

Dr Chris Ballinger

OXFORD OX1 3DP, UK

+44 (0) 1865 279678

academic.dean@exeter.ox.ac.uk

www.exeter.ox.ac.uk



EXETER
COLLEGE
OXFORD

September 2022

Dear Undergraduate Fresher

I am delighted to welcome you to membership of Exeter College. I am very pleased that, notwithstanding the disruption of two and a half years of extraordinary turmoil, you are now able to take up a place to study at the 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 Undergraduate 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.

Health Information

All undergraduate 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. 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 important elements of your course. 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.

To register with the College Doctor go to www.campusdoctor.co.uk/oxford and click on the link for Exeter College; further information from the GP is on the Undergraduate Freshers' Hub. 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.

Fees and Funding Information

The pre-arrival information includes a Financial Guide, which gives a wide range of advice on financial matters. As the Financial Guide notes, your Course Fees must be paid by 13 October 2022. If you are a Home (i.e. UK-domiciled) student and you apply for, and are awarded, a UK Government Loan (see Financial Guide section 2.1.1) then your fees will be covered by that tuition fees loan, in combination with a fee waiver or grant if appropriate. If you are funded in this way, please send a copy of the notification you receive about your funding status to the College's Academic Registrar no later than 13 October 2022.

If you are an Overseas or Islands student, or if you are a Home student who does not wish to have a tuition fees loan from the UK Government, then you must make arrangements to pay your Course Fees on time.

The Financial Guide also includes information about the funding available for your living costs: please make sure that you apply for all relevant financial support in good time. Your College bill for accommodation, food, and other expenditure (called “Battels”) will be issued at the start of each Term (with a final bill for the year at the end of Trinity Term).

Student contracts and University Card application

In order to become a member of the College and the University, you are required to agree to the terms of the College and University student contracts, which are separate documents and which will be available either via the Arrival and Information survey, or the Undergraduate Freshers’ Hub.

The University’s undergraduate student contract incorporates the application for your University ID Card via a University Card form (available on the Undergraduate Freshers’ Hub). Provided that you have returned the University Card form in good time, your University Card will be available from the beginning of Freshers’ Week (Sunday, 2 October). You will be able to collect your University Card from the Academic Office, by appointment, and further details will follow soon. If you arrive in College before the Freshers’ Week, you may collect your card earlier, by appointment with the Academic Office.

This card is essential for providing you with access to College and departmental buildings, libraries, and for paying for meals in College. If you ever lose your University Card, or if it is stolen or damaged, you must report this to the Academic Office so they can order you a new card. There is a charge for lost cards.

Preparatory Reading

If your College Tutors require you to do specific preparatory academic work before you arrive in Oxford, then they will be in touch very soon, if they have not already contacted you.

Information about Formal Academic Dress

Academic Gowns are worn for some formal events in College (including the signing of the Register, which takes place in Freshers’ Week), and gowns and mortar boards are required for University examinations throughout your course, and for at the graduation ceremony at the end of your course. Details of companies from whom gowns can be hired or purchased will be available on the Undergraduate Freshers’ Hub. You may wish to order a gown and a mortar board before arriving at Oxford, though you are under no obligation to do so. At Matriculation, for University examinations, and at graduation, students must also wear “subfusc” clothing (<https://www.ox.ac.uk/students/academic/dress>) in addition to a gown and mortar board. As a new student on an undergraduate programme, the appropriate gown for you is a “Commoner’s Gown”, unless you are an Organ Scholar.

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 ensure that you have read this before you arrive for Freshers’ Week.

The College’s Student Handbook (the “[Green Guide](#)”) contains information about practical things that you will find useful. Remember that, when you are not sure how to do something in College, these handbooks may contain the answer.

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 published on 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 this publication please email academic.registrar@exeter.ox.ac.uk on or before 31 December 2022.

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.

Arrival at Exeter College

To ensure that you are able to take part in the full range of induction and orientation activities, you need to arrive at Exeter College on or before the afternoon of **Sunday, 2 October**. Sunday, 2 October, please ensure you have recorded this on the Arrival and Information survey.

The "Blue Book", the Freshers' guide written by the JCR (which will be on the Undergraduate Freshers' Hub site in due course), gives some practical advice on how to reach the College by car, train, or airport bus.

In Michaelmas Term 2022, you must remain resident in Oxford until the last day of Full Term (Saturday, 3 December), and you will be asked to vacate your College room on that morning. In future Terms, you must be in Oxford no later than 12 noon the Thursday before Full Term (many students arrive earlier in the week before Full Term (which is called "0th Week") to settle in and catch up with academic work), and you must stay until at least the Saturday morning at the end of Full Term (Saturday of 8th Week).

In future Terms, you can expect to have pre-Term practise examinations (called "Collections") and other academic commitments starting from the afternoon of Thursday of Week 0. Some students have University examinations outside Full Term, and later in their course may have "extended Terms": you must check your course attendance requirements to ensure that you can be in Oxford at the required times, even where they fall outside Thursday of Week 0 to Saturday of Week 8 (inclusive).

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

Freshers' Week (0th Week of Michaelmas Term)

Sunday, 2 October, marks the start of a week of induction and orientation events. Some events are arranged by the College, some by individual Tutors, and some by the undergraduate student body (the Junior Common Room).

There will also be induction and orientation for you with regard to libraries and/or departments elsewhere in the University. In addition to this orientation, you can expect that academic work will be set by your tutors during this week (also called Week 0 of Full Term), which will be due to be handed in during the following week (Week 1 of Full Term).

Participation in the events organized by the College, and any other academic events and inductions, is mandatory. A full programme will be available for you in due course on the Undergraduate Freshers' Hub.

The University's [web-site for new students from outside the UK](#) provides helpful general information about preparing for student life in the UK.

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.

If you have any queries about the information provided in this mailing, or on our Undergraduate Freshers' Hub site, please get in touch with our Admissions Officer in the first instance (admissions@exeter.ox.ac.uk).

I look forward to welcoming you to the College on Monday, 3 October.

With good wishes,

A handwritten signature in dark ink that reads "Chris. Ballinger". The signature is written in a cursive style with a long horizontal flourish at the end.

DR CHRIS. BALLINGER
ACADEMIC DEAN

Exeter College Undergraduate Freshers' Pre-Arrival Information: checklist

Item	Location of Document	Action required	Deadline	Done?
College Contract	Arrival and Information Survey	Read, and confirm acceptance	As soon as possible	
University Card Form (University Contract)	Undergraduate Freshers' Hub: University Contract	Read, sign, and return to admissions@exeter.ox.ac.uk	As soon as possible	
Accommodation Contract and Tenancy Information	Arrival and Information Survey	Apply for accommodation through the Arrival and Information Survey	As soon as possible	
Information from College Doctors (19 Beaumont St)	Undergraduate 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	
Financial Guide for Undergraduates	Undergraduate Freshers' Hub: College and University Handbooks	Read, and ensure that you have applied for any relevant funds (also: bring to Oxford in October)		
Course Fees Invoice	To be emailed to you directly in early September	If Home: apply for a tuition fees loan from the UK Government (see Financial Guide for Undergraduates), <u>or make your own arrangements to pay by 13 Oct.</u> If Overseas: <u>make arrangements to pay by 13 Oct.</u>	As soon as possible	
Study Skills Handbook	Undergraduate Freshers' Hub: College and University Handbooks	Read (and refer to during your degree course)		
College Rules for Student Members ("Red Book")	In pigeon hole and online	Read (and refer to during your degree course)		
College Student Handbook ("Green Book")	In pigeon hole and online	Read (and refer to during your degree course)		
Students' Freshers' Guide ("Blue Book")	Undergraduate Freshers' Hub: College and University Handbooks	Read (and bring to Oxford in October)		
Letter from College Chaplain	Undergraduate Freshers' Hub: Welcome Letters	Return form by email to andrew.allen@exeter.ox.ac.uk (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 or by email admissions@exeter.ox.ac.uk