

EM Normandie Oxford

Students' Handbook \*

2018/2019



\*Non-  
Contractual  
Document



## **Editorial**

Dear all,

You have chosen to spend one academic year or semester in one of the most vibrant and cosmopolitan university cities in the World.

Both Oxford Universities host around 30 000 full-time students, therefore, it has a lot to offer in terms of cultural, social and academic activities. Oxford's wide range of attractions, concerts, museums and festivals are perfectly located in the centre and are all worth exploring.

On our campus, all our lectures are in English and the Lecturers are thoroughly selected in order to deliver courses to the highest standard, and are always available to support students.

Importance is also given to EM Normandie Campus Life with a Students' council in charge of organizing events, visits or any other cultural or sports activities.

Last but not least, Oxford is ideally situated to visit the UK during your stay. Buses connect Oxford to London Airports every 30 minutes and National Express Coaches connect you to several UK cities at a good price.

My team and I are certain you will enjoy the upcoming year.



Hendrik LOHSE  
Director of Campus



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*Students projects and welfare*



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# I – Our campus



## A - Campus location



As you can see, our campus is ideally located in the middle of Oxford City Centre, and minutes walking distance from Oxford Train Station, Theatres, Museums and the Oxford Colleges.

It's the perfect location to discover what Oxford has to offer!



- Ash**  
Hospitality and Catering  
Travel and Tourism  
Aromas and Fusion Cafés  
Learning Zone (Hair and Beauty, Travel and Tourism)
- Brent**  
Learner Services  
Nurse and Counsellor  
Waterside Restaurant  
Feast Café  
Health, Social Care, Childcare and Counselling  
Hair and Beauty  
Learning Zones (Caring and Health)
- Cherwell**  
A-levels and Applied Sciences
- Cabin**  
Get that Job  
Reed Jobfinder Service
- Dorn**  
Business & Management  
Careers  
Skills for Life (ESOL, CELTA, ISP)  
Students' Union  
Learning Zones (Business, ILT and Meeting Zone)

- Fray**  
Rycotewood Furniture Centre  
Music and Dance Studios  
Reprographics and Resources
- Glyme**  
Foundation Studies  
Enterprise Academy  
Learning Zone (Sport and Public Services)  
Faith Room
- Jericho**  
Library & Learning Centre  
Oxford Access Centre  
Study Support  
Hearing Support Centre  
Examinations Office and Online Exams Room  
Engineering, Employer Services, Business & ICT  
Public Services, Sport and Leisure  
Teacher Training
- Kennet**  
Art, Design and Fashion  
Media and Photography  
Top Floor Theatre  
Performing Arts
- Modular Building**  
Reception/Learner Services

- |                           |                             |
|---------------------------|-----------------------------|
| <b>B</b> Bicycle Parking  | <b>P</b> Contractor Parking |
| <b>♿</b> Disabled Parking | <b>P</b> Reserved Parking   |
| <b>G</b> Goods Delivery   | <b>M</b> Motor Bike Parking |
| <b>P</b> Parking          | <b>R</b> Reception          |
| <b>AP</b> Assembly Point  |                             |





B - Infrastructure





### Abusive Behaviour:

On campus, we welcome students from all over the world. We respect all people from any culturally and ethnically diverse background, and we actively promote a happy and safe learning environment. Please respect each other and be tolerant of differences in cultural attitudes and ways of life. Any abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property, and verbal and other abuse based on racial, sexual or religious difference is not acceptable. If you feel you are the target of any form of harassment or bullying, please raise the matter with a member of the EM Normandie administrative team, who will investigate the matter straight away. Any student found guilty of abusive behaviour will be given an official warning to stop the abuse. If the behaviour continues they will be subject to disciplinary committee who may at a later stage decide to expel them.

### Attendance & Punctuality Policy:

You are expected to attend your classes on time. If you are late, you should ask your lecturer if you can enter the class; your lecturer may ask you to wait until after the break. We are not tolerating any lateness on the campus

If you are going to miss a class due to illness, please contact the EM Normandie administrative team on +0044 (0) +44 (0)1865 681407(master students) or +0044 (0)1865 681406. (Undergraduate students)

If you are require medical attention, please see the 'Health & Welfare' section of this handbook.

## II - Accommodation in Oxford

- ✓ Consult students' the *Facebook* page for housing by clicking:  
<https://www.facebook.com/groups/135470586859045/> : EMNCAMPUS OXFORD
  - You might wish to contact our current students on campus to stay with them for some days and look for housing in Oxford
- ✓ Should you wish to come over to Oxford and look for accommodation here, don't hesitate to contact us! We will put you in touch with our students who might accommodate you during your stay!
- ✓ room
- ✓ You can also contact the accommodation manager of the different Oxford colleges who might sometimes be able to offer spares rooms.  
<https://www.ox.ac.uk/admissions/undergraduate/colleges/college-listing?wssl=1>  
<http://www.admin.ox.ac.uk/graduateaccommodation/lookingforaccommodation/properties/>

- ✓ Our partner, the British Study Center offers housing solutions:

**Contact:** Mr. Kwame Afeku –  
[kwame.afeku@british-study.com](mailto:kwame.afeku@british-study.com)

Be careful and do not send money without visiting the room or the flat first.

We worked in the past with the Oxford [Study Abroad Programme](#) (OSAP) »

- ✓ **Contact:** Mr. Adam Brown –  
[adam.brown@osapabroad.com](mailto:adam.brown@osapabroad.com)

- ✓ There are lot of a state tangency in Oxford: Finders Keepers, Chancellors, Martin & Co, ScottFraser, Breckon & Breckon.

You can as well have a look to [rightmove.co.uk](http://rightmove.co.uk) website.

Rightmove: [www.rightmove.co.uk](http://www.rightmove.co.uk)

You can also look at <http://www.dailyinfo.co.uk> who have different types of property (and have as well offers for job, say what to do in Oxford...)



# III - Healthcare

## A - European Health Insurance card

We highly recommend that you ask for a European Health Insurance Card (EHIC) prior to your departure. This card has a validity of two years and you can apply online: [www.ameli.fr](http://www.ameli.fr).



In some cases, you might have to pay part of the medicine you get prescribed. Nevertheless, you can claim from reimbursement in France.

## B - National Health Service

The National Health Service (NHS) in the UK is an organization of health services across the country. The service is free for UK nationals, people from the **European Union** (with an EHIC card), and students with a visa valid for more than 6 months. There are some services which you will be required to pay for (e.g. opticians, dentists, prescriptions), however the costs of these services are partly subsidized by the NHS.

**As member of an EU Member State, you are entitled to apply for “National Health Service’s” basic healthcare.**

Therefore, you must pick up a NHS registration form (see example below) and a health questionnaire at any General practitioner (GP) surgery. Once filled out, you have to hand back the form showing your passport/ID and an address proof. Registration takes approximately 24 hours.

**You need to register in a GP surgery of the area you live in! You can't consult a GP without being registered**

**Make sure you register from the very beginning.**

### C - Non-EU students

For those not eligible for NHS care, make sure you contract a travel insurance prior to departure. You can use the medical services as a private patient and claim the costs back from your travel insurance.

The image shows a two-page NHS registration form. The left page (GSM1) is titled 'Family doctor services registration' and contains sections for 'Patient's details', 'Please help us trace your previous medical records', 'If you are from abroad', 'If you are returning from the Armed Forces', 'If you are registering a child under 5', and 'If you need your doctor to dispense medicines and appliances'. The right page (GSM1) contains sections for organ donation, blood donor registration, 'To be completed by your doctor', and a declaration section. Both pages include checkboxes for various options and fields for names, addresses, and dates.



## D - Welfare

If you have any personal problem and need someone to talk to, please see the EM Normandie administrative team who will put you in touch with welfare staff on EM Normandie's Le Havre or Caen campuses.

We also offer the service of our psychologist, Mr Antoine Huon, on the campus. You will be informed about his presence times.

You can contact him and book an appointment directly with him:

[antoinehuon1@gmail.com](mailto:antoinehuon1@gmail.com)

The Oxford Samaritans offer free, confidential advice for people who are going through a difficult time in their life. Their contact details are below:

Samaritans Oxford  
60 Magdalen Road, Oxford, OX4 1RB  
Tel: 0044 (0) 1865 722122  
Opening hours: 8:00am - 10:00pm



## IV – Student Life



With over 30 000 full-time students, Oxford offers a wide range of activities: theatre, musicals, concerts and music festivals, literature festivals and sports activities.

There is definitely something for you!



## A – Student jobs

The Study rhythm allows students to work:

- Oxford is a cosmopolitan city which need for employees with language and inter-cultural skills.
- The unemployment rate is extremely low with 3,7% (below UK average with 6%).
- Oxford is the 7<sup>th</sup> most visited city in the UK with 7 million visitors per years.
- There are numerous student jobs available in the following sectors :
  - Retail
  - Tourism
  - Restaurants/bars: Goldstar Events, Deliveroo
  - Delivery
  - Students can also give French classes

For job offers you can consult:

<http://www.dailyinfo.co.uk/jobs>

If you want to work in the UK, you need to apply for the National Insurance Number (NiNo).

Therefore, you must call the following number to fix an appointment with the Jobcentre Plus:

**0345 600 0643**

Make sure you bring your ID/Passport and a proof of address for the appointment.

B. Oxford Students Council



Wine club events



Conference by Rt Hon Andrew Smith, member of parliament for Oxford East.



Debate club



Inter Campus Events: Job battle Caen 2017



## C - Cultural activities

New Theatre Oxford (Musicals, Ballet, concerts)



<http://www.atgtickets.com/venues/new-theatre-oxford/>

The Oxford Playhouse (Theatre)



<https://www.oxfordplayhouse.com/>

## D - Museums



[www.ashmolean.org/](http://www.ashmolean.org/)

Pitt Rivers Museum



Oxford castle



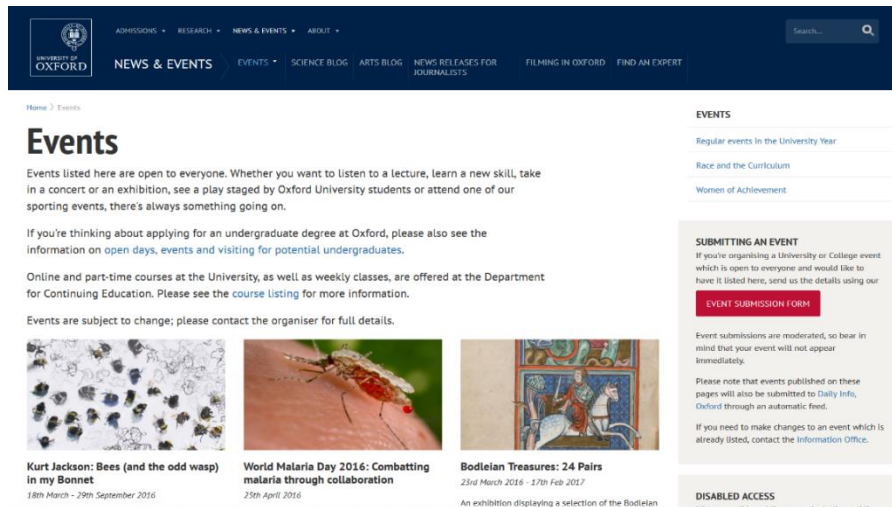
<https://www.oxfordcastleunlocked.co.uk>

<https://www.prm.ox.ac.uk>



## - Oxford University conferences

There are several conferences and public lectures organized by University of Oxford throughout the academic year. Most of them are open to the public and free. All you have to do is to register for them online and print your ticket.



The screenshot shows the 'Events' page on the University of Oxford website. The header includes navigation links for Admissions, Research, News & Events, and About. The main content area is titled 'Events' and contains several paragraphs of text. On the right side, there is a sidebar with a search bar and a list of event categories: 'Regular events in the University Year', 'Race and the Curriculum', and 'Women of Achievement'. Below this, there is a section for 'SUBMITTING AN EVENT' with a red 'EVENT SUBMISSION FORM' button. At the bottom, there are three featured event cards: 'Kurt Jackson: Bees (and the odd wasp) in my Bonnet' (18th March - 29th September 2016), 'World Malaria Day 2016: Combatting malaria through collaboration' (23rd April 2016), and 'Bodleian Treasures: 24 Pairs' (23rd March 2016 - 17th Feb 2017). A 'DISABLED ACCESS' section is also visible at the bottom right.

<http://www.ox.ac.uk/events-list>

## - Gloucester Green Market



Gloucester Green Market offers a cheap and fresh option for lunch. You will find almost all kinds of food there ranging from Paella to Thai Noodles.

Dishes, which you can take away, are between 4.50 and 5.50 GBP.

### Location and Opening Hours

The Market is on Gloucester Green Square just off the Campus.

Markets are held on Wednesdays and Thursdays from 9am to 4pm. Saturday from 10am to 5pm



# V – Travelling in and from Oxford

## A - Getting around Oxford

The first thing you should do as soon as you arrive in Oxford is **get a bus pass**. Oxford Bus Company is the main bus operator in Oxford; they can get you anywhere you want to go in and around Oxford! The cheapest and easiest way to travel with Oxford Bus Company is by getting a bus pass called the Key.

Your best option is Oxford Smartzone which will allow you to get on any bus to and from the city centre.

All tickets can be purchased in the Oxford Bus Company's shop in Gloucester Green.

For more information visit [www.oxfordkey.co.uk](http://www.oxfordkey.co.uk)

For more information about buses please visit: [www.oxfordbus.co.uk](http://www.oxfordbus.co.uk)

Oxford Bus Company – the Key Oxford Smartzone (Prices 2017)						
	1 week	4 weeks	13 weeks	annual	Any 5 days	Any 12 trips
Adult	£15.99	£55.49	£142.99	£509.99	£18	£18

## B - Visiting London

The Oxford Tube is a very good coach service to London from Oxford and it departs roughly every 15 minutes from the coach station at Gloucester Green. The average journey time is 100 minutes and buses run throughout the night seven days a week.

### Oxford & London

**1 week** APP  
**2 weeks**  
**3 weeks**  
**4 weeks**  
**13 weeks**  
**annual**

adult
£56
£100
£153
£185
£475
£1193

### Hillingdon & London

**1 week** APP  
**4 weeks**  
**13 weeks**  
**annual**

adult
£31
£113
£339
£970

### Oxford & London

**single** one way ride APP

**return** same day APP  
or next day

**period return** APP  
within 3 months

**nightrider** go after 3pm APP  
return before midnight next day

**tube 12**  
12 singles use within 1 year APP

adult	student* young person 16-26 yrs over 60	child 5-15 years	groups 2 adults 3 children
£15	£11	£7.50	
£18	£14	£9	£40
£20	£15	£10	£45
£15	£11	£7.50	
£72	£62	£36	

\*\* Only available on StagecoachSmart

Or you could use the **X90** line of Oxford bus Company

	one way	day/next day return	period return	12 trips
adult	£15	£18	£20	£72
senior/YP	£11	£14	£15	£62
child	£7.50	£9	£10	

## C- By trains

• Oxford train Station to Paddington:  
Great western Railways: [www.gwr.com](http://www.gwr.com)

Oxford Parkway station to Marylebone:  
Chiltern Railways:  
<https://www.chilternrailways.co.uk/oxford-parkway-open>

• For reservation you can also use:  
<https://www.thetrainline.com/live>

## D - Going to London Airports

The airline bus company operates day and night and offers services to Heathrow and Gatwick Airports.

For more information, please visit the airlines oxford bus company by clicking [here](#).

		OxfordHeathrow				
		one way	day/next day return	period return	group return	12-trip
adult		£23	£25	£30	£70	£130
child (5-15)		£11.50	£12.50	£15		

		OxfordGatwick				
		one way	day/next day return	period return	group return	12-trip
adult		£28	£32	£37	£85	£170
child (5-15)		£14	£16	£18.50		

**All of those buses leave from Gloucester Green coach Station.**



## D - Visit other UK cities by bus

The National Express is another cost effective way to visit other UK cities. Buses depart from Gloucester Green Bus Station and link to cities such as Bath, Bristol, Southampton, Birmingham, and Liverpool ...

You can save an additional 1/3 of any bus fare by purchasing a 16 – 26 year old Coachcard for 10 GBP.

The Ticket Office is at Gloucester Green Bus Station.

For any further information:

[www.nationalexpress.com](http://www.nationalexpress.com)



We wish you an amazing year with us!



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