



St Hugh's College, Oxford

The Academic Office

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

The Academic 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 Academic 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 Office if they think that they may miss an examination or a deadline; once a medical certificate or similar has been provided, the Academic Office 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 contact the Student Support and Disability Coordinator.

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 Academic 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 Support Officer organises the schedule for the day: the University ceremony is usually preceded or followed by a reception in College.

The Academic 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:

Professor Robert Vilain

Senior Tutor

senior.tutor@st-hughs.ox.ac.uk

Miss Talula Reid

Academic Support Officer

academic.office@st-hughs.ox.ac.uk

Miss Sinéad Adams

Academic Registrar (*currently on leave*)

academic.office@st-hughs.ox.ac.uk

Miss Jo Thompson

Student Support & Disability Coordinator

support.coordinator@st-hughs.ox.ac.uk

For admissions and outreach:

Miss Jessie Judges

Admissions & Enrolment Officer

admissions@st-hughs.ox.ac.uk

graduate.admissions@st-hughs.ox.ac.uk

Dr Elena Sorochina

Access and Participation Manager

outreach@st-hughs.ox.ac.uk

Dr Francesca Lovell-Read

Outreach Officer

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: <https://examregs.admin.ox.ac.uk/>