

**UNIVERSITY OF OXFORD**

Department for Continuing Education

**MISSOURI SOUTHERN STATE  
UNIVERSITY**

**MERTON COLLEGE**



Summer Programme

Monday 3 July – Saturday 22 July 2006

**Joining Information**

## CONTENTS

<b>Arrangements before you travel</b>	<b>3</b>
Travel Arrangements	3
Luggage	3
Insurance	3
Illness and Medical Attention	3
Arrival in Oxford	4
Weather and Clothes	4
Money	5
<b>Merton College and Domestic Arrangements</b>	<b>5</b>
Bedrooms	5
Meals	5
Electrical Equipment	5
Laundry	6
Libraries	6
Telephones	6
Mail and Faxes	7
Computers and Computing Facilities	7
Personal Property and Valuables	7
Sports Facilities	7
<b>Getting to Oxford</b>	<b>8</b>
<b>Map of Oxford City Centre</b>	<b>10</b>
<b>Merton College Network Registration Form</b>	<b>11</b>
<b>Identifying your MAC address</b>	<b>12</b>

More details about the Programme and general arrangements will be given to participants on arrival. If, however, there is any information participants would find helpful to have before they arrive, they should contact Hazel Arrandale at her office at Continuing Education as follows:

E-mail:       hazel.arrandale@conted.ox.ac.uk  
Tel:           Oxford 01865 270306 9:00am – 5:00pm  
Fax:           Oxford 01865 270314

The telephone/fax code for Oxford within the UK is 01865 and from the USA is 011 44 1865.

# **ARRANGEMENTS BEFORE YOU TRAVEL**

## **TRAVEL ARRANGEMENTS**

If you are unsure whether or not a visa will be needed for your visit to Britain, please contact one of the British Consular offices in the USA well in advance of your intention to travel. It is **essential** to confirm your homeward travel arrangements **before** arriving in Britain.

## **LUGGAGE**

Do not leave luggage unattended in waiting rooms, at airports, on railway platforms, on luggage racks or anywhere else.

## **INSURANCE**

From past experience we strongly recommend that participants take out insurance (for example through their travel agent) to cover themselves against cancellation of their travel plans and also against personal accident and medical expenses, and against damage to or loss of personal property.

### *Personal Accident*

The University regrets that it cannot accept liability for accidents that might occur on its premises, and therefore we recommend that participants obtain appropriate personal accident insurance cover.

### *Medical*

You are advised to take out your own medical insurance or to ensure that your existing policy covers you while you are in the UK as no cover is provided by the Seminar.

### *Personal Property and Valuables*

Neither the University nor Merton College can accept responsibility for personal property brought onto the College or University premises. We recommend that insurance cover be obtained.

## **ILLNESS AND MEDICAL ATTENTION**

Participants are recommended to bring an adequate supply of any medication they use with them rather than rely on obtaining further supplies here. Many forms of medication available over the counter in other countries are only available on prescription from a doctor in the UK.

Free National Health Service treatment cannot be provided for persons from countries that do not have a reciprocal health agreement with the UK. Participants coming from such countries, of which the USA is one, must expect to be treated as a private patient and pay in cash on the day for any treatment.

Participants who need to consult a doctor in Oxford in advance of their visit are recommended to contact the 27 Beaumont Street surgery 01865 311500 (011 44 1865 311500). There are many pharmacies (drugstores) a couple of minutes' walk away in central Oxford.

## **ARRIVAL IN OXFORD**

If you are delayed on your way to Oxford on Monday 3 July and will not arrive in Oxford by lunchtime, please telephone 01865 276312 (011 44 1865 276312 from the US) and tell the Porter at Merton College what has happened.

If you decide to take the Airline bus, we suggest you get off at the High Street/Queens Lane stop in Oxford. You will need to request this stop and also inform the driver upon arrival at Oxford. Make your way towards the centre of town and turn left into Magpie Lane which leads to Merton Street. Turn left and Merton College will be on your right.

The walk from the station to the College is equivalent to 4/5 city blocks. We suggest you take a taxi from the railway station or Oxford main bus station to Merton College. The map shows where to find Merton College.

Participants will be able to check into their rooms at 11:00am on Monday 3 July. There will be an administrative briefing meeting at 12:15pm followed by lunch at 1:00pm. Classes will begin at 2:30pm. **It is essential that you attend the lunch and the administrative briefing meeting on Monday 3 July as important information about the Programme will be given out at this time.**

## **WEATHER AND CLOTHES**

English weather is always unpredictable. Even in summer, a raincoat of some kind is often necessary and you are advised to bring some warm clothing as well as summer clothes. The best arrangement is to have clothes that can be worn in layers. Between May and September the weather can be cold (55°F) and rainy; it can also be mild (65°F) with grey skies, or it can be hot (75°- 85°F) and dry. It can change from one day to the next. Please also be aware that the nights can get chilly.

In terms of dress, you will probably only feel the need for a smart outfit on a few evenings and for these men usually wear a business suit or jacket / blazer and tie. You will certainly need comfortable walking shoes for your visits to libraries and for sightseeing.

## **MONEY**

The programme fee includes the academic programme, accommodation and meals as set out in the publicity brochure. Please note that all other expenses are the responsibility of the individual, e.g. photocopying, telephone calls, extra food, drink, newspapers, laundry etc.

Participants will find it convenient to bring travellers' cheques, which can be changed at any bank, or to use ATM machines. There are ATM machines in various places in town, most of which have a Cirrus connection.

Travellers' cheques should preferably be in small denominations (e.g. £5 or £10) to meet your daily needs. Carry only enough cash to meet your day-to-day expenses. Carry your wallet in an inside pocket, never in a back trouser pocket. If you take off your jacket, do not leave your wallet in it.

The pound (£) sterling is divided into 100 pence. Notes are issued for £5, £10, £20 and £50, though small businesses are extremely reluctant to accept £50 notes. The coins are: £2, £1, 50p, 20p 10p, 5p, 2p and 1p.

**Please note that the Euro is not legal tender in the UK.**

## **MERTON COLLEGE DOMESTIC ARRANGEMENTS**

### **BEDROOMS**

Participants at the Summer School will be accommodated in Merton College and will be assigned single rooms. Rooms vary in size and location and will be assigned by the College. Washing facilities and toilets are "down the hall" and are shared by two to four students.

If you have any preferences or special health requirements with regards to housing, please contact Hazel Arrandale in advance so the most convenient arrangements possible can be made. There are no elevators in Merton College.

Sheets, blankets, pillows, 2 towels and 1 washcloth are provided. In the past some students have found it convenient to purchase or bring additional towels. Remember to bring them in a different colour other than white so as to prevent any confusion with Merton's towels.

### **MEALS**

**If you need a special diet because you are, for example, vegetarian or vegan, or for medical reasons, please advise Hazel Arrandale of your requirements before 1 June by e-mail to [hazel.arrandale@conted.ox.ac.uk](mailto:hazel.arrandale@conted.ox.ac.uk) or by telephone/fax as shown on page 2. If you have already informed MSSU of your requirements, you do not have to contact Hazel Arrandale.**

Standard meal times are as follows:

Breakfast	8:30am – 8:45am
Lunch	12:45pm – 1:15pm
Dinner	6:00pm (Monday 3, Tuesday 4, Wednesday 5 July) 6:30pm (all other evenings) 8:00pm (Thursday week 2 and week 3)

All meals are taken in Hall in Merton College. On Monday, Tuesday, Wednesday, Friday, Saturday and Sunday evenings dinner is informal with self-service. Dinner is a formal meal on the above Thursdays, for which students are asked to be punctual. Men are requested to wear a jacket and tie, women an equivalent level of attire.

## **ELECTRICAL EQUIPMENT**

The electricity in Britain is 230 volts; sockets take square three-pin plugs. Transformers as well as adaptors will be needed. Please note that, in our experience, appliances manufactured for use abroad may not perform well here, even with a converter and adaptor. You may prefer to purchase inexpensive appliances when you arrive in Oxford. Personal electrical equipment must conform to UK standards as follows: every appliance must carry the appropriate kitemark; the plug must be of the safety sleeve type and be correctly fused for the appliance; flexible cables must be in good condition and not worn, split, stretched or twisted.

## **LAUNDRY**

A card-operated launderette can be used in the College. An iron and ironing board are available in the laundry room. Dry cleaners are also located nearby.

## **LIBRARIES**

Summer School participants will have access to the University Library (the Bodleian) and the Library of the Department for Continuing Education at Rewley House.

## **TELEPHONES**

All rooms are equipped with telephones, cards for which can be obtained from the College. There are payphones located around the College.

People from the USA wishing to contact residents should dial Oxford 011-44-870-1200870; they will then hear a recorded message that asks them to enter the number of the extension required. Students will be given this information on arrival in Oxford

## **MAIL AND FAXES**

Incoming mail should be addressed to you at:

MSSU Programme  
Merton College  
Oxford OX1 4JD  
UK

Faxes can be sent to you via the International Programmes Office, but please note that the machine will only be checked Monday – Friday from 9:00am – 5:00pm (and please remember the time difference between the US and the UK). The fax should be clearly marked for you c/o MSSU and should be sent to Oxford 270314. The dialling code for Oxford from within the UK is 01865, and from the USA is 011 44 1865.

## **COMPUTERS AND COMPUTING FACILITIES**

Ethernet connections have been installed in the bedrooms thereby allowing use of your own laptop. An Ethernet card is required for your laptop to interface with the university's network, which we would recommend you obtain in the US. Please ensure your insurance cover is adequate. If students do wish to bring their own laptops please complete the Merton College Network Registration form (attached) and return it to Hazel Arrandale at [hazel.arrandale@conted.ox.ac.uk](mailto:hazel.arrandale@conted.ox.ac.uk) by Friday 9 June 2006. A computer room with limited facilities is also available. Technical assistance with computers is extremely limited. You will be required to sign an undertaking that you abide by the University regulations regarding the use of computers.

PLEASE NOTE: In accordance with Oxford tradition, hand-written term papers are acceptable.

## **PERSONAL PROPERTY AND VALUABLES**

When travelling, valuables such as cameras, laptops and radios should be carried with you at all times and a note kept of the serial numbers. In the UK as elsewhere, pickpockets operate in many large cities and tourist centres.

## **SPORTS FACILITIES**

There are three hard tennis courts, two grass tennis courts and two squash courts at Merton College which will be available for students' use within prescribed hours, but players must provide their own equipment. There are also two swimming pools within easy reach of the College.

## GETTING TO OXFORD

Oxford is situated 57 miles (c.91 km) north-west of London and is well served by public transport. Oxford is 45 miles (c.72 km) from London Heathrow Airport and 80 miles (c.129 km) from London Gatwick Airport; it is best reached from either airport by the airport bus service. It is unwise to take a taxi from London or either of the airports to Oxford without first having ascertained the cost.

**Please remember that in the UK we drive on the left, so take care when crossing roads.**

### A) *By Car*

Access to the city centre by car is very restricted. Parking in Oxford is extremely difficult as all the central area is a controlled zone; there are no 24-hour car parks, and car park charges are high (currently £15-£20 per day). Please note that there are no parking facilities for programme participants at the Department for Continuing Education or at Merton College. We strongly recommend that you do not bring a car to Oxford.

### B) *By Public Transport from the Airports*

#### **From London Heathrow Airport:**

There is a direct bus service between Heathrow and Oxford, 'The Airline', which is operated by the Oxford Bus Company. The buses pick up from Bay 14 at the Central Bus Station at Heathrow (Terminals 1-3) and then pick up ten minutes later from Bay 15 at Terminal 4. Please refer to their website [www.theairline.info](http://www.theairline.info) for detailed information. The journey time from the Central Bus Station to Oxford is approximately 80 minutes. A single ticket costs £16 and a period return £19.

We recommend you use the airport bus service. However, it is possible to take a train from Heathrow to Reading and change there for Oxford; there is also a train service, the Heathrow Express, which travels into London Paddington Railway Station, where you can change for a train to Oxford (see page 12). Please refer to [www.heathrowexpress.co.uk](http://www.heathrowexpress.co.uk) for further details. A standard single ticket costs £13.50 or £22.50 first class; a standard return ticket costs £26 or £44 first class.

#### **From London Gatwick Airport:**

The 'Airline' also operates between Gatwick and Oxford. They depart from the South Terminal (Bay 8) and then, five minutes later, from the North Terminal (Bay 4). The journey time from Gatwick to Oxford is approximately 2 hours. Please refer to [www.theairline.info](http://www.theairline.info) for further detailed information. A single ticket costs £20 and a period return £27.

We recommend you use the airport bus service. However, it is possible to take a train from Gatwick to Reading and change there for Oxford; there is also a train service, the Gatwick Express, which travels into London Victoria Railway Station [www.gatwickexpress.co.uk](http://www.gatwickexpress.co.uk).

### C) *By Public Transport from London*

#### **From central London by bus:**

Two companies operate regular services from London to Oxford. Both companies provide a departure at least every thirty minutes from London during the day and at least every thirty minutes during the evenings.

The 'Oxford Tube' is a daily, 24-hour service. It departs from Grosvenor Gardens (close to Victoria Railway Station), then picks up at Marble Arch (speaker's corner, stop X), Notting Hill Gate (Bay N), Shepherd's Bush (Kensington Hilton) and Hillingdon (outside Hillingdon Health Centre). Please refer to [www.oxfordtube.com](http://www.oxfordtube.com).

The Oxford Express is a daily, 24-hour service. Please refer to [www.oxfordbus.co.uk](http://www.oxfordbus.co.uk) and follow the links to Oxford Express. It departs from Victoria Coach Station (Bay 10) then picks up at Buckingham Palace Road (Stop UA), Marble Arch (Stop Y), and Gloucester Place (near Marylebone Road; Stop Q) and Hillingdon (outside Hillingdon Health Centre).

A third company, Megabus.com – operates a booking system. Journeys are £1 or £2 each way depending upon when they are booked. These tickets can only be booked over the internet and a date and time must be specified ([www.megabus.com](http://www.megabus.com)). Six trips take place per day, and depart from the Allsop Arms in Gloucester Place (near Marylebone Road), and then pick up from Hillingdon.

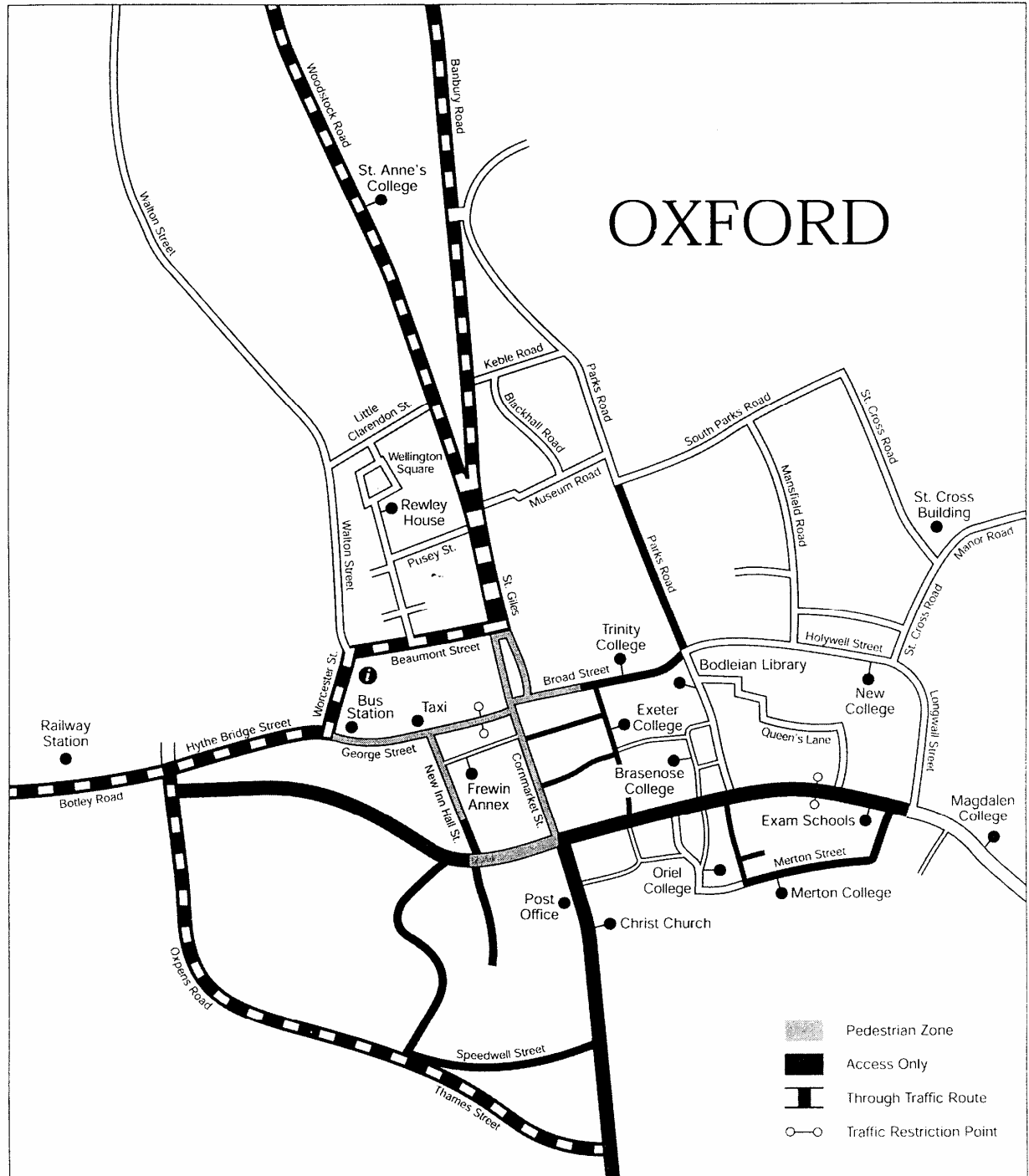
**From central London by train:**

Train services to Oxford operate from **London Paddington railway station** (which is linked by the Underground "Circle" line to railway stations such as Victoria, King's Cross and Liverpool Street and by the Bakerloo line to Waterloo station). The fastest journey time from Paddington to Oxford is about 1 hour. Monday to Saturday departures are approximately half-hourly from about 7:00am to 11:00pm. Train fares can vary enormously and during peak hours can be very expensive. Please refer to [www.nationalrail.co.uk](http://www.nationalrail.co.uk) for details.

**Please note that the times and prices referred to above are correct as at February 2006, but are liable to change. For up-to-date information you should contact the relevant bus and rail operators direct, as below:**

Useful Telephone Numbers and Websites:		
<b>The Airline Bus Company</b> ( <a href="http://www.theairline.info">http://www.theairline.info</a> )	(01865) 785400	(+44 1865 from overseas)
<b>Oxford Bus Company - Express</b> ( <a href="http://www.oxfordbus.co.uk">http://www.oxfordbus.co.uk</a> )	(01865) 785400	(+44 1865 from overseas)
<b>Oxford Tube</b> ( <a href="http://www.oxfordtube.com">http://www.oxfordtube.com</a> )	(01865) 772250	(+44 1865 from overseas)
<b>Trains</b> ( <a href="http://www.nationalrail.co.uk">http://www.nationalrail.co.uk</a> )	(08457) 484950	(+44 8457 from overseas)
<b>Heathrow Express</b> ( <a href="http://www.heathrow express.co.uk">http://www.heathrow express.co.uk</a> )	(0845) 6001515	(+44 845 from overseas)
<b>Gatwick Express</b> ( <a href="http://www.gatwickexpress.co.uk">http://www.gatwickexpress.co.uk</a> )	(0990) 301530	(+44 990 from overseas)
<b>Megabus</b> ( <a href="http://www.megabus.com">http://www.megabus.com</a> )	(online service only)	

# OXFORD CITY CENTRE



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**Academic Conferences Only**  
**Merton College Network Registration**

You must submit the following details to the IT Manager, Merton College to enable personal access to network facilities in your College room or other available College network connections. You must also follow the prerequisites as out lined in the Merton IT 'handbook'.

<b>Surname</b>							
<b>First name</b>							
<b>Contact email address</b>							
<b>College room (e.g. 'Mob 2.1')</b>							
<p style="text-align: center;"><u><a href="#">MAC address (see link)</a></u></p> <p>Please ensure the correct adapter address is given and all characters, especially 6 8 0 B D, are defined clearly.</p> <p>Mac users do not enter your airport address.</p>	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center;">write legibly</p>						
<p><b>Operating system (e.g. 'Windows XP')</b></p> <p><u><a href="#">Windows Critical Updates</a></u>, or other OS updates, must be applied as they become available.</p>							
<p><u><a href="#">Anti virus software</a></u> installed on personal computer. Required and must be installed and kept up-to-date.</p>							
<b>Leaving Date</b>							

*MAC address example*

00	D0	2A	42	7F	CE
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Please ensure you enter the correct Mac address for the card connecting to the network.

I have read and I agree to abide by University (see <http://www.ox.ac.uk/it/rules/rules.html>) and College (see <http://users.ox.ac.uk/~mert0939/college rules.htm>) rules, regulations and policies governing network and computer use. In addition all IT use is regulated by English law.

Signed.....Date.....

## **Identifying your MAC Address**

This is a unique hexadecimal number, usually commencing **00**. Also known as Hardware Address, Physical Address or Adapter Address. If the network card has not yet been installed, the MAC Address may be marked on the card.

### **Windows 98, 98SE (second edition), ME (Millennium)**

'Start' > 'Run' > type winipcfg; or open 'Windows Explorer' and open 'winipcfg' from the root of the Windows folder. The MAC address will show under Ethernet Adapter Information as Adapter Address.

**If the address commences 44, it is a dial up adapter address. Click the drop-down arrow to choose the correct description for your network card.**

### **Windows NT, 2000, XP**

'Start' > 'Run' > type cmd; or browse 'Start' > 'Programs' for command prompt and open.

Type ipconfig /all and your MAC address will show under your Ethernet Adapter along side Physical Address.

**All other Operating Systems** Consult the manufacturers guide.

### ***Your Computer Name***

If your computer name is set as the factory default, your computer will be indistinguishable from any other computer from the same supplier. Please change your computer name to something unique and/or recognisable, such as *first name\_surname*.  
**Please note:** computer, oemcomputer, default, manufacturer's name, or anything else within a default or ambiguous range will not be allowed and any showing up as this, or where duplicate names occur, will result in the machine/s being blocked on the network.

### **Windows 98, 98SE (second edition), ME (Millennium)**

'Start' > 'Settings' > 'Control Panel', open 'Network'; or right click 'Network Neighbourhood' > 'Properties'; click 'Identification' tab. Type new name, or overwrite current name, select 'OK' and reboot when prompted.

### **Windows NT**

'Start' > 'Settings' > 'Control Panel', open 'Network'; or right click 'Network Neighbourhood' > 'Properties'; click 'Identification' tab. To rename, select 'Change'.

### **Windows 2000, XP**

Right click 'My Computer' and choose 'Properties', your Computer Name will show under the 'Network Identification' tab. To rename, click on the 'Properties' button.

**All other Operating Systems** Consult the manufacturer's guide.