Welcome to Oxford University and to Green Templeton College.

This guide contains information which we hope will be helpful to you, both before you arrive and in the early weeks of your arrival in Oxford.

If you have already studied in Oxford, much of this may be familiar to you. However, if you are coming to Oxford for the first time, and particularly if you are coming from outside the UK, there will be many things which might be confusing at first. This guide is intended as an introduction to the most important things to do before and on arrival, but if you need more information about these topics or any other issues, please contact us. A list of useful contact details is included in this guide.

To help you to select the sections of information most relevant to you, we have included a flowchart which gives you a number of options depending on your personal circumstances. Clicking on the various boxes will take you directly to the relevant section in the brochure. We have also included a standard contents page. Links within the guide will also take you to external information such as the GTC website and information from the University.

I hope you will enjoy your time at Oxford, and I look forward to welcoming you in September and October. Please do not hesitate to let me know if you have any other queries between now and the start of the academic year.

Alison Franklin, Academic Registrar
Follow the links within the flowchart to find out more information

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- Registering on Student Self Service
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- Student visa holders
- Registering with College doctor
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### ARRIVE IN OXFORD
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  - NO: Check pigeon-hole (mail box)
- UK resident?
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    - YES: Open UK bank account
  - NO: UK resident?
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Before arrival

University contract

By accepting your departmental offer you have already entered into a contract with the University. You can see more details about this on the [Your contract with the University webpage](#). Once you have satisfied all the conditions of your offer (academic and financial) you will receive a University Card Form which you must return to: AC Returns, University Offices, Wellington Square, Oxford OX1 2JD, with a passport photo to confirm your intention to enroll. Without it you will not be able to register and will not receive a University card or Oxford email address.

Registering on Student Self Service

You must register for your programme of study before the end of the first week of term (Friday 12 October). You should do this online using the University’s Student Self Service system, and you can complete the first part of this registration process before you arrive in Oxford any time after 1 September as long as you have:

- accepted your offer
- fulfilled any conditions (eg. financial and/or academic)
- returned your University Card Form.

Once you have completed these three steps, Oxford University IT Services will email you an activation code for your Oxford Single Sign-On (SSO) account, which you will use to log in for the first time and set your own password.

To complete your part of the registration process, you will be led through a series of screens so that you can check your personal and address details and provide any missing information. If you are not living in college accommodation you should make sure you have entered your Oxford address here so that we know where to contact you in an emergency.

It is very important that you click through to the end of this sequence and save your changes. Otherwise the College will not be able to see that you have registered, and will not be able to complete the final step once you arrive in person.

Once you are registered, a number of things will become available:

- Any UK Government-sponsored grants or loans will be released to you
- Your Oxford email account will become live
- You will be entered automatically for core examination elements of your programme
- You will be able to print off an Enrolment Certificate (particularly useful if you are living out of College and have received a Council Tax bill).

See more information from the University about registration.

See more details about Student Self Service and a link to the login page.
Activate your Oxford account (SSO)/Remote access

Before your arrival in Oxford, you will receive an email from University IT Services, sent to your personal email, which contains details for the activation of your Single Sign-On account (also known as SSO).

You will need to activate your SSO and then your Remote Access account in order to connect to the WiFi. Go to https://register.it.ox.ac.uk to set up your Remote Access account.

Further information on accessing WiFi within GTC and our college IT support is included on the Incoming Students page.

Student visa holders

Students requiring a visa to enter the country should obtain a Tier 4 Student Visa. For graduate students at Oxford this process is dealt with by your department – please contact them with any queries about the process.

Please note that if you are coming to the UK to study from a non-EU country you should not try to enter using any other type of visa (eg. tourist visa) or as a short-term visitor not requiring a visa.

When you arrive in Oxford, you should make time during your first few days to visit the College Office with your passport so that a member of staff can scan a copy of your visa. This is a requirement of UK Visas and Immigration.

More information from the University about visas and immigration can be found on the University website.

Registering with the College Doctor

All students should be registered with a doctor in Oxford during their studies. This is usually the College Doctor.

GTC’s College Doctor is Dr Debbie Waller, of the 19 Beaumont Street Surgery. You can usually see any doctor at the practice, and you may ask to see a male or female doctor according to personal preference. See more information on the Surgery website.

You will find information about the practice and a link to the online registration form on the Incoming Students page. Registration should be completed as early as possible, ideally before you arrive in Oxford. If you are not registered with the doctor and fall ill at exam time or with a submission deadline approaching, there may be delays in obtaining the necessary medical evidence and there could be an additional cost if you are not registered with the NHS at all (in the region of £80), so it is worth taking a few minutes to do this at the start of your programme.

Please note that you will not normally receive any confirmation of registration from the surgery. If you have submitted your registration form you may assume that you are registered at 19 Beaumont Street. If this is the first time you have registered with the NHS you will in time receive a letter telling you your NHS number. You do not need to wait for this to make an appointment with the doctor.

Students whose spouses, partners and children are accompanying them to Oxford should ensure that each individual is registered with the doctor. They may all register with the College Doctor. Please complete a separate registration form for each individual. If you
have children under the age of 5, ask to make an appointment with a health visitor to talk about scheduled routine check-ups and vaccinations.

More information about medical care can be found on the College website.

**Students from the UK**

**UK-based students** are strongly advised to register with a practice in Oxford rather than remaining with their home practice. **Students coming to GTC from other colleges** who are already registered with a college-associated doctor are not required to transfer to Dr Waller (although they are welcome to do so if they wish to).

**Students who lived in the Oxford area prior to joining GTC** and who are registered with a local doctor may remain with their current doctor, but are advised that it is often helpful to have a doctor who understands the university system and the pressures and demands faced by Oxford students. This is particularly the case if any health issues are encountered at examination times. It may be to your benefit to transfer to 19 Beaumont Street at the start of your programme.

**Students from outside the UK**

**Students coming from elsewhere within the European Economic Area (EEA)** should obtain a European Health Insurance Card (EHIC) before leaving their home country. Every family member travelling with you will need their own EHIC. See information from the European Commission about the EHIC and how to apply for it. You should still register with the College Doctor on arrival in Oxford.

**Students coming from outside the EEA (‘overseas’)** will have paid an Immigration Health Charge at the same time as applying for their UK entry visa. Read more about this charge on the University's student visas website (section 6). This charge confirms that you are eligible for NHS treatment. You should still register with the College Doctor on arrival in Oxford, as access to most services, including specialist clinics, is by referral from a GP. If you think you require any specialist medical treatment you will need to make an appointment with the doctor in the first instance, and this will be simplified if you are already registered.

If you have a pre-existing medical condition for which you are receiving treatment, this may not always be available on the NHS; you should discuss this with your doctor in your home country before leaving, and it may be advisable that private health insurance should be taken out. If you have queries about the treatment that may be available in the UK, you may contact the College Nurse before arrival in Oxford. She may be able to help with making enquiries about your particular situation.

**International students with partners or family** should note that you will have to take each family member's passport in to the surgery to complete registration.

If you are taking any medication for ongoing or long-term health conditions, you are advised not to wait until you require your first repeat prescription but to make an appointment to see the doctor as soon as possible after arrival, as in some cases the medication you are normally prescribed may not be available on the NHS.

See the Medical Care page of the College website for information about other services for emergencies and serious injuries, or for minor complaints (such as a cold).
Arriving at GTC

You should plan to arrive in Oxford no later than **Sunday 30 September**, as departmental induction activities usually start on Monday 1 October.

International students may wish to arrive a little earlier in time for the university’s [International Orientation Programme](#) on Thursday 27 September (Social Sciences only) and Friday 28 September (Humanities, Medical Sciences, and MPLS).* To book for the Orientation Programme you will need to use the following Registration Code: **OP2018**.

*MBA and MFE students should not sign up for this event as they will have a separate induction at the Said Business School.

Clinical medics, graduate entry medics, and PGCE, MBA and MPP students, whose programmes start in September, should consult their departmental contacts for information about when to arrive in Oxford.

Students living in College accommodation **must** ensure that they have checked the earliest availability of their room with the Accommodation Manager, Nick Martin, before making travel arrangements. This is particularly important if you intend to arrive before the end of September. You will not normally be able to move into College accommodation before you have a confirmed unconditional offer, which means that you must have satisfied any academic and financial conditions.

Shipments of personal belongings should **not** be sent to arrive at GTC before you do. The College has extremely limited storage space and it is not guaranteed that a secure location will be available. If you need to send packages, they should arrive at a time when you will be able to collect them on the same day.

The College’s address and directions to the main site can be found on the [GTC website](#).

Collecting your keys

If you are living in college accommodation, your first stop on arrival in Oxford should be the **GTC Porters’ Lodge**, where you will be able to collect your room, flat or house key, along with a ‘Barrier Key’ and/or electronic keyfob (for accessing some restricted areas of the College). **Students living elsewhere** (including part-time students) may also have a keyfob for access to College facilities; please ask at the Lodge.

The Lodge is open 24 hours a day, every day (except for short periods at Christmas and Easter). If you arrive at night you might need to ring the gate bell to gain access to the College.

While you are in the Porters’ Lodge, please also check your **pigeon-hole** (see below) for important information.

Pigeon-holes

All students, whether living in GTC accommodation or not, have a pigeon-hole (or mail box) in the Porters’ Lodge. Students not living in College should come to GTC soon after arrival in
Oxford to check their pigeon-hole, as important information about induction activities will be placed there.

While you are a student at GTC you should check your pigeon-hole regularly. Any post which arrives at the College will be placed there for you, whether you live in College accommodation or not. This may include official notices from the University which may have a specific deadline.

University (Bod) cards

All members of the University are issued with a University card. This is sometimes called a ‘Bod card’ as it gives you access to the University library, the Bodleian.

You should collect your University card from Rebecca Wilson in the College Office soon after you arrive in Oxford. (If you completed your conditions and/or returned your University Card Form late there may be a delay of a few days in receiving your card.)

Your card also verifies your identity, allows access to buildings and libraries across the city, and provides a cashless payment system for lunch at GTC. You will also need to produce your University card at all examinations.

It is vital that lost cards are reported and replaced immediately via the online store. If your card is stolen, you can obtain a free replacement by supplying a crime number, otherwise a £15 replacement fee is charged by the University. If your card becomes damaged or if you need to extend your expiry date (due to an extension or suspension of status), the College Office can order a free replacement.

University and College contracts

You enter into two different contracts when you come to study at Oxford:

The University contract (see section 1, Before Arrival)
The College contract – GTC will give you a copy of this contract on arrival. You should sign this and return it to Rebecca Wilson. This contract is not valid until you have also returned the University contract. You can see our sample College contract on the New Students page of the GTC website.
Bank accounts

You will require a UK bank account while you are studying in Oxford. To open an account, you will need documentary proof of your student status.

Most major banks represented in Oxford have agreed to accept the Enrolment Certificate which you can download from Student Self Service once you are registered (see information about registering on Student Self Service). Some banks require a letter from the College to allow you to open an account, although they may be satisfied with your University offer letter. If you require a letter from the College, please request one from Rebecca Wilson in the College Office.

GTC is not able to offer any financial advice about particular banks, but most of the banks will be attending the International Orientation Programme.

You should be aware that it sometimes takes a few weeks for a new bank account to be opened. You are advised to bring sufficient funds with you to support you while this is in progress. In particular you will be asked to pay your next rent instalment (by 31 October) if living in college. Payments can be made by electronic transfer, credit card (a surcharge of 2% is made for credit card payments over £500) or by cheque. You are not advised to carry large quantities of cash.

Students should normally have a Direct Debit arrangement to pay their battels (college credit account for rent, meals, etc.) on a monthly basis. Students who are living in College accommodation should have received a form already, but for others (or for a replacement copy) you can find the Direct Debit mandate form on the Incoming Students page of the GTC website. You should complete this with your UK bank account details when you have them.

College bank account details (for electronic transfers)

Branch: Barclays Bank, PO Box 333, Oxford OX1 3DD
Bank sort code: 20 65 18
Bank account number: 80883018
Bank account name: Green Templeton College

IBAN number: GB45 BARC 2065 1880 8830 18
Swift number: BARCGB22

Please use your surname as the reference; this is particularly important if a sponsor or other person is paying your invoice.

Academic dress

Oxford has a particular dress code for formal university ceremonies. This consists of a gown, mortar board (flat square hat) and specific clothes called subfusc. You will need these items for Matriculation (a compulsory ceremony which officially makes you a member of the university) which takes place at the end of Week 1 of Michaelmas term. You will also need them for formal examinations.

Gowns

If you do not yet have an Oxford degree (most of you) you will need a Postgraduate (sometimes called an ‘Advanced Student’) Gown (with no hood).
If you have an Oxford degree (either earned or incorporated), you will not need to attend Matriculation, but for examinations you should wear the gown and hood of your Oxford degree. If you have a BA or MA, this gown and hood may be used at any formal ceremony. If you have another Oxford degree (BM, MSc, DPhil, etc.) you may choose to wear this gown and hood instead of the BA or MA.

Headwear

A mortar board (square) or soft cap is required. The mortar board should be carried indoors but can be worn in the open air. Soft caps should be worn on all occasions.

Subfusc

1. One of:
   - Dark suit with dark socks, or
   - Dark skirt with black tights or stockings, or
   - Dark trousers with dark socks
2. Dark coat if required
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon.

Members of the University serving in HM Forces are permitted to wear uniform together with a gown.

Where to get your academic dress

GTC has negotiated a discount for its students with the Varsity Shop on a package comprising a graduate gown, mortarboard or soft cap, and bow tie or black ribbon. GTC students can purchase this for under £30 rather than the usual price of £34.99. Return the ‘Academic Dress Form’ on the New Students webpage to Wahida Alam before Friday 28 September and your pack will be delivered to GTC in the first week of October. You can also order other College merchandise at the same time at a discounted rate. The cost will be charged to your College account (‘battels’).
Academic dress can also be purchased or hired from Shepherd & Woodward, 109-113 High Street; Walters & Co, 10 Turl Street; or directly from The Varsity Shop, 13 Broad Street – but note that you will not receive the above discount in store.

If you wish to hire from the shops, two to three weeks’ notice is usually required. A few graduate gowns are available for hire from the GTC Porters’ Lodge but must be booked in advance. Email the Lodge for information.

**If you are improperly dressed you may be refused entry to formal ceremonies** (including examinations), so please pay attention to these regulations. In particular, the rules about correctly-coloured shoes and socks/stockings are enthusiastically enforced by the University!

![Photo: www.timmuntinga.com](www.timmuntinga.com)

**Induction Talks and Welcome Events**

The College organizes a number of induction talks designed to introduce students to GTC and the University soon after their arrival in Oxford. All new students are also invited to attend one of the GTC Welcome Events. This year, induction talks have been divided by the following dates and programmes, to allow for early arrivers and venue space.

**Induction Talk Dates**

- **Tuesday 4 September, 18.00 – 18.45:** Clinical Medics (2nd BM)
- **Friday 14 September, 15.30 – 17.00:** MSc Educational Assessment students
- **Wednesday 19 September, 15.30 – 17.30:** MBA students
Friday 21 September, 15.00 – 17.00: Other early arrivers (Grad Entry Medics, MPP, PGCE, MFE)

Wednesday 26 September: 18.00 – 18.45 (tbc) Major Programmes Management (MPM)

Wednesday 3 October, 14.00 – 16.00: D.Phil students

Wednesday 3 October, 15.00 – 17.00: MSc/Mphil Social Sciences students

Thursday 4 October, 10.00 – 12.00: MSc/Mphil Medical Science, Humanities, MPLS students

We will contact students by email nearer the time of their Induction talks to remind them of their dates/times and the venue, and in case of any changes to the schedule. These induction sessions will usually include a tour of the college.

Welcome Events

Dinners will be arranged for all new students on Wednesday 3 October and Friday 5 October (18.30 - 21.30) where they will have the opportunity to meet their College Adviser and be welcomed by the Principal. You will be sent an invitation by email in late September confirming which dinner you have been allocated to (this is dependent on the availability of your College Adviser and may be different to others on your programme). You will be asked to confirm attendance to Wahida Alam with the details of any specific dietary requirements (including vegetarian meals which must be requested in advance).

Student parent induction: Saturday 6 October, 14.00 – 16.00 (venue: Stables Bar)

Students with children are invited to an induction event with current students and other College members who are bringing up children in Oxford. This is partly to help you settle in, partly to answer your questions about family issues which can be confusing at times. Spouses/partners and children welcome!

Students on most programmes should be in Oxford in time to begin induction activities with their department on Monday 1 October. If you need to arrive in Oxford considerably earlier than the normal arrival date, you are welcome to attend an earlier session of induction talks although we recommend you try to attend the date/time set aside for your programme if possible as it will give you the opportunity to meet other new students on your course.

The sessions all take place at times specifically set aside for college induction days, so there should not be any clashes with departmental activities.

Each session will include talks by the Senior Tutor, Academic Registrar, and Academic Administrator. You will also have the opportunity to meet our Librarians, other College Office staff, IT and Finance Teams as well as our Junior Deans and Graduate Common Room (GCR) Representatives on the tour of the College. You are advised to bring umbrellas and/or waterproof coats if the weather is not good, as you will be moving between venues during the session.

Lunch will be served in the Observatory dining room between 12.15 and 13.30 (charged to your account using your University card to get student discount, or cash payment at the till). It is essential that you book in advance if you wish to have lunch in College on an Induction Day – see the College website for booking instructions (you will need to have completed Registration and have an active Oxford account).
**Matriculation**

Matriculation is the ceremony by which you will be admitted officially to the university. All students who are new to Oxford must matriculate unless one of the following conditions applies:

- Students who have a BA, MA or other qualifying degree from the University of Cambridge or Trinity College Dublin (TCD) – you will have a choice as to whether you incorporate instead, in which case you will need to bring certification from your previous institution to the college office, or matriculate. (If you are not sure whether your degree qualifies, please contact James McBain). James will be in contact with those likely to fall under this category in September in any event.
- Students who are on a non-matriculated programme at the Department of Continuing Education, or who are non-matriculated visiting students.

New students who are not required to matriculate are invited to attend GTC on the morning of Matriculation to take part in the College photograph. Academic dress should be worn.

This year the matriculation ceremony takes place on **Saturday 13 October**. You must wear full academic dress – your graduate gown, mortarboard or soft cap, and sub-fusc as detailed earlier in this guide.

**Schedule for the morning**

09.00 Photographers will be on site to take individual photographs of students in their academic dress. You will be able to buy your photographs later. You will need the **yellow** name card you collect when signing in. Please sign in with the member of College staff present so that your name is included on the Matriculation list. If you do not sign in you will not be counted as having matriculated.

10.00 Please do not arrive any later than 10.00. If you wish to have your individual photo taken, you should ideally be at the College before this time. The photographers will begin to set up the group photograph shortly after 10.00 – please be patient during this process as they will need to arrange over 200 of you. You will need to take the **white** name card you collect when signing in onto the staging with you.

10.40 (approx) Following the group photograph, the Dean of Degrees will lead matriculating students to the Sheldonian Theatre where the ceremony will take place. Please note that guests may walk to the Sheldonian with the group, but they are not permitted to attend the ceremony.

12.00 (approx) The ceremony will finish and you will be free to go. The GCR Committee often arranges a celebration in the College after the ceremony, and you should look out for notices about this.

If you are unable to matriculate on a Saturday (for example, for religious reasons), or if you are unable to walk to the town centre or climb the stairs to the Upper Gallery of the Sheldonian, contact James McBain who will ensure that alternative arrangements are put in place.

If through extreme circumstances (for example, if you are taken ill) you are unable to attend you should telephone the Lodge on 01865 274770 (internal phone 74770) as early as possible in the morning. However, you should make every effort to attend.
College Adviser

All students are assigned a College Adviser, who will be a senior member of the College. For most students this will be someone from outside their immediate subject area, although clinical medics will be assigned a clinical adviser.

Your College Adviser can:

- provide pastoral support, for example on health, personal or coping issues, and/or direct you to appropriate persons for assistance
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor
- consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work
- offer guidance on sources of support available within the College and University.

In addition your College Adviser may be able to offer you advice on academic-related matters such as applications for research funding, conference and seminar attendance, publication, and career plans. They will be invited to attend your annual College progress review meeting (called Collections) and any College events at which you may be giving a talk or presentation. They will also write a brief general report on your progress once a term which complements the report written by your Departmental Supervisor (you have the right to see these reports).

Your College Adviser is not expected to perform the role of your Department or Faculty Supervisor(s), and is not responsible for directing your academic work or for giving detailed academic guidance.

You should meet your College Adviser during your first term (many will be present at one of the Welcome Dinners arranged on Wednesday 3 or Friday 5 October), and you are encouraged to contact them as and when you need advice or help. (You should also feel free to consult other College officers as necessary; see below.) Additionally, your College Adviser should contact you on a regular (approximately termly) basis for an informal meeting, usually over lunch or dinner. Students are expected to respond promptly to invitations and to reschedule if the proposed time is not suitable.

Your College Adviser may be changed during periods of sabbatical or other academic leave. Should there be reasons for you to seek a change of Adviser, or if you are having difficulty contacting them, you should contact the Senior Tutor or Student Administrator.

Further information

This guidance focuses specifically on the role of your College Adviser. Your College Adviser will be able to direct you to relevant sources of advice and support, which you should feel free to consult as necessary. These might include (but are not limited to):

- College Dean (who is responsible for welfare)
- Graduate Common Room Vice-President for Welfare, Male and Female Welfare Officers
- Junior Deans or Peer Supporters
- College Nurse or Doctor
- College Senior Tutor, Student Administrator or Academic Registrar
- College Accountant (for financial matters)
GCR events

All students at GTC are automatically members of the Graduate Common Room (GCR). The GCR Committee organizes a number of different events in Induction Week to help new students meet ‘old’ students and each other.

You will receive more details in your pigeon-hole and from posters around the College, so look out for these when you arrive.

Through the year, GCR members organize many events, both academic and social, formal and informal. Most notably, the Human Welfare Conference and the Summer Ball will be looking for volunteers soon after the start of the year. Ask around if you’re interested in these, and particularly if you are interested in helping to organize them!

You can also get more information from the following places:

The GCR website.

The Green Templeton College Facebook group is an open group and you don’t have to wait until you arrive to join.

Grapevine: a weekly email sent out to all students by the GCR Publicity Officer. You can also submit your own events to be advertised this way.

OUSU Freshers’ Fair

Every year, Oxford University Student Union (OUSU) organizes a Freshers’ Fair to which all new students are invited. The Fair showcases a huge range of student clubs, teams and societies with which you might get involved during your time in Oxford. The Fair is held at Examination Schools on the High Street.

GTC students have been allocated time slots on the morning of Wednesday 3 October. Nearer the time you will be able to pick up an entry ticket at the Porters’ Lodge for either 10am, 11am or 12pm entry to Freshers’ Fair. There are limited numbers of tickets for each session, so you are advised to come earlier if you can. In particular, if you are due to attend the Wednesday induction talks in College, please take an earlier Freshers’ Fair ticket to give yourself enough time to get around the exhibits.

See more information from OUSU about Freshers’ Fair.

Sports

GTC students are active in a number of different sports, and have recently represented the University in such diverse disciplines as Athletics, Basketball, Clay Pigeon Shooting, Cricket, Cycling, Football, Ice Hockey, Rowing, Rugby Union, Squash and Triathlon.

On-site facilities

Gym housing exercise machines including ergometers (rowing machines), a selection of free weights, and space for dance/yoga classes. A short induction session will be required to use the equipment. Booking details will be confirmed at the start of each term.
Two all-weather hard tennis courts
Squash court.
Courts can be booked and keys (and racquets) obtained from the Lodge.

**Green Templeton Boat Club**

The College rowing club is particularly active. GTC part-owns a boathouse on the River Thames and owns a range of boats from men’s and women’s eights to single sculls. Green Templeton Boat Club crews train regularly and compete in inter-College events such as Torpids and Eights Week.

GTBC will be running taster sessions for budding rowers and coxes at the start of the year, so look out for information in your pigeon-hole and on posters in the College. If you have rowed or coxed previously they will be particularly keen to hear from you – feel free to contact the crew captains before you arrive (contact details at the Boat Club website).

**Iffley Road Sports Centre**

GTC students are entitled to free membership of the sports centre & swimming pool at the University’s Iffley Road Sports Centre. Simply go to the main reception with your University Card and fill in a form to get started. See the University Sport website for details of facilities.

**Bicycles in Oxford**

A bike is the most convenient mode of transport in Oxford, if you don’t want to walk everywhere. (Driving in the city is made very difficult by the combination of complicated one-way systems, numerous restrictions and pedestrianised areas, and an acute shortage of parking. You are strongly advised not to bring a car to Oxford.)

There are a number of shops which sell new and second-hand bikes, plus private sales are often advertised in Daily Information, an Oxford-based advertising website. Unless you are a sports cyclist, it’s not advisable to buy or bring an expensive bicycle – unfortunately bike theft is a booming industry in Oxford.

While you are buying your bike, remember to get the following as well:

- A good lock – lock your bike to a fixed object every time you leave it, even if only for a minute and even on the College site.
- Lights (front and rear) – it is a legal requirement to use these when cycling in the dark. The police make spot checks and will fine you if you do not have working lights.
- A helmet – although motorists in Oxford are generally more aware of cyclists through sheer weight of numbers, you should take precautions in case of accidents.
- A bell – new bikes should come with one. It’s useful to be able to warn the pedestrian who has just stepped into the road in front of you…

Discounted locks and lights can be bought from University Security Services – see details on the University travel webpage.

Also recommended are high-visibility clothes for bad weather and night-time cycling, and a personal belongings insurance policy which covers your bike.

Secure bike parking is available on-site at GTC, and racks can also be found at the off-site St Margaret’s Road houses, Lord Napier House and Rewley Abbey Court.

If you are not sure of the rules of the road in the United Kingdom, consult the Highway Code.
The University provides advice for cyclists including a podcast on efficient commuter cycling which can be viewed on the University travel webpages. If you are particularly keen to become more confident on the roads you could take a cycling course with the Broken Spoke Bike Co-op.

Registering to vote in the UK

This is not officially a part of your induction process. However, it has been apparent in previous years that students are not always aware of the process for voter registration, or even that they are eligible to vote, and so it is recommended that eligible students register themselves soon after arrival.

Who can register to vote?

At the time of writing (July 2017), you qualify to register to vote if you are:
- A British citizen
- An EU citizen resident in the UK
- A qualifying Commonwealth citizen resident in the UK.

A full list of qualifying countries, territories and dependencies can be found on the About my Vote website. You can also see which elections you may be eligible to vote in.

If you are already registered to vote at your home address in the UK

You can register at your term-time address as well as your home address. However, you may only vote once in a general election. See further information for students on the About my Vote website.

To register to vote

You can register online at www.gov.uk/register-to-vote.

If you have a National Insurance number you will need to enter this.

If you do not have a National Insurance number you can still register to vote but you may need to send additional identification documents. Alternatively, you can apply for a National Insurance number; you will need this anyway if you plan to work while in the UK.

Smoking on college premises

From 1 September 2015, Green Templeton College joined a number of other Oxford colleges to become completely ‘smoke free’.

The college introduced a ‘smoke free zone’ across its main campus in Woodstock Road, and all residential and office accommodation annexes. This includes houses in St Margaret’s Road and Observatory Street, Rewley Abbey Court, and GTC’s conference centre at 13 Norham Gardens.

Anyone wishing to smoke is asked to respect the smoke free zone and do so off College premises: because GTC aims to be completely smoke free, no specific area on-site has been designated where smokers can have a cigarette or use a 17inimize17.

The zone has been introduced after extensive consultation with students and staff over the last year. The link between smoking and long-term damage to health is not in dispute. The
College has a duty to safeguard to health, safety and welfare of students, staff and fellows on its premises and minimize the exposure to the risks of tobacco smoking. In addition, GTC’s academic focus on clinical medicine and health and wellbeing supports the introduction of a smoke free zone.

See FAQs about the smoke free zone at GTC on the College website (pdf).
### Dates for your diary

Events take place at GTC unless otherwise specified.

<table>
<thead>
<tr>
<th>When?</th>
<th>Who?</th>
<th>What?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 4 September, 18.00 – 18.45</td>
<td>Clinical medics</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Friday 14 September, 15.30 – 17.00</td>
<td>MSc Educational Assessment students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Wednesday 19 September, 15.30 – 17.30</td>
<td>MBA students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Friday 21 September, 15.00 – 17.00</td>
<td>Other early arrivers (Graduate entry medics, MPP, PGCE MFE students)</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Wednesday 26 September, 18.00 – 18.45 (tbc)</td>
<td>MPM students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Thursday 27 September, 09.30 – 17.00</td>
<td>International students in Social Sciences Division</td>
<td>Graduate orientation day (venue: Examination Schools, High Street)</td>
</tr>
<tr>
<td>Friday 28 September, 09.30 – 17.00</td>
<td>International students in Humanities, Medical and MPLS Divisions</td>
<td></td>
</tr>
<tr>
<td>Wednesday 3 October, 10.00, 11.00 or 12.00 entry</td>
<td>Everyone</td>
<td>Freshers’ Fair (venue: Examination Schools, High Street)</td>
</tr>
<tr>
<td>Wednesday 3 October, 14.00 – 16.00</td>
<td>D.Phil students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Wednesday 3 October, 15.00 – 17.00</td>
<td>MSc/MPhil Social Sciences students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Wednesday 3 October, 18.30 – 21.30</td>
<td>New students by invitation</td>
<td>Welcome Dinner</td>
</tr>
<tr>
<td>Thursday 4 October, 10.00 – 12.00</td>
<td>MSc/MPhil Medical Science, Humanities, MPLS students</td>
<td>Induction talks &amp; tours</td>
</tr>
<tr>
<td>Friday 5 October, 18.30 – 21.30</td>
<td>New students by invitation</td>
<td>Welcome Dinner</td>
</tr>
<tr>
<td>Saturday 6 October, 14.00 – 16.00</td>
<td>Student parents/carers and their partners</td>
<td>Induction and information event</td>
</tr>
<tr>
<td>Saturday 13 October, 09.00 onwards</td>
<td>Everyone new to Oxford</td>
<td>Matriculation photo and ceremony</td>
</tr>
</tbody>
</table>
Useful contact details

Postal address
Green Templeton College
Woodstock Road
Oxford
OX2 6HG
United Kingdom

See the location map on the GTC website.

Email addresses and telephone numbers you might need before and when you arrive

Dialling codes:
Calling from the UK outside Oxford - add 01865
Calling from outside the UK - add +44 1865
Calling from within the University - drop the first 2

Porters’ Lodge (switchboard) lodge@gtc.ox.ac.uk 274770
General enquiries

Wahida Alam (College Office Assistant) student.admin@gtc.ox.ac.uk 274781
Degree ceremonies, learning grants, replacement university cards

James McBain (Academic Administrator) james.mcbain@gtc.ox.ac.uk 274781
Matriculation, CCFF, TECT grants, GSO forms, requests for permission to live outside the residence limit

IT Office it-support@gtc.ox.ac.uk 284796
Queries about connecting to College network

Alison Franklin (Academic Registrar) alison.franklin@gtc.ox.ac.uk 284783
Induction arrangements, exam adjustments, disability coordinator, late submissions, extension requests

Nick Martin (Accommodation Manager) nick.martin@gtc.ox.ac.uk 274795
All issues relating to College accommodation

(Finance Officer) battels@gtc.ox.ac.uk 274782
Payment of College bills (battels)

Rebecca Wilson (Admissions Administrator) admissions@gtc.ox.ac.uk 284591
Registration, collecting University cards, visa/passport scanning, bank letters

Debbie Tolond (Fees Administrator) debbie.tolond@gtc.ox.ac.uk 274771
Financial guarantees, payment of tuition/college fees, UK and US student loans contact

See a full list of GTC staff and phone numbers.