



MCR Handbook



The Queen's College

Oxford OX1 4AW

2016-2017





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I. The MCR

The Middle Common Room is located in Front Quad (from now on, FQ) 6/3 (Staircase 6, Room 3).

The MCR was established in 1962 specifically to cater for the needs of graduate students. Today, its membership of about 177 consists not only of graduates, but also of 4th year undergraduates, mature students, College lecturers, and Junior Research Fellows (JRFs).

The common room is open every day and is accessible by swiping your Bod Card. Supplies of tea and coffee are replenished frequently. The MCR provides a range of daily newspapers and periodicals, which are determined by a ballot in Michaelmas Term.

The MCR is equipped with a TV, a DVD player, an XBOX 360, and a Nintendo Wii, as well as a selection of books and board games. There is also an MCR DVD collection available to members. (Note that these are not to be taken out of the MCR.)

The business of the MCR is conducted primarily through Committee Meetings (at which any member may speak) and General Meetings, held every term (or more often if deemed necessary). If at any time you have ideas or suggestions for social events, the Exec are always open to new ideas. To review more serious issues regarding MCR policy or the MCR constitution, proposals can be made and discussed at TGMs (Termly General Meeting). The text of our MCR Constitution can be found at http://mcr.queens.ox.ac.uk/files/mcr_constitution.pdf.

II. The Committee

President: Tim Westwood

E-mail: timothy.westwood@queens.ox.ac.uk

Runs and organises the MCR Exec, chairs meetings, attends College committees, organises elections and some special events.

Victualler: Guillaume Matthews

E-mail: guillaume.matthews@queens.ox.ac.uk

Oversees the provisions and facilities of the MCR, and coordinates the weekly Guest Dinners.

Treasurer: Miles Caddick

E-mail: miles.caddick@queens.ox.ac.uk

Maintains the accounts of the MCR on a daily basis and advises critically on all MCR expenditures.

Secretary: Sarah Gouldesbrough

E-mail: sarah.gouldesbrough@queens.ox.ac.uk

Advertises and documents Committee meetings and TGMs.

Welfare Officer: Andre Hector

E-mail: andre.hector@queens.ox.ac.uk

Informs students about health, finance / hardship, housing, harassment or any other college-related problems or issues.

Social Secretaries: Iris Tome Valencia, Drew Holland, Joe Lawrence, and Irina Lupu

E-mail: iris.tomevalencia@queens.ox.ac.uk, andrew.holland@queens.ox.ac.uk,
joseph.lawrence@queens.ox.ac.uk, irina-elena.lupu@queens.ox.ac.uk

Social Secretaries are responsible for organising social events, such as parties, exchange dinners with other colleges, theme nights, movie nights, pub gatherings, bike rides, picnics, etc.

SCR Liaison & Queen's College Symposium: Kathryn Acheson

E-mail: kathryn.acheson@queens.ox.ac.uk

The QCS and SCR Liaison Officer is responsible for the organisation of the Queen's College Symposium (QCS) and for any other joint event and activity between the MCR and the SCR.

IT Officer: Daniel Navarro

E-mail: daniel.navarro@queens.ox.ac.uk

Looks after the MCR IT facilities, maintains the MCR website (mcr.queens.ox.ac.uk) and helps you with any MCR IT matters.

Sports & Games Secretary:

E-mail: (As yet unfilled)

Promotes the playing of sports and games at college level, both between members of the MCR and against other clubs or groups, especially the JCR and other colleges' MCRs.

Environment and Charities Officer: Joely Kellard

E-mail: joely.kellard@queens.ox.ac.uk

Organises MCR charity events as well as the MCR's termly charitable donations.

LGBTQ Officer: Ed Scrivens

E-mail: edward.scrivens@queens.ox.ac.uk

Offers support and representation for members identifying as LGBT+, and organises LGBT-themed social events.

Women Officer: Nicole Ng

E-mail: nicole.ng@queens.ox.ac.uk

Offers support and representation for women in the MCR, and organises social events..

BME Officer: (As yet unfilled)

E-mail:

Offers support and representation for members identifying as BME.

Disabilities Officer: (As yet unfilled)

E-mail:

Offers support and representation for members with disabilities.

OUSU Rep: Dan Iley-Williamson

E-mail: dan.iley-williamson@queens.ox.ac.uk

Represents the MCR at the Oxford University Student Union (OUSU) Meetings.

III. Gazetteer to the The Queen's College and the University of Oxford

B

Batells

Sometimes spelled 'battels'. The termly college bill (rent, dinner tickets, MCR drinks etc.), which you will receive electronically by email. Batells have to be paid by a specific deadline. If you fail to do so you might get "crossed", i.e. you are no longer allowed to make purchases in College using your Bod card. You will receive notifications via email regarding the deadlines. Payments can be done electronically at <https://payments.queens.ox.ac.uk/>.

Beer Cellar

The College-run bar, the beer cellar is generally open every Monday to Saturday from 7pm to 11:30pm, and is often shut during vacations. It is located in the basement of FQ 2. It is worth noting (especially if money is tight) that this is a very good place for a cheap drink in Oxford; at about £2 a pint, it's considerably cheaper than most pubs in the city centre. You may hire out the beer cellar for private parties, including on Sundays when it is normally closed. You must see the Dean in person well in advance to gain permission; the hours when this is possible are given on her/his office door in Back Quad (from now on, BQ) and the showcase near the Lodge.

Bicycles

Unfortunately, Oxford has a very bad record for bike theft. You will be able to survive without a bike but many students find it a fairly essential piece of equipment. So get a good lock, take out insurance if necessary, and use bike sheds for storage if possible. You can register your bike with the College Lodge, and also the University Security Service, which might increase the chance of your precious bicycle being recovered in case it is stolen. There are bike racks in Queen's Lane and at St Aldate's House, and also in the basement of College under FQ 6 (the MCR staircase), but it can be cumbersome getting bikes down there so they are best used only for long-term storage.

If you need to buy a bike, there is a lively second-hand market (Cowley Road and Walton Street are good places to start). Older bikes with baskets come with a nostalgia premium and good chance of being stolen. Bike lights are required by law. Helmets are not legally required, but are strongly recommended.

Bod

The Bodleian Library, the central University Library, which may become your home for a few weeks, or months, or years...!

Bod Card

Your Oxford University ID card (the one with the blue strip along the top). This was originally your access card for the Bodleian Library, but is now more like a student ID with some information about you and a beautiful (or embarrassing!) photo. You will soon realise that this card is essential to your daily life in Oxford, as it is required for admission to libraries, Oxford colleges, (often) faculties and departments, purchasing meals in college, taking exams, and obtaining student discounts. Most importantly, your Bod Card will allow you access to the MCR. If you lose it or break it, go to the College Office to request a replacement, which arrives within 24 hours. If it's broken, the new one is free; if it's lost, you will have to pay for the new one.

Book Grant

College will let students claim back up to £168.75* as a book grant. You can claim back half the cost of the work related books you buy.. There is a form that has to be filled in (which can be obtained from the College Office or occasionally the library), and you have to *attach your receipts* (Amazon purchase orders count!). These forms have to be returned to the College Officer by Wednesday of either 2nd or 7th week. You can claim each term for the books you have bought that term, or you can save up your receipts and submit them all in 7th week of Trinity: it's up to you. However, you have to be claiming for books bought in the last year: after a year has passed, you can no longer claim the money back. See also 'Money' below.

*This is an increase from the book grant in year 2015-16 which was up to £112.50.

Bursary

College financial office (FQ 1a); where you pay your bills, pick up grant cheques and deal with any other financial enquiries. All queries in connection with your batells should be dealt with here. Several charges on your batells (i.e. MCR membership) are optional; go to the Bursary or email the MCR Treasurer as soon as possible if you wish to remove yourself from any of these contributions or you will automatically be charged.

Buttery

Opposite the Dining Hall in Front Quad. You can buy bottles of port or wine from here before dinner (to be charged to batells), and pick up wine glasses to enjoy the wine with your meal if you want to.

C

Cambridge (or rather the Other Place)

A university somewhere between Oxford and Norway. Note that Queens' College, Cambridge, places the apostrophe differently than The Queen's College, Oxford. Each Oxford college has a sister college at Cambridge; ours is Pembroke. If you ever need accommodation for a few nights in Cambridge this would be a good place to start!

Carrodus Quad/QLQ

Carrodus Quad, also known as QLQ (Queen's Lane Quad), is located on the corner of Queen's Lane and High Street. It has 70 en-suite rooms, 12 of which can be made into twin rooms. It has its own meeting room that will seat up to 35 people when set up in lecture style, 20 classroom style or 14 boardroom style.

Chapel

Details of services and the spiritual life of the College will be posted to you at the beginning of term. The Chaplain, Daniel Inman (FQ 5/2) will answer queries on spiritual life, the Christian Union, etc.

Choir

The Queen's Chapel Choir is one of the best mixed-voice choirs in Oxford and is a central part of college life, singing Evensong three times a week in term time (6.30pm on Wednesdays and Fridays; 6.15pm on Sundays) and participating in various other college-based activities, including a termly concert. The choir tours once a year: recent tours have included Portugal, Italy and Sardinia, and China. For more information contact Owen Rees (owen.rees@queens.ox.ac.uk).

Collections

For undergraduate students, collections are mock exams set by the college. Fortunately, for graduates, collections are the opportunity to meet with your College Advisor to discuss your academic progress, and raise any questions or problems that you have.

College Advisor

Each graduate student is appointed a College Advisor or 'Moral Tutor', who you will meet for the first time in Michaelmas Term. They are there to discuss academic and welfare issues, and would be your first port of call should you have any questions or problems.

Computers & Printing

The Moffatt Room (BQ 6) is equipped with computers and printers. You have a free printing allowance of £50 a year: black and white sheets are 5p, colour sheets are 10p, and there is a 1p discount if you print double-sided (e.g. two b&w sheets would be 9p, two colour sheets would be 19p). Extra printing will be charged to your batells. You don't need a special login and password for the Moffatt Room computers; you can simply use your SSO credentials (see below). There are also printers available for student use in the Berners-Lee Room (BQ 5) and in the basement of the library; these operate on the same principle as those in the Moffatt Room.

SSO (Single Sign-On) Credentials

Your SSO username will be 'quee' followed by 4 digits, e.g. quee0000. Details on how to set up your password will be sent by the University.

Email Access

Please note that all e-mail registration is done through the Oxford University IT Services (OUIT), which can be found on Banbury Road opposite the Keble Road junction. It is usually easier, however, to register over the web – see www.oucs.ox.ac.uk/registration for details. It will require your Bod Card (available from the College Secretary) before you can register. You will receive information on how to register when you arrive (you don't need to worry about it now).

Webpages

If you register with OUIT for an account on a server called 'Herald' then you may publish your personal homepage on the web, free of charge. FTP your files to oucsweb.ox.ac.uk with your Herald Username and Password. These pages will then be viewable from any computer in the

world! The address will be of the form 'http://users.ox.ac.uk/~username'. NB: There is no 'www' at the front! Contact the College IT Officer at it-support@queens.ox.ac.uk for help with this.

Surfing

Whilst surfing on the College network you may find that certain sites have been barred (usually dodgy porn sites) and trying to access these sites may lead to a visit from the Dean, so don't do it!

Croquet

A traditional English game, which can be played in Front Quad in College during Trinity Term. This is the only time you ever get to walk on the grass!

E

Employment

There are University and College regulations concerning employment of students (speak to your supervisor). There are, however, opportunities to supplement (or help replace) your grant, both within and outside College, and these will be posted up in the MCR. Within the University there is often translation work, exam invigilation, library shelf stacking, medical research, etc. The Careers Service is also a good place to go as they have a wealth of information and hold counselling sessions as well. Teaching work is often available for graduate students after their first year.

F

Fellows

The academic staff of the college (lecturers and professors), sometimes called dons.

G

Games Room

Located in the basement of BQ 5, the games room (currently) houses a table tennis table, along with paddles and (usually) table tennis balls. It is open only during term time, and closes at 11 pm.

Graduation

It might seem a bit premature to mention graduation when you are only just starting your course, but graduation ceremonies, like everything in Oxford, are a little eclectic and differ from almost every other university. Rather than being one big end-of-year ceremony, there are ten Degree Days spread through the year. About 12 people from Queen's can go to a ceremony on any one of these days, and they get booked up well in advance (sometimes they are booked out over a year ahead), so if you are on a one- or two-year course, it might be as well to book early. You can book before you finish your course, BUT you must make sure that the ceremony will be after your result comes out! Details can be obtained from Elaine Evers in the College Office. If you are on a one or two year course, details and an invitation to book your ceremony will be sent to you via e-mail as a matter of course, so keep an eye out for that!

Guest Rooms

You may book guests into either of the two guest rooms in College. The room in BQ has two single beds, while the one in Drawda Hall has just one. The cost is relatively low for Oxford and there is a maximum stay of three nights. The fee will be charged to batells. See the Porters to find out the price and to book; note that rooms fill up quickly during term, particularly on weekends. Even after you have left Queen's, you have a lifetime right to book the guest room for yourself if you need accommodation in Oxford.

Gym

There is a gym available to college members in Carrodus Quad/QLQ. See 'Sports and Fitness' for further information.

H

Hall

The College's dining hall, one of the grandest in Oxford. See 'Meals' below for more details.

High Table

Where the fellows sit for Formal Hall (or occasionally students for special dinners). MCR members will be invited to dine at High Table once a year, usually when your Moral Tutor is there. This meal is free of charge, although you will have to pay for any alcohol you drink!

J

JCR (Junior Common Room)

MCR equivalent for undergraduates. As a member of the MCR, you are automatically a member of the JCR as well. The JCR runs the undergraduate side of college, and you are welcome to attend their social events and meetings during term. It has a TV with Sky and video in the common room. It is very busy socially and sports-wise; most sports teams in college are made up of both JCR and MCR members. Events are advertised on the notice boards, and there is something happening on most Friday nights. During term, tea and coffee are served in the morning from 10.30 to 11 am, tea and toast from 4 to 4.30pm; this is called 'JCR Tea'.

L

Language Centre

The University Language Centre on Woodstock Road (<http://www.lang.ox.ac.uk/index.html>) has an impressive array of resources, which are often free to students. These include classes and audio-visual materials. You can swap conversation skills (check the noticeboard) or learn on your own. Registration dates are in 0th week, and classes fill up very quickly. If you need a language for

your coursework or research, the course is free, and quite cheap otherwise; often if you sign up to a course and pay the fee yourself, if you complete the course then Queen's or your department will reimburse you. Inquire about this individually. The registration for use of the Language Lab and Library carries on all through the year.

Late Gate

The college front door closes Mon-Fri and Sun at 9pm, Sat at 8pm. After that, entrance to and exit from the college are possible through the late gate (also referred to as the library gate) in the back left corner of Back Quad leading to Queen's Lane. There is also a late gate on the High Street between Queen's and the tobacconists. In term time, both your Bod card and a code will be needed to open these gates; out of term time, you just need the code. The Porters will provide you with the late gate code upon your arrival at College.

Library

The Queen's library is open 24 hours, staffed Mon-Fri 9am-10pm; Sat 9am-5pm; Sun 11am-5pm, during weeks 0-9 inclusive. There are three areas in the library: the Upper Library, Lower Library, and Basement. The Lower Library houses most of the library's modern collections, and has desks and computers that any student is free to use; the Basement houses periodicals and overflow from the modern collections, along with the Law Library and a small collection of DVDs, all of which can be borrowed by students; the Upper Library is open for students to work in during staffed hours, but the books on the shelves are very old and very valuable - and are not for borrowing! The Upper Library is sometimes described as "the most beautiful room in Oxford", and is a good place to work - although it can get chilly in winter! The library is full of undergraduates around exam time (Trinity term). You may bring guests to view the library at any time, although you have to ask permission from the librarian on duty when you enter the library. There is also a slot on Saturday lunchtimes (12-12.45) when you can bring your guests without needing to ask permission. You may borrow up to twelve books at one time. The computer is linked to the OLIS catalogue, although many graduate students find their departmental libraries more useful. The Peet Memorial Library, in FQ Old Lodgings, is a small research library for Egyptology accessible only to students of that discipline. If you need a book for your course/research and can't afford it yourself, the library will usually be happy to buy it (as long as your Moral Tutor approves, which they usually do!), and then you can borrow it as much as you like. You can e-mail requests to Tessa Shaw, the Reader Services librarian (tessa.shaw@queens.ox.ac.uk), or there are paper forms that you can pick up from the library desk that you can fill in.

The college is currently in the process of building an extension to the library which will be under the Provost's Garden (currently a building site!). This new library will feature more reader spaces, more shelf space and lockers for students' belongings, and will have small rooms available for group work; the Peet Library collection will also be moving to the new library. The new library is

due for completion some time in 2017. NB: If you intend to use the library in your first few terms at Queen's, be warned that, as a result of the building works, it can currently be very noisy/smelly and, in winter, extremely cold!

Lockers

There are a limited number of lockers just outside the MCR. See the Victualler for keys and details.

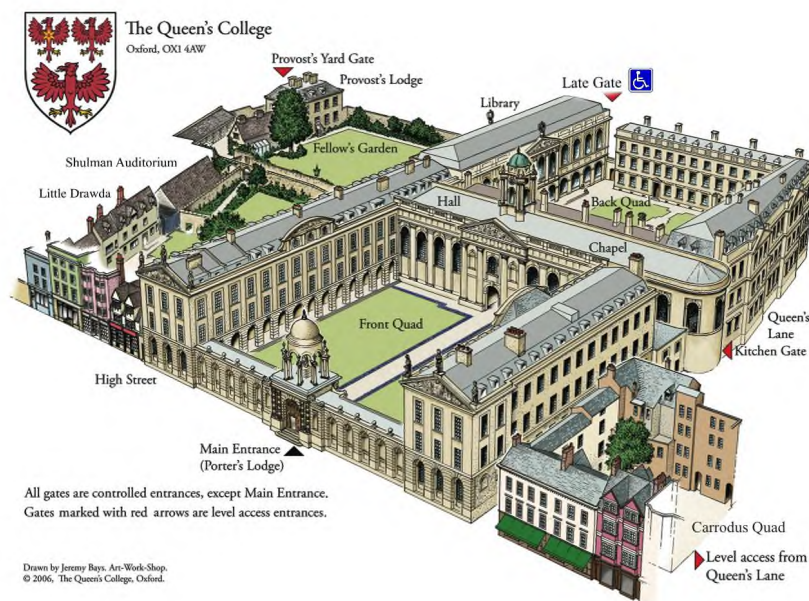
M

Mail

All internal University mail will be sent to you via your pigeonhole ('pidge') in the Lodge. You can also have external mail sent to you there, using the college address. As you will almost certainly change your address in Oxford if you stay for more than one year, it is strongly advised to have mail sent to you at the college. There is an internal University messenger ('pigeon post') service, which delivers mail between colleges and faculties. You may use it free of charge for up to three items at a time. This covers all colleges and departments, so you can use it to contact friends, tutors etc. It normally takes a day or less. Hand your envelope/note to the Porter; make sure that the name and address are clear on the front.

Map

Queen's college isn't one of the largest (by area) colleges in Oxford and you will quickly find your



way around. If you can't find anything in college then either ask the Porters in the Lodge or speak to one of the committee.

Matriculation

The formal admission ceremony to Oxford University. The ceremony is held at the Sheldonian Theatre, and attendees have to dress in sub-fusc (see 'Sub-fusc'). In the old days proceedings were entirely in Latin, but now an English explanation and wider welcoming talk follow the brief Latin introduction. Matriculation occurs on Saturday of 1st week and is preceded by the matriculation photograph in BQ; more information about this will be sent to you closer to the time.

Meals

The cost of all meals is charged to batells – you should have your university card with you to eat in college. At breakfast and lunch, your card will be scanned and the cost of your meal added to your batells (although if you have forgotten your card, you can give the buttery staff your name and be charged that way). All meals are served in the College Dining Hall. Breakfast and lunch are self-service, dinner is served. We strongly recommend taking full advantage of the college meal experience: many MCR members have lunch in college on a daily basis, as food is inexpensive and delicious! (We pride ourselves on having one of the best college kitchens in Oxford, and definitely the best kitchen staff!)

Breakfast is served from 8.15 to 8.45 Mon-Fri, 8:40-9:00 Sun (other times apply during vacations; these will be posted on the door to the hall), and there is a good variety of food available: full fried, continental, cereal, porridge, tea, coffee, juice, etc.

Lunch is served from 12.30 to 1.30 Monday to Friday, from 12.30 to 1.15 on Saturdays, and from 12.45 to 1.15 on Sundays. Booking is not required Mon-Fri, but it is required in advance for Sat-Sun (see 'Dinner' for how to book). During term weekdays, there is always a friendly MCR bunch there waiting for you to join them. You can bring up to three guests, and the cost of their meal will be charged to your batells).

Dinner: there are two sittings, one at 6.30pm and the other at 7.15pm. The first sitting is quicker and informal. The second is more formal: it is lit by candlelight, and you must wear your gown as fellows will be dining at High Table. If you want to eat dinner in college, you need to *sign up by 11am* that day. You can see the menu and sign on at <https://meals.queens.ox.ac.uk>; the JCR and MCR websites have links to the dinner sign on. Your login details are the same as your SSO credentials. Once logged in, you select the day and the meal for which you want to sign on, then press 'sign on'. You can then add guests or change to an alternative meal (usually vegetarian). You can view the other diners signed on to ensure it worked properly. When you arrive at Hall for dinner you must show your Bod card to a member of the Buttery staff, who will confirm that you have booked on for the evening. You can sign for up to a week in advance, but for the weekend, you need to book by 11am on Friday.

Outside term time, the arrangements for dining in college are reduced and generally it is necessary to sign on for lunch and dinner. You will get information about this at the end of each term.

MCR Guest Dinner is held every Monday during term (weeks 1 to 9 inclusive) at 7.15 in Hall. The cost of these three-course dinners is approximately £13 per person, which is a very good deal for the food generally on offer! These nights provide an opportunity to enjoy dinner by candlelight, at a more leisurely pace than normal dinners. Guests and MCR members meet in the MCR from 6.45pm for pre-dinner drinks, and return for port and chocolates after the meal. Gowns are to be worn by members of Queen's, but guests do not require gowns. The menu will be circulated by the Victualler during the previous week. You can bring up to 3 guests per dinner. Sign up instructions will be communicated to you by the Victualler. Please indicate whether anyone is vegetarian or suffers from any food allergy (other dietary requirements can be catered for as long as you tell the Victualler in advance). Wine can be purchased in the Buttery before dinner. NB: You do *not* have to have guests to come along to the Guest Dinner – feel free to attend as part of a fun night for Queen's people!

JCR Guest Dinner is the same idea as the MCR Guest Dinner, but on a Saturday night (sign up online, via the above link). The difference is that there is no sherry or port served, the food is not as good, and the cost is thus slightly less. If you want to attend the JCR Guest Dinner, be warned that the online sign-up fills up *extremely* quickly: the sign-up goes live at midnight on the previous Friday night, and can sometimes be fully booked within (literally) seconds!

Medical Treatment

The college requires that you register with a doctors' practice in Oxford, and there will be an opportunity to sign up with the 19 Beaumont Street practice in the first week or two of term. You can choose to make other arrangements with permission of the Dean. The college has its own nurse and sick bay, which may be more readily and rapidly accessible than the doctors. She will be able to help with minor ailments and offer help and advice on more serious issues. She can be found in FQ 1a/6a weekdays 11am - 12 noon. We can use the services of 'Studental' dentist based at Oxford Brookes University, Headington Campus, Colonnade Building, 3rd Floor, Gipsy Lane (telephone: 01865 689997) for emergency dental treatment under the National Health Service system. However, we would recommend that you have any dental treatment carried out before you come up to College, or during vacation times.

Memorial Room

The Memorial Room is located in the Back Quad and above the JCR. Graduate students are welcome to use this as a study space when it is not booked for a seminar or other event. However, study materials and personal items must not be stored in this room since it must be kept clean and tidy. There will be a calendar of when the memorial room is available sent out as part of the weekly newsletter.

Money

Grants

There are grants for travel and maintenance and hardship funds made available to MCR members. We have two full maintenance stipends in association with the Clarendon Fund. There are a further sixteen annual studentships of approximately £2,500 which covers the College fee. To find out what you are eligible for, contact the Tutor for Graduates, Professor Simon Aldridge (simon.aldridge@queens.ox.ac.uk). The deadline for applications is the end of March of the preceding academic year. The hardship fund exists to help anyone with need, either with grants or college loans. In addition to this, it can provide travel grants of up to £300* per student per

year of course, and book grants of £168.75 per year. Forms to apply for travel/book grants are available from the College Office. For further information, contact the Welfare Officer.

*This has increased from the figure of £200 per person per term.

Banking

All of the major British banks have branches in Oxford (most have them also on the High Street, where our college is), so UK students should not have any troubles. For foreign students it's best to simply choose a bank and open an account. HSBC, NatWest, Barclays, etc. generally have accounts aimed at foreign students. To open one, you need a letter from the College Office confirming that you are a student in Oxford and need to bring your passport when you go to the bank.

Music and Drama

The college is increasingly active in terms of music for a wide range of tastes. Music comes under the banner of the Eglesfield Music Society (EMS), which organises a number of musical groups, usually including a non-auditioned choir, an orchestra, a jazz group etc. In Trinity term, in association with the Eglesfield Players (the college's underused drama society), the EMS puts on a full-scale garden musical: in Trinity 2016, it was *Sweeney Todd*; previous productions include *Little Shop of Horrors* and *Guys and Dolls*. The EMS will have a stand at the Queen's Freshers Fair, where you can sign up for the mailing list and find out more. Above all if you are keen to sing, play music or act in while at Oxford, you should volunteer as there are many opportunities in fantastic venues. Throughout the University there are numerous drama groups, orchestras, choirs and informal societies to appeal to most tastes and abilities. Although the standard in Oxford is generally high, there are non-auditioning choirs, which give you the chance to sing in glorious surroundings. You will find details at Freshers' Fair.

If you would rather be in the audience than take part, Oxford will leave you spoiled for choice: the Sheldonian has regular concerts, with student tickets, as do the Holywell Music Room and a number of college chapels (including Queen's). There are jazz and blues, Irish music, Latin American etc. on offer at venues around the town. Daily Info, www.dailyinfo.co.uk, is a good source of information about events going on in Oxford.

The *Music Practice Room* in BQ 3 is for students of any discipline to use and it has a piano and music stands. Get the key from the Porter, where you can also book times. There is also a music room in Carrodus Quad/QLQ. The College has a grand piano and a harpsichord in the Chapel. Only those with permission may play these; apply to Owen Rees (owen.rees@queens.ox.ac.uk).

N

Night Porter

There are no Porters on the Lodge in main College from 12.00am until 7am. There is a Night Porter on call *for emergencies only*, who can be contacted on the normal lodge number, 01865 (2)79120.

O

OTR (Old Taberdars' Room)

This is a wood-panelled room in BQ which boasts comfy sofas and a fireplace that can be used to warm up cold winter evenings. The OTR may be used, free of charge, for rehearsals and private parties (if booked far enough in advance). If you wish to book it, you must ask permission from the Dean during Decanal hours, which are posted up on the noticeboard next to the Lodge. You may also book out any of the three college lecture rooms for meetings, parties, or teaching of Queen's students. Again you must get permission from the Dean. Check first with the Porter to see if the room is available.

QUIT

The Oxford University IT Services offers a wide range of computing courses to all Oxford students, as well as a shop selling cheap computers and accessories (disks, ethernet cards, etc.). In addition, there are lots of computers, printers, and scanners for you to use for work, e-mail etc, but these require a special OUCS login, which you can obtain from them. OUCS also administers the University email accounts. Check their website for further details: www.it.ox.ac.uk.

OUSU

Oxford does not have a centralised students' union as such; the role of student representation is covered by the Oxford University Student Union (OUSU) in 2 Worcester Street, Oxford, OX1 2BX. It deals with many things: it is the place to go for cheap stationery, advice on legal representation (such as free legal aid), to find out about students' rights, student cards, the Safety Bus, student

counselling, advice on medical treatment, and form-filling. The Queen's MCR Executive acts as a medium between MCR members and OUSU, and any important information will be put up in the MCR, or raised at MCR meetings. It will also represent you at OUSU meetings.

Oxford Union

This should not be confused with OUSU! The 'Union', located on St Michael's Street off Cornmarket Street, is a world-famous debating society. It offers weekly debates, along with talks and Q&As with leading politicians and other public figures: speakers in the past few years have included Morgan Freeman, Ian McKellen, Buzz Aldrin, and Nigel Farage. There are opportunities to learn the art of debating, and watching some of the posturing is entertainment in and of itself. In addition to the speakers, it has two attractive libraries, a restaurant, a cheap and generally busy bar, a sandwich counter, snooker tables and organised social events throughout term, including small, fairly cheap balls once a term. There is also a bar/club called the Purple Turtle, which is open until 2am. It is a members-only establishment, and it is very expensive to join (about £250!) - although membership is for life. At the beginning of the academic year there are 'taster' sessions, so that you can try it out before committing yourself. Think about whether you will really use its facilities. Members of the Union societies at Durham, Yale, Cambridge, and a few others have associate membership for free! One trick for graduate students is to use some of the facilities – particularly the Purple Turtle – out of term time. When the undergraduates are away, a simple student card will suffice for entry, although occasionally you will still have to pay a surcharge on busy nights like Fridays or Saturdays.

Oxford University Club

The University Club provides social and sporting facilities for employees, senior members, graduate students, alumni, and visitors of Oxford University. Facilities include a lunchtime cafeteria and a bar on Mansfield road (convenient for scientists), overnight guest accommodation, and a gym. It is a particularly good place to watch any major sporting events on TV, and is a great post-grad facility. Graduate students, university employees, and post-docs are eligible to become members. It is FREE to become a member. Either apply online (preferred), email membership@club.ox.ac.uk, or phone the Club on (2)71044 and ask for an application form. More details from www.club.ox.ac.uk.

P

Phones

Mobile phones can be purchased either on a pay-as-you-go or monthly plan. You will find a number of shops offering mobile phones in town, particularly on Cornmarket Street (e.g. Carphone Warehouse and an EE shop).

University phone network

It is free of charge to students, and connects all departments and colleges, plus Oxley-Wright. All Oxford phone numbers of the form (2)7xxxx, (2)8xxxx or (4)3xxxx are internal numbers. There are internal phones next to the Lodge and in the MCR. There is also a University directory, updated each year (see www.ox.ac.uk/contact/). Messages can be left for you by callers at the Lodge between 7am and midnight. Any such messages will then be put in your pigeonhole. There is one pay phone in College in the basement of FQ 2, by the Beer Cellar, and in the basement under BQ 5. There is also a card phone on the ground floor FQ 4 (through the green door) and in the foyer of St Aldate's House. For dialling within the University network (e.g. all the departments and colleges, plus some annexes of other colleges), dial only the last 5 digits of the number. From the internal network, dial '9' to get out of the University network, then the number you wish to call. UK telephone numbers are generally quoted in two sections, the first being the area code (in brackets) and the second being the local number. The Oxford area code is (01865). You do not need to dial the Oxford area code from within Oxford. For international calls, Skype, calling cards or cheap-dial schemes are generally the cheapest way to call abroad. Check out the deals offered by various companies, since these change quite often. OneTel or Planet Talk are quite cheap for Australia and New Zealand (as well as other countries), and offer cheap calls within England, too. Call cards (available from most newsagents) can be a very good deal to Asia or Europe, depending on the type of card. Dial '00' to get an international line from Britain. The International code to call Britain from overseas is +44 (and drop the first '0' in the area code).

Porters

The first people you are likely to come into contact with at College as the Porters Lodge is directly at the entrance. The Porters are a very friendly group of people who know a lot about the workings of the College; if you have any questions relating to finding places or people at Queen's, then ask them. They also look after the keys, distribute the mail, and are responsible for the security of the main College site.

Provost

Professor Paul Anthony Madden FRS FRSE. The head of the College.

Punting

Not the normal method of getting yourself to the library or lab, but a tradition in Oxford undertaken in the summer, perhaps with a picnic and a bottle of Pimm's... Each Trinity Term the JCR organises the hiring of two punts which can be used by college members (MCR included) for a small charge to battels (much smaller than hiring one for yourself). In the past few years the MCR has hired a punt for use over the long vacation (also known as the summer). More information will be made available in Trinity Term.

Q

QCS (Queen's College Symposium)

The QCS is a friendly venue for discussing academic research. Graduates and faculty at Queen's meet, usually twice per term, to hear 20-minute talks – one by a Queen's fellow, one by a graduate student – on current projects. For MCR members, these are usually, but not necessarily, related to the student's thesis subject; topics are wide open, and have varied from motherhood in interwar France to the statistical physics of baseball. After questions, there is a break for a (free!) light dinner and informal conversation. Meetings during the year are sponsored by the SCR. The emphasis at QCS is on the material, not the event. Dress is informal, and all graduate and senior members are invited to attend.

A list of speakers is maintained by the QCS coordinator. If you'd like to present, or have any further questions, please contact the SCR Liaison.

S

Scouts

Friendly college cleaners who vacuum your floor, clean your bathroom, empty your bins, and keep the kitchens in general order. It is definitely worth making friends with your Scout as they will prove invaluable when you just can't face locating the Hoover.

SCR (Senior Common Room)

The equivalent of the MCR for the senior members of College, Fellows and Tutors.

Shulman Auditorium

Opened in 2011, the Shulman Auditorium is a state-of-the-art lecture theatre/music recital space. It is situated to the east of Front Quad, on the other side of the Drawda Garden/the Fellows' Garden. Since its opening, it has won prestigious awards from the Royal Institution of British Architects and the Oxford Preservation Trust.

Social Media

The Queen's College MCR has its own official profiles on Twitter, Facebook, Instagram and more - find us on your favourite networks to hear about our latest events and everything else that is happening in the MCR:



[/TheQueensMCR](#)



[/TheQueensMCR](#)



[/TheQueensMCR](#)

All of our Social Newsfeed can be viewed on the main page of the MCR website (<http://mcr.queens.ox.ac.uk/>) and you can also follow, like and get in touch with us from there!

Sports and Fitness

There exist a number of facilities in Queen's and in the University for those who enjoy sport or want to keep fit. The University sports complex is located on Iffley Road. It contains a gym/weights room which students may join for a price (currently starts at £49 per academic year, the cheapest gym in Oxford). The Rosenblatt Pool is a modern 25m pool; membership of the pool

can be bought separately from the rest of the Iffley Road facilities. The sports complex also contains a football pitch, running track, AstroTurf pitch, indoor cricket nets, basketball courts and a dojo – all of which are used by various University sports clubs: see <http://www.sport.ox.ac.uk/>.

Queen's has a small gym in the Carrodus Quad/QLQ building (next to the college main site). It is free and open to all members; all you have to do is book and attend an induction session that costs £5 and which will be announced by the Dean in good time. After that you can access the gym using your Bod card.

Queen's itself has a number of sports clubs, all run by the JCR. If you would like to play one of the more popular team sports (rowing, rugby, football, cricket, etc.), then the Queen's teams are the ones you will probably like to join. Most sports are well catered for by the college and teams exist for people of all abilities.

Queen's main sports ground is located next to the river Isis (as the river Thames is known as it flows through Oxford) – head down river along the towpath on the opposite side of Folly Bridge from St Aldate's. Queen's ground is the second ground on your right. It contains a football pitch and a hockey pitch (converted to a cricket pitch over the summer), and has both grass and hard-surface tennis courts. Queen's also owns two squash courts located behind the Cardo Building (a residential building for undergraduates, on Iffley Road) – keys to the courts may be obtained from the Bursary in exchange for a small deposit, and courts may be booked in a diary kept in the mailroom at college.

Finally, for those who wish to take part in the traditional Oxford sport of rowing (an experience which we all recommend!), Queen's has a number of squads, including many novices in the first term (Michaelmas). The Queen's boathouse is by the side of the Isis, accessible through Christ Church meadow, and is in the building with 3 blue doors. Recruitment, training and trials for many sports occur early in Michaelmas Term.

Look out for announcements on the blackboard just inside the main gate of Queen's, and don't hesitate to get in touch with the MCR Sports and Games Secretary.

Sub-fusc

The academic dress that must be worn at Matriculation and all examinations, including vivas (oral examinations). This consists of a dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or a white bow tie. For more information please feel free to email one of the committee or see the university regulations at <http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtm> for more details. Check out the second-hand section of traditional outfitters for gowns and hats at the beginning of term. If you arrive early, you will probably be able to get a bargain second-hand

gown in one of the Oxford shops. Additionally, shops such as Shepherd and Woodward, Ede and Ravenscroft or the Varsity shop often offer deals on sub-fusc for new students, which are well worth looking at. Make sure you have your sub-fusc sorted before Matriculation!

T

Terms

The Oxford year is structured by the three terms of 8 weeks each. Weeks are referred to by 0 to 8 (e.g. Week 3 of Hilary). The week before term proper starts is called 0th Week (pronounced nought-th week).

Michaelmas (pronounced 'mikkle-mus') is the first term of the academic year and runs from October to December; *Hilary* is the second term of the academic year, and runs from January to March; the third and last term is *Trinity*, running from April/May to June. Exact dates are given on the University website at http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html.

Transport

Buses (in Oxford)

There are two major bus companies: Stagecoach and Citylink. They essentially run the same routes and fares are similar. Bus services are generally frequent and a much better bet than trying to drive in Oxford. Stagecoach runs a 24hr bus along the Banbury Road, although at 2am if the bus stop on Magdalen St is empty, you'll probably be able to beat the next bus to Oxley-Wright.

Buses (out of Oxford)

Getting to Oxford from Gatwick or Heathrow Airports is nice and easy – there is a 24hr bus service that comes directly to Oxford (and stops in front of Queen's) called the Airline. Information about it can be found at this website: <http://www.oxfordbus.co.uk/>. The same applies to getting to Oxford from London: there are two 24hr direct services, the Oxford Tube and the X90, and they normally run between two or three times every hour (except during the night when it is less frequent). You can find information about them here: <http://www.oxfordtube.com> and <http://www.oxfordbus.co.uk/>. If you arrive at Stansted airport, there is a regular and rather cheap

direct bus service, which you can check out at: <http://www.nationalexpress.com>. As it is less frequent, it would be good to check the times in advance. The main bus station at Gloucester Green is the departure point for most services and a good place to get information and buy tickets.

Trains

Trains can be caught from Oxford Railway Station. Seriously consider buying a Young Person's Railcard (£26, take your Bod card/proof that you are under 26 – national ID card/ISIC card/get form stamped in the College office – and a passport photo to the rail station during office hours) if you intend using the train regularly or are going long distance, as the fares are expensive. With a Young Person's Railcard many fares are reduced by 1/3 (if you buy in advance you can get a return ticket to London for as little as £5!). You can search for timetables at www.nationalrail.co.uk.

TV Licensing

Under UK law, people who own a television must have a TV licence. Every student with a TV in a separate room needs their own license (if you are sharing a house, you may need only one between you). Licenses cost £145.50 and are purchased online at www.tvlicensing.co.uk. People are employed to search for viewers who do not have licenses and have the option for charging a fine of up to £1,000 for license evaders.

V

VP (Vir Probatus)

A senior student responsible for a particular annexe. St Aldate's House and Oxley-Wright both have their own VPs (see below).

W

Welfare and Sexual Harassment

In addition to the MCR Welfare Officer and Women's Officer, there is a Women's Officer and general Welfare Officer (men and women) at OUSU, and a welfare service run by students for students, which is strictly confidential, and called NIGHTLINE. It operates from 8pm to 8am, 0th Week to 9th Week, and can be found at Wellington Square, or on (2)70270. The University has a counselling service ((2)70300) near its main offices in Wellington Square. There are also groups for specialised problems, such as eating disorders. If you are at all concerned about something, please don't hesitate to ask for help. Being a member of Queen's friendly community will make it easier for you to share experiences and open up to the friends you'll make here. Also, remember that any conversation you may have with the MCR Welfare Officer about such topics is and will always be strictly confidential.

IV. Graduate Accommodation

The College owns two houses that are specifically designed for graduates.

A. St Aldate's House (SAH)

Eleri Watson is currently Junior Dean at St Aldate's House. Appointed by and on behalf of the Dean, she is responsible for student discipline, student welfare, first aid and retaining a pleasant ambiance in St Aldate's House. She will be holding events for students in SAH throughout the year, and her main role is dealing with student welfare.

In addition, since St Aldate's House does not possess a designated caretaker, the Junior Dean is also responsible for security (fire alarms etc.) and maintenance in a more administrative fashion. However, the Junior Deans are not craftspeople and thus cannot replace light bulbs or mend your shower. If you have anything that needs replacement or repair in your room, please follow the instructions given below in 'Supplies/Repairs'. Eleri also has a master key to all the rooms, including the storage room, but she do NOT hold spare keys to any of the rooms – contact the Porters' Lodge if you have misplaced yours.

Eleri may be contacted via e-mail on elери.watson@queens.ox.ac.uk with respect to any issues of St. Aldate's House, but preferentially with those concerning student welfare. In case of an emergency (fire, first aid, security issues etc.), you can contact Eleri personally in St. Aldate's House.

A

About the Building

SAH is located down St Aldate's near Christ Church and across from the Music Faculty, and is very convenient for the various colleges and university departments. It is right opposite the entrance gate to the beautiful Christ Church meadow, and a very short walk from the river – one of the best and most peaceful views of central Oxford. When you first move in, the building can be somewhat disorientating because of the large number of fire doors and various corridors, but it's really quite logical once you get used to it. The main entrance to the building has two doors, both of which are opened by swiping your Bod card and by putting in the entrance code. There are three floors, all rooms are en suite, and kitchens are shared. There is also a side door, to the right of the Tesco, that can be opened using your room key. This will take you into the courtyard

where you will need to use your swipe card along with the entrance code to gain access to St Aldates.

Address

The postal address of the building is:

St Aldate's House
2 Speedwell Street
Oxford
OX1 1UH

HOWEVER, IT IS ADVISABLE TO HAVE ALL MAIL SENT TO THE MAIN COLLEGE ADDRESS:

The Queen's College
The High Street
Oxford
OX1 4AW

This prevents mail getting lost and the Porters are able to sign for items sent by special delivery and keep them safely for you.

Alarms

There are smoke detectors in your room and in the corridors. The kitchens are equipped with heat alarms. *Do not* open kitchen doors to ventilate during a smoky cooking session - the smoke will of course trigger the smoke alarm in the corridor. Use the extractor fans. You *must* vacate the building when the alarm sounds.

B

Blu-Tack

The College forbids the use of Blu-Tack and Sellotape in rooms, as they ruin the walls. DO NOT use it in your room or anywhere else in the building. Previous students have been fined the full bill for repair costs to their walls for damage done by blu-tack. If you want to hang pictures on

the wall, please fill in the book downstairs or contact the college Steward directly, asking for picture hooks to be hung in your room. You should indicate where you want the hooks placed with 'Post It' stickers on the wall in your room. Similarly, any posters/info etc. for the attention of SAH residents must be put only on the noticeboard in the entrance foyer and NOT on the bare walls.

C

Courtyard

The courtyard (to the side of the main cycle shed) is College property. Access is by the back gate in the main cycle shed. If using this area please be considerate of your neighbours in the rooms overlooking this area.

F

Fire

Please familiarise yourself with escape routes from the building (the VP, or the Fire Marshal, can give you more information about this – fire drills will take place during term time). In the event of fire:

1. Sound the alarm.
2. Extinguish the fire if small and localised by use of extinguishers and/or fire blankets (in kitchen). If there is the time, call the Fire Brigade by dialling 999.
3. Do NOT use the lift.
4. Vacate the building by the nearest exit and assemble outside, at the front of the building, making sure to keep the doorway clear.

Fire Doors

These must *not* be used as an exit from the building except during fire alarms. They cannot be shut from the outside, and if they are used for a reason other than that of evacuation of the building during fire alarms, then the security of the building will be jeopardized.

G

Gates

All bike-shed gates can be opened using your room key. These are the gates that you should use as points of entry with bicycles, and *not* the large double gates at the front of the building. These double gates will be locked by Tesco's manager and you will not have access to the key. Please shut all gates behind you, for everybody's security – we have had intruders/unwanted guests in the past. As for bikes, *do not* lock them up against the railings to the left as you enter through the main gates, as they can get mangled by large delivery trucks or cars. It is a good idea to buy some insurance for possessions.

I

Internet

Each room has Wi-Fi and an ethernet connection. There is free Wi-Fi access to 'eduroam' throughout the building (and indeed most of the city!); to set up an eduroam account, go to <http://help.it.ox.ac.uk/network/wireless/services/eduroam/index>. If you prefer the ethernet option, you can buy an ethernet cable from OUIT (Oxford University IT Service) on Banbury Road, or you can ask the College IT Officer (this is the quickest way), David Olds (email it-support@queens.ox.ac.uk if you have any questions). To set up an e-mail account, look at the instructions on the OUIT website (www.it.ox.ac.uk); you'll receive more information on this from college before the start of Michaelmas.

K

Keys

As well as opening the bike shed gates, your personal room key will open the door to the kitchen that corresponds with your room. It will not open any other kitchen doors.

Kitchens

Please keep kitchens reasonably clean and tidy. It is not the job of the Scout to do your washing up or to clear up undue mess. The kitchens are reasonably equipped with the essentials – pots, pans, plates, cups, cutlery, etc. If you have your own equipment or utensils you particularly want, you would be advised to bring them, but if you don't you will be able to manage with things provided. The electric ovens have the security feature of turning off automatically after 30 minutes, so if you are cooking something for longer you'll have to turn it back on. They are also equipped with a grill, for which the door must be kept open whilst in use. Each resident is assigned a cupboard in which dry goods can be kept. There are also fridges and freezers, and it is up to each kitchen's users how space in them is allocated. When you're using the ovens and the hobs in particular, you're asked to remain in the kitchen and not to leave it unattended: we have had fires in the recent past, and we'd like not to repeat this experience!

L

Laundry

There is a laundrette on the first floor near room 20. There are 3 washing machines and 3 dryers, as well as ironing facilities. Each wash costs £1.40, as does a dry (it is more practical to do 2 washes to 1 dry, as the dryers are larger). There is an ironing board and an iron in the laundry room that is free to use but they cannot be taken out of the laundry room. The machines use a card system – cards can be obtained from the Bursary in college, and money can be put onto a card using a machine in the corner of the post room in college. You will need to provide your own detergent etc.

P

Parking

There is *no parking* available for residents of SAH. Do not park in front of the gates at SAH. Alternatives may be 'Park and Ride' or applying for permission to park at Oxley-Wright (the College annexe on Banbury Road). Obviously for loading and unloading your stuff the park and ride is not practical! There is a wide pavement to the right of SAH front door; you can park on this fairly easily for unloading purposes only. The other option is in front of the gates of Tesco, but do not leave the car unattended for long as Tesco receive deliveries and use the carpark for staff. Be aware that Oxford has very enthusiastic traffic wardens.

R

Recycling

There are bins, both waste and recycling, inside every room. It is each person's responsibility to take care of separating their waste, and not the Scouts'. The same holds for the kitchens. For more advice, you can contact the MCR Environment and Charities Secretary.

Room items

In your room you should find the following items - 1 x duvet, 2 x pillows, 1 x mattress cover, 1 x small coffee table, 1 x easy chair, 1 x desk chair, 1 x bedside table with drawer, 1 x desk, 1 x bookshelf, 2 x study lamps. If any of these items are missing, please inform the Head Scout and they will be replaced as soon as possible.

S

Scouts

The Scouts are based in the office in the entrance foyer. If you do not want the Scouts to enter your room on a given day, then leave your bin outside. However, College policy states that if Scouts have not entered a room for 2 consecutive days, then they must enter on the third day. You may come to your own arrangements with the Scouts that clean your room (i.e. day, time, quantity, etc.), but your room should be cleaned once a week as a general rule. When convenient, please try to assist your Scout by vacating the kitchens between 9.30 and 10 am.

Security

Please do not divulge the digital entrance number (which will be given to you by the porters when you collect your key) to any unauthorised person. It should be reserved for friends, family, and visitors. Above all, if somebody you do not know attempts to enter the building with you, ask them for ID or enquire as to the nature of their visit. If they give a name of the person they are visiting, verify that this does actually belong to a resident of SAH. If they fail to do this, or if there is a problem, do not hesitate to get in touch with the VP, the police or college as soon as possible, irrespective of time of day.

Smoking

Smoking is strictly prohibited throughout SAH and on all College property.

Storage

There is a storage room in SAH, which can be accessed by asking the Scouts for the key in the morning. If you must access it when the Scouts are not in, this can be arranged well in advance with the VP by email.

Supplies/Repairs

Write a note in the book on the table in the foyer if you have any questions or problems. Alternatively, inform your Scout of any supplies/repairs needed in your rooms or kitchens. Please be patient: College has a limited staff, but will get the job done as soon as possible.

T

Toasters and kettles

Toasters are *banned* from rooms. This is because they have an incredible knack of burning toast and thus setting off the fire alarm at 8am on a Sunday morning. Please use the grill or toasters in the kitchens. As for kettles, if you really need them in your rooms, please place them as far away from the heat sensor as possible.

Trolley

There is a trolley available for anybody moving belongings to the store room. It is in the Scouts Room downstairs and access can be acquired from Scouts in morning, or from the VP afterwards by prior arrangement.

B. Oxley-Wright (OW)

Oxley-Wright is a large Victorian house on Banbury Road (towards Summertown). There are thirteen residents in the building, all of whom are graduate students at Queen's. The house is located approximately a twenty-minute walk from the city centre, or a five-minute cycle ride. There is also a 24-hour bus service, which stops directly across the road.

The Vir Probatus (VP) is **Guangyu Xi** (guangyu.xi@queens.ox.ac.uk) She has a master key to all the rooms, and is your contact with college concerning the Oxley-Wright building. She is also the Dean's representative at the annexe, and therefore responsible for reporting cases of unacceptable behaviour.

A

Address

The mailing address of O-W is:

116 Banbury Road
Oxford
OX2 6JU

It is up to you whether you use O-W as your mailing address or Queen's College. Remember that Queen's will direct all of your post to your pigeonhole at the main College site, as will some of your departments. Hence it is important to frequently check your mail at the main College site if you do chose to have most of it sent directly to O-W.

B

Bathrooms

There are three bathrooms, each shared between approximately four people. Both showers and baths are available. These are shared facilities, so please think of others! In particular, please

remember to lift the cork mat off the floor to allow it to drain when you are finished. If this is not done then it will become mould-infested within a very short time.

I

Internet Access

All rooms in O-W are capable of Wi-Fi and ethernet access. There is free Wi-Fi access to 'eduroam' throughout the building; to set up an eduroam account, go to <http://help.it.ox.ac.uk/network/wireless/services/eduroam/index>. For ethernet, you will have to purchase an ethernet cable for your computer (available from the OUCS shop or from the IT Office in Queen's).

K

Keys

Initially, your keys will be issued by the Porters' Lodge at the main Queen's site. If you lock yourself out of your room then both the VP and the Scouts have master keys. If you lose your key, a spare one may be obtained (at cost) from the Clerk of Works at the main college site.

Kitchen and Pantry

The kitchen is large, with plenty of standard cooking equipment and facilities. Residents who are fond of cooking often bring their own supplementary equipment, too. There is plenty of fridge, freezer, and shelf / pantry space for each resident. There are lists on the fridge and freezer doors to indicate whom each of the shelves belong to. Please note that any equipment stored in the kitchen is assumed for 'general use', hence if you are concerned about the possibility of it getting damaged, it is suggested you store it in your room and bring it down as you need it. No one will deliberately set out to break your stuff, but 'unclaimed' accidents do unfortunately frequently occur.

Please be vigilant in doing your washing up; this is the largest cause of disagreements in many shared households! If you make it dirty then it's your responsibility to clean it up *that day!*

L

Laundry facilities

A large washing machine and dryer are available, on a pay-per-cycle system. These are located in the washing room, to the right as you exit the kitchen. £1.40 per wash; £1.20 per dryer cycle.

R

Repairs

Repairs etc. should be reported to the Scouts or to the VP (or directly to the College Steward if urgent).

S

Scouts

The Scouts (responsible for general cleaning of the annexe and reporting required repairs etc. to College) arrive at approximately 9.30am each weekday morning (excluding public holidays and certain vacation periods, e.g. a couple of weeks around Christmas time). They will clean the shared parts of the house, and your room if you so desire. The general indicator is to put your bin outside your door if you don't want them to enter (this is a universal sign throughout Oxford that you do not want to be disturbed!). If you don't do this, and the Scouts think you're not around for some reason, they might come in to empty your bin, so be warned! Place a note on your door in the morning if you wish something specific to be done, e.g. hoovering, sink cleaned etc.

Security

Oxley-Wright has been broken into in the past. Hence it is imperative that all residents:

Ensure that external doors are locked at all times.

Do *not* allow anyone into the building that you do not recognise, unless accompanied by another member of the household or college staff. This includes repairmen – even TV Licence investigators must make an appointment with college before they are admitted entrance. If in doubt, contact the VP.

Close and lock ground floor or easily-accessible windows when the room is not in use (e.g. the kitchen).

All residents should keep their rooms locked and windows secured when they are not present. Ultimately the security of your room is YOUR responsibility. We recommend you buy contents insurance for your personal belongings.

Any thefts or damage should be reported to the VP and to college.

O

Other facilities

Heating: A central boiler controls the heating system, with each room capable of individual adjustment.

Large garden, including a BBQ available for all residents' use. Please inform the VP and other residents if you are planning to hold a larger event.

Garage for bike storage etc; access via the second key on your key-ring.

V. Useful Contacts

Tutor for Graduates Professor Simon Aldridge (2)85201, simon.aldridge@queens.ox.ac.uk. The Tutor for Graduates deals directly with graduate students and along with the MCR President represents them on the Governing Body.

The Dean Prof. Chris O'Callaghan, decanal.office@queens.ox.ac.uk. The Dean is responsible for the non-academic affairs of graduates and undergraduates. Her/His permission is required for meetings and parties of any kind.

The Junior Deans decanal.office@queens.ox.ac.uk, Matthew Tompkins, Philip Hartley plus one other yet to be appointed are our Junior Dean's, and the first point of contact for permissions for parties and student functions. Besides the Lodge, they are here to assist you with any sort of emergency and can be contacted 24/7 via the Lodge. A further function of the Junior Deans is the provision of welfare support.

Academic Administrator Joyce Millar (FQ 2/2), (2)79167, joyce.millar@queens.ox.ac.uk. The Academic Administrator oversees admissions and deals with administration, including letters confirming student status, academic support grants, book grants, and university cards.

Senior Tutor Dr Nick Owen (FQ 2/2), (2)79167, senior.tutor@queens.ox.ac.uk. The Senior Tutor is responsible for the academic affairs of graduates and undergraduates, and deals with any related problems / queries, including official matters relating to examinations.

Domestic Bursar Ms Marie Bracey, marie.bracey@queens.ox.ac.uk. will take up her appointment early November 2015. Deals with domestic College issues.

Domestic Bursar's Administrator (FQ 1a), Melanie Harris, hb.secretary@queens.ox.ac.uk (2)79136,. Any issues to do with accommodation should be addressed to this office.

College Steward Susan Tutty (FQ 2/1), (2)79133, susan.tutty@queens.ox.ac.uk. Susan and her team deal with the technical aspects of the college, and are always very helpful. For any maintenance issues on your room, they are the people to see.

The Porters (Porters' Lodge), (2)79120/1/2, lodge@queens.ox.ac.uk. The Porters are usually your first point of call when you enter college, and will direct you to the appropriate member of staff if you have any queries. Please inform them of any change of address, or if you would like mail forwarded during vacations. They also know exactly where everyone in college can be found, who

to see about what, and how to go about getting many things done – they are very useful people to talk to if you are unsure of any of the basics of college life.

The Buttery (2)79131 Where you go to buy wine before dinner!

College IT Officer David Olds, James Preston and Linda King (FQ 1a), (2)79205, it-support@queens.ox.ac.uk. See David or one of the student IT officers regarding computer problems or for connecting to the Internet in your room. Mon-Thurs 2.15-3.15pm has been set aside for general enquiries.

College Chaplain Rev. Daniel Inman (FQ 5/1), (2)79 143, daniel.inman@queens.ox.ac.uk.

College Nurse Midge Curran (FQ 1a/6a), (2)79 195, midge.curran@queens.ox.ac.uk



We hope that the information provided in this handbook is enough to give you an idea of what awaits you here at Queen's!

The last, most important piece of advice we can give you is:

Don't be shy and don't hesitate to get in touch with any of the MCR committee members over the summer if you feel like doing so – you have all our emails!

You can also find us on your favourite social network!



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