Linacre College

Junior Research Fellow Handbook
We are delighted that you will be joining us at Linacre and we look forward to welcoming you to the College community as a Junior Research Fellow.

We have created this guide to help you with essential information, to understand the facilities and benefits available to you, and to provide details of who to contact for further assistance. We hope that this guide will help you to become integrated into Linacre and support you as you settle in, but also serve as a useful reference throughout your time with us.

Contents

About Linacre 2
Arrival & Settling In 3
Expectations 4
College Advisor Role 5
College Facilities 6
College Social and Academic Life 9
Linacre Seminar Series 11
Finances 12
IT Support 13
Safety and Security 14

Welfare 15
Accommodation Advice 16
Finding Your Way Around 17
Where the College is in the City
Onsite Buildings
Libraries in Oxford

Useful Contacts 20
Glossary of Oxford Terminology 21
Reflections from Linacre JRFs 22
Founded in 1962, the College's name commemorates an outstanding Renaissance figure, Thomas Linacre (c.1460-1524) who was a distinguished humanist, medical scientist and classicist whose accomplishments established him as one of the great scholars of his time.

The College reflects Thomas Linacre's breadth of learning in its own multi-disciplinary purpose and ideals. Linacre College has a thoroughly modern, international character and is a graduate-only college. It was one of the first mixed Colleges in Oxford and has a single Common Room for all College Members.

Set in the delightful surroundings of parks and playing fields, Linacre is located adjacent to the University science area, within easy reach of all principal university departments and libraries, and only a five minutes' walk from the centre of Oxford.

A friendly, informal atmosphere is a distinctive feature, coupled with a deserved reputation for good food!

We appreciate that the Oxford system with its numerous departments and colleges is not like other Universities around the world and can be confusing. A brief explanation of the difference between a College and the University:

Oxford's colleges are small, multidisciplinary communities. Each one has students, academic staff and administrative staff. Most colleges offer meals, libraries, accommodation, sports, events and other opportunities to enrich your Oxford experience. Each college is independent and self-governing, having a charter approved by the Privy Council, under which it is governed by a Head of House, elected and appointed by the governing body directly. The governing body comprises a number of Fellows, most of whom also hold University posts.

The University determines the content of courses; organises lectures and seminars; provides a wide range of resources for teaching and learning in the form of libraries, laboratories, museums, computing facilities, etc.; admits and supervises postgraduate students; examines theses; sets and marks examinations; awards degrees.
Arrival & Settling In
The Essential To Do List

If you don't already have a University (Bod) Card, contact your department to arrange this. Inform the Linacre Academic Office of your card number to receive access to buildings and facilities.

Complete and return your information form to the Academic Office.

Visit the College to check your card is working, find your way around, and say hello to the Academic Office!

Get to know the Linacre JRF community through lunches, social events, and the seminar series.
Expectations

- Linacre College would be grateful to Junior Research Fellows if the College is acknowledged in publications arising from research carried out while in the role.

- You must inform the College if you take up a position at another institution which prevents you from fulfilling your departmental role or residing in Oxford full time, if your fellowship with the Carlsberg Foundation changes, or you wish to terminate your Junior Research Fellowship.

- Junior Research Fellows are usually expected to act as a College Advisor, that is to take pastoral responsibility for a small number of students. See page 5 for more information on this role.

- One Junior Research Fellow is normally elected by the Common Room to serve on the Governing Body (which meets three times a term) and a Junior Research Fellow is usually found on the Common Room Executive Committee. Junior Research Fellows are, in addition, often invited to serve on other College Committees. Please contact Jane Hoverd, senior.tutor@linacre.ox.ac.uk, to express an interest in committee membership.

- Fellows are encouraged to lunch and dine in College as often as they can and to play a full part in the life of the Common Room where their career experience is of value and interest to the student body. See page 6 for more information on dining arrangements.

- You will be required to produce an annual report on your research and progress which will be requested in Trinity Term.
College Advisor Role

Every student is allocated a College Advisor who is normally a Fellow of College. The College Advisor offers students the opportunity to access general support within College which is supplementary and complementary to that provided by their department. Attempts are normally made to match you with Advisees in a similar subject area, but this is not always possible, nor is it essential for fulfilling the functions listed below.

Role of College Advisors
While most graduate students are likely to seek advice and help on both academic and other issues from their Faculty/Departmental supervisors with whom they are often in regular contact, there are five main areas where College Advisors can also be of value:

1. By monitoring students' progress via the termly University academic supervisor’s reports (Graduate Supervision Reporting), identifying any issues, and being available for regular consultation on academic or other matters.

2. By offering another point of view if a problem arises in the relationship between a student and their Faculty/Department or academic supervisor, and where necessary initiating mediation, or organising intervention within the wider University.

3. By consulting with the Senior Tutor if a student appears to be experiencing continuous problems with academic work.

4. By supporting students if a major crisis occurs in relation to accommodation, family problems or other issues which fall outside the scope of academic direction. In more challenging situations this may involve guiding them to other appropriate persons for support with non–academic related worries within College and University.

5. By explaining the quirks of the organisation of Oxford University, or, for some, life in the UK.

In addition, the College Advisor may be able to offer advice on academic-related matters such as: applications for research funding, conferences and seminar attendance, publications, and academic career planning. However, the College Advisor is not responsible for performing the role of a Department or Faculty Supervisor(s), and is not responsible for directing a student's academic work or giving detailed academic guidance.

For the great majority of students, the difficulties mentioned above never arise, but it is important that all students know how to get help if it is needed. Having a supportive, accessible College Advisor can make a very big difference to a student who is in difficulty.

You will be contacted by the Academic Office if you have been allocated advisees, which may be in any term. Please let the Academic Office know by the third week of term if you have not yet had contact with your allocated Advisees. If you need the name of your College Advisees then you can contact the Academic Office. An information session for College Advisors will be provided by the Senior Tutor early in Michaelmas Term.
The Dining Hall is open throughout the year, although there may be a reduced service during some short periods. Announcements will be made when this is the case.
As a JRF you are entitled to free dining at lunch and dinner when the kitchens are open. If you bring any guests with you, non-Linacre members can pay by debit/credit card.

On alternating Wednesdays and Fridays in weeks 0-9 there are Fellows’ Lunches in the Small Dining Room at 12:30. This is a great way to get to know each other and informally network.

There is a semi-formal Guest Night dinner on Tuesday and Thursday evenings in Full Term (weeks 1-8) served at 7.30pm. Both Guest Nights are preceded by an early evening take-away only meal served from 6.00pm to 6.30pm. Members are asked to sign up for the Guest Nights on the online sign-up system, these are free of charge as a JRF and you can bring paying guests. A link will be emailed to all members at the beginning of each term. Junior Research Fellows are entitled to sit on and bring guests to the Senior Table on Guest Nights, the only occasions on which there is any differentiation between the senior and the junior members of the College. Gowns are not required but many members enjoy wearing them; if you have not previously studied at Oxford you may not be able to purchase a gown but please contact the Academic Office if you are interested in borrowing one!

If you are a College Advisor you are also entitled to bring your advisees once per year, if you wish to do so, to dine free of charge at a Guest Night (in addition to the Newcomers' Dinner). You may also take advisees to a regular lunch or dinner once per term; inform the kitchen staff at the till that you are with an advisee and it will be free of charge for them.

<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>7:30-9:00</td>
<td>7:30-9:00</td>
<td>7:30-9:00</td>
<td>7:30-9:00</td>
<td>7:30-9:00</td>
<td>X</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12:00-13:30</td>
<td>12:00-13:30</td>
<td>12:00-13:30</td>
<td>12:00-13:30</td>
<td>12:00-13:30</td>
<td>X</td>
</tr>
<tr>
<td>DINNER</td>
<td>18:30-19:30</td>
<td>18:30-19:30</td>
<td>18:30-19:30</td>
<td>18:30-19:30</td>
<td>18:30-19:30</td>
<td>X</td>
</tr>
</tbody>
</table>

Term time take-away only 18:00-18:30
The library provides a welcoming space for everyone at the college. Linacre College Library is open 24 hours a day, 7 days a week and provides a quiet study space, a group study room, and a multi-disciplinary book collection.

Printing and scanning facilities are available in the library and there is additional study space (along with computers, a printer and a scanner) in Study Room 1 on the top floor of the O.C. Tanner building and Abraham Building.

SOLO is the search tool or catalogue for the major collections of Oxford University’s libraries. Help guides on how to use SOLO are available at this link. The book collection at Linacre can be searched on SOLO by selecting ‘Linacre College Library’ in the drop-down box to the right of the main search bar. The library also houses the collection of Gilbert Ryle in a Special Collection Room located in the main library. Philosopher, Gilbert Ryle, was a senior member of the original Linacre House and, concerned that the new institution was lacking a library, donated many of his own books. If you would like to view material from the collection, please contact the Library Team in advance.

Acquisitions are made in accordance to the Linacre Library Collection Policy. We welcome book suggestions from Linacre members so please email the Library Team with any recommendations.

The library operates via a self-issue system. All books must please be taken out via the self-issue terminal in the library lobby. Returns should be placed in the book returns box in the same location. Members can borrow up to 30 books at a time from the library. Books are loaned for four weeks, but will be recalled after two weeks if reserved by another member. Linacre College Library is committed to improving its services for those with disabilities. If you have any difficulty in accessing the library, using library materials or are unsure about how accessible the library would be to you please contact the Library Team. The library can arrange for longer loan periods, fetch books from the shelves, and provide reading aids and other assistance.

The Library Team are available to help with any library or information questions you may have, please contact us at: library@linacre.ox.ac.uk
Gym

Located in the basement of the Abraham building on the main College site, the gym is open 24 hours a day, 7 days a week. The gym is equipped with a variety of cardiovascular and weight machines and has an excellent selection of free weights and high-quality weightlifting equipment. There are also kettlebells, punch and kick bags, mats, and other fitness equipment available. For your safety, the gym is under CCTV supervision. All new members must attend an induction before using any gym equipment. Inductions will take approximately 15 minutes; you will not be asked to perform any exercises, so no special kit is required. To schedule an induction, please contact the Gym Manager (gym@linacre.ox.ac.uk)

Study spaces

There are several spaces dedicated to quiet or collaborative study. In addition to the communal study space in our newly refurbished library, there are several study rooms you can book to work in small groups, or on your own. There is also a communal study space with computers on the top floor of the OC Tanner Building. All of our study spaces are open 24/7.

Music Room

Members of the College are welcome to use the Music Room, equipped with an upright piano, for solo rehearsal. The Music Room can be found in the basement of the Abraham Building and bookings can be made here.
College Social and Academic Life

When you begin your Fellowship you will be added to a Linacre JRF mailing list for communications from the Academic Office, College Communications Officer, and other Junior Research Fellows. Here you will find out about opportunities, updates, and events relevant to you.

Common Room

The common room is both the name for the community of all Linacre members and the physical space in college where you will find the bar. All members can vote on motions during CR meetings and in elections for CR Executive Committee positions.

CR Events:
- Bar nights
- Games nights
- Movie nights
- BBQs/picnics
- Fancy dress parties
- Open mic night
- Sports screenings

You are welcome to attend any CR events, but can also organise JRF-only events. The Small Common Room is a bookable space often used for gatherings.

Choir

The college has an active, welcoming choir which meets twice per week. Many JRFs take part in the choir and will often perform at College events. Contact senior.tutor@linacre.ox.ac.uk for more information.

Sport and Societies

The Common Room offers a wide range of societies and sports, from Linacre Ladies Who Lift, to gardening and rowing. College members can suggest ideas for new societies by contacting: cr.sport@linacre.ox.ac.uk and can find out more information here.
Newcomers Club

Oxford University Newcomers Club is for spouses/partners of graduate students. They arrange social events and outings, exercise classes, parent and toddler groups and have an equipment store. See the website (link is external) for further information.

Spouses and Partners

A spouse or nominated partner of a full member of the College may, on request from that member, be issued with a duplicate Linacre Card for which a small fee is charged. This is called Dual Membership and gives the spouse/partner access, in the member's absence but still as a guest, to Dining Hall, Bar and Common Room facilities. Access to the College computer network can be arranged via the IT Manager. Dual Membership may be terminated at any time on request from the full member concerned and the card withdrawn. It lapses automatically, in any case, on the departure of the full member from College. Please contact fees@linacre.ox.ac.uk for more details.

Children

Linacre welcomes children in most parts of the college and at most events. We provide high chairs for the dining hall, and College members are welcome to bring children for lunches and ordinary dinners.

We do not feel it is appropriate to bring infants or children under the age of 14 to a formal guest night dinner.

The University's Childcare Services provide high quality, accessible and affordable early-years care for the children of University students and staff. There are five University nurseries, and University of Oxford places are also available in eight community nurseries located throughout Oxford.

If you have ideas for new events, initiatives, or other means of College community engagement please get in touch with the Academic Office, Hospitality, or the Development Office who may be able to assist you.
Linacre Seminar Series

Each term Linacre hosts a Seminar Series to showcase the exciting research taking place at the College. These events allow the whole community to get to know each other better and to network across disciplines. In a friendly atmosphere, postgraduate students and researchers can give a short talk on their research and discuss ideas with peers from both within and without their field.

These events usually take place on alternate Tuesday evenings from 6pm - 7:15pm, followed by a semi-formal dinner where seminar contributors can sit on Senior Table. In addition to the opportunity to present your research at the seminars, JRFs act as the chairs to host presentations and Q&As. This is a great chance to boost your academic career skills and to be involved with the intellectual community. We also welcome interest in assistance with the organisation of the events.

For more information on involvement with the Seminar Series please contact the Academic Office.
Finances

Battels

A credit system operates for all current College members, and accommodation rents, snacks, bar and other charges are billed monthly on an account called ‘Battels’. You can charge purchases to your Battels by using your University Card. Bills must be settled by the 20th of the month during which they are received. New members can complete a direct debit form, which will be provided prior to arrival to make this process easier. In the case of severe financial difficulty, members should contact the Accounts Manager before the end of the month in question. Failure to make satisfactory arrangements could lead to the invalidation of a member's card. Any queries about billing should be raised as soon as possible with the Bursary. Battels can only be settled by direct debit or through our College payment portal, Flywire, or by a bank transfer. Any unpaid debts over 3 months old may be reported to the Governing Body.

Funding & Grants

Conferences and Travel

Fellows at Linacre are eligible to apply for grants from the Lucy Halsall Fund for research purposes, including costs related to travel, virtual and online conference attendance and any additional costs that may have been incurred relating research plans and facilities. JRFs are also able to apply for a grant on the same terms, but their grants will be provided by alternative College funds. Applications should be submitted via the form available here: The Lucy Halsall Fund and JRF Grant Application Form, by the end of 5th week each term for consideration at the meeting of Academic Committee in 6th week. Multiple applications are permitted, up to the £500 limit (per year).

Research Allowance

Junior Research Fellows are also eligible to claim up to £300 per year (August to July) for materials or equipment that support their research. Such materials may include books and equipment. Travel/conference attendance is not included in this fund and the funds cannot be claimed after the year has ended or in advance.

To make a research allowance request please complete this webform.
Email
All members with a Linacre affiliation on their University card are entitled to an email account and address of the form firstname.lastname@linacre.ox.ac.uk. If you have any queries regarding email please contact support@linacre.ox.ac.uk or 01865 271659.

Facilities
Linacre College has a number of computers for members to use. Computer desks and clear desks are located in the OC Tanner Study Area as well as the Abraham Study Area. There are also colour and mono laser printing and scanning facilities. Printing is charged at 5p per page and 7.5p for a double-sided sheet (exclusive of VAT). In addition there are network ports available for personally-owned computers to be connected to the Linacre network. Details of how to connect personal computers to the Linacre wired network can be found here.

Internet
Wireless access is provided via the University OWL and Eduroam services in all areas. See the University IT Services pages here. Visitor accounts can be created for academic visitors or Old Members by prior arrangement with the IT Office. Any queries regarding IT should be directed to the IT Office.

Click the following link for a quick guide on Activating your Single Sign On account & Activating/connecting to Eduroam Wifi.
Safety and Security

There is no wish to cause alarm or anxiety to any of Linacre's members but it is important to be aware that unpleasant incidents can occur and it is in your own interest to be careful. Any person(s) acting suspiciously or strangers should be reported to the Lodge. The lodge is a 24-hour manned operation and has direct communication to University Security Services throughout the day and night. If you need any assistance regarding your safety then please do contact the Lodge on 01865 271650. For more serious incidents you can phone Oxford University Security Services (OUSS) Control Room (24/7) on 01865 (2)89999 for assistance.

If living in College accommodation, keep your room locked and make sure that external doors to residential areas are locked. Do not let anyone follow you into a residential area (‘tailgating’) unless you know them personally. If someone you don't know is a Linacre member, they will have their own card. If they are a guest of a Linacre member, they can phone their host to let them in. Keep valuable items out of sight from the window. For those in College accommodation personal possessions up to a certain value inside bedrooms may be covered by an insurance policy. In the unlikely event that you ever do experience any physical danger by harassment or an attempted attack, it is most important that you inform the College authorities of the incident as soon as possible. The College has a written Health and Safety Policy which applies to members as well as staff. The Health and Safety Officer is the Domestic Operations Manager to whom all incidents involving health or safety should be reported.

Fire Regulations

Fire regulations are posted around the College buildings and you are encouraged to familiarise yourself with the fire exits. The fire alarms in the main College building are tested at 12 noon every Monday. At any other time it is the duty of every member of College to respond promptly and to vacate any College property when fire alarms sound continuously, assembling immediately at the designated Fire Assembly Point. Failure to comply will be reported to the Dean for Discipline and treated under the Non-academic Misconduct Disciplinary Procedure. On the first occasion failure to comply will result in a warning, while a second failure to comply will in most circumstances result in a fine of £250.

Cycling

Cycling is the most convenient means of getting around the city, but because bicycle theft is common in Oxford it is strongly recommended that you take out insurance against theft and register your bicycle with University Security via the Lodge.
Welfare

While we hope that your time with us as a Junior Research Fellow is healthy, happy, and trouble-free, we understand that there are many potential sources of stress during this stage in your life and career. Below you will find resources to turn to when needed:

**GP Surgery**
We strongly recommend registering with a GP Surgery in case any physical or mental health concerns arise during your time here. There are many GP Surgeries in Oxford, to find one near your address please see a list [here](#) and contact them directly for more registration information.

**Oxford Research Staff Society**
The Oxford Research Staff Society (OxRSS) is a network of researchers across the University. Sign up to the mailing list for news of events and opportunities to connect with others.

**University Careers Service**
The University's Careers Service provides information, guidance and events for research staff both for positive career advancement and when things don't quite go to plan.

**University Student Counselling Service**
Though primarily for students, the Student Counselling Service also have a range of self-help supportive resources including podcasts and reading material that may be of interest to you as post-docs.

**University Occupational Health Service**
Visit the Occupational Health website for more information about the services they can provide.

**Other Resources:**
- NHS Oxfordshire Talking Therapies
- Oxford University Welcome Service
- University Before You Start Advice
- Harassment Advice
Accommodation Advice

The College is unable to provide accommodation for JRFs, but the information below should provide some assistance with finding housing for your time in Oxford.

**Estate Agents**

To view available properties from a variety of estate agents, we recommend Rightmove, a convenient search engine for rentals and purchases. Some of the individual estate agents recommended by our Accommodation Manager are:

- North Oxford Property Services
- Finders Keepers
- Chancellors
- Savills

You may also wish to use SpareRoom as a search engine for house shares. N.B. Many properties in Oxford will be occupied by students who are exempt from paying council tax; you may be required to pay this for the entire property so check the status of the other tenants.

**UK Rental Guidance**

Documents that you may be required to provide as a renter include:

- References - from an employer and/or previous landlord
- Employment and income status - Evidence of ability to make rental payments. This is likely to be at least three months' of payslips and possibly proof of your salary while a JRF
- Right to rent - Could be a passport, driving license, visa/immigration documents
- Credit history checks - this may be done automatically by a landlord or estate agent
- Guarantor - Not all landlords or letting agents will require a guarantor, but this may depend on your credit history and/or income status

Further guidance on renting in the UK, things to check when you live in a rental property, and protection as a tenant can be found in this comprehensive guide from the UK Government: [How to rent - The checklist for renting in England](#)
Finding Your Way Around
Where the College is in the City

The College

City Centre - shops, restaurants, high-street
Finding Your Way Around

Onsite Buildings

Staff Office Hours

The Academic Office and Bursary are open Monday to Friday from 8am to 4pm. The College OC Tanner Building is normally open seven days a week, 24 hours a day, and the Lodge staff are available to deal with enquiries. The only exceptions to this are likely to be over Christmas and Easter, and details of arrangements will be communicated in advance. All members have 24 hour access to the College premises (via their University card).

For more information on accessibility around the College, please visit here.
Useful Contacts

Senior Management

Principal
Dr Nick Leimu-Brown principal@linacre.ox.ac.uk

PA to the Principal and Executive Administrator
Jo Whitfield principal.secretary@linacre.ox.ac.uk

Vice Principal
Dr Heath Rose heath.rose@education.ox.ac.uk

Senior Tutor
Dr Jane Hoverd senior.tutor@linacre.ox.ac.uk

Bursar
David Seale david.seale@linacre.ox.ac.uk

Director of Estates
Simon Barker simon.barker@linacre.ox.ac.uk

Academic Office

Academic Registrar
Alison Franklin alison.franklin@linacre.ox.ac.uk

Academic Support Officer (Degree Days and Junior Research Fellows)
Amy Wells amy.wells@linacre.ox.ac.uk

Academic Support Officer (Grants and Scholarships)
Lily Cresswell lily.cresswell@linacre.ox.ac.uk

Other Departments

Library
library@linacre.ox.ac.uk

Accommodation
accommodation@linacre.ox.ac.uk

Hospitality
hospitality@linacre.ox.ac.uk

IT Office
support@linacre.ox.ac.uk

Communications
communications@linacre.ox.ac.uk

Financial Controller
Hannah Wilson hannah.wilson@linacre.ox.ac.uk

College Accountant
Marta Adamczyk accounts.manager@linacre.ox.ac.uk

Accounts Assistant
Mark Hathaway accounts@linacre.ox.ac.uk

Fees and Battels Clerk
Andy Fox fees@linacre.ox.ac.uk

College Lodge
reception@linacre.ox.ac.uk
Glossary of Oxford Terminology

**Battel**
Battels are college charges. Each member will receive a monthly battel bill, which will include charges for their tuition, accommodation, food.

**Bod**
Abbreviation for Bodleian Library. The largest of the University’s many libraries. It is named after Sir Thomas Bodley.

**Hilary (term)**
The second term of the academic year which begins in January and ends in March.

**Lodge**
Also Porter’s Lodge. Found at the main entrance to the college, main reception area.

**Long Vac**
Long vacation - the name widely used for the period between the end of the Trinity Term and the beginning of the Michaelmas Term each year.

**Michaelmas (term)**
The first term of the academic year which begins in October and ends in December.

**Noughth (0th) Week**
The week before the beginning of Full Term.

**Porter**
Member of college staff responsible for security and post among many other things, you can find them at the Lodge.

**Sub Fusc**
Formal attire worn by students and academics on formal occasions, including matriculation, examinations and graduation. It is made up of a dark suit, skirt or trousers, a white shirt or blouse and a white or black bow tie, black full-length tie or black ribbon, worn with a black gown and a mortar-board. The name derives from the Latin subfuscus, meaning dark brown.

**Trinity (term)**
Also summer term. The final term of the academic year which begins in April and ends in June.
Reflections from Linacre JRFs

I have built a network and relationships here, and am confident I will have a long-term connection to this wonderful place.

My advisees are brilliant, passionate students. Being their College Advisor is greatly rewarding.

I find the sense of belonging, of having a base and support, and the social dimension of the college life unique and valuable.

The JRF community brings us together across a wide range of academic profiles and research areas, it is a good opportunity to get to know these lovely people.

Before arriving, I hadn't imagined how many college events can also be a part of life as a post-doc here in Oxford.

The fellowship has not only enabled me to participate in the Oxford collegiate experience, but also to be a member of a brilliant group of JRFs from a broad academic spectrum.

I have really enjoyed acting as a College Advisor, our meetings have been informal catch-up sessions.