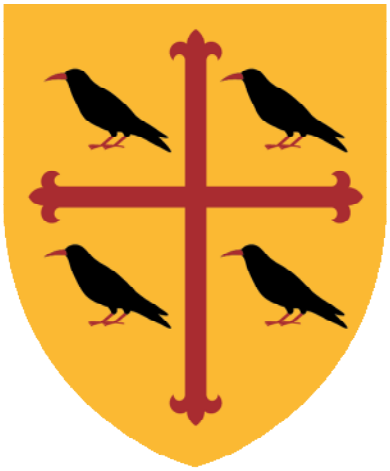


University of Oxford

St Edmund Hall

Postgraduate Freshers' Guide 2024

Welcome from the Principal



It is with very great pleasure that I welcome you to the Hall. This is an incredibly vibrant, friendly and highly committed academic community which you have now joined.

St Edmund Hall/Teddy Hall/the Hall are all names that you will find people using to refer to the college. People will also now sometimes refer to you as an Aularian - all very confusing but I have no doubt that quickly you will take this in your stride, and settle into life at Teddy Hall and Oxford more generally.

The first term will have its ups and downs. This is entirely normal for everyone – moving to University represents a large step in anyone's life. I just want to therefore remind you in this welcome note that we are here to support you in good times and bad. In return, all we ask of you is to fully embrace everything that Oxford and the Hall has to offer, live life to the full, and make the most of your time here. Time passes far too quickly when you are in Oxford!

I very much look forward to meeting you all individually this term.

Very best wishes

Professor Baroness Katherine Willis, CBE
Principal

Welcome from the Tutor for Graduates

Dear Graduate Freshers,

I write to welcome you to St Edmund Hall and to provide some material that I hope you will find useful. There is a lot of information in this mailing, and not all of it will be directly relevant to you. You need not absorb it all at once. But please read it carefully, highlight the parts that are of immediate relevance, and keep the documents for future reference.

As a postgraduate student at the University of Oxford, you will face many rewarding and unparalleled challenges. You will soon go through a new exciting chapter in your life which will be much different from your undergraduate experience. In order to be successful, it will require not only plenty of courage, a sustained level of motivation, a greater individual initiative and self-discipline, but also a tremendous amount of support from those around you.

During your time here, your Department or Faculty will be your academic home and your College will be your home for everything else, from domestic life, social activity, sport, and culture, to community and support. St Edmund Hall is noted amongst Oxford colleges for its relaxed, friendly, happy yet scholarly atmosphere. The collegiate environment offers you an excellent opportunity to interact scientifically and socially with your peers, either within your discipline or across the disciplines.

Should you need it, the Hall offers a wide range of support and help. They could be from existing postgraduates (MCR members, who have considerable experience in Oxford), the permanent academic staff (SCR members), your College Adviser, and the College Welfare Team.

St Edmund Hall has its origins in the thirteenth century and is the sole survivor of the medieval Halls that used to provide undergraduates with accommodation and tuition before colleges began to do so. St Edmund Hall maintained its status as an academic hall until 1957 when it was granted full collegiate status by Royal Charter. We currently admit a little over one hundred graduate students a year and have some 700 students (both undergraduate and postgraduate) in residence at any one time. This means that we are now not only one of the oldest educational institutions in Oxford but also one of the largest. We thrive on our international, diverse, and culturally rich climate at the Hall, whose students and Fellows cover a superb range of academic subjects.

The coming academic year(s) should be an exciting time for you and we will do our best to ensure that your stay at St Edmund Hall is enjoyable, productive and rewarding.

I look forward to welcoming you to St Edmund Hall.

Professor Luc Nguyen
Tutor for Graduates
t4g@seh.ox.ac.uk

Contents

The Grey Book 5
Arrival Information 5
Registration and joining the University 6
Visa information for international students 7
College Induction 8
Academic Information 8
Living Arrangements 9
College IT 11
Finance and Fees 12
Opening a Bank Account 12
Health and Welfare 12
Welcome from the Summertown Group Practice 13
Welcome from the Welfare Dean and College Nurse 15
Welcome from the MCR Welfare Officers 18
The Middle Common Room (MCR) 20
Academic Dress and Dress Codes 23
Development and Alumni Relations 31
Any Questions? 33

The Grey Book

The Grey Book is the name given to the College Regulations for students. When you sign your college contract, you will be undertaking to abide by the regulations in the Grey Book. Read it and get to know it. It will tell you everything you need to know about being a student at St Edmund Hall, from term dates and fees and charges to academic arrangements and College policies on welfare and discipline.

The Grey Book can be found on the College website.

Arrival Information

When should I arrive?

You should arrive at St Edmund Hall by **Wednesday 9 October, no later than 1 pm.**

Your department or faculty may advise you to arrive earlier than this.

Let us know when you will be arriving by filling in the registration form. If you are taking up College accommodation, you should make sure you have discussed your arrival date with the Accommodation Manager.



How do I get to Oxford?

Maps, directions and travel advice are available from the University website. If you are taking a bus from central London, or either Heathrow or Gatwick airport, ask the driver for the Queen's Lane bus stop on the High Street, immediately opposite the College.

Is there any parking near the College?

Regrettably, no; parking is very limited in the historic city centre. Cars may be unloaded in Queen's Lane, directly outside the College but space is limited. To avoid attracting unwanted attention from traffic wardens, obtain a temporary unloading permit from the porters' lodge and don't park in the disabled bay unless authorised.

College accommodation

If you will be living in college accommodation, you will be allocated your room/ flat on confirmation of your admission to the University. Early arrivals pay rent from the day of arrival and may have to move into temporary accommodation until their allocated accommodation is ready.

Where do I pick up my key?

All students living in St Edmund Hall accommodation should collect their key from the porters' lodge at the main College site in Queen's Lane, irrespective of which site they are living in. The lodge is staffed 24 hours a day and provided you have told us when you plan to arrive (if out of normal office hours) they should have the key ready for you.

Where will my room be?

Our graduate accommodation is situated at 26 Norham Gardens and Essex Street. The porters will arrange for a taxi to take you to the graduate centre (Norham St Edmund) or Essex Street once you have collected your key. The Manager for outside properties, Greg Zbylut (01565 279080), and the Housekeeper, Lisa Thomas (01865 279105) have an office in Norham Gardens and are available during standard working hours.

Registration and joining the University

This section of the guide explains the steps you will take to become a member of the University of Oxford.

The University Card Form

All students must complete the Card Form before they can be registered for access to University facilities, including learning resources and email. The Card Form will be sent to you by your Department. Please ensure that you return this form by email to acreturns@admin.ox.ac.uk as soon as possible so that you are not delayed in gaining access to university facilities at the start of the term.

Online registration

When your University Card Form has been processed, you will be emailed your Oxford Single Sign-On (SSO) account details. Let us know if these haven't arrived by mid-September. Once you have your SSO, you will be prompted to complete the first step of registration online. You should do this **before** you come to Oxford.

College registration and your University Card

College Office staff will help you complete your University registration. Please visit the College Office after your arrival, and when you have all your necessary visa documents. When you complete your registration, you will be given your University (or Bodleian) card. This is your pass to all the University libraries and certain departments. At St Edmund Hall, it also acts as a swipe card for meals and laundry.

You must register with the College by **Wednesday 9 October**.

Overseas students

We are obliged by Home Office regulations to check your passports and visa before we can complete your registration. Please make sure you bring your documents for checking.

Matriculation

Matriculation is the traditional ceremony at which you will formally be admitted to the University. Attendance is compulsory and you will be required to wear full academic dress. It will take place on **Saturday of 1st Week – 19 October 2024.**

Still, got questions about registration or matriculation?

Email college.office@seh.ox.ac.uk

Visa information for international students

EU, EEA, Swiss and Overseas students are required to provide evidence that they are legally permitted to study in the UK. You **must** upload your passport ID page via the passport submission form for checking and recording. You should do this before the College Registration session in Freshers' Week (**Wednesday 9 October**).

You must present your passport and visa to the College Office for checking and recording. You should do this after you have arrived and collected your BRP card.

EVisas and Pre-settled/Settled Status
If you have an online eVisa or pre-settled/settled status you will need to send us a Share Code. Please visit the following link: https://www.gov.uk/view-prove-immigration-status and complete the checklist to generate a Share Code. Please then send your Share Code to college.office@seh.ox.ac.uk, and we will check your permission to study in the UK using the Home Office online portal.

Student Visa-holders
Student Visa-holders will be issued their visa in two stages. You will receive a 90-day travel vignette/sticker which will be stuck into your passport. You must then ensure that you collect your biometric residence permit (BRP) before the College Registration session on **Wednesday 9 October**. This can be collected from a Post Office.

The most central Post Office location in Oxford is: **102-104 St Aldate's, Oxford, OX1 1ZZ.**

Opening hours: **09:00 to 17:30, Monday to Saturday.**

Please note that the College will not be able to register Student visa-holders on the basis of a temporary visa sticker alone. Student visa-holders should therefore ensure that they have collected their BRP card before the College Registration session on **Wednesday 9 October.**

Biometric Residence Permits are being discontinued, and although they are still being issued for incoming students starting in Michaelmas 2024, they will only be valid until **31 December 2024**. If you hold a BRP you will need to create an online UKVI account and switch over to an eVisa before the December expiry date. For instructions on how to do this and further information, please visit the following Student Immigration Team webpage Your student visa and online immigration status (eVisa) | University of Oxford. You will also be sent further information about this process in Michaelmas term.

More information on student visas may be found on the University website. You can also contact Student Immigration Team if you have further queries.

University Orientation Information for European and International Students
At the Oxford Student Union Freshers' fair, there will be a visa and immigration stand and a student information stand for advice about settling into life as a non-UK student as well as a huge range of international student societies and a range of other sports, social, and cultural stands.

College Induction



Freshers' Week is packed with a variety of events designed to help you settle into Oxford. There are official induction sessions into the College and your department. The Middle Common Room (MCR) also organises a number of social events.

Please note that the induction timetable is subject to change. A copy of the current version will be available on the Freshers' website.

Compulsory events will be highlighted in **green** on your timetable. You should prioritise attendance at these events. They have been scheduled to take place during times agreed within the University for College events, but if you also have a compulsory Faculty or departmental engagement at the time of one of these events, please let the College Office know. While we appreciate that this time of the academic year will be particularly busy, we hope you will be able to attend as many compulsory events as possible – with priority given to the Welcome from the Tutor for Graduates session, the Freshers' Drinks and Dinner, Consent Workshop, the briefing from the College Doctor and matriculation.

Academic Information

As a Postgraduate student at Oxford, you will find that much of your academic life will be directed through your University department. However, your membership of St Edmund Hall will provide valuable opportunities to engage with people working in other disciplines, as well as with undergraduates, academics, and postgraduates at different stages of study within your own discipline. The College will also monitor your progress and provide you with academic advice and support which is independent of your Department.

You will have access to several resources, including:

The College Advising System

The College allocates each postgraduate student to a *'College Adviser'* who is responsible for the general welfare and is able to provide advice with any practical, social or academic problems. You will find out more about the advising system - and the name of your Adviser - nearer the start of the term.

The College Library

This is housed in the 12th Century church of St Peter-in-the-East. The stock tends to focus on texts required for undergraduate degrees, but you may nevertheless find it a source of useful material - and a convenient environment in which to work. You should attend the virtual University Libraries induction and contact the Librarian, james.howarth@seh.ox.ac.uk if you would like an induction into using the Library.

Collections

As a postgraduate student, you will normally be required to attend Collections once a year. In these sessions, your supervisor's termly reports are read out in your presence and your academic progress is discussed. Collections with your adviser will happen each year, and in some years, you will have collections with the Principal and Tutor for Graduates. Permission not to attend Collections will be granted only in exceptional circumstances.

Living Arrangements

Rooms

If you have been allocated a room in college accommodation, you should receive a licence agreement directly from the Accommodation Manager.

If you are living in single graduate accommodation:



Your room is fully furnished but you are expected to supply your own bed linen, including a duvet (or blankets) and pillow(s). However, bedding packs can also be purchased for overseas students. You need to bring towels and you can bring any personal decorations and accessories if you wish but these cannot be affixed to the walls.

Any electrical equipment brought into college and used by you must be safe to use and must conform to UK safety standards. All appliances must bear the British Standards 'kite-mark' or equivalent and must either be new or have been PAT-tested. If in doubt, consult the Bursary. Fire regulations forbid the use of kettles, rice kettles, toasters, irons etc. in any room other than the official kitchens, pantries, and laundry rooms to be found throughout the college. Candles or incense sticks are not permitted in student rooms.

You may of course bring audio and visual equipment with you, but they must be operated on a low volume only and not outside music hours. Televisions need a UK television licence. Overseas students should note that UK electric supply is 240 volts and plugs are of a three-square-pin type.

You may bring a fridge into your room if you wish to do so; you must apply in writing to the Accommodation Manager. An £80 deposit must be lodged against disposal costs, and it must be removed from College premises when you leave at the end of Trinity Term. If in doubt, consult the Bursary.

If you have a TV or will be streaming content, you will need a TV licence.

If you will be living in a married student flat:

Your flat is furnished, including kitchen appliances (cooker, fridge, kettle, toaster, and microwave). Bedding packs can be purchased from the College. You need to bring your own crockery, cutlery, and cooking equipment, along with personal decorations and accessories. Any electrical equipment you bring must be safe to use and must conform to UK safety standards.

Rent is charged per calendar month and is to be paid in advance. Rent excludes utilities (gas, electricity, and telephone). Utilities are invoiced monthly for gas and quarterly for all other utilities. Please contact the Accommodation Manager to inform them of your arrival date so that your flat may be prepared for you.

If you will be living in privately rented accommodation:

If you have not already made your own arrangements, you may like to contact the University Accommodation Office. They can provide lists of available University-owned or private accommodations. Your accommodation must be within 25 miles from Carfax Tower in the centre of Oxford to comply with University residence requirements, and the address must be notified to the College Office by the end of the first week of Michaelmas Term. If the College can help by way of providing a temporary room during the vacation while you are house hunting, it would be glad to do so.

Meals

All students are expected to have a certain number of meals in College: those who live in College including annexes and University Accommodation secured by St Edmund Hall will be charged £145.00 each term for meals while those living in private accommodation will be charged £45.00 each term. The sum can be used to pay for breakfast, lunch, brunch, servery dinners and all formal halls. There will be **no refunds** at the end of each term. The balance at the end of MT and HT will be rolled over to the next term. Any remaining balance on the account at the end of TT will be written off.

Laundry

There is a laundry on each site. The Norham St Edmund laundry is in 26 Norham Gardens. Payment for laundry is through an app (see posters in the laundry room).

Insurance

The College insurance policy only covers loss due to fire and flood. It does not cover your personal possessions against theft, and you must make your own provision for your belongings.

Regrettably, thefts are quite frequent in Oxford, and some have occurred in College, usually as a result of rooms being carelessly left unlocked or property unguarded in a public place. You must be very security conscious. Never leave your room unlocked, even for a minute. Remember this, especially on the day you arrive thieves know the dates on which students arrive and take advantage of the general chaos to help themselves. It has been known for thefts to occur while students are going back and forth ferrying their belongings from their cars to their rooms. It is also important that you ensure that the boot and doors of your car are locked at these times.

Can I have a car?

Although we don't have rules about ownership of cars, motorbikes etc., they are more of a liability than an asset in this congested city. The College has no parking available and parking permits are very restricted.



Bicycles

Most people find cycling the easiest way to get around Oxford.

All bicycles must be registered with the Porters' Lodge soon after arrival. Only one bicycle per student is permitted. Any unregistered bicycles will be removed from the College.

You can find some advice on cycling in Oxford on the University Website and also further advice on Efficient Cycling.

College IT

Wi-Fi/Internet

Your College username/password will grant you access to the SEH Students' Wi-Fi.

Please note that your Internet access is monitored. Downloading illegal material (such as copyrighted films or music that you have not paid for) is strictly prohibited and, if caught, will be fined £100/offence.

Printing

You can either print from any of the onsite computers at St Edmund Hall, or you can log on to the St Edmund Hall Printing Service from your own computer. From here you can check your printing charges and submit them to the JCR, Library or NSE printers.

Paper is available from the Lodge.

Computers

There are computers available for you to use in the MCR Computer Room (opposite the Common Room on staircase 4). Your username/password will be emailed to you shortly before you arrive.

Please note it is important that you do not share these details with anyone. It is used to track who had access and made changes to specific information. You are responsible for everything done on the system using your username and password.

If you bring a computer, you are strongly advised to specify it as a separate item on your insurance. You should make sure to back up your work regularly and not leave laptops unattended.

Connection to the College network is via a wireless or an ethernet port. Do not bring a router/modem yourself. Please note that most of the College is afforded with good Wi-Fi coverage, but there are a small number of 'dead spots'. You will need to plug into the ethernet

network in these locations. All computers without wireless capabilities require an RJ-45 network port to connect to the network. If you do not have one, we can provide you with an adaptor for temporary use.

Students connecting their computers to the College network should install and regularly update anti-virus software. Sophos anti-virus software is available for free from the University Computing Services.

Finance and Fees

The deadline for payment of your tuition fees is **Friday of 1st week**. Full instructions on payment options are available on the College website.

Please contact the Finance Department if you have any queries: fees@seh.ox.ac.uk or (01865) 279002.

Opening a Bank Account

If you don't already have a bank account in the UK, it is essential that you open one. Overseas students should start preparing before they leave for the UK: large banks usually let you begin the application procedure online.

Information regarding money matters for overseas students will be shared at the Oxford Student Union Freshers' fair. There is a bank guide for you to view online which contains further information, including a step-by-step guide on setting up an account and common terms for bank accounts in the UK.

Health and Welfare

Students' health and welfare needs are supported by several members of the welfare team: information from some of these is included in this section. For more information please visit the College website or the MCR website.

Welcome from the Summertown Group Practice

Dr Siobhan Becker
Dr Matthew Cheetham
Dr Lorna Monteith
Dr Dave Triffitt
Dr John Monach
Dr Charles Luo

SUMMERTOWN HEALTH CENTRE
160 BANBURY RD
OXFORD
OX2 7BS

Tel 01865 515552
Email: bobicb-ox.summertownhc@nhs.net

We are writing to welcome you to Oxford and to introduce ourselves to you as your College Doctors. St Edmund Hall has appointed Summertown Group Practice to provide health care for you while you are at college.

To register with Summertown Group Practice please complete our on-line registration form which you can find at www.campusdoctor.co.uk/oxford

During term time we offer surgeries at the college, you can also be seen at Summertown Health Centre. If you need to see a doctor whilst you are at home, you should go to your home GP and register as a **temporary patient.**

Our services are strictly confidential. While we have a link to your college, we do not discuss your medical issues with anyone in the college, your friends or your family unless you ask us to do so.

All students who are studying in the UK for longer than six months duration are entitled to register with the NHS. This is a Government-funded service, paid for by British tax-payers. Please go to www.nhs.uk for more information. As a patient, you generally access the NHS through your GP. In the UK you cannot consult a medical specialist without going through the GP first. If you are from abroad and have a pre-existing health condition, we request that you bring copies of your medical records and diagnoses with you to help us to help you, and to file a copy in your medical records here.

We have a comprehensive website at www.summertownhealthcentre.co.uk where you can find out about the services we offer and surgery times. If you have any queries, then our reception staff will be very happy to help you.

Immunisations

It is particularly important you have had all your immunisations before you arrive. We urge you in the strongest possible terms to ensure you have had **two doses of an approved coronavirus vaccine prior to starting at Oxford.** If you have not yet had these please book them as soon as possible through the NHS website or by calling 119. In addition, the **Measles, Mumps and Rubella (MMR) vaccine and the Meningitis ACWY vaccine (for students up to age 25)** are strongly recommended as these infections circulate rapidly in the student community. Over recent years Oxford has had several mini epidemics of Measles and Mumps. In the UK these vaccines are available through any GP practice, please arrange to receive these vaccines over

the summer so that you have immunity on arrival in Oxford. If you are from a country where these immunisations are not available, please contact us when you arrive in Oxford to arrange appointments for them.

Registering with the Practice is IMPORTANT for both your assurance and the College.

We wish you good luck with your studies in Oxford.

Welcome from the Welfare Dean and College Nurse



Dear Fresher,

My name is Clare Woolcott and I work at St Edmund Hall as the Welfare Dean and College Nurse. I work closely Jane Armstrong our Senior Welfare Officer and form part of the Decanal team.

I can support you with your physical and mental health needs such as contraception advice, minor illness support, wound care and phlebotomy. I can also act as a first point of contact for problems such as Anxiety and Depression, Eating Disorders, Homesickness and Bereavement. If have any long-term health concerns such as diabetes or severe allergies, please do come and see me. I offer daily clinics in college during term time. You can book an appointment by going to *http://wellbeing.seh.ox.ac.uk/* and follow the link to the Welfare Dean and Nurse appointments.

We have a College counsellor that can be contacted by emailing *counsellor@seh.ox.ac.uk* or you can self-refer to The Oxford University Counselling Service by following the link on this website: *https://www.ox.ac.uk/students/welfare/counselling*.

I work closely with the College Doctors who run a clinic in college on Tuesday mornings during term time. To book an appointment with the College Dr go to *http://wellbeing.seh.ox.ac.uk/* and follow the link to the Doctors appointments. If you haven't done so already, please register with the College Dr's (Summertown Health Centre). Follow this link: *https://www.campusdoctor.co.uk/oxford/* and click on St Edmund Hall.

I offer a strictly confidential service. I will not share any information without your permission unless in extreme circumstances where there is concern that you may be putting yourself or others at risk. If this were the case, I would always discuss disclosure with you first.

I recommend keeping a small first aid kit in your room consisting of some analgesia such as paracetamol and a thermometer and some plasters.

Above all, I welcome you all to St Edmund Hall and wish you a happy and successful time during your time with us.

Best wishes,

Clare Woolcott
Staircase VI, Welfare Suite (Front Quad)
clare.woolcott@seh.ox.ac.uk
nurse
01865 279063

Nurse Clinic Hours:

Monday 08:30-12:00 and 12:30-15:00
Tuesday 11:30-12:00 and 12:30-15:00
Wednesday 08:30-12:00 and 12:30-15:00
Thursday 8:30-12:00 and 13:00-15:00
Friday 8:30-12:00 and 14:00-15:00

Ensuring joined up care between your College Nurse and your GP

This leaflet explains how your health information is recorded by your College Nurse and your College Doctor's practice and who can see this information. This ensures that there is safer, better coordinated care between the nurses and the doctors.

How is my information recorded?
The College Doctors and Nurses both record your information using the same secure clinical system called EMISWeb. The nurses view and input their information via a VPN which is a secure encrypted connection. This information then appears in your main NHS EMISWeb record held at your GP surgery.

How is information shared between the College Nurse and your College GP Practice?
The GPs and Nurses at your GP practice can see any information entered by your College Nurse. Similarly when the Doctors and Nurses at the practice enter information into your NHS record this will also be seen by the College Nurses, if and when you make an appointment with them. For legal reasons the College Nurses cannot see patients without recording their data in a secure clinical record and sharing this with the patient's GP practice.

What if I am not registered with a College Doctor?
The NHS and your College recommend that you register with a College Doctor in Oxford while studying. They are available for free, accessible, local care if you fall ill whilst studying, are able to advise about local services and also are able to provide medical certificates when needed in and around examinations which your 'home GP' would not be able to offer. For more information see

http://www.nhs.uk/Livewell/studenthealth/Pages/Fivehealthsecrets.aspx If you choose to stay with your home GP, the College Nurses will need details of your home GP practice to be able to share their consultation with them. In some cases they may want to request a summary of your medical information via fax or secure NHS e-mail.

How will my information be kept safe?
Your GP Surgery is responsible for safeguarding the information in your GP medical record. Only people involved in your care can view your record. All attempts to access your record are recorded. Anyone who attempts to access your record illegally can be prosecuted.

What are your choices?

- **If you are willing** for your GP medical record to be shared between the College Nurse Service and your GP practice when required for your care, you do not need to do anything. Your record will remain securely stored and will only be accessed if you use the College Nurse Service. Consultations with the College Nurse will be taken as implicit consent for the sharing as above.
- **If you are NOT willing** for your College Nurse medical record to be shared with your GP Surgery under any circumstances, then unfortunately you will not be able to use the College Nurse service.

Information sharing outside of your GP Practice

The College Nurses will not share any of your medical information with any college staff member without your express consent other than in exceptional circumstances e.g. should you be deemed to be at risk of serious harm, or should you have lost the capacity to give this consent.

When you register or registered with a GP practice they should give you a leaflet about NHS initiatives to share your personal information for visits to the hospital and other healthcare settings (Summary Care Record) and if you register in Oxfordshire to the Out of Hours GP service (Oxfordshire Care Record). The information that the College Nurse Service inputs will be included in these records.

- **If you are happy with this arrangement** and you have signed up for these sharing agreements with your registered GP then you do not need to do anything
- **If you have already opted out** of sharing your personal information for other NHS initiatives, such as the Summary Care Record or the Oxfordshire Care Summary, your record including your College Nursing records will not be shared. If you change your mind and want to allow your record to be shared with the other healthcare settings or wish to stop this sharing agreement, please contact your GP Surgery.

Complaints

If you have any complaints or concerns about the services that you have received, please get in touch as soon as possible. If you would like to make a complaint or to express a concern, you can pick up a leaflet at your College Nurse's office, download our complaints leaflet from www.oxfed.uk/oustudents, or contact Sheree Martin, OxFed Head of Operations on 01865 788 885 sheree.martin1@nhs.net

Find out more at OxFed.uk

OxFed Health & Care Ltd. is a company registered in England and Wales and is the trading company of the Oxford Federation for General Practice and Primary Care. Company Number: 09368553. Registered Address: Hollow Way Medical Centre, 18 Ivy Close, Cowley, Oxford, OX4 2NB

Welcome from the MCR Welfare Officers

Welcome MCR Freshers!

This is a message from your **MCR welfare officers** (Leah and Shivani) about some of the things our role involves and how we can help and support you over the next few months!

Currently, welfare officers are elected by the MCR (Teddy Hall postgraduates) in Michaelmas Term to take over the role at the beginning of Trinity. Their role is centered on ensuring the well-being of MCR members and organising welfare events.

Let us introduce you to the people that you can approach for help during your time in the college. **Peer supporters** are students who have undergone extensive 24-hour training delivered by the university counselling service to be able to provide confidential support to peers in an effective manner. They are there to listen to you if you have any issues and can direct you to more specialised support if necessary. They are not counsellors, but your conversations are completely confidential unless there is a serious risk. Currently, there are six **MCR peer supporters** (us two, Leah and Shivani, Siddhant Dhingra, your President and former Welfare Officer, Jasmine Laing and Ambra Speciale, former Welfare Officers, and Thomas Henning). There are also six JCR (Teddy Hall undergraduates) peer supporters. You can find posters of us with contact details around college (especially in common areas and toilets). Don't forget that you can also speak to peer supporters from other colleges if you prefer to talk to somebody outside of it.

MCR officers and peer supporters are not the only **welfare contacts**. We have a **senior welfare officer** named Jane Armstrong, who can act as a first point of contact for all wellbeing and welfare matters. **Deans** provide more formal welfare support in college. The college also has a dedicated **counsellor**, Beenish Chaudry, and a **nurse**, Clare Woolcott. Their contact details can be found at the bottom of this document. The university counseling service is also available by appointment - for information about welfare contacts visit the following website: https://www.ox.ac.uk/students/welfare/counselling.

Welfare events are quite diverse! Last term, we organised a welfare coffee and pastry event in our beloved and newly renovated MCR every Saturday! We accommodate a range of dietary requirements and main allergies. There is always good food alongside a chance to catch up with everyone in the MCR after a long week! Additional events include board games night, movie nights, tea and cake events as well as regular yoga classes. We're always open to suggestions from the MCR for events, so don't hesitate to let us know if you have any ideas. We usually send emails with weekly updates and post in the MCR Facebook group announcements about upcoming events, so remember to keep yourselves posted!

We also provide **sexual health supplies** including condoms and **sanitary products** in the college MCR room, 17 Norham gardens, and Crick road accommodation. We also reimburse for pregnancy tests and emergency contraception.

Overall, the point of this letter is that we are here. If fresher's week and the start of term gets overwhelming, there is always somebody you can talk to. Feel free to contact us at any point before or during the term if you have any questions or welfare concerns. You can also message us on Facebook or stop us for a chat whenever you spot us! We're looking forward to meeting you all in person!

Leah Tavasi and Shivani Suresh
MCR Welfare Officers
mcr.welfare@seh.ox.ac.uk

USEFUL WELFARE RELATED CONTACTS:

MCR Contacts:
MCR Welfare Officers (Leah Tavasi and Shivani Suresh) mcr.welfare@seh.ox.ac.uk
Ambra Speciale Peer supporter ambra.speciale@seh.ox.ac.uk
Siddhant Dhingra Peer supporter siddhant.dhingra@chem.ox.ac.uk
Jasmine Laing Peer supporter jasmine.laing@psy.ox.ac.uk
Leah Tavasi Peer supporter leah.tavasi@seh.ox.ac.uk
Shivani Suresh Peer supporter shivani.suresh@seh.ox.ac.uk
Thomas Henning Peer supporter thomas.henning@seh.ox.ac.uk

Welfare:
Alexandra Lloyd Senior Dean dean@seh.ox.ac.uk
Clare Woolcott Welfare Dean and College Nurse nurse@seh.ox.ac.uk
Beenish Chaudry College Counsellor counsellor@seh.ox.ac.uk
Jane Armstrong Senior Welfare Officer welfare@seh.ox.ac.uk

Junior Deans and Sub Deans:
Daniele Cotton Assistant Junior Dean at WRM daniele.cotton@seh.ox.ac.uk
Aneesh Aggarwal Assistant Junior Dean at Queen's Lane aneesh.aggarwal@wrh.ox.ac.uk
Sam Allen Assistant Junior Dean at Tamesis samuel.allen@seh.ox.ac.uk
Zoe Stamoulis Assistant Junior Dean at NSE zoe.stamoulis@hmc.ox.ac.uk

Outside of University Support:
Oxfordshire NHS Mental Health Helpline 01865 904997 Available 24/7
Nightline 01865 270270
Samaritans tel. 116 123 or email jo@samaritans.org

The Middle Common Room (MCR)

Hi, (H)all!



Welcome to St Edmund Hall, affectionately known as Teddy Hall. With one of the most beautiful libraries in Oxford, a cosy quad, and a hall serving the most scrumptious bites of all Oxford colleges, Teddy Hall is one of the oldest academic institutions in Oxford. It is also one of the most forward-thinking, with ambitious goals like becoming the most environmentally sustainable college in the University. As a postgraduate student here, you will be part of a rich history and play a role in the college's exciting developments as a member of the Middle Common Room (MCR).

So, what is the MCR?

The MCR represents both the postgraduate community of Teddy Hall and a physical space within the college.

A Physical Space?

The MCR is your space in college where you will be warmly greeted by our mascot, Sebastian! The actual common room is located in the front quad of the main site (Queen's lane) near Staircase IV. Upon arrival at the Porters' Lodge, you will receive your university card (BOD card) with access enabled to the MCR and various MCR facilities. Inside, you'll find cosy chairs and sofas, friendly folks to chat with, various newspapers and magazines, free tea and coffee, and occasional cake to keep you going. Across the corridor is the MCR Study with internet access, providing a great study space for postgraduates seeking a more social environment compared to the college library.

Beyond the Physical Space: A Community!

While your department is the hub of your academic pursuits, the MCR is your social space, offering opportunities to interact with fellow students from every discipline at Teddy Hall. The MCR is a friendly and interdisciplinary environment that we hope will become your safe haven.

The MCR Committee

The MCR committee represents the postgraduate community in college committees and within the wider university, ensuring that your interests are defended. It comprises of the President (yours truly, Sid) and the following team:
Vice-President: Duncan Lyster
Treasurer: Timothy Chan
Social Secretaries: Arianna Covin and Isabel Black

Welfare Officers: Shivani Suresh and Leah Tavasi
IT Rep: Daisy Bressington
Sports Rep: Angelica Rosie Hawkins

Additional positions will be opened during the first term (Michaelmas). Joining the MCR committee is a great way to get involved in college life and make lifelong friends, and we encourage you to consider it!

Activities and Events

Throughout your time at Teddy Hall, the MCR organizes a wide variety of activities, including British high teas, formal dinners, dance classes, yoga, MCR-hosted parties, BBQs, wine tastings, exchange dinners with other colleges, and garden parties. Our goal is to offer events that everyone can enjoy. If you have any suggestions for new activities, please let any member of the MCR committee know. Event schedules will be emailed and posted on social media at the start of each term, and you will receive weekly emails with reminders about upcoming events.

Formal Halls

Formal Halls are a key part of the MCR's social calendar. They offer you the chance to experience an exquisite three-course meal prepared by our excellent chef, alongside your fellow students or guests. Sherry is served beforehand and port is offered afterwards in the MCR. As graduate students, you may also occasionally dine at High Table and enjoy "second dessert" with the fellows. We also enjoy a number of special halls on occasions such as Christmas, Eid, Diwali, Women's Day, Thanksgiving, and many more.

Creativity, Clubs, and Societies

Teddy Hall has a vibrant creative community, and we encourage postgraduate students to participate. Music is a significant part of the college's creative scene, with opportunities to audition for the college choir and perform in recitals during formal dinners. The MCR also organises activities like salsa and Bachata classes in a friendly atmosphere. Teddy Hall is renowned for its sports teams, including rowing and rugby, welcoming athletes of all levels. There are also various clubs and societies catering to different interests, providing a platform for interaction between the MCR, Junior Common Room (undergraduates), and Senior Common Room (fellows). More information about these clubs and societies will be available at the College Freshers' Fair during Freshers' Week, and our MCR Sports Rep can answer any queries about sports involvement. Additionally, the University Freshers' Fair will introduce you to the broader array of activities available across Oxford.

Getting Connected

In the coming weeks, you will be added to the MCR mailing list, through which the college and MCR committee will regularly update you on graduate community news and events. This includes a timetable of Pre-Freshers' (Sept 29th to October 5th) and Freshers' Week (October 6th to October 12th) events. Pre-Freshers' Week offers social activities as you arrive in Oxford, providing a great way to start making friends. Freshers' Week is your full introduction to college life, coinciding with your department's inductions. Additionally, we have set up a Facebook group to help you ask questions and meet people before you arrive—simply search for the group

“Teddy Hall MCR 2024/25.” A link to a WhatsApp group will also be circulated soon for those who’d like to connect!

A Unique Experience

There is something unique about an Oxford MCR and even more about Teddy that has made me call it my home away from home. It is a common space where diverse academic interests, cultures, and geographies coexist, and diversity is celebrated. It is a place where lifelong friendships are forged with people researching topics you might never have considered. The MCR committee is dedicated to making your experience at Teddy Hall unforgettable. But remember, this is YOUR space, and your participation in the social life of the MCR will make it truly wonderful. Everyone in the postgraduate community can get involved by joining the committee, sharing ideas, and attending our regular General Meetings.
We cannot wait to meet you all and welcome you to the Hall in the next few weeks. In the meantime, please don't hesitate to contact any of us with questions or comments, during the summer or as term progresses.

(H)all the best for your time at Oxford and, of course, at Teddy Hall,

Siddhant Dhingra (Sid)
MCR President 2024-25
siddhant.dhingra@seh.ox.ac.uk

Academic Dress and Dress Codes

Full Academic dress at Oxford is known as 'sub-fusc’.

It consists of the appropriate gown (the University outfitters will advise), a mortar board or soft cap, and your preferred items from:

1. One of
    - Dark suit with dark socks, or
    - Dark skirt with black tights or stockings, or
    - Dark trousers with dark socks
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

Students serving in H.M. Forces are permitted to wear a uniform together with a gown.

The first time you will need to wear full sub-fusc is at Matriculation on Saturday of 1st week. You probably won't wear full sub-fusc again until your exams, but you will wear your gown at some formal dinners and formal academic appointments, such as meetings with the Principal. Gowns are not worn to Freshers' Dinner.

Dress Codes

The following guide has been created by the MCR to help you better understand different dress codes. You’ll quite often get invited to things where there is a dress code in Oxford. Knowing what to wear can be a nightmare, so here’s a guide:

Casual	You can wear what you like (within reason). Jeans and trainers are acceptable.		
Smart casual	Collared shirt, smart trousers (avoid wearing jeans if possible), black or brown shoes (avoid trainers if possible), and a jacket or plain jumper if you like. A tie is not necessary.	**OR**	Smart top or blouse, jacket, or cardigan if you like, smart trousers/skirt to match jacket and tidy shoes or boots (avoid trainers if possible).
Lounge suit or **Smart**	A dark suit (with matching jacket and trousers), collared shirt and tie (but not bow tie), and black shoes are required.	**OR**	Cocktail dress (length just above the knee to just above the ankle).
Black tie	Black tuxedo (silk or satin lapels and ribbon seam on the outside of the trouser legs to match jacket), white dress shirt with cuff links, black silk or satin bow tie, and black shoes. A waistcoat or cummerbund is optional.	**OR**	A long flowing dress or cocktail dress is typically more elegant than worn for a lounge suit dress code. At balls a long ball gown is appropriate.

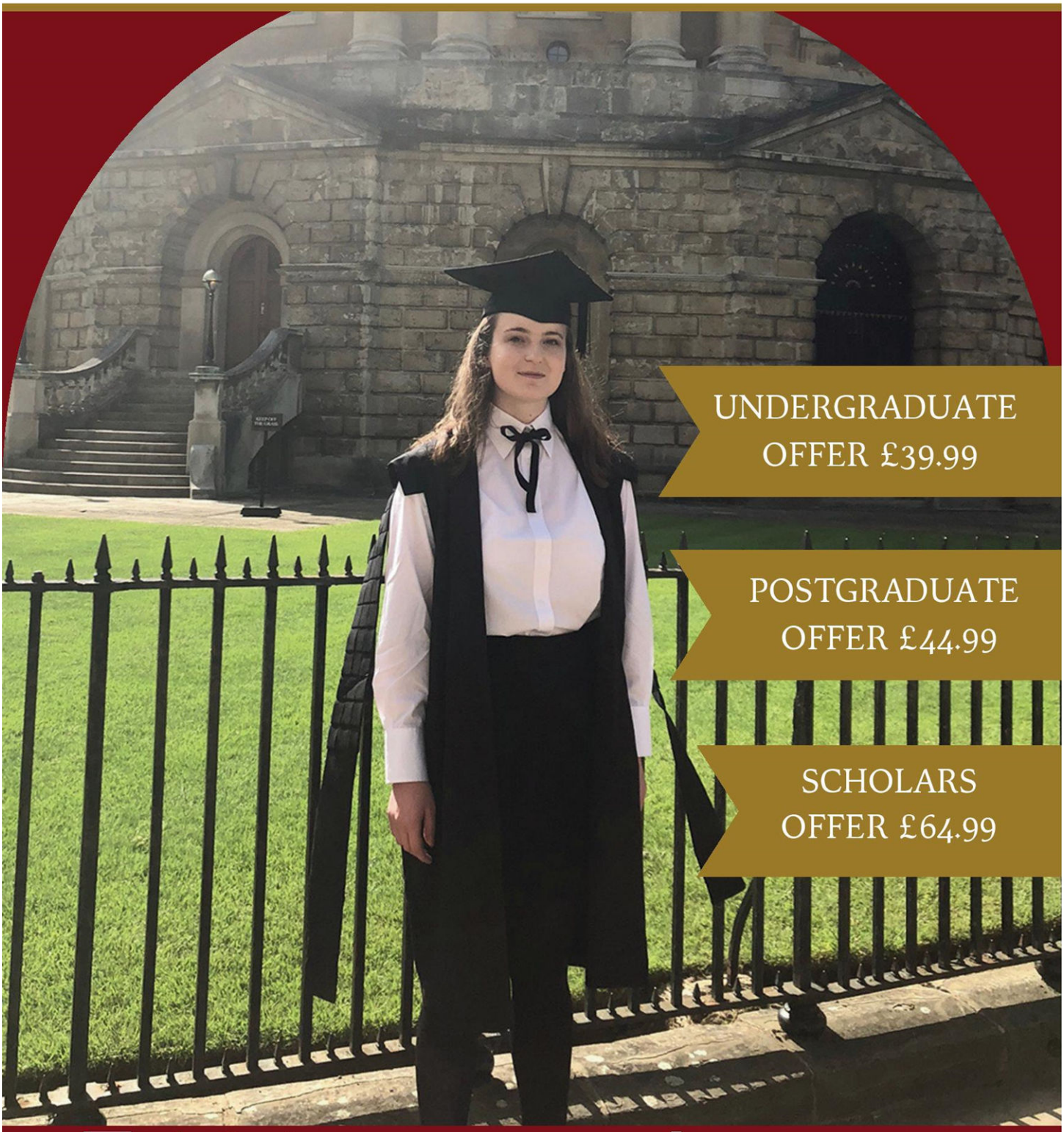
	Formal national dress is also acceptable.		
White tie	White cotton pique bow tie, black jacket with tails, dress shirt with cuffs and winged collar, black trousers with two satin seams along the outside trouser legs, white waistcoat, white silk handkerchief and black shoes. A black top hat and white gloves are optional. Formal national dress is also appropriate.	OR	A long ball gown reaching at least the ankles or the ground.

There are a number of University outfitters in Oxford:

Ede & Ravenscroft, Walters, Shepherd & Woodward, and the Oxford University Shop. By including these reproductions of their promotional material, we are not endorsing one supplier over the others.

WALTERS OF OXFORD

10 Turl Street, Oxford OX1 3DN



UNDERGRADUATE
OFFER £39.99

POSTGRADUATE
OFFER £44.99

SCHOLARS
OFFER £64.99

sales@walters-oxford.co.uk

01865 241848

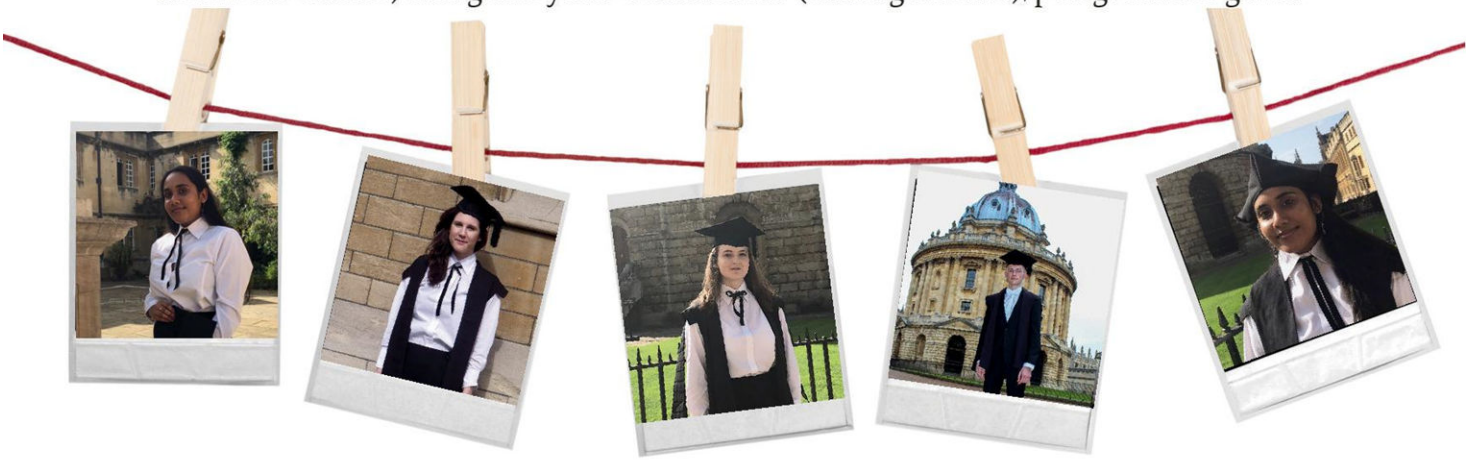
www.walters-oxford.co.uk

SUB-FUSC
SPECIAL OFFERS

Many congratulations on gaining your place at Oxford University!
Walters are one of the largest suppliers of academic attire for Oxford University students, having supplied Undergraduates and Postgraduates for over 160 years.

You will need to purchase your 'Sub-Fusc' to wear for examinations, matriculation and other formal college events.

You will require a dark suit, trousers or skirt worn with black socks/tights and black formal shoes. A formal white collared shirt/blouse worn with your choice of black or white bow tie/black straight tie or black ribbon. You can also choose from a Mortar Board or Soft Cap as your headwear choice, alongside your commoners (undergraduate)/postgraduate gown.



UNDERGRADUATE OFFER

Commoners Gown
+
Mortar Board/Soft Cap
+
Black/White Bow Tie/
Black Straight Tie or
Black Ribbon

£39.99

POSTGRADUATE OFFER

Graduate Gown
+
Mortar Board/Soft Cap
+
Black/White Bow Tie/
Black Straight Tie or
Black Ribbon

£44.99

SCHOLARS' OFFER

Scholars Gown
+
Mortar Board/Soft Cap
+
Black/White Bow Tie/
Black Straight Tie or
Black Ribbon

£64.99

Name : .....

Home Address: .....

..... Postcode: .....

Contact number: ..... College: .....

Email: .....

Packages

Undergraduate £39.99 ☐

Includes Gown, Headwear & Neckwear

Mortar Board ☐ Soft Cap ☐

White Bow ☐ Black Bow ☐ Black Tie ☐ Ribbon ☐

Postgraduate £44.99 ☐

Includes Gown, Headwear & Neckwear

Mortar Board ☐ Soft Cap ☐

White Bow ☐ Black Bow ☐ Black Tie ☐ Ribbon ☐

Scholars' £64.99 ☐

Includes Gown, Headwear & Neckwear

Mortar Board ☐ Soft Cap ☐

White Bow ☐ Black Bow ☐ Black Tie ☐ Ribbon ☐

Extras

White shirt (14"-18")	£29.99	☐
discounted price with package	£24.99	☐
White Blouse (4-20)	£29.99	☐
discounted price with package	£24.99	☐
Black Skirt (4- 18)	£29.99	☐
discounted price with package	£24.99	☐
Self Tie Bow Tie (sized)	£29.99	☐
upgrade pre-tied in package	£20.00	☐
Black single breasted suit	£249.99	☐
discounted price with package	£199.99	☐
Soft Cap	£14.99	☐
Mortar Board	£14.99	☐
Black Ribbon	£1.99	☐
White/Black Bow Tie	£9.99	☐
Long Black Tie	£14.99	☐
Commoners Gown	£34.99	☐
Graduate Gown	£39.99	☐
Scholars Gown	£54.99	☐

Measurements

Height: .....

For correct size gown

Head Size: .....

Measure around head above ears

Neck Size: .....

For correct size shirt and bow tie

Chest Size .....

Waist Size .....

Inside Leg .....

College Clothing & Accessories

Prices include 10% student discount

College Scarf	£40.49
College Silk Crested Tie	£31.49
College Silk Striped Tie	£31.49
College Bar crested cufflinks	£29.69
College Hooded Sweatshirt	£31.49
(Navy Blue) Size XS- XXL	
Lab Coat	£31.49
(White Cotton) Size XS - XXL	

Collect in Store ☐

Delivery to college £4.99 ☐

Please advise date required: ..../..../....

UK Postage £4.99 ☐

Europe Postage (Tracked) £19.99 ☐

Worldwide Postage (Tracked) £24.99 ☐

Total

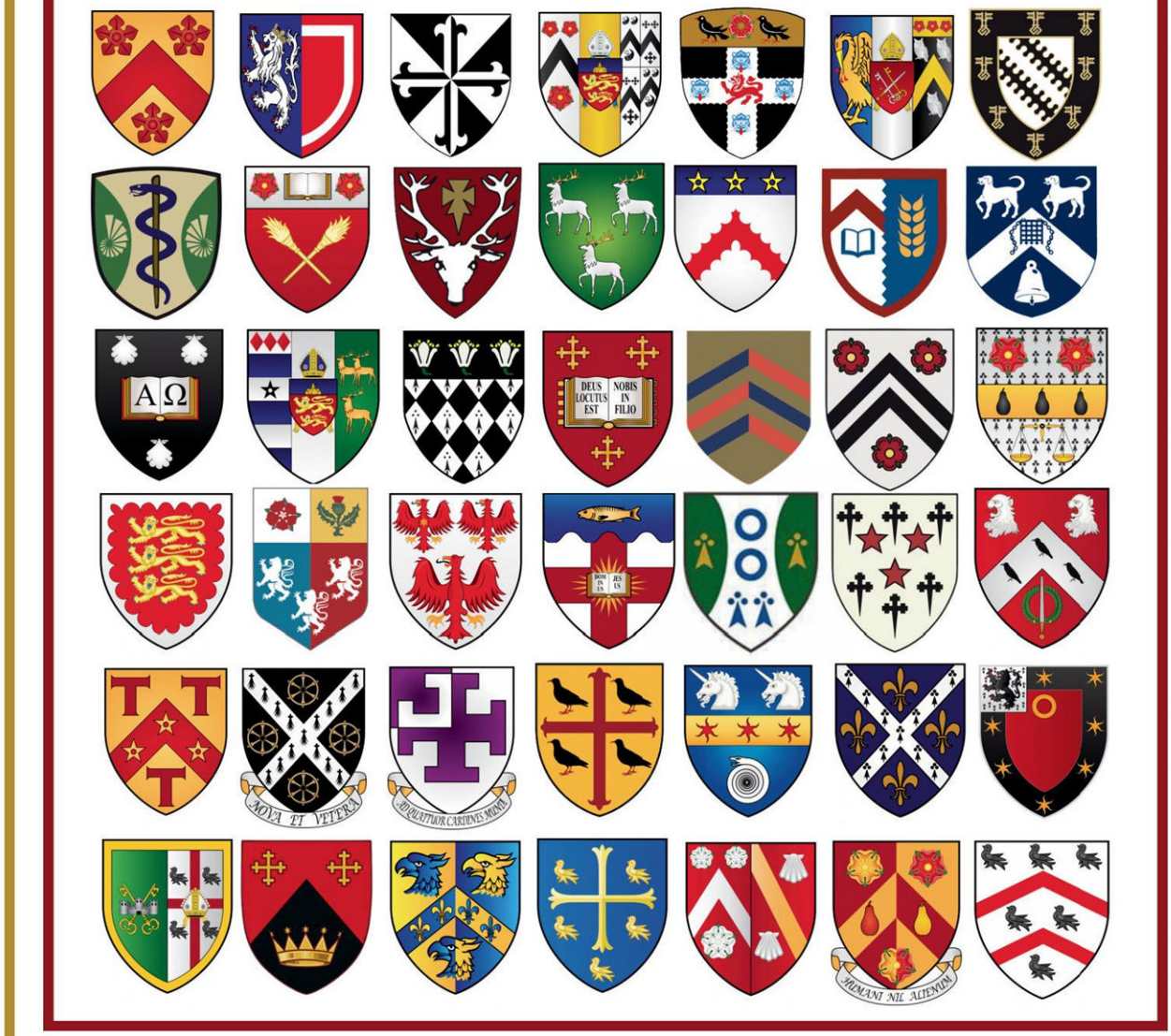
Visit us in store, email us or order online.



LAB COAT £31.49

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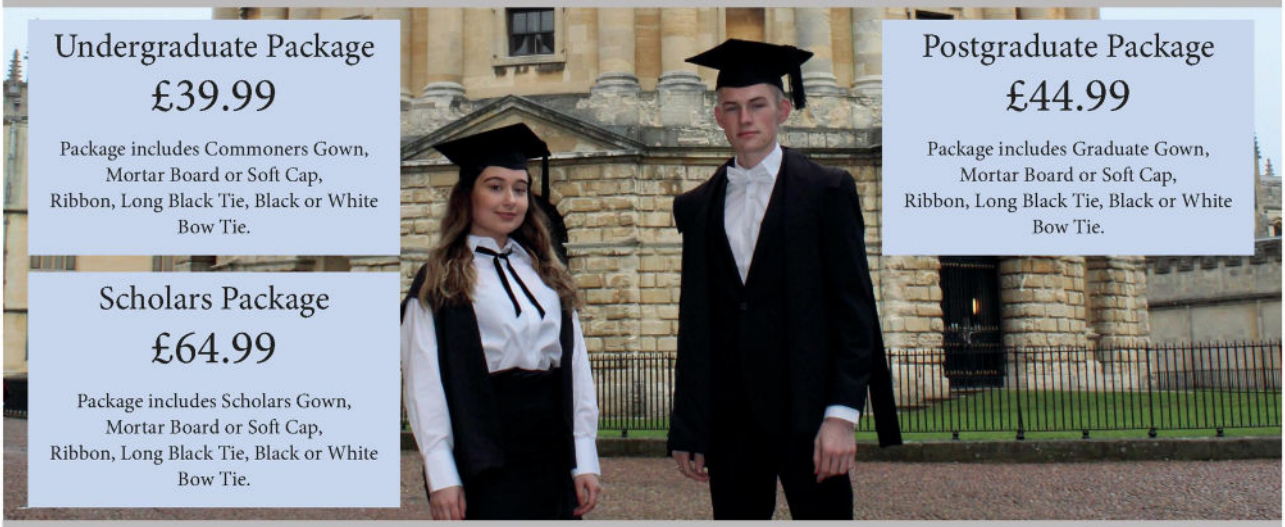
Have you got your SUB-FUSC?

Shepherd & Woodward

109-113 High Street, Oxford OX1 4BT
Tel: 01865 249491
enquiries@shepwood.co.uk

SHEPHERD S&W WOODWARD

SUB-FUSC SPECIAL OFFER PACKAGES



Undergraduate Package
£39.99

Package includes Commoners Gown, Mortar Board or Soft Cap, Ribbon, Long Black Tie, Black or White Bow Tie.

Postgraduate Package
£44.99

Package includes Graduate Gown, Mortar Board or Soft Cap, Ribbon, Long Black Tie, Black or White Bow Tie.

Scholars Package
£64.99

Package includes Scholars Gown, Mortar Board or Soft Cap, Ribbon, Long Black Tie, Black or White Bow Tie.

Order Online: www.shepherdandwoodward.co.uk

Dear Student

Many congratulations on gaining a place at one of Oxford University's most prestigious colleges.

Shepherd & Woodward are the largest supplier of Academic gowns to Oxford University students having supplied Oxford Graduates and Undergraduates for over 160 years.

Academic Dress Requirement at Oxford

All students are required to wear their Sub Fusc, which includes the Gown and Cap, in the presence of the Chancellor, Vice Chancellor and other Officers in the University in their official capacity at examinations, matriculation and formal college events.

Sub-Fusc Clothing

Underneath the gown, students should wear either a dark suit, black trousers or a black skirt worn with black socks or tights and formal black shoes. A formal white shirt or blouse is also required along with a choice of the following neckwear - a black ribbon, long straight black tie, black or white bow tie.

Please visit the store to see the full range of Sub Fusc clothing.

SPECIAL OFFER PACKAGES

Undergraduate Package

Pure Cotton Gown (Commoners)
+
Mortar Board / Soft Cap
+
Ribbon, Long Black Tie, Black or White Bow Tie

£39.99

Postgraduate Package

Pure Cotton Gown (Postgraduate)
+
Mortar Board / Soft Cap
+
Ribbon, Long Black Tie, Black or White Bow Tie

£44.99

Scholars Package

Pure Cotton Scholars Gown
+
Mortar Board / Soft Cap
+
Ribbon, Long Black Tie, Black or White Bow Tie

£64.99

You can email us your requirements at enquiries@shepwood.co.uk, call us on 01865 249491 or order online at www.shepherdandwoodward.co.uk

Name: _____

Home Address: _____

_____ Postcode _____

Mobile _____ Tel _____

College _____

Email _____

Academic Wear	Price	Please Tick
Undergraduate Package (Please tick options below) Mortar Board □ Soft Cap □ White Bow □ Black Bow □ Long Tie □ Ribbon □	£39.99	□
Postgraduate Package (Please tick options below) Mortar Board □ Soft Cap □ White Bow □ Black Bow □ Long Tie □ Ribbon □	£44.99	□
Scholars Package (Please tick options below) Mortar Board □ Soft Cap □ White Bow □ Black Bow □ Long Tie □ Ribbon □	£64.99	□
White Shirt - Poly/Cotton (14"-18") Size	£29.99	□
If purchased with package offer above - discounted price	£24.99	□
White Blouse - Poly/Cotton (4-20) Size	£29.99	□
If purchased with package offer above - discounted price	£24.99	□
Black Skirt - Poly/Cotton (4-18) Size	£29.99	□
If purchased with package offer above - discounted price	£24.99	□
Mortar Board	£14.99	□
Soft Cap	£14.99	□
Black Ribbon	£1.99	□
Ready Tied Satin Bow Tie: Black □ White □	£9.99	□
Commoners Gown	£34.99	□
Graduate Gown	£39.99	□
Scholars Gown	£54.99	□
Marcella White Pre-tied Bow Tie	£14.99	□

College Regalia	Normal Price	10% Discount	Please Tick
College Crest Tie (Silk)	£34.99	£31.49	□
College Crest Tie (Poly)	£19.99	£17.99	□
College Stripe Tie (Silk)	£34.99	£31.49	□
College Stripe Tie (Poly)	£19.99	£17.99	□
College Stripe Scarf Crested	£44.99	£40.49	□

College Regalia	Normal Price	10% Discount	Please Tick
College Crew Neck Navy	£29.99	£26.99	□
Please select size	XS □ S □ M □ L □ XL □ XXL □		
College Hoody Navy	£34.99	£31.49	□
Please select size	XS □ S □ M □ L □ XL □ XXL □		
Lab Coat 100% White Cotton	£34.99	£31.49	□
Please select size	XS □ S □ M □ L □ XL □ XXL □		
College Cufflinks (bar)	£32.99	£29.69	□

Self Tie (sized) White □ Black □ Bow Tie	£29.99	□
Upgrade from pre-tied bow in package offer	£20.00	□
Black 2 Button, Single Breasted Suit	£249.99	□
If purchased with package offer above - discounted price	£199.99	□

Chest Size: _____

Waist Size: _____

Inside Leg: _____

Neck Size: _____ (For correct size of shirt & bow tie)

Height: _____ (For correct length of gown)

Head Size: _____ (Measure around head above the ears)

Please select Delivery/Collection Method:

Delivery to college £4.99 □

Please advise date required __/__/__

Collect from store □

UK Postage £4.99 □

Europe Postage £19.99 (Tracked) □

Worldwide Postage £29.99 (Tracked) □



Order online : www.shepherdandwoodward.co.uk

Development and Alumni Relations



Welcome to Teddy Hall

from the Development and Alumni Relations Office

2024 Freshers

St Edmund Hall
University of Oxford

Welcome from the Development and Alumni Relations Office

Welcome! You are now a part of the worldwide community of Aularians. Every student of St Edmund Hall, past and present, is known as an 'Aularian', a term that derives from the word 'aula' (Latin for 'Hall'). Aularians form a network with over 11,000 members, and the Development and Alumni Relations Office (DARO) is there to keep you in touch with each other and the College past graduation.

DARO runs the HALLmarks Campaign, fundraising for the physical, intellectual, cultural, and pastoral priorities of the College, and ensuring Teddy Hall continues to deliver a truly aspirational and inclusive experience for all. You can read more about the Campaign and its goals here: hallmarkscampaign.seh.ox.ac.uk.

DARO also delivers the regular fundraising Giving Day with a team of students, a programme of over 30 national and international events for all members of the Hall community, and the alumni newsletter The Aularian.

The most recent issue of The Aularian — as well as all the entire Publications Archive — is available here: seh.ox.ac.uk/alumni/publications.

Get in Touch

You can follow the College on X (Twitter) (@StEdmundHall), like us on Facebook (facebook.com/StEdmundHall), follow us on Instagram (@stedmundhall) and join us on LinkedIn (St Edmund Hall, Oxford).

If you would like to know more about the work of DARO, please, contact us on aularianconnect@seh.ox.ac.uk or visit us in person in our office in Staircase 6, above the Bursary.

So that we can make sure you receive all latest news and event invitations, we'll add you to our database when you arrive (please, see the data protection information overleaf).

When you graduate, you will automatically become a member of the St Edmund Hall Association, which exists to promote and foster alumni relations for the benefit of all Aularians. We will continue to keep you updated with news from the Hall and invite you to regular events.



Full details on how your data is held and used are set out in our Data Protection Statement at www.seh.ox.ac.uk, under Policies, Accounts and Legal Documents. You can request a hard copy from the address below. Some sensitive personal data may be held in the DARS database. If at any time you have any queries about the use of your personal data in DARS, or wish to change the fact of, extent of, or use of your personal data, please, contact the Development and Alumni Relations Office at aularianconnect@seh.ox.ac.uk.

Development and Alumni Relations Office

Queen's Lane, Oxford
OX1 4AR

Contact Us

aularianconnect@seh.ox.ac.uk
+44 (0)1865 279055

The St Edmund Hall Association (SEHA)

The SEHA is the body which represents all Aularians and encourages them to:

- Foster friendship and spirit of collegiality through social and educational events. Recent graduates are subsidised by the Association.
- Create and encourage professional and social networks.
- Collect and disseminate news of alumni and SEHA activities.

A small Executive Committee manages the SEHA (both the JCR and MCR Presidents sit on the Committee) and any Aularian may stand for election.

Aularian Connect

https://aularianconnect.com

Aularian Connect is the official networking platform for Aularians. It enables you to (re)-connect with friends, receive career advice and mentorship, share photographs and news, find and advertise jobs, and sign up to events and societies.

Make sure to sign up if you haven't already, and if you have any questions, please, contact aularianconnect@seh.ox.ac.uk.



Andrew Vivian,
Director of Development

Philanthropy

The Hall has enjoyed generous support from Aularians and friends, with many past graduates assisting our current students:

1 out of 4 undergraduates receives a donor-funded bursary; the College offers over 20 graduate scholarships, as well as over 150 awards and prizes. Many of our extracurricular clubs and activities, including sports, have been kindly supported by donations.

We believe that philanthropy is in true Spirit of the Hall and it exemplifies the HALLmarks chosen for our Campaign : Care, Community, Continuity, and Camaraderie.



What to do in the event of an attack

by an armed person or persons

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Staff and students should remain alert to the danger of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.

Be PREPARED
Stay CALM

In the event of an incident, quickly determine the best way to protect yourself:

Evacuate

- If it is possible to do so safely, exit the building or area immediately
- Have an escape route in mind (Fire Exit signs are a good point of reference)
- Evacuate regardless of whether others agree to follow
- Help others, if possible
- Prevent others from entering the area of danger
- Do not attempt to move wounded people
- When you are safe, call 999 and ask for the police



Hide

- If evacuation is not possible, find a place to hide where the offender is less likely to find you
- If you are in a room/office, stay there
- If you are in a corridor, get into a room/office
- Lock the door and blockade it with furniture
- Silence your mobile phone and remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- If it is possible to do so safely, call 999 and ask for the police



Inform

When you contact the police provide the following information:

- Location of and the number of offenders
- Any physical descriptions of the offenders
- Number and type of weapons used by the offenders
- Number of potential victims at the location
- Your location



Stay SAFE

Further information and advice is available from
Oxford University Security Services
01865 (2) 72944
security.control@admin.ox.ac.uk

UNIVERSITY OF OXFORD

Any Questions?

Finance Department – fees@seh.ox.ac.uk
For any questions about fees and bills

Belinda Huse – accommodation.officer@seh.ox.ac.uk
For any questions about College accommodation or collecting keys

Sunny Pagani – bursary@seh.ox.ac.uk
For any questions about meals, laundry, or other aspects of living at St Edmund Hall

Melody Njoki, Alena Nemeckova, Melanie Brickell, and Emily Craven – college.office@seh.ox.ac.uk

For questions about returning your forms, Freshers' Week, registration, academic matters, and anything else you can think of!