

FACULTY OF ENGLISH LANGUAGE AND LITERATURE

Discretionary Membership Information

What does Discretionary Membership entitle me to?

We will provide Discretionary Members with:

- a letter confirming their status
- a University card, entitling them to access the Bodleian and English Faculty libraries
- an email account
- access to IT facilities
- the right to attend undergraduate lectures and public seminars in the English Faculty; Discretionary Members are not permitted to attend graduate classes.

Our administrative staff will help with the initial practicalities of your visit (such as arranging your university card, setting up your e-mail account and providing any documentation necessary to set up bank accounts or accommodation). However, they are not able to provide any further administrative support, such as helping with arranging accommodation, proofreading your work, providing secretarial assistance or identifying/arranging lectures for you to attend.

The Faculty is under no obligation to provide supervision or academic guidance to Discretionary Members; although this may be possible on occasion if arranged directly with individual Faculty members, you should not expect to have any opportunity to meet with Faculty members and discuss their research. Details of Faculty members, including their areas of interest, are available on the English Faculty website at <https://english.web.ox.ac.uk/people>. Most Faculty members spend most of their time in their colleges, and there is no central space where Faculty members meet and socialise. Discretionary Members can find this an isolating experience and you should be prepared for this before you arrive, particularly if you are staying for a long period.

You should note that there is no facility for Discretionary Members to become more generally involved in Faculty activities. You will not (for example) be able to attend Faculty Meetings or graduate seminars and receptions.

The fee for becoming a Discretionary Member is £1000 per term.

At no point will you be able to attain a CV from any member of the English Faculty, nor should you contact them separately to gain this. Even if you require a CV to fulfil funding requirements; we will not be able to provide one.

Visas

If you are not an EEA citizen with an unrestricted right to work in the UK, you must enter the UK on an "Academic Visitor" visa, for which you will need to apply in advance. Further guidance is available from the UKBA (<http://www.ukba.homeoffice.gov.uk/visas-immigration/>); English Faculty staff are not able to provide any guidance on visa applications.

We are obliged to check your visa status when you arrive at the University, so you should bring a copy of your passport and your visa with you when you collect your University card. If we find that you do not have the correct visa, we will be obliged to rescind your status as a Discretionary Member and we may have to inform the UKBA.

Accommodation

Finding accommodation in Oxford is difficult and is generally best investigated some months before your intended arrival. Accommodation itself can also be very expensive. If you are looking for accommodation in Oxford, you may find the following information sources of use:

- Oxford Shortlets: www.oxfordshortlets.co.uk (self-catering accommodation for 1 week – 3 months)
- Weekly Home: www.weeklyhome.com
- 'Visit Oxford' online booking service: www.visitoxford.org
- Oxford Tourist Information Centre: Email tic@oxford.gov.uk Tel: +44 (0) 1865 252200
- The Oxford Times: www.oxfordtimes.co.uk/homes/forrent/
- The University Gazette: www.ox.ac.uk/gazette/. Please click onto the most recent weekly edition for accommodation advertisements

There are also a number of independent letting agencies, some specific ones include:

- www.letting4oxford.co.uk/
- www.homefinders-oxford.co.uk/
- www.finders.co.uk/
- www.top-lettings.co.uk/

English Faculty staff cannot assist with finding accommodation.

Transport

Getting to Oxford from London is simple:

- Train: There are direct, express trains from London Paddington which take approximately one hour. Slower services stop at more stations and can take a little longer. Times and ticket prices can be found at: www.nationalrail.co.uk
- Coach: There are two main coach services, the Oxford Tube and the X90. Times, prices and collection/set-down points are available at: www.oxfordtube.com and <http://x90.oxfordbus.co.uk/>

Connections from major airports are also regular and efficient:

- The Airline Coach Service operates between Oxford and Gatwick, plus Oxford and Heathrow on an almost 24-hour basis. Times, prices and further details are available at: <http://airline.oxfordbus.co.uk>
- There is also the Heathrow Express train which operates between Heathrow and London Paddington. On arrival at Paddington travellers can connect with a direct train to Oxford,

although the Airline coach mentioned above is a much quicker option. Further details are available at: www.heathrowexpress.com

UK Bank Accounts

If you are staying for a sustained period, you may wish to open a bank account when you arrive in the UK. There are a number of 'high street' banks in the UK and all will provide special student accounts, if this is what you require. To open a bank account in the UK you will usually need:

- Proof of identity (passport)
- Proof of address (utility bill or receipt from your landlord)
- Opening deposit
- You may also be asked for proof of association with the University, in which case your letter confirming Discretionary Membership should suffice.

Payment of the Discretionary Membership fee

You can pay your fee by the following methods:

- Present the correct amount in cash to the English Faculty Office
- Write a cheque made payable to 'University of Oxford' and present to the English Faculty Office
- Ask your home bank to issue a cheque for the fee made payable to 'University of Oxford' and present to the English Faculty Office
- By credit or debit card at:
http://www.oxforduniversitystores.co.uk/browse/extra_info.asp?compid=1&modid=1&deptid=110&catid=899&prodid=2101 (This link can be e-mailed to you if that is easier).

If your institution will be paying your fee:

- We can issue an invoice to them for the fee; please contact the English Faculty Office as soon as possible to arrange this
- They can issue a cheque made payable to 'University of Oxford', which you will need to present to the English Faculty Office

Payment is due on the date that your Discretionary Membership commences.

IT Access

You will be given an Oxford University email account on arrival at the Faculty. Access to internet and computing facilities are available as follows:

English Faculty IT Training Room, St. Cross Building, Manor Road

Term-time	Monday-Friday 0930-1900	Saturday 10.00-13.00
Vacation time	Monday-Friday 0930-1700	Saturday CLOSED

Oxford University Computing Services, 13 Banbury Road, Oxford

Monday-Friday 0830-2030

English Faculty Library, St. Cross Building, Manor Road

Term-time Monday-Friday 0930-1900 Saturday 10.00-13.00

Vacation time Monday-Friday 0930-1700 Saturday CLOSED

In addition, there are a number of internet cafes in Oxford city centre.

Library Facilities

You will be asked to complete a University Card registration form which will entitle you to Reader's access to the Bodleian and English Faculty Library. Opening hours are as follows:

English Faculty Library

Term-time Monday-Friday 0930-1900 Saturday 10.00-13.00

Vacation time Monday-Friday 0930-1700 Saturday CLOSED

Bodleian Library

The Library's various rooms and buildings are open at differing times, the most up to date information is available at: <http://www.bodleian.ox.ac.uk/bodley/library/hours>

Please note, you will not, as a general rule, be able to use college libraries and if you wish to use other Faculties' libraries you will need to seek their permission in advance. There is no guarantee that such permission will be granted.

Confirmation letter at the end of your visit

It is not possible to prepare a letter outlining the research that you have undertaken whilst you have been in Oxford; if this is a requirement of your funders, you should be aware in advance that you may not be able to fulfil it. However, we are able to prepare a standard letter confirming that you have had the status of Discretionary Member and the periods of this. Please request this from english.office@ell.ox.ac.uk.