Hertford College

Notes for
Graduate Freshers

2017

The Start of Term
Academic Matters
Financial Matters
College Facilities
Welfare Provision

Updated information will be posted on the Freshers pages within the My Hertford section of the College Website:
http://www.hertford.ox.ac.uk/my-hertford/freshers
The Start of Term

Michaelmas Full Term begins on Thursday 5th October 2017, but graduates are often asked by their Department to come up earlier than this, and formal inductions are arranged in college from Wednesday 27th September. Graduate rooms will be available from 16 September; it is essential that you complete the online arrival form (via the My Hertford part of the college website). The MCR will be organising a host of welcome events from the start of 1st week (25th September) through to the end of 1st week, in addition to their normal set of termly events.

Meetings to Note

<table>
<thead>
<tr>
<th>Weeks beginning 25th September and 2nd October</th>
<th>Individual medical registration appointments may be booked with the College Nurse. You will be contacted by the MCR welfare team to sign up for an appointment in due course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2nd October, 5pm</td>
<td>Medical &amp; Welfare Meeting in the Baring Room</td>
</tr>
<tr>
<td>Tuesday 3rd October, 3-5pm</td>
<td>College Library Induction - drop in tours and advice</td>
</tr>
<tr>
<td>Tuesday 3rd October, 2-4pm</td>
<td>Welcome Tea in the Hall</td>
</tr>
<tr>
<td>Tuesday 3rd October, 5pm</td>
<td>Bursary, IT, &amp; Health and Safety Meeting in the Baring Room</td>
</tr>
<tr>
<td>Wednesday 4th October, 2-3pm; Thursday 5th – Friday 6th October, 2-4pm</td>
<td>Welfare Teas in the JCR (MCR freshers welcome)</td>
</tr>
<tr>
<td>Thursday 5th October, 12-1pm</td>
<td>OUSU Freshers’ Fair (by ticket) in the Exam Schools</td>
</tr>
<tr>
<td>Saturday 7th October, 8.30-9.30am</td>
<td>Medical Registration at the College Doctors’ Surgery (for those who are unable to make an appointment in the weeks beginning 25th September and 2nd October)</td>
</tr>
<tr>
<td>Saturday 14th October, 8.30am</td>
<td>Matriculation; gather in Hall</td>
</tr>
<tr>
<td>Friday 20th October, 7.15pm</td>
<td>Graduate Freshers’ Dinner</td>
</tr>
</tbody>
</table>

* This programme is provisional, and may change. Please check the college website when you arrive in Oxford in case of changes. *

Term Dates

The dates of full term for the academic year 2017/18 will be as follows:

- Michaelmas Term: Thursday 5th October - Saturday 2nd December 2017
- Hilary Term: Thursday 11th January - Saturday 10th March 2018
- Trinity Term: Thursday 19th April - Saturday 16th June 2018

Please note that, due to the demands of research, these dates are for guidance only.

Getting Established

On arriving at Herford you should go to the College Office to collect your welcome pack and be given your University Card which will give you access to Libraries and Departments.

It is essential that all students new to Oxford attend the Matriculation Ceremony on the morning of Saturday 14th October, in order to become a formal member of the University. The ceremony is a closed event, so guests are not permitted to attend.
'Sub fusc' must be worn – i.e.:
1. One of
   a. Dark suit with dark socks, or
   b. Dark skirt with black tights or stockings, or
   c. Dark trousers with dark socks
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

Gowns & caps are also worn. Gowns may be obtained from shops in town: Castell & Son (13 Broad Street); Shepherd & Woodward, (109 High Street); or Walters & Co. (10 The Turl). A group photograph will be taken in College after the ceremony.

**Overseas and European Students**

The University holds two Orientation Days for Overseas and European graduate students at the Exam Schools, on the Thursday 28th September, 9.30am-5pm, for graduates in the Social Sciences division, and on Friday 29th September, 9.30am-5pm, for graduates in the Humanities, Medical Sciences and MPLS divisions. Please refer to the Student Gateway website: [www.ox.ac.uk/students/new/orientation](http://www.ox.ac.uk/students/new/orientation) to make a booking. The Orientation Registration Code is OP2017. The deadline to register is Monday 11th September 2017.

N.B: MBA and MFE students should not sign-up for this event as they will have a separate induction at the Said Business School.

Take a look at the Government website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). For immigration purposes, overseas students are required to present their passport and visa/ID card to the College Office for scanning when they collect their University card.

Students with Tier 4 visas will need to collect their biometric residence permit (BRP) cards on arrival. This can be done at the Exam Schools between 10am and 4pm from Tuesday 26th September to Friday 29th September, and again on Monday 2nd October and Tuesday 3rd October, between 10am and 4pm. If you wish to collect your BRP from the Exam Schools you will need to enter a unique code on your visa application, which is 2HE627, and select the ‘Alternative location’ collection option; we encourage you to use this. You should also sign up for an appointment slot to let the Visa and Immigration team know when you intend to collect the visa after you arrive; more information will be put on the student visa webpages.

Students who arrive much earlier than 29th September or after 3rd October will need to visit the Post Office to collect their BRP card.
Academic Matters

Libraries
The Bodleian Library is a copyright deposit library and as such does not lend books. Admission is by means of your University (‘Bod’) Card. Each faculty or division maintains its own Library. The details of registration and admittance to those Libraries are distributed by each department, and there will be induction sessions for Graduates at the start of Michaelmas.

Hertford students also have access to the college library 24 hours a day, 7 days a week. The library is arranged across three floors and provides textbooks and journals, study spaces with network points, Wi-Fi and a computer room. Further information about the library is available at http://www.hertford.ox.ac.uk/library and the Librarian is available Monday to Friday, 9-5 and can be found in the library office or contacted by email library@hertford.ox.ac.uk.

There will be an introductory tour of the college library before the start of term to allow students to register to borrow books from the library.

Examination Entries
For some courses, online examination entry forms may have to be submitted within the first few weeks of your arrival at Oxford. As there is a penalty charge for late submission, you are advised to check your emails for notification.

College Advisors
The Tutor for Graduates, Professor Martin Maiden, is responsible for graduates. Every Graduate is allocated a College Advisor, a member of the Senior Common Room who will be on hand to offer guidance.
Financial Matters

Fees and Charges
Graduates are liable for Tuition Fees charged by the University (and, depending upon students' circumstances, to the College) in advance of their attendance at the University. The College collects these fees from the students on the University's behalf, and you are invited to pay these fees before you arrive. There are also other charges due to the College for accommodation and meals, etc. and, for some students, there is an additional College fee which for most will be £3,021, but varies between £1,511 and £7,350, depending upon the course.

Details of these fees and charges for the academic year 2017/18, along with guidance on the college academic and domestic rules and procedures, are contained in a college booklet entitled Information for Members, which will be available to view on the college website (at http://www.hertford.ox.ac.uk/my-hertford/freshers) from the end of September. Meanwhile, the University website contains detailed information about University fees and available bursaries at http://www.ox.ac.uk/feesandfunding.

Other Charges
Graduates who live in college accommodation will be invoiced by the college for the costs of accommodation, any food consumed, and other costs. The cost of college accommodation is currently slightly under £1,850 per term (for a nine month licence), although a 10 month license is also available, with the final term charged at around £2,450.

These invoices are called 'Battels', and are charged to students at the beginning of each academic term, and should be paid by the end of the third week of the term (there is a fine for late payment). Each termly 'Battels' bill includes a charge in advance for the accommodation for the term, and a charge in arrears for the costs of food and other items incurred since the previous invoice.

There are two amounts which must be paid in advance: £400 to secure the booking of college accommodation when the offer of accommodation is made; and £100, charged in the first Battels bill, for any other costs. Both items will in normal circumstances be refunded at the latest on the completion of your course.

If you have any questions about finance, please contact the Bursary on 01865 279420 or bursary@hertford.ox.ac.uk. The Bursary can be found in OB2, on the ground floor.

Bank accounts and personal email address
Please keep your contact details in Student Self-Service (eVision) up to date, including your personal email address. We will use these details to keep in touch with you.
If you wish to pay your Battels and fees by card or cheque, you will need to have a UK bank account. In order to prove your student status, you will need to show a bank:
- the letter offering you a place at the University, or your enrolment certificate (which you can print following your college registration);
- your University identity card (which you will receive on arrival at the college).

Banks are legally required to request (for overseas students particularly)
- proof of identity (such as passport);
• evidence of your UK address;
• (if appropriate) your overseas home address.

For the last two points, some sort of official documentation is desirable, ideally an up-to-date bank statement.

Useful information regarding opening a bank account in the UK can also be found on the university website: https://www.ox.ac.uk/students/new/arrive?wssl=1

Financial Difficulties
If during your time at Oxford you find yourself with financial problems and have (or expect to have) difficulty meeting College fees and charges, it is advisable that you seek assistance at the earliest opportunity. You can do so by making an appointment to see the Bursar. Alternatively, the Welfare Team (see page 11) are also available to provide advice.
College Facilities

Accommodation

All student residents must read and understand the terms of the Accommodation Licence Agreement, a copy of which will be posted on the college website in August, at http://www.hertford.ox.ac.uk/my-hertford/freshers. You are deemed to have accepted this Licence Agreement by accepting or using keys to your allocated room on arrival at Hertford.

The college provides furniture, electricity and heating, internet access and telephone connection, but not towels, crockery, cooking equipment or bedding. If you do not wish to bring your own bedding (including duvet and pillows), you may purchase a bedding pack via the college website at http://www.hertford.ox.ac.uk/my-hertford/freshers, which will be placed in your room prior to your arrival.

All rooms are single rooms. If residents wish to have guests to stay, they can book a guest room for them, for which there will be a charge. The college views the safety of its residents as paramount, so guests are not permitted to stay in single student rooms unless their presence is notified in advance to the Lodge and to Housekeeping and they stay for no more than three consecutive nights. There will be a fine and a charge for guests who overstay or who stay without prior notification. If an additional mattress and bedding is required for the visitor, there will be a charge of £10 per night.

Living Out - For those who have not been allocated rooms or who wish to live in private lodgings, the University Accommodation Officer (Ewert House, Ewert Place, Summertown, Oxford OX2 7BZ tel. 01865 278286 email: accommodation.office@admin.ox.ac.uk) will supply a list of lodgings which you may find helpful. You must live within 25 miles of the centre of Oxford or seek special dispensation from this limit. Please update this information in your Student Self Service account and also let the Lodge (porters@hertford.ox.ac.uk) and the College Office (college.office@hertford.ox.ac.uk) have your address as soon as you have found accommodation. Similarly, if you change your address, please update the information in Student Self Service and also let the college know.

First arrival at the College

The accommodation licence starts on 1 October. You may come earlier – from 16 September – but you will be charged an additional £20.08 for each night prior to 1 October. If, due to extraordinary circumstances, you need to arrive earlier than 16 September please get in touch.

All new graduate students must complete the graduate arrival form (http://www.hertford.ox.ac.uk/arrival-graduates) on the college website to let us know when they will be arriving.

On arrival, you should collect your keys from the College Lodge.

Accommodation-Things to Note

- Smoking is not allowed in college buildings, including student rooms and Old Building (OB) and New Building (NB) Quads.
- There are restrictions on a number of electrical appliances which can be brought into residence; please consult the Information for Members booklet (available on
Appliances over three years old should be PAT-tested: if you have such items, please contact the Maintenance team (maintenance@hertford.ox.ac.uk) to arrange testing.
- Fairy lights, incense sticks, and candles are strictly forbidden in college rooms.
- Cushions and rugs brought from home should be fire-retardant (rating 5*) and require approval from the Domestic Manager (Mrs Karen Smith, karen.smith@hertford.ox.ac.uk).
- Students are not permitted to bring their own bed.
- Blue tack or any other adhesive should not be used in college rooms.
- Television licensing is the responsibility of each individual student, and not the college.
- There is an iron and ironing board in the Laundrette of NB6 basement.
- There are strict rules about noise around college.
- Further information is available in Hertford’s Licence to Occupy Residential Premises and Information for Members, both available at https://www.hertford.ox.ac.uk/my-hertford/documents-and-policies.

**Insurance Cover: Important!**
The College is introducing a new service this year to provide a basic level of insurance for students’ possessions (including bikes, laptops, phones etc.) as well as some personal cover. This is paid for by the College and included at no additional charge, but has a number of limitations – notably that some high-value items are not covered outside of your room. The insurance is provided through Endsleigh, and you can add extra cover to suit your own needs (or simply check what is included) by visiting their site at https://www.endsleigh.co.uk/personal/home-insurance/check-your-student-cover/ and entering the College’s policy number HH1587. Please do make sure your insurance arrangements are sufficient for your needs.

**Meals**
Meals are purchased by swiping your University card, and the cost is added to your battels bill the following term. During term, meals are served in Hall at the following times:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.15 - 9am</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>Brunch</td>
<td>11am - 12.30pm</td>
<td>Saturday &amp; Sunday</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 - 1.30pm</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td>Dinner</td>
<td>6 - 6.45pm</td>
<td>Monday-Friday (No dinner on Saturdays)</td>
</tr>
<tr>
<td>Formal Hall</td>
<td>7.15pm</td>
<td>Wednesdays &amp; Sunday</td>
</tr>
<tr>
<td>Guest Night</td>
<td>7.15pm</td>
<td>Fridays of 4th &amp; 8th weeks</td>
</tr>
</tbody>
</table>

Outside of term, meals in Hall are served at the following times:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
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<td>Monday-Friday</td>
</tr>
<tr>
<td>Dinner</td>
<td>6 - 6.30pm</td>
<td>Monday-Friday</td>
</tr>
</tbody>
</table>

**The Middle Common Room (MCR)**
All graduates are members of the MCR and, as members, are welcome to use the facilities offered by the college. These consist of a computer room, a tea room with an open fire and kitchen unit, post room, and a reading room (the Octagon) which was converted from a 15th century chapel. The MCR also provides newspapers, tea and coffee, a wine cabinet, a large
selection of films, and a wealth of social activities (which are listed on the MCR Term Card). The MCR is run by the President and an elected committee of students. This committee is intended as a support structure for the MCR, and any committee member would be willing to advise you on questions you may have when settling into Oxford life. Graduates also have access to the JCR and its facilities.

When you arrive, you should visit the Lodge and the College Office (OB1.1). The MCR President will be on hand to welcome you and, at arranged times, will show you around the college and the Octagon (the MCR quarters). Post for members of the MCR is distributed in pigeonholes, located in the Computer Room within the MCR quarters.

The Lodge
The College Lodge is always open and is staffed by the Head Porter, Dave Haxell, and his team of Porters: Derek, Phillip, Angelo, David, John, and Martyn; it is a student’s first port of call when arriving at Hertford, for keys and guidance. From the Lodge students can book punts, music rooms, and sports facilities; it is also where post and parcels are delivered before being taken to the MCR post room.

If you decide to live out, or register with an external doctor, or if your home address changes, let the Lodge know (porters@hertford.ox.ac.uk).

The Lodge staff are all first aiders and can minister to small accidents. Should you be taken ill in your room, call the Lodge (01865 279400) who will be able to call the College Nurse or Doctor.

Religion
Hertford welcomes students of all faiths and none, and is committed to equal opportunities for all. For information about different faith communities in the university, in Oxford and beyond, please see the links provided on the Hertford Chapel website (https://www.hertford.ox.ac.uk/my-hertford/chapel). The College has an Anglican chapel, located in the OB quad. All members of college are welcome to join in services or events, or to use the chapel as a quiet place for peaceful reflection at any time. The Chaplain, Reverend Mia Smith is available for all members of college, regardless of belief and can be contacted at mia.smith@hertford.ox.ac.uk. Further information about the chapel and its choir is available on the Chapel website.

Bicycle Registration
All students with bicycles are required to register them with the Lodge. You may also borrow the UV marker to mark your property with the same number as your bicycle. The Lodge porters keep a bicycle repair kit and cycle pump for student use, and have a limited supply of front and back lights, flashing armbands, and cycle locks are available for purchase from the lodge.

Student Overseas Storage
The college has very limited out of term storage facilities and as such all students are required to remove all their own property from the premises at the end of term or when vacating their lodgings.
A small amount of out of term storage is available, but its use is confined to overseas students and restricted to 3 boxes (weight limit applies) per person.

The following companies provide commercial storage facilities for hire within the Oxford Area.

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Yellow Self Storage</td>
<td>01865 332500</td>
<td><a href="http://www.thebigyellow.co.uk">www.thebigyellow.co.uk</a></td>
</tr>
<tr>
<td>AVM Storage</td>
<td>0800 833932</td>
<td><a href="mailto:avm@tesco.net">avm@tesco.net</a></td>
</tr>
<tr>
<td>Barretts</td>
<td>0800 54231899</td>
<td><a href="http://www.barretts-storage.co.uk">www.barretts-storage.co.uk</a></td>
</tr>
</tbody>
</table>

Oversees students who wish to use the college storage facility should make contact with the Domestic Manager (Mrs Karen Smith, karen.smith@hertford.ox.ac.uk) at the start of term to ascertain availability and the terms and condition under which storage can be made. The storage system works on a first come first served basis; once full, overseas student will have to make their own arrangement with a commercial storage company.

**IT**

Hertford College has graduate computer rooms in the MCR Octagon, the Library and Graduate Centre. These computers can be used on a 24-hour basis and have all the appropriate software for your studies and printing needs.

As part of your registration with the University you will receive what is known as a Single Sign On account (SSO). This will be vital for your studies and communications while you are at Oxford. The account includes an email address (your.name@hertford.ox.ac.uk) and gives you access to restricted areas on the Oxford University Network, as well as being required to login to most university online services.

Your account details, and instructions regarding how to activate your SSO account will be sent to your personal email address (as supplied on your admissions application). Once you have completed the activation process you will be able to log into Student Self Service and complete the remainder of the university registration process, which is essential for your enrolment.

The college has both wired and wireless network access; please read the network regulations information before you arrive at Hertford: [http://www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules)

To find out more about College IT (including printing) visit [https://www.hertford.ox.ac.uk/my-hertford/it-at-hertford](https://www.hertford.ox.ac.uk/my-hertford/it-at-hertford).

**Electoral Roll**

It is the responsibility of students living in college to register for the Electoral Roll if they so wish and are eligible to vote. EU students may apply for a form to participate if they wish to do so.

To find out more about voting, the following websites may be useful:

[https://www.gov.uk/browse/citizenship/voting](https://www.gov.uk/browse/citizenship/voting)
[https://www.yourvotematters.co.uk/can-i-vote/students](https://www.yourvotematters.co.uk/can-i-vote/students)
Welfare Provision

Medical Facilities
It is a requirement that every student must register with an Oxford doctor. The College Doctors are Dr Chloe Borton, Dr Matt Easdale, and Dr Rachel Allan; you should complete the online medical registration as detailed at [http://www.hertford.ox.ac.uk/medical-and-welfare-information-for-graduate-freshers](http://www.hertford.ox.ac.uk/medical-and-welfare-information-for-graduate-freshers) in good time before the start of term. There is a medical registration process for all graduate students; this is compulsory (and in addition to the online medical registration). There are two types of opportunity to attend; it is possible to sign up for individual appointments with the College Nurse in the weeks beginning 25th September and 2nd October (fewer appointments are available in the second week). This will be arranged through Megan Jeffries, the MCR Welfare Officer. Otherwise you must attend medical registration at the College Doctor’s Surgery on Saturday 7th October between 8.30 and 9.30am. If you have an NHS medical card, please bring it to this meeting.

If you wish to register with a different doctor, their name and address should be given to the College Office ([college.office@hertford.ox.ac.uk](mailto:college.office@hertford.ox.ac.uk)), the College Nurse ([nurse@hertford.ox.ac.uk](mailto:nurse@hertford.ox.ac.uk)) and the Lodge ([porters@hertford.ox.ac.uk](mailto:porters@hertford.ox.ac.uk)).

There is an additional leaflet for international students regarding healthcare; this is available at [http://www.hertford.ox.ac.uk/medical-and-welfare-information-for-graduate-freshers](http://www.hertford.ox.ac.uk/medical-and-welfare-information-for-graduate-freshers).

NHS dentistry is available at Studental on the Oxford Brookes University campus ([http://www.studental.co.uk/](http://www.studental.co.uk/)). They can also be contacted by phone: 01865 689 997.

The College Nurse, Mrs Alison Nicholls, holds a surgery every weekday from 0th to 9th Week in the medical room in NB1.3, and will visit students in their rooms if they are too unwell to attend surgery. She is able to deal with minor illnesses and will provide confidential advice and/or referral on health matters, vaccination or welfare problems. The Nurse’s hours are displayed on the Hertford College web pages. She can be emailed ([nurse@hertford.ox.ac.uk](mailto:nurse@hertford.ox.ac.uk) or [alison.nicholls@hertford.ox.ac.uk](mailto:alison.nicholls@hertford.ox.ac.uk)) or telephoned in the college surgery (2)79401.

Welfare and Disability
Mrs Yo Davies is the College Welfare Coordinator. She is available to speak to, in confidence, about any welfare concern. She will listen to any issues and help you to start the process of resolving any problems. She also provides Cognitive Behaviour Therapy to students who think they would benefit from this approach. She supports the Junior Deans, the MCR Welfare Officers and the Peer Supporters. She has regular “Drop In “sessions throughout the week and can also offer individual appointments. She also coordinates support for students with disabilities. This can vary from arranging appropriate accommodation, liaising with the University’s Disability Advisory Service (DAS) or providing necessary adjustments that may be required by any student whether for mental or physical reasons. She liaises closely with the College Nurse, Chaplain and other members of the welfare team. She can be contacted on 01865 279461 or by email: [yo.davies@hertford.ox.ac.uk](mailto:yo.davies@hertford.ox.ac.uk).
The College Welfare Team
The Dean, Dr Alison Woollard; the Welfare Coordinator, Mrs Yo Davies; the Nurse, Mrs Alison Nicholls; the Chaplain, Reverend Mia Smith; and the Registrar, Ms Lynn Featherstone, are responsible for the pastoral care of all the students. The Welfare team (which also includes the Junior Deans) is here to help make your time in Oxford as happy as possible. Student Welfare Reps and Peer Supporters are also available to help you with any problems (even the really small ones) that you may encounter during your time in Oxford. Further information and contact details are available from https://www.hertford.ox.ac.uk/my-hertford/health-welfare/hertford-welfare-support.

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For more information
Look at the Freshers’ area of the Hertford website ‘My Hertford’ pages.

The University’s online gateway for new students is a very useful website, giving information for freshers: http://www.ox.ac.uk/students/new/