



International Student Handbook

**Your arrival and reference guide
2011/2012**



For EEA/Swiss students only



For overseas students only

**WW
2011**

For September Welcome Weeks arrivals only

Welcome to Plymouth University!



The International Student Advisory Team

This guide is designed to support new international students in their first few weeks can act as your reference guide in the months to come. We carefully update the information each year and try to include as many suggestions from current students as possible. A printed version of the first section of the handbook is available from ISAS in the International Student Gateway.

We hope you find it useful!

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Getting started: Your first few weeks



Accommodation

Student Accommodation Office

Mary Newman Building

University Allocated Accommodation

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If you have confirmed allocated

accommodation you can move into your room from 10th/11th September 2011 but please check your agreement first.

Choosing University Approved Accommodation

The Accommodation Office will give you;

- 1) a list of available accommodation and contacts
- 2) a map of the area
- 3) further advice and help when choosing private accommodation;

- all properties on the database have been inspected for safety and suitability.
- you should never sign an agreement or make a financial commitment for a property without having seen it first.
- if you are prepared to live further from the campus or take a smaller room, rents

are often cheaper.

- fixed-term contracts for between 40 and 51 weeks are offered for most properties. *These are legally binding and you will be liable for the rent even if you leave before the end of the agreement.*
- sharing a student house means sharing responsibility for cleaning, putting rubbish out for collection and paying rent and bills on time.

When viewing private accommodation;

- ask the landlord lots of questions as you look around.
- read any contract carefully before you sign. Let us check it first if you like.
- discuss the length of contract. If you are not studying for the full academic year, ask the landlord if they can agree to a shorter contract.
- you must pay a damage deposit of around £300 to be returned at the end of the contract subject to the condition of the property.
- find out how much the bills cost and how to pay them.

Letting Agents

Details of letting agents are available via our web pages.

www.plymouth.ac.uk/accommodation



Police Registration

If you are required to register with the Police, a statement will be printed on your visa. You will need to visit the Charles Cross Police Station.

You will need to bring:

- your passport
- 2 passport-sized photos
- £34 (cash only)
- university offer letter/student card

Your statement will say that you must register within 7 days of your arrival however police staff advise students to open a bank account and complete course enrolment first because your passport will be taken from you whilst the registration certificate is prepared.

You will be asked to return to Charles Cross Police Station in person after two weeks to collect your passport and certificate of registration.

It is an important document and should be kept safe. It is valid for the duration of your stay but **must** be renewed every time you extend your

visa or change your address.

Remember: Open your bank account and complete your enrolment document scanning before you register with the police.

Opening a Bank Account

To open an account, all banks will require:

- A valid passport or national identity card **and**
- A university bank letter for students pre-enrolment from ISAS, Roland Levinsky Building. You will need proof of your local address in the form of a tenancy contract when requesting this letter **or**
- A university bank letter for enrolled student from Registry Services which you can request online (overseas students) or from your Faculty Support Office (EU students)

ISAS can provide a list of local banks for you to choose from.

Please note that the bank account opening process may take 3 to 4 weeks in total.

Registering with the doctor

Using UK Health Services



All full time overseas students on a course of 6 months or more are entitled to free medical treatment through the National Health Service.



All EU students on a course of 6 months or more are entitled to free NHS medical treatment. Students on courses of less than 6 months should use their European Health Insurance Card to prove their entitlement where necessary.

University Medical Centre

The university has its own medical centre situated in Endsleigh House. It is important that you register with a doctor at either the university medical centre or at a general practice near where you are living as soon as possible.

For more information visit:
www.umcplymouth.co.uk

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Register with the University Medical Centre on the 16th of September 2011 at the Early Arrivals Fair.

You will be able to register with a female or male doctor of your choice. The Medical Centre also has a nurse who is able to give advice on a variety of health issues. The Centre is open Monday to Friday.

Meningitis

It is recommended that anyone aged under 25 should be given the conjugate Meningitis C vaccination. Contact the medical centre for advice.

MMR

It is recommended that students check that they are adequately vaccinated against Measles, Mumps and Rubella. Contact the medical centre for advice.

Dentists

Both NHS and private dentists are available in Plymouth as well as emergency dental care. Visit the ISAS web pages for more information.

University Enrolment

1: Online pre-enrolment

You may have already enrolled online before arriving in the UK but, if not, you can also complete it in Room 102, Babbage Building. Your computing account will be set up during online pre-enrolment.

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Staff will be on site to assist 9am to 5pm, from the 12th September 2011.

2: Tuition fee payment

It is your responsibility to pay your tuition fees before enrolment. You can pay them in the Finance Office, ground floor, Isaac Foot Building. Failure to pay any subsequent fee instalments will result in your deregistration from the university. This means you will not be permitted to continue with your course and if you are a Tier 4 student visa holder the university will have to report you to the UKBA.



3: Visa holders document scanning

All universities are now required by UKBA to keep a copy of your passport and UK visa. You will be given a receipt to take to your university enrolment with your faculty to confirm you have had your passport and visa scanned. Document scanning will take place in the International Student Gateway, Roland Levinsky Building between 10am and 4pm, Monday to Friday.

4: Module enrolment

You may have to attend this session to select any optional modules. Check your faculty induction programme for the date and time.

5: University registration

You must attend this session to fully enrol on your course and to collect your university id card. If you are an overseas student visa holder you must present your document scanning receipt. Check your faculty induction programme for the date and time.



Tier 4 Student Visas

Extending your student visa under Tier 4

If you will need to extend your visa to continue or complete your course you must;

- attend a visa information session to receive an application pack and full instructions.
- apply for a CAS www.plymouth.ac.uk/isas
- provide any original qualifications listed on your CAS statement
- provide original evidence of your finances in the form of bank statements or an official sponsorship letter
- submit your application to International Student Advisory Service at least two weeks before your current student visa expires.
- attend a biometric ID card appointment.

Complying with your Tier 4 student visa

As a Tier 4 student visa holder you must comply with the conditions of your visa. This means you must;

- study at the institution that issued you with the CAS that you used for your visa application. Any changes must be reported to the UKBA.
- study on the course that was detailed on the CAS used for your application. Any changes must be reported to the UKBA.
- attend your course and swipe in with your ID card when required at the International Student Gateway.
- tell your faculty about any unavoidable absences.
- not withdraw from, suspend or defer your course unless you intend to return home or make a visa application for a new institution. Any withdrawals, suspension or deferrals must be reported to the UKBA.
- only work up to 20 hours per work during term time and full time during specified university holidays.

Failure to comply with the above will result in the university making a report about you to the UK Border Agency.

Culture Shock

When coming to study and live in a different environment for a length of time, you will probably experience some form of culture shock. This is a normal reaction to change. If you think about it, you will be experiencing:

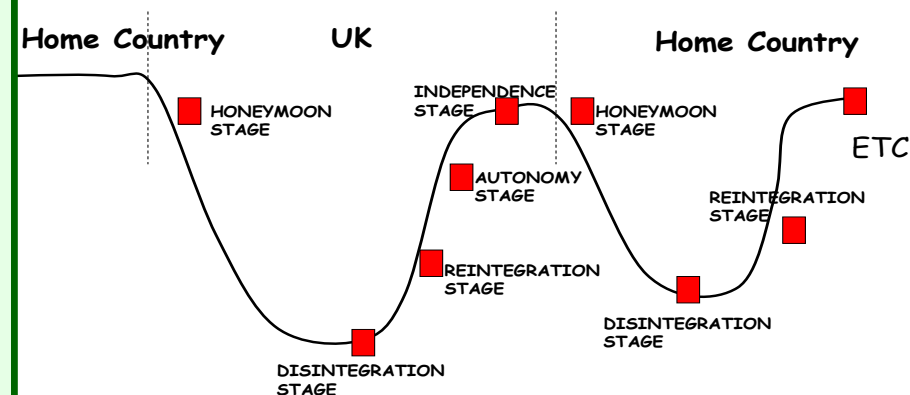
- a different climate
- different expectations
- different foods
- different rules
- maybe a different language
- and more

This may impact upon you and how you feel about your situation and yourself.

The diagram below shows the ups and downs of your emotional state. Many students new to the university experience this, but it is useful to be aware of how you feel and what you can do about it.

The International Student Advisory Service has experienced advisers who are available for you to talk with, in confidence, to discuss your issues and share strategies to deal with the situation. Remember, you are not alone, we have all experienced culture shock at different times in our lives!

You may experience this



Getting Started: Essentials

Banks

Banks are usually open between 9.00 and 17.00, Monday to Saturday. Even when closed, most banks have an ATM facility which allows you to take cash out from a machine.

HSBC 4 Old Town Street / 65 Mutley Plain

Barclays 140 Armada Way / 48 Mutley Plain

Lloyds TSB 8 Royal Parade / 53 Mutley Plain

NatWest 12-16 Old Town Street

Santander 161 Armada Way

Shopping

Shops are usually open Monday to Saturday, 9.00 to 17.30 and Sunday from 11.00 to 16.00. Smaller shops may not open on a Sunday. Supermarkets are usually open until around 22.00 most evenings.

Local food shops and supermarkets

Co-operative Regent Street & Mutley Plain

Iceland (frozen food) Mayflower Street (City Centre)

Sainsbury's Armada Centre (City Centre)

Somerfield Mutley Plain

Spar (24 hour) North Hill

Students' Union shop open 9am to 4.30pm Monday to Friday

Tesco Express Cobourg St (City Centre) & Mutley Plain

Tesco Metro New George St (City Centre)

Markets

Plymouth Pannier Market Cornwall Street

International/specialist foods

Continental Food Centre 148 Cornwall St (City Centre)

Sultan Delicatessan 41 Mutley Plain

Worldwide Foods 138 Cornwall St (City Centre)

KW Foods 5 Brunswick Rd, PL4 0NP

Household goods

Getting Started: Essentials continued

For good value household items such as bedding, (sheets, duvets, pillows), toiletries, stationery and kitchen equipment try:

Wilkinsons Armada Centre, City Centre

Poundland Royal Parade, City Centre

Eating Out

University cafes

Most are open 9am to 4pm during term time and have reduced opening during holidays.

Bank Café

Loafers Sandwich Bar

Cookworthy Café

Pilgrims Café

Enterprise Café

Southside Café

Francis Drake Café

Portland Café

Isaacs

Students' Union Café

Library Café

The Zone

Local restaurants, cafes and takeaways

There are also lots of different options for eating out in Plymouth to suit all budgets and tastes. A few examples are listed below. Ask other students for more ideas.

Al Basha (Middle Eastern) 51 Regent Street

Eastern Eye (Indian) 57 Notte Street

Ibby's (sandwiches) 81 North Road East (near JSV)

Jakes (fast food/takeaway) 5 Regent Street

Lorenzos (Spanish tapas) 26 Derry's Cross

Mutley Spice (Indian) 58 Mutley Plain

Perillas (fish and chips) 1A Ford Park Rd, Mutley Plain

Positano (Italian) 36 Mayflower Street

The Souk (Moroccan) 6 Harbour Avenue, Sutton Harbour, near the Barbican



University Life

2011 / 2012 Term Dates

	Start	End
Autumn Term	26/09/11	16/12/11
Spring Term	9/01/12	30/03/12
Summer Term	23/04/12	25/05/12



International Student Advisory Service

International Student Advisors

Pat Blower, Sarah Amador,
Emma Jordan

The named International
Student Advisors are the only
approved staff at Plymouth
University that can offer
immigration advice to
students.

International Student Administrators

Emma Morgan
Nina George

International Student Receptionist

Sarah Dunstall

Information and Advice

We specialise in giving
confidential advice to new and
current students at Plymouth
University.

**We offer the following
immigration services:**

Tier 4 student visas

- Visa extension application tutorials
- Visa extension application and document checking service
- Dedicated postal service for students (Student Batch Scheme)
- Dedicated premium service for students (Cardiff Public Enquiry Office)
- Advice on rejections and refusals



*Immigration advice
and services
regulated by the
Immigration
Services
Commissioner*

International Student Advisory Service continued

Tier 1 (Post Study Work) (ending April 2012)

- Visa application tutorials
- Weekly drop in session

General Immigration

- Student visitor visas
- Entry clearance correction scheme
- Visas for dependants
- Visas for visiting family and friends
- Visitor visas for students
- Tier 2 (Sponsored worker)
- Visas for Europe
- Tier 4 work regulations
- EU/EEA work regulations
- Police registration

We also offer information and advice on the following:

- Culture shock
- Money
- Council tax
- General academic queries
- Health
- Living in the UK
- Personal Issues

We provide:

- **information desk**, attendance scanning and document enrolment point, International Student Gateway, Roland Levinsky Building

- **online information guides** and latest news and updates for international students at www.plymouth.ac.uk/isas
- **e-guidance** at

international.advice@plymouth.ac.uk

We aim to respond to most email queries by the next working day.

- regular **e-newsletters** sent directly to your student inbox with relevant news and events.

International Advice Appointments

Available Monday to Friday
10.00 - 12.00
14.00 - 14.00

Make your appointment at
international.advice@plymouth.ac.uk

or drop in to
**International Student Gateway,
Roland Levinsky Building**

Student Immigration FAQs frequently asked questions

I think I have been given the wrong end date on my Tier 4 entry clearance visa...

Make an appointment with an advisor to see if you are eligible for the Entry Clearance Correction Scheme that can amend your visa expiry date, free of charge.



My Tier 4 student visa is expiring...

Join one of our visa tutorials where you can get an application form and advice on the documents you will need.

My Tier 4 student visa is for another institution...

You will need to make a new Tier 4 visa application before you can enrol on your course. Make an appointment with an advisor to discuss how you can do this.

I'm thinking of changing course, not enrolling this year, withdrawing/suspending my course...

Make an appointment with an advisor to discuss how any changes to your course of study will affect your immigration status in the UK.

I'm thinking of inviting my family to stay with me in the UK...

Check our web pages or drop in to see us about applying for dependant visas or visitor visas for your family.

Visit the International Student Gateway, Monday to Friday, 9am to 5pm to make an appointment

international.advice@plymouth.ac.uk
www.plymouth.ac.uk/isas



Immigration advice and services regulated by the Immigration Services Commissioner.



*transforming lives
through experience*
www.upsu.com

Student Parliament

UPSU's main democratic body where 50 elected student representatives discuss student issues and make big union-wide decisions. Student Parliament is the centre of student thinking on campus. You can get elected to represent students and help ensure UPSU is run for students, by students.

UPSU Advice Centre

Free, professional and confidential advice and support. Independent from the university and staffed by highly qualified advisors drop in (1st floor) or telephone (01752 588373)

advice@su.plymouth.ac.uk

Sports

Sport at UPSU is a great way to make new friends, learn new skills and display your talents so whether you see yourself as a footballer or a golfer then UPSU sports are for you! Joining a sports team can really give your university life a boost.

Societies

Run by students for students, providing the opportunity to develop skills, meet people and enhance employability. Over 100 societies to choose from including Trips Out!

Volunteering

National award-winning volunteer department providing high quality experiences to over 1400 students. A free society for all to join!

volunteer@su.plymouth.ac.uk

Events and Entertainment

Live music, international nights, quizzes, world sports, food festivals and much more. Annual campaign weeks including One World Week and Green Week. If you want to organise a night in the SU, email

ents@su.plymouth.ac.uk

NUS card

Great discounts in lots of shops nationally and online!

TRIPS OUT! excursions and activities

UPSU TRIPS OUT! arranges excursions to local and not so local place of interest. All students will have the chance to explore places of historical interest, cities, world heritage sites and places of natural beauty at a low cost with all travel arrangements made for you.

To join the TRIPS OUT! society and to book your place on the trips you are interested in visit The Hive in the Students' Union.

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Join TRIPS OUT! on the 16th of September 2011 at the Early Arrivals Fair.

Family members are welcome on excursions!



ISAS offers a £10 Trips Out Voucher to be used towards payment on an excursion for every new overseas (non-EU/EEA/Swiss) student.

Collect yours in the international student gateway!



Dartmoor and Princetown



Stonehenge



Local Beach

Clubs & Societies

Postgrad Society

Meet with other postgraduate students socially and join trips and events for you and your family.

pgsoc@plymouth.ac.uk

Chinese Students & Scholars Association

Celebrate Chinese festivals and meet people from all over China.

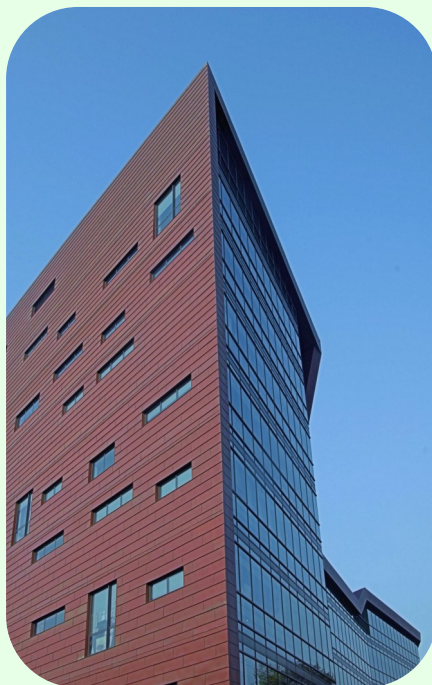
To find out more email :

cssaplymouth@googlemail.com

Plymouth Societies

South Asian Society

The South Asian Society was founded in the year 2003. The main aim of this society is to create a cultural, social and mutual support network for Devon and Cornwall's increasingly large South Asian community.



English Language Support

Available to all international students on full-time courses

- Friendly tutors
- Free weekly classes
- Email support
- Personal one to one sessions

www.plymouth.ac.uk/elc

Services for students

Careers

Gateway, Roland Levinsky
Job Shop: part-time work, careers guidance, CV writing, employability centre

Counselling

4 Portland Mews
For confidential appointments to discuss personal and emotional difficulties

Learning Development

Gateway, Roland Levinsky
To improve your skills in essay writing, presentations, reading and note taking


Multi-Faith Chaplaincy

1 Kirkby Place
Supporting students of all faiths.

Disability Assist

Gateway, Roland Levinsky
Assistance for students with disabilities/dyslexia and other special learning difficulties

Student Funding

 *Room 1, Issac Foot Building*
Information for EU students regarding tuition fee loans and student financial support

Computing

On campus there are dedicated computing open access areas with networked PCs available to students on a first-come basis. All PCs offer a wide variety of general and specialist software running on Windows XP. Learning materials, faculty/

school information, support services, email, the internet, online databases and e-journals, and personal work files are all accessible through the web-based student and postgraduate portals.

<https://student.plymouth.ac.uk>

Student Computing Enquiry Desk

Visit: Library Open Access, Ground Floor, Monday to Friday, 08.30 -17.00

Call: (01752) 588900 Email: openaccess@plymouth.ac.uk

The International Series

In term 2 ISAS co-ordinates a special series of events, lectures and tutorials to assist international students in preparing for your future. The series will cover many different aspects including careers, employability, immigration, personal skills and much more. Look out for the international Series announcements from January to see how you can get involved.

Plagiarism

Plagiarism is the copying of someone else's ideas/ words and using them as your own work. Using someone's words without adequate references, copying and pasting text from the internet and sharing written work with other students are all examples of plagiarism. The university now uses advanced software to search students' work for plagiarism. All cases will be dealt with according to the student disciplinary procedure.

Student Handbook

The online student handbook is your essential guide to the Plymouth University academic system.

It includes the University rules and regulations and it is your responsibility to read and understand the regulations. If you require further guidance or clarification, contact ISAS. The rules and regulations include the procedures for all aspects of academic life including making complaints, academic appeals, re-sit exams, resubmitting coursework, repeating modules and submitting extenuating circumstances.

[Plymouth University Rules and Regulations](#)



Life in Plymouth



Leisure Time

Eating out

There is a wide range of cafes and restaurants in Plymouth to cater for all tastes and budgets. Many pubs also serve food and often have special deals.

Pubs, Bars and Clubs

Going out to a pub and then on to a club is a popular past time for many people and in Plymouth there are many to choose from. Some places are more student friendly than others and may offer special discounts or drinks promotions. Most pubs and bars also serve hot and non-alcoholic drinks.

Cinemas and Theatres

Most cinemas and theatres offer a student discount.

Reel, Derry's Cross: for blockbusters and mainstream films.

Plymouth Arts Centre, Looe Street: for alternative and international films.

Vue, Barbican Leisure Park: for blockbusters and mainstream films.

Theatre Royal, Royal Parade: for musicals and nationally touring plays and productions.

Barbican Theatre: For local plays, drama, dance and workshops.

Sports

The University has its own gym and squash courts on the Plymouth campus. UPSU also runs many sports clubs so check with them to see if there is team or club to suit your interest. There are also several leisure centres in Plymouth which offer facilities such as swimming, ice skating, badminton, squash and aerobic classes.

Mayflower Centre, and Central Park Pool, Central Park

Pavillions, Millbay Road



Exploring Plymouth

Tourist Information

For maps and leaflets: Plymouth Mayflower, Barbican (01752) 306330

The Hoe

For great sea views visit the Hoe. With views over Mount Edgcumbe and Plymouth Sound and the chance to take a trip up the lighthouse, or a whirl on the wheel, it is a great place to start your familiarisation with Plymouth.

The Barbican

This historic marina area of Plymouth is a popular place for tourists, students and locals. It is from here that the Pilgrims set off on their journey to found America in 1620. Now it is a bustling place with cafes, bars and shops to enjoy.

Boat Cruises

How about viewing Plymouth from the sea? Join one of the many boat cruises that leave from Mayflower Steps and Phoenix Wharf on the Barbican. Choose from a tour of the Naval Dockyard, a trip over to the village of Cawsands, Mount Batten or

even fishing trips at sea!

Mount Edgcumbe

This beautiful house and garden is just across the water from Plymouth but easy to get to via the Cremyll Ferry from Admirals Hard, Stonehouse.



Exploring the South West

Beaches

There are many lovely beaches in Devon and Cornwall and lots are easy to reach by public transport.

Newquay

Newquay is the surfers' paradise of the UK. Catch a train there and learn to surf or spend the day on the beach.

Dartmoor

Dartmoor is one of Devon's and

indeed the UK's most well known landscapes. With spectacular moorland vistas, charming villages and wooded valleys it is a magnificent place to explore and it is no wonder that it has been the inspiration of many artists and writers including Arthur Conan Doyle, the creator of Sherlock Holmes.

www.traveline.org.uk gives you simple travel options for where you want to visit.

British Culture

Queuing-Some say that standing in queues is a favourite British past-time! Queue etiquette can be complicated so try to observe what others are doing and follow them.

Punctuality-Timetables for lectures, tutorials and meetings with tutors are very tightly scheduled and it is important not to arrive late. Some lecturers may refuse you entry to a class if you do.

Pub-British pubs are not only a place for drinking but for meeting friends and eating out too. However some people can be surprised at how much alcohol British people drink. Pubs are nearly always self-service; you must order your own drinks at the bar.

Greetings-When a British person greets you with "Alright?" they mean "Hello"! You can answer back with "Alright?" too!

Weather Talk-British people like to talk about the weather. It is usually a way to start a brief conversation between strangers but you will find that many meetings start with a chat about the weather (especially if the weather is bad!).

Places to Practise your Faith

Britain is multi-cultural and most of the world's major religions are practiced here with absolute freedom of worship. Multi-Faith Chaplaincy are open 10am till 4pm every

weekday during term time, and offer a quiet room for prayer, reflection, meditation or just a place to think. There is also an Islamic Prayer Room located in our premises.

Local Faith Centre	Address in Plymouth	Contact Number
Buddhist	Ashoka Centre, 23 Prince Maurice Road, Lipson	01752 224137
Chinese Cultural Development Centre	6 Headland Park, North Hill	01752 266866
Orthodox Church	Central Road, West Hoe	01752 215503
Jewish	Synagogue Chambers Catherine Street	01752 263162
Plymouth Islamic Educational Trust (PIETy)	19 Greenbank Avenue St Judes www.pietruk.org/home.php	0845 3105392
Islamic	Islamic Centre, North Road East	01752 662330
<u>Plymouth Centre for Faiths and Cultural Diversity</u>	3A Watts Road, St Judes	01752 254438

Keeping you and your belongings safe

Although Plymouth and the university are considered safe places we recommend that you follow the safety advice below:

- Keep your room locked whenever you are out.
- Take out insurance for your personal belongings.
- Do not leave your property unattended anywhere.
- If you own a bike, buy a good quality lock.
- Avoid walking alone at night especially in the Union Street and North Hill areas and in isolated places.
- Be cautious of strangers who seem overfriendly/drunken or behaving strangely.
- If you are unsure about a situation or person, ask someone you trust.

Racial Harassment

Britain is multi-cultural and

multi-racial but unfortunately, there are individuals and minority groups who are racially prejudiced. Racial verbal abuse, harassment or violence is against the law and should be immediately reported. There are several ways to report an incident:

- If you are in danger you should telephone 999.
- You can telephone the Diversity Team at Charles Cross Police Station on 08705 777444
- You can go to any Police Station in person.
- You can visit www.report-it.org.uk
- You can visit ISAS, Roland Levinsky Building
- You can visit UPSU advice, Student's Union.
- You can complete a Racist Incident Report Form, available on the Student Portal (anonymously or named to request feedback and support)

To be able to offer you the support you need and to tackle racism directly we encourage you to report any incident, however minor.

Information for Families

Accommodation

The Student Accommodation Office has introduced measures to try and make finding a suitable home for you and your family as straightforward as possible. They can talk you through the process including how to pay deposits and rent in advance, signing contracts and guarantee information.

Nursery and Childcare

Plymouth University has its own "Freshlings Nursery" on campus which looks after children between the ages 0-5 for staff and students. Demand is high and places are limited, so it is advisable to book your place as soon as possible. Contact Barbara MacPherson, Child Care Manager for further details. A list of other registered providers is available through the Plymouth Children's Information Service on 0800 783 4259

Schools

The Plymouth City Council Website: www.plymouth.gov.uk will

provide you with information about schools in Plymouth and the admissions procedures you will need to follow to register your children in a school. Whether your child attends Primary or Secondary school will depend on their age. The website

www.plymouthparentpartnership.org.uk

offers useful guidance for choosing a school for your child.

Dependants



EEA Students

The partner/child of an EEA student is free to live and work in the UK.

It is likely that partners will be liable to pay council tax (if they are not a full-time student).



Non EEA Students

The spouse, civil partner or child of a non EEA student is likely to require a dependant visa to be able to live in the UK with the student. Dependents of non EEA students are usually exempt from the payment of council tax.

Part-time jobs

Many students take on a part time job whilst studying although it is often not easy to find a suitable position. It is not advisable that you rely on getting a job to fund your studies. Full-time degree courses are time consuming and demanding and taking on a job could jeopardise your academic success.



EEA Students

All EEA nationals are free to take employment without having to seek any kind of permission to work. However if you are a national of Bulgaria or Romania you may have to register for an Accession Worker Card. Further details about the Scheme are available at: www.ukba.homeoffice.gov.uk/workingintheuk



Non-EEA Students

Most students studying on a course of more than 6 months are allowed to do some work whilst in the UK. There are certain restrictions on the

amount and type of work you can take. You can look at your visa to find out if you have permission to work or not. Students with a work restriction must follow these conditions;

- You can work up to 20 hours a week during term time and full-time during holidays and when doing a work placement year approved by the University. You can work 10 hours a week if you are on a foundation course.
- You must not engage in business, self-employment or the provision of services as a professional sports person or entertainer.
- You must not pursue a career by filling a permanent full-time vacancy.

National Insurance Numbers

You do not need a NI number to apply for a job and get paid. However many employers insist that you have one. Once you are looking for a job you can make an appointment for National Insurance Interview by telephoning 0845 6000643.

Useful information

Council Tax

Council Tax is a fee payable to local authorities for public services. Full-time students are, in most cases, entitled to a 100% exemption. If you receive a bill requesting that you pay council tax please request a letter of exemption from your faculty.

Driving

Laws and regulations for driving and owning a car in the UK are strict. Take a look on our web pages for more information.

HOST

Would you like to visit a British home for one day, a weekend or for a few days over Christmas or Easter? Would you like to meet British people and make new friends? Visit our website for more information on how HOST can offer you this chance.

Insurance

For student belongings, travel and medical insurance try www.endsleigh.co.uk

IT Vending Machine

Available in Babbage Open

Access to purchase DVDs, memory sticks etc.

Parking Fines

Plymouth has many controlled parking zones, especially in the city centre and around the university. This means that parking is only permitted with a council permit or a parking ticket from a pay & display machine. You can be fined for not having the right ticket.

www.plymouth.gov.uk

Postal Services

Post Offices are usually open on weekdays from 9.00-17.30. The main Plymouth Post Office can be found at St Andrews Cross and there is a smaller shop on Mutley Plain.

www.royalmail.com

Rubbish & Recycling

If you are living in private accommodation you will be expected to organise your own rubbish. Council collections are once a week. You must ensure that your refuse is not placed out for collection until 6pm the evening before collection and no later than 6.30am on the scheduled day otherwise you can be fined. If you have a green bin/box/bag then you can recycle some items.

Smoking Ban

Smoking is banned in all enclosed public spaces. You can be fined for not following the regulations.

www.smokefreeengland.co.uk

Storage and Shipping

There are several companies in Plymouth that offer secure summer storage for students. Take a look at some local suggestions on our website. For international shipping services try Tudor Freight.

Telephoning

To stay in touch with home and friends you can use:

International Phone Cards

Use on public or private phones, can be bought in University Wines, North Hill and other shops.

Mobile Phones

Pay-as-you-go or contract. Check contracts carefully before signing.

www.skype.com

Free international calls through the internet, available in Babbage Open Access. Headset needed.

Television Licences

If you are in halls you will require a TV licence if you own a television. If you are in private accommodation you

will normally only require one per household.

www.tvlicensing.co.uk

Transport

Bus The bus companies in Plymouth are First Western National and Plymouth City Bus. First Western National has an office at Bretonside Bus Station (01752) 402060. Timetables for Plymouth City Bus are available from their office in Debenhams on Royal Parade (3rd Floor) (0845 077 2223). Discount season tickets are available for full-time students.

Train The main train station in Plymouth can be found just off North Road East, only a short walk from the university. You can obtain train timetables from; www.nationalrail.co.uk

Full-time students are eligible for a *Young Persons Railcard*, which will get you 1/3 off most tickets prices.

Coach National Express run coaches all over the UK. A *Young Persons Coachcard* offers savings of around 30% and are available to full-time students. Coaches depart from Bretonside Bus Station. You can purchase tickets and discount cards online at www.nationalexpress.co.uk

UKCISA

ISAS operates according to the UKCISA / AISA Code of Ethics. UKCISA is an organisation that provides advice and guidance for international students studying in the UK. It has a useful website with regularly updated guidance sheets and has an advice line especially for student queries.

www.ukcisa.org.uk

Tel: 020 7107 9922

(Monday-Friday 13.00-16.00)



Useful Contact Telephone Numbers

	Vue Cinema	08712 240240
L	Reel Cinema	(01752) 225553
E	Plymouth Arts Centre	(01752) 206114
I	Theatre Royal	(01752) 267222
S	Barbican Theatre	(01752) 267131
U	Mayflower Sports Centre	(01752) 564564
R	& Central Park Pool	0870 3000010
E	Pavillions Leisure Centre	0845 1461460
	Tourist Information	(01752) 306330
T	Plymouth City Council	(01752) 668000
R	First Devon and Cornwall Buses	0845 6001420
A	Plymouth Citybus	(01752) 264217
V	National Rail Enquiries	08457 48 49 50

H E L P	Emergency (Police/Fire/Ambulance)	999 (or 112 from a mobile phone)
	University Security	(01752) 233210
	Charles Cross Police Station	08452 777444
	NHS Direct (medical advice)	0845 4647
	Samaritans 24hr Counselling Service	08457 909090
	UKCISA Student Advice Line	0207 1079922
U N I V E R S I T Y	International Student Advisory Service	(01752) 587740
	Medical Centre	(01752) 222341
	Student Counselling	(01752) 587701
	Chaplaincy	(01752) 587760
	English Language Support	(01752) 585500
	Student Accommodation Office	(01752) 588644
	Freshlings Nursery	(01752) 588550
	Learning Development	(01752) 587750
	Careers and Employability	(01752) 587456
	BLIS	(01752) 585697
	Student Funding	(01752) 587680
	Disability Assist	(01752) 587662
	Student Computer Enquiries	(01752) 588900
	Students' Union	(01752) 588350
	Students' Union Advice	(01752) 588373
	Gym and Squash Courts	(01752) 588510

INTERNATIONAL STUDENT ADVICE WITH PLYMOUTH UNIVERSITY

International Student Advisory Service Plymouth University

Visit:

International Student Gateway
Roland Levinsky Building
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

Call:

01752 578840

Email:

international.advice@plymouth.ac.uk

Web:

www.plymouth.ac.uk/isas