

OXFORD SUMMER PROGRAM

WELCOME TO
THE OXFORD
SUMMER
PROGRAM

ST. ANNE'S COLLEGE,
UNIVERSITY OF OXFORD
56 Woodstock Road,
Oxford
OX2 6HS



Welcome to your **Summer** with the **Oxford Institute!**

This handbook provides information about the Oxford Summer Program, your accommodation at St. Anne's College (University of Oxford,) and the surrounding area. Institute staff are available to support you and answer queries or concerns to ensure you can settle in easily, and that you feel comfortable during your time living here at the Oxford Institute residences in Oxford.

For information regarding your pick-up and drop-off at Heathrow Airport, **please see the back of the booklet.**

We hope that this will be a comfortable and happy home for you during your studies here at our school. In order to maintain a nice environment for your studies, we ask that all students respect a few simple rules, and be kind to each other.

For any general queries during your stay, please contact **The Lodge** using the numbers below and The Porters will be happy to help you.



IMPORTANT CONTACTS

Reception (24/7)	Please go to the reception.
Oxford Institute	+ 44 (0) 1865 600 840
St. Anne's Accommodation	+44 (0)1865 274814 or +44 (0)1865 274800
Emergency (Police, Fire, Ambulance)	999
Non-Emergency (for example, to report a crime or make a non-emergency medical enquiry)	101
The Lodge	06:30-18:00 – 0186 527 4800 18:00-06:30 – 0797 390 4797

RESIDENCE LOCATION



**St Anne's
College**
University of Oxford

- A - Seminar Rooms 1, 2, 3, 4 & 5
- B - Conference & Events Office
- C - Seminar Room 6
- D - Mary Oglivie Lecture Theater
- E - Lower & Upper Common Rooms
- F - Seminar Rooms 7, 8 & 9 & Tsuzuki Theatre
- G - Seminar Rooms 10 & 11
- H - STACS
- J - College Bar
- K - Accommodation Office & Domestic Bursar
-  - WC
-  - Fire Assembly Point
-  - Recycling Point
-  - Smoking Area



YOUR ARRIVAL

YOUR FOB/KEY

On arrival, you will have received an entry card/key for your room. Remember that, while these are your responsibility, they are also the property of the residence. If you misplace them, **you will have to pay £30 for a replacement.** To ensure your safety, and the safety of others, please do not give your card/key to anyone else.

YOUR ROOM

Your room is your responsibility and you must keep it clean & tidy. Please remember to place the sign on the outside of your door if you wish to have your room serviced or to not be disturbed by housekeeping.

WIFI

Select THE CLOUD from the available network list, open the browser and follow the on-screen instructions to register.

SWAPPING ROOMS/BEDS

You must not change your allocated room. If you wish to move, please speak with your residential dean or the Institute team between Monday and Friday and they can help you.

BREAKFAST

Breakfast is available between **07:30 and 09:00 Monday to Friday and 08:00 and 9:30 Saturday and Sunday.**

GUESTS

You must seek permission to have guests on the premises, and they are only permitted for as long as they are respectful. **Please note, guests cannot be permitted to stay overnight.**

CURFEW

All students must be in their rooms by **22:00**. This is non-negotiable, and members of staff will be checking that you are there. Any student who is late or continues to break curfew will be removed from the residence without refund to residence fees paid. If you wish to take trips or travel away from the residence, please speak to the residence team or welfare officer at least 1 week in advance to obtain the necessary permission.

LAUNDRY

Laundry service is available on-premises. Students can access this by purchasing a £2 card in the laundry room (payment for this must be made in cash.) You will be able to top this up online and access the laundry room at any time during your stay.

DAMAGE

Students who are responsible for any damage to the premises or facilities will be required to pay for necessary repairs/replacements. If no one claims responsibility, this cost may be split equally among all residents of the flat in question. Please report all repairs to your residential dean or to the reception.



EXAMPLE FINES

Replacement Card/Key	£30
Replacement Lock	Cost of call out
Smoking inside any building	£100 + expulsion from residence
Smoking outside of smoking areas	£40
Consuming or possessing alcohol	£200 + expulsion from program
Unauthorised Overnight Guest	£50
Switching beds/rooms without consent from staff	£50
Extremely dirty room	£25 + additional cleaning costs where appropriate
Tampering with Fire Safety Equipment	£200 + engineer call out if required & immediate expulsion from program with no refund of residence fees
Antisocial Behaviour	£25
Damage to Building or Furniture	£20 + cost of repair

RESPONSIBILITY

YOUR BELONGINGS

Please take care of all belongings and keep valuables locked away in a secure place in your room.

The Institute cannot accept responsibility for any thefts or damage to belongings in your room.

ATTENDANCE

You must attend your lessons, and the Institute expects 100% attendance. A minimum of 80% attendance is required in order to stay in the residence. If your attendance falls below 80% you may be removed from the residence with no refund of residence fees paid.

MISUSE OF HEALTH AND SAFETY

It is important that the residence and all facilities remain safe for use for everyone on the premises. Misuse includes tampering with or covering

smoke detectors, letting off fire extinguishers without proper cause, setting off fire alarms without proper cause, and 'propping open' fire doors. The penalty for any instance of tampering with health and safety facilities is a **£200 fine per incident and immediate expulsion from the residence**, with no entitlement to refund of residence fees.

SMOKING

Smoking is a serious fire hazard. Smoking is therefore prohibited throughout the entire building – as are candles, incense, Shisha Pipes, including any kind of vape equipment or e-cigarettes. If you are found to be smoking, or if Institute staff suspect smoking, there is a **fine of £100 and you may be expelled from the residence** for breaking UK law, without entitlement to any refund of residence fees.

Residents are only permitted to smoke and use e-cigarettes 20 meters from the building or in designated smoking areas, which are clearly marked.

Residents under the age of 18 are not permitted to smoke under any circumstances, and we have a zero tolerance policy on this matter.

ALCOHOL

There is similarly a strict zero-tolerance policy on the consumption and possession of alcohol and other illicit substances. The penalty for consumption or possession of such substances is **a £200 fine and immediate expulsion from the residence**, with no entitlement to refund of residence fees, and could face further action by the police. We reserve the right to search your room if we suspect you could be in possession of or using illicit substances.

PETS

Please be aware that it is prohibited to have any animals as pets on the premises.

WEAPONS

There is a zero-tolerance policy on the possession of any weapons, as this is illegal in the UK, and anyone found to be in possession will be removed from the residence and program immediately, and may face further action from the police.





STAFF

Your residential dean and Institute staff live in the residence and are available to help support you with any problems that may arise. If you have an **urgent** problem, you can contact reception who are available 24/7, or contact the residence emergency number. All other enquiries should be directed to the school residence office during school hours.

Please treat all staff with respect at all times, as it is their job to maintain a peaceful environment in the residence for your studies. If you would like to raise concerns about a member of staff's actions, please speak immediately with the residence manager.

YOUR PICK-UP AT **HEATHROW**

On the day of arrival, the Institute will have a helpdesk at Heathrow where we will pick you up from the airport and bring you to Oxford. On arrival at Oxford, you will be handed your student's IDs and other passes so your stay at Oxford is comfortable.

You will also be introduced to your Residential Deans. They are responsible for your wellbeing and will help you and guide you throughout the program.

If you are travelling within the UK, you can simply meet us at Oxford at St Anne's College.

On the day of departure, students will check out of accommodation at St. Anne's College by 10:00am and the Institute will handle any transfers to Heathrow Airport for flights, as necessary.

FAQ

Do I need to bring any books?

You don't need to bring any course books with you.

Do I need to bring any stationery?

We encourage you to bring a small amount of stationery. One empty notebook, a pen, and pencil would be enough.

How much money do I need to bring?

All of your meals are covered. You don't need to bring a substantial amount of money. Please bring enough money to cover your entertainment and shopping activities.

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OXFORD INSTITUTE TEAM

T: +44 (0) 1865 600 840

E: info@theoxfordinstitute.co.uk

W: www.oxfordsummerprogram.com

