

Welcome to St Hugh's College



Notes and introductions for undergraduates
2021-22

The Principal, The Rt Hon Dame Elish Angiolini DBE QC, Head of House at St Hugh's College.

Warmest congratulations on securing your place at St Hugh's College.

You have been selected from among the brightest and most talented students of your generation to be a member of St Hugh's and of Oxford University. The Fellows and I are proud that you will be joining us and we hope that you will be proud to become a member of this College.



St Hugh's is a very special warm community. It is an academic community where you have the opportunity to meet, discuss and collaborate with scholars in other fields. It is a social community and home where you could make some of your friends for life and where there are opportunities to get involved in a wide range of lively activities. It is a supportive community, with access to help, advice and guidance, if you need it.

Ahead of your arrival in the autumn, there are certain practical matters to which you should attend. You will therefore find the documents, information and letters from the Bursar and from the Senior Tutor on our [New Undergraduate Students page of the College website](#) setting out the arrangements you need to put in place before you come into residence on Monday 4th October. Please read the information straight away, complete the necessary forms as requested, and return them promptly to the College Office via the online form.

I very much look forward to welcoming you when you arrive here.

Warmest best wishes and congratulations again,

A handwritten signature in black ink, appearing to read 'E. Angiolini'. The signature is stylized and cursive.

Elish Angiolini
Principal



The Senior Tutor, Professor Robert Vilain, is responsible for overseeing academic matters.

Many congratulations on your place at St Hugh's College! Your tutors are looking forward to welcoming you at the start of Michaelmas Term and to guiding your studies over the coming years. The work will undoubtedly be demanding, but academic success will follow provided you to apply yourself wholeheartedly and consistently to your course. We are confident that you all have the ability and intellectual stamina to achieve the highest standards.

Your tutors will wish to see you shortly after you arrive. You should respond to their communications promptly – check your email regularly! – and attend all the meetings and events scheduled to help you find your feet. Please also read carefully all the induction materials that come your way, including the College's *Student Handbook*, which contains useful information about academic and domestic arrangements. Please also complete the various online forms you have been sent so that everything necessary is in place in time for your arrival.

A member of the Junior Common Room will also be writing to you soon with details of the informal social events arranged for your first week here.

If you have any questions, please don't hesitate to contact us (college.office@st-hughs.ox.ac.uk) – the College Office will be your first port of call for most queries throughout your time at St Hugh's. We take care of registration, collections, the tutorial reporting system, examination arrangements, and much more. If in doubt, use that email address and someone will be able to help you! The Office is led by the Academic Registrar, Thea Crapper (thea.crapper@st-hughs.ox.ac.uk). She is also the College's Disability Contact, so please contact her if you would like to know more about the support available to students.

Despite the unusual constraints under which we are all living at present, St Hugh's is determined to make your educational and social experience in Oxford as effective and fulfilling as we can, and many measures have been put in place to make that possible. You have had various communications on this already, and there will be more as things change, but do not hesitate to ask if in doubt.

I very much look forward to welcoming you in person to St Hugh's in October.

With best wishes for your whole time in Oxford,

A handwritten signature in black ink, appearing to read 'Robert Vilain', with a horizontal line underneath.

Professor Robert Vilain
Senior Tutor

The Bursar, Mr Gareth Prior, is responsible for overseeing the College's financial, domestic and operational matters.

Congratulations on your place at St Hugh's. The College Team is looking forward to welcoming you in September, and we hope that you enjoy your time here. Academic work is at the heart of what we do, but the College will also be your term-time home for the duration of your studies – the place where you eat, sleep, and live, as well as study. St Hugh's is a welcoming, inclusive community, and we hope that you will feel at home here.



The following notes explain when to arrive and how registration works, as well as some important information about accommodation, catering, finance, and security. Please read this carefully, as we want your first days here to be as smooth and enjoyable as possible.

You can find further information on all of this in the Student Handbook.

I look forward to welcoming you to St Hugh's.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gareth Prior', written over a horizontal line.

Gareth Prior
Bursar

Arrival Arrangements and Essential Pre-Arrival Information

You are asked to come into residence on **Monday 4th October 2021** between 9am & 12pm. It is essential that you keep to these arrival arrangements. If it is absolutely impossible for you to arrive between 9am and 12pm on 4th October, please contact the College Office to ask for permission to make other arrangements. Please note that the Porters will only issue keys outside UK office hours to students who have made advance payment of fees and maintenance charges. Office hours are usually 9am to 5pm.

On 4th October

On arrival at the St Margaret's Road entrance of the College, you should report immediately to the Wordsworth Room; current undergraduates will be on hand to direct you.

You will need to make certain payments before you occupy your room; these are listed on the New Students – Finance section of the College website and are due for payment before, or on, arrival. You will also be asked to sign a tenancy agreement. The maintenance fee for the year is £4,455 paid in 3 instalments of £1,485. Payment is taken by direct debit on Friday of 1st Week each term.

Keys

Staff in the Wordsworth Room will then issue the key to your room; your University card will also act as a key for many of the communal doors. If a key is lost, a charge will be made for a replacement. Keys should never be lent to anyone and must be handed in at the College Lodge at the end of each term. There is a fine of £25 for keys not returned at the end of each term. You are strongly advised to lock your room at all times, including overnight.

Accommodation

You will be assigned a Study Bedroom equipped with the following: single bed, desk, chair, reading lamp, bookcase, chest of drawers, wardrobe, wastepaper bin, mirror and curtains. You will need to provide your own bedding, towels, and coat hangers. Bedding packs can be bought from the College in advance to await your arrival (via the online finance form), or purchased on arrival. A bedding pack includes a duvet and cover, a pillow and cover and a sheet. If you need us to take account of any specific welfare or medical conditions when assigning your room, please contact Thea Crapper (Disabilities Contact) in the College Office on thea.crapper@st-hughs.ox.ac.uk in confidence.

Condition of Room – You should ensure that you leave your room in the condition that you find it when you first arrive. You must not damage the walls or doors by using drawing pins, sellotape or blutack. Should any damage occur and, in the opinion of the College, the walls of your room require painting, this will be done and you will be charged accordingly. An inventory form must be checked on arrival in your room and returned to the Accommodation Office by Monday of 2nd Week (18th October).

Please also note that signs, notices and posters must not be stuck to walls, doors, windows or pillars in any corridors or the entrance hall except on the notice-boards provided.

Electricity - You must ensure that all electrical equipment you bring to College is in good condition and is designed to a recognised specification such as British Standards. The College reserves the right to confiscate equipment that does not meet these conditions while you are resident in College. The use of adapters in wall sockets is dangerous and is not allowed: please use a fused plug-board if you need to plug in additional appliances.

Catering

The Dining Hall offers good food at affordable prices. Breakfast, lunch and dinner are available from Monday to Friday, with only brunch available on Saturday and Sunday. There is a cashless card system for paying for meals. To use this, you need to make an advance payment of £10, which will be credited to the card at the start of term. This will enable you to use the dining facilities as soon as you are issued with the card on arrival. You can top your card up with additional amounts using the online UPay system.

One evening a week, dinner is formal and must be booked in advance. On that evening, undergraduates wait for Senior Members to come in to High Table, and stand for Grace. The dress code is smart.

The Wordsworth Tea Room is also open Monday to Friday during term, and is a popular option for snacks and lunches. The Tea Room is cashless, but you can use your university or bank card.

There are also some kitchen facilities available within the accommodation areas and they usually comprise a sink and a cooking facility, either a two-ring unit and/or microwave. In certain areas of College, where space allows and where there is a larger number of students, kitchens are equipped with full four-ring cookers, refrigerators and freezers.

You will need to bring: a kettle, cutlery, crockery, saucepans, cookware, utensils, and tea towels. There may be other items you would like to bring, but please remember the cooking of food in bedrooms is absolutely prohibited, including the use of toasters and microwaves.

A JCR-hosted dinner for students (£13.65) will be held in the Dining Hall on Monday 4th October; there will be a free dinner, hosted by the Principal, on Wednesday 6th October: a chance for students to meet their tutors.

Bicycles

All bicycles MUST be registered with the Lodge. Any unregistered bicycles may be removed if they cannot be identified. Upon registering your bicycle the Lodge will provide you with a bike registration form and two stickers. Attach both stickers to your bicycle frame and register your bike on line with www.bikeregister.com. Always use a substantial lock to secure your bicycle to the racks provided

Cars

Cars belonging to students or their guests may not be driven or parked anywhere in the College grounds.

Insurance

The College cannot accept responsibility for any property that is lost or left in College at any time, including during vacations. The College has arranged a block insurance policy to cover the possessions of all students who are in residence. This has been arranged through *Endsleigh Insurance*. Further details and policy documents will be provided on arrival at College.

St Hugh's Lodge

The Porters will always assist you if you require guidance or help: +44 (0)1865 274900. Please add this number to your mobile device.

The College Nurse and Wellbeing Coordinator, Mrs Sarah Dragonetti, is in College every weekday during term



I am available to help you manage health problems and illness, and will be able to refer you elsewhere when necessary. I can give advice on injuries and do dressings/remove stitches and care for wounds. I can also give you advice on contraception and the emergency pill, and am very happy to give support and advice for emotional and psychological problems or just drop in to my surgery in MGA for a chat! And please note that all consultations are absolutely confidential.

Email: nurse@st-hughs.ox.ac.uk

The Nurse's Surgery is on the first floor of the Mary Gray Allen Building (MGA), but room visits can be arranged if stairs are a problem; surgery times are posted on the College website. The College Doctor holds a weekly surgery in College on Monday mornings, bookable by emailing the College Nurse.

REGISTERING WITH THE COLLEGE DOCTORS

Before you arrive at St Hugh's you are required to register with our College Doctors at Summertown Health Centre by visiting their website at www.summertownhealthcentre.co.uk/st-hughs-registration-form. If you need to visit your home doctor during the vacations, you should not re-register, but make an appointment as a temporary resident, keeping your registration at Oxford.

EMERGENCIES

If you need urgent medical assistance, the UK emergency number is **999**; if you live in College, you can also ask the Lodge (+44 (0)1865 274900) to call for an ambulance on your behalf; the Lodge should always be informed when any Emergency Service has been summoned.

OUT OF HOURS SERVICE - 111

If you need non-emergency medical advice during the evenings or at a weekend, ring the 24hr non-emergency helpline 111.

TRAVEL VACCINATIONS

Students who may need travel vaccinations should make an appointment at Summertown Health Centre. Please remember that some travel vaccinations are chargeable and must therefore be arranged through a Pharmacy. It is best to book as early as possible before you travel. For more information, please visit www.fitfortravel.nhs.uk/home

PATIENT ACCESS APP

The Patient Access app is a useful tool for booking appointments and ordering repeat prescriptions. Please ask Summertown Health Centre.

OPTICIANS

Opticians accepting new patients in Oxford can be found online. Opticians services are not usually covered by the NHS; an initial sight test costs about £25 and you must make an appointment in order to be seen. Separately, the Eye Hospital is a specialist unit at the John Radcliffe Hospital (JR) in Oxford and deals with medical/surgical problems and procedures only. As with all hospital appointments, you need to be referred there by the GP.

DENTAL SERVICES

All adults usually have to pay standard NHS charges. 'Studental', based at Oxford Brookes University, provides a comprehensive NHS service to all students: www.studental.co.uk.

Extra Information for Overseas Students

REGISTERING WITH THE NATIONAL HEALTH SERVICE (NHS)

In order to access free healthcare in the UK, you must register with our College Doctors at Summertown Health Centre or, if you prefer, another GP in Oxford. You should register at the start of your course; students cannot register with the NHS if they are within six-months of their planned departure from the UK, unregistered students would have to pay for a private appointment (c.£50-£150). For this reason, it is essential that overseas students register as soon as possible after arriving in Oxford.

GETTING YOUR PRESCRIPTIONS

Many overseas students find that their prescriptions are not available in the UK. Check in good time that your prescriptions are available, so that alternatives can be arranged if necessary. Please remember that you may need to pay for your prescription.

NHS NUMBER

If you require your NHS number for any reason, please email the College Nurse.

TERMINOLOGY

GP: General Practitioner (also known as doctor or physician)

A&E: Accident & Emergency Unit (also known as Hospital Emergency Room)

NHS: National Health Service

Health Centre (also known as GP Practice, Doctor's Surgery, or Clinic)



Sarah Dragonetti
College Nurse & Wellbeing Coordinator



The Chaplain, the Revd Dr Shaun Henson, is available to members of College in any kind of need, to offer friendly support in strict confidence.

I expect that you may feel both excited and daunted as you begin your studies at the University of Oxford. The strangeness passes quickly, and meeting other people here in exactly the same position as you makes quite a difference. As everything becomes more familiar, you will begin to enjoy reading for an Oxford degree.

As your Chaplain, I am available to all who want to speak with me about any kind of matter – whether you have faith (Christian or any other), no faith at all, or are uncertain about such matters. As a member of the College welfare team, I am here for all of you. Please see me as a friend. You can be assured of confidentiality, and of a kind reception. If I cannot help, I am happy to refer you to a colleague.

I am in College most weekdays, and on Sunday afternoons and evenings during term. My room is 24 in the Main Building, adjacent to the Chapel on the first floor. To arrange a meeting please contact me by e-mail; you are also most welcome to knock on my door.

Amidst all of the change and excitement of Oxford life, please use the Chapel as a place of quiet to gather your thoughts, whatever your beliefs or viewpoints. The Chapel is central to the College on the first floor above the main entrance, and is always open. There are materials at the back to help you think or pray.

We celebrate diversity at St Hugh's, and have a dedicated **Multi-faith Prayer and Quiet Room** for those who want a separate space for prayer, meditation, or contemplation. The space is located in the Wolfson Building at the foot of Staircase 3. Various multi-faith activities are planned for this year.

Chapel activities centre on a service of Evensong or Eucharist (Mass) each Sunday at 6.15pm. We have an active **Choir**, which is always ready to receive new members. Our aim is to have a new Organ Scholar each year (*applicants welcome*), and we offer six Choral Awards annually. After in-person Chapel services we have sherry and juice, and a free Chapel Supper to which all present are invited. Details of speakers are given in the term card.

I trust that your years at St Hugh's will be exciting, happy, and fulfilling ones. I look forward to meeting you.

With all good wishes,

Bruce Lawrence oversees the strategic direction of the Alumni and Development Office, building and maintaining special relationships for the College.

Congratulations and welcome to the St Hugh's College family where you are joining a prestigious, diverse and supportive community of over 10,000 alumni around the world. From BAFTA and Academy Award winners, Nobel Laureates, Prime Ministers and Guinness World Record holders to Arctic explorers, literary giants, international human rights advocates and equality pioneers, Hughsies have transformed the word as we know it.



At St Hugh's we want our alumni to continue to feel part of our family, a sentiment fostered as students here. I would like to take this opportunity to introduce you to the Development Team and the services we provide to alumni as well as current students.

We offer a variety of special events, private tours, interesting talks and lectures, as well as dinners and reunions in College. Some of our events are open to current students as well and we hope you will join us. We send out regular communication bulletins highlighting the achievements of our current students, alumni, and Fellows, showcasing their groundbreaking and fascinating work. We love sharing the experience of current students with our alumni so please share any interesting stories or photos of your time here.

Founded in 1886 to provide an excellent education to women who were otherwise excluded from Oxford, the College raises funds today to ensure that bright and capable students have the opportunity to study at St Hugh's, regardless of their financial situation. We work with our alumni and donor community to support a variety of scholarships and bursaries for undergraduate and graduate students, as well as the student hardship fund. We also raise support to endow academic posts, as well as maintain and renovate our buildings and our beautiful gardens, among many other projects that support and improve your collegiate experience.

Although our main focus is alumni, we do offer services for current students. With over 10,000 alumni located around the world in a variety of employment sectors, we can assist in connecting you with alumni through a mentoring relationship. We also provide the chance to network with alumni at certain events, including our 'Business Breakfast Series' and offer employment opportunities through our annual Telethon.

As you begin your journey at St Hugh's, please know that we are here for you every step of the way. You can reach the Development Office in MGA 2, at development.office@st-hughs.ox.ac.uk, and on +44 (0)1865 613839.

Bruce Lawrence
Director of Development

Things to do before 20th August

- Go to the [New Students section](#) of the College website. Read the information and documents on these pages, particularly the Student Handbook, and follow the steps below. Make sure that you read each page thoroughly taking the time to review all of the information, as well as all the key documents.
- As soon as possible, complete and return the [University card form](#) (complete with electronic signature and passport-style photo) and [Undergraduate Information Form](#), and upload these via the Undergraduate Information Upload form on the '[Key Information for Undergraduates](#)' page. Doing so will also confirm that you have read and consent to the [College Student Handbook](#) and [Student-College Contract](#).

Step 1

1. [Key information for new undergraduates](#)

- Read key documents on this page:
 - [Student Handbook 2021-22](#)
 - [College Contract](#)
 - [Medical Information](#)
 - [Studying at Oxford](#)
 - [Health and Welfare pages](#)
 - [Note on Academic Dress](#)
 - [Note from the College Office](#)
- Complete the [Undergraduate Information Upload Form](#)
- Register with [Summertown Health Centre](#)
- Read the [University Handbook](#)

Step 2

2. [Finance and Accommodation](#)

- Read key documents on this page:
 - [Finance FAQs & UPAY Information](#)
 - ['Opening a bank account' - for international students](#)
 - [UG Finance Guide 21-22](#)
- Complete the [Freshers' Finance Form](#)
- Complete and return your Licence to Occupy, which will have been sent you via email, to the Accommodation Manager
- Complete and return any relevant forms: eg. [Direct Debit Form](#)

Step 3

3. [Practical Information](#)

Review the information on this page about arriving in Oxford.

- If you will need to self-isolate in College before Monday 4th October, and have not already booked accommodation with the Accommodation Manager, please email accommodation.manager@st-hughs.ox.ac.uk.

Information about moving to Oxford, language classes, fresher's week information, library & subject inductions etc. will be on this page, so please do check back regularly as any relevant documents for these will be uploaded here.

Step 4

4. [Junior Common Room Information](#)

- Read key documents on this page:
 - An introduction from your Freshers' Rep
 - [The JCR Freshers' Guide](#)
 - [Join the JCR Freshers' Facebook Group](#)

Complete and return any relevant forms: eg. *sub fusc* order form