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Student News

Preparing for Oxford



August 2017

Dear student,

Congratulations on receiving the grades you need to study at Oxford. While celebrating your achievements and enjoying the summer, you may also wish to begin preparing for your studies. This newsletter contains information about some of the things you will need to do before you arrive, such as setting up your IT account and registration.

It also explains some of the University's rules and regulations and the conduct expected of you, as well as how to go about raising any issues with University services.

My team, the Proctors' Office, is an independent part of the University that you may come into contact with. We deal mostly with how the University sets and applies its policies, rules and regulations, including conduct of examinations – for example, we handle requests for extensions to coursework submission deadlines which colleges make on their students' behalf. We also deal directly with students if they're unhappy with the way a University service has been provided. A key part of our work is putting these matters forward for decision by the Proctors, the most senior academics in the University. The common thread for all of our activities is helping to ensure that students, along with all of the University community, have a positive experience at Oxford.

We look forward to welcoming you to the University in October.

Douglas Thornton
Clerk to the Proctors

Arriving in Oxford

You will be sent the date on which you should arrive and a timetable of orientation activities by your college or department. Please note that pre-sessional courses, freshers' events, teaching and examinations may take place outside of official [term dates](#); check with your college or department before making travel plans. Your first few weeks of term are likely to be both exciting and hectic – visit the [Oxford Students website](#) for information on your first few weeks to help you settle in.

There are two things you need to do in advance of arriving:

Activate your Oxford IT account

You will need to activate your Oxford Single Sign-On (SSO) account to access a range of IT services including your University email account, learning and library resources and the tutorial/supervision system. Your SSO will also give you access to web data storage and free or discounted software.

Your SSO username and activation code will be sent to you by email once you have signed and returned your University contract. Once you have activated your SSO you will also be able to connect to internet networks available at Oxford. The eduroam wireless service is the most widely available, providing internet access not only at Oxford but in academic institutions around the world using the same username and password. For more information, visit the [Oxford Students website](#).

Also visit the welcometoit.ox.ac.uk website for essential IT information from 'What is Nexus?' and 'How does an SSO work?' to 'How do I get free software?' and 'What should I bring?'

Registration

An essential part of being a student of the University is the annual completion of registration. Once you have activated your SSO account, you will be able to start your University registration online using Student Self Service. You will be emailed full details about Registration shortly after the window opens.

You should complete the first step of your University registration for the 2017/18 academic year by verifying your details online using Student Self Service before you arrive. When you log in to Student Self Service you will need to check your personal, contact, academic and other information and confirm that you wish to be enrolled at the University of Oxford. You will also be able log back in to Student Self Service to print your enrolment certificate as proof of student status.

When you arrive in Oxford you will need to go to your college (or department if you do not have a college) to complete the final part of your University registration and to be issued your University card. If you are not in Oxford at any time during the registration period (1 September–13 October 2017) you must contact your college or department to ensure that the final step of the registration process is completed for you.

For further information on completing your registration visit the [Oxford Students website](#).

Alternative arrangements and adjustments

If you require alternative arrangements or adjustments whilst at Oxford, you should contact the Disability Support Service (DAS) or your college office. The deadline for examination adjustments is Friday of Week 4 of the term but the sooner you can get in touch the better. Examination provisions may include:

- extra time
- use of a word processor
- enlarged font papers
- written instructions
- seating arrangements
- scheduling of examinations at a specific time of day
- permission to bring food and drink into an examination

Getting in touch with DAS as soon as you can will allow you to focus on settling in and enjoying your course once you arrive. For more information, visit the [Oxford Students website](#).

Attend a freshers' party in your hometown

There are more than 200 Oxford University alumni groups around the world, and many organise freshers' parties for new starters. These events are an opportunity to meet other freshers and alumni from your area and find out more about Oxford before you start your studies.

To find out if there is an event in your area, visit the [Alumni Office website](#).

Being an Oxford student

Being an Oxford student means you'll be in a contract with the University. It is important that you are aware of the rules and regulations and the conduct that's expected of you. Here are some key points to be aware of:

Your contract

Your offer letter outlines any conditions you need to satisfy, any actions you need to take and associated deadlines, as well as a link to the [University contract web page](#) which contains three documents you will need to read:

- University Terms and Conditions
- University Student Handbook: Applicant edition for entry 2017/18
- Course Information Sheet – as relevant to your course

Your offer letter constitutes your formal offer of a place at the University of Oxford. If you accept the offer you will enter into a contract with the University.

Conduct

While at Oxford, there are two sets of regulations applicable to you. These are in your interest and that of other students at Oxford.

- The rules and by-laws of your college provided in your college handbook
- The University's conduct regulations. Students are expected to observe codes of conduct and be familiar with the Statutes and Regulations.

For more information on conduct at Oxford, visit the [Oxford Students website](#) and consult the University Student Handbook.

Academic dress

Full academic dress, known as sub fusc, must be worn at all formal University ceremonies, including [matriculation](#) and degree ceremonies. You'll also wear sub fusc when sitting examinations. On these occasions, you should wear the appropriate gown (your college/department will advise); a mortar board or soft-cap; a dark suit, skirt or trousers; a dark coat if required; black shoes; a plain white collared shirt or blouse; and a white bow tie, black bow tie, black full-length tie or black ribbon. To find out more about academic dress, visit the [Oxford Students website](#). To buy your academic dress, visit the [University of Oxford Shop](#).

Complaints and appeals

If you have a cause for concern on any matter whilst studying at Oxford, there are a variety of ways to get support. Depending whether your issue is relating to academic matters, staff and student conduct, research integrity or University services, there will be a different point of contact available to you.

Usually the first step is to raise it with the relevant party who will attempt to resolve the matter directly. For more details and to learn more about the complaints procedure and what to do if the matter can't be immediately resolved, visit the [Oxford Students website](#).

International students

Orientation programme

To help international students settle into Oxford life, the University offers a free Orientation Programme. As well as providing practical details for living and studying in the UK and Oxford, the Programme provides a fantastic opportunity to meet students from more than 80 countries before starting your studies.

The Orientation Programme will be held on Monday 2 October 2017 for undergraduate students and visiting students. Your college will have sent you information about how to register over the summer and the deadline to register is Monday 11 September 2017. For more information, visit the [Oxford Students website](#).

Opening a bank account

UK banks are keen to open accounts for European and International Students. However, as they need to collect certain information from you to meet UK government financial rules, please follow these three steps to make the process easier:

- Meet the banks at the Orientation Fair to begin the process
- Gather the documents you need: your passport and enrolment certificate stamped by your college with your address
- Go to the bank early – try to avoid busy periods and check the 'late opening hours'

To download the guide to opening a bank account, visit the [Oxford Students website](#).

BRP (student visa) collection at Examination Schools

If you require a Tier 4 Student visa, you will be issued a 30 day vignette when you apply overseas for a visa to be able to travel to the UK. When you arrive here, you will need to collect your longer visa in the form of a biometric residence permit (BRP). If you choose/have chosen the option during the online visa application to collect at the Examination Schools (Tuesday 26 September – Tuesday 3 October) then remember to sign-up [here](#) so we can plan for numbers collecting each day. For help with your student visa queries, email student.immigration@admin.ox.ac.uk.

Student News is produced by [Academic Administration Division Communications](#), Examination Schools, 75-81 High Street, Oxford OX1 4BG.

Note: this email has been sent to conditional and unconditional University of Oxford offer holders. This email does not mean your place is confirmed.

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