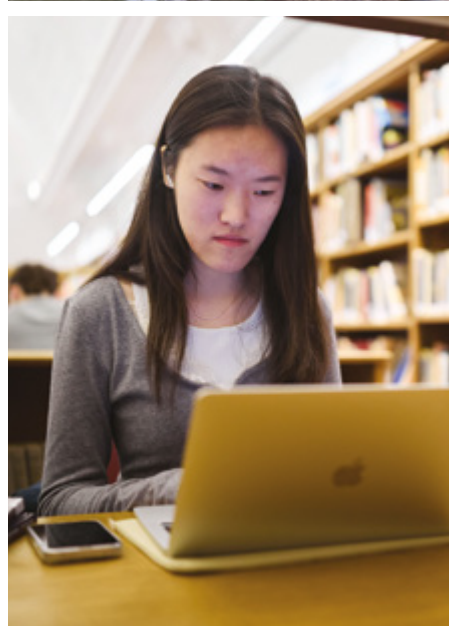


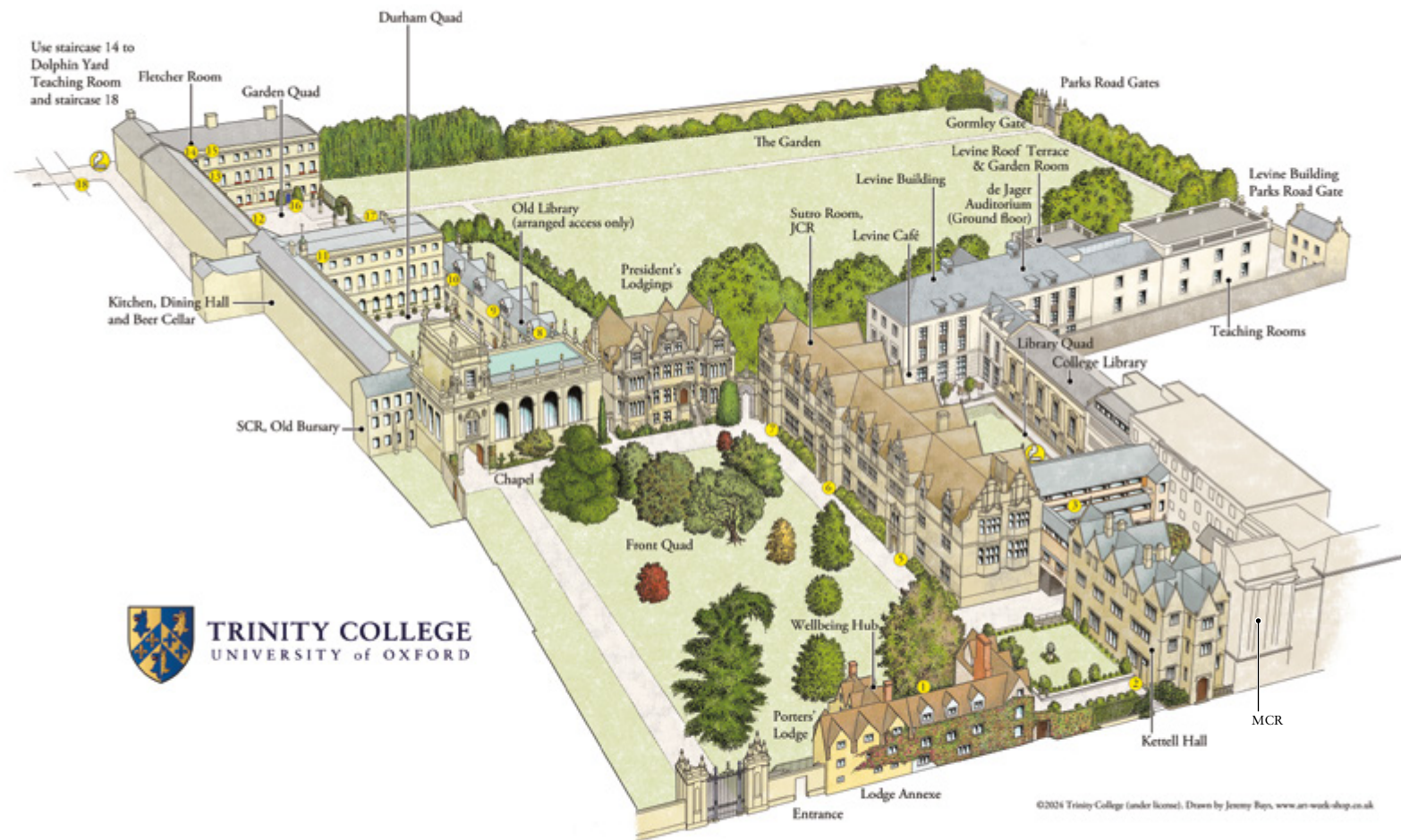


Welcome to Trinity POSTGRADUATE



TRINITY COLLEGE
UNIVERSITY of OXFORD

Map



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Welcome from the President

I am delighted that you will shortly be joining Trinity and look forward very much to welcoming you to your home for the duration of your studies.

Over the past year, I have had the pleasure of getting to know Trinity and the people who make it such a special place. You will be joining a community that brings together people from all over the world, each with their own distinctive life experience to contribute to the richness of College life.

Trinity people share a passion for their subjects, intellectual curiosity and an ambition to do well, combined with a desire to have fun and make the most of all the opportunities that Oxford has to offer. Whether through sport, music, drama, student societies, volunteering, or simply the friendships that develop during your time here, you will find many opportunities to make the most of College life.

Trinity is a wonderful setting in which to develop and flourish as an individual, and a supportive, friendly and kind community in which to do so. You will meet many people here who are keen and well equipped to support both your intellectual and personal development.

Your first few weeks in Oxford will bring a wealth of new experiences and new faces. This booklet will help you to work out who's who in College, what to expect and how to prepare for your arrival. I look forward to meeting you in the coming academic year.

Robert





STUDY AT TRINITY

Studying at Oxford as a Graduate

All the teaching and academic supervision for graduate courses at Oxford is organised by your department/faculty.

Induction week for new postgraduates

Trinity accepts about 60 new graduates a year, across a very wide range of subjects, so while you may find a few new postgraduate students doing the same course as you in the College, you will meet most people on your course via your department or faculty.

For the induction week of your course, your department/faculty will arrange a timetable for new students on your course: this will be emailed to you in advance by the course administrator. The induction events will normally take place in the department/faculty, and will allow you to meet some of the key academics and administrators for your course, as well as other postgraduate students. Trinity has all day on Wednesday, Thursday morning and Friday afternoon in induction week (0th Week) reserved for college rather than department or faculty events. You will receive our induction timetable in advance, from our Graduate Administrator.

One of the great things about a college postgraduate community is the opportunity to meet your peers across the whole range of academic fields, from Ancient History to Sociology, from Global Health Science to Physical Chemistry. Our graduates are also a very international community, bringing a wealth of diverse cultural and educational experiences.

Studying on a taught postgraduate course

If you are undertaking a taught masters' course, you will attend seminars and/or lectures, and (for the sciences) have laboratory work. Full-time taught postgraduate courses at Oxford last between 9 and 24 months, depending on your course. Taught courses are quite fast paced, so it is important to be clear at the outset what your course offers you and what is expected of you (especially in terms of deadlines for work and assessments). If you have questions, do look on the webpages for your course, consult the course handbook (which will be issued by your department/faculty), and above all ask the course administrator or director.

The Oxford undergraduate teaching takes place over three terms, in eight-week blocks for each term (referred to as 'full term'). Some taught postgraduate courses use these eight-week blocks for the majority of the scheduled teaching, but with the expectation that graduates will use the 'vacations' between terms for their independent study, including preparing assignments. Other taught courses may continue formal teaching and set examinations in parts of the vacation periods, and of course laboratories operate through most of the year. Check with your course administrator or director before you plan absences from Oxford, even over vacations.

Your department or faculty will have a library with the essential items for your taught course. You will also be able to use the Bodleian Libraries (the main University Library of Oxford). For both the departmental/faculty library and the Bodleian, many items will be available electronically, once you have your university card (known as your Bod card). The College library may also hold or be able to buy some books which are directly relevant to your course; do ask our (very friendly) library team. And as a postgraduate student of Trinity, you are allowed to use a limited part of your College General Academic Grant towards book purchases if you wish.

Studying for a postgraduate research degree

Most postgraduates studying for a research degree at Oxford will be working towards a DPhil (the level of degree known as a PhD at many other universities). A full-time DPhil usually expects between three and four years of study. The offer letter you received from your department/faculty (and your Financial Declaration Form) will have specified the full fee-paying length of the course, e.g. 3 years, 3.5 years, 4 years.

Each postgraduate research student has a supervisor, who is an academic with specific expertise in the academic field. Sometimes, if a research project straddles two fields, a student may have a supervisory team of two or more supervisors. Your supervisor will be your primary academic point of reference, guiding your studies, advising you on your research and helping you to identify appropriate academic opportunities (e.g. to attend a conference in your field). Your supervisor should contact you ahead of or during induction week to set up a meeting.

If you are a lab-based scientist, you will probably work in the same laboratory as your supervisor, and may see each other very regularly, perhaps daily, but your supervisor will still identify specific times for you to have an individual progress meeting with them. If you work in a non-laboratory subject, your supervisor will discuss with you in induction week how frequently you will meet individually over the coming term, as well as suggesting key seminars for you to attend.

After a preliminary period of research (typically a year), your department will arrange for you to undertake a Transfer of Status assessment. This is intended as a positive and motivating process, which requires you to write up some of your work from your studies, including a plan of the progress of your DPhil, and to have a formal interview with two assessors. Once the Transfer is passed, you will continue to work with your supervisor towards the completion of your DPhil.

Your College Adviser

Every postgraduate student, whether on a taught or research course, is allocated a College Adviser. This is a senior academic (normally a Tutorial or Professorial Fellow) at Trinity College, who works broadly in the same subject area as you, or in a related discipline. It's important to remember that your College Adviser is separate from your departmental supervisor (or course director) and is not responsible for directing your academic work. Instead, your College Adviser can discuss more generally your academic progress and perhaps your career aspirations. They would be a good person to approach if you were experiencing difficulties with your academic work or in your department/faculty. The College Adviser can also help you identify the staff in College who can support you with wellbeing or pastoral issues.

Our Graduate Administrator will send you details of your adviser during induction week, and the Adviser will be in contact with you early in the first term, and then periodically over your course. You are also very welcome to contact your Adviser at any point you wish during your course.



Responsibilities

You and your tutors/supervisors in your department/faculty each have responsibilities.

Your tutors/supervisors will expect you to:

- attend each supervision, seminar or class at the agreed time;
- complete all the preparation required for the supervision, seminar or class;
- let them know well in advance if you are having problems with your work;
- let them know if you cannot attend a scheduled meeting and only miss such a meeting if you are seriously ill.

The failure to meet those responsibilities could have serious consequences for your academic progress. The department or faculty handbook for your course will provide further details.

When producing written work, including undertaking assessments, you must always avoid plagiarism. This means that when relying on a particular source, you must adequately acknowledge that source, and should not pass off other people's ideas as your own. If you are unsure how to acknowledge any source you are using, it is important (and absolutely right) to ask your tutor or supervisor for advice. Please note that unauthorised use of generative AI tools (e.g. ChatGPT) may

constitute plagiarism. Further information is available at: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> and <https://www.ox.ac.uk/students/academic/guidance/skills/ai-study>

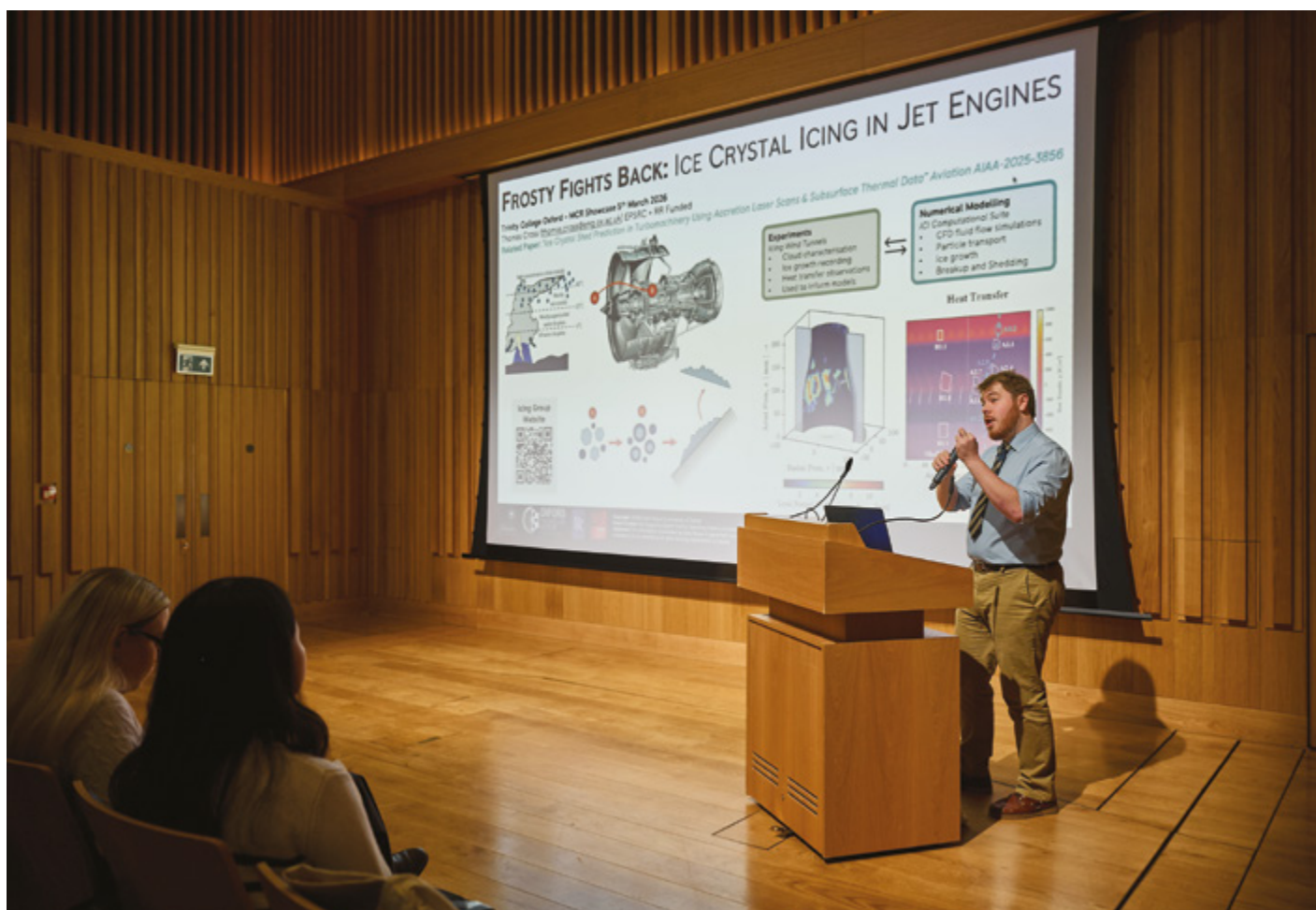
Your supervisor/s have responsibilities to you and will:

- provide feedback on any required piece of work you have completed by the agreed time and given to the tutor in the agreed way;
- return any such written work within a reasonable timeframe;
- provide a report on your progress (which you can read) termly.

Anyone taking part in a supervision, seminar or class (whether a student or supervisor) has the right:

- to be free from any form of physical intimidation;
- not to be subject to offensive language;
- to leave a supervision, seminar or class if such intimidation or offensive language occurs.

In the unlikely event that you feel you are not getting what you should from your teaching or supervision, the best course of action is usually to make an appointment with your supervisor or College Adviser to discuss your concerns. It may well be possible to resolve things by making some



changes. In the very rare cases where this is not possible (either where you do not feel able to discuss matters with your supervisor; or where the problem is not resolved by such a discussion), Trinity and your department/faculty will be keen to ensure that the problem is resolved promptly and satisfactorily. In such a case, you should arrange an appointment with the course director or Director of Graduate Studies in your department/faculty, or you may consult your College Adviser, or the Tutor for Graduates.

Assessing your progress

It is important for postgraduates to know how their academic work is progressing. Your supervisor will give you regular feedback on your written work or lab work, and you can discuss your progress with them. Feedback may be written or verbal, or a combination of both.

Written reports are submitted termly by the student and the supervisor (or course director/Director of Graduate Studies), and reports are stored on

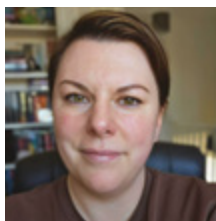
Oxford's Graduate Student Reporting system. It is important that you and your supervisor submit your reports, and read each comment as part of a productive academic dialogue. The reports are also viewed by the Tutor for Graduates and your College Adviser, and by the department or faculty Director of Graduate Studies.

Once a year, you will have a meeting with the President (for postgraduates on taught courses) or with the President and Tutor for Graduates together (for postgraduates on research degrees). This is known as your Graduate Collection. The Graduate Administrator will set up the timetable and ask you to book a slot around a week in advance. The meeting provides the opportunity for you to have a brief discussion of your academic work, and also to think about the next stages you might have in mind for your professional plans. You should not feel shy to raise any problems or concerns at your Graduate Collection – but we also hope you will contact your College Adviser or the Tutor for Graduates at other points in the year when you need to.



Key People

The Tutor for Graduates and the Graduate Administrator are two key people who help our graduates settle on their courses and as they progress through their graduate career at Oxford. The Tutor for Graduates has academic oversight of graduates in Trinity, and is the person to contact if you have a specific concern. The Graduate Administrator is responsible for all administration relating to graduate students, on-course and incoming. You can contact the Graduate Administrator by email, on Teams, or by dropping in to the Academic Office, which is located in the College Office on the first floor of the Levine Building.



Graduate Administrator: Ashley Maguire

academic.administrator
@trinity.ox.ac.uk
01865 279910

Ashley has been the Graduate and Academic Administrator since early 2019 and is the go-to person for all graduate administrative queries, if she can't answer your question, she'll definitely know who can. As a part-time doctoral student herself, Ashley has a personal understanding of the demands on our students and aims to keep their administrative journey as stress-free as possible. One of her highlights is organising the graduate Freshers' and Leavers' dinners; there is nothing quite so satisfying as conversing with people at both the start and end of their postgraduate journey and seeing how far they've come.



Undergraduate and Tutorial Administrator: Isabel Lough

isabel.lough@trinity.ox.ac.uk
Phone: 01865 279912

The Undergraduate and Tutorial Administrator oversees all examination and assessment administration, including alternative arrangements. Graduate students often assist with the invigilation of undergraduate exams in College.



Senior Tutor and Tutor for Graduates: Dr Rebecca Bullard

rebecca.bullard@trinity.ox.ac.uk
Phone: 01865 279905

As Senior Tutor, Rebecca has overall responsibility for the academic activities of the College. She is Tutor for Graduates, and helps to support the intellectual and social experience of graduate students at Trinity. Rebecca loves working with students across the full range of disciplines represented at Trinity, and following the progress of the research that they undertake at Oxford. Rebecca's office is on the first floor of the Levine Building, across the hall from the College Office.

Academic Support Tutors

The Academic Support Tutors are specialist study skills tutors who support all students at Trinity with their academic work. They provide targeted workshops, drop-in hours, and 1:1 sessions of various lengths to support academic work across subjects. Graduate students are welcome to book an appointment via the College Intranet:
<https://intranet.trinity.ox.ac.uk/students>

Matriculation and Academic Dress

All students who are new to the University of Oxford are required to matriculate. Details of matriculation will be provided by the College's Alumni and Development Office shortly after you commence your course.

Academic dress

Full academic dress should be worn at all formal University ceremonies including matriculation and degree ceremonies. Sub fusc (from the Latin sub fuscus meaning dark brown) should be worn beneath your academic gown and is also required when sitting examinations. The University website has detailed information about academic dress: <https://www.ox.ac.uk/students/academic/dress>.

There are several shops in Oxford where you can buy sub fusc, and some of them offer deals, so it's worth checking out a few websites to see which has the best offer. Some of the shops in Oxford that sell sub fusc, or parts of sub fusc include:

- Shepherd and Woodward
- Ede and Ravenscroft
- Walters of Oxford

The Oxford Students' Union runs a free sub fusc scheme for students in certain groups. Find out more here: [Free Sub Fusc Scheme](#)

Library

Trinity's library team can help you make the most of the many library services and digital resources available to you at Oxford.

The War Memorial Library in Library Quad provides a variety of 24/7 study spaces exclusively for Trinity College members. The study spaces offer free printing and lockers, and the college café is conveniently located next door.

The librarians are experienced in supporting students with disabilities, specific learning difficulties and additional needs, so please get in touch to discuss how they can help you.

Trinity's academic book collection is constantly being updated and the library offers a fast request option for books not already in stock. You can borrow up to 30 books at a time.

The library also has physical and digital book collections to enhance your academic skills, support your wellbeing and fire your intellectual curiosity. If you are looking for your next good read, you will find selections of new and prize-winning fiction and non-fiction available to borrow.



College Librarian:
Emma Sillett

library@trinity.ox.ac.uk



Library Assistant:
Sarah Cox

library@trinity.ox.ac.uk

Bod Card

Your Bodleian Card, or 'Bod Card', is your University Card and it will be given to you when you arrive to register in College. It is the key to student life: you will need it to access libraries, borrow books, enter departments and other buildings, buy meals in Hall and present it as student ID in the city. You can top up your Bod Card online or in the Bursary. If you lose it, the University charges £15 for the replacement of lost Bod Cards. In College, the Graduate Administrator, coordinates the replacement of lost Bod Cards.





FINANCE AND GRANTS

Fees and Finance

Battels is the name given to the student account that is managed by the Bursary and to which fees, accommodation, utilities (electricity, gas) and other expenditure are charged. You will be advised of course fees and accommodation charges ahead of time. This would be reflected on the university website and on your accommodation licence agreement, respectively. The first battels statement of the academic year is sent in Michaelmas Term and may also include course fees if you are liable to pay these.

You will receive your battels bill to your email inbox at the start of weeks 0th, 4th and 8th of each term, and a final bill in July. Battels are payable by no later than Friday of that same week.

Payment of battels can be made through the online payments system at: <https://www2.trinity.ox.ac.uk> or by credit/debit card in the Bursary or direct to the College bank account. Interest may be charged daily on overdue balances at the rate of 2% (or CPI if higher) per month. No further credit will be given until the previous term's battels bill has been paid in full. Non-payment of battels is a serious offence and may result in suspension. A student who fails to pay for their accommodation before the due date may be denied College accommodation.

Grants

There are a number of grants available for students; these include:

- **Academic Grants** Postgraduate grants are awarded to help with research, such as book purchases, conference expenses etc. The application form is available from the College Intranet <https://intranet.trinity.ox.ac.uk/students> and must be submitted by the date stated on the form. All grant requests require the support of the applicant's supervisor.
- **Travel Grants** are available to Trinity students from a number of different sources. Different funds may be used to facilitate cultural trips, academic-related travel, or career-focused placements. Calls for these grants are made throughout the year.
- **Grants and awards for extra-curricular activities** such as sport, music and drama are made on a periodic basis throughout the year. Some awards (e.g. Britton Instrumental Bursaries) have an application form; other applications can be made by email to the Estates Bursar.

Application forms for grants can be found on the College Intranet; they should be returned by the date specified on the form. Applications are normally considered at a meeting of the Academic Grants Committee in 6th week of each term.

Bursary Team



Estates Bursar:

Chris Ferguson

christopher.ferguson@trinity.ox.ac.uk

Phone: 01865 279880

The Estates Bursar ensures sound financial management of the College and its assets and estate.



College Accountant:

Nasera Cummings

nasera.cummings@trinity.ox.ac.uk

Phone: 01865 279897

The College Accountant reports to the Estates Bursar and is responsible for College financial statements and budgets, and manages the Bursary team. Nasera is also the College's Hardship Officer.



Fees and Battels

Administrator:

Linda Ewusie Mensah

fees@trinity.ox.ac.uk

Phone: 01865 279872

The fees and Battels Administrator manages your battels, scholarships, and grants. She can be found in the Bursary Office on the ground floor of staircase 10.

Managing your Finances

Student bank accounts

If you have not already done so, you will need to open an UK bank account.

Although many banks try to tempt students with special offers, these are not the only factors to consider when choosing an account. You may want to think about the following points:

- What is the overdraft facility? This should be interest and charge free. Consider how much is available in each year of your course and when you are expected to pay it back.
- Does it have a branch in Oxford? Bank branches in university cities tend to have Student Advisers with whom you can discuss budgeting and overdraft needs.
- What happens when you finish your course? Several banks provide a graduate account for a number of years after graduation, which allows you longer to pay back any overdraft you have incurred.

Estimating your spending

Now that you understand your income it is time to estimate your outgoings. There may be termly fixed costs, such as College rents, or more regular spending such as food. Attempt to make a budget of your spending for the term. Be sure to include all known payments and try to estimate the possible cost of other items such as food or entertainment. The University have produced an estimate of living

costs based upon an Oxford Student Union Survey: www.ox.ac.uk/students/fees-funding/living-costs.

This may be a good place to begin.

Be sure to consider any other irregular expenses that may come at the end of a term, such as the cost of travel to and from Oxford. You will need to include those in your initial calculations and keep funds available.

Be realistic

Ensure that your basic needs are met in your budget, you must ensure you have budgeted enough for your survival and sustenance. Also ensure that you have space for activities outside of your basic needs. If you are budgeting correctly there should be funds available for socialising with friends or for your hobbies.

A word on credit

Please be extremely careful when using forms of credit, such as, but not limited to, overdrafts and credit cards. If you are relying on credit to pay for regular outgoings, then you are almost certainly living outside of your means. This credit will need to be repaid (most likely with interest) and you will likely find yourself in a similar situation in the following period. We understand you may need to use your overdraft from time to time but if this is the case you will need to adjust your spending to ensure you do not accumulate more debt in the future.

Some ways of preventing fraud

Do not give any personal information (name, address, bank details, email or phone number) to an organisation or individual without first verifying their credentials. Instead contact the company directly using a known email or phone number that you have confirmed.

Ensure your computer has the most up to date anti-virus and firewall installed. Always set up two factor authentication online where possible. Consider using a password manager and external authenticator.

Most fraud begins with phishing (a call, email or letter requesting your information.) Remember that email addresses and phone numbers can be spoofed so never assume who you are communicating with. Banks or governments agencies should not request details from you in this way.

Destroy and preferably shred any personal and financial information. It does not take a lot of information to clone your identity.

Never agree to transfer money on someone else's behalf. This could be money laundering and you, as the money mule, may personally be prosecuted if you have allowed this to happen. This form of fraud will sometimes be disguised as facilitating an international payment through a broker. Please be extremely careful about how you transfer money and ensure it is a reputable entity or a known individual before proceeding.

Never feel rushed to do something; fraud works best when you are forced to make quick decisions without thinking them through. Finally, if it sounds too good to be true... it probably is. You can see some helpful advice and information about how to avoid cyber and online fraud here: **Individual cyber protection – Report Fraud.**

If you believe you have been the victim of fraud you should contact the police by calling 101. If you believe someone is trying to commit fraud, then you can report this to Action Fraud by calling 0300 123 2040 or visiting www.actionfraud.police.uk.



Student discounts

Many businesses offer discounts to students, so it's worth asking before paying for goods to make your money stretch a little further.

Many local stores will accept your University Card, however some high street chains might require an NUS Extra Card. These can be purchased via www.totum.com. There are also a number of websites you can register with for access to online student discounts such as www.myunidays.com and www.studentbeans.com.

Paperwork

It is important to keep hold of paperwork relating to your finances as you may need it later. You may prefer to keep digital copies as these can be easily accessed when you are at Oxford or at home. If you apply for hardship you will be required to provide copies of these documents.

We would particularly advise keeping records of the following:

- Financial notification letter from the Student Loans Company (if applicable)
- Scholarship and award letters
- Tenancy agreement and inventory (if you're living out)
- Battels statements.

Useful websites

www.gov.uk/student-finance

www.studentfinancenl.co.uk

www.saas.gov.uk

www.hmrc.gov.uk/students

www.moneysavingexpert.com/students

www.nus.org.uk

www.ox.ac.uk/students/fees-funding/living-costs





LIFE AT TRINITY

Term Dates and Arrival

For current and future term dates, please consult your department.

Your Accommodation Licence will specify the dates that you are allowed to occupy your College room.

Accommodation

Bedrooms

Most bedrooms have a single bed; some have ensuite bathrooms, others have a shared bathroom shower.

Please bring your own bed linen (we supply a mattress protector, duvet and pillow).

The Accommodation Licence and College Handbook run through what is in each room and what is not permitted in more detail.

UUK Code of Practice: Your right to a quality home

Where you live is one of the most important part of your university or college experience. The Student Accommodation Code is there to protect your rights to a safe, good quality place to live. The Student Accommodation Code has been developed by Universities UK and GuildHE to make sure students get the best out of living in university or college accommodation: www.thesac.org.uk

Council Tax

Full-time students are exempt from Council Tax. As Trinity's rooms are student accommodation operated by the college, you should not receive Council Tax bills whilst you are living here. If you rent privately elsewhere, you may be required

to apply for exemption and prove your student status. There is also a Council Tax discount available to those who are the only eligible adult living in a property (meaning full-time students are discounted). You can find more information at www.gov.uk/apply-for-council-tax-discount/oxford

TV Licence

If you are watching or recording television programmes in your residence, you may need a TV licence; more information about the TV Licence process for students can be found online on the [TV Licence website](#).

Scouts

On the main Trinity Broad Street site we have a fantastic team of scouts who work hard to keep the college clean and tidy at all times. They will clean all communal areas daily (Monday to Friday), including shared bathrooms/showers and kitchens. The scouts won't do your washing-up, but will ensure areas are clean for all users.

Each staircase has a dedicated scout, who normally comes into bedrooms regularly to vacuum and clean sinks. This will be agreed with you within your first week by your scout.

Laundry

There are fully equipped, self-service laundry facilities in college, and in all our off-site properties.

Maintenance

The maintenance team are responsible for the upkeep of our buildings. If you have any issues at all during your time with us you can report any maintenance issues via the [College Intranet](#). Outside of office hours or if your request is urgent then you should contact the Lodge.

Sustainability

As a College, we are committed to reducing our impact on the environment. With more than 600 students and staff members living and working on our historic site, we want to raise awareness of how the choices we make as a community can potentially have a huge impact on our environment, and contribute positively to the University's broader sustainability targets.

We are particularly keen to ensure everyone in College gets in the habit of recycling and reducing waste wherever possible.

You will have two bins in your room. One is a blue bin for all recycling. Oxford operates on a mixed recycling scheme, so anything you can recycle goes into the blue bin (except glass- we ask students to take glass to the outside bins themselves).

All food waste should be disposed of in the food waste caddies which can be found in the communal kitchen. All other waste (non-recyclables) goes into the black bin. You should leave your bins outside your room each morning and the scout will empty

and replace with a clean bin liner. If any blue bins are contaminated with food/tea bags etc, then all the contents will have to go to waste, so please be extra careful as we take our recycling very seriously. We appreciate your cooperation with this.

Guest rooms in college

The number of guest rooms available to book varies year on year. Please contact accommodation@trinity.ox.ac.uk to book a guest room during term time. If you wish to book a guest room in the vacation period please contact conference@trinity.ox.ac.uk.

Cycling in Oxford and bicycles in college

Many students find cycling in Oxford is the easiest way to get around; the Student Union have a guide to cycling in Oxford that is very helpful called [Cycling in Oxford: what you need to know](#).

There are plenty of bicycle parking spaces in college. You should register your bike with the Lodge when you arrive in college for security; College also undertakes regular culls of abandoned bicycles and any cycles not registered and tagged will be removed. The University also runs a cycle registration scheme as theft of bicycles is common in Oxford. The University is part of Bike Register, used by police forces across the country. This will increase the chances of your bike being returned if stolen. The bike marking and registration scheme is free; further information about cycle security and bike registration is available on the university's Travel pages; you can also contact University Security Services at ouss.administration@admin.ox.ac.uk or 01865 272944.



Food and Dining

We are proud to have earned our reputation for having some of the best Dining Hall food and hall service in Oxford. Our chefs provide meals suitable for all dietary requirements, and also put out highly creative menus across all the meal services, including Formal Hall, Guest Night dinners and High Table.

Most importantly for many students, our food is very reasonably priced (and you pay only for the meals you choose to eat). Breakfast and lunch are self-service, and charged according to options chosen.

Meal services

Self-service breakfast, lunch and dinner are run on a turn-up and pay basis, so no pre-booking required. As Freshers your University cards will have £20 pre-loaded on to them for meals on the first few days of Freshers' week. Formal Hall and Guest Night dinners can be booked via the meals sign-up system which you will be able to access with your University log-in details after you have enrolled.

For meals that do require sign-up (Formal Halls and Guest Nights), the cut-off time for sign-up is 10am on the day for Formal Hall and 10am the day before, for Guest Night dinners and Sunday evening High Table.

You are more than welcome to bring more than one guest to lunch, brunch, or self-service dinner. Please email julian.smith@trinity.ox.ac.uk and jonathan.clarke@trinity.ox.ac.uk to let the kitchen know. Please note that one guest will be charged at the normal student rate, each guest thereafter will be charged at an enhanced rate.

Meals are served at the following times during weeks 1-8 of each term:

BREAKFAST: Monday to Friday, 8am-9am.
Turn up and pay at the till: no pre-booking required.

BRUNCH: Saturday and Sunday, 10.30am-12.30pm.
Turn up and pay at the till: no pre-booking required.

LUNCH: 12.30pm-13.30pm, Monday to Friday.
Turn up and pay at the till: no pre-booking required.

FORMAL HALL: Monday and Wednesday, 7.05pm. Sign up and pay online in advance. Sunday. For those wishing to attend Chapel on Sundays, a 'Formal Hall' style dinner is available at 7.15pm. Sign up and pay online.

INFORMAL DINNER: Tuesday, Thursday, Saturday, 5.45pm-6.45pm. Sunday Carvery, 5.00pm-6.00pm. Turn up and pay at the till: no pre-booking required.

GUEST NIGHT: Friday, 7.05pm. Sign up and pay online in advance.

The following provisions are usually available to graduate students outside of full term:

BREAKFAST: Monday to Sunday, 8am-9am

LUNCH: Monday to Friday, 12:00-12:30pm

Special occasions

Gowns are worn for Formal Hall and Guest Night dinners, but there is no other requirement to dress formally, although college members are expected to be acceptably dressed for all meals.

Friday is the weekly Guest Night, when Trinity's chefs show off their talents providing a special four-course dinner. Booking for Formal Hall and Guest Night is made via an online sign-up system.

Kitchens

On-site students who prefer to cook for themselves, or want to eat at flexible times, can use dedicated satellite kitchens in various areas and staircases, around College.

All the off-site College flats have their own kitchens shared between the small group of students in the flat. Please note that the College does not provide catering equipment.





**Domestic Bursar:
Lynne Adam**

lynne.adam@trinity.ox.ac.uk
Phone: 01865 279890

The Domestic Bursar has responsibility for the management of the College's buildings, domestic operations, gardens, the sports ground, HR and conferences and events, among other activities. Lynne is also the Fellow for Sport and organises the distribution of sports grants each term.



**Head of Accommodation
Services:
Jonathan Davies**

jonathan.davies@trinity.ox.ac.uk
accommodation@trinity.ox.ac.uk
Phone: 01865 279877

The Accommodation Manager is responsible for all student accommodation and housekeeping. He and his team will try to ensure that you have a comfortable stay at Trinity during your time here.



Head Chef: Julian Smith

julian.smith@trinity.ox.ac.uk
The Head Chef is responsible for all aspects of menu planning and food production in college, and for ensuring food is prepared to safe standards and takes into

account allergies and dietary requirements. His team are responsible for the fantastic variety of daily food in hall, as well as a range of special formal dinners and other events throughout the year.



**SCR and Hall Steward:
Jonathan Flint**

jonathan.flint@trinity.ox.ac.uk
scr.steward@trinity.ox.ac.uk
Phone: 01865 279902

The SCR Steward oversees the team that manages, sets up and runs daily meal services in college as well as formal events for College members and external guests. Jon also organises catering for meetings, student bookings and College events. He is always happy to speak to students, especially if you have any particular requirements or would like to ask questions about food in College.



**Head of Events:
Louise Kernahan**

conference@trinity.ox.ac.uk
Phone: 01865 279888

The Head of Events is the person to contact if you want to book an event at Trinity.

Her team manages the room bookings and catering for external events from weddings and summer schools to outreach visits, and can also help co-ordinate internal dinners or other events you might want to plan.

IT Services

During September you will receive your University self-service registration details by email for your Oxford Single Sign-On (SSO) account, which gives you access to your university email, online systems and internet; please act on the instructions quickly.

Please note that the University cannot issue your self-service registration details until you have returned your University Card form, this will have been sent to you by your departmental/faculty administrator.

Many student rooms have wired network access as well as wireless networking is available throughout college. Please ensure that before arrival all personal computers have up to date anti-virus software installed and are running a supported and current OS version which is fully up to date. The anti-virus software Sophos is freely available from the university and can be installed before you arrive (once you have completed your self-service registration).

To contact the IT Helpdesk please email helpdesk@trinity.ox.ac.uk and the IT support team will respond to you as quickly as possible. The IT

office is usually open office hours. You should try to make an appointment in advance if you wish to see the IT team by emailing helpdesk@trinity.ox.ac.uk as the IT Support team are often called away from the office and cannot guarantee being available for drop-ins. There are multi-function copier/printers available to students at various locations at on our main site and North Oxford sites.

The college has a set of social media policy and internet usage guidelines you will be expected to be familiar with, which you can find in the College Handbook.

What to bring to Trinity

We advise you to bring (or purchase after arrival) the following:

- Cold weather clothing e.g.: warm/waterproof coat, jumpers, shoes/boots (it begins to be very cold in Oxford by November!)
- Toiletries and any medical supplies you may need.
- Study materials: books, files, paper, pens, paper, etc.
- Personal computer or laptop.
- A few mugs, plates, some cutlery, glasses.
- 2 pairs of sheets/duvet cover, 2 pillowcases, 2 hand towels, 2 bath towels, 2 tea towels.
- Any sports equipment or musical instrument, to be kept in your room.
- If you wish to bring a bicycle, make sure that it is in good working order and that you also bring a sturdy lock, a cycle helmet and lights.

Please remember to bring suitable chargers and power cables for all personal devices. For safety and reliability, we recommend using genuine or certified charging equipment.

We supply these items, so please do not bring them:

- Bed, desk, chairs/sofas, wardrobe, waste bin.
- Mattress, pillow, mattress protector, duvet.
- Fridge (small fridge provided in each room).
- Iron (in laundry room).
- Kettle, microwave and cooker (in the communal kitchens).
- Fitness machines (in the gym).
- Pianos (in several bookable rooms in college).

You should not bring the following items:

- Cars (no parking is available in College and it is almost impossible to park for more than a few hours in central Oxford).
- Candles or oil burners (whether ornamental, therapeutic or practical).
- Kettles, toasters, microwaves, electrical fan heaters, rice cookers, portable electric hobs etc.

(Fuller details of items which are not allowed on College property are contained in your accommodation licence. Most of these are a matter of common sense and personal safety.)



RESOURCES AT TRINITY

Wellbeing and Health

We hope you will enjoy your time at Trinity and thrive here. University life can bring challenges and at different times we know you may need extra emotional or other support to achieve your full potential and make the most of Oxford. Our health and Wellbeing team work together to help you thrive and develop your full potential – academically and personally. Trinity has a team of professionals and peers in College and beyond, who can offer confidential advice and support during your time at Oxford whenever you feel relying on friends and family may not be enough.

The Wellbeing support team



**Head of Wellbeing:
Lizzie Shine**

wellbeing@trinity.ox.ac.uk

The Head of Wellbeing leads the implementation of the College's wellbeing policy, strategy and provision and manages the rest

of the Wellbeing team. Lizzie is available to any student who wishes to speak to her about anything that may be bothering them, whether academic, emotional, social or related to any other issues. She can offer practical support as well as signposting to other College, University and external services who may be able to help.



**Wellbeing Advisor:
Sally Harris**

wellbeing@trinity.ox.ac.uk

Sally is a Wellbeing Advisor who is available to see students for any reason. Sally is also a trained mindfulness and self-compassion

teacher who can offer 1:1 or group sessions to teach and practice lifelong skills in managing the pressures of day-to-day life.



**Wellbeing Advisor:
Nicola Selway**

wellbeing@trinity.ox.ac.uk

Phone: 01865 279896

As a Wellbeing Advisor Nicola sees students for a variety of issues. She is committed

to fostering a supportive, trusting and caring environment in which students can feel safe seeking confidential help and advice. Nicola has particular professional experience of supporting young people with additional needs including autism, ADHD, behavioural difficulties and dyslexia.

Lizzie, Nicola and Sally are committed to fostering a supportive, trusting and caring environment in which students can feel safe seeking confidential help and advice. They can be found in the Wellbeing Hub located in the Cottage between Staircase 1 and the Lodge; alongside the College Nurse, GP and University Counsellor. Look for their flag in Freshers' week! Individual hours vary but as a team they are available every day during term-time – so send an email to wellbeing@trinity.ox.ac.uk or use their online booking system to make an appointment. They are looking forward to meeting you (and always have tea and biscuits!).



College Nurse: Joanna Bowd

pml.trinitynurse@nhs.net
Phone: 01865 279915

The College Nurse works as a link between the College, the College Doctor and

Summertown Health Centre. She is able to assess minor illness, and minor injuries (sports or otherwise). She can also discuss sexual health, stress and other wellbeing matters. She will signpost you to other staff in the team or outside therapists.

The College Nurse clinic is located in the Staircase 1 Cottage (rooms 1-3) next to the Porter's Lodge. She is available Monday to Friday during terms times if you book an appointment via the [College Intranet](#) or the [online booking form](#).



College Counsellor: Chris Cullen

chris.cullen@psych.ox.ac.uk

Chris Cullen is a professional psychotherapist, and is on the team at the University Counselling Service. Alongside

this, he teaches mindfulness, and is a tutor on the University's MSt course in Mindfulness-Based Cognitive Therapy. Chris works one-to-one, and is currently in College on Tuesday afternoons and Friday mornings, offering sessions, both in-person and online.



The College Dean: Dr Dean Sheppard

dean@trinity.ox.ac.uk
Phone: 01865 279867

The Dean is responsible for non-academic discipline, which means ensuring students are

respecting each other and the College community and are observing our community guidelines. The Dean works closely with the Head of Wellbeing where needed, and follows up on any concerns raised out of hours by the Junior Deans.

The Wellbeing Team is supported by a team of six Junior Deans who are postgraduate students living in onsite and offsite student accommodation. They have recognised experience and training in student wellbeing and welfare support. They work to a duty rota out of hours (7pm-7am) and are trained first aiders. If you have urgent wellbeing concerns out of hours, please inform the Lodge who can put you in touch with the duty Junior Dean for support.

Onsite Junior Deans



**Onsite Female
Junior Dean:**
Catie Kohler
catherine.kohler@trinity.ox.ac.uk



**Onsite Male
Junior Dean:**
Tobias Loeff
tobias.loeff@trinity.ox.ac.uk

Offsite Junior Deans



**Offsite Male
Junior Dean:**
Kelechi Chima
kelechi.chima@trinity.ox.ac.uk



**Offsite Female
Junior Dean:**
Sivasruthi Kesavan
sivasruthi.kesavan@trinity.ox.ac.uk



**Offsite Female
Junior Dean:**
**Tshegofatso
Masenya**
tshegofatso.masenya@trinity.ox.ac.uk



**Offsite Female
Junior Dean:**
Emerald Gaydon
emerald.gaydon@trinity.ox.ac.uk

Peer support

The MCR has welfare officers who provide informal, friendly and confidential listening. They are trained by the University Counselling Service and are there to listen but not to advise.

More information about welfare and wellbeing provision is available on the college Wellbeing pages: www.trinity.ox.ac.uk/wellbeing-whos-who

Health

Before coming to College, students should register with the College Doctors. Medical care at Trinity is provided by the College Nurse, Jo Bowd, and the College Doctors, Dr Hannah Peters and Dr Dylan Reid, from Summertown Health Centre. All are highly experienced professionals in primary care and can refer you to hospital care (called secondary care) if needed.

The College Nurse provides daily clinics on-site at the Wellbeing Hub during weeks 1 to 8 and appointments can be booked online.

Trinity students can see the GPs on-site in their term-time clinics every Friday morning at the Wellbeing Hub, or at other times at Summertown Health Centre located at 160 Banbury Road.

Please call Summertown Health Centre on 01865 515552 to make an appointment with the College Doctors and state that you are a Trinity student.

Disability

If you have already made a declaration of disability to the Graduate Admissions Team, you will receive

information and guidance from the University's Disability Advisory Service. You can contact them on 01865 280459 or disability@admin.ox.ac.uk.

If you have a disability that you have not yet declared, please do so using the declaration form available online. You are not under any obligation to disclose details of your disability either to the College or to the Disability Advisory Service, but we can only provide you with appropriate support if we are made aware of any particular needs that you may have. We strongly encourage any student who has a disability to disclose it at the earliest opportunity.

The University and College disability support staff work closely together following strict principles of student confidentiality, with student consent.

The College Disability Lead and Coordinator is the Head of Wellbeing.

The Wellbeing team liaises with the Disability Advisory Service and relevant colleagues as needed. Please contact Lizzie via email at wellbeing@trinity.ox.ac.uk early on if you have disability requirements so that appropriate support can be put in place for academic, library, and accommodation needs.

Academic adjustments are put in place by the Undergraduate and Tutorial Administrator, (Isabel.lough@trinity.ox.ac.uk). College Library needs are managed by the Librarian (library@trinity.ox.ac.uk). Accommodation, personal and other potential College adjustments are implemented by the Accommodation Manager (accommodation@trinity.ox.ac.uk). All are happy to be approached directly.



The Lodge

The Lodge is the first port of call for everyone coming to College. The lovely team of porters can offer a wealth of information and help with everything from your post, room keys and finding rooms around college to security, medical emergencies and even small bicycle repairs! The porters are available to provide a listening ear or friendly chat at any time, and know a huge amount about the College, University and wider city.

We don't think we could state the importance of our special team of porters better than one of our recent students: "Our on-site porters' lodge is manned 24/7 by a team of the loveliest, most charming and most helpful people you'll ever meet. Some Oxford colleges have infamously grumpy or difficult porters, which is why Trinity is so proud of its universally acclaimed lodge team, who you'll grow to love within days of your arrival."



**Head Porter:
Martin Reeve**

lodge@trinity.ox.ac.uk
Tel: 01865 279900

Martin is supported by the Deputy Head Porter, Clarindo Almeida along with a team of porters: Kirk Ellingham, Maria Sommaggio, and night porters Dominic Lantain and Rafael Almeida.

Emergencies

All porters have first aid training, so the Lodge will usually be the first place to contact if you or someone else in college needs other assistance. A porter can offer immediate assistance, contact other people and advise on whether it is appropriate to call an ambulance.

If you think that you or someone else in College needs emergency assistance and you call an ambulance yourself by ringing 999, you need to be prepared to give the patient's name, the room number or other location in college, the College address, your phone number and details of the problem. Then contact the Lodge on 01865 279900; they may need to give the Ambulance Service access and help moving anyone.

Call 111 if you need medical help quickly but there is not an immediate risk, or if you are unable to contact your GP surgery (e.g. due to its being out-of-hours). As well as physical health advice, this is a source of round the clock, non-emergency advice on accessing mental health support.

The MCR

As a postgraduate, you automatically become a member of the Middle Common Room (MCR). The MCR plays an active role in social life around college and works with college committees and officers to ensure a positive student experience for postgraduates. The MCR has an executive committee, as well as a group of student representatives with areas of activity including academic affairs, access, entertainment, welfare, and arts, plus equalities reps including BAME rep, LGBTQ+ Rep (among others).

The Middle Common Room is also a physical room in college where postgraduates can relax and socialise; organised events such as welfare teas also happen there.



International Students

For students with non-UK residence, we strongly recommend you consult the helpful University web pages on international students and arriving at Oxford: www.ox.ac.uk/students/new

If your nationality is not British, we will ask you for your eVisa share code before you arrive, and we will take a copy of your passport on arrival. The Academic Office will be in touch with those of you this applies to in Freshers' Week to arrange this - please wait to receive further instructions from us and respond promptly when you do.

It is strongly recommended that all students (UK and non-UK) should have the MMR and Meningitis C immunisations before arriving in Oxford. If this is not possible, please contact the college doctor on arrival. There is more information about recommended immunisation for students on the University website: www.ox.ac.uk/students/welfare/health/vaccinations



Equalities and Faith Provision at Trinity

Trinity aims to be a supportive environment that values and celebrates the backgrounds, faiths and cultures of all its members. In addition to a range of peer and staff support in college for students, the college has an Equalities Fellow responsible for promoting an inclusive and respectful College culture that complies with Equalities law, and a Chaplain who runs Chapel services and supports the faith practices of all students.

Equalities

Trinity College is committed to fostering an inclusive culture which promotes equality, values diversity, and maintains a working, learning, and social environment in which the rights and dignity of all its staff and students are respected. We have an Equalities Committee made of up Fellows, staff and student representatives that meets regularly to set and review equalities policies and ensure the college culture is inclusive.

The College has an Equalities Fellow, Fanny Bessard; she chairs Equalities committee and is available to students for discussion about events, initiatives and other ways to promote an inclusive culture in college.

Trinity is committed to recognising and celebrating the backgrounds, faiths and cultures of all its members; the college calendar of events includes celebrations of the festivals of Diwali and Eid al-Fitr, as well as Lunar New Year, Pride Week and

other important equalities milestones. If you have further ideas or would like to contribute to any of these celebrations please do get in touch with the Equalities Fellow.

You can see a full list of the student equalities reps and more resources related to diversity and inclusion support at Trinity and the wider university on our website: www.trinity.ox.ac.uk/equalities



Equalities Fellow: Fanny Bessard

fanny.bessard@trinity.ox.ac.uk

The Equalities Fellow has oversight of the content and implementation of the College's equalities policies, and is the main port of call regarding issues of equalities and diversity (race, gender, culture, belief) within college.

Faith provision & Chapel

Faith has played a significant role in the life of Trinity College since its foundation in 1555 and the College seeks to ensure that students of all faiths feel supported in this important aspect of their lives.

The Chapel forms part of the historic foundation of the College with its tradition within the Church of England and the College Chaplain an ordained Anglican priest. The Chapel strives to be an inclusive and diverse space and welcomes everyone to its services.

The Chaplain, the Organ Scholars and the Chapel Choir provide regular services in term time with the weekly tradition of Choral Evensong, a service mainly sung by the Choir and requiring no religious commitment, a special tradition within Oxford life.

The Chaplain also conducts special services to mark important college events, some part of traditions going back to the College's foundation, as well as weddings, baptisms, funerals and memorial services. The Chapel also hosts termly services conducted by the Oxford University Catholic Chaplaincy and welcomes all who are comfortable to use it as a place of prayer.

The College is a diverse and inclusive community welcoming people of different faiths and none, and

encouraging open discussion about faith and ethics. A multi-faith prayer room is available in College for anyone who wishes to use it.

You can find out more about different faith societies in Oxford here: <https://edu.admin.ox.ac.uk/faith-societies>

The Chaplain meets regularly with other Chaplains and faith representatives across the University and so please feel free to contact him if you would like to find out more about faith societies and communities in Oxford.



Chaplain: The Revd Joshua Brocklesby

joshua.brocklesby@trinity.ox.ac.uk

The College Chaplain, The Revd Joshua Brocklesby, offers pastoral care and support for the whole College community and is responsible for both our beautiful historic Chapel and our brilliant Chapel Choir. He aims to foster an inclusive community where all feel they belong and encourages open discussion about matters of faith and ethics. He is available to students of all faiths and none. He also has a dog, Mo (a black Labrador) who is also available to students who like overfriendly dogs!



Societies, Sport and Student Life

There are countless opportunities to get involved in life beyond your studies at Trinity. Whether your interests lie in sport, music, drama, volunteering, academic discussion, politics, culture, welfare, the arts, or simply meeting new people, there is likely to be a society, club or activity for you.

Trinity has a thriving student society scene, with groups ranging from subject-based and professional societies to drama, music, cultural, charitable and special-interest organisations. Many societies organise talks, workshops, social events, formal dinners, performances and trips throughout the year, providing opportunities to pursue existing interests, develop new skills and connect with students across different years and disciplines. New members are always welcome, regardless of previous experience.

Sport also plays an important role in College life. Trinity fields teams in a wide range of sports and welcomes participants of all abilities, from complete beginners to university-level competitors. College teams are a great way to stay active, meet new people and become part of the wider Trinity community. Trinity has a sports ground in nearby Marston for

football, cricket, rugby and tennis, a boathouse for rowing, gym and cardio facilities on the main College site, and a larger gym and dance practice space at the Old Nunnery annexe in North Oxford.

For musicians, Trinity offers a vibrant and inclusive musical community. Students can take advantage of dedicated practice rooms in the Levine Building, participate in the Chapel Choir, apply for instrumental bursaries, and perform in regular concerts throughout the year. The auditorium in the Levine Building also hosts a wide range of performances by both student and professional musicians.

Information about current societies, sports clubs and opportunities to get involved will be available during Freshers' Week and through the JCR and MCR.



Communications

Celebrate what you do and share your good news with us. We're keen to hear from new students and help recognise the achievements, milestones, and moments that matter to you. No success is too small and no celebration is too trivial. We are a community, and the more we share, the more we can celebrate one another. Whether it is an academic achievement, a personal milestone, a team effort, an event, a creative project, or simply something you are proud of, let Communications know so we can help spread the good news.



Head of Communications:
Michael Belcher

michael.belcher@trinity.ox.ac.uk



Glossary/Jargon Buster

Arriving in Oxford can entail learning a whole new vocabulary specific to the University; here are some common terms you will encounter.

Battels: College bill paid at the start of term. Includes rent for your room, plus any other costs.

Blue: An award in the form of a jacket, or the holder of the award, for outstanding sporting achievement at University level. Only awarded in competition of certain sports which compete against Cambridge.

Bod: Bodleian Library. Has every book published in the UK and many others. Founded by Sir Thomas Bodley about 400 years ago.

Bod Card: University Card, and the main form of student ID. Needed to get into libraries and certain university buildings. Also used to buy food and drink from the Dining Hall and café.

Bop: In-college party held in the bar, a good chance to socialise and dance the night away.

Collections (President's and Tutor for Graduates): Individual meetings during the academic year with the President and Tutor for Graduates.

Coming Up: Arriving in Oxford.

Formal Hall: A traditional meal in Hall which requires advance signup.

Going Down: Leaving Oxford.

Guest Night: Served on Fridays, a formal meal that you have to book in advance and is a bit more formal than normal formal halls.

Hall: Dining Hall in College where meals are eaten.

Hilary Term: Spring term in Oxford.

JCR: The Junior Common Room, which is both a room in College for undergraduates to gather in, and the undergraduate student body of the College.

MCR: The Middle Common Room, which is both a room in College for postgraduates to gather in, and the postgraduate student body of the College.

Matriculation: The ceremony by which you become a member of the University which takes place in the Sheldonian Theatre.

Michaelmas Term: Autumn term in Oxford.

Porters: Key members of college staff who assist in the day to day running of the College Lodge and maintain security of the College. They are the first point of contact for many operations in College, and also tend to know almost everything that goes on in College.

Scout: A member of housekeeping staff who clean and maintain both student bedrooms and communal living areas.

Sub-Fusc: Gowns and formal clothing worn for exams.

Trinity Term: Summer term in Oxford.

Oxford SU: Oxford University Student Union.

Oxford Union: Debating society.

Varsity: A competition in any form between Oxford and Cambridge.



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TRINITY COLLEGE
UNIVERSITY of OXFORD