



University of Oxford

St Edmund Hall

Visiting Students Freshers' Guide 2025

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 Visiting Students

Dear Visiting Student,

I am delighted to welcome you to St Edmund Hall. As Tutor for Visiting Students my role is to act as the Director of our Visiting Student programme. I work with the Academic Registrar, colleagues in the College Office, tutors, and our Welfare Team, to ensure that there is appropriate academic, health, and pastoral provision to allow you to study effectively and thrive at Oxford.



Tuition at Oxford takes place during ‘full term’: a relatively short and intensive eight-week period. You will have a challenging academic workload, but this should be a manageable and enjoyable experience given that our tutorial system ensures you get individual attention and feedback on your work on a weekly basis. While there will be time for you to make the most of being in Oxford beyond your studies, you should make your academic commitments your priority. Good organisation is essential.

The “Grey Book” of College regulations outlines what is expected to enable everyone to flourish here. You must familiarize yourself with its contents so that you know what is expected.

Please note that you are expected to arrive in Oxford before the start of full term, at the beginning of “0th week”. This is so that you can attend all the induction talks and any academic meetings arranged by your tutors. There will also be opportunities to meet socially and to get to know some of the matriculated undergraduate students at Oxford, too. Visiting students are expected to arrive by **Saturday, 4 October**.

Your tutors may get in touch by email before your arrival to help you to prepare for their courses. Please follow their instructions and respond promptly if requested to do so. Be sure to check your St Edmund Hall email account regularly.

If you have any questions before you arrive in Oxford, please do not hesitate to contact the College Office by email at college.office@seh.ox.ac.uk.

The College has also appointed two Visiting Student Junior Advisers, Nayantara Arora and Will Pelletiers, who are postgraduate students at the College, to assist you over the academic year. They are available to give you advice on any matter, academic or practical, or just to have a friendly chat! They will be in touch with you directly.

I very much look forward to meeting you in 0th week.

Dr Alexandra Lloyd

Tutor for Visiting Students (TfVS)

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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 on **Saturday 4 October, no later than 10.00 pm.**

You should confirm your arrival date in Oxford using the registration form.

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.

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?

Visiting students live alongside our undergraduates in one of our annexes, either the William R. Miller Building (Dawson Street) or Tamesis (Iffley Road). The porters will arrange a taxi for you when you have collected your key.

What is the address of my accommodation?

Your post will be delivered to your pigeon-hole in the porters' lodge. Your address will be St Edmund Hall, Oxford, OX1 4AR: this is the address you should give to banks and all other official bodies.

I need to make return travel arrangements. When should I book my return ticket?

Information about terms, weeks and dates is published in the Grey Book. You are expected to stay in residence until the last **Saturday of 8th Week**. You should not plan to leave College on Friday of the 8th Week because tutorials and classes may be arranged until 7 pm. If you wish to stay in your room over the Easter vacation, you should apply to the Accommodation Manager (accommodation.officer@seh.ox.ac.uk) for permission. You will be expected to be back in College by Thursday of 0th week of Hilary Term.

Registration and Joining the University

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

The Data Entry Form

You should have already returned a data entry form. This will be used to register you for access to University facilities, including learning resources and email, and to generate your University card.

Online registration

When your data entry form has been processed, you will be emailed your Oxford Single Sign-On (SSO) account details. 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 during the **compulsory** College registration session on **Monday 6 October**. The College Office will let you know your allocated registration slot.

You will be able to collect your University (or Bodleian) card when you arrive at the College. Your University Card 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.

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.

Visa Information

Immigration and visas

We are obliged by Home Office regulations to check your passports and visa before we can complete your registration. You must present your passport and visa to the College Office for checking and recording. You should do this at the beginning of the College Registration session on **Monday 6 October**.

Short-Term Students

If you will be entering the UK as a short-term student, your visa will be fixed into your passport on arrival in the UK.

Student Visa-holders (eVisas)

If you have an online eVisa, 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.

The Share Code and your Date of Birth should be provided in advance of the College Registration session on **Monday 6 October 2025**.

More information on student visas may be found on the [University website](#). You can also contact student.immigration@admin.ox.ac.uk if you have further queries.

Academic Information

The teaching arrangements for each of your subjects will be overseen by an Organising Tutor. You should contact the appropriate Organising Tutor if you have questions about tutorial arrangements, who will be teaching you, grading for their subject, and so on. Be aware that academic requirements and arrangements can vary from subject to subject. Your Organising Tutor(s) will contact you by email to organise a face-to-face meeting to explain the arrangements.

In Week 0 you will also meet The Tutor for Visiting Students, Dr Alexandra Lloyd, who oversees the Visiting Student Programme

Preparing for your studies

The preparation you are required to do will vary according to the courses you are pursuing. In some cases, your tutors will contact you with some preparatory work. In others, tutors prefer to meet you and gauge your interests before setting work.

You may wish to take this opportunity to look at the [University's general study skills guidance](#). Many of the topics covered will be familiar to you from your previous studies, but you may also notice some differences - particularly in relation to essay writing or the distinctive tutorial method.

Your attention is particularly drawn to the section on Plagiarism. Under the University's regulations, intentional or reckless plagiarism is a disciplinary offence, and the College takes such cases very seriously.

Can I switch courses?

One of the distinctive features of the Oxford system is the small size of tutorial teaching groups. Providing this requires a lot of careful organisations of individual tutors' time and teaching commitments, which can be extremely difficult to rearrange. Consequently, the College will only allow you to switch from the courses to which you have committed in the most exceptional circumstances, and only where a request has the written support of your home institution, the Tutor for Visiting Students, and the relevant Organising Tutor.

Libraries

The University of Oxford's Bodleian Libraries group is one of the largest academic library services in the world. The College also has its own library, housed in the 12th Century church of St Peter-in-the-East. As well as providing additional copies of many of the texts you will need, the College Library is a beautiful and convenient place to work.

You should attend the virtual [University Libraries induction](#) and the College Library induction in Freshers' Week.

Living Arrangements

Rooms

You will be living in either the Tamesis or William R. Miller Building and a room has been reserved for you.

Your room is fully furnished, and you will be provided with bedlinen, including a duvet and pillow(s). If you are studying here for the full academic year your room will be available during the three University terms and the Christmas and Easter vacations.



Telephones

We strongly encourage you to purchase a pay-as-you-go mobile phone, or a SIM card, for use in the UK. This will give you a lot more freedom to communicate with your new friends and colleagues and might also be extremely useful in case of an emergency.

Electrical equipment

Audio-visual equipment should be operated on a low volume only and not outside the Music Hours specified in the Grey Book.

If you would like to bring a fridge, you will need to apply in writing to the Accommodation Manager. You will need to lodge an £80 deposit against disposal costs.

Kettles, toasters, rice kettles and irons are not permitted for reasons of compliance with fire regulations. The College provides these in pantries and laundries. Candles and incense are also not permitted in student rooms.

If you have a TV or will be streaming content, you will need a [TV licence](#).

Any electrical equipment you bring to College 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. The UK electric supply is 240 volts and plugs are three-square-pin.

Meals

All students are expected to have a certain number of meals in College. As a Visiting Student, your University card will be preloaded at the start of your course but there is no refund for any unused credit. The sum can be used to pay for breakfast, lunch, brunch, servery dinners and all formal halls.

Laundry

There is a laundry on each site. Payment for laundry is through an app or debit/credit card (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 (<http://podcasts.ox.ac.uk/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 at £100/offence.

Printing

You can either print from any of the onsite computers at St Edmund Hall, or you can log on to <http://printing.seh.ox.ac.uk> 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 JCR Computer Room (in the Besse building). 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 do 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.

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. We also have 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. You can also find more information about [Health and Welfare](#) through the College 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 taxpayers. 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. In particular, 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 you 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, may I welcome you to St Edmund Hall and wish you a happy and successful time while you are 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

Welcome from the JCR Welfare Officers

Hi all!

Welcome to the hall! This is just a quick message from your JCR welfare officers (Jess and Ewan) to let you know a bit about us, what our role involves and how we can help and support you throughout this year.

We are third year Geography students who are passionate about the hall, our college community and promoting a safe and welcoming space for everyone. Just to give you a brief overview of our role, welfare officers are elected every year in Michaelmas term and take over the role at the beginning of Trinity. Our main responsibilities are organising welfare events throughout the term, leading a team of peer supporters within the college, and acting as an easy and accessible point of contact and support for any kind of welfare concern.

We are both trained peer supporters and work alongside an extended and amazing team of peer supporters throughout college. These are students in the JCR who have chosen to do 24 hours+ of welfare training offered by the University counselling service, making them qualified to provide confidential support to peers. They are not counsellors but are there to offer a listening ear if you have any issues or concerns and can direct you to more specialised support if necessary. There are posters around college and on the JCR website of our current peer supporters, as well as information on how to contact peer supporters at other colleges if you would prefer.

Welfare events happen across each term, and vary throughout the year, providing an opportunity for students to get away from academics, catch up with friends or meet new people around college and have a laugh! Previous events have included open mic nights or arts and crafts in the college bar, movie nights in the JCR, welfare walks and more. However, the most consistent event of all is the notorious JCRT, occurring every Friday afternoon either in the JCR or in the graveyard in summer. JCRT is essentially a weekly delivery of cakes, chocolate, sweets, fruit, savoury snacks, smoothies and more (including gluten free and vegan alternatives) which is all free to students. It is a lovely event to end the week and de-stress, with a great turn out every time so please come along! We often collaborate with the JCR Entz reps to put on bigger events, ensuring college is a warm, welcoming environment and we are always open to new suggestions for events, so don't hesitate to let us know if you have any ideas! You can hear about these events through the JCR Facebook or the JCR Whatsapp chat (so make sure you join these!), or through email in our general updates.

Other forms of welfare contact include the senior welfare officer, the nurse, the deans and sub-deans, who can offer more formal welfare support in college. The college also has a dedicated counsellor (counsellor@seh.ox.ac.uk). The University counselling service are also available by appointment, with further information on the university page (<https://www.ox.ac.uk/students/welfare/counselling>). Information regarding all welfare contacts in college can be found on the college website (<https://www.seh.ox.ac.uk/students/health-and-welfare>).

We are also in charge of the provision of sexual health products in college (condoms, lubricant, pregnancy tests), which are free to take from the box we put them in outside the college welfare room. There are also free sanitary products here (and elsewhere in bathrooms around college) for anyone to take, courtesy of the Womens* Reps. We also reimburse any emergency contraception such as the morning after pill.

If freshers week and the start of term feels overwhelming, there is always somebody you can talk to! Feel free to contact either one of us at any point before or during term if you have any questions or concerns. You can also message us on Facebook or stop us for a chat when you see us around college next term. We're really looking forward to meeting you all in person in October!

Jess and Ewan

Jessica.milligan@seh.ox.ac.uk / Ewan.messenger@seh.ox.ac.uk / sehjcrwe@ox.ac.uk

Peer Supporters



PEER SUPPORTERS



Feeling overwhelmed or just need someone to talk to?

Peer Supporters are students trained to listen, offer a helping hand & guide you to the right support.

Whether you're feeling stressed, overwhelmed or just need a friendly ear, they're here to help, confidentially & without judgement. No question or issue is too small!

**Scan the code for more information
& to contact one of the team >>>**



Version: June 2025

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. Formal national dress is also acceptable.	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.
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.

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



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 Charlie Woolcott –

college.office@seh.ox.ac.uk

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