The Start of Term
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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 6th October 2016 (Thursday of 0th Week), by which date all undergraduates must be in residence. However, Hertford Freshers should arrive on Tuesday 4th October ready to take part in the meetings and events of Freshers’ Week. If you are coming from overseas and arriving on the Tuesday is impossible, you should contact the Accommodation Manager to discuss accommodation arrangements (accommodation@hertford.ox.ac.uk).

The Start of Term: Meetings to Note

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 4th October, 2-4pm</td>
<td>Welcome Tea in the Hall</td>
</tr>
<tr>
<td>Wednesday 5th October, 2-3pm; Thursday 5th – Friday 7th October, 2-4pm</td>
<td>Welfare Teas in the JCR</td>
</tr>
<tr>
<td>Tuesday 4th October, 6pm</td>
<td>Welcome Meeting in the Chapel</td>
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<tr>
<td>Tuesday 4th October, 6.45pm</td>
<td>Opportunity to meet tutors (various locations)</td>
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<tr>
<td>Tuesday 4th October, 7.15pm</td>
<td>Principal’s Dinner, The Hall</td>
</tr>
<tr>
<td>Wednesday 5th October, 8.30 – 10.55am</td>
<td>Registration in The Old Library</td>
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<tr>
<td>Wednesday 5th October, 9-11am and 2-5pm</td>
<td>Tours of the College Library (timed by subject group)</td>
</tr>
<tr>
<td>Wednesday 5th October, 11am – noon</td>
<td>College Welfare Meeting in the Baring Room</td>
</tr>
<tr>
<td>Wednesday 5th October, 5-6pm</td>
<td>Welfare Meeting with College Doctors and Counselling Service in the Baring Room</td>
</tr>
<tr>
<td>Thursday 6th October, 12-1pm</td>
<td>OUSU Freshers’ Fair (by ticket) in the Exam Schools</td>
</tr>
<tr>
<td>Thursday 6th October, 5pm</td>
<td>Bursary, IT, &amp; Health and Safety talk in the Baring Room</td>
</tr>
<tr>
<td>Saturday 8th October, 9am onwards</td>
<td>Medical Registration at the College Doctors’ Surgery</td>
</tr>
<tr>
<td>Saturday 15th October, 8.30am</td>
<td>Matriculation; gather in Hall</td>
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</tbody>
</table>

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

The Start of Term: Term Dates

The dates of full term for the academic year 2016/2017 will be as follows:
- **Michaelmas Term**: Thursday 6th October to Saturday 3rd December 2016
- **Hilary Term**: Thursday 12th January to Saturday 11th March 2017
- **Trinity Term**: Thursday 20th April to Saturday 17th June 2017

The Start of Term: Getting Established

On arriving at the College you will be welcomed by the Freshers’ Committee, shown to your room, and given further instructions about the week. It is essential that all students new to Oxford attend the Matriculation Ceremony on the morning of Saturday 15th October, in order to become a formal member of the University. '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.

The Start of Term: Overseas and European Students
The University holds an Orientation Day for Overseas and European undergraduate students on Monday 3rd October 9am-12.30pm at the Exam Schools; please refer to the Student Gateway website: http://www.ox.ac.uk/students/new/orientation/ to make a booking. The Orientation Registration Code is Oxorient.

Take a look at the Government website: 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 1pm and 5pm on Tuesday 27th September, and between 9am and 5pm from Wednesday 28th September to Tuesday 4th October (excluding Saturday 1st and Sunday 2nd October). 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. Students who arrive much earlier than 27th September or after 4th October will need to visit the Post Office to collect their BRP card.

Financial Matters
Fees and Charges
Undergraduates 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. For some students, there is an additional College fee which varies between £2,933 and £7,135, depending upon the course.

Details of these Fees and charges for the academic year 2016/17, 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 early September. Meanwhile, the University website contains detailed information about University fees and available bursaries at http://www.ox.ac.uk/feesandfunding.

If you are a UK or EU student you must complete the Government Student Finance online forms at https://www.gov.uk/student-finance-forms before you arrive. Please do so whether or not you are likely to receive an award towards University fees, or wish to take out a student loan as information contained in these forms is essential to your joining the College and University and will determine whether you are eligible for financial support from the College and University.
You must attend the Registration session for Freshers on 8th October (see the list of meetings and events above). At this event you will be expected to

- pay any outstanding tuition fees
- produce the SLC statement of financial support (if you haven't already submitted it).

Please note that the release of your funding from the Student Loans Company (SLC) depends upon the completion of the online University registration process and confirmation by the College of this fact at the Registration meeting.

Other Charges
In addition to fees, undergraduates will be charged by the College for living and other costs. Accommodation costs are around £1,090 per term.

These College charges are known as 'Battels', and are invoiced to students at the beginning of each term. The invoices include a charge for accommodation for the coming term, and the actual cost of meals consumed in the previous term, as well as other small items.

Included in the first set of Battels will be a deposit of £200; this will be refunded upon the completion of your course.

The Battels bills are payable by the end of the third week of the term in which they are raised. There is a fine for late payments.

If you have any questions about finance, please contact the Bursary on 01865 279420 or bursary@hertford.ox.ac.uk.

Bank Accounts
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.

College Facilities

College Facilities: Accommodation
The College is proud of the fact that we can house all Fresher Undergraduates in the main College buildings for their first year.
All student residents must read, understand, and confirming (by signing) their acceptance of the terms of the Licence to Occupy College Accommodation, a copy of which will be posted on the College website in September, at http://www.hertford.ox.ac.uk/my-hertford/freshers.

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.

First arrival at the College
Accommodation at the College in accordance with the standard Licence (see above) will start on Thursday 6th October.

Freshers should arrive on Tuesday 4th October to participate fully in the welcome events; please note that the Tuesday and Wednesday nights will give rise to an additional accommodation charge at the normal vacation rate (see http://www.hertford.ox.ac.uk/discover-hertford/fees-finance/costs-for-undergraduate-students).

For those wishing to drop off luggage on arrival, please be aware that parking outside the College is very scarce - and quite heavily penalised. 40 minutes only is allowed for unloading - the Lodge can provide you with a temporary permit for this. In an effort to avoid congestion, it would be helpful if students with surnames beginning A-L would arrive between 10am and 2pm, with others arriving between 2pm and 5pm.

Absence from accommodation
If you wish not to reside in College for any reason, you should apply to the Dean or Bursar as soon as possible.

A weekend away is permitted, but if there are special circumstances that mean that you have to be away from College during the week, you will need the permission of your Tutor and the Dean.

In the event of any absence, you must sign the Exeat Book in the Lodge.

Accommodation-Things to Note

- Smoking is not allowed in college buildings, including student rooms and the 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 http://www.hertford.ox.ac.uk/my-
Appliances over three years old should be PAT-tested: a drop-in service will be provided early in term.
- 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.
- 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, detailed in Information for Members.
- All personal possessions should be covered by insurance against theft or fire. The College does not insure students’ possessions.
- Further information is available in Hertford’s Licence to Occupy Residential Premises and Information for Members, both available at

http://www.hertford.ox.ac.uk/my-hertford/freshers/undergraduate-freshers.

**College Facilities: Meals**

Meals are purchased by swiping your University card (issued to you soon after you arrive in College), and the cost is added to your battels bill the following term. During term, meals are served in Hall at the following times:

- **Breakfast**: 8.15 - 9am  Monday-Friday
- **Brunch**: 11am - 12.30pm  Saturday & Sunday
- **Lunch**: 12.00 - 1.30pm  Monday-Friday
- **Dinner**: 6 - 6.45pm  Monday-Friday (No dinner on Saturdays)
- **Formal Hall**: 7.15pm  Wednesdays & Sunday
- **Guest Night**: 7.15pm  Fridays of 4th & 8th weeks

**College Facilities: Libraries**

Hertford students 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. Further information about the Library is available at [http://www.hertford.ox.ac.uk/library](http://www.hertford.ox.ac.uk/library) and there will be introductory tours during Freshers’ Week. 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.

**College Facilities: The Lodge**

The College Lodge is always open and is staffed by the Head Porter, Dave Haxell, and his team of Porters: Phillip, Angelo, Stephen, 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, find out about the College’s night time taxi service, register bicycles, get spare keys and it is where post and parcels are delivered.

If you decide to live out, or register with an external doctor, or if your home address changes, let the Lodge know. The Lodge staff are all first aiders and can minister to small accidents. Should you be taken ill in your room, call the Lodge who will be able to call the College Nurse or Doctor and inform your tutors if necessary.

**College Facilities: 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. 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 is available for all members of college, regardless of belief. Further information about the chapel and its choir is supplied at http://www.hertford.ox.ac.uk/my-hertford/chapel.

**College Facilities: IT**

Hertford College has undergraduate computer rooms in NB quad, the Library, Abingdon House and the Warnock annexe. These computers can be used on a 24-hour basis and have all the appropriate software for your studies and printing needs. You will receive an account with IT Services so that you can make use of University resources; your computer account will be vital for your studies and communications while you are at Oxford University. This account includes an email address (your.name@hertford.ox.ac.uk) and gives you access to restricted areas on the Oxford University Network. The college has both wired and wireless network access; please read the network regulations information before you arrive at Hertford http://www.ict.ox.ac.uk/oxford/rules/

Further information about connecting to the wireless networks can be found at http://www.oucs.ox.ac.uk/network/wireless/services/owl/vpn/ for OWL and http://www.oucs.ox.ac.uk/network/wireless/services/eduroam/ for Eduroam. If you don’t have an ethernet cable for your wired connection, you’ll need to buy one from the IT Office at a charge of £2.50.

**College Facilities: 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. The Lodge stocks front and back lights, flashing armbands, and cycle locks, which are available for purchase. All bicycles are to be placed in cycle racks; any bikes not parked correctly will be removed.

**College Facilities: Student Overseas Storage**

Owing to Hertford’s limited storage facilities, all students other than overseas students are required to remove all their own property from the premises at the end of term or when vacating their lodgings. Storage facilities are located in HW1 Basement.

A limited amount of out of term storage in College is available **for overseas students only, on a first come first served basis** (maximum 3 boxes per person; weight limit applies). Overseas students who wish to use the College Storage facility should make contact with the Domestic Manager at the start of term to ascertain availability and the terms and conditions under which storage can be made. If no space is available in College, students can make arrangements, at their own expense, with commercial properties in the Oxford area, e.g.

<table>
<thead>
<tr>
<th>Storage Facility</th>
<th>Contact 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>
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. It is advisable that UK graduates ensure that they are on the Electoral Roll of their home district so that they can apply for a postal vote there in the event of an election. EU graduates may apply for a form to participate if they wish to do so.

Welfare Provision

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-for-undergraduate-freshers in good time before the start of term. The doctors will meet all Freshers at the College Doctor’s Surgery on the morning of Saturday 8th October. 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. NHS dentistry is available at Studental on the Oxford Brookes University campus, telephone number 01865 484608. There is an additional leaflet for international students regarding healthcare; this is available at http://www.hertford.ox.ac.uk/medical-and-welfare-for-undergraduate-freshers.

The College Nurse/Welfare Officer, Mrs Yo Davies, 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. The College Nurse is also trained in mental health and cognitive therapy. She can offer help with stress, anxiety, depression and eating disorders. She can be emailed (nurse@hertford.ox.ac.uk or yo.davies@hertford.ox.ac.uk) or telephoned in the college surgery (2)79401. The doctors hold a weekly surgery in College in the medical room during term.

Welfare Provision: The College Welfare Team

The Dean, Dr Alison Woollard; the Nurse, Mrs Yo Davies; the Chaplain, Reverend Mia Smith; and the Registrar, Dr Matthew Hiscock, 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. The Chaplain is always pleased to speak in confidence with any member of College, irrespective of religious belief, regarding any matter, and can be contacted at chaplain@hertford.ox.ac.uk.

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/