Campus Information: Summer 2015
OXFORD
(June 29–August 8)

STAFF
On-site Director: Emma Smith  Office: 011.44.1865.279441 (from U.S.)
emma.smith@hertford.ox.ac.uk
Campus coordinator: Dianne Baroz  Office: 802.443.5277
dbaroz@middlebury.edu
Director’s assistants: Eve Tyrrell-Berinati  mike_mayo@breadnet.middlebury.edu
Mike Mayo  eve_tyrrell-berinati@breadnet.middlebury.edu

CAMPUS OFFICE
Phone 011.44.1865.279819 (from U.S.)
Staircase VIII, Chapel Quad
Hours:
Monday–Thursday, 9:30 am–12:30 pm & 2–6:00 pm
Friday, 9:30 am–12:30 pm

The Bread Loaf office handles academic and student life issues, schedules appointments with
the director, and assists in other ways as needed. Students should feel free to stop by and
introduce themselves at any point. The staff is always happy to assist.

PORTER’S LODGE, LINCOLN COLLEGE  011.44.1865.279800 (from U.S.)
Open 24 hours a day, seven days a week

The Lincoln College Porter’s Lodge serves as the first emergency point of contact and the center
for all communications at the College. Porters can also weigh letters and sell postage, take
incoming phone calls, call cabs, give directions, lend various equipment (such as irons), and
assist with other residential needs. This is where to report all emergency housing maintenance
issues (such as a flood). Please report minor housing maintenance issues to the Bread Loaf
office.

EMERGENCY CONTACTS
Ambulance, Police, or Fire Department: 999
Porter’s Lodge: 1865.279800
King Edward Street Practice of Lincoln College Physician: 1865.242657
John Radcliffe Hospital: 1865.741166

When possible, the Porter’s Lodge should be contacted first in the event of an emergency;
otherwise, dial 999, and then notify the Porter. In the case of fire, students should sound the
alarm, which will automatically notify the Porter’s Lodge, and then dial 999. Fire emergency
instructions are posted in each student room.
FOOD ALLERGY AND EMERGENCY CONTACT INFORMATION
All students must submit a Food Allergy and Emergency Contact Information Form online at https://docs.google.com/forms/d/1cH5VLjdpzhGr5WR_e2TM44RO998rhtqAfTF6SqbBIww/viewform

PHOTOS
The Bread Loaf office maintains student photos to assist internally with identification. We ask that you submit a digital photo in advance of the summer session at https://forms.middlebury.edu/blse/photo-submission-form.

SUMMER MAILING ADDRESS
Bread Loaf School of English
Lincoln College
Oxford OX1 3DR
UNITED KINGDOM

If you plan to ship anything ahead of the session by regular mail, allow a minimum of three weeks for delivery. FedEx/UPS are faster but more expensive alternatives. Mark “HOLD FOR ARRIVAL” and the session arrival date on all packages if sending ahead of arrival. Neither Bread Loaf nor Lincoln College can assume any responsibility for items lost either in transit or after arrival at Lincoln College.

During the session, mail arrives once a day and is distributed in the Dining Hall at lunch. After lunch, the mail is returned to the Bread Loaf office, where it can be picked up during office hours. While porters will weigh letters and sell postage, there are also post offices in town, near the college on St. Aldates Street and on St. Giles Street.

Calendar

June 29 (Mon)  Arrival day
June 30 (Tues)  Registration Day
                1:00 pm  Lunch
                1:50 pm  Gather outside Lincoln Lodge to walk to Convocation House
                          [Everyone needs to bring a passport.]
                2:00 pm  Bodleian Library Registration Session
                          (Convocation House, Bodleian Library)
                3:30 pm  Introduction to Lincoln College Library
                          (Lincoln College Library)
                4:00 pm  Introduction to Bodleian Library & Its Resources
                          (Oakeshott Room, Lincoln College)
                6:00 pm  Introductory Meeting (Oakeshott Room)
                6:30 pm  Opening Reception (Grove Quad, Lincoln College)
                7:15 pm  High Table (Lincoln College Dining Hall)
July 1 (Wed) Classes begin
Drop/add period begins

July 3 (Fri) Regular class day
Drop/Add period ends at 5:00 pm

August 7 (Fri) Classes end

August 8 (Sat) 5:00 pm Commencement (Lincoln College Chapel)
Reception (Grove Quad)
High Table Banquet

August 9 (Sun) Students depart Lincoln College by 10:00 am

**MEAL TIMES**
(From lunch Monday, June 29, through breakfast, Sunday, Aug. 9)

<table>
<thead>
<tr>
<th>Meal</th>
<th>(Monday–Saturday)</th>
<th>(Sunday)</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>8:00 am</td>
<td>8:45 am</td>
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<tr>
<td>Lunch</td>
<td>1:00 pm</td>
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<tr>
<td>Dinner</td>
<td>7:00 pm</td>
<td>6:30 pm</td>
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**Travel to Lincoln College**
Middlebury College requires that all students, faculty, staff, and affiliates register their travel plans. The online registration process only takes five minutes. The College needs this information in order to respond effectively in emergency situations. Please complete the Travel Registration form at: [http://www.middlebury.edu/international/travel](http://www.middlebury.edu/international/travel)

**Students should carry with a copy of their acceptance letters as proof to Immigration that they are attending an academic program.** United States citizens will not need visas if staying in the UK for less than six months. Students should secure valid passports as soon as possible (this process can take a month or more); applications are available at [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html). Please note that for international travel, some countries now require that a traveler’s U.S. passport be valid for at least six months beyond the date of the return trip.
London’s Heathrow Airport is roughly an hour from Oxford by public transportation, the smaller Gatwick Airport roughly two hours by bus. The Stansted Airport is located approximately 40 miles northeast of London and two hours from Oxford.

**To Oxford by bus**
A “period return” ticket is a better deal than two one-way tickets or a round-trip (“return”) ticket and will get you back to the airport at the end of the session. Students should be sure to specify a _period return ticket_, good for three months, and _not_ a return ticket, which is only good for 24 hours. The driver should be paid in cash upon boarding. Luggage allowance is two suitcases per person in the hold and a small piece of hand luggage inside the coach.

It's about a 10-minute walk from the Gloucester (pronounced "Gloss-ter") Green bus terminal in Oxford to Lincoln College, but students who are loaded down with luggage may wish to take a taxi (tip 10%). Lincoln College is located on Turl Street, between Broad and High Streets. From Gloucester Green (Gloucester Street) take a left to George Street. In about a block George Street will turn into Broad Street. Walk one block on Broad and turn right on Turl. Ship Street and Market Street are on the right; the entrance to Lincoln College is on the left. (Students who are already familiar with Oxford may wish to disembark from the bus at Queen’s College, walk up the High Street to Turl Street, take a right on the Turl, and arrive at Lincoln College, on the right.)

**From the airports:**
London Heathrow International Airport and Gatwick Airport are linked to Oxford by The Airline bus service ([http://airline.oxfordbus.co.uk/](http://airline.oxfordbus.co.uk/)), which operates 24 hours a day, seven days a week. Heathrow is the closest international airport to Oxford. Stansted Airport is linked to Oxford by the National Express 757, which runs approximately every two hours.

Airline buses leave Heathrow approximately every 30 minutes, and Gatwick every hour, and are large, comfortable coaches. From Heathrow, the trip takes approximately 80 minutes from terminals 1, 2, and 3, and 100 minutes from terminal 5 (for terminal 4 you will need to take the free inter-terminal train to either terminal 5 or the central bus station). From Gatwick, the trip takes approximately 120 minutes. The buses make a few stops once they reach Oxford, and students who wish to get off at the main bus station should tell the driver to go to Gloucester Green—this is the last stop.

**From Victoria Station:**
The Oxford Tube ([http://www.oxfordtube.com/](http://www.oxfordtube.com/)) and the X90 Oxford-London ([http://x90.oxfordbus.co.uk/](http://x90.oxfordbus.co.uk/)) both leave London's Victoria Station every 20-30 minutes, making stops at Marble Arch, Baker Street, and Hillingdon before heading to Oxford's Gloucester Green. Travel time is approximately 100 minutes during off-peak times. Oxford Tube: 01865.772250; Oxford X90: 01865.785400

**By train:**
Trains from London leave Paddington every half hour taking approximately one hour. For national rail inquiries, call 08457.484950 or visit their website ([http://www.nationalrail.co.uk/](http://www.nationalrail.co.uk/)).
**By Taxi or Car:**
Standard taxis run from the airport to Oxford and vice versa. There are also several companies that offer car services (with drivers) with fixed airport rates; rates are similar to taxi fares. Click on the names of the companies to visit their website and book a car.

- **Airport Direct** – 0208.6482899
- **CCB Airport Cars** – 01865.876699 or 01865.765566
- **Oxicars** – 01865-875900
- **Oxfordshire Chauffeurs** – 01235.520201

*For students with cars, please note that Lincoln College does not have any parking available.*

**Arrival and Registration**
Lincoln College is generally able to accommodate some early arrivals in their own rooms at a per diem room and board rate if arranged with the campus coordinator in advance.

Upon arrival, students living on campus should stop at the Porter’s Lodge (main entrance to Lincoln College) to receive room assignments. All students should check in at the Bread Loaf Office, which will be open for extended hours on Monday and Tuesday. Registration begins after breakfast on Tuesday. Registration packets include important forms and information, including locations and times for first seminar meetings. The on-site director and director’s assistants will be on hand to welcome students and answer questions. Students who arrive late should stop by the Bread Loaf office upon arrival.

Students may depart after completion of course work or may stay through commencement.

**Courses**
Students at Oxford take one two-unit course earning six semester-hour credits, with roughly half of the course devoted to independent research. Classes are small and ordinarily include individual tutorials as well as seminar meetings. Meeting times and places are arranged by each tutor, and this information is posted in the Bread Loaf office by registration day.

**Course Texts**
Students should bring course texts with them; there is no campus bookstore at Oxford, and local book shops might not have the necessary editions.

**Campus Housing**
All students will fill out a Housing Enrollment Information Form before arrival. Housing is assigned by seniority, but we do what we can to honor your preferences. Students are not allowed to change rooms, except under extraordinary circumstances and only with permission from the campus coordinator.

Students should let Dianne Baroz know about any conditions that might necessitate special housing arrangements. In case of medical needs, documentation may be necessary to secure appropriate accommodations. Those who qualify under the Americans with Disabilities Act need to submit the ADA Special Needs Identification Form by May 25. Both the full ADA
Policy and this form are available from the ADA Office in a variety of accessible formats or on the web at https://forms.middlebury.edu/studentlife/doc/ada/adasnifs/summersnif

Most rooms at Lincoln College are singles. Each room in the college has an en suite bathroom. Most rooms in staircase XV, directly across Turl Street from the college, also have en suite bathrooms.

Bed and bath linens (except washcloths) are provided. The housekeeping staff (scouts) service rooms daily and change linens weekly.

Students will be given keys to their rooms; spare keys are available at the Porter’s Lodge for students who accidentally lock keys in rooms.

**Dormitory Regulations**

Radios and stereos are not allowed in the Lincoln College rooms.

**Overnight guests (including spouses and family) are not permitted to stay in student rooms.**

Guests should secure their own accommodations; a list of area guest houses is available from the Bread Loaf office. Violators will be billed by the college and guests evicted.

Smoking is not permitted in any campus buildings, including dormitories. People who smoke outdoors should check to make sure they are not smoking under someone’s open window, and they must use proper receptacles for extinguishing and disposing of smoking materials.

**Campus Dining**

Students living on campus eat in Lincoln College’s Dining Hall. Please come on time.

Students with food allergies or special dietary requirements are responsible for informing the Bread Loaf office on the Food Allergy and Emergency Contact Information Form (attached).

In order to avoid food wastage, the college kitchen needs accurate head counts for meals; to that end, sign-out sheets are posted on the bulletin board every morning for lunch and dinner. If a student plans to miss a meal s/he should sign out for that meal by 9:00 am on that day and by Thursday for the weekend.

The Chef will provide a weekly menu listing what the meat and vegetarian dishes will be each evening; if those not listed as vegetarian would like to opt for a vegetarian meal as a change from meat they may also do so via a sign-up sheet on the bulletin board. Again, this choice should be made by 9:00 am on that day and by Thursday for the weekend. There is always a vegetarian option at lunch, so students do not need to sign-up in advance for this.

High Table meals are more formal meals held throughout the session, usually after a special guest speaker/lecturer.

Visitors and guests (including students staying in Bear Lane apartments and off-campus, who are not on the board plan) may pay to dine in the Hall if the Bread Loaf office has been notified by
9:00 am on the day in question and by Friday for the weekend (payable in pounds at the Bread Loaf office).

**Telephones**

**CAMPUS Number: 011.44.1865.279800**

Incoming calls will be routed through the Porter’s Lodge at Lincoln College. The Porter will take messages and post on the Bread Loaf bulletin board outside the Porter’s Lodge. The Porter’s Lodge will answer phones around the clock, but please alert potential callers to the fact that Oxford time is five hours later than U.S. East Coast time.

About half of the college rooms have telephones. Pre-paid phone cards (the ‘0800’ card is compatible with college phones) can be obtained from local news agents to use with these phones. Call rates to the US vary. To use the phone, dial 9 for an outside line followed by the 0800 number from the card and then the number required. Calls within the College and University are free and do not require the 9 prefix.

Students with in-room phones can be called at **01865.280000** from inside the U.K. and **011.44.1865.280000** from the U.S.; add plus the room extension number when prompted. For those who do not have a room phone, there is a public telephone in Room 12.2b.

**Check Cashing and ATMs**

Students should probably plan on needing about $1,200, or the equivalent in pounds, for spending money while at Lincoln. Seniors will also encounter some graduation-week extras including, but not limited to, a senior gift, payment of guest meals at the commencement banquet, and the rental of the hoods and robes (approximately £10) for the graduation ceremony. Students should convert enough money into British currency at the airport to cover transportation to Oxford.

ATM and credit cards can be used in ATMs, which are conveniently located near the college (students should check with banks and credit card companies to determine any charges that may be applied). The most widely accepted American credit cards in the United Kingdom are Visa and MasterCard. The Bread Loaf Office at Lincoln College does not accept credit cards: any fees that need to be paid (guest meals, play tickets, etc.) will be in pounds, not U.S. dollars.

There isn't sufficient time to open summer checking accounts at Oxford; even a certified cashier's check will take two weeks to clear. Personal checks (a student’s or those made out to a student including any loan refunds) are un-cashable.

**Financial Aid Refunds and Direct Deposit**

Students receiving financial aid refunds have the option of having funds deposited directly to their US bank accounts. To register for direct deposit, students should enter their banking information within direct deposit allocation link found in the Student Financial Services tab of BannerWeb. Please submit this information by June 10th; otherwise, refunds will be distributed via checks.

**Crime in Oxford**

Oxford is a big, busy modern city, with its own share of crime. Though the streets of Oxford are safe during the day, at night students should travel with a companion. Students should also lock
rooms: in past years, items have been stolen from Bread Loaf rooms, especially during the first days of the Bread Loaf session. Students with rooms on the ground floor or with windows looking out onto accessible ledges should be sure to lock windows. There is a safe in the Bread Loaf office, and the staff is happy to store small valuables and passports (the American Embassy in London warns against carrying passports unless there is a specific need for it). Students are advised to keep a record of passport numbers and places of issue, and of the numbers and expiration dates of credit card accounts, in a place separate from the documents themselves. Students who are bringing their own laptops should keep records of the models and serial identification numbers in a safe place.

**Clothing and Weather**
Days can be warm (80 degrees or more), although the average Oxford temperature in July is 60. It does rain in Oxford, even on sunny days. Daylight lasts until 9:30 pm or so. Casual clothes are fine for daily wear; one or two more formal outfits for the session’s more formal events—opening night, high tables, and commencement—would be appropriate. Rain gear and good walking shoes are musts.

**Laundry Facilities**
There are two laundry rooms in Lincoln: one near the Bread Loaf office and one up two flights of stairs in Stairway XV (across from Lincoln’s main gate, next to the book shop). Students can obtain debit cards for the machines from the Bread Loaf office. Unspent money on the card is non-refundable. The Oxford office recommends starting with £10 on the card. Laundry detergent can be purchased locally while the laundry room in Stairway XV has an ironing board and iron. The laundry in Stairway VIII has only an ironing board, and irons can be signed out from the Porter’s Lodge.

**Library Services**
Students have access to both the Lincoln College and Bodleian libraries. On registration day, students will receive Bodleian ID cards. Students will need passports for identification.

All Bread Loaf students also have access to materials available online from the Middlebury College’s Davis Family Library. For information about accessing resources from off campus, see: [https://mediawiki.middlebury.edu/wiki/LIS/Resources_Available_from_Off-campus](https://mediawiki.middlebury.edu/wiki/LIS/Resources_Available_from_Off-campus).

**Computer and Technology Support**
There are two computer rooms for Bread Loaf students at Lincoln, one in Lincoln House across the road from the College and one in the College itself. Each computer has Windows 7, Microsoft Office, and First Class/BreadNet, and each is connected to a laser printer.

All meeting and teaching rooms have wireless access points, but wireless coverage is minimal and random in student rooms. All rooms do have network access, however, and students are welcome to hook up laptops to the network if they have up-to-date anti-virus software. Students will need a network cable and an adapter compatible with English current for laptop charging.

**Campus newspaper**
The *Paniculum*, the Oxford campus newspaper, keeps students informed about lectures, social and cultural events, academic deadlines, travel tips, and more. The *Paniculum* will be posted in the Bread Loaf office and on BreadNet in Cyberbarn. Off-campus residents especially should be sure to check the paper as well as the Bread Loaf message board at Lincoln for daily announcements and messages.

**Recreational Facilities**
Tennis courts are available at several locations around the city. For further information, see [www.oxford.gov.uk/PageRender/decLP/Tennis_occw.htm](http://www.oxford.gov.uk/PageRender/decLP/Tennis_occw.htm). Bicycles can be hired on a daily or weekly basis. There is also a private gym nearby which offers a short-term package. See [www.lafitness.co.uk/gym/oxford/](http://www.lafitness.co.uk/gym/oxford/).

**Deep Hall**
Deep Hall (the on-site pub at Lincoln College) is accessible from the Grove Quad and is open before lunch and dinner every day except Sunday. Students may bring drinks from Deep Hall to meals. The pub also sells wine by the bottle to carry out.

**Deep Hall Hours**

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<tr>
<th>Monday through Saturday</th>
<th>11:30 am–1:00 pm</th>
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<tr>
<td>Mondays, Tuesdays, Thursdays, Saturdays</td>
<td>5:30 pm–8:00 pm</td>
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<tr>
<td>Wednesdays, Friday</td>
<td>5:30 pm–11:00 pm</td>
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<tr>
<td>Sundays</td>
<td>closed</td>
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**Co-Curricular Events**
Bread Loaf/Oxford arranges all school excursions to theater productions during the session. Tickets and transportation for these events are included in the comprehensive fee. Students are also eligible to purchase extra tickets for productions associated with the *Page to Stage* course via a lottery system.

Lectures and readings are organized throughout the session. In addition to school-sponsored events, students organize and run readings, Pub Quiz nights, musical and other events of their choosing. Students should contact the director’s assistants to arrange.

**Travel During Session**
We ask students to notify the director’s assistants of any travel plans during the session.

**Medical Services**
Students should bring a full summer’s coverage of whatever medications they require. All students are required to have health insurance to cover emergent and non-emergent health care, as needed.

There are no medical personnel or facilities available on the Oxford campus itself, but there are local hospitals in case of medical emergencies.
If students need to see a doctor while at Lincoln, the Lincoln College physician has offices at the King Edward Street Practice:

**01865 242657**
9 King Edward Street
Oxford OX1 4JA

Students can also visit the emergency room at the John Radcliffe Hospital:

**01865.741166**
Headley Way
Headington
Oxford OX3 9DU

Students should consult with their medical insurance companies prior to traveling abroad to discover whether their policies apply overseas and whether they will cover emergency expenses. Most medical care facilities and medical care providers in the United Kingdom do not accept insurance subscription as a primary source of payment. Rather, the beneficiary is expected to pay for the service and then seek reimbursement from the insurance company.

**Emergency Services**

Global Rescue is available to assist travelers affected by medical and security emergencies while studying, working, or traveling abroad. GR representatives are available to consult and to ensure that appropriate medical treatment or safety measures are being taken. In addition, Global Rescue will arrange for the provision of health information services through their operations team and Johns Hopkins Medicine to include medical advice, case monitoring, hospital and clinic referrals, and evacuation services. This consultation service comes at no cost. Any costs associated with treatment, transportation, or evacuation will be the student’s responsibility.

Students in need of either of these services can contact Global Rescue at +1-617-459-4200 and identify themselves as a Middlebury student abroad.