

# Classics Faculty Guide for Recognised Students

The Faculty of Classics welcomes applications from postgraduate research students and early career researchers wishing 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 advisor will discuss your work as a colleague rather than as a teacher. Your advisor will write a report on your academic progress on the University's Graduate Supervision System (GSS) once a term, and you will be asked to contribute to this during weeks 6 and 7 each term.

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

- The Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', Oxford, where the Faculty of Classics is based:
  - Swipecard access to the building during opening hours, usually 08:00 – 22:00, daily (the Faculty Office is open Monday – Friday, 09:00 – 17:00)
  - Attendance at the induction sessions for new graduates at the start of Michaelmas Term
  - Opportunity to attend lectures, seminars and classes and to meet colleagues or students
  - Access to facilities, including computer terminals, kitchen and common room; a limited number of storage lockers is available on a first come, first served basis

- Attendance at most lectures, seminars and classes given by members of the Classics Faculty at the Examination Schools, High Street, and 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 account
- Oxford email
- Faculty of Classics email list for graduate students: to receive emails about aspects of the Classical life of Oxford relevant to graduate students and early career researchers

## 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](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html).

We strongly recommend that applicants from the EEA and Switzerland contact us **at least three months** before the start of their proposed first term of study at Oxford, and that applicants from other countries contact us **at least five months** before.

Before you can make your formal application to the University, you need to arrange for the Classics Faculty to supply you with two letters of support. 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 following areas of study and wish to apply for recognised student status, please contact the relevant department listed below in the first instance.

Field of Research	Department Responsible	Contact Details
Ancient Philosophy	Faculty of Philosophy	<a href="mailto:graduate@philosophy.ox.ac.uk">graduate@philosophy.ox.ac.uk</a>
Byzantine Studies	Faculty of History	<a href="mailto:graduate.admissions@history.ox.ac.uk">graduate.admissions@history.ox.ac.uk</a>
Classical Archaeology	School of Archaeology	<a href="mailto:administrator@arch.ox.ac.uk">administrator@arch.ox.ac.uk</a>
Comparative Philology and Linguistics	Faculty of Linguistics, Philology and Phonetics	<a href="mailto:enquiries@ling-phil.ox.ac.uk">enquiries@ling-phil.ox.ac.uk</a>
Women's Studies	Faculty of Medieval and Modern Languages	<a href="mailto:graduate.studies@mod-langs.ox.ac.uk">graduate.studies@mod-langs.ox.ac.uk</a>

## 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](mailto: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, as he or she will be required to provide a supporting letter to accompany your formal application to the University.

3. Assuming the Classics Faculty agrees to support your application, we will provide you with supporting letters to accompany your formal University application from (1) your academic advisor and (2) either the Chair of the Faculty Board or the Professor whose interests are closest to yours.

4. As soon as you have received these supporting letters from the Faculty, 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 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
- the two letters of support supplied by the Faculty of Classics at Oxford
- an English language test certificate (if required)

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

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

## English Language Requirement

In order to satisfy the Home Office's immigration requirements, non-EEA/Swiss nationals (with the exception of those from countries defined as "English-speaking majority countries" by the Home Office) will be required to provide documentary proof of their English language proficiency before a Faculty offer letter can be issued. For further information, please see "English Language Requirements" at

<https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide?wssl=1>.

## 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](mailto:student.immigration@admin.ox.ac.uk).

If you are an EEA or Swiss national, you should apply for a European Health Insurance Card (EHIC) in advance of your visit to the UK. For information on how to apply for one, please see [http://ec.europa.eu/social/main.jsp?catId=563&langId=en#National information and contacts](http://ec.europa.eu/social/main.jsp?catId=563&langId=en#National%20information%20and%20contacts).

### Payment of fees

You will be sent an invoice by email for the payment of your fees. Your fees must be paid within fourteen days of the start of term; failure to do so will result in the cancellation of your admission. Fees are payable on a termly basis, but you may pay for more than one term at a time if you wish. The most convenient way to pay your fees is by debit or credit card through the University's Online Shop: [www.oxforduniversitystores.co.uk](http://www.oxforduniversitystores.co.uk). Please contact the Student Information and Advisory Service ([student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)) if you have any difficulty paying your fees by this method.

If your fees are being paid by an employer or sponsor, please refer to the guidance notes at <https://www.ox.ac.uk/admissions/graduate/courses/other-options-for-graduates?wssl=1>.

### 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

There is no online registration procedure for recognised students. However, all new recognised students must report to the Student Information and Advisory Service, Examination Schools, High Street before the end of Week 2 of their 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 shop.
- collecting your University card.

For further information, please see the guidance notes at <https://www.ox.ac.uk/admissions/graduate/courses/other-options-for-graduates?wssl=1>.

## 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](mailto: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](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 call into the Faculty Office (Ioannou Centre, 66 St Giles') if you have any general enquiries. We are open from 09:00 until 17:00 on Mondays to Fridays.

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

## Lectures, Seminars and Classes

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

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 undergraduate language classes.

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 need to be made directly with the appropriate curatorial staff.

## **Before you leave**

When you eventually 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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66 St. Giles'  
Oxford  
OX1 3LU

Tel: +44 (0)1865 288388

Email: [graduate@classics.ox.ac.uk](mailto:graduate@classics.ox.ac.uk)

Web: [www.classics.ox.ac.uk](http://www.classics.ox.ac.uk)