

17th August 2023

Dear Astrophoria Foundation Year student,

I am delighted to welcome you as a member of Exeter College. Please find contained in this letter a wealth of information relating to your arrival in Oxford and at Exeter College.

Pre-Arrival Information

To ensure that your time at Oxford is off to a smooth start, I am including some important information in this letter. We have placed many of our pre-arrival documents online, on our [Foundation Year Hub](#), so that you can download them for reading before your course begins. On The Hub you will also find an Arrival & Information Survey which you need to complete and submit as soon as possible and no later than the **1st of September**.

You will also be asked to complete a Financial Declaration Form, to make you aware of any future course fees, and a University Card Form.

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

Health Information

All undergraduate students must register with the College Doctor, 19 Beaumont Street Surgery, or another medical practitioner of their choice in Oxford, unless granted exemption by the College's Sub-Rector in advance. We hope that you will remain fit and healthy throughout your time with us; however, in case you fall ill, or need any medical assistance, registration with the College Doctor means that you will be provided with access to healthcare very quickly. This is especially important when you have examinations or coursework deadlines looming, as you may need to be seen by a doctor if your illness interferes with such important elements of your course. An Oxford-based doctor can see you promptly and will be familiar with the University's procedures relating to ill health and examinations. Although referred to as the "College Doctor", this simply means that 19 Beaumont Street Surgery guarantees registration under the National Health Service (NHS) to every Exeter College student – your consultations will remain, of course, strictly confidential between you and the surgery, and your doctor will only be able to tell the College about your situation if you explicitly authorize them to do so.

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

Student Contracts and University Cards

In order to become a member of the College and the University, you are required to agree to the terms of the College and University Student Contracts, which are two separate documents. Links to both contracts can be found within the Arrival & Information Survey. Once you have done so, and returned your University Card Form, we can request your University Card which will be available to collect during your induction week.

Your University Card is essential, as it provides you with access to College alongside departmental buildings and libraries, and allows you to pay for meals in College. If you ever lose your University Card, or if it is stolen or

damaged, you must report this to the Academic Office ASAP so they can order you a new card. Please note that there is an administration charge of £15.00 to replace lost cards.

Information Concerning Formal Academic Dress

Academic Gowns are worn for a number of formal events in College, including the signing of the Register, and the College's Freshers' Dinner, both of which take place in Freshers' Week. Gowns are required for University examinations throughout your course, and for your graduation ceremony at the end of your degree (which also requires a mortar board). Details of companies from whom gowns can be hired or purchased will be available on the Foundation Year Hub. You may wish to order a gown and a mortar board before arriving in Oxford, though you are under no obligation to do so. For Matriculation, University examinations, and graduation, students must also wear "[subfusc](#)" clothing in addition to a gown and mortar board. As a new student on an Foundation Year programme, the appropriate gown for you is a "Commoner's Gown".

College Rules for Student Members – "The Red Book"

The College's Rules for Student Members, commonly known as "[The Red Book](#)", contains the College's rules that must be observed during your time as a member of Exeter College.

You will be given a copy of "The Red Book" at the start of Michaelmas Term. A copy is also available on the [College website](#). Please ensure that you have read this before you arrive for Freshers' Week.

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

The Exeter College Association Register

The *Exeter College Register* is an annual publication which includes a list of the names and schools of all new students. The list is sent to current members of the College, honorary and emeritus Fellows, alumni/ae, benefactors, the College Library, and is published on the College website. The *Exeter College Register* forms part of the historical record of the College, and we like to include all members of the College whenever possible for that reason. If you wish to opt out of having your name in this publication, please e-mail academic.registrar@exeter.ox.ac.uk on or before the 31st of December 2023.

Disability Advisory Service

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

Arrival in Oxford

To ensure that you are able to take part in the full range of induction and orientation activities you must arrive in Oxford on or before the **24th of September**. The Astrophoria Foundation Year Team will be in touch to provide you with all the details.

“The Blue Book” which is the Freshers’ guide written by the Junior Common Room, otherwise known as the JCR, gives some practical advice on how to reach the College by car, train, or airport bus.

In Michaelmas Term 2023, you must remain resident in Oxford until the last day of Full Term (Saturday, 2 December), and you will be asked to vacate your College room that morning. In future Terms, you must be in Oxford no later than 12 noon the Thursday before Full Term. Many students arrive earlier in the week before Full Term [which is called “0th Week”] to settle in and catch up with academic work, and you must stay until at least the Saturday morning at the end of Full Term (Saturday of 8th Week).

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

Dates of Full Term (Weeks 1–8) in 2023–24 are:

Michaelmas 2023	Sunday 8 October	to	Saturday 2 December
Hilary 2024	Sunday 14 January	to	Saturday 9 March
Trinity 2024	Sunday 21 April	to	Saturday 15 June

Freshers’ Week - 0th Week of Michaelmas Term

Sunday, 1st October 2023 marks the start of a week of induction and orientation events at Exeter College. Some events are arranged by the College, some by individual Tutors, and some by the College undergraduate student body (the JCR). There will also be induction and orientation events for you with regard to libraries and/or departments elsewhere in the University. In addition to this orientation, you can expect that academic work will be set by your tutors during this week (also called Week 0 of Full Term), which will be due to be handed in during the following week (Week 1 of Full Term).

Participation in the events organized by the College, and any other academic events and inductions, is mandatory. A full programme will be available on the Foundation Year Hub, under ‘Freshers’ Week’.

Matriculation

Matriculation is the formal act of a new student being received as a member of the University. It will take place on Saturday of Week 1 (**14th October 2023**): details of the arrangements for this year’s ceremony will be circulated to you nearer the time. Please note that matriculation is **mandatory**.

If you have any queries about the information provided in this letter, or on our Foundation Year Hub, please get in touch with our Admissions Officer, Verity Skirrow (admissions@exeter.ox.ac.uk).

I look forward to personally welcoming you to the College.

With best wishes,

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

DR CHRIS. BALLINGER
SENIOR TUTOR

FROM THE SENIOR TUTOR

DR CHRIS BALLINGER

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Exeter College Foundation Year Pre-Arrival Information: Checklist

Item	Location of Document	Action required	Deadline	Done?
College & University Contract	Arrival and Information Survey	Read, and confirm acceptance	ASAP	
FDF and University Card Form	Sent to you by email	Complete and return before the 1 st of September at the latest	ASAP	
Accommodation Contract and Tenancy Information	Arrival and Information Survey	Apply for accommodation through the Arrival and Information Survey	ASAP	
Information from College Doctors (19 Beaumont St)	Foundation Year Hub: Medical Information and Registration	Read and complete online registration via the link included within the 'Student Letter from College Doctors'	ASAP	
Financial Guide for Undergraduates	Foundation Year Hub: College and University Handbooks	Read and ensure that you have applied for any relevant funds.		
Study Skills Handbook	Foundation Year Hub: College and University Handbooks	Read (and refer to throughout your degree course)		
College Rules for Student Members ("The Red Book")	In pigeon hole and online	Read (and refer to throughout your degree course)		
College Student Handbook ("The Green Guide")	In pigeon hole and online	Read (and refer to throughout your degree course)		
Students' Freshers' Guide ("The Blue Book")	Foundation Year Hub: College and University Handbooks	Read (and refer to throughout your degree course)		
Letter from the College Chaplain	Foundation Year Hub: Welcome Letters	Return form by email to andrew.allen@exeter.ox.ac.uk (optional)	ASAP	

All information to be sent to Exeter College should be addressed to:

Admissions, Exeter College, Oxford, OX1 3DP, United Kingdom

or by email to admissions@exeter.ox.ac.uk