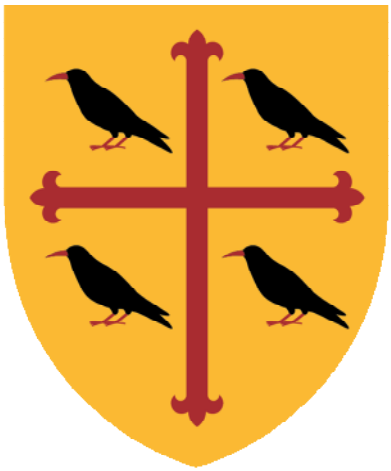


University of Oxford

St Edmund Hall

Visiting Students' Freshers' Guide

Hilary Term 2027

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 the 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. We will discuss this, and other matters, at our first meeting.

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 **Wednesday 13 January.**

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.

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

Dr Alexandra Lloyd

Tutor for Visiting Students

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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 by **Wednesday, 13 January, no later than 10.00 pm**.

Please let us know your arrival date by completing 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 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 **Wednesday 13 January**. Please just stop by the College Office once you arrive in Oxford, and we can finish your registration and give you your student card.

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

As an overseas student, you are required to provide evidence that you are legally permitted to study in the UK. You must upload your passport ID page and a copy of your eVisa together via the Passport and eVisa Submission Form for checking and recording. You **must** do this by **Wednesday, 9 December 2026.**

eVisas and Pre-settled/Settled Status

For 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 upload your **passport ID page and Share Code together** via the Passport and eVisa Submission Form. We will use the Share Code and your date of birth to check your permission to study in the UK through the Home Office online service.

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 organisation 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 bed linen, 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 at 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 cookers, heaters 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 that 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 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. 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 with 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 following the link to the Welfare Dean and Nurse appointments.

We have a College counsellor who 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: 8:30–12:00 & 12:30 –15:00
Tuesday: 12:30 –15:00
Wednesday: 8:30–12:00 & 12:30 –15:00
Thursday: 8:30–12:00 & 12:30 –15:00
Friday: 09:00–12:00 (Teams appointments only)

Welcome from the JCR Welfare Officers

Hi (H)all,

Welcome to Teddy Hall! This is a quick message from your JCR Welfare Officers (Nina and Ptolemy) to tell you a bit about our role within college and also provide you with some details as to Welfare events you can attend and people you can contact to support you throughout your time at the hall. Uni is such a whirlwind of an experience, but there are always people eager to support you.

A little bit about us...

We want to continue to foster a safe, supportive environment at Teddy, and this is achieved by the people that make up our small but spirited college. Our main responsibilities include organising Welfare events, running peer support drop-ins and being a point of contact for any welfare related concerns.

We are both trained peer supporters and work alongside an amazing team of other peer supporters throughout college. Peer supporters are students who have undergone a term of training to be better equipped to support you in whatever capacity we can. This can include being a listening ear, offering a helping hand, or guiding you to the right support. We run termly peer support drop-ins in the Welfare Room (first floor, Staircase II), providing an opportunity for you to chat with some of our peer supporters about anything that may be occupying your mind over some tea and cake. We want you all to know that we are here and we want to help!

We also run a number of welfare events throughout the year, including free weekly yoga classes, welfare walks and the legendary JCRT (a massive weekly picnic). You'll largely hear about our events via the JCR WhatsApp group. You'll also witness welfare on steroids in 5th Week, which in Oxford is known as Blues Week. During Blues Week, the JCR organises many welfare events, including Pidge-a-notes and Blues Week breakfast alongside many more events where you can relax, recuperate and eat copious amounts of sweet treats! And let's not forget the annual University-organised Alpaca visit outside of the Rad Cam.

We also ensure there are sexual health products (condoms, lubricant and pregnancy tests) available to all students at college, which are free to take from the box directly outside the college Welfare Room. The college will also reimburse you for emergency contraception.

Additional Welfare contacts within college include: the Nurse, Senior Welfare Officer, Counsellor, and the Decanal team. Contact details for any of these people can be found on the St Edmund Hall website (https://www.seh.ox.ac.uk/students/health-and-welfare), and appointments can be booked at https://wellbeing.seh.ox.ac.uk/

If you find yourself feeling overwhelmed during Freshers Week, please do not hesitate to seek us out! We know that this is an exciting, albeit potentially daunting time, and we are here to help! ... above all, we love to chat :).

We cannot wait to meet you all in person in January!

Nina and Ptolemy

Nina.Rainbow@seh.ox.ac.uk / Ptolemy.Egan@seh.ox.ac.uk

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

UNIVERSITY OF OXFORD

Any Questions?

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

Laura Andres: accommodation.manager@seh.ox.ac.uk
For any questions about College accommodation or collecting keys

Melody Njoki, Alena Nemeckova, Melanie Brickell, and Martina Stankovianska:
college.office@seh.ox.ac.uk
For questions about returning your forms, Freshers' Week, registration, academic matters, and anything else you can think of!