



Hertford College

Notes for Graduate Freshers

2019

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

The Start of Term

Michaelmas Full Term begins on Thursday 10 October 2019 (Thursday of 0th Week), but graduates are often asked by their Department to come up earlier than this, and formal inductions are arranged in college from Monday 30 September. Graduate rooms will be available from 13 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 -1st Week (Monday 30 September) through to the end of 1st 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 30 September – Thursday 3 October at 5pm
- Friday 4 October at 4pm

Sessions will be held in OB1.8 (the Academic Office) 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 and enrol you until we have scanned your passport and visa, which may lead to delays with other administrative tasks such as opening a bank account.

EU and International 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.

There will be stands at the Oxford SU Freshers' fair for international students including a visa and immigration stand, a student information stand for advice about settling into life as a non-UK student as well as a huge range of international student societies and a range of other sports, social, and cultural stands.

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. Please see the [visa and immigration pages](#) for information about how your visa will be issued and how to collect your BRP from either the Examination Schools or the Post Office in Oxford.

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 19 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 each company's information leaflet.

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

Term Dates

There are 3 terms per academic year, and each term has 8 weeks (1st Week, 2nd Week etc.). References will also be made to Noughth (0th) Week; this is the week before full term.

The dates of full term for the academic year 2019/2020 will be as follows:

Michaelmas Term	Sunday 13 October - Saturday 7 December 2019
Hilary Term	Sunday 19 January - Saturday 14 March 2020
Trinity Term	Sunday 26 April - Saturday 20 June 2020

These dates are Sunday of 1st Week to Saturday of 8th Week, each term.

Some courses will have extended terms, which can be found on the [University website](#). This page also lists proposed term dates for upcoming academic years.

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 Bjarke Frellesvig, 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 during your course. 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. The college collects these fees from the students on the University's behalf.

Please see our [website](#) and the [University website](#) for further information regarding fees and costs.

Other Charges

Other charges are due for food consumed in Hall and other small items. Graduates who live in college accommodation will be invoiced by the college for the costs of accommodation. Accommodation costs are available on our [website](#).

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.

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. If you wish to open a bank account in the UK you will need to prove your students status. To do this, 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.

Useful information regarding opening a bank account in the UK can also be found on the [University website](#).

College Facilities

Accommodation

If you are residing in one of the college's properties you must read and understand the terms of the 'Licence to Occupy', a copy of which will be posted on the college [website](#). On arrival you will be asked to sign an 'Accommodation Acceptance Form' when you collect your keys.

The college provides:

- Furniture
- Electricity and heating
- Internet access

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.

Living Out

For those who have not been allocated rooms or who wish to live in private lodgings, the University's [Graduate Accommodation Office](#) can provide 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 and Accommodation

Accommodation at the college in accordance with the Licence to Occupy will start upon arrival in college.

Graduate students are permitted to arrive from 13 September 2019. If, due to extraordinary circumstances, you need to arrive earlier than 13 September please contact the [Accommodation Officer](#), Charlotte Malins to enquire if accommodation is available.

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 College Handbook (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 team.
- Students are not permitted to bring their own bed.
- Blue tack or any other adhesive are strictly forbidden 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 the College Handbook (available on the [website](#) in September).

Further information is available in the Licence to Occupy and the College Handbook.

Insurance Cover

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

Meals

Meals are purchased by scanning your University card (issued to you soon after you arrive), and the cost is added to your battels bill the following term.

Information regarding meal times, the weekly menu, and the price list can be found on the [Intranet](#), which you will be able to access when you arrive and are registered in college.

During term (starting in 0th Week), meals are served in Hall at the following times:

MAIN HALL SERVICE	DAYS	TIMES
BREAKFAST	Mon to Fri	08:15 – 09:00
LUNCH	Mon to Fri	12:00 – 13:30
DINNER	Mon to Fri	18:00 – 18:45
BRUNCH	Sat to Sun	11:00 – 12:30
GUEST NIGHTS	Fri of 4th & 8th Week	19:15
FORMAL HALL	Wed & Sun	19:15

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 (located in the MCR computer 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, 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).

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 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 often have stocks of 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) 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 provided on your 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.

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

Student Overseas Storage

Hertford has limited storage facilities so all students, are required to remove all of their own property from the premises at the end of the licence period.

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 team, 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). Please look out for information from the MCR regarding medical registrations. If you have an NHS medical card, please bring it to your registration 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 can 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 noticeboard. She can be contacted by [email](#) or by phone (2)79401.

Welfare and Disability

[Gill Shreir](#) is the college Welfare & Wellbeing Coordinator. She is available to speak to, in confidence, about a variety of welfare concerns. 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, Gill Shreir; the Nurse, Alison Nicholls; the Chaplain, Reverend Mia Smith; and the Registrar, 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](#).