Helpful Information for Visiting Students
Pembroke College, Oxford

What do you need to do now?

Keep your contact details updated
It is essential that you tell us if your home address (as provided on your application form) and email address are changing, because we will send important information to you between now and October. Please send any updates to: academic.office@pmb.ox.ac.uk

Plan to return your Freshers’ pack
A Freshers’ pack will be sent to you in early August, including more information about some of the items below, together with a form to be completed online, and some paperwork to be returned. The forms must be completed and returned before the end of August. If you expect to be away from home during this time, please let us have an alternative address and ensure that you check your email regularly.

Put the dates of term in your diary!
Michaelmas Term: Sunday 6th October - Saturday 7th December 2019
Hilary Term: Wednesday 15th January - Saturday 14th March 2019
Trinity Term: Wednesday 22nd April - Saturday 19th June 2019

These are the dates of required residence in Oxford and represent the eight weeks of ‘Full Term’ (which is when teaching occurs), plus seven days before the start of Michaelmas Term and four days before the start of Hilary and Trinity Terms.

You need to arrive in Pembroke College for registration by Sunday 6th October 2019. You are expected to complete the full academic year and not to leave before the 19th June. Terms here are short and intense and it’s important that all students study for the full duration of the term to get the full benefit from their courses! You should therefore **not apply for internships next year** that overlap with the dates of term.

Return your data entry form
We have sent you a Data Entry Form for completion along with this guide - the information you provide will be used to create your University record so it is important that you **return it by the 22nd June**.

Do you have a disability?
If you have a disability – including mental health problems – or any other special needs, please contact Annette McCormack (annette.mccormack@pmb.ox.ac.uk) without delay so that we can ensure adequate support is put in place. Please be assured that any such information will only be shared with your permission and on a need-to-know basis.

More information on health and wellbeing is available on [both the College](http://www.pembroke.ox.ac.uk) and [University websites](http://www.ox.ac.uk).

Do you need a visa?
Once we have your Data Entry Form, and in liaison with the University’s Visa Team, the College will arrange to issue a Confirmation of Acceptance to Study (CAS) which you will need for your visa application. You cannot apply for a visa until 3 months before the start of your course, so there is nothing further you can do until July. For more information, please see the university website here and also the visa guide attached to this email.

Plan your journey to Oxford:
You may wish to start planning your journey already! If so, there is a 24 hour public bus service that runs from Heathrow and Gatwick airports to Oxford. The journey takes about 90 minutes from Heathrow and 2.5 hours from Gatwick. See here for times and further information.

If you are flying into Birmingham International Airport you can take the train from the airport directly to Oxford. Alternatively the Oxford Airline bus runs directly to Oxford as does the National Express Coach.

More travel information is available on the University website and on the Pembroke College website.

Indicate your course preferences (if applicable)
The way in which you can indicate which papers you want to study will depend on your subject and is detailed in the email received with this guide. If you are doing a subject where you have been asked to complete a paper preference form, please return this to us by the 22nd June. All others should get in touch with their Director of Studies (DOS) for their subject(s), whose contact details will be given in the email.

More useful information

More information about the below topics will be provided in your Freshers’ pack, but you may find it useful to know the following:

Your first week
Freshers’ week (Sunday 6th October – Sunday 13th October) will include a programme of activities to help you settle in to your course and life in Oxford. Special features include:

- Student registration (the important bit!);
- A University-run orientation fair for international students;
- The opportunity to meet your tutors and learn about the tutorial system;
- Library inductions;
- Drinks and a formal dinner with the Master and Fellows (senior Professors in each subject);
- Social and welfare events planned by the JCR (Junior Common Room – the body that represents all undergraduate students in College).

Your course at Pembroke
If you have any specific questions about your course, or would like to indicate any options that are mandatory for you, please do contact your Directors of Studies. You are also very welcome to get in touch with them to discuss the course more generally over the summer, but please do not be concerned if they can’t answer your emails immediately. It is very common for your teaching to not be fully confirmed until October when you arrive, so there is no rush! Reading lists are also not always provided in advance for all subjects so don’t panic if you don’t receive one.
All of your teaching must be arranged through your Director of Studies for your subject(s), so please note that you should not contact other tutors directly to organise classes.

Catering
During Michaelmas Term, you will be charged up front for your evening meals from Sunday – Friday in the Dining Hall. This is our ‘meal plan’ and last year cost £315.18 per term. Breakfast and lunches will be charged on a pay-as-you-go basis.

In Hilary and Trinity Terms, you will be given the option to transfer to a flexible meal plan (which is a more expensive option) whereby all meals can be taken in either Farthings Café or the Hall. If your home university pays for your meals, you will need to check that they are happy to pay the increased charge. For more information on catering, see our website. Information about your dietary requirements will be collected as part of the freshers’ pack forms.

Accommodation
All visiting students are guaranteed a ‘Band D’ room on the main college site for the entirety of their course, including in the vacation. Using the forms in the Freshers’ pack, you will be able to express a preference for an ensuite room (for an additional cost). Last year’s prices for the different bands can be found on our website – this will be updated over the summer once next year’s costs are confirmed.

Accommodation will be available to you for the entirety of your course, however, please note that students living in ensuite rooms may be asked to move to another room in the vacations, when ensuite rooms are required for events and conferences. If you have any particular requirements about your accommodation related to a disability, please let us know as soon as possible.

Sub fusc and gowns
‘Sub Fusc’ is the term for the clothes (including gown) that Oxford students wear to exams and other formal academic events. As a visiting student, you will not sit exams so you don’t necessarily need the full sub fusc, but you will need a gown for some formal occasions (including the dinner with the Master and Fellows in Freshers’ Week). Additionally, a group photo will be taken of all first-years in your second week, so if you want to be included in this you will need the full sub fusc! The whole package is relatively cheap, and you don’t need to buy it until you arrive in Oxford – details of where you can go to do this will be sent out in the Freshers’ pack.

Any other questions?

You may find the answer on the University’s website for new international students or on the Pembroke College website (www.pmb.ox.ac.uk), but if not, please feel free to contact Kirstie with any queries (academic.office@pmb.ox.ac.uk).