

Classics Faculty Guide for Recognised Students

The Faculty of Classics welcomes applications from postgraduate research students and early career researchers at overseas institutions who wish to come to Oxford to undertake research for a period of between one and three terms.

As a Recognised Student, you will be allocated an Academic Advisor who will meet with you at least twice a term to discuss your work and academic progress. You will be entitled to use the libraries, computing services and other University facilities and to attend lectures and seminars.

Recognised Students are not formally affiliated to an Oxford college and do not receive an official qualification or accreditation for their studies at Oxford.

Eligibility

Applicants for Recognised Student status must be either:

- (a) a postgraduate research student currently enrolled on a degree course at another institution or
- (b) an early career researcher affiliated to another higher education institution.

Recognised Student status is open to citizens of any country.

Recognised Student status is not available to anyone who has previously matriculated as a member of the University of Oxford.

Admission as a Recognised Student in Classics is subject to the approval of the Board of the Faculty of Classics.

Benefits of Recognised Student Status

As a Recognised Student, you will be assigned an Academic Advisor, who will meet with you at least twice per term. Your Academic Advisor's role will be to give general advice about your research topic, rather than to provide systematic instruction such as reading and commenting on written work, as you are expected to be sufficiently well advanced in your studies to undertake research largely unsupervised. Your Academic Advisor will discuss your work as a colleague rather than as a teacher. Your Academic Advisor will write a report on your academic progress on the University's Graduate Supervision Reporting system (GSR) once a term, and you will be asked to contribute to this during weeks 7 to 9 each term.

In addition, you will be entitled to access the following facilities and services:

- Swipecard access to the Ioannou Centre building at 66 St Giles' during opening hours, usually 07:00 – 23:00 daily (the Faculty Administration Offices are normally open Monday – Friday, 09:00 – 17:00).
- Use of the facilities of the Ioannou Centre, including the graduate study area, computers and printers, reading room and common room; a limited number of storage lockers is available on a first come, first served basis.
- Attendance at the induction sessions for new graduates at the start of Michaelmas Term.

- Opportunity to meet Faculty members and students.
- Attendance at most lectures, seminars and classes given by members of the Classics Faculty at the Ioannou Centre and the Examination Schools, High Street, as well as those held in colleges and other departments (at the discretion of the college or department concerned).
- Use of the Bodleian Libraries, including the Sackler Library.
- Oxford IT and email accounts.
- Subscription to a mailing list for graduate students: to receive emails about events and activities relevant to graduate students and early career researchers in Classics.

Fees

The annual tuition fee for Recognised Students is published on the University website at <http://www.ox.ac.uk/students/fees-funding/fees/visiting-recognised>.

The fee for each term of study is one third of the quoted annual fee.

When to apply

Recognised Students may come to Oxford for one, two or three terms. University term dates are published at http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html.

Before making your formal application to the University, you should contact the Classics Faculty to obtain the agreement in principle of a member of academic staff to act as your Academic Advisor.

We strongly recommend that applicants contact us **at least four months** before the start of their proposed first term of study at Oxford, to allow sufficient time to complete the application process, satisfy any offer conditions and obtain a student visa (if required).

Advisory deadlines for submitting your formal University application are published in the guidance notes on the Graduate Admissions website at

<https://www.ox.ac.uk/admissions/graduate/courses/other-options-for-graduates?wssl=1>.

How to apply

The application procedure described below applies to those seeking admission as a Recognised Student in **Ancient History** or **Classical Languages and Literature**.

If you are undertaking research in any of the areas listed below and wish to apply for Recognised Student status, please contact the relevant department in the first instance.

Field of Research	Department Responsible	Contact Details
Ancient Philosophy	Faculty of Philosophy	graduate@philosophy.ox.ac.uk
Byzantine Studies	Faculty of History	graduate.admissions@history.ox.ac.uk
Classical Archaeology	School of Archaeology	administrator@arch.ox.ac.uk
Comparative Philology and Linguistics	Faculty of Linguistics, Philology and Phonetics	enquiries@ling-phil.ox.ac.uk
Women's Studies	Humanities Divisional Administration	womens-studies@humanities.ox.ac.uk

Application Procedure

1. Please contact the Classics Faculty well in advance of the recommended application deadline (see above) to register your interest in applying for Recognised Student status. You may email graduate@classics.ox.ac.uk or write to the Academic Administrative Officer at the address given at the bottom of this guide. Please include a copy of your curriculum vitae/résumé and an outline of your proposed study at Oxford. Please also specify the name of your preferred Academic Advisor. A list of senior Faculty members and details of their research interests may be found on our website at <http://www.classics.ox.ac.uk/faculty/directory/facdetails.asp>.
2. You are strongly encouraged to make direct contact with your preferred Academic Advisor at an early stage, to obtain his or her agreement to act as your advisor.
3. The Faculty will contact you to inform you whether it is able to support your application for admission as a Recognised Student.
4. If the Faculty supports your application, you should complete and submit your formal application to the University of Oxford. The University application form is available to download at <https://www.ox.ac.uk/admissions/graduate/courses/other-options-for-graduates?wssl=1>. Please note that an application fee is payable via the University's [online store](#).

Please read the accompanying notes of guidance carefully before submitting your application. The following supporting materials should be submitted together with your completed form:

- academic transcripts of your previous university degrees.
- a statement of between 500 and 1,000 words outlining the proposed subject of your research.
- two letters of reference from senior faculty members at your current university.
- (if required*) an English language test certificate awarded within the last two years with scores at the [higher level](#) set by the University.

**You will not be required to provide evidence of English proficiency if your native language is English and you are a citizen of a majority English-speaking country recognised by UK Visas and Immigration. If you are required to provide an English certificate and do not hold one at the time of application, you will be asked to take one of the English language tests accepted by the University as a condition of any offer made to you. A waiver of this requirement may be granted at the Faculty's discretion (see the [Graduate Admissions](#) website for more information).*

Your application and supporting materials should be sent to the following address:

Graduate Admissions Office
University Offices
Wellington Square
Oxford
OX1 2JD
United Kingdom

What happens next

Outcome of your application

We will contact you as soon as possible by email to let you know the outcome of your application.

If your admission is formally approved, you will receive an offer letter from the Faculty of Classics, confirming your Academic Advisor and specifying the terms for which you have been admitted. At the same time, you will receive a University Card form, which should be completed and returned to the Student Information and Advisory Service, Examination Schools, High Street, Oxford, OX1 4BG, United Kingdom before you arrive at Oxford.

Visas and immigration

If you are a non-EEA/Swiss national and are planning to come to Oxford as a Recognised Student for three terms, you will need to apply for a Tier 4 General Student Visa. Detailed information about the application process for Tier 4 visas may be found at

<https://www.ox.ac.uk/students/visa/before/tier4?wssl=1>.

Non-EEA/Swiss nationals coming to Oxford for only one or two terms (i.e. less than six months) have the choice of whether to apply for a Tier 4 General Student Visa or to enter the UK as a Short Term Student. If you choose the Short Term Student route, you may or may not need to apply for a visa in advance of travelling to the UK, depending on your nationality. For guidance on which is the best option for you, please see <https://www.ox.ac.uk/students/visa/before/visitors?wssl=1>.

If you have any queries about the visa process, please contact the Student Information and Advisory Service's immigration advisors for advice: student.immigration@admin.ox.ac.uk.

Payment of fees

Please see the [Notes of Guidance](#) on the Graduate Admissions website for up-to-date information on how to pay your tuition fees.

In certain cases, the Faculty may award you a bursary to cover your tuition fees, for example if you are coming to Oxford as part of an exchange agreement between Oxford and your home university. If so, we will provide you with a letter confirming the award of a bursary at the same time as your offer letter.

University card

Once your signed University card form has been received by the Examination Schools, a University card will be produced for you. You will need this card in order to gain swipecard access to the Ioannou Centre and access to libraries and other University facilities. Your University card will be available for collection from the Student Information and Advisory Service at the Examination Schools, High Street, when you arrive in Oxford. Please contact Reception at the Ioannou Centre to activate your University card for swipecard access to the Centre.

Registration

At the beginning of term, you will be asked to verify your details online in Student Self-Service. You should also make an appointment to visit the Student Information and Advisory Service (email: student.information@admin.ox.ac.uk), Examination Schools, High Street before the end of Week 2 of your first term, in order to complete various administrative procedures in connection with registration. These include:

- handing in your completed University Card form and passport-size photo, if you have not already sent these in.
- scanning your passport, if you are a non-EEA/Swiss national.
- paying your fees, if you have not already done so via the University's online store.
- collecting your University card.

IT access and Oxford email

On arrival in Oxford, you will receive a letter providing information about IT access together with usernames and passwords. If you have any problems with activating your IT access and Oxford email on arrival, please email itsupport@classics.ox.ac.uk.

Induction

If you are starting in Michaelmas (Autumn) Term, you are very welcome to attend the induction sessions held by the Classics Faculty for new graduate students. These take place on the Monday and Tuesday preceding the start of full term (for term dates, please see http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html).

If you are starting in Hilary (Spring) or Trinity (Summer) Terms, no induction sessions are available, but you would be welcome to contact the Faculty's Academic Administration Team (email: graduate@classics.ox.ac.uk) if you have any general enquiries.

Your Academic Advisor

As soon as you arrive in Oxford, you should contact your Academic Advisor to arrange your first meeting. Contact email addresses and telephone numbers for Faculty members may be found on the Classics Faculty's website at <http://www.classics.ox.ac.uk/faculty/directory/index.asp>.

Accommodation

The Classics Faculty is not responsible for arrangements for your accommodation in Oxford, and has no accommodation of its own. You are strongly advised to organise accommodation before you arrive in Oxford. A number of useful accommodation websites are listed in the [Notes of Guidance](#) on the Graduate Admissions website.

Lectures, Seminars and Classes

The Classics Faculty's lecture list is published at <http://rbll.classics.ox.ac.uk/>.

Recognised Students are entitled to attend all lectures, seminars and classes listed in the online Classics lecture list which take place in either the Ioannou Centre or the Examination Schools, with the exception of those marked with an asterisk (*), which are for invited groups of students only.

Attendance at lectures, seminars and classes held within colleges or other departments/faculties is at the discretion of the college or department concerned.

Details of occasional lectures, conferences and other events will be circulated via the graduate mailing list, to which you will be added when you arrive in Oxford.

Bodleian Libraries, Special Collections

You are advised to contact the relevant librarians before your visit if you wish to consult Special Collections, i.e. manuscript and archival material of any date, ephemera, material published before 1801, material in the named collections, or other rare material. For contact details, see the links available from <http://www.bodleian.ox.ac.uk/libraries/collections>.

Arrangements for access to the Ashmolean Museum's collections, stores and archives should be made directly with the appropriate curatorial staff.

Before you leave

When you leave Oxford, we ask you to be especially careful to return to the Sackler Library all materials that you may have borrowed. It is time consuming and difficult to pursue you when you have returned home, and very expensive for you to return the books by post!

We very much hope that you will have a thoroughly agreeable and productive visit.

Please address any queries to:

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Oxford
OX1 3LU

Tel: +44 (0)1865 288388

Email: graduate@classics.ox.ac.uk

Web: www.classics.ox.ac.uk