



**St Anne's College  
Student Handbook  
2009-2010**

Please note: The use of *her/she* throughout the document should also be taken to mean *his/he*.

### **Oxford Terms:**

At Oxford, there are three terms in each year, of eight weeks each. These are called Michaelmas (Oct–Dec), Hilary (Jan–Mar) and Trinity (April–Jun). The start of the first full week of a term is called 1<sup>st</sup> Week, and the preceding week 0<sup>th</sup> Week. A lot of events in Oxford are described by a day and a numbered week, rather than a normal calendar date.

Dates of terms can be found at <http://www.admin.ox.ac.uk/admin/dates.shtml>.

**You are required to be back in residence by 2 pm on the Thursday *preceding* each full term.**

### **GRADUATE STUDENTS**

**The following sections are most pertinent to Graduate students but it is all valuable information.**

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## **FOREWORD FROM THE PRINCIPAL**

Welcome to St Anne's. A student handbook might seem a burdensome and formidable document at first sight, but within it you will find all you need to know about how St Anne's works and how you can make it work for you.

Life here involves a lot of hard work but should bring a lot of enjoyment and self-fulfilment. When work goes well, life goes well. It is only when people let work slip that they find everything else that they should enjoy doing here gets compromised too. This handbook is designed to give you the necessary coordinates to succeed in your academic life, manage your domestic life and enjoy your free time. It offers a host of practical information that explains what you need to do if you want to get anything done. It also alerts you to what you should not do.

Above all, you should never be afraid to ask for help and advice. This Handbook tells you where to go and what is on offer when you need it. Do not hesitate to contact your personal tutor, the Senior Tutor, the Assistant Deans responsible for welfare, and the other College Officers whose roles are laid out here. Use the Handbook to brief yourself on who can help you in any difficulty. Our relationship with students is an adult one; we expect you to be self-reliant but we will actively guide you to what support you may think you need.

The College prides itself on being friendly, relaxed and informal, just as it is at the same time intellectually ambitious and serious minded. St Anne's works as a community because of the individual decency and mutual respect of those who live here – Fellows, tutors, students and administrators. We respect all who come here and we expect you to respect and be civil to everyone you meet.

I hope this Handbook does what it says on the cover; it is designed to be a useful, clear and comprehensive reference point to keep close to hand to help you make your time at St Anne's as rewarding as possible.

Tim Gardam  
Principal

## **1. THE ORGANISATION OF THE COLLEGE**

### **Statutes and Membership**

The organisation of the College is laid down in broad terms by its Charter and Statutes, which have the force of law and require the consent of the Privy Council for alteration. They define the purpose of the College 'to provide for members of the University of Oxford the protection and training of an academic house' and its responsibility for the College's assets. The Statutes decree that the Principal and Fellows form a Governing Body, which is ultimately responsible for the running of the College and for setting its Bylaws and Regulations. The Governing Body may delegate powers to College officers and committees.

The College members are the Principal, Fellows who are members of Governing Body, other Fellows and Lecturers (Senior Members), and postgraduate and undergraduate students (Junior Members). Most students are required to read for an Oxford degree, but there are also Visiting Students from overseas universities spending terms in Oxford as part of their degree. In addition, although not strictly members of the College in terms of the Statutes, there are the College's administrative, domestic and maintenance staff.

## **Officers of the College**

The **Principal** (Mr Tim Gardam) [tim.gardam@st-annes.ox.ac.uk](mailto:tim.gardam@st-annes.ox.ac.uk)

College Officers who are Fellows of St Anne's whom students are likely to encounter are:

The **Vice-Principal** (Dr David Smith) [david.smith@st-annes.ox.ac.uk](mailto:david.smith@st-annes.ox.ac.uk)

The **Senior Tutor** (Dr Anne Mullen) is also **Tutor for Admissions** and **Tutor for Graduates**.  
[anne.mullen@st-annes.ox.ac.uk](mailto:anne.mullen@st-annes.ox.ac.uk)

The **Dean** (Dr Liora Lazarus) [liora.lazarus@st-annes.ox.ac.uk](mailto:liora.lazarus@st-annes.ox.ac.uk)

The **Librarian** (Dr David Smith) [david.smith@st-annes.ox.ac.uk](mailto:david.smith@st-annes.ox.ac.uk)

The **College Secretary & Registrar** (Mrs Christine Foard) [christine.foard@st-annes.ox.ac.uk](mailto:christine.foard@st-annes.ox.ac.uk)

The **Treasurer** (Mr Christopher Wigg) [christopher.wigg@st-annes.ox.ac.uk](mailto:christopher.wigg@st-annes.ox.ac.uk)

The **Domestic Bursar** (Mr Martin Jackson) [martin.jackson@st-annes.ox.ac.uk](mailto:martin.jackson@st-annes.ox.ac.uk)

## **Common Rooms and Representation**

Fellows and other senior members belong to the Senior Common Room (SCR); all undergraduates belong to the Junior Common Room (JCR) and fourth-year Part II students and postgraduate students belong to the Middle Common Room (MCR). These are physical locations, but also representative bodies. The JCR and MCR elect presidents and committees to represent them and run their affairs.

The MCR and JCR send representatives to Governing Body (which meets three times a term) and to numerous other College committees and forums.

## **Equality of Opportunity**

St Anne's welcomes diversity amongst its students, staff and visitors, recognising the particular contributions to the achievement of the College's educational purposes that can be made by individuals from a wide range of backgrounds and experiences. The College aims to provide education of excellent quality at undergraduate and postgraduate level for students regardless of background.

Accordingly,

St Anne's is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the teaching and assessment of students, and to welfare and support services. St Anne's commitment is overseen by its Equal Opportunities Committee, chaired by the Principal.

This policy statement is supported by equal opportunities policies and codes of practice, by the University's code of practice on harassment, and the University's equal opportunities policy. These documents may be accessed at: <http://www.admin.ox.ac.uk/eop/raa/rraaeop.shtml>.

## 2. ACADEMIC MATTERS

### **Subject Families and Connecting Different Academic Disciplines**

One of the aspects of Oxford that distinguishes it from the other great universities in the world is the college system. Here you are not only closely connected with students reading your subject but living alongside students, in a small community of some 425 undergraduates and 190 graduates, who study a wide range of subjects. The College fellows also are a close-knit community where each respects the academic disciplines of the others. This informal academic web of connections is what makes the College intellectually alive.

At St Anne's we actively promote an intellectual hinterland, space and opportunities for people of analogous academic interests, and sometimes of completely different ones, to come together informally, discuss and listen to what they do. Subject Family events are a vital part of the life of the College; everyone is welcome. They are evenings where people from all different levels of academic life – undergraduates, graduates, research fellows, tutors and Professors – can intermingle. We listen to three short papers, usually by graduate students, on all sorts of subjects, papers designed to be understood by a general audience, and follow this with a dinner where you have the chance to sit next to someone whom otherwise you would never meet. Out of these events many more informal connections come.

There are also regular seminars and lectures organised by the Principal where prominent people from the world of public affairs are invited to St Anne's to talk informally about what is going on in the world; this is followed by a chance for more relaxed conversation over a drink.

### **Personal Tutors for Undergraduates**

Your Personal Tutor plays a fundamental role in the course of your time here, monitoring your general wellbeing and your academic progress. You see your Personal Tutor at the start of term to ensure that you are prepared, and at the end of term for report reading and a discussion of your progress and future plans, for example, vacation work. Your Personal Tutor is your primary pastoral contact with whom you can discuss at any time any matter which is impacting on your ability to engage with your academic work. She can also direct you to other sources of help and support in the College. She will be the person whose support you will require when applying for grants, vacation residence and references for employment and/or further study.

### **Graduate Advisers**

The role of your Graduate Adviser in College is to smooth your progress from initial entry to the completion of your higher degree. Areas in which a Graduate Adviser may assist you are:

- Monitoring the progression of a graduate through reading termly reports (OSS electronic system), and giving advice as to procedures for writing up and submission;
- Advising on financial matters (e.g. graduate scholarships, hardship funds etc.)
- Advice/help on dealing with University and College administration

Most Graduates will have a supervisor, who is expert in the topic under study and who will supervise the academic research of a graduate. Often the supervisor will be based in a Department, and may not be a member of St Anne's – although in some cases, the College Adviser and the academic supervisor may be the same. Departments also often provide an 'adviser', who will intervene in the case of

disputes between student and supervisor. The Tutor for Graduates in the College oversees all of these matters.

### **The Senior Tutor and Tutor for Graduates**

Dr Anne Mullen has her office within the Academic Office of the College, on the first floor of Hartland House (above the Treasury). She is also the Tutor for Admissions and Tutor for Graduates. She has oversight of all academic matters in the College (tutor- and student-related) and she works closely with the College Registrar (Mrs Christine Foard) in the Academic Office.

### **Your Academic Obligations**

University learning requires you to be a motivated self-starter and to take responsibility for your learning by making sure that you keep yourself fully informed and up-to-date on all matters (academic and practical) relating to your course, at College and Department level. St Anne's lively academic community is built on mutual respect and trust, and hard work.

You are expected to:

- Maintain open communications with your Tutors at all times;
- Attend all scheduled tutorials and classes prepared as required;
- Familiarise yourself with the *College Regulations*, especially section 4 which deals specifically with **Academic Matters**. You should also consult the University's *Essential Information for Students* booklet.
- Read and understand all course handbooks and pay close attention to matters of regulation, submission and standard of work expected, collections and examinations;
- Make sure you check email and pidge post every 24 hours (at least) and reply promptly to Tutor/College requests.

### **Academic Work and Plagiarism**

St Anne's has a zero-tolerance policy regarding plagiarism. Read on.

#### ***What is Plagiarism?***

Plagiarism is the worst form of academic cheating and it is dishonest. If you plagiarise, you are passing off as your own someone else's hard work and writing, no matter the source (book, journal,

newspaper, website etc.).

You must clearly acknowledge the source of any material in your written work (or in presentations) which you quote or paraphrase, and any work quoted or paraphrased by you must be clearly distinguishable in your text through the appropriate use of quotation marks and referencing. Departments and Faculties have clear guidelines and you are advised in the strongest terms to learn the rules.

### ***How to avoid plagiarism***

- Develop proper academic reading, researching, note-taking and writing skills in conjunction with your Tutors;
- Plan your work so that you are not overly relying on other people's ideas in a last-minute rush to fill the gaps;
- When you start copying out or cutting and pasting more than three lines of text from some other source, **STOP AND THINK**. You are not working properly. Tutors want to read your ideas, not a patchwork version of other people's;
- If you are ever unsure about what you are doing, seek advice immediately from your Tutor or the Senior Tutor.

### ***What happens if you plagiarise?***

You'll be caught! Detection software is becoming increasingly sophisticated and you will face serious disciplinary action in College which may result in you having to withdraw altogether. The University's policy on plagiarism is outlined below. Please ensure that you consult the full version on the University's website ([www.admin.ox.ac.uk/epsc/plagiarism](http://www.admin.ox.ac.uk/epsc/plagiarism)):

### ***'9.5 Plagiarism***

'All undergraduate and graduate students must carefully read regulations 3, 4 and 5 in the Proctors' Disciplinary Regulations for University Examinations... These make it clear that you must always indicate to the examiners when you have drawn on the work of others; other people's original ideas and methods should be clearly distinguished from your own, and other people's words, illustrations, diagrams etc. should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted. Failure to acknowledge your sources by clear citation and referencing constitutes *plagiarism*. The University reserves the right to use software applications to screen any individual's submitted work for matches either to published sources or to other submitted work. In some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc. for screening by "Turnitin". Any matches might indicate either plagiarism or collusion. Although the use of electronic resources by students in academic work is encouraged, you should remember that the regulations on plagiarism apply to online material and other digital material just as much as to printed material.'

Guidance about the use of source-materials and the preparation of written work is given in departments' literature and on their websites, and is explained by tutors and supervisors. If you are unclear about how to take notes or use web-sourced material properly, or what is acceptable practice when writing your essay, project report, thesis, etc., ***please ask for advice.***

### **Tutorials, Classes and Practicals**

Your learning will be organised in different ways depending on your degree programme of study. You

are required to attend all scheduled tutorials, classes and practicals, and to attend lectures as advised by your tutors.

### **Principal's Collections**

The Principal aims to have a one-to-one conversation, of some 15 minutes, with each undergraduate once a year. These consider your academic performance but they are not intended to be formal academic reviews. Rather they are a chance for you to discuss your life at Oxford and to offer a wider perspective on how things are going. The Principal sees third and fourth years in Michaelmas term, the beginning of your final year here, second years in Hilary Term, when you are half way through, and first years in Trinity Term when you have had a chance to settle in.

### **Written Collections**

Your Tutors will inform you about Written Collections (College tests) which are normally held on the Friday and Saturday of Oth week each term. Please check what you will be expected to do at your end of term meeting with your Tutors.

### **Student Feedback**

We are very keen to hear about how your work is going through the termly formal process which the JCR Academic Affairs representative (Richard Holland, richard.holland@st-annes.ox.ac.uk) organises with the Senior Tutor. It is important to us that you complete a feedback form on each tutor who has taught you or for each class. Informal comments and snippets of gossip are not reliable. Please be honest and fair and tell us what you think on the College-produced forms. If you have any concerns at any time, please do contact Richard and/or the Senior Tutor in confidence.

### **Examinations**

Most junior members are also members of the University (matriculated) and are reading for a degree. All undergraduates are required to pass University examinations; the First Public Examinations (Honour Mods, Mods, or Prelims) in the first year or the fifth term, and the Second Public Examinations ('Finals' or 'Schools') at the end of the course. Many courses have other University examinations in addition to these. Full details of degree courses and examinations are in the book 'Examination Regulations' (known as the 'Grey Book') which the University provides at the beginning of the first term. You should read thoroughly the regulations for your degree.

University forms must be completed for some examinations and you must check whether entry is required and the date for entry at <http://www.admin.ox.ac.uk/schools/oxonly/entries/index.shtml>. Your entry is made through the Academic Office, which distributes entry forms, but the responsibility for entry is yours and you should notify the College Secretary if you have not received an entry form 10 days before the final entry date.

You must pass your first set of University examinations in order to continue with your course. If you are taking Honour Moderations, you must pass with First-, Second- or Third-Class marks. In the case of failure for any papers in the First Public Examinations a second attempt is not automatic. A student failing a second time will normally be required to withdraw. College's detailed requirements regarding passing University examinations are given in section 4 of the Regulations.

### **Academic Discipline**

When your academic work (including attendance, written work, general performance) becomes a cause for concern for your Tutors, and where there are no disclosed (confidentially) personal reasons, you will find yourself subject to the College Regulations on this matter. Section 4.2 of the Regulations details the College's 'academic requirements' and section 4.4 sets out the process by which we deal with 'persistently unsatisfactory work'. The best advice is that you make sure you are on top of your work and all your academic commitments. Don't let your work slide, and seek and listen to advice and

guidance from your tutors and your peers before things get out of hand. Dr Anne Mullen, the Senior Tutor, is always willing to see students informally.

### **Awards and Prizes**

There are awards for outstanding performance in University and College examinations. In College exams (called Collections) a full prize (£40) is given for a first-class level in one or more papers, and a half-prize (£20) for a meritorious performance – in particular where there is a marked academic improvement. A Special Prize (£60) recognises a wholly exceptional performance. Collections prizes are awarded as book tokens.

For the First Public Examinations the University awards a number of First-Class marks in Honour Moderations, and Distinctions in Moderations and Prelims. St Anne's recognises this achievement with a prize of £60, and usually by the award of a College Scholarship in the second-year. Tutors may also nominate for an Exhibition a student who narrowly missed a First or Distinction, or one whose work has been exemplary in the second or third year. Scholars and Exhibitioners are entitled to wear a special gown presented by College and they receive a prize of £200/£125. If the student maintains her/his work at the same high standard the Scholarship/Exhibition will be renewed. Students gaining a First in the University's Final Honour School will receive a College prize of £100.

### **Undergraduate Vacation Study and Grants**

The College is able to offer about 70 awards in total for the Easter and Summer vacations. The Principal's Office deals with all applications and the application process and deadlines are widely advertised in the College well in advance. Most vacation travel awards are tied to certain conditions,

confined to named subjects, certain destinations, or to whether the travel is of academic relevance to your course.

Selection is based on the following:

- Preference for third-year students will be given for travel at Easter, and second-year undergraduates will be given preference for travel during the summer vacation;
- Your Personal Tutor has to support your application, therefore your academic performance will be an important consideration;
- You must have paid your fees and maintenance;
- The academic relevance to your course may affect the size of the grant you receive;
- Any previous award made will be taken into account.

### **Graduate Scholarships and Grants**

St Anne's offers graduates the following scholarships:

- Seven scholarships available per year, equal to the College fee.
- Up to eight grants available per year, each worth £500.
- Up to six Graduate Development Scholarships for suitably qualified graduates in their last two years of study who are keen to develop their teaching skills. Each scholarship is equal in value to the College fee and it also includes a housing allowance, and payment for teaching.
- The Ioma Evans-Pritchard Scholarships for a student on the MSc African Studies.
- Two Law Fund Prize Scholarships equal to the College fee, for BCL/ MJur students.
- We offer a package of support to students in Clinical Studies (including Fast Track entry).
- We award one-off Scholarships to St Anne's undergraduates who continue here as postgraduates: £1,000 if they obtain a First, otherwise £500.

In addition, the College has dedicated funds (£20,000 pa) towards Travel and Conference Grants. This is

aimed to support St Anne's graduate students in research travel and conference attendance, and fieldwork trips. To apply, students need to complete and return an application form (available on the College website) to the Senior Tutor's Secretary well in advance of their scheduled trip. Students are reminded in advance of the application deadlines (2 per term). The application will also need to be accompanied by a statement of support by their supervisor.

### **Language Centre Courses**

College can contribute up to 50% of *LASR* and *OPAL* Language Centre courses –but prior approval by your Tutor/Supervisor **and** the Senior Tutor are required.

### **Modern Linguists and Orientalists**

If you require assistance for travel associated with the study of your language(s) you should obtain a 'blue form' from the Treasury and complete it as directed. If your planned travel is of general nature and not directly associated with the language you are studying, you can apply for a vacation travel grant as outlined above.

As with all applications, don't leave things to the last minute, especially obtaining the guidance and support of your Personal Tutor.

### **Residence in College**

St Anne's requires undergraduates to be in College by lunchtime on the Thursday of Week 0 of every term, and to be in Oxford during the week in term time. Students should consult their Personal Tutor before being away. There are University regulations requiring a minimum number of terms' residence in Oxford in order to qualify for a degree. Residence means living within 6 miles of Carfax (25 miles for postgraduates) for a minimum of 42 nights each term.

A student who with a good reason such as illness does not meet the residence requirement can apply to the University for a dispensation (maximum one term). Please contact the College Secretary, who will apply on your behalf. A doctor's report will be required.

### **Graduation**

You must graduate at a University ceremony before you officially hold your degree and can obtain a degree certificate from the University. You are not required to attend in person, but most students prefer to do so, and to invite guests as permitted by the University. The ceremonies are held about seven times a year. Finalists are notified about the arrangements. Details and application forms can be printed from the website (<http://www.st-annes.ox.ac.uk/study/undergraduate/degree-ceremonies.html>).

### **Personal Data**

You must notify the College Secretary if there is any change to your name; home address or telephone number; emergency contacts; course or course length; Oxford doctor; Oxford address. You must also amend the information for the University at Student Self Service, but please note that the University will not notify College.

### **Letters, Forms and Transcripts**

If you need a letter confirming your student status you can print it from Student Self Service: [www.ox.ac.uk/current\\_students](http://www.ox.ac.uk/current_students) . For a form to be completed, please fill in a request form in the Academic Office. Allow at least five working days for completion. (If emailing your request please similarly allow five days for return.)

Research students are obliged to complete University forms at regular stages. These forms have the prefix **GSO** and include a section for College authorisation. After your supervisor has completed these

forms please send them to Mrs Foard and allow four working days for return. The Treasurer will check that your College account is not in arrears before the form can be authorised.

The University now provides transcripts showing degree performance for all students who started their degree no earlier than October 2007. If you are not in this category, College can provide a document showing the papers taken, marks received, and class awarded in University exams. These have to be prepared individually, so allow four working days for return. They may take longer if we don't have the data and have to contact your tutor. If so, we will let you know.

#### **University Card**

If you lose or break your card, or need an amendment like an extension or different subject please fill in the list in the Academic Office or email [christine.foard@st-annes.ox.ac.uk](mailto:christine.foard@st-annes.ox.ac.uk), including the card number or your date of birth.

### **3. VISITING STUDENTS**

As a Visiting Student at St Anne's you will be fully integrated into life here and we hope that you enjoy your time with us. We hope you will take advantage of all the opportunities available to you both in College and as a member of the University, both socially and academically. The essential tutorial element of an Oxford education will be very enriching.

You are bound by the Regulations and Bylaws of St Anne's while you are registered with us and you have available to you all the facilities in this Handbook – administrative, domestic, social and welfare.

You will have a Personal Tutor, an academic Fellow, who will assist you on academic matters. You will not sit examinations while you are here, but your termly work and progress will be closely monitored and discussed with you (as it is for all undergraduates), and College will prepare for your home institution a proper and detailed transcript of your academic attainment.

### **4. WELFARE, MEDICAL AND DISABILITY SUPPORT**

We have an excellent reputation for student welfare at St Anne's and we encourage you to be familiar with what's available. There is always someone who can help you with welfare advice and we have extensive contacts with a broad range of other qualified professionals in the University. The Senior Tutor oversees and co-ordinates welfare support and policy for the College. The 'welfare team' includes members of the Decanal Team, College Officers, health and counselling professionals *and* students – JCR and MCR welfare reps and peer supporters. Be assured that the support is here for you. Try and seek guidance and help as early as you can. And of course, confidentiality is maintained at all times. What we offer:

- co-ordinating welfare support and developing welfare policies in College for undergraduates and graduates ***in conjunction with*** the Assistant Deans: Hilary Kalmbach, Lindsay Richardson and Naomi Walker; the College Nurse, Mrs Catherine Haines, the Jericho Health Centre, the College Counsellor, Ms Mimi Kester, and the Senior Tutor, Dr Anne Mullen.
- The Treasurer (Mr Chris Wigg) deals with specific financial applications and is happy to speak to students and offer advice.
- **PLEASE NOTE: the Assistant Deans, who live among you, are available via the Porters' Lodge, and if you have any welfare worries or concerns, they are happy to see you for an informal chat and/or confidential advice. The phone number for the Lodge is (01865) 274800.**

#### **Useful emails:**

[hilary.kalmbach@st-annes.ox.ac.uk](mailto:hilary.kalmbach@st-annes.ox.ac.uk) (Assistant Dean)

[lindsay.richardson@st-annes.ox.ac.uk](mailto:lindsay.richardson@st-annes.ox.ac.uk) (Assistant Dean)

[naomi.walker@st-annes.ox.ac.uk](mailto:naomi.walker@st-annes.ox.ac.uk) (Assistant Dean)

[anne.mullen@st-annes.ox.ac.uk](mailto:anne.mullen@st-annes.ox.ac.uk) (Senior Tutor)

Our **College Nurse** is Catherine Haines and she is in College **Monday to Friday, 9.30am–12.30pm**. She can be found on the ground floor at 27 Banbury Road and is available to discuss all manner of medical/welfare issues with you. Email: [catherine.haines@st-annes.ox.ac.uk](mailto:catherine.haines@st-annes.ox.ac.uk)

Our **College Counsellor** is Mimi Kester and her 'surgery hours' in College are advertised on the main Welfare notice board (and elsewhere) in Hartland House. Her room is Room 11, top floor, 27 Banbury Road. Please email her on: [mimi.kester@st-annes.ox.ac.uk](mailto:mimi.kester@st-annes.ox.ac.uk) to book an appointment.

The Jericho Health Centre in Walton Street is the designated practice for St Anne's students so please do sign up – see section below on **Registration with Oxford Doctor**.

Copies of the *Welfare and Confidentiality Principles and Code of Practice* and *Disability Equality Scheme and Action Plan* can be found at [www.st-annes.ox.ac.uk](http://www.st-annes.ox.ac.uk).

### **JCR Welfare Reps**

Additional and very important welfare support is also provided by the JCR Welfare Reps. For this year they are: Alex ([alex.barry@st-annes.ox.ac.uk](mailto:alex.barry@st-annes.ox.ac.uk)) and Jon Flynn ([jonathan.flynn@st-annes.ox.ac.uk](mailto:jonathan.flynn@st-annes.ox.ac.uk)). They co-ordinate JCR Welfare and work closely with the College Nurse and the Assistant Deans. They are the JCR link to the rest of the College welfare team but you can of course contact any member of the College welfare system independently. Welfare Teas and Movie Nights are held regularly. Please see the Welfare notice board in Hartland House corridor for notice of these events.

### **MCR Welfare Rep**

Similar welfare support is provided for graduate students by the MCR Welfare Rep. For this year she is: Rumbidzai Maweni ([Rumbidzai.maweni@st-annes.ox.ac.uk](mailto:Rumbidzai.maweni@st-annes.ox.ac.uk)).

### **University Counselling Service**

If you are unsure about contacting anyone from the St Anne's welfare team, the University has a professionally staffed and confidential Student Counselling Service. The service has a team of professionally trained and vastly experienced counsellors (both male and female), psychologists, psychotherapists and a psychiatrist, who can help on a wide range of issues. The Student Counselling Service is open from 9.15am to 5.15pm daily (reduced times outside of term). More information can be found at <http://www.admin.ox.ac.uk/shw/counserv.shtml>. The Counselling Service website also has extremely useful web-based 'help' resources covering a number of issues.

University Counselling Service  
11 Wellington Square  
01865 270300  
[reception@counserv.ox.ac.uk](mailto:reception@counserv.ox.ac.uk)

### **Other useful online welfare resources:**

*University of Oxford Student Health and Welfare webpage*  
[www.admin.ox.ac.uk/shw/](http://www.admin.ox.ac.uk/shw/)

*OUSU Welfare Webpage*  
[www.ousu.org/main/welfare](http://www.ousu.org/main/welfare)

**Other Welfare Contacts**

- LGBT (lesbian, Gay, Bisexual, Transgender)
- Oxford Friend – Confidential advice, information and counselling for anyone questioning their sexuality or thinking about coming out (01865) 726893
- LGB Society – [www.lgbsoc.com](http://www.lgbsoc.com)
- Terence Higgins Trust – National advice line about sexual health (01865) 243389, 020 7242 1010; [www.tht.org.uk](http://www.tht.org.uk)
- Queer Oxford – [www.queeroxford.co.uk](http://www.queeroxford.co.uk)
- Queer Resources Directory – [www.qrd.org/qrd](http://www.qrd.org/qrd)

**Financial Difficulties**

There are a number of sources of funds available for those students who find themselves in unexpected financial difficulty. If you find yourself in hardship, please contact the Treasury, where someone can talk you through the grants and loans you may be eligible for. Mr Chris Wigg, the College's Treasurer, is happy to see students for advice and also to help them assess their situation and apply for assistance.

**Registration with Oxford Doctor**

You must register with an Oxford doctor while you are at St Anne's. Most students register with the College Doctors (see item 4) when they arrive. A list of other doctors with practices in the vicinity of College is held in the College Library.

Within three weeks of arriving you must notify the name of your Oxford doctor's practice to the College Secretary, and let her know if you change practice at any time.

**Illness Affecting Examinations**

If you have an on-going illness which will affect arrangements for University exams then please notify Mrs Foard as soon as your problems are known. If you are ill just before or during exams then please notify Dr Mullen straight away. A doctor's certificate will be necessary for any submissions on your behalf to the Proctors. The College Doctors know what is required.

### **Medical Services**

The College has put in place appropriate medical arrangements. We employ a College Nurse (Catherine Haines) who has an office on the ground floor of 27 Banbury Rd. She works in College in Weeks 0 to 9 from 9.30 to 12.30 on each weekday. She maintains close contact with the College Doctors at the Jericho Health Centre (about 400 metres from the College).

It is important that you have had a meningitis inoculation. If not, please consult the nurse.

### **Dental Services**

It is almost impossible to register as an NHS patient with a dentist in Oxford. We recommend that you either ensure that you have regular dental treatment in Vacations or take Dental Insurance. For details of local dentists offering NHS treatment consult the British Dental Association website at [www.bda-findadentist.org.uk](http://www.bda-findadentist.org.uk).

### **Disability**

The **Student Disability Adviser**, Ms Zoe Sparrowhawk ([zoe.sparrowhawk@st-annes.ox.ac.uk](mailto:zoe.sparrowhawk@st-annes.ox.ac.uk), Tel: 01865 284685) is available to speak to for advice on the practical support available to students with disabilities. Working closely, in confidence, with the Senior Tutor, College Secretary, Tutors, Medical Professionals and the University Disability Office, the Student Disability Adviser is available to speak to at any stage of your studies, so please do not hesitate to contact her if you have concerns or queries. For students who have declared a disability you will be invited to a meeting with the Disability Adviser and your personal Tutor or the College Nurse who will discuss your individual requirements and complete a Student Support Document with you. This meeting will usually take place in 1<sup>st</sup> or 2<sup>nd</sup> week of Michaelmas term.

If you have a disability and you have not yet declared this (using the DS08 form sent to you), it is very important that you do so as soon as possible so that the necessary adjustments can be made. If special examination requirements are needed, permission must be sought from the Proctors Office, via the College Secretary well in advance of the exams; therefore we strongly encourage students to declare disability at the start of term so that these arrangements can be put in place. If a student chooses not to inform the College of any requirements related to disability and a matter arises during studies or examinations which we cannot make reasonable adjustments for straight away, then you may have to intermit from your studies, while these arrangements are put in place. If you are in any doubt please speak in confidence to the Student Disability Adviser.

## **5. THE LIBRARY**

The Library is one of the two largest college libraries in Oxford in terms of current stock, containing around 110,000 volumes and 130 current periodicals. 2,000 new books are added each year. There are very strong collections in all undergraduate subjects, and some special strengths, unusual in a college library, for instance in Linguistics, Chinese, Education and modern fiction.

Generations of students have found the library a comfortable, warm and friendly place to study.

The JCR Arts and Literature Representative and the MCR Secretary sit on Library Committee, which meets once per term.

### **Opening Hours**

The Library is open at all times to College members by key code (obtainable from the Porters' Lodge) or by using a key fob. The only exception is the College closed period at Christmas / New Year, when the whole of Hartland House is likely to be locked. The Library can operate on a self-service basis, but there will be a staff presence 9.00 a.m-9.00 p.m. Monday-Friday, 1.00-6.00 p.m. Saturdays and 2.00-7.00 p.m. Sundays during term, and 9.00 a.m.-5.00 p.m. Monday-Friday only in vacations.

**Readers**

Only members and associates of St Anne's College may use the Library. Books may not be borrowed by or for people who are not members of the College, and only members of the College are allowed in the various reading rooms.

**Rules for Borrowers**

All readers on leaving the Library will be asked to present any books they wish to borrow together with their University card or other membership card, so that books can be checked out.

No limit is put on the number of books which readers may have out, but the needs of other readers should always be borne in mind.

The following classes of books may not be borrowed: all periodicals; any book marked 'Confined to the Library'; law reports; examination papers; reference books such as dictionaries and encyclopaedias. Readers who are working with confined materials when the Library closes may sign these out on overnight loan, provided that such loans are returned promptly when the Library opens again.

Books should be returned at the main desk as soon as readers have finished with them. All books must be returned or renewed by the last Wednesday of term. Failure to do so incurs heavy fines. Books may be borrowed for the Vacation. The Librarian will adjudicate in cases where the same books are wanted by more than one person. Vacation loans must be returned or renewed by the first Wednesday of full term.

Writing in Library books is strictly forbidden. Any defacement, damage, or loss of a Library book while it is out on loan is the responsibility of the person who borrowed it, who may be charged for its replacement.

**Finding Books**

Search OLIS to find the full shelf mark of the book you require. If the book shows as 'Available' in St Anne's, consult the plan of the Library to find where it is housed. OLIS will also indicate if a book is out on loan to another reader.

**Recalling Books**

If you want a book that someone else has borrowed, ask the member of staff at the desk to recall it. Placing a reservation at an OLIS terminal will not ensure that the book comes back quickly. Borrowers should be aware that if it is in the interests of the smooth running of the Library, we will tell an inquirer who has a particular book, in order for it to be recalled in the quickest and most efficient way.

**OLIS Terminals**

Terminals are provided in the Library for searching OLIS and other bibliographical databases available through the University's networks. Other computing activities should be carried out in the College's Computer Room or on readers' own machines.

Please do not use the Library's computers for email.

**General Information**

Bags may not be taken into the Library, and should be left in the boxes provided at the main entrance.

Smoking, eating and drinking are strictly forbidden in Library reading rooms, and food and drink must be left at the entrance.

Bottles of ink may not be taken into the Library; ink is provided in the entrance area.

Talking in Library reading rooms is not permitted, and mobile phones must be switched off completely so that no text messages or telephone calls can be received.

#### **Remote Access to OxLip Services**

Information about remote access (i.e. access from outside the University domain) to all University electronic resources can be found at the following addresses:

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

<http://www.bodley.ox.ac.uk/oxlip/>

<http://www.ouls.ox.ac.uk/sers/resources/ssoathens>

#### **How to Contact the Library**

Please telephone (01865) 274811.

Alternatively, the Library's e-mail is [library@st-annes.ox.ac.uk](mailto:library@st-annes.ox.ac.uk)

Postal inquiries should be sent to The Library, St Anne's College, Oxford OX2 6HS

### **6. COMPUTING FACILITIES**

St Anne's provides excellent local IT facilities. All Student study/bedrooms provide high-speed internet access at 100 Mbps. For those who do not own their own computer systems a modern well-equipped computer room is available 24 hours a day.

More detailed IT information, together with the College's IT manual, is available from the College website at: <http://www.st-annes.ox.ac.uk>.

### **7. FINANCIAL ARRANGEMENTS**

The Treasury is open all day Monday to Friday, except for the lunch period (12.55 to 14.05). If you have any questions, do call in, or email [finance@st-annes.ox.ac.uk](mailto:finance@st-annes.ox.ac.uk). It is important that you keep us informed of any problems you are encountering or foresee, as it is very likely that we can help and advise you.

College bills (battels) are sent out early in the term, and should be paid in full by the date specified on the bill, usually one week later. The bill will contain charges for fees, college accommodation, JCR levies, etc. Late payment fines, at £1 per weekday, are levied, unless the Treasurer approves the valid reason given for late payment.

Payment by cheque, bank transfer, debit or credit cards are welcome. However, the bank's charge for credit card transactions, currently 1.75%, will be passed on.

#### **Fees and Student Loans**

Correct billing of fees, and access to your student loan, depends upon early application through your Local Education Authority or the Department for Education and Skills (EU students). This application must be renewed each year, and a copy of the assessment notice issued to you must be copied to the Treasury. If application is not made, you will be treated as a private student, and the Oxford college fee, paid by the Higher Education Funding Council on behalf of those who have applied through the LEA/DFES, will be charged to you personally.

If College has been advised of any amount of University fee personally payable, this will be shown on your first battels bill of the year, and is payable in full that term. Overseas students paying University and College fees from private funds may apply to the Treasurer for permission to pay these items as termly instalments.

### **Vacation Charges and Grants**

Standard maintenance charges cover the eight weeks and two days of full term. Any residence outside these times is charged at a daily rate, unless residence is necessary for University exams. There are grants available to help with the cost of vacation residence, details are supplied on the vacation residence application forms and financial help application forms that are distributed each term by the accommodation office.

### **Meals**

Payment for meals in the Dining Hall is by means of your University card. A meal fund runs alongside your battels account, and part of the maintenance charge provides a termly credit to your meal fund. The dining hall staff will tell you when your credit is running low, and you should then call at the Treasury to pay for more credit. At the end of term, any remaining credit or overspend is transferred back to your main battels account.

### **Bursaries, Grants and Hardship Funds**

Please watch the notice boards in Hartland House and the Treasury for application details of bursaries, prizes, travel and other grants. There are also travel grants specifically for Modern Linguists. The Treasury deals with applications for hardship funds.

### **Insurance**

The College does not carry insurance for personal possessions (e.g. computers) in student rooms and you should make your own arrangements. See the Treasury notice board in Hartland House for further information.

### **Finally**

The Treasury is here to help. It is easier to help if you make your enquiry by email to [finance@st-annes.ox.ac.uk](mailto:finance@st-annes.ox.ac.uk) or contacting the Treasury staff as soon as possible after discovering the problem. Please do make payment of your battels a priority at the start of term.

## **8. DOMESTIC ARRANGEMENTS**

### **Rooms**

There are usually sufficient rooms for all three undergraduate years. Rooms are reserved for Freshers and allocated in late August in a room draw undertaken by the Accommodation Department. For subsequent years, the JCR President and Vice-President, working with the Accommodation Department, conduct a room draw for non-Freshers (by Year). This takes place just before the end of Michaelmas Term. In the first week of Hilary Term, a room ballot – based on room draw order – takes place over three days in Year and room draw order (i.e. Day 1 Fourth Years; Day 2 Third Years; Day 3 Second Years). Thus, there is a hierarchy of rooms: there are 418 rooms of which 184 are en-suite and a further 90 have a wash-hand basin. There are two levels of room rent: en-suite and standard and these rents are reviewed annually by the College's Finance Committee.

### **Use of Room**

Students are required to sign a 'room agreement' which is a contract between the College and the student. The College undertakes to provide a room which has the appropriate facilities and is maintained to an at least satisfactory standard. The student undertakes to occupy and vacate the room for agreed periods of time, to report any problems promptly, to treat the room with care and to use it in an appropriate manner (e.g. no noise between midnight and 8am). Any problems should be reported, via email, to [accommodation@st-annes.ox.ac.uk](mailto:accommodation@st-annes.ox.ac.uk). There are a number of College Regulations which apply to the use of rooms, and it is important that students familiarise themselves with these

rules.

### **Visitors**

Occupants are permitted to have a guest for any two nights in seven and guests must be registered in the book provided in the Lodge. These rules are designed to stop sub-letting of rooms and for use if there was a fire.

### **Facilities**

The following facilities are provided:

- WCs, baths and showers for those students who do not have en-suite facilities
- TV Room (in Trenaman)
- College Bar (in 39/41 Banbury)
- STACS Coffee Bar (in Trenaman)
- Junior Common Room (in Hartland House)
- MCR Common Room and Study Room in Eleanor Plumer House
- Cleaning of rooms and common areas
- Change of bedding once per week
- Student Launderette (in 58/60 Woodstock)
- Kitchenettes (at an average ratio of one per twelve students)
- Mail Room (in the Gatehouse)
- Fitness Rooms (in 58/60 Woodstock)

The following facilities are provided opposite the College on Woodstock Road:

- Chemist
- Dry Cleaner/ Laundry
- Grocery
- Hairdresser
- Newsagent

### **Recycling**

The College actively encourages recycling and the procedures for dealing with different types of waste are regularly displayed/circulated.

### **Security and Safety**

The security and safety of all students is one of the important aims of the College. To that end, the College's Lodge is manned 24 hours per day, 365 days per year by at least two porters. Any emergency or anything suspicious should be reported to the Lodge immediately (01865 274800). It is incumbent on all members of the College to be alert for emergencies and suspicious activity. It should be noted that access to the College between 11pm and 6am can only be gained via the Lodge. It is particularly important that students are aware of the dangers of fire, which can be caused by faulty electrical equipment (students are required to ensure all personal equipment is checked annually by a qualified electrician) and naked flame (which is why candles and cigarettes are banned from rooms).

### **End of Term Arrangements**

Each term, in Week 2, a blank application form for Vacation Residence is placed in each student's room and this must be completed by the end of Week 5. *If no application is received (and approved), then*

*students must vacate their rooms by noon on Saturday of Week 8 and are not permitted to return until Thursday of Week 0. Keys to rooms must be returned to the Lodge or a charge for a new key will be levied.*

### **Meals**

Meals are provided for students in residence from Monday of Week 0 to Friday of Week 9. On weekdays, these meals are breakfast, lunch and dinner. On weekends, only brunch (11am to 1pm) is available. Please see the Bursary notice board in Hartland House for further information. If you have special dietary requirements, please discuss these with the College Nurse (catherine.haines@st-annes.ox.ac.uk), who will liaise with the catering department on your behalf.

### **Domestic Staff**

Domestic arrangements are the responsibility of the Domestic Bursar and he is supported by the following departments, each headed by a manager:

- **Accommodation** (responsible for the allocation and cleaning of all the rooms)
- **Estates** (responsible for the maintenance of all facilities)
- **Catering** (responsible for the provision of all meals, the College Bar and the College Coffee Shop)
- **Conference and Events** (responsible for the co-ordination of all events taking place in College for staff, students and conference delegates)
- **Lodge** (responsible for security, reception and mail arrangements)
- **College Nurse**
- **Robert Saunders House** (an 82-room facility for graduates)
- **Eleanor Plumer House** (a 13-room facility for graduates plus Common Room and IT Room)

## **9. DECANAL MATTERS**

The College community relies on all its members to keep good order and to respect each other and the property we share. The Dean (Dr Liora Lazarus) is responsible for all matters of discipline in the broadest sense, especially in terms of the College as a place of study and as a living environment. Please consult your copy of the College Regulations and be familiar with them – they make clear your responsibilities, to yourself and to all of us at St Anne's.

### **Permissions**

Any functions (parties, meetings) require the permission of the Dean. Consult the Dean as soon as possible to discuss your plans to avoid disappointment. The use of the College's public rooms and gardens has to be discussed with the Domestic Bursar (Mr Martin Jackson).

### **Penalties**

Regrettably, there are times when breaches of the Regulations governing discipline will result in a penalty being imposed by the Dean. Each case is dealt with thoroughly, and penalties include temporary exclusion from College, withdrawal from College, monetary fines. Please be mindful at all times of how your behaviour impacts on others who live, work and study at St Anne's.

### **College Property**

The Regulations also make clear what are reasonable and adult expectations of you in terms of respecting the fabric of the space you live, study and socialise in. You are responsible for your room and for the behaviour of any visitors, and you are required to keep your room in a reasonable and

habitable state. It goes without saying that all College space and property should be treated respectfully by you and any visitors you invite here.

### **Noise**

Living and studying alongside each other in houses, flats and around stairwells is a great experience and intrinsic to student life. Please think about your neighbours and be considerate, especially in the late evening, when entering and leaving buildings, or chatting in communal areas. If your neighbour can hear your music or TV, they are too loud.

### **Drugs**

Substance abuse is not tolerated by College, and the Regulations concerning illegal drugs and drugs generally are very clear: **Section 9.4 of the College Regulations - Obligatory reading**. Students with drug-related problems are advised to seek help and guidance from the College Doctor who will assist confidentially. Other sources of help and support include counselling, as well as the College Nurse, any College Tutor or Officer.

## **10. COMMUNICATION**

JCR pigeonholes are located on the ground floor of Gatehouse. MCR pigeonholes are in Eleanor Plumer House. If you are listed as being 'out of residence' – i.e. not living and working in Oxford – the Lodge porters will forward mail to your permanent home address (UK residents only), [unless you make a special arrangement with the Head Porter for a different address]. (Messenger mail would not be forwarded, so you would need to notify your home address to all Oxford contacts.)

All College members are required to set up a University email account named in the format [firstname.surname@st-annes.ox.ac.uk](mailto:firstname.surname@st-annes.ox.ac.uk). If you have another account, you can arrange for the mail to be forwarded. See <http://www.oucs.ox.ac.uk/email/>.

**You must check your pigeonhole and email daily and respond to College messages as appropriate. Email inboxes must therefore be managed so that mail can always be delivered. We communicate with you using only your St Anne's email address.**

Lists of College staff and tutors can be found at <http://www.st-annes.ox.ac.uk/about/our-people.html>. Email addresses and phone numbers are easily found at <http://www.ox.ac.uk/contact/>.

## **11. THE DEVELOPMENT OFFICE**

### **What Does it Do?**

The Development Office is responsible for fundraising and alumnae relations at St Anne's.

St Anne's is not, and has never been, a wealthy College. That we are able to offer high-quality teaching, library and IT provision, accommodation and food, as well as generous bursary and hardship provision, is thanks to the generosity of generations of St Anne's alumnae (former students) and friends.

This proud tradition of each generation helping out their successors is one which the College seeks to maintain and enhance.

We do this by hosting events (year and subject reunions, the annual Gaudy and donors' thank-you celebrations), and by communicating via a range of publications (including our e-Group, *st.anpoint* newsletter, and *The Ship*). All these activities aim to connect our alumnae and friends to the work of the College as it is now, and to demonstrate our ambitions for St Anne's in the future.

### **Our Relationship with Students' Parents**

The College has long seen the parents of our current undergraduates as valued friends within the St Anne's community, while recognising that the primary relationship is always between the College and

our students.

We welcome parents into the College from day one, and host a number of events to which students and their parents are both welcome.

We send to students' parents the full range of publications that our alumnae receive, and we encourage all who feel able to make a contribution to help the College continue its work.

## **12. REGULATIONS**

You receive a copy of the College Regulations when you arrive. Any amendments will be notified by email, and an up-to-date version will always be available on the College website. Please ensure that you read the College regulations for information on such issues as (but not limited to) freedom of expression, harassment, drugs, alcohol, disciplinary procedures, etc.

### 13. Useful telephone Numbers

The following are numbers that might be useful:

#### *Medical Emergencies*

Most circumstances	999
Jericho Health Centre	01865 331234
John Radcliffe Hospital	01865 741166 / 220208
Oxford Eye Hospital	01865 234163
Ear, Nose and Throat Emergencies	01865 224 756

#### *Health*

NHS Direct	0845 4647
Health Information	<a href="http://www.patient.co.uk">www.patient.co.uk</a>
Diabetic Information Service (Mon–Fri, 9–5)	020 7424 1000
National Aids Helpline	0800 567 123
Terence Higgins Trust	01865 243 389
Harrison Dept, Churchill Hospital (walk-in HIV and GUM testing)	01865 231231
Alec Turnball Family Planning Clinic	01865 456 666
Pregnancy Advisory Service	08457 304030
Eating Disorders Association	0845 631414
Alcohol Helpline (Drinkline)	0800 9178282
National Drugs Helpline	0800 776600
Release (drugs legal line)	0845 4500215
Libra (drug/alcohol issues)	01865 749 800
Clinton Clinic (24hrs drugs/alcohol advisory service)	01865 226 243
Alcoholics Anonymous	01865 242 373

#### *Helplines & Counselling Services*

Nightline (8pm – 8am)	01865 270 270
Careers Service – 56 Banbury Road	01865 274 646
Dyslexia Association Helpline	0845 251 9002
LGB switchboard	01865 793 999
Samaritans	0845 790 9090 01865 722 122
CRUSE Bereavement Care	01865 245 398
Oxford Rape Crisis	01865 726 295
Victim Support	0845 450 3883
University Counselling Service	01865 270 300
University Harassment Advisors	01865 270 760
Proctors' Office	01865 270 090
OUSU Student Advice	01865 288 450

#### *Transport*

National Rail Enquiries	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a> 08457 48 49 50
Oxford Tube	01865 772 250
Taxis	01865 794 000 01865 242 424

St. Aldate's Police Station	0845 8 505 505
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