

Chris Ballinger

OXFORD OX1 3DP, UK

+44 (0) 1865 279678

academic.dean@exeter.ox.ac.uk

www.exeter.ox.ac.uk



September 2022

Dear Graduate Fresher

I am delighted to welcome you to membership of Exeter College.

### **Pre-Arrival Information**

To ensure that your time at Oxford gets off to a smooth start, I am sending to you, in this letter, some important information. We have placed pre-arrival documents on-line, on our [Graduate Freshers' Hub](#), so that you can download them for reading. An arrival and information survey was sent out last month, which you will need to fill in and submit.

It is **essential** that you return all the required information to the College by the relevant deadlines, via the appropriate channels. To help you keep track of everything, there is a checklist at the end of this letter.

### *Information from the College Doctors*

All graduate students must register with the College Doctor (19 Beaumont Street Surgery), or another medical practitioner of their choice in Oxford, unless granted exemption by the College's Sub-Rector.

To register with the College Doctor go to [www.campusdoctor.co.uk/oxford](http://www.campusdoctor.co.uk/oxford) and click on the link for Exeter College. To notify the College that you will be registering with another Oxford-based medical practitioner, or to request exemption, please e-mail your request, along with the details of your preferred GP (name, practice, address, and telephone number) to: [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk).

Some graduate students, especially those who are just in Oxford for 9 or 12 months for their Masters course, prefer to continue their medical registration with their previous doctor near their home, whether elsewhere in the UK or overseas. However, we do officially require you to register with a general practitioner in the Oxford area whilst you are studying at Oxford. We hope that you will remain fit and healthy during your time with us; but in case you fall ill, or need other assistance, registration with the College Doctor means that you can access healthcare very quickly. This is especially important when you have examinations or coursework deadlines during your course, as you may need to be seen by a doctor if your illness interferes with such a deadline and you wish to ask for a coursework extension, for example. An Oxford-based doctor can see you promptly, and will be familiar with the University's procedures relating to ill health and examinations. Although referred to as the "College Doctor", this simply means that 19 Beaumont Street Surgery guarantees registration under the National Health Service (NHS) to every Exeter College student – your consultations remain, of course, strictly confidential between you and the doctor, and the Doctor can only tell the College about your situation if you explicitly authorize the Doctor to do this. The NHS provides a fully comprehensive healthcare service, which is free at the point of delivery.

### *Fees and Funding Information*

As a graduate student at Oxford University and Exeter College, you are responsible for ensuring that you have sufficient funding available for your fees and living expenses throughout your time of study,

whether from scholarships, awards, or private means. You will already have submitted a Financial Declaration.

A fees invoice will be sent to you shortly, and must be paid no later than **13 October 2022**. You are personally liable for ensuring that your Course Fees are paid on time and in full. The University and the College reserve the right to suspend or expel any students who do not pay their fees. Furthermore, students will not be allowed to graduate their degree if they owe money for fees either to the College or any part of the University. For those students who are funded by a Studentship or a Scholarship, the invoice should already have been sent to the relevant funding body, and so will not be sent to you.

Payments may be made to College by any of the following methods: Sterling Cheque made payable to “the Bursar, Exeter College”; or credit/debit cards (an administrative charge may be levied for credit cards); or by Internet Banking direct into the College bank account (details available from the Accounts Office at [accounts@exeter.ox.ac.uk](mailto:accounts@exeter.ox.ac.uk)). Please note that wire transfers from overseas are chargeable. If money is being transferred from outside the EU/EEA please add an additional £6.00 to cover the wire transfer charge for incoming transfers to the college.

The College does not permit payment by instalments except in extenuating circumstances – which must, if needed, be agreed with the Finance & Estates Bursar – or when award funding bodies, such as the US Federal Loan, have agreed specific payment dates with the University/College. Fluctuations in exchange rates or deposits payable to private landlords are not considered extenuating circumstances. Application for any type of late payment needs to be made in the first instance to the College Accountant via [accounts@exeter.ox.ac.uk](mailto:accounts@exeter.ox.ac.uk). A late payment charge of £30 is applied to all accounts which are not fully paid by the due date, unless a prior agreement has been reached with the Finance & Estates Bursar (via the Accountant) for a late payment.

#### *Accommodation*

If you are going to be living in College accommodation (either Exeter House or one of the other College-managed properties), you will need to read, sign and return the tenancy agreement (provided by the Accommodation Manager if you have reserved College accommodation) to [accommodation.manager@exeter.ox.ac.uk](mailto:accommodation.manager@exeter.ox.ac.uk). Please note the date you will be arriving to Oxford, via the Arrival and Information survey, if you have not already done so. Please note that you must arrive in Oxford by 4 p.m. on your day of arrival, unless you have made other arrangements in advance.

Your course requirements will, amongst other things, oblige you to reside for a set number of Terms in or near to Oxford. Please note the University’s normal requirement that new full-time graduate students live within a 25-mile radius of the centre of Oxford, unless they are given an exemption from this requirement: if your term-time address might be further away, or if you wish to move further away during your course, please e-mail [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk) to seek the necessary permissions.

Oxford Terms are marked by periods called Full Term (the periods of eight weeks during which much of the University’s teaching traditionally takes place), although in practice Masters students will find that work for their course will extend beyond Full Term, and research students can expect to work all year round (regardless of the dates of Full Term) though they may find that their fieldwork takes them away from Oxford in term-time. Dates of Full Term (Weeks 1–8) in 2022–23 are:

Michaelmas 2022	Sunday 9 October	to	Saturday 3 December
Hilary 2023	Sunday 15 January	to	Saturday 12 March
Trinity 2023	Sunday 23 April	to	Saturday 17 June

Many University and College activities take place during Full Term or in the week preceding Full Term (known as “0<sup>th</sup> Week”).

### *Bank Accounts*

Opening a UK-based bank account is essential for life at University; but can be a surprisingly lengthy process for students from overseas. Further advice on this and other general matters relating to preparing for student life in the UK is available [online](#).

### *Information about Formal Academic Dress*

Academic Gowns are worn for some formal events in College, for University examinations, and for graduation ceremonies. The basic gown for students reading for higher degrees (i.e. Masters and Doctorates) is the Advanced Student’s Gown (sometimes called the Graduate Student’s Gown). If you are studying for an undergraduate-level degree or diploma (even though you might be a graduate of another University), then you wear the Commoner’s Gown. However, you may choose to wear the graduation gown from your previous university, if you wish, on many occasions on which you would otherwise wear your Oxford gown. There is detailed guidance on gowns in the MCR’s own Freshers’ Guide (which will be on their web-site: <http://exetermcr.org.uk>), and I am happy to provide advice on gowns if you remain uncertain about the requirements.

You may wish to order a gown and a cap/mortar board before arriving at Oxford – and some information about how to do this is on our [Graduate Freshers’ Hub](#) – though you are under no obligation to do so. For University examinations and graduation ceremonies, students must wear “subfusc” clothing (<https://www.ox.ac.uk/students/academic/dress>) in addition to a gown and mortar board. Suitable ties, gowns, and mortar boards can be purchased or hired in Oxford; you may wish to bring “subfusc” clothing with you.

### *The Exeter College Association Register*

The *Exeter College Register* is an annual publication which includes a list of the names and schools of all new students. The list is sent to current members of College, honorary and emeritus Fellows, alumni/ae, benefactors, the College Library, and the College web-site. The *Exeter College Register* forms part of the historical records of the College, and we like to include all members of College wherever possible for that reason. If you wish to opt out of having your name in the Register please email [academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk) on or before 31 December 2022.

### *College Rules for Student Members (“The Red Book”)*

The College’s Rules for Student Members (commonly known as “[The Red Book](#)”) contains the College’s rules that must be observed during your time as a member of Exeter College. You will be given a copy of the Red Book at the start of Michaelmas Term. A copy is also available on the [College web-site](#). Please do ensure that you have read this before the start of Freshers’ Week.

The College’s Student Handbook (the “[Green Guide](#)”) contains information about practical things that you will find useful. Because your academic work is primarily under the control of your department, you will find that some of the references to academic work are for undergraduates (whose academic progress is the College’s responsibility); however, most of the information in the Red Book and the Green Guide is helpful to graduate students, too: remember that, when you are not sure how to do something in College, these handbooks may contain the answer.

### *Disability Advisory Service*

The College and the University are keen to help you if you have a disability, but we can't do so unless you declare your needs in the appropriate ways. If you have a disability, and have not already registered with the University's Disability Advisory Service, please ensure that you do so before you arrive in Oxford to begin your studies. Information on the service, and a registration form, can be found at: <http://www.ox.ac.uk/students/welfare/disability>. Ensuring that your disability is registered with the University in advance of you starting your degree course is very important, because it means that the University and the College will be aware of any alternative arrangements that might be required for you as you progress through your course, whether in teaching or for examinations. The College's Academic Registrar is also the Disability Coordinator for the College so if you have any questions or concerns she can be contacted confidentially at [josephine.cobb@exeter.ox.ac.uk](mailto:josephine.cobb@exeter.ox.ac.uk).

### **Arrival at Exeter College**

If you are coming to start your course in October, you should arrive at Exeter College in time for our induction events on the morning of 5 October. However, your Department or Faculty is likely to start their induction events on the morning of Monday 3 October; for some courses you need to be here in September, and if you have already arrived I hope that you are enjoying the relative quietness of the city that precedes the start of Full Term.

### *University Card and student contracts*

The University's student contract, which will have been sent to you by your Department, incorporates the application for your University ID Card. You will be able to collect them from the Academic Office by appointment. The Academic Office is open from Monday to Friday, from 8.30 a.m. to 12 noon, and from 12.30 p.m. to 4.30 p.m (4 p.m. Friday) and further information on this collection process will follow soon. You will need your University Card for entry to College and Departmental buildings, for libraries, and for paying for meals in College.

If you ever lose your University Card, or if it is stolen or damaged, email [academic.office@exeter.ox.ac.uk](mailto:academic.office@exeter.ox.ac.uk) to request a replacement. There is a charge for lost cards.

In order to become a member of the College you are required to agree to the terms of the College student contract, which is separate from the University's student contract. Living and studying in a close community has always required us to act with due consideration of the impacts which our actions can have on others; during a period in which we want to avoid the risk of a resurgence in the pandemic the need for this is much greater.

### *Scanning of Passports*

If you needed a visa to study in the UK, Exeter College is obliged by law to scan your passport in order to keep the records required by the United Kingdom's Home Office. If this applies to you, the Academic Office will need to verify and scan these documents. This will take place by appointment only, and more information will follow.

### *Arriving with children*

If you are relocating to Oxford with dependent children, I would gladly share, informally, experience of enjoying Oxford with children: please do drop me a line.

## **Freshers' Week (0<sup>th</sup> Week of Michaelmas Term)**

Sunday, 2 October, marks the start of a week of induction and orientation events for all students. Some events are arranged by your Department/Faculty, some by the College, and some by Exeter College's graduate student body, known as the Middle Common Room (MCR). Participation in some of the events organized by the College is mandatory. The Freshers' Week timetable will be on the [Graduate Freshers' Hub](#) in due course.

The main official College orientation meetings for graduates are on **Wednesday, 5 October**, and you should make these events your first priority on that day. They will be recorded for those who are unable to attend, or have not yet arrived in Oxford. It is likely that your department or faculty will run orientation sessions on the preceding two days. You will be invited to a welcome dinner, which is free of charge, on the Wednesday or Friday of Freshers' Week. On the Wednesday, or on another day in Freshers' Week, you will meet the Rector (the head of the College) to sign the College Register: a time slot will be allocated to you in the Freshers' Week timetable. If you are unable to meet with the Rector for any reason during Freshers' Week, you will have an opportunity to do so at a later date.

The MCR will be arranging its own programme of events for Freshers' Week, and has produced its own Freshers' Guide, which you can find on the [Graduate Freshers' Hub](#). I hope that you will enjoy meeting your fellow freshers, and the continuing graduate students, through your participation in MCR events.

Meals will be available in the College Hall from the evening of Sunday 2 October (or earlier, in a different format if self-isolating), onwards. Details of meal arrangements are included in the Red Book. Please do enjoy the opportunity to dine in College, and at the café in our Cohen Quadrangle, and in doing so to meet your fellow Exeter students.

## **Battels**

Your College bill for accommodation (if you live in College-owned accommodation), and for food and other expenditure is called "Battels". Your first Battels bill will include the cost of accommodation for the Michaelmas Term (if you live in College-owned accommodation), some small termly subscription costs, plus two non-recurring charges: £20 which is credited to your University Card so that you can buy meals in College during your first few days, and a £200 deposit, which is returned to you, less any debts, when you graduate.

## **Matriculation**

Matriculation is the formal act of a new student being received as a member of the University. It will take place on Saturday of Week 1 (15 October): details of the arrangements for this year's ceremony will be circulated to you nearer the time.

## **College Advisers**

Each graduate student at Exeter College is allocated a College Adviser. This is a Fellow of the College (i.e. a senior academic member of the College) who will be in a position to discuss with you the progress that you are making during your degree. They will often be researching and teaching in your subject area, or in a related area. The College Adviser for a graduate student is not intended as a substitute for your academic tutor or research supervisor (these are assigned to you by your Department or Faculty); rather, the intention is to provide a focal point for an individual student's relationship with the College, which may include some dialogue about your academic progress. The name of your College Adviser will be sent

to you at the start of the Academic Year. You are encouraged to make contact with your College Adviser early in your first Term at Oxford, and to respond to invitations from them to meet. It is particularly important that you consult their College Adviser if you experience any difficulty with your University supervisor. If you have an issue relating to a University examination, you will need to contact me, though you may also wish to seek advice from your College Adviser. In addition to the support available from your College Adviser, I am happy to be consulted by any graduate student who is in need of advice or support during their time at Exeter College.

### **Annual Progress Review**

In addition to the College Adviser system, you are encouraged to meet once each year with the Rector and with me, to discuss your academic progress, and any other matters you wish to raise. In the first year of your graduate studies at the College, we will pro-actively schedule a time for you to meet with us; if your studies continue for further years you will be warmly encouraged to meet with us on further occasions to discuss your continuing progress. We are, of course, able to talk to you (whether in Oxford or remotely) at other times if you need our help or advice.

### **Mail and E-mail**

Mail addressed to you at Exeter College, Oxford, OX1 3DP, United Kingdom will be placed in your pigeon hole, located in the Porters' Lodge at the main College site in Turl Street. You can have mail addressed to you at the College for the duration of your course, wherever you are living in Oxford. The Porters can also receive and sign for parcels for you, but please collect these very promptly, as there is very little storage space.

The College requires that you activate your Exeter College e-mail account, and that you check it daily for new messages. You are required to have an Exeter e-mail address even if you already have your own private account or a department account, as the Exeter e-mail address will be the primary means of communication between the College and you. You will have been registered automatically for an Exeter College e-mail account when you were issued with a University Card: for details of how to activate the account, see <http://www.it.ox.ac.uk/welcome/email>.

If you have any queries about the information provided in this mailing, or on our Graduate Freshers' Hub, please get in touch with Dan Aldred; Admissions Officer in the first instance ([admissions@exeter.ox.ac.uk](mailto:admissions@exeter.ox.ac.uk)).

### **College Life**

Finally, I wish to encourage you to participate in, and to enjoy, College life. Many graduate students will spend much of their time in University departments and faculties. However, do remember that the College can provide both an intimate cohort of colleagues with similar interests, and a broader cross-disciplinary academic community of like-minded people. I would also encourage you to participate in, and contribute to the life of, the Middle Common Room (MCR), the thriving society of graduate students in the College.

I look forward to welcoming you to the College in October,.

Best wishes,

A handwritten signature in dark ink that reads "Chris. Ballinger". The signature is written in a cursive style with a horizontal line underneath the name.

**DR CHRIS. BALLINGER**  
**ACADEMIC DEAN**

***Important Note: withdrawing from your place***

*Please note that if, owing to a change in your circumstances, you become unable to take up your place at Exeter College, please inform our Admissions Officer ([admissions@exeter.ox.ac.uk](mailto:admissions@exeter.ox.ac.uk)), without delay.*

## Exeter College Graduate Freshers' Pre-Arrival Information: checklist

Item	Location of Document	Action required	Deadline	Done?
<b>University Contract and University Card form</b>	Comes from Department / Faculty	If you have not already done so, read, sign, and return to the University at the address provided on the form (not to Exeter College)	As set by Dept	
<b>College Contract</b>	Arrival and Information Survey	Read, and confirm acceptance	As soon as possible	
<b>Accommodation Contract (if applicable)</b>	Provided to you by Accommodation Manager	Read, sign, and return to <a href="mailto:accommodation.manager@exeter.ox.ac.uk">accommodation.manager@exeter.ox.ac.uk</a>	As soon as possible	
<b>Information from College Doctors (19 Beaumont St)</b>	Graduate Freshers' Hub: Medical Information and Registration	Read, and complete online registration via the link included within 'Student Letter from College Doctors'	As soon as possible	
<b>Tuition Fees Invoice</b>	To follow by email	<u>Make arrangements to pay on or before 13 October 2022.</u>	As soon as possible	
<b>Financial Declaration Form</b>	Already sent	If you have not already returned this, you must ensure that you have filled in the form, signed it, and returned it to Exeter College	<b>Contact</b> <a href="mailto:admissions@exeter.ox.ac.uk">admissions@exeter.ox.ac.uk</a> <b>if you haven't returned your form</b>	
<b>College Rules for Student Members ("Red Book")</b>	In pigeon hole and online	Read (and refer to during your degree course)		
<b>College Student Handbook ("Green Book")</b>	In pigeon hole and online	Read (and refer to during your degree course)		
<b>MCR Freshers' Guide</b>	Graduate Freshers' Hub: College and University Handbooks	Read (and bring to Oxford in October)		
<b>Freshers' Week Timetable</b>	Graduate Freshers' Hub: Freshers' Week (in due course)	A copy of this is available on Graduate Freshers' Hub		
<b>Letter from College Chaplain</b>	Graduate Freshers' Hub: Welcome Letters	Return form by email to <a href="mailto:andrew.allen@exeter.ox.ac.uk">andrew.allen@exeter.ox.ac.uk</a> (optional)	As soon as possible	

**All information to be sent to Exeter College should be addressed to:  
Admissions, Exeter College, Oxford, OX1 3DP, United Kingdom.**