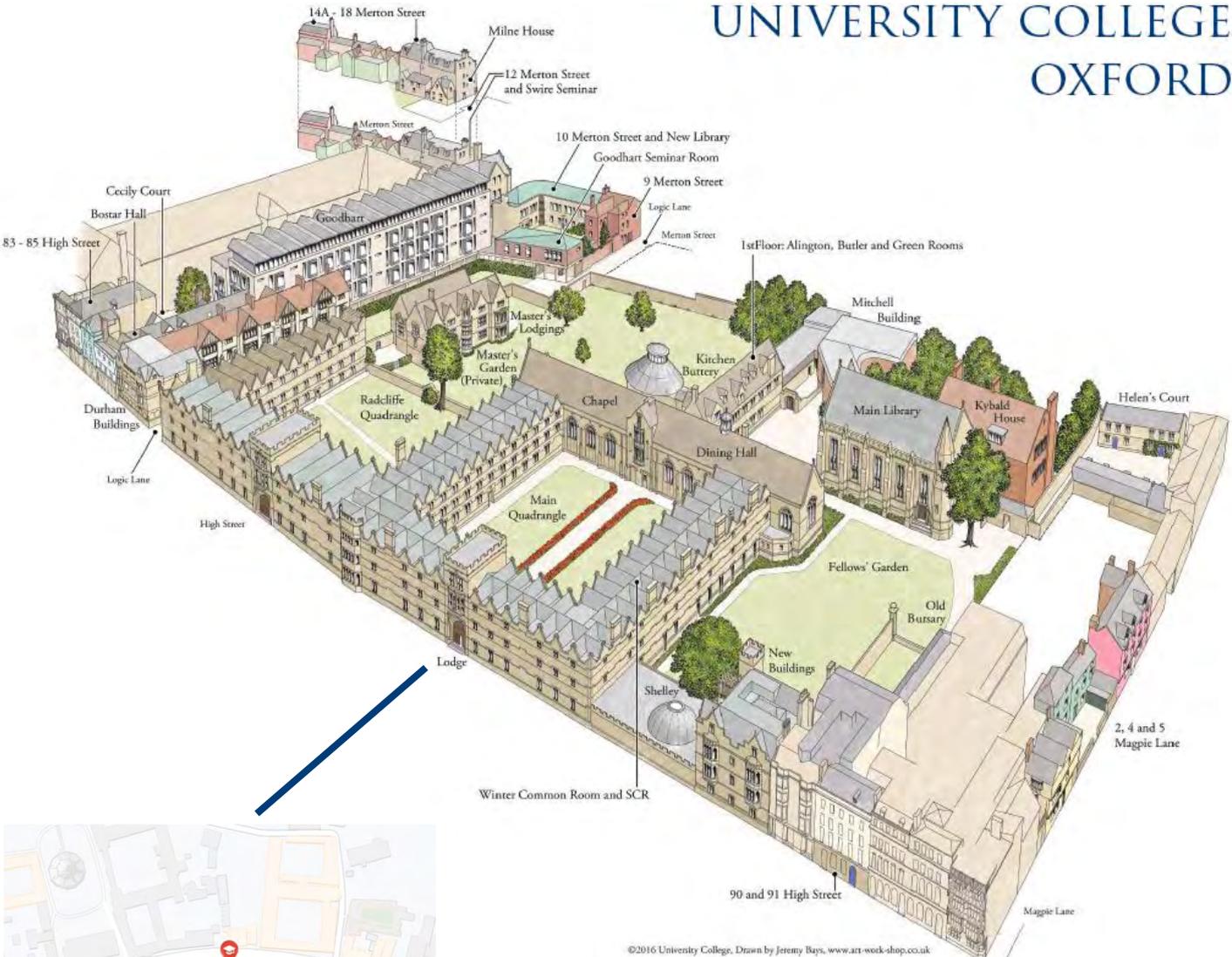


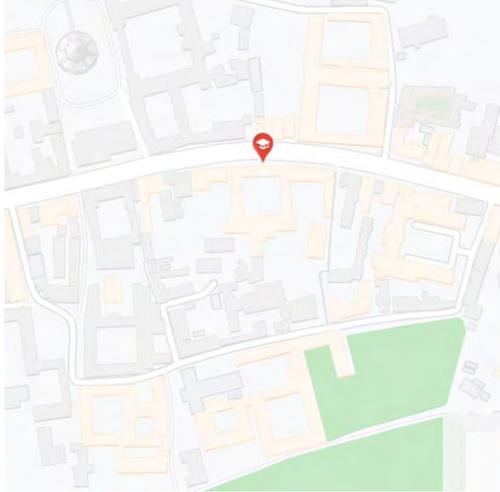
# WELCOME TO UNIV UNDERGRADUATE



# UNIVERSITY COLLEGE OXFORD



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[Click for Google Map](#)

# KEY LOCATIONS

Master	First Floor, Staircase 4
Senior Tutor	Ground Floor, Master's Lodgings
Welfare Fellow	Room 6, Staircase 6
Academic Office	10 Merton Street
Development Office	10 Merton Street
Domestic Bursary	Kybald House
Treasury	83/85 High Street, via Cecily's Court
Works Department	Mitchell Building
JCR	Durham Buildings
WCR	Mitchell Building



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# ABOUT THIS BOOKLET

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.

Please return all forms to the Admissions Manager by email or post, [Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk) +44 (0)1865 276677 by 1 September 2022 at the following address:

Admissions Manager  
University College  
High Street  
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](#).

Most importantly, the first thing that all new undergraduate students need to do is *complete and return their University card form*, as well as their College contract.

You should also consult the [College Regulations and the Information for Students](#).

## ACTION POINTS

- Complete and return both Student College contract and the University card form to the Admissions Manager
- Read all documents [here](#)
- Consult the [College Regulations and Information for Students](#)



# WELCOME FROM THE MASTER



A very warm Welcome to Univ. I am delighted that you are joining us this year. The last two years have been challenging and we are looking forward to an academic year rich in experience for all of you. Univ is a community with a long and rich history, a community which leads by doing with a commitment to excellence. Whilst Univ students come from a variety of backgrounds you have a number of

things in common: intellectual curiosity, a passion for your subject and an ambition to do well.

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. There is ample opportunity to get involved in societies, music, drama, sport, politics and community work and to learn from each other as well as from your tutors. The spirit is relaxed, supportive and friendly. You can be yourself at Univ. I look forward to meeting you.

*Baroness Valerie Amos*

*Photo by Shyko Amos*





# THE FIRST 24 HOURS

Welcome Week is run by the Academic Office, with input from many tutors and staff, as well as from the undergraduate ('Junior') common room (JCR). The activities arranged for you in Welcome Week will provide many opportunities for you to get to know the other new students and the rest of the College. You will also be looked after by your 'college parents', who should have already written to you.

## **Sunday 2 October 2022**

12 noon – 16.00, Logic Lane

New undergraduates should arrive in College by 16.00; the JCR welcome committee will be on hand to greet you.





# TEACHING AND LEARNING

For new undergraduate members of our academic community the most important people are the tutors. Univ only admits to subjects in which it has fellows or permanent lecturers, all of whom are research-active scholars, many with international reputations, and an established teaching record. You will meet your tutors during Welcome Week, either in person or virtually. In addition, you will meet the Senior Tutor during Welcome Week. Before you arrive please make sure that you have completed any required vacation reading.



## Senior Tutor (Dr Andrew Bell)

**E:** [Senior.Tutor@univ.ox.ac.uk](mailto:Senior.Tutor@univ.ox.ac.uk)

**T:** + 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 students to discuss academic-related matters. To make an appointment with the Senior Tutor, please contact [Karen.Franklin@univ.ox.ac.uk](mailto:Karen.Franklin@univ.ox.ac.uk). Dr Bell's office is on the ground floor of the Master s Lodgings.



## Tutor for Undergraduates (Dr Richard Ashdowne)

**E:** [Tutor.Undergraduates@univ.ox.ac.uk](mailto:Tutor.Undergraduates@univ.ox.ac.uk)

The Tutor for Undergraduates has responsibility together with the Senior Tutor for the academic welfare of undergraduate students. Dr Ashdowne is happy to discuss matters of academic welfare with any student and can most easily be contacted by email at the above address. He is also the college's tutor in Linguistics and one of the tutors in Classics.





# 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.



## **Academic Services Administrator (Ms Joanna Cooper)**

**E:** [Academic.Office@univ.ox.ac.uk](mailto:Academic.Office@univ.ox.ac.uk)

**T:** +44 (0)1865 276601

Joanna deals with the day-to-day administration of undergraduate students. For many of your initial admin needs, you should get in touch with the

Academic Office.

We will be happy to write a student confirmation letter or stamp electronic or hard copy enrolment certificates for you, which you can obtain using the [student self-service system](#). We will also 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 yours!).

Joanna works Tuesday - Friday. In her absence the Undergraduate and Graduate Studies Officers are available to assist with any queries you may have.

## ACADEMIC OFFICE OPENING HOURS

Monday – Friday 09.30 – 12.30 and 14.00 – 16.30



# ACADEMIC OFFICE



## **Undergraduate Studies Officer (Ms Cameron Ott)**

**E:** [Cameron.Ott@univ.ox.ac.uk](mailto:Cameron.Ott@univ.ox.ac.uk)

**T:** +44 (0)1865 276951

The Undergraduate Studies Officer has oversight of all undergraduate on-course student administration at Univ from Welcome Week through to exams.

She is available during office hours should you have any questions regarding academic life at Univ and will be able to help you with any queries in the absence of the Academic Services Administrator.



## **Graduate Studies Officer (Mrs Karen Franklin)**

**E:** [Karen.Franklin@univ.ox.ac.uk](mailto:Karen.Franklin@univ.ox.ac.uk)

**T:** +44 (0)1865 286419

The Graduate Studies Officer has oversight of all graduate student administration at Univ from admissions through to the end of graduate degrees,

and she deals with the day-to-day administration of graduate students. Karen will be able to help you if you need to make an appointment with the Senior Tutor.



## **Undergraduate Admissions and Access Manager (Ms Nelli Chamings-Manley)**

*On maternity leave October 2022 - February 2023*

## **(Mr Joshua Newman)**

*Maternity cover October 2022 - February 2023*

**E:** [Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk)

**T:** +44 (0)1865 276677



The Undergraduate Admissions and Access Manager runs the undergraduate admissions exercise and oversees the College's widening access initiatives, working closely with the Schools Liaison and Access Officer.

# ACADEMIC OFFICE



## Schools Liaison and Access Officer

**E:** [Access@univ.ox.ac.uk](mailto:Access@univ.ox.ac.uk)

**T:** +44 (0)1865 286565

Univ offers a whole range of outreach and access initiatives to schools. This means you'll often see groups of school-aged pupils around College! Lots of Univ students also get involved in the Univ

Ambassador Scheme, working with schools and pupils to encourage them to aim high when applying to higher education. If you would be interested in getting involved in college outreach activities, please contact [Access@univ.ox.ac.uk](mailto:Access@univ.ox.ac.uk).

## ACADEMIC OFFICE OPENING HOURS

Monday – Friday 09.30 – 12.30 and 14.00 – 16.30



## 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 you may think that 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)**

**E:** [Andrew.Gregory@univ.ox.ac.uk](mailto:Andrew.Gregory@univ.ox.ac.uk)

**T:** +44 (0)1865 276663

Andrew is available to any student who wishes to speak to him about any matters 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 better placed to help you to address the issue or circumstances that you are facing.

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



## **Student Disability and Welfare Advisor (Ms Aimee Rhead)**

**E:** [Aimee.Rhead@univ.ox.ac.uk](mailto:Aimee.Rhead@univ.ox.ac.uk)

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

The Student Disability and Welfare Advisor is responsible for the day-to-day implementation of reasonable adjustments for students with disabilities. Aimee can advise on all disability-related issues and exam adjustments. Aimee also works as a member of the welfare team and is available to support any student who is experiencing a welfare issue.



## **College Nurse (Victoria Manellari)**

**E:** [pml.universitynurse@nhs.net](mailto:pml.universitynurse@nhs.net)

**T:** +44 (0)1865 276605

The College Nurse can see students for a number of reasons, minor illnesses, minor injuries, low mood, exam stress, insomnia, anxiety, sexual health problems, mental health problems, and other long term health conditions.

All visits are dealt with in the strictest of confidence and will not be discussed with the college without your consent. Appointments can be made to see the nurse at her clinic on the ground floor of Kybald House by using the booking system or by sending an email (a reply will be sent with 48 hours). The Nurse is in College on Monday morning and Friday afternoon, but can arrange appointments at other times by mutual consent. If you are too unwell to get to the clinic the nurse may be able to visit you in your room.

Details about welfare support can be found [here](#).

## WELFARE



### **College Counsellor (Marigold Brown)**

**E:** [Univ.Counsellor@admin.ox.ac.uk](mailto:Univ.Counsellor@admin.ox.ac.uk)

Marigold Brown is the College Counsellor. Marigold is a trained psychotherapeutic counsellor and is a current staff member of the University Counselling Service. She is available to see Univ students for pre-booked appointments on Wednesdays (weeks 0 to 9, noon to 4pm). During term, students can contact Marigold directly by email to arrange an appointment. At any time of year, students are also very welcome to make use of the University Counselling Service, where there is a large team of professional counsellors, and where there is also provision of one-to-one counselling, group counselling, psychoeducational workshops and other types of support. More information about the University Counselling Service is on its [website](#).



### **Adviser for International Students (Mrs Jing Fang)**

**E:** [Jing.Fang@chinese.ox.ac.uk](mailto: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 Lecturer in Chinese Language 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

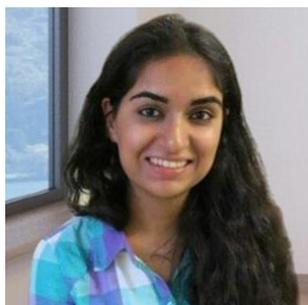


## Dean (Dr Bill Allan)

E: [William.Allan@univ.ox.ac.uk](mailto:William.Allan@univ.ox.ac.uk)

The Dean is responsible for non-academic discipline, which means ensuring that students are being considerate to other members of the College community. He is supported by six Junior Deans who are senior postgraduate students.

## Junior Deans



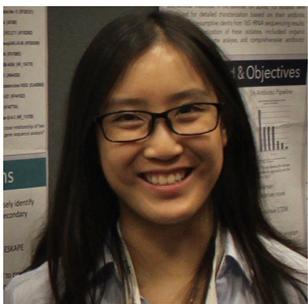
Dixa Thakrar

E: [Dixa.Thakrar@univ.ox.ac.uk](mailto:Dixa.Thakrar@univ.ox.ac.uk)



Sameer Bhat

E: [Sameer.Bhat@bsg.ox.ac.uk](mailto:Sameer.Bhat@bsg.ox.ac.uk)



Alicia Jia

E: [Alicia.Jia@univ.ox.ac.uk](mailto:Alicia.Jia@univ.ox.ac.uk)



Alizeh Paracha

E: [Alizeh.Paracha@univ.ox.ac.uk](mailto:Alizeh.Paracha@univ.ox.ac.uk)



Nicole Law

E: [Nicole.Law@univ.ox.ac.uk](mailto:Nicole.Law@univ.ox.ac.uk)



Melvin Obadha

E: [Melvin.Obadha@univ.ox.ac.uk](mailto:Melvin.Obadha@univ.ox.ac.uk)

Melvin and Dixa live at Staverton Road;, Alizeh,Alicia, Nicole and Sameer are all based at Main site.





## WELFARE

Requests for parties are submitted in the first instance to the Junior Deans. They will be happy to meet and speak to students informally about any matters of concern.

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

Detailed information about support services and advice on a range of welfare-related issues can be found in Univ's Student Welfare booklet, available on the [College intranet](#).

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





# HEALTH

Before coming to College all students are strongly encouraged to 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. If available to you, we would also recommend that you have a Covid-19 vaccination. 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, It is recommended that students have a UK registered mobile phone in case the doctor needs to contact you in an emergency. If you take any regular medication you must ensure that you bring at least one month's supply with you.

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 or COVID-19, 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

[19beaumontstreet.com](http://19beaumontstreet.com) T: +44 (0)1865 240501

**Studental** - [studental.co.uk](http://studental.co.uk) T: +44(0)1865 689997

**Emergency Dentist** - T: +44 111

**The John Radcliffe Hospital** - T: +44 (0)300 3047777

**University Counselling Service** - T: +44 (0)1865 270300

## ACTION POINTS

- Read the documents about [COVID-19, meningitis, mumps and flu](#)
- Complete the online registration for 19 Beaumont Street no later than 1 September 2022.





# DISABILITY

If you have already made a formal declaration of disability on your UCAS form, you should by now have received an information pack from the University's Disability Advisory Service. If you have not received an information pack, please contact the Disability Advisory Service urgently on tel: +44 (0)1865 280459 or [Disability@admin.ox.ac.uk](mailto: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 [here](#). 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 adjustments that you may require. 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 [Disability@admin.ox.ac.uk](mailto:Disability@admin.ox.ac.uk)

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](#).

The [University's Counselling Service](#) is also available to assist should you find yourself experiencing any difficulties. The Service offers free and confidential support. More details can be found on the [website](#).

## 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: [ox.ac.uk/students/new](https://www.ox.ac.uk/students/new) and we strongly recommend you read it carefully.

*Note for international undergraduates arriving prior to Welcome Week:* If you need to arrive at Univ before Welcome Week you should email [Shane.Pledge@univ.ox.ac.uk](mailto:Shane.Pledge@univ.ox.ac.uk) to see if this is possible. We may be able to welcome you 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 one is available to you, we would also recommend you receive a COVID-19 vaccination. If this is not possible you should consult the College Doctor immediately on arrival. Information about these vaccines is on the [College website](#). You should note that students from Britain and Ireland 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 charges for access to NHS treatment for international students studying in the UK on Student visas. Information about the charge can be found [here](#).

2) All international students (Non-EU, Non-European Economic Area (EEA) Nationals and EU, EEA Nationals and Switzerland nationals who do not hold settled or pre-settled status) excluding Irish nationals, coming to Oxford to study a full-time course of more than 6 months must obtain a Student Visa (under the Student Route) before coming to the UK to start a course. If you do not have a Student Visa when you arrive, you will not be allowed to enter the UK. Undergraduates and visiting students will receive their CAS number (which is needed to apply for a visa) via email from the College when they have met all the conditions of their offer and completed their financial declaration.





# 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)) unless you have been granted an eVisa. For more information about collecting your BRP please visit this [website](#).

In advance of Welcome Week, you should provide the Academic Office with a scan of your passport ID page. You will receive instructions for this from the Academic Office by email. After your arrival, you must collect your BRP card from the St Aldates Post Office and share a scan of the card with the Academic Office so it can be stored in accordance with the UK Home Office requirements. If you are issued with an eVisa, you will need to provide the Academic Office with a share code. It will not be possible for you to complete registration if the college does not hold a copy of your passport and BRP/eVisa.

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 periods 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 12 January 2023).

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.



# INTERNATIONAL STUDENTS

5) As mentioned in the '[Fees and Finance](#)' section, it can take a while to open a UK bank account, so we advise that you bring some British money (£300 to £350). 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 tickets
- 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: The [New Student page](#) on our website.
- Remember to pack all essential documents in your hand luggage, with spare copies in your main luggage.



# LIVING AT UNIV

## Full Term Dates 2022/23

**Michaelmas term:** Sunday 9 October – Saturday 3 December

**Hilary term:** Sunday 15 January – Saturday 11 March

**Trinity term:** Sunday 23 April – Saturday 17 June

\*Some first year university exams will take place in the week 18-24 June 2023.

## Short Contracts for Accommodation

Michaelmas Term: Sunday 2 Oct 2022 – Saturday 3 Dec 2022

Hilary Term: Sunday 8 Jan 2023 – Saturday 11 March 2023

Trinity Term: Sunday 16 April 2023 – Saturday 17 June 2023

All undergraduates must be in College by *12 noon on the Thursday before the start of every full term* except for Freshers in Michaelmas Term who arrive earlier for Welcome Week. Undergraduates *must not leave Oxford before Saturday at the end of Week 8* without the prior permission of the Senior Tutor.

## Bedrooms

Most bedrooms have a single bed and share a bathroom/shower with approximately 3-5 other students. Please bring 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 (see [Jargon Buster](#)). Packs include a duvet, duvet cover, pillow, pillow case and fitted bed sheet.

The use of the following items are banned in student rooms: microwaves, toasters, sandwich makers, rice cookers, electric fires/heaters, electric guitars, infrared lamps, fairy lights. 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 amongst the best in Oxford. Food at Univ offers great variety and includes hot meals, soups, salad, home-made baguettes and Grab and Go sweet items made on site; wherever possible using local suppliers and seasonal produce. The Buttery is self-service. Breakfast cost is between £1.70- £4.40, Buttery lunch and dinner typically cost between £4.00 - £8.00 depending on what you choose. We ensure all diets are catered for, please speak to Buttery staff if you have any questions. On nights where you can sign up for Formal Hall, which is a sit down served event, cost is currently £11.83 for three courses, with guests paying £18.06. You pay for food using your Bod Card (see [Jargon Buster](#)).

## Kitchens

You will find shared kitchens across the main site on certain staircases and buildings. 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. Please ensure that your room is tidy on the designated cleaning day. 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. Washing machines cost £2.50 a wash and dryers £2.00, the machines use contactless card or apple pay/android pay.

## Insurance

We have a block insurance policy through Endsleigh for most personal belongings on the main site. For further details of what this covers, simply visit their [website](#) and enter the College details.

## Sustainability at Univ

The College takes seriously its role in living sustainability 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 kitchen. 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.





# 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)**

**E:** [Angela.Unsworth@univ.ox.ac.uk](mailto:Angela.Unsworth@univ.ox.ac.uk)

**T:** +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.

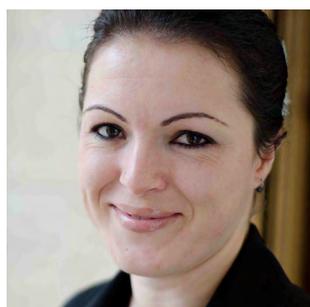


## **Catering Manager (Mr Rob Mercer)**

**E:** [Robert.Mercer@univ.ox.ac.uk](mailto:Robert.Mercer@univ.ox.ac.uk)

**T:** +44 (0)1865 276676

Rob is responsible for managing the team of chefs, kitchen porters and front of house staff. He is also responsible for ensuring the food that Univ offers is of the highest quality. 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 Rob.



## **Head of Conferencing and Events (Ms Lila Arezes)**

**E:** [Marilia.Arezes@univ.ox.ac.uk](mailto:Marilia.Arezes@univ.ox.ac.uk)

**T:** +44 (0)1865 276954

Lila is the person to go to if you want to book an event at Univ. Lila and her team will be happy to book and co-ordinate your subject dinner or schools dinners. She is happy to meet with you to discuss your requirements.



# DOMESTIC BURSARY



## **Accommodation and Facilities Officer (Mr Shane Pledge)**

**E:** [Shane.Pledge@univ.ox.ac.uk](mailto:Shane.Pledge@univ.ox.ac.uk)

**T:** +44 (0)1865 276625

Shane is responsible for all student accommodation. He and his team will try to ensure you have a comfortable and welcoming stay at Univ.



## **Domestic Bursary Assistant (Mr Daniel Watkinson)**

**E:** [Domestic.Bursary@univ.ox.ac.uk](mailto:Domestic.Bursary@univ.ox.ac.uk)

**T:** +44 (0)1865 276784

Daniel is responsible for booking all meeting rooms and guest rooms for your visiting family or friends

## **Guest Rooms in College**

Univ has 2 double en-suite guest rooms in College. The rooms are for use by current members of Univ and their families along with alumni of the College. The current rate is £60 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 Saturday 15 October 2022. Proceedings will start with a roll-call in the Main Quadrangle, followed by the Freshers' Photograph, which will be taken in the Radcliffe Quadrangle.

You will receive an email with the details and timings during your first week. It takes some time to organise the photograph, and the timetable is tight. Please ensure you are in the Main Quadrangle in Univ at the time specified in the email dressed in sub fusc (see [Jargon Buster](#)). 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 Undergraduate Studies Officer

**E:** [Cameron.Ott@univ.ox.ac.uk](mailto:Cameron.Ott@univ.ox.ac.uk)

**T:** +44 (0)1865 276951





## FEES AND FINANCE

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 £205.65 annually, £68.55 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 clearly shown on your batells invoice). If you think it is going to be difficult or 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:** 22 October 2022

**Hilary term:** 28 January 2023

**Trinity term:** 6 May 2023

**Long vacation:** 31 August 2023

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 FINANCE

The staff involved in invoicing and receiving college payments are:



### **College Accountant (Mr Tim Croft)**

**E:** [Tim.Croft@univ.ox.ac.uk](mailto:Tim.Croft@univ.ox.ac.uk)

**T:** +44 (0)1865 276622

Mr Croft is the chief finance officer (operations).



### **Treasury Assistant (Mrs Angela Gardiner)**

**E:** [Angela.Gardiner@univ.ox.ac.uk](mailto:Angela.Gardiner@univ.ox.ac.uk)

**T:** +44 (0)1865 276616

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



## FEES AND FINANCE

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 (other than Old Members' Trust Bursaries for UK undergraduates) is available to students who find themselves in financial difficulty, due to unexpected changes in their circumstances and also for other reasons.

In addition to fees, you will have to pay living expenses (rent and food). For 2022-23 the following estimates apply:

**Home:** On the basis of the maximum, means-tested, undergraduate maintenance loan (or the minimum loan with parental contribution) you are likely to manage financially if you pay no rent in the vacations and live carefully. If you pay for rent and food in vacations you will need a further source of money.

**Overseas:** The University estimates that students who are on 9 month programmes of study will require £10,935-£15,795 for living expenses. These estimates do not include the costs of air travel home or visa costs.

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

Undergraduates must read the '[Student Financial Guide 2022-23](#)' which can be found on our website.

Further general information about funding can be found [here](#).

### ACTION POINTS

- Open a bank account.
- Download the Treasury form from the College [website](#). Return the completed form to College by 1 September 2022.





# 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:

**Vacation Study Grants for undergraduates** - to help contribute towards the cost of accommodation for undergraduates who need to stay in Oxford outside term to sit examinations or for academic projects. This fund is cash-limited.

**Travel Grants** – There are a variety of funds available to assist with the costs of academic projects and travel for academic and other purposes (including joining a Chalet reading party).

**Book and Equipment Grants** – to help students with the cost of purchasing books or equipment essential to their degree course (up to a maximum of £60). This grant can be claimed at any point but only once during your time as an undergraduate. You can claim it once you are in Oxford using a form on the College intranet.

**Language Grants** – You can claim 50% of the cost of language courses taken at the University Language Centre with the receipt, certificate of completion and form (available from the College intranet)

**Student Support Fund** – for students in financial need of hardship for unexpected reasons, contact the Domestic Bursar  
E: [Angela.Unsworth@univ.ox.ac.uk](mailto:Angela.Unsworth@univ.ox.ac.uk)

**Old Members' Trust Undergraduate Bursaries** – for students assessed as being eligible before they come to the College. These bursaries are funded through the generosity of Old Members (college alumni) and administered by a committee of the Old Members' Trust. Contact the Academic Office for details.

**Job Opportunities** – Univ can sometimes offer students work during vacations, provided it does not interfere with their academic work. Undergraduates are not usually allowed to take paid employment during full term.

Details of other sources of funding, including the University Hardship Fund, can be found on the College website and in the Student Financial Guide 2022.





# 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 batells, 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 how much you will need for essential bills until your next termly instalments 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.

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 much 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 loyalty card (eg. Nectar Card, ClubCard).





## IT

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 are running a supported and current OS version which is fully up to date. The anti-virus software Sophos is freely available from the university and can be installed before you arrive (once you have completed your self-service registration (see below)).

To contact the IT Helpdesk please email [Helpdesk@univ.ox.ac.uk](mailto:Helpdesk@univ.ox.ac.uk) and we will respond to you as quickly as possible. The IT office is usually open Monday to Friday 10am –12 noon and 2pm –4pm and can be found at Kybold House. We recommend making an appointment in advance if you wish to see us by emailing [Helpdesk@univ.ox.ac.uk](mailto:Helpdesk@univ.ox.ac.uk) or by T: +44 (0)1865 276618 as we are often called away from the office and cannot guarantee to be available for drop-ins. There are excellent computing facilities including pcs, copiers and printers at various locations throughout main site and the Staverton Road site.

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 [Admissions@univ.ox.ac.uk](mailto: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.*





# IT

Please also note that you will need to have signed and returned your Network of Acceptable Use form to gain access to the University network. 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. T: +44 (0)1865 276618 email: [Helpdesk@univ.ox.ac.uk](mailto: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](#).
- Watch out for your self-service registration details email.





## LIBRARY

Our Old and New Libraries 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. We welcome suggestions for new books (both hard copy and electronic) and have a healthy budget to cater for both undergraduates and graduate needs.. As well as providing the resources you need for your course, the Library team are on hand to help with all your queries.



College Librarian  
Elizabeth Adams



Assistant Librarian  
Phil Burnett



Assistant Librarian  
Liz Fleetwood

**E:** [Library@univ.ox.ac.uk](mailto:Library@univ.ox.ac.uk)

**T:** +44 (0)1865 276977 or +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 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 of day or night.



### Head Porter (Mr Charles Scarf)

**E:** [Lodge@univ.ox.ac.uk](mailto:Lodge@univ.ox.ac.uk)

**T:** +44(0)1865 276602

The Head Porter is supported by a team of porters, Mr Jeremy Franklin (Deputy Head Porter), Mrs Angie Carter (Stavs), Mr Bernard Chylinski, Mr Aidan Gillett, Mr Dave Larner- Smith and Mr Azzam Subahey (Weekend Porter)

## EMERGENCIES

All porters are first aiders so the Lodge will usually be first place to contact if you or someone else in College needs first aid or other assistance T +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. The contact the Lodge T: +44(0)1865 276602; they may need to help the Ambulance Service to find the patient or to get through locked doors.



# SPORT

At Univ, there are many sports you can take part in.

Univ encourages all students to take part in a sport, regardless of level and ability. Sports form friendships, teamwork and skills that you can excel in, it also enhances wellbeing and health.

The college has its own sportsground on the Abingdon Road OX1 4SR and a state of the art boathouse on the River Thames.



Sport available at the sports ground include football, rugby, cricket, lawn tennis, bowls and croquet. Other sports available at the college include all weather tennis, badminton, pool, squash, netball, rowing, lacrosse and many more clubs you can actively get involved in.





# 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. If you have any requests please email [Works.Request@univ.ox.ac.uk](mailto:Works.Request@univ.ox.ac.uk)

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 COLLEGE COMMUNITY



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 can be found on our [website](#).

## DON'T WALK BY

Univ is a safe environment to live, work and study in and with your help it can remain that way. If you see any potentially harmful but avoidable situations, particularly in light of the pandemic those which are COVID-19 related, please report them.

You can do this by:

- Reporting the situation or incident to a member of staff
- Using the form available on the [intranet](#)
- Sending an email to [DontWalkBy@univ.ox.ac.uk](mailto:DontWalkBy@univ.ox.ac.uk)

Remember, we are all responsible for each other's' health and wellbeing, please play your part.



# JARGON BUSTER

**Batells:** College bill paid at the start of term. Includes rent for your room, plus any other costs you have accrued.

**Bod:** Bodleian Library. Has every book published in the 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 bar, a good chance to socialise and dance the night away.

**Buttery:** Where you get food in College.

**Collections:** College exams on the previous term's work which do not count towards your degree classification, but give you valuable examination practice and tell you and your tutors how well you are doing in your academic work. To be taken seriously!

**Collections (Tutors')**: Meeting at the start or end of term with your tutor to discuss the term's work.

**Collections (Master's)**: Meeting with the Master, the Senior Tutor and your subject tutors.

**Coming Up:** Arriving in Oxford.

**Formal Hall:** Served meal, Tuesday, Thursday and Sunday.

**Going Down:** Leaving Oxford.

**Hall:** Dining Hall in College where meals are eaten.

**Hilary term:** Spring term which starts on Sunday 15 January; remember you must be back by Thursday 12 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 9 October.

**Sub-Fusc:** Gowns and formal clothing worn for [exams](#).

**Trinity term:** Summer term which starts Sunday 23 April; remember that you must be back by Thursday 20 April.

**Oxford SU:** 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.





## FAQS

### **Can I arrive at College early?**

Not usually, unless you need to quarantine and arrangements for this have been made with College; otherwise all new undergraduates should arrive on Sunday 2 October. If you have a problem arriving on these dates you should email the Domestic Bursary [Shane.Pledge@univ.ox.ac.uk](mailto:Shane.Pledge@univ.ox.ac.uk)

### **When can I leave College to go home at the end of term?**

Not before Saturday of Week 8. You will be required to leave by 10am on Saturday 3 December 2022.

### **By when do I need to be back for the start of next term?**

By Thursday of Week Nought (Thursday 12 January for Hilary term 2023, although many students will arrive earlier that week).

### **My postal/email address has changed, whom should I inform?**

Email [Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk)

**I am an international student. How will I receive my CAS number?** You will receive your CAS number by email, usually no later than 30 August. Please ensure that we have an up to date email address for you.

### **If I don't like my room can I change rooms?**

Not usually. If something is broken, you should contact the Works Department via email: [Works.Requests@univ.ox.ac.uk](mailto:Works.Requests@univ.ox.ac.uk)

### **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 [Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk) and [Shane.Pledge@univ.ox.ac.uk](mailto:Shane.Pledge@univ.ox.ac.uk)





# FAQS

## **What will my term-time address be?**

University College, High Street, Oxford OX1 4BH

## **Once I've complete 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

[Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk)

## **I haven't received a reading list yet.**

If you haven't received a reading list by 31 August please email [Admissions@univ.ox.ac.uk](mailto:Admissions@univ.ox.ac.uk) to find out if you should have received one.

## **How do I address the Master?**

As 'Master'

## **How do I address my tutors and the Senior Tutor?**

Title (Dr, Professor, Mr, Ms, Mrs) followed by surname.

## **How do I address the Chaplain?**

You are welcome to call him Andrew (or Dr Gregory, if you prefer).

## **What is the format for email addresses at College?**

Usually [firstname.surname@univ.ox.ac.uk](mailto:firstname.surname@univ.ox.ac.uk)





# THE CITY OF OXFORD





# ARRIVING AT UNIV

The centre of Oxford is very busy and difficult to navigate by car. If you arrive by car, 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.

Currents students will be on hand to help you unload your belongings and take them to your room. Once the car has been unloaded, it should be parked elsewhere in the city (the nearest car park is in St Clements). Once safely parked, you can return to your room to start unpacking and making it feel like home.

Directions to University College can be found [here](#).

## **Undergraduate Arrival Times**

**Welcome Week:** between 12noon and 4pm on Sunday 2 October.

**Arriving in Hilary and Trinity term:** Students must be back in College by Thursday of Week Nought each term.





# TRAVELLING TO/IN 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 recommend you wear a helmet and high visibility clothing. By law when cycling in the dark, front and rear lights are always required. 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. More information can be found on the [University website](#).

## 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 (a charge is payable) and then hop on the bus into the city centre. The return fare is currently around £2.80. Further information can be found on the Oxford Bus Company [website](#).

## Buses and Coaches

The main bus operators in Oxford are [Oxford Bus Company](#) and [Stagecoach](#). Coaches to and from London, Heathrow and Gatwick pick up and drop off right outside College.

In the centre of Oxford, the easiest way to get around is to walk.





# TRAVELLING TO/IN OXFORD

## Taxis

Royal Cars - [royal-cars.com](http://royal-cars.com) T: +44 (0)1865 777333

001 Taxis - [001taxis.com](http://001taxis.com) T: +44 (0)1865 240000

Go Green Taxis - [gogreentaxisltd.co.uk](http://gogreentaxisltd.co.uk) T: +44 (0)1865 242424

All have convenient apps available for a smart phone.

## Trains

You can get anywhere easily from Oxford Station. There are direct trains to London, Birmingham, Edinburgh, Reading, Basingstoke and many many other places. The main operators are [First Great Western](#), [Chiltern Railways](#) and [Cross Country Trains](#).

There are extensive works being undertaken at Oxford Railway Station during 2022 and 2023. Please check their website for updates when planning a rail journey.



# TOP 10 ATTRACTIONS



## The Ashmolean

The Ashmolean is the University of Oxford's museum of art and archaeology, founded in 1683. The world-famous collections range from Egyptian mummies to contemporary art - 'telling human stories across cultures and across time.' Entry is free to the permanent collections.

Website: [ashmolean.org](http://ashmolean.org) - (Beaumont Street - Map [here](#))



## The Botanic Gardens

Celebrating its 400th anniversary in 2021, these are a glorious mix of landscaped vistas and enormous glasshouses - the 'Upper Range' containing carnivorous plants and cloud forest and the 'Lower Range' with their rainforest and arid collection. Open year round, University card holders get in free.

Website: [botanic-garden.ox.ac.uk](http://botanic-garden.ox.ac.uk) - (High Street - Map [here](#))



## The History of Science Museum

The world's oldest surviving purpose-built public museum, established in 1924 as the Lewis Evans Collection and opened to the public a year later. With a wide-ranging collection of early scientific instruments, including the world's largest collection of astrolabes. 12-5pm (closed Mondays), free entry.

Website: [hsm.ox.ac.uk](http://hsm.ox.ac.uk) - (Broad Street - Map [here](#))



## Modern Art Oxford (MAO)

Founded in 1965, this is one of the South East's leading galleries of modern and contemporary visual art. The varied programme includes exhibitions by artists from all over the world, live events, music, workshops and screenings, plus educational and family activities. Free admission (closed Mondays.)

Website: [modernartoxford.org.uk](http://modernartoxford.org.uk) - (Pembroke Street - Map [here](#))

# TOP 10 ATTRACTIONS



## Oxford Castle and Prison

Enjoy the panoramic views of Oxford from Saint Georges tower, climb the motte from the 11th century castle, go underground into the candle-lit crypt and step inside 18th century prison cells. Open seven days a week (times vary) with guided tours.

Website: [oxfordcastleandprison.co.uk](http://oxfordcastleandprison.co.uk) - (New Road - Map [here](#))



## The Oxford Hub

Supporting student-run community volunteering, helping students find careers in the third sector, providing training to increase impact, and running conferences and speaker series. This is the go-to-place for students interested in social and environmental issues.

Website: [oxfordhub.org](http://oxfordhub.org) - (Turl Street - Map [here](#))



## Pitt Rivers Museum

For 200 years the Pitt Rivers Museum has exhibited the world's best collections of archaeological and ethnographic objects from all parts of the world, atmospheric (and free!) this is a treasure trove of fascinating objects. With special events and a rolling programme of temporary themed exhibitions.

Website: [prm.ox.ac.uk](http://prm.ox.ac.uk) - (Parks Road - Map [here](#))



## Punting

Punts for hire from Magdalen Bridge Boathouse for up to five people, costing around £25 per hour; chauffeured punts are also an option as are both rowing boats and pedalos. This is a classic Oxford experience and on a sunny day there's no better way to spend some time with friends.

Website: [oxfordpunting.co.uk](http://oxfordpunting.co.uk) - (High Street - Map [here](#))

# TOP 10 ATTRACTIONS



## **The Ultimate Picture Palace**

The City centre Odeon and Curzon are all well and good, but the community owned Ultimate Picture Palace is the real-deal. The art deco building still has the original box office window and screens an eclectic mix of indie, mainstream, foreign language, and classic films. If you love cinema, this could become your second home.

Website: [uppcinema.com](http://uppcinema.com) - (Jeune Street - Map [here](#))



## **University Parks**

This beautiful space, originally owned by Merton, was purchased by the University in the 1850s. Offering an escape from the bustle of the City, but conveniently located at its heart, it covers 70 acres of green space on the bank of the River Cherwell. There are various sports areas too,.

Website: [parks.ox.ac.uk](http://parks.ox.ac.uk) - (Parks Road - Map [here](#))



# 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/Shepherd & Woodward** (all on the High Street): Specialist shops selling academic gowns and sub fusc (see [Jargon buster](#))

**Robert Dyas** (New Inn Hall Street): towels, duvets, bed linens, hangers, pillows, kettles, crockery, cutlery and other household goods

**Boots/Superdrug** (Cornmarket/Westgate): medicine, toiletries, make-up

**Paperchase/Rymans/WHSmith** (Westgate/Queen Street/Cornmarket): cards, pens, pencils, paper, folders, files

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

## **Banks:**

Lloyds Bank (High Street)

NatWest Bank (Cornmarket)

HSBC Bank (Cornmarket)

Santander Bank (Queen Street)

Metro Bank (Queen Street)

**The Westgate Shopping Centre** has a good variety of shops, bars and restaurants.

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





# CHECKLIST

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

- Return University card form
- Return College contract
- Return Network Acceptable Use Policy (IT Form)
- Return Treasury Form
- Complete the [on-line registration](#) for 19 Beaumont Street Doctors' Surgery
- Get your International Students card (where applicable)
- Open a Bank Account, if possible
- Read the College Regulations\* and the Information for Students
- 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.



# CHECKLIST

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:

- |  |  |
|--|--|
| <input type="checkbox"/> Academic notes    | <input type="checkbox"/> Glasses           |
| <input type="checkbox"/> Alarm Clock       | <input type="checkbox"/> Kettle            |
| <input type="checkbox"/> Bed Linen         | <input type="checkbox"/> Laundry Detergent |
| <input type="checkbox"/> Bike              | <input type="checkbox"/> Medical Supplies  |
| <input type="checkbox"/> Bike Helmet       | <input type="checkbox"/> Mugs              |
| <input type="checkbox"/> Bike Lights       | <input type="checkbox"/> Music System      |
| <input type="checkbox"/> Bike Lock         | <input type="checkbox"/> Photos of family  |
| <input type="checkbox"/> Board Pins        | <input type="checkbox"/> Pillow            |
| <input type="checkbox"/> Bottle Opener     | <input type="checkbox"/> Posters           |
| <input type="checkbox"/> Computer          | <input type="checkbox"/> Smart outfit      |
| <input type="checkbox"/> Cooking Equipment | <input type="checkbox"/> Stationery        |
| <input type="checkbox"/> Corkscrew         | <input type="checkbox"/> Teddy Bear        |
| <input type="checkbox"/> Crockery          | <input type="checkbox"/> Toiletries        |
| <input type="checkbox"/> Cutlery           | <input type="checkbox"/> Towels            |
| <input type="checkbox"/> Duvet             |  |
| <input type="checkbox"/> Ethernet Cable    |  |

Students coming from overseas may wish to buy some of the above items in Oxford. All of these items will be easy to purchase in Oxford.





# CHECKLIST

During Welcome Week please ensure that you have dealt with the following:

- College Registration (remember to bring photo ID and, if applicable, your BRP card)
- Departmental Induction
- Induction with Senior Tutor
- Induction with Welfare Team
- Meeting with Subject Tutors
- Matriculation (Saturday 15 October 2022)



