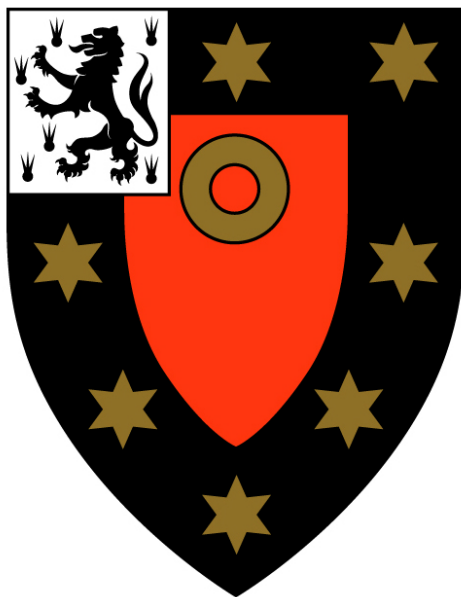


# St John's College MCR



Freshers' Guide 2018



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## Introduction

Welcome to St John's College!

This guide has been compiled to help you settle into the College, the MCR, the University and Oxford. There are six main sections.

Section 1	St John's College
Section 2	The MCR
Section 3	University of Oxford
Section 4	Life in Oxford
Section 5	Glossary
Section 6	Contacts

The three first sections cover the major institutions in your student life and have answers to the basic questions you might ask: "What is it?" "Where is it?", "What is in it?", "What does it do for you?" and "Who is who?".

People who can help you to do something are **highlighted in red** in this guide. You can find out their contact details in the 'Contacts' section at the end.

### Useful Advice!

Some of the most useful advice in this guide is highlighted in boxes like this one.

This guide is an evolving document that has had many updates and changes made to it. Whilst many attempts have been made to ensure that the information is accurate, there are sometimes errors and so you should make sure that you check the information yourself. This information is issued by the MCR and is not the official advice of St John's College.

This booklet has been designed with St John's College graduate students specifically in mind. The University provides a useful guide available at <http://www.ox.ac.uk/students/new/>. If you need more detailed information about student life in Oxford, the Oxford University Student Union (OUSU) has produced various useful publications available from their website at <http://www.ousu.org/>.

There are many ways to get in touch, ask questions and find out about events for Freshers.

- Join the Facebook group 'St. John's College, Oxford: MCR Freshers 2017' at <https://www.facebook.com/groups/163591327526412/>.
- Look at the SJC MCR website at <http://mcr.sjc.ox.ac.uk/>, in particular the 'Freshers' section, where you will find lots of useful information including Freshers' guides and maps.
- Look at our SJC MCR calendar available on our website for details of MCR events in Freshers' Week and throughout the year.
- Ask a question by emailing [mcr-freshers@sjc.ox.ac.uk](mailto:mcr-freshers@sjc.ox.ac.uk).

We hope this guide is useful but if you have any questions just get in touch. Have a great time at St John's!

SJC MCR Freshers' Committee  
Last Updated 03/09/2017



## I. St John's College

### a. What is it?

St John's College is one of the Colleges at the University of Oxford. It is home to approximately 390 undergraduates, 250 graduate students, 100 fellows and 25 College lecturers. Nearly every subject studied at the University is represented in St John's.

#### i. What is a College?

A College is an autonomous self-governing institution within the University that is not only like a house of residence but also has substantial responsibility for student teaching and service provision. They provide library and IT services, accommodation and welfare support, sports facilities and social events. Students must be members of a College in order to be members of the University. There are 38 Colleges and 6 Permanent Private Halls (PPHs) of religious foundation in the University of Oxford.

#### ii. A Brief History

The Front Quadrangle (where the main entrance to College is located) traces its foundations back to 1437 when it was founded by Henry Chichele, Archbishop of Canterbury, as St Bernard's College. At some point during or after Henry VIII's dissolution of the monasteries, St Bernard's College became defunct. On 1 May 1555, Sir Thomas White, a former Lord Mayor of the City of London, obtained a Royal Patent of Foundation to establish St John's College on the site that was previously St Bernard's College. Although St John's had not been richly endowed at its foundation, it had much of the land in North Oxford and, when this area was redeveloped in the late 19th century from farmland into the suburb of Jericho, the income of the College increased considerably. Female students were first admitted to the College in 1979, the first female Fellow (who later became Senior Dean) was appointed in 1989 and the first female member of Governing Body (whose portrait may be seen in the Hall) was appointed in 1990. In 2012, St John's appointed its first female President, Professor Margaret (Maggie) Snowling.

### b. Where is it?

#### i. Location in Oxford

St John's College is located north of Oxford city centre on St Giles. Its address is St John's College, St Giles, Oxford, OX1 3JP, United Kingdom.

#### ii. Travelling to St John's

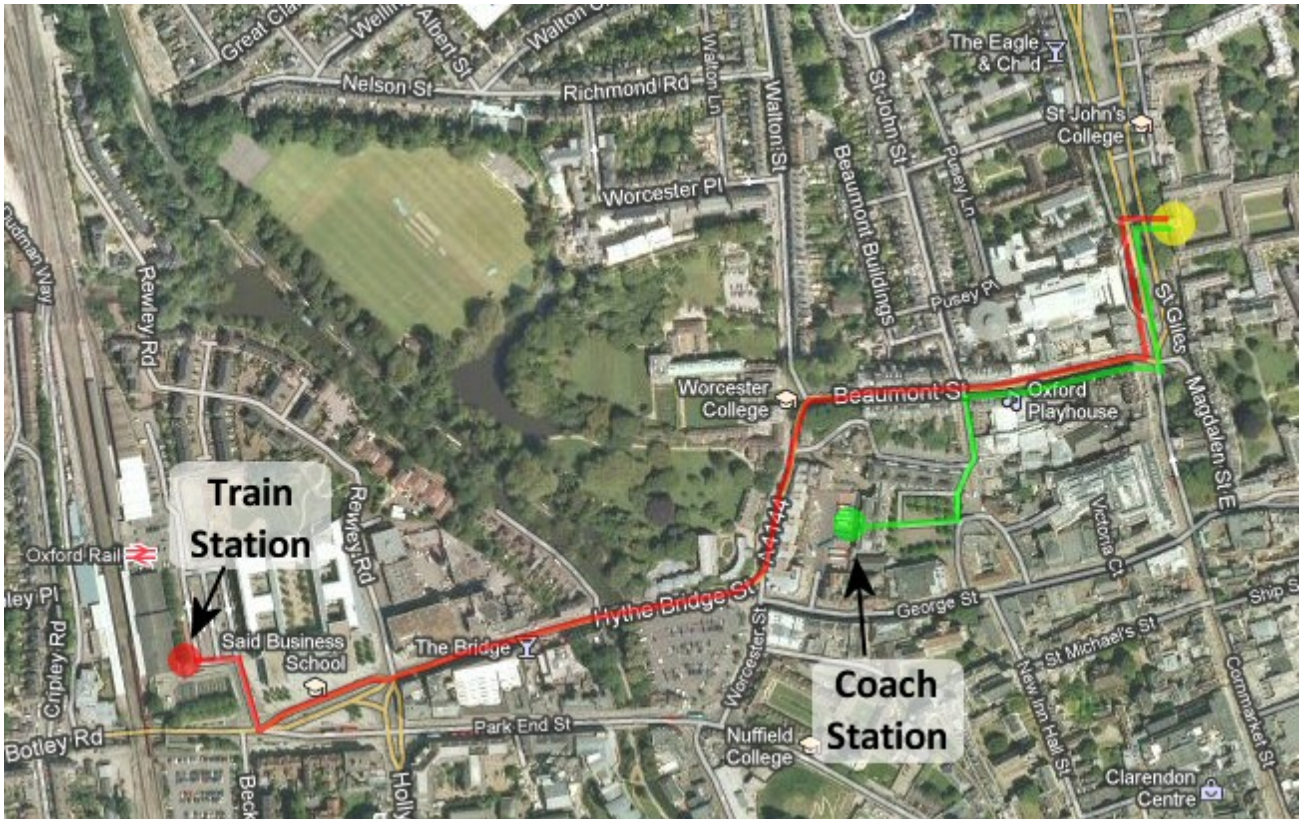
You can reach the College by coach, train or car. A map of transport links to the College can be found at <http://g.co/maps/c3r9h>.

##### 1. Coach

The nearest coach station is Oxford Coach Station (also called Gloucester Green), which is 5-10 minutes' walk from the Porters' Lodge. If you are travelling to College from an airport, it is easiest and cheapest to take a coach. To get from the coach station to College, consult the map below.

##### 2. Train

The nearest train station is Oxford Railway Station, which is 10-15 minutes' walk from the Porters' Lodge. There are regular connections from London Paddington. To get from the train station to College, consult the map below.



### 3. Car

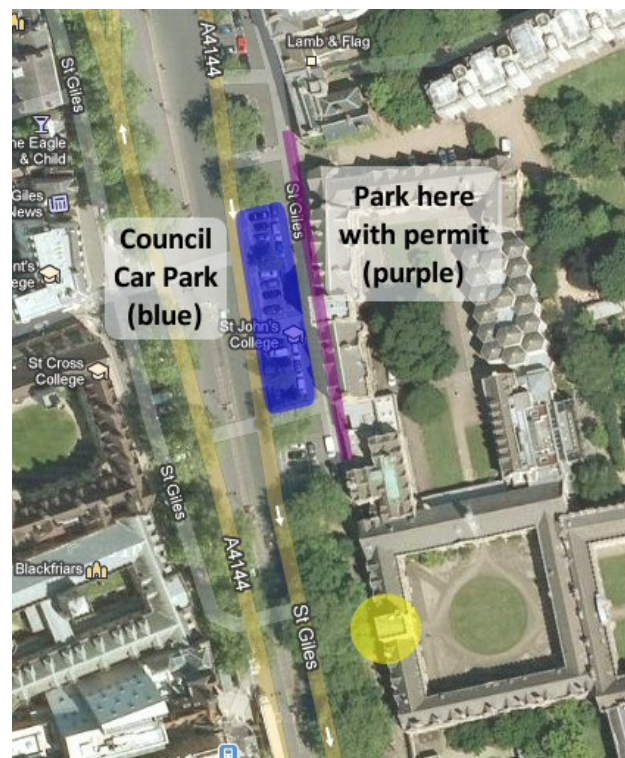
There are no College-owned car parks on the main College site for student use (such as for those wanting to move in). There are two options for parking, both of which are explained below and shown on the Parking Map on the right.

Obtain a parking permit:

When you arrive, the Porters can give you a 40 minute parking permit to park on the double yellow lines on the east side of St Giles. You must collect it from the Porters Lodge, fill it in, and then display it clearly in your car.

Park in the public car park on St Giles:

There is a public car park actually on St Giles next to College run by the local council. You can park here for up to 2 hours at a charge between 08:00 and 18:30 on Mondays to Saturdays and between 10:00 and 18:30 on Sundays. Charges are £1 for up to 30 minutes, £2.50 for up to an hour, £4 for up to 2 hours with no return within an hour. Between 18:30 and 22:00 on all days you can park for as long as you want at a fixed charge of £2.50. A valid ticket extending beyond 18:30 allows parking until 22:00 with no further charge.





### iii. Access

The primary access point to College is through the Main Gate from St Giles into Front Quad. This gate is open 24 hours a day. You can enter it using your electronic fob or by ringing the bell for the Porters at the gate. You can access College through many secondary gates by using your electronic fob. At night, the only way to get in and out of College (other than using the Main Gate) is the turnstile from the Lamb & Flag Passage using your electronic fob. Your fob is only needed to make the turnstile go backwards to let you in; you don't need to use your fob to get out.

Your electronic fob will open the gates on St Giles, Lamb and Flag Passage, Parks Road, Kendrew Quad, the gym, the Library, the MCR, computer rooms, the gardens, and the squash courts.

## c. What is in it?

### i. Map

A digital copy of the official College map can be found in the Freshers section of the MCR website at <http://mcr.sic.ox.ac.uk/>.

An MCR map of College locations can be found at <http://g.co/maps/u4tup>.

### ii. Locations and Quadrangles

A quadrangle (more commonly known as a quad) is a courtyard, usually rectangular, the sides of which are parts of a large building.

Rooms within College are referred to by quad, staircase and room number e.g. Thomas White Quad, staircase 8, room 5 is TW8/5.

The quads are Canterbury (C), Dolphin (D), Garden (G), Thomas White (TW), Front (F), North (N) and Kendrew (K). There are also other staircases: the Buttery (B), the Beehive (N9-11), Rural Economy (RE) (at the back of Garden Quad, overlooking Parks Road).

The College Offices are situated at the northeast corner of North Quad, accessed from N7.

Graduates live on the main College site as well as on St John Street, St Giles, Blackhall Road, Woodstock Road, and Leckford Road. There is couples accommodation on Pusey Place, Leckford Road (in a building called Hart-Synnot House), and Observatory Street.

An MCR map of graduate student accommodation can be found at <http://g.co/maps/3s33q>.

### iii. Gardens

The College has several amazing gardens that are located towards the back of College.

The Gardens may not be accessible at all times of day, as the gate to the Gardens from Canterbury Quad is shut at dusk (although until 21:00 you can still use your fob to go in through the door opposite the MCR building).

Other than on the Main Lawn, you can recline on the grass in the Gardens to study or anything else. The signs telling you not to walk on the lawns are mostly there for tourists and visitors, so try not to walk on lawns right in front of tourists because that will only encourage them to start doing so too. Obviously, try not to walk on the lawns too much in winter or after heavy rains because this just turns them into mud.

## d. What does it do for you?

### i. Accommodation

#### 1. Domestic Arrangements

The **Domestic Office** manages all College domestic arrangements (accommodation, food etc.). You can find full details of all domestic arrangements (including rents and charges) on the Domestic Arrangements section of the College website at <http://www.sic.ox.ac.uk/domesticarrangements>.





## 2. Rooms

All first year graduate students who are new to Oxford are guaranteed a College room if they want it. Accommodation in future years is allocated by the MCR through the Room Ballot. More information about this can be found in the MCR section of this guide.. More details about College rooms and what is provided within them can be found in the Graduate Freshers' Pack, available on the College website <http://www.sjc.ox.ac.uk/>.

## 3. Keys

On arrival, you should receive several keys from the **Porters**.

Room Key	The room key will be marked with your room number and the house key with your house number. You may also get a house and kitchen key.
Late Gate Key	The Late Gate key is marked with the numbers 231. This is a hangover from before the electronic key system, but still is used in some places, e.g. some laundry rooms, the computer room in the Beehive building in North Quad and the College bike shed. You will rarely have to use this key unless you live in Garden Quad where it is needed to access the staircase.
Electronic Key Fob	The electronic key fob (a.k.a. Salto tag) is your main key for College. It grants you access to most College facilities (all College gates, the College library, the MCR Building, Post Room, gym, squash courts, and computer rooms).

If you lock yourself out of your room, a spare key can be collected personally from the **Porters' Lodge** (be aware that a spare house key may not be available). If you lose a key, the replacement charge could be £25.

## 4. Signing Out

**Useful Advice!**  
 For every night you are not in your College room (up to a continuous four week period), you are not charged for accommodation. If you are going to be away for a day or more, make sure you hand in your keys at the **Porters' Lodge** and get a 'Key Issue Receipt Form' as proof.

Rent in College accommodation for graduates (other than those in couples' accommodation) is charged on a nightly basis. If you are going to be away from Oxford you should hand your room key in to the **Porters**, so as not to be charged rent for the period you are away; rebates for absences during term time will eventually find their way on to your 'battels'.

If you will be away for more than 4 weeks (during term or vacation) you need to talk to the **Domestic Administrator** and also with the **Senior Dean** to discuss whether rent rebates will apply. The rent rebate does not apply to couples accommodation, so you might as well not sign in the keys to your couples' accommodation when you go away on holiday (unless you think you might lose them while away).

## 5. Couples' and Family Accommodation

St John's College can provide couples' accommodation and accommodation for families on Leckford Road (Hart-Synnot House), Pusey Lane, and Observatory Street. All couples, regardless of marital status or gender, are welcome to apply for this accommodation. Priority is given to freshers new to Oxford. For all other couples, rooms are allocated through a separate Room Ballot organised by the **MCR Vice President**. If you are interested in couples' or families' accommodation, contact the **Domestic Office**. Families do not have to enter the ballot and are guaranteed accommodation for the length of their degrees.



The University is able to offer some couples' housing and you can enquire about details at the University Accommodation Office by telephone (01865 278287), or visit the office at Oxenford House, Magdalen Street.

The University Newcomers' Club at The University Club, 11 Mansfield Road runs events for spouses of married students each term, see <http://www.newcomers.ox.ac.uk/>. You can find on this site details of events and advice.

Childcare information from the University is available online at <http://www.admin.ox.ac.uk/childcare/>.

There is an OUSU Student Parents and Carers Officer who can be reached on [parentsandcarers@ousu.ox.ac.uk](mailto:parentsandcarers@ousu.ox.ac.uk). Student parents can join a mailing list to be connected with other student parents in Oxford by sending an email to [subscribe-studentparents@maillist.ox.ac.uk](mailto:subscribe-studentparents@maillist.ox.ac.uk).

## 6. Storage

Luggage can be stored in the basement of the Sir Thomas White Quad staircase 4, Garden Quad, 29 Museum Road and the Kendrew Quad. Opening times are posted at the **Domestic Stores**. The College does not hold itself responsible either for luggage placed in store or for articles left, inadvertently or not, in student rooms.

### ii. Food and Drink

#### Useful Advice!

You can pay for meals (except Formal Hall), drinks and snacks in College not only by using your Bod Card but also in cash. In the Kendrew Cafe and Hall, however, there is a small charge for paying in cash (VAT surcharge).

Meals are served in Hall every day in term. Payment is made using your Bod Card as a debit card, and you can pay in cash if your card hasn't arrived or if you don't have it on you. The card must have a positive balance. Top it up in the Buttery in Hall, in the Bar, in the Kendrew Café, or in the Bursary.

### 1. Hall

You can find the Hall between Front Quad and North Quad. Meal times in Hall during term can be found in table below.

<b>Breakfast</b>	08:20-09:00	Mondays to Saturdays
	09:00-09:40	Sundays
<b>Lunch</b>	12:30-13:30	Every day
<b>Dinner</b>	18:15-18:45	First sitting, or 'Informal Hall'
	19:15 sharp	Second sitting, or 'Formal Hall'

Many people have tea or coffee in the MCR, College Bar or Kendrew Cafe after lunch. The MCR coffee machine can do more different types of coffee than the one in the College Bar and it's free.

You can just turn up to breakfast and lunch if you want it. For informal hall, you can either sign up online for dinner beforehand using your Bod Card at <https://hall.sic.ox.ac.uk/mealbooking/login.php> to guarantee a meal, or turn up early since a limited number of extra meals are provided. For formal hall, you must sign up beforehand. You must sign up before 13:30 on the day in question and you can book dinners up to seven days in advance. Since this is an https address, you can only use it with a computer connected to the College/University network or one using the Virtual Private Network (VPN), which assimilates an external computer to the College/University network.

There are two sittings for dinner at Hall. The **Catering Manager** emails menus for both sittings to you around a week before. The first sitting known as Informal Hall is a two-course meal (main course and dessert) that you collect from the Kitchen. The second sitting, known as Formal Hall, is a three-course meal



that is served to you in Hall. Both are very cheap. Also, for Formal Hall you must be seated before 19:15, as the staff will not let you in once the academics ('High Table') have entered and Grace has been said. You must also wear your gown to Formal Hall. If you forget to sign up for dinner then the College Bar provides some food too. Outside of full term, meal times are subject to change; watch for emails from the **Catering Manager** and keep an eye on the notice board outside the Hall.

## 2. Bar

You can find the Bar in Thomas White Quad.

Opening times of the Bar during term can be found in the table below.

18:00-23:00	Mondays to Saturdays
-------------	----------------------

In the evenings, the Bar serves food until 21:00 including freshly made pizzas.

## 3. Kendrew Cafe

The Kendrew Cafe is located in Kendrew Quad. It serves drinks and snacks and is a pleasant open room with many tables and chairs. Go here for tea served in a special St John's College tea set.

Opening times for the Kendrew Cafe can be found in the table below.

10:30-15:30	Mondays to Saturdays
-------------	----------------------

### iii. Computing

To get an Oxford email account go to the OUCS offices or fill in an on-line application by going to <http://www.oucs.ox.ac.uk/nexus/>.

If you need information on computing matters, contact the College's **Computing Officers**. Network connections are available in most rooms in College and in College-owned accommodation off the main College site (but not Observatory Street); you will receive more information from the College on how to hook up your own computer to the network. All students will need an ethernet cable to connect their computer to the plug in the wall, and if you don't have one these can be loaned to you by the College for free.

Furthermore, there are computer rooms in the MCR and N11 (Beehive). You must not eat, drink, or smoke in any of the computer rooms. Please also be considerate of others and refrain from talking too much while others are working.

#### Useful Advice!

You can print for free in any of the College computer rooms, including the MCR computer room.

To connect to the College/University internet network, you must use anti-virus software; if you don't already have it, you can download it free from OUCS (see the St John's website for further information under Current Students→Computing).

Wireless internet is available in most public areas of College but work is ongoing to increase this coverage to the entire site, including student rooms. The wireless networks are called OWL and Eduroam, and you can find out more information about how to connect to these at

<http://www.oucs.ox.ac.uk/network/wireless/>.

### iv. Libraries

There are two College libraries: the main library in Canterbury Quad, and the Holdsworth Law Library (exclusively for law students) in Kendrew Quad.



## 1. Main Library

The Library is open to all current members of College for use during staffed opening hours. The entrance is in the south east corner of Canterbury Quad, and requires a key fob.

Graduates may borrow up to 10 volumes in term and up to 20 volumes in vacations. There is no limit to the borrowing period during term, but loans may be recalled after one week when requested by other readers. You should watch their mail and email for recall notices. Recalled items must be returned by the date specified in the recall notice. The fine for late return of recalled items is £1.50 per item per day. All term time loans must be returned by the final Wednesday of term unless special extensions have been granted beforehand. All vacation loans must be returned by the first Wednesday of term. The fine for late return of term and vacation loans is 20p per volume per day.

In the library, mobile phones must be switched off and may not be used within the Library. Briefcases and bags, including computer bags, may not be taken into the Library, and shelves are provided for these in the Lobby. Readers may not reserve a working space. Up to six books, but no personal belongings, may be left with a completed slip on a designated trolley. The consumption of food and drink in the Library is forbidden, although there is a water cooler in the lobby that can be used.

Members may bring visitors in to show them the Laudian Library and the eastern end of the Old Library. All visitors must be registered at the Desk. Visits of more than 5 people must be by prior written agreement and should, during term, be kept as brief and quiet as possible. Visitors are not allowed to work in the Library without permission from the Librarian.

## 2. Holdsworth Law Library

The Holdsworth Law Library is located on the Ground Floor of the east side of Kendrew Quad. It contains all the College Library's holdings of law books, reports and journals, as well as providing a comfortable working environment.

The Holdsworth Law Library is only available for use by those studying Law. Access for these members is available 24 hours a day, 7 days a week, using their access fob. Non-lawyers wishing to consult books from the law collections are advised to contact the Librarian who may arrange access to the material. A work room is available for students of any discipline with a mobility impairment - again please consult the Librarian.

None of the books in the Law Library may be borrowed. All stock is confined to the Library, except under exceptional circumstances, and prior consultation with the Law Fellows and the Librarian.

The Law Library is wireless-enabled and has several workstations. A photocopier is available using copycards available from the Porters' Lodge. Lockers are available for storing work and work-related items. To rent one of these please contact the Librarian - a deposit will be payable for the key.

### v. Laundry

Washing machines and dryers are located within College at N3 basement, TW3, GQ, Middleton Hall, St John Street, Leckford Road and 111 Woodstock Road. The cost is £1.30 for each load of washing and £1.30 for each load of drying. All machines require a laundry card, which is available at the **Porters' Lodge**. Students are issued one card, which costs £5 with £2 credit, and money may be placed on the card via the top-up machine also in the **Porters' Lodge** (which accepts £5 and £10 notes).

### vi. Recycling

The College has some central recycling points which are detailed on one of the notices stuck on the back of the door in your room. In general, recyclable material (e.g. aluminium cans, glass bottles, plastics, cardboard) can be brought to the black door in North Quad marked 'Recycling Facilities' and put in the appropriate bins. Computer rooms in College are also provided with paper recycling bins.

If you live in College accommodation away from the main site, there will be recycling facilities somewhere in your house, probably dark green and dark blue recycling tubs out the back of the house.



Many student rooms, both on the main site and away from it, have an individual light green recycling tub for you to store your day-to-day recyclable material. **Scouts** empty these recycling tubs every few days.

## vii. Security

Like any other city, Oxford does suffer from crime. Always lock your door when you leave your room and, if you are in a basement or ground floor room, close your windows; make sure that doors that can only be accessed with a College key are securely closed behind you. You should be alert and careful when walking around Oxford at night or in the early hours of the morning. You can obtain a personal alarm from the **MCR Welfare Officers**. If you notice any suspicious activity or suspicious people on College grounds, please contact a **Porter**.

## viii. Welfare

The College provides a number of resources for graduates' general welfare. The **MCR Welfare Officers** can assist you in finding welfare resources in College, the University, or the city, in complete confidentiality. They distribute condoms, and sanitary products, free of charge.

Also available to give welfare advice are the **Senior Dean** (a College academic) and the two **Junior Deans** (graduate students like you, but employed by the College for this purpose). In addition, the Senior Dean chairs the College's Hardship Committee (see Finances section for more details).

The College can arrange for taxis to the hospital if necessary, and to Sexual Assault Referral Centres (which provide medical and forensic support for recent survivors of rape or sexual assault) free of charge. Contact the porters if you need transport to either of these places.

There are student Peer Supporters, who are specifically trained to listen effectively to other students. There are several graduate peer supporters in College, and you can get in touch with them if you want to talk to someone. You can find posters identifying them in the MCR and the Post Room.

You will be allocated a **College Adviser**, whom you should contact if you have any problems relating to your course of study which you are unable to resolve within your Department/Faculty or with your Academic Supervisor. When you receive the name and details of your College Adviser (from the **Secretary to the Tutor for Graduates** at the start of term) it is usually a good idea to get in contact with them to introduce yourself. Some College Advisers are more proactive than others and may suggest meeting up occasionally for a chat/coffee, but they should all arrange to meet with you at least once when you first start here, and make contact at least once every term thereafter. As part of their welfare role, your College Adviser is given a sum of money every year to entertain you, and they are supposed to invite you to High Table at dinner with them at least once a year. It would be a good idea to try to organise this dinner with your College Adviser when you first meet them in person at the start of the year, or this may slip their minds later on and your entertainment allowance could go to waste.

## ix. Sports

Make sure you go to the College Freshers' Fair (not the same thing as the University-wide Freshers' Fair) if you want to find out about College sports clubs and societies such as music, bridge, chess, rowing, tennis and cricket, and plenty of others. The sports teams mostly compete in inter-collegiate competitions, 'Cuppers' and 'League'.

The College has excellent sports facilities on site. There are two squash courts under the MCR that can be booked by any member free of charge (booking sheets at the court). There are two gyms in the College. One gym is in the courtyard behind the Lamb & Flag pub and contains free weights and cardiovascular machines. Entrance to this courtyard is through the black gate in Lamb and Flag Passage (use your electronic key fob). The other, larger gym is in the basement of Kendrew Quad and contains dumbbell weights, resistance machines, and cardiovascular machines. Access to the gyms is free for all students, although you must complete an induction to ensure that you understand how to use the machines. Eight rowing machines are located underneath TW3. The St Giles House garden lawn can be used for croquet;



entrance is through the gate on the far side of the gym and then the door at the back of lawn, which you can open using a key from the Porters' Lodge. There is a table tennis table in 14 St Giles (keys and equipment are available from the Porters' Lodge).

**Useful Advice!**

There are lots of free sports facilities in College.

- Squash courts
- Two gyms
- Table tennis table
- Rowing machines
- Sports ground (football, rugby, cricket, tennis and netball)

There is an excellent College sports ground that has football, rugby and cricket pitches. There are also nine tennis courts, hard and grass surfaces, and a netball court. The pavilion has changing rooms, showers, toilets and a large hall space. You get fit just walking there often, since it's at 211 Woodstock Road, about 20 minutes on foot up Woodstock Road, just past Frenchay Road, opposite Lathbury Road. For more information on use of the grounds, you will need to contact the **College Groundsman**.

MCR members take part in a wide range of sports, from those playing at University level to people taking up a sport for the first time. The MCR has a few of its own sports teams, but for most College sports, undergraduates, graduates, and occasionally Fellows compete together. Please see the College Sports and Societies Pack (available on the website) for details of what's current.

There is an MCR Sports Cupboard outside the meeting room upstairs in the MCR that contains footballs, rugby balls, squash rackets and more. You can get a key to this cupboard from the Porters, just make sure to return everything promptly after use.

## x. Entertainment and Events

Below the Bar (located in Thomas White Quad), there is a games room, containing a pool table, table football, a dartboard, video games, and jukebox.

The College organises several events for graduates. Examples are included in the table below.

Graduate Lecture Supper	A 45-minute lecture on the research that a graduate has been doing. There is a free dinner afterwards. Graduate dinners are organised by the <b>Secretary to the Tutor for Graduates</b> .
International Lecture Supper	The same as the Graduate Lecture Supper, but instead of the presentation being on someone's research, it's on their home country. Free dinner follows. Graduate dinners are organised by the <b>Secretary to the Tutor for Graduates</b> .
Subject Dinners	Twice a year, the <b>Tutor for Graduates</b> will host a dinner for those in their 2nd and 3rd year at College. They group students at subject dinners by subject.



## e. Who is who?

### i. College Officials

The College is made up of the President, Fellows, teaching staff, support staff and students. The President is in overall charge of the College. Fellows are leading academics that have a senior position within the College whilst tutors and lecturers make up the teaching staff. The support staff maintain and assist the College.

Some of the important staff at the College are listed in the table below.

<b>Academic Administrator</b>	The Academic Administrator can answer general academic questions. Office hours are 09:00-13:00 and 14:00-17:00 on weekdays.
<b>Accounts Team</b>	The Accounts Team is the group who manages College bills (battles), and from whom you collect grant cheques. Office hours are 09:00-14:00 on weekdays.
<b>Domestic Administrator</b>	The Domestic Administrator can solve problems with your room. If there are no official guest rooms available at the Porters Lodge, they might be able to offer you a spare student room.
<b>Domestic Stores</b>	You can many basic supplies from the Domestic Stores locates in the corridor joining North Quad and Thomas White Quad. If you need basic repairs to your room, you can ask the staff here for advice and help.
<b>Finance Bursar</b>	The Finance Bursar manages major finance issues such as US Federal Loan Forms, or grant/scholarship forms.
<b>Junior Deans</b>	The Junior Deans maintain discipline in College as well as providing pastoral (welfare) support. They also manage room bookings in College. They are available during set office hours and by appointment.
<b>Keeper of the Groves</b>	The Keeper of the Groves gives permission for use of the gardens and lawns for social events. The current Keeper of the Groves is Rosalind Harding.
<b>Porters</b>	See below.
<b>President</b>	The President is the head of St John's College. The President holds regular lecture suppers and other gatherings for graduate students and also holds regular concerts and other artistic events. These events are a great chance to check out the President's Lodgings and some of the St John's College art collection.
<b>Scouts</b>	The scouts are cleaners who come into most rooms in College every weekday morning, and are responsible for day-to-day cleaning of rooms and staircases. Needless to say, if you make a big mess by party or accident it's your responsibility to clean up. If you don't want your scout to come in, put the 'Please Do Not Disturb' sign on the outside of your door.
<b>Secretary to the Tutor for Graduates</b>	The Secretary to the Tutor for Graduates helps with many issues relating to graduate affairs and is also involved in organizing lecture suppers, dinners, and drinks parties. Office hours are 09:30-12:30 and 14:00-16:30 on weekdays.
<b>Senior Dean</b>	The Senior Dean is responsible for student welfare and discipline and provides advice or help.
<b>Tutor for Graduates and Academic Dean</b>	The Tutor for Graduates is responsible for representing and advancing graduate interests in College and can be contacted via the Secretary to the Tutor for Graduates. They work with the Academic Dean to resolve graduate issues.

### ii. Porters

The first place you should go on arrival at College is the **Porters' Lodge** located in the main entrance to College, just off St Giles. From here keys are given, post is sorted, guestrooms are booked, messages are



taken and the College is monitored. It is staffed 24 hours a day. Despite the name 'porter', the **Porters** don't carry things around for you; in reality they are the College's private security guards.

Try to get to know the **Porters** - they are a great bunch of people who, by the nature of their job, can do quite a bit to help your life at College flow smoothly – especially when you have just locked your keys in your room on the way to the shower.

### iii. **Decisions and Policy Making**

#### **1. Governing Body**

The supreme authority in College is the Governing Body, which comprises the most senior Fellows of the College. The Governing Body is effectively the Board of Trustees of the College, administering the College as a charity. Meetings of Governing Body occur at least twice each term. The decisions of Governing Body are guided by the recommendations made by various committees. The MCR is represented at Governing Body by the MCR President and the MCR Vice President.

#### **2. College Committees**

St John's College is a very large organisation where the total number of students, academic staff and support staff is in excess of 1000 people. With all this to organise, there is a committee for just about everything, and most of them meet once or twice a term. The MCR is usually represented on these committees by the MCR President and the MCR Vice President, although sometimes other officers of the MCR attend.

One of the most important committees to graduates is the Rents and Charges negotiations, which decides charges across the college such as for student accommodation, services and food and occurs during Trinity term. The MCR President, MCR Vice President, and MCR Treasurer represent graduates in these negotiations.





## II. The MCR

### a. What is it?

The MCR (Middle Common Room) is the graduate student community at St John's College. It includes students reading for various postgraduate degrees (BCL, MSt, MPhil, DPhil etc.), mature students, and also those doing second undergraduate degrees (BA).

Further details on the MCR may be found online on the SJC MCR website <http://mcr.sjc.ox.ac.uk/>.

### b. Where is it?

The MCR building is located between Thomas White Quad and Garden Quad. Look for signs to the squash courts. The entrance is at the back of the building when approached from Thomas White Quad.

Every MCR member's electronic key can be activated to give access to the MCR building. If yours does not work for some reason, contact the **MCR President**.

### c. What is in it?

#### i. Ground Floor

At the entrance on the ground floor, you can hang up your coat, buy something from the vending machine and recycle aluminium cans. There are also lockers you can use. Use the stairs to get to the First Floor. Please use the lift only if you are unable to use the stairs.

#### ii. First Floor

The large central room on the first floor is the Main Room. It contains sofas, tables, and chairs, as well as tea and coffee making facilities. Many graduate students use this room to work or just relax. In this room, we also hold MCR General Meetings, host events (including bops), and do many other things. There is a model of a tawny owl near the top of the Main Room to commemorate one such owl that held up construction of the MCR building in the 1990s by roosting here.

The TV Room is off to the left side of the Main Room and is equipped with a large TV, DVD player, PS3, Sky HD and surround sound. The MCR operates a priority policy for the TV Room: if you wish to watch a specific programme at a specific time, please reserve the room through this form:

<https://docs.google.com/forms/d/1xNKpg3x-to8RrTBE5nhsD1U5HbjFvrxtMAGKJPZfMQ/>. Otherwise, unless there is a scheduled MCR event, the first person to be in the room chooses what to watch.

If you cross from the TV Room to the right side of the Main Room, you're going straight to the Games Room.

Through the passage past the bathrooms (which are gender neutral, with one accessible toilet), there is a small kitchen to make tea or coffee (there are mugs provided). Please keep it tidy and clean the mugs that you use. There are also cooking appliances (oven, microwave, electric hob) if you want to cook for a large group of people.

#### iii. Second Floor

On the right hand side of the second floor is the MCR Computer Room. It has PCs, a printer, a scanner, internet, and useful software. You will need your electronic key fob to gain entry. Supplies of paper and toner are free and are kept in the small cupboard outside the Computer Room. Spent toner cartridges should be taken to Domestic Stores in the passage between Thomas White Quad and North Quad for recycling.

On the opposite side upstairs there is a meeting room with lots of table space, a whiteboard, and a projector. You can use this for meetings, or for group or individual study. Again, this space operates a priority policy like the TV room. To book it for a certain time use the Room Booking form (see above).



d. What does it do for you?

i. Events

There is an MCR Term Card listing each term's events. It is available online as a Google calendar from the MCR website <http://mcr.sjc.ox.ac.uk/>. Emails are also sent to the MCR mailing list.

Before you arrive, you should subscribe to the MCR mailing list so that you can receive information about MCR events and issues of importance to graduates at the College (and throughout the University). You can do this by emailing [sjc-mcr-subscribe@maillist.ox.ac.uk](mailto:sjc-mcr-subscribe@maillist.ox.ac.uk) from your College email address.

Details of the most common MCR events can be found in the table below.

Bop	The Oxford word for 'a party held in a College'. There is a DJ and a bar and MCR members can enter the bop for free. Each bop has a theme for the decorations and we encourage you to come dressed in some way linked to the theme (although there is no expectation for you to do so). We hold two bops each term. Bops are organised by the <b>MCR Social Secretary</b> .
Cultural Trip	Day trips out walking, cycling or visiting interesting sights; evenings out to the cinema, theatre, opera, and concerts. Cultural trips are organised by the <b>MCR Culture Secretary</b> and, if you want to suggest a particular trip, please get in touch with them.
Exchange Dinner	A swap of Formal Hall dinners with another College. They host us one week and then we host them another week. Includes pre-drinks and post-drinks. Places are usually limited so sign up quickly when they are announced. Exchange dinners are organised by the <b>MCR Social Secretary</b> .
Garden Party	A (hopefully) sunny afternoon party in Trinity Term in the St Giles House.
Grad Table	Held usually twice a term, Grad Table is an evening where space is reserved at Formal Hall for graduates. Pre-drinks, wine during dinner and post-dinner drinks and nibbles are provided by the MCR. Grad Table is organised by the <b>MCR Social Secretary</b> .
Guest Dinner	Black tie, formal dinners held twice a term. You can invite a guest or guests if you like, but even if you don't have a guest you should come along anyway for a fun dinner with your College friends. Pre-dinner drinks start the evening, and post-dinner entertainment finishes it. Guest dinners are organised by the <b>MCR Victualler</b> .
Welfare Brunch/Tea	Welfare brunches and teas are a great way to catch up with other graduates over some free food and drink. The Welfare Officers and Peer Supporters also attend if you want to talk to someone. They are organised by the <b>MCR Welfare Officers</b> .
Wine and Cheese Tastings	At least once a term the MCR and the SCR have a joint wine and cheese tasting, with very nice wines (directly from the College's wine cellar) and a selection of cheeses. These are very popular, so sign up as soon as you see the advertisement come around by email. Wine and cheese tastings are organised by the <b>MCR Victualler</b> .

ii. Room Ballot

With the opening of Kendrew Quad, the College is now in a position to offer College-maintained accommodation to all Freshers' and around half of all graduate students beyond their first year. Your accommodation in your first year is decided by College, but in all subsequent years single rooms are allotted by the MCR in a room ballot operating under rules which aim to even out the quality of rooms which students have lived in throughout their time at the College.

A copy of the MCR Room Ballot Rules can be found on the MCR website (<http://mcr.sjc.ox.ac.uk/>), and it is worth understanding how this will apply to you in future years. The most important thing, if you require College accommodation in the next year, is to check your email regularly towards the end of Hilary Term and the beginning of Trinity Term and reply to any emails regarding the ballot promptly. This assists the **MCR Vice President**, whose duty it is to organise the MCR Room Ballot.



## iii. Meetings

MCR General Meetings are held at least twice each term. These are an excellent way to find out what has been happening in College and what will be happening in the future, since the MCR Committee members report on committee meetings attended and policy initiatives pursued. Also, there's free food and drink!

If you have any suggestions for things that the MCR should do or have a problem with something in College or the University, then this is an opportunity to have your say, although you can of course raise things directly with MCR Committee members at any time. At certain times of the year, serious financial issues are discussed, such as the allocation of funds under the next year's MCR budget which occurs in Trinity Term. Financial motions may be submitted to suggest the spending of some of the MCR's budget. Finally, the MCR donates money every term to charities. MCR members are encouraged to nominate charities and money is allocated by a vote at an MCR meeting.

You are encouraged to come along, as the meetings are a great opportunity to get involved and understand how your MCR works for you. You may submit a motion at such an MCR General Meeting for the expenditure of MCR funds, the support of a particular charity, or the alteration of the MCR's Constitution. Rules and examples of motions may be found online ([mcr.sjc.ox.ac.uk/committee/motions/](http://mcr.sjc.ox.ac.uk/committee/motions/)) and if you need help drafting a motion you can email the **MCR Vice President**.

## e. Who is who?

### i. Committee

The MCR Committee consists of elected and appointed graduates from St John's College. Elections for six positions (the Board) take place during Hilary Term each term. The Board can make decisions on behalf of the MCR throughout its term of office. The Officers are appointed by the Board and are subject to ratification by a General Meeting.

<b>MCR President</b>	Chairs MCR meetings, represents the MCR to the College and the University.
<b>MCR Vice President</b>	Organises MCR meetings and the room ballot; assists the President.
<b>MCR Treasurer</b>	Manages the MCR budget, and authorises MCR expenditure.
<b>MCR Culture Secretary</b>	Organises cultural excursions and film nights, manages magazine subscriptions, etc.
<b>MCR Social Secretary</b>	Organises exchange dinners, bops, and other social events.
<b>MCR Victualler</b>	Organises MCR Guest Dinners and Wine and Cheese Tastings.
<b>MCR BME Officer</b>	Promotes interests of students of colour in College, and organises social events for students of colour.
<b>MCR Disabled Students' Officer</b>	Promotes disabled students' interests in College, and organises social events for disabled students.
<b>MCR Environment &amp; Ethics Officer</b>	Promotes sustainability initiatives in College and manages the MCR's charitable donations.
<b>MCR LGBTQ Officer</b>	Promotes LGBTQ interests in College, and organises social events.
<b>MCR Returning Officer</b>	Manages MCR elections, by-elections, and referenda.
<b>MCR Welfare Officer</b>	Provides health and welfare advice and supplies, organises teas and brunches, and represents the MCR at equality forums and committees.
<b>MCR Women's Officer</b>	Promotes women's interests in College, and organises social events for women.
<b>MCR Sports Officer</b>	Organises sports-related events and is the point of contact for enquiries about sports in college.
<b>MCR Parents' and Carers' Officer</b>	Promotes parents and carers' interests in College, and organises events for parents and carers.



### III. University of Oxford

#### a. What is it?

The University of Oxford (informally Oxford University, or simply Oxford) is the second oldest surviving university in the world and the oldest in the English-speaking world. Most undergraduate teaching at Oxford is organised around weekly tutorials at self-governing colleges and halls, supported by lectures and laboratory classes organised by University faculties and departments. League tables consistently list Oxford as one of the world's best universities.

Although the exact date of its foundation remains unclear, there is evidence of teaching there as far back as the 11th century. The University grew rapidly from 1167 when Henry II banned English students from attending the University of Paris.

#### b. Where is it?

A favourite tourist question is 'Where is the University?' Unlike most universities in the world, the University of Oxford doesn't have a defined campus, since University buildings are scattered throughout the city. Hence, the University is all around you.

Colleges are also part of the University in the broader sense of 'the Collegiate University'. The University of Oxford has what is known as a 'federal structure', meaning that, like Switzerland, the USA, Canada, Australia, Pakistan, India, Micronesia, Ethiopia and St Kitts and Nevis (among others), it is made up of a number of different units (Colleges) which retain their own distinct identity and areas of authority, but which make certain decisions as a combined body (the University). It is the University (as opposed to the Colleges), which owns and runs Departments and Faculties. The University is also responsible for the assessment of students by examination.

##### i. 'The Collegiate University'

One way of visualising the 'Collegiate University of Oxford' is in analogy to the federal system of the United States of America. Imagine that the Colleges are like the individual States: Christ Church is Massachusetts, Brasenose is Texas, St Anne's is Wyoming, Keble is New Mexico, St John's is California, and so on. Each State regulates most of what goes on in its own State. However, some matters are of common interest to all the States, so these are regulated by the Federal government. The University is like the Federal government, and Wellington Square is like the District of Columbia. Like the Federal government, the University has Departments (and Faculties) which it runs for itself, but the people who staff them are, of course, also residents of one State or another, and the actions of State governments have an impact on the way that the Federal government functions. Thus, just as there is a connection between the Federal government and the State governments in the USA, so there is a connection between the University and the Colleges within the Collegiate University of Oxford. If you want to know what a 'Permanent Private Hall' is, think of it as the US Virgin Islands.

##### ii. Free Movement of Students

One thing to remember is that members of the University (such as you) are allowed access to all Colleges for free. This means that if you want to go into Christ Church or Magdalen you can go in without paying a penny. The Botanical Gardens (opposite Magdalen on High Street) are also free. If a Porter or guard challenges you, politely state that you are a member of the University and show your Bod Card. You can usually bring along one or two free guests.



## c. What is in it?

### i. Bodleian Library

The Bodleian Library is a collection of buildings and sites, housing over 5 million books. This is not surprising, since under UK law the Bodleian is a legal deposit library and can request a free copy every single book published in the UK.

Due to its status as a legal deposit library the Bodleian is not a lending library: books can't be taken from the reading rooms because if that were so, someone could abscond with a book and then the Bodleian's collection would be incomplete.

The main buildings (including the Central Building) are located at the corner of Parks Road and Broad Street, next to the Sheldonian Theatre. The idiosyncrasies of finding and ordering a book in the Bodleian are about as numerous as the books themselves, so it is perhaps best to take an introductory tour as soon as you can. Each library building has different tour dates; places are limited, so sign up at the front desk in the Central Building. Also, each library building has different hours (usually in term 09:00-22:00 during the week and 09:00-13:00 on Saturday).

A good guide, titled 'How to Use the Bodleian Library', can be picked up free of charge at the University Admissions Office in Wellington Square. Alternatively, get advice from somebody here who's already mastered the system.

### ii. Oxford University Student Union ('OUSU')

OUSU represents the views of Oxford students on various University committees, at the National Union of Students and to local and national government. OUSU also campaigns on behalf of students on issues of local and national importance and lobbies local councils and the government.

OUSU also provides direct advice to students, produces various information publications on problems, which students may face during their time at Oxford and operates a very successful charitable fundraising programme. For more on the activities of OUSU and information on how you can get involved in the very many spheres of activity in which it works, visit <http://www.ousu.org/>.

### iii. The University Club

Located on Mansfield Road, the University Club offers a variety of services to graduates and other discerning members of the University (i.e. not undergraduates). These services include decent cheap meals, a cheap bar, a reading room with newspapers and magazines, a games room and guest rooms with bed and breakfast (very useful when the College guest rooms are full). Membership is free and applications can be made at any time. Visit <http://www.club.ox.ac.uk/> for more information.

### iv. Language Centre

On 12 Woodstock Road you have the chance to learn another language, either because it is necessary for your coursework or research (in which case you can claim priority booking) or just because you want to expand your linguistic and cultural horizons. In the latter case, the remaining places are dealt with on a first-come first-served basis. The following courses are provided for Michaelmas Term, all starting in 0th week: French, German, Spanish, Italian, Modern Greek, Portuguese and Russian. It is necessary to contact the Language Centre for registration beforehand. You must bring your University Card. Visit <http://www.lang.ox.ac.uk/> for more information.



v. **The Oxford Union ('The Union')**

This is the Debating Society of Oxford, which hosts prominent British and international speakers. Also, if an important person (head of government, leader of a major international organisation, CEO of a giant corporation, etc.) comes to Oxford, they will probably come to speak here. When considering whether to join the Union (so as to take part in debates and be able to come along to speeches), make sure that you avail yourself of the period during the first few weeks of Michaelmas Term when it's open to everyone for free and check it out a bit during this time, as membership is a significant expense. Visit <http://www.oxford-union.org/> for more information.

vi. **University Parks**

The University boasts some very fine parks located opposite Keble College, on Parks Road. They are open from dawn to dusk all year round. Cricket, croquet and tennis (you must be a member of the University Club) can be played there in the summer; football is always played there throughout the year. Visit <http://www.parks.ox.ac.uk/> for more information.

d. **What do you need to know?**

i. **Terms**

There are three terms in a year at Oxford, which are in order: Michaelmas (during the autumn/winter), Hilary (during winter/spring) and Trinity (during spring/summer).

In each term, there are eight weeks. Each week starts on a Sunday and ends on a Saturday. They are labelled by their order on the term e.g. 1<sup>st</sup> week, 2<sup>nd</sup> week, 3<sup>rd</sup> week, etc.

Freshers' Week in Michaelmas term is the week before 1<sup>st</sup> week and consequently is sometimes referred to as 0<sup>th</sup> week.

This year's term dates can be found in the table below.

<b>Michaelmas Term 2017</b>	Sunday 8 October to Saturday 2 December
<b>Hilary Term 2018</b>	Sunday, 14 January to Saturday 10 March
<b>Trinity Term 2018</b>	Sunday 22 April to Saturday 16 June

Visit [http://www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html) to see term dates for future years.

ii. **Bod Card (University Card)**

The College will issue you a University Card, known as a 'Bod Card' as it grants you access to the University's Bodleian Library. Your Bod Card is your principal means of identifying yourself within the University. It is also proof of your status as a member of the University of Oxford and of your College (in this instance St John's College). Without your Bod Card, you cannot gain access to the Bodleian Library, and it must be produced whenever you enter any library building. You also need it to book dinners in the College Hall online (<https://hall.sjc.ox.ac.uk/mealbooking/login.php>), to pay for meals in Hall or to buy drinks and snacks in the College bar and Kendrew cafe (although you can also use cash for these). Your Department may use it to give you access to certain buildings. OUCS needs it to register you for anything.

If you lose your card it can be replaced by contacting the **College Office**. It will cost you £10 for a replacement, unless it was stolen, in which case the replacement fee will be waived on production of a police report, which proves that you reported the theft to the police.



### iii. Academic Dress ('subfusc')

Academic Dress is usually called 'subfusc', from the Latin *subfuscus*, meaning 'darkish', which is how this outfit looks. It is worn for examinations and formal academic occasions such as matriculation and graduation.

#### Useful Advice!

University regulations specify subfusc as

- One of
  - Dark suit with dark socks, or
  - Dark skirt with black tights or stockings, or
  - Dark trousers with dark socks
- Dark coat if required
- Black shoes
- Plain white collared shirt or blouse
- White bow tie, black bow tie, black full-length tie, or black ribbon.

In addition, you will need a gown and either a mortarboard or soft cap for certain occasions. You can either wear the gown from your previous degree regardless of which University you attended, or you can wear the Oxford graduate student's gown, which has streamers on the side. For Formal Hall and Collections you need to wear a gown but you are free to wear any other normal clothes. Additionally, for Collections you should carry (but not wear) your mortarboard or soft-cap. Students serving in H.M. Forces are permitted to wear uniform together with a gown.

You can get fitted out in subfusc at The Varsity Shop (Castells) on Broad Street, Shepherd & Woodward on High Street, Ede & Ravenscroft on High Street or Walters on Turl Street. Ask for student discounts. You might also borrow a bow tie/black ribbon and a mortarboard from another student if you don't think you'll use them much, but it is almost certain that you will use the gown quite a lot, so you should buy that.

### iv. Matriculation

Matriculation is the formal induction ceremony to the University. When you matriculate, you are formally put on the roll of students of the University (the Latin name for which is a matricula). You are not a member of the University until you have matriculated, so attendance is mandatory, unless you are a visiting student or you have already matriculated into the University of Oxford (or the University of Cambridge or Trinity College, Dublin). This year's ceremony will be on Saturday, 14 October 2017. You will need to wear full academic dress (i.e. sub fusc). If you cannot attend, you must inform the **Academic Administrator**, who will arrange for you to attend another ceremony later in term. A photograph of all the College Freshers is taken after matriculation in Front Quad. All Freshers, even those who did not matriculate that morning, may attend this photography session provided that they appear in subfusc.

### v. Degree Ceremonies

#### Useful Advice!

When organising your graduation ceremony, you should remember that the College only has limited places in each ceremony allotted to it, and so you should book early through the **College Office**. The dates are available on the College website. For one-year courses it is a good idea to book immediately.

They occur on certain Saturdays throughout the year, usually in the Sheldonian Theatre. St John's College has certain graduation days allotted to it, and you must graduate on one of these days – that is, you graduate in College groups, not in subject groups with the other people from your course. Unlike the matriculation ceremony, you do not have to attend graduation, as you may graduate *in absentia*, but most



students choose to attend their graduation ceremony. Degree certificates are available after the ceremony by contacting the Degree Conferrals Team at the University Offices.

## vi. Examinations

If your course involves examinations, the **College Office** will send examination entry forms to your pigeonhole, and it is your responsibility to check that the details are correct and return them by the date specified. After you have returned your completed form, the Examination Schools will inform you that your subjects have been entered into their system and it is your responsibility to check that these details are correct (using Student Self Service online). Make sure you note the deadlines given in the Examination Regulations (available online at [www.admin.ox.ac.uk](http://www.admin.ox.ac.uk)).

## e. Who is who?

There are several important figures and bodies in the University, detailed in the table below.

Chancellor	Elected by Convocation, the Chancellor is the ceremonial head of the University.
Vice-Chancellor	The senior officer of the University. The role of the Vice-Chancellor is to provide strategic direction and leadership to the collegiate University, and to position and represent the University internationally, nationally and regionally. The Vice-Chancellor chairs Council and other major University bodies, and nominates deputies to chair others. They work closely with the colleges to ensure a coherent vision across all the constituent parts of the University, and with Council, Congregation, the academic divisions, and the Conference of Colleges to ensure that the governance, management and administration of the collegiate University are efficient and effective.
Pro-Vice-Chancellor	There are five Pro-Vice-Chancellors with specific, functional responsibilities for Development and External Affairs; Education; Personnel and Equal Opportunities; Planning and Resources; and Research.
Proctors	The two Proctors (Senior and Junior) are elected each year by colleges in rotation to serve for one year. The statutes provide that they 'shall generally ensure that the statutes, regulations, customs, and privileges of the University are observed.' They serve on the University's main committees and where not members of committees may receive their papers and attend meetings but not vote. They have responsibilities under the statutes and regulations for aspects of student discipline, for ensuring the proper conduct of examinations and for dealing with complaints. They also carry out ceremonial duties, e.g. at degree ceremonies.
Assessor	A senior officer of the University, elected annually by the colleges in a set cycle, who is responsible particularly for student welfare and finance. The Office was created in 1960. The Assessor works closely with the Proctors.
Congregation	The Congregation comprises over 3,700 members of the University's academic and administrative staff, and has ultimate responsibility for legislative matters: it discusses and pronounces on policies proposed by the University Council.
Convocation	Convocation consists of all the former student members of the University who have been admitted to a degree (other than an honorary degree) of the University, and those who are members of Congregation or who have retired being members of Congregation on the date of their retirement. Its functions are to elect the Chancellor and the Professor of Poetry.
Council	Council is the University's principal executive and policy-making body and is responsible, under the statutes, for the advancement of the University's objectives, for its administration, and for the management of its finances and property.





## IV. Life at Oxford

### a. Communication

#### i. Email

The most important method of communication in the University is email.

All students are entitled to a College email address, in the form `firstname.lastname@sjc.ox.ac.uk` (e.g. `thomas.white@sjc.ox.ac.uk`). Your College email address can be obtained (after you have your Bod Card) through registration on the Oxford University Computing Services (OUCS) website [www.oucs.ox.ac.uk](http://www.oucs.ox.ac.uk). Also on these pages are instructions for using the University's web-based email service.

You will also receive a departmental email address, in the form `firstname.lastname@departmentabbreviation.ox.ac.uk` (e.g. `thomas.white@law.ox.ac.uk` or `thomas.white@psy.ox.ac.uk`). Details of this departmental email address will be given to you by your department on arrival.

Your '@sjc.ox.ac.uk' address is the address that the College will use to contact you, so please ensure you check this account regularly. If it is more convenient for you, you can set up an email forwarding service from your College and Faculty email addresses to your personal email account.

You can look up the College and Department email addresses of people in the University at [www.ox.ac.uk/applications/contact\\_search/](http://www.ox.ac.uk/applications/contact_search/). You can add an LDAP service that will provide contact information for all Oxford students and staff to an email client.

#### ii. Post

Your postal address while at College is

[Your Name], St John's College, St Giles, Oxford, OX1 3JP, United Kingdom

The Porters will put all your post in your individual pigeonhole in the Post Room (Front Quad, next to the Porters' Lodge). The Post Room is open between 07:00 and 00:00.

If you are living in College-owned accommodation off the main College site, do not use this address as your postal address as it just means that letters for you will still be sent there years after you've left. As long as you use your College address (above), it will be possible to organise mail-forwarding to a UK address when you leave College. (Mail-forwarding to an international address is not possible.)

The University also operates an internal post system (called the Messenger Service). Using the internal post system you can send letters to anywhere within the University (including OUSU) free of charge. To use the internal post system, put your letter in the relevant post box in the lodge. The address needs nothing more than the addressee's name and College or department, i.e. no stamp is required. Allow two days for delivery.

In addition to the box for the Messenger service, the Porters' Lodge also houses a box for stamped Royal Mail post. Deliveries and collections are made twice each weekday, once on Saturday and not at all on Sunday.

#### iii. Telephones

If you already have a mobile telephone with a SIM card from the UK, then you don't need to worry. If, like most graduate students, you are coming from outside the UK, it will be much cheaper if you obtain a UK SIM card than if you continue to use your non-UK SIM card. You can obtain a UK SIM card from one of the telephone shops on Cornmarket Street, such as Carphone Warehouse or Phones4U, or directly from a provider such as EE, Three, or Vodafone, either on a top-up basis or on a contractual basis, to use with your mobile telephone handset from back home (providing you have unlocked it). If your home handset is not compatible with the UK mobile network or you do not have a mobile telephone handset with you, the shops on Cornmarket Street sell these too. You should avoid the O2 mobile telephone network, as it is overcrowded and gives poor service, particularly in St. John's College.



## iv. Skype

Since the College provides free broadband internet access to all College accommodation both on and off the main site, one of the best ways to keep in contact with friends and family is through the internet voice-calling/video conferencing service Skype. You can call mobile telephones and landlines from Skype for a certain fee, but the most valuable element of Skype is that it is free to call from one Skype user to another. This is particularly useful for keeping in contact with family overseas without having to pay for international telephone calls.

Skype can be downloaded onto your computer from [www.skype.com](http://www.skype.com). Tell your family and friends back home to download it too and then you can talk to your family as frequently (or infrequently) as you wish, for free.

## b. Finances

### i. Accommodation Charges

Accommodation charges are decided by the College. The charge is based upon the grade of your room and the number of nights you stay in it. You can find out the grade of your room by looking at the notice on the door of your room.

The approximate charges for 2017-18 can be found in the table below.

Grade	Day Charge
A++	18.44
A+	18.10
A	17.83
A-	17.67
B	17.11
B-	16.79
C+	15.98
C	15.83
C-	15.68
One bedroom flats	£593/month
Two bedroom flats (Hart Synnot House)	£730/month
Two bedroom flats (Observatory St)	£712/month
Three bedroom flats	£867/month

### ii. College Bills (Battels)

'Battels' are the means by which all fees are collected from you each term, and they essentially mean your 'College bill'. Battels cover the University tuition fee, the College fee, accommodation charges (room rent) and various other charges that you have put on your battels (such as photocopying and MCR Guest Dinners). These can be paid either by electronic funds transfer directly to the College's bank account (details of which are available from the [Accounts Team](#)) or by cheque in the Bursary (accessed from North Quad staircase 7). Whatever payment method you choose, you should pay by the date specified in your battels. Interest might be added to unpaid battels, but if you are having problems speak to the [Finance Bursar](#).

A couple of common questions about battels are 'What is the General Facilities charge for?' and 'What is this JCR Overseas Scholar Levy?' The General Facilities charge is an equal sum paid by all students in College accommodation to provide for general services that can't be charged individually, such as the provision of the College's private security (Porters, CCTV, etc.) and the running of the College gyms. The JCR Overseas Scholar Levy is an equal sum paid by all students in the JCR (undergraduates) and MCR



(graduates), half of which is passed on to the JCR and MCR for distribution as charitable grants and the other half of which is used to support graduate scholarships.

### iii. Insurance

You should take out insurance to protect any valuable possessions. The College undertakes no responsibility for the property of members resident in College. The College arranges block insurance cover for those who want it, at a cost of approximately £5 for the year while in residence. It is assumed that all students will want this insurance. If you wish to opt out, you should contact the **Domestic Administrator** as soon as possible. The policy is with Endsleigh Insurance and it is your responsibility to ensure that you are aware of the benefits and restrictions of this insurance cover. These can be found at <http://www.endsleigh.co.uk/Student/Pages/blockhalls-insurance.aspx?agent=10149>. You will need to enter the address of your accommodation if you know it, but for new students, this will be St John's College, Oxford. The annual charge will be added to your battels in Michaelmas Term.

### iv. Grants

The College makes four types of grant to graduate students. Details about all of these grants can be found on the College website <http://www.sjc.ox.ac.uk/>.

#### 1. Academic Grants

##### **Useful Advice!**

This is a grant available to every graduate student and for every year. It covers up to £425 of academic expenses such as books and computing equipment. Make sure you follow the rules below!

The College offers an academic grant to graduates that can be used to help meet the cost of academic materials up to £425 each year. Things that have qualified in the past include approved books, portable or hand-held computing devices, computer software or memory/hard-disk up-upgrades and other equipment needed as part of your studies (such as stethoscopes for medical students). Other items will be considered on a case-by-case basis.

The Academic Grant Form is available from the College website. The rebate works by you buying the things you need, presenting the receipts and the Academic Grant Form to your **College Adviser** or Supervisor, then returning the approved receipts and Academic Grant Form to the Bursary by a specified date, and then the College giving you a credit on your next battels. The important thing is that you need to have receipts as evidence that you bought these things within the current academic year (technically, since the last academic grant date) or in contemplation of coming to study at Oxford. You can forward spend for the length of your currently enrolled degree. There are three grant dates per year and this means that you must submit all your receipts to your **College Adviser** or Supervisor so that they can approve them in time for you to return these approved receipts to the **Bursary** during 8th Week of each term. Start collecting your receipts now!

#### 2. Special Grants

Special grants provide help towards travel and subsistence for purposes of an academic nature, not necessarily of direct relevance to the student's course. Graduates are not eligible to receive funds to attend a conference unless they are presenting their work in an official session (for example, giving a talk or presenting a poster). Details of the nature of the presentation must be made clear on the application form. The College will not meet the costs of compulsory/essential field trips or other compulsory/essential academic activities associated with a student's course.

Completed copies of the Graduate Special Grant Form must be submitted to the College Office by 5.00 pm on Friday of Week 5 in Michaelmas Term and Fridays of Weeks 0 and 5 in Hilary and Trinity Terms. Please note that retrospective applications are not accepted.



### 3. Hardship Funds

Both the College and the University have hardship funds, which are available under very strict conditions, namely unforeseeable hardship. This means that circumstances which obtained at the beginning of your course of study or which could reasonably have been foreseen at that time will not be covered by the Hardship Grant, but genuinely unforeseeable circumstances (e.g. a significant change in the currency exchange rate) may be covered by this grant. Students are encouraged to contact the Senior Dean if they are uncertain, but welcome applications to the Hardship Grant. The College Hardship Grant is administered by the **Senior Dean**. Please contact them or look at the College website for details. Applications are handled with total confidentiality.

### 4. Blues Expenses

Grants are available to help cover the costs of competing in a sport for the University (i.e. being a University Blue or Half-Blue). For each qualifying student, the College pays 100% of £0-£250 and 50% £250-£450 (giving a maximum grant of £350) to cover the costs incurred by students through membership of University representative team squads. Claims are made on 'blues squad' forms available in the College Office, which should be accompanied by receipts, countersigned by an official of the relevant University sports club, and submitted to the **College Sports Officer**.

#### c. Shopping

There are a lot of shops in Oxford city centre and St John's College is located just to north of it. You can find details of the main shopping areas in the table below.

Magdalen Street	Magdalen Street is the southbound continuation of St Giles and is a two minute walk from the Porters' Lodge. Shops include: Tesco (supermarket), Sainsbury's (supermarket), Debenhams (department store).
Cornmarket Street	Cornmarket Street is the main shopping street in Oxford and is a three minute walk from the Porters' Lodge. Shops include: Boots (pharmacy), WHSmith (stationers), Waterstones (bookshop), Boswell's (homewares), many clothes stores, fast food chains, and cafes.
Clarendon Shopping Centre	The Clarendon shopping centre has entrances on Cornmarket Street and Queen Street and is a five minute walk from the Porters' Lodge. Shops include: Currys PC World (technology), clothes stores.
Queen Street	Queen Street is located westbound from the south end of Cornmarket Street and is a six minute walk from the Porters' Lodge. Shops include: Marks and Spencer (department store), Ryman (stationers).
Westgate Shopping Centre	The Westgate shopping centre is located at the west end of Queen Street and is a eight minute walk from the Porters' Lodge. Shops include: Primark (clothing), The Works (stationers), Sainsbury's (supermarket).



## d. Transport

### i. Car Parking

Parking space is very much at a premium in Oxford. Residents of St John Street, Pusey Street, Pusey Lane, Woodstock Road, and Leckford Road can apply for 'Residents' Parking Permits'. Collect a form from the Oxfordshire County Council Office at Speedwell House on Speedwell Street (or download the form by following the link from <http://www.oxford.gov.uk/transport/residents-parking.cfm>). The **Academic Administrator** must complete the landlord section of this form and it must then be returned to the County Council. Only two permits are available per house, on a first-come, first-served basis. You may also apply for 25 nights worth of visitors' permits per six months, which have to be shared with the other residents of the house. For details of the car-parking scheme, check the Oxfordshire County Council website (<http://www.oxfordshire.gov.uk>).

### ii. Bicycles

Bicycles are an excellent way to get around Oxford and get a little fresh air and exercise at the same time. However, each year there are many cycling accidents in Oxford. You are encouraged to cycle with a helmet. By law, you must use bicycle lights (one at the front, one at the back) when cycling after dusk. The police do conduct random checks (especially at Magdalen Bridge) and will impose on-the-spot fines if the lighting requirements for your bike are not met. Helmets can be bought fairly cheaply from Domestic Stores, and the Police Auction at the beginning of Michaelmas Term or second-hand shops can be a source of cheap bikes. You should also consider wearing high-visibility reflective leg bands when cycling.

Theft and vandalism of bikes in Oxford is widespread. Get a good D-shaped lock (not a chain lock, which is easily cut), and store your bike in the bike sheds wherever possible. You can buy high quality D-locks from OUSU (2Worcester St) for £15. Students can use bike sheds by the TW Lodge, in Garden Quad, and behind the gym. You can also park your bike in front of the College on St Giles. If your bike is valuable it's a good idea to get it insured. Keep a record of the frame number in case it does get stolen. The Porters have a bike registration scheme for St John's. They will allocate you a number which the Estates Office can then stamp on to your bike frame by way of a branding.

The JCR operates a bike scheme in which MCR members are welcome to participate. You can join for £10 for the academic year and this entitles you to borrow bicycles from the College between 5am and 11pm for up to 10 hours at a time. More information and instructions about how to sign up will be circulated at the start of the academic year.

### iii. Trains

If you are travelling out of Oxford or around the country, you can travel easily by train. Oxford Station is a 10-15 minute walk from the Porters' Lodge. There are very frequent services to London Paddington as well as services to other parts of the country. If you travel frequently by train, you should buy a 16-25 railcard, which reduces the cost of most train tickets by a third. The railcard is available to anyone aged between 16 and 25 and anyone in full time education. It costs £30 and you can find further details at their website <http://www.16-25railcard.co.uk/>.



## e. Health and Welfare

The **College Nurse** located in N5/2, is usually available without an appointment between 08:30 and 10:30 on weekday mornings during term-time. They will be able to give advice on minor illnesses and the possible need for further treatment. They will also make an appointment for you with the 19 Beaumont Street Medical Practice, the medical practice with which all students at the College are automatically registered before they arrive in Oxford. This medical practice holds a number of specialised clinics including Stress Management, Travel, Diabetes, and Asthma, and can also help with the treatment of allergies. The College Nurse can also refer you to dental and ophthalmic services and to the College counsellor.

The College's dental service is Studental, located in the Helena Kennedy Student Centre on Headington Road, within the Oxford Brookes University campus (about 30-40 minutes' walk from College). Their hours of operation are 08:15-17:00 Monday to Thursday and 08:00-16:00 on Friday. If you wish to make an appointment, telephone 01865 484 608 or visit <http://www.studental.co.uk/>.

The MCR has written a comprehensive welfare guide, which will be available on our website, as well as in hard copy in the MCR. Contact the Welfare Officers if you have any other questions on [mcr-welfare@sjc.ox.ac.uk](mailto:mcr-welfare@sjc.ox.ac.uk).

The Oxford University Student Union ('OUSU') has a full-time **Vice President (Welfare & Equal Opportunities)** ([welfare@ousu.org](mailto:welfare@ousu.org)) and a full-time **Vice President (Women)** ([women@ousu.org](mailto:women@ousu.org)). They are available weekdays from 09:00-17:00. There are also OUSU committees which focus on Health & Welfare, Women, Disabilities, etc. If you want to know what is happening on the University level or have some input to make, you can find contact details on [www.ousu.org](http://www.ousu.org), or by visiting the OUSU offices at 2 Worcester Street. OUSU produce many useful welfare booklets such as The Women's Handbook.

The University Counselling Service (<http://www.ox.ac.uk/students/welfare/counselling>), located at 3 Worcester Street, is a valuable source of help for many students. The Counselling Service provides individual and group counselling as well as running workshops, all free of charge.

The University also has an anonymous student-run listening service called Nightline (01865 270270), which runs from 20:00-08:00 in term time.

'The Graduate Guide' and 'The Oxford Handbook', both available from OUSU, contain more information on these and other resources.

Needles and other sharp items must not be disposed of in general rubbish bins as this exposes scouts and other rubbish collectors to the risk of injury and infection. If you use needles, for example in diabetic injections, you must dispose of them (and other such sharp items) in little yellow plastic boxes which can be obtained free of charge from the College physicians at the 19 Beaumont Street Practice. When the little bin is full, you just take it back to 19 Beaumont Street and exchange it for an empty one.



**f. Social Conventions**

In Oxford, there are many social conventions that have persisted due to the traditions of the University. The useful ones are there so that events run smoothly and people are prepared for them.

**i. Attendance**

You will see on many invitations you receive for College events the letters 'RSVP'. This stands for 'répondez, s'il vous plaît,' which is French for 'reply, if you please.' Despite this courteous language, however, it is expected that you will reply, whether you wish to attend the event or not, so in practice RSVP means 'a reply is obligatory'.

If you receive an invitation to a College event that has either RSVP or 'please reply' on it, then you should reply in good time, even if you are unable to attend. Organisers of events cannot always accommodate those who have not replied in time or at all. If you reply to say you can attend an event, but find nearer to the time you are no longer able attend, please also notify the organiser as soon as possible. The one thing that College event organisers don't like is people saying that they will be attending an event and then just not turning up: they don't mind it if you can't attend, as long as you tell them that.

It is also important to tell the organiser when you reply whether you have any special dietary requirements. The College Kitchen staff can cater for just about any dietary restrictions, but you have to tell them in advance of the meal what these dietary restrictions are.

**ii. Dress Codes**

One of the most difficult decisions at social events is what to wear. This is made difficult by the range of dress codes at social occasions. The following is a simple guide to help you but often your best bet is to double-check with other people.

<b>Some Interpretations of Dress Code</b>	
Informal	Wear whatever you like!
Smart casual	Trousers / skirt and Top / shirt
Smart but informal	Trousers / skirt and Smart top / shirt and tie, OR Dress
Smart	Skirt and blouse, OR Dress / Cocktail dress, OR Trousers, shirt, jacket and tie
Formal (Black tie)	Evening / Cocktail dress, OR Dinner jacket (tuxedo), trousers, white shirt, black bow tie
Subfusc	<ul style="list-style-type: none"> <li>• One of               <ul style="list-style-type: none"> <li>○ Dark suit with dark socks, or</li> <li>○ Dark skirt with black tights or stockings, or</li> <li>○ Dark trousers with dark socks</li> </ul> </li> <li>• Dark coat if required.</li> <li>• Black shoes.</li> <li>• Plain white collared shirt or blouse.</li> <li>• White bow tie, black bow tie, black full-length tie, or black ribbon.</li> <li>• Mortarboard or soft-cap.</li> </ul>

Most MCR Events are totally informal and casual, so there is no dress code at all. At guest dinners the dress code is formal. Bops may have themes and fancy dress is encouraged – just join with an item of clothing that loosely relates to the theme if you can! However, if you can't find anything (or, more likely, don't have the time) don't worry and come to the bop regardless.



### iii. Formal Meals

While regular Formal Hall isn't really all that formal in terms of dining etiquette (since you'll just be sitting with your friends), there are a few formal dining practices that are worth knowing. Here is a guide to a few things that can be a bit confusing if you're not familiar with English dining etiquette.

- When eating a multiple course meal, you may have a lot of different knives and forks laid out next to your plate. The rule is pretty easy to remember: the order of the cutlery follows the order of the courses, going from the cutlery furthest from the plate to that nearest to the plate. Think of it like a house: you go from the outside, in. The spoon and fork laid crosswise across the top of your plate are for the dessert course.
- If there are little plates with knives and bread rolls on them, yours is the one on your left. (This is a bit counter-intuitive, since knives are usually all to your right.)
- The water glass is the one furthest from your plate, often turned upside down.
- If there are multiple wine glasses, the slightly bigger one is for red wine and the slightly smaller one is for white wine – but most of the time on formal occasions there will be waiters to pour your wine anyway.

There are few more dining practices at very formal dinners such as High Table.

- While you are seated, your napkin should be placed on your lap. If you need to rise from the table to go to the bathroom or something, leave your napkin on your chair to show the waiters that you will be coming back.
- After the non-sweet courses of the meal (i.e. appetiser, fish and main courses), you will rise from the table and go into another room for a little while so that the waiters can re-lay the table for dessert. You are supposed to take your napkin with you when you leave the room because when you return you are expected to sit in a different place so that you can talk to different people during dessert (and you don't want to end up with someone else's napkin).
- During dessert, decanters of fortified wines (port and Madeira) and dessert wines (sweet white wines) will be placed on the table. You should pour yourself a glass (if you want one) and then pass them on to your left. You can remember which way to pass decanters by remembering that 'port' is the left side of the ship. The decanters should remain in continuous circulation around the table throughout the rest of the evening (or until the wine runs out).
- The same principle of passing to the left applies to plates of fruit and cheese passed around at dessert. If a little bowl of water is provided on your dessert plate, you take it off the plate and put it on the table to the left of your plate: you use this to wash soft fruit or, if you've eaten something sticky, to wash your fingers.
- When rising from the table at the very end of the meal, leave your napkin on the table, folded and placed on the left side of your plate.





## **g. International students**

### **i. Police Registration for Overseas Students**

Students from the relevant foreign countries are usually instructed on their visa or by a stamp in their passport from the Immigration Office to register within 7 days of arrival. These are citizens from the following countries.

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen

You do not have to register if you come from the EU, EEA, a Commonwealth country or any other country not listed above. If you are required to register with the police then, you should take your passport/travel document, two passport-size photographs and the registration fee. The main police station in Oxford is on St Aldate's. You do not have to make an appointment although you may have to queue.

### **ii. Bank Accounts**

#### **1. Choosing a Bank**

The process of setting up a bank account in Oxford can be difficult for international students, but can be made a lot easier if you know what you need to do in advance. Individual banks provide different facilities for international students.

You should bear in mind that it may be necessary to have an account that allows you to issue cheques, since many small sums in Oxford (such as payment for tickets for events in other Colleges) are still paid by cheque, although major payments (such as University and College fees) can nowadays be made using electronic funds transfer.

In addition, some banks will have monthly charges for international students. Last year, Lloyds TSB was the only bank not to have such monthly charges.

The major banks in Oxford are Barclays Bank, HSBC, Lloyds TSB, Halifax, Nationwide, NatWest, Abbey National (all on or near Cornmarket Street) and Royal Bank of Scotland (on St Giles).

#### **2. Setting Up**

Whatever bank you choose will require at least three pieces of information from you. Firstly, you will need to provide your passport as proof of identity (and your visa if applicable). Secondly, you will need to provide proof of your student status and residence by producing either the original offer letter from St John's College sent to your home address or your Enrolment Certificate (which you can print out after your College registration process is complete). You will also need to get a confirmation of residence from the College Office.

If you do not intend to lodge a large amount of money initially you may also need to provide proof of your funding whilst at Oxford (for example in the form of a letter from your funding body confirming that you hold a scholarship).

Finally, you should be aware that the process of setting up your bank account may take several weeks and so you should ensure that you will have enough money to cover this period.



## V. Glossary

<b>Alumni</b>	Former students of the College (from Latin <i>alumnus</i> , meaning 'foster child').
<b>Ashmolean</b>	The University's museum of art and archaeology, founded by Elias Ashmole in 1683. It is the oldest museum in the UK.
<b>Battels</b>	Your financial account with College for fees, rent, MCR Guest Dinners, etc. Issued at the beginning of each term. To be paid by electronic funds transfer to the College bank account or, if preferred, by cheque handed to the Accounts Team in the Bursary (accessed from North Quad, staircase 7). The etymological origin of the word 'battels' is the subject of some dispute, but the Oxford English Dictionary seems to come down on the side of it being a diminutive of the Old French <i>batte</i> , and thus meaning 'tallying sticks' (which were used to keep accounts). 'Battels', as a noun only appears in the plural; the verb 'to battel' means the College entering something on your account.
<b>Benediction</b>	Spoken at the end of Formal Hall by whichever member of the SCR is presiding over High Table after the banging of a gavel indicating that all present in the Hall should stand. The Latin text is 'Benedictus benedicat', meaning 'Let the blessed one bless' (i.e. 'we've been blessed at dinner, so let's share the blessing around').
<b>Black Tie</b>	Dinner suit (tuxedo) and black bow tie, or cocktail dresses or other smart outfits.
<b>Blue</b>	The Blue is the highest sporting achievement at Oxford and Cambridge, and is awarded only to members of certain sports clubs who have competed in the annual Varsity Match. In respect of some sports, only a 'half blue' is awarded. Despite suggestions to the contrary, there is no 'quarter blue' for the sport of tiddlywinks.
<b>Boat House</b>	A rowing shed on the river where boats are kept. It also has bathrooms and a warm-up area with rowing machines.
<b>Bod Card</b>	The common name for your University Card, so called because of it allows you access to the University's Bodleian Library. Also used as a debit card for payment in College and as a form of identification.
<b>Bodleian Libraries</b>	The collective name for the University's integrated library service.
<b>Bodleian Library</b>	Also known as 'the Bod'. The largest of the University's many libraries. It is named after Sir Thomas Bodley.
<b>Bop</b>	The Oxford word for a party held in College. A bop usually has a theme, and many people come dressed according to that theme.
<b>Bumps</b>	A rowing event in which the aim is to catch up with the boat ahead of you and physically bump into it (or overlap with it enough to count as a hit). This style of racing is used in Oxford because the river Isis is too narrow to allow more than a couple of boats to race against each other side by side. The boats start in an order set according to how they finished last year, and each time you bump a boat you swap places with it for the next day. If a team bumps the preceding boat on each of the four days of rowing, that team is awarded 'blades' (ornate painted rowing oars) and their results are chalked up on one of the walls in Thomas White Quad. At the end of the four days of rowing, whichever boat is at the very front of the top division is labelled 'Head of the River'.
<b>Bursary</b>	The College's financial administration.



<b>B</b>	In describing the location of a room in College, 'B' refers to the Buttery Staircase in North Quad.
<b>Beehive</b>	The name for the grey concrete building in North Quad with hexagonal rooms. Built in the late 1950s, it was the first major Modernist building in Oxford. It is Grade II Heritage protected, so the College probably couldn't knock it down even if it wanted to. Not that bad on the inside, though.
<b>Buttery</b>	The area in Hall that can sell you drinks, stationery, chocolate, etc., although not butter. Open during meal times.
<b>C</b>	In describing the location of a room in College, 'C' refers to Canterbury Quad.
<b>Collections</b>	Your chance to let the College know how you are doing in academic and other matters. You may be asked to attend a meeting in Michaelmas or Hilary Term with the President, Academic Dean, Tutor for Graduates, and your College Adviser. Gowns are worn. You will need to provide a short report to the Secretary to the Tutor for Graduates prior to the meeting.
<b>College Adviser</b>	A senior member of College who is there to look out for you – especially in cases where you're having a problem with your supervisor.
<b>Come Up</b>	To come to Oxford to attend University. Originally sons of wealthy families 'came up' to the city of Oxford from their country estates. See also 'go down' and 'sent down'.
<b>Composition Fee</b>	Tuition fees charged by the University.
<b>Cuppers</b>	Annual intercollegiate sports competitions, usually on a knockout basis, so named because the winning team is awarded a trophy cup.
<b>D</b>	In describing the location of a room in College, 'D' refers to Dolphin Quad.
<b>Dean</b>	A Fellow responsible for supervising the conduct and discipline of the Junior Members of the College.
<b>Degree Days</b>	Various days throughout the year on which students may graduate.
<b>Division</b>	There are four academic divisions – Humanities; Mathematical, Physical & Life Sciences; Medical Sciences; and Social Sciences.
<b>Eights or VIIIs</b>	A major Bumps race held in Trinity Term.
<b>Erg</b>	An ergometer, or rowing machine.
<b>F</b>	In describing the location of a room in College, 'F' refers to Front Quad.
<b>Fellow</b>	College academic who has been elected to a College Fellowship. The name comes from the fact that all such persons are fellows (i.e. equals and companions) of one another. The most senior Fellows are members of Governing Body.
<b>Formal Hall</b>	The second sitting of dinner, for which you have must be seated before 19:15. You must book online for Formal Hall, as for Informal Hall, by at least 13:30 on the day.
<b>Fresher</b>	A first year student, whether undergraduate or graduate.
<b>Freshers' Week</b>	A full week of events for new graduate students before the start of the first term.
<b>Full Term</b>	The eight weeks of the academic term.
<b>G</b>	In describing the location of a room in College, 'G' refers to Garden Quad.
<b>Gaudy</b>	Reunion of former members of College. The dinner is preceded by a report in Latin.



<b>Gazette</b>	The official journal of the University, published weekly in term time and at other intervals in the vacations, in which information on the University's formal business, including changes to Statutes and Regulations and meetings of Congregation, must be published. It also includes other key information, including general notices, special lecture details, information on prizes and award, appointments, and advertisements.
<b>Go Down</b>	Leave Oxford (usually due to graduating).
<b>Governing Body</b>	The supreme authority within College that decides College policy, the Governing Body is the Board of Trustees, which administers the College as a charity. It comprises the College's most senior Fellows, and representatives from the MCR and JCR are also present at its discussions.
<b>Grace</b>	A recitation, in Latin (and Hebrew). It is used only at Formal Hall, and marks the cut-off point for entry for the second sitting of dinner; when High Table has arrived, one of the SCR members will whack a gavel on the table signalling that all present in the Hall should rise for the saying of Grace. On every night but Sunday, an undergraduate Classics scholar will speak the Grace; on Sunday the College choir will sing it (no applause is expected afterwards). The text of Grace is ' <i>Benedic, Domine, nos et haec tua dona, quae de tua bonitate sumus sumpturi. Per Iesum Christum, Dominum nostrum. Amen</i> ', meaning 'Bless, Lord, us and these your gifts, which from your goodness we are going to take up. Through Jesus Christ, our Lord. Verily.'
<b>Hall</b>	Dining hall for main meals in College.
<b>High Table</b>	The table on the slightly raised platform at the eastern end of the Hall on which SCR members dine during Formal Hall (although there may be so many of them that they spill out onto other lower tables too). They have pre-drinks in the SCR building beforehand and special desserts in there afterwards.
<b>Hilary Term</b>	The second (middle) term in the Oxford academic year, running from mid-January to mid-March. Named for the feast of St Hilary of Poitiers in the Christian calendar, which occurs just before the start of this term.
<b>In Residence</b>	Living in Oxford (that is, within 25 miles of Carfax, the crossroads where High Street/Queen Street intersects with Cornmarket Street/St Aldates)
<b>Isis</b>	The main river in Oxford, known in its lower stretches as the Thames. It flows past Christ Church Meadow and is the site of rowing competitions.
<b>JCR</b>	Junior Common Room. The term refers to the undergraduate student community. Note that there is no JCR building.
<b>K</b>	In describing the location of a room in College, 'K' refers to Kendrew Quad.
<b>Leave to supplicate</b>	Formal permission to graduate which is given after a student has passed all the necessary written or viva voce examinations for the degree in question
<b>Long Vacation</b>	The name widely used for the period between the end of the Trinity Term and the beginning of the Michaelmas Term each year.
<b>Matriculation</b>	Formal entry of one's name onto the roll of students at the University (from the Latin <i>matricula</i> , meaning a roll or register). This is necessary in order to 'enter' the University as a student (the counterpart of which is 'exit' by graduation).
<b>Michaelmas Term</b>	The first term in the Oxford academic year, running from early October to early December. Named for the feast of St Michael the Archangel in the Christian calendar, which occurs just before the start of this term.



<b>MCR</b>	Middle Common Room. The term can mean either 1) the body of people (graduate students at the College), or 2) the building (between Thomas White Quad and Garden Quad).
<b>N</b>	In describing the location of a room in College, 'N' refers to North Quad.
<b>Noughth Week or 0<sup>th</sup> Week</b>	The week before Full Term begins
<b>OGM/AGM/EGM</b>	Ordinary/Annual/Extraordinary General Meeting of the MCR. Usually two per term. Committee reports and motions are debated. Food and drink are often provided.
<b>OUSU</b>	Oxford University Student Union, of which you are automatically a member. OUSU deals with University-wide student issues and interacts with other British university student unions through the National Union of Students ('NUS'). It provides advice to students, represents students to the University, the City and the nation and conducts campaigns on issues identified by students as important to their academic, social and financial wellbeing while at Oxford.
<b>Oxbridge</b>	A collective term for Oxford and Cambridge Universities.
<b>Oxonian</b>	Relating to Oxford, particularly the University of Oxford. From the Latin name for Oxford, <i>Oxonia</i> . From this, the University of Oxford is called in Latin <i>academia Oxoniensis</i> or <i>universitas Oxoniensis</i> , which gives rise to the abbreviation 'Oxon' used in degrees.
<b>Porter</b>	The first person to contact with general enquiries about College matters. Despite the term 'porter', they don't carry things around for you, and are better understood as the College's private security guards. Found in 'the Lodge'.
<b>Proctors</b>	Senior members of the University responsible for student discipline, especially during examinations.
<b>Punting</b>	Activity for leisure hours in Trinity Term, and perhaps Michaelmas Term too if the weather is good. One pushes a flat-bottomed wooden boat (the punt) along the narrow, winding river with a long pole. Try not to drop the pole, but if you do, it's okay: it floats.
<b>Quad</b>	A quadrangle (known more commonly as a quad) is a courtyard, usually rectangular, the sides of which are parts of a large building.
<b>RE</b>	In describing the location of a room in College, 'RE' refers to Rural Economy Building.
<b>Scout</b>	Cleaner of rooms and distributor of fresh bedsheets who also keeps an eye on you to make sure that you're not trashing your College room.
<b>SCR</b>	Senior Common Room. The term can mean either 1) the body of people (the academics at the College), or 2) the building (the one with the black door in North Quad, under the lamp).
<b>Sent Down</b>	Permanent expulsion from the University. In times past, an expelled student would be sent down from the city of Oxford to their home in the country.
<b>Subfusc</b>	Formal academic dress. From the Latin <i>subfuscus</i> , meaning 'darkish' (describing the colour of the outfit). Apparently this was originally a jocular term, making fun of the way that Oxford used pretentious Latin names for everything.
<b>Suspension of status</b>	'Stopping the clock' on your degree. You can suspend your status for a number of reasons, including illness, disability, bereavement, or becoming a parent.



<b>Term Card</b>	List of the term's events for any society, including the MCR.
<b>Torpids</b>	Bumps race in rowing, which should happen in Hilary Term, unless it rains.
<b>Trinity Term</b>	The third and final term in the Oxford academic year, running from late April to late June. Named for Trinity Sunday in the Christian calendar that occurs during this term.
<b>TW</b>	In describing the location of a room in College, 'TW' refers to Sir Thomas White Quad (often called 'Tommy White').



## VI. Contacts

### a. St John's College

**Useful Advice!**

If you have urgent problems whilst in College, call the **Porters' Lodge**.  
Porters' Lodge: 01865 277300

Telephone numbers within the University all begin with prefix (2), and if you are calling from one University number to another University number this (2) may be omitted. Thus, if you wish to ring the College Porters' Lodge from within the University network the number is 77300. If you're calling from outside Oxford, you must also add the local code for Oxford, which is (01865). Thus, to call the Porters' Lodge from outside Oxford, dial 01865 2 77300. The international code for the UK is (+44) and the 0 from the Oxford code is dropped, so to call the Porters' Lodge from a foreign country dial +44 1865 2 77300.

Position	Name	Email	Phone
President	Margaret Snowling	<a href="mailto:president@sjc.ox.ac.uk">president@sjc.ox.ac.uk</a>	
President's Secretary	Ruth Toureau	<a href="mailto:president.secretary@sjc.ox.ac.uk">president.secretary@sjc.ox.ac.uk</a>	01865 277419
Tutor for Graduates	Linda McDowell	<a href="mailto:linda.mcdowell@sjc.ox.ac.uk">linda.mcdowell@sjc.ox.ac.uk</a>	
Secretary to the Tutor for Graduates	Caroline Lordan	<a href="mailto:graduate.office@sjc.ox.ac.uk">graduate.office@sjc.ox.ac.uk</a>	01865 277428
Academic Dean	Ellie Clewlow	<a href="mailto:ellie.clewlow@sjc.ox.ac.uk">ellie.clewlow@sjc.ox.ac.uk</a>	
Principal Bursar	Ian Sobey (Acting)	<a href="mailto:ian.sobey@sjc.ox.ac.uk">ian.sobey@sjc.ox.ac.uk</a>	
Principal Bursar's Secretary	Iris Burke	<a href="mailto:bursars.secretary@sjc.ox.ac.uk">bursars.secretary@sjc.ox.ac.uk</a>	01865 277321
Finance Bursar	Sally Layburn	<a href="mailto:sally.layburn@sjc.ox.ac.uk">sally.layburn@sjc.ox.ac.uk</a>	
Finance Bursar's Secretary	Lynne Rudman	<a href="mailto:lynne.rudman@sjc.ox.ac.uk">lynne.rudman@sjc.ox.ac.uk</a>	01865 277315
Accounts Team	Michelle Murray	<a href="mailto:michelle.murray@sjc.ox.ac.uk">michelle.murray@sjc.ox.ac.uk</a>	01865 277314
Catering Manager	Andy O'Donnell	<a href="mailto:andy.odonnell@sjc.ox.ac.uk">andy.odonnell@sjc.ox.ac.uk</a>	
Catering Office Administrator	Kelly Homer	<a href="mailto:catering.office@sjc.ox.ac.uk">catering.office@sjc.ox.ac.uk</a>	01865 277307
Steward	Paul Ashman	<a href="mailto:paul.ashman@sjc.ox.ac.uk">paul.ashman@sjc.ox.ac.uk</a>	01865 277305
Senior Tutor	Alan Grafen	<a href="mailto:senior.tutor@sjc.ox.ac.uk">senior.tutor@sjc.ox.ac.uk</a>	
Academic Administrator	Eileen Marston	<a href="mailto:eileen.marston@sjc.ox.ac.uk">eileen.marston@sjc.ox.ac.uk</a>	
College Office Administrator	Joy Axtell	<a href="mailto:joy.axtell@sjc.ox.ac.uk">joy.axtell@sjc.ox.ac.uk</a>	
Computing Officer	Matt Jennings	<a href="mailto:matt.jennings@sjc.ox.ac.uk">matt.jennings@sjc.ox.ac.uk</a>	01865 270848



## St John's College MCR

Computing Assistant	Neil McIntosh	<a href="mailto:neil.mcintosh@sjc.ox.ac.uk">neil.mcintosh@sjc.ox.ac.uk</a>	01865 277365
Domesticrand Conference Manager	Corinna Dahnke	<a href="mailto:corinna.dahnke@sjc.ox.ac.uk">corinna.dahnke@sjc.ox.ac.uk</a>	01865 277325
Domestic Secretaries	Nadine Hainge Mags Robertson	<a href="mailto:domestic.secretary@sjc.ox.ac.uk">domestic.secretary@sjc.ox.ac.uk</a>	
Estates Manager	Ian Stokes	<a href="mailto:estates.manager@sjc.ox.ac.uk">estates.manager@sjc.ox.ac.uk</a>	01865 277326
Estates Administrator	Kathy Wilkins	<a href="mailto:works@sjc.ox.ac.uk">works@sjc.ox.ac.uk</a>	01865 277326
Librarian	Stewart Tiley	<a href="mailto:stewart.tiley@sjc.ox.ac.uk">stewart.tiley@sjc.ox.ac.uk</a>	01865 277330
Porters Lodge		<a href="mailto:lodge@sjc.ox.ac.uk">lodge@sjc.ox.ac.uk</a>	01865 277300
Lodge Manager	Emma Graham	<a href="mailto:lodge.manager@sjc.ox.ac.uk">lodge.manager@sjc.ox.ac.uk</a>	01865 277301
Lodge Supervisor	Jane Malcolm	<a href="mailto:lodge.supervisor@sjc.ox.ac.uk">lodge.supervisor@sjc.ox.ac.uk</a>	01865 277616
Senior Dean	Carolyne Larrington	<a href="mailto:carolyne.larrington@sjc.ox.ac.uk">carolyne.larrington@sjc.ox.ac.uk</a>	
Junior Deans	Brett Rosenberg Aravind Ganesh	<a href="mailto:junior.dean@sjc.ox.ac.uk">junior.dean@sjc.ox.ac.uk</a>	
Chaplain	Elizabeth McFarlane	<a href="mailto:elizabeth.macfarlane@sjc.ox.ac.uk">elizabeth.macfarlane@sjc.ox.ac.uk</a>	
Tutor for Women	Theresa Burt de Perera	<a href="mailto:theresa.burt@sjc.ox.ac.uk">theresa.burt@sjc.ox.ac.uk</a>	
College Nurse	Vivienne Davies	<a href="mailto:nurse@sjc.ox.ac.uk">nurse@sjc.ox.ac.uk</a>	01865 277369
Counsellor	Denise Barulis	<a href="mailto:denisebarulis@hotmail.com">denisebarulis@hotmail.com</a>	07963 131460

### Useful Advice!

If you want to contact anyone on the MCR committee, go to the MCR website and click on the 'contact' tab.





## Life in Oxford

<b>University Numbers</b>	
University Offices	01865 270001
Oxford University Computing Services	01865 273200
Oxford University Student Union	01865 288452

<b>Libraries</b>	
St John's Library	01865 277330
Sackler Library	01865 288190
Bodleian Library	01865 277162
Bodleian Law Library	01865 271462
Taylor Institution Library	01865 278158

<b>Museums &amp; Cinemas</b>	
Ashmolean Museum	01865 278000
Pitt Rivers Museum	01865 270927
Museum of Modern Art	01865 722733
Playhouse Theatre	01865 305305
New Theatre	01865 320770
Sheldonian Theatre	01865 277299
Odeon Cinema	01865 723911
Phoenix Cinema (Walton St)	01865 512526

<b>Transportation</b>	
National Rail Enquiries Line	08457 484950
National Express	08705 808080
AA (24 hr Breakdown Service)	0800 887766
RAC (24hr Breakdown Service)	0800 828282
001 Taxis	01865 240000
ABC Taxi	01865 770077
Oxford City Taxis	01865 201201

<b>Health and Welfare</b>	
Ambulance/Fire/Police	999
John Radcliffe Hospital	01865 741166
Studental (College dental service)	01865 484608
Health Information Line (09:30-17:00)	0800 665544 (Free)
Oxford Rape Crisis Centre (24hr answer phone)	01865 726295 0800 7836294
The Samaritans	08457 909090
Sexual Assault Referral Centre	08455 197 638
University Counselling Service	01865 270300
University Accommodation	01865 280814
University Childcare	01865 289841
Nightline	01865 270270
Oxfordshire Social Services	0845 0507666