

## PART B – ACADEMIC INFORMATION

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## PART B – ACADEMIC INFORMATION

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### B.1. UNDERGRADUATES

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#### B.1.1 ACADEMIC OBLIGATIONS

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The College was founded for educational purposes: it is an educational institution. Academic work must accordingly have the first claim on the time and effort of all Junior Members. Much of what follows is intended to make clear the principles adopted by the College to ensure that this priority is given.

**Oxford terms are short and intense. Please note that you must be in Oxford from Thursday of 0th week at the beginning of each term, and that you should leave no earlier than Saturday morning of 8th week at the end of each term.**

Oxford undergraduates are chosen out of many applicants for their academic potential. Like all students admitted to the College, you have been chosen by the College tutors in the relevant subject. One or more of these tutors will be involved in teaching you throughout your course. It is the start of a relationship much valued at Oxford. Undergraduate teaching is carried out in tutorials (usually in pairs, or in small groups), combined with lectures and classes organised by the University. The College will also nominate someone (a Personal Tutor) to take overall responsibility for each student's academic work: students are told the name of their Personal Tutor at the start of each academic year.

Before you came up to Oxford for your first term as an Oxford student, you signed a Student-College contract. This section of the Handbook clarifies further what your academic obligations are. You are expected to work to the best of your ability, to attend all academic appointments, and to produce all written work punctually. Attendance at tutorials, classes and collections is compulsory. If prevented by illness or other urgent cause, you should make every effort to notify the Tutor concerned as soon as possible, preferably in advance, and in the case of illness with a medical note from a College Doctor. Fulfilment of these obligations is a condition of continued membership of the College. You are also expected to attend all lectures and classes recommended by your tutors or for which you have enrolled. If you are uncertain at any time as to the nature of your academic obligations, you should discuss the matter with a tutor or your Personal Tutor.

#### AS AN OXFORD STUDENT YOU MUST:

- Attend academic appointments, tutorials, classes, lectures and collections
- Ask any questions in order to clarify your schedule, your assignments, etc.
- Produce work promptly, and of appropriate quality
- Maintain communication with your Tutors
- Respond promptly to communications from College officers as required (e.g. Senior Tutor, Academic Registrar, Tutorial Officer)

You should also realise that your tutors are under no obligation to do the following, particularly in the case of students already on Academic Probation:

- Accept work handed in late without a proper explanation (backed up, if necessary, by a medical note from a College Doctor)
- Accept work which is incomplete or clearly below the required standard
- Reschedule tutorials missed without prior notice or a proper explanation

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As an Oxford student you should realise that learning to manage your time, your work, and your deadlines constitutes one of the single most important transferable skills for life after University, including the world of employment. When writing references for jobs, scholarships, postgraduate programmes, etc., your tutors are often asked to give information about your ability to produce high-quality work to specific deadlines, and your own punctuality at tutorials and other academic commitments. It is therefore in your interest to learn how to manage your time effectively, both for your time at Oxford, and for whatever you do after you leave the University.

Your membership of the College is interdependent with membership of the University. Undergraduates are subject to the regulations of the University Proctors (see <https://www.proctors.ox.ac.uk/handbook/handbook>)  
Visiting Students are also required to comply with these regulations.

### **RESIDENCE REQUIREMENTS**

#### **Academic Terms**

There are three University terms, Michaelmas, Hilary, and Trinity, each of which includes a period of eight weeks called Full Term. For term dates, please visit the University website at: [www.ox.ac.uk/about/facts-and-figures/dates-of-term](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term)

Undergraduates are required to be in Oxford from the Thursday before Full Term until the last Saturday of Full Term. Permission to leave before the last Saturday of Full Term must be sought from your tutors and the College.

New students are required to arrive in Michaelmas Term on the Monday before Full Term. You should inform the Academic Registrar if you cannot arrive by this date. All other undergraduates should be in College by 2.00pm on the Thursday before Full Term (unless their tutor specifies otherwise). Most tutors see their students on Thursday, and it is important that everyone examines the tutors' notice boards in South Building so that they see their tutors at the right time. If you are unable to be in College by 2.00pm on Thursday you should inform your tutor. If unable to return to Oxford by Thursday night, you should also notify the Dean.

College Collections (see below) are held each term on the Friday and Saturday of 0th week, which is the week before Full Term starts. Tutorials and lectures begin on the first Monday of Full Term.

#### **Short Term Absence from College**

An undergraduate's academic obligations (tutorials, work deadlines etc) mean that it is neither customary nor desirable for undergraduates to be away from Oxford for more than two or three nights during a term. You must notify your tutor if you propose to be absent for two or more weekdays and away for any night other than Saturday. If you are absent through illness, you must notify your tutor or another appropriate person if the tutor is not available. The College Nurse, Academic Registrar, Domestic Bursar and the Lodge Porters all have forms for notifying temporary absence, and will circulate this information to the relevant people. The form is also available on Weblearn.

All students, both those in College property and those in lodgings, must keep the College informed of their whereabouts. If you wish to be away from College accommodation overnight you must complete the information required at the Lodge before your departure. This is essential because the College needs to know where students are in case of emergency.

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For specific information about accommodation in and out of College, see the Domestic Arrangements section of the Handbook.

### YOUR ACADEMIC PROGRESS

#### Collections

Your academic progress is checked regularly by tutors in weekly tutorials, and in termly examinations, known as ‘Collections’, which are usually set on the Friday or Saturday of 0th Week. Details of time and place are posted on a notice board in the Foyer of South Building. These examinations are normally set on the previous term’s work or may cover specified vacation reading. They are less formal than University examinations (although students are required to wear their gowns), but good performance and evidence of excellent progress may be rewarded with prizes. A serious view is taken of failure to attend or of inadequate performance. If you are uncertain about the subject or subjects of next term’s collections you should consult your tutors before leaving for the vacation. The Oxford course requires use to be made of vacations to prepare and to revise, so adequate time should be set aside for this preparation and revision.

#### Termly Reports

Reports on your academic work are written each term by those teaching or supervising St Hilda’s students. The Senior Subject Tutor or Personal Tutor conveys the contents to you and is prepared to discuss academic progress at any time. In 9th week of each term, these reports are normally released for students to view on the OxCORT system (Oxford Colleges Online Reports for Tutorials) at [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk). It is very important that you attend end-of-term report-reading with your Tutors so that they can go over your reports with you.

#### Personal Tutors, Tutors, and Tutorials

Each undergraduate is allocated a Personal Tutor. Personal Tutors are Fellows or Lecturers of the College, and normally a tutor in the student’s subject. The Personal Tutor is available for general consultation and advice and is responsible for the supervision of the student’s work, and should be consulted in the first instance on all academic matters. Your Personal Tutor may arrange weekly ‘office hours’ for consultation on any matter, or should inform you of other arrangements and availability.

Tutorial teaching is arranged on the basis of one or more tutorials a week. These are frequently taken by Fellows and Lecturers of the College, but undergraduates may also be sent to tutors outside the College. Tutorials normally consist of a discussion of work written or prepared by a student. Undergraduates should attend tutorials punctually at the time agreed with the tutor, and should hand their work in on time as stipulated by the Tutor. A tutorial appointment should be altered only in a case of genuine emergency. See *The Code of Practice on Attendance at Tutorials and Classes (Part H Appendix II.4)* of this Handbook.

#### Communication with Tutors

It is part of your obligation as a student to check your pigeonhole and your College email inbox on a daily basis, and to reply promptly to any messages, particularly from tutors. It is essential to let your tutors know if for any reason you cannot complete an assignment and/or if you cannot come to a class or a tutorial. Like you, they are busy people.

For questions relating to your degree course, please consult your course handbook or relevant website before contacting your tutor. If you have a number of questions, please group them in one message rather than subjecting your tutor to a series of interlocking messages. In term-time, you

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can reasonably expect your tutor to respond to you within three days at the most (especially if you email over a weekend). Out of term, tutors may be abroad or simply working in a library or laboratory in Oxford, and it will therefore take them longer to get back to you.

You should reply promptly to all communications from College, whether by letter or by email, especially if you have been invited to a College event.

It is conventional to call tutors and other senior members of the College by their preferred title and surname (e.g. Ms Smith, Dr Jones) until they have told you otherwise. When writing or emailing someone for the first time, please observe this convention.

### **Employment and other activities in Term Time**

The fulfilment of an undergraduate's academic obligations takes precedence over any other interest or activity. In particular, undergraduates wishing to take paid employment during term are required to discuss the matter with their tutors before doing so.

In cases of unexpected financial difficulties, College may be able to provide hardship grants for students (see Financial Matters section).

Students standing for major JCR or similar offices must be of good academic standing and must seek advice and guidance from their tutors before their nomination for the election ballot, or before accepting co-option to these committees.

### **Vacation Work**

College and University teaching is organised on the assumption that undergraduates will devote a substantial part of each vacation to academic work. It is recognised that some students will need to undertake paid work during the long vacation, but they are encouraged to consult their Personal Tutor before doing so. Students may be able to get some paid vacation work in College during the conference season (consult the Domestic Bursar).

### **Academic dress**

Scholars and Exhibitioners wear Scholars' gowns; all other undergraduates wear the short Commoners' gowns. Gowns must be worn on any occasion when the Vice-Chancellor is present, for College Collections, and when calling on the Principal. Gowns are not worn for lectures, seminars, tutorials, or at most College dinners (with the exception of the Freshers' Dinner, Graduate Dinner, and Founder's Day Dinner).

For matriculation, examinations and degree ceremonies, undergraduates must wear academic dress which consists of a gown, a cap or mortar board, and subfusc. Subfusc consists of a dark suit with dark socks, or a dark skirt with black tights, or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie (a narrow black ribbon, tied in a bow, will suffice), or white bow tie. ("Dark" in this context means black, or very dark grey or navy blue.) Those who wear a headdress for religious reasons should choose a black scarf. Gowns may be bought at any Oxford tailor's shop.

The Proctors, who maintain and uphold the statutes and regulations of the University, are empowered to deny entry to formal University ceremonies and examinations to those who are incorrectly dressed.

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### Lecture Lists

Subject lecture lists are published online at

<http://www.ox.ac.uk/students/academic/guidance/lectures>

### Plagiarism

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition. This definition of plagiarism is taken from the Oxford University Education Committee's statement on plagiarism on the University website at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism).

Plagiarism is a serious offence for which you can be expelled from the University. It is part of your responsibility as a student to understand how to use the work of others without plagiarising. The rules regarding plagiarism apply to all student work – essays and problems set for tutorials; work for practicals; all work submitted as part of an examination such as dissertations, essays, portfolio work. Again, the 'work of others' includes all media (manuscript, printed, and electronic).

Students should note that plagiarism in College as well as in University work has serious consequences. Minor plagiarism (normally one or two sentences) will lead to a firm warning by the subject tutor to flag up the seriousness of the offence, and to indicate that the tutor will keep an eye on the student for the foreseeable future. Major plagiarism (normally anything more than one or two sentences) will mean that the student will face academic disciplinary procedures (See **By-law XX, Appendix I** to this Handbook). It should be noted that any incident of plagiarism might affect tutors' willingness to supply a reference for the student.

Useful sources on plagiarism and how to avoid it:

1. Education Committee Statement on Plagiarism, part of which was cited above, [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism).
2. Your own course handbook and your tutors.
3. The University provides a free online course on avoiding plagiarism: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>.

### B.1.2 ACADEMIC DISCIPLINE

The College has a system of Academic Discipline, with stages from an Informal Warning to possible expulsion from the College and University. The stages are outlined in College **By-Law XX (Part H Appendix I of this Handbook)**. While the use of the academic discipline procedures by the College will be a result of a student not complying with their academic obligations (see that section of this Handbook) warnings are designed to act as a form of early intervention and as a way of trying to help students to succeed. Tutors diagnose the student's individual academic challenges, recommend specific remedies and appropriate help, and set clear targets for improvement. The aim in putting a student on Warning is to help them get off it again as soon as possible. All students should note that plagiarism in College work can lead to Academic Disciplinary proceedings.

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Students on an academic warning may not receive College grants unless these relate directly to work for their degree courses. Students who have received a College Scholarship or Exhibition and become subject to academic discipline may face discontinuation of their award if their academic performance does not improve.

### **B.1.3 COLLEGE SUPPORT**

#### **Student Feedback on Tutorials**

St Hilda's has an anonymous, online College system for you and all undergraduates in College to provide feedback on teaching. Your feedback is collected toward the end of each term. You may also discuss any issues with the teaching you receive with the Senior Tutor.

#### **Scholarships, Exhibitions and Prizes**

Scholarships and Exhibitions are awarded for work of outstanding merit. Prizes may be awarded for special essays or for distinctive achievement.

#### **Coping with Problems**

In the event of a problem affecting academic work, you should take an early opportunity to discuss it with the tutor concerned who will be in the best position to advise you. Tutors are very familiar with work difficulties caused by ill health or personal problems, and will be willing to make reasonable adjustments accordingly. However, a degree depends on reaching a defined standard at University examinations, and this ultimate requirement cannot be reduced by tutors. If for any reason you find it difficult to talk to your tutor, there are other ways of obtaining help and advice: the Personal Tutor (if different), the Senior Tutor, the Academic Registrar, the Chaplain, the Junior Deans, or the Dean (see section on Advice & Help). Changing teaching arrangements is never done lightly, but when absolutely necessary you may be able to change your tutor, or your tutorial partner, without suffering adverse consequences.

Occasionally, you may feel that you have been unfairly treated or inadequately helped by a tutor, in connection with a problem with academic work. Again, it is always best if you can talk through the problem with the person concerned, or, failing this, with the Personal Tutor or with another tutor. If for any reason you find that neither of these is possible, the Senior Tutor is always willing to listen sympathetically, and in confidence, and to advise or to mediate personally if this seems appropriate. This is part of the Senior Tutor's job. If such a direct approach seems too daunting, the Chaplain, Junior Deans, or one of the JCR Welfare or Academic Affairs Representatives, may be in a position to offer support (see section on Advice & Help). An interview may also be arranged with the Principal via his PA, whose office is in South Building, Room 28.

#### **Fitness to Study**

Oxford degree courses are intensive, exciting, and challenging, and they require students' full commitment, and fitness to study. If for any reason you are not fit for full-time study, the College may recommend a period of intermission, but this can only be done after full consideration of individual circumstances and evidence, and with the full support of the student's tutor (see **By-law XX, Part H Appendix I** of this handbook). In such circumstances you should talk to the College Doctor and your tutor (or another member of the College as above) as soon as possible about your worries.

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### **Suspension of Status**

It is expected that students admitted to a course of study will complete the course within the usual period of time, without breaks. However, in occasional cases, it may be necessary for a student to take time away from their studies. This is known as ‘suspension of status’. Suspension of status may be permitted for reasons of serious ill-health, disability, or family emergency.

An undergraduate who feels that they may need to suspend study should talk in the first instance with their tutors. The Senior Tutor or Academic Registrar should also be consulted at an early stage.

A graduate student who feels that they may need to suspend study should discuss this possibility with their supervisor or the relevant departmental administrator or Graduate Studies Assistant. The Tutor for Graduates is also happy to provide advice.

The decision to suspend study is a serious one and the College will provide support in the decision-making process. Cases are considered on an individual basis, and there is no universally applied rule. We do, however, try to provide flexibility where possible.

Students whose status is suspended are not enrolled and therefore should not normally expect access to College facilities on the same basis as those who are on-course.

### **Change of Course**

It is College policy that requests for change to a completely different degree course at the very start of a course cannot be agreed other than in the most exceptional circumstances. A change of course will be agreed only on the basis of a substantial case, and normally only to a course for which the College admits, and for which the College can therefore guarantee appropriate teaching provision. Since subjects have specific selection criteria, it should not be assumed that transfer from one discipline to another is automatic. Students who do obtain permission to change course, normally have to start again at the beginning of the new course.

## **Libraries**

### **College Library**

A leaflet about the College library is distributed to all new students at the beginning of the year. Further detailed information about the Library is available on WebLearn: <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/sthildas/library>. Students should register for library membership at the start of Michaelmas Term. Registration as a library user entails acceptance of the library rules.

### **University Libraries**

All students will be issued with a University Card (known as a Bodcard), to obtain admission to the Bodleian Library, Radcliffe Camera and other University and Faculty Libraries. The University Card also gives you access to some laboratories and other University buildings. Information about University libraries, including their location and opening hours, can be found through <http://www.ox.ac.uk/research/libraries>.

## **PART B – ACADEMIC INFORMATION**

### **B.1.4 EXAMINATIONS**

#### **Examination Entries**

If you are taking exams with optional assessment units, then you are responsible for correctly completing your own entry for University examinations. You will receive an email with an invitation to login to Student Self Service to complete your examination entry. You must respond by the deadline given in this email as the University charge a fee of £40 for late entries.

Students who are taking exams that contain only compulsory core assessment units will automatically be entered for their examinations.

You may view the examinations for which you have been entered on the student self-service website at <http://www.ox.ac.uk/students>. Further information on entry for examinations can be found at <http://www.ox.ac.uk/students/exams/entry/>

If you have any questions regarding University examinations, you should consult the current edition of the Examination Decrees and Regulations at <http://www.admin.ox.ac.uk/examregs/>. In addition, students can seek advice from their personal tutor, or department.

#### **Change of Options**

If you wish to change one of the examination papers you have entered for, you will need to contact the Academic Office. The fees which apply are set out on the University Website <http://www.ox.ac.uk/students/academic/exams/entry/>. Please note that applications for changes of options will not be processed by the University until payment has been received.

#### **Alternative Arrangements for Examinations**

All requests for alternative examination requirements on the basis of a long-term health condition (e.g. extra time, use of a word-processor, religious circumstances) must be submitted by Friday of 4th week of Michaelmas Term. The College must advise on all such applications, which should be made through the Academic Office. It is therefore crucial that you inform the Academic Office at the earliest opportunity so that alternative needs can be assessed and appropriate arrangements can be discussed. See also Disability Advice in Part D – Advice and Help of this Handbook.

#### **Specific Learning Disorders**

Where a candidate with Specific Learning Disorders such as dyslexia or dyspraxia wishes to request extra time and/or other alternative arrangements for examinations, the request must be sent through the Academic Office, together with a Summary Sheet completed by one of the University's specially appointed Chartered Psychologists. Please note that the standard allowance of extra time for dyslexia is fifteen minutes per hour. Additional rooms are provided at the Examination Schools for students permitted extra time or for those who have permission to use a word processor. The University Disability Advisory Service or the College's Disability Lead (see Part D of this Handbook) can also advise.

#### **Requests to take papers in College**

Where a candidate with a known medical condition would have difficulty in taking papers in the Examination Schools or at Ewert House, this condition must be discussed with the Academic Office as early as possible. It may be possible to apply for permission to take papers in College.

## **PART B – ACADEMIC INFORMATION**

### **Alternative arrangements in the main examination room**

Requests for approval of alternative arrangements in the main examination room (eg alternative desk, chair, cushion, food, medication etc) should be made through the Academic Office. All such requests should be made as early as possible and should normally be supported with a letter from the College doctor or nurse.

### **Religious reasons affecting attendance at examinations**

Candidates prohibited for religious reasons from taking papers on Saturdays or other special days should notify the Academic Office as soon as possible.

### **On-going permission for alternative requirements**

Please note that where permission for alternative examination provision (extra time, use of a word-processor, religious circumstances) is on-going, there is no need to make any further request, except where the examination will be taken in College, for which authorization of invigilation arrangements must be made on each occasion.

## **PREPARING FOR EXAMINATIONS**

### **Candidate Numbers**

Your candidate number can be found on the Student Self Service website at <http://www.ox.ac.uk/students> or by looking at the top of your individual exam timetable.

### **Preparation for Examinations**

Very few people enjoy exams and most students experience some anxiety from time to time whilst revising and during the exams themselves. This anxiety can be helpful in motivating study and in improving performance, but very occasionally, it can lead to students feeling unable to perform to the best of their ability.

At <http://www.ox.ac.uk/students/academic/guidance/skills/revision> on the University website and at <https://www.st-hildas.ox.ac.uk/content/study-support> on the College website you will find some helpful suggestions which may help you cope with revision and exams and with the anxiety they may cause.

### **Past Papers**

Past papers can be downloaded from the following webpage:  
<https://weblearn.ox.ac.uk/portal/hierarchy/oxam/>

### **Factors Affecting Examination Performance**

In some circumstances, it may be possible to apply for circumstances that might affect exam performance to be drawn to the attention of the examiners. Students should discuss their concerns with the Academic Registrar at the earliest opportunity. Applications should be submitted no later than a week before the final examiners' meeting.

[https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/Factors%20Affecting%20Performance%20Guidance.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/Factors%20Affecting%20Performance%20Guidance.pdf)

## **PART B – ACADEMIC INFORMATION**

### **AFTER THE EXAMINATIONS**

#### **Behaviour after Examinations**

The Proctors and the local police are concerned about public safety, disruption to traffic, noise and litter when crowds gather day after day to meet candidates after their examinations are over. It is fairer to the general public and to fellow students who may still be working in the examination rooms if these celebrations are deferred until students get back to their colleges. All candidates are therefore asked to discourage friends from meeting them outside the Examination Schools or other examination venues and to disperse as soon as possible after leaving any examination building. Misbehaviour will result in strong measures being taken by the Proctors and may also attract sanctions by the Thames Valley Police and City Council officers. The Proctors' Code of Conduct for post-examination celebrations can be found at: <https://www.proctors.ox.ac.uk/oxonly/conduct/>

#### **Examination Results**

You may view your own results for all examinations on the Student Self Service website at <http://www.ox.ac.uk/students/>.

#### **Re-sitting Examinations**

There is currently no charge for undergraduate students who are re-sitting examinations.

#### **Illegible Scripts**

Exam scripts which are returned as illegible have to be transcribed by a person approved by the Proctors and with an invigilator present: this will be done at the candidate's expense.

#### **Failure in Examinations**

It is the College policy to send down (expel) any undergraduate who fails a First Public Examination twice, unless there are very exceptional circumstances. Those who wish to transfer to another University will be given appropriate assistance with their applications.

#### **Concerns about Examination Results**

If a student is concerned that their examination has not been conducted fairly, they should contact the Senior Tutor or Academic Registrar, and should not contact the examiners directly. In some circumstances, it may be possible for the College to request an administrative check via the Proctors' Office. Students can only appeal if they have reason to think that there was a procedural error or bias in the decision-making process.

## PART B – ACADEMIC INFORMATION

### B.2: GRADUATES

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#### B.2.1 ACADEMIC OBLIGATIONS

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The College was founded for educational purposes: it is an educational institution and all students are selected with reference to their academic potential. Academic work must accordingly have the first claim on your time and effort. Much of what follows is intended to make clear the principles adopted by the College to ensure that this priority is given.

##### AS AN OXFORD STUDENT YOU MUST:

- Attend academic appointments, tutorials, classes, lectures as required
- Produce work promptly
- Maintain communication with Supervisors and College Advisers
- Respond promptly to communications from College officers as required (e.g. Tutor for Graduates, Senior Tutor, Academic Registrar, Tutorial Officer)

As well as College regulations, graduates are also subject to the regulations of the University Proctors see <https://www.proctors.ox.ac.uk/handbook/handbook>. Visiting Students are also required to comply with these regulations.

#### RESIDENCE REQUIREMENTS

##### Academic Terms

There are three University terms, Michaelmas, Hilary, and Trinity, each of which includes a period of eight weeks called Full Term. For dates of term, please visit the University website at: [www.ox.ac.uk/about/facts-and-figures/dates-of-term](http://www.ox.ac.uk/about/facts-and-figures/dates-of-term)

Like undergraduates, graduate students are required to ‘Keep Term’, which is defined by University Statutes as spending 42 nights in Oxford during the period of Term. Graduates may be away from Oxford at any time during Term, without permission, provided that they are resident for 42 nights. Graduates are advised to consult the current edition of the University’s Examination Regulations for further information about the statutory residence requirements for their particular course. For example, those undertaking a DPhil degree are required to be in residence for at least six terms.

As a graduate, you may need to arrive earlier, for departmental or faculty meetings, and for courses which start in September. In Michaelmas Term in the week before Full Term begins (‘0th Week’) the College arranges a programme of induction for new students, starting with registration on Monday. If you are a graduate student who needs to arrive before the standard start date, you must contact the Accommodation Manager.

##### Short-Term Absence from College

Any graduate reading for a higher degree should inform the Tutor for Graduates (tfg@st-hildas.ox.ac.uk) in writing if they are to be away for longer than a week in term. All students, both those in College property and those in lodgings, must keep the College informed of their whereabouts. Any graduate living in College (on-site or in off-site houses) and any graduate reading for an Oxford first degree must complete the Short-Term Absence form which is available on Weblearn or at the Lodge if they intend to be away from St Hilda’s. You should

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complete this information before your departure from College. This information is essential because the College needs to know where students are in case of emergency.

### **Living Out**

Students who do not live in College property must inform the Academic Office of their lodgings address by the beginning of September and must also update their term-time address on the Student Self-Service website by this date. A Certificate of Enrolment to prove to Oxford City Council that a student is exempt from paying Council Tax can be printed from the Student Self Service facility at [www.ox.ac.uk/students](http://www.ox.ac.uk/students), but note that the lodgings address must be correct for the certificate to be valid. Note: The University classes DPhil students as being enrolled in full-time study until their submission date.

### **YOUR ACADEMIC PROGRESS**

The Tutor for Graduates co-ordinates optional annual progress meetings (Collections) for graduate students. You will have an opportunity to meet the Principal and/or the Tutor for Graduates to discuss your progress, based upon your supervisor's termly reports. These reports may also be discussed with the College Adviser.

Graduate Progression Forms (GSO) for transfer, confirmation of status, suspension, appointment of examiners, etc. are available at

<https://www.ox.ac.uk/students/academic/guidance/graduate/progression?wssl=1>

Forms may be signed by the Tutor for Graduates or a member of the Academic Office staff – please make contact at least a few days in advance and ensure that all preceding sections have been completed in full before requesting completion of the College's section.

### **Graduate Supervision Reporting**

Reports for graduate students are written on the Graduate Supervision Reporting System in Student Self Service <https://www.ox.ac.uk/students/selfservice>. Students are invited to write comments on their progress between 7<sup>th</sup> and 10<sup>th</sup> week in each term. Thereafter, comments are written by Supervisors and the Director of Graduate Studies. Students can view these comments at any time, and can discuss their reports with their College Adviser or the Tutor for Graduates.

### **Tutor for Graduates and College Advisers**

The Tutor for Graduates is appointed by the Governing Body to look after graduate interests; these include such matters as academic problems, accommodation, and grants for research expenses. The Tutor for Graduates is available to see graduates on these or any other matters. An appointment should be made by email ([tfg@st-hildas.ox.ac.uk](mailto:tfg@st-hildas.ox.ac.uk)).

Every graduate student will be assigned a College Adviser who is a College Fellow or Lecturer who may be in their own subject or an allied field. The role of a College Adviser is to provide a focal point for an individual student's relationship with the College, and general academic or pastoral advice and assistance throughout the student's course of study. College Advisers will be glad to help with any problems; a graduate who wishes to see their College Adviser should make an appointment by email.

## **PART B – ACADEMIC INFORMATION**

Your College Adviser can:

- Provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance;
- Monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- Discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- Consult the Tutor for Graduates/Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- Offer guidance on sources of support available within the College and University.

In addition, your College Adviser may be able to offer you advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publication and career plans.

Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance. Your College Adviser should never be the same person as your academic Supervisor; should this occur, please alert the Tutor for Graduates.

You will first meet your College Adviser during your first term, and you are encouraged to contact your College Adviser as and when you need advice or help. (You should also feel free to consult other College Officers as necessary, as discussed in this Handbook.)

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, you should contact the Tutor for Graduates or Senior Tutor.

### **Communication with the College and Tutors**

It is part of your obligation as a student to check your pigeonhole and your College email inbox on a daily basis, and to reply promptly to any messages, particularly from tutors. It is essential to let your tutors know if for any reason you cannot complete an assignment and/or if you cannot come to a class or supervision. Like you, they are busy people. You should reply promptly to all communications from College, whether by letter or by email, especially if you have been invited to a College event.

For questions relating to your degree course, you should consult your course handbook or relevant website before contacting your College Adviser. If you have difficulty contacting your Adviser, please contact the Academic Office.

It is conventional to call tutors and other senior members of the College by their preferred title and surname (e.g. Ms Smith, Dr Jones) until they have told you that you may do otherwise. If you are writing or emailing someone for the first time, please observe this convention.

## **PART B – ACADEMIC INFORMATION**

### **Academic Dress**

Graduates reading for diplomas or for higher degrees may wear the caps and gowns of their own undergraduate university. If you wish to wear an Oxford gown you should wear an Advanced Student's gown.

For matriculation, examinations and degree ceremonies, students must wear academic dress which consists of a gown, a cap or mortar board and subfusc. Subfusc consists of a dark suit with dark socks, or a dark skirt with black tights, or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie (a narrow black ribbon, tied in a bow, will suffice), or white bow tie. ("Dark" in this context means black, or very dark grey or navy blue.) Those who wear a headdress for religious reasons should choose a black scarf. Gowns may be bought at any Oxford tailor's shop.

The Proctors, who maintain and uphold the statutes and regulations of the University, are empowered to deny entry to formal University ceremonies and examinations to those who are incorrectly dressed.

### **Plagiarism**

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition.

This definition of plagiarism is taken from the Oxford University Education Committee's statement on plagiarism on the University website at [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism).

Plagiarism is a serious offence for which you can be expelled from the University. It is part of your responsibility as a student to understand how to use the work of others without plagiarising. The rules regarding plagiarism apply to all student work – essays and problems set for tutorials; work for practicals; all work submitted as part of an examination such as dissertations, portfolio work, theses. Again, the 'work of others' includes all media (manuscript, printed, and electronic).

Useful sources on plagiarism and how to avoid it:

1. Education Committee Statement on Plagiarism, part of which was cited above, [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism).
2. Your own course handbook and your Supervisor and College Adviser.
3. The University provides a free online course on avoiding plagiarism: <https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>

## **PART B – ACADEMIC INFORMATION**

### **B.2.2 COLLEGE SUPPORT**

#### **Study and Hardship Grants**

The College has several trust funds which are available to make grants to graduates for research and other purposes. For further information see the Financial Matters section of this Handbook.

#### **Coping with Problems**

As discussed above, College Advisers are assigned to graduate students at the start of each academic year. You may consult these Advisers about matters which you feel unable to raise with your supervisor, or simply to obtain personal advice. The College Adviser is expected to monitor a graduate student's progress, to discuss the University supervisor's reports, and be available for regular consultation on academic or other matters, including those issues that a student feels unable to raise with their supervisor. Graduates may also wish to consult the Tutor for Graduates if they are experiencing difficulties in their academic work. Your College Adviser or the Tutor for Graduates can also direct you to other appropriate persons for assistance with non-academic-related difficulties. Others who are willing to offer support include: MCR Welfare Representative, The Chaplain, the Junior Deans or the Dean (see Help & Advice section). An interview may also be arranged with the Principal via his PA (South Building Room 28). It is particularly important for you to consult your College Adviser if you experience any difficulty with your University supervisor.

#### **Fitness to Study**

Oxford degree courses are intensive, exciting, and challenging, and they require students' full commitment, and fitness to study. If for any reason you are not fit for full-time study, the College may, in consultation with your supervisor and/or department, recommend a period of intermission, but this can only be done after full consideration of individual circumstances. In such circumstances you should talk to the College Doctor and your College Adviser (or other member of the College as above) as soon as possible about your worries.

#### **Changes of Course and College Migration**

Graduate students wishing to make changes in their course of study should speak to the Tutor for Graduates before taking any action, and are warned that changes undertaken in the wrong way may result in their incurring additional fees. Graduate students are allowed to migrate to another college only on grounds of disability or serious health issues, or if they receive a scholarship from another college or if they are appointed to a Junior Dean position at another college. Both colleges must approve the migration.

#### **Working While Studying**

Graduate students who are interested in teaching opportunities within the University should contact their Faculty Office about training and registration. Students undertaking paid work should be aware of the regulations about the right to work and National Insurance numbers: before undertaking any paid work, you will need to have a valid National Insurance Number and a Right to Work check. This applies to all students, whether UK/EU citizens or those studying on a Tier 4 Student Visa. Please contact the Principal's PA to arrange for your Right to Work check to be carried out.

Information on the University's guidelines on paid work for graduate students can be found at: <https://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork>

Further information for students on a Tier 4 Student Visa can be found at:

<http://www.ox.ac.uk/students/visa/during/work>

## **PART B – ACADEMIC INFORMATION**

### **Libraries**

#### **College Library**

A leaflet about the College library is distributed to all new students at the beginning of the year. Further detailed information about the Library is available on WebLearn: <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/sthildas/library>. Students should register for library membership at the start of Michaelmas Term. Registration as a library user entails acceptance of the library rules.

#### **Ordering Books**

The library is always happy to receive recommendations for book purchases from students. There is a dedicated fund for books for graduate taught courses. If there is a book you need which is not held by the library and which is difficult to find elsewhere in Oxford, please recommend it by email to: [library@st-hildas.ox.ac.uk/](mailto:library@st-hildas.ox.ac.uk/)

#### **University Libraries**

All students will be issued with a University Card (known as a Bodcard), to obtain admission to the Bodleian Library, Radcliffe Camera and other University and Faculty Libraries. The University Card also gives you access to some laboratories and other University buildings. Information about University libraries, including their location and opening hours, can be found at [www.ox.ac.uk/research/libraries](http://www.ox.ac.uk/research/libraries).

### **B.2.3 EXAMINATIONS**

#### **Examination Entries**

If you are taking exams with optional assessment units, you are responsible for correctly completing your own entry for University examinations. You will receive an email with an invitation to log in to Student Self Service to complete your examination entry. It is important that you respond by the deadline given in this email as the University charge a fee of £40 for late entries.

Students who are taking exams that contain only compulsory core assessment units will automatically be entered for their examinations.

You may view the examinations for which you have been entered on the Student Self Service website at

<http://www.ox.ac.uk/students/>. Further information on entry for examinations can be found at <http://www.ox.ac.uk/students/exams/entry/>.

If you have any questions regarding University examinations, you should consult the current edition of the Examination Decrees and Regulations at

<http://www.admin.ox.ac.uk/examregs/>.

In addition, students can seek advice from their College Adviser or their department.

## **PART B – ACADEMIC INFORMATION**

### **Change of Options**

If you wish to change one of the examination papers you have entered for, you will need to contact the Academic Office. The fees which apply are set out on the University Website <http://www.ox.ac.uk/students/exams/entry/>. Please note that applications for changes of options will not be processed by the University until payment has been received.

### **Alternative Arrangements for Examinations**

All requests for alternative examination requirements on the basis of a long-term health condition (e.g. extra time, use of a word-processor, religious circumstances) must be submitted by Friday of 4th week of Michaelmas Term. The College must advise on all such applications, which should be made through the Academic Office. It is therefore crucial that you inform the Academic Office at the earliest opportunity so that alternative needs can be assessed and appropriate arrangements can be discussed. See also Disability Advice in Part D – Advice and Help of this Handbook.

### **Specific Learning Disorders**

Where a candidate with Specific Learning Disorders such as dyslexia or dyspraxia wishes to request extra time and/or other alternative arrangements for examinations, the request must be sent through the Academic Office, together with a Summary Sheet completed by one of the University's specially appointed Chartered Psychologists. Please note that the standard allowance of extra time for dyslexia is fifteen minutes per hour. Additional rooms are provided at the Examination Schools for students permitted extra time or for those who have permission to use a word processor. The University's Disability Advisory Service or the College's Disability Lead (see Part D of this Handbook) can also advise.

### **Requests to take papers in College**

Where a candidate with a known medical condition would have difficulty in taking papers in the Examination Schools or at Ewert House, this condition must be discussed with the Academic Office as early as possible. It may be possible to apply for permission for the student to take papers in College.

### **Alternative arrangements in the main examination room**

Requests for approval of alternative arrangements in the main examination room (eg alternative desk, chair, cushion, food, medication etc) should be made through the Academic Office. All such requests should be made as early as possible and should normally be supported with a letter from the College doctor or nurse.

### **Religious reasons affecting attendance at examinations**

Candidates prohibited for religious reasons from taking papers on Saturdays or other special days should notify the Academic Office as soon as possible.

### **On-going permission for alternative requirements**

Please note that where permission for alternative examination provision (extra time, use of a word-processor, religious circumstances) is on-going, there is no need to make any further request, except where the examination will be taken in College, for which authorization of invigilation arrangements must be made on each occasion.

## **PART B – ACADEMIC INFORMATION**

### **PREPARING FOR EXAMINATIONS**

#### **Candidate Numbers**

Your candidate number can be found on the Student Self Service website at <http://www.ox.ac.uk/students> or by looking at the top of your individual exam timetable.

#### **Preparation for Examinations**

Very few people enjoy exams and most students experience some anxiety from time to time whilst revising and during the exams themselves. This anxiety can be helpful in motivating study and in improving performance, but occasionally, it can lead to students feeling unable to perform to the best of their ability.

The University website <https://www.ox.ac.uk/students/academic/guidance/skills/revision> and the College website <https://www.st-hildas.ox.ac.uk/content/study-support> provide some helpful suggestions which may help you cope with revision and exams and with the anxiety they may cause.

#### **Past Papers**

Past papers can be downloaded from the following webpage:  
<https://weblearn.ox.ac.uk/portal/hierarchy/oxam>

#### **Factors Affecting Examination Performance**

In some circumstances, it may be possible to apply for circumstances that might affect exam performance to be drawn to the attention of the examiners. Students should discuss their concerns with the Academic Registrar at the earliest opportunity. Applications should be submitted no later than a week before the final examiners' meeting.

[https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/Factors%20Affecting%20Performance%20Guidance.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/Factors%20Affecting%20Performance%20Guidance.pdf)

### **AFTER THE EXAMINATIONS**

#### **Behaviour after Examinations**

The Proctors and the local police are concerned about public safety, disruption to traffic, noise and litter when crowds gather day after day to meet candidates after their examinations are over. It is fairer to the general public and to fellow-students who may still be working in the examination rooms if these celebrations are deferred until students get back to their colleges. All candidates are therefore asked to discourage friends from meeting them outside the Examination Schools or other examination venues and to disperse as soon as possible after leaving any examination building. Misbehaviour will result in strong measures being taken by the Proctors and may also attract sanctions by the Thames Valley Police and City Council officers. The Proctors' Code of Conduct for post-examination celebrations can be found at: <https://www.proctors.ox.ac.uk/oxonly/conduct/>

## **PART B – ACADEMIC INFORMATION**

### **Examination Results**

You may view your own results for examinations on the Student Self Service website at <http://www.ox.ac.uk/students/>.

### **Re-sitting Graduate Examinations**

There is a fee for graduates re-sitting examinations; further information can be found on the University website <http://www.ox.ac.uk/students/exams/entry/>.

### **Illegible Scripts**

Exam scripts which are returned as illegible have to be transcribed by a person approved by the Proctors and with an invigilator present: this will be done at the candidate's expense.

### **Concerns about Examination Results**

If a student is concerned that their examination has not been conducted fairly, they should contact the Senior Tutor or Academic Registrar, and should not contact the examiners directly. In some circumstances, it may be possible for the College to request an administrative check via the Proctors' Office. Students can only appeal if they have reason to think that there was a procedural error or bias in the decision-making process.