



**International Student Support Service**  
International Students' Welcome Guide  
2015/16

# Welcome to Nottingham Trent University

This Welcome Guide is designed to provide you with information and guidance on:

- preparing for your stay in the UK;
- travelling to Nottingham;
- student life at Nottingham Trent University; and
- living in Nottingham and the UK.

It also includes important contact details and websites for both University services and external organisations.

We recommend that you read through the guide as you start to plan for your journey to Nottingham, and also remember to bring it with you so you can refer to it during your stay.

We hope the guide answers many of your questions and gives you a good start for your studies with us.



## Welcome Week 2015

Friday 25 September – Sunday 4 October

A varied and vibrant programme of activities and events designed to welcome new students to Nottingham Trent University.

There are a number of events for international students which provide the opportunity to meet new people, find out more about NTU, the city of Nottingham and explore more of the UK.

**[www.ntu.ac.uk/welcomeweek](http://www.ntu.ac.uk/welcomeweek)**

# Welcome from the International Student Support Service

We are delighted that you have chosen to study at Nottingham Trent University (NTU) and would like to offer you a warm welcome. The International Student Support Service provides advice and support to all international students as you prepare for your studies at NTU and also throughout your stay with us.

## What we do

Here are some of the things we offer:

- **Welcome Guide:** We hope that you find the guide both interesting and informative and that it answers many of the questions you have as you start your preparations to come to Nottingham. If you do have any further questions prior to your arrival in the UK, please contact us.
- **Advice and Information Service:** We have a range of information leaflets available to answer many of the questions international students may have, and also offer advice on a range of issues including visas and immigration matters.
- **NOW (NTU Online Workspace):** All international students at NTU have the opportunity to enrol on the International Student Support module on NOW (see page 42 for further information). This provides a range of online resources to support you during your time at NTU. We also use it to update you on any changes in UK regulations and different events and services that may be of interest to you.
- **HOST:** We offer a scheme where you can apply online to spend a day or a weekend with a UK family and learn more about British culture.
- **[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport):** Our web pages, for both prospective and current international students, provide up-to-date information on a wide range of issues including immigration matters and links to other useful websites.

### Connect with us



NTUInternational



NTUoverseas



NottinghamTrentUni



NottinghamTrentUni



NottinghamTrentUni

## International Student Support Service

Tel: **+44 (0)115 848 2631**

Email: **[int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)**

We are based in the Student Services Centre in the Newton / Arkwright building on the City site.



Limahl Macfarlane, Saima Sheikh, Catherine Millet and Catherine Coles

**The International Student Support Team**



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# Your checklists

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## Pre-departure checklist

This is a list of some things you may need to think about before leaving for the UK:

- **Your visa:** Make sure you thoroughly understand the visa requirements. Allow yourself plenty of time to prepare your documents and submit your application so that you can arrive at NTU for the start of your course. Further information about visas can be found on our website at: [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)
- **Your budget:** Make sure you have enough funds to cover your tuition fees, accommodation costs and living expenses for the duration of your course (see page 12).
- **Money for the first few weeks:** It can take several weeks to open a UK bank account so you will need to bring enough money to cover your initial expenses (see page 14).
- **Tuition fee payments:** Make arrangements to ensure that you will be able to pay your tuition fees and advance payment (if necessary) by the appropriate date (see page 13).
- **Your official documents:** Take photocopies of your important documents (passport, visa, etc) in case you lose them in transit or whilst in the UK, and keep these copies in a safe place.
- **Your accommodation:** If you plan to stay in University accommodation, make sure you apply and pay the booking fee by the appropriate date (see page 22). If you will be looking for private accommodation on arrival, organise somewhere to stay whilst you search (see page 24).
- **Insurance:** Make arrangements to take out insurance for your personal belongings (see page 59). This can be done on arrival, but you may want to take out travel insurance to cover you for your journey and the first few days in Nottingham. Check if you require health insurance to cover the cost of any medical treatment you might need during your stay in the UK (see page 29).
- **Travel to Nottingham:** Plan how you will travel from your port of arrival in the UK (for example, Heathrow Airport) to your accommodation in Nottingham (see page 8).
- **Specific support:** Make sure you inform either your School Office or the Disability Support Service if you are likely to require specific support or arrangements because of a disability (see page 45).
- **Clothing:** The weather in the UK is very variable and September – March can be particularly cold, so make sure you pack clothes which are suitable for all seasons, especially the winter (see page 64).
- **Connect with us:** Join NTU International Student Network on Facebook ([www.facebook.com/NTUInternational](https://www.facebook.com/NTUInternational))



## Arrival and orientation checklist

This is a checklist of all the things you need to do when you arrive in the UK and during your first few weeks at NTU:

### On arrival

- Move into your accommodation.
- Contact your family and friends at home so they know you have arrived safely.
- Find out where your local supermarket is and buy food.
- Equip your flat / house with necessary items (kitchen equipment, bedding).
- Collect your Biometric Residence Permit (BRP). Further information about visas and immigration is available on our website: [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)
- Attend all of your course induction events, which will communicate important information you need in order to succeed in your course at NTU.
- Attend the International Student Support Service talks to find out more about immigration issues (for non EU / EEA students), how the service can support you and what's on offer at NTU for international students.

### During your first couple of weeks

- Complete the online enrolment process ([www.ntu.ac.uk/enrolment](http://www.ntu.ac.uk/enrolment)).
- If you are a non EU / EEA student, provide the University with a copy of your passport and visa during enrolment.
- Collect your student ID card (Smartcard).
- Find out where you have to be and when on the first day of your course.
- Make arrangements to pay your tuition fees (see page 20).
- Register with the police (this is a requirement for certain nationalities only and will be detailed on your visa).
- Ensure you have taken out adequate insurance to cover your possessions (see page 59).
- Visit the International Students' Welcome Points at Clifton campus and the City site.
- Take part in the University's Welcome Week activities, which run during the week prior to term starting in September.
- Check out the Students' Union Freshers' Fairs, which offer a great opportunity to learn more about what the Students' Union has to offer (and get some free stuff!).
- Find out how to travel to / from your accommodation to the University campus where your classes will be based (see page 70).
- Use the maps at the end of this guide to have a look around the campuses and the city of Nottingham and get to know your local area.
- Open a UK bank account (see page 18).
- Register with a doctor (see page 29).
- Organise a mobile phone so you can keep in touch with people from home and new friends you meet in Nottingham.
- Find out where the International Student Support Service is based, and when it is available.

# Immigration

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Applicants from outside the EU / EEA who wish to study on a full-time course of more than six months in the UK will need to apply for a Tier 4 (General) student visa in order to study at Nottingham Trent University. If you are currently overseas, you will need to obtain a Tier 4 visa before travelling to the UK. The International Student Support Service provides information and advice on immigration matters.

All students from outside the EU / EEA are advised to check what visa they will need to study at NTU:  
**[www.ntu.ac.uk/visas](http://www.ntu.ac.uk/visas)**





## Tier 4 student visa application support

### Students applying outside the UK

All students are advised to check our website [www.ntu.ac.uk/tier4](http://www.ntu.ac.uk/tier4) for full guidance on making a visa application. You can make your Tier 4 visa application a maximum of three months before your course start date. The earliest your visa can start is one month before your course start date.

You must meet the conditions of your offer and get a CAS number before being able to apply. You must also make sure that you have prepared the relevant documents and meet the maintenance requirement.

In all cases you should ensure that you allow yourself enough time for your visa to be processed and to travel to the UK in advance of your course start date. Visa processing times vary significantly depending on where you apply. We recommend that you check current visa processing times in your country.

### On arrival in the UK

The UK government is changing the way that immigration permission is issued to international students. The new system is being phased in from March 2015 to 31 July 2015. Students will be given a temporary entry clearance sticker in their passport and will be required to collect a permanent Biometric Immigration Document on arrival in the UK. Please see our website for further information about how this will affect you and the process you will need to follow: [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport).

### Students applying in the UK

Students applying from within the UK may access comprehensive support from the International Student Support Service. You will be required to attend a group information session.

We also operate a Tier 4 student visa application checking service. Once you have prepared your application and your documents, you can submit them to the Student Services Centre for checking by an adviser. Once your application is complete, the University can submit it to the Home Office on your behalf. This service is subject to terms and conditions, including strict deadlines. You must therefore ensure that you allow yourself sufficient time to check the Home Office requirements, ensure that you meet them and prepare all of the necessary documentation. Further details can be found on our website: [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport).

### Your Tier 4 responsibilities

As a student at NTU on a Tier 4 visa, there are certain requirements that you must meet and obligations that NTU has as your immigration sponsor. These include ensuring that you have a suitable visa valid for study at NTU, keeping the University updated with your contact details, abiding by the conditions of your visa and maintaining attendance on your course of study. You can find further information about these on our website: [www.ntu.ac.uk/yourtier4](http://www.ntu.ac.uk/yourtier4)

If you have any queries or concerns about these responsibilities, you may contact the International Student Support Service.

### Further information

International Student Support Service:  
[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)

UKCISA: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

UK Visas and Immigration:  
[www.gov.uk/uk-visas-immigration](http://www.gov.uk/uk-visas-immigration)

# Your journey to Nottingham

## Travelling to Nottingham from the major airports

The closest airport to Nottingham is East Midlands Airport which mainly handles flights to and from Europe. Other international airports you may fly into are Heathrow, Gatwick, Luton and Stansted (all close to London), and Birmingham or Manchester airports. When planning your journey from the airport to Nottingham, you will have to choose whether to travel by coach (bus) or train. Many students prefer to travel by coach as the services from the main UK airports are more direct and generally cheaper than train travel. Train journeys, while quicker, can involve changes that can be awkward if you have heavy luggage. As coach and train timetables change quite frequently, you should check the latest timetable before you arrive in the UK. It is advisable to book your ticket in advance.

If your flight arrives in the UK very late at night, it is advisable to book yourself into a hotel for the night, and begin your onward journey to Nottingham the following day. You will find hotel booking services at most UK airports or you can book a room in advance. Visit [www.airporthotels4less.co.uk](http://www.airporthotels4less.co.uk) for information on hotel bookings at reasonable rates.

### Arriving at East Midlands Airport

If you are arriving at East Midlands Airport, you can take the Skylink airport shuttle bus service which runs 24 hours a day between the airport and Nottingham city centre, departing approximately every 20 minutes. For further information, please refer to the table on page 10. Taxis operated by Arrow Cars (Tel: 01332 814000, [www.arrowprivatehire.co.uk](http://www.arrowprivatehire.co.uk)) are available from the taxi office outside the arrivals area and cost approximately £35 to the University's City site and £25 to the Clifton campus.

### Arriving at other UK airports

#### Coach travel

There are frequent National Express airport coaches travelling to Nottingham, which operate from all the main UK airports. All services arriving in Nottingham stop at the Broadmarsh bus station. Please refer to the table opposite for a summary of coach journey details and fares, or visit the National Express website: [www.nationalexpress.com](http://www.nationalexpress.com)

#### Train travel

Nottingham's train station is located close to the city centre and has direct regular train services to and from many of the UK's main cities. Further details on train journeys and fares from UK airports to Nottingham can be found on the table opposite, or alternatively by contacting National Rail Enquiries (see table on page 10).



**Free airport pick up service**

The University offers a free airport pick up service from Heathrow on the weekend before Welcome Week in September and in January. Find out more and book your place at: [www.ntu.ac.uk/meetandgreet](http://www.ntu.ac.uk/meetandgreet)

**Taxi booking**

We are able to book taxis to collect you from UK airports. Booking through the University gives you better rates than booking direct. Find out more and book online at: [www.ntu.ac.uk/taxibooking](http://www.ntu.ac.uk/taxibooking)

Arrival airport	Means of transport to Nottingham	Approximate cost (one way)	Approximate journey time
London Heathrow (LHR)	<b>Coach</b> (direct from Heathrow Airport central bus station or Terminals 1 – 5)	£20	3-5 hours
	<b>Train</b> (direct from London St Pancras station, use London Underground from Heathrow)	£80 – £100 (all-inclusive)	3.25 hours
London Gatwick (LGW)	<b>Coach</b> (direct from North or South terminal)	£30	4.5-5 hours
	<b>Train</b> (via London St Pancras)	£100	3.25 hours
East Midlands (EMA)	Skylink airport shuttle bus service	£8	55 minutes
Birmingham International (BHX)	<b>Coach</b> (via Digbeth coach station)	£15	2.5 hours
	<b>Train</b> (via Birmingham New Street station)	£23	2 hours
Manchester (MAN)	<b>Coach</b>	£17	5 hours
	<b>Train</b> (via Manchester Piccadilly, Wilmslow or Stockport stations)	£35	2.5 hours
Stansted (STN)	<b>Coach</b>	£30	3.5-4.5 hours
	<b>Train</b> (via Peterborough, Leicester or Grantham stations)	£60	3 hours

Means of travel	Company	Contact details and further information
<b>Coach</b>	National Express	For details on coach services, journey fares or making bookings, visit <b><a href="http://www.nationalexpress.com">www.nationalexpress.com</a></b> or call <b>+44 (0)8717 81 81 78</b> .
<b>Train</b>	National Rail Enquiries	For information on all UK rail services and bookings, visit <b><a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a></b> or call <b>+44 (0)207 278 5240</b> (if you are calling from outside the UK), or <b>08457 484 950</b> (if you are calling within the UK).
<b>London Underground</b> (if travelling from Heathrow / Gatwick Airport to London St Pancras mainline station)	Transport for London	For information on London's Underground and railway networks, visit <b><a href="http://www.tfl.gov.uk">www.tfl.gov.uk</a></b> or call <b>0343 222 1234</b> for London travel information.
<b>Bus</b> (if travelling from East Midlands Airport)	Skylink	Visit the Nottingham Skylink pages on <b><a href="http://www.eastmidlandsairport.com">www.eastmidlandsairport.com</a></b> for information on timetables and fares from East Midlands Airport to Nottingham.

Further information about coach and train travel to Nottingham from UK airports

Prices quoted on page nine are for standard price single journeys and are subject to change. Please note that fares can vary considerably depending on what day and time you travel, and how far in advance you book your ticket. It is possible to buy special discount passes for both coach and train travel. See page 70 for further information.

Travelling from Nottingham train and bus stations to the University

Students studying at the City site and the Clifton campus

When you first arrive in Nottingham, it is recommended that you take a taxi from Nottingham train or bus station to your accommodation. A taxi to the City site costs around £6, and approximately £12 to the Clifton campus. There are also bus services to both campuses from the train station, and a tram service from the train station to the City site. See the Nottingham City Transport website **[www.nctx.co.uk](http://www.nctx.co.uk)** for further details on buses and **[www.thetram.net](http://www.thetram.net)** for information on trams.

### Students studying at the Brackenhurst campus

The Brackenhurst campus is situated in Southwell, about 14 miles (approximately 22.5 km) north-east of the city of Nottingham. Students arriving by train can travel to Newark Northgate station. (Train services to Newark operate directly from London King's Cross and Manchester Piccadilly via Doncaster.) From Newark station, you can then take a taxi to Brackenhurst, at a cost of approximately £20. Alternatively, if you are travelling to Nottingham train station or Broadmarsh bus station, you can either take bus number 100, or a taxi from the city centre out to Brackenhurst (a taxi costs approximately £25). Please note that if you are travelling to Brackenhurst by bus, there is a 15-minute walk between the Broadmarsh bus station and the bus stop for the number 100 (located on King Street in the city centre – see [www.nctx.co.uk](http://www.nctx.co.uk) for further details).

### Travelling by car

If you are travelling by car, it would be advisable to buy a Great Britain road map to help you navigate from the ports / Channel Tunnel to the motorways and major roads that will bring you to Nottingham. There are several route planners available on the Internet, such as [www.rac.co.uk](http://www.rac.co.uk), to help you plan your journey. Travel information and maps are also available on the NTU website.

### Car parking

Limited on-site parking is available on both the Clifton and Brackenhurst campuses. If you would like to apply for a parking permit for Clifton campus, please note that these are issued on a needs basis and cost £25 for the year, and would not automatically be given to all applicants. Application forms are available from NTU Card Services. For further information, email [cardservices@ntu.ac.uk](mailto:cardservices@ntu.ac.uk).

On the City site, parking is only available for students with particular medical needs or disabilities. There are a number of public off-street car parks close to the City site that you can use; however, you are advised to use the city's Park and Ride services in conjunction with the tram system ([www.thetram.net](http://www.thetram.net)). There are charges for on-street parking in the vicinity of the City site from Monday to Saturday between 8 am and 8 pm. You must buy a ticket from the pay-and-display meter and display the ticket in your car window. Parking is limited to two hours.

### Staying in London

If you want to stay in London for a few nights when you first arrive in the UK, it is advisable to book your accommodation before you arrive. International Students House (ISH) is a social centre for students and offers accommodation all year round, with single or shared rooms and dormitories available for short periods.

### International Students House

229 Great Portland Street  
Regents Park, London, W1W 5PN  
Tel: **+44 (0)207 631 8300**  
Email: [accom@ish.org.uk](mailto:accom@ish.org.uk)  
[www.ish.org.uk](http://www.ish.org.uk)

The Youth Hostel Association (YHA) also has seven hostels in London which offer temporary accommodation for YHA members. For further information, please consult the YHA website: [www.yha.org.uk](http://www.yha.org.uk)

*"Bring a watch! Being on time is very important here."*

Ahmed Omar Aghalli, Libya  
MA English Language Teaching

# Money

## Planning your finances

Coming to study in the UK is a considerable financial commitment and it is extremely important that you think carefully about all of the costs involved for the full duration of your course before you start your studies. The University **does not** have any funding to help students who experience difficulties paying their tuition fees or living expenses. Students who arrive without sufficient funds to cover both their tuition fees and living expenses often cannot complete their courses and have to return home. It is therefore essential that you secure funding to cover all your expenses prior to starting your course.

## Living costs

We have put together a list of potential living costs to help you to budget for your time in Nottingham. How much you actually spend will depend on your personal lifestyle. Also, remember that your expenses will increase each year.

As an overall guide, you are likely to need at least £8,000 each calendar year (12 months) to cover your own living expenses (excluding tuition fees), plus an extra £3,500 for your spouse and £2,000 for each child.





## Tuition fees 2015/16

Level of study	Payment dates						
Undergraduate and postgraduate students paying international student fees  All international (non-EEA) students are required to make an advanced payment of £3,000. This must be made at the time you accept your offer of study, in order to secure your place.	<p>Payment should be made in full on enrolment, or by instalments which need to be set up by Monday 5 October 2015:</p> <table> <tr> <td>26 October 2015</td><td>50 % of the balance of fees after deducting £3,000 advanced payment.</td></tr> <tr> <td>1 February 2016</td><td>Remaining balance</td></tr> </table>	26 October 2015	50 % of the balance of fees after deducting £3,000 advanced payment.	1 February 2016	Remaining balance		
26 October 2015	50 % of the balance of fees after deducting £3,000 advanced payment.						
1 February 2016	Remaining balance						
Undergraduate students paying home fees	<p><b>By tuition fee loan</b></p> <p>You can apply for a tuition fee loan to cover the cost of your tuition fees (see page 21).</p> <p>If you are not applying for a tuition fee loan, payment can be made in full on enrolment or by three equal instalments which need to be set up by Monday 5 October 2015:</p> <p><b>By instalments</b></p> <table> <tr> <td>4 November 2015</td><td>first instalment</td></tr> <tr> <td>13 January 2016</td><td>second instalment</td></tr> <tr> <td>13 April 2016</td><td>third instalment</td></tr> </table>	4 November 2015	first instalment	13 January 2016	second instalment	13 April 2016	third instalment
4 November 2015	first instalment						
13 January 2016	second instalment						
13 April 2016	third instalment						
Postgraduate students paying home fees	<p>Payment in full on enrolment, or by three equal instalments set up by Monday 5 October 2015:</p> <table> <tr> <td>4 November 2015</td><td>first instalment</td></tr> <tr> <td>13 January 2016</td><td>second instalment</td></tr> <tr> <td>13 April 2016</td><td>third instalment</td></tr> </table>	4 November 2015	first instalment	13 January 2016	second instalment	13 April 2016	third instalment
4 November 2015	first instalment						
13 January 2016	second instalment						
13 April 2016	third instalment						
Nottingham Trent International College students	<p>Payment in full on enrolment, or by three equal instalments set up by Monday 5 October 2015:</p> <table> <tr> <td>5 October 2015</td><td>first instalment</td></tr> <tr> <td>13 January 2016</td><td>second instalment</td></tr> <tr> <td>13 April 2016</td><td>third instalment</td></tr> </table>	5 October 2015	first instalment	13 January 2016	second instalment	13 April 2016	third instalment
5 October 2015	first instalment						
13 January 2016	second instalment						
13 April 2016	third instalment						

Further information about paying your tuition fees can be found on page 20.

## One-off costs

Expense	Approximate cost
Bedding (duvet, pillows, sheets, pillowcases)	£40
Kitchen equipment (plates, cutlery, pans)	£40
Insurance for personal belongings (in private accommodation)	£150 per year
Television	from £100
Television licence	£145.50 per year
Laptop	from £300
Tablet	from £150
Membership of a student society	£4-£15
Gym membership (at University gym)	£89 per year

## Weekly costs

Expense	Approximate cost (per week)
University residences (standard room)	From £98 to £155 with some bills included (Average cost is £90)
Private shared house or flat for four people	From £65 to £90 (bills not included)
Private house or flat for two people or fewer	From £60 to £120 (bills not included)
Private hall of residence	From £90 to £170 (bills usually included)
Food / meals	£40
Electricity, gas and water bills	£15-£20
Telephones (landline and mobile)	From £10 (landline) £10 (mobile)
Broadband connection in private accommodation	From £10 per month
Course costs (e.g. books, photocopying, materials and stationery)	£15
Travel (within Nottingham)	£15
Social activities	From £15

*“Sort out your finances first and make sure you are covered before you come here so you can pay for the course and finish it, and have enough to live off too!”*

Kathleen Ndongmo, Cameroon, MA TV Journalism

Here are a few examples of UK prices for everyday items and services.

### Food stuffs and groceries

Dried pasta (shells, 500 g)	£0.89
Basmati rice (500 g)	£1.19
Potatoes (white, 2.5 kg)	£1.75
Bread (800 g loaf)	£0.78
Milk (1 pint / 0.5l)	£0.49
Instant coffee (200 g)	£1.95
Orange juice (1 litre)	£0.65
Cola (2 litre bottle)	£0.60
Whole chicken (per kg)	£2.48
Chicken breast fillets (1 kg)	£3.99
Butter (250 g)	£0.98
Cheddar cheese (500 g)	£3
Eggs (6)	£1.50
Pasta sauce	£1.35
Oranges (each)	£0.30
Tomatoes (500 g)	£0.75
Washing powder (2.6 kg box)	£6
Toothpaste (100 ml)	£1
Shampoo (400 ml)	£1
Soap (4 x 100 g)	£2.60

### Clothes

Winter coat	From £35
Winter shoes	From £20
Jumper	From £10
Trousers	From £15
Scarf	From £5
Hat	From £5

### Other items

CD	from £3
DVD	from £3
MP3 downloads	from £0.99
Blurays	from £8
Pen drive (16 GB)	from £10
Batteries (Size AA, 4 pack)	from £2.50
Cinema ticket (with student discount)	From £6.80
Haircut (men)	From £10
Basic haircut (women)	From £15



Visit  
[www.ntu.ac.uk/budgetplanner](http://www.ntu.ac.uk/budgetplanner)  
 for more information,  
 including guidance on managing  
 your money and a handy  
 budget planner.

## Bringing money into the UK

You may bring as much money as you like, in any form, into the UK. However, if you bring more than €10,000 (or the equivalent in another currency) in cash (including bank notes, banker's drafts, cheques, travellers' cheques), you will need to declare this sum and hand in a cash declaration form on arrival at the airport. For further information, check [www.gov.uk/bringing-cash-into-uk](http://www.gov.uk/bringing-cash-into-uk)

You will also need to check with your bank at home to see if there are any restrictions governing the transfer of funds to the UK. There are several different methods of transferring money to the UK; some are quicker and more costly than others. We recommend that you contact your local bank for further information about which method would be most suitable for you.

**International Money Order (IMO):** You buy this before you leave home. You pay in your local currency and your bank issues a cheque, usually in sterling. You can then pay this cheque into a British bank account or exchange it for sterling banknotes. The bank issuing the cheque will tell you how to do this.

**Banker's draft:** Similar to an IMO, but the draft must be paid into a bank account and cannot be exchanged for cash. As banker's drafts can take several days to clear, you will not be able to withdraw or transfer money from your account for several days after you have deposited the draft.

**Electronic transfer:** This is a quicker, though more expensive, way to transfer currency. With this method, your bank at home transfers money electronically to a bank in the UK. You must therefore already have a bank account in the UK before you can transfer money.

## How much money should I bring with me to the UK?

You will need to bring some money with you to cover your initial expenses when you arrive. We do not, however, recommend that you bring large amounts of cash. There is a risk of loss and theft, and students who have just arrived in the UK may need to take more care than local people who are familiar with their surroundings. It can take from two to four weeks to open and use a UK bank account, and if you are depositing a banker's draft, it will take approximately three working days to clear before you can draw on the money.

The amount of money you will need to cover your initial expenses will depend on your accommodation situation. If you have already organised and made all of the appropriate payments for your accommodation, £400 should probably cover your initial expenses until you open a bank account. If you are looking for accommodation in the private sector, you will usually be required to pay a deposit and one month's rent in advance, so you will need to budget for around £900.

If you are planning to use a credit or debit card from your bank at home when you arrive in the UK, to either pay for purchases or to withdraw cash from an ATM (cashpoint), you should check with your bank before you leave to see if you can use it in the UK, and if there are any limits on the amount you can withdraw per day. It is also advisable to check how much money you will be charged each time you use your card. The most common credit cards in the UK are Visa and MasterCard.

## Top tips for handling your money

- **Plan ahead**

Set yourself a realistic budget and stick to it! Work out what your monthly costs are, so you can see what you have left over to spend on the non-essentials.

- **Take advantage of student discounts**

Many restaurants, hairdressers, cinemas, bars, clothes shops and travel agents in and around the city offer competitive discounts for students. Always ask if they give student reductions. If you don't, you may lose out!

- **Bills (gas, electricity, water, telephone)**

- Take gas and electricity meter readings when you move in and out of properties to ensure you only pay for energy you have used.
- Switch off lights when you are not in the room.

- **Reduce your day-to-day spending**

- If possible, walk to University rather than taking the bus.
- If you do use the bus or the tram frequently, it is worth investing in a monthly / termly travel pass, as this works out much cheaper.
- Prepare a packed lunch rather than buying it in a café.
- Before buying any books, check what is essential and find out what is available in the library. Make use of second-hand book sales for buying books and selling the ones you have finished with.

- **Entertainment**

- Bars and clubs near campus will almost always be student-friendly, in attitude and price.
- If you will be going home late, share a taxi with friends.
- Entertain at home: inviting friends around is a great way to spend an evening. You can also share the cost by asking your friends to bring some food with them.

## Further advice

Money advice and help with planning your budget is available from the University's Student Financial Support Service.

Tel: **+44 (0)115 848 2494**

Email: **financial.support@ntu.ac.uk**



## Banking services

All of the major high-street banks in the UK have branches in Nottingham, and you can find a list of these banks at the end of this section. If you are applying to open a bank account in the UK, you may find it takes at least two to four weeks; you should therefore make sure you have direct access to any money that you will need during this initial period. UK banks do have a lot of strict requirements about the documents you will need to provide in order to open a bank account. Before you travel to the UK, it may be useful to speak to your bank at home to see if they have a special relationship with a bank in the UK and whether they can help you with setting up a UK bank account.

### Opening a bank account

In the first instance, we suggest you check with a few different banks to see which one can offer the most suitable account for your purposes. As an international student, you will usually be offered a basic card account which allows you to pay in and withdraw cash. In some cases you may also be offered other facilities such as a debit card or cheque book. It is extremely unlikely that you will be offered a student account which normally has an overdraft facility. When you arrive at the University, you are advised to come and collect a leaflet entitled **Opening a UK Bank Account** from the International Student Support Service which will give you up-to-date guidance on bank accounts. Alternatively, you can download the leaflet from our website at: [\*\*www.ntu.ac.uk/internationalstudent\*\*](http://www.ntu.ac.uk/internationalstudent) Banks frequently change their policies on which documents you will require to open an account, so we are unable to provide details of requirements at this stage.

As a general guide, however, you will normally be required to take with you the following evidence to open an account:

- Your passport and Biometric Residence Permit (if you have one) or EU Identity card.
- Your university offer letter / UCAS offer letter addressed to your home address overseas.
- Proof of your UK address (letter from the University confirming your address in Nottingham or your University accommodation contract).
- Confirmation of student status: a letter from the University confirming that you are a student with details of the start and finish dates of your course (can be combined with the above letter).

The University letters can be produced on request by your School Administrative Office when you arrive. As each letter has to be addressed to a particular bank, you will need to decide with which bank you would like to open an account before requesting the letter from your School. Some banks will require the University to state your address in Nottingham, therefore you will not be able to open a bank account until you have organised your permanent accommodation in Nottingham. In addition to the items listed above, it is a good idea to bring evidence of your bank account in your home country with you.

Further information on opening a bank account is available from the British Bankers' Association: [\*\*www.bba.org.uk/publication/leaflets/international-students\*\*](http://www.bba.org.uk/publication/leaflets/international-students)



## Useful banking terms

**Cash card:** Enables you to withdraw money from your account at an ATM (cash machine).

**Cheque book and cheque guarantee card:**

Enables you to pay for goods and services without having to use cash. You will normally need a cheque guarantee card when you pay for goods by cheque.

**Debit card:** You can use a debit card to pay for goods and services. Debit cards are accepted in nearly all places. Debit cards can also be used in ATMs and are usually used as cheque guarantee cards too.

**Bank statement:** A record of all the transactions on your account over a specific period of time. These are either posted to you every month or you can view them using online banking; you should keep statements in a safe place. You will be required to submit them with any visa extension application which you make. Students from outside the EEA should also carry recent bank statements with them if they are travelling outside the UK.

**Direct Debit and standing order facilities:**

These allow you to arrange for goods and services to be paid for automatically from your bank account by regular (usually monthly) payments.

**Overdraft facility:** Allows you to spend more money than you have in your account, to an agreed limit. (This service is not normally available to international students.)

**Internet banking:** Some banks also allow you to register for Internet banking. This means you can access your account details online 24 hours a day, seven days a week.



## Nottingham city centre banks

The opening hours of the banks can differ, but as a general guide, they are open 9 am – 5 pm from Monday to Friday. UK banks do not close for lunch and some larger branches have limited opening hours on Saturdays. There are many different banks to choose from, and here are a few examples:

**Santander**

Nottingham Trent University Branch  
Newton Building  
[www.santander.co.uk](http://www.santander.co.uk)

**Lloyds Bank**

12-16 Lower Parliament Street  
[www.lloydsbank.com](http://www.lloydsbank.com)

**NatWest**

16 South Parade  
[www.natwest.com](http://www.natwest.com)

**HSBC**

26 Clumber Street  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

**Barclays**

2 High Street  
[www.barclays.co.uk](http://www.barclays.co.uk)

**The Royal Bank of Scotland**

8 South Parade  
[www.rbs.co.uk](http://www.rbs.co.uk)

## British money

British money is made up of pounds (£) and pence (p). 100 pence equals £1.

**Coins:** 1p, 2p, 5p, 10p, 20p, 50p, £1 (100 pence), £2

**Notes:** £5, £10, £20, £50



1 penny



2 pence



5 pence



10 pence



20 pence



50 pence



1 pound  
(100 pence)



2 pounds  
(200 pence)

## Paying your tuition fees

The following provides a brief overview of paying your tuition fees. We will send you more detailed information about when and how to pay. If you are paying your own fees, you will not be able to fully enrol at the University until you have paid your fees in full, or set up appropriate instalment arrangements.

### Payment methods

You can pay your tuition fees online by debit or credit card, or by Direct Debit from a UK bank account at: [www.ntu.ac.uk/online\\_payment](http://www.ntu.ac.uk/online_payment). The online payment facility provides the opportunity to make an immediate payment in full or set up an instalment arrangement. You will need your NTU ID number to use the online payment system. You will already have received this ID number in your offer letter from NTU.

If any assistance is required in using the online system, email [FINOnlinePa1@ntu.ac.uk](mailto:FINOnlinePa1@ntu.ac.uk) or telephone **+44 (0)115 848 6500** for advice and guidance.

The University will also accept full payment of fees by cash, banker's draft, bank transfer or UK cheque by Monday 5 October 2015. If you wish to pay by instalments, you may pay your first instalment by a banker's draft or bank transfer by Monday 5 October 2015. You will need to visit the University's Finance Income / Debt Management section in the Student Services Centre (City site) or Student Centre (Clifton campus) to set up payment arrangements for the balance of fees by providing card details or UK bank details.

Please make sure that you are fully aware of your financial obligations with regard to the payment of your fees, including the rules regarding refunds should you withdraw from your course. This

information is held in the Fee Payment Conditions which can be viewed at:

**[www.ntu.ac.uk/online\\_payment](http://www.ntu.ac.uk/online_payment)**

You should contact your course administrator if you need further information on this matter.

### For further fee payment information, contact Finance Income and Debt Management:

Tel: **+44 (0)115 848 6500**

Email: **FinFinanceIncome&Debt Management@ntu.ac.uk**

**[www.ntu.ac.uk/online\\_payment](http://www.ntu.ac.uk/online_payment)**

### Tuition fee loan for undergraduate students paying home fees

In 2015/2016, the full-time home undergraduate tuition fee will be £9,000. Tuition fees are payable each year. EU students will generally be able to apply for a tuition fee loan from the Student Loans Company to cover the full cost of their fees. This loan is not means-tested and will be paid directly to the University on your behalf. You will pay back this loan after you have left university and are earning more than a certain amount (this varies depending on your country of residence). Further information regarding eligibility criteria and application details can be found at:

**[www.gov.uk/student-finance](http://www.gov.uk/student-finance)**

The Student Finance Services Non UK Team within Student Finance England is responsible for processing the fee loan and can be contacted on **+44 (0)141 243 3570**.

The UK Council for International Student Affairs website (**[www.ukcisa.org.uk](http://www.ukcisa.org.uk)**) provides information about eligibility for home fees and student support for EU students and EEA and Swiss migrant workers.

### International Scholarships

NTU offers a wide range of scholarships to international students holding an offer to study here. Further information, including application deadline details is available online at:

**[www.ntu.ac.uk/internationalscholarships](http://www.ntu.ac.uk/internationalscholarships)**

### US Federal Student Loans

Nottingham Trent University participates in the Federal Direct Loan Program for eligible US students attending certain programmes of study. The School code is **030925**.

The University can also certify certain private loans to support study costs.

Further information for students applying for any of these loans is available from the Student Financial Support Service (see page 46).

### Welfare benefits

If you are from outside of the European Economic Area (EEA) and entered the UK as a student, one of the conditions of your stay in the UK is that you maintain and accommodate yourself without recourse to public funds. Benefits which are considered to be public funds are:

- Income Support
- Attendance Allowance
- Income-Based Job Seeker's Allowance
- Carer's Allowance
- Housing Benefit
- Social Fund payments
- Council Tax reduction
- Child Benefit
- Personal Independence Payment
- Help with housing from the local authority
- Working and Child Tax Credit
- Severe Disablement Allowance
- State Pension Credit
- Income Related employment and Support Allowance

If you are an EEA national studying full-time in the UK, it is very unlikely that you will be eligible to claim benefits in the UK, unless you are habitually resident in the UK and are in a vulnerable category, e.g. lone parent.

Further information about welfare benefits is available from the Student Financial Support Service (see page 46).

# Accommodation

In order to make the most of your time in Nottingham, it is important to feel secure and comfortable in your accommodation. International students are often concerned about where they will live. Don't panic. There is a variety of accommodation available. Firstly, you need to decide what type of accommodation you wish to live in.

## University accommodation

### University Partnership Programme (UPP) residences

These residences are managed by a company called UPP (University Partnership Programme) Nottingham Limited, the University's official residential accommodation partner and preferred provider. They provide approximately 4,500 places for students, and offer a range of accommodation, including studio-style, en suite, or with shared bathroom facilities.

### University-owned residences

The University also owns and manages approximately 350 rooms on our Brackenhurst campus and 50 rooms for students who are 21+ years of age, across our City site and Clifton campus. All of these rooms are covered by an out of hours security service.

All bedrooms in UPP / University-owned residences are fully furnished and offer free Wi-Fi broadband Internet. All University accommodation is self-catered with kitchen and dining areas shared with other students in the flat. Students are responsible for cleaning their own rooms. In some residences, a cleaning service is provided in communal areas. Some residences are within walking distance of the city centre, while others may be a short bus or tram ride away.

Further details about all University residences, including prices, are available on the Student Accommodation Services website:

**[www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)**

### Applying for University accommodation

You are guaranteed an offer of University-allocated accommodation provided that you:

- are accepted on a full-time course of study;
- confirm that you accept Nottingham Trent University as your first choice;
- pre-book your accommodation and pay a £200 non-refundable booking fee which becomes your damage deposit when you move in;
- set up a payment plan before your arrival using a credit card, or pre-pay your first term's accommodation fees by bank transfer. One of these payment methods must be completed no later than 21 days before the start of your accommodation contract; and
- agree to stay in the accommodation for the length of the contract.

The University recommends you book your accommodation online at: **[www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)**

The offer is subject to the University's standard terms and conditions and you should note that this guarantee would be for single-person accommodation.

**University accommodation is not available to students studying at the University for less than the full academic year.** Please see the sections on private rented accommodation on page 23 for further details and advice.

## Important information about University accommodation

Please note that both UPP and University residences have agreements that are for a fixed period (currently 44 or 51 weeks). It is really important that you are aware that you will be responsible for paying the residence fees for the entire period stated even if you leave your accommodation early. It is therefore advisable to ensure that the residence and room meet your requirements before you book your accommodation. You can view details about different residences online at:

**[www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)**

Make sure you read the terms and conditions of the residence contract carefully. If there is anything in the agreement you do not understand, please contact Student Accommodation Services (see page 27).

## Homestay accommodation

We offer a Homestay service for international and postgraduate students. This gives students the opportunity to live in the UK and experience life in the UK in a more authentic and natural environment. This accommodation is paid for on a weekly basis and the length of stay will be agreed before you move in; however, a short termination period of one week will mean you won't be bound by a lengthy contract. This makes Homestay an excellent option for many Erasmus students, exchange students or students who are looking for a more flexible option than staying in halls of residence. Most homestay properties are located approximately 20 - 30 minutes by bus from the City Centre. The costs of Homestay accommodation are as follows:

- Catered service: £120 per week
- Self-catered service: £85 per week

To find out more about Homestay, visit:

**[www.ntu.ac.uk/homestay](http://www.ntu.ac.uk/homestay)**

## Private rented accommodation

### Flats, houses and private residences

Student rooms are usually furnished and most students share houses / flats with other students to keep the rent costs low. Kitchen and bathroom facilities are shared and you will have to do your own cleaning. The cost of flats and houses will vary according to the size, location and condition of the property. The rent usually excludes bills. Privately owned large residences are becoming increasingly popular. They are usually similar in style to University residences with groups of students living together in cluster flats sharing the kitchen or living area and having their own bedroom and either an en suite bathroom or shared bathroom.

The average rent for a room in a private shared house in Nottingham is:

- £65-£90 a week, excluding gas, electricity and other amenities, plus a deposit (probably equivalent to one month's rent) payable before moving into the accommodation. Gas, electricity and water cost approximately £20 per person, per week.



### Family accommodation

If you want to bring your family with you, it is recommended you come to Nottingham on your own first to look for accommodation. The University does not provide any family accommodation and, as in most cities, accommodation for families with children is more difficult to obtain. However, if you allow yourself time to look for accommodation, you should be successful.

Rents for family accommodation can vary greatly, depending on quality, area and furnishings.

The following prices are a guide and do not include utility bills:

- £120-£180 per week for a one-bedroom flat for two people.
- £160-£250 per week for a three-bedroom family house.

### Searching for private-sector accommodation

Looking for accommodation in the private-sector might seem quite daunting at first. However, there is a lot of private-sector accommodation available in Nottingham and help and advice are available. Always view your accommodation before making any payments or signing a contract.

Student Accommodation Services works in partnership with Unipol Student Homes, [www.unipol.org.uk/nottingham](http://www.unipol.org.uk/nottingham) – a charity that works nationally to improve standards in student housing. Further information about looking for private accommodation is available on the Student Accommodation Services website at: [www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)

Private accommodation information is updated on a regular basis. Once you have the information you need, you will then have to telephone each of the landlords or landladies and make an appointment to see the accommodation. **When choosing private accommodation, you are strongly advised to visit a number of properties before making a final decision.**

It is therefore recommended that you book a couple of nights in a hotel or guest house on arrival in Nottingham. Details can be found at: [www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)

### Checklist when viewing private accommodation

- 1. Location:** Is the property within walking distance of the University or is it on a regular bus or tram route? Is there adequate street lighting outside the property? See opposite page for popular student areas.
- 2. Price:** Is the property within your budget? Are bills included?
- 3. Safety and security:** Are the locks strong? Is there a lock on your door? Are there smoke detectors and does the property have a current Gas Safe certificate? Nottingham Trent University insurance does not cover the loss or theft of your personal belongings. Additionally, landlords and landladies are not liable for the loss or theft of your personal property. You are therefore advised to take out an insurance policy that has immediate effect from the date you move into your accommodation. See page 59 for further information.



- 4. Furniture and facilities:** Is the room big enough for you and your belongings? Do you have adequate furniture, i.e. a bed, desk, chair and storage space? What facilities are in the kitchen? Is there a washing machine or will you need to use a launderette?
- 5. Sharing with other students:** If possible, try to meet the other housemates before you move in.

## Location

The majority of private residences advertised through Student Accommodation Services are between 0.5 and 2 miles from the city centre. This means that you can usually walk or take the bus or tram to the city centre from your new home in about 10-15 minutes. The city provides an excellent public transport network serving the University and surrounding areas. Once you have enrolled, you can buy a term-time bus and tram pass at a discounted price.

## Student areas

### City site

Students based at the City site have a wide variety of areas to choose from. Many students choose to live in close proximity to the city centre but this can result in paying higher rent. Areas in the outskirts may be just as suitable. Students based at the City site often live in the following areas:

Bobbersmill	The Meadows
Carrington	New Basford
City centre	Radford
Forest Fields	Sherwood
Hyson Green	Sneinton
Mapperley	West Bridgford

### Clifton campus

The Clifton campus is about four miles from the city centre. Students based at Clifton often live in the following areas:

City centre  
Clifton  
The Meadows  
West Bridgford  
Wilford

### Brackenhurst campus

Brackenhurst is approximately 14 miles from Nottingham city-centre, close to the small market town of Southwell. It is on a regular bus route. The University provides both en suite and shared bathroom accommodation on the campus to meet the needs of most students. Areas on a direct bus route, close to Nottingham city centre include:

Bakersfield  
Burton Joyce  
Lowdham  
Sneinton  
Southwell



## Your contract or tenancy agreement

You will have to enter into a written contract with the landlord or landlady (the owner of the property). There are different types of contracts. Students are usually offered an Assured Shorthold Tenancy. The contract may be a **joint contract** between a group of tenants and a landlord, or an **individual contract** between one tenant and the landlord. If the landlord offers you a joint contract, all tenants will be jointly responsible for the property, including the payment of rent. You should read the contract carefully before signing. If you have any questions regarding anything in the contract or if there is something you do not understand, you can check it with Student Advice in the Students' Union (see page 49). It is also worth noting that if you are renting private-sector accommodation, you have certain legal rights even if these are not included in your contract. If you want to know what your rights are, please call into Student Advice in the Students' Union (see page 49).



### Top tips on private rented accommodation

Always ensure arrangements are agreed in writing. Read the contract (especially the small print) and take it to the Student Advice Centre before signing it. Ensure you get a copy of the contract. Verbal agreements are legally binding.

- Check the length of the contract and ensure that you are happy to commit for the full contract period.
- If you sign a contract for a fixed period you must adhere to the terms and conditions and pay rent for the entire duration of the contract. Occasionally the contract contains a break clause, which will allow you to hand in your notice before the tenancy has ended. However this is rare and it is advisable to check what you will be liable for if you move out early.
- Bring sufficient money to cover rent and expenses for the first few weeks. It is likely you will be asked to pay a deposit and one month's rent before you move in and there can often be delays when opening bank accounts.
- Always get a receipt for any monies paid to landlords or agents. It should describe what the money is for, how much it is, the date it was paid and, in the case of deposits, whether it is refundable or not.

## Paying rent and bills

If you enter into a rental agreement with a private landlord, you will usually have to pay your rent monthly, either by standing order (instructing your bank to pay a sum to the landlord at a specific time each month), by cheque or by cash. In addition to rent, you will have to pay a deposit for your accommodation. Your landlord must pay

this deposit into a tenancy deposit protection scheme. Your landlord must give you the details of the scheme where your deposit is held. Further information can be found at [www.direct.gov.uk/tenancydeposit](http://www.direct.gov.uk/tenancydeposit). This deposit is normally equal to one month's rent, and is payable before you move in. The deposit will be returned to you when you leave, only if all of the bills have been paid and there is no damage to the property or furniture. You may also be required to pay for household bills in addition to your rent, including gas, electricity, water and telephone. If you are sharing with other people, it will therefore be helpful to agree a system for paying the bills fairly and on time.

## Council tax

This is a local government tax for the provision of local services, calculated according to the value of the property in which you are living. Students studying on a full-time course are exempt from paying council tax. The Academic Office at NTU informs local councils of all our full-time, fully enrolled students' term time addresses at regular intervals throughout the year, so for most students council tax exemption will happen automatically and you will not need to do anything yourself. However, if you are specifically requested to produce a Council Tax Exemption Certificate you can request one from the Academic Office by filling in the online request form at: [www.ntu.ac.uk/currentstudents](http://www.ntu.ac.uk/currentstudents)

If you are living in the UK with your spouse, they may be liable to pay some council tax, depending on their personal situation. You can find further information on the UKCISA website at [www.ukcisa.org.uk/student/info\\_sheets/council\\_tax.php](http://www.ukcisa.org.uk/student/info_sheets/council_tax.php) or for further advice, contact the Student Advice Centre in the Students' Union (page 49) or the International Student Support Service (page 1).

For further information or advice about private-sector accommodation see the Student Accommodation Services website: [www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)

## Television licence

If you use your own television, you will need to ensure you have a valid TV licence. A licence costs £145.50 per year for a colour TV and £49 for a black and white TV (as of March 2015). If you do not have a licence, you could face prosecution and a fine of up to £1,000. You will need a licence if you are living in University halls of residence and using a TV in your own room. If you are sharing a house (private accommodation) with other students, and using a TV in your own room which is a separately occupied place – i.e. you have a separate tenancy agreement – you will also need your own licence. However, if you have a separate tenancy agreement, but are only using a television in a communal area such as a lounge, then only one TV licence is required for all tenants. Equally if you are sharing a house with other students under a joint tenancy agreement but you use a TV in your own room, the house can be treated as one place shared by all tenants and covered by one TV licence.

Further information about buying a TV licence, and the various payment options available, can be found at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk) or by telephoning the TV Licensing Office on **0300 790 6131**.

## Where to find Student Accommodation Services:

Student Services Centre  
Central Court  
Newton / Arkwright building

Tel: **+44 (0)115 848 2894**  
Email: [accommodation@ntu.ac.uk](mailto:accommodation@ntu.ac.uk)  
[www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)

# Health

## Healthcare in the UK

If you are an international student studying in the UK **for six months or more**, you are entitled to access the National Health Service (NHS)\* in the same way as permanent residents. If you have a spouse and / or children who are with you in the UK as dependants, they will also be entitled to access the NHS. This entitlement includes consultations with a doctor, usually known as a general practitioner (GP), and treatment in an NHS hospital, including emergency treatment free of charge. NHS charges are made for medicines prescribed by your GP and for some GP services, e.g. vaccinations for travel, or getting a sickness certificate, as well as dental and optical treatment.

If your course lasts **less than six months**, free NHS healthcare is not normally provided except for in the following cases:

**Emergency treatment:** This covers initial (but not follow-up) treatment only given in an NHS Emergency Department of a hospital; treatment of certain communicable diseases such as meningitis; compulsory psychiatric treatment; and use of contraception and sexual health services. These are all free for anyone. GPs may also agree to treat you free of charge; however, this is usually limited to urgent treatment which cannot be delayed until your return home.

**EEA nationals:** If you are an EEA national studying in the UK for less than six months, you will need to obtain a European Health Insurance Card (EHIC) before your arrival. This card entitles the holder and their family to full NHS treatment, including treatment for pre-existing conditions. For further information about the

EHIC, please contact your government's Department of Health or visit the Health Pages of the European Commission website on:

**[www.ec.europa.eu/youreurope/citizens/education/university/health/index\\_en.htm](http://www.ec.europa.eu/youreurope/citizens/education/university/health/index_en.htm)**

**Switzerland:** If you have come to study in the UK from Switzerland, and are a Swiss or EU national, you will have the same healthcare eligibility as EEA nationals.

**Reciprocal healthcare agreements:** If you are a national of one of the countries listed below (or a resident, regardless of nationality, of any of the countries marked \*) which has a reciprocal healthcare agreement with the UK, you will be entitled to some NHS treatment. Please note that treatment is generally limited to hospital treatment for illnesses which occur after your arrival, and does not usually cover treatment of an existing condition. (Before you travel, you should seek advice from the health authorities in your home country about what treatment will be covered, as you may still need to take out limited medical insurance.)

## Countries with reciprocal healthcare agreements

Anguilla\*, Armenia, Australia\*, Azerbaijan, Barbados\*, Bosnia and Herzegovina\*, British Virgin Islands\*, Channel Islands\*, Croatia\*, Falkland Islands\*, Georgia, Gibraltar\*, Isle of Man\*, Kazakhstan, Kyrgyzstan, Macedonia\*, Moldova, Montenegro\*, Montserrat\*, New Zealand, Russia, Serbia\*, St Helena\*, Tajikistan, Turkmenistan, Turks and Caicos Islands\*, Ukraine, Uzbekistan.

Further guidance is available from:  
**[www.ukcisa.org.uk/student/info\\_sheets/keeping\\_healthy.php](http://www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php)**

\*Please note, from April 2015, most students and their dependants from outside the EU/EEA will be charged an annual fee of £150 towards their healthcare. This fee will be charged as an additional sum as part of their immigration application. For further information, please see our website: **[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)**

## Registering with a doctor

If you are eligible for NHS treatment, you are entitled to register with a local doctor, also known as a general practitioner (GP).

We strongly recommend you do this as soon as possible after you arrive in the UK and do not wait until you are ill. This will make it easier and quicker to see the doctor when you need to.

## Medical insurance

If you are not entitled to free NHS treatment, you should make sure that you have adequate medical insurance to cover medical costs if you fall ill, and also to cover any additional costs which may result from your illness. Examples of additional costs could be lost fees if you are unable to complete your course, or the cost of returning to your home country for treatment.

Even if you are entitled to free NHS treatment, it may be worthwhile considering taking out insurance which covers the above extra costs. If you already have medical insurance in your home country, you should check whether you can extend it to cover your stay in the UK. Alternatively, you could consider taking out insurance with a reliable UK insurer such as Endsleigh ([www.endsleigh.co.uk](http://www.endsleigh.co.uk)) which also offers special insurance policies for international students.

## University health centres

The University has two health centres with which you can register. One is situated on the City site (Radford Medical Practice) and the other on the Clifton campus (Sunrise Medical Practice). Students living on the Brackenhurst campus usually register with the nearby Southwell Medical Centre at Burgage Green, Southwell (**+44 (0)1636 813561**). The University health centres have their own doctors (male and female) and nurses who can offer a

wide range of services and treatments including contraception and sexual health services, asthma checks, travel advice, and immunisation and dietary advice.

### City site health centre:

Radford Medical Practice

Tel: **+44 (0)115 848 6481**

### Clifton campus health centre:

Sunrise Medical Practice

Tel: **+44 (0)115 848 3100**

Further information about the University's health centres, including opening hours and details of all the services they provide, can be found on our website at:

**[www.ntu.ac.uk/studenthealth](http://www.ntu.ac.uk/studenthealth)**

To find a (non-university) GP practice close to you, visit the NHS webpages: **[www.nhs.uk/Service-Search/GP/LocationSearch/4](http://www.nhs.uk/Service-Search/GP/LocationSearch/4)**

If your local (non-university) practice is able to accept new patients, you should take your medical card to the surgery and tell the receptionist you wish to register. If you do not have a medical card, you will need to fill in a form to trace your medical records.

For advice on registering with a local GP practice, contact Healthwatch Nottingham on **+44 (0)115 859 9511** or visit: **[www.healthwatchnottingham.co.uk](http://www.healthwatchnottingham.co.uk)**



## What to do if you are ill or require medical treatment

If you are feeling unwell or require medical treatment and wish to see a doctor, you should call into or telephone the health centre with which you are registered to book an appointment. For students who are registered with the University practices, further information about booking appointments can be found on the University health centre web pages ([www.ntu.ac.uk/healthcentres](http://www.ntu.ac.uk/healthcentres)). If your doctor recommends medication, (s)he may write a prescription for you. You will need to take the prescription to a local chemist or pharmacy where you will be issued with the medication. Visit [www.nottinghamcity.nhs.uk/your-services/your-pharmacy-services.html](http://www.nottinghamcity.nhs.uk/your-services/your-pharmacy-services.html) for further information on pharmacies in your local area.

From April 2015, the cost for each item on the prescription will be £8.25. (For information on financial support towards prescription charges, see page 31.) If necessary, a doctor may refer you to a specialist at a local hospital. If you have an urgent medical problem outside surgery opening hours, you can visit one of the NHS Walk-in Centres located on London Road, Nottingham (open seven days a week from 7 am to 8 pm) and 79a Upper Parliament Street, Nottingham (open seven days a week from 8 am to 8 pm). The centres are run by nurses and can provide treatment for minor illnesses and injuries, as well as self-care advice.

### Dealing with medical emergencies

If you require emergency medical assistance (e.g. because of an accident), you should go directly to an Emergency Department at the local hospital. The main Emergency Department in Nottingham is at the Queen's Medical Centre hospital on Derby Road (**0115 924 9924**; [www.nuh.nhs.uk](http://www.nuh.nhs.uk)).

If you are not well enough to travel, you will need to telephone **999** and ask for an ambulance (your call will be free and can be made from any phone including a mobile phone). This is also the same number for the police and fire service. An ambulance should only be used in an emergency, otherwise take a taxi.

### NHS 111 service

You can call 111 when you need medical help fast but it is not a 999 emergency. You should use the NHS 111 service if you urgently need medical help or advice but your situation is not life-threatening. NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

## NHS dental and optical treatment

You should be aware that even if you are entitled to full NHS treatment, you may need to pay for dental and optical treatment.

### Dentists

It is recommended that you try to have your teeth checked by a dentist at least once a year. Dental treatment in Britain, including regular check-ups, has to be paid for by most people. However, if you are entitled to NHS treatment, you should try to find a dentist who will treat you as an NHS patient as this is cheaper than being treated as a private patient. Also, please note you will need to be registered with a doctor in order to qualify for NHS dental treatment. A list of local dentists providing NHS treatment can be found by visiting:

**[www.nhsdentistlocator.co.uk](http://www.nhsdentistlocator.co.uk)**

For useful information, phone apps and help on oral health for adults and children, visit:

**[www.nottinghamoralhealth.com](http://www.nottinghamoralhealth.com)**





## Opticians

Eye care is provided by opticians who usually operate from high street shops including most Boots stores. Other opticians include Vision Express and Specsavers. You will normally have to pay a minimum charge for an eye test on the NHS (currently around £20) and additional costs for glasses and contact lenses, which can be expensive.

## Financial support towards prescription, dental and opticians' charges

If you are under 19, studying full-time and you are eligible for NHS treatment, you do not have to pay for your prescriptions, dental treatment or eye tests. (If you have children with you in the UK who are under 19 and in full-time education, they will also be entitled to the same). If your income is low, you may be able to receive help towards prescription, dental and opticians' charges, in which case you will need to complete form HC1 which is available from the University health centres and Student Support Services. Further information about free or reduced cost prescriptions and exemption certificates (if you have a listed medical condition) can be found in the HC11 booklet *Help with Health Costs*, which can be downloaded from the NHS webpages [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk) or ordered by calling 0845 610 1112.

## Looking after your health

In preparation for starting university, it is important to have a full record of the vaccinations (including travel vaccines) you have had from birth. This is important for us to know so we can ensure you can be fully protected while you are at university. We advise you to get this information from your current doctor before you come to university. In consultation with your doctor you may wish to have any vaccinations you may have missed so that you are protected before you begin your course. The University health centres will particularly need to know about vaccinations against the following illnesses:

- Measles
- Mumps
- Rubella
- Meningitis C
- Human papillomavirus (HPV)
- Tuberculosis

## Meningitis

Meningitis is an illness that causes the lining of the brain to become inflamed. In some cases, it can lead to septicaemia (blood poisoning), which can be fatal. Infection is quite rare but young people living in shared accommodation may be at greater risk. As a precaution, all young people in the UK will have received immunisation against meningitis prior to starting University. We recommend that you ask your doctor at home before you leave for the UK about having a meningitis C vaccination. If you do not arrange to be immunised before you arrive in the UK, it is advisable to consult a nurse or doctor at the health centre with which you are registered in Nottingham.

For more information on meningitis, visit: [www.meningitisnow.org](http://www.meningitisnow.org)

## Mumps

In the past few years there has been a number of outbreaks of mumps at universities in the UK. In response to this, the Department of Health has recommended all students should be immunised before arrival at university. We recommend you consult your doctor at home about having the mumps vaccination before you travel. If you do not arrange to be immunised before you travel, you should ask about immunisation at the health centre with which you register on your arrival.

For more information on mumps, visit:  
**[www.nhs.uk/conditions/mumps](http://www.nhs.uk/conditions/mumps)**

## Colds and Flu

Colds are caused by viruses that irritate the nose and throat, causing sneezing and coughing, and is a common illness in the winter months. There is no effective cure for colds, which usually pass after a few days.

Flu is not the same as colds and is caused by a different group of viruses. Symptoms tend to be more severe and last longer. You can catch flu – short for influenza – all year round, but it is especially common, like colds, in winter. Flu causes a symptom like sudden high temperature, headache and general aches and pains, tiredness and a sore throat. You can also lose your appetite, feel nauseous and have a cough.

Flu symptoms can make you feel so exhausted and unwell that you have to rest until you feel better. You should begin to feel much better within five to eight days. You can take paracetamol or ibuprofen to lower a high temperature and relieve aches. For both colds and flu, drinking plenty of non-alcoholic fluids such as water and juices will help you to recover. You will not normally be prescribed antibiotics for colds or flu although if your symptoms get worse or lasts longer than expected, you should consult your GP.

Eating a healthy well balanced diet and taking regular exercise will help to strengthen your immune system which will help against catching colds and flu. For more information on exercise and healthy eating, visit the health and wellbeing web pages of the Student Support Services website: **[www.ntu.ac.uk/ss](http://www.ntu.ac.uk/ss)** (or see page 33 for top tips on staying healthy).

## Sexual health

You may find that attitudes towards sex in the UK differ from those in your own country. The age of consent for sexual intercourse in England, Wales and Scotland is 16. It is accepted that people over this age may choose to have sex. Obviously, the choice is a personal one, and you are entirely free to live according to your own personal standards and views and should not feel pressured.

If you choose to have a sexual relationship and want to avoid pregnancy, you should use a reliable method of contraception (such as a condom) which will also protect you against sexually acquired infections. **If you qualify for NHS treatment, you are entitled to free contraception.** Condoms can easily be bought from chemists, supermarkets, petrol stations and some public toilets. Free condoms are also available from University health centres (for students under the age of 25), via the C-card Scheme (**[www.ccardonnottingham.co.uk](http://www.ccardonnottingham.co.uk)**) and local sexual health services (for all students) following an initial appointment with a nurse. It is also easy to obtain advice about methods of contraception and protecting yourself from sexually acquired infections including HIV / AIDS (Human Immunodeficiency Virus / Acquired Immune Deficiency Syndrome), from either a nurse or doctor at your health centre or a local contraception and sexual health service (see next page).

## Useful addresses and websites

### Nottingham NHS Walk-in Centres

London Road  
Nottingham NG2 4UU  
79a Upper Parliament Street  
Nottingham NG1 6LD

**NHS Choices**  
[www.nhs.uk](http://www.nhs.uk)

### Victoria Health Centre

Contraception and Sexual Health Service  
(On the first floor)  
Glasshouse Street  
Nottingham NG1 3LW  
Tel: **+44 (0)115 950 9151**

This centre provides information and confidential advice on sexual health and contraception. You do not need to be registered with the centre to access their contraception and sexual health service, and their advice service is available to everyone regardless of whether they qualify for NHS treatment.

### The Health Shop

12 Broad Street  
Hockley  
Nottingham NG1 3AL  
Tel: **+44 (0)115 947 5414**

A range of free and confidential sexual health, sexuality and drug-use services are on offer here including information and advice about contraception and sexually transmitted infections.

### Meningitis Research Foundation Helpline

Tel: **+44 (0)808 800 3344** (24 hours a day)  
[www.meningitis.org](http://www.meningitis.org)

### Useful health information

[www.studenthealth.co.uk](http://www.studenthealth.co.uk)  
[www.nhs.uk/change4life](http://www.nhs.uk/change4life)  
[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)  
[www.nottinghamshiresexualhealth.co.uk](http://www.nottinghamshiresexualhealth.co.uk)

## Top tips for staying healthy

The following are some useful tips for looking after your health and general well-being while you are here in the UK:

- Register with a doctor.
- Find your own balance of work time and social / free time; university life demands a high level of organisation, so getting into a routine will help.
- Eat well: keep your immune system at its best by eating five portions of fruit and vegetables each day and making sure your diet is balanced.
- Water: drink plenty and aim for 1.6 litres (for women) and 2 litres (for men) per day.
- Exercise: 21 minutes of exercise each day will help to keep your mind and body healthy.
- Alcohol awareness: Nottingham has a very vibrant nightlife with many bars and clubs. If you drink alcohol, drink sensibly.
- Participate: there are many activities and clubs at NTU and in Nottingham for you to find something you enjoy and meet other people with similar interests.
- Talk: arriving and studying at university can be stressful for anyone; don't keep your feelings to yourself.
- Relax: take time to enjoy yourself and remember that, in order to work hard, you need some time just for you.
- Stay safe: simple measures such as remembering to lock your door, closing your windows when you go out, keeping your valuables out of sight, and not walking around alone late at night will keep you and your things safer.

For further information on staying healthy, go to [www.ntu.ac.uk/studenthealth](http://www.ntu.ac.uk/studenthealth)

# Families

You may be considering bringing your spouse (wife or husband), civil (same sex) partner and / or dependant children with you to Nottingham. Depending on your family's situation, you may feel your spouse or partner and your children would benefit from the experience of living in a different country. Alternatively, you may feel that, due to work, family or financial commitments, it would be better for your spouse and children to remain at home. If you decide to bring your family with you, it is very important you assess what their needs will be in the UK, and spend time planning and preparing for your move here. It is also very important that you make sure you have enough money to support your family while they are living in the UK. Students from outside the EEA should check if the UK immigration regulations permit them to bring dependants to the UK and check with the International Student Support Service if you are unsure.

## Schools and nurseries

### Children under five years old

There are a number of private nursery schools, pre-school playgroups and state nursery schools close to the University. Private nurseries (which usually charge fees) can usually care for children from the age of six weeks and upwards on a full-time basis. State nursery schools (which are free) and pre-school playgroups usually care for children aged three years and over on a part-time basis. All three and four-year-old children are entitled to a free part-time education place. (Children who are aged three are entitled to a free part-time place starting from the school term following their third birthday). The places can be in day nurseries,

school nurseries, some private nurseries or certain pre-school playgroups. Some people choose to have their children looked after by a childminder in a private home. Further information about nursery provision and registered childminders in and around Nottingham City is available at:

**[www.nottinghamcity.gov.uk/fis](http://www.nottinghamcity.gov.uk/fis)**

Please note that childminders who look after one or more children (under the age of eight), for more than two hours a day, must be registered with the Office for Standards in Education: **[www.gov.uk/ofsted](http://www.gov.uk/ofsted)**

### Children aged between five and 16

If your children accompany you to the UK, they will be able to attend a state school if they are aged between five and 16. However, all children who reach the age of five between 1 September 2015 and 31 August 2016 will start school in September 2015, even though they may not yet be five years old. State education is free in the UK. Advice and information about choosing a school for your children is available from **[www.gov.uk](http://www.gov.uk)** and clicking on Education and learning.

## Family accommodation

Please see the section on page 24.

## Healthcare for your dependants

Dependants of international students studying in the UK for six months or more are entitled to free healthcare on the National Health Service (NHS). For further information on the NHS, please see page 28.



# Studying at NTU

Studying at NTU isn't just about the next few years; it's about the rest of your life. That's why we make sure that your course and your experiences all lay the foundations for a successful future.

## What to expect

We have over 200 courses for you to choose from, covering a wide range of popular subject areas. These are taught across our nine academic Schools. Studying at university may be different from your previous education; in schools or college you would have been familiar with lessons, at university you're more likely to attend tutorials, lectures and seminars.

## New ways to learn

A typical course will have a mixture of lectures and seminars timetabled during your week. Lectures are usually in large lecture theatres and can be used to introduce new topics. A lecturer will talk through a new subject area, explaining important aspects, while you take notes.

Seminars take place in smaller groups and are used to discuss the topic introduced in the lecture and undertake group work, exercises or problem-solving activities to support your learning. Some courses, such as those based in Science or Art and Design, will also have laboratory, workshop or studio time scheduled when you'll be able to use specialist equipment under the supervision of tutors.

As a first-year student you'll also have a number of tutorial sessions per year. These provide a great opportunity for you to get to know your lecturers and meet other people on your course.

## Course structure

You will study a range of modules as part of your course with a set number each year. To see the full list of modules for your course, please visit our website. Modules are assessed via coursework, exams or a combination of both.

## Inspiring learning environments

We've recently invested £350 million in estates, equipment and staff across our campuses, creating the 21st Century facilities you would expect from a forward-thinking university. Last year we unveiled our fantastic new Students' Union building on our City site – making its facilities among the best in the country.

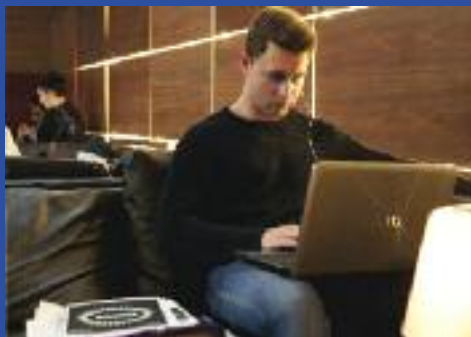
## Our students recommend us

A massive 90 % of our students would recommend studying at NTU. The UK's 2014 National Student Satisfaction Survey also shows that they rate our teaching. Over 84 % find our courses intellectually stimulating. We're up from last year to 87 % for overall student satisfaction, which is above the sector average.

## Meet our students

Watch our students and graduates talking about their NTU experience and how we've helped them build a successful future at:

**[www.ntu.ac.uk/ourstudents](http://www.ntu.ac.uk/ourstudents)**





## Great reputation

Our reputation as one of the biggest and most popular universities in the UK has been reinforced in *The Complete University Guide 2015*, where NTU is ranked as one of the top new universities in the UK.

We've also climbed another nine places from last year in the Times and Sunday Times combined University Guide for 2015.

## Excellent employability rate

We are proud to say that 93 % of our graduates are employed or engaged in further study six months after graduating.

(Latest DLHE survey undergraduate results 2012-13).

## Campus life

One of the most frequently asked questions we get is "Will I fit in?" With over 25,000 students at NTU, the simple answer is "yes!". NTU has a real community feel about it. It will soon feel like a home from home. Our courses are spread out over three campuses across Nottingham, each with everything you'll need, including accommodation, Students' Union shops, bars, cafés, access to sports facilities, libraries, lecture theatres and computer rooms.

## Equality and Diversity

The University community includes students from many different nationalities, cultures and backgrounds. Everyone who studies or works at the University is respected and valued. While you are a member of the NTU community, you can expect people to treat you in a respectful way and to be fair and reasonable in their contact with you. Equally, the University expects you to behave in a way that other people will see as being respectful and fair to them. This includes other students and all University staff

regardless of their status, job or role. All students have exactly the same right to take a full and active part in University life. The UK has strong equality legislation and the University has a number of policies and procedures in place to promote equality for all students and staff. Further information about these policies and procedures is available from Student Support Services (see page 44).

The below organisations provide specialist guidance, resources and publications in relation to equality and diversity matters.

### Equality Challenge Unit

The Equality Challenge Unit (ECU) promotes equality and diversity in higher education and provides a comprehensive range of resources. The unit also produces a range of publications available for download covering all areas of equality as they relate to both staff and student issues: [www.ecu.ac.uk](http://www.ecu.ac.uk)

### Equality and Human Rights Commission

The Equality and Human Rights Commission (EHRC) promotes equality and human rights to create a fairer Britain. The commission provides a variety of information on their website including a section offering advice and guidance to employers and service providers as well as information about the requirements of the public sector: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### The Government Equalities Office

The Government Equalities Office (GEO) has responsibility from within Government for equality strategy and legislation and takes a lead on issues relating to women, including women's engagement, and sexual orientation and transgender equality matters. They have a range of publications and fact sheets available to download: [www.homeoffice.gov.uk/equalities](http://www.homeoffice.gov.uk/equalities)



## Disabled students

The University welcomes applications from disabled students. Under the Equality Act, a disabled person is defined as “someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out ‘normal’ day-to-day activities”. This could mean sight or hearing impairments, mental health difficulties, Asperger’s Syndrome, dyslexia, or any other kind of condition which could seriously impact on your studies or your everyday activities.

If you are likely to require specific educational support or arrangements because of a disability, it is essential that you notify your School office and our Disability Support Service (see page 45) at the earliest opportunity before starting at NTU. This is so that your educational support needs can be considered and reasonable adjustments put in place to support you during your time at the University.

## Harassment and Mediation Service

The University aims to foster a community where everyone is treated with dignity and respect, in a culture of encouragement and inclusion.

NTU has a Harassment Adviser Service in place that can be accessed by students needing information should any harassment, bullying and / or equality concerns arise. The contact details for the Harassment Adviser Service can be found on the Equality and Diversity web page at: [www.ntu.ac.uk/equality](http://www.ntu.ac.uk/equality)

The University also provides a Mediation Service to students when they think that a relationship could be improved with a fellow student or member of staff. Mediation is a voluntary, confidential, non-adversarial and proven

method of resolving issues and rebuilding effective dialogue. For further information please visit the relevant pages on the Equality and Diversity web page at:  
[www.ntu.ac.uk/equality](http://www.ntu.ac.uk/equality)

Tel: **+44 (0)115 848 3776**

## The learning experience

Studying in the UK might be different to your previous learning in your home country. At NTU, we encourage and expect students to take responsibility for their own learning. You will be supported to learn by your lecturers, your peers and online resources found in NTU’s virtual learning environment (known as NOW). You will be expected to attend all of your lectures, seminars and tutorials and independently read and review your notes and think about your subject.

Independent learning can mean working on your own, but also working in small groups discussing your lectures and seminars or preparing projects such as presentations. You may prefer to work in the library, or in your accommodation. We would encourage you to find the place and time that work best for you.

### Typical activities in the first year of undergraduate courses include:

- carrying out preparatory reading for lectures, seminars and laboratories or workshops (typically this might be a chapter from a core textbook, journal or report); and
- organising and delivering a group seminar presentation or other project.

### In the second year, you are also likely to:

- engage in a series of short individual research activities.

**In the final year, you will also normally be expected to:**

- complete a final-year project; this will involve a considerable amount of research and the production of an extended essay or report.

Naturally, the structure of your course will vary according to the requirements of the subject(s) you take. Science-based and technical courses tend to have more timetabled hours than Arts-based, Humanities or Social Science subjects; however, students taking courses in the latter group of subject areas are expected to spend more time on independent study and further reading. Equally, some courses will be very practical in nature with laboratories, studio time or field trips, while others may be more theoretical.

Whatever subject you are studying, at undergraduate and particularly at postgraduate level, you will be encouraged to read widely and to question and analyse what you have read. You will gain the most benefit from your studies by discussing your thoughts and ideas in seminars and tutorials. Not only will this help you to master the degree subject, but it may also be a valuable way of improving your spoken English.

Research students joining the University will be supported and guided in their work by a Director of Studies and at least one other supervisor. With advice and guidance, this team will help you to design a unique research programme. As a research student, you will be a member of the University's Graduate School, and additionally belong to the appropriate academic school. Whilst the nature of postgraduate research requires a student to be self-motivated, the University provides a range of resources and support mechanisms to enable you to be part of a thriving community of doctoral students.

The University has been welcoming international students for many years and here at NTU, we have a range of experienced staff to help you settle in.

University study encourages you to think for yourself, so look for opportunities to read and to discuss your studies with other students outside of your timetabled lessons. Many courses offer modules during the first year to help students learn how to actively participate in study at university level and there are also resources available in the Student Learning Room in NOW.

Further academic support is offered through several routes. Firstly, your lecturers will explore learning in your discipline as part of the course tutorials system, where you will be encouraged to join in discussions and debates with fellow students; don't be afraid to ask questions if you don't understand an issue. Secondly, workshops are run by specialist staff within the library to help you to discover and develop the skills required to succeed in your studies. Finally, we have specialist staff and academic mentors who can offer further advice about academic writing, study skills, maths or referencing, visit **[www.ntu.ac.uk/academicsupport](http://www.ntu.ac.uk/academicsupport)** for more information.

*"Tutors here always give positive feedback to students who convey their ideas. They use ideas as a base for further discussion – it is the learning style. Therefore, in order to learn more effectively, we should let tutors know what we think and not be afraid in case we give the wrong answers. Besides, sometimes there is no right answer!"*

**Lan Lan, China (People's Republic of),  
BA (Hons) International Business**



## English language support

### In-sessional English language support classes

In-sessional English language support classes are offered to all international students studying on degree courses at NTU. There is no extra charge for these classes for students on undergraduate courses and postgraduate courses. The classes aim to provide focused support in the skills you need to develop your English in your own subject area.

### Further information

For further information please contact:  
Nottingham Language Centre  
DICE building  
NTU City site

Tel: **+44 (0)115 848 6156**  
Email: **nlc@ntu.ac.uk**  
**www.ntu.ac.uk/nlc**

## Students in Tandem

The Students in Tandem scheme provides the opportunity for international and UK students to pair up to help each other to develop fluency in each other's languages and awareness of each other's cultures. The partnership is mainly offered in English, French, German, Italian, Mandarin Chinese and Spanish. For further information about the scheme, please call in to the Mary Ann Evans building (Room MAE 018), Clifton campus and DICE building, City site) when you arrive. If you have any specific questions about the scheme, you should direct them to:

Anna Nirmalendran  
Tel: **+44 (0)115 848 3285**  
Email: **anna.nirmalendran@ntu.ac.uk**

## NTU Library

NTU Library will play an essential role in supporting your studies. The University has invested in ensuring its library and IT facilities, resources, and services are of the very highest standard. You may at first find some services or procedures different from those you are used to, but friendly, knowledgeable library staff will always be available to provide help and advice and will ensure you make the best possible use of the extensive resources on offer. Although we want to help you become an effective independent learner, you can always ask for help whenever needed.



*"The library is fantastic. I can easily find my own space, its open 24/7 and you have access to so many journals."*

Sree Yenkaeswarlu Yaranasi (India),  
MSc Structural Engineering with  
Materials

## The libraries

There is a library on each campus. During term-time, the libraries are open seven days a week, including 24 hours a day at key times of the year. Each library provides a wide range of individual and group study spaces and resources for students, including open access clusters of student PCs, laptops for loan, wireless networking and printing and photocopying facilities. The library service has a wide range of resources, both printed and electronic, which are accessible via a dedicated portal called Library OneSearch. This allows you to search multiple resources, including books and journal articles, simultaneously. Most of the libraries' electronic information resources are also available from off-campus locations, both in the UK and abroad via Library OneSearch.

In addition to having use of the extensive academic resources available, you will also be able to use the libraries to access a range of daily newspapers, explore the Internet, and use group study facilities to work collaboratively with other students on coursework. Help in using the facilities is always available from trained staff when the libraries are open, but you will also be able to contact the named liaison librarian for your course. Liaison librarians are all postgraduate-qualified information professionals, knowledgeable in their subject disciplines. They will give assistance with complex queries and provide training on using the library systems.



## IT resource rooms

The library also manages a number of open-access student IT resource rooms at each campus; some provide 24-hour access. In addition to facilitating use of online learning resources, the PCs in these rooms provide general software facilities including Microsoft Office, student email, Internet access, networked file storage and high-speed printing services (with a student quota of free printing). As with the libraries, staff are able to provide help and troubleshoot any technical problems.

## The virtual learning environment

All students have access to a virtual learning environment, called NOW – the NTU Online Workspace. It is an enhanced, flexible, collaborative and creative learning environment delivering learning materials, information and news to you electronically for your course and modules. NOW is designed to assist you in your learning by giving you a single point of access to a range of learning and support materials for your course of study, and it complements the other learning resources which have been described. There is a mobile version available, designed for use with mobiles and other hand-held devices.

The library also runs NOW workshops for students throughout the year, providing training on accessing learning materials from NOW including emails and timetables. Find out further information about these workshops at: [www.ntu.ac.uk/studentlibraryevents](http://www.ntu.ac.uk/studentlibraryevents)

To find out more about the library and IT services on offer, and details of the support offered to students, please visit: [www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)



*"I love the openness of the course and the accessibility to tutors, fellow students and facilities... especially the libraries. I find there are so many good books in there!"*

Huiying Chen (China)  
MA Photography



Watch Huiying talk about her course and life at NTU:  
[www.ntu.ac.uk/huiyingchen](http://www.ntu.ac.uk/huiyingchen)





# Services and facilities

## Student Support Services

Student Support Services provides information, advice and support to all students on a wide range of issues, and can be a good first point of contact if you need assistance. Staff in our centres can either tell you what you need to know or point you in the right direction. Details of some of the services we can offer you are given below. Student Support Services can be found at:

### Student Services Centre

Central Court, Newton / Arkwright building,  
City site

### Student Services Centre

George Eliot building  
Clifton campus

### Student Centre

Pippin Cottage  
Brackenhurst campus

These centres each have browsing areas with a variety of information and literature you can take away. Further detailed information about all of our services can be found on the website at [www.ntu.ac.uk/ssc](http://www.ntu.ac.uk/ssc) or you can drop in and see us to book an appointment, or telephone the Student Support Services Information Line on **+44 (0)115 848 6060**, or email [student.support@ntu.ac.uk](mailto:student.support@ntu.ac.uk)

## International Student Support Service

The International Student Support Service is available to all international students, both EU and non-EU.

### Advice and information

The International Student Support Service can offer support and advice on a range of queries and issues including visas and immigration, employment regulations, academic concerns, culture shock and money matters. We offer regular group information sessions as well as private appointments. Advisers are available at the City site. Appointments can be made by telephoning **+44 (0)115 848 2631** or emailing [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk). Alternatively, you can visit us at the Student Services Centre (City site).

### Immigration advice

In the UK, the provision of immigration advice and services is regulated by the Immigration Services Commissioner. The International Student Support Service provides advice and assistance on immigration matters under the regulations of the Office of the Immigration Services Commissioner. The International Student Support Service is the University's designated advice service for all students who require immigration advice. Our advisers can only work up to their own level of competence, so there may be occasions when we cannot advise you. In such cases, we may refer you to an external advice provider, who may be able to assist you. The external provider may charge for their services.





### International Student Support Service module on NOW

All international students have the opportunity to enrol on this module which is a useful information resource. It includes regular news items to update students on any changes in UK regulations and events and services that may be of interest.

### International Student Support web pages

The International Student Support web pages can be accessed at

**[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)** and provide up-to-date information on a wide range of issues affecting international students, as well as links to other useful websites.

### HOST

The HOST programme provides you with the opportunity of spending up to a few days with a British family in their home. HOST is a national charity which aims to give international students an insight into British culture and traditions, and students are offered a choice of destinations throughout the country. Further details about the HOST application process and the online application form can be found on the HOST website **[www.hostuk.org](http://www.hostuk.org)**

For more information on any of the above, please contact:

International Student Support Service

Tel: **+44 (0)115 848 2631**

Email: **[int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)**

**[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)**

### Mature Student Support

The Student Support Officers provide transition advice and support for mature students aged 21 or over at NTU. This targeted support is offered during the transition period (immediately before enrolment at the beginning of the academic year and in the early weeks of the course of study). Introductory events and welcome



meetings will be held at the beginning of the academic year providing opportunities to meet other mature students and key staff. For further information contact the Student Support Officers.

Email: **[mature.support@ntu.ac.uk](mailto:mature.support@ntu.ac.uk)**

### Disability Support

The Disability Support Service can provide you with a range of services and support to ensure your experience at NTU is a positive one. We are about more than just educational advice and guidance. We will support you, so that you can:

- integrate and feel at home here;
- contribute to your community;
- develop your academic potential; and
- prepare for life and work.

Our services include:

- advice from Disability Officers on physical and sensory support;
- one-to-one support with a range of specific learning barriers;
- advice and one-to-one support with mental health difficulties;
- mentoring and advice for students with autism spectrum conditions;

## SERVICES AND FACILITIES

- advice about specialist grants and paying for additional support;
- in-house facilities to assess your learning support needs;
- library support; and
- support during exams.

Tel: **+44 (0)115 848 2085** (Disability Support),  
**+ 44 (0)115 848 4120** (Dyslexia Support)

**disability.support@ntu.ac.uk**  
(Disability Support)

**dyslexia.support@ntu.ac.uk**  
(Dyslexia Support)

### Faith Support

Faith plays a part in many students' lives. Our students come from a wide range of faiths and cultures, and we recognise the importance of spiritual support and nurture, as much as social and academic support. A team of chaplains and advisers from a variety of faiths is therefore available to all students and staff. They play a number of roles: supporting and advising students, providing opportunities to foster a sense of community and wellbeing, helping those who want to explore the big questions through social and spiritual events, and highlighting the importance of spiritual wellbeing. There are prayer rooms for Muslim students and staff on both the City and Clifton sites, as well as a quiet space on Clifton campus that anyone can use for prayer and reflection. The chaplains can also provide information on places of worship off campus. At Clifton, the Wellbeing room in the Place... for Spirituality and Wellbeing offers a place to relax and meet friends.

To find out more visit: **[www.ntu.ac.uk/faith](http://www.ntu.ac.uk/faith)**

### Counselling Service

Our Counselling Service provides confidential one-to-one and online counselling. Students may talk with their counsellor about any

problem which is making them feel unhappy. Counselling can be helpful for a range of issues including anxiety, depression, loneliness or family problems. Counsellors are non-judgmental and try to always be sensitive to issues of cultural context and other kinds of diversity. The service is provided independently of Academic Schools.

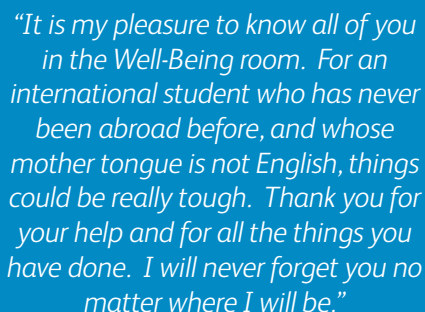
Tel: **+44 (0)115 848 6487**  
Email: **[counselling@ntu.ac.uk](mailto:counselling@ntu.ac.uk)**

### Student Financial Support

The Student Financial Support Service can provide advice about entitlement to UK government funding, including fee status, tuition fee loans for EU students, and offers a comprehensive money advice service, including guidance on managing your money at university for prospective and current students. The service can also provide information on NTU's participation in the US Direct Loan Program.

Tel: **+44 (0)115 848 2494**  
Email: **[financial.support@ntu.ac.uk](mailto:financial.support@ntu.ac.uk)**

For further information about handling your finances in the UK, please see page 12.



*"It is my pleasure to know all of you in the Well-Being room. For an international student who has never been abroad before, and whose mother tongue is not English, things could be really tough. Thank you for your help and for all the things you have done. I will never forget you no matter where I will be."*



## Mental Health Support

Our Mental Health Support Team provides support to students with mental health difficulties. Its focus is on the practical impact of your difficulties on you as a student. It can help to identify individual support needs and address these directly or through referral to other specialists. Mental health support staff can also provide indirect support such as liaising with statutory agencies, GPs and course tutors.

In the UK, the Equality Act requires universities to make reasonable adjustments to take account of barriers which students with mental health difficulties may face. If you would like to discuss your support needs or make an appointment please contact the Mental Health Support Team.

Tel: **+44 (0)115 848 2085**

Email: **mental.health@ntu.ac.uk**

## Student Handbook

The online Student Handbook has been developed to help you steer your way successfully through your first few weeks and beyond. It aims to help you settle in to university life as quickly as possible. It contains information about services and support and the regulations and policies with which you need to be familiar, including academic rules and regulations, contractual obligations, and the charter and complaints procedure. If you have any questions about the Student Handbook, contact **+44 (0)115 848 6060** or visit:

**[www.ntu.ac.uk/studenthandbook](http://www.ntu.ac.uk/studenthandbook)**

## Employability Team

Our Employability Team is here to help you find the right career, and you are encouraged to make use of the facilities during your degree and up to three years after graduation.

Our Employability Team offers help in a range of areas, including:

**Careers advice:** A team of specialist careers consultants offers individual career discussions to review options and career plans. A dedicated careers consultant for international students provides help with accessing the international graduate labour market.

**Online careers resources:** The Employability website offers specialist information for international students including:

- links to Going Global website – which provides details of international opportunities;
- vacancies database which includes national, regional and international graduate, work experience and volunteering opportunities;
- interactive resources for assessing skills, producing effective applications and success at interview; and
- information on careers-related and job-seeking events.

**Quick queries:** Students can speak to an adviser about their job-seeking plans; use the service to obtain information; or have a CV, covering letter or application form reviewed.

**Events programme:** Students are invited to a series of events and workshops to assist with career planning and job-seeking. These include:

- **Careers in Focus** – speakers from companies and professional organisations provide an insight into the career options available within their respective fields.
- **Job-Seeking Skills** – a series of workshops presented by major employers and designed to assist students with the job-seeking process.
- **Employers' Recruitment Programmes** – employers particularly interested in recruiting students hold presentations to provide information about their organisations and recruitment processes.
- **Recruitment Fairs**
  - Placement and Graduate Recruitment Fairs – April and October, City site
  - Property and Construction Fair – November, City site
  - Spring Law Fair – January, City site
  - Work Experience and Voluntary Work – October, Brackenhurst campus

Full details of events can be found at:

**[www.ntu.ac.uk/employability](http://www.ntu.ac.uk/employability)**

## Employability Team locations

### City site

Employability Centre  
Newton and Arkwright building

### Clifton campus

Student Services Centre  
George Eliot building

### Brackenhurst campus

Student Centre  
Bramley building

Email: **[employability@ntu.ac.uk](mailto:employability@ntu.ac.uk)**  
**[www.ntu.ac.uk/employability](http://www.ntu.ac.uk/employability)**

## Global Lounge

The Global Lounges, located on the City site and the Clifton campus, are spaces where you can participate in a wide range of inter-cultural activities and find out about the international opportunities available to you as an NTU student. All students are welcome to come in and learn more about doing exchange and study abroad, as well as volunteering and international work placements during your studies. As well as offering useful information resources about opportunities with our international partners overseas, the lounges also provide a friendly and relaxed environment for you to drop in and socialise with others with free coffee and tea.

### Global Lounge locations

#### City site

Goldsmith Street (next to the Chaucer building, across from Boots Library).

Monday – Friday

9 am – 5 pm

#### Clifton campus

MAE126 (temporary location).

Monday to Friday

10 am – 4 pm

To find out more about Global Lounge events go to: [www.facebook.com/NTUGlobalLounge](https://www.facebook.com/NTUGlobalLounge).

## Students' Union

Nottingham Trent Students' Union (NTSU) is at the centre of student life and offers a comprehensive range of activities, services, advice and support. Its core function is to represent students whilst they study here at NTU. The following gives an overview of what is on offer all year round:

- More than **70 societies**, including various cultural and religious societies, provide opportunities to take part in a wide range of activities including music, politics or anything fun-related. These can provide you with an ideal opportunity to meet other students on a regular basis, and to take part in various cultural and social activities.
- The **Information and Advice Service** provides an impartial, free and confidential information and advice service and has offices at all three campuses. The Information and Advice Service can assist students with a whole range of issues including housing matters such as contracts and deposits; money and funding (e.g. tuition fees); and academic concerns such as appeals, or circumstances affecting your academic performance.
- A **radio station** called *Fly FM*, the online **student magazine** *Platform* and a **student TV station** called *Trent TV* are all run by students and offer opportunities for anyone to get involved.





- The **NTSU Skills Award**, a free training and development scheme available to all students.
- Students can also get involved in **RAG – NTSU’s Raising and Giving scheme** which fundraises for various charities – and **NTSU Volunteering**, a volunteering scheme that enables students to give something back to the local community.
- The Students’ Union has student bars and organises **entertainment and events** such as club nights, comedy nights, live bands, quizzes and open mic nights for those students who would like to perform their songs for others. They also organise day and weekend trips for international students.
- Perhaps most importantly of all, the Students’ Union is run by students, so you can get involved in the **Union Meeting** to have your say and ensure that the Union is representing you.

## Executive Committee

The Union’s Executive Committee is a dedicated team of nine elected officers, who are recent graduates or current students themselves, and who are available all year round to represent you and help you in any way they can.

As part of the Student Council that governs the Union, there is an International Students’ Officer who is committed to looking after and representing international students. For further information about any of the services detailed above, visit the Students’ Union website:

**[www.trentstudents.org](http://www.trentstudents.org)**





## Sport at NTU

A healthy lifestyle is proven to enhance academic performance, reduce stress and give you a positive outlook. Getting involved in sport is also a great way to make new friends. The University has a wide range of fitness facilities and sporting opportunities to help you get involved.

### Fitness and sporting facilities

Clifton campus is the main venue for University sport. It boasts fantastic facilities, including tennis courts and the Lee Westwood Sports Centre: a modern sports centre providing top-class facilities for basketball, netball, volleyball, squash and badminton. There are now two floodlit artificial pitches and several grass pitches, where NTU teams play their matches. The Sports Centre also has a large fitness suite and dance studio.

A brand new range of sports facilities are now on offer at the City site in the new Students' Union building. These include a 100-station fitness suite, a 30-foot climbing wall, a sports hall and a dance studio. Brackenhurst campus also offers extensive equestrian facilities.



### Sports clubs

There are over 60 different sports clubs at NTU, offering you opportunities to try everything from football to Ultimate Frisbee. A number of NTU sports clubs play in local leagues and compete in the British Universities and Colleges Sport (BUCS) fixtures on Wednesday afternoons. In 2014 they equalled their highest position of 17 out of 150 universities. The University's Beginner and Social Sport Programme offers opportunities for students to get involved in recreational sport. A range of exercise classes are available, and run by qualified instructors, providing a fun way to keep fit, unwind and meet new people in a friendly environment.

For further information about sports at NTU and details about the NTU Sport Membership and gym packages available to students, go to:

**[www.ntu.ac.uk/sport](http://www.ntu.ac.uk/sport)**





## Campus facilities

NTU has a real community feel about it. Our courses are spread out over three campuses across Nottingham each with everything you'll need, including accommodation, Students' Union shops, bars, cafés, access to sports facilities, libraries, lecture theatres and computer rooms.



View our campus tour videos [www.ntu.ac.uk/virtualtours](http://www.ntu.ac.uk/virtualtours)

### City site



Nottingham Business School

Nottingham Law School

School of Architecture, Design and the Built Environment

School of Art & Design

School of Social Sciences

- Home to over 16,000 students and based right in the heart of Nottingham city
- Loads of great places to meet, eat and shop
- Impressive and newly refurbished Boots Library
- Outstanding Students' Union including bars, cafes, sports hall and gym
- Excellent range of accommodation
- An Employability Centre
- A Global Lounge

## Clifton campus



School of Arts and Humanities

School of Education

School of Science and Technology

- Home to over 8,000 students and just four miles outside the city centre
- A modern, self-contained, greenfield site with fantastic new facilities
- Undergoing a significant regeneration programme due for completion autumn 2015
- Impressive Rosalind Franklin building (a multimillion pound science superlab)
- Excellent accommodation on campus
- Enjoy on-site facilities such as the Students' Union bar, gym, shop, cafés and library
- Award-winning Go2 Uni 4 bus service taking you right to the City site every eight minutes
- Top-class sports facilities at the Lee Westwood Sports Centre
- An Employability Centre

## Brackenhurst campus



School of Animal, Rural and Environmental Sciences

- Home to around 1,000 students and approximately 14 miles from the city centre
- A beautiful countryside estate with woodland, a lake and landscaped gardens
- Latest facilities including our high-tech glasshouse, Veterinary Nursing building and Mary King Riding Arena
- Brand new library
- Over 600 animals and our very own farm
- Buses every 15-20 minutes throughout the day heading from the campus straight into the heart of the city, giving you the best of both worlds
- An Employability Centre
- Excellent accommodation on campus

# Living in the UK

## Working

Working part-time in term and holidays is a good opportunity for you to develop valuable skills and experience before graduation.

Seasonal and casual work may not be directly relevant to your degree or chosen career, but it is very useful during holidays and can enhance your employability after graduation. There is some good CV-enhancement in any job – self-motivation, team work, self-reliance and organisational skills can be gained from doing just about anything!

However, work can be difficult to find and is not always well paid, so you should certainly not depend on income from part-time employment to support you. Before entering into any part-time employment, you must seriously assess how this extra commitment of both time and energy will affect your studies. Most international students who come to the UK for six months or more are allowed to do some part-time work while studying. However, there are restrictions as to the number of hours and the type of work you are allowed to do. Please visit [www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport) for more information.

## National Insurance

International students working in the UK are liable, like UK citizens, to pay National Insurance contributions. You do not start paying National Insurance contributions until you earn above a certain amount (£155 per week for the 2015-2016 tax year). You do not require a National Insurance number in order to start working in the UK. In fact, you will not be able to apply for one until you have either found a job or can prove you are actively seeking employment. To apply for a National Insurance number, you need to telephone **+44 (0)345 6000 643** and speak to an adviser. You will be asked to provide some personal details and details about your current or future job. You will then be invited to attend an interview at the Jobcentre Plus in Nottingham. You will need to take with you your passport and Biometric Residence Permit (if you have one), proof that you have a job or are looking for work and proof of your address in Nottingham.



*"I feel at home in Nottingham... you make friends really easily."*

Rebecca Chiu (Hong Kong)  
BA (Hons) Business Management  
and Operations



Watch Rebecca talk about her  
course and life at NTU:  
[www.ntu.ac.uk/rebeccachiu](http://www.ntu.ac.uk/rebeccachiu)





## Income tax

International students are subject to UK tax laws. The personal tax allowance for 2015/16 is £10,600 for a single person. You will have to pay income tax on any amount you earn above this figure. A tax year starts on 6 April in one year and finishes on 5 April in the next. If you only work during vacation periods and your earnings are below the personal tax allowance for that year, you will be able to claim a refund by completing form P50, which is available from: [www.gov.uk/claim-tax-refund/youve-stopped-work](http://www.gov.uk/claim-tax-refund/youve-stopped-work). Your employer or HM Revenue and Customs should be able to answer any questions you have about income tax.

From outside the UK: **+44 (0)135 5359 022**

From the UK: **0300 200 3300**

## Minimum wage

The minimum wage is the minimum amount that workers aged 16 years or over are entitled to be paid. There are currently (as of January 2015) three levels of minimum wage, depending on an employee's age.

- **Workers aged between 16 and 17 years:**  
£3.79 per hour
- **Workers aged between 18 and 20 years:**  
£5.13 per hour
- **Workers aged 21 years or over:**  
£6.50 per hour

There are a few specific circumstances where the minimum wage does not apply: for example, if you are working as a live-in au pair, receiving accredited training or are on work experience as part of your course of study.





## Looking for a job

If you are looking for part-time employment opportunities, contact the Employability team by visiting: **[www.ntu.ac.uk/jobsandvolunteering](http://www.ntu.ac.uk/jobsandvolunteering)**

There are a wide range of vacancies including bar work, administration, sports coaching, marketing and call centre work.

Try local shops, bars and pubs, and keep an eye out when shopping – many places advertise for staff on the premises with posters and notices.

Jobcentre Plus is a government-run agency that advertises many full and part-time jobs. You can search for vacancies online and find advice on applying for jobs at: **[www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)**

There are many local recruitment agencies in Nottingham and you can find details of these in the *Yellow Pages* telephone directory or online at: **[www.yell.com](http://www.yell.com)**



## Students in Classrooms and Volunteering

There are numerous opportunities for students to gain valuable experience working with children, young people and the local community through Students in Classrooms and Nottingham Trent Volunteering. The flexible opportunities give students the chance to gain an excellent addition to their CV, to develop their personal skills and to make a difference in the local community.

The Students in Classrooms team offers a range of schemes which include mentoring, classroom support and raising aspirations towards higher education. Training and support are provided.

Nottingham Trent Volunteering offers a range of opportunities in a wide variety of community sector organisations. There is also the opportunity to develop student-led projects, get involved in one of our Schools Projects, or volunteer abroad with a range of organisations we work with internationally.

If you are interested in applying for any of these opportunities when you arrive in Nottingham, it's useful to have a police check or equivalent government statement from your own country.

For more information visit our websites:

**[www.ntu.ac.uk/volunteering](http://www.ntu.ac.uk/volunteering)**

**[www.ntu.ac.uk/studentsinclassrooms](http://www.ntu.ac.uk/studentsinclassrooms)**



## Driving in Britain

In Great Britain (England, Scotland and Wales), you need to be 17 years of age and in possession of a valid licence and insurance to drive a car. In addition, if you wish to ride a moped or motorcycle, you will need to complete a compulsory basic training course. If you wish to drive in the UK, you need to make sure your current driving licence is valid in this country, or take the appropriate steps to obtain a British one. If you have a driving licence issued by an EEA country, you will be able to drive in the UK with this licence for as long as it remains valid. If you have a valid driving licence from a non-EEA country, or an international driving permit, you will be able to drive in Britain for up to 12 months from the date you came to the UK. After a year, if you want to continue driving in Britain, and you are from one of the countries listed below\*, you should exchange your licence for a British one (please note that this should be done before the end of the 12-month period if you want to be able to continue to drive). If you are not from one of the countries listed, you will first need to apply for a provisional licence. You can then take a driving test and apply for a full licence once you've been in Great Britain for at least 6 months.

\*Australia, Andorra, Barbados, British Virgin Islands, Canada, Falkland Islands, Faroe Islands, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Singapore, South Africa, Switzerland, Zimbabwe.

For further information on the current rules affecting international driving licence holders visiting Britain and information on applying for a British driving licence, visit:

**[www.gov.uk/browse/driving](http://www.gov.uk/browse/driving)**



### Driving rules and regulations

In the UK, in addition to having current valid road tax, insurance and a driving licence:

- you must drive on the left-hand side of the road and overtake on the right;
- it is important to observe speed limits;
- it is compulsory for the driver and the front seat passenger to wear a seatbelt (this also applies to rear-seat passengers where seatbelts are fitted);
- if you are riding a motorcycle or a moped, you must wear a crash helmet; and
- you must not drive while under the influence of alcohol or drugs.

A publication called *The Highway Code* provides full details of driving regulations in the UK and is essential reading for anyone considering driving here. *The Highway Code* is available in most bookshops and libraries and can also be accessed online at: **[www.gov.uk](http://www.gov.uk)**

If you are bringing your car with you or wish to purchase a car in the UK, the UKCISA website provides useful guidance at: **[www.ukcisa.org.uk](http://www.ukcisa.org.uk)**



## Insurance

It is very important to consider what insurance cover you need during your stay in the UK. In addition to any medical insurance you may require (see page 29), you are strongly advised to take out insurance to cover your personal belongings against loss or theft, and may also wish to take out insurance to cover personal liability, personal injury and the costs related to returning home in the case of illness or an accident. You should also ensure you are insured for the period between leaving home and before you settle into your permanent accommodation. There is a wide variety of insurance policies on the market, and we recommend you shop around for the policy which suits your particular needs.

Endsleigh Insurance ([www.endsleigh.co.uk](http://www.endsleigh.co.uk)) is recommended by the UK National Union of Students for their student policies. The cost of personal possessions insurance varies depending on where you live and the type of accommodation you live in.

## Electricity

British electricity works on 240 volts or 50 cycles, and most sockets take 13 amp square-pin fused plugs. If you are bringing your own electrical equipment with you, make sure that it can be used safely on this voltage and find out whether you will need an adaptor.

## Telephone information

### Domestic telephone services

This is the term that describes telephone services direct to your home. Most private accommodation has the facility to install a telephone line; however, you may need to pay a fee to have the line reconnected. There are a number of domestic telephone service providers in the UK including British Telecom (BT), Virgin

Media and Sky, all of whom also offer Internet packages and a range of services including itemised bills and specific telephone packages.

British Telecom  
Tel: **0800 800 150**  
**www.bt.com**

Virgin Media  
Tel: **0345 454 1111**  
**www.virginmedia.com**

Sky  
Tel: **0344 2411 653**  
**www.sky.com**

### Low-cost international calls

International phone cards normally offer a cheap and easy means of making long-distance overseas phone calls from your home or mobile phone. There is a variety of international phone cards available for purchase from post offices and many local newsagents and supermarkets. As call rates vary considerably, it is always best to check which card offers the best deal for your particular call destination. All phone cards will carry clear instructions for you to follow when making your call. You can usually use these on landlines, pay phones and mobiles, though you should check this out at the time of purchase.

If you have internet access you can make (low cost or even free) calls using Skype.

Alternatively, many websites offer low cost international calls with competitive rates. Further information can be obtained from: **www.moneysavingexpert.com/intcallchecker**

*"It's easy to keep in touch with friends and family who are still in Bahrain and I use Skype to speak to most of them."*

Nada Al Barshoomi, Bahrain,  
BA (Hons) Digital Media Technology

## Mobile telephones

There are a range of main mobile networks operating in the UK including Orange, Vodafone, O2, T-Mobile, 3 and Virgin Mobile. All offer two types of payment system: monthly subscriptions or pay-as-you-go. With monthly subscriptions, you will be required to sign a contract usually for a minimum of 12 months. Top-up cards (for pay-as-you-go mobiles) can be purchased from numerous outlets such as newsagents, supermarkets or ATMs, normally in denominations of £10, £15 and £20. As many retailers run different promotions on mobile phones, it is always advisable to shop around to find yourself the best deal and the most convenient payment system to suit your needs.

Helpful websites to look at include:

**[www.moneysupermarket.com/mobile-phones](http://www.moneysupermarket.com/mobile-phones)**  
**[www.uswitch.com/mobiles](http://www.uswitch.com/mobiles)**

## Internet access

There are lots of different Internet Service Providers (ISPs) to choose from, including BT and Virgin Media, which can offer different payment options and facilities such as broadband and wireless. You will find many websites which will provide helpful comparisons about the different services on offer in the UK.

### Useful telephone numbers

**Emergency Services: 999** (police, fire brigade, ambulance and coastguard) – free from any phone.

**BT Directory Enquiries: 118 500** (UK and International) – to search for a person or business by address or town.

**UK Operator: 100**

**International Operator: 155**

You will have free access to the Internet from University computers (see page 42) and there are many wireless zones at the University and across the city. Most of the University's residences have Internet access.

## Safety issues

In general, Nottingham is a safe place to live in and travel around. However, as in most other cities around the world, it is necessary to take sensible precautions to protect yourself and your possessions. The following are some basic points that provide common sense advice for personal safety which everybody can incorporate into their day-to-day lives:

- Whether you are in a student residence or private accommodation, be alert at all times and never leave your room or accommodation without closing all windows and locking the door.
- Never leave your bag, wallet or purse unattended in any public building, refectory or shop, on your bicycle, or in your vehicle.
- If you are using a cash dispensing facility (ATM), take extra care to be aware of your surroundings, particularly during the evenings or if you are on your own.
- At night, you should take the normal precautions such as avoiding badly lit streets and deserted areas. If you are returning home late at night, walk in a group or take a taxi. If you go out together, always ensure you come home together.

We strongly recommend that you read the British Council's *Creating Confidence* guide which has been put together for international students moving to the UK:

**[www.educationuk.org](http://www.educationuk.org)**



## Victim of crime

If you find yourself a victim of crime, it is important that you report it to the police. In an emergency, you should dial **999** and ask for the police; your call will be free. In non-emergency situations you can telephone the Nottinghamshire police on **101** or go along to your local police station. Being the victim of crime can be a very traumatic experience. The police officer dealing with your case will be able to put you in touch with a Victim Support Unit. When you report a crime to the police, you will be issued with a crime number which can be used to make a claim on your insurance policy where appropriate.

## Legal issues

If you find yourself involved in any kind of legal dispute, it is very important that you seek advice from either the Student Advice Centre in the Students' Union (see page 49) or Student Support Services (see page 44). If they are unable to help you, they will be able to put you in touch with another organisation or a solicitor who can.

If you do not wish to involve the University, then you should ask for free advice either at the Nottingham and District Citizens Advice Bureau ([www.nottinghamcab.org.uk](http://www.nottinghamcab.org.uk)) 32 – 34 Carrington Street, Nottingham; Tel: **+44 (0)844 848 7997**) or the Nottingham Law Centre ([www.nottinghamlawcentre.org.uk](http://www.nottinghamlawcentre.org.uk)) 119 Radford Road, Nottingham; Tel: **+44 (0)115 978 7813**). Both will be able to suggest a recommended course of action or refer you on for more specialist advice if necessary. Visit [www.adviceguide.org.uk](http://www.adviceguide.org.uk) for up-to-date advice and information on a range of legal issues.

If you are arrested or questioned by the police at a police station, you are entitled to free legal advice from a solicitor. If you do not have your own solicitor, you can request to see the duty solicitor at the police station. The duty solicitor is available 24-hours a day. He or she is independent and not employed by the police.

If you are found guilty of an offence, this could have serious implications on any future immigration applications you make to stay in the UK. If you commit a serious offence, you may be deported. Please note that in the UK it is illegal to possess offensive weapons such as knives, guns and chemical sprays as deterrents for personal protection against possible assault.

## Settling into UK life

Coming to study in a different country is a very exciting experience and one which most students find extremely rewarding. It can, however, also be quite challenging during the first few months. The range of emotions you can experience when you move from a familiar to an unfamiliar environment is commonly called culture shock. Culture shock is a very normal experience and even if you come from a country with a way of life very similar to that of the UK, you may still find that there are small differences which will have an impact on your day-to-day life. In addition to living and studying in a whole new environment, the fact that you are away from your family and friends who would normally support you through new and difficult situations can be an added strain.

Differences between your country and the UK can impact on your life in many diverse ways. On a practical level, you may not be able to buy some of the goods you could buy in your home country, and may find it difficult to adapt to the weather in the UK. If you are from a country which has very different customs and beliefs from those held in the UK, you will probably find that you are more affected by culture shock. The difference in lifestyle here in the UK may have an impact on all aspects of your life, including the values you hold and your expectations of how other people should behave. It is important to remember that it is usual to experience a mix of emotions when you move to a new environment, and that these feelings will pass; it is a normal part of adjusting to new foods, customs, languages, people and activities.

## How to cope with culture shock

As you start to prepare for your studies in Nottingham, we would encourage you to keep an open mind about what you expect the British people and the UK to be like. If you find that there are situations which confuse you in the UK, remember that individuals may be following social rules which you do not know about. Do not be afraid to ask questions about social customs; this is often a good way to find out more about British culture.

Exercise and a healthy diet help to reduce stress. It is important you eat properly as a student and achieve a healthy balance between work, leisure and rest.

Sometimes it can be hard to understand the local sense of humour and references to local things. Although it can be difficult, allow yourself to see the humour in misunderstandings and embarrassments.

Often, language can be a barrier to people understanding each other clearly, so continually improving your language always helps. It can also make life easier having a broad mix of friends, both British and international.

Where you do come across differences between the UK and your own culture, try not to see one as better or worse than the other, but try to think of them as different. Please do ask for help if you need it. Asking for help is seen as a usual action for someone to take and is viewed positively.

*"One of the best things about the UK is the way in which everyone is so polite, saying please and thank you. The worst thing is the unpredictable nature of the weather. Although I do love the snow, it is very peaceful."*

Mustakimur Rahman (Bangladesh)  
LLM

## Some insights into British culture

Although the UK has a very diverse population, the following few insights into British culture may be helpful as you start to settle into UK life. If you would like to find out more about specific aspects of British life and culture, check the UK Student Life website at:

**[www.ukstudentlife.com](http://www.ukstudentlife.com)**

### Punctuality and queuing

The British place a great deal of importance on punctuality, both professionally and socially, so if you are going to be late, or you need to cancel an appointment, you should telephone in advance to explain, if at all possible, and apologise when you arrive. Queuing (waiting in line) is also considered very important and happens anywhere it is possible to queue, for example in shops, banks, stations and bus stops.



*“Nottingham is a real hub of creativity and I never run out of inspiration for my work.*

*It is also home to people from many different cultures with different ways of life and this has provided me with even more creative ideas. I filmed my friend Sadiq Omotosho and produced a collage of a typical day in his life.”*

**Teite Adukeh (Port Harcourt, Nigeria)  
BA (Hons) Multimedia**



Watch Teite’s video about what life is like at NTU

**[www.ntu.ac.uk/teiteadukeh](http://www.ntu.ac.uk/teiteadukeh)**

You will probably be amused to see how carefully the order of the queue is respected. If you try to push into the line (queue-jump), you will find that you are suddenly very unpopular!

### Please and thank you

British people use “please” and “thank you” very frequently and sometimes in situations where in other countries these words would seem inappropriate. For example, you may find it odd to hear someone thanking a bus driver or, most curiously, saying “sorry” when someone else steps on their foot!

### Smoking

Many people in the UK do not smoke. Smoking is banned in all places of work including restaurants and bars, shopping centres, trains and buses. When eating or drinking in a group, especially in someone’s home, it is polite to ask your companions first whether they mind if you smoke.

### Alcohol

Drinking alcohol both at home and in public places, such as pubs and bars, is an accepted part of many people’s social lives. However, pubs and bars are very popular social meeting places and always also serve non-alcoholic drinks, and it is quite usual for people to choose not to drink alcohol in a pub, at a party, or in someone’s home.

### British reserve

Visitors sometimes say they find British people very reserved. For example, you may be surprised by how rarely people start a conversation with strangers in waiting areas and on public transport. You may also find that the distance people like to keep between themselves when they talk to each other is further than seems natural to you. Once you get used to this, you will find these features are usually not due to unfriendliness, but are a way of showing respect for each other’s privacy and personal space.

Diversity and equality

The UK has a very diverse and multi-ethnic population. Men and women have equal rights. In the UK it is unlawful to discriminate against anyone for reasons relating to race, gender, age, sexual orientation, gender reassignment, disability, religion or belief and marriage and civil partnerships.

Religion

Traditionally, England has been a Christian country and has a state church – the Church of England – which is part of the worldwide Anglican Church. However, most English people are not active members of any religion and England is a largely secular society. All the world’s major religions are represented among the English populace and people are legally allowed to worship as they choose. In the majority of towns you can find places of Christian worship that represent a range of Protestant traditions, as well as Roman Catholic and Orthodox churches. Many will also have Jewish, Islamic, Sikh, Hindu and Buddhist religious centres, and you will certainly find all of these in larger cities such as Nottingham. The Chaplain and religious and cultural advisers at the University (see page 46) can give you details of contacts and places to practise your faith, both within the University and around Nottingham. Nottingham Trent Students’ Union supports religious societies including the Islamic Society, Jewish Society, Sikh Society, Hindu Society and Christian Unions (see page 49).



Language

You will find that British people use a lot of informal or colloquial language. Some slang is recognised nationally while other words and phrases are only used in certain regions. Here are some examples to get you started!

Slang term	What it means
Quid	£1
Grand	£1,000
Alright	How are you? (This term is usually used as a greeting rather than a question!)
Cheers! / Ta	Thanks!
Your round	Your turn to buy drinks (usually in a pub)
See you	Goodbye

You may be surprised that people often address one another as “duck”, “duckie”, “love”, “dear” and “mate”, so you should not be surprised to be called “duck” by a member of staff in your local supermarket! Duck is used mainly in the Midlands and the north of England. A greeting you will often hear in Nottingham is “ay-up me duck!” which basically means “hello”.

Weather

British weather is very unpredictable. This is probably why we talk about it so much! It is rarely either extremely cold or extremely hot, but anything in between can be experienced at any season of the year. You may be surprised to find how rapid the changes in weather can be: a warm sunny morning can be followed by a cold, wet and windy afternoon so it is a good idea to bring warm clothing and a waterproof jacket, whatever the season you are travelling in! It can be particularly cool from September to March and if you come from a warm climate, you must be prepared to

dress warmly when you arrive. Rain can be frequent throughout the year, and during the winter months you can usually expect a couple of days of snowfall and some days with temperatures below freezing. Up-to-date online national and regional weather forecasts can be found on the BBC website at: [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather)

Average temperatures in degrees Celsius for the Nottingham area are:

Jan	Feb	Mar	Apr	May	Jun
4	5	8	11	14	17
Jul	Aug	Sep	Oct	Nov	Dec
18	19	16	12	9	5

## Clothing

Many people dress casually in the UK, and this is certainly true for students. During the autumn and winter months, you will need a warm coat and a solid pair of shoes or boots that will protect you from the wet and cold weather. There are many large clothes stores in Nottingham which sell warm clothes at reasonable prices. You may be surprised to find that even in the winter months, people will dress very lightly when they go out in the evening, especially to a nightclub!

## Food

One of the things many international students worry about before they arrive is British food, but we think you will be pleasantly surprised! The United Kingdom is a multicultural society, and food from all over the world is readily available in both supermarkets and restaurants. In Nottingham, there are also a number of vegetarian / vegan shops, delicatessens and international food retailers. Listed below are some traditional or popular English dishes. Pubs often serve this sort of food at reasonable prices.

- **Traditional English breakfast** comprises sausages, bacon, eggs, tomatoes, baked beans and fried bread (also known as a “fry-up” as it is often all fried in the same pan).
- **Fish and chips** is fish fried in batter and served with chips, usually with salt and vinegar. A traditional meal (usually bought from a takeaway shop and eaten outside) particularly associated with seaside towns.
- **Roast dinner** is a traditional Sunday lunch. A whole joint of meat, typically beef, lamb, pork or chicken, is roasted and served with roast potatoes and boiled vegetables. At Christmas, a turkey is usually roasted.
- **Sausage and mash:** Sausages are usually made from pork and served with mashed potato and onion gravy.
- **Baked beans on toast** isn’t really traditional, though it is very popular. It is often associated with students as it is a very cheap meal. Baked beans are haricot beans cooked in tomato sauce and bought in a can ready to eat.
- **Apple pie and custard:** Traditional pies are made with thick pastry and served with custard, a hot sauce made from milk, eggs and sugar.

## Mealtimes

Breakfast is usually eaten at home before travelling to work or university. This usually consists of cereal with milk, or toast (most people don’t eat a full English breakfast every day!). Lunch is usually taken between 12 pm (noon) and 2 pm and is often a quick sandwich or another small snack. The main meal of the day, dinner, is eaten in the evening between 6 pm and 8 pm. This is when families will usually eat together.



# Living in Nottingham

## Nottingham city

Nottingham is situated in the East Midlands region of the UK and is easily accessible by road, rail and air. By train, Nottingham is less than two hours from some of the UK's major cities, including London, Manchester and Birmingham. There are excellent rail links to the rest of the UK, and Nottingham is close to both East Midlands and Birmingham airports, so getting around the country from here shouldn't be a problem.

More than 300,000 people live in Nottingham, while more than two million people regularly shop in the city. The city is a youthful one: an above average 20% of the population are in their 20s and 10% are full-time students. As Nottingham is home to two major universities, many of the shopping, sports and entertainment facilities are targeted at students. As you will soon discover, the city is steeped in history and is renowned as a thriving cultural centre in the Midlands.



Watch our video to find out more about living in Nottingham at [www.ntu.ac.uk/nottinghamvideo](http://www.ntu.ac.uk/nottinghamvideo)



*"My experience of life in Nottingham has been remarkable. Medieval buildings, theatres, art, music, comedy, major sporting locations, football, cricket, major ice hockey league, water sports, pubs, restaurants and buzzing night-outs, it's like all the facilities of a big city packed into a small one."*

Sufian Qamar (Pakistan)  
MSc Management

The streets are built upon a network of more than 400 man-made caves dating back to the 13th Century and the city is home to Ye Olde Trip to Jerusalem, which claims to be England's oldest pub. For fun and thrills, Nottingham's famous Goose Fair is Europe's oldest and largest travelling fair, having taken place every October for over 700 years. Nottingham Castle is world famous as the home of the Sheriff of Nottingham in the tales of Robin Hood, the legendary outlaw. William the Conqueror ordered the first castle to be built on a large rock 130 feet above the River Trent and today's castle stands on the same site. Further information about Nottingham is available at: [www.ntu.ac.uk/nottingham](http://www.ntu.ac.uk/nottingham)

*"It has been great being in Nottingham, I have also managed to visit London and Alton Towers and continue to visit more places."*

Kenneth Kumasem (Ghana)  
MA / MSc Smart Design





## Entertainment

Nottingham has some excellent entertainment venues for drama, dance and music performances. Art lovers will also find a variety of exhibits at various locations around the city centre. There are four cinemas in Nottingham offering a wide choice of films. The Broadway Cinema offers a choice of international and independent films and has a relaxed café bar. Cineworld, which is situated next to the University's City site, shows all the latest British, Hollywood and Bollywood blockbusters. There are a number of different music venues in Nottingham ranging from the Capital FM Arena where world famous bands perform, to local pubs such as the Bell Inn, where you will find a variety of local bands and singers. *The Left Lion* website ([www.leftlion.co.uk](http://www.leftlion.co.uk)) provides details of all entertainment events taking place in the city including theatre, cinema, music and comedy nights.

*"I like Nottingham. It's a friendly student city with nice architecture and lots to do."*

Sylvia Traganida, Greece,  
MA Newspaper Journalism

## Going out

Nottingham's cosmopolitan character is reflected in its numerous cafés and restaurants, where you will find delicious snacks and meals from all around the world. See

[www.ntu.ac.uk/nottingham](http://www.ntu.ac.uk/nottingham) for further information. Alternatively, the Students' Union Freshers' Guide, which will be given to you after you arrive, provides useful information on Nottingham's most popular places to eat out. In Nottingham, as elsewhere in the UK, the pub is a major focal point of social activity. British pubs traditionally serve a wide range of beers and other alcoholic drinks, but you will also find a variety of non-alcoholic drinks. Many pubs also serve food, often at very economical prices. Children under the age of 14 are only allowed in pubs where there are special family rooms, but many pubs do welcome families and even provide play areas. Pub entertainment ranges from chatting to friends and playing pool, to quizzes, music nights and sport shown on widescreen TV. Nottingham has an extensive choice of pubs, from the traditional to the ultra-modern. If you are interested in experiencing some of the finest British beers in a traditional setting, try:

### The Bell Inn

18 Angel Row, Nottingham, NG1 6HL

Tel: **+44 (0)115 947 5241**

**[www.bellinnnottingham.co.uk](http://www.bellinnnottingham.co.uk)**

### Ye Olde Trip to Jerusalem

(reputed to be the oldest inn in England, dating from the 12th Century)

Brewhouse Yard, Nottingham, NG1 6AD

Tel: **+44 (0)115 947 3171**

**[www.triptojerusalem.com](http://www.triptojerusalem.com)**

There is a variety of bars and nightclubs catering for different tastes in Nottingham and you will find that many places will host special student nights during the week.

## Clubs and societies

A popular way of meeting people and socialising in the UK is through membership of a club, organisation or society. There is a range of over 70 religious, political, arts-based, sports and cultural societies within the Students' Union. Further information is available on the Students' Union website: [www.trentstudents.org](http://www.trentstudents.org)

## Sport and fitness

The city of Nottingham has nine leisure centres which offer a range of sports facilities, including swimming pools. It also has many sporting venues at which you can watch national or international matches and tournaments. You can find further information about these at: [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

For a range of useful information, from finding clubs that run your favourite sporting activity, to sports venues in and around Nottinghamshire, visit: [www.sportnottinghamshire.co.uk](http://www.sportnottinghamshire.co.uk)



### Sports clubs and facilities in Nottingham:

#### The City of Nottingham Tennis Centre

[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

Both indoor and outdoor all-weather courts.

#### National Water Sports Centre

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

#### The National Ice Centre

[www.national-ice-centre.com](http://www.national-ice-centre.com)

Ice skating activities to suit all abilities. Home to the Nottingham Panthers (ice hockey team) and the Great Britain sledges hockey team.

#### MFA Bowl Nottingham

[www.mfabowl.com/nottingham](http://www.mfabowl.com/nottingham)

Tenpin bowling.

#### Nottingham Forest Football Club

[www.nottinghamforest.co.uk](http://www.nottinghamforest.co.uk)

#### Notts County Football Club

[www.nottscountyfc.co.uk](http://www.nottscountyfc.co.uk)

National football teams based in the city (Trent Bridge area).

#### Nottinghamshire County Cricket Club

[www.nottsccc.co.uk](http://www.nottsccc.co.uk)

Trent Bridge world-class cricket ground used for national and international test matches.

#### Nottingham Racecourse

[www.nottinghamracecourse.co.uk](http://www.nottinghamracecourse.co.uk)

Venue for horse racing.

#### Nottingham Greyhound Stadium

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

Home to greyhound (dog) racing in the East Midlands.

## Travel in Nottingham

Nottingham has a very good public transport network for travel both within the city and to surrounding areas, with buses and trams operating seven days a week.

### Buses

The main bus operator in the city is Nottingham City Transport (NCT) which provides a range of services across the city. On NCT buses, passengers normally pay as they board and, on the majority of buses, you will have to give the exact amount of money as the driver cannot give change. It is also usual practice to put your hand out for the bus to ensure that the driver stops for you at the bus stop where you are waiting. The number 4 NCT Unilink bus service runs between the University's City site and Clifton campus. The number 1 bus also runs from the city centre to Clifton. Copies of the relevant timetables for these and other bus routes around the city can be obtained from Nottingham City Transport, South Parade, Market Square, or downloaded from NCT's website: [www.nctx.co.uk](http://www.nctx.co.uk)

Trent Barton buses also run a number of services to outlying areas of the city. Further information is available from their website: [www.trentbarton.co.uk](http://www.trentbarton.co.uk)

### Trams

Nottingham Express Transit (NET) is Nottingham's tram system. The tram line runs from Hucknall in the north of the city to Nottingham railway station, passing through (and stopping en route at) the University's City site. Work is currently underway on new tram routes south of the city and are due to finish in late 2015. You must buy your ticket before boarding the tram. Visit [www.thetram.net](http://www.thetram.net) for a route map and further details on tram times and fares.

### Travel passes

If you are using the bus, tram or both on a frequent basis, it may be worth investing in a travel pass. Most public transport operators will offer their own travel pass, which entitles you to unlimited travel for a given period of time, e.g. one week, one month, etc. You can buy an Easyrider City Card, giving unlimited travel on Nottingham City Transport buses from NTU Card Services at the University for a discounted price. The credit is put directly onto your University Smartcard.

### Cycling

Cycling is a cheap, healthy and effective way of getting around Nottingham. You don't even need to buy your own bike. You can hire a bike complete with a lock, lights and year round maintenance for £35 per year plus deposit. Visit [www.ntu.ac.uk/Ucyclestudents](http://www.ntu.ac.uk/Ucyclestudents) for more details. Alternatively, you can find second-hand bicycles in some cycle shops and advertised in local newspapers. Bicycle theft can be common so if you have a bicycle, you should keep it secured with a good quality lock whenever it is not being used. You must fit front and rear bicycle lights when cycling at night.







## Taxis

Nottingham city taxis (dark green in colour) can be caught from taxi ranks in various locations around the city centre, including the train and bus stations. Details of other taxi companies (including private hire taxis) can be found online. Please note that you should always book private hire taxis by phone, and never flag down or jump into a private hire taxi on the street.

## Shopping

Nottingham offers some of the best shopping facilities in the East Midlands region with over 1,000 shops to choose from. In the city centre, there are two main indoor shopping areas, the Broadmarsh and Victoria centres. These contain all the national chain stores and well-known brand names. There are also many interesting smaller shops selling a wide variety of fashion, footwear and designer wear. As well as a huge choice of new items on offer in Nottingham shops, you will also find many opportunities to buy second-hand goods locally. Shops in the centre generally open at 9 am and close at 5.30 pm, the main exceptions being Wednesdays (when some shops stay open later) and Sundays (11 am to 5 pm).

## Window shopping

Window shopping (looking at what is on offer without necessarily intending to buy) is a national pastime in the UK. It is also quite normal to go into a shop just to find out what is for sale there. If you do not want to buy something and a shop assistant asks if you need help, the appropriate response is to say that you are just looking.

## Bargain hunting

Bargains can be found in the large stores during the sales periods in early January and at the end of the summer season; however, many stores now also offer items at reduced price at regular intervals throughout the year. Some shops give discounts to students if you show them your University ID card. Charity shops are good places for finding cheap, but good quality, second-hand clothes, books and household items. These shops sell goods to raise money for charity projects. Look out for names such as the British Heart Foundation, Scope, Oxfam, Barnardo's, Help the Aged and Cancer Research UK.

Second-hand items can be bought and sold on websites such as Gumtree – see **[www.gumtree.com/nottingham](http://www.gumtree.com/nottingham)**. Many household items are advertised free of charge on freecycle groups, see the Nottingham pages of: **[www.freecycle.org](http://www.freecycle.org)**



## Buying food and household goods

### Supermarkets

In the UK, most people do their food shopping in big supermarkets, which are usually cheaper than smaller shops and stock a wide range of items. Supermarkets usually open at 8 am and close at 8 pm, except on a Sunday when opening hours are reduced. Some supermarkets are open longer (up to 24 hours) and offer an online shopping service. The most popular supermarkets in Nottingham for NTU students are located in and around the city centre and very close to student residential areas, such as West Bridgford and Clifton.

### Specialist food shops

Nottingham offers a range of specialist shops which sell food from around the globe, including Chinese, Afro-Caribbean, Mediterranean, Middle Eastern and South Asian food. Halal food and halal meat are also widely available in many stores. A leaflet about local supermarkets, specialist food stores and shops for purchasing your household goods, will be available from our International Students' Welcome Points during Welcome Week.

### Receipts

You should make sure you get a receipt for all the items you buy in case you are asked to show proof of payment should you return the item later. If the item is expensive, it is a good idea to

keep the receipt until you go back to your home country. In case of loss or theft, you may need to prove to an insurance company that you owned the item.

## Postal services

Nottingham city centre post office is on Queen Street, situated very close to the City site. All postboxes are painted bright red and display the days and times of collection on them. Stamps can be bought at post offices, newsagents and supermarkets. Mail within the UK can be sent by either first or second class. First class almost always guarantees next day delivery within the UK, whereas second class takes about three days. The cost of posting an item depends on its weight and size (see [www.royalmail.com](http://www.royalmail.com) for more details about price ranges). If you are sending parcels overseas outside the European Union, you will need to know which customs documents you may need beforehand, either by checking with any post office or by visiting the Royal Mail website. Registration of a letter or a parcel is recommended if sending valuables or gifts. Recorded Delivery and Special Delivery are available if you want to make sure that post definitely reaches the addressee. Post offices also offer numerous other services including sending money abroad and currency exchange.

## Launderettes

Students living in private accommodation will usually find that a machine for washing clothes is provided. If it is not, launderettes contain coin-operated machines for washing and drying clothes. The facilities are self-service, but it is usually also possible to arrange for your washing to be processed by the member of staff on duty, for an additional charge. This is called a service wash. Look at [www.yell.com](http://www.yell.com) for your nearest launderette. On-site launderette facilities are available for students living in University accommodation.



## Travelling around the UK

The majority of international students enjoy travelling around the UK. With such a rich variety of landscapes, towns and cities to visit, it may be difficult to know where to start. Favourite cities include London, Edinburgh, York, Bath, Stratford, Cambridge, Oxford and Brighton. These offer a range of architectural styles, museums, galleries, shops, restaurants and nightlife. Cornwall, Devon, Dorset and Pembrokeshire are pretty coastal areas to visit. Examples of popular countryside areas for hiking are the Peak and Lake Districts and the mountainous regions of Wales and Scotland. The Nottingham Tourism Centre in the Market Square is a useful starting point for enquiries about UK places to visit.

Alternatively, the following websites list places of cultural interest and traditional sightseeing activities around the country:

- [www.experiencenottinghamshire.com](http://www.experiencenottinghamshire.com)
- [www.visitbritain.com](http://www.visitbritain.com)
- [www.tourist-information-uk.com](http://www.tourist-information-uk.com)
- [www.londontown.com](http://www.londontown.com)
- [www.radicaltravel.com](http://www.radicaltravel.com)
- [www.statravel.co.uk](http://www.statravel.co.uk)

Many cities and popular tourist spots have hostels which offer cheap accommodation in both dormitories and rooms. There is a range of travel guides available which list budget places to eat, drink and stay around the UK. The *Lonely Planet* and *Rough Guide* series of travel guides provide particularly helpful information and advice for students travelling to UK destinations, and can be purchased from most bookshops or online at [www.lonelyplanet.com](http://www.lonelyplanet.com) or [www.roughguides.com](http://www.roughguides.com)

## Coach and train travel around the UK

Means of travel	Company	Special deals	Contact details and further information
<b>Coach</b>	National Express	Up to 30 % off all journeys with a Young Persons Coachcard for £10 (one year). Further information available online.	National Express Enquiry Office Broadmarsh Bus Station Tel: <b>+44 (0)8717 818178</b> <b><a href="http://www.nationalexpress.com">www.nationalexpress.com</a></b>
<b>Coach</b>	Mega Bus	Offers cheap bus travel in some parts of the UK.	Tel: <b>+44 (0)900 1600 900</b> <b><a href="http://www.megabus.com">www.megabus.com</a></b>
<b>Train</b>	National Rail	Save 1/3 of your rail fare with a 16-25 Railcard (£30 for one year or £70 for three years). It is often cheaper to book your rail tickets in advance. Further information available online.	Nottingham Railway Station Carrington Street Tel: <b>+44 (0)8457 484950</b> <b><a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a></b> <b><a href="http://www.thetrainline.com">www.thetrainline.com</a></b> <b><a href="http://www.16-25railcard.co.uk">www.16-25railcard.co.uk</a></b>
<b>Train</b>	Mega Train	Travel to London from £7 each way.	<b><a href="http://www.megatrain.com">www.megatrain.com</a></b>

# Useful websites

## Information about studying at NTU

[www.ntu.ac.uk/international](http://www.ntu.ac.uk/international)

[www.ntu.ac.uk/studentservices](http://www.ntu.ac.uk/studentservices)

[www.ntu.ac.uk/starting\\_at\\_ntu](http://www.ntu.ac.uk/starting_at_ntu)

[www.facebook.com/NTUInternational](https://www.facebook.com/NTUInternational)

## Information about immigration issues

International Student Support Service

[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)

UK Visa and Immigration

[www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

UK Council for International Student Affairs

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

## Information about Nottingham

[www.ntu.ac.uk/nottingham](http://www.ntu.ac.uk/nottingham)

[www.leftlion.co.uk](http://www.leftlion.co.uk)

[www.bbc.co.uk/nottingham](http://www.bbc.co.uk/nottingham)

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

[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

## Information about travel

British Tourist Authority

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

International Students House London

[www.ish.org.uk](http://www.ish.org.uk)

National Express / National Express Airport coaches

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

Megabus (cheap bus fares)

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

National Rail Enquiries (for train tickets)

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

The Trainline (for train tickets)

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

Megatrain (cheap train fares)

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

Nottingham City Transport

[www.nctx.co.uk](http://www.nctx.co.uk)

Nottingham Express Transit  
(Nottingham's tram network)

[www.thetram.net](http://www.thetram.net)

## Living and studying in the UK

UKCISA: UK Council for International Student Affairs

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

The British Council

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

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

National Academic Recognition Information Centre UK (NARIC)

[www.naric.org.uk](http://www.naric.org.uk)

NHS Choices

[www.nhs.uk](http://www.nhs.uk)

Endsleigh Insurance

[www.endsleigh.co.uk](http://www.endsleigh.co.uk)

Equality and Human Rights Commission

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

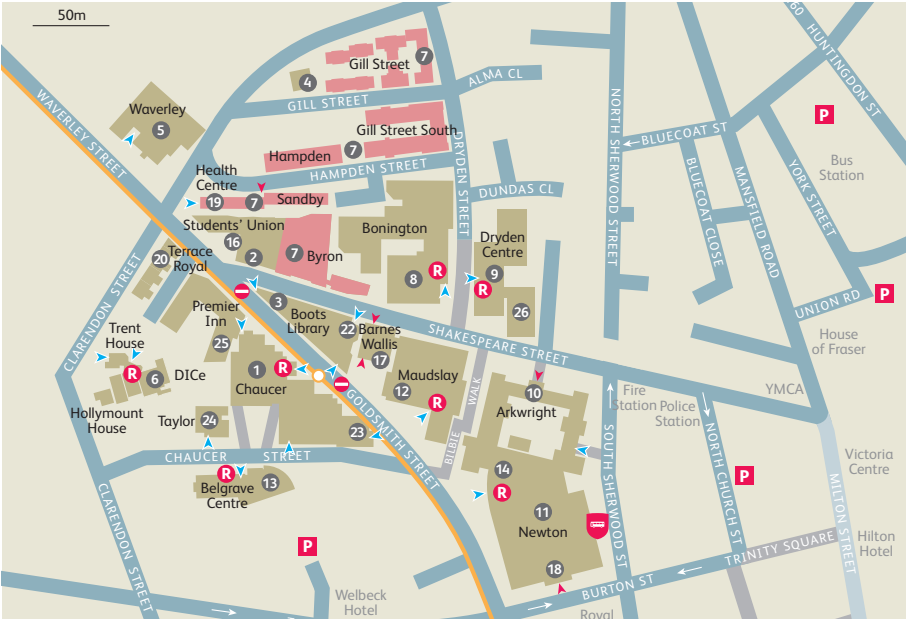
National Union of Students (NUS)

[www.nus.org.uk](http://www.nus.org.uk)

Nottingham Trent Students' Union

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

# City site



50 Shakespeare Street.....	26
Academic Registry.....	9
Arkwright building.....	10
Barnes Wallis building.....	17
Belgrave Centre.....	13
Bonington building.....	8
Bonington Colour Bureau.....	8
Bonington Gallery.....	8
Bookshop.....	1
Boots Library.....	3
Business Innovation Team (BIT).....	1
Central Admissions.....	9
Central Court.....	14
Centre for Broadcasting & Journalism.....	23
Chaucer building.....	1
Chaucer Pin.....	23

## Schools

Nottingham Business School.....	11
Nottingham Law School.....	1
School of Social Sciences.....	1
School of Art & Design.....	5 8
School of Architecture, Design and the Built Environment.....	10 12
School of Arts and Humanities.....	23
School of Education.....	12

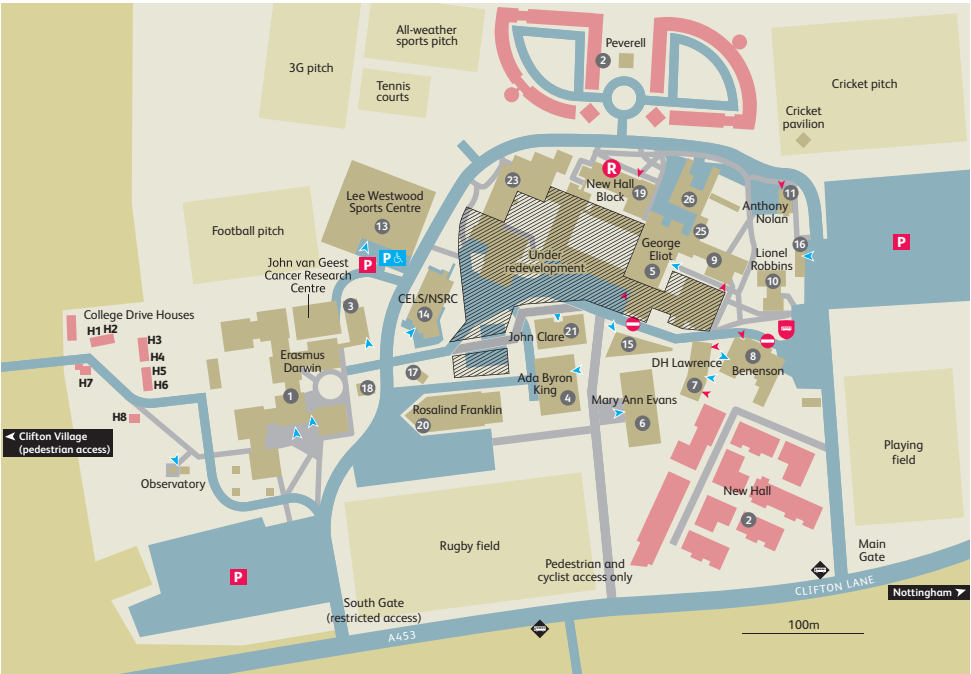
City Sports Centre.....	2
Coffee Bars.....	1 8 14
Djanogly International Centre (DICE).....	6
Dryden Centre.....	9
Employability Centre.....	14
Finance Office.....	9
Health Centre.....	19
Human Resources.....	9
International Development Office.....	9
IoD Business Centre.....	18
IT Operations and Development.....	17
Maudslay building.....	12
Music Centre.....	25
Muslim Prayer Facilities.....	20
Newton building.....	11
Nottingham Conference Centre.....	18

Nottingham Language Centre.....	6
Nottingham Trent International College (NTIC).....	1 13 24
Notts TV.....	23
Occupational Health and Well-being.....	4
Print Shop.....	1
Safety Office.....	9
Shops.....	8 16
Sir Harry and Lady Djanogly Lecture Theatre.....	22
Student Accommodation.....	7
Student Accommodation Services.....	14
Student Services Centre.....	14
Student Support Services.....	14
Students' Union.....	16
Taylor building.....	24
Terrace Royal.....	20
The Hive.....	12
Waverley building.....	5

Security.....	3
Tel: 0115 848 2468	

- ➡ One-way street
- ➡ Pedestrian street
- ➡ Buses, taxis, cyclists and blue badge only
- P Public car parks
- ➡ Entrance
- ➡ Entrance with wheelchair access
- R Main reception
- Student residences
- University buildings
- Tram route and stops
- No entry
- Go2 Uni bus stop

# Clifton campus



Ada Byron King building.....	4	John Clare lecture theatres.....	21	The Place – Spirituality and Well-being room.....	25
Anthony Nolan Trust Research Centre.....	11	Lecture theatres.....	14 19 21	The Point bar and diner.....	8
Benenson building.....	8	Lee Westwood Sports Centre.....	13	The Student Centre.....	9
Bookshop.....	15	Library.....	23	Students' Union.....	8
Catalysis and Nanoscience Laboratory.....	16	Lionel Robbins building.....	10		
CELS building.....	14	Maintenance.....	26		
Crime Scene Training Facility.....	17	Mary Ann Evans building.....	6		
DH Lawrence.....	7	Natural Sciences Research Centre (NSRC).....	14		
Employability Team.....	9	New Hall Block.....	19		
Erasmus Darwin building.....	1	Print Shop.....	7		
Finance Office.....	9	Rosalind Franklin building (Superlab).....	20		
George Eliot building.....	5	Student Accommodation.....	2		
Health Centre.....	9	Student Support Services.....	9		
Imaging and Display Research Facility.....	18	Supermarket.....	7		
Interdisciplinary Biomedical Research Centre.....	3				

Security.....19  
Tel: 0115 848 6600

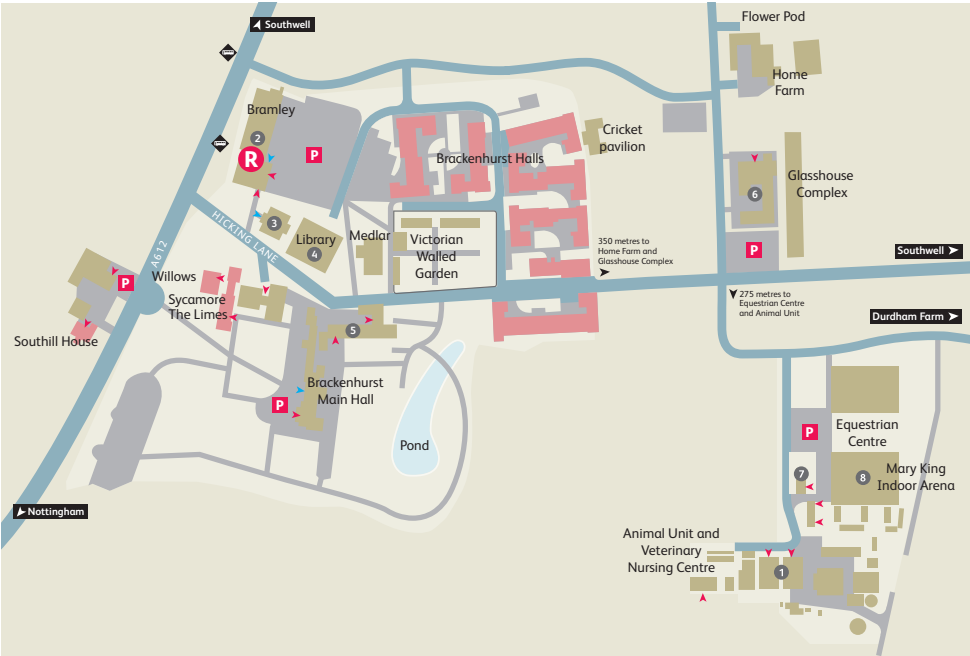
## Schools

School of Arts and Humanities.....	6
School of Education.....	4 10
School of Science and Technology.....	1 3 6 11 16 17 18

→ One-way	R Main reception
▬ Pedestrian walkway	■ Student residences
P Visitor parking	■ University buildings
P (wheelchair) Disabled parking	◆ Bus stops
▶ Entrance	⬮ No entry
▶ Entrance with wheelchair access	⬮ Go2 Uni bus stop

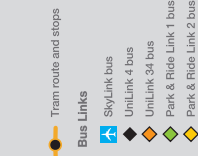
Please note that the Clifton campus is undergoing a significant regeneration programme due for completion in autumn 2015.  
For more information visit: [www.ntu.ac.uk/clifton](http://www.ntu.ac.uk/clifton)

# Brackenhurst campus



Animal Unit and Veterinary Nursing Centre.....	1	Brackenhurst Educational Centre.....	6
Reception and Bramley Teaching Block.....	2	Equine Office and Classroom.....	7
Learning Support (Pippin Cottage).....	3	Mary King Indoor Arena.....	8
Library.....	4	Security.....	3
Students' Union.....	5	Tel: 0115 848 5262	
Engineering and Horticulture Workshop.....	6		

	Pedestrian walkway		Main reception
	Parking		Student residences
	Entrance		University buildings
	Entrance with wheelchair access		Bus stops







## Notes



# Useful contacts

Nottingham area telephone code within the UK: **0115** (Please note: if calling from outside the UK, dial **44 115**; not **44 0115**)

Nottingham Trent University  
Burton Street  
Nottingham  
NG1 4BU  
United Kingdom  
Tel: **+44 (0)115 941 8418**  
**[www.ntu.ac.uk](http://www.ntu.ac.uk)**

International Student Support Service  
Student Support Services  
Tel: **+44 (0)115 848 2631**  
Email: **[int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk)**  
**[www.ntu.ac.uk/internationalsupport](http://www.ntu.ac.uk/internationalsupport)**

Disability Support Service  
Student Support Services  
Tel: **+44 (0)115 848 2085**  
Email: **[disability.support@ntu.ac.uk](mailto:disability.support@ntu.ac.uk)**  
**[www.ntu.ac.uk/ss](http://www.ntu.ac.uk/ss)**

Student Accommodation Services  
Tel: **+44 (0)115 848 2894**  
Fax: **+44 (0)115 848 6413**  
Email: **[accommodation@ntu.ac.uk](mailto:accommodation@ntu.ac.uk)**  
**[www.ntu.ac.uk/accommodation](http://www.ntu.ac.uk/accommodation)**

International Development Office  
Tel: **+44 (0)115 848 8175**  
**[www.ntu.ac.uk/international](http://www.ntu.ac.uk/international)**

International Admissions  
Tel: **+44 (0)115 848 4200**  
Email: **[international@ntu.ac.uk](mailto:international@ntu.ac.uk)**

Finance Income and Debt Management  
Tel: **+44 (0)115 848 6500**  
Fax: **+44 (0)115 848 6477**  
Email: **[FinFinanceIncome&DebtManagement@ntu.ac.uk](mailto:FinFinanceIncome&DebtManagement@ntu.ac.uk)**

Security at NTU  
Chaucer building, City site  
Tel: **+44 (0)115 848 2468**

George Eliot building, Clifton campus  
Tel: **+44 (0)115 848 6600**

Pippin Cottage, Brackenhurst campus  
Tel: **+44 (0)115 848 5262**

Please note that security is open 24 hours a day.

## Nottingham Trent University

Burton Street  
Nottingham  
NG1 4BU  
UK

**Tel: +44 (0)115 941 8418**

**[www.ntu.ac.uk](http://www.ntu.ac.uk)**

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