

ST. JOHN'S COLLEGE
OXFORD

UNDERGRADUATE HANDBOOK
2026-27

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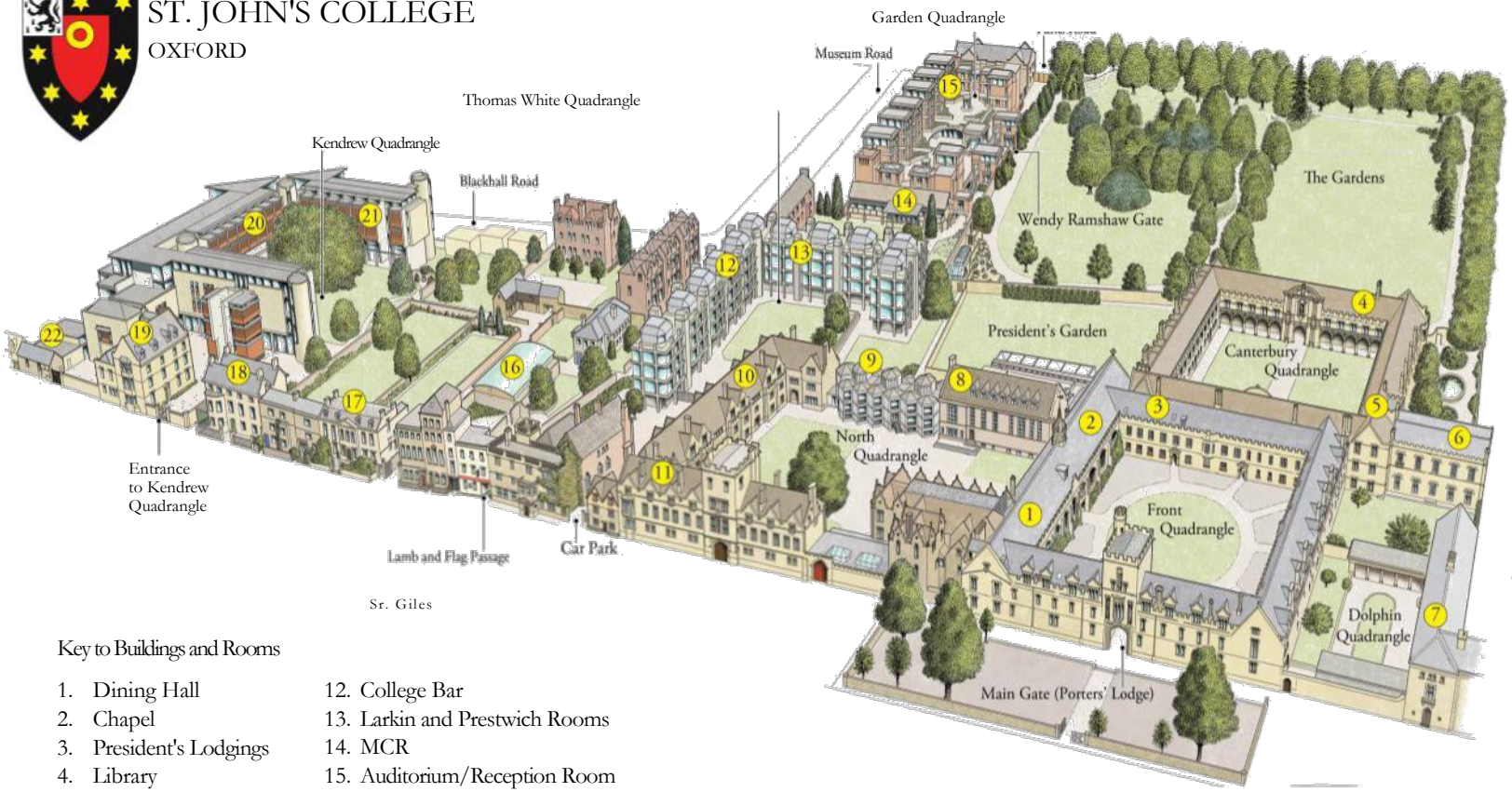
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Please contact the Academic Office if you would like a copy of this handbook in an alternative format.

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.

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
12. College Bar
13. Larkin and Prestwich Rooms
14. MCR
15. Auditorium/Reception Room
16. Gym
17. St. Giles House
18. 20 St. Giles/Alumni Guest Rooms
19. 21 St. Giles/ACR
20. Kendrew Cafe/Gym/Events Room
21. Law Library
22. The Barn/Artist's Studio

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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. As a student here 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 addition, 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 senior and junior members of the College to discuss together matters affecting the well-being of the College and its members. Junior members have representation on certain College committees and are represented at the Governing Body when it receives reports of the committee discussions in which they participated.

The day-to-day affairs of the College are administered by College Officers, some of whom are members of the academic staff of the College acting in a full-time or part-time capacity, supported by professional staff. The Senior Tutor is responsible, in collaboration with your subject tutors, for the organisation of tutorial teaching in College and the academic supervision of undergraduate students. They can help with academic work problems and are responsible for the maintenance of academic standards and expectations.

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 Senior Dean, Dr Kate Doornik, is responsible for disciplinary procedures and supports the Junior Dean team. She is a full time Tutorial Fellow. She works with the Junior Deans and the Fellow for Welfare to keep St John's a safe, well-regulated environment for all junior members.

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

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 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. All students are welcome to get in touch with Hanne and the Wellbeing Team about any issue affecting their College or University Life and we will offer help and support. Hanne is also the contact for financial hardship issues and applications.

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

The Domestic Bursar and Accommodation Office staff are responsible for the administration of accommodation provided for junior members and ancillary services, including furnishings, equipment and cleaning. The Accommodation and Housekeeping Managers Offices located in the tunnel between North Quad and Thomas White Quad. (accommodation.office@sjc.ox.ac.uk)

The Works Department are responsible for repairs and maintenance of property and buildings. The Works Office is based at 17 Blackhall Road or can be contacted on 01865 277326, email works@sjc.ox.ac.uk.

The Lodge Porters are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in St Giles'. There is also a Lodge at the entrance to the Kendrew Quad (Tel. 01865 277300). The Lodge is open 24/7 to assist all members of College, and should be contacted in case of emergency.

The IT Office are responsible for all IT matters within the College. The IT Office is located in the Rural Economy Building. More information about IT in College is provided later in the handbook, but the quickest way to contact them is via email.

1.4 The Student Handbook

The purpose of this handbook is to introduce you to the College and help you understand how it functions. It provides information on academic matters, some welfare issues (although you should also have a look at the College's separate Welfare Guide), financial information, and College and University codes of practice. In addition, the College's regulations governing discipline are explained. We hope that it will be 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.

The Student Portal (part of the College Intranet) also provides lots of useful information about how things work here.

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

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

1.5 The Academic Year

The academic year runs from October to September each year and is divided into three terms, Michaelmas (autumn), Hilary (spring) and Trinity (summer). "Full Term" lasts for eight weeks, this being the period during which teaching happens. Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week.

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

The week before the start of Full Term is known as 0th Week and the week after the end of Full Term is known as 9th Week. 0th Week is important: you are expected to be in residence in Oxford for the whole of the eight weeks of Full Term and from the Thursday of 0th week at the beginning of each term. New undergraduates are asked to be in residence from Sunday of 0th Week in Michaelmas Term.

The phrase "in residence" includes residence either in College accommodation or in accommodation you may have arranged for yourself elsewhere in Oxford. Vacation periods between terms are referred to as the Christmas Vacation, Easter Vacation and Long Vacation (summer).

The terms in the 2026-27 academic year are as follows:

Michaelmas Term		
Sunday of 0th Week	Sunday 4th October 2026	Fresher undergraduates to arrive on this day
Thursday of 0th Week	Thursday 8th October 2026	Returning undergraduates to arrive on or before this day
Sunday of 1st Week	Sunday 11th October 2026	Start of Full term
Saturday of 8th Week	Saturday 5th December 2026	End of Full Term. All undergraduates to leave College on this day
Hilary Term		
Thursday of 0th Week	Thursday 14th January 2027	All undergraduates to arrive on or before this day
Sunday of 1st Week	Sunday 17th January 2027	Start of Full Term
Saturday of 8th Week	Saturday 13th March 2027	End of Full Term. All Undergraduates to leave College on this day
Trinity Term		
Thursday of 0th Week	Thursday 22nd April 2027	All undergraduates to arrive on or before this day

Sunday of 1st Week	Sunday 25th April 2027	Start of Full Term
Saturday of 8th Week	Saturday 19th June 202	End of Full Term. All Undergraduates to leave College on this day

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

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

1.6 Residence Requirements

In addition to the College's requirements, the University also makes residence requirements of students, stating the number of terms and/or the period within each term you must be resident in or around Oxford in order to qualify for a particular degree. These requirements vary, depending on the qualification for which any particular student is working but it is worth noting that the general University requirement is for 42 nights "in residence" during each "Statutory" Term (a Statutory Term is a little longer than a Full Term); and that residence must normally be within six miles of Carfax (i.e., central Oxford).

1.7 Council Tax

Full-time students living in rented property are exempt from paying council tax. To prove your exempt status you will need to download an Enrolment Certificate from Student Self Service, and bring it to the Academic Office to be stamped.

1.8 Being away from College

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

Very occasionally and for exceptional reasons short periods of term-time absence can be authorised by the Senior Tutor in discussion with your Tutor. Examples might include representing the University or your country in a sporting fixture.

1.9 Communication with the College

Communications from Tutors and administrative staff are usually sent to students by email, and College Regulations require you to check your email regularly (ideally 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 should 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 from Tutors and College staff sent to undergraduates during College term and delivered to College pigeonholes or sent to email addresses in the domain @sjc.ox.ac.uk will be deemed to have been received after 24 hours, you are out of residence. Failure to monitor communications will not be regarded as a sufficient reason for missing an appointment with a College Officer (e.g. Senior Tutor or Senior Dean) or with their tutors.

The College needs to be in a position to access up-to-date record of students' contact details, including mobile phone numbers; this is particularly important in the event of an emergency. You must therefore maintain and update your Student Self Service record, including your home address and your emergency contact details. You are also advised to provide the Lodge with a temporary forwarding address for vacations. This information is kept confidential: it is not disclosed to anyone other than authorized University personnel without your express permission.

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

1.10 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 always inform the organiser promptly if you find that you are unable to attend – non-attendance/late cancellation can not only cause food waste, but could also deny another person the opportunity to attend.

1.11 Frequently Asked Questions

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

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

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

Broken 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.

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 (charges owed for accommodation, meals, etc.)?
See the Money Matters section (Section 5) of this Handbook.

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

How do I get permission for extra time in exams/use of a computer/other alternative exam arrangements?
Please contact 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 4 of this Handbook.

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

1.12 Glossary of Oxford terms

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

2. ACADEMIC LIFE AT ST JOHN'S

During the three or four years of your degree programme, St John's will do all it can to support and encourage you in your academic learning. In return, you are expected to work hard and to the best of your ability.

The short eight-week terms at Oxford are intensively packed with the range of teaching that Oxford offers you: lectures, classes, laboratories (if you are doing a science subject), and, not least, Tutorials. You will also need to exploit all the time available to you during the vacations: as well as an opportunity for rest, or a chance to earn money, the reading, revision, or other work set during these also form a vital part of your study time while you are at Oxford.

2.1 Overview of Academic Life in College

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

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

College undergraduate teaching is provided in a number of ways: first, directly by the Tutors in your subject; second, by other senior members of the University, who are normally working within departments or other Colleges within the University; third, sometimes by academics from outside Oxford or by graduate students within the University (from here on the word "Tutor" is used to refer to anyone who carries out teaching for the College). Whoever teaches you on behalf of the College, the obligations and responsibilities are the same on both sides. You may expect that the form and amount of teaching suitable for a particular examination paper will be specified at the beginning of your work for that paper.

It is usual for the Tutors in your subject to arrange a meeting in 0th Week (or in the 8th Week of the preceding term) to organise the teaching for the coming term. These meetings are essential and you should not miss them. If no meeting is held and a plan of work is not settled by some other means, you should attempt to contact one of the Tutors in your subject. If for some reason you are unable to contact your Tutor, you

should contact the Academic Registrar. You should also check timetables online via your Departmental/Faculty website.

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

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

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

Each undergraduate student will have a meeting with the President, called a ‘Presidential Collection’, once during each year of their residence in order to discuss their progress. In those terms when you are not scheduled to have a Presidential Collection, you will have an individual meeting with one or more of your Tutors, to discuss your tutorial reports for the term and your overall academic progress. Further information about both pre- and end of term Collections is provided in Section 2.5 below.

2.2 Addressing Concerns about Teaching

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

All College teaching should be conducted in accordance with the College's Policy and Procedure on Harassment. If you feel that a teaching session is being conducted in a way that is not consistent with this procedure, you should raise the matter with the tutor in charge of the teaching session. If you feel that you need advice on how to go about doing

this, you should consult a member of the College's Harassment Panel (see Section 4.5). If necessary, you should report the matter to one of the Tutors in your subject or to the Senior Tutor. If a complaint cannot be resolved informally, the College provides for a formal procedure for the hearing of complaints.

2.3 Plagiarism and use of AI

The University definition of plagiarism is as follows:

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

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

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

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

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

2.3.1 Online and Generative AI materials

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

This includes Generative AI tools ('GenAI') – that is, tools that can generate text, images, code, summaries, etc, such as ChatGPT Edu, which the University provides to all students and staff. Please note that this provision is not in itself an endorsement of the use of this tool in ways which undermine good academic practice. The unauthorised use of GenAI in exams and other assessed work is a serious disciplinary offence, and its undeclared or unapproved use in tutorials can fundamentally undermine their value. Clearly, passing off as your own the output of GenAI is plagiarism, and will be subject to academic disciplinary processes; so too would be unauthorised use in collections, which are intended to prepare you for your university exams.

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

2.3.2 GenAI and formal ('summative') assessment

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

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

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

2.3.3 GenAI and tutorial work

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

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

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

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

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

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

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

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

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

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

2.3.4 Other uses of GenAI, and alternative sources of support

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

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

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

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

You can read the University's guidance on the use of generative AI here.

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

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

2.4 Academic Good Standing: what is expected of you

As you will no doubt remember from the admissions process, students are admitted to the College by academic competition. While the College encourages you to take a full part in the College and wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Second-Class Honours degree (a 2.1), or even better. You are expected to produce work of a standard which fits your individual ability and circumstances, which should normally be of 2.1 standard, and never below that of a Third-Class Honours degree. At St John's you are not permitted to read for a Pass School (i.e. for a degree without Honours), and, if your work falls below Third-Class level and remains at that low level, you may not be permitted to continue your studies at St John's (see Section 2.9 on Academic Discipline).

You must attend Tutorials, Collections and classes required by your Tutor(s) and hand in any written work at the time and place specified by them. If you have an unavoidable need to ask for a Tutorial to be rescheduled, you should approach the Tutor as soon as possible, preferably in advance. If you are ill, you may be asked to arrange for a note from the College Nurse or from a doctor. Upon meeting a new Tutor for the first time, it is your responsibility to establish a means of contacting them in case you should be unable to attend a Tutorial.

Tutors have many calls on their time and may find it difficult to rearrange a Tutorial except for genuine reasons. It may also be impossible to make any alternative arrangements for a scheduled teaching session when a larger group of individuals is due to attend. Please note too that it is often not possible to reschedule teaching to take place after the end of 8th Week of each term.

You must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular degree for which you are studying, e.g. for practical work or vacation courses. You should also produce assignments (essays, problem sheets etc.) with the regularity required by your Tutors, unless you have obtained permission on adequate

grounds, preferably in advance, from the Tutor(s) concerned. You must also fulfil the residence requirements of the University outlined for you in Section 1.6.

2.5 Understanding your Progress: Tutorials, TMS, & Collections

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

2.5.1 Tutorials

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

2.5.2 TMS

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

2.5.3 Collections

Immediately before the beginning of each term most students will be required to take internal College exams known as Collections, unless you have been specially dispensed by your Tutors or the Senior Tutor. These formative assessments, usually set on the work covered during the previous term, and/or on work set for the preceding Vacation, are designed to give undergraduates experience of writing under invigilated examination conditions and to help students assess their own progress.

They are held on the Friday and Saturday of 0th Week each term and take precedence over all other activities. You may also be set Collections at other times apart from the beginning of term: see the section on Academic Discipline below. It is not usual for Collections to be set at the beginning of a term following one in which you have taken major University Exams, for example, a First Public Examination.

2.5.4 President's and Tutors' Collections

Once each academic year, towards the end of Michaelmas Term, you will be expected to attend an interview, known as a President's Collection, with the President and your subject Tutor(s). The purpose of Presidential Collections is to enable the President to gain and maintain an impression of how tutors and students in each subject are working together. They also provide an unbiased space outside of the tutorial system for students to raise matters of concern to them.

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

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

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

2.6 Recording of College Teaching

The College follows the University policy on the recording of any academic sessions including tutorials. The strong presumption is that students may not make (and must never disseminate) recordings of tutorials. Where a recording may be helpful on grounds of disability, following a recommendation from the Disability Advisory Service, students should discuss this with their tutor. Wherever possible any recording should be made with the knowledge of all involved, but express permission is not needed where the recording is being made as a reasonable adjustment under the Equality Act.

2.7 Academic Feedback

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

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

2.8 Scholarships and Prizes

The College is keen to encourage work of a high standard and offers scholarships and prizes for those who have been making particularly good progress in their studies and for those who have achieved an outstanding performance in Public Examinations.

2.8.1 Casberd Scholarships

Casberd Scholarships are awarded by the College's Governing Body and renewed each year, conditional upon maintained work and progress. Awards may be removed at any

time for work which is consistently below standard. The value of a Scholarship is currently £300 per year.

The decision-making process is governed by the College's overall commitment to equality of provision irrespective of race, ethnic origin, sex, sexual orientation, religion or belief, age or disability.

An undergraduate who is awarded a Distinction or First in the First Public Examination is normally awarded a Scholarship.

Scholarships may be awarded to undergraduates who very narrowly miss Firsts or Distinctions in the First Public Examination, subject to the following guidelines:

- An undergraduate who is not already a Scholar and who achieves first-class marks in sets of examinations consisting of at least two papers and counting towards University assessments is normally awarded a Scholarship. Due to variation between courses in how papers are weighted and overall outcomes are reported, tutors will be asked to confirm which students' marks should be considered a first-class performance.

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

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

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

College Scholarships may be suspended or removed if an undergraduate becomes subject to Stage 3 of the Academic Disciplinary Procedure.

University Prizes

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

2.8.2 Prizes

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

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

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

An undergraduate who is already a Scholar and who achieves first-class marks overall in such examinations is normally awarded a Prize of £75. Due to variation between courses in how papers are weighted and overall outcomes are reported, tutors will be asked to confirm which students' marks should be considered a first-class performance.

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

Final Honour Schools

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

Book Prizes

Whilst Scholars do not normally receive Prizes for term work and Collections, these are not ruled out in cases of exceptional achievement. Other undergraduates may be given a Book Prize of £75 for tutorial work or collections, even for performances below first-class standard if there is a prospect that this will encourage the undergraduates to higher achievement. These prizes are awarded by the Governing Body on the recommendation of Tutors.

2.9 Support with Academic Difficulties

From time to time students may go through some periods of difficulty with their work. This will be viewed sympathetically by Tutors, provided that you do your best to keep up a satisfactory level of work at all times. The Tutorial system works best when there is a high level of trust between Tutor and student, so do keep closely in touch with your subject Tutors, particularly if you are experiencing difficulties, whether academic, medical or personal, which may affect your ability to maintain the pressure or standard of work that your Tutor is requiring.

It may well be that you prefer to speak to someone other than your Tutor about such matters, and if your academic performance is involved, you are strongly encouraged to contact the Academic Registrar, who will be able to put you in touch with the appropriate College Officer so that you can be advised of the best course of action. This may include support from the College's Academic Skills Advisers, who are at the disposal of all our students and who run frequent sessions with advice on effective study. Please see Section 4 for more information on points of contact in College for personal problems or difficulties, including our Welfare and Wellbeing team.

2.10 Academic Discipline

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

If you are repeatedly absent from Tutorials or required classes without good cause, then you will be in danger of breaching academic discipline. You must submit all required work to Tutors at the appropriate time as set by Tutors, except where you have gained permission not to do this on adequate grounds, preferably in advance.

If you fail to respond to a warning from your Tutor(s), you will receive a series of more formal warnings from the Senior Tutor, and finally from the President. You will find a full version of the College's Academic Discipline Procedure on the College Intranet, which explains stage by stage what will happen if you fail to maintain academic good standing in the eyes of the College. The procedure is intended to be transparent and to give every opportunity for you to explain to your Tutors, to the Senior Tutor or to the President, any special circumstances which should be taken into account in reviewing your situation. Its aim is to provide you with a supportive framework to help you improve, rather than to penalise poor performance. As with all the College's policies, the Academic Discipline Procedure is governed by the College's commitment to the provision of equal treatment for all of its members.

All Tutors wish to ensure that their students make the best use of their time at St John's, so as long as you do this and work to the best of your ability then you should not be affected by the terms of the Academic Disciplinary Procedure. There have been very few instances in recent years where Penal Collections have been set and there will be very few occasions when the Academic Disciplinary Committee would need to meet. You should, however, take the time to read the Procedure so that you have as clear as possible an idea of the consequences of not maintaining a standard of work commensurate with your abilities.

2.11 Changes to your Student Status

2.11.1 Changes of Course

Your offer of a place at St John's was for a particular subject, and under normal circumstances this should be the subject for which you study whilst at St John's. There are occasionally students who either before or on arrival decide that they would like to change to another subject, or who consider this course of action at some point during their first year of study. The College is willing to consider applications to change to a different subject, provided it is satisfied that the student concerned is qualified to study the course and that the change will not disrupt the arrangements made for the teaching

of other students. There are often constraints such as the availability of tuition or differences in timing of the First Public Examination which make changes difficult or impossible.

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

2.11.2 Suspending Your Studies

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

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

2.11.3 Fitness to Study

'Fitness to study' is defined in the University as a student's ability to pursue their studies and/or to fulfil the usual reasonable social and behavioural expectations of a member of our community'. For further information, please refer to the College's Fitness to Study Procedure.

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

2.12 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., 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 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 from 7am – 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 on the College website. 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.

2.13 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.

For more information about the SSO please see:
https://www.ox.ac.uk/staff/it/getting-started/your-university-accounts

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.ox.ac.uk/staff/it/getting-started/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 at https://info.sjc.ox.ac.uk/cloudpath/ or from the IT Office.

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

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

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

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

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

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

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

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

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

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

For details on printing please see:
https://www.sjc.ox.ac.uk/current-students/computing/web-based-printing-system/

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

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

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

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

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

University IT Services:
The central IT Services department runs a number of the University's computing facilities.

They provide a Help line service, including a level of 24-hour support. For more details please see:
https://www.ox.ac.uk/staff/it/get-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.ox.ac.uk/students/life/it/training-and-skills

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://www.ox.ac.uk/students/life/it/staying-secure

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.

To download MS Office please:

1. Head to the Microsoft Office portal and login using your OXFORD SSO credentials – https://portal.office.com/account?ServiceID=LanguageItem#home
2. Now under Office apps & devices click **Install Office** to download **Microsoft 365 Office apps** to your computer. Once downloaded double-click the installer file to install.

Other additional software may be available via your department. Please speak to them about any course specific software they may have.

AI:
Oxford University offers free secure accounts on several major AI platforms by logging in with your SSO and password. The University also has training material available and courses on the safe and practical uses of AI.

Please see: https://www.ox.ac.uk/gen-ai

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

They are available at:
http://jcr.sjc.ox.ac.uk/ and http://mcr.sjc.ox.ac.uk/**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 at it-helpdesk@sjc.ox.ac.uk or by telephone at 01865 277365.

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

2.14 The Junior Common Room (JCR)

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

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

The JCR have their own websites with useful information for undergraduates:
http://jcr.sjc.ox.ac.uk/

2.15 Oxford University Student Union (OUSU)

Oxford Student Union is the official students' union, representing all matriculated students of the University.

3. UNIVERSITY ACADEMIC PROCESSES

In addition to the College processes laid out in Section 2, there are also a number of University procedures and regulations you need to be aware of. Some of these will affect all undergraduates and some will only be relevant in specific situations. The Academic Office is happy to help if you have any questions.

3.1 Getting Started at Oxford

The Oxford Student Gateway, Student Self Service, and MyOxford student app provide access to information, services and resources for students. 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.

3.1.1 Registration and 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
- Release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)
- Enter for University examinations and assessments
- View your exam 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, including your emergency contact details, throughout your studies at the University of Oxford using Student Self Service. Your name, as recorded on Student Self Service, will appear on all University documentation, including your degree certificate, so please do ensure you check and amend your details as necessary.

3.1.2 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. Most students attend the main Matriculation Ceremony

which is held on the Saturday of 1st Week of Michaelmas Term, although it can be deferred if necessary (e.g. in the event of illness).

3.1.3 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 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, but not for events in College. 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.

3.2 University Examinations

The setting and marking of all Public Examinations is the responsibility of the University and its constituent Examination Boards rather than the College.

All Undergraduates take two University Examinations, which may involve in-person exams, online exams, coursework submissions, or other assessed work (such as presentations). The First Public Examination is usually taken during the first year, at the end of either two or three terms (five terms in the case of Classics). It is known as the Preliminary Examination (Prelims), Moderations (Mods) or Honour Moderations, depending on your course. The Second Public Examination is the final examination on which the degree is awarded, generally known as Final Honours Schools or Finals. In some subjects there are two or more parts to these examinations, with some examinations taking place before the final year.

3.2.1 University Examination Regulations

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

3.2.2 Examination Entry

Students are required to enter for examinations via Student Self Service. You will receive an email invitation from the University to login to Student Self Service to specify 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.

3.2.3 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.

3.2.4 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 are concerned that any of these issues may affect your performance in University exams then please contact the Academic Office for advice.

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.

3.2.5 Failure in the First Public Examination

Students who fail their initial attempt at the First Public Examination (Prelims, Mods, or Honours Mods), are permitted to resit once (in accordance with the regulations governing a re-sit in that subject), at the next possible occasion.

The Senior Tutor will write to any student who fails the First Public Examination at the first attempt to clarify the academic support offered in preparing for the resit. Students who fail the resit are likely to have their studies terminated, unless there are sufficient

grounds for the College to apply to the University's Education Committee for an exceptional second resit.

3.3 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 (OIA) https://www.oiahe.org.uk/.

3.4 The University Proctors and The Assessor

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

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

3.5 Degree Ceremonies

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

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

The conferral of your degree is conditional on you passing the required examinations.

You must ensure that you have no outstanding debt(s) to the University of Oxford. You may be unable to graduate on the date you have booked if you have any outstanding debts.

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

4. WELFARE & WELLBEING

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

4.1 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. Donna 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. 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.

4.2 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.

4.3 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.

4.4 Healthcare

4.4.1 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.

4.4.2 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.

4.4.3 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.

4.4.4 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.

4.4.5 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

4.5 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 Policy 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.

4.6 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.

4.7 Safety and Fire Precautions

The College's Domestic Bursar, 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.

4.8 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.

4.9 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.

5. MONEY MATTERS

5.1 The Finance Office

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

5.2 Your Battels Account

Your battels account refers to your account with the College, where we keep a record of the bills that the College will issue to you and the payments that you make to the College.

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

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

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

5.3 Course Fees

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

5.4 Payment Methods

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

St Johns College Member Portal (ox.ac.uk)

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

For further information about Flywire, click here or email finance.manager@sjc.ox.ac.uk if you have any questions.

5.5 Financial Assistance Funds

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

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 for students who experience financial hardship as a result of unforeseen circumstances. Application to this fund is separate from the College fund.

5.6 Financial Support for Academic Activities

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

5.7 Vacation Residence and Grants

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

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

Undergraduate students will receive the following grant days:

Year 1: 12 grant days

Year 2: 20 grant days

Year 3: 36 grant days

Year 4: 36 grant days

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

Details about the Vacation Residence request process can be found on the College intranet.

5.8 Academic Grants

Undergraduate students are entitled to apply for help towards the purchase of approved books and materials related to your course. The grant may be used to pay for: the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or peripherals; the cost of memory/hard-disk up-grades or computer repairs; tickets for performances or exhibitions directly related to a student's course of study. If in doubt, seek advice from the Finance Office before purchasing any items not included in the list above in order to check whether the cost of your prospective purchase may be claimed. Grants are paid by BACS or can be credited to battels to offset future charges.

The total claimed over the academic year must not exceed the maximum grant for that year, although the 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.

5.9 Academic Support Fund

Undergraduate students may apply to the Undergraduate 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, lab, or person you are working with or on.
- In support of work directly relevant to your course, e.g. approved non-compulsory field trips or a relevant residential language course.
- Attendance at meetings, summer schools, conferences

- Academic project work to be carried out in Oxford
- Curriculum-enhancing internships provided by the University, a charity, or other public institution, but not those offered by commercial organisations.
- Residence in College outside of full term to meet one of these aims

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

Further information is available on the intranet.

5.10 Language Courses offered by the University Language Centre

If you enrol in a course organised by the University Language Centre, the College will reimburse the fee subject to the following requirements:

- Undergraduate students require the permission of one of their subject tutors before registering for a Fast Track Programme. Only one Fast Track Programme per year may be taken.
- No permission is needed for a General Programme. 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.
- The College will expect to be reimbursed the cost of a course if attendance is poor and there are no mitigating circumstances.

To claim reimbursement, you need to complete this form and upload your payment receipt. Details are provided in the form. The reimbursement will be paid via the BACS system.

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

5.11 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.

5.12 Employment during Term and Vacations

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

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

6. POLICIES AND PROCEDURES

6.1 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

6.2 University Policies and Guidance

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