



Teddy Hall
Junior Common Room

The Essentials

A guide for freshers by Julien Kress

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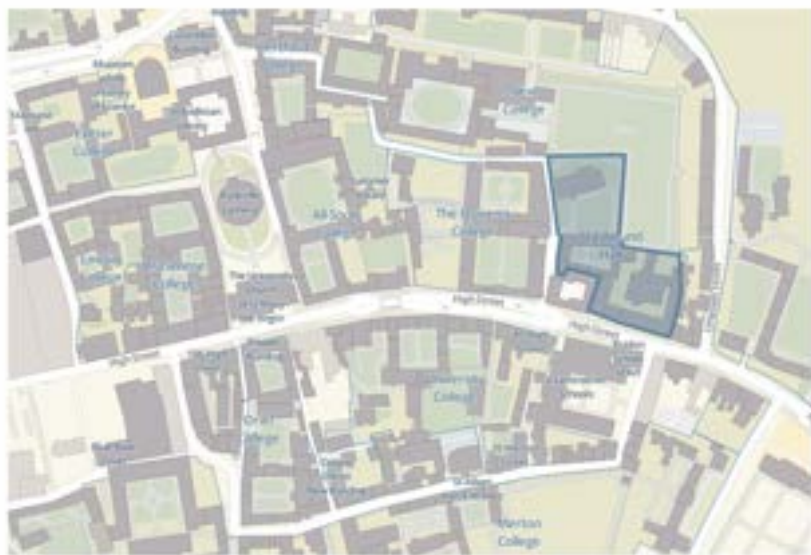
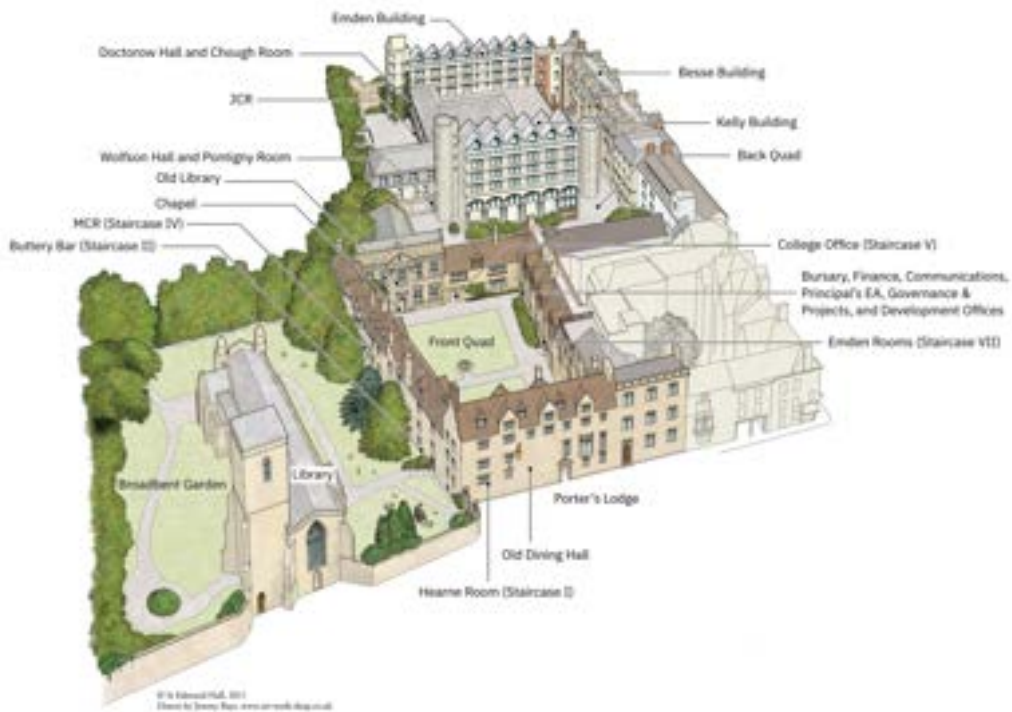
Welcome to Teddy Hall!

We hope you're excited to move in and start your new life here at the Hall! In the meantime, there are some essentials that you'll need to know to help you prepare!

First things first, go ahead and join the St Edmund Hall JCR 2021-22 Facebook group (create a Facebook account if you don't have one already – it's the main means of communication in Oxford). This page is where news, events and opportunities will be posted (though the important stuff will also be emailed!). Secondly, have a read through this guide for info on day-to-day college life, from meal times to laundry, dress codes to maintenance assistance and more.

If there is ever anything you're unsure about, or if you have any suggestions about any aspect of college life, please get in touch! I also definitely forgot some things, so please do ask. You can email me (my email address is jcr.president@seh.ox.ac.uk), or you can find me on Facebook (or in person once term starts!). I'm always happy to chat to anyone and I hope you have a fantastic Freshers' Week and start of term.

Julien Kress, JCR President 2021



Some basics

Oxford Terms

Everything in Oxford operates in "weeks"; with 0th week being the week before term starts (Freshers' week) and so on. Whilst each term technically lasts 8 weeks, you will likely be around in 0th and might hang around into 9th. These weeks start on the Sunday and people often refer to these weeks instead of actual dates. Soon enough you won't know what month or even year it is, but at least you'll know it's Thursday of 4th week! Your tutors will likely also use this terminology.

Every year, the first term (autumn) is called Michaelmas Term (MT), the second term (winter) is called Hilary term (HT), and the final term (spring/summer) is called Trinity Term (TT).

Common rooms

Each college is made up of 3 common rooms. The Junior Common Room (JCR) is us, made up of all the undergraduates in college. Then there is the Middle Common Room or MCR, which is the post-graduates, and the Senior Common Room which consists of tutors, staff and fellows. College sports teams can be made up of a mixture of different common rooms, and we have a few JCR/MCR mixed socials throughout the year as well.

Each common room also has a physical common space, so the term 'JCR' could refer either to our common room in college, or the undergraduate student body. The JCR is located next to the Wolfson Hall at the bottom of Emden, and is the home of the TV, pool table and the infamous coffee/chocomilk machine (it's unlimited!). This room is at the centre of undergraduate College life, with everything from viewings of World Cup Finals to JCR socials being held within its walls. We also have a pool table and a game machine. We've had a lot of social distancing and JCR closures in the past year – normally you won't have to live through too much of that!



The JCR

The JCR is managed by an elected Committee, which represents the other members, organises events and oversees General Meetings. These meetings are held on at least 3 Sundays per term, at 8pm. They were held in the JCR until Covid, and we've had them on Zoom since.

They are open to **all** members of the JCR, and anyone can propose 'motions', which can be anything from asking for money to go towards an event (magazine launches, sports events...), to proposing changes to how the JCR is run, to making people honorary JCR members (for example, Eddie Hall is an honorary member). We also decide in General Meetings how other funds such as the charities fund should be spent. They're also a good way to just stay informed about what's going on in your JCR. I really do encourage each and every one of you to attend and share your ideas, and I look forward to seeing you there! normally you won't have to live through too much of that!

Teddy Hall

Teddy Hall is known by its students as *The Hall*, *Teddy Hall* and often just *Teddy*. We are not *Teddy's* or *St Edmund's Hall* (this is very important and should offend you in due course when you hear people say it). Our colours are Maroon and Gold. Not Red and Yellow (this will also become important once you've spent enough time here). Officially, we are all *Aularians*. This is because 'Hall' in Latin is *Aula*.

We do not really have a mascot, although two animals are most often associated with our college. The first and most obvious one is the bear, but our animal is more officially the little black bird you see on our crest. This bird is called a chough (pronounced 'chuff'). It makes a funny noise which you can hear on YouTube or Wikipedia.

We are known around Oxford for our sporting prowess, but also for our great atmosphere and our friendliness. We are small in size and not as rich as some other colleges, but that might be what makes this place so special. We wear large amounts of *stash* (i.e., Teddy Hall clothes/gear/sports kit).

You will hear about 'Hall Spirit'. It is difficult to describe until you've actually experienced it, but, in short, being a Teddy Hall student means being friendly and welcoming, and we are always there for each other.

Communication

Communication is at the centre of everything the JCR does: relaying important messages from the College, organizing events, making decisions, asking for feedback... This is why it's really important that you keep in touch with the rest of the JCR through our different channels of communication.

The JCR uses 2 main channels:

- Email: you will get emails from the JCR President every week or so with most of the things you need to know. Other committee members will also send notices and important information when necessary. We try to keep them as concise as possible so please read these!
- JCR Facebook group: most online interactions between members of the JCR happen here. Everyone can post and comment, and it's a great place to ask questions or give your opinions. If you don't have Facebook, create an account now – it's the main means of communication in Oxford.

Your Bod Card and SSO

Your University Card (known around Oxford as your 'Bod Card') is required to gain access to libraries, computing services and some College and University buildings. The card is used for security purposes and where access control or other automated systems are in use. It also serves to identify those entitled to use University facilities and services. Your Bod Card will be given to you when you arrive.

Your Bod Card

At Teddy Hall, we use Bod Cards for:

- Paying for breakfast, lunch and dinner in Hall
- Paying at the bar
- Taking books out from the college library

In the wider University, you will need your Bod Card for:

- admission to the Bodleian Libraries and other University libraries;
- to use IT services;
- to use the Language Centre;
- as a payment card in some colleges and departments;
- to enter buildings with swipe-card/contactless access control
- as proof that you are a student (you can get discounts for food in town!)



Using the card at University and college libraries

Remember to bring your card whenever you visit a library. You need it to gain entrance to most libraries and to borrow books from the majority of University libraries, and the St Edmund Hall library. The Bodleian Libraries grants access to its facilities and services subject to acceptance of the associated rules of conduct. The barcode number on your University card is your Bodleian Libraries username and is used with a Bodleian Libraries password to log on to public computers in the Bodleian Libraries and to access the Bodleian Libraries Wi-Fi network.

Ordering a replacement Bod Card

If you lose your Bod Card or get it stolen, you can order a replacement on the college website. You can find the page if you sign in (with your college username and password) and look for the 'Academic Information' section. You will be charged £15.

Your Single Sign On (SSO)

Your SSO is your 'Oxford' account. It gives you access to your emails, to MS Office, to SOLO (Search Oxford Libraries Online) and lots more. Your SSO is separate from your Teddy Hall username and password. These are the two main logins you will use throughout your time at the Hall, so it's important you understand what they do!

College username & password	Single Sign On (SSO)
Format: sedmXXXX	Format: sedmXXXX@OX.AC.UK Uses multi-factor authentication (MFA) (You will need to set this up)
Used for SEH website, logging onto college wifi, printing...	Used for almost everything university-related (email, COVID tests...)

Your Key

When you arrive, you'll be given a fob key, also called a 'Salto key'. This gives you access to your room, the library, the JCR, the laundry room, the computer room, the college gates... in short, always carry it around with you.

If you lose your key, let the porters know immediately and they can give you a replacement. This costs £30 and will be added to your battels. Teddy Hall lanyards are available at the Lodge and the College Office.

A new lock system is being deployed across Teddy Hall starting this year, and you have both a Salto fob and a badge to access different areas. You will hear more about this when you arrive.

Your Battels

What are Battels?

Battels are the charges made to a member of a college for accommodation, meals, etc. At Teddy Hall, you'll normally receive a termly battels statement which will detail what fees you've accumulated, and when you have to pay for them. If you're a Visiting Student, you won't receive these statements as you're expected to have paid all tuition, accommodation and meal charges before arriving in Oxford.

When do I receive my Battels statements?

During Noughth Week at the start of every Full Term you'll receive a battels statement in your College email account detailing all your fees. You'll also receive a final statement at the end of Eleventh Week of Trinity Term if there are any outstanding debits or credits to be dealt with.

When is the payment deadline?

You must pay your start of term battels statement in full by the Friday of First Week unless you have made prior arrangements with the Senior & Finance



Bursar or the College Accountant. Any fines or charges that you accrue during a term, up to a total of £100, are taken forward to your following term's statement. All outstanding balances must be paid by 31 July.

How can I pay?

You can pay online (www.epos.seh.ox.ac.uk), by bank transfer or by post. If you are international, college recommends you use TransferWise for better exchange rates.

Battels Enquiries

Contact the Accounts Office (Staircase VI on the Front Quad, first floor) if you have any queries regarding your battels. Their phone number is 01865 279042.

Fees

Your battels include the following fees:

Annual University tuition fees

For the 2020/21 academic year the course fee for home and EU undergraduates is £9,250, although this may depend on your course of study, year of entry, and your country of residence. Information on current fee rates,

including an interactive tuition-fee calculator, is available from the University website. Teddy Hall collects your course fee through your battels and passes them on to the University.

Annual College tuition fees

If you're an undergraduate paying University tuition fees at the home rate, you won't pay an annual College fee. However, overseas undergraduates are required to pay annual College fees in addition to the University tuition fee.

Termly accommodation fees

If you are an undergraduate living in College accommodation, you will currently pay a total of around £4,260 for a room for three terms (2020-21). This includes heating, lighting, water, and cleaning, but not meals. If you stay in your College room during the vacations, you are charged pro-rata for the extra days. Your accommodation fee covers you from the Thursday of Noughth Week to the Saturday of Eighth Week.

Dinner and Breakfast during term

Currently, the cost of a College dinner is £5.50, and a College breakfast £2.85. The cash value of 41 breakfasts and 58 dinners will be automatically pre-paid onto your University Card at the start of each term. Any refunds due will be automatically credited to your battels accounts after the end of each term. Undergraduates at the main College site can get a maximum refund of 8 dinners (£43.20) and 8 breakfasts (£22.40) per term.

Prepayment for lunches and out of term meals

For the first term of your first year of study only, an initial £25 will be pre-paid onto your University Card so that you can buy any meals prior to the start of that term (and lunches during that term).

Vacation room charges

If you stay in College accommodation during part or all of the vacations, you'll be charged on a nightly basis. If you're a Fresher, you will be charged for all the nights you're required to be in residence (which will be at least two) before the first Thursday of 0th Week of Michaelmas Term.

Other payments

Other payments such as printing charges and fines for late return of books and keys will be added as and when they arise during the academic year.

Battels prepayment deposit

A prepayment charge of £200 will be included on your first term's battels regardless of whether or not you live in College accommodation. This is held as a deposit until your final battels statement (issued after the end of your final term) when it is refunded against any charges that you have incurred during the final term.

Other termly charges

These charges are levied at the start of every term and can be found listed on your Battels alongside the normal college fees. Optional fees can be opted out of by contacting the accounts department (fees@seh.ox.ac.uk), but you will lose the benefits associated with paying into these accounts. If you have genuine financial difficulty, do not hesitate to contact the JCR President.

JCR Membership Fee // £10 // Optional

This helps to fund the JCR, alongside money we receive from college, which we use for events such as JCR Tea, refreshments at JCR meetings, and funding requests from successful motions. Paying into this account gives you full membership of the JCR, the right to speak and bring motions to meetings, and vote/stand in elections

St Edmund Hall Association // £8 // Not optional

Every student who matriculates at the Hall is an Aularian. The St Edmund Hall Association (SEHA) is the official body which represents all Aularians, past and present. The SEHA aims to foster friendship and a spirit of collegiality between Aularians and create and encourage professional and other social networks for the benefit of past and present students, collect and disseminate news of Aularians and SEHA activities. Life membership of the St Edmund Hall Association is purchased at the rate of £8 per term on battels for nine consecutive terms.

JCR Coffee // £5 // Not optional

This ensures that the JCR coffee machine remains free for all JCR members during term time.

Picture Fund// £1 // Optional

This goes towards the SEH art collection. Students can view this art in early Michaelmas and is open to loan.

JCR Charity Fund // £5 // Optional

At the end of every term a meeting is held where members of the JCR can bring charity motions - these are put to JCR-wide vote and if successful, are awarded money from this fund. Any surplus is directed to a number of charities selected by the JCR's charity officer- these are also put to vote.

Entz Fund // £4 // Optional

The Entz fund is managed by the Entz Presidents and allows them to organize a range of fun JCR socials and events without requesting money from the Treasurer or the JCR.

Reach Oxford Scholarship Fund// £6 // Optional

Helps to maintain the SEH crisis scholarship.

Day to day

College Meals

These If you wish to top up your breakfast, dinner or cash account, you can do so on the EPOS system:

1. Visit <http://epos.seh.ox.ac.uk>
2. Log in to EPOS using your college 'sedm' log in
3. Select the tab 'EPOS'

4. On the 'EPOS' page there is a drop down menu with the three options to add money to your 1) Cash Account, 2) Dinner Account or 3) Breakfast Account. Select the required account and follow the instructions on the rest of the page

Laundry

Teddy Hall has washing and drying facilities for all those who live on site to use. The laundry room is found underground, down the stairs by the Whitehall building on the 'Back Quad', next to the music room. There is also a pipe room where you

can dry your clothes free of charge. There are instructions in the laundry room on how to pay through the 'circuit' app on your phone.

You must provide your own detergent, and are responsible for bringing a laundry basket or bag so that if your wash/dry finishes before you can collect it, the next person using the machine can put your clothes in a basket rather than on the floor!

Maintenance

To report a maintenance fault, all you need to do is email help@seh.ox.ac.uk giving the location of the fault and a brief description of what is required. Call the lodge at 01865 279000 in an emergency or if you are locked out.

Dress Codes

It is important to follow dress codes, but it is not the end of the world if you make a mistake! Everyone is very understanding, especially with freshers.

The following definitions of dress code are split into different categories for Men and Women purely for ease of description. Sub Fusc is gender neutral, allowing you to choose your preferred items within certain parameters.



Sub Fusc

Full academic dress, known as sub fusc (from the Latin sub fuscus meaning dark brown), must be worn at all formal University ceremonies including matriculation and degree ceremonies. Sub fusc is also required when sitting examinations (mortar boards and gowns may be removed during the examination). All undergraduates wear a gown: a commoner's gown is the default, but some may wear a scholar's gown if they have been granted an academic, choral or organ

scholarship by the college. You should also have mortar board or soft-cap, and your preferred items from the following list:

1. one of:

- dark suit with dark socks, or
- dark skirt with black tights or stockings, or
- dark trousers with dark socks or dark hosiery

2. dark coat if required

3. black shoes

4. plain white collared shirt or blouse

5. white bow tie, black bow tie, black full-length tie, or black ribbon.

'Lounge Suits or Equivalent'

This is College's most common dress codes, which you'll be asked to wear for most dinners labelled as a 'formal' in college (Freshers Dinner, Formal Hall...). You will be told if the dress code is different.

Men: This dress code is used for occasions with various degrees of formality and means suit, matching jacket and trousers, worn with a shirt and tie.

Women: As always, the criteria for women is far less set in stone. A good way to think about this dress code is somewhere between what you would wear for an interview and a night out at a fancy club. A cocktail dress or a smart shirt and skirt/trousers would both be totally acceptable.

Black/white Tie

Black tie is most commonly seen at balls, though there is the odd event in the college calendar (like the St Edmund Hall Feast, which all 2nd Year Undergraduates and 1st Year Masters students are invited to) which requires this dress code. There is no obligation to own a black tie outfit – if you would like to save money you can find plenty of cheap ones or simply rent one for the evening.

Men: A white dress shirt, black bow tie, black dinner jacket, black suit trousers and black dress shoes.

Women: For women, black tie covers a much wider level of formality ranging from just below the white tie standard to something more informal such as a little black dress (though cocktail dresses may be long or moderately short and needn't be black). Smart trousers are also fine.

White tie is also known as 'full evening dress' or, informally, as 'tails'. White tie is the most formal of dress codes and is quite uncommon. At Oxford, white tie is pretty much only worn at Commemoration Balls, which are the larger, triennial balls that happen in 9th week of Trinity Term. Most people hire their outfits for these events, so there is no need to go out and buy anything!



Sub Fusc
Commoners Gown



Sub Fusc
Scholars Gown



Black Tie



Lounge Suits or Equivalent

Welfare

JCR welfare Officers

If you ever have any questions about welfare and what support you can access, your best point of contact are the JCR Welfare Officers. They are students like you, but they have received extensive training and are very much aware of the welfare systems in college and in the University.

Visit the 'Welfare' page on the JCR website in the 'Hall Life' tab. It should contain all the information you need. If you are unsure of anything, Katie Long and Greg Halliwell can direct you towards the kind of help or resources you might need. They are incredibly friendly and really take their role at heart. Add them on Facebook and/or email them.

JCR Welfare Officers:

Katie Long: katie.long@seh.ox.ac.uk

Greg Halliwell: Gregory.halliwell@seh.ox.ac.uk

They can also be reached at jcr.welfare@seh.ox.ac.uk

Welfare Resources

College Welfare

There are members of the college you can talk to in confidence about any concerns or problems you might be having. The senior welfare officer is the college nurse whose details can be found below.

Nurse - Clare Woolcott

E-mail: nurse@seh.ox.ac.uk

Phone: 01865279063

College Room: Staircase 6 Room 3

Decanal Team

The Dean has overall responsibility for welfare matters within the College and can be consulted on a daily basis during term. The Junior Dean and Assistant Junior Dean are students themselves, live on site and are available to help. Full contact details for the Decanal team can be found on the noticeboards in the Lodge and the Staircase V tunnel or online.

Dean: Jonathan Yates

Email: dean@seh.ox.ac.uk / jonathan.yates@materials.ox.ac.uk

Junior Dean: Tim Delpport

Email: junior.dean@seh.ox.ac.uk / timothy.delpport@magd.ox.ac.uk

Tutors

Your tutor is available for any personal or academic problems, but if you feel that you would like to talk to someone anonymously then feel free to contact those who are in overall charge of your academic welfare:

Tutor for Undergraduates: Amy Zavatsky

Email: amy.zavatsky@eng.ox.ac.uk

Tutor for Visiting Students: Dr. Outi Aarnio

Email: outi.aarnio@economics.ox.ac.uk

Peer Supporters

If you would rather discuss your issues with a student, visit the Peer Support page in the 'Bear necessities' for more information on how they can help, and who to look out for if you ever need a chat. Peer Supporters and Welfare Officers will also host regular drop-in sessions in the welfare room throughout the year.

Sexual Health

The Welfare and Women's officers have pregnancy tests available should you need them. You can also contact the Nurse and take a pregnancy test through her, see Medical Team for contact information. You can be reimbursed for the pill by giving your receipt with your name attached to either of the Welfare Officers, who then pass the receipt on confidentially to the Treasurer. Free condoms, dental dams and lube are provided outside the Welfare Room. You can also find earplugs and other useful freebies set up by the committee.

If you are sexually active it is important to get tested regularly. You can get all tests and treatments at a genitourinary (GUM) clinic or sexual health clinic (sexual health clinics provide contraception services and sexually transmitted infection services). These tests are free and can be delivered through the post.

External Welfare

A range of other welfare services are available to all students throughout the university. You can find all relevant info at jcr.seh.ox.ac.uk or by asking your JCR Welfare Officers.

Any more questions? Visit <https://jcr.seh.ox.ac.uk>
or email jcr.president@seh.ox.ac.uk!



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