Hertford College

Notes for Undergraduate Freshers

2019

The Start of Term
Fees and Funding
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Medical and Welfare Provision

Updated information will be posted on the college website
The Start of Term

Michaelmas Full Term begins on Thursday 10th October 2019 (Thursday of 0th Week), by which date all undergraduates must be in residence. However, Hertford Freshers should arrive earlier than this to take part in the meetings and events of Freshers’ Week.

- **All EU and International students** should arrive on Thursday 3rd October, by 3.30pm. Please contact the Accommodation Officer, Charlotte Malins to confirm your date and time of arrival in Oxford.
- **UK Physics and Physics & Philosophy students** should arrive on Sunday 6th October, by 6.00pm for the Hertford Physics Maths course.
- **All other UK students** should arrive on Tuesday 8th October. Please see the ‘Arrival’ section below for timings.

**Arrival**

For those wishing to drop off luggage on arrival, please be aware that parking outside the college is scarce and heavily penalised. A maximum of 40 minutes only is allowed for unloading - the Lodge can provide you with a temporary permit for this.

In an effort to avoid congestion on Tuesday, it would be helpful if students with surnames beginning A-L arrive between 9am and 12 noon and students with surnames M-Z arrive between 12.30pm and 3.30pm.

You will be welcomed by the Freshers’ Committee when you arrive in college, and they will help you collect your keys and show you to your room.

**Freshers’ Week Timetable**

The timetable for Freshers’ Week will be available on our website shortly. You will also receive a hard copy of your timetable on arrival.

Please check the timetable, and also the noticeboards outside the lodge carefully. You should attend all of the college meetings, and also any departmental meetings and library inductions as detailed on the noticeboards.

Please be aware that dates/times may change, so it is important that you check the website and noticeboards regularly for any updates. We may also email you with changes if necessary.

**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.

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. International students will be given the opportunity to register/collect their university card on Friday 4th October at 11.00am, so please bring these documents with you if you have them. Please be aware that we cannot enrol you until we have scanned your passport and visa.

We would also recommend visiting the University’s Tier 4 website for any student coming to study on a Tier 4 visa.

**Registration**

All Freshers need to attend the registration session. At this session we will check you have completed your online university registration and you will be able to collect your student card.

- **EU and International students** should attend the registration session on Friday 4th October at 11.00am. If you are a Tier 4 visa holder, please bring your passport and visa for scanning.
- **All UK students** should attend the registration session on Tuesday 8th October from 10.00am. Sessions will be run on the hour; please report to the Freshers’ Committee who will be situated near the main entrance a few minutes before the session starts, and you will be taken to the correct room.

**Matriculation**

It is essential that all students new to Oxford attend the Matriculation Ceremony on the morning of Saturday 19th 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 (1\textsuperscript{st} week, 2\textsuperscript{nd} week etc.). References will also be made to noughtth (0\textsuperscript{th}) week; this is the week before full term.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Michaelmas</td>
<td>Sunday 13\textsuperscript{th} October - Saturday 7\textsuperscript{th} December 2019</td>
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<tr>
<td>Hilary Term</td>
<td>Sunday 19\textsuperscript{th} January - Saturday 14\textsuperscript{th} March 2020</td>
</tr>
<tr>
<td>Trinity Term</td>
<td>Sunday 26\textsuperscript{th} April - Saturday 20\textsuperscript{th} June 2020</td>
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These dates are Sunday of 1\textsuperscript{st} week to Saturday of 8\textsuperscript{th} 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.
Fees and Funding

Fees and Charges

Undergraduates are liable for tuition fees charged by the University. The college collects these fees from the students on the university's behalf. There are also other charges due to the college for accommodation and meals, etc.

Please see our website and the university website for further information regarding fees and costs.

For students receiving a loan from the Student Loans Company (SLC) please be aware that the release of your maintenance loan from the SLC depends upon the completion of the online university registration process. Registration is a two stage process; students must verify their details in student service. The college will then confirm the enrolment.

Other Charges

In addition to fees, undergraduates will be charged by the college for living and other costs. 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, as well as other small items.

Included in the first set of Battels will be a deposit; 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 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

Undergraduate accommodation is located in the college buildings on the main site.

All student residents 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.

First arrival and Accommodation

Accommodation at the college in accordance with the standard Licence to Occupy (see above) will start upon arrival into accommodation.

Freshers should arrive on Tuesday 8th October to participate fully in the welcome events.

International and EU Freshers should arrive on Thursday 3rd October. Please contact the Accommodation Officer, Charlotte Malins to confirm your arrival details.

End of Term Arrangements

In general, please note that we may not be able to accommodate students outside of full term. All enquiries about this should be sent to the Accommodation Officer, Charlotte Malins well in advance of the end of term.

At the end of Michaelmas term, students are expected to leave their accommodation by 10.00am on Saturday 7th December. It is highly unlikely that students will be able to remain in their rooms beyond this date. Please direct all enquiries to the Accommodation Officer, Charlotte Malins.
Absence from accommodation

If you wish not to reside in college for any reason, you should contact the Academic Office 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

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).
  o 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 should not be used in college rooms.
• Television licensing is the responsibility of each individual student, and not the college.
  o 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.
• 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 Accommodation Licence Agreement 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 swiping 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:

<table>
<thead>
<tr>
<th>MAIN HALL SERVICE</th>
<th>DAYS</th>
<th>TIMES</th>
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<tbody>
<tr>
<td>BREAKFAST</td>
<td>Mon to Fri</td>
<td>08:15 – 09:00</td>
</tr>
<tr>
<td>LUNCH</td>
<td>Mon to Fri</td>
<td>12:00 – 13:30</td>
</tr>
<tr>
<td>DINNER</td>
<td>Mon to Fri</td>
<td>18:00 – 18:45</td>
</tr>
<tr>
<td>BRUNCH</td>
<td>Sat to Sun</td>
<td>11:00 – 12:30</td>
</tr>
<tr>
<td>GUEST NIGHTS</td>
<td>Fri of 4th &amp; 8th Week</td>
<td>19:15</td>
</tr>
<tr>
<td>FORMAL HALL</td>
<td>Wed &amp; Sun</td>
<td>19:15</td>
</tr>
</tbody>
</table>

**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 online and there will be introductory tours during Freshers’ Week. The Librarian is available most week days during office hours and can be found in the library office or contacted by email.

**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 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 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.

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 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.

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 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. The doctors will meet all Freshers at the College Doctor’s Surgery on the Saturday at the end of Freshers’ Week. If you have an NHS medical card, please bring it to this meeting. All students are expected to attend this session, but if you are unable to do so, please contact the College Nurse to arrange a 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 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.