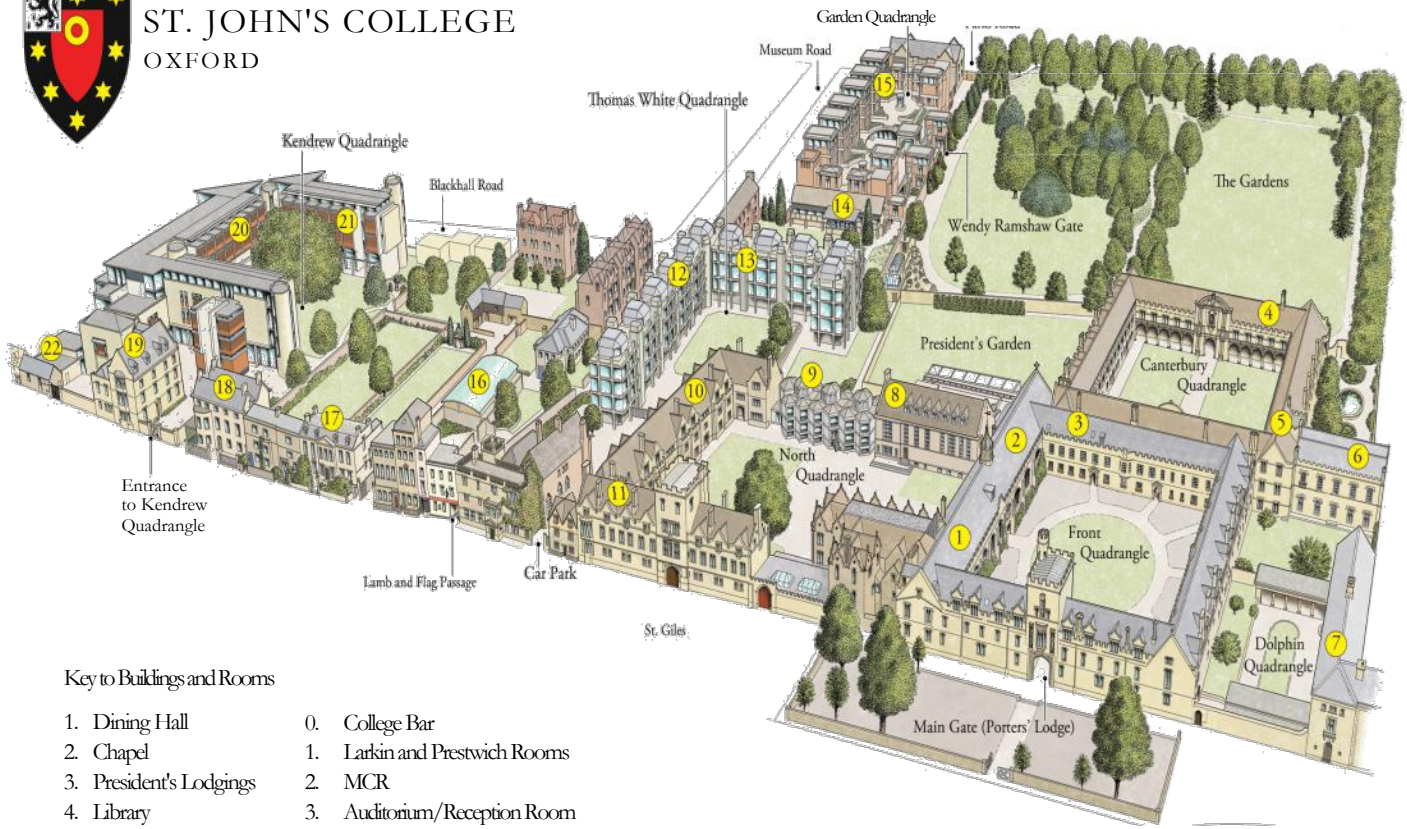


ST. JOHN'S COLLEGE
OXFORD

GRADUATE HANDBOOK 2026-27

ST. JOHN'S COLLEGE
OXFORD



Key to Buildings and Rooms

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

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

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CONTENTS

PRESIDENT'S PREFACE 6

1. INTRODUCTION 7

1.1 The Governing Body and College Officers..... 7

1.2 College Officer Roles 8

1.3 College Staff..... 8

1.4 The Student Handbook 9

1.5 Frequently Asked Questions 10

1.6 Glossary Of Oxford Terms 11

2. GENERAL INFORMATION 12

2.1 New Student Registration 12

2.2 Right to Study in the UK 12

2.3 Matriculation..... 12

2.4 Incorporation..... 13

2.5 The Academic Year 13

2.6 Residence Requirements..... 13

2.7 Council Tax 14

2.8 Communication with the College..... 14

2.9 Social Invitations 15

2.10 Academic Dress 15

2.11 Graduation 16

2.12 The Middle Common Room (MCR) 16

2.13 The College Library and Study Centre..... 16

2.14 IT at St John's..... 17

2.15 University Language Centre 22

2.16 University Careers Service..... 23

3. ACADEMIC SUPPORT 24

3.1 University of Oxford Student website and Student Self Service..... 24

3.2 Enrolment Certificates, Letters, and Transcripts 24

3.3 University Examinations..... 25

3.3.1 University Examination Regulations..... 25

3.3.2 Examination Entry 25
3.3.3 Alternative Examination Arrangements 25
3.3.4 Mitigating Circumstances affecting University Assessments 26
3.4 Academic Appeals 27
3.5 The University Proctors and The Assessor 27
4. GRADUATE EDUCATION 28
4.1 Academic Provision 28
4.2 College Advisors 28
4.3 Monitoring Academic Progress 29
4.4 Graduate Progression (GSO) Forms 29
4.5 If things are not going so well, what can you do? 30
4.6 Change from Full-Time to Part-Time Mode of Study 30
4.7 Suspension of Status 31
4.7.1 Access to University Facilities 31
4.7.2 College Facilities 32
4.7.3 Impact of suspension on your student visa 32
4.8 Changing Course 33
4.9 Withdrawing from your Course 33
5. WELFARE & WELLBEING 34
5.1 Who's Who in the St John's Senior Welfare Team? 34
5.2 Students with Disabilities 35
5.3 Support for Students with Partners and/or Caring Responsibilities. 36
5.4 Healthcare 36
5.4.1 Medical Services in the UK 36
5.4.2 Immigration Health Surcharge (IHS) for Access to NHS Treatment 36
5.4.3 Medical Care 37
5.4.4 Emergency Medical Care 38
5.4.5 Sexual Health 38
5.5 Harassment 38
5.6 Safety 39
5.7 Safety and Fire Precautions 39
5.8 Drugs 39

5.9 Alcohol 40
6. FINANCIAL MATTERS 41
6.1 The Finance Office 41
6.2 Your Battels Account 41
6.3 Course Fees 41
6.4 Payment Methods 41
6.5 US Federal Loan Funding 42
6.6 University and College Continuation Charges 42
6.7 University Policy on Suspension for Non-Payment of Fees 42
6.8 Financial Assistance Fund 42
6.9 Employment 43
7. GRANTS, SCHOLARSHIPS, AND PRIZES 44
7.1 Scholarships and Funding 44
7.1.1 North Senior & Beeston Scholarships 44
8.2 College Grants and Prizes 44
8.2.1 Academic Grants 44
8.2.2 Academic Support Fund 45
8.2.3 Additional Grants 45
9. POLICIES AND PROCEDURES 46
9.1 College Policies and Guidance 46
9.2 University Policies and Guidance 46

Please contact the Academic Office if you would like a copy of this handbook in an alternative format.

This Handbook may be updated as necessary during the academic year, but the version available on the College intranet and website should be considered the current version.

This is version 2 for 2026/07, and was published in October 2026.

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. 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 Study Centre and Libraries 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.

Your time here will be 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 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.

1. INTRODUCTION

The College is both a physical space and a community of people, including present and past members. It is led by the President and the Governing Body, which is made of about sixty Fellows, 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 440 undergraduates working for an honours degree of the University, about 260 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 order to facilitate this,, the College provides its members with living accommodation and meals, common rooms, library resources, gardens, its Chapel and recreational facilities.

1.1 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 members of the College to discuss together matters affecting our collective well-being. Graduate and undergraduate students have representation on certain College committees and are represented at the Governing Body when it receives reports of the committee discussions in which they participated.

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

The Senior Tutor, together with the Fellow for Graduates and College Advisors, has the task of supporting graduate students. Together with the Fellow for Welfare, the Head of Student Welfare and Wellbeing and with Tutors, they also oversee the welfare of members of the College. Several arrangements exist for offering support and advice for graduate students about work-related, social and other aspects of College life. More details on the College's Welfare and Wellbeing provision for students can be found in Section 5.

1.2 College Officer Roles

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

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

The Senior Dean, 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, Prof 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.

1.3 College Staff

The Academic Registrar, Henry Jestico, and his 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.

The Graduate Officer, Caroline Lordan, is responsible for Graduate Admissions and administration for on-course graduate students. Caroline also works alongside the Fellow for Graduates in organising a wide range of events throughout the year for graduate students, including Workshops, Dinners and Lecture Suppers.

The College Disability Co-ordinator, Donna Jones, 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. She oversees a team including a welfare office, student welfare assistants, the College nurse, and our Counsellor. All students are welcome to get in touch with Hanne and the Wellbeing Team about any issue affecting their College or University Life and we will offer help and support. Hanne is also the contact for financial hardship issues and applications.

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

The Domestic Bursar and Accommodation Office staff are responsible for the administration of accommodation provided for junior members and ancillary services, including furnishings, equipment and cleaning. The Accommodation and Housekeeping Managers Offices are 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 can be found 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 Lodge is open 24/7 to assist all members of College, and should be contacted in case of emergency.

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.

1.4 The Student Handbook

This handbook is designed to introduce you to the College and help you understand how it functions. The Handbook provides information on academic matters, some welfare issues (also read the College 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.

Please note from time to time it may be necessary to make changes and updates to this handbook.

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 Handbook.

Detailed information about degree course requirements and examinations is provided in the University's Examination Regulations. You should 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 directly to postgraduate taught, research courses and 2nd BMs (Clinical Medicine students). Students who are completing the fourth year of an undergraduate course (for example the MChem., MMath., MEng. and other similar courses) should refer to the Undergraduate Student Handbook.

1.5 Frequently Asked Questions

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

How do I get a certificate/letter proving I am a student here?
You can print your own enrolment certificate through the University's Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you. Enrolment certificates may be used to open a bank account and for council tax exemption.

My University card has been lost/damaged/ stolen; what should I do?
University Cards (Bod Cards) are issued by the University Card Office via the Academic Office.

Broken or stolen cards are replaced free of charge; please complete this form to request a replacement. For lost cards, there is a £15 replacement fee which you can pay online via the University's online shop. A replacement card will be issued by the University's Card Office after payment is received.

If you have extended your course, you will need to apply to have your card extended by completing the formhttps://forms.office.com/pages/responsepage.aspx?id=G96VzPWXk0-0uv5ouFLPkTrpW0Ue385Osh45Vb5XhPhUODBXTkYwTTlCQUU1UE9TUkFETktUOVpBMyQlQCN0PWcu&route=shorturl, up to a month in advance of the card end date. Cards can only be extended to the end date that has been confirmed by the University.

How do I find out information about College accommodation?
Please refer to the College's Domestic Arrangements guide on the intranet. Queries about accommodation should be directed to the Accommodation Office.

How do I pay my battels?
Please refer to Section 7 of the Handbook.

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

How do I get permission for extra time in written university exams/use of a computer/other alternative exam arrangements?
Please contact Donna Jones, the College's Disability Coordinator, in the Academic Office for information about applying for alternative arrangements. It is important to bear in mind 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. Welfare and wellbeing arrangements are also summarised in Section 5 of this Handbook.

Who can I talk to in College if I have a problem with my course/supervisor?
The Senior Tutor should be your first contact point for academic problems of this kind.

What is Student Self Service?
Student Self Service is your way of accessing the University's student record system, using your Single Sign-On details. You can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

What is GSR (Graduate Supervision Reporting)?
GSR is the University's graduate supervision reporting system. This is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students are given the opportunity to contribute by commenting on their own academic progress. Access to GSR is via Student Self Service.

Can I work while studying?
The University recognizes that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help support themselves financially. The University has Paid Work Guidelines for graduate students which you are advised to read.

1.6 Glossary Of Oxford Terms

A useful guide to terminology used across the University is available on the University website.

2. GENERAL INFORMATION

2.1 New Student Registration

All new students must register with the University.

The first part of this process can be done from 1st September; see https://www.ox.ac.uk/students/registration.

You will receive 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.

2.2 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, extend or change your visa during the course of your studies you will need to provide a copy to the Academic Office.

2.3 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, unless you are entitled to incorporate (see below).

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

2.4 Incorporation

Students who have already had a degree conferred by Cambridge or Trinity College Dublin can choose to incorporate instead of matriculate. However, you are welcome to matriculate at Oxford; most people choose to matriculate as it is easier than going through the process of incorporating and allows you to be share the experience with other new students. Please contact the Academic Office for more details about incorporation.

2.5 The Academic Year

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

The dates of Full Term in the 2026-27 academic year are as follows:

Michaelmas Term 2026	11th October to 5th December 2026
Hilary Term 2027	17th January to 13th March 2027
Trinity Term 2027	25th April to 19th June 2027

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

2.6 Residence Requirements

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

You are also encouraged to make sure you put suitable insurance arrangements in place, and plan any vaccinations etc. that you may need well in advance. See this University guide for the steps you should take.

2.7 Council Tax

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

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

2.8 Communication with the College

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

Communications from academic and administrative staff are usually sent to students by email, and College Regulations require you to check your email on a daily basis. The 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. Some information may also be shared via your pigeon hole, and College Regulations also require you to check that on regular basis.

Communications sent to graduate students 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 student is out of residence. Failure to monitor communications will not be regarded as a sufficient reason for missing an appointment with a College Officer or with your College Advisor.

The Academic Office is open all year (except between Christmas and New Year) for enquiries in person, by email or telephone from, Monday-Friday 9.00 am -5.00 pm Monday-Friday (closed 1.00 -2.00 pm). You may also contact the office via the Academic Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via their pigeon holes at the Lodge, by telephone or by email (see the College Website for addresses).

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 authorised University personnel without your express permission.

If there are any special circumstances which may affect your well-being in an emergency, for example, if you have any allergies or 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.

2.9 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 polite but also helps those organising the event so that they know how many people to cater for.

Please only accept an invitation if it is your intention to attend, and inform the organiser promptly if you find that you cannot attend an event for which you have registered – non-attendance/late cancellation can not only cause food waste, but could also deny another person the opportunity to attend.

2.10 Academic Dress

Academic dress is also known as sub fusc. You will be required to wear subfusc when attending the Matriculation Ceremony, sitting your Public Examinations (if you have them) 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.

You should wear your preferred subfusc from the following list:

1. one of:
   a. dark suit with black socks
   b. dark skirt with black tights or stockings
   c. dark trousers with black socks or hosiery

2. a dark jacket, if required

3. plain black shoes

4. plain white collared shirt or blouse, with sleeves

5. white bow tie, black bow tie, black full-length tie, or black ribbon

Subfusc clothing must be worn with a gown and mortar board or cap.

2.11 Graduation

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

If you have any fee debts outstanding to St John's College or to the University, it is possible that you may not be permitted to graduate. Please refer to the University's Regulations for Degrees, Certificates and Diplomas for more information.

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

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

2.12 The Middle Common Room (MCR)

All graduate students are members of the Middle Common Room (MCR), which is the College's graduate student community and a hub for graduate social life in St John's. The MCR organise events, maintains the MCR Building in College, represents and supports graduate students in the College.

2.13 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.

The Library consists of four reading rooms in which all students can work: three in the Library and Study Centre completed in 2019 and one in the seventeenth-century Laudian Library. All are accessed from either Canterbury Quad or Sir Thomas White Quad. There is

also a separate Law Library in Kendrew Quad for the use of law students, which is available 24 hours. Most of the reading rooms are open daily 7am to 2pm.

Students can borrow up to 20 books which can be borrowed for a week and automatically renewed unless requested by another student. To ensure that our collection remains up to date we encourage students to submit reading lists to us and, for individual books, use the book suggestion form on the intranet.

The College has extensive special collections, which include rare books and incunabula, manuscripts and personal papers. Further details can be found by following links on the College website. Graduate students who wish to view any of the special collections can make an appointment by emailing library@sjc.ox.ac.uk.

Please note that food is not allowed into the any part of the Library and Study Centre, but that water is permitted in lidded bottles and hot drinks in Keep Cups, but not takeaway cups. Alcohol is strictly forbidden.

More practical information about the Library can be found on the College's intranet and website. For any questions relating to library services, please email library@sjc.ox.ac.uk, or come and meet one of the friendly librarians at the enquiry desk in the Library and Study Centre lobby.

2.14 IT at St John's

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 organisations around the world to connect automatically.

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

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

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

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

To use the wired connection you must first go through the online registration system.
When you first connect to the Internet with the wired connection and open up a web browser you will automatically be redirected to our 'Network Access Control' web registration system. To register you must have set up your SSO account (see above).
The registration system takes your details and then checks your computer meets the University requirements. Your computer must have a supported version of Windows or MacOS with all the latest security updates installed. It must also have antivirus software installed.

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

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

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

The Oxford network is a frequent target for 'hacking' attempts and, while the majority of computers are secure, a small number are compromised each year (often because they have not got up to date Windows updates or Mac updates installed). In order to minimize risks to all College users, the College has implemented network access rules which have to be agreed to by anyone wanting to connect a computer to the College network. The

network access rules are primarily University rules but with a few College additions - most importantly an agreement to let College have control of your computer if it is part of a major breach of network security or rules. Full details of the network access rules are provided by the registration system before a computer is connected to the wired network (or on request from the IT Office).

Guest WiFi
For students' guests and visitors to College we provide "The Cloud" public WiFi service. This gives a café style guest connection for non-members of the University. (As the 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).

I.T. 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/

I.T. 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 I.T. Services
The central IT Services department runs a number of the University's computing facilities. They have their own website at:
https://www.it.ox.ac.uk/what-we-do

They provide a Help line service, including a level of 24-hour support. For more details please see:
https://www.it.ox.ac.uk/find-help-and-support

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

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

Antivirus
IT Services also provide free Sophos antivirus software to those that need it. It is a University requirement that all computers connected to the network run current
For more information about Sophos and how to get it see: https://help.it.ox.ac.uk/sophos

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

For details on how to download MS Office please see:
https://help.it.ox.ac.uk/nexus365/office-365-download

Some other academic software is also available, sometimes for free or sometimes at a discounted price, online at
https://www.it.ox.ac.uk/get-software

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

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

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

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

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

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

2.15 University Language Centre

The College will reimburse the fee for students taking courses organised by the University Language Centre, subject to the following requirements:

- For Graduate students who are still in fee liability the College will typically cover the cost of one General Programme for all three terms of an academic year (separate applications should be made each term in which you wish to participate), in addition to one Fast Track Programme each academic year.

- Graduate students who are no longer in fee liability can apply for one further General or Fast Track Programme, with the support of their supervisor.

- The College will cover the cost of other suitable language courses offered by the University. Please email the Academic Office in advance of booking a course to obtain approval.

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

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.

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

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

2.16 University Careers Service

The Careers Service aims to provide and engage students in a range of high value career-focused services, programmes and activities in order to encourage them to make and implement well-informed decisions about their careers.

3. ACADEMIC SUPPORT

3.1 University of Oxford Student website and Student Self Service

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

Student Self Service provides you with access to your student record; essential information that you will need throughout your academic career. You will be able to fully 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 re-enrol once a year, usually before the start of Michaelmas Term. at the anniversary of the term in which you started your current course.

You must register in order to

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

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

3.2 Enrolment Certificates, Letters, and Transcripts

You can print your own enrolment certificate via Student Self Service and the Academic Office can sign and stamp the certificate for you. The Academic Office can also produce other letters on College letter headed paper for you, for example if you need a letter confirming your fees and enrolment period for an external funding body. Please email or visit us if we can help.

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

If you haven't yet completed your course, you can request copies of your on-course transcript from the University for a small charge. This will show your academic achievement to date. An on-course transcript will reflect the information you see on the Assessments page in Student Self Service and is only available once you are entered for an assessment.

3.3 University Examinations

3.3.1 University Examination Regulations

The University Examination Regulations govern all graduate courses. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each graduate course but the Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

3.3.2 Examination Entry

Students taking written papers as part of a taught graduate course 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.

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

3.3.3 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, Donna Jones, (who is part of the Academic Office).

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 Donna.

The College can also apply to the University for adjustments to your examination timetable due to potential clashes with religious observances. Please speak to Donna 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.

3.3.4 Mitigating Circumstances affecting University Assessments

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 to Examiners (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.

Students can also apply for extensions to submission deadlines for coursework. If you think you will need to seek an extension please contact the Academic Office as far in advance of the deadline as possible, but do bear in mind that extensions can also be requested for a limited time after the deadline has passed.

3.4 Academic Appeals

Students 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.

Students who are dissatisfied with the outcome of the University appeals process also have the option of complaining to the Office of the Independent Adjudicator: see https://www.oiahe.org.uk/.

3.5 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.

4. GRADUATE EDUCATION

4.1 Academic Provision

The primary responsibility for the provision of Graduate education lies with the University. As a graduate student at Oxford you will belong to an academic department or faculty which will provide your teaching and supervision, and provide resources to support your studies. Each has its own academic community, dedicated to advancing knowledge in particular subject areas.

If you are a research student, the University will assign you a supervisor to guide your studies. If you are taking a taught course, your Faculty or Department will provide much of your teaching. Membership of a college facilitates your studies by providing academic and pastoral support of various kinds, in addition to social and recreational facilities through the MCR.

At St John's the Senior Tutor has general oversight, in conjunction with the relevant College Advisors, of the academic progress of graduate students of the College.

4.2 College Advisors

All students are assigned a College Advisor, who is normally a Fellow or senior member of the College in a subject similar to your own. Details about your College Advisor is available on Student Self Service portal and can be found in the Student Contacts section of your self-assessment report.

Your College Advisor can provide pastoral support, including on any health, personal or coping issues, and/ or direct you to appropriate persons for assistance;

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

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

You are encouraged to contact your College Advisor as and when you need advice or help. You should also feel free to consult other College Officers as necessary, including the Senior Tutor, the Academic Registrar and the Graduate Officer.

If you have any problems liaising with your College Advisor, please let the Academic Office know.

4.3 Monitoring Academic Progress

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

4.4 Graduate Progression (GSO) Forms

DPhil students in particular will become well acquainted with the graduate progression forms which need to be completed for each course milestone. A number of these previously paper-based forms have now been replaced by on-line applications available via Student Self Service under the My Student Record Tab. It is your responsibility to submit applications in good time. If you are unclear on the submission/approval process for a particular GSO form or if you have questions about the sharing of your personal data, please contact your Graduate Studies Assistant or departmental graduate administrator.

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements you can find additional guidance here, where there is also information about changes in student status such as suspension, withdrawal, change of programme, lapsing and reinstatement, and early course completion. You will usually be expected to discuss any such changes and adjustments with your supervisor and College Advisor, and with the Senior Tutor if necessary, before the form is approved.

The Graduate Officer will be able to arrange for those forms which remain paper based to be reviewed and signed if approved. Please ensure both you and your supervisor have completed and signed off the relevant sections before bringing it to the Academic Office, leaving it in the Academic Office pigeonhole in the Lodge or emailing it to graduate.office@sjc.ox.ac.uk. Your forms should be completed in full before you bring

them in for signature and you need to allow at least 5 working days for this process to be completed.

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

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

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

4.6 Change from Full-Time to Part-Time Mode of Study

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

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

The College does not admit for part-time study and will need to consider carefully any request for a transfer. The College's support will only be given where the Senior Tutor is satisfied:

- That there is a significant change in personal circumstances giving rise to the application

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

4.7 Suspension of Status

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

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

4.7.1 Access to University Facilities

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

If you have a disability advisor at the Disability Advisory Service, you are welcome to remain in contact with them, however, the services accessed through the Disabled Students Allowance will not be available to you until you return to formal studies. This includes services such as specialist SpLD tuition, specialist mentoring, assistive technology training, proof-reading and library assistance. Disability Advisors will be very happy to help you to

make plans to reinstate recommended support as quickly as possible on your return to study.

You are eligible to refer yourself to, and use, the University Counselling Service during your period of suspension. If you are already engaged with the Counselling Service at a time when you suspend you can continue with your counselling until an appropriately agreed ending. If you are living away from Oxford, you can arrange to have on-line counselling support with the Service.

It can be most useful to have contact with the Counselling Service at the point when you are suspending to work out how you can be best supported over the period of suspension. This can help you address such issues as finding appropriate therapeutic or medical support back at your home. It may also be helpful to access the Service before you return to your studies to help you re-engage with your academic work and college life.
If you access the Service during your period of suspension you will be offered the same level of therapeutic support as all other students. The Counselling Service offers brief and focussed therapeutic interventions. This can be negotiated with the clinician you are working with to decide how the Service can best support you. If you need longer or more specialised therapeutic treatments to help you address psychological difficulties then you will need to be referred to the appropriate NHS medical, psychological or psychiatric services.

A student may be suspended by the University because of non-payment of fees. If you are suspended due to non-payment of fees your access to University facilities and services will be withdrawn.

4.7.2 College Facilities

It is important to recognise that the College is a place of academic study and cannot play a significant role in the provision of welfare or other support whilst your status is suspended.

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

4.7.3 Impact of suspension on your student visa

If you are an overseas student on a Tier 4 student visa you should be aware that a change to your student status can have an impact on your visa and may also affect the visas of any dependents you have in the UK and their permission to work here.

4.8 Changing Course

Graduates who wish to change their course should arrange to discuss the matter with the relevant contact in their Faculty or Department and with the Senior Tutor.

4.9 Withdrawing from your Course

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

5. WELFARE & WELLBEING

For detailed information about welfare provision in College please refer to the College's Safety Net.

5.1 Who's Who in the 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.

Disability and Academic Support Administrator: Donna Jones

Donna Jones is a member of both the Academic Office and the Welfare & Wellbeing team. As the College's Disability Coordinator Donna works closely with the University's Disability Advisory Service (DAS). If you have a specific learning difficulty, or a disability which might affect you during your time at St John's, please contact Donna 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: 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.

5.2 Students with Disabilities

Responsibility for meeting the needs of disabled students is shared across the different parts of the University. The College is committed to making reasonable adjustments in order to put in place
recommended support for students with disabilities. Please contact Donna Jones, the College's Disability Coordinator, in the first instance. The College can also liaise on your behalf with your Faculty or Department, the Student Assessments team, and the 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 disability@admin.ox.ac.uk, or 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.

5.3 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 organisation, run by volunteers, whose aim is to help the partners of visiting scholars, students, and 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.

5.4 Healthcare

5.4.1 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.

5.4.2 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 for students

5.4.3 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 online or by telephone (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 at the following times:
Mondays – 13:00 – 17:00
Tuesdays – 15:00 – 18:00
Thursdays – 09:00 – 11:30
Appointments are either held in-person at the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad, or online via Teams. You can book an appointment with the College Nurse here.

5.4.4 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.

5.4.5 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

5.5 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 Policyhttps://s3.eu-west-2.amazonaws.com/sjc.prod/documents/HT2021_Harassment_Policy.pdf should be read in conjunction with the College's Equality Policy.

St John's College Harassment Advisors for 2026-27 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.

5.6 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.

5.7 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.

5.8 Drugs

We encourage any student who is concerned about their own drug use, or someone else's, to seek support as early as possible. Our approach is based on harm reduction. This means that, while we do not condone the use or supply of illegal drugs, our priority is to reduce the risk of harm and to support students to access appropriate help.

Students can seek confidential support from the College Welfare Team, the University Counselling Service or their GP. These services can also signpost students to local NHS and community drug and alcohol services, including organisations such as Turning Point and Cranstoun. Independent information about the effects and risks of drugs is available from FRANK.

If the College or University is worried about student safety or that there is a serious crime being committed, they may have to share information, in line with their confidentiality policies. However, students seeking support for their own drug use can expect their health and wellbeing to be prioritised before any consideration of disciplinary action.

The supply of illegal drugs, including where drugs are shared between friends, is a serious criminal offence. Students suspected of supplying drugs may be subject to College disciplinary procedures, and cases may be referred to the police. The possession of illegal drugs on College or University premises is also a criminal offence and is prohibited under Statute XI of the University's regulations. Information about drug classifications and penalties in the UK is available here.

If drug use is affecting a student's wellbeing or academic engagement, the College may initiate a Support and Fitness to Study process to ensure that appropriate support is in place.

5.9 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. FINANCIAL MATTERS

6.1 The Finance Office

The Finance Office is available to all students for assistance with financial matters and can be contacted by email in the first instance (battels@sjc.ox.ac.uk).

6.2 Your Battels Account

Your battels account refers to your account with the College, where we keep a record of the charges 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 have any queries, or are concerned about your ability to pay, you should speak to the Battels Finance Officer as soon as possible after receiving your battels statement.

6.3 Course Fees

Students who are liable to pay course fees for the duration of their standard period of fee liability will see the charge added to their first battels statement and must be paid in full by the date shown

6.4 Payment Methods

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. Any international payments must be made via Flywire, who ensure the College remains compliant with anti-money laundering standards. 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.

6.5 US Federal Loan Funding

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

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

6.6 University and College Continuation Charges

Graduate students who have reached the end of their standard period of fee liability may be required to pay a termly University and/or college continuation charge. Both charges are payable up to and including the term in which you submit.

6.7 University Policy on Suspension for Non-Payment of Fees

You are required to pay your fees for the year no later than 10 working days after the issue of your battels statement. The University website has information about the payment of fees, including FAQs on payments and refunds, and what happens if you don't pay your fees.

6.8 Financial Assistance Fund

The University and the College have financial funds which can be made available as either a loan or a grant to students who find themselves unexpectedly and unforeseeably in financial need.

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 Oxford Financial Assistance grants for students who experience financial hardship as a result of unforeseen circumstances.

6.9 Employment

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

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

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

7. GRANTS, SCHOLARSHIPS, AND PRIZES

7.1 Scholarships and Funding

The University's Fees and Funding website has a guide to funding for current graduates.

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

7.1.1 North Senior & Beeston Scholarships

The College elects up to four North Senior Scholars each year from amongst its current graduate students. Applicants must be currently registered for a research degree. The Scholarships are open to candidates in all subjects. A successful candidate in the field of Middle Eastern Studies would be awarded the title Beeston Scholar. The basis for the award will be excellence in research.

Scholars have the right to dine at High Table once a week in Full Term, and will receive an emolument of £1,000 per year. The Scholarships are tenable during the period of fee-paying study up to a maximum of two years. Application forms and further information are available on the College website in Trinity Term.

8.2 College Grants and Prizes

8.2.1 Academic Grants

Students can draw on their annual Academic Grant during their standard period of fee liability, subject to Supervisor/Advisor approval and for the purposes outlined in the notes of guidance i.e.;

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

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

Graduates may claim a **maximum** of £559 for the academic year 2026-27.

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

Applications can be made from 0th Week 0 of Michaelmas Term to 8th Week of Trinity Term. Further information is available on the intranet.

8.2.2 Academic Support Fund

Students may apply to the Graduate Academic Support Fund to request funding to be put towards approved academic curriculum-enhancing opportunities, for example:

- Travel to undertake research in archives or a visit to an artefact, site, or lab, in support of work directly relevant to your course (such as approved non-compulsory field trips or a relevant residential language course)
- Costs associated with attending meetings, summer schools, or conferences
- Supporting curriculum-enhancing internships (provided by the University, a charity, or other public institution)

Funding varies based on the type and duration of your course.

Further information is available on the intranet.

8.2.3 Additional Grants

The College also has a variety of other grants available to support travel and cultural and sporting activities. These will be advertised during the academic year, and more details are available on the intranet.

9. POLICIES AND PROCEDURES

9.1 College Policies and Guidance

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

9.2 University Policies and Guidance

An A-Z of University policies and guidance related to academic matters can be found here.