



St Hugh's College, Oxford

The College Office

– Your first point of contact with the College –
college.office@st-hughs.ox.ac.uk - 01865 274929

The College Office at St Hugh's assists with academic matters for all on-course students. Should you find yourself in difficulty before an exam, struggling, or unable to meet a deadline, you should contact the College Office at once. The College is a helpful ally and a necessary intermediary in navigating many of the University's processes, particularly those relating to University Examinations.

Students are not permitted to contact the University's Proctors directly (read the University's *Student Handbook* for more information¹), 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*² 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 in the Michaelmas term of their final year; the Academic Administrator organises the schedule for the day: the University ceremony is followed by a reception 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; do contact outreach@st-hughs.ox.ac.uk if you would like to volunteer to help with St Hugh's outreach events.

For academic matters:

Miss Thea Crapper
Academic Registrar & Disability Coordinator
thea.crapper@st-hughs.ox.ac.uk

Professor Robert Vilain
Senior Tutor
robert.vilain@st-hughs.ox.ac.uk

Miss Sinéad Adams
Academic Administrator
college.office@st-hughs.ox.ac.uk

Ms Pip Beck
Academic Officer
college.office@st-hughs.ox.ac.uk

For admissions and outreach:

Miss Sophie Cheng
Admissions Coordinator
admissions@st-hughs.ox.ac.uk

Ms Elena Sorochina
Outreach and Partnerships Manager
outreach@st-hughs.ox.ac.uk

¹ The University's Student Handbook - Incorporating the Proctors' and Assessor's Memorandum
www.ox.ac.uk/students/academic/student-handbook?wssl=1

² Examination Regulations: www.admin.ox.ac.uk/examregs