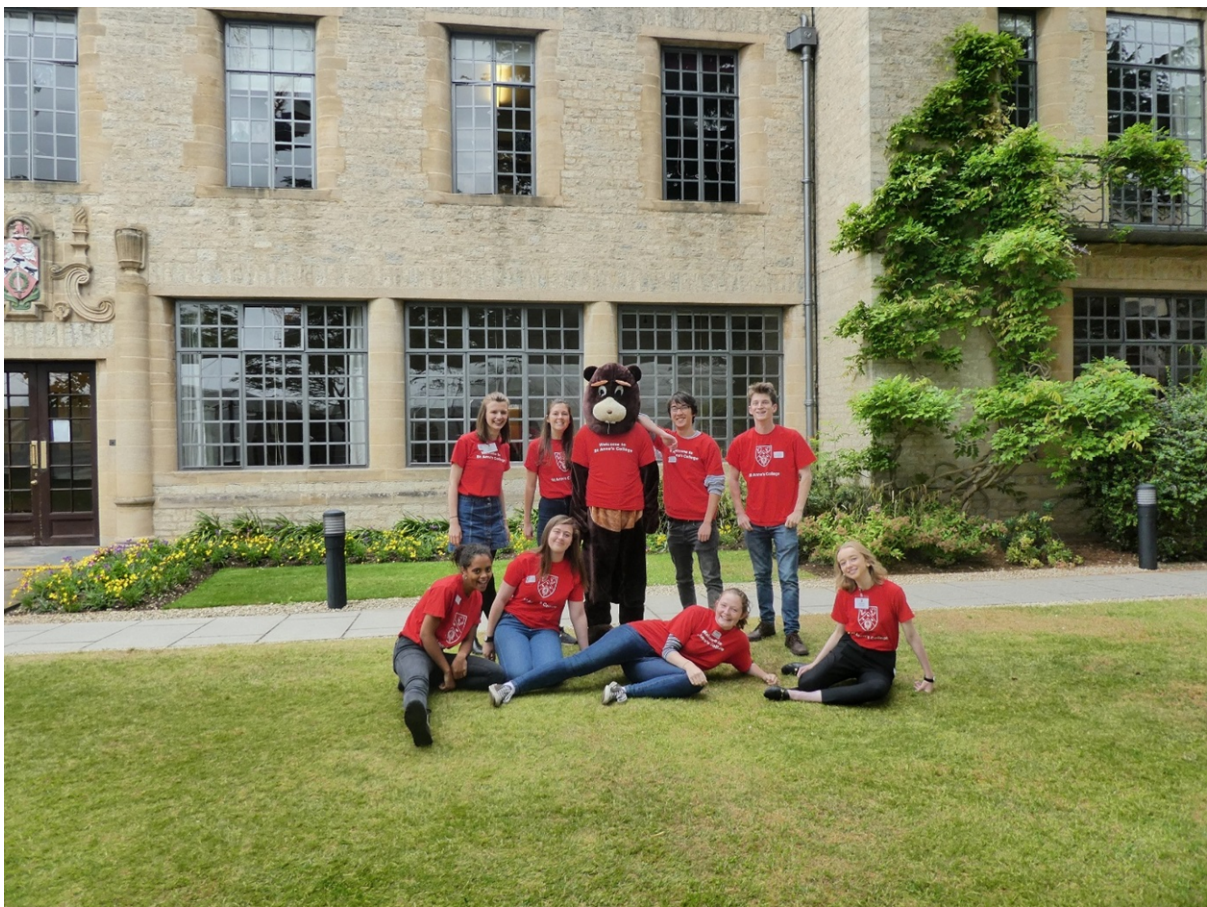


**WELCOME TO
ST ANNE'S COLLEGE!**

**INDUCTION INFORMATION FOR
UNDERGRADUATE FRESHERS**



**FROM THE SENIOR TUTOR
MICHAELMAS TERM 2026**

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WELCOME FROM THE SENIOR TUTOR

Welcome! These notes contain information which will assist in your smooth transition to life at St Anne's. Please read them carefully in the weeks ahead. We are sure you will have a lot of questions about the College and University. Please remember that no matter how apprehensive you may be, everyone else will be in the same situation. Your nerves will soon fade during Freshers' Week!

You should read the *Student Handbook* and *The College Regulations*. These can be found online.

St Anne's stands out in Oxford as a college that is down to earth, modern, informal and open to the world. It also has a determined sense of its academic purpose. We have an exceptional Junior Common Room (JCR) offering a number of clubs and societies for you to join. We also have a fantastic welfare team, comprised of JCR representatives, Assistant Deans, the College Nurse and Peer Supporters to help you through your time at College, as well as a Dean dedicated to Welfare.

The JCR has organised a full programme of activities in the initial induction week, including some exciting social events for you to take part in across the College campus. You will be given the full Induction Week Timetable when you arrive – we encourage you to make the most of everything on offer.

We hope you enjoy the rest of your summer and we look forward to welcoming you in person to St Anne's!



Dr Shannon McKellar

Senior Tutor

senior.tutor@st-annes.ox.ac.uk

CHECKLIST OF THINGS TO DO BEFORE YOU ARRIVE

Full details in 'Preparing for your arrival'

TASK	DEADLINE
Complete and return the University and College Forms: • University Card Form (if not already returned) Remember to include the College, start date and signature, and attach your passport-sized photo. • College contract (please return <i>all</i> pages) • JCR Parent-Child and St Anne's Society Consent Form • JCR Levies form • Family Contact Form	Friday 28 August
Complete the Undergraduate Freshers' Survey	Friday 4 September
Read the Medical Information Letter carefully and Complete Online Registration with the College Doctors (Dr Leaver & Partners, Jericho Health Centre)	Friday 4 September
Complete the University Online Registration . This is essential to receive your University card and email access. www.ox.ac.uk/students/selfservice	Prior to arrival
Complete the online Harassment and Sexual Misconduct training: https://www.ox.ac.uk/students/welfare/supportservice/consent-training	Prior to arrival
Like our Facebook page: https://www.facebook.com/StAnnesCollege	Prior to arrival

PREPARING FOR YOUR ARRIVAL

There are a number of things to do before you arrive in College. Please make sure you have completed everything on the checklist.

University and College Forms to return

Please complete and return the following:

University Card Form (if not already returned)

Complete the University Card Form and e-mail to admissions@st-annes.ox.ac.uk ensuring that you have included:

- College name
- Start date
- Attached passport-sized photo
- Signature (please read the University Terms and Conditions before signing), this can be a digital signature but must be your *actual* signature not a typed version.

College Contract.

Return a signed copy of the college contract (all pages) to admissions@st-annes.ox.ac.uk

College Forms

Please complete online:

- JCR Parent-Child and St Anne's Society Consent Form
- JCR Levies form
- Family Contact form

These can be found on the Freshers' Website

Medical Information and Registration with College Doctors

Please read the **Medical Information** carefully:

- Medical Letter
- Immunisation Information

Register Online with the College Doctors

The College Doctors are Dr Leaver & Partners at Jericho Health Centre, situated less than a five-minute walk from college. The link to register online can be found in the Medical Information Letters. Please do this **by Friday 4 September** to ensure that your registration is processed before the start of term. **Registering with a GP in Oxford is a University and College requirement** and you must inform the Academic Registrar of the name of your GP and the Practice if you have registered with a different surgery in Oxford.

Students with a disability or long-term health condition are encouraged to register with a GP in Oxford early to ensure that any necessary records are transferred over.

The College Doctor is able to provide easy and prompt access to appointments and is also able to provide medical evidence, without charge and in a format acceptable to the University, to support any necessary adjustment to study or assessments.

Students will be able to continue to consult their home GP as a temporary patient.

University Online Registration

You must **complete online registration before you arrive in Oxford** - you will not be able to register with the College until you have done so. The University will send you an email with the links and codes you need to do so. You will receive this information only after your university card form has been processed by the university.

Online Freshers' Survey

You must **complete the online survey**, to give your contact information and any dietary requirements.

Online Harassment and Sexual Misconduct Training

You must complete online registration before you arrive in Oxford - you will not be able to register with the College until you have done so.

ARRIVAL & REGISTRATION

On your arrival

You should arrive on the date and time that you indicated on the Freshers' survey. If for any reason you are significantly delayed, please contact the Lodge on 01865 274800 or by e-mailing lodge@st-annes.ox.ac.uk.

UK Students

You should arrive on Sunday 4 October, no later than 2pm

International Students

You may arrive from Friday 2 October and no later than 2pm on Sunday 4 October. You will be expected to participate in formal events from 4pm on Sunday 4 October so please account for this when planning your arrival.

UK based students travelling from a significant distance may request permission to arrive on Saturday 3 October. Please e-mail admissions@st-annes.ox.ac.uk to discuss your situation.

Directions

We recommend you approach College from the north on the A4165 Banbury Road or A4144 Woodstock Road. For Sat Nav users, the postcode is **OX2 6HS**.

Please note that the Botley Road, one of the major routes into the city centre, is currently closed and as a result there can be significant disruption to traffic, particularly at peak times. At the time of writing, the road is due to reopen on Sunday 20 September, although this may still change.

Oxford operates a congestion charge / bus filter system so do be aware of charges and/or penalties before travelling to Oxford <https://www.oxfordshire.gov.uk/transport-and-travel/oxfords-temporary-congestion-charge-cars>

If you approach St Anne's via the Botley Road you will pass through a charging point, however there are no charges if travelling along Banbury Road or Woodstock Road.

When you arrive

Please go to the College Lodge on arrival, where you will be met by one of our student helpers who will show you to your room and let you know where you should go once you have unpacked. Please ensure

vehicles are unloaded promptly and moved off the College site as soon as possible to allow space for others.

College Registration

All students must attend College registration, please consult the Freshers' Week timetable for more information about when and where this will be held. At registration, you will sign the College register, and receive your university card.

International Students will also need to arrange to have their passport scanned and their immigration documentation checked.

Freshers' week and induction

The induction week timetable will be available online and a final version will be given to you on arrival. There will be a compulsory welcome session at 4pm on Sunday 4 October.

Student Helpers

Student helpers will be around College during Freshers' Week and will be instantly identifiable by their t-shirts. They are here to welcome you answer any questions and help you find your way around.

Matriculation

All students (except Visiting Students) are required to matriculate at the ceremony on Saturday 17 October please see the information on the Freshers' website.

LIVING AT ST ANNE'S

Accommodation Department

The Accommodation Department is located on the ground floor of Rayne Building. Staff are happy to answer any questions about accommodation, cleaning, maintenance or other relevant matters between 09.00 – 13.00 and 14.00 – 15.30 on weekdays.

In the first instance please contact: accommodation@st-annes.ox.ac.uk

The accommodation charge for 2025/26 is £ 5672

Security

All students will be issued with a University Card. The card allows access into all the necessary parts of College e.g. the post room, library and tutor room buildings. Accommodation access is only available to those who live in that building.

It is important that you lock your room door and shut the door to any building even if you are only gone for a few minutes. Do not wedge or prop internal or external doors open. Report anything suspicious to the Lodge immediately (01865 274800).

Pigeon Holes

All of your incoming post will be placed in your own pigeon hole (aka 'Pidge'). You hear about things being 'pidged', and you are required to check your pidge on a daily basis, especially during Freshers' Week. The JCR post room is located on the ground floor of Hartland House in the Fulford Room.

Dates of Term

University term dates are shown at: <http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

Dining Hall

Meal times for Induction Week are listed in the Induction Week Timetable.

Standard meal times are:

Breakfast	08.00 – 09.30	Monday-Friday
Lunch	12.15 - 13.45	Monday-Friday
Dinner	18.15 - 19.30	Monday-Friday
Brunch	11.00 - 13.00	Saturday-Sunday

Dinner is not served on Saturdays and Sundays.

St Anne's Coffee Shop (STACS) is open from 10.00 - 17.00, Monday - Friday during term time.

Requests for special diets may be arranged through the College Nurse and must be accompanied by a medical certificate. Special arrangements are not required for vegetarian and vegan food, because it is always available, although when booking is required (for example for Formal Halls) you will be asked to specify. The weekly menu can be found on the notice boards in Hartland House, in the entrance to the Dining Hall, and on the JCR website.

Things to bring with you

Towels/Bed Linen: You need to bring towels, a fitted or flat single sheet, a duvet cover and 2 pillow cases. Alternatively, linen packs are available to rent termly from college by contacting the Accommodation Team (accommodation@st-annes.ox.ac.uk). College will provide a mattress protector, 2 pillows and a duvet. There is a laundry room and ironing room for your use in 58 Woodstock Road.

Cooking equipment: You are not permitted to cook food or make toast in your room. You may boil a kettle. You will find it useful to bring a small amount of crockery and cutlery. You are responsible for washing it up and for keeping the kitchens clean and tidy.

Televisions: You will need to buy a licence for a TV if you choose to bring one. See: www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1

Electrical Equipment: You are responsible for any electrical equipment that you bring to College. It should be tested by a qualified electrician before you arrive. Once you are here, you should report any concerns about your electrical equipment to: accommodation@st-annes.ox.ac.uk. Faulty electrical equipment represents the most likely cause of fire.

Candles: You are not permitted to keep candles in your room even if you do not light them.

Bicycles: Most students at St Anne's bring a bicycle, and we strongly recommend all students use a safety helmet, lights and strong locks (D locks recommended). The JCR also operates a bike hire scheme from the Lodge. Bicycles must be stored in the bike racks outside, and not in bedrooms. Students are not permitted to bring an E-Bike or E-Scooter to College.

IT & EMAIL ACCESS

All College study/bedrooms provide wired and wireless internet access at no charge. Wireless internet access is also available in all public areas across the main College site, and across the wider University.

Email

Your Oxford account username and details will be sent to you by email once you have returned the University contract. It is a College Regulation that you use your Oxford e-mail address and check it regularly, as the University, Tutors and College Staff rely upon this as a means of sending you important information.

IT Support

College IT Staff, Ian Burnell, Ben West and Matthew Bellew, support students' College computer accounts, and the College network infrastructure. They will also advise on computing issues but cannot undertake the maintenance or repair of students' personal machines. Please contact it-support@st-annes.ox.ac.uk

University IT Provision

An introduction to University facilities and technical support can be found on the IT Services website: www.oucs.ox.ac.uk/welcometoit/.

FINANCIAL MATTERS

The Treasury is open all-day Monday to Friday, except for the lunch period (13.00 to 14.00). You may find it helpful to make initial contact by emailing finance@st-annes.ox.ac.uk. By reply, we can arrange a face-to-face meeting or a Teams call, with the appropriate Treasury team member. 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.

Battels

This is your account with the College. College bills (battels) are sent out to your College email address early in the term, and should be paid in full by the date specified on the bill; by the start of Week 3 in Michaelmas Term, and the start of Week 2 in Hilary and Trinity Terms. The bill will contain charges for fees, college accommodation, JCR levies, etc. Late payment fines, at £5 per weekday will be levied, unless the Treasurer approves the valid reason given for late payment. Late payment fines will not be applied if you have made us aware of your situation. (battels@st-annes.ox.ac.uk Communication is key to avoiding late fines.)

Please do make payment of your battels a priority at the start of term. Battels can be paid via the on-line battels payment system <https://meals.st-annes.ox.ac.uk/meals> where you can elect to pay via:

- our Flywire multi currency facility,
- directly by debit or credit card.
- our bank details are quoted on your bill should you wish to pay using a bank transfer.
- cheques should be made payable to *St Anne's College*.

Preferred method: we would be grateful if you would actively consider using the Flywire option, as its use substantially reduces card fees incurred by College, freeing up more College resource to spend on student support.

Meals

Payment for meals in the Dining Hall is by means of your University ('bod') card and no cash is accepted in the Dining Hall. A meal fund runs alongside your battels account, and part of the maintenance charge provides a termly credit to your meal fund. Emails will be sent to you, and the dining hall staff will remind you, when your credit is running low, and you should then top-up at any time via the on-line battels payments system (link as above). At the end of each term, any remaining credit is transferred back to your main battels account.

STACS (Coffee Shop) – it is advisable to pay with your bod card as above. Although STACS does accept credit/debit cards you will find it more expensive because using this method of payment incurs VAT charges.

A bar fund can also be set up on your bod card to run alongside your meals and battels accounts, which will enable you to use your bod card to pay in the Bar; but you can also use credit/debit card to purchase drinks but again this incurs a card fee cost to the College.

Course Fees and Student Loans

Correct billing of fees, and access to your student loan, depends upon your early application through student finance direct. Your application must be renewed each year if required, and a copy of the assessment notice issued to you must be copied to the Treasury.

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 are payable in full in advance of arrival. In the case of cash flow issues, application may be made to the Treasurer for permission to pay these items as termly instalments.

Any student who has not paid their charges by 23:59 on the last day for payment will be charged a fine of £5.00 for each weekday during which they are in arrears. The fine will be waived only if the student offers an acceptable explanation to the Treasurer by the final date for payment. All fees and charges are payable in the Treasury, ground floor Hartland House.

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 the daily room rate, unless residence is necessary for University exams. There are grants available to help with the cost of vacation residence; details are supplied in the vacation residence application process, circulated each term by the accommodation office.

Bursaries, Grants and Hardship Funds

You will be informed of any opportunities for bursaries, prizes, travel and other grants. Please see the student handbook for information on financial support in College. If you are in financial difficulties, dropping an email to hardship@st-annes.ox.ac.uk will enable us to seek to offer support.

Insurance

College takes out a block insurance policy with Howden Insurance for to cover some possessions of students living in College accommodation. The cost of this is included in your accommodation charge. Details of the policy are available at <https://studentlinks.howdengroup.com/rOJ4/stannescollegeoxford>. Please check which of your possessions would be covered and under what circumstances. **Students are strongly advised to buy extra cover** from Howden for any possessions not covered by the standard policy such as laptops, bicycles and mobile phones. Please note that hardship claims made to replace items where inadequate insurance is in place are unlikely to be considered.

Finally

The Treasury is here to help. Email finance@st-annes.ox.ac.uk or contact a member of the Treasury team as soon as possible after discovering any problem. We can arrange to meet and will try our best to help.

YOUR FIRST FEW WEEKS AS A STUDENT

Meeting your Tutors

Your Tutor(s) will arrange to meet you in Freshers' Week, and will contact you via the Tutor's notice board (outside the Library in Hartland House), your pigeon hole, and email to inform you when and where. These meetings are to welcome you to Oxford and give you advice and information specific to the study of your particular subject, and guidance on what will be expected of you academically. You may also be set some academic work to do at your first meeting. Just take it in your stride. **These meetings take precedence over non-academic activities.**

The arrangements for these meetings are different for each subject. Some tutors who teach on 'joint degree' programmes, or who have a large cohort of students, may organise larger group meetings; others will organise smaller meetings. Meetings may take place online or in person.

College Library

The College Library is located across two buildings with collections and reading rooms in both buildings. Books for Arts and Humanities subjects and Law are mainly in Hartland House, and books for the Sciences and Social Sciences are in the Tim Gardam Building.

The Library staff have pulled together lots of information to help you to get to know the College Library. Try to work through the things listed here during Freshers' Week so that you know how to access the books and journal articles you will need to prepare for your first tutorials:

1. Library staff run in-person inductions by subject to help you get started in the library and find your books. Look out for information about the inductions timetable nearer the start of term.
2. Try our "Body in the Library" puzzle to check that you know how to use the Library catalogue (<https://www.st-annes.ox.ac.uk/life-here/library/body-in-the-library/>).
3. Have a look at the Bodleian Library's webpage for new readers and look out for further information sent to you by the library for your subject which is part of the group of Bodleian Libraries. There are around 100 libraries in Oxford, and finding out which ones you can use and how to use them early on in your course will really help you (<https://www.bodleian.ox.ac.uk/ask/getting-started>).
4. For more Library information and tips on finding resources and study skills, have a look at our online guide (<https://libguides.bodleian.ox.ac.uk/st-annes/>)

The Library staff are there to help you – find them at the Library desks or offices or send them an email if you have questions (library@st-annes.ox.ac.uk).

ACADEMIC ADVICE FROM THE SENIOR TUTOR

St Anne's College has two academic objectives: to gain new knowledge and understanding through world-class research; and to disseminate that knowledge and understanding through teaching undergraduates and supervising graduates. In pursuit of that second objective, your tutors here have chosen you as undergraduates. They will teach you to the best of their ability and support you in realising your full academic potential.

Your commitment to your studies here starts now. Oxford terms are short and the academic work is highly concentrated. The system is arranged on the assumption that much of the necessary reading will be done in vacations. In some subjects pre-term work has already been posted to you. It is very important that you complete this work and arrive prepared. Academic work and reading are always required of you in the course of every vacation.

The College's primary teaching method is the tutorial. The tutorial is a detailed and interactive form of teaching in which you work with your tutor to examine questions and problems in your subject based on prepared essays, presentations, or answers to problems on which you have worked and brought to the tutorial.

Attendance at and participation in tutorials, classes and all other required teaching engagements is expected of all students. Every student has a Personal Tutor, who is there to give advice and encouragement, and to help arrange your teaching. Your Personal Tutor is responsible for monitoring your academic progress and will discuss with you the reports on your work at the end of every term. Students who are persistently late or absent or have not fully prepared their work may be placed on probation. A

student placed on probation may be permitted to continue with her or his course only after meeting specified academic conditions.

At the start of most terms you will be asked to take one or more College examinations - called 'collections' - based on the previous term's work. These are mostly taken on the Friday and Saturday of Week 0, in the week before teaching begins, so it is essential to revise for these examinations in the vacation. The College celebrates and rewards high academic achievement in collections with £40 or £20 book tokens.

You must pass your first set of University examinations in order to continue with your course. Students who achieve a Distinction in their First Public Examinations (taken in your 1st or 2nd year) will be awarded a College Scholarship (£200) or an Exhibition (£125) and will be invited to Scholars' Dinner in Michaelmas Term. You will find more detailed academic information in the Student Handbook.

We hope you have an exciting and fulfilling academic experience at St Anne's. If you have any questions about your academic studies, please contact the Academic Office (contact details can be found at the back of this booklet) or your Personal Tutors.

University Challenge: Understanding the Transition

Studying at Oxford is very different from working at school or College so we want you to arrive in October prepared to recognise and face the challenges ahead. You are coming to a College which is well known for its supportive academic and pastoral care.

You are now going to take responsibility for yourself and your own learning in ways you've never experienced. We treat you as an adult and, as a College, take seriously our role of motivating and promoting your independence. Nonetheless, we understand that the transition from school/college to university can be very daunting.

How to adjust

On a personal level, be yourself:

- Look after yourself and don't be pressured by others to do anything that you do not want to do;
- Know your limits and what you are comfortable doing;
- Protect your 'me' time;
- Keep well: a good diet, sufficient sleep and exercise all promote healthy physical and mental health;
- Find the right balance between academic work and non-academic activities and organise your days and weeks accordingly. Timetable free time and enjoy it!
- There may be times in the first days and weeks when you feel nervous, anxious or homesick. This is all perfectly normal. Don't bottle it all up. Talk to someone – St Anne's has a great welfare support team!

Plagiarism and use of AI

The University definition of plagiarism is as follows:

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

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

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

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

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

Online and Generative AI materials

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

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

GenAI and formal ('summative') assessment

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

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

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

GenAI and tutorial work

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

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

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

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

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

The cumulative understanding you gain from weekly tutorial work and discussion relies on steadily reading, thinking, and working through the material which your tutors set. The same is true of the skills of critical thinking and evaluation, and of articulating and presenting your thoughts, which your tutorial work develops (and which will be useful in many careers, including those where skilful and critical use of GenAI is important). This learning process is undermined if you use GenAI to take shortcuts. You cannot build your intellectual muscles without going to the gym.

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

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

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

Other uses of GenAI, and alternative sources of support

While GenAI can be useful for some aspects of self-organisation, or as a tool to start, plan or organise your academic work (summarise notes, understand concepts, make revision materials, etc), the reservations above all apply.

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

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

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

You can read the [University's guidance on the use of generative AI here](#).

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

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

On the academic side, let's compare school with university:

Personal Freedom	
School	University
Secondary school is compulsory & free (unless you choose otherwise)	University is optional and it costs – tuition fees, accommodation, recreation etc.
Your teachers organise your time in school	You need to manage your own time and structure your days and your work
Extracurricular activities normally require school permission	You need to decide what you can fit in without those activities impinging on your academic work
You need money for treats and special events	You need money for the basics – what's your budget?
Parents and teachers can prompt you and remind you of your responsibilities and priorities	You are an adult and you have to take responsibility for your actions and decisions. This goes for all aspects of your life at St Anne's

Teaching and Learning	
School	University
Teachers check you've done your homework	Tutors may check but they assume you have completed set tasks (i.e. reading)
Teachers remind you to complete set tasks	Tutors don't – you organise yourself and your time
Teachers remind you of deadlines, important dates, internal procedures etc.	You must consult your department handbook and understand the course requirements. You must adhere to the College Regulations on all matters
Teachers approach you if they sense you need help	Tutors are approachable, helpful and contactable, but expect you to initiate contact
Teachers are more readily available in the classroom before, during and after lessons	Tutors expect and want you to arrange to see them at a mutually agreed time ("office hours")
Teachers "teach" you facts, and take you through the learning process	Tutors are research experts and lead and direct you to sources of knowledge; Tutors expect you to read and think for yourself
Teachers take you through the textbooks	Tutors expect you to supplement your learning through independent study and critical analysis of relevant textbooks and other materials
Teachers present material on the board to be copied in your notes	Tutors lecture and you develop very important note-taking skills – what you understand to be the key points
A lot of learning is about reproduction of ideas and information	What you learn has to be applied to new problems and questions
You are awarded grade marks for your work	Feedback is delivered in many ways, e.g. academic discussion and grades are less common

Our advice to new students

- Take the time to read and engage with any pre-term guidance and information from your Tutor(s). Their advice to you comes from years of solid and successful experience with generations of students here;
- Utilize to the full the Department/Faculty Handbooks for your subject;
- Revise your A-level (or equivalent) work in key subjects, especially in mathematics, the sciences, and languages;
- Understand what pressure really is: pressure is common, and everyone experiences it – three eight-week terms mean tight deadlines. Pressure should be positive and motivating – use it to your advantage.

Be organized:

- Respect and understand the academic work required of you by your Tutors, including attendance at labs, classes, lectures and tutorials;
- Plan your weekly timetable of work and follow it. About 35 - 40 hours per week are required (including lectures and scheduled teaching).
- Don't waste time *worrying* about things: ASK! Tutors, College Officers, and your fellow students are all here to help you settle into the ways of working and being at St Anne's;
- Keep everything in perspective.

To achieve your 35 - 40 hours of study per week, you should aim to work six out of seven days in term time. A good way to schedule your day is to use blocks of time – for example 3 hours in the morning, 3 hours in the afternoon and 2 hours in the evening.

Keeping good habits:

- Be yourself and be honest with yourself about how things are going;
- Ensure you communicate promptly with Tutors and College Officers – especially in the first weeks when you are finding your feet;
- Learn to manage your time efficiently and effectively – it is a skill for life!
- Use regular daytime hours to best effect – avoid developing nocturnal bad habits. You pay the price when you fail to turn up to compulsory lectures and other teaching.

The Danson Foundation

Building the foundations for our children's future

The Danson Foundation

The Danson Foundation aims to support all students to achieve their potential, regardless of background.

The Danson Foundation & Oxford Bursaries

In 2012, Mike Danson (BA Jurisprudence, 1982, St Anne's College) donated an incredible £1.5 million to St Anne's College through The Danson Foundation. This money funds the cost to College of a number of Oxford Bursaries. Oxford Bursaries are non-repayable, and support undergraduates from lower income households, for the duration of their time at Oxford.

The Danson Internships

This year The Danson Foundation offered 44 **St Anne's students a 4-week paid internship** in London and the chance to network with professional contacts.

The Danson Internships are open to **all St Anne's undergraduates in any subject** (excluding Visiting Students). Preference is given to those students who will benefit most from the opportunity, those who have not experienced an internship before, and those students who are in receipt of a Bursary. Successful applicants will be expected to show a serious commitment to their academic studies, an awareness of how their skills will be put to use in a workplace environment, and an understanding of what working in their chosen role might entail.

Successful students will:

- Complete a paid 4-week internship in the summer vacation. You will be placed within an organisation that matches your interests and career aspirations. Opportunities are available in a huge range of sectors from Digital Media and Consultancy, to Charitable Foundations.
- Become part of a lasting network of 'Danson Scholars', a community of students and alumnae who may be invited back to College to meet and share their experiences.

Launch Event

The launch event for the Danson Internships will be held in **Michaelmas Term**. Look out for the posters around College and an email invitation! At the launch event, you will hear from representatives of The Danson Foundation, the businesses offering internships, and students who have already completed internships with the Foundation.

If you have any questions, please contact Christine Robertson (internships@st-annes.ox.ac.uk).

MEDICAL AND WELFARE FACILITIES AT ST ANNE'S

Registering with an Oxford doctor

Students **must register with an Oxford doctor** while they are at St Anne's (see the arrival checklist). Please don't wait until you are ill to do this!

The College Doctors - Dr Lawrence Leaver & Partners - are based a 5-minute walk away at Jericho Health Centre in Walton Street. If you would prefer to register with a different Oxford doctor, a list of practices near to College is online at www.oxfordshireccg.nhs.uk. If you decide not to register with the College Doctor, the name and address of your Oxford doctor must be notified to the Academic Registrar by the end of the third week of Michaelmas Term.

➔ International students registered for courses of **6 months or more** are eligible for NHS treatment from the outset of their stay provided they register with a doctor on arrival. The costs of any treatment are covered by the Immigration Health Surcharge paid as part of the visa application. Please see further guidance at: <https://www.nhs.uk/nhs-services/visiting-or-moving-to-england/>

The St Anne's Welfare Team

Senior Tutor

Dr Shannon McKellar co-ordinates Welfare Support in the college and is responsible for academic welfare. If there is any matter relating to your tuition and academic enjoyment of your course, please talk to her. All matters discussed with her are strictly confidential.

Dean for Welfare

The Dean for Welfare, Rachel Busby, is the first contact for students for personal (non-academic) welfare issues in College. She is available to students for confidential meetings during term time, and works closely and confidentially with the Assistant Deans and the Disability Coordinator.

The College Nurse

The College Nurse, Julie Osborne, is located on the ground floor of 27 Banbury, and she is able to give advice on medical-related issues as well as any other personal or emotional problems.

Assistant Deans

The Assistant Deans are Kelsey Monteith, Rebonto Haque and Karoline Bentkowska. They will help you with any concerns you may have, personal or academic, and are a first port of call during the evenings and at night, particularly in an emergency. They are Postgraduate students, selected for their understanding of and empathy for your needs. You can contact them by email or by telephone via the Lodge.

JCR Reps

The JCR Welfare Reps for the year are Florence Rowson, Ines Lopez Company and Sai Winstanley. They co-ordinate JCR Welfare and work closely with the College Nurse and Dean for Welfare. They are the JCR link to the rest of the College welfare system.

St Anne's College Peer Supporters

Peer Support is a confidential listening and support service provided for the members of the student body by other graduates and undergraduates. Peer Supporters can be the first point of contact for a problem, ranging from academic issues to feeling homesick, and can provide welfare information if students want it. Similarly, Peer Supporters are available if everything is ok and students just fancy a chat! The contact details for the team are displayed in the Danson Room and around College.

JCR Advisors

Dr Siân Grønlie and Dr Graham Nelson are the JCR Advisors and are available to students who have problems that they do not wish to discuss with their Personal Tutors, or who wish to seek out independent academic advice.

Emergencies

In case of any emergency (24/7) please **call the Lodge on 01865 274800**. They will summon appropriate help. Please save this number into your phone.

University Counselling Service

The University provides a Counselling Service to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. The Counselling Service offers a free and confidential service but is not an emergency service.

To request an appointment please contact the Counselling Service in person, by email at counselling@admin.ox.ac.uk or by phone on 01865 270300.

Visit their website: www.ox.ac.uk/students/shw/counselling for useful information, including self-service advice, and details of workshops.

Wellbeing

To perform at your best academically and in exams, it is important to look after yourself physically and mentally. We all have mental health and our mental wellbeing can fluctuate day to day. This means that we can all take small steps in our everyday lives to look after our mental wellbeing.

If you're not feeling great, it can feel harder to take action to benefit your wellbeing. In addition to the support listed here, take a look at <http://www.studentminds.org.uk/looking-after-your-mental-wellbeing.html> for information about what to look out for, and for ideas on how to look after your wellbeing.

Ten tips for looking after your mental health at Oxford:

<https://www.ox.ac.uk/students/welfare/counselling/ten-tips-looking-after-your-mental-health-oxford>

St Anne's runs a wellbeing initiative called 'Be Well, Do Well'; events will be held throughout Freshers' Week and the academic year and these will be listed in the weekly 'What's On' email, on JCR and MCR Facebook pages and on College notice boards.

EQUAL OPPORTUNITIES & DISABILITIES

Disabilities

St Anne's College, together with the rest of the University, is committed to providing equality of opportunity and improving accessibility for all people with disabilities who study here. Beyond our responsibilities under the Equality Act (2010), we want to provide an inclusive and supportive environment, and to make reasonable adjustments to enable disabled people to study effectively, fulfill their academic potential, and get the most out of their overall student experience here.

We are fully committed to fulfilling our obligations under the relevant legislation (notably Special Educational Needs and Disability Act of 2001 or SENDA), and encourage students to be open about their disabilities and to discuss their needs with our **Student Disability Coordinator, Mrs Sheila Smith** by e-mail at sheila.smith@st-annes.ox.ac.uk or by telephone on 01865 274840 or booking an appointment using the [booking](#) system. Students are also strongly encouraged to declare disability to the University via the disclosure form at www.ox.ac.uk/students/welfare/disability.

The University Disability Advisory Service team provides advice on facilities available as well as guidance on applications for funding. They also liaise closely with the College in respect of supporting individual students. Undergraduate and Graduate students from the UK may be eligible to apply for Disability Support Allowance (DSA). To allow time for processing, it is recommended that students apply for DSA in advance of starting at St Anne's. For further information on DSA please see the following website: www.gov.uk/disabled-students-allowances-dsas/overview.

→ Non-UK students with Disabilities can apply for funding for support via the University Disability Advisory Service. Please see www.ox.ac.uk/students/welfare/disability for further detail

Equal 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. We aim to provide education of excellent quality at undergraduate and post-graduate level for students regardless of background. Accordingly, St Anne's is committed to using its best endeavors 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.

The Equal Opportunity statement applies to recruitment and admissions, teaching and assessment, and welfare and support services. This policy statement is supported by the College's Single Equality Scheme and Objectives, as well as the Equal Opportunities Policy and Code of Practice on Harassment.

Preventing and Responding to Harassment and Sexual Misconduct:

<https://www.ox.ac.uk/about/organisation/harassment-and-sexual-misconduct>

KEY CONTACTS

College Lodge , Lodge Manager, Mr Peter Burden lodge@st-annes.ox.ac.uk ; 01865 274800	Save this number in your phones! The Lodge can help with most queries, and are available 24/7 in case of emergency.
Senior Tutor , Dr Shannon McKellar Academic Office, Hartland House, 1st floor senior.tutor@st-annes.ox.ac.uk ; 01865 274869	Oversees and co-ordinates academic welfare provision in College, including case and information management. Liaises with student Personal Tutors and Graduate Advisers.
Academic Registrar , Ms Katherine Brown Academic Office, Hartland House, 1st floor katherine.brown@st-annes.ox.ac.uk ; 01865 274822	Liaises with the University. Is responsible for examination arrangements (including extension request)s and student data, including changes in status (e.g. suspension)
Student Disability Coordinator and Deputy Academic Registrar Mrs Sheila Smith Academic Office, Hartland House, 1st Floor sheila.smith@st-annes.ox.ac.uk ; 01865 274840	Works with students and the University Disability Office to support those with declared disabilities. Liaises with Academic Registrar on examinations
College Doctors , Dr Leaver & Partners Jericho Health Centre, Walton Street, Oxford, OX2 6NW 01865 311234 (number also for out of hours)	Local GP practice used by the majority of students, conveniently located 5 minutes away.
College Nurse , Julie Osborne Ground floor, 27 Banbury; Weeks 0 to 9 st-annesnurse@nhs.net	Our trained nurse can advise on medical-related issues as well as any other personal or emotional problems.
Dean for Welfare , Rachel Busby Welfare Office, 50 Woodstock Road Meetings by appointment only dean.welfare@st-annes.ox.ac.uk	First contact for students for personal (non-academic) welfare issues in College and available to students for confidential meetings.
JCR/MCR Advisers Dr Siân Grønlie sian.gronlie@st-annes.ox.ac.uk Dr Graham Nelson graham.nelson@mod-langs.ox.ac.uk	Fellows of the College who can be contacted for confidential advice, especially on academic matters.
Assistant Deans Kelsey Monteith kelsey.monteith@ouce.ox.ac.uk Robonto Haque rebonto.haque@magd.ox.ac.uk Karolina Bentkowska karolina.bentkowska@reuben.ox.ac.uk	Available outside the Dean for Welfare's working hours for welfare issues. Available by email or by telephone via the Porters' Lodge on 01865 274800.

Finance Office finance@st-annes.ox.ac.uk battels@st-annes.ox.ac.uk hardship@st-annes.ox.ac.uk	College Library library@st-annes.ox.ac.uk
IT it-support@st-annes.ox.ac.uk	Accommodation accommodation@st-annes.ox.ac.uk
Catering catering@st-annes.ox.ac.uk	Development development@st-annes.ox.ac.uk

FREQUENTLY ASKED QUESTIONS

Enrolment Certificates

These are printed from the student self-service www.ox.ac.uk/students/selfservice You will need to have returned your University Contract, completed College Registration and activated your IT account before you will be able to access and print these. The Academic Office will stamp these with the College stamp if required. We cannot print these on your behalf.

Bank Accounts for European and International Students

Documents required to open a bank account:

Most of the major banks will accept the Enrolment certificate (see above) as evidence to open an account. The certificate must be stamped by the college and must include the student's full address and postcode.

Students will also need to show their passport and valid visa, or EU identity card.

Other documentation may be required and this will vary by bank.

IT & Email

Once you have returned your University contract, your IT account will be generated, and you will receive details of your username and password to your personal email account.

If you are having problems activating your IT account (Single Sign-On/sann number) or have not yet received details of your username and password please see the IT Services website.

Freshers' Formal Dinners

Undergraduate and Visiting Students Freshers' Formal is on Wednesday 7 October. Please consult your Induction week timetable for times and locations. All students are expected to attend. We are not able to accommodate guests at this dinner.

Accommodation

Please contact accommodation@st-annes.ox.ac.uk or call 01865 284676 for any queries regarding accommodation.

Personal information

Please update any change in personal details (phone number, email address, home address, etc.) online via student self-service.