



15th August 2024

Dear Undergraduate Fresher,

I am delighted to welcome you as a member of Exeter College. Many congratulations on your excellent academic achievements to date, and for having successfully secured your place at the University of Oxford.

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 all pre-arrival documents online, on our [Undergraduate Freshers' 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**.

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 Undergraduate Freshers' Hub. 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.

Fees and Funding Information

You will be able to find pre-arrival information on the Freshers' Hub. This pre-arrival information includes a Financial Guide, which provides a wide range of advice on financial matters. As the Financial Guide notes, your Course Fees must be paid by the **17th of October 2024**. If you are a Home (i.e. UK-domiciled) student and you apply for, and are awarded, a UK Government Loan (see Financial Guide section 2.1.1) then your fees will be covered by that tuition fees loan, in combination with a fee waiver or grant if appropriate. If you are funded in this way, please send a copy of the notification you receive about your funding status to the College's Academic Registrar no later than the date above.

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

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

Student Contracts and University 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.

Your University Card will be available from the beginning of Freshers’ Week (Sunday, 6th October). If you are not given your University Card upon check-in on your arrival at College, then you will be able to collect it from the Academic Office, by appointment, within your first few weeks in Oxford. If you arrive in College before Freshers’ Week you may collect your card earlier, also by appointment with the Academic Office.

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.

Preparatory Reading

Your College Tutors may require you to complete specific preparatory academic work before you arrive in Oxford. If this applies to you, then your Tutors will either contact you directly, or you will have already received this information from our Admissions Officer.

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 Undergraduate Freshers’ 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 undergraduate programme, the appropriate gown for you is a “Commoner’s Gown”, unless you are an Organ Scholar.

College Rules for Student Members – “The Red Book”

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

You will be given a copy of “The Red Book” at the start of Michaelmas Term. A copy is also available on the [College 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 2024.

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 at Exeter College

To ensure that you are able to take part in the full range of induction and orientation activities you must arrive at Exeter College on or before the afternoon of **Sunday, 6th October, 2024**.

"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 2024, you must remain resident in Oxford until the last day of Full Term (Saturday, 7th 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 2024–25 are:

Michaelmas 2024	Sunday 13 October	to	Saturday 7 December
Hilary 2025	Sunday 19 January	to	Saturday 15 March
Trinity 2025	Sunday 27 April	to	Saturday 21 June

Freshers' Week - 0th Week of Michaelmas Term

Sunday, 6th October 2024 marks the start of a week of induction and orientation events. Some events are arranged by the College, some by individual Tutors, and some by the College undergraduate student body (the JCR). There will also be induction and orientation events for you with regard to libraries and 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 Undergraduate Freshers' 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 (**19th October 2024**): 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 Undergraduate Freshers' Hub site, please get in touch with our Admissions Officer, Mrs 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, reading "Chris. Ballinger". The signature is written in a cursive style with a horizontal line underneath the name.

DR CHRIS. BALLINGER
SENIOR TUTOR

FROM THE SENIOR TUTOR

DR CHRIS BALLINGER

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**EXETER
COLLEGE
OXFORD**

Exeter College Undergraduate Freshers' Pre-Arrival Information: Checklist

Item	Location of Document	Action required	Done?
College & University Contract	Arrival and Information Survey	Read, and confirm acceptance	
Accommodation Contract and Tenancy Information	Arrival and Information Survey	Apply for accommodation through the Arrival and Information Survey	
Information from College Doctors (19 Beaumont St)	Undergraduate Freshers' Hub: Medical Information and Registration	Read and complete online registration via the link included within the 'Student Letter from College Doctors'	
Financial Guide for Undergraduates	Undergraduate Freshers' Hub: College and University Handbooks	Read and ensure that you have applied for any relevant funds.	
Course Fees Invoice	To be e-mailed to you directly in early September	If Home status: apply for a tuition fees loan from the UK Government (see Financial Guide for Undergraduates), <u>or make your own arrangements to pay by 17 Oct. 2024</u> If Overseas: <u>make arrangements to pay by 17 Oct. 2024</u>	
Study Skills Handbook	Undergraduate Freshers' 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")	Undergraduate Freshers' Hub: College and University Handbooks	Read and refer to throughout your degree course	
Letter from the College Chaplain	Undergraduate Freshers' Hub: Welcome Letters	Return form by email to andrew.allen@exeter.ox.ac.uk (optional)	

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