



## St Hugh's College, Oxford

### The College Office

– Your first point of contact with the College –  
[college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk) - 01865 274929

Graduate students, particularly those on part-time courses, are most often in communication with their Departments, but the College is a helpful ally and a necessary intermediary in navigating many of the University's processes, particularly those relating to University Examinations.

The College Office at St Hugh's assists with academic matters for all on-course students. Should you find yourself in difficulty, unwell or unable to meet a deadline, you should contact the College Office at once.

Students are not permitted to contact the University's Proctors directly (read the University's *Student Handbook* for more information<sup>1</sup>), and should email the Academic Registrar if they think that they may miss an examination or a deadline; once a medical certificate or similar has been provided, she will make an application on the student's behalf. Any student who has a disability or health condition which might require alternative examination arrangements (e.g. extra time, coloured overlays, and medication) should also contact the Academic Registrar.

The University's *Examination Regulations*<sup>2</sup> are published and kept up to date online. In addition to information about the general conduct of exams at Oxford, the website lists the regulations covering each of the University's degrees; it is important to consult the Examination Regulations at least once a year to ensure that changes do not go unnoticed. The website provides an archive, and students should take care to find the appropriate year's regulations.

The College Office coordinates degree (graduation) ceremonies. Students are invited to book their ceremony through Student Self-Service; the Deputy Academic Registrar organises the schedule for the day: the University ceremony is followed by a reception for graduands and their guests in College.

The College Office is also responsible for administering the admissions processes for undergraduate and graduate students, and works with schools to improve access to Oxford for pupils from under-represented backgrounds.

#### For academic matters:

Miss Thea Crapper  
Academic Registrar & Disability Coordinator  
[thea.crapper@st-hughs.ox.ac.uk](mailto:thea.crapper@st-hughs.ox.ac.uk)

Miss Sinéad Adams  
Academic Administrator  
[college.office@st-hughs.ox.ac.uk](mailto:college.office@st-hughs.ox.ac.uk)

#### For admissions and outreach:

Miss Sophie Cheng  
Admissions Coordinator  
[graduate.admissions@st-hughs.ox.ac.uk](mailto:graduate.admissions@st-hughs.ox.ac.uk)

Ms Elena Sorochina  
Outreach Officer  
[outreach@st-hughs.ox.ac.uk](mailto:outreach@st-hughs.ox.ac.uk)

---

<sup>1</sup> The University's Student Handbook - Incorporating the Proctors' and Assessor's Memorandum  
[www.ox.ac.uk/students/academic/student-handbook?wssl=1](http://www.ox.ac.uk/students/academic/student-handbook?wssl=1)

<sup>2</sup> Examination Regulations: [www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/)