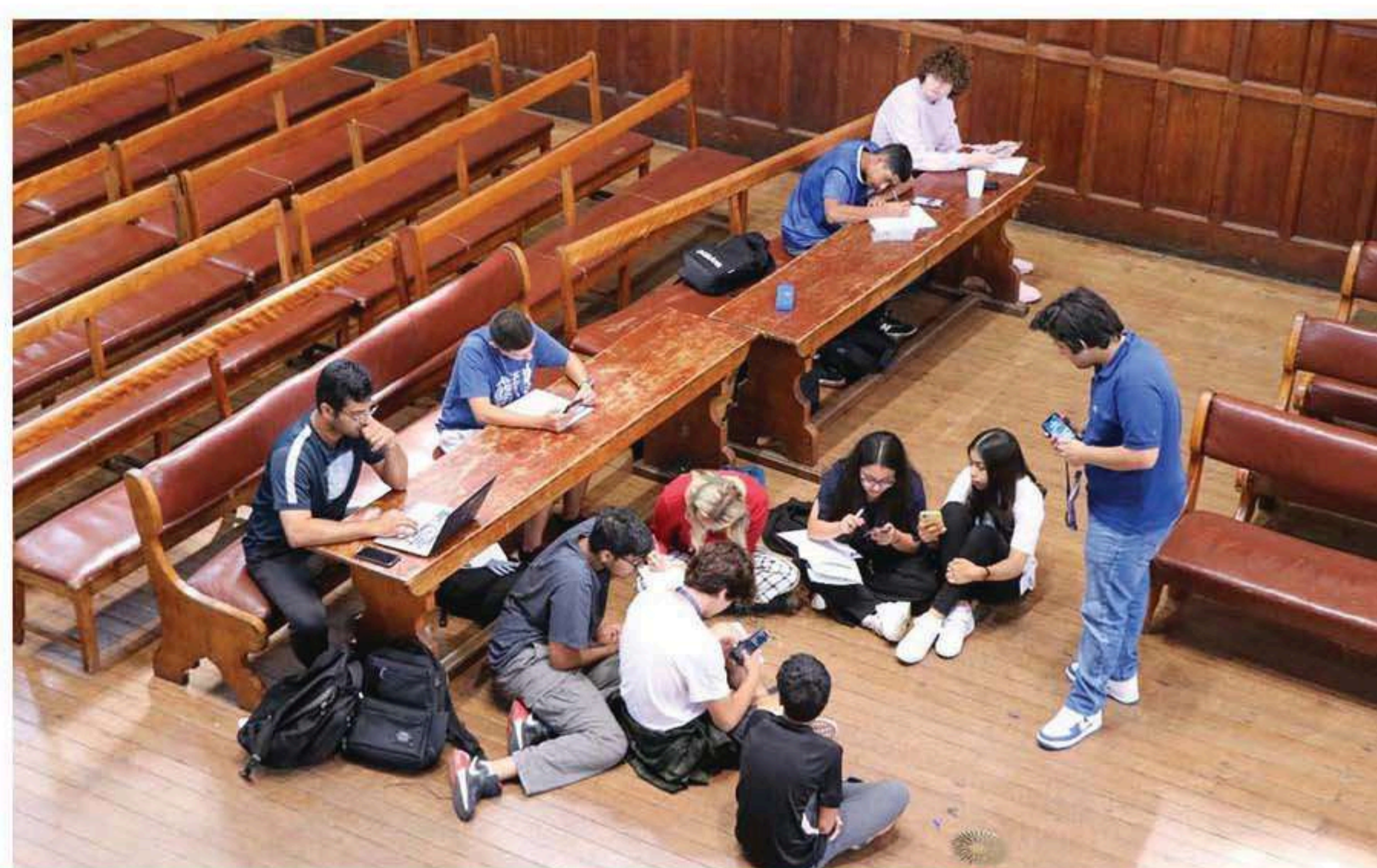
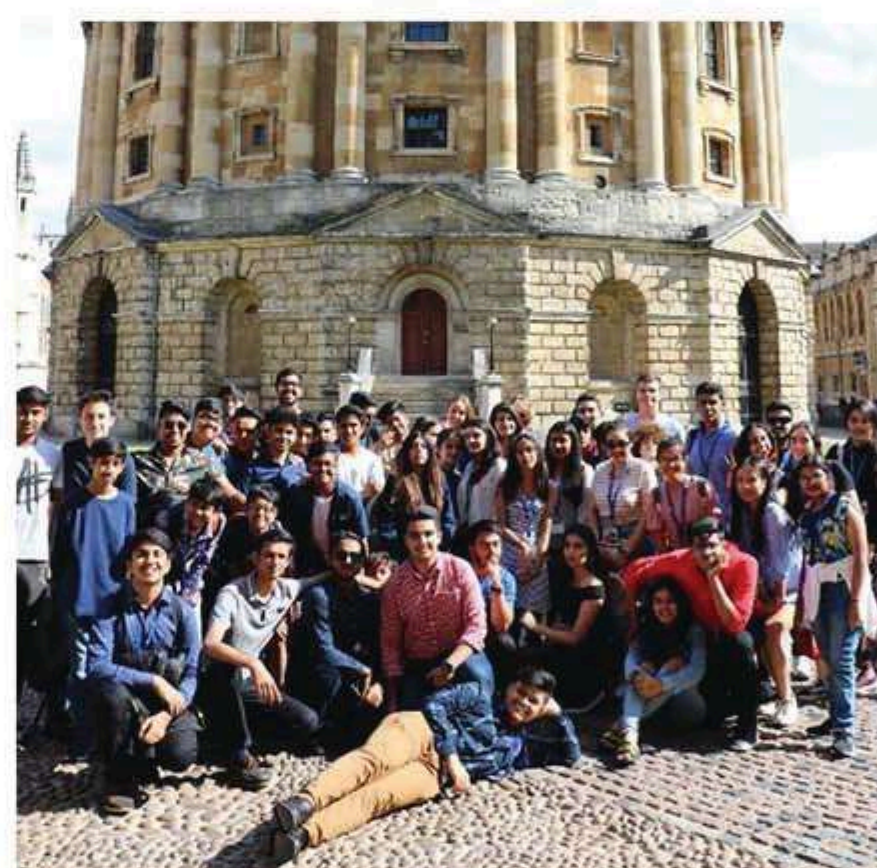
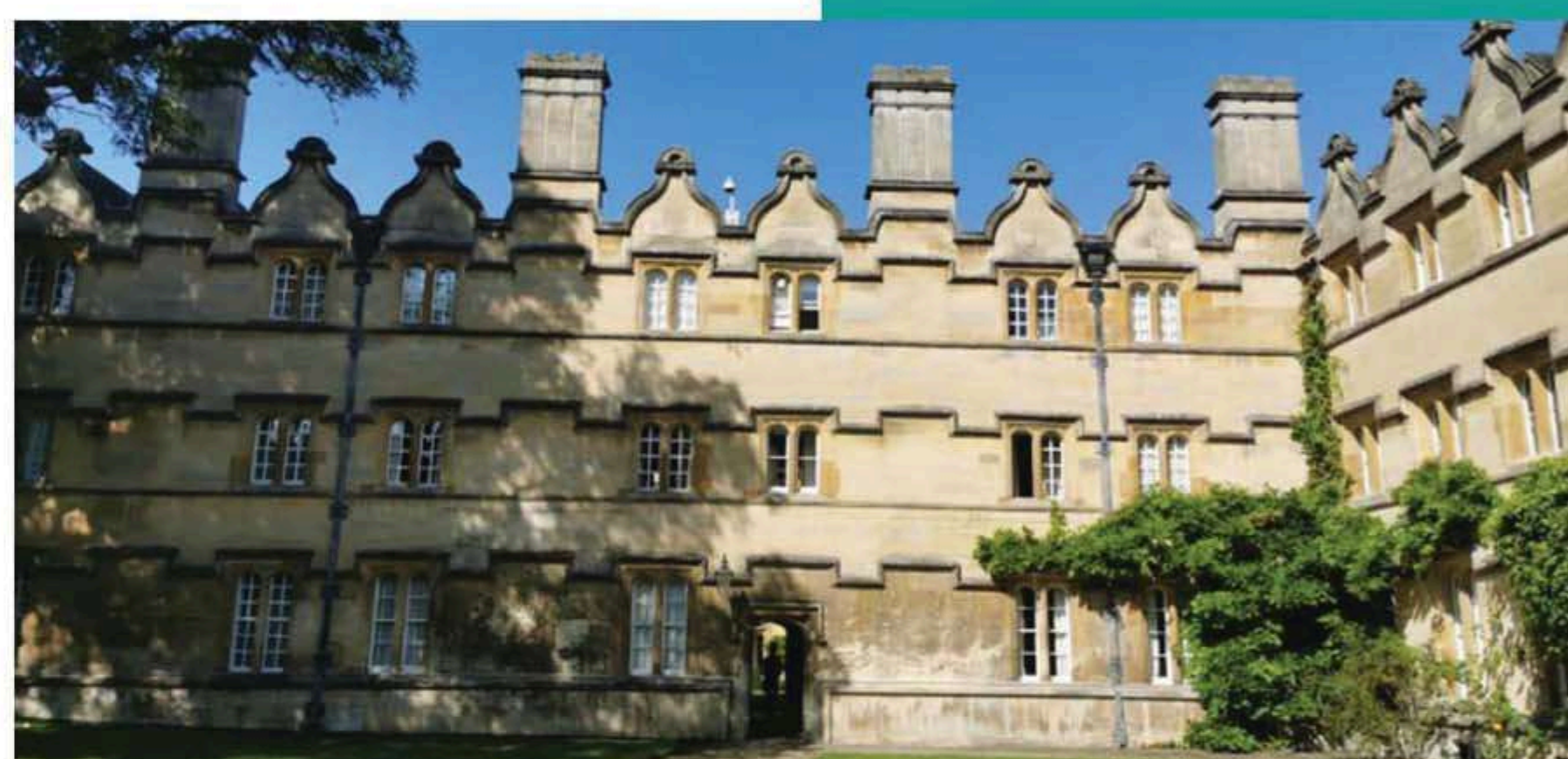


OXFORD-LONDON SUMMER PROGRAM

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STUDENT HANDBOOK



Visit Website :

www.oxfordsummerprogram.com

WEEK ONE

IMPERIAL COLLEGE LONDON,
PRINCE'S GARDEN

Watt's Way,
London
SW7 1BA



Welcome to your Summer with the Oxford Institute!

This handbook provides information about the Oxford-London Summer Program, your accommodation at Prince’s Garden (Imperial College London) and St. Anne’s College (University of Oxford,) and the surrounding areas. 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 at the Oxford Institute residences in London and Oxford.

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

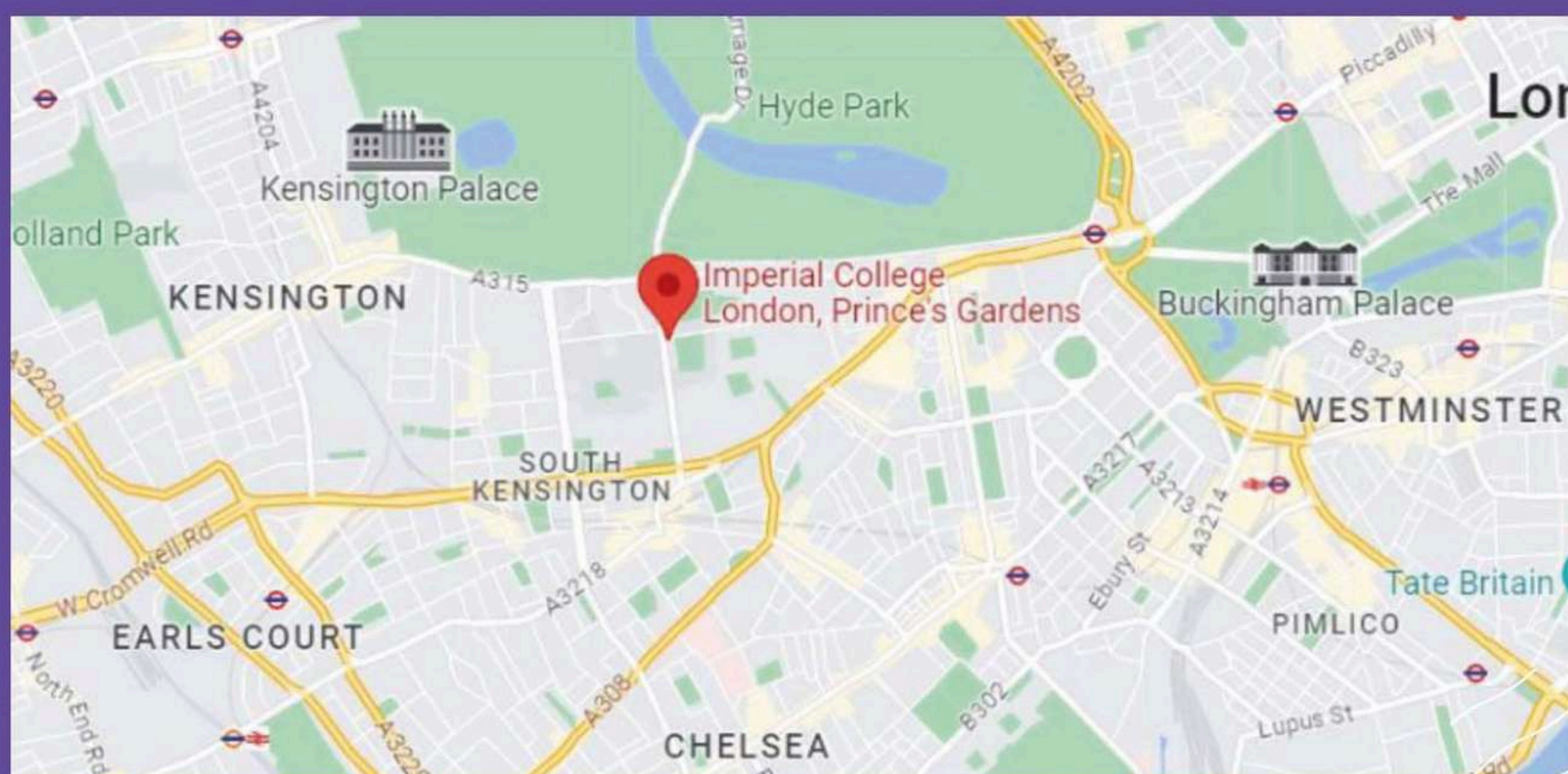
We hope that this will be a comfortable and happy home for you during your studies here at our school. In order to maintain a nice environment for your studies, we ask that all students respect a few simple rules, and be kind to each other.



IMPORTANT CONTACTS AT PRINCE’S GARDEN, LONDON

Reception (24/7)	49712 or 42872 from your room phone, or +44 (0) 207 594 9712 / 2872
Oxford Institute	+44 7983249792
Emergency (Police, Fire, Ambulance)	999
Non-Emergency (for example, to report a crime or make a non-emergency medical enquiry)	101
If you require urgent assistance	Please call 4444 from any internal phone in the hall or +44 (0)20 7589 1000
Nearby Hospitals with A&E Department	+44 (0)20 8746 8000 Chelsea and Westminster Hospital, 369 Fulham Road, London, SW10 9NH. +44(0)20 3312 6666 St Mary’s Hospital, Praed Street, London, W2 1NY
Nearest Dentist	+44 (0)20 7589 6623 Imperial College Dental Centre, Prince’s Gardens, SW7 1NA

RESIDENCE LOCATION – PRINCE'S GARDEN



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.

WIFI

Cabled internet access is available in all bedrooms. Free Sky Cloud WiFi is available throughout Prince's Gardens.

ITEMS AVAILABLE FROM RECEPTION

A number of items are available from reception including travel adaptors, fans, internet cables and additional pillows, linen and towels. All items are subject to availability; additional charges may apply.

CONSUMABLES

Toiletries, tea and coffee are provided on arrival and replenished every three days. Bottled water is provided on arrival, however tap water in the bedroom is drinkable.

BREAKFAST

Breakfast is available between **07:00 and 10:30 Monday to Friday** and **07:30 and 10:30 Saturday and Sunday**, and is served in the Senior Common Room, Level 2 Sherfield Building.

GUESTS

Guests are able to check in from 14.00 on the day of arrival. Check out is before 10.00 on the day of departure. Guests are politely asked not to delay their departure as this could cause inconvenience for others arriving after them.

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.

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.





FACILITIES

LAUNDRY

Laundry rooms are located in the basement of each hall. All machines operate using a mobile app which can be downloaded to your iPhone or Android phone. Details can be found in the laundry room. If you don't have a smartphone, please ask at reception for information on alternatives

ESSENTIALS CONVENIENCE STORE

Imperial College's own convenience store Essentials has everything you will need during your stay. The shop stocks all your day-to-day goods, including world foods, toiletries, newspapers, and greeting cards.

(Opening hours: Monday to Saturday 08.00 – 21.00 Sunday 09.00 – 18.00.

T: +44 (0)20 7594 5494 or 45494 from your room phone.

BANK AND ATM

An ATM is available at the Essentials Convenience Store.

A Santander branch is located on the Walkway, Level 2 Sherfield Building and offers a range of counter services and an ATM. The branch is open weekdays from 10.00 – 18.00. Alternatively, there are ATMs located in the Sherfield Building main entrance.

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.

ALCOHOL

There is similarly a strict zero-toleration 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 in possession of or using illicit substances.

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.

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.

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



STAFF

YOUR RESIDENTIAL DEAN

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 the reception available 24/7, or contact the residence emergency number.

All other enquiries should be directed to the school residence office during school hours.

CLEANING

Rooms are cleaned daily and linen changed every three days.

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.

Visit Website :

www.oxfordsummerprogram.com

WEEK TWO

ST. ANNE'S COLLEGE, UNIVERSITY OF OXFORD

56 Woodstock Road,
Oxford
OX2 6HS



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



IMPORTANT CONTACTS AT ST. ANNE'S COLLEGE

Reception (24/7)	Please go to the reception.
Oxford Institute	+44 7983249792
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



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

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.

Once you're registered you will seamlessly connect to THE CLOUD wifi without needing to reenter your username and password.

'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

Guests are permitted as long as they are respectful of the college. Please note, guests cannot be offered an extra bed or bedding if they are to stay overnight.

GUESTS

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.

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.

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.

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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.



USEFUL INFORMATION

TRANSPORTATION

South Kensington and Gloucester Road underground stations are a 10-minute walk away and are served by the Piccadilly, Circle and District lines. The number 360 bus stops outside Prince's Gardens on Exhibition Road. London buses operate on a cashless system.

A single bus journey costs £1.50 and you can pay with a contactless debit/credit card or contactless Oyster card.

LOCAL ATTRACTIONS

Located in the heart of London, your residence is within a few minutes of the **Natural History Museum, Science Museum, Victoria and Albert Museum, Hyde Park and Marble Arch**, and the **Royal Albert Hall** (which is just a five-minute walk away!)

Find out more at

<https://www.imperial.ac.uk/visit/summer-accommodation/tourist-information/attractions-and-activities/>

MEDICAL ASSISTANCE

For **emergency medical assistance**, please call 999 to access NHS emergency services. For urgent assistance on-premises, please also call 4444 from any internal phone in the hall or +44 (0)20 7589 1000.

For **non-emergency medical advice**, you can contact NHS Direct on 111, 24 hours a day, 7 days a week.

TRANSPORTATION/AIRPORT TRANSFERS

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 Prince's Garden in London – your accommodation. On arrival at London, you will be handed your student's IDs and other passes so your stay at London 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 in London at Prince's Garden.

For the second week, the Institute will handle all student transportation between London and Oxford. This will be done by coach.

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.

FREQUENTLY ASKED QUESTIONS

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.

Please feel free to reach out to a member of our staff if you have any problem, questions, or concerns.
We are here to help, and we hope you enjoy your stay!

OXFORD INSTITUTE TEAM

T: +44 (0) 1865 600 453

E: info@theoxfordinstitute.co.uk

W: www.oxfordsummerprogram.com