



Hertford College

# Notes for Graduate Freshers 2018

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Updated information will be posted on the [college website](#)

## The Start of Term

Michaelmas Full Term begins on Thursday 4<sup>th</sup> October 2018, but graduates are often asked by their Department to come up earlier than this, and formal inductions are arranged in college from Monday 24<sup>th</sup> September. Graduate rooms will be available from 17 September; **it is essential that you complete the [online arrival form](#)**. The MCR will be organising a host of welcome events from the start of -1<sup>st</sup> week (24<sup>th</sup> September) through to the end of 1<sup>st</sup> week, in addition to their normal set of termly events.

### Getting Established and Registration

When you arrive at Herford, if you are staying in college accommodation, you should collect your keys from the college lodge.

The Academic Office will be running registration sessions for new graduate students on the following dates:

- Monday 24<sup>th</sup> September – Thursday 27<sup>th</sup> September at 5pm
- Friday 28<sup>th</sup> September at 4pm

Sessions will be held in OB1.8 and will start promptly on the hour.

At these sessions we will check you have completed your online university registration and you will be able to collect your student card.

For immigration purposes, Tier 4 visa holders are required to present their passport and visa BRP card to the Academic Office for scanning when they collect their university card. We will not be able to complete your registration until we have scanned your passport and visa.

### Overseas and European Students

The university [website](#) offers a great deal of useful information for incoming international students; we would highly recommend that you take the time to look at this.

The University holds two Orientation Days for Overseas and European graduate students at the Exam Schools, on the Thursday 27<sup>th</sup> September, 9.30am-5pm, for graduates in the Social Sciences division, and on Friday 28<sup>th</sup> September, 9.30am-5pm, for graduates in the Humanities, Medical Sciences and MPLS divisions. Please refer to the [Student Gateway website](#) to make a booking. The Orientation Registration Code is OP2018. The deadline to register is Monday 10<sup>th</sup> September 2018.

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.

Students with Tier 4 visas will need to collect their biometric residence permit (BRP) cards on arrival in the country. You must collect your BRP within 10 days of arrival in the UK. This can be done at the Exam Schools between 10am and 4pm from Tuesday 25<sup>th</sup> September to Tuesday 2<sup>nd</sup> October. Please note that there is no collection from the Exam Schools on Saturday 29 September or Sunday 30 September. 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. You must sign up for an appointment slot if you have selected to collect your BRP from the Exam Schools; this can be done through the [Eventbrite registration website](#).

You will not be able to collect your BRP from the Exam Schools if you did not select this option on your application.

Students who arrive much earlier than 25<sup>th</sup> September or after 2<sup>nd</sup> October can collect their BRP from the Post Office; you should enter the postcode OX1 2JD in the Sponsor Address Postcode part of the online form to select St Aldates Post Office.

We would also recommend visiting the university's Tier 4 [website](#) for any student coming to study on a Tier 4 visa.

### **Matriculation**

It is essential that all students new to Oxford attend the Matriculation Ceremony on the morning of Saturday 13<sup>th</sup> October, in order to become a formal member of the University. The ceremony is a closed event, so guests are not permitted to attend.

All attendees must wear [sub fusc](#). This should be:

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 & mortar boards or soft caps are also worn.

Academic dress and gowns can be purchased from a number of shops in town:

- The Varsity Shop (13 Broad Street)
- Walters of Oxford (10 Turl Street)
- Shepherd & Woodward (109-113 High Street)
- The University of Oxford Shop (106 High Street)

Please see our [website](#) for their information leaflets.

A group photograph will be taken in college after the ceremony.

### **Term Dates**

The dates of full term for the academic year 2018/2019 will be as follows:

Michaelmas Term	Thursday 4 <sup>th</sup> October - Saturday 1 <sup>st</sup> December 2018
Hilary Term	Thursday 10 <sup>th</sup> January - Saturday 9 <sup>th</sup> March 2019
Trinity Term	Thursday 25 <sup>th</sup> April - Saturday 22 <sup>nd</sup> June 2019

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

Dates of term, including extended terms and proposed term dates for upcoming academic years can be found on the [university website](#).

# 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 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 [online](#). The Librarian is available most week days during office hours and can be found in the library office or contacted by [email](#).

## 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 student is allocated a College Advisor, a member of the Senior Common Room who will be on hand to offer guidance. You will be informed of the name of your College Advisor shortly after you arrive at college.

# Fees and Funding

## 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. For some students, there is an additional college fee. Please see our [website](#) and the [university website](#) for further information regarding fees and costs.

## 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.

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.

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.

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 by [email](#). The Bursary can also be found in OB2, on the ground floor.

## 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 'Bod' card (which you will receive at the registration session).

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](#).

### **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; please contact the [PA to the Bursar](#), Sue Geddes to do so. 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](#). 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

The college does not provide:

- Towels
- Crockery
- Cooking equipment
- Bedding (duvet, pillows etc.)

If you do not wish to bring your own bedding (including duvet and pillows), you can purchase a bedding pack through this [website](#). The pack 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 the [Domestic Manager](#), Karen Smith, 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 £12 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](#)) 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. As soon as you have found accommodation, please update this information in your Student Self Service account. Similarly, if you change your address, please update the information in Student Self Service.

## First arrival at the College

Accommodation at the college in accordance with the Accommodation Licence Agreement will start on 1 October. You may come earlier – from 17 September – but there will be an additional charge for each night prior to 1 October. If, due to extraordinary circumstances, you need to arrive earlier than 17 September please contact the [Accommodation Officer](#), Charlotte Malins.

A reminder that all new graduate students must complete the [online arrival form](#) to let us know when you will be arriving.

### Accommodation-Things to Note

All students should be aware of the following:

- 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 the [website](#) in September).
  - Appliances over three years old should be PAT-tested: if you have such items, please contact the [Maintenance team](#) 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](#), Karen Smith.
- 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.
  - If you have a television, or watch programmes online, you must have a [TV licence](#).
- There is an iron and ironing board in the Laundrette of NB6 basement, at the Graduate Centre, and 59 Banbury Road.
- There are strict rules about noise around college, detailed in Information for Members (available on the [website](#) in September).

Further information is available in the Accommodation Licence Agreement and Information for Members.

### Insurance Cover

The college provides a basic level of insurance for students' possessions. 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. Please see the [website](#) for further information and make sure arrangements are sufficient for your needs.

### Meals

Meals are purchased by swiping your University card (issued to you soon after you arrive), and the cost is added to your battels bill the following term. During term (starting in 0<sup>th</sup> week), 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	Weeks 1,3,5 & 7 - Thursday Weeks 1,4,6 & 8 - Friday Sundays

Guest Night

7.15pm

Fridays of 4th & 8th weeks

### **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 15<sup>th</sup> 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, 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 Lodge is always open and is staffed by the Head Porter, Dave Haxell, and his team of Porters: Alex, Angelo, David, Derek, Martyn and Phillip; 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, register bicycles, get spare keys and it is where post and parcels are delivered.

The Lodge staff are all first aiders and can assist with minor injuries. Should you be taken ill in your room, call the Lodge (01865 279400) who will be able to call the College Nurse or College GP.

### **Bicycle Registration**

All students with bicycles are required to register them with the Lodge. The porters keep a bicycle repair kit and cycle pump for student use. The Lodge also 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.

### **Religion**

Hertford welcomes students of all faiths and none. 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, Reverend Mia Smith is available for all members of college, regardless of belief and can be contacted by [email](#).

## 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 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](mailto: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 UCAS Track). 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.

All students must adhere to the [university IT rules and regulations](#).

To find out more about college IT, please visit the [website](#).

### Student Overseas Storage

Hertford has limited storage facilities so all students, other than international students, are required to remove all of their own property from the premises at the end of term or when vacating their lodgings.

A limited amount of **out of term storage** in college is available for international students only, on a priority basis (maximum 3 boxes per person; weight limit applies). International students who wish to use the college storage facility should make contact with the [Domestic Manager](#), Karen Smith, at the start of term for further information. If no space is available in college, students can make arrangements, at their own expense, with commercial properties in the Oxford area.

### 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, you may wish to visit the [gov.uk voting website](#) and also the [Your Vote Matters website](#).

# Medical and Welfare Provision

## Medical Facilities

We have a close relationship with the GPs at [28 Beaumont Street](#), an NHS Doctors' Surgery a short distance from college. We strongly encourage you to register with this Surgery when you come to Oxford to make sure you can quickly and easily access medical support if needed. You should complete the [online medical registration](#) 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 24<sup>th</sup> September and 1<sup>st</sup> October (fewer appointments are available in the second week). This will be arranged through the MCR Welfare Officer. Otherwise you must attend medical registration at the College Doctor's Surgery on Saturday 6<sup>th</sup> October between 8.30 and 9.00am. 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 Nurse](#).

NHS dentistry is available at [Studental](#) on the Oxford Brookes University campus. They can be contacted by phone (01865 689 997) or [email](#).

An information leaflet for international students regarding healthcare can be found on our [website](#). Useful information is also available on the [UKCISA website](#).

The College Nurse, [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 [website](#). She can be contacted by [email](#) or by phone (2)79401.

## Welfare and Disability

[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 (CBT) to students who think they would benefit from this approach. She supports the Junior Deans, the JCR 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](#).

## **The College Welfare Team**

The Dean, Professor 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 [online](#).

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## **For more information**

Visit the [Graduate Freshers' area](#) of the Hertford intranet.

The University's online gateway for new students is a very useful [website](#), providing a great deal of information for Freshers.