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WILLIAM & MARY PROGRAM AT OXFORD

This handbook offers guidelines that we hope you will find useful in making your preparations and while studying in Oxford. Please read the handbook carefully before your departure and **bring it with you** to England. The program policies are included, along with lists of important items to bring with you, tips for handling your money, and precautions for safeguarding your health and belongings. In an effort to serve you best, the material in this handbook is edited each year and contains the latest information available to assist you in preparing for your trip. While we do our best to provide you with the most accurate information, inevitably some changes may take place and we will need to make adjustments. Your program liaison and the Reves Center will keep you informed of any changes.

HANDY INFORMATION

SPRING NATIONAL HOLIDAYS		
Date	Holiday	Description
January 1	New Year's Day	
March 17	St. Patrick's Day	Northern Ireland only
Variable (April 22, 2011)	Good Friday	Religious Holiday
Variable (April 25, 2011)	Easter Monday	Religious Holiday
1 st Mon. in May	Early Bank Holiday	
Last Mon. in May	Spring Bank Holiday	
July 12	Orangeman's Day	Northern Ireland Only

AVERAGE MIN/MAX TEMPERATURES IN OXFORD (°F)					
January	February	March	April	May	June
36/45	36/46	37/51	41/55	46/62	50/67
July	August	September	October	November	December
55/72	55/71	50/65	45/58	39/50	37/46

TIME ZONE COMPARISON (OXFORD IS FIVE HOURS AHEAD OF VIRGINIA)				
Pacific (US)	Mountain (US)	Central (US)	Eastern (US)	Oxford
5:00am	6:00am	7:00am	8:00am	1:00pm
1:00pm	2:00pm	3:00pm	4:00pm	9:00pm
9:00pm	10:00pm	11:00pm	Midnight	5:00pm

US STANDARD-METRIC CONVERSION CHART			
DISTANCE		VOLUME	
1 inch	=2.54 centimeters	1 fluid ounce	=29.57 milliliters
1 foot	=30.48 centimeters	1 US gallon	=3.785 liters
1 yard	=0.914 meters		
1 mile	=1.61 kilometers		
		WEIGHT	
1 millimeter	=0.039 inches	1 ounce	=28.35 grams
1 centimeter	=0.394 inches	1 pound	=0.45 kilograms
1 meter	=3.28 feet	1 gram	=0.035 ounces
1 kilometer	=0.621 miles	1 kilogram	2.2 pounds

OVERVIEW AND DEADLINES

PROGRAM OVERVIEW

- **Host Institution:**
 - Hertford College, University of Oxford
- **Eligibility:**
 - Junior or Senior Status while abroad
 - At least 3.4 GPA and strong writing skills
- **Fees: (Dependent upon length of stay)**
 - Trinity Term (April – June): \$18,700.00
 - Hilary & Trinity Terms (January – June): \$31,500.00
 - Full-Year (Michaelmas, Hilary, & Trinity Terms: October – June)
- **Accommodations:**
 - On-campus

IMPORTANT DEADLINES

NOTE: deadlines and any other information regarding study abroad are available on the Reves Center website: www.wm.edu/offices/revescenter.

- December 1 (one year in advance of study) - Applications due
- May 1st - Deposit (\$1,500) due
- December 1st - Balance due for Hilary portion of 2-term option

BEFORE YOU GO

TRAVEL DOCUMENTS

- **Passport**

- You should apply as early as possible before departure to secure your passport through a Passport Agency (found in major cities), a local issuing office, a Federal or State Court House, or a Class I Post Office. You may also need to visit the US State Department's website for guidelines on applying or renewing your passport: http://travel.state.gov/passport/forms/forms_847.html
- Start the process early so that there will be plenty of time to resolve any problems that may arise. If you will be using your current passport, make sure that it is good for six months after your return to the U.S. If it is not, you will need to renew it.
- If you have never had a passport, you will need to complete an application and submit it in person or by registered mail along with two 2" x 2" photographs (passport photos are available through the W&M ID office or at almost any camera shop; inexpensive ones are also available at CVS drugstores), a certified copy of your birth certificate, and two checks, one for the application fee and one for the clerk's fee.
- If you have a current or expired passport, you may be able to renew by mail. Passport and renewal applications and guidelines can be obtained at http://travel.state.gov/passport/forms/ds82/ds82_843.html



- **Visa**

- United States citizens (and other non-visa nationals) do not require a visa to enter the United Kingdom to follow a course of study for less than six months. However, if your studies will last more than six months, or you plan to work at a job or internship, then you will need to get a visa. Caitlin Kennedy your admissions counselor at Oxford will sent you all necessary documents and steps to follow for the visa process. Additional information can be

found here: steps to apply online at

<http://www.visa4uk.fco.gov.uk/>.

http://www.ox.ac.uk/students/international_students/

STUDENTS WITH DISABILITIES

- Students registered with Disability Services at William & Mary should meet with the director of Disability Services (Dean of Students Office) and Director of Global Education (Reves Center) as soon as possible to begin a dialogue about accommodations needed to allow for a successful study abroad experience. Students seeking accommodations for a disability while abroad, yet not currently registered with Disability Services, should register immediately to avoid unnecessary delays. Visit the Disability Services website for documentation criteria:

<http://www.wm.edu/offices/deanofstudents/services/disabilityservices/disabilityregistration/index.php>

MONEY

A note on currency: Regardless of the level of financial resources you may have available for your period of study abroad, all students share the same need to have quick access to their funds and, at the same time, to have their money protected against loss. The currency of the United Kingdom is the British pound. You can check the current exchange rates on the web at <http://www.xe.com/ucc>.

Budgeting

- Your budget for incidental expenses will depend on your personal taste/extravagance and the amount of independent travel you intend to do before or after the program. The program fee covers most of your necessary expenses: some meals, tuition, and lodging. You are responsible for your round trip airfare to Oxford, incidentals, personal expenditures and any additional travel. Entertainment, travel and incidentals during the weeks of the program may vary greatly with individual tastes. You should expect to budget around one and a half times the amount you normally spend at home per week, or roughly \$125-\$175 per week, keeping in mind that expenditures will depend largely on your own spending habits and plans to travel. It is wisest to bring more than you expect to spend in order to be prepared for emergencies or for special occasions.

Know Before You Go: Money

Tips from past students

- “When planning your budget, take into account all of the things you will be paying for, such as: various document fees; taxi, subway or buses; eating out; and school supplies.”
- “Travel within Europe is cheap. Check the costs before you go, and consider budgeting some money for the occasional getaway.”
- “Talk with students who have already been there – they can give you a great idea of what to expect.”

Forms of Currency: Pros and Cons

Cash (British Pounds)	
<p><i>It is recommended that you carry approximately \$100 US dollars in pounds upon arrival, as you may not have immediate access to an exchange office or bank. An American bank can order foreign currency for you with a week's advance notice. Larger metropolitan areas can provide foreign currency services without delay.</i></p>	
<p>Pros:</p> <ul style="list-style-type: none"> ○ Many small businesses only take cash 	<p>Cons:</p> <ul style="list-style-type: none"> ○ Cannot be replaced if lost or stolen
Traveler's Checks	
<p><i>It seems to be getting more and more difficult to cash or use Traveler's checks for purchases throughout the world, so it is not recommended that you put a lot of money into this form. However, you may want to carry a small portion of your personal funds in traveler's checks, just in case you lose your ATM card. Be sure to purchase your checks from an internationally recognized source such as Visa, American Express, MasterCard, Thomas Cook, Barclays, Citicorp, etc. Check and see if your or your parents' bank account is one that allows the holder free traveler's checks.</i></p>	
<p>Pros:</p> <ul style="list-style-type: none"> ○ Can be replaced if lost or stolen ○ Can be obtained at local bank 	<p>Cons:</p> <ul style="list-style-type: none"> ○ Not accepted in many places ○ Extremely difficult to find a place that will cash them ○ Service charged to cash
ATM/Debit Cards	
<p><i>Before you leave, inform your bank that you will be abroad so that they do not cut off access to your account when they see multiple transactions from England. With a bankcard, or a VISA debit card, you can withdraw money directly from your home bank account in Pounds, and receive a favorable exchange rate. Make sure to inquire at your bank here about their daily or weekly limit on withdrawing funds and about fees charged for the use of foreign teller machines. Returning students increasingly recommend ATM cards over traveler's checks as the most convenient way to obtain cash abroad. If you remember your PIN number as an alphabetic combination, be sure you know its numeric equivalent: ATM keyboards abroad only display numeric keys. Know the number to call in Oxford to report loss or theft of the card before leaving the United States.</i></p>	
<p>Pros:</p> <ul style="list-style-type: none"> ○ Good exchange rate on withdrawals ○ Money in US banks can be withdrawn as pounds in Oxford ○ If lost or stolen, cannot be used without PIN 	<p>Cons:</p> <ul style="list-style-type: none"> ○ Not all cards work overseas – check with your bank ○ Fees charged for withdrawals, often by both the US and Chinese banks ○ ATMs are sometimes hard to find
Credit Cards	
<p><i>The card you present must be in your name as given on your passport. At the request of a cardholder (e.g., your parent/guardian), most major lenders will provide an additional card in the name of a dependent authorized to use the account. It is wise to inform your credit card company that you will be abroad, to avoid the possibility of their considering purchases in England "suspicious activity" and blocking your card. A VISA cash advance is a more reliable means of obtaining additional funds than a cashier's check or a wire transfer. You can receive the cash advance in the local currency.</i></p>	
<p>Pros:</p> <ul style="list-style-type: none"> ○ Good exchange rate ○ Reliable source of funds in emergency situations ○ Visa and MasterCard most widely accepted 	<p>Cons:</p> <ul style="list-style-type: none"> ○ Not accepted everywhere ○ Some places require minimum purchase ○ Must be used responsibly ○ Extra fees often charged for spending abroad – these can quickly add up

PRE-DEPARTURE CHECKLIST

- Read through this entire handbook to assure that you are fully prepared for your study abroad experience.
- Complete online post-acceptance requirements. Check <http://www.studyabroad.wm.edu> for details.
- Apply for a passport, or make sure that your current passport is valid for six months past the date of your anticipated return. If not, renew your current passport.
- Collect any other entry documents you are required to take with you, such as confirmation of finances, immunization records, and so forth.
- Attend all orientation sessions to which you are invited.
- Clear all registration holds and make sure all outstanding balances are paid.
- Get a physical, dental check, and eye exam, and be sure to receive appropriate inoculations.
- If eligible for aid, complete financial aid application materials.
- Make sure you have personal property insurance coverage while abroad.
- Forward your mail by leaving your permanent U.S. address with the William & Mary post office.
- Contact Parking Services. You may be eligible for a partial parking decal refund if you are abroad during the spring semester.
-
- Meet with your faculty advisor to discuss your course work abroad and how the courses may fit into your academic plan.
- Be sure you know how the host institution credits will convert to W&M credits. Be mindful that the maximum number of transfer credits that can be awarded each semester is 18 and that you must enroll in (and complete) at least the equivalent of 12 W&M credits per semester.
- Obtain pre-approval transfer credit for as many of the courses you want to take abroad as possible. You will need to meet with the designated faculty member in each academic department for course approval. Allow for several weeks to complete this task. See GEO website for specific instructions:
<http://www.wm.edu/offices/revescenter/studyabroad/students/onceacceptedwhileabroad/coursecredit/index.php>
- Register your time abroad with the State Department;
<https://travelregistration.state.gov> for U.S. citizens
- If you will be receiving financial aid and expect a refund to cover study abroad costs, make arrangements for how to access these funds.
-
- Make an appointment to meet with your financial aid advisor if you have questions about how your aid will transfer
- Register for William & Mary classes for the following semester during the class registration period. You will be dropped from these classes once your participation in

the study abroad program is confirmed, but until that time it is highly advisable for you to have the safety net of a full course load for the coming semester.

- ❑ Make an appointment with the W&M Student Health Center to make sure all of your immunizations are up-to-date and discuss strategies for staying healthy while abroad.
- ❑ Check my.wm.edu and Banner Web to see if you have outstanding bills, as your account must be clear of any holds before you may study abroad.
- ❑ Verify with the Dean of Students' Office that you may study abroad. If you are on academic or disciplinary probation, you must receive approval from the Dean of Students' Office before you may study abroad. Notify GEO of any potential difficulties as they arise.
- ❑ If you are currently in counseling, discuss with your counselor strategies for making your study abroad successful.
- ❑ Contact Residence Life and Dining Services to cancel meal plan and housing while studying abroad.
- ❑ Make three copies of your passport, visa, and insurance cards. Leave one copy with your family, one in your checked bag, and one in your carry on. Upon arrival in Oxford, give one copy of your passport to the Program Director.
- ❑ Make sure you have the credit cards, bank cards, and telephone cards which you are planning to use in Oxford. Make two photocopies of each – one set for your carry-on bag, one set to leave with your family.
- ❑ Gather a full supply of all medications and prescriptions to bring with you.
 - Check the “Pre-Departure” considerations in the “Health” section of this book for additional steps to take.
- ❑ Make sure you understand the coverage provided by your CISI health insurance plan. Once in country, be sure to **carry your CISI card** and emergency contact information with you **at all times**.
- ❑ Notify your bank and credit cards of your travel dates & locations, so that use of your cards during your travels will not be flagged or blocked as suspicious activity. Inquire about the daily limits for you to withdraw cash while overseas and familiarize yourself with your bank's fees. Leave unnecessary cards and ID's at home.
- ❑ Make copies of passport, visa, credit/debit cards, insurance cards, etc. Leave set of copies with family and pack one set separate from originals.
- ❑ If you will be receiving financial aid and expect a refund to cover study abroad costs, make arrangements for how to access these funds.
- ❑
- ❑ Arrange with Campus Mail to forward to your home address mail that arrives while abroad.
- ❑ Assure that you have all of the contact information for any William & Mary faculty and staff you might need to contact while abroad.
- ❑ Make your travel arrangements – see “Traveling to Oxford” section for more information.
- ❑ Purchase travel insurance to cover any unforeseen events like flight cancellations or personal events that would delay travel dates.
- ❑ Plan a budget and an emergency fund of at least \$250 – see “Money” portion of the “Before You Go” section for more information.

- ❑ Arrange with your bank to have \$100 US in British Pounds to bring with you.
- ❑ Purchase a good travel guide – see “Excursions & Activities” section for suggestions.
- ❑ Bring several extra passport-sized photographs for miscellaneous use.
- ❑ Back up all computer files such as documents, photos, and music, and keep copies separate in case of loss, theft, or malfunction.
- ❑ Know where to go upon arrival, and how to get there.
- ❑ Know the time difference between your hometown and Oxford – see “Handy Information” section for a time zone conversion chart.
- ❑ Read about the history, economy, and culture of the United Kingdom and Oxford.
- ❑ Familiarize yourself with current events in the United Kingdom and Oxford.
- ❑ Be aware of your own cultural values, and realize that people you meet may have different cultural values.
- ❑ Begin the mental shift, for soon you won’t be in Virginia anymore!

Know Before You Go: Prepare Yourself

Tips from past students

- “Be aware of culture shock, and understand that there are many things that will be different that you wouldn’t even have expected.”
- “Take time to be by yourself and think about the trip ahead of you. Clear your head and become open-minded.”
- “Get your mind and attitude in the right place. If you want things to be just like at home, stay in Williamsburg. Come prepared to have fun and be open minded. You will experience a different culture and enjoy every moment. It’ll all be over before you know it.”
- “If you want to travel outside of England, plan ahead. Find out how much trips will cost, and plan that into your budget before hand. Also, check what kind of entrance documents you might need if you want to leave England for another country.”



PACKING

WHAT TO BRING

Keep in mind that you will be carrying your stuff around a lot. **Pack lightly!**

PACKING CHECKLIST

Look the following list over to assure that you remember to bring everything that past travelers have found to be important. Make sure to put together a separate list of other essential items if necessary, and always double check!

ESSENTIAL ITEMS:

- Passport
- Two photocopies of your passport – keep one yourself and leave the other with the Program Director.
- Photocopies of all and travel immigration documents, prescriptions, etc.
- Plane tickets
- Money
- ATM and credit cards
- Study Abroad Guide and Program Handbook
- Arrival info sent by Program Director and host institution
- Prescription medications¹
- Emergency contact numbers

CLOTHING:

- 3 pairs of pants – 2 casual, 1 dressier
- 1 or 2 dresses or skirts
- 1 formal outfit for University functions
- 5 casual shirts
- 1 set of pajamas
- 1 sweatshirt and sweatpants
- 1 or 2 sweaters
- 7 pairs of sox and underwear
- 1 pair comfortable walking shoes
- 1 pair comfortable dress shoes
- 1 pair of sandals or flip-flops
- 1 swimsuit
- 1 coat
- Scarf, gloves and hat
- Clothes detergent packets for sink washing

TOILETRIES (keep it small!):

- Toothbrush, toothpaste, dental floss
- Shampoo, soap
- Deodorant
- Lip balm, hand sanitizer
- Towel and washcloth
- Contraceptives
- Non-prescription meds
- Cosmetics
- Contact lens/glasses necessities and prescription
- Insect Repellent

ACCESSORIES:

- Umbrella
- Hand and bath towels
- Laptop computer and cord
- Laptop cable lock
- International Student Identity Card (ISIC)
- Sewing kit, safety pin
- Sunglasses
- Camera, memory cards, camera case
- Travel guides, phrasebooks, maps
- Power converter to use American appliances in England
- Alarm clock
- Shoulder bag or backpack for day trips
- Gift items for host family (if applicable)
- Photos to share²
- Bicycle lock and chain to lock your suitcase to overhead baggage rail on long distance train and bus trips

¹ Be sure to bring enough medication for your entire stay, along with prescriptions and an explanation of why the medication is required. Please note: it is illegal for your parents (or anyone else) to mail prescription medications to you in another country, so it is essential that you arrange to have a full supply of medications to bring with you.

² Don't bring any photos you can't afford to lose. Consider making an online photo album before you go so as to avoid losing important keepsakes.

ALLOWED ITEMS

Be sure to check the following websites for information on what is (and is not) allowed to be carried on an airplane:

- <https://www.tsa.gov/travel/security-screening/whatcanibring/all>
- <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>

PACKING TIPS

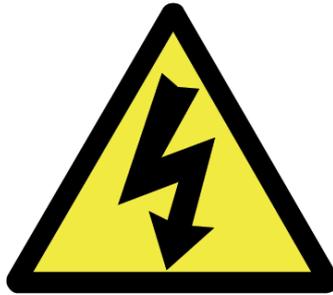
- **General**
 - Many items you need can be purchased once you've arrived in Oxford. For example, bring travel-sized toiletries to keep your bags light, and purchase full-sized items once you've arrived.
 - Do not bring any items of sentimental value that you couldn't bear to lose.
- **Luggage**
 - **Pack only what you can carry by yourself up 2-3 flights of stairs.** A wheeled duffle bag or suitcase plus a generous tote or backpack for weekend travel should suffice. Returning students recommend that your carry-on be a backpack rather than a handheld bag if you plan to do any extra traveling.
 - Do not pack valuables in your checked luggage.
 - Put address labels and contact information inside and outside each piece of luggage.
 - Pack medications in your carry-on luggage.
 - Pack all sharp objects securely in your checked baggage.
 - Pack all liquids in plastic bags to avoid leakage during travel.
 - Place your camera in your carry-on. If you take film, carry it in a lead-lined travel pouch (available at camera stores).
 - Put TSA-approved locks on all of your luggage so that it can be opened without the lock or bag being destroyed.
- **Clothes**
 - Oxford is cool, even in the summer, with average temperatures during the warmest months in the 70s. Check the "Handy Information" page in this handbook and plan your outfits for the average temperatures during your stay.
 - Bring easy care clothing items that are lightweight, drip dry, and wrinkle-proof such as knits, permanent press and cotton clothes.
 - Dark colors are more practical than light, as they do not show dirt as easily.
 - Pack clothes you can mix and match so as to give your wardrobe as much variety without having to pack as much.
 - Only bring clothes you can imagine wearing often.
 - Bring clothes that you can layer for various temperatures.
 - Do not bring clothes that immediately mark you as 'foreign' – avoid items with obvious American logos, or other symbols that will immediately mark your outsider status.
 - Roll clothes instead of folding them; you will fit more in the bag, and have fewer wrinkles upon arrival.

Know Before You Go: Packing Smart

Tips from past students

- “Bring a backpack suitable for class and also big enough to take on weekend trips. But do not put anything valuable in your backpack, like passport or money. One current student suggested bringing a big back pack for traveling and a smaller one for everyday use.”
- “Put all valuables, passport, money, ATM card, etc in a money belt around your waist or neck.”
- “Bring over-the-counter medications, favorite brands of toiletries, and of course any prescription meds since these are not always available and are more expensive.”
- “I wish someone had warned me to leave more room in my suitcase! Since there is a weight limit for plane travel, make sure you're within it or you'll have to pay an extra (expensive) fee.”
- “Bring from home: deodorant, bars of soap and pack light on clothes save for underwear and socks.”





AN IMPORTANT NOTE ON ELECTRICITY IN OXFORD

Oxford operates on 230 voltage electricity with 50 Hz (American appliances typically operate on 120 V and 60 Hz), so your home appliances will not work unless you use a converter. The exceptions to this are laptop power cords and charges for such equipment as iPods and cameras. These can handle British 230 voltage, but even if you do not need a converter you will always need a plug adapter to fit American plugs into British outlets. It is best to wait until you're in Oxford to purchase converters/adapters, since they are cheaper there. See the following chart for easy ways to find out what kind of converters you will need.

HOW TO DETERMINE IF YOU NEED A VOLTAGE CONVERTER OR JUST A PLUG ADAPTER



- To the left is a picture of the back of a Sony power brick that requires 120 volts of AC electricity at 60 Hz or cycles per second. You will need a voltage converter to run the device that this attaches to. It's very low wattage though, only 6 watts, so you don't need a big, expensive converter.
- The back of this Canon battery charger shows it will handle any voltage from 100 to 240 at 50/60 Hz. This was designed to work just about anywhere in the world, and the US version will work in the United Kingdom by using a plug adapter as seen below.
- Here is all you need to convert the US rectangular pronged plug to a British 3-prong plug. These can be purchased in the US or UK.

TRAVELING TO OXFORD

You are responsible for your own travel arrangements to Oxford and back to the U.S.

Tips for Travelling

- Begin making your travel plans early. Airfares increase rapidly as the travel date approaches and the number of available seats becomes more limited.
- The Reves Center highly suggests you consider purchasing travel insurance when you book your flights for studying abroad. It will be your responsibility to find alternative flights or accommodations if flights are cancelled or delayed due to weather or natural disasters. The College does not accept any financial responsibility for such occurrences.
- Your International Student Identity Card entitles you to student discounts in airfare.
- Shop around. Some good places to find cheap airfare include (but are not limited to):
 - Student travel services
 - STA Travel www.statravel.com
 - Student Universe www.studentuniverse.com
 - Travel websites
 - Cheap Tickets www.cheaptickets.com
 - Expedia www.expedia.com
 - Fly Cheap www.flycheap.com
 - Orbitz www.orbitz.com
 - Travelocity www.travelocity.com
 - Ticket Consolidators
 - Check the Sunday travel sections of the Washington Post, the New York Times, and other major newspapers



Don't forget to call home!

As soon as possible following your arrival, remember to call your family to let them know you have arrived safely. This will not only save them from worry, but also help the Reves Center and the Hertford College staff from receiving panicked phone calls regarding your whereabouts.

Once You Arrive

If you fly into Heathrow Airport there is a frequent bus service between Heathrow and Oxford. You should alight at the "High Street/Queens lane" stop. From there Hertford College is one city block further down the High Street moving in the same direction as the bus. Turn right onto Catte Street and walk past the large domed building (the Radcliffe Camera) on your left. Hertford will be on your right directly across from the Bodleian Library. If you get off the bus at the final stop, Gloucester Green, you will need to get a Taxi to Hertford which will cost about £5.00. If you fly into Birmingham airport there is a good train link to Oxford and you can catch a taxi at the station. When you arrive in Oxford, please come to the main Hertford College building in Catte Street. If you arrive by public transport, we advise you to take a taxi from the train or bus station to the main Hertford College site, and ask the taxi to wait outside while you register your arrival with the Lodge. You will then be able to collect the keys to your room.

Please ask the Lodge staff and then someone will accompany you to your room and help you to settle in and answer any immediate questions that you may have. For further details, you may wish to look at the Hertford College website, www.hertford.ox.ac.uk and then go to the transport section. Upon Arrival you will have a general Orientation meeting and individual meetings with the Tutor for Visiting Students. You will be given a Welcome lunch, and be shown the college library and have an IT induction session so that you can connect to the internet and access your Hertford email account. Within a few days of arriving you will meet the college Chaplain and the College Nurse, as well as graduate and undergraduate student representatives and your “college family” (buddy system). You will receive inductions to the faculty and University libraries. There will be students specially appointed to look after you in your first few days, who will show you around and help with any questions you have.

Check out Oxford’s pre-arrival website:

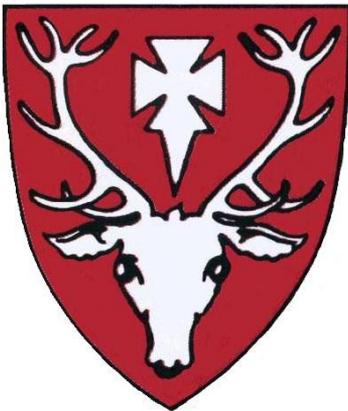
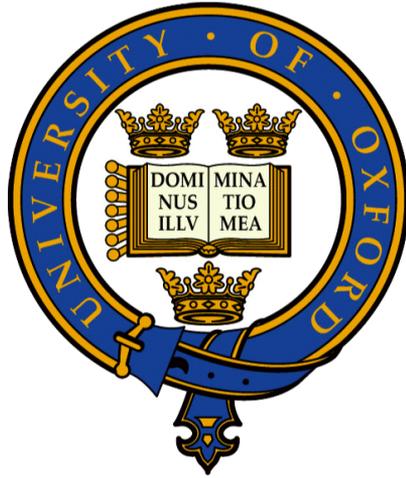
<http://www.ox.ac.uk/students/new/beforeyouarrive/>

COURSEWORK

HERTFORD COLLEGE AT THE UNIVERSITY OF OXFORD (<http://www.hertford.ox.ac.uk/>)

Oxford is the oldest university in the English-speaking world and lays claim to nine centuries of continuous existence. As an internationally renowned centre for teaching and research, Oxford attracts students and scholars from across the globe, with almost a quarter of our students from overseas. More than 130 nationalities are represented among a student population of over 18,000. Oxford is a collegiate university, with 39 self-governing colleges related to the University in a type of federal system. There are also seven Permanent Private Halls, founded by different Christian denominations. Thirty colleges and all halls

admit students for both undergraduate and graduate degrees. Seven other colleges are for graduates only; one has Fellows only, and one specializes in part-time and continuing education.



College is known for its “progressive yet friendly” atmosphere and maintains high academic standards.

There is no clear date of foundation, but teaching existed at Oxford in some form in 1096 and developed rapidly from 1167, when Henry II banned English students from attending the University of Paris.

Oxford is one of Europe's most innovative and entrepreneurial universities. Drawing on an 800-year tradition of discovery and invention, modern Oxford leads the way in creating jobs, wealth, skills and innovation for the 21st century. The leading UK university for knowledge transfer and commercial spin-outs, Oxford was also the UK pioneer in developing a university intellectual property policy.

Students in this William and Mary program enroll directly at Hertford College, one of the 45 constituent colleges and halls of the University of Oxford. Herford

Visiting students at Hertford are treated like their regular undergraduates both academically and socially. If your application to Hertford is successful, you are accorded the status of “Registered Visiting Student” at the University of Oxford. This status gives you access to the world-class Bodleian Library and all on line journals and resources, borrowing rights at all faculty libraries and Hertford College library, as well as the right to attend all lectures and seminars open to Oxford undergraduates. A particular treat are the “Special Lectures” held at 5pm given by eminent academics or people in high profile public roles. You will have tutorials like Oxford undergraduates, and be included in college subject seminars as well as have access to college and university societies and sports facilities.

Students may enroll in courses from the full university curriculum, with the exception of business and science courses. In the summer term it is possible to do certain physics courses and some math courses can also be provided. Tutorial subjects should be chosen in consultation with Dr Talbot Taylor at the Reves Centre and the Tutor for Visiting Students at Hertford, Dr Josephine Reynell. Tutorials topics can be chosen from, but not limited to: Anthropology, Classical Studies, Economics, English, History, Philosophy, Government, Religious Studies and Sociology.

The hallmark of Oxford University is the individualized tutorial system. A tutorial is an hour long meeting with a tutor. You will have one or two tutorials per week. This is an unparalleled form of teaching, which is intellectually stimulating, effectively developing a student’s analytical abilities as well as the ability to argue cogently. Added to which it enables students to pursue their own particular interests in a topic. Not surprisingly, visiting students frequently highlight their tutorials as one of the most rewarding aspects of study at Hertford.

Tutorials are based upon independent study in the library. For each one hour tutorial you will need to do about 20-25 hours reading and writing. Each week students research and write a short essay (2000 words) in answer to a particular question given to you by your tutor. The arguments presented in the essay are used as a jumping off point for the tutorial discussion. The tutorial is an hour long and tutorials are usually one to one. Students are expected to defend their arguments in the tutorial and it is the tutor’s job to help students develop their ability to argue clearly and logically. To find out more, visit:
<http://oxcheps.new.ox.ac.uk/Publications/theoxfordtutoria.html>.

Visiting students coming for the full Spring semester, or Oxford’s Hilary and Trinity Terms (January – June) have the same program of tutorials as full time Oxford undergraduates. During the 8-week term each student has 12 one-hour tutorials. These are divided into two sets which cover two different subject topics. For example, a student might choose to do a primary tutorial in English and a secondary tutorial in philosophy. The primary set will consist of 8 tutorials, and the secondary set will consist of four tutorials. Students coming only for Oxford’s Trinity term (April- June) do 18 tutorials spread over 10 weeks. These are divided into three sets of 6 tutorials each and you choose a different topic for each set. So for example, if you are an English major you might choose to do one set on Victorian Literature, one set on Shakespeare and one set on Twentieth Century Poetry.

Tutors are extremely helpful and will give you all the right advice and support to help you get the most out of your tutorials. The Tutor for Visiting Students is also available as much as you need to help with any academic queries. You need to organize your timetable carefully in order to get your work done but as you will not have daily classes you will be able to get your research and writing done for your essays during the day. There are a huge number of lectures available for you to attend but you need to be selective as to which ones you go to. Your subject tutor and the Tutor for Visiting Students will be able to advise you.

Know Before You Go: Hertford College

Tips from past students

- “Support services from Hertford College staff: they're incredibly helpful. No matter what you need, contact Josephine Reynell at visiting.students@hertford.ox.ac.uk.”
- “Pick tutorial subjects that you wouldn't get a chance to study in depth at WM. Don't do survey-level courses, Oxford's not made for it.”
- “Academic standards are very, very high. The challenge is fun, but it's just that: a challenge.”

USING SWEM LIBRARY RESOURCES WHILE ABROAD

Swem Library resources can be accessed from abroad if you need to do research:

- All of the library's electronic resources, including databases, library catalog, subject guides, and so on, are available on any computer with an internet connection, no matter where in the world you are. Just go to <http://swem.wm.edu>, and be sure to have your WM user ID and password.
- Swem owns a substantial collection of e-books, current and older electronic books that can be read in their entirety online. These books can be found and accessed through the library's online catalog.
- Students can contact the reference desk via email, IM, and chat for research assistance. All contact information can be found at <http://swem.wm.edu/services/reference/>.
- Students can reference materials by Skype at swemreference if Swem is online or to set up an appointment for a chat.
- All the other means of getting reference assistance are still in place, including the text chat box <https://swem.wm.edu/research/ask-us>
- Students needing journal articles that aren't available online in full text format may go to <http://swem.wm.edu/services/ill/ill-away.cfm> for more information on placing an ILL request.
- RefWorks, the library's online citation management tool, can store and organize references online. It can also be used to print bibliographies in all popular styles, including APA, MLA, & Chicago. RefWorks is accessible by visiting <http://swem.wm.edu/resources/refworks/>.

Know Before You Go: Coursework

Tips from past students

- “There is a lot of stuff to see and do in Oxford, so it can be easy to get sidetracked from your coursework. Make it a priority, because the professors can be very demanding!”

EXCURSIONS & ACTIVITIES

Hertford College does not organize excursions. However, there is a huge amount to do on campus. As a registered visiting student you are eligible to join any Hertford or University society and there is quite a range from sports, dance, drama, music and debating to name just a few categories. Hertford College itself has men and women's football teams, rugby teams, as well as volleyball, squash and tennis. If you like singing then the Hertford Chapel Choir is well worth joining. There are a wealth of student theatre productions and concerts every week within the university and a number of excellent university museums and art galleries. You are made members of both the graduate and undergraduate student bodies (MCR and JCR) who organize events throughout term such as quizzes, film nights and "bops" (dances). In particular the MCR organizes groups to have formal dinners in other colleges and of course there are weekly candlelit formal dinners in Hertford College to which you can sign up.

OFFICIAL AND PERSONAL TRAVEL OPTIONS

Students who wish to go and visit another city at the weekend will need to make their own arrangements to catch a bus or train. Cheap deals can be found on the internet. The cheapest way to go to London is via the Oxford tube bus, and if you are prepared to book ahead via the internet you can get "megabus tickets" for a fraction of the normal price.

GUIDEBOOKS

Consider purchasing a travel guidebook prior to leaving the United States to help you make personal travel plans. These can be purchased at bookstores like Barnes & Noble, or online. Some guidebook publishers include:

- *Eyewitness Travel Guide* (<http://us.dk.com/static/cs/us/11/travel/intro.html>)
- *Fodor's* (<http://www.fodors.com>)
- *Let's Go* (<http://www.lets-go.com>)
- *Lonely Planet* (<http://www.lonelyplanet.com>)
- *Rick Steves' Books*
(http://www.ricksteves.com/books/update/update_menu.htm)

Know Before You Go: Travel

Tips from past students

- "Make time at the beginning or end for personal travel; you won't have much during the term because of the work load, other than a day trip to London, Bath, etc."

HOUSING AND MEALS

HOUSING

You will come to Hertford College as a registered visiting student. You will be housed near other students who are at a similar stage in their academic progress, and with whom you will have the most in common. Students are either accommodated in en-suite rooms in the graduate center overlooking the Thames River, or in the second and third year student houses across the road from the graduate center on Abingdon Road. These rooms have shared bathrooms. If rooms become available we sometimes house one or two students on the Catte Street site but this will be with Hertford first year students. All students are given access to 100Mb internet service, a telephone line, and wash basins. Access to communal kitchens is also provided.

The 10 minute walk from your housing to Hertford takes you past some of Oxford's landmark sights, beginning with the graceful meadows of Christ Church College and the medieval cobbled street of Merton Lane. Crossing High Street, you pass the University Church of St. Mary the Virgin (whose tower affords excellent bird's eye views of Oxford) and the imposing white stone walls of the Radcliffe Camera, which is part of the Bodleian Library.



MEALS

Breakfast, lunch and dinner can be taken either in the main dining hall at Hertford College and breakfast and dinner can be taken in the dining hall at Warnock House, which is one of the undergraduate houses mentioned above. The food is varied, delicious and filling as well as being very cheap, as all meals are highly subsidized.

Know Before You Go: Campus Living

Tips from past students

- “All rooms are singles, 15 minutes' walk from college proper.”
- “Meals are generous and hearty, but not very varied. There are lots and lots of potatoes, peas and cabbage.”

COMMUNICATION

ONLINE

There are a variety of ways to get in touch with family and friends back home via the internet, including old standards such as email, Facebook, and IM. Blogging is also a great way to keep family and friends updated on your activities when you don't have enough time to contact each person individually. Go to blogs.wm.edu to set up a free blog through William & Mary's IT department, or search for other free online services such as Blogger and Live Journal.

WEB-BASED PHONE CALLS

Skype (www.skype.com) and Yahoo Messenger (messenger.yahoo.com) are both great ways to talk or even video chat for free. To use either site, you will need to purchase either a microphone or a webcam, and your calling partner will need the same for computer-to-computer free calls. It is also possible to buy Skype credit, which can be used to call from computer to phone. Visit the sites for instructions, and to sign up.

PLACING INTERNATIONAL PHONE CALLS

See the "Handy Information" section for a time zone conversion chart before you call!

Calling Oxford from the United States: Dial 011-44+1865+ phone number.

Calling the United States from Oxford: Dial 00-1+ phone number.

CELL PHONES

Before going abroad, check with your cell phone provider or the staff at the Hertford College to see if your model will work in the United Kingdom. Many cell phones accept new SIM cards that allow you to use your phone to make local calls.

PHONE CARDS

The Zaptel phone card is a handy way to keep in touch with family at home. Rates are good and plans allow family at home to add money to the account if they wish. Check it out at: <http://www.zaptel.com/>. Another great option is <http://www.firstphonecard.com>.

Know Before You Go: Communication

Tips from past students

- "Wifi is almost non-existent in most of Oxford, but you get set up with an account that allows you to use the network ports all over the campus."
- "I bought a \$30 prepaid vodafone once I got to Oxford, and that worked well for me."

HEALTH

PRE-DEPARTURE

- You should have both dental and physical check-ups before you leave.
- If you wear glasses or contact lenses, take extras and have your prescription with you. Also take supplies of contact lens solutions, cleaners and enzymes which are sometimes hard to find abroad.
- If you know you will require medication while traveling abroad, obtain a full supply before you leave. Take frequently used over-the-counter meds with you and sufficient quantities of any prescription medications you are taking to last through the entire program.
- You should carry up-to-date prescriptions and/or a statement from your doctor, especially if you will be carrying insulin, a syringe or any narcotic drug.
- Be sure all medicines are clearly labeled to avoid potential problems going through customs. Keep all vital medicines in your carry-on to ensure a constant supply if your luggage is lost or delayed.
- Check if the United Kingdom restricts usage of any drugs that you can obtain by prescription here in the United States.
- If you suffer from motion sickness, bring medication with you to avoid problems on bus trips and airplane excursions you might take.
- Bring documentation from your doctor of what medicines you are and are not allergic to, in case you need an antibiotic, penicillin shot, and so forth.
- You are **required** by the University to have a Meningitis C vaccination before arriving in Oxford. Meningitis A & C (or ACWY) vaccine is acceptable if Meningitis C vaccine is not available.

IMMUNIZATION

Aside from getting the required Meningitis C vaccination, you are encouraged to consult the Center for Disease Control to verify which vaccinations are recommended for prolonged stay in England: <http://wwwnc.cdc.gov/travel/destinations/united-kingdom.htm>. Remember to consider any travels you might want to undertake while abroad for the semester or the year. If you prefer to talk to someone in person about the currently recommended immunizations, you can call Travel Health of Williamsburg at (757) 220-9008 (located at 287 McLaws Circle), or consult with a physician in your area who has some expertise concerning immunizations for international travel.

INSURANCE

Included in the program cost is an overseas health insurance plan designed for William and Mary students. You will be covered through Cultural Insurance Services International (CISI). This coverage includes medical, emergency medical reunion, emergency evacuation/repatriation and more. For more information about the plans and claims procedures, please go to the CISI website at www.culturalinsurance.com. Once you have paid for your program, you will be receiving a CISI health card, explanation of benefits, and a claims form. Please take that information with you to Seville, and **carry the insurance card with you at all times** while overseas. Also, it's a great idea to share this info with your family. **Continue any coverage you have**

currently under a school or family plan. It is often possible for your parents to add a rider to your family plan in order to provide full coverage for you while you are overseas. Any costs incurred due to health-related issues are solely the responsibility of the student. Be aware that with insurance coverage, you will likely be required to pay for services when they are rendered and apply for reimbursement.

MEDICATIONS

Please remember that, while abroad, it is advisable to consistently follow your doctor's specific medication instructions and continue taking any medications you are prescribed. Any changes to medication levels should only be undertaken in direct consultation with the prescribing doctor. While travel abroad always has the potential to affect changes good or bad in your physical and mental health, do not assume that temporary variations in your condition are indicative of longer lasting changes. If you feel that an alteration in any prescribed medication levels may be warranted, consult a medical professional prior to doing so.

SEXUAL HEALTH

There are different attitudes and expectations concerning dating and sexuality in other countries. Words and actions that mean one thing to you may mean something completely different to another person. It is important to discuss your expectations regarding interpersonal and sexual involvement with your partner so that you can reduce physical, emotional, and other risks. Become aware of the particular attitudes and customs concerning sexuality in England, and make responsible decisions about sexual relationships while overseas. Not only will your decisions affect you, but also your partner, possibly his/her family, and your host family as well.

HIV and other sexually transmitted diseases exist in every country. Cultural factors often determine whether you can negotiate condom use with your partner. Please use good judgment and communication skills with your partner concerning this issue. If you consider sexual activity to be a possibility while you are abroad, it is advisable that you purchase condoms prior to your departure for Oxford, and take an extra supply of birth control and a prescription, if appropriate.

STAYING WELL/GETTING SICK

For the duration of the program, the Hertford College staff are always available to assist students in obtaining medical care. There is a college nurse whom you can see free of charge and who will advise you on how to treat minor complaints. There is also a college Doctor. Consultations with the Doctor cost £60. Hertford College has a strong welfare team, who are particularly supportive to students feeling anxious or stressed. The nurse is a trained counselor, the Chaplain is available to all students regardless of religious affiliation and as registered visiting students you are allowed to use the University Counseling service free of charge. Useful information on preparing for medical emergencies before you go abroad is provided at travel.state.gov/travel/tips/tips_1232.html#health.

TRAVEL & COUNTRY INFORMATION

We encourage all students to research their study abroad destination. The State Department has important information available at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1052.html. Be sure to read up on British history, culture, and current events before your arrival, as well. Knowing as much as possible about where you are going will not only make you more comfortable during your time in the country, but will also allow you to talk more knowledgeably with your host family and new friends.

We strongly recommend that you register your travel plans with the U.S. State Department at this website:

<https://travelregistration.state.gov/ibrs/>

This will help the State Department contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling. On this website you can find information ranging from geographic and political descriptions of the country, to special health and safety announcements.

SAFETY

Theft

Petty theft is always a problem in urban locations around the world, but there are common sense precautions that you can take to minimize your risk of being targeted. Try to blend in. Foreigners are favorite targets of pickpockets and the less conspicuous you are, the less attractive they will find you. In particular, t-shirts, baseball caps, shorts, sneakers and loud English can act as markers that you are a student from the U.S.

Do not make a habit of carrying extra money and cards with you. If you aren't planning to use them, leave them at home. The same holds true for your personal documents: IDs, driver's license, passport, and so on. Always have a copy of your passport with you when traveling, but the passport itself should stay safe at home unless you anticipate needing it.

Never keep all your funds together in one place. Spreading your fund sources – such as cash, credit cards, bank cards, and traveler's checks – will assure that if one form is lost or stolen, you still have other options.

Carry your valuables inside your clothes. Particularly when you are in a crowd, purse and camera straps are easily cut, backpacks can be slit and emptied without you even noticing, open or buttoned purses and fanny packs can be emptied while you are being distracted by accomplices.

Do not leave your bags unattended. When you are seated at outdoor tables, it's a good idea to keep purse or pack straps looped around an arm or an ankle to keep them from being an easy grab.

Be on guard if groups of people act strangely around you. Thieves often work together and try to confuse or distract their target. Don't be fooled by appearances; some professional thieves look quite respectable, and some are even children.

Do not walk around alone late at night. Always walk with a friend, or take a taxi after dark.

When residing in a hotel, always keep your door locked.

Don't let your guard down toward the end of your stay. Try to remember these precautions throughout your time in England, as well as while traveling in Europe, even after you have learned your way around and feel at home.

Be aware that loss of property, whether through negligence or theft, is your own responsibility. The College of William & Mary and the Hertford College cannot be held accountable for lost or stolen money or goods, nor is our staff authorized to make loans of any size of program money to students.

Valuables can be kept in the safe in the Bursary at Hertford College.

Emergency Contact:

In England, dial '999' for all emergencies to reach Fire, Police, or Ambulance.

Sexual Assault

Sexual assault can happen to males and females of all ages and backgrounds. Most often, sexual assault is committed by someone a person knows and trusts. While you or someone you know may never experience sexual assault, it is important to know the options and resources available, what steps to take, and where to report an incident if it occurs. It is also important to be aware of the laws pertaining to sexual assault in the country you are visiting. The response from local authorities and the options for reporting assault may be different in another country.

Sexual assault encompasses acts that range from unwanted touching to rape. Sexual assault occurs when a person does not, or is not able to, consent to sexual activity. A person is unable to consent when he or she is forced, threatened, intimidated or is mentally or physically incapacitated.

Knowing Yourself

Most people who travel to different countries have the desire to be culturally sensitive. They wish to get along, to be respectful, to fit in, and not to offend the people they meet. However, this never requires that a person submit to behaviors that invade personal boundaries or that feel uncomfortable or unsafe. No matter where you are, you always have the right to leave if a situation feels inappropriate or makes you uneasy.

Physical boundaries are the personal spaces around us, physically, emotionally, and sexually, that help protect us, while still allowing us to experience new relationships and situations. Boundaries are defined through our own personal values and desires. Boundaries can be as simple as setting a limit of how much to drink, or as complex as deciding to form an intimate relationship with a new partner. Knowing our boundaries can help us recognize signs that an individual or situation may be unsafe. An example of this is if a situation or person makes us uncomfortable by testing or disregarding our boundaries.

Defining your boundaries for yourself and communicating those boundaries to others is the first step. It is also important for others to respect your boundaries and for you to respect theirs. Never assume that someone has the same understanding or awareness of boundaries as you. The issue of boundaries and personal space is highly influenced by cultural norms and may be very different from what you are accustomed to.

When interacting with others, it may be a good idea to:

- Learn about cultural norms.

- Learn from your local hosts about appropriate social interactions.

- Learn how to communicate effectively using the local language. Communication in a different language might change or alter your meaning and could increase the chances for miscommunication or misinterpretation.

- Trust your instincts: Pay attention to any inner signal about an individual or situation.

- Have an exit strategy: Develop a plan on how to safely leave an uncomfortable situation.

- Use the buddy system at all times. Travel in groups if possible.

- Helping a Friend

Many of you will be studying abroad with other students from William & Mary or from your host school. One of the best ways that you can stay safe while abroad is to always use the buddy system. By traveling in pairs or groups, you can help each other by being on the lookout for potentially unsafe situations.

Watch out for other students and step in if a situation seems unsafe or uncomfortable. You can help by making a plan with others before you go out. This plan might include:

Having a signal code or word that can be used to indicate someone in your group needs help

Talking with your friends about how they would want you to intervene, should one of you need help

Deciding beforehand how you will safely leave an unsafe or uncomfortable situation

Talking to each other about your boundaries

To learn more about how you can intervene to help a friend, visit the “Community of Trust” section of the William & Mary Sexual Assault Resources and Education website: www.wm.edu/sexualassault.

Sometimes helping a friend means supporting someone who has experienced sexual assault. If someone comes to you for help, the most important thing you can do is to believe them. Also be sure to:

- Listen without judgment
- Assure your friend that it is not their fault and they are not to blame for what happened
- Assure them that they are not alone. There are people and resources to assist them, even while abroad.
- Empower your friend to make their own choices about steps they want to take. You can provide resources and options and let them take control from there.
- For more information visit www.wm.edu/sexualassault.

Low-Risk Drinking

For many people, traveling to a different country means being able to experience new things and situations. Sometimes, this means being able to legally consume alcohol for the first time. In making decisions about if and when to drink, be sure to keep local drinking laws and customs in mind.

Consumption of alcohol impairs our inhibitions as well as our judgment and ability to communicate. In addition, people often have different expectancies about what will happen when drinking. Alcohol can also be used as a method to coerce others into sexual activity, by pressuring someone to drink more or by taking advantage of a person’s impairment.

There are many useful strategies for protecting yourself from any unwanted outcomes while drinking. You can:

Choose not to drink

Eat before and during drinking

Drink only with trusted friends or use the buddy system

Ask a close friend to intervene if they think you’ve had enough

Set a limit for yourself and stick to that limit

Try to maintain a BAC at around 0.05

Pace drinks over time (ideally one per hour)

Avoid drinking games

Alternate between alcoholic and nonalcoholic drinks

Keep track of how much you are drinking

Use a designated driver who is completely sober

Always have an exit plan

Never leave your drink unattended and do not accept drinks from strangers

Resources

If you or someone you know experiences sexual assault while abroad, please remember that you are not alone. Many of the same resources available to assist you while you are at William & Mary are also available to assist you while abroad. At Hertford College there are a number of people you can see as your first port of call in seeking help. These include someone in the college Welfare team such as the College nurse, the Chaplain, the Dean, the Junior Deans or the graduate or undergraduate Welfare Officers. You should also contact someone in the International Programmes' team such as the Tutor for Visiting Students or the Director of International Programmes. You can also contact:

W&M Director of Sexual Assault Services: (757) 221-3620

W&M Sexual Assault Educator: (757) 221-7369, email: trhuns@wm.edu

W&M Dean of Students: (757) 221-2510

W&M Sexual Assault Peer Advocates (SAPA): (757) 645-8367, email: sapaxx@wm.edu

You can also contact the nearest United States Embassy, Consulate, or Consular Agency. If you are not a U.S. Citizen, you can contact your country's embassy.

Personnel are available for emergency assistance 24 hours a day, 7 days a week.

Remember to request a copy of your police report. If you need to contact the Office of Overseas Citizens Service, call (202) 501-4444.

Consular personnel know the local government agencies and resources in the country. They can help you:

Obtain medical care

Address emergency needs that arise as a result of crime

Obtain general information about local criminal justice process and your case

Obtain information about local resources who can assist you

Obtain a list of local English-speaking attorneys

For more information, visit the U.S. Department of State's Students abroad site: studentsabroad.state.gov/htmlsite/Emergencies.html.

ADJUSTING TO CULTURAL DIFFERENCES

EXPECT THE UNEXPECTED

Be prepared for life to be different. After all, that is one of the central aspects and joys of studying abroad. While it can be frustrating and sometimes enormously tiring not to be able to do things the way you are used to, it can also be infinitely rewarding to encounter new ways of viewing the world and discover your own ability to adapt. The more you learn about how and why the people in England do things the way they do, the less frustration you will experience as you try to adjust and the more you will enjoy your experience. Observe, ask questions, try to understand – and always stay open-minded!

What to expect:

- Differently paced life
- Commuting between housing and school will be a part of your daily routine
- Greater reliance on public transit (walking, taxi, bus, etc.)
- Different academic structures, teaching styles, grading scales, expectations
- Different cuisine at all meals

What not to expect:

- Immediate adaptation to Oxford and its culture
- Structured waiting lines
- The same traffic laws as those in the United States
- Ice and free drink refills
- Public restrooms

BE SELF AWARE!

There exists an unattractive stereotype of Americans overseas which you should strive not to reinforce. Rightly or wrongly, American women have a reputation for being sexually available, and other cultures consider us all to be loud, obnoxious, presumptuous and especially unable to drink sensibly. Please do not be the one student out of many who reinforces these existing stereotypes and keeps them alive. While you are abroad, remember that your behavior reflects not only on you, but also on your home country, W&M and the University of Oxford.

Relax. Keep your sense of humor; don't worry if you make mistakes. Enjoy the differences and discoveries, and by all means get your rest! Don't forget that it can be tiring to adjust to a world in which everything is new. Be easy on yourself. Recognize that other new students, even if they seem to be having a wonderful time, are also feeling tired and frustrated at times. You are new to life in this place and with time, you will develop the skills you need to adjust and enjoy the experience. Many returning students say that it's a good idea to stop and remember why you wanted to study abroad. They say that this helps them to retrospectively recognize and appreciate the good things about being abroad.

CULTURE SHOCK

Some students studying in a new country experience culture shock. This can range from a minor period of adjustment to prolonged difficulty. Culture shock is a slow, cumulative feeling of frustration. Many factors contribute to the mounting feeling of culture shock. It can cause intense discomfort, often accompanied by hyperirritability, bitterness, resentment, homesickness, and depression. In some cases, distinct physical symptoms of psychosomatic illness occur.

Where does culture shock come from?

- Being cut off from the cultural cues and known patterns with which you are familiar – especially the subtle, indirect ways you normally have or express feelings.
- Living and/or working over an extended period of time in a situation that is ambiguous.
- Having your own values brought into question.
- Being expected to function with maximum skill and speed without adequately explained rules or guidelines.

Not everyone will experience a severe case of culture shock, nor will all the symptoms be observed in any single individual. Many people sail through culture shock with relative ease, only now and again experiencing the more serious reactions. One might say that culture shock is the occupational hazard of overseas living that one has to be willing to go through in order to have the pleasure of experiencing another country and culture.

In order to understand culture shock better, and therefore understand how to counteract it, you should recognize that there are distinct and progressive stages of personal adjustment while living abroad:

1. Initial euphoria
2. Irritability and hostility
3. Gradual adjustment
4. Adaptation or biculturalism

How long will culture shock last?

It varies with the length of your stay. But it also depends to some extent on you and your resiliency, and on the degree to which you are immersed in the culture. Potentially, and based on accepted understandings of culture shock, you can expect two low points: an initial dip, and a second, likely more substantial one.

Stop a moment and consider what you can do on your own to combat the onset and alleviate the effects of culture shock:

1. Upon arrival in Oxford, make yourself aware of local options for seeking assistance in your adjustment, whether they be on- or off-campus mental health services, or local clubs and groups that might introduce you to fun new interests and people.
2. Realize that practically everyone who goes overseas for a substantial period of time experiences some form of culture shock; it's natural.
3. Be ready for the lessons culture shock can teach you. You'll soon find that there are many "right" ways of living, not just the one you are used to.
4. Select one or two areas of interest and investigate them more thoroughly than other topics. Music, local sports, Chinese food – find an aspect of this new culture to master.
5. Begin to consciously look for logical reasons behind everything in the host culture that seems strange, difficult, confusing, or threatening.

6. Make a list of all the positive things that you can identify about your present situation – and ignore the negative. You’ve probably concentrated too much on that, already.
7. Avoid those Americans who are in a permanent state of culture shock and who spend their days seeking company to commiserate with. They will only perpetuate any feelings of culture shock you may already have.
8. Don’t succumb to the temptation to disparage the host culture yourself. Try to understand and adapt, rather than dismiss.
9. Work at maintaining a healthy sense of humor. Making mistakes can lead you to feel foolish, but the embarrassment will pass. Share your gaffes with family and friends – the laugh you share will help you realize how trivial many small mistakes are. You might even include such stories in a blog about your time in Oxford – this will allow you to look back on past mistakes, and get a fresh reminder of how trivial many of them turn out to be.
10. Make friends with many English people, and try to develop a deeper, more intimate relationship with one or two of them. Discuss with them problems you are having, and look to them as a normalizing presence in your life.
11. When you look for advice, focus on how you are feeling – what is going on inside you – rather than on what you consider the causes of your problems, especially when you’re inclined to think they lie in what is wrong in the host culture.
12. As you adjust to the value system of English culture, don’t worry that you may lose your own values in the process. Your values are much deeper than that. Rather, understand that acting according to the customs of England is a natural part of being accepted and feeling more at home in this new place, and not a fundamental change to who you are.
13. During the deepest plunges into culture shock, take a trip – get away to a scenic spot or a nearby country. When you return, be open to having good “coming back home” feelings.
14. Prepare some kind of presentation about the U.S. for your hosts using slides, film, or some other kind of visuals. You will have to do some preparation before you leave home. Become an unofficial ambassador whose mission is to correct some misconceptions about Americans learned through TV and films.
15. Don’t be afraid to ask for help.

There you have it, a program to get you safely through culture shock and to make sure that the rewards which come with the overseas experience will be yours to relive happily for the rest of your life.



PROBLEMS AND EMERGENCY SITUATIONS

True emergencies are rare, but it is important to be prepared for any issue, from minor to major.

There are a variety of academic and personal concerns that can surface and need attention while you are living and studying overseas, but most are relatively minor. Occasionally there are instances of petty theft, minor illnesses, miscommunications with other students or possibly even tutors, and so forth. Such problems are inconvenient, but usually they are quickly resolved and true emergencies are very rare. Whatever the nature and magnitude of your problem, **the first step you take should be to contact the Hertford College staff and particularly The Tutor for Visiting Students who** is in the best position to help you immediately (unless, of course, there is an immediate need to obtain medical or police assistance – in such cases, dial ‘999’). The sooner you communicate your concerns, the more easily they can be resolved. It is very important that you contact program staff before you contact your parents in order to avoid worrying them needlessly; they would much rather hear that you have a problem and it is in Hertford College’s hands than that you have a problem and nothing is being done about it.

CONDUCT

While participating in a study abroad program, you are bound by the same rules of conduct that apply on the College of William & Mary campus. The current code can be viewed in full on the Dean of Students website, located here:

https://www.wm.edu/offices/deanofstudents/services/communityvalues/studenthandbook/student_code_of_conduct/

You will also be expected to abide by the rules of conduct at your host institution. As is stated in the behavior agreement which you signed for this program, serious misconduct will result in disciplinary action by the Office of the Dean of Students and possible removal from the program. Any expenses incurred as a result of such expulsion, including return travel expenses, are exclusively your responsibility.

OXFORD



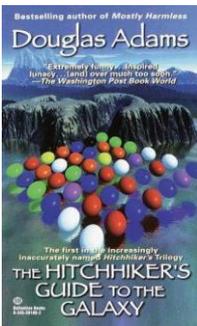
Oxford is the county town (similar to the county seat in the United States) of Oxfordshire, in the region of South East England. The city, made prominent by its medieval university, has a population of just under 165,000, with 151,000 living within the district boundary. The rivers Cherwell and Thames run through Oxford and meet south of the city centre. For a distance of some 10 miles (16 km) along the river, in the vicinity of Oxford, the Thames is known as The Isis.

Buildings in Oxford demonstrate an example of every British architectural period since the arrival of the Saxons, including the iconic, mid-18th century Radcliffe Camera. Oxford is known as the "city of dreaming spires", a term coined by poet Matthew Arnold in reference to the harmonious architecture of Oxford's university buildings. The University of Oxford is the oldest university in the English-speaking world.

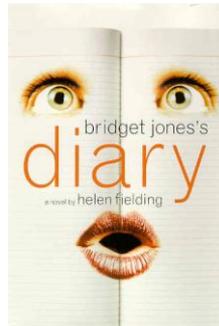
FOR FUN: LIGHT READING

Following are a few novels by British authors, with stories set in the United Kingdom. Check them out, or consider looking for other books to put you in a British mood prior to – or during – your time abroad. Don't worry; you won't be tested on them!

BOOKS

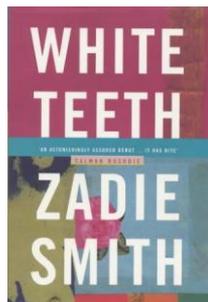


**THE
HITCHHIKER'S
GUIDE TO THE
GALAXY**
By Douglas Adams

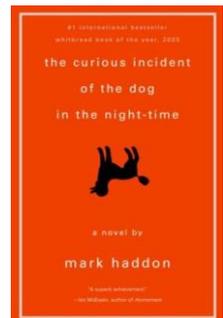


**BRIDGET JONES'S
DIARY**
By Helen Fielding

WHITE TEETH
By Zadie Smith



**The Curious
Case of the
Dog in the
Night-Time**
By Mark Haddon



USEFUL INTERNET LINKS

COLLEGE OF WILLIAM & MARY	
William & Mary website	www.wm.edu
Reves Center Study Abroad Office	www.wm.edu/offices/revescenter/studyabroad
William & Mary student insurance info	www.wm.edu/offices/healthcenter/studentinsurance
CISI health insurance information	www.culturalinsurance.com
William & Mary Financial Aid Office	www.wm.edu/admission/financialaid
William & Mary Bursar's Office	www.wm.edu/offices/financialoperations

U.S. GOVERNMENT RESOURCES	
General study abroad info	www.students.gov/ , then click on "Study Abroad"
Transportation Security Administration	www.tsa.gov
U.S. State Department	www.state.gov
U.S. State Department Travel Publications	travel.state.gov/travel/tips/brochures/brochures_1231.html
U.S. Center for Disease Control	www.cdc.gov/travel
U.S. embassies abroad	www.usembassy.gov
Embassy registration	https://travelregistration.state.gov/ibrs/ui
Passport information	travel.state.gov/passport/passport_1738.html
Foreign entry requirements	travel.state.gov/travel/cis_pa_tw/cis/cis_1024.html#entry_requirements
Travel warnings, crisis info, int. driving	travel.state.gov

TRAVEL RESOURCES	
STA Travel	www.statravel.com
Student Universe	www.studentuniverse.com
Expedia	www.expedia.com
Travelocity	www.travelocity.com
Orbitz	www.orbitz.com
Which Budget budget airlines	www.whichbudget.com
Transitions Abroad magazine	www.transitionsabroad.com
Abroad View magazine	www.abroadviewmagazine.com
Glimpse magazine	www.glimpse.org

Council on Foreign Affairs	www.cfr.org
Routes International (worldwide travel)	www.routesinternational.com
Tourism Offices Worldwide Directory	www.towd.com
Hostelling International	www.ihhf.org
Hostels.com	www.hostels.com
Hostel World	www.hostelworld.com
Journeywoman (travel info for women)	www.journeywoman.com
Women's Travel Tips	www.womentraveltips.com
International Student Travel Confederation	www.istc.org
Weather Channel	www.weather.com
Google Maps	maps.google.com

HEALTH AND SAFETY

Travel Clinic Locator	www.travelersvaccines.com
U.S. Center for Disease Control	wwwnc.cdc.gov/travel
William & Mary student insurance info	www.wm.edu/offices/healthcenter/studentinsurance
CISI health insurance information	www.culturalinsurance.com
World Health Organization	www.who.int
Int. Assoc. for Med. Assist. to Travelers	www.iamat.org
Culture shock information	www.pacific.edu/sis/culture , glimpse.org/search/?query=culture+shock
CIEE health check for travel abroad	www.ciee.org/health_safety/health/pre-departure_checklist.aspx
CIEE, AIDS, and international travel	www.ciee.org/health_safety/health/AIDS_intl_travel.aspx

BANKING AND FINANCE

Currency converters	www.xe.net/ucc , www.oanda.com/
MasterCard / Cirrus ATM finder	www.mastercard.com/us/personal/en/cardholderservices/atmlocations/index.html
Visa / Plus ATM finder	visa.via.infonow.net/usa_atm/
Western Union	www.westernunion.com

COMMUNICATION	
U.S. Postal Service	www.usps.com
Country Calling Codes	www.countrycallingcodes.com
ComFi – purchase calling cards instantly	www.comfi.com
Skype	www.skype.com
Cellular Abroad – rent intl. cell phone	www.cellularabroad.com
Telestial – rent intl. cell phone	www.telestial.com

MISCELLANEOUS	
General info for LGBT students	www.indiana.edu/~overseas/lesbigay
Info for students with disabilities	www.miusa.org
Computer tips for connectivity and power	www.roadnews.com , www.teleadapt.com
Ref. materials for departure and re-entry	www.globalscholar.us
Shipping and storage	www.collegeboxes.com
International Volunteer Programs Assoc.	www.volunteerinternational.org
Diversity Issues	http://www.diversityabroad.com
Stories from abroad	http://glimpse.org
What’s Up with Culture	www3.uop.edu/sis/culture/index.htm

FREQUENTLY ASKED QUESTIONS

What subjects is it unlikely that students will be able to get tutorials for?

-What kind of writing samples should I submit with my application?

Your writing samples should be at least three pages each. They should be graded, and should include comments from a W&M professor.

- Who would be best to get professor recommendations from?

Your recommendations should come from professors who know your work well. Since the tutorial system at Oxford will require you to write one or two essays each week, at least one of the two recommendations should comment in some detail on your writing abilities.

- Whom should I contact if I have questions about the academic program and tutorial possibilities at Oxford?

For academic questions, contact Professor Talbot Taylor, in the W&M English Department (txtayl@wm.edu).

- I am a business major. Can I take tutorials in business at Oxford?

Unfortunately, Oxford is not able to offer any tutorials in business subjects.

- I can't decide whether to go to Oxford for one 10-week term (April-June) or for two 8-week terms (January-March, April-June). Which do you recommend?

Going for two 8-week terms is ideal, and it allows you a long spring vacation to travel between the two terms. The 10-week term is less expensive, but the work load is a bit more intensive. Both are good, but the longer you are there, the richer will be your Oxford experience.

- What academic fields are available for study at Hertford?

Hertford is able to offer most subjects in the humanities and the social sciences, although it cannot offer the more technical social science subjects such as econometrics, microeconomics, methods of social research, game theory, political polling analysis, quantitative methods, etc. There are very limited possibilities in the natural sciences. Contact Professor Taylor (txtayl@wm.edu) with specific questions.

- How specific do I need to be about tutorial choices in my application?

You don't need to be very specific at this stage. Generally, listing topics with no more specificity than a W&M course title will be fine, although more specific topics are possible too. If you have questions, contact Professor Taylor. Chosen from recent tutorials taken by W&M students, the following examples may give you an idea of an acceptable degree of specificity. Note: this list only represents a small fraction of the range of topics and sub-topics possible: Renaissance drama, British colonial history, Philosophy of law, Political liberalism, Development economics, Anthropology of gender, the Christian church in the middle ages, International law, the Romantic poets, History of economic thought, the French revolution, the Ethics of biodiversity, Marxist political theory, Chinese politics in the 20th century, Medical anthropology, 20th-century music, Economics of international trade, French impressionism, Sociology of Religion, Evolution of language, Differential

equations, Maritime archeology, Comparative religion, Modern British drama, Comparative legal systems, Post-colonial Africa, History of British Photography, the Philosophy of mind, the Spanish civil war, Modern Irish literature, the Crusades, International aid and its effects, Social anthropology, Groups, rings, and fields (mathematics), Classical Greek – Sophocles, Global environmental governance, Protestant Reformation theology, Fine Art drawing, Sufism, Philosophy of science.

- My GPA falls slightly below the minimum requirement of a 3.4. I was wondering if I could still apply?

Only in rare cases will one be admitted with a GPA below 3.4: when the transcript and application make it very clear that the student's current GPA is a misleading indicator of their academic performance at W&M and of their potential for success in the rigorous academic program at Oxford.

- I'm a freshman now. Is it possible to attend the Oxford program in my sophomore year?

Depending on the student's academic record and recommendations, this is sometimes possible.

- May I attend the Oxford program in my senior year?

Students must spend their final semester before graduating on campus in Williamsburg. To go abroad the first semester of senior year, students must petition the Committee on Degree to waive their "senior residency" rule.

- I would like to know how many tutorials I will take at Oxford and how many credits at William & Mary I will be receiving for them

In nearly all cases, students who attend for the two eight-week terms of Hilary and Trinity or for the more intensive ten-week Trinity term receive 15 W&M credits on their return. The tutorial schedules are discussed under "Coursework" in this Handbook.

- Is it possible to study in Oxford in the spring semester having already studied abroad at another university in the fall semester?

Yes, as long as the terms do not overlap.

- Will my grades transfer to my W&M transcript and count in my GPA?

Grades received in courses taken off the W&M campus do not count toward a student's GPA. This applies to Oxford tutorials also.

- What official record will I get of my academic performance at Oxford?

Grades and final comments will be prepared by your tutors and sent to you by Hertford. These will be kept on file at Hertford, should you want an official copy later for the purpose of job or graduate school applications.

- Will my tutorials be pre-approved for W&M transfer credit?

Generally, pre-approval is not obtained. However, if you want a tutorial to count for a specific course in a W&M department, you should speak ahead of time to the responsible member of the department in question.

- Will I be able to use the credits I earn at Oxford towards my major?

In most cases, departments insist that required courses for the major be taken on campus at W&M. However, it is usually possible to count electives earned off-campus toward your major. You may need to petition the Committee on Degrees to have a course count toward a major or minor.

- Can I fulfill COLL 300 requirements at Oxford?

Yes.

- Will I be rooming with or at least living in the same dormitory as other British undergraduates?

This depends. Most of our students live in Hertford's graduate housing complex, which includes British as well as international students.

- Once admitted, when will the tutorial subjects I am to study in Oxford be finalized?

In most cases, tutorial assignments won't be absolutely finalized until one or two months before you arrive in Oxford. However, if there are any problems with your tutorial choices, we will typically learn of this by the middle of W&M's fall semester, if not before.

- Can I begin the study of a foreign language at Oxford?

Not as a part of your tutorial program. Studying a foreign language can be arranged, but it will usually cost more and not count toward your eventual W&M credits earned.

CONTACT INFORMATION

REVES CENTER CONTACTS

You may call the Reves Center and its advisors at the numbers below between 8am and 5pm (Virginia time), Monday through Friday. In case of an emergency that falls outside of these times, please call William & Mary Campus Police at (757) 221-4596. Campus police will then forward your call to the correct person or office.

Reves Center Advisor:

- Laura McDonald (lmcDonald@wm.edu) - (757) 221-2003

W&M Faculty Director:

- Prof. Talbot Taylor (txtayl@wm.edu) – (757) 221-3940, Tyler 237

*To call the U.S. from abroad: 001+ (Area Code) + phone number

AT HERTFORD COLLEGE, UNIVERSITY OF OXFORD

FOR INQUIRIES ABOUT ARRIVAL DETAILS, ACCOMMODATION AND FEES:

International Programmes Administrator:

Director of International Programmes:

Caitlin Kennedy : caitlin.kennedy@hertford.ox.ac.uk

For inquiries about academic study;

Tutor for Visiting Students:

- Dr Josephine Reynell (visiting.students@hertford.ox.ac.uk)

Hertford College

Catte Street

Oxford OX1 3BW

Telephone: 01-865-276468