



OXFORD A TO Z: WHAT YOU NEED TO KNOW

PROGRAM WEBSITE

The majority of program information can be found on the [program website](#).

PROGRAM CALENDAR AND CLASS SCHEDULE

The program calendar and class schedule are published when the program opens for applications. Both are subject to change, and when changes occur, students who have applied to the program receive notifications via e-mail of those changes. Please check periodically to ensure you know what is planned, where you need to be, and when you need to be there. Many events, especially field trips, are mandatory components of the program, and you need to be prepared. You can also find the date of the final exams on both documents.

You MUST arrive in time for the mandatory Orientation on Sunday, July 23 at 5 pm. You may depart after your final performance on Friday, August 4, but the actual check-out time is on Saturday, August 5 by 10:00am.

OXFORD FACEBOOK GROUP

A private Facebook group is set up for each program. The link is sent to the group periodically as new applicants apply. The intention of the group is an effort to facilitate the participants getting to know each other prior to arrival in Oxford. There is no pressure to join, but we have used these for our programs in the past and find that it is a great way for the students to get familiar with each other before they arrive to the program and meet in person. It is also a great way to find people to join you in activities on the Island. During the program, it is often used as a message board for gatherings, posting pictures, etc.

Staff from the International Programs Office as well as the faculty members and Resident Directors are often members of this group. Only those participating in this study abroad program are admitted into this group - it is very much a closed group. **If you have a name on Facebook that is not similar to your real name, please notify The International Programs Office as she will not allow you into the group if she does not recognize your name.**

While items will be posted in this group, it is a secondary mode of communication. Important information posted in the group will be repeated in an e-mail for those who choose not to join the Facebook group. No one will miss out on program information because he/she did not join the Facebook group.

THE APPLICATION PROCESS

STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

Full-time students: You must have completed your 1L year, be in good standing, and have a minimum GPA of 2.30.

Stetson Part-time students: You must have completed two full semesters and one on-campus summer session to be eligible to participate in study abroad.

If you meet these criteria, you may complete the online application. It is not necessary to pay your program deposit at the time you start your application; however, paying your program deposit will secure your spot in the program. You will not be accepted into the program until you have paid your program deposit. This deposit is non-refundable.

NON-STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

We welcome your applications and participation in our program! Our programs are richer for having students from other law schools in them, so no admission preference is given to Stetson University College of Law students. Most schools will require you to submit paperwork to them in advance of committing to our program, so you may need to start with your home institution first.

The criteria for non-Stetson University College of Law students are 1) completion of your 1L year, 2) be in good standing with your home institution, and 3) currently attend an ABA-approved law school. Your home institution will likely have a minimum GPA requirement, so you will want to check with them to be sure you meet their criteria as well.

WHAT WE NEED FROM YOU

- 1) **Law School Questionnaire (LSQ)** – Within your application, you will find the Law School Questionnaire. You will print out this document, complete the top section and sign it, then give it to your school (usually the Dean of Academics). Your school will complete the rest of the document and scan or mail it directly to the International Programs Office. Your application will reflect when we receive your LSQ.
- 2) **Official Transcripts** – Please send an official law school transcript to the following address:

Attn: International Programs Office
Stetson University College of Law
1401 61st St S
Gulfport FL 33707

Note: If you are an attorney or are a law student from another country, please contact Stetson's International Programs Office directly.

APPLICATION DEADLINE

March 1. If the program is not full, it may be possible that we can extend this deadline into mid-April. However, this program tends to be popular, and if you are truly interested, you should sign up for the program to receive notifications if the program begins to fill with deposits before the application deadline.

FINANCIAL RESPONSIBILITY/OBLIGATION

After April 1, you are financially responsible for the program in its entirety. This includes the cost of tuition, housing, fees, and any other costs Stetson University College of Law has incurred on your behalf. **Should you withdraw after April 1, you are still financially obligated for these costs.**

FINANCIAL AID

All of our programs are eligible for financial aid. The aid covers items listed in the Student Budget posted on the program website. **Please contact your financial aid office when you commit to the program so you can complete the additional required paperwork necessary to facilitate the processing of your financial aid package for this program).**

The e-mail address for the Stetson University College of Law Financial Aid Office is finaid@law.stetson.edu. Should you have further questions, or need to send a consortium agreement, please contact them directly.

STUDENT AGREEMENT FORM

Please read this agreement prior to digitally signing it. You will be held to the standards asserted in this document, and you should know what it is to which you are agreeing.

PASSPORTS

Yes, you will need one. You are also required to provide your passport information in your application, complete with a copy of the photo page of your passport. **Please be sure that your passport is valid for at least 6 months past the return date of your travel – this follows U.S. State Department guidance as many countries require this.** Better safe than sorry!

TRAVEL ITINERARY

We ask that you provide us with your flight into and out of Oxford (London). You can fly into either London Gatwick or London Heathrow (closest). Oxford is approximately 1 hour and 30 minutes from the London Gatwick airport by bus, and 1 hour from the London Heathrow airport by bus.

NON-STETSON STUDENTS ONLY: TRANSCRIPT REQUEST FORM

Located in your study abroad application, please print out and complete the Transcript Request Form, then scan it to the International Programs Office. We need this on file to send your Stetson University College of Law transcript to your home institution when the program is over. Please send this form by July 15.

This first transcript is free if the form is received by July 15. If it is **not** received, you will need to request the transcript through The National Clearinghouse at:

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=917950468677201&_afWindowMode=0&_adf.ctrl-state=vb6eu7fwr_4#firstload.

BEFORE YOU GO

STETSON E-MAIL ACCOUNTS FOR NON-STETSON STUDENTS

Non-Stetson students will receive Stetson e-mail credentials from the International Programs Office around mid-May. Please set this e-mail up and ensure that it is working prior to leaving for the program. You will need these credentials for several reasons:

- 1) To pay your invoice online;
- 2) To access the course materials on CANVAS
- 3) To access wifi in the Oxford classroom/housing; and
- 4) To access your grades.

Do NOT wait until you arrive in Oxford to set up your account as IT help is not available there, and you may encounter difficulty accessing the wifi in Oxford!

PAY YOUR ACCOUNT BALANCE

Your account balance must be paid prior to your arrival to the program. If you encounter issues with financial aid availability with your school, please let the International Programs Office know as soon as possible at international@law.stetson.edu so we can work with you. Late payments incur late fees that start at \$200!

REGISTER FOR U.S. DEPARTMENT OF STATE'S SMART TRAVELER ENROLLMENT PROGRAM (STEP)

We strongly encourage everyone to enroll in the U.S. Department of State's STEP program. It takes about 2 minutes (tops) and puts you on their notification list while you are overseas. Their definition of the program: "The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate."

Please see the STEP Enrollment page (<https://step.state.gov/step/>) for more information, and please do take the time to register your trip with them.

Below is the address of the program you need to register in STEP:

**St. Hugh's College
University of Oxford
St. Margaret's Road
Oxford OX2 6LE, England
United Kingdom
Telephone: 01865274900**

NOTIFY YOUR BANK AND CREDIT CARD PROVIDERS

Let your financial institutions know that you will be traveling abroad, otherwise, they may disable your card as soon as you start using it overseas if they are not aware of your travel plans.

CURRENCY

Oxford uses the Great British Pound (GBP). If you use an ATM there, you will receive GBP. **Getting local currency prior to departure for Oxford is encouraged.** You can use credit cards there, which is also encouraged, as credit cards can be cancelled and replaced if lost or stolen, whereas cash cannot.

We suggest using a credit card that does not charge a foreign transaction fee. **Depending on your budget, you should plan to have approximately \$200 USD total converted into local currency.**

PACK YOUR EMERGENCY CONTACT CARD

In your program packet, you will receive your program t-shirt and emergency contact card. **Please be sure to carry your emergency contact card on you at all times during the program.** This card speaks for you should you not be able to speak for yourself.

COST

Oxford is expensive. That's it. It's expensive, especially when you are eating most meals out. Budget wisely, and expect that it will be expensive. Breakfast is included with the housing at St Hugh's College. You will NOT have access to communal kitchens as that is NOT part of our contract with St Hugh's for accommodations. However, be prepared to budget before you go and manage your expectations, and you will find your trip more enjoyable.

Some examples of the cost of living in Oxford are as follows:

Basic lunchtime menu (including a drink) in the business district – £12

Combo meal in a fast food restaurant (Big Mac Meal or similar) – £5.67

2 liters of Coca-Cola -- £1.61

Basic dinner for two in a neighborhood pub -- £37

Dinner for 2 at an Italian restaurant in expat area incl. appetizers, main, wine, and dessert -- £56

(www.expatisitan.com)

VALUABLES

Students are encouraged to leave important, meaningful/sentimental, and valuable items at home. Not every place you travel overseas will have a safe in which to keep your valuables (such as our housing arrangement), and items that are sentimental (family heirlooms, etc.) are irreplaceable.

We want you to have a memory of an amazing educational and travel experience, rather than a memory of when you lost something expensive or near and dear to your heart.

ADAPTERS V. CONVERTERS

Voltage in Europe is 220, much higher than the 110 voltage in the United States. **You should bring plug adapters or converters and batteries to operate your equipment.** While U.S.-purchased hair dryers will operate in the England, they frequently "burn-out" or "trip" electrical breakers. You are encouraged to purchase a 220-volt hair dryer when you arrive in England. It may also be possible to find a dual-voltage hair dryer in the U.S.

Please note that there is a difference between an adapter and a converter. The adapter allows you to plug your US plug into a UK outlet - but it does NOT change the voltage. A converter will change the voltage. Converters tend to be more expensive, and honestly, it's cheaper to buy a dual voltage hairdryer most times.

Be sure that whatever you are using with the adapter, e.g. laptop, phone, hairdryer, etc. is DUAL VOLTAGE. If it is not dual voltage, you will fry the item you are plugging into the outlet.

Most electronics are dual-voltage (Macs, iPhones, etc.), but **please check to be sure before you plug in with an adapter.** If your appliance is dual-voltage, an adapter is all you need - something that allows your plug to fit into the wall.

ON THE GROUND

TRANSPORTATION FROM AIRPORT TO OXFORD AND TO ST HUGH'S COLLEGE

We suggest that you **book your flight to London Heathrow Airport in London and take the train or bus to Oxford.** The train and bus trips should take around 60 minutes. Instructions on how to purchase train/bus tickets follow.

You could also book your flight to London Gatwick Airport, in which case, the trip from the airport to Oxford will take approximately 1 hour and 30 minutes.

Please note: You cannot check in your housing accommodations until 2:00 pm on Sunday, July 23, and you must arrive for the orientation at 5:00 pm. Specific check-in information will be provided to you through the International Programs Office closer to the program start date.

More information about London Heathrow Airport can be found at:

<http://www.heathrowairport.com/>

More information about London Gatwick Airport can be found at:

<http://www.gatwickairport.com/>

Taxis will cost approximately \$15 USD from the central bus station in Oxford to St Hugh's College. Try sharing to save money – split the cost! Closer to the start date, arrival times might be a good topic to post in the Facebook group to coordinate taxi options.

TRANSPORTATION FROM LONDON HEATHROW TO OXFORD

BY TRAIN

Heathrow Express operates a train from London Heathrow Airport T2 & 3 Train Station to London Paddington Train Station every 15 minutes. Tickets cost **£25 - £35** and the journey takes 15 min. Elizabeth Line also services this route every 30 minutes.

Train tickets: Train tickets are available from the ticket machines near the platforms at Heathrow. You can purchase tickets from the machines with cash or credit card. Staff at the ticket offices will also be able to provide you with train departure information.

BY BUS (RECOMMENDED)

National Express Bus, "the Airline" going to Oxford from Heathrow Airport:

A one-way journey from Heathrow to Oxford is available from **£19**. The buses do **NOT** stop at Terminal 4. If you are arriving at Heathrow Terminal 4 you need to take the underground Heathrow Express train (free service between terminals) to the other terminals to catch the bus - more detailed information is available on the BAA Heathrow website. Coach journeys from Heathrow to Oxford take an average of 1 hr 40 mins. However, their fastest coach will arrive in 1 hr.

The first coach leaves from Heathrow Airport at 0.10am, arriving at Oxford Bus Station at 1:10am.

The last coach leaves from Heathrow Airport at 23.55pm, arriving at Oxford Bus Station at 1.25am.

To book your bus ticket please visit the following website: <http://www.nationalexpress.com/home.aspx> or you can book it at the terminal (recommended).

BY TAXI DIRECTLY TO ST HUGH'S COLLEGE

As expected, taxis are more expensive but may be an easy option if you are not up for the adventure. A taxi trip from Heathrow Airport will cost from approximately £70 +, but this could be split if you share the taxi with other students (most taxis will take 3 passengers with 3 large cases). The following companies are recommended by our London contacts and you can pre-book or get a quick quote from the website. Please note that these companies change from year to year, so if you may be able to find another reputable company on sites such as TripAdvisor, etc.

Heathrow Airport Taxi Service

+44 (0)203 478 8892

<http://www.airporttaxi-uk.co.uk/Heathrow/>

London Heathrow Cars

+44(0)208 814 2727

<http://www.londonheathrowcars.com/>

There are local Oxford taxi companies, however, if you book these, they charge for the trip out (from Oxford to Heathrow), entering the airport pick-up area, and then the trip back to Oxford.

TRANSPORTATION FROM LONDON GATWICK TO OXFORD

BY TRAIN

A 2 hour and 30 minute train-ride is all it takes to get straight from London Gatwick to the center of Oxford. Tickets can be purchased on the following website for about £40: <https://www.thetrainline.com/>. Please note that ticket prices will be considerably cheaper if purchased a couple of weeks in advance.

Train tickets are also available from the ticket machines near the platforms at Gatwick. You can purchase tickets from the machines with cash or credit card. Staff at the ticket offices will also be able to provide you with train departure information.

BY BUS (RECOMMENDED)

National Express Bus, "the Airline" going to Oxford from London Gatwick Airport:

The bus journey will take approximately 2 hours and 25 minutes and cost about £30. The buses depart from both the North and South terminals. The Oxford bus station is a mere 20-minute walk/6-minute drive from St Margaret's Road (where St Hugh's College is located). To book your bus ticket please visit the following website: <http://www.nationalexpress.com/home.aspx>.

BY TAXI DIRECTLY TO ST HUGH'S COLLEGE

As expected, taxis are more expensive but may be an easy option if you are not up for the adventure. A taxi trip from London Gatwick Airport will cost about £105-125 but this could be split if you share the taxi with other students (most taxis will take 3 passengers with 3 large cases).

Oxford Carriage Co Ltd

(+44) 01865 42 32 64

<http://www.oxfordcarriage.co.uk/airports.htm>

Airport Pickups London

(+44) 208 688 7744

airport-pickups-london.com/Gatwick/taxi-from-gatwick-to-oxford.asp

HIRE CAR – EITHER AIRPORT

There are several companies that offer hire cars with fixed rates to get you to and from the airport. These offer similar rates than a standard taxi. If you would like to book these cars in advance, so that someone is waiting at the airport for you, click on the names of the companies to visit their website. If this is your intended mode of transportation to/from Oxford, it may be to your advantage to book your return to the airport at the time you book your trip to Oxford as you could receive a slight discount for booking both trips at once.

Airport Direct – 0208 6482899

CCB Airport Cars - 01865 876699

Oxfordshire Chauffeurs - 01865 238204

Royal Cars - 01865 777333

ST HUGH'S COLLEGE & ST ANNE'S COLLEGE – ACCOMMODATIONS

All students participating in the Oxford program are required to stay in our program housing. NO EXCEPTIONS.

Students may bring family members, should they wish to do so and will need to select a housing choice that accommodates their needs. Please advise the International Programs Office if you intend to bring family members, as an application will need to be completed and approved by the Director of International and Graduate Programs.

St Hugh's College

St Margaret's Road

Oxford, OX2 6LE

+44 (0)1865 274900 (Lodge)

<http://www.st-hughs.ox.ac.uk/>

All the rooms in Oxford are single rooms with private bathroom facilities. The rooms are not air-conditioned, but all rooms have functional windows for temperature control. You will be provided bed linens upon arrival. Wireless access is available in the rooms. The building houses students from all over the world. You will NOT have access to communal kitchens as those are reserved for the year-round students. Accommodations are in the China Centre.

BREAKFAST INCLUDED

As part of the housing arrangements, breakfast is provided daily.

FITNESS CENTER

We do not have access to the fitness facilities at our accommodation locations; however, the [Ferry Leisure Centre](#) is nearby. They charge about £30 for two weeks.

LAUNDRY FACILITIES

Laundry facilities are available in the Maplethorpe building (perpendicular to the China Centre). Please see your Resident Director to get a key fob to access the laundry facilities. It is approx.. £2.00 per wash and approx.. £0.20p per 15 mins to dry, and you will need to provide your own detergent (bring a Ziploc with laundry pods from home!). The classroom building is the same building as the housing building.

CLASSROOM

All classes are held at the China Centre (see address above in Accommodations). We have several classrooms to use for our program along with an office for the Resident Director.

ACCESSIBILITY

Not every building in the England is accessible, but most are, and England makes great efforts to provide accessible transportation. Please see the [Guide to Britain for Disable Travellers](#) for more information. We do our best to assist anyone who may need assistance, so if you have accessibility needs, please let the International Programs Office know as early as possible for planning purposes.

YOUR RESIDENT DIRECTOR

The Resident Director is responsible for ensuring that the plans for the program run smoothly. This ranges from coordinating with buses getting students to/from field trips to being on call in the event that someone is sick or injured. **If you experience travel delays in arriving to the program, be sure to let your Resident Director know (cell number is printed on your Emergency Contact Card).**

As the program start date gets closer, you will be introduced to your Resident Director.

ORIENTATION AND WELCOME RECEPTION

The mandatory orientation introduces students to the Resident Director and sets the parameters and expectations for the program. **Please be sure to arrive in time for the orientation on Sunday, July 23 at 5 pm.** It will take you several hours to get from the London airports to St Hugh's College, so please allow yourself enough time to be on time. If you experience travel delays, please let your Resident Director know ASAP (cell number printed on Emergency Contact Card).

EXTRA-CURRICULAR ACTIVITIES

Opportunities abound for fun excursions in Oxford, such as punting, museums, food tours, Shakespearean plays, and much, much more. We encourage students to partake of these opportunities on their own during their free time to discover more of Oxford than just the classroom. Many of the returning faculty to the program can suggest their recommended "things to do" and will be more than happy to do so!

ATTENDANCE AND FIELD TRIP POLICY

The official attendance policy will be provided to you closer to the start date, but **the Oxford program is not one in which you will want to (or be able to) miss much class time.** The time will go by fast, so please just plan to attend.

Students are also required to attend all mandatory field trips. Those who miss required field trips will not be eligible to do their final performance for the course, and therefore, receive a zero for the course. Please refer to the [Class and Field-Trip Attendance in Study-Abroad Programs policy](#).

ATTIRE

Classroom attire should be similar to what you wear to class normally on campus. **Court field trips and your final performance will require that you wear business attire.** Pack light! Mix 'n match.

INSURANCE

All participants are required to have the Stetson-provided Travel Accident Insurance. This insurance covers accidental illness or injury. Do NOT cancel your regular health insurance. This insurance is also not rental coverage should you rent a car or bike; you would be best to purchase the insurance offered through the rental company. Our strongest recommendation, however, is to use public transportation whenever possible.

Should you seek medical assistance during the trip, you will need to pay for the visit and any prescriptions upfront, and then submit a claim with those receipts. You will be reimbursed for 100% of the cost. Those who need to file insurance claims can contact the International Programs Office directly for the forms and instructions. Generally, your reimbursement check arrives within two weeks of your claim submission.

You do not need to sign up for this insurance as you will be covered as a participant in the program for the program dates.

The Travel Accident Insurance provided is NOT travel insurance and does NOT cover lost or stolen items or cancelled airline tickets.

ACADEMICS

COURSE MATERIALS

No books are required for this program. All materials are on CANVAS.

Closer to the start date of the program, you will receive an invitation to join CANVAS.

ADA ACCOMMODATIONS (ACADEMIC)

If you are requesting ADA Accommodation(s), ESL Testing Modification(s), or both, you must submit your request through Accommodate software. The Accessibility Resources webpage (www.stetson.edu/law/accessibility/register-request.php) has additional information you will need to review to register with the ADA Coordinator, create your Accommodate Student Portal Account, and submit your requests.

- If you are requesting an ADA Accommodation or ESL Testing Modification for the first time at Stetson Law, you must create your Accommodate student account by submitting a new student request through the Accommodate Public Registration Page (<https://law-stetson-accommodate.symplicity.com/public-accommodation/>).
- If you are renewing an ADA Accommodation or ESL Testing Modification Request from a prior semester, you already have an Accommodate student account. Simply visit the Accommodate Student Portal (<https://law-stetson-accommodate.symplicity.com/>) to access and manage your requests. Use your Stetson Credentials to login.
- If you have further questions, please contact the ADA Coordinator at ada@law.stetson.edu.

Please remember that time is of the essence; all ADA Accommodation and ESL Testing Modification requests must be renewed each semester prior to being implemented. No retroactive academic adjustments will be granted.

EXAMS

As this is a skills-based course, your final exam will be a performance on the last day of the program, Friday, August 4.

AFTER THE PROGRAM

COURSE AND PROGRAM EVALUATIONS

Students will be given course evaluations on the last day of class during the program.

Program evaluations will be done electronically and anonymously, at the end of the program. We encourage your constructive feedback as we strive to continually improve our programs. If something works, tell us, and if it does not, please tell us that too. Suggestions are also welcome!

GRADES

All students receive Stetson numerical grades; however, non-Stetson students' grades will be reflected as P/F on their home institution's transcript.

For non-Stetson students who submitted their Transcript Request Forms by July 15, your transcripts will be mailed, free of charge, to your home institution shortly after all of the grades are in. If you did not submit your form on time, you will need to order your transcript directly from [The National Clearinghouse](#).

FINAL NOTES

We strive to provide all of our students with not just an educational opportunity, but also with a cultural experience that will remain with them long after they finish our program and earn their credits. For this reason, we wish to offer a few final thoughts to help make this experience the best one possible for all participants.

- 1) Not all students are on the same journey; be respectful of each other's individual journeys. Some may be there to pick up extra credits in a short amount of time; some may be goal-driven to be in Oxford; some may just want to get away.
- 2) Oxford is much like the United States, but it is NOT the United States. Many amenities there will be just like what you can expect here in the U.S., but if something is not "just like here," take it for what it is – a cultural difference/experience; this is WHY you travel.
- 3) Keep an open mind. Speak with the locals and be a good ambassador for all Americans and for Stetson University College of Law as well.
- 4) Expect a lot of walking. Take comfortable shoes.

6/28/23