

ST EDMUND HALL
Information for Fellows and Lecturers

2019-20

Updated 10 October 2019

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1. COLLEGE GOVERNANCE AND ADMINISTRATION

1.1 College Officers

Profiles for all academic and staff members of the College can be found on the website:

<https://www.seh.ox.ac.uk/people>

Principal: Prof. Katherine Willis

Vice Principal: Prof. Rob Whittaker

Senior Tutor and Tutor for Admissions: Prof. Robert Wilkins

Tutor for Graduates: Prof. Richard Willden

Tutor for Undergraduates: Prof. Oliver Riordan

Tutor for Visiting Students: Dr. Outi Aarnio

Dean: Prof. Nick Davidson

1.2 College Administration

The Senior Tutor (Professor Robert Wilkins) is responsible for the overall academic administration of the College. The administration of the College is split across the following offices:

THE COLLEGE OFFICE (Staircase V – ground floor)

T: (2)79008, E: college.office@seh.ox.ac.uk

The College Office is the main point of contact for academic queries and administration relating to on-course students across a range of matters including admissions, reports, exams, suspensions and graduation ceremonies.

The Academic Registrar, Luke Bradshaw, has oversight of the College Office and Admissions.

E: luke.bradshaw@seh.ox.ac.uk, T: (2)79002

THE ADMISSIONS OFFICE (Staircase IX – ground floor)

E: admissions@seh.ox.ac.uk, schools.liaison@seh.ox.ac.uk

Admissions are part of the College Office, but sit separately in Staircase IX. Here you can find the Admissions Officer and the Schools Liaison Officer.

THE BURSARY (Staircase VI – ground floor)

T: (2)79007, E: bursary@seh.ox.ac.uk

The Bursary deals with the estate, accommodation, catering, room bookings and other domestic arrangements.

The Domestic Bursar (Dr Charlotte Sweeney) is responsible for the operation of the estate and domestic services of the College.

E: db@seh.ox.ac.uk, T: (2)79005

The Finance Director (Eleanor Burnett) is responsible for financial matters of the College.

E: eleanor.burnett@seh.ox.ac.uk

ACCOUNTS (Staircase VI – first floor)

T: (2)79042, E: accounts@seh.ox.ac.uk

The Accounts department deals with the collection of tuition fees and charges (Battels).

The College Accountant, Janet Lambert, has oversight of the Accounts office:

E: janet.lambert@seh.ox.ac.uk, T: (2)79038

THE DEVELOPMENT AND ALUMNI RELATIONS OFFICE (DARO) (Staircase VI – first floor)

T: (2)79055, E: alarianconnect@seh.ox.ac.uk

The Development Office is responsible for all aspects of alumni relations, including fundraising activities and gifts made to the College.

COMMUNICATIONS MANAGER (Staircase VI – first floor)

T: (2) 79366, E: communications@seh.ox.ac.uk or claire.parfitt@seh.ox.ac.uk

The Communications Manager, Claire Parfitt is responsible for the College's website, social media channels and internal communications. She is based in the Development office.

The Director of Development, Gareth Simpson, has oversight of DARO and Communications:

E: gareth.simpson@seh.ox.ac.uk, T: (2)79096

HR MANAGER (Emden 1)

T: (2)89038 E: mandy.estall@seh.ox.ac.uk

The HR Manager, Mandy Estall, is responsible for the overall provision of Human Resource services for the College such as performance, absence management and employee relations and to ensure that the College HR policies are applied in a fair and consistent manner. Mandy also advises managers on recruitment and selection processes and terms and conditions of employment. Termly HR staff surgery sessions will be available by appointment during term, on Tuesday of 2nd week and Tuesday of 6th week.

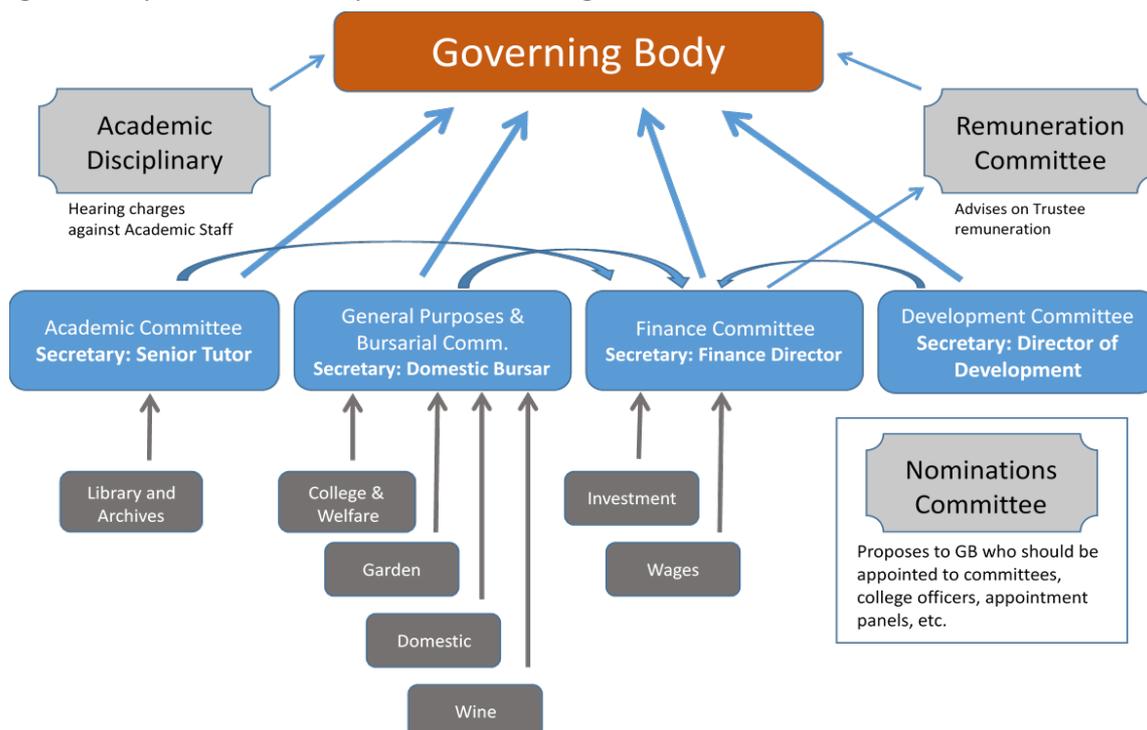
The Vice Principal (Professor Robert Whittaker) has oversight of the HR function.

T: (2) 79029, E: robert.whittaker@seh.ox.ac.uk

You can find profiles of all academic and non-academic staff at the College on our website, which include full contact details: <https://www.seh.ox.ac.uk/people>

1.3 College Committee Structure

The governance of the College is vested in the Governing Body which consists of the Principal, the Official Fellows, and such other Fellows as are appointed to it. The members of the Governing Body are also the College's charity trustees. The key structure of College committees is as follows:



Individual Fellows should not be over-burdened and in particular, care should be taken to ensure that Fellows within their probationary period of appointment should not be overburdened. Nonetheless, newly appointed Fellows should be encouraged to attend one meeting of each major Committee and some sub-Committees in each term within the first two years of their appointment in order to build up expertise within the GB as a board of trustees, in order to induct them into the governance of the college and to enable them to identify, in consultation with the Chair of the Nominating Committee, what roles they may be most interested to take on. It should be noted that GB Fellows who are not on a particular committee or sub-committee are permitted, under the By-Laws, to attend but not vote.

The dates of termly meetings can be found on the College calendar: <https://www.seh.ox.ac.uk/events>

Please alert the chair of the committee in advance of which meeting you will attend, and they can arrange for you to obtain the relevant papers.

1.4 Policies, Accounts and Legal Documents

There are a number of legal documents relating to the College available for download (in PDF format) on the website: <https://www.seh.ox.ac.uk/policies-accounts-and-legal-documents>

These include, but are not limited to, the Statutes and By-laws of the College, the Privacy Policy and Prevent-related policies.

2. DOMESTIC INFORMATION & SUPPORT

2.1 Senior Common Room

You are a member of the Senior Common Room (SCR). SCR information is updated annually by the Steward of the Common Room (currently Prof. Robert Wilkins), and is accessible via pdf on the website: <https://www.seh.ox.ac.uk/asset/SCR-Information-for-Members-2018-2019.pdf>

2.2 Dates of Term

The academic year is divided into three terms, Michaelmas, Hilary and Trinity. Each of these terms officially lasts for a period of about eleven weeks but, for undergraduates and taught postgraduate courses, most teaching is scheduled during a shorter, eight-week period called Full Term. Undergraduate students must be in residence in Oxford no later than noon on the Thursday of 0th week each term.

College weeks start on a Sunday, not a Monday.

Dates of Full Term: 2019-20

Michaelmas	Sun 13 October to Sat 7 Dec
Hilary	Sun 19 Jan to Sat 14 Mar
Trinity	Sun 26 Apr to Sat 20 June

Term dates for future years can be found on the University website at: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

2.3 College Closure

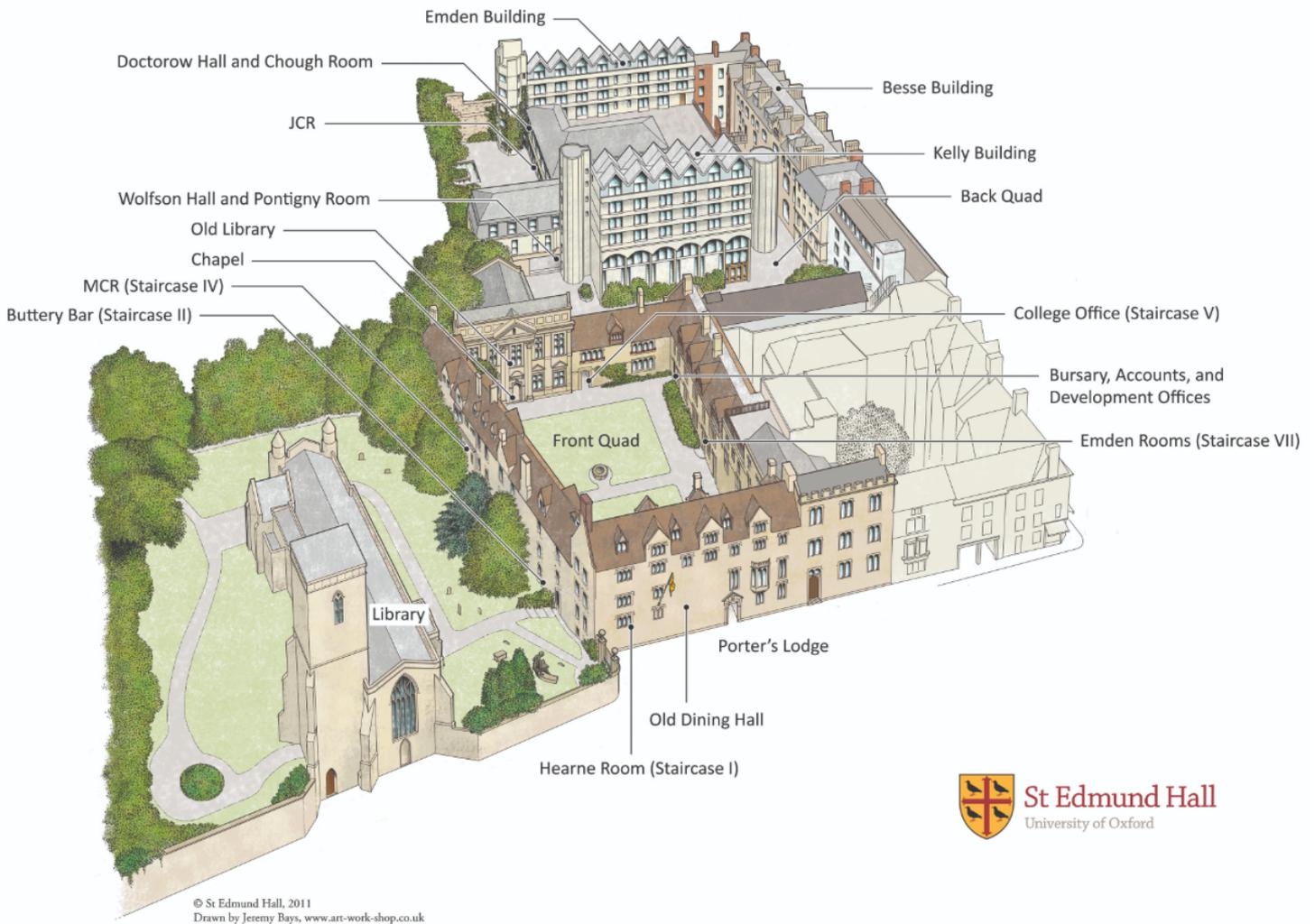
The College has two periods of closure during the year, over Easter and Christmas. For the 2018-19 academic year the dates are as follows:

- Easter closure: From 6pm on Friday 12 April, reopening on Tuesday 23 April 2019.
- Christmas closure: From 6pm on Monday 23 December, reopening on Thursday 2 January 2020.

The front door on Queen’s Lane will be closed during these periods. There will be 24-hour access for key holders via the Late Gate on the High Street, and the Lodge will be manned throughout the closure periods in case of emergency.

2.4 Queen’s Lane Site and External Properties

Please ask the Lodge or the College Office for a copy of the map of the main Queen’s Lane site.



As well as the main Queen’s Lane site, the College has the following properties across Oxford, which serve as student accommodation:

Norham Gardens – this is our graduate accommodation, located in North Oxford, just a short walk across the University Parks from College and the heart of the University. Norham St Edmund (NSE) consists of several attractive Victorian properties with single study-bedrooms, each with its own washbasin and including a desk and storage space. Some rooms are en-suite.

Isis – Around a ten-minute walk away across Magdalen Bridge on the Iffley Road, Isis houses about 45 of our undergraduates, including a few in en-suite rooms. Right opposite the University Sports Complex, it is also close to the lively student area of Cowley Road. During the summer (July to September), it opens to the public as a B&B guest house. Our Visiting Students are normally accommodated here.

William R. Miller – Located in east Oxford, and even closer to College and grocery shops than Isis, the William R. Miller Building on Dawson Street is our newest accommodation. It can accommodate 55 students, all in en-suite rooms.

2.5 Keys

Access to the SCR and all College rooms are secured by programmable SALTO locks. You will be issued with a key by the Lodge on arrival. This key will also allow you access to the Library and the turnstile gate (also known as the forum gate or late gate) on the High Street.

Entry to the Queen's Lane site after 6pm is by SALTO key access. In addition, the front gate of the main Queen's Lane site is locked between 11pm and 6am during Full Term. You can enter and exit between these times via the turnstile gate in the Forum Entrance on the High Street: you will need your key.

2.6 IT Provision and Support

St Edmund Hall will issue you a username/password for the various IT systems available. This username is different to your Oxford provided SSO (that you use for Email and Weblearn). If you have not received this username/password, please email help@seh.ox.ac.uk.

For further details of the various IT systems available at the Hall (including printing, Wi-Fi access, available software and IT training) please login to the SEH website using your College IT username/password at: <https://www.seh.ox.ac.uk/senior-common-room/it-support-scr>

A heavy duty shredder can be found in the basement of staircase IX. Access is adjacent to the Admissions office. Access to the photocopiers can be arranged via the Bursary.

You can email the IT team on help@seh.ox.ac.uk, telephone them at 01865 279044 or drop into the IT Office in the Besse Building, Room 1-11. The normal office hours are 08:00 to 16:00, Monday to Friday.

2.7 Wi-Fi

The wireless signal 'SEH FELLOWS & STAFF' is available across all College locations. Other signals 'eduroam', 'SEH GUEST' and 'SEH STUDENTS' will show. These provide a subset of facilities.

Connect to 'SEH FELLOWS & STAFF'. To do so you will need credentials (i.e. the username / password that you use to log on to your PC) on the St Edmund Hall system. You can get these from IT support - 01865 279044 or help@seh.ox.ac.uk. Then simply connect to 'SEH FELLOWS & STAFF' and open a web browser.

2.8 Mailing Lists

You will automatically be added to the relevant staff and/or academic mailing lists on arrival. For any issues please contact the College Office – college.office@seh.ox.ac.uk

2.9 Pigeon holes and Post

You will either be issued with your own pigeonhole in the Lodge, or be given a named A4 folder in one of the multi-named pigeonholes. The Porters will be able to show you where this is. Please check your pigeon hole/folder regularly.

The internal University courier service runs twice daily during Full Term (Monday-Friday) – please pass any items you wish to send via this service to the Porters. There is also a daily royal mail collection from the Lodge (5pm Monday-Friday). Personal use of the postal service will be charged to your battels.

2.10 Right to Work check & Online Courses

All staff must complete a Right to Work Check either prior to commencement of employment or on their first day.

During the first weeks of employment, employees should complete the following online courses:

- Implicit Bias
<https://www.learning.ox.ac.uk/courses/>
- Equality and Diversity
<https://www.learning.ox.ac.uk/courses/>
- Information Security (only staff who have access to personal data)
<https://online.learning.ox.ac.uk/login/index.php>

Follow the relevant links and use your Staff Single Sign-On (SSO) to complete each course.

If you require access to a computer or laptop please email help@seh.ox.ac.uk

2.11 Phone Directory

The Bursary creates a termly phone directory for the College, which includes contact details of Fellows, Lecturers and College staff. Please contact lynne.morley-johnson@seh.ox.ac.uk for an up-to-date copy.

2.12 Stationery

Basic stationery is available in the SCR, by the computer – this includes items such as board pens, paper and envelopes. For any further requirements please visit the Bursary.

2.13 Cycling

Bicycles may not be ridden inside the College. If leaving your bicycle in College, please ensure you register it with the Porters at the Lodge, and store it in one of the allocated bike spaces.

Alternatively, you are welcome to store your bicycle in the reserved SCR racks. You will need to speak to the Head Porter (Lionel Knight) to get a key for the storage area. The storage area can be accessed from the High Street, through a blue slatted door to the right of the late gate.

2.14 Parking

There is one bookable space for car parking in front of St Peter-in-the-East on Queen's Lane. Bookings are to be made through the Lodge.

2.15 No Smoking

Smoking, including e-smoking/vaping, is forbidden in all College buildings and grounds, without exception. We ask that efforts are made to avoid littering with cigarette butts.

2.16 Maintenance

If you come across any faults in the College, please contact the maintenance team by emailing help@seh.ox.ac.uk, giving brief details of the problem and its location. Alternatively, please contact the Lodge on 01865 279000 which is staffed 24 hours a day.

2.17 CCTV

The College has in place a closed circuit television (“CCTV”) system to provide a safe and secure environment for students, staff and visitors, and to protect College property. CCTV is used to:

- Monitor the security of the sites and property thereon
- Prevent, investigate and detect disciplinary offences in accordance with the College’s disciplinary procedure
- Identify and discipline individuals who breach college policies
- Assist in the management of parking of both cars and bicycles

2.18 Fire Alarms and Tests

The fire alarms are tested every week, currently on Mondays at 8.30am on the Queen’s Lane site. At the College’s outside properties, fire alarms are tested on Fridays, between 11am and 2.30pm. There are occasional false alarms, but please obey alarms at all times other than the advertised testing periods.

There is a scheduled fire evacuation practice at 8.30am on the Friday of First Week of each Full Term at the main Queen’s Lane site. These practices are held at reasonable times and active participation of all students and staff who are on site is expected.

2.19 Booking Teaching and Meeting Rooms

Please see the website for full details of rooms and equipment available for use:

<https://www.seh.ox.ac.uk/senior-common-room/teaching-and-meeting-room-booking-scr>

SCR members may book any of the public rooms in College for teaching or meetings. Check room availability online at <http://publicrooms.seh.ox.ac.uk/availability.aspx> and then book through the Bursary (bursary@seh.ox.ac.uk or 01865 279007).

Fellows’ and Lecturers’ can arrange functions within the College (drinks receptions, dinners and conferences). Details of availability, menus or service can be confirmed by our Conference Manager, Sue McCarthy – T: 01865 279222 E: susan.mccarthy@seh.ox.ac.uk

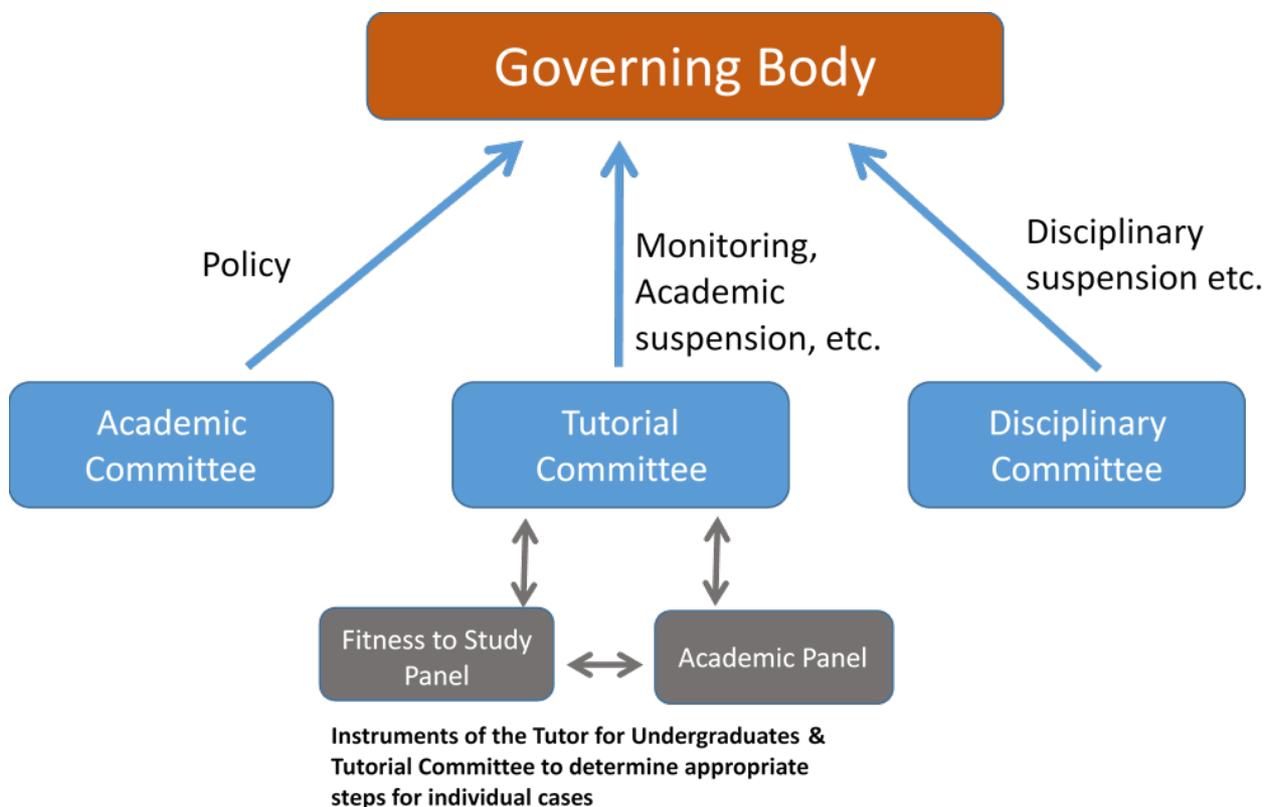
2.20 Guests

Fellows may book a Guest Room for themselves or for their academic visitors. This could be the dedicated guest room in Emden or Staircase VIII. We also have other rooms available from time to time, and we offer them to Fellows or their guests. Rooms may be booked via the Bursary, either by emailing bursary@seh.ox.ac.uk or by calling 01865 279007.

3. STUDENT MATTERS

3.1 Key Structures

In so far as student matters are concerned, key structures are as shown below:



3.2 The Decanal Team and Welfare Officers

The Dean has overall responsibility for welfare matters within the College and can be consulted on a daily basis during term. The Junior Dean, Cover Dean, and the Sub-Deans at NSE, WRM (Dawson Street) and Isis live on site and are also available to help.

Dean: Professor Nicholas Davidson (dean@seh.ox.ac.uk)

Junior Dean: Amber Gartrell (amber.gartrell@seh.ox.ac.uk)

Assistant Junior Dean: Timothy Delpport (timothy.delpport@seh.ox.ac.uk)

Sub-Deans:

James Angove (WRM) (james.angove@seh.ox.ac.uk)

Andrew Ramos (NSE) (andrew.ramos@seh.ox.ac.uk)

Riasoya Jodah (Isis) (riasoya.joda@seh.ox.ac.uk)

The College Nurse is Clare Woolcott (nurse@seh.ox.ac.uk). She is available to talk about any pastoral issues, including matters of a confidential nature. The College retains the services of a counsellor, Brigit Carley (brigit.carley@seh.ox.ac.uk) whose surgery takes place each Wednesday in weeks 0-9.

3.3 Doctors

All students are expected to register with a doctor in Oxford during their first week of residence. We are associated with the NHS group practice at the Summertown Health Centre in North Oxford, OX2 7BS. Dr Matthew Cheetham and Dr Lorna Monteith act as our College Doctors.

Drs Cheetham and Monteith hold surgeries by appointment (booked via <http://nurse.seh.ox.ac.uk>) at the Queen's Lane site once a week during Full Term. Details are posted on the welfare noticeboard and the College Surgery door – opposite the Accounts Office (staircase VI).

The College Doctors are bound by the normal rules of medical confidentiality, and will not divulge student details to College Officers without their consent. However, the College Doctors may discuss student care with the College Nurse on a confidential basis; students are asked to contact the College Doctors if they have particular concerns about this.

3.4 The College Nurse

The College Nurse, [Clare Woolcott](#), can help with more minor illnesses. She is in College every weekday during term, and her exact availability can be found on the noticeboard in the Lodge, on the Surgery door, and [online here](#). There is no need to book – appointments are available on a drop-in basis during her clinic times.

The Nurse's room is located on the 1st floor of the main Quad and can be reached from Staircase 6.

3.5 Student Welfare Resources

Along with the Decanal Team, Welfare Officers, College Doctors and the College Nurse, the following welfare support is available to our students:

Peer Supporters

A number of the students in the College have undergone training to act as [Peer Supporters](#) in order to provide a listening ear should you have welfare concerns.

University Support

Oxford SU offers a wide range of support, advice and information through the [Student Advice Service](#). Their service is free and confidential.

The University also runs a free [Counselling Service](#). As well as individual and group counselling, they offer regular workshops on various topics to help students build skills to respond to the demands of university. There are also many other [supportive resources](#) on their website, including podcasts on topics such as advice for Freshers; how to tackle not working or working too hard; sleeping issues; and exam preparation and revision.

3.6 Tutorial Payments – OxCORT

OxCORT is Oxford Colleges' online reporting system for tutorials. It is the system tutors use to submit their reports on students they teach each term, together with the hours they taught the students and in what group size, to calculate their payment claim.

The OxCORT home page <https://www.oxcort.ox.ac.uk>, has links to training manuals and quick user guides. To access the live system, navigate to the home page then select the large blue button on the right hand

side that says “OxCORT Live System.” You will need to login using your single sign-on username (i.e. sedm1234) and password.

Organising Tutors should generate the necessary termly reports for tutors to fill in for their students. The deadline for submitting OxCORT reports is Saturday of 7th week each term – if reports are submitted later than this it may not be possible to process any tutorial payments owed until the pay run of the following term.

For any queries or issues relating submitting or completing OxCORT reports, please contact the Academic Records Manager via college.office@seh.ox.ac.uk, who manages this process.