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1 NUFFIELD LIFE

A very warm welcome to the Nuffield Family! This handbook is intended to serve as an informal introduction to some of the relevant aspects of Nuffield life, both as you prepare to come and as a reference for when you’re here. Most essentially, we would like you to know that the JCR exists to make sure that you will have a fantastic time at Nuffield (and beyond)!

You can find JCR contact information in section 2.2, and please don't hesitate to get in touch if you have any questions. Do join our Facebook group if you haven't done so already: https://www.facebook.com/groups/nuffieldcollege/

It’s important to note that an official student handbook is also issued by the College. You should receive a copy of that publication in advance of your arrival. We try to make sure that the information given in both handbooks is consistent, but in the event of any discrepancy, the official handbook takes precedence.
USEFUL VOCABULARY

- “Battels” – a bill received after each term with various fees such as for college events, postage and faxes, and the bar bill. This is distinct from the bill sent at the beginning of the term for university fees, college fees, accommodation, and meals. All bills are paid to the Accounts Office which is located in B-staircase.
- “The Buttery” – the kitchen and dining area beside the hall.
- “High Table” – Dining with the fellows and guests occurring on Tuesdays, Wednesdays, and Fridays during term. It involves good food, good wine, and great conversations.
- “Formal Hall” - For the same price as low table, students get a High Table meal a bit less formally.
- “Low Table” – Informal dining option offered on Mondays, Tuesdays, Thursdays and Fridays throughout the year, with the exception of August.
- “Porter” – similar to the doorman in a private building, but with wider responsibilities.
- “JCR” – the Junior Common Room; both a physical location (a living room next to the Buttery) as well as a group of people (the students).
- “JCR Secretaries/Representatives” – various positions held by students in the JCR
- “Oxford SU” – Oxford University Student Union. All students are automatically members, and it represents students on a university level.
- “SCR” – The Senior Common Room; similarly refers to both a room above the JCR and all fellows and postdocs at Nuffield.
- “Fellows” – The academics at Nuffield.
Nuffield College is organized around two important bodies: the JCR (Junior Common Room) and the SCR (Senior Common Room). These terms are used interchangeably to refer to both the physical common rooms where different members of College spend time, and to the organisations themselves. This “basics” section describes the JCR as a student organisation, the following sections deal with important matters such as social life, entertainment and welfare.

Students automatically belong to the JCR (you can opt out though if you really want to). The Nuffield JCR is ruled by the JCR Constitution that is available on the intranet. As a JCR we formally meet at least once per term, or more as needed. At these meetings, you have an opportunity to introduce motions and discuss the motions of others as they relate to the operations of the College and the JCR. Recent examples have covered issues like buying equipment for JCR parties, asking the college to reduce paper cup wastage, changing when the JCR president is elected, and adding coffee to the weekly brunches during term time. Such meetings are an opportunity for students to voice their opinions on issues, and so serve a key purpose in student representation. In addition, a number of officers and committee representatives are elected from the student body to help represent students at all levels of the college. All students are encouraged to run for and serve in these positions! In such a small college, having many students involved is enormously helpful. Most JCR officers and representatives will also report on their activities at JCR meetings.

In particular, JCR Officers include the President, the Treasurer, the Secretary, the Social Secretaries, the Bar Managers and the Gym Manager. New students serve in these positions and on various college committees each year. We hope you get involved! Feel free to talk to any of the JCR officers if you have a suggestion, whether it’s a type of beer you want in the bar, a social event you’d like, or a concern you have with college operations.
2.2 JCR OFFICERS

(Emails: firstname.lastname@nuffield.ox.ac.uk)

**President:** Matthias Haslberger  
**Secretary:** Bethany Bloomer  
**Treasurer:** Sarah Schneider  
**Social Secretaries:** tbd  
**Bar Managers:** Julian Ashwin, Thomas Fleming  
**Gym Manager:** Tuuli-Anna Huikuri  
**Women’s Representative:** Tuuli-Anna Huikuri, Lucy Song

2.3 SOCIAL LIFE (GENERAL)

Social life? I’m here to study! Of course you are, but Nuffield makes some enchanting efforts to occasionally distract its students from the delights of time series econometrics and Estonian class mobility in the post-war era. A variety of events are organised throughout the term by the social secretaries to delight and distract the earnest student body. The entertainments available would meet the expectations of even the most demanding guest, including a summer garden party, exchange dinners at other colleges, brunches, wine and whisky tasting, parties in the Bar and, of course, our annual Christmas Pantomime, which you will hear about almost immediately upon arrival. Directing the excitement are the Social Secretaries. Expect lots of emails from them. Please feel free to make suggestions at any time.

One of our most exciting annual events is the JCR Art Auction. If you are looking for decent artwork with which to decorate your walls when you arrive (or you think your new friends won’t be all that impressed by your accumulated collection of posters), have no fear. Over the years the JCR has bought a range of prints and original artworks, and the annual JCR art auction is a great opportunity to rent pieces of art for a year at a cheap price, with over half of the revenue going to charity. The auction normally happens in 2nd week of Michaelmas term, and more details will follow nearer to the event.
2.4 SOCIAL LIFE (THE BAR)

“The wine urges me on, the bewitching wine, which sets even a wise man to singing and to laughing gently and rouses him up to dance and brings forth words which were better unspoken.”

Homer, Nuffield End of Term Party, 800 B.C.

The Nuffield Bar is always open, and so serves as a convenient social location whenever the urge for crisps and foosball may hit. Alcohol, however, is served only between 6 and midnight, with the exception of ‘late bars’ occurring several times a term. The rest of the time, the alcohol fridges are locked.

The Nuffield Bar operates on an honour system: you must write down your purchases in the “Bar Book.” If you ever forget to immediately write down what you have consumed, please retroactively over- rather than under-estimate. As you will notice we offer some of the lowest prices in all of Oxford, so it is absolutely vital that everyone honestly and fully reports their consumption. The total value of your bar tab is then charged to you at the end of every term.

Your friendly bar managers are always happy to listen to suggestions for intriguing new drinks and snacks you want ordering (e.g. Club Mate). When you’re using the bar, please remember that the College is a residential environment, and try not to make excessive noise.

2.5 WELFARE

Student welfare is our top priority here at Nuffield. Everyone can have difficult times, particularly if under academic stress. To help, Nuffield has its own College Counsellor. They are available to everyone — if you are worried about your research, if you are looking forward to some tough interviews, or you have any personal challenges you want to discuss, they can offer you professional support. The Senior Tutor is also available as a source of support and advice; don’t hesitate to arrange a meeting if you’d like to.

In addition to the excellent college resources, Oxford SU organizes many important welfare policies/activities and provides a lot of helpful welfare information which can be accessed through their website http://oxfordsu.org/ and in publications available from OUSU’s offices adjacent to Gloucester Green. OUSU resources cover a wide range of issues including health, counselling, accommodation, equal opportunities, resources and events for international students, anti-discrimination, environmental issues and LGBTQ rights.
The Oxford University Counselling Service runs various workshops (e.g. one-off, 60-90 minutes long on specific topics), relaxation classes, as well as therapy groups based around a specific issue, and one-to-one counselling. It’s all free for Oxford students but usually needs booking in advance.

The JCR welfare officer acts as a link between Oxford SU and Nuffield students and advertises events and useful information: look out for these on JCR noticeboards. This person also attends termly meetings of the college Welfare Committee to raise student concerns with College. In addition, the College has harassment advisers who can advise on how to deal with difficult situations in the context of the College’s harassment policy (please note the new harassment advisers for the coming academic year will be determined shortly).

Nuffield, like many other colleges and universities in the UK, also runs a sexual consent workshop at the beginning of the year. For more specific needs or enquiries, the JCR also has LGBTQ, Disability and Black & Minority Ethnic Representatives.

For any special needs, or if you are unsure where to turn to for advice and help, the Senior Tutor is the first point of contact for student welfare matters in College.

You may find these telephone numbers useful:

OUSU Student Advice (01865 2)88450
Nightline (01865 2)70270
University Counselling Service (01865 2)70300
University Harassment Advice (01865 2)70760

The Samaritans 08457 909090
NHS Direct 0845 4647

Sexual Abuse & Rape Crisis Centre (01865) 726295
British Pregnancy Advisory Service 08457 304030
Eating Disorder Association 0845 634 1414
University Accommodation Office (01865 2)80811

Lesbian & Gay Switchboard 020 7837 7324
Police, Fire, Ambulance 999
2.6 EQUALITY and DIVERSITY

At Nuffield we’re striving to be an inclusive and diverse student body as we feel that all students should feel welcome irrespective of their gender, ethnic background or sexuality. We have an active LGBTQA+ group in Nuffield who organize diverse events throughout the year. Last year these included a college-wide LGBT dinner and lecture to celebrate LGBT history month and occasional trips to the pub. There is also the University-wide LGBTQA+ society which has a calendar-full of events and an LGBT peer support scheme.

If there are any issues students would like to discuss, confidentially or otherwise, they are encouraged to approach the various student representatives:

BME: Jasmine Bhatia
Equality: Simon Finster
LGBT: Sean Phillips
Women’s Rep: Tuuli-Anna Huikuri and Lucy Song
Harassment: tbd

2.7 COLLEGE PARENTS

We like to assign each new student a set of College “parents.” These are current students who can introduce you to the College and help ease the transition. We normally try to mix college parents of different academic departments together in order to create the most diverse environment for their college children. We hope that they show you the ropes, provide you with support, and answer any of your questions, from how to use the Library to how the laundry machines function etc. You have probably already heard from your College parents or should do so soon. Once they get in touch, please do not hesitate to ask them your questions.

2.8 SPORT

Nuffield punches far above its weight in Oxford student sport. The College currently fields teams rowing, and has historically also had football, cricket, basketball, and other teams. The rowing crew is linked with Linacre College and has both male and female crews. Nuffield, despite being the smaller of the two colleges, has provided the majority of rowers and captains in recent history, and so there are
plenty of opportunities to get involved. Rowing is one of the quintessential Oxford experiences and should be tried at least once by everyone, so look out for taster sessions in the first few weeks of term! For those who stick at it, Oxford rowing presents the unique opportunity to enjoy the thrills of ‘bumps’ racing and the glamour of summer eights, one of the largest sporting events at Oxford.

In addition to rowing and football, there are opportunities for individuals to participate in yoga classes in college, tennis, and squash. Nuffielders have access to the lovely tennis courts in Worcester College, only a 5 minute walk away from Nuffield. If you want another sport, you’re also welcome to organize your own team, or join one of the many university clubs or teams. There is always plenty to do if you want to get involved or indeed convert students to your own sporting passion.

Nuffield provides a monthly subsidy for each student to subscribe to a gym membership of their choice. Popular options are PURE gym, Iffley gym, Brookes Gym, or others. The amount of the subsidy and details on how to claim it will be sent out in Michaelmas 2018. A proof of membership/subscription and payment will be necessary.

2.9 SUMMERS IN NUFFIELD

The best time in Oxford is the summer, and the quads see a dramatic increase in population when the sun comes out. Nuffield has a number of deckchairs in the cupboards under the stairs in each staircase, and students will often relax while sipping tea in one of them, or even study in the quads. The JCR also has its own croquet, bowls and Jenga set to use in the quads or the Fellows’ garden. Students also take the opportunity to eat lunch in the Fellows’ garden when the weather is nice.

The summer also brings a number of special activities, most of all our annual JCR Garden Party, the Garden Party at Nuffield Place, the college bowls match and on the last weekend of Trinity Term, the college photo of all members of the college.
The College is made up of approximately 100 students, 45 Research Fellows (postdocs) and 40 Fellows, and is divided into the three broad subject groups: Economics, Politics, and Sociology. The Politics group also includes students in International Relations and Public Policy; Sociology also includes Social Policy and Demographers. You have been assigned a College supervisor from within your group. He or she is a Fellow who can provide advice on both academic and non-academic issues, and who will usually meet with you at least once per term. If you are lucky they might even invite you to High-Table!

Fellows, Postdoctoral Prize Research Fellows (or PPRFs), and other Research Fellows are members of the SCR (Senior Common Room). The College is governed by its Governing Body, which consists of permanent Fellows, as well as representatives of the Research Fellows and the JCR. The Governing Body is responsible for all strategic matters in College, including hiring new academics and investment decisions.

3.1 COLLEGE STAFF

There are a number of staff that manage things from library resources to IT to student welfare at Nuffield. The ones you are most likely to interact with more regularly include:

*The Warden (Sir Andrew Dilnot)* – is the head of the College and responsible for all aspects of the activities in the College. He attends various committee meetings with staff and student representatives. He also meets individually with all students.

*The Senior Tutor (Eleni Kechagia-Ovseiko)* – manages anything to do with academic affairs and student matters, including student funding, travel and research grant applications and hardship funds. She meets individually with all students throughout the year to discuss their academic experience in College and more generally, and she is available to advise on academic-related, funding and welfare matters.

*The Bursar (Tom Moore)* – responsible for the administration and domestic arrangements of the College. He manages the finances of the College. Many decisions that involve spending money or college liability are made by him.
The Porter(s) – The porters, positioned to the left of the front entrance, manage the security of Nuffield, including access to all the rooms in college. They are also helpful with odds and ends such as managing the outgoing mail and fax machine.

Scouts – are the College staff that empty your bins daily and clean your room. If you do not want to be interrupted during the day, just leave your bin outside your room, and your scout will empty it without entering your room (almost always), though they will need to enter all rooms at least once a week in order to clean. The scouts do an excellent job, and many students develop friendships with their scouts.

Front of House – The Front of House team makes sure that the coffee never runs out at Nuffield. They serve Nuffield’s delicious food, provide catering for events, and are your point of contact if you forgot to sign up for formal hall or want to bring a large number of guests.

There are countless other college staff such as the amazing kitchen team or the excellent administrators and it is highly encouraged that you make an effort to get to know every member of the Nuffield family.

3.2 THE LIBRARY
Navigating your way around Oxford’s 100 plus libraries can be a daunting but rewarding task. Fortunately, Nuffield students have the advantage of an excellent social science library right on their doorstep. As well as a whole tower full of books, the library subscribes to an impressive range of journals, has an extensive collection of government publications and various electronic resources available. There’s also an extremely useful “taught course” collection (found on the first floor), which contains the majority of materials on MPhil/MSc reading lists and, as it is confined to the library, should always be available.

The library has a couple of other noteworthy features. The top of the library tower provides a great view of Oxford. The “tower room” is only available to Fellows and Research Fellows (it is an extension of the SCR officially) - with the exception of events, such as matriculation or receptions.

A useful alternative venue from the JCR for reading the day’s newspapers is the Library first floor. Copies of non-English newspapers such as Die Zeit, Le Monde and El País can also be found here.

There’s no excuse for not visiting the library, as it is open 24 hours a day, 7 days a week to college members. Entry to the main library is via the door opposite the lodge; you just need to tap in with your college key fob/card (if this doesn’t work the first time you try, just ring the buzzer next to the door and someone will let you in and make sure your details are entered into the system).
The library extension (which houses government publications and pre-1980 journals) is in the basement of L-staircase and is opened with your key fob/card.

There are plenty of places to go to find help in using the library. There will be a short induction course during your first week in the College, which will introduce you to the facilities such as SOLO (the university’s online library catalogue), and let you know how you can borrow books, etc. You can also take a look at the library’s website, easily accessed via the college homepage. Note particularly the option to make “book requests”, where you can ask the library to buy books you recommend. Perhaps most importantly, the library staff are incredibly friendly and helpful and always pleased to see students. Pop in and see them at the enquiries desk (main library, first floor) Mon-Fri 9.30am - 5.30pm.

3.3 5th YEAR(+) STUDENTS

The JCR and college are working together to provide the best possible environment for students who haven’t completed their degrees within the expected (though often unrealistic) amount of time.

All DPhil students in their 5th Nuffield Student Year (which is not actually the 5th year of their DPhil studies, please see the Student Handbook for reference) will now receive a ‘Completion Grant’ of £1,404 in 2018/19 rates (in 3 termly instalments). This grant will be given for one year only. The idea behind this grant is to help offset some of the financial difficulties students face as they finish their research, and so can be used for anything, including rent, living costs, or to pay the University continuation charges.

In addition, students in their 5th Nuffield Student Year will continue to have access to a College keycard, pigeonhole, access to the College lunch and/or dinner plan, borrowing rights from the Nuffield Library, and the right to carry over any surplus funds remaining from the research allowance. 5th year students now also have the right to office space in college (free of charge). Students beyond their 5th Nuffield Student Year are welcome to discuss their individual circumstances with the College.

3.4 ACCOMMODATION/OFFICES

Whether you choose to live in the College or not, your college address is simply:

Your Name
Nuffield College
(1 New Road)
Oxford
OX1 1NF
A room number is not required.

Post can be sent to you from other Oxford University Departments and Colleges by simply using your name and the College address (via University mail, a free service).

**Accommodation**

If eligible for residential accommodation, you will be assigned a room in your first year by the College. Generally, first-year students are assigned a bedsit (bed and desk in same room), either within the College itself, or just off campus in the 5 George St Mews building. Rooms within College vary in terms of size and shape, but all of them are very nice. All George St Mews rooms are ensuite, which is not the case for the rooms within College, but there are plenty of bathrooms in each staircase.

You should note that you cannot change rooms unless there are exceptional circumstances. Please make an effort to look after your room (no Blu-Tack or posters on walls). If you stay for a second year and if you continue to be eligible for residential accommodation (and choose to live in College) you will enter the ‘room ballot’ for second year accommodation. More information about this will be given to you nearer the time.

Most rooms are close to a communal fridge and most staircases have a small utility room with a kettle and microwave. However, cooking is discouraged everywhere except the JCR Kitchen, which can be found in I-staircase. In the George St Mews, there are two student kitchens for use. Access to the college and to the individual staircases is provided by a white keycard, issued to you when you arrive. You will also get a physical key to your specific room.

**Offices**

If you forgo residential accommodation in the College (assuming you are eligible), or if your room is not designated as a ‘bed-sit’ (i.e., it does not have a desk in it), then you are entitled to an office provided you are within your first five Nuffield student years. Students beyond their 5th Nuffield student year may be able to get access to office space, subject to availability and individual circumstances. MPhil students are eligible for shared office space, while DPhil students are prioritised for (but not guaranteed) single offices. For more information, see the official College Handbook. There is no charge for an office if you are eligible, and offices are situated in the Mews and dotted around the College.
The room ballot is also (in fact mainly) used for allocating offices. If you have any enquiries about your accommodation or office space, please contact claire.bunce@nuffield.ox.ac.uk

Repairs

If you have any trouble with your room, just write a request to Nuffield maintenance (maintenance@nuffield.ox.ac.uk), and they will usually come fix whatever needs fixing. The maintenance team at Nuffield is superb.

The Student Kitchen

The Student Kitchen is popular amongst those who enjoy cooking and is especially highly frequented on weekends. Please do not remove publicly shared items from this space, or if you do so, return them immediately and in good order.

3.5 ALLOWANCES AND CHARGES

The college gives students a research allowance, and you can also apply for travel and research grants (though demand is always higher than supply!). For details see the official college handbook or visit the Finance Office in B staircase.

Unfortunately there are also some charges that you will incur. Most charges will go on your battels, and you will receive an invoice for these at the beginning of each term. As explained in section 2.4, drinks from the student bar are self-recorded in the ‘bar book’ behind the bar. Other things you might incur charges for include printing (5p and 10p per page for black-and-white and colour printing, respectively); photocopying (cards for use in the college library are available from the library issue desk, or from the Accounts office); postage (the porter will frank your post for you and non-college-related items will go on your battels); and short rentals of college guest rooms at a lower cost than for non-college members (if available—speak to the PA to the Warden and Bursar, Claire Bunce).
3.6 COMPUTERS AND PRINTING

IT support is available from the IT Department in I-staircase between 9am and 5pm on weekdays, but it is best to contact them by email in the first instance (it@nuffield.ox.ac.uk). If you want to connect your personal computer/laptop to the College network, you also have to go to the IT office in order to get your computer checked for compliance with security standards and get some basic information about how to configure and connect it. This information is also given out during the College induction programme.

Connecting to the College network and terminal server gives you access to the software to which the college subscribes, plus email and internet access as well as printing and storage space on the College servers.

There are also some printers available around college, perhaps most conveniently on the ground floor of H-staircase. Should the printer run out of paper, more is available from the Lodge. Printing is charged 5p per sheet of paper used, not per page printed! Duplex (double-sided) printing is available of all College printers, and will save you 50 per cent on printing costs, as the charge is per sheet, rather than per printed page. You can ask the IT department to set up duplex printing as the default on your computer.

If you need any further information or require some specific software not already offered, contact the IT department who will be happy to help you.

3.7 LAUNDRY

Laundry facilities are located in the basement of A-staircase. A common mistake is to identify the room marked 'laundry' (next to D-staircase) as the student laundry. However, this room is for staff only. Instead, enter A-staircase, and take a left down the stairs and you will find the laundry through the white door at the end of the corridor, on your right. There are two washers, two dryers, an ironing board and an iron available. In addition, there is liquid laundry detergent in a big container on the table. The detergent is free for members of the College.

Using the washing machines and dryers costs £1.20 per time (per machine). In order to wash and dry your clothes, you will need 1 x £1 coin and 1 x 20p piece.

Because there are only 2 sets of washers/dryers for the college, we try to be careful about not taking up the machines for longer than we have to. It is best if you try to get your clothes out soon after the washing/drying is done. If you don’t take your clothes out quickly enough, another student is likely to take them out for you. If you leave your bag in front of the machine you’re using, the next student will put your clothes in your bag. However, if you don’t leave your bag somewhere obvious, the next student is likely to leave your clothes somewhere else in the room.
3.8 ENVIRONMENT

Nuffield has taken some steps in recent years toward being a more environmentally-friendly college. We are moving towards all LED lighting. The electricity used in the college is purchased from 'green' sources, for example, and there is a carbon offset scheme in place for academic travel (this is voluntary for students). Following the introduction of the carbon reduction commitment, the college has to record and monitor all heating appliances in College. Please remember that private portable heaters are not part of the room entitlement, and charges may apply if you use one. We are all encouraged to be environmentally friendly and creative in our heating usage: use sweaters, jumpers, and don’t sit in one place for prolonged periods of time!

The JCR has an Environment Representative who sits on various college committees and promotes environmental responsibility. If you have any suggestions or questions about improvements that could be made at the college level, the JCR Rep would be happy to hear from you and try to help.

Recycling facilities are available in college for a variety of items. In your room, you should find a green box in which you can put recyclables, including paper and hard plastic. The scouts will pick this up for you. The JCR kitchen in I-staircase has recycling boxes for glass, plastic, tins and cardboard, and plastic, paper and batteries can be recycled in the lodge.
4 MEALS

Food at Nuffield is fantastic and relatively cheap. In general, the college provides breakfast, lunch and dinner, Monday to Friday, and breakfast and lunch on Saturday (the exact times and cost can be found in the college Student Handbook). There are also three types of dinner available, depending on the day: Low Table dinner, which is informal and mostly students attend; High Table, which Fellows and students attend, has several courses, and requires formal wear and gowns; and Formal Hall, which is a cross between the two, in which students eat High Table food, but is less formal.

During registration at the start of the year, you can sign up for the optional dinner plan. Signing up entitles you to the selected meals for a whole quarter including the period outside of full term. Lunch during the week is free (for students within their first six Nuffield student years. The college does this to encourage students to eat lunch at college and it means that lunch is very much a social occasion at Nuffield, and almost everyone, including students, fellows, and staff, goes every day. Lunch is also extremely generous: there are usually a large number of hot mains to choose from, as well as a salad bar and desserts. The college does ask that students be reasonable about the amount of food they take (lunch is meant to be a two-course meal, e.g. soup and a main), and not attempt to store food.

Any member of college can simply turn up to breakfast or lunch (you need to ensure you have your key fob to buzz at the counter and register your meals). However, you’ll need to sign up for dinner in advance on the College’s intranet. The deadline is 10 am the same day for low table dinner, and 12 noon the previous day for High Table and Formal Hall. You can sign up for more than one evening at a time; the website allows for reservations two weeks in advance. However, if you sign up and then change your mind, remember to cancel your reservation or you will be charged for the meal. If you want lunch on a Saturday, you will also have to sign up for this, though the cost is included with lunch.

The kitchen is very good about accommodating a variety of dietary needs, from food allergies to moral or religious food restrictions. Be sure to let the Chef know when you arrive whether you have any special dietary needs. This information can also be entered and saved on the dinner sign-up web form, to help the kitchen remember individual requirements.

Tea, coffee, hot chocolate, and biscuits are available in the buttery at various times during the day: in the morning until about 2pm, then from 3:30-5pm when afternoon tea is served, every day except Saturday and Sunday. Afternoon tea is usually one of the best times to find people in the JCR, chatting and reading the papers.
4.2 LOW TABLE

Low table dinners are quieter than lunch, though many students do sign up for the dinner plan and go regularly: it costs around 100 pounds per term, served five days a week. There is less choice at low table dinner, but if you go often, the cost per meal is very low. In response to JCR feedback low table is now almost as good as lunch (both in terms of quantity and quality) and it is not uncommon to be offered steak, stir-fries or fine fish. Guests for both dinners and lunches are charged to your battels and cost approximately £6 or £7.

4.3 HIGH TABLE

Traditional college dining is a unique Oxford experience that is very enjoyable. Don’t be scared by the formal nature of the event!

High Table is offered on Tuesday, Wednesday, and Friday. Importantly, low table dinner and High Table are both available in different rooms on Wednesday and Friday, so students can choose which they would like to attend (on Tuesday, Formal Hall replaces the low table dinner — see below). High Table is not covered by the dinner plan, but students can choose to sign up for it, including second dessert in the Fellow’s Dining Room, at a reasonable cost. To do so, sign up online, giving your dietary requirements and specifying whether or not you’d like wine. (Note: each student can attend High Table for free once per term.) Fellows are encouraged to take their students as guests to High Table from time to time. However, if you find the whole prospect of High Table a little bit daunting (which it isn’t), you can sign up with several other people and go together. Each student gets one High Table per term for free. You’ll need a gown to attend High Table.

There are a few common-sense rules that apply to High-Table:

- Don’t use your mobile phones.
- No getting up for smoking (also not between Hall and Dessert in the Fellows’ Dining Room).
- No getting up and walking around to talk to other guests in general.
- No photos to be taken.

Please note that these ‘rules’ are not specific to Nuffield College only—they are in place in other colleges as well.
4.4 FORMAL HALL ON TUESDAYS

Initiated in 2010, students now have ‘Formal Hall’ every Tuesday, offered alongside High Table (this is in place of low table dinner, and so is the only non-High Table option on Tuesdays). For the same price as low table, students get the plated, 3-course meal of the High Table. Unlike in High Table, however, students do not need gowns, sit at their own tables and are permitted to bring their own wine. Overall, it is a wonderful opportunity to get great food while avoiding the formality and cost of High Table, and it is quite popular.

Details for Formal Hall on Tuesdays:

- Make your way down to dinner from 7pm onwards, and you must be inside the dining hall before 7.15pm. Ideally you should be there by 7:10.
- Stand up for the entry/grace.
- Leave after the High Table guests leave.
- Suits or smart are fine—you do not need a gown.
- If you want to sign up for Formal Hall on Tuesday, use the low table booking form. You need to sign up by midday on Monday.
- Formal hall is included in the dinner plan.
- For those not on the dinner plan, the Formal Hall will be charged at the standard ‘pay as you eat’ rate—the same amount you would pay for low table dinner on any other day (approximately £6 or £7 pounds), but guests cost around £12.

Seating Plans:

- Formal Hall has no seating plan, but High Table does.
- Guests are automatically seated with their host, and the buttery will sometimes accommodate requests for seating, but please keep seating requests to a minimum—you might meet someone new!

Please do not book both High Table and Formal Hall on Tuesdays, and then inform the buttery on the day that you want to ‘cancel one of the two bookings.’
Oxford University is made up of more than 30 colleges (such as Nuffield) and Permanent Private Halls, which are largely independent entities. The colleges are dotted around the city centre and its outskirts. However, much of the social science provision in the University is concentrated in one site at Manor Road (between The Parks and High Street). This is a key location for most master's and doctoral students, as many lectures and seminars occur here, so expect to become quite familiar with it. The building also holds the Social Science Library, a collection of selected social science research material from the Bodleian Library with holdings from the Criminology, Economics, Politics & International Relations, Sociology, Social Policy & Social Work and Socio-Legal Studies libraries. Note that the Sociology department will be moving to a location next to Nuffield during the 2018/2019 academic year.

Some features of the new Social Science Library are:

- Group study rooms and dedicated graduate student study spaces.
- An IT training room
- Individual study carrels available for booking.
- Over 300 reader desks, many with Ethernet points

For graduates, most teaching is organised at a departmental level, although many of the key persons in your department will probably be Nuffield fellows. Your research supervisor may be from Nuffield or another college (in either case you will have an additional Nuffield College supervisor). Exams, and the marking of theses, take place at a university-wide level.

The University also includes the Bodleian Library (“the Bod”), an amorphous entity now housed in a number of different buildings around Broad Street. Most of the obvious textbooks and journals are on ‘open shelves’ in one of the reading rooms, but other, less popular books are stored in the huge and mysterious ‘Bookstack’, which is not accessible. Books from the Bookstack can be ordered for collection later that day or the next day; however, check first that the book isn’t available in the Nuffield library or one of the department libraries, as that is often easier. Note that you cannot borrow from the Bod; reading or photocopying must be done within the reading room where the book is found (although photocopying in the Bod is quite expensive).

For exams and degree ceremonies, the University requires you to wear ‘sub fusc.’ The outfit involves a dark skirt or trousers (depending on your mood), a white shirt,
a white bowtie or black ribbon, and a gown. You also carry a rather fetching mortar board (a kind of hat that you never seem to get to wear—as seen on stuffed owls given as graduation presents up and down the country). The bowtie or ribbon, the mortar board, and the gown are most easily bought or borrowed in Oxford, but make sure you have the other items with you.

Early in your first term, you will be required to ‘matriculate,’ unless you have already done so here. This involves a short ceremony in Latin in the Sheldonian Theatre, for which you wear *sub fusc*. The idea is that this performance makes you a proper member of the University. You have to promise not to burn down the libraries or succumb to other possibly dangerous temptations, though since the whole ceremony is in Latin many of us find it a bit difficult to know for sure.

University-wide student organisations include the students’ union, Oxford SU, and the private members’ club The Oxford Union (debating). Don’t get these two mixed up: Oxford SU is the place to go for welfare advice and the like (housing advice, political issues, student representation), while the Union is the place where debates and speeches by famous people take place. The Union can be joined for life, or for a few years; it is rather expensive (more than £200 for life membership) but probably worth it if you think you would go to a lot of events. Membership also gives you entry to the (in?)famous ‘Purple Turtle’ bar/nightclub, located just off Cornmarket St and hosting the scene for the end of many a debauched evening purely by virtue of its late opening hours. Of course, Nuffield Bar is always an alternative. Anyway, visit the Union to see for yourself during Freshers’ week, when it is open to all: they also generally offer discounted membership at the beginning of the year.

The beginning of the year also sees Fresher’s Fair where you can find out about all the different sports clubs and university societies that you could join. All of that will be explained when you arrive.
6 MISCELLANEOUS

6.1 TRANSPORT

Bikes
Oxford is a great place to be a cyclist as there are many cycle paths and most drivers are used to driving with a lot of bikes on the road. Cycles are therefore enormously popular with students. Please be very careful when riding your bike! The two greatest hazards are buses, particularly given the narrowness of the roads, and pedestrians (tourists and locals alike), who will invariably step off the pavement in front of you without looking. Fitting your bicycle with a bell and making sure that it is regularly serviced is therefore advisable. There are a number of second hand bike sales that usually happen at the beginning of each year where you can pick up a bike quite cheaply (about £20). The Oxford Union (see below) usually has a sale at the beginning of Michaelmas Term, not to be missed. Second hand bikes (and other second hand items, like furniture) can also be found on the Gumtree and Dailyinfo websites. These will usually be quite inexpensive, but in various states of disrepair.

Make sure that you always chain your bike up (preferably with two decent chains, or a U-lock) as bike theft is common. If possible, you should avoid locking up on the street overnight. In college, you can lock up your bike by the back entrance to college near the Mews. OUSU always stocks subsidized locks (£15).

Please make sure that you ride with lights at night. The police give on-the-spot fines if they catch you riding without lights in the dark.

Public Transport
Public transport in Oxford is excellent, so you don’t need a car, which is good because if you had one, you would have nowhere to park it without paying some super expensive rates. During the day, buses go from Queen St to the most popular parts of Oxford (Cowley/Iffley) every few minutes. Many of these services run through the night at a reduced frequency. Although at an average of £2 a journey, they are relatively expensive, the short waiting time and the sizeable saving on getting a taxi make them a good option.

There are two main bus operators which run buses on the same routes so there is a reasonable degree of competition, although you need to be careful when buying returns because you will only be able to come back on a specific bus.

For more details check out:

www.oxfordbus.co.uk
www.stagecoach-oxford.co.uk
Taxis

Oxford is well served by taxis, with a permanent taxi rank on Gloucester Green and many dial-a-cab firms around. Prices tend to be relatively expensive for the journey time (£5-6 for the 5 minutes up to Cowley) but work out quite cheap if you can split it between 4/5 people.

One good firm near college is 001 Taxis, located at 108 St Aldates, Oxford, OX1 1BU. Tel: 01865 240000.

6.2 MOBILE PHONES

It is advisable to purchase a UK SIM card/phone number. There are a number of options in terms of service providers, as well as contract lengths and pay-as-you-go schemes. The (anachronistically named) Carphone Warehouse is a good place to compare various phones and plans available. Actual providers include Vodafone, O2, EE, and 3. Many students have also started to use Giffgaff or Virgin Mobile, which mail SIMs to potential users free of charge and have many affordable pay-as-you go plans. What plan and provider is best depends partly on what you need, so it's worth asking other students and at Carphone Warehouse for advice or comparing online.

Many students choose to use Skype, Apple FaceTime, Google Voice, or Google Hangouts to make calls home and abroad. If you need help with any these, just ask around. There are also some providers that offer cheap international calls.
6.3 VENTURING OUTSIDE COLLEGE

. . . FOR FOOD

*Cheap and best lunch food (£3-7)*
- Najar’s Place, St. Giles
- Art Café, Bonn Square
- Crisis Skylight Café, George Street
- Queen Lane Coffee House, High Street

*Cheap and best dinner food (£6-12 without drinks)*
- Westgate Social, Westgate
- Spice Lounge, Summertown
- Angrid Thai, Gloucester Green
- Noodle Nation, Gloucester Green
- Byron, George Street
- Gourmet Burger Kitchen, George Street
- Kasbar, Cowley Road

*Expensive and best dinner food (£15 and up, without drinks)*
- Chang Mai Kitchen, High Street
- Sojo, Hythe Bridge Street
- The Perch (across Portmeadow)
- Quod, High Street
- Branca, Walton Street

. . . and after a heavy night
- Kebab Kid (Pakistani), Gloucester Green. Every time.
- The Pizza Van. A fantastic, wood-fired pizza van located outside Christ Church.

. . . TO DRINK

Where you go for a drink in Oxford entirely depends on what you’re looking for.

The centre of Oxford boasts a huge range of licensed premises, from quiet pubs to loud cocktail bars, as well as numerous cafes and coffee shops. Some of our favourites are described below. For a really comprehensive list of places to drink, eat and be merry, make sure you pick up your free copy of the Oxford SU Handbook during Freshers’ week.
Coffee shops

At least some of us spend more time in local coffee shops doing work than in our offices. Here are a few of the better places to find coffee, tea, and atmosphere in Oxford:

- Grand Café, High Street (you can pretend you are from the 1920s)
- George Street Social, George Street. Wins by virtue of proximity.
- Handle Bar, St. Michael’s Street. Hipstery place decorated with bicycles.
- Greens, St. Giles, has a nice upstairs seating area and free WiFi.
- Society Café, St. Michael’s Street. Popular place to work.
- Ratio, George Street. Some of the best espresso in town.

Bars

The following all serve good cocktails with happy hours that bring prices down to affordable:

- Raoul’s, Walton St. By common consent the best cocktails in Oxford. Can get quite cramped, though.
- Freud’s, Walton St. Open till 1. Popular with undergraduates.

Pubs

There isn’t room here to list all the pubs that you might want to visit. However, particularly popular with Nuffielders are:

- The Four Candles, George Street. Officially the closest pub to college.
- The Turf, Bath Place. Bit hard to find but well worth it when you do, also supposedly where Bill Clinton “did not inhale.”
- The Eagle and Child, Woodstock. Where C.S. Lewis and Tolkien met with their writing group, the Inklings. Quite small, but good beer.
- The Lamb and Flag, St Giles. Owned by St John’s. Surprisingly cheap with a good range of ales.
- The Gardeners Arms, Plantation Street. The only vegetarian pub in Oxford. Veggie-friendly, and the beer is cheap and good.

In the countryside

There are a number of pubs outside Oxford, and when you have time for a little walk, you should go for a proper pub tour.

- The Perch (in the middle of Port Meadow, approx. 30min walk)
- The Trout Inn (at the end of Port Meadow, approx. 1h walk)
- The White Hart (in Wytham, ideally combined with a tour to Wytham Woods with their gorgeous view over Oxford, approx. 2h walk)
**Clubs**

Most clubs in Oxford are open until 2am, except on Sundays. Where to go depends on the music you want, although chart hits and cheesy 80’s tunes are the most easily available in this city. The biggest club in the centre of Oxford is *Park End*, on the street of the same name. Try the student night but arrive before 11pm to avoid the queues. Other very popular clubs are Hanks, Cellar, and The Bridge. Plush Lounge is a popular gay nightclub and the Glee Comedy Club on Hythe Bridge St often attracts excellent comedians. On Cowley Road, there is *O2 Academy*, which offers some more ‘alternative’ nights.

At the end of the day, nowhere else in town comes close to the Nuffield Bar for atmosphere, clientele, and, well, sheer proximity to your office.

### 6.4 SUPERMARKETS AND SHOPPING

Oxford is rapidly turning into a shopper’s paradise by UK standards. High St, Cornmarket St, Queen St, and the new Westgate Shopping Centre are always buzzing! The only thing that you have to be aware of is that many shops close by 5 or 6pm.

The main supermarkets in Oxford are Tesco and Sainsbury’s. They have multiple stores in Oxford, but the closest ones are:

- Sainsbury’s on Magdalen St. - Open from 7am to 11:59pm every day.
- Tesco on Magdalen St (bigger than Sainsbury’s) - Open from 7am to 11:59pm Mondays-Saturdays and 11am to 5pm on Sundays.
- There is another (well-stocked) Sainsbury’s in the Westgate Shopping Centre, but it’s only open from 7am- 8pm Mondays-Saturdays and 11am-5pm on Sundays.

Aldi (discount supermarket, but good quality) is a 10 minute bike ride away on Botley Road, as is Waitrose, a higher-end supermarket good for specialist ingredients. There is also a good Asian supermarket just across the bridge towards the station, on Hythe Bridge Street.

All the major fashion retailers can be found in Oxford (Topshop, River Island, H&M, Gap, Marks & Spencer, Next, Primark etc.). Shepherd & Woodward on High St sell academic dress.
6.5 MUSEUM, THEATRE AND THE LOT

Oxford is an oasis of classical cultural entertainment. There are regular classical concerts at the Holywell Music Room (Holywell Street) and the Sheldonian Theatre. The college choirs and organist often perform free concerts in the college chapels, and Evensong in some of the older colleges can be both a musical and spiritual delight.

The University has a number of museums, all of which are free of charge for members of the University: The Ashmolean (the oldest public museum in Britain, display everything from Modern Art to Egyptian mummies), the Pitt Rivers Museum (famous for its shrunken heads) or the Museum of Natural History (for your nephew who loves dinosaurs). Particularly inspiring is the Modern Art Oxford museum, just around the college on Pembroke Street. And if you are a bibliophile you really have to visit Duke Humfrey’s library in the Bodleian library (it is the medieval manuscript section of the Bodleian).

Also around the corner are the Oxford Playhouse, which has good deals for students, and the New Theatre, which also shows musicals. Smaller student productions are often performed in the Burton Taylor Studio, adjacent to the Oxford Playhouse. Finally, watch out for open-air student performances in the college gardens, you can easily see half of Shakespeare’s plays sitting on a lawn.

Please join our Nuffield Theatre, Opera and Music group if any of this sounds interesting https://www.facebook.com/groups/1532508360325506/

6.6 PUNTING

Nothing more enjoyable can be done than lying in a punt, eating strawberries (maybe sipping Champagne) and drifting along on the Oxford rivers. Punting is the Oxford equivalent of Venice’s Gondolas, whereby you push the boat with a long pole. You can go punting at Magdalen Bridge, Folly Bridge or at the Cherwell boathouse (behind Lady Margaret Hall).
6.7 OXFORD DOs AND DON’Ts

Many students come from very different environments, so you may find this short list of DOs and DON’Ts that (at least some) Nuffield students can agree upon useful:

DO

- Anticipate ‘London’ prices for food, drink and sundries. By this, we mean expensive. There are bargains to be found for eating out, but pints are dear by British standards (outside of London), and so is accommodation.

- Be prepared for fantastically busy Friday and Saturday nights in certain popular pubs (e.g., the King’s Arms)

- Get a bicycle. Oxford is a cyclist's city and most of the places you need to access are not more than 15 minutes by bike. Make sure you have lights for night travel and a good lock.

- Make sure you visit the other colleges while you are here. Many are extremely beautiful: Oriel, Magdalen, Trinity, New College, etc. and (with your Oxford ID) it will usually be free to enter. Taking time to just walk around Oxford can be a rewarding experience. Also get to know some students from other colleges, there are not only social scientists out there!

- Be prepared for a massive amount of kebab vans and kebab ‘cafes’. Getting alternative sources of food after 11pm can be tricky. Nonetheless, many of the kebab vans offer very tasty food, especially after late nights in the bars or one of the clubs.

- Get out of Oxford now and again: London is an hour away by train (costing about £23 or £15 with a Railcard) and 90 minutes by bus from Gloucester Green (costing about £13). Oxford is also reasonably close to sites like Stonehenge, which may be worth a look. Nearer to home, Blenheim Palace is only a short bus ride away and is an ideal day out if you have a visitor.

- Purchase a Student Railcard for a 33% discount on train tickets.

DON’T

- Expect to be able to go to the cinema without pre-purchasing your tickets.
We hope that this handbook has covered most of the areas of your life at Nuffield, but if you need further information or help, don’t hesitate to contact the JCR committee, the College officers, or simply just a fellow student.

Enjoy Nuffield!