Welcome to Univ (PG)
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This booklet aims to provide you with key information about University College in preparation for your arrival. It includes a welcome message from the Master and frequently asked questions. Equally importantly, it summarises what you need to do before you arrive. There are some forms to complete and return, and some actions to take. The action points are listed at the bottom of the page, and summarised in checklists at the end of this booklet (pp. 44–46). Please return all forms to the Admissions Manager by email or post, (graduate.admissions@univ.ox.ac.uk, +44 (0)1865 276677) by Friday 1 September at the following address:

Admissions Manager
University College
Oxford
OX1 4BH
United Kingdom

Please also ensure that you read the important information and documents on the section of our website dedicated to new students:

www.univ.ox.ac.uk/newstudents

You should also consult the College Regulations (https://www.univ.ox.ac.uk/content/policy-documents-and-regulations) and the Information for Students (https://www.univ.ox.ac.uk/content/student-information-0).

**Action Points**

Read all documents at www.univ.ox.ac.uk/newstudents.
Consult the College Regulations and Information for Students.
Welcome from the Master

Univ students come from all sorts of backgrounds but have three things in common: proven ability, a passion for their subject and the commitment to make a success of their chosen course. If you welcome intellectual challenge, are enthusiastic about your subject and ambitious to do well, Univ is a great place to be.

Univ’s facilities and atmosphere make it a wonderful place to study. It is located right at the centre of the city, minutes away from the main libraries, lecture halls, laboratories, shops, restaurants, pubs, parks and the river. Our beautiful old buildings have been fully modernised and our courtyards and gardens are an oasis of peace in the city centre. Sport, music, drama, politics and community work all flourish. And the spirit is relaxed, supportive and enormously friendly: you can be yourself, whoever you are.

Sir Ivor Crewe
Welcome Week

The first thing to do when you arrive in Oxford is to attend Registration in the College’s Academic Office - you will need to bring photo ID with you. At Registration you will be given your Bod Card (see Jargon Buster on p. 34) and Welcome Pack. International students will also need to have their passport and visa/Biometric Residence Permit scanned. Please note that we will be unable to register any graduates on the morning of Monday 2 October.

Note for graduates arriving prior to Welcome Week: It may not be possible to register you prior to Welcome Week if you arrive in College early. If you need to register before Welcome Week you should email graduate.admissions@univ.ox.ac.uk to see if this is possible.

The welcome pack you will be given at College Registration contains the timetable for Welcome Week, which is run by the graduate common room (WCR). The activities arranged will provide many opportunities for you to get to know the other new students and the rest of the College. The programme of social events will be advertised on Facebook (facebook.com/univwcr) and Twitter (@UnivWCR)

There are a number of College activities on the Welcome Week schedule which are mandatory. You should ensure that you will be available to attend the following sessions, none of which should clash with departmental events:

Wednesday 4 October
7.30 pm Dean of Graduates Induction with drinks reception

Thursday 5 October
6.45pm Altschul Pre-dinner drinks with College Advisers
7.15 pm Graduate Altschul Dinner

Friday 6 October
4.00pm Induction with the College Doctors
Teaching and learning

All graduate students will have been assigned a College Adviser, all of whom are research-active scholars, many with international reputations, and an established teaching record. Your College Adviser’s area of research will be in a similar area to your chosen subject of study. You will probably meet your College Adviser during Welcome Week and it is likely that they will join you for the Altschul Dinner. In addition, you will meet both the Senior Tutor and Dean of Graduates during Welcome Week.

Senior Tutor (Dr Andrew Bell)

senior.tutor@univox.ac.uk  tel: +44 (0)1865 276673

The Senior Tutor has overall responsibility for all academic matters in the College, including academic welfare and academic discipline. Dr Bell is very happy to meet with any student to discuss academic-related matters. To make an appointment with the Senior Tutor, please contact the Student and Academic Recruitment Administrator, or email Dr Bell directly. Dr Bell's office is on the ground floor of the Master's Lodgings.
Teaching and learning

Dean of Graduates (Prof Peter Jezzard)
peter.jezzard@univox.ac.uk

The Dean of Graduates sets the graduate strategy and looks after graduate students jointly with the Senior Tutor, and is normally available via the Academic Support Administrator in the Academic Office tel: +44 (0)1865 286419 or by email.

In addition to the College Advisers system, Professor Jezzard can be contacted if graduates experience difficulties with their academic work, or when there are disputes with their supervisor, or welfare problems. Note that day-to-day on-course graduate administration (for example the signing of GSO forms) is handled by the Academic Support Administrator, under the oversight of the Senior Tutor.
Academic Office

The Academic Office is the hub of the academic administration in College and is located in 10 Merton Street. The Academic Office team is committed to helping you navigate your way through the administration related to your studies. The Academic Office is open Monday to Friday, 9am – 12.30pm and 2pm – 4pm.

Academic Support Administrator
(Mrs Karen Franklin)
karen.franklin@univ.ox.ac.uk
tel: +44 (0)1865 286419

The Academic Support Administrator deals with the day-to-day administration of on-course graduate students.

For many of your admin needs, it is to the Academic Office that you will need to turn – for example, you may need to obtain an enrolment certificate using the student self-service system (http://www.ox.ac.uk/students) for your bank during your first week or so.

All new postgraduates can apply for a book grant of up to £100. To claim the grant you will need to complete a form (available from the College intranet) once you are in Oxford. The form should be returned, with receipts attached, to the Academic Office.

The office will be able to order you a replacement Bod Card should you lose yours (there is a £15 fee for replacing lost Bod cards so try not to lose it!).

Karen works Tuesday – Friday.

Academic Services Manager (Miss Sally Stubbs)
sally.stubbs@univ.ox.ac.uk  tel: +44 (0)1865 276951

The Academic Services Manager has oversight of all on-course student administration at Univ including special exam arrangements. She is available during office hours should you have any questions regarding academic life at Univ.
Academic Office

Admissions Manager (Mr Bruce Forman)  
bryan.forman@univ.ox.ac.uk  tel: +44 (0)1865 276677

The Admissions Manager runs the graduate and undergraduate admissions exercises. He also works closely with the Schools Liaison and Access Officer. If there are any questions you have before arriving in Oxford or during Welcome Week, please just let Bruce know.

Schools Liaison and Access Officer  
(Ms Nelli Chamings)  access@univ.ox.ac.uk  tel: +44 (0)1865 286565

Univ offers a whole range of schools liaison and access initiatives to schools. This means you'll often see school groups around College! Lots of Univ students also get involved in the Ambassador Scheme, working with schools and pupils to encourage them to aim for Oxford when applying to higher education. If you would be interested in getting involved in college outreach activities, please contact Nelli.

Student and Academic Recruitment Administrator (Ms Cameron Ott)  
academic.office@univ.ox.ac.uk  tel: +44 (0)1865 276601

The SARA deals with the day-to-day administration of undergraduate students and can make an appointment for you to see the Senior Tutor should the need arise. She shares an office with the Academic Support Administrator; in whose absence she will be available to answer your queries. Cameron works Monday, Tuesday, Thursday and Friday.

Academic Office Opening Hours:  
Monday – Friday, 9am-12.30pm and 2pm-4pm
Welfare

We hope that you will enjoy your time at Univ. But everyone runs into difficulties from time to time and university life inevitably involves challenges of its own. Most of the time most of us get support from our families or friends, but sometimes they are not the right people to help, or you might not want to overburden them. These are reasons why the College and the University have people with designated welfare roles. We are keen to help and are paid to be available, so feel free to contact any one of us with anything that may be bothering you. People at Univ to whom you can turn for help include the following:

Chaplain and Welfare Fellow
(Dr Andrew Gregory)
andrew.gregory@univ.ox.ac.uk  tel: +44 (0)1865 276663

The Chaplain and Welfare Fellow is available to any student who wishes to speak to him about any matter of concern, whether academic difficulties, emotional issues, or anything else that might be troubling you. He will be glad to listen and can offer you time and support, or point you in the direction of other people who might be able to help.

The College is a very diverse community, and most of Andrew’s work takes place in a context of pastoral support in which no assumptions are made as to whether individuals hold to any religious beliefs or to none.

His office is in the front quad, Staircase 6, Room 6. Students are welcome to knock on his door at any time, or to contact him by phone or by email, and the Lodge can often help to find him.

Andrew leads the Welfare Team and also administers some of our hardship funds.
# Welfare

## Disability and Welfare Administrator
(Ms Aimee Rhead)

*aimee.rhead@univ.ox.ac.uk*

**tel:** +44 (0)1865 276662

The Disability and Welfare Administrator provides administrative support for the Senior Tutor in his role as Disability Lead, as well as to the Chaplain and Welfare Fellow in student welfare matters. She also supports and liaises with the Dean, the Adviser for International Students and the College Nurse. She is readily available for any student who wishes to speak to her about any matter of concern. In supporting the Senior Tutor’s role of Disability Lead, she can similarly provide advice to students who require special arrangements for exams.

## College Nurse (Ms Chris Sunga)

*university.nurse@nhs.net*  
**tel:** +44 (0)1865 276605

The College Nurse is available to help with a wide variety of health and welfare needs. Details about surgery hours can be found here [https://www.univ.ox.ac.uk/content/medical-support](https://www.univ.ox.ac.uk/content/medical-support)

## Adviser for International Students
(Mrs Jing Fang)

*jing.fang@chinese.ox.ac.uk*

The Adviser for International Students, Jing Fang, is available to support and advise all international students. She aims to help international students integrate fully in the College’s academic and social activities. Mrs Fang is a Language Instructor in the Oriental Institute: she has lived in Oxford for many years but comes from China and may be able to give particular support to students from the Far East.
Welfare

Dean (Dr William Allan)
william.allan@univ.ox.ac.uk  tel: +44 (0)1865 276644

The Dean is responsible for non-academic discipline. He is supported by three Junior Deans who are senior postgraduate students.

Junior Deans

Carl Hildebrand:  carl.hildebrand@univ.ox.ac.uk
Rachel Wheatley:  rachel.wheatley@univ.ox.ac.uk
Nina Yancy:  nina.yancy@univ.ox.ac.uk

Rachel and Nina live on the main site, and may be contacted directly or through the Lodge. Carl is based on the Staverton Road site. Requests for parties are submitted in the first instance to the Junior Deans. They will be happy to meet and speak to Junior Members informally about any matters of concern.

For further information please refer to the Univ website and the College Regulations.

Carl Hildebrand  Rachel Wheatley  Nina Yancy

There are also Welfare Officers available in the Common Room and Univ operates a Graduate Peer Support Scheme.
Health

Before coming to College all students must register with the College Doctors. Information on how to register is available in the Welcome Pack. You should also make sure that all immunisations are up to date. It is strongly recommended that all UK and international students born after 1982 should have both the MMR and the Meningitis C vaccinations before arriving in Oxford. The doctors are based at 19 Beaumont Street (about a 10 minute walk from College) and they offer Univ students high-quality clinical and associated welfare support.

Most students will get NHS dental treatment until they are 19 years old. This does involve some cost. Thereafter, it may be difficult to find NHS dentists in Oxford. Our advice is to stay registered with your dentist at home and to use Oxford dentists in an emergency. Students wishing to use a dentist in Oxford may wish to use Studental (the student dentist service located at Oxford Brookes University).

Students are advised, in case of flu, to bring the following items to College: a thermometer, tissues and paracetamol. A basic first-aid pack may also be useful.

**College Doctors:** 19 Beaumont Street, OX1 2NA
(www.19beaumontstreet.com / +44 (0)1865 240501)
**Studental:** www.studental.co.uk / +44 (0)1865 484608
**Emergency Dentist:** +44 (0)845 345 8995
**The John Radcliffe Hospital:** +44 (0)300 304 7777
**University Counselling Service:** +44 (0)1865 270300

**Action Points**

Read the documents which can be found at www.univox.ac.uk/newstudents about meningitis, mumps and flu.

Register with 19 Beaumont Street Surgery no later than Friday 1 September.
If you have already made a formal declaration of disability on your graduate application form, you should by now have received an information pack from the University’s Disability Advisory Service. If you have not yet received an information pack, please contact the Disability Advisory Service urgently on +44 (0)1865 280459 or disability@admin.ox.ac.uk

If you have a disability that you have not yet declared, it is not too late to do so using the declaration form that is available at tinyurl.com/disclosure-forms. You are not under any obligation to disclose details of your disability either to the College or to the Disability Advisory Service, but we can only provide you with appropriate support if we are made aware, in a timely manner, of any particular needs that you may have. We strongly encourage any student who has a disability to disclose it at the earliest opportunity. Should you provide such information, it will be shared on a need-to-know basis within the terms of the College’s confidentiality policy. Further information and advice is available from the University’s Disability Advisory Service.

The Disability Adviser who works with students at Univ is currently Julie Plummer. Her contact details are: (email) disability@admin.ox.ac.uk (tel: +44 (0)1865 289846.

Please check with your department or faculty who acts as the departmental Disability Design Co-ordinator. You should contact that person as soon as possible to discuss any support and reasonable adjustments you require.

Additional information is available on our website and in our Handbook of Information and Regulations and also on the website of the Disability Advisory Service: http://www.admin.ox.ac.uk/eop/disab

**Action Points**

Check that you have received your disability pack if you are expecting one and if not, contact the Disability Advisory Service immediately.
International students

The following website provides useful information for international students coming to Oxford: http://www.ox.ac.uk/students/new/ and we strongly recommend you read it carefully.

Note for international graduates arriving prior to Welcome Week: If you need to arrive at Univ before Welcome Week you should email teresa.strike@univ.ox.ac.uk to see if this is possible. We may be able to welcome you a few days in advance.

However, it is worth noting that before you arrive in the UK you need to do the following:

1) It is strongly recommended that all UK and international students born after 1982 should have both the MMR and the Meningitis C vaccinations before arriving in Oxford. If this is not possible you should consult the College Doctor immediately on arrival. Information about these vaccines is on the College website at: www.univ.ox.ac.uk/newstudents

You should note that students from Britain and the European Community can receive free treatment under the National Health Service (NHS) and students who are in full-time education and under the age of 19 are exempt from most NHS charges, e.g. prescriptions. However, there is an immigration health charge for access to NHS treatment for non-EU students studying in the UK on Tier 4 visas. Information about this charge can be found at https://www.ox.ac.uk/students/visa/before/tier4

2) All international students (non EEA/Swiss) coming to Oxford to study a full-time course of more than 6 months must obtain Entry Clearance (a visa) under Tier 4 (General) Student before coming to the UK to start a course. If you do not have Entry Clearance when you arrive, you will not be allowed to enter the UK. Graduates who have fulfilled all their conditions will receive their CAS number (the number you need from the University to apply for a Tier 4 visa) via email from their University department: if you have any queries, please consult your department.
International students

Your passport must continue to be valid for at least 6 months from arrival in the UK. We advise that you photocopy it, both the front and back, as well as the page or card with the approved UK entry clearance. In the event that your passport is lost or stolen, this will help you prove that you have already been cleared to remain in the UK for the duration of your studies.

Once you have arrived in Oxford you will need to collect your Biometric Residence Permit (BRP (visa)). For more information about collecting your BRP (visa) please visit the following website: http://www.ox.ac.uk/students/visa/before/tier4

During Welcome Week you must bring your passport and BRP (visa) to the Academic Office so that it can be scanned and stored in accordance with the UK Home Office requirements. It will not be possible for you to complete registration if your passport and BRP (visa) have not been scanned.

If your visa states that you need to register with the Police, then you must do this within 7 days of arrival in the UK.

Details about registering with the Police can be found here: https://www.ox.ac.uk/students/visa/during/police

3) You should consider booking your flight home for December before you come to Oxford as flights are expensive and difficult to get in December. Check with your airline about the maximum time period between flights, in case you have to change your flight. Most airlines offer open tickets with 6 or 12 months’ validity for a return flight. **Remember when booking your return flight that you are not allowed to leave Oxford before Saturday of 8th Week in each term.** You must be back on the Thursday of the week before term starts in January (i.e. by no later than 11 January 2018).
International students

4) Consider getting an international student card which will entitle you to discounts all over the world if you’re intending to travel. The NUS card now includes international students. For more information visit www.nus.org.uk/en/Card-Queries/

5) As mentioned in the ‘Fees and Finance’ section, it can take a while to open up a UK bank account, so we advise that you bring some British money (£300 to £350) to see you through. You could also consider applying for a supplementary credit card through your parents for emergencies as some travel sites and airline companies require payment by credit card. If you manage to obtain a credit card in the UK, it is likely that your credit limit will only be £350.

6) Remember to register with the College Doctors, even if you do not plan to use the NHS, in case you become ill during exams etc.

Finally, remember to bring these essential documents:

- Passport and BRP (visa)
- Air Ticket
- Letter of Acceptance from Univ
- Letter Specifying Financial Support
- Details of your CAS number

Put the originals of these in your hand luggage as you might be required to show them at border control. Bring copies of all documents in your hand luggage and main luggage.

Action Points

Read: http://www.ox.ac.uk/students/new/.

Remember to pack all essential documents in your hand luggage, with spare copies in your main luggage.
Full Term Dates 2017/18

**Michaelmas Term:** Sunday 8 October – Saturday 2 December

**Hilary Term:** Sunday 14 January – Saturday 10 March

**Trinity Term:** Sunday 22 April – Saturday 16 June

All graduates on taught courses must be in College by **12 noon on the Thursday before the start of every Full Term** (i.e. by Thursday of Week Nought; *see jargon buster*). New graduates should ensure that they are in College for all of the mandatory Welcome Week sessions.

**Bedrooms**

Most bedrooms have a single bed and share a bathroom/shower with approx. 3 - 5 other students. Please bring with you your own bed linen (we supply a mattress protector), or you can purchase a bedding pack from the Domestic Bursary ([domestic.bursary@univ.ox.ac.uk](mailto:domestic.bursary@univ.ox.ac.uk)), which will be left in your allocated room on arrival. These do need to be pre-ordered and the cost is £45 per pack, this charge will be added to your batells. Packs include a duvet, duvet cover, pillow, pillow case and fitted bed sheet.

The use of the following items is banned in student rooms: microwaves, toasters, sandwich makers, rice cookers, electric fires/ heaters, electric guitars, infrared lamps. Other electrical appliances can only be brought if you can guarantee their safety (evidence of PAT certification): if they’re over two years old get them checked by a qualified electrician before coming to College, and bring proof of PAT testing with you.
Living at Univ

Food
Food is reasonably priced at Univ and it is considered to be among the best in Oxford. Food at Univ offers great variety and ranges from soups, salads and sushi to hot meals. Lunch and informal hall are self-service and typically cost around £2.00 – £7.00. Formal hall is currently £9.32 for three courses, with guests paying £14.23. Breakfast is between £1.50 – £4.50.
You pay for food using your Bod Card (see p. 30).

Kitchens
Every Graduate house has a shared kitchen so you can self-cater if preferred. You will need to bring your own pots/pans and cooking equipment or purchase in Oxford when you arrive.

We expect all kitchens to be kept clean and tidy, respecting all users.

Scouts (Cleaners)
At Univ we have a fantastic team of scouts who work hard to keep the College clean and tidy at all times. They will clean all communal areas Monday – Friday including shared bathrooms/showers and kitchens.
The scouts won’t do your washing up, but ensure cleanliness for all users. Each house has a dedicated scout. They normally come in to bedrooms once every few weeks to vacuum and clean sinks, this will be agreed with you within your first week by your scout. Some students prefer to clean their own room which is fine.
Living at Univ

Laundry
There is a fully-equipped, self-service laundry in the basement of Staircase 11 on the main college site. You sort out all your own washing here.

Insurance
We have a block insurance policy through Endsleigh for most personal belongings on the main site. For further details of what this covers see [www.univ.ox.ac.uk/newstudents](http://www.univ.ox.ac.uk/newstudents).

Sustainability at Univ
The College takes seriously its role in living sustainably and reducing energy use and waste on all its sites. We have lots of advice and guidance on our website but we are fanatical about recycling.
You will have 2 bins in your room. One is a blue bin for all recycling. Oxford operates on a mixed recycling scheme, so anything you can recycle goes into the blue bin (except glass - we ask students to take glass to the outside bins themselves). All food waste should be disposed of in the food waste caddies which can be found in the communal kitchens. All other waste (non recyclables) goes into the black bin. You should leave your bins outside your room each morning and the scout will empty and replace with a clean bin liner. If any blue bins are contaminated with food/tea bags etc., then all the contents will have to go to waste, so please be extra careful as we take our recycling very seriously. We appreciate your co-operation with this.
You can find recycling points for clothes and batteries at the lodge.
Domestic Bursary

The Domestic Bursary manages many aspects of the non-academic resources in the College, including accommodation, food, the Lodge, sport and gardens.

**Domestic Bursar (Mrs Angela Unsworth)**

*angela.unsworth@univ.ox.ac.uk*

*tel: +44 (0)1865 276619*

The Domestic Bursar has overall responsibility for the domestic arrangements of the College including accommodation, catering, gardens, sports facilities and the Lodge. She also deals with student financial support and hardship funds.

**Head of Hospitality & Accommodation (Mrs Teresa Strike)**

*teresa.strike@univ.ox.ac.uk*  
*tel: +44 (0)1865 276676*

Teresa is responsible for student accommodation across all our sites and heads up the Front of House catering team. She and her team will ensure you have a comfortable and welcoming time at Univ. If you need to know anything about ‘Living at Univ’ sleeping or eating, then do get in contact with her.

**Domestic Bursary and Hospitality Coordinator (Mr Shane Pledge)**

*shane.pledge@univ.ox.ac.uk*  
*tel: +44 (0)1865 276625*

Please contact Shane if you need to book a guest room in College, or if you need to use a teaching room. Shane also liaises with the student entz team delivering great events each term.
Domestic Bursary

Rob and Scott manage all catering and events in College: you will see Scott in the Hall during breakfast, lunch and dinner.

Rob is always pleased to speak to students, especially if they have particular requirements or would like to ask questions about food in Univ. If you have any food allergies or special dietary requirements please contact one of them.

Hall Manager
(Mr Scott Chamberlain)
scott.chamberlain@univ.ox.ac.uk
tel: +44 (0)1865 276954

Head Chef
(Mr Rob Mercer)
robert.mercer@univ.ox.ac.uk
tel: +44 (0)1865 276612

Guest Rooms in College

Univ has 2 guest rooms in College, 1 twin bedded room and 1 double. The rooms are for use by current members of Univ and their families along with alumni of the College. The current rate is £50 per person per night including breakfast.
Matriculation

In order to become a member of the University, you need to matriculate.

The matriculation ceremony will take place on the morning of Saturday 14 October 2017. Proceedings will start with a roll-call in the Main Quadrangle, followed by the Freshers’ Photograph, which will be taken in the Radcliffe Quadrangle.

It takes some time to organise the photograph and the timetable is tight. Please ensure you are in the Main Quadrangle in Univ by 8.15am dressed in sub fusc (see Jargon Buster, p. 34). You should also bring with you your University Card. Matriculating students process straight from the photograph to the matriculation ceremony in the Sheldonian Theatre. There will be no opportunity to return to your room between the taking of the photograph and the ceremony.

Only matriculating students can attend the ceremony, which is not open to the public or to guests. Some visiting students, some graduates of Cambridge University or Trinity College Dublin, and students who have already matriculated at Oxford, do not matriculate. They are however warmly invited to join the photograph and should report for roll call along with the Freshers.

Matriculation is administered by the Academic Services Manager
Email: sally.stubbs@univ.ox.ac.uk
tel: +44 (0)1865 276951
Fees and finances

Upon arrival at University it is essential that you open a bank account. This can take weeks. There are several banks with branches located in Oxford and close to Univ, so have a look at what they offer. To open an account the bank will require several pieces of information, one of which will be confirmation from the College that you are a student here (this can be obtained via the self-service portal on the University website and then stamped as verification by the Academic Office).

You will receive your batells bill by email on the Thursday of 0th Week. Batells are College bills for accommodation or for the Access to Facilities charge. The Access to Facilities charge is paid by all students but is included in the rent for those living in college accommodation. The fee is currently £199.68 annually, £66.56 per term. All fees are due for payment at the beginning of the academic year and will be on the first invoice of that year. Payments can be made online via the intranet or by bank transfer (bank account details are available from the Treasury). If you think it is going to be difficult for you to pay your batells upfront, speak to the Domestic Bursar as she may agree to payment by instalments.

Batells are due for payment on the following dates:

- **Michaelmas Term:** 21 October 2017
- **Hilary Term:** 27 January 2018
- **Trinity Term: Long** 5 May 2018
- **Vacation:** 31 August 2018

Batells will be addressed to you. Alternatively, if you are receiving support from any grant-making body that has agreed to pay fees, then those bodies will be invoiced directly. If there are any problems with this when your batells come through please contact Angela Gardiner in the Treasury immediately. Failure to pay on time may result in financial and other penalties, both within the College and the University.
Fees and finances

The staff involved in invoicing and receiving college payments are:

**College Accountant (Mr Tim Croft)**

*tim.croft@univ.ox.ac.uk*  
*tel: +44 (0)1865 276622*

Mr Croft is the chief finance officer (operations).

**Treasury Assistant (Mrs Angela Gardiner)**

*angela.gardiner@univ.ox.ac.uk*  
*tel: +44 (0)1865 276616*

Mrs Gardiner looks after your batells and ensures you receive the grants you are entitled to.
Fees and finances

The College expects all students to have full funding in place prior to the start of their course and for the duration of the course. Additional financial aid from the College is not available to meet anything other than short-term, unexpected financial difficulties.

In addition to fees, you will have to pay living expenses (rent and food). Please note that an additional heating charge may be made in rooms in the older part of the College. For 2017–18 the following estimates apply:

The University estimates that £12,028–£17,649 will cover all living expenses for a 12 month period. The University estimates that students who are on 9 month programmes of study will require £9,021–£13,237 for living expenses.

All graduates need to fill out the Treasury form (available on our website in the section for new students) and return it to the Academic Office.

Further general information about funding can be found here: https://www.ox.ac.uk/students/fees-funding

Action Points

Open a bank account.
Download the Treasury form from the College website. Return the completed form to College by 1 September.
Financial assistance

There are limited funds available for financial hardship, but the College currently offers a number of other financial awards and funds to students, including:

**Travel Grants** - to help with travel costs for travel related to academic work.

**Book Grants** - to help first year students with the cost of purchasing books essential to their degree course (up to a maximum of £100).

**Student Support Fund** - for students in financial need of hardship for unexpected reasons, contact the Domestic Bursar angela.unsworth@univ.ox.ac.uk.

**Job Opportunities** - Univ can sometimes offer students work during vacations, provided it does not interfere with their academic work.

Details of other sources of funding, including the University Hardship Fund, can be found on the College website and in the Student Financial Guide 2017.
Managing your finances

University life can lead to a high degree of impulsive spending. With so much academic work to do, it can seem that the best thing to do on a night off is to go out and spend more than you can afford. The only way you can be in control of your money is if you are aware of how much you have and how you are spending it.

**Good ways to manage your money**

Pay all bills at the start of term. Pay your bills, clear any credit card bills, insurance etc. These should always be a priority because they do not go away. Credit card interest is a drain on your funds.

If you ‘live out’, work out how much you will need for essential bills until your next termly instalment and put that much aside in a savings account attached to your current account. This way, you can avoid spending it. Work out how much money remains and divide it between the weeks for which you will need money before the next lot of income is received.

If you receive funds monthly, set up all your bills to be paid by standing order. This might include your credit card (if you have one), your mobile phone, and any other costs. Calculate how much remains for each month.

Once you know how much disposable income you have, find a method that suits you best to ensure that you do not overspend. Methods might include:

Record every withdrawal, either on an Excel spreadsheet, on a smartphone finance app or in a notebook. Always get receipts when you withdraw money or put something on your card (even if it is a small amount). This will allow you to ensure that you do not overspend.
Managing your finances

If you do not like to record everything, get into a habit of asking to see your balance when you withdraw money. It is tempting to avoid this question because when you are withdrawing money for a night out you do not want to know how little you have to spend. Check as a matter of course, and then you will be in control.

If any of the above options are too tedious, withdraw the amount of money you are able to spend at the beginning of a week. Then, put all cards away until you can make the next withdrawal. In this way, you can keep complete control over your finances and ensure that you know what is happening.

Be realistic about your expenditure. For example, if you smoke, then budget for cigarettes and accept that this will mean that you cannot spend money on other things. Be honest with yourself about what you are spending and why you are spending it.

Other tips
• Do not get a credit card or store card unless you are certain you can live within your means.
• If you do not have a regular income, switch your mobile phone to a Pay as You Go contract.
• Don’t spend large sums on books or music and convince yourself that it was for your degree.
• Don’t agree to eat out with friends if you cannot afford it.
• Never lend money to someone else.
• Get a vacation job (provided it doesn’t interfere with your academic progress).
• Get a supermarket club card (e.g. Nectar Card, ClubCard).
All student rooms have a network port on the wall (usually near the telephone port) and wireless networking is available across the College campus. Please ensure that before arrival all personal computers have up to date anti-virus software installed and have successfully passed through the online scan, which can be found here http://remotescan.univ.ox.ac.uk or it will not be possible to connect to the network. The anti-virus software Sophos is freely available from the University, and can be installed before you arrive. To contact the IT Helpdesk please email helpdesk@univ.ox.ac.uk and we will respond to you as quickly as possible. For more urgent problems, please ring tel: +44 (0)1865 276618. The IT office is usually open Monday to Friday 10am – 12 noon and 2pm – 4pm and can be found at 12 Merton Street, Room 8. If possible please restrict visits to the above times.

There are excellent computing facilities including pcs, photocopiers and printers at various locations throughout main site and the Staverton Road site. Finally, a word of warning: all peer-to-peer software is currently forbidden; this includes but is not limited to Limewire, eMule, uTorrent, Bittorrents, Ares and Thunder (Xunlei) etc.

During September you will receive your University self-service registration details by email: please act on the instructions quickly. This will provide you with codes to register for internet access while at Oxford, and with important information about registration. If you have not received your self service registration details 2 weeks prior to Welcome Week, contact graduate.admissions@univ.ox.ac.uk. Please note that the University cannot issue your self-service registration details until you have returned your University Card Form.

Please note that you will need to have signed and returned your Network of Acceptable Use form to gain access to the University network. Tel: +44 (0)1865 276618 Email: helpdesk@univ.ox.ac.uk

Action Points
Download the Network Acceptable Use form, read it, sign it and return it to College by 1 September. The form can be found here: www.univ.ox.ac.uk/newstudents
Watch out for your self-service registration details email.
Library

Our Old and New Libraries are open 24/7 during term and stock a wide range of books supporting both undergraduate and graduate study. In addition to academic textbooks the libraries maintain a section of books about study skills, writing essays, and staying healthy. The librarians welcome book suggestions and are often able to have new books on the shelf within a couple of days. As well as providing the books you need for your course and a quiet and comfortable place to work, the two professionally trained librarians and a part time library assistant are on hand to help with all your information needs. Full induction in how to use the libraries will take place during Welcome Week.

College Librarian
(Mrs Elizabeth Adams)

Assistant Librarian
(Mrs Emily Green)

Library Assistant
(Mr Philip Burnett)

Email: library@univox.ac.uk  tel: +44 (0)1865 276621

Bod card

Your Bod Card, short for ‘Bodleian Card’, is your University Card and it will be given to you at College Registration. It is the key to student life. You will need it to access libraries, borrow books, enter departments and other buildings, buy meals in Hall and as student ID in the city. At the start of Michaelmas term, £150 is automatically added to your Bod Card (this is charged to your Hilary Term batells), which is then debited for every meal you have. You can top up your Bod Card online through the Univ Intranet. If you lose it you need to go to the Academic Office to order a new one. The University imposes a charge of £15 for the replacement of lost Bod Cards.
The Lodge

The Lodge is the first port of call for everyone coming to College. There is always a porter on duty, 24 hours a day. The Porters are a mine of information and can also offer practical assistance on a whole range of issues. They deal with the post, telephone switchboard, room keys, and other matters concerning the security and smooth running of the College. The Porters are able to provide a listening ear and a friendly chat at all times day or night.

If you need directions or information please contact the Lodge.

**Head Porter (Mr Bob Maskell)**

lodge@univ.ox.ac.uk  robert.maskell@univ.ox.ac.uk  
tel: +44 (0)1865 276602

The Head Porter is supported by Deputy Head Porter, Mr Steve Moody and a team of porters Mr Lee Mahon, Ms Paulina Mascianica, Mr Aidan Gillett and Mr Lekh Raj.

**Emergencies**

All porters are first aiders, so the Lodge will usually be the first place to contact if you or someone else in College needs first aid or other assistance (tel: +44 (0)1865 276602). A porter can offer immediate assistance, contact other people, and advise on whether it is appropriate to call an ambulance.

If you think that you or someone else in College needs emergency assistance and you call an ambulance yourself by ringing 999, you need to be prepared to give the patient’s name, the room number or other location in College, the College address, your phone number, and brief details of the problem. Then contact the Lodge (tel: +44 (0)1865 276602): they may need to help the Ambulance Service to find the patient or to get through locked doors.
The College Community

Univ prides itself on being a friendly and welcoming College. The College community is made up of students, academic staff and non-academic staff. Many different people contribute to the smooth running of the College and to creating the warm and homely atmosphere that we treasure at Univ. Students build friendships with the staff at Univ, many of whom you will see nearly every day during your time here.

The scouts will chat to you in the corridor and remind you to recycle as much as possible.

The gardeners will be out and about in the quads looking after the College grounds and planting seasonal flowers for you to admire.

The Works Department look after the fabric of the College and will come and replace your light bulb when you have been left in the dark (in fact, at this very moment they are preparing a name plaque for your bedroom door!).
The College Community

The Buttery and Hall staff will serve you wholesome food every day, will encourage you to eat your greens, and might even serve you a particularly large portion of pudding if you look like you are having a hard day.

The staff in our Library will do everything they can to make sure you get the books you need for your course, as well as the peace, quiet and comfort you need to study there – including providing cushions if you find the chairs a little hard.

In this booklet we have introduced just a few of the members of staff that you might meet in your first few weeks at Univ but please remember that every single member of staff is an important part of our community, just as every single student is. You will get to know many of them soon!

Contact details for all staff, and a description of what each team is responsible for, can be found in Information for Students https://www.univ.ox.ac.uk/content/student-information-0
Batells: College bill paid at the start of term. Includes rent on your room, plus any other costs you have accrued.
Bod: Bodleian Library. Has every book published in UK and many others. Founded by Sir Thomas Bodley about 400 years ago.
Bod Card: University Card, and the main form of student ID. Needed to get into libraries and certain university buildings. Also used to buy food from the Buttery.
Bop: In-college party held in the MCR, a good chance to socialise and dance the night away.
Buttery: Where you get food in College.
Coming Up: Arriving in Oxford.
Formal Hall: Served meal, Tuesday, Thursday and Sunday.
Going Down: Leaving Oxford.
Graduate Review: Meeting with The Master, Dean of Graduates and College Advisor to discuss your graduate progression and any welfare issues.
Hall: Dining Hall in College where meals are eaten.
Hilary Term: Spring Term which starts on Sunday 14 January; remember you must be back by Thursday 11 January.
Matriculation: The ceremony by which you become a member of the University which takes place in the Sheldonian Theatre.
Michaelmas Term: Autumn Term, which starts Sunday 8 October.
Nought Week/0th Week: the week before the start of full term.
Sub Fusc: Gowns and formal clothing worn for exams (see https://www.ox.ac.uk/students/academic/dress
Trinity Term: Summer Term, which starts Sunday 22 April; remember that you must be back by Thursday 19 April.
OUSU: Oxford University Student Union.
Oxford Union: Debating society.
Party: Any gathering of more than 6 people in a room requiring the College's permission to be held.
Can I arrive at College early? Not usually, unless your degree course requires it. If you have a particular problem you should email the Domestic Bursary (teresa.strike@univ.ox.ac.uk), it may be possible to arrange accommodation before term starts. Please note that we are unable to register any student before 19 September 2017.

My postal/email address has changed, whom should I inform? graduate.admissions@univ.ox.ac.uk - and your department!

I am an international student. How will I receive my CAS number? Graduates will receive this from their department once all offer conditions have been met.

If I don’t like my room can I change rooms? Not usually. If something is broken, you should contact the Works Department.

Are all rooms single rooms? Most bedrooms are single with shared bathroom facilities. Some students share a study. We do have a few double bedrooms and these are allocated on a random basis.

I am arriving early for a language course, what do I need to do? Email graduate.admissions@univ.ox.ac.uk and teresa.strike@univ.ox.ac.uk.

What will my term time address be? Main site: University College, High Street, Oxford, OX1 4BH; Staverton Road: University College Annexe, 25 Staverton Road, Oxford, OX2 6XL.

Once I’ve completed my forms, can I scan them in and email them back? Post or email is fine, however all forms must contain your hard copy signature not an electronic signature. Email to graduate.admissions@univ.ox.ac.uk.

How do I address the Master? As ‘Master’.

How do I address the Master’s wife? As ‘Lady Crewe’.
FAQs

How do I address my tutors and the Senior Tutor? Title (Dr, Professor, Mr, Ms etc), followed by surname.

What is the format for email addresses at College? Usually firstname.surname@univox.ac.uk.
The City of Oxford
Arriving at Univ

Graduate Arrival Times
Accommodation will be available from 24 September 2017 but Graduates must be in residence by 1 October 2017. However, for students on certain programmes of study required by their department to arrive earlier, College accommodation can be made available before then. This must be arranged in advance with the Domestic Bursary. teresa.strike@univ.ox.ac.uk

Your key can be collected from the Porters’ Lodge (for main site accommodation) or from Mrs Angela Carter (the resident housekeeper at Staverton Road). If you have been allocated accommodation on the main College site, you are welcome to stop on Merton Street or Logic Lane (which is accessed via Merton Street – if you are coming from Magdalen Bridge, turn left from the High Street by the Eastgate Hotel) for five minutes to unload your luggage but you must then park your car elsewhere.

If you have been allocated a room in the Staverton Annexe you may prefer to go straight there if arriving by car to avoid problems with parking in the centre of town. The entrance is at the Woodstock Road end of Staverton Road.

Directions to University College can be found on the following webpage: http://www.univ.ox.ac.uk/content/maps-and-directions
Travelling in/to Oxford

Cycling
Cycling is very popular within the city centre and many students find this the best way to get to and from lectures on time! There is no need to bring a bike as there will be plenty of second hand ones on offer when you get here (take a look at the Daily Info website). Cycling safely is very important and we suggest you wear a helmet, lights and hi-visibility clothing. Bike theft is very common, so it’s a good idea to bring a sturdy lock and always try and lock your bike to something.

Cars
There are NO parking facilities at University College. There are 5 Park and Ride sites situated on the outskirts of Oxford where you can park your car (some car parks make a charge) and then hop on the bus into town. The return fare is currently around £2.80. Further information can be found on the Oxford Bus Company website.

Buses
The main bus operators in Oxford are Oxford Bus Company and Stagecoach. Fares aren’t cheap, with singles to outside the centre starting at about £2, but you can get pretty much anywhere you want to go within Oxfordshire for about £7 return.

In the centre of Oxford the easiest way to get around is to walk. It takes only 25 minutes on foot to walk from Stavertonia to College, and the route can include a lovely 5 minute stroll in the University Parks.
Travelling in/to Oxford

Taxis
001 Taxis: tel: +44 (0)1865 240000
Royal Cars: tel: +44 (0)1865 777333
ABC Radio Taxis: tel: +44 (0)1865 242424

Trains
You can get anywhere easily from Oxford Station. There are direct trains to London Paddington, Birmingham New Street, Edinburgh, Reading, Basingstoke and many many other places. The main operators are First Great Western and Cross Country Trains.

Coaches
Coaches to and from London, Heathrow and Gatwick pick up and drop off right outside College. Gatwick once an hour (journey time 2 - 2 ½ hrs) £37 open return. Heathrow every half hour (journey time 1 hr 20 – 1hr 40) £30 open return. London (journey time 1 hr 30 - 2 hrs) the Express and the Tube depart every 15 mins and are £14 for a next day/day return for students. Please note that these are current prices and are liable to change.

Websites
www.oxfordbus.co.uk
www.stagecoachbus.com
www.oxfordtube.com
www.gwr.com
www.crosscountrytrains.co.uk
www.dailyinfo.co.uk
Top 10 attractions

1) The Ashmolean (Beaumont Street) [http://www.ashmolean.org/](http://www.ashmolean.org/) – After a £61m redevelopment, the museum reopened in November 2009. Entry is free, with exception of temporary exhibitions. Closed on Mondays.

2) The Botanic Gardens (High Street) [https://www.botanic-garden.ox.ac.uk/](https://www.botanic-garden.ox.ac.uk/) – University Card holders get in free. Opens 9am and closing time varies between 4pm and 6pm depending on the season.

3) University Parks (Parks Road) [http://www.parks.ox.ac.uk/home](http://www.parks.ox.ac.uk/home) – The park land covers about 70 acres of green space on the west bank of the River Cherwell and includes sports areas. The Parks close just after sunset each day. You must not ride your bike through the park.

4) The Museum of the History of Science (Broad Street) [http://www.mhs.ox.ac.uk/](http://www.mhs.ox.ac.uk/) – A collection of early scientific instruments, including the world’s largest collection of astrolabes. Closed on Mondays, admission free.

5) Oxford Castle Unlocked (New Road) [https://www.oxfordcastleunlocked.co.uk/](https://www.oxfordcastleunlocked.co.uk/) - £9.25 students, open 10am, last tour 4.20pm. The castle area was used as a prison from 1071 through to 1996 and has now been opened up to the public. You can climb the Saxon tower, visit the 900 year old crypt and climb the motte from the 11th century castle.
Top 10 attractions

6) Pitt Rivers Museum (Parks Road) [https://www.prm.ox.ac.uk/](https://www.prm.ox.ac.uk/) – Admission free. Founded in 1884 it is one of the world’s best collections of archaeological and ethnographic objects from all parts of the world. The entrance to the Pitt Rivers Museum is through the Oxford University Museum Natural History.

7) Modern Art Oxford (MAO) (30 Pembroke Street) [https://www.modernartoxford.org.uk/](https://www.modernartoxford.org.uk/) – Admission free, closed on Mondays. Founded in 1965, they are the South East's leading Gallery for the presentation of modern and contemporary visual art. Their programme includes exhibitions by artists from all over the world, live events, educational and family activities.

8) The Ultimate Picture Palace (Jeune Street, off Cowley Road) [http://www.uppcinema.com/](http://www.uppcinema.com/) – The cinema screens classic and art house films and has a cult following in Oxford.

9) The Oxford Hub (16–17 Turl Street) [https://www.oxfordhub.org/](https://www.oxfordhub.org/) – The Oxford Hub supports student-run community volunteering, helps students find careers in the third sector, provides training to increase impact, runs conferences and speaker series, and generally do their best to ensure that students are doing good things. This is the go-to place for students interested in social and environmental issues.

10) Punting (High Street) [http://www.oxfordpunting.co.uk/](http://www.oxfordpunting.co.uk/) – Last, but not least… Punts from the Magdalen Bridge Boathouse can take up to 5 people and cost between £22 and £24 per hour.
Shopping essentials in Oxford

When you get to Oxford, you may need to buy some necessities and here are a few pointers as to where to go.

**Ede & Ravenscroft/ Oxford University Shop/Shepherd & Woodward** (all on the High Street): Specialist shops selling academic gowns and subfusc (see Jargon buster)

**Boswells/Debenhams/Argos/Robert Dyas** (Cornmarket/ New Inn Hall Street): towels, duvets, bed linen, hangers, pillows, kettles, crockery, cutlery and other household goods

**Boots/Superdrug** (Cornmarket/Market St): medicine, toiletries, make-up, perfume, moisturisers

**Rymans** (Queen Street): pens, pencils, paper, folders, files

**Blackwells** (Broad Street): the world-famous academic bookshop

**WHSmith** (Cornmarket): stationery

**Lloyds Bank** (High Street)

**NatWest Bank** (High Street)

**HSBC Bank** (Cornmarket)

**Santander Bank** (Queen Street)

**Co-Operative Bank** (Queen Street)

International calling cards are available from the newsagent on St Aldate’s.

Please note that standard shop opening hours are Monday to Saturday 9am–5.30pm, but on Sundays these are reduced to 5 hours, typically from 11am–4pm. However, Boots is open daily from 8am–8pm, and supermarkets tend to have longer opening hours too.
Checklist

Before you arrive at College, please make sure you do the following:

- Return College contract
- Return Network Acceptable Use Policy
- Return Treasury Form
- Complete on-line registration for 19 Beaumont Street Doctors’ Surgery
- Open a Bank Account, if possible
- Get your International Students card (where applicable)
- Read medical information
- Read the College Regulations* ([http://www.univ.ox.ac.uk/content/policy-documents](http://www.univ.ox.ac.uk/content/policy-documents)) and the Information for Students ([https://www.univ.ox.ac.uk/content/student-information-0](https://www.univ.ox.ac.uk/content/student-information-0))
- Check that you have received your University self-service registration email
- Check that your disability pack has arrived (where applicable)

*Students should pay particular attention to the Policy on Academic Standing and Performance, and the Academic Disciplinary Policy.
In each student bedroom we will provide: bed, desk, fridge, table, chairs, notice board, bookshelves. However here are some items you might wish to bring with you:

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<tr>
<th>Academic notes</th>
<th>Glasses</th>
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<td>Alarm Clock</td>
<td>Kettle</td>
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<td>Bed Linen</td>
<td>Laundry Detergent</td>
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<td>Bike</td>
<td>Medical Supplies</td>
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<td>Bike Helmet and Lights</td>
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<td>Bike Lock</td>
<td>Music System</td>
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<td>Board Pins</td>
<td>Photos of family</td>
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<td>Bottle Opener</td>
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<td>Computer</td>
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<td>Corkscrew</td>
<td>Smart outfit</td>
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<td>Cooking Equipment</td>
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<td>Crockery</td>
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<td>Ethernet Cable</td>
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Checklist

During Welcome Week please ensure that you have attended the following:

College Registration (remember to bring photo ID)
Departmental Induction
Library Induction
Induction with College Doctors
Dean of Graduates’ Induction
Altschul Dinner (including Pre-dinner drinks)
Matriculation (Saturday 14 October 2017)
Map taken from Univ's Alternative Prospectus, designed by Ephemeral Forever