



St. Clare's, Oxford

— An International Education —

Liberal Arts Programme

www.stclares.ac.uk/liberalarts

This document is designed to enable you to plan and organise your own academic programme at St. Clare's. Please read through carefully all the procedures detailed in this booklet before completing your application.

Please note the last section of this booklet contains vital information on application procedures.

Registration and Enrolment

Calendar

St. Clare's Liberal Arts Programme follows a semester system. The first semester runs from late August to mid-December, with a one week mid-semester break. The second semester runs from early January to mid-May, with a two week break around Easter, and a short break in February. Semester dates are given in accompanying documents.

Registration

Your registration is seen as a formal acceptance of, and an agreement to abide by, the regulations of the College (as well as those regulations governing Study Abroad laid down by your home institution, where applicable).

Registration for the Programme takes place by the end of July (for the Autumn semester), and by mid-November (for the Spring semester) unless you are already enrolled, when registration must take place by mid-May (for the Autumn semester) and the end of October (for the Spring semester). You must attend the Course Registration Day at the beginning of each semester. You will be advised of these dates in your joining papers.

Academic Programme

Student course load

You are advised that your academic programme should carry a minimum of nine units of credit, and a normal maximum of fifteen units of credit.

You should note that, in addition to the permutations shown on page 3, students have the opportunity to earn three further units of credit if they successfully complete the St. Clare's Seminar Series.

The St. Clare's Seminar Series

The St. Clare's Seminar Series has been devised as a forum for sustained academic reflection for our undergraduate and other senior students. The Seminar Series offers students an opportunity to consider a range of issues and ideas, as well as a chance to interact with scholars from Oxford University and other renowned academic institutions.

Students can earn three units of credit if they fulfil the following conditions: full attendance at all seminars; maintaining a written record of each seminar, as well as completing an essay. The essay topic must be approved by the Series convenor, Dr Brian Clack. The Seminar Series should normally be taken in addition to the regular course load.

Independent Study Projects

An Independent Study Project is a good option for a student who wishes to pursue study, or fulfil a degree requirement, in an area not offered by St. Clare's. However, careful advance planning is necessary. Before departure you must get approval from your home institution, you must ensure that an approved faculty sponsor will assume responsibility for directing and evaluating the project, and you must ensure that there will be sufficient relevant resources at St. Clare's to conduct the project. There will be no teaching support at St. Clare's for these projects. At the end of the semester details of the Independent Study Project will appear on the transcript, but the award of credit is entirely at the discretion of your home institution.

Internships

International work experience not only challenges your personal interests and horizons, it also enables you to test your intended career field, and to be part of a workplace in an English context. St. Clare's can arrange a variety of internships, all of which provide many valuable opportunities for students. If you wish to pursue an internship for credit you must secure official approval from your home institution before coming to St. Clare's. Furthermore, details of your proposed internship should be sent to St. Clare's at least eight weeks prior to your arrival. Normally these details should be attached to your application. Please note that students are expected to devote the equivalent of one academic day per week to the internship, that there is no teaching support for internships, and that students will receive no payment. Students will receive full reports on their internship at the end of the semester. Academic credit for internships is entirely at the discretion of your home institution.

Activities Programme

We encourage all students to get involved in activities beyond the classroom, which will develop and enhance their overall experience of Oxford. Members of the Activities Department will advise you of options on arrival.

Course/credit permutations

Core Courses	Tutorial or Language Course	Independent Study Project or Internship	Total Credits Per Semester
3 credits	3 credits	3 credits	Credits
3	-	-	9
3	-	1	12
3	1	-	12
3	1	1	15
4	-	-	12
4	1	-	15
4	-	1	15
5	-	-	15

Dropping or adding a course

The first teaching week of the semester is Drop/Add Week and no courses may be added after this time, unless specifically requested by the home institution and approved by St. Clare's. After the first week you may still withdraw from a course until the given date (five weeks after the start of the semester). After this given date you cannot withdraw from a course and, if you cease to attend, the course will be recorded on the transcript as a Fail grade.

If you wish to drop/add a course, you must submit a written request to do so to the Liberal Arts Programme office before the end of the first teaching week of the semester. Only a course that is running that semester, that has already been listed on your application form, that has the space to accommodate you, and fits your existing timetable can be added to your programme.

Pass/Fail option

Students on the programme in good academic standing (with a grade point average of at least 3.0) may opt to take some courses on a pass/fail basis subject to the following regulations:

- 1 They inform the Programme Co-ordinator in writing before the end of drop/add week (the first week of classes).
- 2 No pass/fail courses are allowed within the student's major or minor fields of study.
- 3 To secure a 'pass' on a pass/fail course, a student must earn at least the equivalent of a grade C in the course in question.

- 4 Students who opt for a pass/fail must satisfy all the requirements of that course (in the same way as if they were to be awarded a regular grade).
- 5 Students are also advised that they must satisfy all regulations pertaining to the pass/fail option in their home institution.

Auditing a course

If you wish to pursue a course without earning academic credit, you may 'audit' a course if space permits your attendance. Please note that neither examinations nor papers will be graded, and that registered students for the course in question have automatic priority.

Workload and requirements

The workload for each course (Core and Tutorial) together with the relevant aims, requirements and methods, is detailed in the Long Descriptions (syllabi). These descriptions can be requested in advance from St. Clare's or your Study Abroad office.

Generally speaking, each course (Core and Tutorial) will require three assessable pieces of work during the semester. Independent Study Projects and Internships will be equally assessable, but via different methods. Requirements may vary, and in one course you may be told that three papers have to be completed (one being an exam paper), in another that three tests will be given, or a combination of these methods of assessment may be used. Make sure you understand the course outlines and descriptions, the requirements for each course and the 'weighting' that each teacher gives for grading. Further details will be contained in your Orientation Pack, which you receive on arrival.

Although the workload will vary a little from course to course and from week to week, you should expect to do the equivalent of a day's work per week for each course. This would include class or tutorial sessions (of between one and three hours), in addition to an average preparation and reading time of between three and five hours for each course each week.

Daily timetable

Every effort is made to give you your first choice of courses, and your classes may, as a result, be distributed through the week unevenly. Teaching is Monday to Friday. Classes start each day at 09:00 hrs and continue until 16:15 (there are some exceptions), though it would be unusual to work right through without some free periods.

Attendance and punctuality

Absence from class will prevent you from getting the full benefit from a course. Furthermore, each student's involvement contributes to the learning process of all other students in the class, particularly in the context of the St. Clare's small class format. This is why at St. Clare's you must attend all classes regularly and punctually. Failure to do so will affect your overall grade. Illness or a genuine unforeseen emergency are the only exceptions. It is your responsibility to make up work missed in readiness for the next class meeting. Internships should never be missed without prior notice - we depend on the good will of the institutions that host them.

You should note semester dates (including mid-semester breaks) carefully, and depart and return from Oxford within the stated dates and times. You are advised that if you miss classes in order to pursue your own plans or leisure activities you will be seriously risking your overall grade in the subject/s in question. The full Class Attendance Policy is included in your pre-arrivals pack, and you are fully responsible for familiarising yourself with it. Other documents that relate to general academic discipline will be distributed and discussed during your orientation period.

Students are advised that in addition to the regular class hours there will be meetings, events and workshops for all students, both Liberal Arts and students on other programmes. These meetings and workshops are an essential part of the Programme, giving you an opportunity to interact more fully with students from around the world.

Assignments and organisation of work

Assignments should be completed by the date given by the teacher. Papers (essays) may be hand-written. Try not to get behind in written work - pace yourself. Your teachers will be able to guide you in this - if you are having difficulties then seek advice. Full details will be given during orientation.

Academic resources and the purchase of textbooks

For each of your courses the Faculty member will inform you of those recommended texts which are considered to be essential course books (these are texts that the student will need throughout the course, which will be referred to extensively throughout the semester). Students will be required to purchase these course books and may do so through St. Clare's or, if students prefer, they may purchase them ahead of time once their academic programme has been finalised (email the Liberal Arts Office for details of essential course books: lib-arts@stclares.ac.uk). Other books, including single copies of supporting textbooks, will be available from the St. Clare's holdings in the Library.

Academic advising and assessment meetings

A central aspect to the learning process on the St. Clare's Liberal Arts Programme is the guidance that you will receive in determining the development and direction of your education. Teachers are qualified and willing to offer advice and support, especially in relation to their own discipline. Any concerns over the content of any course should be immediately drawn to the attention of the teacher, and if the concerns continues, to the Liberal Arts Programme Co-ordinator, or to the Director.

Academic meetings are designed to help, support and encourage you to fulfil your potential, both academically and beyond the classroom. They take the form of confidential, individual meetings. Academic meetings take place three times per semester. The process begins with the Course Registration Day sessions that are held at the start of the orientation period. What are known as 'Interim' interviews are then held five to six weeks into the semester to monitor progress. At mid-semester you will receive a written report for each of your courses. At the end of semester, final assessment meetings are held. You should note that attendance at the Course Registration day meetings, the Interim interviews and the final assessment meetings are mandatory.

Complaints procedure

At St. Clare's we are proud of our friendly and open atmosphere and our tolerance and respect of each other's differing views. If you have any questions or complaints, we would like to hear about them as soon as possible so they can be resolved to the satisfaction of individuals and the community. We prefer if complaints can be dealt with in an informal and friendly manner by the individuals involved. If this is not possible then the St. Clare's Complaints Procedure would be used.

Academic support

As a student on the Liberal Arts Programme, you are expected to maintain at least a C average for all course work attempted. If you fail to do this then you may be placed on academic probation. If you are placed on academic probation, then you will receive extra academic help and support to refocus your efforts and commitment. If you wish to appeal against an academic probation you should consult the Director of the Liberal Arts Programme.

Academic integrity

All essays and assignments should be your own work; any secondary sources should be clearly identified. St. Clare's has established the following procedures to deal with academic dishonesty.

Violations of academic integrity include:

- 1 Unauthorised assistance on a paper/essay, test or examination
- 2 Unauthorised collaboration on an academic task
- 3 Plagiarism
- 4 Any violation as established by the teacher in question.

Any student who cheats or plagiarises will be penalised without exception. A Fail grade for the piece of work in question is automatically given, with the possibility of a Fail grade for the entire course. A student offending for a second time risks expulsion. The relevant home institution authorities will be kept informed of any breach of these regulations, where applicable.

Withdrawal from the College

Any registered student who wishes to leave St. Clare's during the semester for unforeseen and compelling personal reasons must file an official Notice of Withdrawal with the Director of the Programme before leaving the campus. Failure to do so will result in non-passing grades in all courses, and will incur financial penalties. Students are therefore advised that should they wish to withdraw from the College they will need to complete all the procedures through the Liberal Art Programme office (see also the *Fees: Terms and Conditions* section further on in this booklet). In the event of an official withdrawal, the home institution and the Principal of St. Clare's will be informed. Every effort will be made to help the student to complete work and continue with their academic career.

Course and student evaluation

In what St. Clare's believes to be an essential part of the whole evaluation and reporting process you are asked, before final grades have been awarded, to complete course evaluation forms at the end of each semester. These are reviewed by the Director of the Liberal Arts Programme in consultation with the Deputy Principal. You will also be asked to fill out self-evaluation forms.

Pre-registration

For students taking a semester out from a home institution, pre-registration materials from your home university or college will be circulated to you in good time for you to register for the following semester or academic year. The Liberal Arts Office will ensure that your forms are dispatched to the Registrar at your home institution by the due date. Furthermore, you can be helped in housing and Financial Aid queries if you plan ahead.

Grading, Transcripts and Credit

Course grading The grading system at St. Clare's is based on the following considerations:

GRADE	DESCRIPTORS
A A-	<ul style="list-style-type: none"> • Notable ability to organise written work and to present logical and coherent arguments • Excellent understanding of all the course material • Significant originality and independence of thought • Good level of knowledge and intelligent use of given material (class and reading) • Ability to take the given topic beyond what has been covered in the course • Evidence of exploratory reading in the subject
B+ B	<ul style="list-style-type: none"> • Evident ability to organise written work and to present logical and coherent arguments • Good understanding of all the course material • Some originality and independence of thought • Good level of knowledge and accurate presentation of given material • Evident exploration and development of ideas • Evidence of reading around the subject
B- C+	<ul style="list-style-type: none"> • Reasonable ability to organise written work and to present a clear argument • Understands most of the course material • Signs of independence of thought • Adequate knowledge and competent use of given material • Some ability to explore and develop ideas • Evidence of at least some further reading
C C-	<ul style="list-style-type: none"> • Some ability to organise written work and to present a clear argument • Acceptable degree of knowledge and understanding of the course material • Some sense of what is relevant to particular questions • Some signs of clarity and relevance
D+ D	<ul style="list-style-type: none"> • Little or no ability to organise ideas • Striking poverty of content • Some attempt at an answer, possibly with signs of knowledge and understanding • Serious errors and/or misconceptions • Little evidence of serious acquaintance with course material • Lack of clarity; irrelevance and inconsistency
F A I L	<ul style="list-style-type: none"> • No discernible ability to organise work • No discernible attempt to answer the question • Little or no evidence of knowledge or understanding of the course material • Major errors and total misconceptions
INC	<ul style="list-style-type: none"> • Grade given when course work, for a legitimate and authorised reason, has not been completed by the end of the semester. These are only under exceptional circumstances.

As grading does not take into account solely the quality of the written work, it is possible that a moderate grade for written work may be improved by good performance. The reverse is also true i.e. good written work at the end of a course cannot compensate for inconsistent performance during the rest of the semester. Please note that teachers may not change final grades unless there is a computational error.

Incomplete Grades may be recorded to indicate that the requirements of the course have been substantially completed, but for some legitimate reason a small part of the work has yet to be completed. It is the student's responsibility to request an Incomplete Grade.

A student who receives an Incomplete Grade must complete the outstanding work by mid-way through the following semester (students will be advised of exact dates), otherwise the Incomplete Grade remains permanently on record, and the student's home institution may well compute it as if it were an F grade. The home institution is always advised in advance of an Incomplete Grade being given. A teacher who assigns an Incomplete Grade is obliged to record it officially with the Liberal Arts Programme Director.

Transcripts and grade reports

Official transcripts are prepared for each student. These transcripts detail courses taken, grades achieved (or pass/fail) together with the credit rating for each course. Each transcript is prepared in triplicate: the official copy goes to the Registrar at the home university or college (or, in the case of Gap year students, used for application purposes to universities and colleges); the student copy goes to the student and the file copy remains at St. Clare's. Each student also receives individual detailed academic reports for each course taken.

Transfer of credit

If the student meets the requirements of the courses taken, St. Clare's will recommend that the appropriate number of credits be transferred to the student's home university or college and be accepted towards their degree.

It must be emphasised that the transfer of academic credits rests entirely with the home institution in line with the rules, regulations and procedures laid out by that institution and the accrediting association to which the institution belongs. With this in mind you should familiarise yourself with all the regulations in force at your own institution prior to applying to St. Clare's.

Course Offerings

i) Application form procedure

In the pages that follow you will find lists and details of **Core course offerings, Tutorial Course offerings** and **Language Tutorial offerings**. Please make sure you read all of this information before making your final selection. In addition to the short descriptions listed, long descriptions (syllabi) are available on request in advance if you or your advisor needs further details (e-mail: lib-arts@stclares.ac.uk). **YOU ARE REMINDED THAT ST. CLARE'S RECOMMENDS A STANDARD COURSE LOADING OF 4 CORE COURSES AND EITHER 1 TUTORIAL OR 1 LANGUAGE TUTORIAL COURSE.** The Senior Seminar Series is designed to be additional to the standard course load.

When filling out your application form, you are requested to list four **Core course** choices, giving course numbers and titles, and to **include preferably four - but no fewer than three - alternatives**. When listing your alternatives, please ensure that they are detailed in the box next to the corresponding first choice: e.g. if you choose REL1 as your first choice and choose REL2 as the alternative for that course, make sure that the form is filled in as follows:

COURSE CHOICES			COURSE ALTERNATIVES		
Course Code	Course Title	Core/Tutorial	Course Code	Course Title	Core/Tutorial
REL1	Comparative Religion	C	REL2	Concept of God	C

In addition to your four Core courses, you should select one Tutorial or Language Tutorial course. As with your Core course selection, please ensure that you choose and list an alternative.

Notes:

- Ensure that the Core Courses chosen are offered in the semester for which you are applying. Check the website for most recent amendments.
- All Tutorial Courses are offered in both semesters.
- You are advised that you should take note of prerequisites and, if applicable, to discuss these with advisors at your home institution prior to listing on your application form.
- **If a course is an absolute requirement (e.g. for next semester graduation) please indicate this clearly.**

ii) Core Courses list of offerings and semester availability

Interdisciplinary		
both	SSEM	St. Clare's Seminar Series
Art History		
autumn	AHI/1	Art History Survey: Pre-History to 15thC Europe (Lower)
autumn	AHI/2	Art in England Survey: 1066-1600 (Lower or Upper)
spring	AHI/4	Art History Survey (Renaissance - Modern) (Lower)
spring	AHI/5	English Art and Architecture 1600-1850 (Upper)
both	AHI/7	Art Gallery Studies (Lower)
autumn	AHI/8	Modern and Contemporary Art (Upper)
spring	AHI/9	African Art (Lower)
Communications		
both	CM1	European Media Analysis (Upper)
both	CM2	Rhetoric (Lower)
both	CM3	Film Studies (Upper)
both	CM4	Cross-cultural Communication (Lower or Upper)
Economics and Business		
both	EB1	Introduction to Economics (Lower)
both	EB2	International Economics (Upper)
both	EB3	Development Economics (Upper)
both	EB6	Economics of European Integration (Upper)
both	EB7	Marketing in the European Union (Upper)
English		
both	EL1	Shakespeare (Upper)
both	EL2	Shakespeare Detailed Study (Upper)
both	EL3	Oxford and Fantasy Literature (Lower)
autumn	EL4	Literature of the First World War (Upper)
autumn	EL5	Gender & Literature (Upper)
autumn	EL6	Victorian Readings (Upper)
autumn	EL7	Romantic Poets (Upper)
both	EL8	Modern Drama (Lower)
spring	EL9	Studies in World Literature: the Short Story (Lower)
spring	EL10	Eighteenth Century Literature (Upper)
spring	EL11	Contemporary Women Novelists (Lower)

both	EL15	European Crime Writing (Lower)
spring	EL16	Renaissance Studies (Upper)
spring	EL17	Gothic Fiction (Upper)
History		
both	HI/1	Kings, Queens, Parliaments and Peoples (Lower or Upper)
autumn	HI/2	Absolutism, Enlightenment and Revolutions (Lower or Upper)
autumn	HI/3	British History: Reform, Reaction and Rebellion, 1485-1714 (Upper)
both	HI/4	Political Globalisation: World History from 1945 (Upper)
both	HI/5	Division and Reconciliation: European History since 1945 (Upper)
spring	HI/6	Britain: the Rise and Fall of a Great Power (Upper)
spring	HI/7	War, Fascism & Communism: Europe Divided, 1870-1945 (Lower or Upper)
both	HI/8	War and Peace in the Middle East: 1900 to the present day (Lower or Upper)
Mathematics		
autumn	MA3	College Algebra (Lower)
spring	MA4	Introduction to Probability and Statistics (Lower)
Philosophy		
both	PHL1	Introduction to Philosophy (Lower)
both	PHL2	Ethics (Upper)
spring	PHL4	Ethics, Values and the Law (Upper)
both	PHL5	Business Ethics (Upper)
both	PHL6	Philosophy of Human Nature (Lower)
both	PHL7	Philosophy of Love & Personal Relationships (Upper)
Psychology		
both	PSY1	Introduction to Psychology (Lower)
spring	PSY2	Theories of Personality (Upper)
autumn	PSY3	Social Psychology (Upper)
both	PSY4	Cross-Cultural Psychology (Lower or Upper)
autumn	PSY5	Development Psychology (Upper)
spring	PSY6	Abnormal Psychology (Upper)

Religion		
both	REL1	Comparative Religion (Lower)
both	REL2	The Concept of God (Lower or Upper)
both	REL3	Religion and Globalisation (Lower)
Social Science		
autumn	SSC1	Introduction to Sociology (Lower)
spring	SSC2	Comparative World Political Systems (Upper)
autumn	SSC3	The European Union (Upper)
both	SSC4	Urban Sociology of Oxford (Lower)
both	SSC5	Political Ideologies (Lower or Upper)
both	SSC6	Terrorism (Lower or Upper)
autumn	SSC7	International Relations (Lower or Upper)
spring	SSC8	Sociology of Food (Lower or Upper)
both	SSC9	Political Thought: Ancient to Modern (Lower)
Studio Art		
both	STA1	Fundamentals of Drawing (Lower)
both	STA2	Advanced Drawing (Upper)
autumn	STA3	Painting 1 (Lower or Upper)
both	STA4	Advanced Painting (Upper)
both	STA8	Photography (Lower)

iii) Core Courses: short descriptions

Interdisciplinary	
<i>SSEM: St. Clare's Seminar Series</i>	
both semesters	The St. Clare's Seminar Series provides an opportunity for senior course students to explore and discuss a stimulating range of issues and ideas. Each semester the series is linked by a common theme which is considered from a variety of disciplinary perspectives. Themes addressed in previous semesters have included: violence and human conflict; death and love; villains; women of power and influence; and revolutions. Our speakers consider the semester's particular theme from such perspectives as the social, political, cultural and scientific.

Art History	
<i>AHI/1 Art History Survey: Pre-History to 15thC Europe (Lower)</i>	
autumn only	This course takes advantage of the excellent resources in Oxford, including extensive collections, spanning a thousand years, in the Department of Antiquities at Oxford's Ashmolean Museum. The course covers the major stylistic periods in Art History from Ancient Egypt to the Middle Ages. An introduction to analysing form, content and expression, it will address questions relating to the social position of the artist and the changing status of artists in their respective societies.
<i>AHI/2 Art in England Survey: 1066-1600 (Lower or Upper)</i>	
autumn only	The time from 1066 to 1600 is the period during which the most magnificent cathedrals, churches, castles, stained glass windows, and stone carvings were produced. On this course you will see a wide example of medieval art and architecture in Oxford and in other parts of the UK. The emphasis will be on methods and vocabulary for analysis of style and the relationship between style and civilisation.
<i>AHI/4 Art History Survey (Renaissance - Modern) (Lower)</i>	
spring only	This course covers the major stylistic periods in Western Art from the early Italian Renaissance to the 20th century addressing questions relating to the social position of the artist and the status of art objects in their respective societies. A broad introduction to analysing form, content and expression, the course will incorporate many visits to galleries and exhibitions in Oxford and London.
<i>AHI/5 English Art and Architecture 1600-1850 (Upper)</i>	
spring only	Continues where AHI/2 leaves off, combining introduction and survey with specialised study of chosen buildings and paintings, mainly in Oxford. The course surveys the principal developments of English Art and Architecture from the beginning of the Jacobean period to the middle of the Victorian era. The works of art and architecture will be studied in relation to their social, political and historical background.
<i>AHI/7 Art Gallery Studies (Lower)</i>	
both semesters	An introduction to different types of art museum. Main concerns of museum work will be considered: preservation, classification and display. Various types of museum architecture and organisation will also be examined.

	<i>AH1/8 Modern and Contemporary Art (Upper)</i>
autumn only	This course will make full use of modern and contemporary art galleries, institutes, and museums in Oxford and London. We will consider the 'expanded field' of contemporary art practice into new media such as multimedia performance, video art, video installation, and digital art, as well as considering the progress of traditional media such as painting.
	<i>AH1/9 African Art (Lower)</i>
spring only	In Oxford, students will have a unique opportunity to study artefacts and to meet contemporary artists that have come out of Africa. To put these encounters in perspective, students will be introduced to readings, sources and documents which will help them to develop their knowledge and understanding of the context in which African artists have studied and worked in the past and today.
Communications	
	<i>CM1 European Media Analysis (Upper)</i>
both semesters	How the European media represents various views and political positions; includes study of media practice and of aspects of globalisation.
	<i>CM2 Rhetoric (Lower)</i>
both semesters	The study of the presentation of ideas; the use of rhetoric, the judgements applied to its use, and their evolution.
	<i>CM3 Film Studies (Upper)</i>
both semesters	An introduction to the theory, history and criticism of film. Different ways of interpreting cinema are explored, some of which are then applied to various selected films.
	<i>CM4 Cross-cultural Communication (Lower or Upper)</i>
both semesters	Critical skills for understanding media and communication across cultural borders. Draws on research in international cultural studies and post-colonial theory to focus on the shifting, insecure, uneven and unequal processes of cross-cultural exchange today. Uses case studies from journalism, literary fiction, travel writing, television and cinema.
Economics and Business	
	<i>EB1 Introduction to Economics (Lower)</i>
both semesters	A pre-requisite for other courses in Economics, but complete in

	itself. Consists of microeconomics (supply, demand, distribution) and macroeconomics (income, employment, inflation) and the application of these to world problems.
	<i>EB2 International Economics (Upper)</i>
both semesters	Theoretical micro- and macroeconomic aspects of international trade, with particular attention to current issues for practical application.
	<i>EB3 Development Economics (Upper)</i>
both semesters	A general introduction to the economics of development and underdevelopment, in theory and practice; uneven development in the developing and developed regions of the world.
	<i>EB6 Economics of European Integration (Upper)</i>
both semesters	An analytical study of EU policies especially as these affect individual member states, and the economic implications of further integration.
	<i>EB7 Marketing in the European Union (Upper)</i>
both semesters	Analysis and evaluation of how businesses are adapting their marketing activities as the EU develops, with comparisons among different member states.
English	
	<i>EL1 Shakespeare (Upper)</i>
both semesters	An introductory course with no knowledge of Shakespeare required. Three plays from different Shakespearean periods are studied, including one which can be seen at Stratford-upon-Avon.
	<i>EL2 Shakespeare Detailed Study (Upper)</i>
both semesters	For students who have a background in Shakespeare this course offers the chance of spending a whole semester on an in-depth study of a Shakespearean tragedy. Textual, historical, comparative and critical approaches are among those employed.
	<i>EL3 Oxford and Fantasy Literature (Lower)</i>
both semesters	Oxford has long been associated with fantasy literature, either as the city that appears to have inspired the creation of hugely imaginative fictions, or as a location, strangely suited to be the backdrop of extraordinary adventures. In this course, students will study works by Lewis Carroll, J.R.R. Tolkien, C.S. Lewis and Philip Pullman, all closely associated with Oxford. There will also be study trips to locations associated with authors or texts.

<i>EL4 Literature of the First World War (Upper)</i>	
autumn only	The main emphasis of this course will be on the literature written by men and women with direct experience of the war. The course has a British slant, but texts by authors from other countries are included for comparison. The literature covered includes poetry, letters, novels, memoirs and a few texts in translation allowing for reflections on issues of genre, language, gender, culture and history.
<i>EL5 Gender & Literature (Upper)</i>	
autumn only	The course looks at the portrayal of women in works of fiction and drama from the 19th and 20th centuries. The works studied come from a variety of countries: Britain, America, France, Norway, Sweden and Russia. Both male and female authors are included.
<i>EL6 Victorian Readings (Upper)</i>	
autumn only	Writings by Dickens, Hardy, Tennyson, Browning, Morris, Hopkins, Wilde and others. There will be a particular emphasis on Oxford-related material (e.g. with Morris and the pre-Raphaelites), and there will be an excursion to Hardy's Wessex.
<i>EL7 Romantic Poets (Upper)</i>	
autumn only	The writings of the English romantic poets, first and second generation, are examined in part against their European background. The course begins with their pre-cursors and concludes with their nineteenth and twentieth century heritage.
<i>EL8 Modern Drama (Lower)</i>	
both semesters	The evolution of modern British drama from the beginning of the twentieth century to the present day, set in its wider European context. No practical experience of the theatre is required, but students are expected to get involved in practical work.
<i>EL9 Studies in World Literature: the Short Story (Lower)</i>	
spring only	This course will study the development of the short story as a literary form during the 20th century to the present day. The course begins with the short story in its more traditional narrative form and ends with an exploration of the experimental approaches of contemporary practitioners of the short story. The readings will include authors and works from around the globe.
<i>EL10 Eighteenth Century Literature (Upper)</i>	
spring only	The course focuses on a selection of writers and works of the

	period 1700-1790. Alongside an appreciation of the writers and their works, the course will provide students with an understanding of 18th century life in England. This class is taught as a seminar and includes, as opportunity permits, field trips, concerts and plays.
<i>EL11 Contemporary Women Novelists (Lower)</i>	
spring only	British women's fiction, principally from the 1980's and 1990's. The reading list is regularly updated. The novels are studied against the traditions of women's writing, and provide an introduction to some aspects of contemporary feminist literary theory.
<i>EL15 European Crime Writing (Lower)</i>	
both semesters	Crime fiction, like any fiction, throws light on the values and idiosyncrasies of the culture from which it originates. In the hands of the best contemporary practitioners, it deserves the same serious literary attention as other contemporary fiction. This course focuses on contemporary crime fiction from a selection of European countries.
<i>EL16 Renaissance Studies (Upper)</i>	
spring only	The focus of this course is on the poetry and prose of the 16th and 17th centuries. Includes the work of Sidney, Spenser, Donne, Herbert and others.
<i>EL17 Gothic Fiction (Upper)</i>	
spring only	The emphasis of this course will be on three most famous novels of the 19th century: <i>Frankenstein</i> , <i>Dracula</i> , and <i>The Strange Case of Dr Jekyll and Mr Hyde</i> . As an introduction to the gothic, we look at the <i>The Mysteries of Udolpho</i> . The more modern treatment of the gothic, Henry James' <i>The Turn of the Screw</i> , will also be examined. Finally, the current high profile of gothic fiction in popular culture and in academic criticism will be examined.
History	
<i>HI/1 Kings, Queens, Parliaments and Peoples (Lower or Upper)</i>	
both semesters	A chronological study of the main political, social and economic developments in British history since the late fifteenth century, leading to a broad overview of modern Britain.
<i>HI/2 Absolutism, Enlightenment and Revolutions (Lower or Upper)</i>	
autumn only	A detailed study of some principal movements which transformed Europe through war and revolution. It charts the development of

	liberalism, democracy and nationalism, especially in France, Germany, Italy and Russia.
	<i>HI/3 British History: Reform, Reaction and Rebellion, 1485-1714 (Upper)</i>
autumn only	The early history of modern Britain under the Tudors and Stuarts. The main constitutional, political, social, economic and religious developments of the period will be studied, including the Civil War.
	<i>HI/4 Political Globalisation: World History from 1945 (Upper)</i>
both semesters	A study of a selection of the main themes in world history since the Second World War. Typical topics are the Chinese Revolution; The Cold War and Détente; Southern Africa; racism and revolution. New topics are introduced to reflect current concerns.
	<i>HI/5 Division and Reconciliation: European History since 1945 (Upper)</i>
both semesters	European History since 1945, with special reference to the impact of the Cold War on individual European countries. Key themes are the union of western Europe and the collapse of communist systems of the East.
	<i>HI/6 Britain: the Rise and Fall of a Great Power (Upper)</i>
spring only	The development of modern Britain through its main constitutional, political, social and economic changes. A selection of the given topics is studied in any one semester, and students may concentrate on topics of particular interest.
	<i>HI/7 War, Fascism & Communism: Europe Divided, 1870-1945 (Lower or Upper)</i>
spring only	The period of Europe's world ascendancy and its subsequent decline. Principal areas are the rise of Germany, World War I, the Bolshevik Revolution, the Third Reich and World War II.
	<i>HI/8 War and Peace in the Middle East: 1900 to the present day (Lower or Upper)</i>
both semesters	This course explores 20th century history of the Middle East, concentrating on the fertile crescent. Focusing on the unique political, social and economic character of the region, contemporary issues will be placed in their historical context. The starting point is the dying days of the Ottoman empire ending with 9/11 and its aftermath. Topics covered include the collapse of the Ottoman Empire; Turkey's drive to establish a modern state; the Arab experience of colonialism; the rise of Arab nationalism

	and Zionism; secularism vs Islam; the impact of the Cold War and the pivotal conflict between Arabs and Jews.
	Mathematics
	<i>MA3 College Algebra (Lower)</i>
autumn only	A general course in pre-calculus maths, comprising radicals, exponentials, logarithms and equations; theory of functions, composites and inverses; polynormal functions and trigonometry.
	<i>MA4 Introduction to Probability and Statistics (Lower)</i>
spring only	Elementary data analysis, frequency distributions; measures of central tendency and dispersion; probability theory, independent and conditional events; use of binomial and normal distributions.
	Philosophy
	<i>PHL1 Introduction to Philosophy (Lower)</i>
both semesters	For beginners or as a refresher course. Aims to clarify the nature of philosophical enquiry and to train the students in techniques of philosophical thinking.
	<i>PHL2 Ethics (Upper)</i>
both semesters	In addressing the fundamental question 'how should I live?', the course divides its time each week between theoretical ethics (moral philosophy) and a problem in everyday practical ethics.
	<i>PHL4 Ethics, Values and the Law (Upper)</i>
spring only	A study of the ethics which underlie the law, considering rights and duties, legal and moral aspects with emphasis on conflicts and dilemmas.
	<i>PHL5 Business Ethics (Upper)</i>
both semesters	The study of ethical theories and case histories, and their application to problems arising from the practice of modern business.
	<i>PHL6 Philosophy of Human Nature (Lower)</i>
both semesters	What is a human being? Are we essentially physical creatures or do we have a spiritual aspect? What happens to us when we die? Are human beings basically good or fundamentally wicked? What motivates us? These are just a few of the questions that will be considered in this course. We consider the ontology of the human

	person and then move on to examine religious, philosophical, psychological and biological conceptions of the human person.
	<i>PHL7 Philosophy of Love & Personal Relationships</i> (Upper)
both semesters	This course surveys the problems involved in understanding philosophically the nature of love and human relationships. Beginning with an account of the view of sex and marriage held in primitive society, we move on to consider Greek thought and neo-Platonism, before assessing Christian teaching on sex, celibacy, and the body. We continue with more modern attempts to understand the nature of sexual relations (de Sade, Kant, Schopenhauer, Kierkegaard, Freud) and proceed to explore some central questions in sexual ethics.
Psychology	
	<i>PSY1 Introduction to Psychology</i> (Lower)
both semesters	This introductory course examines biological and developmental approaches to psychology; and surveys the following topics: perception and consciousness; learning; motivation; 'tests'; personality; mental health; and social psychology.
	<i>PSY2 Theories of Personality</i> (Upper)
spring only	Explores and contrasts various major theorists, including Freud, Jung, Rogers, Kelly, Cattell and Skinner.
	<i>PSY3 Social Psychology</i> (Upper)
autumn only	This course provides an overview of the how people form and maintain relationships. Topics covered include: development of personality; social cognition; emotion; language and communication; social relationships; interpersonal relationships; development of moral reasoning; social perception, attitudes and actions; social psychology of the workplace; health and illness; and altruism and aggression.
	<i>PSY4 Cross-Cultural Psychology</i> (Lower or Upper)
both semesters	The course examines the influences of cultural factors on developmental psychology; social psychology; personality theory; cognitive psychology; language development; emotion; perception, acculturation and intercultural relations; health; and intercultural communication. The goals of cross-cultural psychology and the impact of Western psychology on the rest of the world are examined.

	<i>PSY5 Development Psychology</i> (Upper)
autumn only	A survey of the growth and development of the individual from childhood to adulthood and old age. The course focuses on theories, issues and methods of studying development. Some of the topics covered include psycholinguistic development; memory and mind; self-concept and identity; friendship and bullying; observing children; adolescence; adulthood to old age and relating childhood to adulthood.
	<i>PSY6 Abnormal Psychology</i> (Upper)
spring only	This course explores the history of mental disorder, the establishment of normal/abnormal and models of abnormality. A number of mental disorders are considered as well as alternative forms of therapies.
Religion	
	<i>REL1 Comparative Religion</i> (Lower)
both semesters	Includes consideration of features of Christianity, Judaism, Islam, Eastern and Primal religions, studied comparatively under such headings as Ideas of God, Ritual and Religious Experience.
	<i>REL2 The Concept of God</i> (Lower or Upper)
both semesters	Analysis, based on close study of major philosophers, of the central philosophical and religious questions concerning the existence and nature of God.
	<i>REL3 Religion and Globalisation</i> (Lower)
both semesters	A course examining the place and nature of religion in the modern globalised world, undertaken from the interdisciplinary perspectives of theology, philosophy and social science.
Social Science	
	<i>SSC1 Introduction to Sociology</i> (Lower)
autumn only	This introductory course examines the emergence of the discipline to its present form as a distinct and separate subject within the social sciences. We consider the work of the founders of the discipline, Comte, Marx, Durkheim and Weber, and the influence of their ideas on contemporary sociology. The interplay between the individual and society, culture and ideology, and social organisation is explored through an analytical examination of certain areas of sociology, for example, stratification, identities, gender roles, religion and the media.

<i>SSC2 Comparative World Political Systems (Upper)</i>	
spring only	This course outlines the important concepts and institutions employed in the study of comparative politics. The objective is to examine the 'building blocks' of comparative politics through the work of scholars who provided key insights into notions such as the state, the nation, political parties, political cultures, etc. While the course concentrates on ideas, rather than particulars, we will refer to the politics of various countries to make the ideas 'real'.
<i>SSC3 The European Union (Upper)</i>	
autumn only	The origins and development of the Common Market, and its inexorable development towards European union.
<i>SSC4 Urban Sociology of Oxford (Lower)</i>	
both semesters	Key ideas in urban sociology, studied locally within Oxford, including an introduction to survey methods of social investigation, and field work.
<i>SSC5 Political Ideologies (Lower or Upper)</i>	
both semesters	This course will focus on the origins and development as well as the strengths and weaknesses of modern political ideologies. A deeper understanding of the scheme of ideas which lie at the basis of both political theory and contemporary political systems will be developed by considering the major philosophical thinkers and their critics.
<i>SSC6 Terrorism (Lower or Upper)</i>	
both semesters	This course considers various definitions of the concept of terrorism. It traces the historical antecedents of the phenomenon, considers its motivations, organisational structures, support networks and the response of liberal democratic states and the world community. Philosophical and moral issues are explored and illustrated with up-to-date practical, political examples.
<i>SSC7 International Relations (Lower or Upper)</i>	
autumn only	Focused on enduring issues in the field of international relations: the nature of war and conflict; the sources and restraints of cooperative interactions among states; the functioning of the international political economy. Contending theoretical approaches to these issues are examined. We will consider more topical issues including terrorism, globalisation, environmental problems, the role of the USA in the current international system.

<i>SSC8 Sociology of Food (Lower or Upper)</i>	
spring only	This course highlights how values and ideas are socially constructed by focusing on the relationship between food and society. A multidisciplinary analysis and approach is used to examine food production, distribution and consumption across time and space. The first half of the course considers how food has been produced over time and the related issues of distribution including food insecurity and the economics of food production. The second half of the course will consider how values and ideas associated with the consumption of food are socially constructed, for example, the rituals of eating, proscriptions on food, 'food scares' and anxieties, and the relationship of food and the politics of the body.
<i>SSC9 Political Thought: Ancient to Modern (Lower)</i>	
both semesters	This is a survey course centred on a close textual reading of some of the key texts in western political thought. The course will enable students to engage with primary sources and to cultivate reading and interpretive skills. The set texts include: Plato's <i>Republic</i> , selections from Aquinas' <i>Summa</i> , Hobbes' <i>Leviathan</i> , Rousseau's <i>Social Contract</i> and selections from the writings of Karl Marx.
Studio Art	
<i>STA1 Fundamentals of Drawing (Lower)</i>	
both semesters	Basic approaches to developing a visual vocabulary, exploring the use of charcoal, pencil, ink, chalk and pastels, mainly in the studio but also out and about in Oxford.
<i>STA2 Advanced Drawing (Upper)</i>	
both semesters	A second course in drawing, exploring more advanced techniques of graphic expression, concentrating on the human figure and on the structure and movement of the body.
<i>STA3 Painting 1 (Lower or Upper)</i>	
autumn only	An introduction to various media and techniques used in painting, including working in acrylics, oils and water-colour. Areas include still-life, portraiture, nature and the human figure.
<i>STA4 Advanced Painting (Upper)</i>	
both semesters	A second course in painting, emphasising the application of colour using both water-based and oil-based materials. Students will

	examine their own visual language in relation to major styles from European Schools.
	<i>STA8 Photography (Lower)</i>
both semesters	This course offers students the opportunity to develop their own photographic vision in both chemical and digital photography. We will focus on developing the craft of photographic processing and printing in our well-equipped darkroom. The course examines presentation and evaluation of photographic work. A series of project assignments provides students with scope for individual interpretation. This class is open to beginners and/or improvers. Students must provide their own camera (35mm or 2 1/2 format) and supplies.

iv) Tutorial Courses list of offerings (all offered in both semesters)

Applicants should choose *either* 1 Tutorial Course (with **one alternative**) *or* 1 Language Tutorial Course (with **one alternative**).

- U Upper Level
- L Lower Level
- U/L Either Upper or Lower (additional assignments would be set in the case of Upper division designation)

Art History/Studio Art

Pre-requisite: Lower Level or introductory course in Art History.

AHIT2	English Country Houses and Gardens	U/L
AHIT3	Oxford Art and Architecture	U/L
AHIT4	Modern Art and Primitivism	U
AHIT5	History of Photography	U
AHIT7	Special Topics: (a study of an individual artist, movement or group)	U
AHIT8	Critical Methods in Art History and Visual Art	U

Economics and Business

Pre-requisite: Lower Level course in Economics.

EBT1	Product and Labour Markets	U
EBT2	Public Sector Economics	U

English Literature

Upper Level Tutorials are primarily intended for English Majors.

Pre-requisite: Lower Level or introductory course in English beyond Freshman English.

ELT4	Special Topics or Authors (a study of 1 or 2 authors or special topics)	U
ELT5	Contemporary British Fiction	U
ELT7	Twentieth Century British Poetry	U
ELT8	Playwriting	U/L
ELT11	A Taste for Travel	L

History

These Tutorial Courses are primarily intended for History Majors.

Pre-requisite: Lower Level or introductory course in History.

HIT1	Fascism and Communism	U
HIT2	Empires	U
HIT3	The Cold War	U
HIT4	Czarism to Leninism	U
HIT5	From Stalinism to Democracy?	U
HIT6	Merrie England	U
HIT7	Europe of the Renaissance, Reformation & Counter-Reformation	U
HIT8	Irish History	U
HIT9	The English Civil War: Rebellion and Revolution, 1640-1660	U
HIT10	Africa since 1885	U

Mathematics

Note: specific Tutorial Courses by arrangement with the individual student and institution concerned.

MAT1	Special Topics (a study of a mathematical topic)	U
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Philosophy

Pre-requisite: Lower Level or introductory course in Philosophy.

PHLT2	Medical Ethics	U
PHLT5	Mind, Death and Immortality	U
PHLT6	Ancient Philosophy	U
PHLT8	Special Topics (a study of 1/2 philosophers or specialist philosophical topics)	U
PHLT9	Philosophy and Ethics of Education	U

Religion

Pre-requisite: Lower Level course in Religion.

REL1	The Philosophy of Religion	U
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Social Science

Pre-requisite: Introductory course in Political Science or Sociology, as appropriate.

SST1	Sociology of Crime and Deviance	U
SST2	20th Century War Studies	U
SST3	20th Century British (UK) Government & Politics	U
SST4	Special Topic: a particular aspect of Political Thought	U

v) Tutorial Language Courses

As St. Clare's is an international College, you will be in daily contact with a wide range of different nationalities. Therefore it is an ideal place for you to study a language.

Please note that only one language course may normally be studied. Courses are offered in Italian, Spanish, French and German to students at all levels. These are divided into four main categories:

French

FRE1	French I (Beginners/Introduction)	L
FRE2	French II (Intermediate)	L
FRE3	French III (Lower Advanced-Advanced)	U
FREL	French Literature Courses (arranged on request)	U

German

GER1	German I (Beginners/Introduction)	L
GER2	German II (Intermediate)	L
GER3	German III (Lower Advanced-Advanced)	U
GERL	German Literature Courses (arranged on request)	U

Italian

ITA1	Italian I (Beginners/Introduction)	L
ITA2	Italian II (Intermediate)	L
ITA3	Italian III (Lower Advanced-Advanced)	U
ITAL	Italian Literature Courses (arranged on request)	U

Spanish

SPA1	Spanish I (Beginners/Introduction)	L
SPA2	Spanish II (Intermediate)	L
SPA3	Spanish III (Lower Advanced-Advanced)	U
SPAL	Spanish Literature Courses (arranged on request)	U

Within the general levels and categories given above, the Liberal Arts Programme offers Language Tutorials in Russian, Chinese (Mandarin), Portuguese, Latin and Greek.

vi) Tutorial Language Courses: short descriptions by level**I Beginners/Introduction Level**

French, German, Spanish and Italian I (L)

Broadly speaking, the Beginners/Introduction level Tutorial courses in French, German, Spanish and Italian follow a similar format, with the emphasis on the spoken language. Although there will be different approaches across the range of languages, the aim is to equip students with the essential structures of the language (oral skills and reading) needed for a visit to France, Germany, Spain or Italy, i.e. survival language. Language Tutorial courses at this level are the equivalent of a first semester course within the general language requirement. The precise content of the course will vary with the composition of the groups, and every advantage is made to take advantage of the fact that groups are very small and to tailor the courses to their interests.

II Intermediate Level

French, German, Spanish and Italian II (L)

The Intermediate level Tutorial courses in French, German, Spanish and Italian are for students with a basic knowledge of the language such as would be gained in a semester's Beginners/Introduction course. The Intermediate level course constitutes a thorough revision of the grammar contained in the Beginners/Introduction to the language, while at the same time developing the student's command of the more subtle points. It also enlarges their basic vocabulary and introduces them to much more contemporary idiomatic language. The emphasis is on the spoken language, but students read and write the language too. Students will be introduced to a great deal of material about French, German, Spanish or Italian life. As with the Beginners/Introduction level, there will be different approaches across the range of languages, and the precise content of each course will vary with the composition of the group. Every effort will be made to tailor the courses to the interests of the students. Pre-requisite: students must have successfully completed a Beginners/Introduction level course (or the equivalent) in the language of their choice - French, German, Spanish or Italian.

III Lower Advanced/Advanced Level

French, German, Spanish and Italian III (U)

The Lower Advanced/Advanced level Tutorial courses in French, German, Spanish and Italian are for students who have completed levels I and II (or the equivalent). The Advanced level courses revise basic structures, dealing with more of the irregularities or less common points, and expand students' command to more sophisticated language. They are also introduced to prose of a more literary nature, as well as continuing to look at other written sources, such as periodicals, newspapers, journals, etc. While there will be different

approaches across the range of languages, oral communication will still be emphasised, but there is also a necessary emphasis on accuracy in writing and speaking.

Pre-requisite: students must have successfully completed levels I and II (or the equivalent) in the language of their choice - French, German, Spanish or Italian.

IV Literature Courses

French Literature I (U)

This is an introductory course in which students will read modern twentieth century texts.

The emphasis will be on building up reading skills and on oral discussion. Students will also be required to write short written assignments on the texts studied. The course will be conducted in French.

Pre-requisite: this course is intended for French language specialists only.

German Literature I (U)

This course will comprise of reading, analysing and discussing a range of writing representing the variety and richness of German literature. The emphasis will be on nineteenth and twentieth century drama, fiction and poetry, and authors will include Goëthe, Schiller, Kleist, Hoffman, Brecht and Durrenmatt.

Pre-requisite: this course is intended for German language specialists only.

Spanish Literature I (U)

This course is an introduction to the literature of Spain. Students will carry out critical readings of masterpieces by the major writers of Spain, and will be introduced to the main trends of Spanish literature and thinking. The particular periods of interest: the Golden Age, the nineteenth and twentieth centuries and their impact on modern literature.

Italian Literature I (U)

This course will comprise reading, analysing and discussion of the most representative Italian authors including Dante, Petrarch, Boccaccio, Machiavelli, Ariosto, Tasso, Goldoni, Manzoni, Leopardi, Pirandello, Montale and Ungaretti.

Pre-requisite: this course is intended for Italian language specialists only.

Classical Languages

Tutorial Language courses are also available in Latin and Ancient Greek.

Application Procedures

Application for admission

The St. Clare's Liberal Arts application form consists of a number of sections: Personal Details; Educational Details; Academic Registration; Accommodation Options as well as a section dealing with Deposit and Balance of Fees Payment. Please make sure you complete the application form in full before returning it. It is very important that you read carefully through *all* of the course choices detailed in this booklet before completing the Course Registration section. Be sure to include

- your first choice for courses (4 Cores and 1 Tutorial/Language Tutorial);
- your alternative choices (at least 3 Cores and 1 Tutorial/Language Tutorial);
- **and if a course is an absolute requirement (e.g. for next-semester graduation) please indicate clearly.**

Before completing the Accommodation Options section of the application form, please consult the Accommodation/Housing Information section of this booklet.

When the form is completed, please return it to St. Clare's, or to your Study Abroad Office where applicable, along with the following:

- 1 A full transcript of courses taken to date, with grades and grade-point averages.
- 2 A written reference from a professor or teacher who knows you well.
- 3 A personal essay giving your reasons for wishing to study at St. Clare's and outlining what contribution you hope to make to the College.
- 4 Evidence of your level of English if you are a non-native speaker (e.g. a copy of an English Language examination certificate such as TOEFL, Cambridge examinations, IELTS, etc.).
- 5 The Academic Statement on the form signed by the appropriate authority (US students only).
- 6 Registration fee, Enrolment Deposit and Accommodation deposit if you wish to stay in St. Clare's housing.
- 7 Two recent photographs.

Acceptance

Once your application form with all the necessary documents, fees and deposits has been received your application will be considered by the Director. All your course choices and supporting academic references will be checked. If you are offered a place on the course you will receive an official Letter of Acceptance and a Study Certificate confirming your course and the dates. You will also receive a comprehensive information pack giving details of orientation, arrival procedures, trips and excursions, campus facilities and city information.

Payment of Deposits and Fees

Deposit payments

Your application should be accompanied by a Registration Fee, Enrolment Deposit and Accommodation Deposit (if you wish to be placed in St. Clare's housing).

See accompanying *Dates, Accommodation and Tuition Fees* slip for current costs.

These should be made in £ Pounds Sterling either by:

- **Credit Card** - we accept the following cards - Mastercard, Visa, JCB, Switch, Delta (but not American Express). This is by far the quickest and most efficient method of paying your deposits.
- **International Money Order** - in £ Pounds Sterling payable to St. Clare's, Oxford

Tuition fees

Tuition fees must be paid no later than 3 weeks before your course begins (unless you are paying through your University or College). If you are paying your own Tuition Fees directly, you must do so by US Dollar Cheque, or US Dollar International Money Order. Cheques or International Money Orders must be made payable to St. Clare's, Oxford. See accompanying *Dates, Accommodation and Tuition Fees* slip for current costs.

Accommodation fees

Your accommodation fees must be paid no later than 3 weeks before your course begins (in £ Pounds Sterling). See accompanying *Dates, Accommodation and Tuition Fees* slip for current costs.

Insurance fees

All students must be covered by the St. Clare's insurance scheme for the full duration of course. Insurance fees must be paid no later than 3 weeks before the course begins (in £ Pounds Sterling). See accompanying *Dates, Accommodation and Tuition Fees* slip for costs per semester.

Fees: Terms and Conditions

The Registration Fee must accompany the course application form, and is non-refundable. Registration is on a semester basis or by course.

Enrolment deposits for tuition and accommodation are required for each semester or course and must accompany the application form. The deposits are refundable after the end of the course. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.

If a student does not take up the accommodation or a place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of St. Clare's.

When a completed application form and deposits have been received an invoice will be issued to the student for the balance of accommodation fees due and to the College or student, as appropriate, for the balance of tuition fees due. This amount should be paid at least 3 weeks before the course begins. Payment of the balance guarantees the course place and accommodation.

If a student's tuition fees are being paid by his or her College, St. Clare's will require written confirmation of this and a date when the fees will be received.

If the application form is submitted less than 5 weeks before the course begins the registration fee and the full costs of the course and accommodation must be paid at the same time.

St. Clare's must receive the full amounts of deposits and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.

Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid or St. Clare's has a written confirmation from a student's College that it will meet the tuition fees.

Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.

If a student has paid for a course in advance but is unable to attend, it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

- for cancellation more than 3 weeks before the starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits will be refunded in full for students who cancel on grounds of illness. Please note that medical documentation is required;

If St. Clare's cancels the course a full refund of fees will be made to students.

Fees are not refunded once a course has been started or accommodation occupied.

Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student.

The cancellation conditions given above apply to each semester, or part of a semester or course for which a student is registered, i.e. if a student registers for two or more terms or courses and cancels, the deposit or two weeks' fees is retained by St. Clare's from fees for each course or term before a refund is made.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

St. Clare's reserves the right to make an administration charge for any changes to the original registration made by a student.

The Travel Insurance Premium, which is mandatory, includes cover for travel directly to and from St. Clare's and whilst at St. Clare's, including semester breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at semester breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay, abandonment and missed departure and personal liability claims. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. For full details of the extent of the cover and the exclusions see the Certificate of Insurance, the Summary of Cover and the Frequently Asked Questions document, which are available from the Liberal Arts office.

The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary, though its policy is to maintain fees at the level charged for comparable courses.

Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.

Accommodation/Housing Information

The location of our College in Oxford affords our students many advantages over those studying elsewhere. Oxford is a city with a rich cultural heritage: it has two universities, many independent colleges and places of learning, galleries, museums and architecturally significant buildings. The city provides many opportunities for enriching experiences for those studying here from Britain and from all over the world.

Our aim at St. Clare's is the promotion of international education and understanding. We bring together students from as many countries and cultures as possible so they can interact with each other in academic and non-academic settings in a safe and tolerant environment.

The residential educational experience

Within College residences many of the aims of international living can be achieved. Students from diverse cultural backgrounds meet and live with each other and can realise, appreciate and respect different practices and views. The experience of living away from home in itself is educational, requiring students to become increasingly responsible for their daily lives. By staffing our accommodation with resident house managers we also seek to provide the care and support necessary to allow students, who may be experiencing their first extended trip abroad, to flourish in an atmosphere of academic excellence, respect and tolerance for others.

Placement of students in residential accommodation

- Senior students will usually reside in College accommodation or accommodation organised by College (e.g. homestay with a host family). However, students may organise their own accommodation independently.
- On entry to the College all students are placed to ensure mixing of cultural and language backgrounds within houses and within rooms.
- Houses - but not rooms - are mixed with respect to gender.
- Students will not be segregated according to age within senior accommodation.
- All students must sign the St. Clare's Accommodation Regulations on arrival.

Accommodation rules and options

St. Clare's is able to offer comfortable and high-quality College residential accommodation to a high proportion of students. All houses have a resident house manager, a senior resident (in the case of some smaller self-catering houses), or a member of staff on duty each night. There are house rules intended to protect the privacy, security and welfare of all residents. You have your own key and there are no restrictions on when you return to the house in the evening. However, please note that overnight visitors are not permitted.

Bed linen and towels are provided, and rooms are cleaned regularly. Most houses have coin-operated washing machines and dryers for personal laundry. Otherwise students can use the coin-operated launderette located at the main College site.

Please note that all College residential accommodation is non-smoking.

- Option 1 - College house: self-catering (Single or Twin; Standard or Superior)
- Option 2 - College house: meal plan (Single or Twin; Standard or Superior)
- Option 3 - Homestay (living with a host family)
- Option 4 - Independent accommodation

Duration of occupancy

Autumn Semester: In all cases accommodation fees cover the period from the first date of the course to the morning (10.00 a.m.) after the last day of the semester. For Option 1, fees include the mid-semester break in October. For Options 2 and 3 this is available by arrangement at additional cost.

Spring Semester: In all cases accommodation fees cover the period from the first date of the course to the morning (10.00 a.m.) after the last day of the semester. For Option 1 fees include the mid-semester break (usually in February), **but not the Easter break**, although accommodation through the break can be arranged at extra cost. For Options 2 and 3 accommodation during both breaks is available by arrangement at additional cost.

Option 1 - Self-catering arrangements

College houses are located in North Oxford, most are situated up to ten minutes' walk, or a short bus or cycle ride from the College. St. Clare's has a number of houses with fully equipped kitchens for student use. If you select this option, you can therefore cook your own meals, although, if you wish, you can eat meals in the College dining rooms regularly or occasionally, paying only for those meals. Rooms are single or twin.

St. Clare's self-catering properties are offered in two categories:

Standard: usually in twin rooms in a shared house or apartment with shared kitchen and bathroom. There are some single rooms in this category. If you select this option you will either be assigned to one of the few standard rooms in Logan House (a purpose-built block of apartments opened in 1996, located within walking distance of the College), or to a twin room in Hampden Manor (a 17th century manor house about 20 minutes by bus from the College).

Superior: single and twin rooms with private shower and toilet. Most superior twin rooms are in Logan House but some single rooms (very few, and very popular) are available there. Staverton Road is another College property with superior rooms located close to College facilities. All superior rooms have private bathrooms and shared kitchens.

Option 2 - College house with meals provided

College houses are located in North Oxford, most are situated up to ten minutes' walk, or a short bus or cycle ride from the two sites. Each house accommodates up to 25 students, mostly in twin bedded rooms, although some single rooms are available. Superior rooms have private showers and toilets. For the others (standard rooms), bathrooms are shared, although almost all rooms have wash basins. Houses are normally mixed male and female, although bathrooms are single sex. Breakfast, lunch and dinner are included, and are provided in the College dining rooms. (Please note: this option ties you into a mealplan with no refunds for missed meals.)

Option 3 - Accommodation in private homes (Homestay)

Private homes are carefully selected for their quality and are regularly inspected by St. Clare's staff. Rooms are comfortable, and your host family will make you welcome. You have a single room, unless you specifically request a twin room (for instance if you are coming with a friend). Usually you share a bathroom with the family, although some homes do offer a private shower or bathroom. You are provided with bed linen and towels, and will be able to use a washing machine in the house for your personal laundry, at no extra charge. Your family provides you with breakfast and dinner. A few private homes are within walking distance of central buildings, but most are a short bus journey away (maximum 20 minutes).

Option 4 - Independent accommodation

Some students prefer to organise their own accommodation. The Student Services Officer at St. Clare's can offer some assistance by providing lists of letting agents and other information. Suitable accommodation is in short supply and you will normally need to provide a substantial deposit. Rentals are often for a minimum of six months. If you plan to arrange your own accommodation we advise you to arrive well before your course starts, staying in a hotel or guest house while you look for permanent accommodation.

What your Accommodation Fees include

• Option 1 - College house self-catering arrangement

Accommodation from the day of arrival to the morning after the last day of the course, including the Autumn break and Spring breaks (**but not including Easter break**); free bus pass where bus travel is necessary (not provided for houses or homestays within the OX2 coded areas as these are deemed to be within walking distance); bed linen, towels and laundry; use of a kitchen; room cleaning; heating and lighting.

- **Option 2 - College house with meals provided**

Accommodation from day of arrival to the morning after the last day of the course (**except for mid-semester breaks and Easter break in the Spring semester**); bed linen, towels and laundry; meals (breakfast, lunch and dinner Monday to Friday, and brunch and dinner on Saturdays and Sundays) apart from breaks; room cleaning; heating and lighting.

- **Option 3 - Homestay**

Accommodation in a private house from the day of arrival to the night before the day of departure **excluding Autumn and Easter mid-semester breaks**; bed linen and towels; use of a washing machine (at no extra charge). Meals include breakfast and evening meal every day (lunch is not included). Bus pass (for free travel) for students staying outside of the Summertown area (OX2 area code).

Booking Accommodation

If you wish to book College accommodation or homestay, please complete in full your first choice and an alternative choice on the Accommodation Options section of the Liberal Arts Programme Application Form. In the case of College accommodation please indicate if you would like

- Self-catering **or** Mealplan
- A Single **or** Twin room;
- A Standard **or** Superior Room.

Please send, or arrange to pay, the Accommodation Deposit of £200 with the application form. Accommodation is allocated in order of receipt of the Accommodation Deposit. Please note that we are unable to allocate you to accommodation if the accommodation deposit is not included with the application form.

Methods of Payment

- *Credit Card* - we accept the following credit cards - Visa, Mastercard, JCB, Delta and Switch.
- *International Money Order* - if you wish to pay the deposit using an International Money Order please make sure it is in £ Pounds Sterling and made payable to St. Clare's, Oxford. If you are paying by International Money Order remember to include your deposit with your application form (any reservation made for you will only be provisional until your deposit is received).

Paying the balance of Accommodation Fees

- You need to remember to pay the balance of your Accommodation Fees not less than 3 weeks before your course begins. You will not be able to take up residence in St. Clare's accommodation if there is any outstanding balance. Accommodation Fees need to be paid in £ Pounds Sterling.
- You may choose to pay your Accommodation Fees by International Money Order or by credit card. If you wish to pay by credit card you can complete the section on the application form and your card will be charged on the due date.
- If you pay by International Money Order you need to send it in good time to arrive by the due date. If we are unable to offer you accommodation because all spaces have been booked, we will notify you quickly and your Accommodation Deposit will be returned.
- Students on Financial Aid who are not able to pay the accommodation fees by the due date should contact the Liberal Arts office at least 5 weeks before the course starts to explain when payment will arrive.

Changing or moving out of College-arranged accommodation

Please note that if you wish to move out of a College house or Homestay accommodation you must give us written notice as follows: **four weeks** for College Houses; **one week** for Homestay. A charge is made for changes or cancellations made without giving the notice period.