room (the JCR). You will be a member of the JCR and able to take part in JCR activities including, if you wish, to stand for election for various JCR posts. These JCR Officerships are important for the life of the College and very worthwhile activities but you should also keep in mind the balance between time devoted to academic studies and social activities.

Students wishing to stand for election as JCR President are expected to consult their College Tutors before declaring their candidature. Tutors who are opposed to a student standing for a JCR office may choose to draw this to the attention of the Senior Tutor, who will then discuss the matter with the student concerned.

OXFORD STUDENT GATEWAY AND STUDENT SELF SERVICE

The [Oxford Student Gateway](#) and [Student Self Service](#) provide access to information, services and resources for students, as does the [MyOxford student app](#). 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](#) 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:

- (a) Attend your course
- (b) Release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)
- (c) Enter for University examinations and assessments and gain access to your results
- (d) Use your University email account
- (e) Obtain your University card/keep your University card valid
- (f) Print an enrolment certificate
- (g) Book a degree ceremony.

It is your responsibility to update your personal information and contact details, including your emergency 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.

MATRICULATION

[Matriculation](#) is the ceremony that marks your formal admission to the University. It only occurs once, at the outset of your Oxford career, regardless of the number of courses you may eventually undertake. Although not compulsory, the majority of students attend the main Matriculation Ceremony which is held on the Saturday of week 1 of each Michaelmas Term.

ACADEMIC DRESS

[Academic dress](#) is known as [Subfusc](#). You should wear your preferred subfusc from the following list: i) one of a dark suit with dark socks, or a dark skirt with black tights or stockings, or dark trousers with dark socks; ii) a dark coat if required; iii) black shoes; iv) plain white collared shirt or blouse; v) white bow tie, black bow tie, black full-length tie, or black ribbon. Candidates serving in HM Forces are permitted to wear uniform together with a gown. Subfusc clothing must be worn with a gown and mortar board or cap, with hoods being worn by graduates at University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's or Scholar's gown, as appropriate.

You will be required to wear subfusc when attending the Matriculation Ceremony, sitting your Public Examinations and on your Degree Day. 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.

EXAMINATIONS ENTRY

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 or an alternative venue. In all cases, suitable supporting documentation is required. This may be provided by the University's [Disability Advisory Service](#) 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.

IF YOUR ACADEMIC PERFORMANCE IS AFFECTED BY ILL HEALTH/SIGNIFICANT ADVERSE PERSONAL CIRCUMSTANCES

If you are unwell during term so that your studies are affected, you should ensure your Tutor is kept informed. If you are aware that your work in preparation for, or during, a University Examination is affected by illness you are strongly advised to let your Tutor and the Academic Registrar know so that the College can take what action is possible to support you.

If you 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](#)' 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:

- (a) acute illness
- (b) bereavement
- (c) 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](#). 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 University's student-facing site provides further information available [for students who wish to make an academic appeal](#).

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

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

OFFICE OF THE INDEPENDENT ADJUDICATOR

The [OIA](#) 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:

- a) programmes of study or research
- b) services provided to you as a student by the University and/or by your College
- c) 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.

UNIVERSITY EXAMINATION REGULATIONS

The [University Examination Regulations](#) govern all undergraduate degrees. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each undergraduate course but the

Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

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 University's [Student Handbook](#) explains the role of the Proctors and Assessor and provides much useful information about welfare, support, recreation, examinations and University regulations.

DEGREE CEREMONIES

Once you have passed your Final Honours School you will be able to make arrangements to collect your degree. [Degree ceremonies](#) are administered by the University and are scheduled for various days throughout the year.

You will receive an email from the University's Degree Conferrals Team at the start of your final year with information about how to book a place at a degree ceremony.

The conferral of your degree is conditional on you passing the required examinations. You must ensure that you have no outstanding debt(s) to the University of Oxford. You may be unable to graduate on the date you have booked if you have any outstanding debts.

If you are unable to attend a ceremony in person, there is the option to have your degree conferred in absentia. If you have any queries about taking your degree please [email the Academic Office](#).

THE COLLEGE LIBRARY AND STUDY CENTRE

The College 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 may be found on the College intranet, including 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 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. We also strongly advise students to complete the university's short [online information security training course](#). 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 guest 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#webpace>

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/>

SCHOLARSHIPS AND BOOK PRIZES

The College is keen to encourage work of a high standard and offers scholarships and prizes for those who have been making particularly good progress in their studies and for those who have achieved an outstanding performance in Public Examinations. Casberd Scholarships are awarded by the College's Governing Body and renewed each year, conditional upon maintained work and progress. Awards may be removed at any time for work which is consistently below standard. The decision-making process is governed by the College's overall commitment to equality of provision irrespective of race, ethnic origin, sex, sexual orientation, religion or belief, age or disability.

Scholarships and Prizes are awarded as followed:***First year examinations:***

An undergraduate who is awarded a Distinction or First in the First Public Examination is normally awarded a Scholarship. The value of a Scholarship is £300 per year. Scholarships may be awarded to undergraduates who very narrowly miss Firsts or Distinctions in the First Public Examination, subject to the following guidelines:

An undergraduate who does not get a Distinction or First in the First Public Examination in a subject which has second-year examinations with at least two papers counting towards Finals should not be awarded a Scholarship before the second-year exams.

An undergraduate who does not get a Distinction or First in the First Public Examination in a subject which does not have second-year examinations may be awarded a Scholarship if the proportion of Distinctions or Firsts in that subject in a typical year is particularly low and if the undergraduate's marks were very close to the borderline.

For work during the academic year

An undergraduate student who does not achieve a Distinction or First in the First Public Examination, in a subject which does not have second-year examinations, may be awarded a Scholarship on the basis of First-class marks in at least two Collection papers taken at any point during the course of a single academic year.

Prizes

Undergraduates who do not get Distinctions or Firsts but have performed well and are worthy of encouragement may be awarded a Prize of £75.

Second-year examinations and third-year examinations in four-year degrees:

This section concerns sets of examinations consisting of at least two papers and counting towards Finals.

An undergraduate who is already a Scholar and who achieves first-class marks overall in such examinations is normally awarded a Prize of £75. An undergraduate who is not already a Scholar and who achieves first-class marks overall in such examinations is normally awarded a Scholarship. An undergraduate who is not a Scholar who performs well (but does not achieve first-class marks overall) and is worthy of encouragement may be awarded a £75 Prize.

Final Honour Schools

An undergraduate who completes Finals and is awarded a First receives a prize of £175.

Others

Any undergraduate who is awarded a major University prize may be awarded a Scholarship.

Whilst scholars do not normally receive Prizes for term work and Collections, these are not ruled out in cases of exceptional achievement. Other undergraduates may be given a prize for tutorial work or collections, even for performances below first-class standard if there is a prospect that this will encourage the undergraduates to higher achievement. These prizes are awarded by the Governing Body on the recommendation of Tutors.

4. EXCEPTIONAL CIRCUMSTANCES

CHANGES OF COURSE

Your offer of a place at St John's was for a particular subject, and this under normal circumstances should be the subject for which you study whilst at St John's. There are very occasionally students who either before or on arrival decide that they would like to change to another subject, or who consider this course of action at some point during their first year of study. The College is willing to consider applications to change to a different subject, provided it is satisfied that the student concerned is qualified to read the School with profit and that the change will not disrupt the arrangements made for the tuition of other students. There are often constraints such as the availability of tuition or differences in timing of the First Public Examination which make changes difficult or impossible.

If you are considering making a request for permission to change subject, you should consult the Senior Tutor at the earliest possible stage. In doing so you must remember that you do not have a right to change subject and all the factors mentioned above will be taken into account in each case. If you request permission to change subject immediately before or after the First Public Examination, then permission will normally be conditional upon a good performance in that examination. Any student wishing to change subject will be required to undergo an admissions interview with the relevant subject Tutors in College. No undergraduate may change their course of study without the prior consent of the Senior Tutor.

SUSPENDING YOUR STUDIES

Under certain circumstances College may be willing to consider a request for permission to go out of residence for a year, for example on the basis of medical reports concerning a serious and long-term condition. Requests to go out of residence on non-medical grounds, for example for compassionate or personal reasons (e.g. to undertake caring responsibilities) will be considered on a case-by-case basis. In operating this policy, the College aims to be in line with the University policy on Parental Leave.

Although the College itself does not have any rules covering the length of time a student may take to complete their course, the University's regulations state that a student on a three-year course must take their final examination within fifteen terms of their matriculation, and a student on a four-year course must complete within eighteen terms of their matriculation. These regulations are outlined in the [University Examination Regulations](#). For further information on suspension of studies please refer to the [College's Policy on Undergraduate Suspension of Status](#).

FITNESS TO STUDY

Fitness to study refers to two situations; one where a student is not well enough to continue their course of study, the other where a student, whilst physically well, is nevertheless not academically fit to study. For further information, please refer to the College's [Fitness to Study Procedure](#).

The University has a Fitness to Study Panel to consider issues relating to a student's fitness to study referred to it by a College, a faculty or department of the University, the Proctors, the Student Disciplinary Panel, or the Student Appeal Panel. The Panel decides issues for the University and is able to make recommendations to a College.

5. IF THINGS ARE NOT GOING SO WELL, WHAT CAN YOU DO?

For 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.

WHO'S WHO IN ST JOHN'S SENIOR WELFARE TEAM?

The Fellow for Welfare: [Professor Charles Newton](#)

Charles 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 Welfare and Wellbeing: [Hanne Clark](#)

Hanne Clark is Head of Student Welfare and Wellbeing at St John's. 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 ability to thrive and feel settled in College. 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 at 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.

Senior Welfare and Wellbeing Officer: Rob Styles

Rob Styles is Senior Welfare and Wellbeing Officer. Rob's background is in social work where he worked predominantly with young people aged 18-25 in a statutory service leaving the care system. You can make an appointment to talk to Rob [here](#) about anything which is worrying you about your College or University life and as a starting point to sourcing support. Rob will listen and go through the options you might have to try and help you work out the next steps. Rob can also give you more information about who else in the College or University might be able to support you.

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 Counsellor: [Ellen Skidmore](#)

Ellen Skidmore is our College Counsellor. Ellen is a Cognitive Behavioural Therapist and Integrative Psychotherapist who also works as part of the wider University Counselling services. Ellen is available to offer counselling onsite to students in term time and vacations. Ellen can also provide direct access to specialist mental health support within the wider Uni counselling services. Ellen will be taking appointments for the academic year 2025-2026 from 11th August 2025. You can contact Ellen [here](#).

The College Nurse: [Mrs Kinneret Milgrom](#)

Kinneret Milgrom is available from 0th to 9th week of each term, with [surgery times](#) 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](#) 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](#) (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](mailto: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.

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](#) 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](#) 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](#).

More information about support for [student parents](#) in Oxford.

Oxford University Student Union (OUSU)

[Oxford Student Union](#) is the official students' union, representing all matriculated students of the University.

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](#) 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](#) (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 [Beaumont Elms Practice](#) 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:

- a) The practice can act as a gateway to all other sources of help for students.
- b) GPs at the College Medical Practice are able to arrange referral to local hospitals.
- c) 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 and someone is seriously ill/injured, always call 999 (or 9-999 from a College landline) and always 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 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 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](#) is at the Churchill Hospital, Headington. or you may choose to have a look at the College's Welfare Guide

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](#) should be read in conjunction with the [College's Equality Policy](#).

St John's College Harassment Advisors for 2025-26 are:

[Professor Heather Bouman](#)

[Professor Philip Maini](#)

The [University Policy and Procedure 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](#).

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](#) and [Fire](#) 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 [Beaumont Elms Practice](#), 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](#) (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 or how they are using drugs can reach out to any member of the Wellbeing Team in confidence and no disciplinary action will be taken. Email hanne.clark@sjc.ox.ac.uk to arrange an appointment.

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 a small number of 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.

6. MONEY MATTERS

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 three 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 you are unable to make payment, have a battle's charge query, or need to pay in instalments, you should speak to the Battels Finance Officer as soon as possible after receiving your battels statement.

Course fees

All students are liable to pay course fees for the duration of their standard period of [fee liability](#). Course fees will be billed on your first battels statement and must be paid in full by the date shown.

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 \(ox.ac.uk\)](#)

St John's College has 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](#) or email finance.manager@sjc.ox.ac.uk if you have any questions.

Financial Assistance Funds

The University and the College have financial assistance 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 financial assistance 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's [Financial Assistance Fund](#) is made by completing a confidential form available from the Fellow for Welfare, or on the College's webpage. 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 [Financial Assistance Grants](#) for students who experience financial hardship as a result of unforeseen circumstances.

FINANCIAL SUPPORT FOR ACADEMIC ACTIVITIES

An Undergraduate Academic Support Fund is available to each undergraduate student of St. John's for special academic purposes, for example to cover travel or accommodation for approved academic purposes, or other curriculum-enhancing opportunities. The purpose should be directly related to your course - for instance, a student could apply to visit sites or museums, to attend a course of study or a conference, to undertake research in or outside Oxford, etc. Applicants are expected to submit via an online form a detailed proposal of what they wish to do, and Tutors are required to indicate their support. This is a new scheme, and notes of guidance and links to online application forms will be made available on the [College website](#).

VACATION RESIDENCE AND GRANTS

Undergraduate students wishing to remain in residence after the end of term, or return before the beginning of term, or to stay in College during part of a vacation, may apply for vacation residence. Additional nights are charged at the nightly rate for the room grade.

In addition to vacation residence, Undergraduate students may apply on the same application form for a vacation residence grant towards the cost of remaining in residence outside of term time.

Undergraduate students will receive the following grant days:

Year 1: 14 grant days

Year 2: 14 grant days

Year 3: 40 grant days

Year 4: 40 grant days

This grant is only awarded for residence for academic purposes. It is not available for non-academic events or to support overseas students who do not return home during the vacations. An Extended Licence is available for overseas students – see [Extended Licence](#). Unused days from a year may not be carried forward.

Details about the Vacation Residence request process can be found on the [College intranet](#).

ACADEMIC GRANTS

Undergraduate students are entitled to apply for help towards the purchase of approved books and materials of an academic nature. The grant may be used to pay for: the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or peripherals; the cost of memory/hard-disk up-upgrades or computer repairs; tickets for performances or exhibitions directly related to a student's course of study. The College will not reimburse the costs of travel, phone or data services, maintenance or insurance contracts for items purchased. Other items will be considered on a case-by-case basis.

You are strongly advised to seek advice from the Academic Office before purchasing any items not included in the list above in order to check whether the cost of your prospective purchase may be claimed from the [Academic Grant](#). Students who are not in their final year may submit a claim for items purchased between the end of Trinity Term of one year and the beginning of the following Michaelmas Term, provided they do so by the 8th week of Michaelmas Term deadline. Grants are credited on the subsequent term's battels for current students or paid by BACS on request; alternative arrangements are in place to reimburse final year students. The total claimed over the academic year must not exceed the maximum grant for that year. A note of previous claims should be made on subsequent claim forms to enable this to be verified.

LANGUAGE COURSES OFFERED BY THE UNIVERSITY LANGUAGE CENTRE

Once enrolled in the course, the College will reimburse the fee for students taking courses organised by the [University Language Centre](#), subject to the following requirements:

Undergraduate students require the permission of one of their subject tutors before registering for a Fast track course. Only one Fast track course per year may be taken.

No permission is needed for a general language per term. The College will cover the cost of more than one course per year (except for Fast track courses).

The College will expect to be reimbursed the cost of a course if attendance is poor and there are no mitigating circumstances.

To claim reimbursement you need to complete [this form](#) 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. The Finance Office uses this as proof in case of any audit.

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 to take language courses in other institutions via the Academic Support Fund.

EMPLOYMENT DURING TERM AND VACATIONS

Vacations:

Academic work during the vacations is an essential part of your course, and you will be expected to pursue your studies, under the direction of your Tutor(s), outside Term. You will need to read in preparation for the next term's work, and you will need to consolidate the previous term's work, probably with Collections in view at the beginning of the next term. However, the College acknowledges that many students will need to boost their finances by taking paid work during vacations, and will raise no objection to the undertaking of paid vacation work, provided that you keep up with your work and maintain appropriate academic progress. It is, however, strongly recommended that you discuss proposals for vacation employment with your Tutor.

Full Term:

You will find that the heavy academic work load during Term leaves little time for other forms of work. If you want or need to carry out a limited amount of paid employment or voluntary work during the Term, you must get permission in advance from your subject Tutor(s), and also from the Senior Tutor. Student Visa holders must ensure that paid work does not affect their studies or [breach conditions](#) of their visa.

THE COLLEGE FINANCIAL ASSISTANCE COMMITTEE

The College has a fund for the relief of exceptional and unforeseeable financial difficulty on the part of both undergraduates and graduates. Application to the Committee is made by completing a confidential form available from the Senior Dean, the Fellow for Welfare, or [online](#). 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.

7. COLLEGE POLICIES

The College maintains the following range of [policies and codes of practice](#) to help set expectations around the way that the College delivers its responsibilities and the way that we expect our members (students, staff, Fellows, Senior Members and others associated with the College) to conduct themselves. This includes our [Policy and Code of Conduct on Freedom of Speech](#), to which the attention of all College members is particularly drawn.

The following student policies are available on the [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 of [University policies and guidance](#) is also available.