



FROM THE ACADEMIC ADMINISTRATOR

ROOM 3, COLLEGE OFFICE
BALLIOL COLLEGE
OXFORD
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academic.administrator@balliol.ox.ac.uk

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Dear Balliol Returner

I am writing to welcome you back to Balliol, to inform you of the arrangements for the beginning of term, and to provide you with other information for graduates about which you may be unfamiliar. I would be grateful if you would read carefully the remainder of this letter and the documents that are on the freshers' e-guide.

Please note that this letter, and all the information you will need, together with the forms you are asked to submit online, are available at this address:

<http://www.balliol.ox.ac.uk/current-members/freshers-e-guide>.

ARRIVAL

Please email me to let me know when you will be arriving:

academic.administrator@balliol.ox.ac.uk If you know that you will be unavoidably prevented from reaching Oxford in time for the start of Freshers' Week activities on the MCR timetable, **please let me know by 30 September and call to see me in Room 3 of the College Office when you arrive.** In either case please write or email so that your message reaches me **not later than 20 September without fail.**

ACCOMMODATION, PARKING, KEY COLLECTION, & LUGGAGE

As you know, Holywell Manor and its complex, Martin and Dellal Buildings, plus some rooms in Jowett Walk, form the accommodation that Balliol's Graduate Centre provides for its graduate students. Balliol returners who have been offered accommodation will be allocated rooms in late August 2013 and notified by email from Ms Katie Scheinkonig, Accommodation Manager. The start date for Returners' room contracts may vary (though Freshers' will start on 29 September). If you wish to arrive earlier or have any special requirements you must inform the Accommodation Manager.

If you have been offered accommodation, you **must** write in good time to Ms Katie Scheinkonig, katherine.scheinkonig@balliol.ox.ac.uk OR Balliol College, Broad Street, Oxford, OX1 3BJ, confirming that you will be taking up your accommodation and giving your precise date of arrival so that arrangements can be made for you to collect your room key from the Porters' Lodge at Holywell Manor (the telephone number is **01865 271501**). You will also be asked to sign the licence agreement that is appropriate to your place of residence: these agreements may be previewed online at: <http://www.balliol.ox.ac.uk/current-members/licences-for-residential-premises>.

Parking is not normally available for students and, because storage space is at a premium, luggage is not usually accepted in advance. Please contact the Holywell Manor porters regarding temporary parking and luggage storage. The College cannot accept liability for loss or damage to luggage sent in advance and suggests, therefore, that it be adequately insured.

A pigeon hole is allocated to you both at Holywell Manor and at the main site in Broad Street. Messages from the Master and other College Officers are sent to your Balliol pigeon holes in the first instance, so it is important to check **both** pigeon holes regularly, and preferably daily.

FRESHERS' WEEK

Freshers' Week for all graduates begins on **Friday 4 October**. You are warmly invited by the MCR President to President's Drinks that evening at 8.00 p.m. in the Cockpit at Holywell Manor. Other events for graduate Freshers are scheduled over the course of that weekend and the week following. A draft Freshers' Week Timetable is available at: <http://www.balliol.ox.ac.uk/freshers-week-timetables> and updates may be posted to the MCR website (<http://www.balliolmcr.com/>).

You are also asked to the Freshers' Reception on **Monday 7 October** in the Old Common Room on the Broad Street site to collect your arrival envelope containing your welcome pack. **Students from overseas (non-EEA/Swiss) must bring with them their passports.** You can pick up your welcome pack from 10.00 a.m. onwards. Graduate induction takes place on **Wednesday 9 October** at 5.00 p.m. (in Lecture Room 23 on main site), when you will be introduced to College Officers. The porters on duty in the Lodge will be able to tell you about the reception arrangements.

Freshers' Dinner

You are expected to attend the Freshers' Dinner which is held in Hall on **Friday 11 October** at 7.45 p.m. (and at which the standard dress is smart/suits).

OVERSEAS STUDENTS

You will be aware that you may need to provide a visa to re-enter the country, the website for Student Visas is:

<http://www.ukvisas.gov.uk/en/howtoapply/wheretosapply/>.

Please contact your department if you would like a visa letter prepared for your entry to the UK.

UNIVERSITY

STUDENT CONTRACTS & UNIVERSITY REGISTRATION

The University requires you to register before you take up your place. In order to register, it is **essential** that you first complete and return the University and the College Student Contracts, which can be found on the freshers' e-guide at <http://www.balliol.ox.ac.uk/college-and-university-student-contracts>.

You should print your College Contract from the link above and return it directly to: Academic Administrator, Balliol College, Oxford, OX1 3BJ, UK.

Your University Contract will be mailed by your department and should be completed and returned directly to: AC Returns, Examination Schools, 75-81 High Street, Oxford, OX1 4BG, UK.

Please also remember to return your financial guarantee to our Admissions Secretary (bruce.forman@balliol.ox.ac.uk).

Registration is also mandatory and online: the process is explained in the guide from the University's Student Self Service (see link below). You should use the single sign-on credentials that you have used before. Non-registration has serious implications for the beginning of your course: you will not, for example, receive a University Card, be able to open an email account, or be permitted to matriculate as a member of the University. Cards are issued automatically and sent to the College by the University Card Office once the completed student contract and registration process has been completed. You may collect your University Card from the College Office at any time after your return to Oxford, but please be aware that they are normally valid from 1 October. Please also see these other useful websites: http://www.ox.ac.uk/students/registration_self_service/ and <http://www.ox.ac.uk/students/new/>.

MATRICULATION

Students only matriculate once, so you will not need to attend the Matriculation Ceremony on **Saturday 19 October**.

DRESS CODES

Here is a reminder of the required dress (*sub fusc*) for formal occasions: a dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or white bow tie. You are also required to wear a gown and mortar board or soft-cap. Academic dress can also be loaned or hired from the following outfitters in Oxford: Shepherd & Woodward and Walters of Oxford at: (<http://www.shepherdandwoodward.co.uk/>); and the Varsity Shop (<http://www.varsityshop.co.uk/>).

BALLIOL

COLLEGE ID CARDS

You have already completed ID cards as an undergraduate. However, your details may have changed. If so, updated information must be provided by following the link to the On-line ID Card, <http://www.balliol.ox.ac.uk/current-members/online-id-card>.

BEDDING

As you will know, the College does not supply pillows, blankets/duvets, or linen: please bring your own.

MEALS OPTIONS & DINING BEFORE THE START OF TERM

The [College's Catering Services](#) are outlined on the e-guide. Online pre-payments are due by Monday of 1st Week.

MEDICAL ARRANGEMENTS

As a Balliol returner, you should already be registered with the College Doctors in [19 Beaumont Street](#), Oxford, but please be in touch if you need to re-register or to update the College in this regard.

MUSIC ROOM

Holywell Manor has its own music facility. You will know that there is also a Music Room on main site in which instruments are routinely stored and entry to which is controlled first by virtue of joining the College Music Society and second by signing out the key to the room. You are advised to insure your instruments.

NOTICEBOARDS & EMAILS: IMPORTANT

I would like to emphasise the importance of *reading the noticeboards regularly and checking your emails daily*. Notices which concern both graduate and undergraduate members, relating to academic affairs and general College arrangements, are posted on the relevant noticeboards in the front Lodge of the College, in the junior members' post room and the noticeboard at Holywell Manor. It is very important that you consult these noticeboards regularly and read carefully what they say. As stated earlier, notes addressed to individuals, both graduates and undergraduates, are placed in the individual pigeon holes and these too should be checked frequently. You should check your pigeon hole on the main site daily. There are separate pigeon holes for large envelopes, packets, etc.

GENERAL

BANK ACCOUNTS

You will already have a student bank account in Oxford, but should you need proof of your student status, your account has expired, or you would like to open an account at another bank, you should contact me (academic.administrator@balliol.ox.ac.uk).

BRINGING MONEY INTO THE UK

You may read about the new regulations on bringing money into the UK at: <http://www.hmrc.gov.uk/customs/arriving/declaring-cash.htm>.

INSURING YOUR BELONGINGS

Insurance, if required, is your own responsibility. [Endsleigh](#) are the official insurance service of the National Union of Students and offer a policy for international students.

LIVING OUT - COUNCIL TAX EXEMPTION

If you are living in private accommodation, the Council Tax bill for your dwelling should depend only on the number of non-students living there. Dwellings whose only occupants are students are exempt, as are the College and residential buildings owned by the College. Before granting exemption or discounts to students living outside of College accommodation, the local authority asks to see evidence of student status: the Council Tax Exemption Form is accessible from the Student Self Service webpage by clicking on the link to 'Enrolment Certificate' at: <http://www.ox.ac.uk/students/new/yourfirstfewweeks/>. Enrolment Certificates need to be validated with the College stamp.

I hope you find the contents of this envelope helpful and not too daunting. The information should enable you to settle in to graduate life at Balliol as quickly as possible. I look forward to seeing you again at the beginning of term.

Yours sincerely

Glynis Price

Glynis Price
Academic Administrator