

PART A – WHO’S WHO AND COLLEGE ADMINISTRATION

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A.1 WHO’S WHO

St Hilda’s College 2017-2018

PRINCIPAL

Professor Sir Gordon Duff

MEMBERS OF THE GOVERNING BODY (in order of their election)

Professor Julia M Yeomans, FRS	Physics
Dr Anita Avramides	Philosophy
Professor Amanda Cooper-Sarkar	Physics
Dr Irene Moroz	Applied Mathematics
Miss Maria Croghan (<i>IT Fellow</i>)	Librarian
Dr Katherine Clarke	Ancient History
Professor Petra Schleiter	Politics
Professor Susan Jones (<i>JdP Fellow</i>)	English
Dr Margaret Kean (<i>Domestic Fellow</i>)	English
Dr Lorna Smith (<i>Disability Lead</i>)	Inorganic Chemistry
Dr Rebecca M Armstrong (<i>on leave</i>)	Classics
Dr Helen J Swift (<i>Library Fellow, Tutor for Graduates</i>)	Modern Languages (Medieval French)
Dr Hannah Smith	Modern History
Dr Georgina Paul (<i>Vice-Principal</i>)	Modern Languages (German)
Professor Gregory Seregin	Pure Mathematics
Professor Dmitry Filatov	Plant Sciences
Ms Bronwyn Travers	Development Director
Dr Elinor Payne (<i>Supernumerary Fellow</i>)	Linguistics (Phonetics and Phonology)
Dr Kerstin Hoge (<i>Supernumerary Fellow</i>)	German Linguistics
Dr Maike Glitsch	Biomedical Science
Professor Fiona Macintosh (<i>Supernumerary Fellow</i>)	Classical Reception
Dr Rachel Condry (<i>Supernumerary Fellow</i>)	Criminology
Professor Selina Todd	Modern History
Dr Stephen McHugh	Psychology
Professor Alison Noble (<i>Technikos Professor</i>)	Biomedical Engineering
Professor Daniel Wakelin (<i>Griffiths Chair</i>)	Medieval English Palaeography
Dr Aris Katzourakis	Zoology (Evolutionary/Ecological Genomics)
Dr David Howey	Engineering (Electrical Power)
Dr Philippa Hulley	Musculoskeletal Sciences
Dr Dev Gangjee	Law (Intellectual Property)
Mr Frank Gargent	Bursar
Professor John Gibbons	Philosophy
Dr Catherine Swales	Clinical Medicine
Dr Daniel Bulte	Engineering
Dr Lorraine Wild (<i>Dean</i>)	Geography
Professor Jane Barlow	Evidence-based Intervention & Policy Evaluation
Dr Sarah Norman (<i>Equality and Diversity Fellow</i>)	Senior Tutor
Dr Anders Kock	Economics
Professor Catherine Schenk	Economic and Social History
Dr Claire Gwenlan	Physics

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SUPERNUMERARY FELLOWS

Professor Hilda Brown	Modern Languages (German)
Professor Giulio Chiribella	Quantum Computing
Professor Anne Edwards	Education
Dr Victoria Elliott	English and Literacy Education
The Revd Canon Brian Mountford	Chaplain
Dr Maya Tudor	Government & Public Policy

SENIOR RESEARCH FELLOWS

Dr Lyndall Gordon	English
Dr Emily Kearns	Classics
Dr Mavis MacLean	Law
Professor Ruth Muschel	Oncology

JUNIOR RESEARCH FELLOWS

Dr Amr Aswad	Zoology
Dr Yvonne Couch	Medicine
Dr Casey Doyle	Philosophy
Dr Maeve McKeown	Politics
Dr Alex Smith	Clinical Neuroscience
Mr Sebastian Wedler	Music
Dr Eve Worth	History
Dr Tingting Zhu	Engineering

ASSOCIATE RESEARCH FELLOWS

Dr Rogier B Mars	Neuroscience
Dr Ana Namburete	Engineering
Dr Linda Troeberg	Medicine
Dr Stephen Wren	Chemistry

CAREER DEVELOPMENT and FIXED-TERM FELLOWS

Dr Karina Cendon Bóveda (<i>Career Development Fellow</i>)	Politics
Mr Karl Laird (<i>Fixed-Term Fellow</i>)	Law
Dr Jonathan Patterson (<i>Career Development Fellow</i>)	French
Dr Richard Povey (<i>Fixed-Term Fellow</i>)	Economics

BRITISH ACADEMY POST-DOCTORAL FELLOWS

Dr Joseph Browning	Music
Dr Laura Paterson	History
Dr Hamsa Rajan	Interdisciplinary Area Studies

LECTURERS

Dr Vassilis Athanassoglou	Medicine (Clinical)
Ms Elsa Baroghel	French
Mr Luckshman Bavan	Medicine
Ms Valerie Belu	Politics
Dr Mary Board	Biochemistry
Dr Daniel Bos	Geography
Dr Krzysztof Brzezinski	Economics
Dr Alexandra Buckle	Music
Dr Martin Coombes	Geography
Ms Charlotte Cooper	French
Mr Gregorio Curello (<i>Graduate Teaching Assistant</i>)	Economics

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LECTURERS Ctd

Ms Giovanna di Martino	Classics
Dr Jamshid Derakhshan	Pure Maths
Dr Marco Dorigatti	Italian
Dr Ann Dowker	Psychology
Dr Manuel Dries	Philosophy
Dr Gareth Evans	English
Dr Mark Ford	Physical Chemistry
Ms Arushi Garg	Law
Dr Amber Gartrell	Classics
Dr Stephen Goddard	French
Dr Stephen Gwilym	Medicine
Ms Elsa Hammond (TT18)	English
Professor Martyn Harry	Music
Mr Christoph Held (<i>Lektor</i>)	German
Professor David Hills	Engineering
Dr Saad Jbabdi	Engineering
Dr Sarah Jenkinson (HT 18, TT18)	Chemistry
Dr Charlotte Jones	English
Dr Emily Kearns (<i>Senior Research Fellow</i>)	Classics
Dr David Lee	Philosophy
Professor Petros Ligoxygakis	Biology
Ms Suellen Littleton	Management
Dr Aurelio Malo	Biology
Mr Max Marcus	Chemistry
Ms Florence Maw	French
Mr Robert McCulloch	Medicine
Dr Matthew McGilvray	Engineering
Ms Abigail Motley	Biology
Dr Fernando Nodal	Medicine
Dr Roy Norton	Spanish
Dr Ruth Percy	History
Dr Anna Ridley	Medicine (Pathology)
Mr Dane Rogers	Maths (Statistics)
Ms Alice Schneider	Law
Dr Andrew Sillett	Classics
Dr Muhammad Sohail	Biochemistry
Ms Yang Song	Oriental Studies
Dr Pauline Souleau	French
Dr Roger Teichmann	Philosophy
Dr Nicola Thomas	German
Dr John Traill	Music
Dr Linda Troeberg (<i>Associate Research Fellow</i>)	Biomedicine
Ms Leah Trueblood	Law
Professor Heather Viles (<i>on leave</i>)	Geography
Mr Bryan Ward-Perkins	History
Ms Beth Watts	Biochemistry
Dr Robert Wilkins	Medicine (Physiology)
Dr Stephen Wren (<i>Associate Research Fellow</i>)	Chemistry

PART A – WHO’S WHO AND COLLEGE ADMINISTRATION

COLLEGE OFFICERS

Senior Tutor
 Librarian
 Bursar
 Development Director
 Accountant
 IT Manager
 Domestic Bursar
 Chaplain
 Director of College Music
 Academic Registrar
 Governing Body Secretary
 Archivist
 Head of Buildings and Projects
 Communications Manager
 Transgender Lead
 Disability Lead
 Disability Co-Ordinator
 Dean of Degrees
 Assistant Dean of Degrees
 Royal Literary Fund Writing Fellow
 College Doctors

Dr Sarah Norman
 Miss Maria Croghan
 Mr Frank Gargent
 Ms Bronwyn Travers
 Dr Hemlata Bountra
 Mr Tom Anstey
 Mrs Gerri Cane
 Revd Canon Brian Mountford
 Dr Jonathan Williams
 Mrs Suzie Hancock
 Ms Emma Campbell
 Mr Oliver Mahony
 Mr Neil Hyatt
 Mrs Claire Harvey
 Dr Sarah Norman
 Dr Lorna Smith
 Mrs Suzie Hancock
 Dr Emily Kearns
 Dr Jamshid Derakhshan
 Ms Claire Harman
 Dr Catherine McDonnell
 Dr Antony Maddison
 Mrs Caroline Smith
 Ms Rachael Griffiths
 Ms Sarah Waltcher
 Ms Katie Truslove

College Nurse
 Junior Deans

COLLEGE OFFICER	LOCATION	PHONE	EMAIL
Principal	South Building Room 27	76814	principal@st-hildas.ox.ac.uk
Senior Tutor	South Building Room 31	76811	senior.tutor@st-hildas.ox.ac.uk
Tutor for Graduates	Email		tfg@st-hildas.ox.ac.uk
Librarian	Hall Building Library	76848	maria.croghan@st-hildas.ox.ac.uk
Academic Registrar	South Building Room 32	76889	college.office@st-hildas.ox.ac.uk
Bursar	South Building Room 21	76803	bursar@st-hildas.ox.ac.uk
Accountant	South Building Room 9	86622	accounts.office@st-hildas.ox.ac.uk
Domestic Bursar	South Building Room 15	76808	gerri.cane@st-hildas.ox.ac.uk
Head of Buildings and Projects	South Building Room 20	76898	buildings-support@st-hildas.ox.ac.uk
IT Manager	Off JCR Computer Room	76891	it-support@st-hildas.ox.ac.uk

College Officers

The posts of the following College Officers revolve periodically among members of the Senior Common Room: Vice-Principal, Tutor for Graduates, the Dean, the Disability Lead, and Dean of Degrees. The Senior Tutor is also the Tutor for Admissions. The present holders of these posts may be found on the Who’s Who list of Governing Body Members. College Officers may be contacted via the staff pigeonholes at the Porters’ Lodge.

There are also three Junior Deans, *Rachael Griffiths*, *Sarah Waltcher*, and *Katie Truslove*. The times when the Dean and Junior Deans are available are posted on their notice board in South Building.

St Hilda’s College Official Student Handbook 2017-2018

Part A – Who’s Who and College Administration

(Revised 19 February 2018)

PART A – WHO’S WHO AND COLLEGE ADMINISTRATION

A.2 THE COMMON ROOMS

The JCR

The JCR (Junior Common Room) is an association open to all undergraduate members of the College, including visiting undergraduates. The JCR elects a committee to represent its views and interests in the College. Its main object is to promote the welfare of its members, to organize social activities, and to represent the interests of students to the Governing Body of the College. The Code of Practice for the JCR is set out in Part H Appendix II.2 of this handbook.

Representatives of the JCR attend (with the right to speak but not to vote) meetings of the Governing Body, the General Purposes Committee, Domestic and Garden Committees, and also the Access and Admissions Committee, Development Advisory Committee, Welfare Committee, and Information Technology Committee.

The JCR International Officer is an international student who can provide support and advice with adjusting and settling into Oxford University life. The JCR International Officer may also organize social or informational events around national holidays and festivals. Contact the JCR International Officer if you have any questions or ideas in this area.

JCR Committee 2017-2018

President	Antara Jaidev	antara.jaidev@st-hildas.ox.ac.uk
Vice President/Treasurer	Georgie Bingham	georgia.bingham@st-hildas.ox.ac.uk
Vice President/Secretary	Madeleine Hancock	madeleine.hancock@st-hildas.ox.ac.uk
Access/ Equal Opportunities Officer	Saloni Pun	saloni.pun@st-hildas.ox.ac.uk
Academic Affairs/Careers Officer	Xiwan Wei	xi.wei@st-hildas.ox.ac.uk
College Affairs Officer	Maria M Stamatova	maria-magdalena.stamatova@st-hildas.ox.ac.uk
Bar Managers	Ruxi Vasile	ruxandra.vasile@st-hildas.ox.ac.uk
	Billy Whyte	billy.whyte@st-hildas.ox.ac.uk
	Zak Watt	zak.watt@st-hildas.ox.ac.uk
Buttery Managers	Chessa Odgers	francesca.odgers@st-hildas.ox.ac.uk
	Izzy Lewis	isobel.lewis@st-hildas.ox.ac.uk
	Hannah Jago	hannah.jago@st-hildas.ox.ac.uk
OUSU/NUS and Returning Officer	TJ Fitzgerald	thomas.fitzgerald@st-hildas.ox.ac.uk
Arts Officer	Cassie White	cassandra.white@st-hildas.ox.ac.uk
Entz Officers	Magnus Jeffery	magnus.jeffery@st-hildas.ox.ac.uk
	Claire Rich	claire.rich@st-hildas.ox.ac.uk
	Tom Stowell	thomas.stowell@st-hildas.ox.ac.uk
Sports Officers	Digby Hopkinson-Woolley	digby.hopkinson-woolley@st-hildas.ox.ac.uk
	Eleanor James	eleanor.james@st-hildas.ox.ac.uk
Charities Officers	Serena Millen	serena.millen@st-hildas.ox.ac.uk
	Blue Weiss	blue.weiss@st-hildas.ox.ac.uk
IT Officer	Sam Haggerty	samuel.haggerty@st-hildas.ox.ac.uk
Environment and Ethics Officer	Rupert Stuart-Smith	rupert.stuart-smith@st-hildas.ox.ac.uk
Welfare Officers	Mikey Ahearn	michael.ahearn@st-hildas.ox.ac.uk
	Ruth Cox	ruth.cox@st-hildas.ox.ac.uk
Women’s Officer	Gazelle Mba	ogazielum.mba@st-hildas.ox.ac.uk
LGBTQ+ Officer	Poppy Price	poppy.price@st-hildas.ox.ac.uk
Black and Minority Ethnic Officer	Lamis Hamdi	lamis.hamdi@st-hildas.ox.ac.uk

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Disabled Students Officers	Charlie Hailes Cat Dove Izzi Carter	charlie.hailes@st-hildas.ox.ac.uk catherine.dove@st-hildas.ox.ac.uk isabelle.carter@st-hildas.ox.ac.uk
Ball President	Anastasia Tkach	anastasia.tkach@st-hildas.ox.ac.uk
Freshers’/Finalists’ Officers	Max Taylor Amber Sparks	max.taylor@st-hildas.ox.ac.uk amber.sparks@st-hildas.ox.ac.uk
International Officer	Rebecca Vitenzon	rebecca.vitenzon@st-hildas.ox.ac.uk

The MCR

The MCR (Middle Common Room) is an association open to all who are reading for higher degrees and diplomas, a second BA, those with senior status, mature students, and fourth year undergraduates. The Code of Practice for the MCR is set out in Part H Appendix II.2 of this Handbook.

The MCR elects a committee to represent its views and interests in the College. Representatives of the MCR attend (with the right to speak but not to vote) meetings of the Governing Body, the General Purposes Committee, Domestic and Garden Committees, and also the Development Advisory Committee, Welfare Committee, and Information Technology Committee. The MCR organises a range of social and research-related events for members.

MCR Committee 2017-2018

President	Daniel Quetschlich	daniel.quetschlich@st-hildas.ox.ac.uk
Vice-President	Julia Heitmann	julia.heitmann@st-hildas.ox.ac.uk
Secretary	Jack Thomas	jack.thomas@st-hildas.ox.ac.uk
Social Secretary	Juan Yanguela Equizaba	juan.yanguela@st-hildas.ox.ac.uk
Welfare & Equality Officer	Hana Veler	hana.veler@st-hildas.ox.ac.uk
Women’s Officer	Emily Traylor	emily.traylor@st-hildas.ox.ac.uk
Disabilities Officer	Francesca Kaes	francesca.kaes@st-hildas.ox.ac.uk
LGBTQ Officer	Jack Doyle	jack.doyle@st-hildas.ox.ac.uk
Development Liaison Officer	Giacomo Bertuzzi	giacomo.bertuzzi@st-hildas.ox.ac.uk
Oxford SU Representative	Nasim Ul Haque	nasim.haque@st-hildas.ox.ac.uk
Domestic Officer	Benjamin Weinstock	benjamin.weinstock@st-hildas.ox.ac.uk
Library Representative	Emma Bartel	emma.bartel@st-hildas.ox.ac.uk
Finance Officer	Nafisa Sharif	nafisa.sharif@st-hildas.ox.ac.uk
Academic Officer	Giovanna Di Martino	giovanna.dimartino@st-hildas.ox.ac.uk
Admiral of the Fleet	Anna Chamberlain	anna.chamberlain@st-hildas.ox.ac.uk
Environmental Officer	Katie Truslove	katherine.truslove@st-hildas.ox.ac.uk

The SCR

The SCR (Senior Common Room) consists of the Fellows, Research Fellows, Lecturers, and Senior Administrators of the College.

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A.3 COLLEGE ADMINISTRATION

ADMINISTRATION OFFICE HOURS

The Principal’s office is in South Building Room 30. Appointments to see him should be made through the Principal’s PA (South 28) T. 76813.

The Senior Tutor’s office is in South Building Room 31. Appointments to see her should be made through the Tutorial Officer (South 27) T. 86679.

OFFICE	DAYS	TIME	TEL NO
Academic Office <i>(for Academic matters)</i> South 27	Monday - Friday	9.00 am - 11.00 am 11.30 am - 12.30 pm 2.00 pm - 4.30 pm	86620 / 86679 / 76815
Accounts Office <i>(for Financial matters)</i> South 10	Monday - Friday	9.30 am - 11.00 am 11.30 am - 12.45 pm 2.30 pm - 4.30pm	86641 / 76802
Bursar <i>(for Financial matters)</i> South 21	Appointments to see the Bursar should be made through the Principal’s PA (South 28)		76813
Domestic Bursar's Office <i>(for Domestic matters)</i> South 15	Monday - Friday	9.00 am - 11.00 am 11.30 am - 12.45 pm 2.00 pm - 4.30 pm	76890

ACADEMIC OFFICE

The Senior Tutor, who is also Tutor for Admissions, has general responsibility for the management of all academic matters in the College. The Academic Registrar manages the Academic Office, which deals with admissions, matriculation, entering students for examinations, student records, and graduations. The Academic Office staff consists of the Tutorial Officer, the Admissions Officer, the Recruitment and Schools Programme Officer, and the Academic Assistant. The Academic Office is located in South 27; the Academic Registrar’s office is in South 32.

Outside the times when the office is open, students are asked to contact the Academic Office by email at:

college.office@st-hildas.ox.ac.uk

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STUDENT CARDS, TRANSCRIPTS AND CERTIFICATES

University Cards (Bodcards)

All students are issued with a University card (known as a ‘Bodcard’) on their arrival. Whilst this is primarily a Library card (ie Bodleian Card) it also provides photocopying and printing facilities in College, access to Departmental buildings, sports facilities, College dining facilities, the College pedestrian gate and College buildings between 11pm and 5.30am, and a range of other University buildings. You should look after this card carefully, but if your card is damaged, lost or stolen, you can order a replacement card:

- If your card is lost, you will need to pay for a replacement card online at: http://www.admin.ox.ac.uk/estates/ourservices/fm/card/online_store
- If your card is stolen, contact the Academic Office. You will not need to pay for a replacement card if you have a police incident number.
- If your card is damaged, contact the Academic Office who will order a replacement card for you free of charge.
- You will automatically be sent a replacement Bodcard if there is any change to your course of study or to your personal details.

New cards must be collected in person from the Academic Office and old cards handed over to be destroyed. It usually takes 2-3 days for a new card to be produced.

Transcripts

Academic transcripts are available from the University website (<http://www.ox.ac.uk/students/graduation/transcripts/>) at a charge of £12 per transcript. At the end of their studies, all students will automatically receive from the University one copy of their official transcript. These transcripts will be sent to the postal address given on the Student Self-Service website (www.ox.ac.uk/students).

Enrolment Certificates

Enrolment certificates are proof of student status and can be printed directly from the University Student Self-Service website (www.ox.ac.uk/students). You should make sure that your personal and academic details are correct on this site at all times.

Council Tax Exemption

The Enrolment certificate (see above) is accepted by Oxford City Council as proof of student status for exemption from Council Tax.

Bank Letters

The Enrolment certificate (see above) is accepted by most banks as proof of student status when opening a new account. For further guidance on opening a bank account see: <http://www.ox.ac.uk/students/new/international>.

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GRADUATION

University of Oxford Degrees are conferred at degree ceremonies, held in the Sheldonian Theatre, or the Examinations Schools. You may graduate in person or in absence, either straight after you have finished your degree, or many years later.

- Undergraduate or taught Master’s students will automatically receive an email invitation at the end of Michaelmas Term of their final year, with instructions on how to book a degree ceremony. Degree Ceremonies are booked using the eVision system.
- Research students will automatically receive an email with instructions on how to book a degree ceremony once they have been granted leave to supplicate. Degree Ceremonies are booked using the eVision system.

It is a College policy that all MA degrees are conferred in absence.

Full information about booking a degree ceremony can be found on the University website at www.ox.ac.uk/students/graduation/ceremonies and on the College website at www.st-hildas.ox.ac.uk/content/graduation

Research Degree Library Submissions prior to Graduation

Graduands are, in addition to their hardbound submission to the Bodleian Library, required to submit a digital copy of their thesis to the Oxford Research Archive – <http://www.bodleian.ox.ac.uk/ora>. The Research Degrees Team will contact graduands who have booked a degree ceremony either in person or in absence, but who have not yet submitted the required copies, to remind them of the need to submit both a hardbound and a digital copy of their thesis. This will happen in the two weeks before each ceremony. Graduands who do not submit the required copies will not be allowed to graduate.

Degree Certificates

Please note that a degree certificate cannot be obtained until your degree has officially been conferred, either in person or in absence, at a graduation ceremony. Please refer to the University website for information about obtaining degree certification. www.ox.ac.uk/students/graduation/certificates.

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INFORMATION FOR INTERNATIONAL STUDENTS

International students can find useful advice on the University website:

www.ox.ac.uk/students/new/international

International students may always consult the Academic Office or members of the College’s Welfare Team. The MCR and JCR both have Welfare Officers, and the JCR also has an International Officer.

International students will normally have a Tier 4 student visa which will last for the duration of their course. If you do need to renew your visa during your course please allow sufficient time as this can be a very lengthy process.

Advice and information about visas both during and after your course can be found on the University website http://www.ox.ac.uk/students/international_students/.

A student visa holder must inform the UK Visas and Immigration agency if their circumstances change during their studies. The University is obliged to tell the UK Visas and Immigration agency about any students who fail to arrive for the start of a course, withdraw from a course, defer or suspend their studies, or students who fail to attend for significant periods of time. You must not remain in the UK beyond the time allowed by your visa, unless a renewal application has been made. Failure to comply with the visa obligations might result in prosecution or deportation from the UK and may adversely affect future visa applications. Information about international students’ rights to work, including National Insurance numbers, can be found at www.ox.ac.uk/students/visa/during/work.