



Lincoln College
UNIVERSITY OF OXFORD

Graduate Students Arrival Handbook 2021-2022 **Compiled for you by College Officers and the MCR President**

This booklet is intended to give you as much information as possible about what to expect, and what will be expected of you, as a new Graduate member of Lincoln College. It has been prepared by the Admissions Officer, Graduate Officer, Senior Tutor and the current Graduate Student (MCR) President. Please read it through carefully. When you arrive you will receive a more detailed College Handbook.

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I. ARRIVING AT LINCOLN COLLEGE

Checklist of Things to do Upon Arrival (see your “To do list” for details)

- Collect access fob and room key from the Lodge
- Collect information pack and Bodleian Card
- Register with Carmella
- Get your computer login details
- Induction activities
- Lincoln MCR Freshers' Dinner

A Brief Guide to Oxford Speak

Oxford is a University full of grand traditions and a plethora of “small” oddities. Not least of which is the entirely different vocabulary of words used within Colleges and the University. Below is a short guide to a few of the most commonly used terms.

Barties – The Lincoln sports ground, located on “Bartlemas Close” in Cowley. If you’re interested in playing a sport for Lincoln, please get in touch with the relevant captain. Details of each will be given out at the beginning of term.

Battels – At the start of every term you will receive (in Michaelmas Term what is usually a rather hefty) bill from the College. These are known as your Battels. Various College activities throughout term are charged and go onto your Battels for next term, i.e. you do not have to pay in cash. This guide will give you an idea of what you might be Batted for, and see the “Money Matters” section for details on paying them.

Bear Lane – A few Lincoln graduate students live in a complex located on Bear Lane and referred to as such. This is a two-minute walk to the College and behind the NatWest bank on the High Street.

Bod – This is what Oxford’s main Library, the Bodleian Library, is commonly referred to. Although all Oxford Libraries belong to the Bodleian, the term Bod usually refers to the collection of university libraries that surround the Radcliffe Camera.

Bod Card – This is both your official University ID, library reader’s card, and card to which meals are charged. It is important to keep track of your Bod Card at all times. You will be charged to replace the card if it is lost or stolen!

Bop – A bop is a large college party usually run in the bar or similar location. Undergraduate bops generally admit students from the college in question. Graduate bops, however, are usually much larger and involve many Colleges. The Lincoln graduate bop is known as the Emily Carr party and occurs once per term in Bear Lane.

Carfax Quarter – A complex of high-end student accommodation located in the literal centre of Oxford. This is less than a two-minute walk from college and is located as its name suggests opposite the iconic Carfax Tower, and very close to the Westgate Shopping Centre.

Cowley – A small suburb of Oxford located past Magdalen roundabout. Many students live out in Cowley at some point during their time in Oxford.

Deep Hall – The college bar, accessible from outside Hall or Grove Quad. Several social events will be held here or just come down in the evening and you’re sure to see a friendly face! Prices are excellent compared to the rest of Oxford.

Divinity Road – A small house located on Divinity Road, Cowley. Shared between 4 people, the house is by far the furthest accommodation from college, and therefore residents may want to consider a bike or bus pass.

EPA – The EPA or Mus Road (short for Museum Road) refers to the accommodation on Museum Road, about seven minutes’ walk from the main college site and located on a road opposite the Oxford Museum of Natural History. It is very close to many of the science

departments. A lot of graduate students (and some 4th year undergraduates) live in these very modern flats.

Formal – Formal Hall is one of the more famous traditions of Oxford University. At Lincoln the term refers to the 2nd Hall of the day whereby you must wear your gown in order to dine. Fellows, and guests of the College, dine on High Table during Formal. See the “Meals” section of this guide for details.

Hall – Hall is the place where breakfast, lunch and dinner (not the special “MCR Dinners”, though!) are served. Entrances are from Front or Grove Quad. There is one sitting for breakfast and one for lunch, whereas there are two sittings for dinner: Formal (See “Formal”) and Informal (no gown)

Hilary – The second or spring term. This year 1st week begins on 16th January 2022 and 8th week finishes on 12th March 2022. See “nth week”.

Jericho – The ‘posh’ part of Oxford, located towards the northwest of the town. Nicer restaurants, bars and houses. Some students live here.

Little Clarendon (or officially Dame Louise Johnson Building) – A graduate accommodation block on Little Clarendon Street, which is in Jericho and enjoys close proximity to several great bars and restaurants.

Lodge – This is the reception of the College. It located close to the front gate and is generally the first port of call for all sorts of questions and especially for emergencies. It is staffed 24/7

Matriculation – The ceremony at which new students become members of the university. Everyone dresses in the academic sub fusc (see below) and it is a wonderful opportunity to take pictures in College.

MCR – The acronym for the Middle Common Room. The MCR refers not only to the Common Room itself, but also to the graduate community of the college. In College there is also the JCR (Junior Common Room) for the undergraduate population and the SCR (Senior Common Room) for Fellows and senior college staff. Various parts of this guide go into details about the structure and organisation of each Common Room.

Michaelmas – The first or autumn term. This year 1st week begins on 10th October 2021 (though Freshers’ week will start in 0th week – 9th October 2021) and 8th week finishes on 4th December 2021. (See “nth week”).

Mus/Mus Road – see EPA.

nth Week – Oxford has a different system of labelling weeks (some say logical, others say needless). The first week of every term in Oxford is known as 1st Week, and subsequent weeks are known as 2nd, 3rd, 4th week and so on. Oxford weeks begin on Sundays so the first official day of term is Sunday of 1st week. The system extends to beyond the main 8-week term to -1st, 0th week before term starts and 9th, 10th week after term ends, but everything beyond 0th and 9th week normally causes more confusion than clarity, so it might be advisable to use the dates that the rest of the world uses for out-of-term times.

Pidge – This refers to your pigeon hole, which is located inside the Lodge. Any mail you have delivered to the College will find its way here to you. If you receive parcels that do not fit into your pidge the porters will send you an e-mail for you to pick it up. Please collect your parcel as soon as possible, as space in the lodge is limited.

Porter –Porters staff the Lodge day and night in case of visitors or emergencies. Be friendly, smile and say “Hello” when you walk past and the porters will prove to be of great help to you!

Rad Cam – Abbreviation for Radcliffe Camera Library. The Rad Cam dome is one of the defining features of the Oxford skyline and the subject of a large number of tourist photographs. The Rad Cam primarily holds History Faculty collections but it is a nice place to work regardless of whether you need to consult the books. It is located right behind Lincoln in Radcliffe Square and next to the Bod.

Scout – Scouts are the people that clean your flat/staircase, bathrooms, kitchen and clear rubbish from your bins. In addition to keeping the whole college site clean and welcoming.

Sent Down – Getting expelled. Try to avoid this.

Sub fusc – Required academic dress for Matriculation, university exams and degree ceremonies, worn under the appropriate academic gown. You need to wear (1) dark suit with dark socks, or dark skirt with black tights or stockings, or dark trousers with dark socks (2) Black shoes, (3) Plain white collared shirt or blouse, (4) white bow tie, or black bow tie, or black full-length tie, or black ribbon. You can buy all of this in many shops in Oxford and during Freshers’ Week there will be signs for it everywhere; the closest place is Walter’s (in previous years they have offered a discount to Lincoln students), just across the street from the Lodge. For matriculation, sub fusc is completed by your gown and a mortarboard (which you only wear at graduation, but ought to carry it during matriculation).

Trinity – Can refer to two things - either Trinity College, a college located on Broad Street, or Trinity Term, the third or summer term in Oxford. This year 1st week begins on 24th April 2022 and 8th week ends on 18th June 2022. See “nth week”.

Quad – Short for quadrangle. Grass rectangles in College that are surrounded by buildings. The buildings are said to be on the quad that they surround. Lincoln has three quads – Front, Chapel and Grove. Grove quad is the only one that people can walk on and that is only in Trinity Term. There is said to be a £100 fine for every unlawful step taken on a quad. No one has been brave enough to confirm this.

Getting to College

Maps and information on how to get to Oxford and to Lincoln are available for download from the University's website www.ox.ac.uk/visitors.

Lincoln College is one of three colleges on Turl Street in the centre of Oxford. The front entrance is roughly at the midpoint of the street, opposite the 'Missing Bean' café. The first thing inside the college is a reception desk known as the Lodge. The Lodge is staffed by Porters 24 hours a day, seven days a week, so you can arrive at any time, day or night. If you arrive late at night, the front door will be closed but there is a buzzer which will call a Porter to open the door for you.

The Porters will provide you with an access fob and, if you have college accommodation, the key to your room. They will also provide you directions to the four graduate accommodation annexes, Bear Lane, Little Clarendon, Carfax Quarter and the EPA.

University Card ("Bod Card")

Your University card will be issued once you have signed and returned your University contract (Admissions Conditions Document) and will be delivered to the college.

If you arrive before 6th October, please email the Graduate Officer, Carmella Elan-Gaston, (Carmella.elan-gaston@lincoln.ox.ac.uk) to arrange a time to complete your registration and to collect Bodleian Card. Carmella is available daily between 10am and 3.00pm. Upon arrival at the College, please present yourself at the Porters' Lodge wearing your mask. The Porters will direct you to the designated registration venue where Carmella will meet you.

Registration and Matriculation

Registration applies to **ALL** graduate students of the College; this includes those who have been students at Lincoln or elsewhere in Oxford, and those who are being registered for new postgraduate courses.

The University uses an online registration system and you will be receiving information about this separately. However, you will also be asked to attend in person in order to complete registration as soon after your arrival as is practically possible.

Registration will take place in the College Office with Carmella You may register **ONLY** if you have returned your signed University contract and your admission is complete and all documentation has been received from the University's central offices. Carmella is available throughout 0th week between the hours of 11.00 am and 3.00 pm and is usually available at those times in the two weeks preceding.

Registration is in addition to, and separate from, the **Matriculation ceremony**, which is your formal entry into the University of Oxford, and which will be held on Saturday **16th October 2021**.

Attendance at the matriculation ceremony is mandatory unless:

1. You have already been matriculated (e.g. former (under)graduates of Oxford);
2. You are a visiting student (in certain cases).

3. You are a graduate of Cambridge University or Trinity College Dublin and choose to incorporate your degree at Oxford. Contact the College Office for further guidance. It can often be easier to matriculate again rather than incorporate.

Academic dress (i.e. caps and gown over sub fusc - see your To Do List for details) must be worn for the matriculation ceremony. Graduates of universities other than Oxford may wear either the Oxford advanced student's gown, or the academic dress of their own university, together with sub fusc clothing. This dress code is compulsory; if you do not comply you may be excluded from the ceremony!

II. INDUCTION – FRESHERS’ WEEK (0TH WEEK MICHAELMAS TERM)

The week before classes start for most courses will be our Freshers’ Week! Prepare for lots of events to get to know your new friends at Lincoln, especially the other freshers but of course also those who have been here for a long time (2 or 3 years for some, up to 8 for others!). Some events will be organised by College, others by the MCR; some are compulsory, and all are useful; some will be serious, most will be fun; some will make you discover our beautiful college and others the nice bits of Oxford. Don’t miss out!

You will receive a full schedule with all the events later, but keep an eye on our Facebook page (“Lincoln College MCR 2021-2022”) or our website (<http://www.lincolnmcr.co.uk/>).

The Graduate Freshers’ Dinner takes place in Hall during Freshers’ Week. Dress code is smart (suit/tie or cocktail dress), but no academic gowns are required. The dinner is free (it is paid for by the college) and is a chance for all new graduate members to dine with the Rector, Senior Tutor, your College Adviser and other College Officers. Attendance is not compulsory, but who would want to miss out on the first fancy (and free!) dinner of the year?!

Early arrival

If you arrive in Oxford before Freshers’ week starts, please don’t stay in your room alone. A lot of current students (especially DPhils) stay in Oxford over the summer, and plenty of courses start before the official start of term. So, no need to be lonely until Freshers’ Week! In late September and early October there are plenty of people around doing exciting and fun things. The social team organises a number of activities. To find out about these events or to meet with people please visit the Facebook page (Lincoln College MCR 2021-2022), Instagram page (@lincolnmcr) or contact the MCR social team (lincolnMCRsocial@lincoln.ox.ac.uk).

III. THE MIDDLE COMMON ROOM (MCR)

What is the MCR?

All graduate members of the College are members of the Middle Common Room (MCR) as well as associate members of the Junior Common Room (JCR), though MCR members rarely, if ever, frequent the JCR as it is mostly used by the undergraduates.

The term ‘Middle Common Room’ refers collectively to both the members of Lincoln College’s postgraduate community, as well as the Common Room that we all share within the College.

The physical Common Room itself is located in the Berrow Foundation Building, in the far corner of the Grove. The MCR is available twenty-four hours a day, seven days a week for MCR members to meet up with friends, watch television or a DVD, read the newspapers, play some games, or have a cup of tea. There are always people having lunch there so it is a great place to come and socialize for an hour and have a break from the library or your department.

The real MCR, however, is made up of its members, the College’s postgraduate community and the group of which you are now a part. Anyone pursuing a postgraduate degree or second BA at Lincoln is automatically made an Ordinary Member of the MCR. This extends to visiting postgraduate students who are members of the College, as well as those undergraduates in the final year of a 4-year degree course who have moved to the MCR from the JCR.

The MCR actively encourages spouses and partners to become involved – the more, the merrier. Associate membership of the MCR is available to spouses or partners of ordinary members, to former members of the College engaged in postgraduate or postdoctoral work within Oxford and to visiting graduate students or mature scholars working with a Fellow of the College. Associate membership confers all the rights and privileges associated with full membership, but does not permit voting rights in MCR elections and meetings. The cost for associate membership is £70 per year, and those wishing to apply should contact the Graduate Officer and the MCR President. Please note that all applications are subject to approval.

For a huge amount of additional information on the MCR, plus other useful tips on arrival at Oxford and Lincoln, please visit our MCR website at www.lincolnmcr.co.uk.

Organisation of the MCR

Each year the MCR elects a Committee to run the MCR - meet your current committee!

The Executive Committee

President: Hera Jay Brown



Hera is currently an M.Phil. candidate in Development studies, and she is also the Lincoln MCR President. As the MCR president, Hera takes responsibility for the overall running of the graduate common room and the MCR committee. Hera also acts as the primary representative of Lincoln graduate students, liaising with the other Common Rooms, college staff and the College Committees. If you have any questions or comments about Lincoln graduate life in Oxford please contact Hera by hera.brown@lincoln.ox.ac.uk

Treasurer & Vice-President: Meghan Kern



Meghan is starting her third year as a DPhil candidate in English literature, studying the manuscript circulation of funerary verse in the early 17th century. She is also the Lincoln MCR Treasurer and Vice-President. As MCR Treasurer, her main role is to oversee all things relating to the MCR's coffers. Her role includes preparing budgets, attending Finance Committee meetings, and organising the punt scheme in Trinity Term. She ensures that our MCR reps have financial support for their various initiatives, whether it be our academic team organising the Lord Florey talks or Mike and Matt hosting Emily Carr. Get in touch with Meghan if you have questions meghan.kern@lincoln.ox.ac.uk

Secretary: Georgie Hobden



Georgie is staying at Lincoln as a first-year DPhil student in Experimental Psychology after finishing her MSc in Psychological Research. As the Secretary of the MCR, Georgie's responsibilities include organising the Housing Ballot and taking minutes at meetings. She also ensures that the MCR is well stocked with essential provisions and has the honour of safeguarding the MCR Constitution. If you have any questions or concerns please do not hesitate to write: lincolnmcrsec@lincoln.ox.ac.uk

The Social Team

Social secretaries: Michael Goode and Matthew Ball



Your MCR secretaries and social team is here to help you get to know your fellow Lincolnites and to keep you entertained throughout term time. It's their job to fill the term card with awesome events, such as Freshers' Week at the beginning of Michaelmas, the legendary Emily Carr Parties and delicious exchange dinners with other colleges. You can also expect pub quizzes, games nights, bar crawls, wine and cheese nights, and whisky or cognac tastings. When the sun (hopefully) comes back in Trinity term, the social team also organises the lovely annual garden party. The social team's goal is to help you feel at home in College, and to uphold Lincoln's reputation as the friendliest, most sociable MCR in Oxford. If you have any ideas for events or want to ask questions about the social scene at Lincoln, feel free to contact any of us individually or at LincolnMCRSocial@lincoln.ox.ac.uk

The Welfare Team

Throughout the year the Welfare Team organize a range of different welfare events, including movie nights, Bake Off, welfare runs, fitness classes, countryside walks, doggy welfare teas and - of course - plenty of cake at the weekly Afternoon Tea! Please note that you do not need to have a welfare issue in order to attend these events; they are a great opportunity for all members of the MCR to relax and meet new people! If you have suggestions for welfare events that you would like to see then please don't hesitate to get in touch.

It is also the Welfare Team's job to supply students with condoms, lube, dental dams, pregnancy tests and attack alarms. If you need any of these, feel free to send an email to any members of the executive committee. Alternatively pidge them a note and the items will be discreetly pided to you as soon as possible. We also ensure that condoms are available in the laundry rooms in all graduate accommodation sites, so if you find that supplies have run out, please do let them know!

Representatives

LGBTQIA+ Representative

Their role is to make sure queer issues and concerns are brought to the fore in the MCR and the college, to work closely with the Welfare team and provide pastoral care for members of the LGBTQIA+ community, and to provide fun LGBTQIA+ related activities throughout the year. Please get in contact if you have any problems, or if you have any ideas for an event, or if you just want to chat!

Website Representative: Micon Garvilles



Micon is reading a DPhil in Molecular and Cellular Medicine after finishing her Masters in Pharmacology at Lincoln. She will be maintaining the MCR website. As a committee member, Micon implemented the booking system to access the MCR as a study space as well as the punt scheme. Prior to her role, Micon was also a food representative who implemented masters cooking classes with the Chef and the Butler in the MCR. Please get in touch with her if you have any question.

Environmental Representative: Scott Stacey



Scott is a first-year DPhil student in Interdisciplinary Bioscience. The primary duties of the Environment Rep is to manage the MCR's recycling scheme and to develop the MCR's sustainability policies. Scott is is also interested in helping to organise MCR events around the themes of sustainability. Feel free to email any questions you might have. scott.stacey@lincoln.ox.ac.uk

Food Representative: Ellie Holden



Ellie is a first year at Lincoln. Lincoln dining is top-notch amongst Oxford colleges, and she is thrilled to be representing your interests with the kitchen. As a food representative, Ellie's primary role is to liaise between the MCR and the Kitchen, making sure a wide selection of foods are available for breakfast, lunch and dinner. Ellie is also keen to be involved in planning themed dinners in the hall so that everyone can feel at home.

Charities Representatives

The main remit of their positions, as your Charities Reps, is to organise various fundraising events to support a group of national and international charities endorsed by a vote of MCR members. A quite pleasant side benefit of those events is its potential not just to raise money for charitable purposes but to bring the MCR and its lovely people together. If you wish to discuss a possible event or a volunteering opportunity, please don't hesitate to get in touch

Academic Representatives: Joanna Smith & Annalisa Hauck



With the help of an outstanding Academic Team, we organize the Lincoln Leads Seminar Series in Hilary term and the termly Lord Florey talk, showcasing research within our own MCR. We also host Dissertea, an informal study session every week with tea, coffee and snacks. And this year we will be introducing a few new events including an exhibition & object handling session in collaboration with the Lincoln Archive as well as meet-and-greets with Alumni to provide Lincolnites with more networking opportunities. Please do not hesitate to contact us if you've got any questions about academic life at Lincoln (joanna.smith@lincoln.ox.ac.uk or annalisa.hauck@paediatrics.ox.ac.uk)

Diversity Representative: Yanelle Cruz



Yanelle is reading for an MPhil in Evidence-Based Social Intervention and Policy Evaluation. She will be working with Lincoln's Anti-Racism Commission on some of their initiatives and collaborate with fellow MCR representatives to host events that celebrate the wonderful and diverse community that we are all a part of. As a diversity representative, she can be a support system for MCR members who identify as students of color, LGBTQ+ students, foreign students, or any other identity that can be impacted by issues around diversity and equality. Get in touch if you would like to discuss anything related to diversity & equality (yanelle.cruzbonilla@lincoln.ox.ac.uk).

Access Representative:

The role of Access representative is to facilitate engagement between the College and prospective students, particularly those who might not otherwise consider applying to Oxford, or even to university. Providing access to accurate information and first-hand experience can be invaluable to their decision-making process, often having a transformative effect. However, much of this work currently focuses on undergraduate outreach, and whilst the MCR undoubtedly has a lot to offer to that cause, it is also vital that we develop equivalent structures for graduate access, an often overlooked but equally important area.

MCR Lingo

Freshers' Week: Noughth Week (0th), the week before the first week of Michaelmas, is Freshers' Week. It is largely a week of social activity, in the form of a host of gatherings and events planned by the MCR where you'll be able to meet your fellow graduate freshers, as well as get an introduction to Oxford.

The MCR Term Card: The Term Card is your essential guide to what's on in your MCR in the coming term. It is printed at the beginning of every term and delivered to your pigeon hole. The Term Card lists all major parties, general meetings, events, formal dinners, college exchanges, and concerts. You will receive the Michaelmas Term Card shortly after your arrival.

Emily Carr Party: The highlight of each term is the Emily Carr Party, which takes place on one Saturday each term and is held in the Emily Carr House in Bear Lane. If you only get to one social event each term, make it this one.

Lord Florey Society and Talk: The Lord Florey Society represents the academic interests of the graduate community, serving as a forum for discussion and the exchange of ideas. We hope you will be interested in helping to contribute to an exciting series of discussions and debates.

Annual Dinner and Garden Party: The MCR holds its own annual dinner each Christmas. It is the grandest event that we organise, and the Rector, College Officers, and other Fellows often attend. At the end of Trinity Term there is also a formal garden party and MCR photograph.

MCR Dinners: One of Lincoln's most popular traditions is its fortnightly MCR dinners, which offer a sumptuous three-course feast provided by Chef, including red and white wine, pre-dinner sherry and post-dinner port. Diners meet in the MCR before the meal and then head over to the Mary Lasker and Montgomery Rooms for dinner itself.

MCR Exchange Dinners: Oxford has a fine tradition of cultural exchange between its colleges, and Lincoln is at the forefront of that group – we invite another college to come and dine at Lincoln, and in return we go to them and sample life and food at their college. These events are always well attended; they are great fun, and allow members to meet other postgraduates from around Oxford.

Movie Nights: There are a number of big nights pencilled in over the coming year, and on certain weekends when it all gets to be too much, the MCR organises movie nights in the MCR just to relax and watch a film.

Punt Scheme: Punting is a fine Oxford tradition, essentially involving embarrassing yourself on the river in front of friends and tourists by falling into the River Cherwell. Each summer the MCR rents a punt for the exclusive use of its members. A small charge for the punt scheme will be put on your Trinity Battels, but you can opt out of the scheme by letting the MCR Treasurer know.

College Ball: In the grand tradition of Oxford and Cambridge, Lincoln holds a College Ball every other year. Lincoln will be hosting a ball in the spring of 2022 and tickets for this will be well advertised in advance. In addition, you can attend other colleges' balls. These are black tie (sometimes white tie) formal parties on a massive scale, taking over the entire college for a night. While balls are expensive, it is well worth going to one during your time here – just for the experience... and the photos.

MCR Welfare

Settling into Oxford life is exciting, but it can also be a little overwhelming at times. It's important to remember that you are not alone! Both Lincoln and the University have a number of support services available to students, which can be very useful for helping to deal with almost any problem you might have. Chances are that someone else has had the problem before, so reach out and ask!

Check out the MCR website Welfare section for more comprehensive guide to what's available, but here are a few useful starting points for help with welfare issues.

Around College

There are many people in College to whom you can turn for support and advice.

Revd Dr Andrew Shamel is the College Chaplain and student welfare coordinator. He coordinates welfare provision and provides pastoral support for all junior members, whatever their denomination or beliefs. He can be found on Staircase 5, room 2 (tel: 2-79789 or email: chaplain@lincoln.ox.ac.uk). Victoria Mills is the College Nurse. In addition to providing general healthcare she is also there to provide welfare support and mental health support to individual students. She is available at the College Surgery in Chapel Quad. Check the College website for her current clinic times.

Appointments are not necessary but you can contact her by email on lincolnnurse@nhs.net or through the Porter's Lodge.

Your MCR Welfare Officers are a good starting point for welfare advice, and will be happy to have a chat about any issue you might have. They can also be contacted if you need any welfare supplies. Throughout term-time they will be running various welfare-related events, including afternoon teas in the MCR, yoga classes, and belly dancing. The Wardens at your college accommodation are another source of help, especially out of hours.

The MCR also have trained Peer Supporters, and you can contact any one of them. Your Peer Supporters are:

- Quyen Do
- Heather McTaggart
- Harry Nuttall
- Kate Shore
- Baptiste Vasey
- Philippa Warman

Your College Advisor and the Senior Tutor, are also available to talk about welfare related issues. The College Doctor is an important source of support and advice for mental health issues.

Your Lincoln Link is another contact on hand to help you. Early in Michaelmas Term you will be matched up with an existing member of the Lincoln MCR who studies in as similar area to you as possible. Part of the Freshers' Week activities will include going out for a meal/drink with your Lincoln Link (usually there will be a few freshers per existing MCR member), which

will give you the opportunity to meet someone in your field and ask any questions you may have.

Dr Lucy Wooding is the College's Welfare Dean. She is responsible for student welfare generally, liaises closely with the Chaplain, and convenes the College's Welfare Committee, but she does not provide support to individual students.

The University

The University Counselling Service is a professionally staffed, confidential Student Counselling Service that offers assistance with personal, emotional, social and academic problems. The Service is available for free to all undergraduate and graduate members of the University. www.ox.ac.uk/students/welfare/counselling

You can book an appointment by visiting their office at 3 Worcester Street, by email (counselling@admin.ox.ac.uk), or by phoning (01865) 270300. Reception is open 09:00-17:00, Monday-Friday during term (weeks0-9). For pre-arranged appointments the Service remains open until 20:00, Monday-Thursday.

The student gateway (www.ox.ac.uk/students/ on the University website provides lots of useful information on everything from visa matters to study hints.

The Oxford University Student Union (OUSU) welfare page (www.ousu.org/welfare) has a wealth of links to relevant resources and services. International students are also advised to consult the International Students page ousu.org/advice/life-welfare/internationalstudents/ for specific information relevant to international students.

External Resources

Nightline is a completely independent listening, support and information service run by students, for students. It aims to provide every student in Oxford with the opportunity to talk to someone in confidence. You can phone nightline on (01865) 270270 any time from 8pm to 8am. They are open from the beginning of 0th week until the end of 9th week.

If you have an urgent medical question, and need fast advice call 111, the National Health Service non-emergency response service. This is available 24 hours a day 365 days a year.

IV. COLLEGE WORKINGS

The College and Who's Who

Although the College is not necessarily responsible for your academic life, it will be central to your time at Oxford. Like most Oxford Colleges, members are divided into categories – Senior and Junior members. The Senior Common Room (SCR) comprises the Fellows, Research Fellows and Visiting Fellows. The Junior members comprise both the undergraduate students, known collectively as the Junior Common Room or JCR; and the graduate students, known collectively as the Middle Common Room or MCR. Graduate students are also associate members of the JCR and are welcome in the JCR facilities located in Chapel Quad.

You should get to know each of the major officers and members of staff as well as possible, so that you can make the most of your time here and know who to turn to with any problems you may have. The following short reference guide should let you know who's who, and what exactly they do at Lincoln.

Professor Henry Woudhuysen – Head of House (Rector)



Professor Woudhuysen is an eminent scholar in the literature of renaissance England and in the bibliography, palaeography, editing and history of the book and is a Fellow of the British Academy. He is head of both the SCR and the College, and oversees Graduate Collections (exam or research progress reports).

Professor Woudhuysen can be contacted via the Rector's PA, Mrs. Sally Lacey on the first floor of Staircase 4 (tel: 2-79804 or email sally.lacey@lincoln.ox.ac.uk).

Dr. Lydia Matthews – Senior Tutor and the Tutor for Graduates

Dr. Matthews is the graduates' chief liaison with the SCR. She helps uphold graduate interests before the Governing Body and meets regularly with MCR representatives. She is the person responsible for authorising college approval when required by graduate students. Visit the Senior Tutor on the first floor of Staircase 4 (tel: 2-79801 or email: lydia.matthews@lincoln.ox.ac.uk).



Ms Carmella Elan-Gaston – Graduate Officer

Carmella takes care of Graduate Academic concerns and Administrative business after you have matriculated. She is your very own College fountain of knowledge and your first stop for information about most things. (tel: 2-79844 or email carmella.elan-gaston@lincoln.ox.ac.uk).



Mrs. Jemma Underdown – Academic Registrar



Jemma is responsible for undergraduate academic administration, including all examination matters. As Disability Co-ordinator, she liaise between College departments to ensure that necessary College adjustments are in place, and with the Disability Advisory Service and University for teaching and examination adjustments. (tel: 2-79801 or email lincaa@lincoln.ox.ac.uk).

Ms Katariina Kottonen – Assistant Registrar

The Assistant Registrar supports the Academic Administrator/Registrar - tel: 2-79801



Ms Lisa Stokes-King – Student Support Advisor (info to follow)

Reverend Andrew Shamel – College Chaplain and Welfare Coordinator



The Chaplain is responsible for conducting religious services in the College Chapel, supervising the choir, and providing pastoral care to all junior members, of any faith or none. The College Chaplain's office is in Staircase 5 – room 2 (email: andrew.shamel@lincoln.ox.ac.uk).



Mr. Alex Spain - The Bursar

The Bursar is responsible for the financial operations of the College, and is the contact point for any financial concerns or problems you might encounter during your time at Lincoln. The Bursary and Accounts Office are based at the bottom of Staircase 4. Mrs Celia Harker in the Accounts Office (Staircase 4) can help with any queries you may have about your Battels.



Mrs. Michele McCartney – Domestic Operations Manager

Michele has responsibility for the domestic operations of the college, including all accommodation and catering. Her office is staircase 2, Room 2. The Domestic Bursary on the ground floor of Staircase 2 will be your first port of call for public room bookings, maintenance issues, swipe card queries, and vacation residence forms (tel: 2-79981 and 2-79799). The Accommodation Manager, Lucy

Tarrant, is based in the same office. Any queries about your College room should be directed to her (lucy.tarrant@lincoln.ox.ac.uk).



Mrs. Lynn Archer – Housekeeper

Lynn is responsible for a series of over-lapping areas, including housekeeping, buildings and property. She also supervises the College Scouts, who are responsible for keeping your bathroom and kitchen (but NOT your bedroom) clean. Lynn can also advise international students on storage during summer or travel. (lynn.archer@lincoln.ox.ac.uk).

Mr. Mike White – IT Manager

Mike provides the college's tech support—he is responsible for the maintenance and smooth running of College computer systems including the facilities in Bear Lane and Museum Road. His office is at the very top of Staircase 4. (mike.white@lincoln.ox.ac.uk).

Mr Joe Tripkovic - Lodge Manager. The Porters.

The Porters are essential to the everyday operation of the College, and are usually to be found in the Lodge at the main entrance and also at the EPA Centre. Despite their title, they do not carry bags! Instead, they control access to the site, distribute mail, handle keys and answer the College switchboard. In case of an emergency, the Porters are your first contact. Contact the Lodge via tel: 2-79800 or email: lodge@lincoln.ox.ac.uk.



Accommodation

All of the graduate accommodation sites provide self-catering services and include limited kitchen utensils and cutlery. Each room is equipped with a sensitive fire detection system that will be set off by smoking. You should take care to ensure that fire doors are not propped open with any items, particularly fire extinguishers. Please keep kitchen doors closed when cooking. Full details on emergency evacuation can be found posted in the staircases. The fire alarms are tested regularly.

Some accommodation is available for students in the second and subsequent years of their graduate studies. These rooms are allocated by a ballot, arranged by the MCR Secretary. Anyone wanting College accommodation for the following year is required to enter their name into the ballot. This process will be advertised closer to the time so do not worry about this yet.

The College is sometimes able to offer a limited number of guest rooms available for students at very low prices. These must be booked in advance via the Domestic Operation Manager's Office, particularly for Friday and Saturday nights.

If you have any problems with your accommodation, you should inform the Accommodation Manager (lucy.tarrant@lincoln.ox.ac.uk) or the MCR Secretary. In the unlikely event of the complaint being serious in nature, you should consult with the Senior Tutor.

Laundry

All of the accommodation centres have their own laundry facilities. The Bear Lane Laundry is located in the basement beneath staircases 21 and 22, and the EPA laundry is located at the bottom of staircase 35. At Little Clarendon Street the laundry room is located on the 3rd floor. Laundry cards can be obtained from the lodge for £5, and must be credited using an online service, explained on the card.

Meals

During term time, students regularly dine in Hall. There is a mandatory meal charge of approximately £82 per term for all graduate students. You will then be able to redeem £82 worth of food in Hall for breakfast, lunch or dinner. You can also redeem the cost of the meals of any

guest you choose to bring with you to breakfast, lunch or dinner. However, any special dinners (such as MCR Dinners, subject dinners, etc.) are not included within this meal plan and you will be billed for those separately. Any meals you eat in Hall over this £82 credit also get directly billed to you at the beginning of the next term.

You are also able to use this meal credit in the College bar (Deep Hall) for soft drinks and bar snacks, as well as a variety of food. Deep Hall is located directly below Hall. It can be accessed via Staircase 10 or from the steps leading down from Grove Quad. In the evenings (opening hours generally 6pm-11pm, except Saturdays) our College bar offers a variety of very reasonably priced beverages.

During term time, breakfast is served from 8:00-8:45am (cooked breakfast from 8:15), while lunch is served from 12:35-1:15pm. There are two dinner sittings at Lincoln – First Hall (informal) is held at 6:15pm and is generally attended by undergraduates. Second Hall is held at 7:15pm (sharp!) (7:30pm on Sundays) and is formal, so you are required to wear your academic gown (but you can wear whatever you like underneath). Both halls are generally full during term-time, especially on Sunday nights, so it is prudent to arrive early. During vacations, lunch and dinner must be signed for by 10am on the day (N.B. this will apply to students arriving before 0th Week). During term time and vacations weekend (and Bank Holiday Monday) meals must be signed for by 10am on Friday.

Vegetarian and other special dietary requirements are catered. A vegetarian option is available at lunch and vegetarian Evening Meals are booked using the online meal booking system (before 10am on the day). Monday dinners are meat-free. This means you can still get meat if you feel like it, but you have to sign up for it by 10am. Students with special or complex dietary requirements are invited to discuss their needs with the Chef.

Health

You are required to register with an Oxford doctor when you arrive and it is preferred that you register with the College doctor whose surgery is at 9 King Edward Street, Oxford – just at the end of Bear Lane (tel: 242657). A medical questionnaire will be sent to you by mail. Please complete and return it, together with your signed medical card (if appropriate), sealed in the envelope provided. The College nurse is in attendance at the College surgery (Chapel Quad) during term time and can be contacted via the College Lodge (tel: 2-79800).

Lincoln students are entitled to register for NHS dental service at “Studental”, the dental practice at Oxford Brookes University. Details can be found on their website www.studental.co.uk. Please note that there is a charge for NHS dentistry.

Please pay close attention to the letters about vaccinations against Meningitis C and Mumps. If you are unable to be vaccinated before coming to Oxford, please inform the College nurse when you register on arrival.

Students with Disabilities

Lincoln is committed to promoting an inclusive community. The Academic Administrator is the College’s disability contact and she can liaise with the University’s Disability Advisory Service, and with your departmental disability contact. She and the Domestic Operations Manager can also provide advice and support for matters relating to your College

accommodation and College facilities. As a graduate student, it is your departmental contact who has primary responsibility for any study-related support or adjustments.

IT and Communications

The College provides three computer rooms, based at the Lincoln House (directly opposite the College's main gate), Bear Lane and Museum Road/EPA sites. Each contains several PCs loaded with general use software along with networked printers. You will be allocated an account on the system automatically but if you arrive before accounts have been created please just email help@lincoln.ox.ac.uk and the IT Office will be happy to create one manually. Every Lincoln graduate student has a free printing and photocopying allowance of 100 pounds (ca. 2000 b/w pages), with any further printing batted to your account at 5p per sheet. Students registered with the University's Disability Advisory Service receive double this allowance.

Additionally, all rooms are equipped with Ethernet ports, allowing residents to connect their own computers to the College network. The system is fast and generally reliable. You can get Ethernet cables from the Lodge for a small fee. WiFi is available across Lincoln and the whole of the university. It is worth contacting the IT Office to discuss network security and virus protection.

Another useful computing resource is the Oxford University IT Services, based at 13 Banbury Road in North Oxford. They offer advice, technical support, help with problems and a wide range of IT training courses.

The University operates a free internal mail service (the Pigeon Post) available at the Porter's Lodge, usually offering next-day delivery. Just drop off an envelope with the recipient's name, along with department or college. You can also drop off normal mail, and the Lodge sells stamps for all destinations.

College Chapel

The College Chapel is located, somewhat unsurprisingly, in Chapel Quad. This area of the College is virtually unchanged since the seventeenth century, and features beautiful stained glass windows.

All Junior Members are very welcome to become involved in Chapel activities, including our renowned choir. Evensong is held on Sundays at 6.00pm and is the most popular service of the week. Religious or not, many students enjoy the atmosphere during Evensong, listen to the lovely Choir and go to Second Hall just after the service ends. Morning Prayer is said at 8.00am, Monday to Friday.

Anyone interested in auditioning for the choir should contact the Chaplain, or the Organ Scholar, William Parkinson (william.parkinson@lincoln.ox.ac.uk)

Each term every member receives the Chapel term card, which is full of information about Chapel life, as well as contacts for the Chaplain, Christian Union and Roman Catholic representative.

The College Chaplain, Rev Andrew Shamel, provides secular pastoral support for all College members (whatever their denomination or beliefs). He can be found on Staircase 5, room 2 (email: andrew.shamel@lincoln.ox.ac.uk).

V. ACADEMIC CONSIDERATIONS

University Supervisors and Academic Arrangements

One of the first things you should do, once you have settled in, is to make contact with your University Supervisor(s). Your department or faculty will tell you who has been assigned as your Supervisor(s) either before you arrive (research students), or shortly after you get here in October (taught courses). It is also important during the induction week to make regular visits to your department (particularly in the case of science subjects) to keep up with any arrangements they have made for welcoming new students.

If you are taking final examinations this summer, it would be helpful if you could confirm your final degree results not only to your department/faculty, but also to the College as soon as they are known (especially if they formed part of the conditions of your offer).

Graduate College Advisors

In addition to a University Supervisor, each graduate student is allocated a College tutor who acts as a general advisor. Your College Advisor will not have any role in the supervision of your thesis, but is available for general help and guidance. Your College Advisor will normally make contact with you within a couple of weeks of your arrival to arrange an initial meeting. You will also be invited to one of the Graduate Advisor lunches in Hilary Term, so that you can meet in a more social capacity, not only with your own advisor but with other students and their advisors too.

The Senior Tutor, Dr Lydia Matthews, who is also Tutor for Graduates, is usually available (by appointment) to see graduate students about any matter: academic, personal, or financial. For an appointment or for advice, please get in touch with the Graduate Officer in the first instance (tel: 2-79844 or email: carmella.elan-gaston@lincoln.ox.ac.uk).

Libraries

As a graduate student, your reading will probably be too specialised for the holdings of Lincoln College Library. However, as one of the most beautiful study spaces in Oxford, you might enjoy working there. You can also find information there on scholarships and prizes as well as other university programmes.

Oxford has no central library. Instead there are numerous libraries dotted all over the city with each College and Faculty having their own, as well as specialised collections such as the Radcliffe Science Library, the Sackler Library, or the Taylorian Library. Most College libraries are off limits to non-College members (unless you can provide a very good reason) but the more general ones are open to all and, since many can have your books sent to them, it's really up to you to choose which library you feel most comfortable in. Even as a lawyer, for example, you can get access to, say, the history library: Just ask the staff if your bod card does not let you in.

The mother of all Oxford archives is the Bodleian Library ('the Bod'), housing seven million books and manuscripts up to six storeys below Broad Street.

Getting Your Degree

Unlike most other universities, Oxford does not have annual graduation ceremonies. Instead, each college is assigned a number of days per year on which they may present students to have their degrees conferred upon them. If you are taking a taught course you will be emailed by the Degree Conferrals office of the University during Michaelmas Term and invited to sign up for a degree ceremony. Research students will be emailed by the Office after they have completed their DPhil. There will be a celebration in College on the day of the ceremony. The person in College who deals with these celebrations and takes bookings is the Rector's PA, Mrs Sally Lacey (sally.lacey@lincoln.ox.ac.uk).

VI. MONEY MATTERS

Fees and Charges

You have already received a letter from the Bursar, setting out the fees and charges for 2021-2022. All enquiries concerning fees and charges should be directed to the College Accountant, Mrs Harker (based in the Bursary). If you have any questions about domestic matters, please get in touch with the Domestic Bursary.

Battels

All of your expenses at Lincoln are charged to your battels account, which is payable at the start of each term. Delaying payment can and will result in fines, so if you cannot pay immediately, please speak with the Bursar as soon as possible to make his office aware of your financial situation. As with everything in Lincoln, don't hesitate to contact somebody and just explain the trouble you are having: all members of College staff are extremely friendly and will see what they can do to accommodate you.

International Students – Opening a Bank Account and Other Information

Many international students have encountered difficulties in opening a bank account in the UK when they arrive. For information before you leave your home country, please visit the website for UKCISA, the Council for International Education: www.ukcisa.org.uk. Alternatively, if you are a student managed by the British Council, you should contact your local office or their website: www.britishcouncil.org for general guidance. Finally, you could try the Financial Services Authority Consumer helpline on 0845 606 1234, or email consumerhelp@fsa.gov.uk.

If you have to wait until you arrive in Oxford to open an account, the first step is to choose which bank you hope to use. If you have already registered online, you should be able to download a 'letter of certification' from the University's website, which will introduce you as a bona fide student at Oxford. If the bank that you have chosen will not accept this letter as sufficient proof of your identity and residence in Oxford, you should then see Carmella in the College Office. Take your passport with you and she will organise a 'letter of introduction' addressed specifically to the bank that you have chosen. The bank will accept this as proof of your address.

It is important to realise that if you have not been resident in the UK for the last three consecutive years, you are not entitled to a normal bank account. There are two options

available to you. The first is a very basic account, which allows you to deposit and withdraw money, but offers no overdraft, cheque book or credit facility. The second provides these services, but it comes at a price. Do your research to find out which of Oxford's banks is best for you.

Please see the additional pamphlet on setting up a bank account hosted on the College website's Freshers' information pages. You are also encouraged to visit the webpages for International Students on the University's website (www.ox.ac.uk/students/new/international)

For further information, or email OUSU's International Office at internationalstudents@ousu.org.

Graduates' Book Grant Scheme

The College has a scheme whereby Graduate students (while they are still paying fees to the University and the College) may receive partial reimbursement of the cost of books bought for use in their studies. At present, the grant is 40% of the cost up to a maximum grant of £80. Applications should be submitted to the Graduate Officer by 9th week of Trinity Term.

Books included in the application must have been bought at the personal expense of the applicant between the last day of Trinity Term 2022 and the last day of Trinity Term 2022. In the case of new students, matriculating in Michaelmas 2021, the period is extended backwards to include books bought on the advice of their supervisors before coming into residence. Only books for which valid receipts can be produced may be claimed for. Receipts must indicate the name of the purchaser as well as the title of the book and its price.

Graduates' Research Fund

The College awards grants (currently up to a maximum of £415 per student per academic year) to Masters and DPhil students to help with the cost of attending conferences, meetings, etc. that are connected with the student's research. Applications should be made before the event is due to take place (no applications can be considered retrospectively) and must be accompanied by a letter of support from the student's academic supervisor. Grant applications are made via the Graduate Officer and must be received at least one week in advance of the Senior Tutor's Committee which meets twice each term, in Weeks 1 and 7 (. Applications for conferences and research trips which are likely to take place over the long summer vacation should be made as early as possible in Trinity Term.

Further Funding

Students experiencing serious financial difficulties have access to several sources of assistance, chiefly the University's Access and Hardship funds. Access funds are available to undergraduates and postgraduates whose education may be affected by financial considerations, or who face difficulties with living costs – they cannot be used to pay tuition fees. These funds are allocated to the University by the UK government. Application forms are available from the Bursar.

Hardship funds are available from both the College and University. They are given only in cases of unforeseen hardship, and can be awarded as a loan or a grant. Applicants are expected to have applied for Access funds first (if eligible). Further information is available from the Bursar.

Students with disabilities who might require further study-related support are invited to contact the disability contact in their own department.

Further funding for Graduate study can be found from a variety of sources, starting with the University's International and Student Funding Office, also located in Wellington Square. It is also useful to check the Oxford University Gazette, a weekly publication which has a section advertising prizes, grants and scholarships. A copy can always be found in the College Library.

We all look forward to meeting you and hope you have an enjoyable time at Lincoln!