Visiting Student Information Booklet

Useful information to help you prepare for studying abroad at

Hertford College
University of Oxford
WHAT TO PACK IN YOUR SUITCASE?

It’s difficult to know what you need to pack in your suitcase when coming to study abroad. There are many clothes shops here in Oxford, so you can always buy extra items when you’re here. Below are some suggested items of clothing that you may consider to bring with you for each term:

**Michaelmas Term (October – December)**
The weather during Michaelmas term is normally very cold and usually quite rainy. Sometimes it even snows lightly. It’s wise to wear warm clothes inside, as buildings in the UK are not as well insulated as in the USA.

- A thick, warm and waterproof coat for cold, windy and damp days.
- Waterproof shoes/boots that are comfortable to walk in.
- Thick jumpers.
- Warm trousers e.g. thick jeans.
- Hat, scarf, gloves and umbrella.
- Clothes for smart dinners in College e.g. smart trousers, shirt, tie, jacket/evening dress and shoes.
- Formal clothes for bigger events such as a College Ball e.g. tuxedo for men and long ball gown for women.

**Hilary Term (January – March)**
The weather during Hilary term tends to be fairly similar to Michaelmas, we often get heavy snow in January/February. However, it does become slightly warmer and dryer towards the end of March.

- A light but waterproof jacket for when the weather starts to warm up but is still quite damp.
- Thin jumpers so you can layer when the weather becomes warmer.
- Waterproof shoes/boots that are comfortable to walk in.
- Umbrella.
- Thick jumpers.
- Warm trousers.
- T-shirt/shirt.
- Formal clothes for events e.g. smart trousers, shirt, tie, jacket/evening dress and shoes.

**Trinity Term (April – June)**
In April the weather starts to warm up and we tend to have more sunny days. By May/June time the sun is out most days and it feels warm with little rain fall. Although, be prepared for the odd cold and rainy day!

- A light but waterproof jacket for rainy days.
- Thin jumpers, long sleeved tops/shirts, light cardigans.
- T-shirts/shirts.
- Shorts/lighter/thin trousers.
- Summer shoes e.g. flip flops/sandals.
ACCOMMODATION

You will be housed in Hertford College accommodation, usually the Graduate Centre, which is an annex located in the heart of the beautiful city. You will be next to the Thames River in the south of the city centre. Your accommodation is only a 5 minute cycle away from the Hertford College main site.

BEDDING
You are provided with:

- 2 sets of bedding
- Single duvet
- 2 Pillows
- 2 sets of bath towels
- 2 sets of hand towels
- 1 spare blanket

WASHING
You are asked to launder bed linen yourselves. There are laundry facilities provided in your accommodation, a washer and dryer. (£1.60 washer, dryer £1)

COOKING
In all Hertford accommodation annexes there are shared kitchens available for you to use. You also have the choice of eating in the main College dinning hall or Warnock House during term time for breakfast and dinner.

INTERNET
The Graduate Centre has wifi available for you to use and all student rooms have Ethernet connections. There are computer rooms in all Hertford accommodation annexes. You will need to make sure you have an adaptor for your computer.
GETTING TO OXFORD

If you are coming to Hertford straight from the airport, the following information may be useful for you to know before you travel.

AT THE AIRPORT

When you are at Heathrow airport and ready to start your journey to Oxford, you should make your way to the exit door. There are trolleys in the airport that you can use to transport your luggage to the coach. The trolleys are free, and you can use them from the baggage area to the coach.

LEAVING THE AIRPORT—TRANSPORT TO OXFORD

There is a coach service called “The Airline” which runs from Heathrow to Oxford and takes up to 90 minutes depending on traffic. Please visit their website to find out more information and to plan your journey:
http://www.oxfordbus.co.uk/main.php?page_id=23

The coach driver will load and unload your luggage. You do not need to tip him. Buy your ticket from the driver in cash.

A one way ticket costs £23 (as of January 2013)
A period return ticket costs £27. The return ticket is valid for three months. (as of January 2013)
For more information, please visit: http://www.oxfordbus.co.uk/main.php?page_id=26

ARRIVING IN OXFORD—TRANSPORT TO HERTFORD COLLEGE

You should alight at the “High Street/Queens Lane” stop. From there Hertford College is only slightly further down the High Street moving in the same direction as the bus. Turn right onto Catte Street and walk past the Radcliffe Camera (large domed building) on your left. Hertford will be on your right directly cross from the Bodleian Library.
If you alight at “Gloucester Green Bus Station” in Oxford (the last stop), you should take a taxi to Hertford College Lodge, Catte Street, as it is a 15 minute walk and especially difficult with luggage.

When you arrive at Hertford College, make your way through the main entrance and on the left hand side you will see a reception area known as “The Porters Lodge”. Tell the Porter your name and that you are a visiting student who has just arrived. One of our undergraduate student helpers will be waiting to meet you, if you have any immediate questions about Hertford/Oxford please do ask them! You will be handed a welcome pack with lots of useful information in. The pack will include the schedule for your first week in Oxford. You will then be shown to your accommodation.

Please note: Your accommodation is a 10 minute walk away and may take longer with luggage. If you arrived by taxi you may wish to ask your taxi driver to wait outside Hertford College while you register your arrival and then ask him to take you to your accommodation, which is a short drive away.
ORIENTATION WEEK IN OXFORD

On the day you arrive in Oxford, you will have time to settle into your accommodation, have a rest or explore the city centre. The Hertford undergraduate students who meet you on arrival will organise to have dinner with you and the other visiting students that evening. This is not compulsory, but it is a nice way of getting to know people and finding out more about student life in Oxford.

The day after you arrive is when your orientation week starts. The day will start off with a welcome meeting with The Tutor for Visiting Students—Dr Josephine Reynell and the Visiting Student Administrative Assistant—Ms Louise Turner. Throughout the rest of the day individual meetings will be scheduled to discuss tutorials with Dr Reynell, this information will be enclosed in your welcome pack. At 12:30pm there will be a welcome lunch, where you will meet the rest of our team. The lunch is followed by a Hertford College Library induction and a meeting with our IT Department.

For the rest of the week you will have a full timetable, this will include:

- Subject library inductions
- Meeting other teams in College (Nurse, Chaplain, Housekeeping etc)
- Freshers Fair (Michaelmas Term only)
- Meeting the JCR (Junior Common Room—undergraduate body)
- Meeting the MCR (Middle Common Room—graduate body)
- Group tutorial meeting with Dr Reynell

This will be a very busy but exciting week and there will be lots of information for you to take. Please feel free to ask questions along the way, no matter how big or small.
UK banks are keen to offer services to International Students. As they require certain information from you to meet UK government financial rules, the process of opening a bank account can sometimes take a long time and require several documents.

You can make this process easier and less time consuming by following this advice:

- Make sure you have all the necessary documents when you go to the bank (valid passport and your enrolment certificate to prove you are a student, you can ask Louise Turner at Hertford College to provide you with this.)

- Go to the bank as soon as possible after you arrive in Oxford, as the banks will be very busy at the start of term opening a lot of new student accounts.

- Try to avoid going to the bank at peak time e.g. lunchtimes, as this is a very busy period and often there are large queues.

- Consider having enough finance available and alternative arrangements in place in case your bank account cannot be opened for up to a week or longer (e.g. travellers cheques, credit card).

- Look into the possibility of applying for a UK bank account online before you come to the UK, or whether your bank in your home country has a branch here. Make sure to inform your bank that you will be travelling abroad and may be using your debit/credit card whilst away.

The major banks in the UK are:

- Lloyds TSB
- Barclays
- Santander
- HSBC
- NatWest
Your budget for expenses will depend on your personal lifestyle and the amount of independent travel you intend to do.

The Hertford College Visiting Student Programme fee includes a meal allowance, which is equivalent to one meal per day in the Hertford College dining hall. You should budget approximately £9 per day for the other two meals if you wish to eat in the Hertford dining hall. You may wish to budget more if you intend to cook for yourself in your shared kitchen or eat out. Please take into consideration that Hertford College dining hall has no meal service on a Saturday evening.

Your tuition is included in the programme fee. Accommodation during term time is included in the programme fee, although not during the vacation. Accommodation during the vacation can be booked at an extra cost per night (approximately £18 per night), so you should factor this in when planning your budget.

You are advised to budget for books, clothes, toiletries, travel, societies and clubs and social activities. The University of Oxford guidance is a budget of £1,900 for an academic year. If you plan to travel around Europe in the Easter vacation, you will need to budget separately for this.

It is wise to budget for more than you expect to spend in order to be prepared for emergencies or for special occasions.

Talk with students at your university who have already studied abroad, they may be able to give you good advice and tips from their experience.
INTERNATIONAL CALLING

Whilst in the UK you have several options available to you so you can keep in touch with your family and friends back home.

- Buy a new mobile phone (cell phone) here in the UK. Prices of mobile phones vary and you can buy a basic pay as you go phone for as little as £10!

- Use your existing mobile phone but contact your network provider before coming to the UK for more information as this can be expensive! Make sure to notify your current provider that you will be studying abroad and using your mobile phone in a different country.

- Use Skype or a form of online messaging over an internet connection to speak to your family and friends. If you wish to use Skype you should bring your own webcam or laptop with a camera built in.

  **Remember the time difference when calling home!**

Britain is five hours ahead of the USA. Be careful when daylight saving times happen! (Add one, two or three hours onto the 5 hour time difference for the time in Central, Rocky Mountain or Pacific time zones, respectively.)
SHOPPING FOR THE ESSENTIALS

Hertford is located in the centre of Oxford and only a short 2 minute walk away from the main shopping area.

We suggest that you bring enough toiletries for the first couple of days, by then you will have found out where the health and beauty shops are so you can buy more essentials. If you want to look at the health and beauty shops online before arriving to see what brands they sell please visit:

**Boots**: http://www.boots.com/
**Superdrug**: http://www.superdrug.com/

You can eat meals in Hertford College dining hall or alternatively, if you wish, you can use the shared kitchen in your house to cater for yourself. There are lots of food supermarkets located near Hertford where you can buy many different types of foods. There is also the covered market which sells fresh fruit, vegetables, meat and fish. There is an open market at Gloucester Green (near the bus station) which takes place every Wednesday. This is another great place for fresh fruit and vegetables!

There are lots of clothes shops and three main department stores in Oxford. In the department stores you can buy anything from clothes, make-up and perfume/aftershave to pots, pans and electrics. The main department stores are: **Marks and Spencer**—http://www.marksandspencer.com/
HEALTH AND WELFARE IN OXFORD

Whilst in Oxford you have a large welfare team to provide you with help and support or even just a friendly chat. The Oxford terms are very short, so we want you to be able to access help for any problems or worries you may have as quick as possible. Help is available within Hertford College and from outside.

The people here at Hertford College to support you are:

- **The International Programmes Team**—We are here to support you with not only the academic and administrative side of the programme but also with your health and welfare. You can come to us in confidence if you have worries or concerns, or even pop by our office for a cup of tea and a chat. The Tutor for Visiting Students is also happy to see you at anytime for a chat.
- **College Nurse**—Is the person to see if you feel unwell. She has an office in college and can even come and visit you if you are too unwell to leave your room. You can make an appointment with the Nurse or drop by during her open hours.
- **College Doctors**—The College Doctors are based at Beaumont Street and the College Nurse will refer you to them if you need further treatment.
- **Chaplain**—Lives in College and you can drop by his office or give him a call if you want to talk about any welfare worries.
- **Welfare Officers**—Hertford undergraduate students who care for your health and welfare whilst here, they also can be approached if you have any worries or concerns.
- **Junior Deans**—We have three Junior Deans who are Hertford graduate students, one on the main site, one in North Oxford and one in South Oxford. They can visit you at your accommodation annex and even accompany you to hospital in an emergency.
- **Hertford College Lodge**—The Lodge is the reception area and open 24/7. The Lodge should be your first port of call in any emergency. They will direct you to the person best suited to help.

Please visit the Hertford College website to find out more information about our welfare team:
http://www.hertford.ox.ac.uk/my-hertford/health-welfare

International Programmes Team
Hertford Chapel is a traditional-style college chapel, built in 1908. It is always open for members of the college and visitors to come in and explore. Although the chapel is in the heart of Oxford, it is a quiet and serene place. It has a perfect acoustic, and is home to the musical life of Hertford College.

Visiting Students are very welcome to join the choir! The Chapel Choir sings Evensong every Sunday of term at 5.45pm, to which all are welcome. The Chaplain, the Reverend Gareth Hughes, welcomes inquiries about the chapel.

The chapel is always open for members of the college community to come in, sit quietly and pray. The chapel is a Church of England place of worship, and is a welcoming place to people of all faiths and those of none. See the list of University chaplains who serve different faith traditions: http://www.hertford.ox.ac.uk/my-hertford/chapel/about-chapel/links

During term, the college Chaplain organises the weekly round of services and guest preachers and speakers. This is done in conjunction with the chapel team of organ scholars, chapelwardens and assistant chaplains.

Every Sunday evening in term, the choir sings the traditional service of Choral Evensong with a thought-provoking sermon, before we go up for formal hall. On Tuesday nights, we sing Compline by candlelight: a short, quiet service of unaccompanied Gregorian chant. On Wednesday evenings, the Chaplain celebrates a Sung Eucharist with a short homily, followed by a free dinner in the Old Hall.

The chapel is at the heart of the vibrant musical life of Hertford College: the choir rehearses here and sings at services, there are Wednesday-lunchtime recitals in term, and the college orchestra performs here regularly. The perfect mixture of carved wood, stone and marble lends the chapel a wonderful acoustic in which many of our musicians practise regularly.
Hertford College members have access to the 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.

The library operates on a self-service basis. To borrow, scan your university card and the library barcode inside the book at the self-issue PC on the ground floor.

The Librarian is available from 09:00 to 17:00 each week day and is on hand to help you.

During your orientation week you will meet with the Librarian and she will give you a short tour and induction to the Library.

Hertford College has excellent IT facilities for all members of the College. All student and academic rooms have access to the Internet. There are 7 computer labs, which are open 24 hours a day for student use. Wireless access is available in most areas of the college.

There are 3 members of staff who work in the IT Office, which is located in the OB1 staircase. The office is open Monday-Friday from 8am-5pm. Help is also available from the JCR computer rep and the MCR computer rep.

The IT office provide the following support services throughout the college:

- Fixing laptops / desktop computers
- Backing up data
- Guidance on purchasing hardware and software
- Loan of AV equipment
- Installation of computing components
SPORT IN OXFORD

Hertford College Sports Ground

The Hertford College sports ground is situated in Marston, which is approximately a five-minute cycle ride from college. We offer football and rugby pitches during the winter, and cricket during the summer. Throughout the year we have our own indoor squash courts, as well as hard outdoor tennis courts.

Hertford College Boathouse

Hugely popular with our members, the college boathouse is part of the Longbridges Boathouse, located on the South bank of the Isis, approximately ten minutes’ cycle ride from the College. The boathouse is well equipped with a fleet of vessels, ranging from the traditional rowing eights to coxless fours, doubles, singles and sculls. We also provide a communal erg room for those wishing to row without getting wet. Hertford is particularly strong at rowing, and has an active and inclusive college boat club, welcoming everyone from committed, veteran boaties to enthusiastic newcomers.

http://boatclub.hertford.ox.ac.uk/

Hertford College Gymnasium

The College gym can be found in the basement of NB Quad on the main site. The site has been recently refitted, thanks to the generous support of our student common rooms. Facilities include free weights, ergs (rowing machines), and cycle machines, and a variety of cross-trainers and other equipment.

You can also visit the University Sport website for more information on the sports and activities Oxford has to offer:  http://www.sport.ox.ac.uk/
VACATION PLANS

During the vacation all students are required to vacate their term time rooms and return their key to the Porters Lodge. Rooms must be completely empty of all belongings.

Over the vacation visiting students enjoy travelling within the UK or around Europe. Europe is a very popular destination as it is only a short plane journey away and there is lots to see. It’s a good idea to do some research and get a good idea of where you would like to visit and how much it will cost. On the other hand, some students wish to return home and spend the vacation with family and friends.

Accommodation at Hertford College during the vacation is available at an extra cost per night. Where possible we can accommodate you in your term time room, but sometimes it may not be possible so we will accommodate you in a different Hertford room. Please let Louise Turner in the International Programmes Office know as soon as possible if you require accommodation during the vacation.

If you are a visiting student here for more than one term (returning after the vacation), a secure storage space is available to you for the safe-keeping of your belongings. For more information you should speak with your housekeeper, who you will meet during your orientation week.
Terms in an academic year

- **Michaelmas Term**
- **Hilary Term**
- **Trinity Term**

Each term consists of 8 weeks. The 0th week is 1st – 8th week.

**Collegiate University** - The University of Oxford, comprising the academic divisions and departments, Academic Services and University Collections (ASUC) and University Administration and Services (UAS), together with the 38 Oxford colleges and permanent private halls.

**JCR** - the Junior Common Room is the hub of undergraduate social activity; also a physical location in a college for student recreation.

**MCR** - The self-governing body and social centre for graduate students in a college. Fourth year students are also granted MCR membership. The MCR is also a room located in the college.

**Lodge** - The reception area in every college.

**Pidge** - Your mailbox in the Lodge.

**Bursary** - The financial office.

**Battels** - Your billing account.

**Fellows** - In colleges, the senior members of college who, together with the college head, constitute the governing body of the college. Colleges may also have other categories of fellow, such as honorary or emeritus fellows, who are not members of the governing body. There are also research fellowships of various kinds in the University.

**Tutor** - Someone who teaches students on an individual basis or in pairs. They may be a Fellow, Junior Research Fellow, or a graduate. They act as both a teacher and an academic guide.

**College Family** - The Oxford “buddy” system. You are allocated college “parents” who are there to help and give advice during your time in Oxford. They will usually be Oxford undergraduates.

**Fresher** - An Oxford first year student.

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

**Formal Hall** - A traditional meal held in college. Depending on the college, formal attire and/or gowns may be worn, and guests from outside the college may be invited.

**High Table** - The table in a college dining hall, often on a dais, at which the Head of House and Fellows dine. Guests may sometimes be invited to High Table.

**SCR** - Senior Common Room - the organisation to which all Fellows and College lecturers belong. The SCR is also the name of the room in college which is used by SCR members for a coffee and reading room, as well as for special events hosted by SCR members.

**Sheldonian Theatre** - The main ceremonial hall used by the University for events such as Encaenia, Matriculation and degree ceremonies.

**Sub-Fusc** - Formal attire worn by students and academics on formal occasions, including matriculation, examinations and graduation. Men wear a dark suit, white shirt and bow tie, a black gown and a mortar-board, whilst women wear a dark skirt or trousers, a white blouse and black tie, a black gown and a mortar-board. The name derives from the Latin subfuscus, meaning dark brown.
You are welcome to contact us with any queries or questions you may have.

For academic queries or questions, please contact

Dr Josephine Reynell, Tutor for Visiting Students:

Email: visiting.students@hertford.ox.ac.uk
Telephone: 01865 289160

For questions regarding arrivals, accommodation, meal plan, medical information etc, please contact

Louise Turner, Administrative Assistant:

Email: louise.turner@hertford.ox.ac.uk
Telephone: 01865 279356

Website:
http://www.hertford.ox.ac.uk/

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We look forward to welcoming you to Hertford College, Oxford