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A WARM WELCOME TO ALL OUR EXCHANGE STUDENTS!

Dear Student,

Studying in Birmingham can be an exciting and challenging experience as well as an opening of your social and cultural horizons! This guide has been carefully compiled to provide essential information to prepare your experience at UCB. You will find critical information about courses, housing, student life and practical tips for your stay here in Birmingham. Please check the Student Web Portal regularly <http://students.ucb.ac.uk/> in order to remain updated on academic issues concerning your stay.

Further information relevant to your day-to-day experience in the UK will be provided during the orientation session. However this guide should give you a good idea of what to expect upon arrival.

We hope you will make your stay a positive and enriching experience!

The Student Exchanges Team

0121 232 4121 – I.wain@ucb.ac.uk or Erasmus@ucb.ac.uk

7th Floor – International Students Centre



HOW TO USE THIS GUIDE

Coming to study in another country is an exciting experience and we know you will have many questions. This handbook has been compiled with you in mind and we hope that the information it contains helps to answer some of these questions you may have and for you to plan for your studies in the UK.

You should read the entire guide as much of the information will be relevant to you. We recommend that you print the guide and keep it in your hand luggage when you travel to the UK. You will then have all the instructions on arrival and useful telephone numbers will be easily accessible.

We also strongly recommend that you take a look at the British Council's website www.educationuk.org. It will provide you with very useful information and give you an exciting preview of life in the UK!

ANY QUESTIONS:

If, after reading this booklet, you still have questions, please feel free to contact Lynn Wain, the Exchanges Administrator (l.wain@ucb.ac.uk)

YOUR ARRIVAL CHECK LIST

These checklists are a starting point for your planning.

You may want to add to it as you read this guide.

Before you arrive

- Have a valid passport / ID card
- Obtain your visa (if applicable)
- Make sure you have travel/medical insurance if you are an international student or an EHIC (European Health Insurance Card) if you are an EU student
- Apply for accommodation
- Book transport to Birmingham
- Book Airport Meet and Greet
- Read the preparation emails
- Plan your budget
- Prepare for your studies

When you arrive

- Tell your family you have arrived
- Complete enrolment
- Get your student ID card
- Open bank account (if required)
- Obtain NI number if you wish to work while you are here. (Check the terms of your visitor visa if you are an international exchange student)

Need Help?

If you are uncertain about what to do, have any worries in the first few weeks of term or want advice before you come to University College Birmingham, we will be very happy to help you.

The Exchanges Team

TRAVELLING TO THE UK

Travelling to Birmingham

The closest airport to Birmingham is **Birmingham International Airport**. It is strongly recommended that where possible you aim to fly into Birmingham International Airport. Semester 1 and Full Year students are also advised that you should aim to arrive at the University on the arrival weekend of Saturday 1st and Sunday 2nd September 2018. The University provides a free airport collection service from Birmingham International Airport for our International/European exchange students. Please see the link below for our Meet & Greet service: <http://admissions.ucb.ac.uk/meet-and-greet>. Further details can be found on page 8 of this booklet.

Flying into an Airport other than Birmingham?

If you are flying into another airport in the UK (London Stansted or London Luton, for example), you can catch a National Express bus to Birmingham Airport. On arrival at Birmingham Airport, go to the Arrivals section where you will see the UCB Meet and Greet team. You must inform us at what time you are scheduled to arrive at Birmingham Airport. Simply complete the 'Meet and Greet' form on the UCB website, stating the time your coach will arrive at Birmingham Airport followed by (National Express). Please note that this service is only available on the dates listed on the Meet and Greet section of the UCB website.

Finding your way to Birmingham and UCB Student Accommodation

If you are unable to use the 'meet and greet services' described on page 8 please check the following information to help you plan your journey to our campuses:

Option 1: Taxi - costs approximately £35-£45, takes approximately 30 minutes

Signs in the airport will show you where you can get a taxi, and the taxi can take you directly to your University accommodation. This is the quickest way to get to the

campus from the airport and is particularly recommended if you are arriving late in the evening or if you have heavy luggage.

Option 2: Train – costs approximately £10, takes approximately 15-20 minutes

There is a free monorail service called 'Air Rail Link' between the airport and Birmingham International train station. You can board the Air Rail Link from the second floor of the Terminal 1 Departures area at the airport. The Air Rail Link takes two minutes to get to Birmingham International train station and operates between the hours of 05:15 and 02:00 daily. You will then need to take a train to Birmingham New Street train station. Once you are at Birmingham New Street train station, get a taxi to your accommodation (more convenient especially with heavy luggage than walking).

What happens when I get to the UK

Passport Control

When you arrive at the airport you will pass through immigration control before collecting your luggage. You will need to have your immigration documents ready to be checked and you should also remove any sunglasses if wearing them. ***You must be prepared to be asked questions by the Border Force Officer in English and answer in English.***

Collecting Luggage

After immigration control you will be able to collect your baggage from the carousel.

Customs

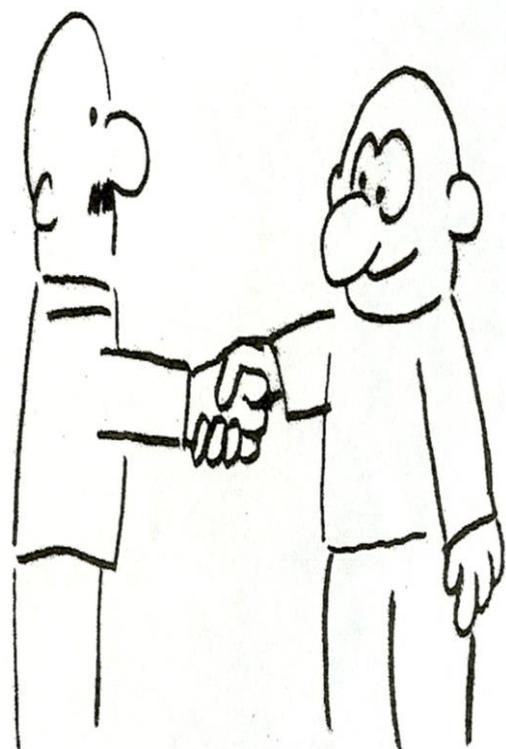
You must check the rules on what you can bring to the UK carefully. You will need to go through the area marked as customs and will have to declare certain items. If you do not declare these items you will be committing an offence and can be fined:

- Money over £7,500 or equivalent in other currencies must be declared.
- Alcohol, tobacco, perfume and souvenirs above the permitted duty/tax-free allowances must be declared.
- Food is also restricted and certain products including meat and dairy are not allowed into the UK.

- **If you do not declare banned or restricted goods:**
- You could face long delays and the goods will be seized and destroyed
- You may be prosecuted.

AIRPORT MEET AND GREET SERVICE

Airport Meet and Greet Service



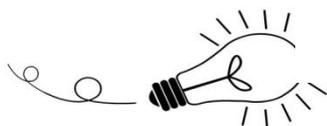
On certain dates during September 2018 (semester 1) and January 2019 (semester 2), we will have UCB representatives in the arrival halls at Birmingham International Airport to meet you when you arrive. The UCB representatives will escort you to pre-arranged transportation, which will take you to your Halls of Residence or to the University Campus if you would prefer.

As you are an Exchange student you should select the following dates 1st or 2nd September 2018 for Semester 1. (There are additional dates available if you are unable to arrive on 1st or 2nd September.) Dates for Semester 2 will be advised at a later date.

This service is available between 8am – 10pm, but you do need to register so as we know when you are coming. For details and registration please visit:

<http://www.ucb.ac.uk/our-courses/international/airport-welcome-our-meet-and-greet-service.aspx>.

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EXCHANGE STUDENTS INDUCTION **& ENROLMENT DATES**

KEY DATES

ENROLMENT DAY - SEMESTER 1 (AUTUMN TERM)

- Monday 3 September 2018

If you are arriving later than 3 September, please contact Lynn Wain in the International Student Centre on l.wain@ucb.ac.uk in order that arrangements can be made to enrol you.

ORIENTATION - SEMESTER 1

- 3 - 14 September 2018
 - A two week introduction to UCB and the City of Birmingham including:
 - Sessions introducing key members of staff
 - UCB facilities and Study Support
 - language classes
 - Using the Library and UCB's IT facilities

- Teaching begins on Tuesday 18 September 2018

ENROLMENT DAY - SEMESTER 2 (SPRING TERM)

- Monday 21 January 2019

If you are arriving later than 21 January, please contact Lynn Wain in the International Student Centre on l.wain@ucb.ac.uk in order that arrangements can be made to enrol you.

ORIENTATION - SEMESTER 2

- 21 January – 25 January 2019
 - A one week introduction to UCB and the City of Birmingham including:
 - Sessions introducing key members of staff
 - UCB facilities and Study Support
 - language classes
 - Using the Library and UCB's IT facilities

- Teaching begins on Monday 28 January 2019

TERM DATES & HOLIDAYS

ACADEMIC DATES

■ Semester 1

➤ 18 September 2018 until 14 December 2018

➤ **Semester 1 Examinations**

▪ 7 January until 11 January 2019

■ Semester 2

➤ 28 January until 17 May 2019

➤ **Semester 2 Examinations**

▪ 20 May until 24 May 2019

HOLIDAYS

■ Christmas Holiday

➤ 17 December 2018 until 6 January 2019

■ Easter Holiday

➤ 13 April until 6 May 2019 (Monday 6 May is May Day)

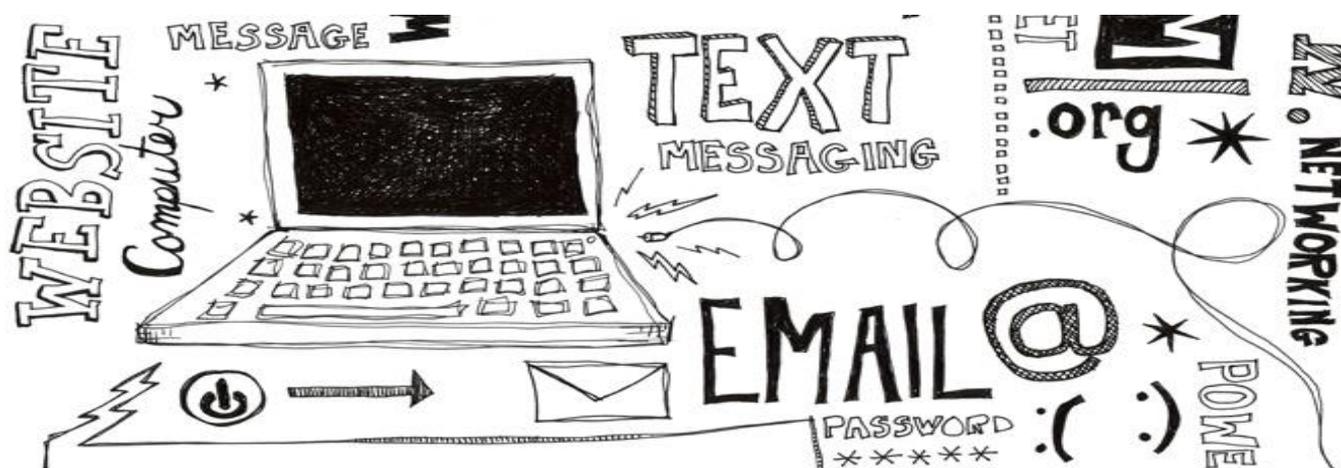


Your student ID card

Your ID card should be kept safe as it will be valid throughout the duration of your time at UCB. You will need your ID card to enter the University premises, to borrow books and other materials from the library, to join the Guild of Students, to use the University sports facilities, to gain entry to examination rooms, submitting work for assessment and when collecting certificates. If you lose your card you can obtain a replacement from the 1st Floor Finance Office at Summer Row. There is a charge for a replacement card.

Accessing UCB's IT Facilities

Every student is allocated individual space on the server to store documents, as well as being entitled to a quota of free printing. To make use of these facilities, it is necessary to log on and off the computer using your own username and password. To access the computer systems you will need to swipe your Student ID Card at one of the Login Point terminals to be found in the Library, Resource Centre or outside room 305 in the Summer Row campus. After swiping your ID card, a receipt is printed, showing your username and a temporary password. You will be prompted to change your password the first time you log in – never disclose this password to anyone else. Always remember to keep backup copies of your documents on portable memory sticks.



UCB STUDY FACILITIES

The Exchange Students Induction week is designed to give you the best possible start to your studies by providing you with essential information about UCB support services as well as giving you the opportunity to meet some of the staff and your fellow students. This week will include the following presentations:

Welcome to the Centre for Academic Skills and English (CASE)

UCB offers a range of academic support for students and the Centre for Academic Skills and English (CASE) located on the 6th floor of the Summer Row campus building is at the heart of our support activities. The CASE also assesses the individual support required by those students with specific learning needs for which you will need to make an appointment by calling in to the centre on the 6th floor (access via the Library located on the 5th floor).

Welcome to English Language Support

The English Language Development Centre offer a range of English classes covering written and oral language skills. A free English language checking service is also available on the 10th floor of the Summer Row campus building. Classes will be advertised at the beginning of each semester, whilst the English Language checking service can be found in Room 1014 of the Summer Row building.

Welcome to the Library Service

Our library service encompasses not only the facilities at the Summer Row campus (5th floor) and Richmond House campus (4th floor), but a wide variety of e-resources you are able to access online, a system allowing you to manage your library account online, a laptop loan service and student learning space for groups to meet up and work together. Our Subject Librarians specialise in particular areas of our curriculum and offer student advice and guidance with your research.

Welcome to the International Centre

Situated on the 7th floor of the Summer Row building, the Centre offers advice on a range of issues affecting international students, including visas, letters for banks, future study options and student exchanges. If anything is worrying you during your studies staff at the International Student Centre are there to help!

Welcome to Canvas

Canvas is the University's Virtual Learning Environment which allows you to access information about your programme and modules via the student portal on the University website – this includes assignment tasks, learning resources, often lecture notes and important announcements. Each student has their own Canvas account which gives them access to areas relevant to them. You will need to use Canvas as soon as your lectures start and sessions will be provided so as you are familiar with the online environment and the key features of Canvas, as well as logging in procedures.

Welcome to the Languages Centre

Would you like to learn a new language or continue to improve in one you are already learning? The Language Centre staff will provide briefing on the languages available (French, German, Italian and Spanish) and how to enrol.

THE STUDY CULTURE AT UCB

RefME (Desktop and Mobile)

RefMe is a free app that allows you to present a List of References for your work swiftly and easily. It is available as an app for Apple (IOS 7.0 or later) and Android (4.0 and up) devices and as a web-based tool via a web browser. Using the app, you can scan the barcode of a book and journal to easily import a reference. RefME will automatically present each reference and your full list of references into the referencing style you select. After gathering all of your references you can then export your list of references to add to your assignment

Learning Space & PCs

There are a number of areas of the University offering study space for students:

- All the floors at McIntyre House offer study space
- The Student Hub at McIntyre House offers social learning spaces, including glazed pods with audio-visual capacity.
- ThinkSpace at McIntyre House comprises a series of different work spaces, with a range of seating and furniture for individual and group work.
- The 5th floor library in Summer Row has quiet study space on the upper and lower floors as well as group working space (lower floor) for when you need to get together with your team to work on assignments. Bring your own laptop or use the laptop loan service.
- The ground floor Resource Centre in Summer Row has over a hundred PCs that you can use for your private study.
- The 6th floor Think Space at Summer Row offers 32 PCs as well as group and individual working space.
- The 9th floor Research Centre at Summer Row is a quiet study space with 77 PC's.



The basis of the UK Education System

The UK system is based around the ability to question or challenge ideas or interpretations of ideas it is a little bit like being a judge who has to sum up the views of different parties, rather than simply accepting what they are told. This means that we expect you to read a range of opinions on a subject (these opinions are often called theories or arguments) and ask questions about the strength and weaknesses of these opinions (this is often referred to as 'being critical'). You will also need to use this approach in oral presentations – presenting ideas to others and even challenging what the lecturer states at times! Hence, whilst students learn facts, our approach is about questioning and challenging these facts and then using them (also known as 'applying them') in problem solving. We do NOT test students repeatedly on facts – rather we want to see how well you can apply them to solve problems.

Assignment Tracking System (ATS)

The online assignment tracking system (ATS) enables you to track your assignments during every stage from when you hand them in to when you collect them. All HE assignments are handed in at the Summer Row Resource Centre and they are then tracked electronically. Assignments can only be accepted by the Resource Centre if they have a frontispiece attached. You will find the frontispieces on your course module in Canvas. Full details on the Assignment Tracking System, including help and advice, can be found on the ATS website at www.ats.ucb.ac.uk

Your assignment tutor will advise on the process of e-submission if it is required.

An Intercultural Learning Environment

At UCB you will attend class sessions in groups containing numerous nationalities. This will be a big benefit to you for your future working life as it will introduce you to internationalism - the idea of being a Global Citizen. Whilst its often interesting to learn about different cultures, this approach can also have challenges as we all have different ways of working and expressing ourselves to others, but this is a major part of the learning process at UCB. At UCB, every student is an international student, even those from the UK, because you have elected to study in an international institution which specializes in global industries. The friends you make from different

STUDYING AT UCB

The Study Timetable

UK students typically study 3-4 subjects maximum each semester, with each subject counting as either 10 or 20 UK credits (5 or 10 ECTS), where one UK credit equals 10 hours of learning activity. This activity may take the form of lectures/classes, fieldwork, study at home or library reading. Students studying more than 60 UK credits in a semester will find the workload (and especially the amount of assignment work) very heavy and accordingly, we do not allow exchange students to study more than the 60 credits (30 ECTS) in a semester.

For those from the EU, one UK credit equals 2 European Credit Transfers (ECTS). This means that all EU students (as with our UK students) will undertake 30 ECTS at UCB in a semester.

In addition, to these subjects on the timetable, you will need to add Academic English (if required) and have the option of doing any Modern Language classes (French, German, Italian or Spanish) you wish.

Please check the UCB website at www.ucb.ac.uk to find details of the modules we offer to exchange students.

Coursework

In the UK, it is normal to call coursework for any subject an 'assignment'. Assignments at UCB vary considerably in nature, from traditional essays and examinations through to presentations, feasibility projects, business games and practical work. Typically, each subject or module will have two assignments to be undertaken.

At the beginning of each semester, the lecturers will hand-out Schemes of Work which will details the types of assignment you can expect in a module. Do not leave the assignments too long before starting them - the deadlines for submitting work must be met!

The Scheme of Work will also detail what you will study each week in the course and will highlight the key reading associated with that subject.

Assignments are marked and graded with a numerical percentage, where 40% represents a pass and over 70% is brilliant.

The Working Day

On Higher Education courses in the UK we say that students manage their own learning. This means that lecturers provide the outline, and then you have to go away and read and undertake assessed assignments. Many would claim that *IT IS NOT WHAT YOU STUDY, BUT HOW YOU STUDY IN OUR SYSTEM*. It is about the discipline you show in handling the reading, assessment work, group work meetings, your social life and part-time work over the course of 7 days. In a fast changing world, the facts you learn today will be history tomorrow, but what can never change is the skill you develop in handling a workload and all these other activities. This is why many employers do not look specifically at the subject you have studied. Instead, they want to look at how good you are at learning that is your ability to take on new ideas and concepts quickly and to apply them.

Seminars

These are smaller classes where students and a tutor discuss a topic. Seminars often last around one hour. You will know in advance what the topic is, and the tutor will usually ask some students to prepare a short presentation for discussion. Seminars usually encourage a debate about an issue. Both the tutor and students can express their opinions and may even disagree on certain points. This type of debate is actively encouraged. The aim is not for students to be told the "correct" answer, but to understand the different arguments and make judgements about their merits. This process helps you learn to analyse a topic critically.

Group Work

You will have assessed assignments to undertake as both an individual and a group. Effective group work means meeting, planning and acting as a team. You will need to plan how your group works and arrange regular meetings to accomplish the work. We expect you to record how the group is working through keeping records of meetings, action taken by group members and progress.

The Classes or Lectures

The UCB timetable usually sees students attending 3-4 classes a week, lasting around two-three hours, where a lecturer (or tutor) talks about a subject, provides a hand-out and the students take additional notes. Typically, there will be 30-50 students in a lecture. There is usually always an opportunity to ask questions during the lecture - please do not be shy as the lecturers are pleased to be asked questions as it will show them you have been listening. Lectures are usually intended to:

- Guide you through the module or subject material by explaining the main points of a topic
- Introduce new topics for further study or debate
- Give the most up-to-date information that may not be included in textbooks or journal articles

In order to READ for a degree or Postgraduate award, every lecture needs to be followed up with the reading recommended by the lecturer.

Tutorials

These are meetings between a tutor and an individual student or small group of students. Tutorials are usually intended to give you more focused guidance on your overall progress.

Practical Work

On many UCB courses you will have practical sessions, as for example, on Hospitality programmes or in undertaking modules such as Applied Marketing Research. On some courses you may go on field visits away from the institution. Practical classes are usually intended to give you practical experience of the theories you learn in other classes and to develop practical skills.

Workplace Training

On some modules you will have training in a realistic working environment, under the supervision of experienced staff. Other courses offer placements - an opportunity to spend time away from classes working in employment related to your course of study.

Independent Study

On any course or module you will be expected to do independent study. This usually involves working on your own (or sometimes in a small group with other students) to research a topic and produce written work, or make a presentation. This is an integral part of UK academic culture. Independent study is intended to allow you to investigate a topic in more detail and develop your own ideas; develop your research skills (for example, finding relevant books and articles) and help you develop skills such as critical analysis and problem-solving.

Seeking Help

Lecturers are available in their rooms outside of lecturing, whilst the Academic Development Centre on the sixth floor of the Summer Row building offers one-to-one advice sessions and hosts subject workshops. Added to English language support and the English language checking service (on the 10th floor of Summer Row campus building), help is always available if you are having difficulties with the work!

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MEDICAL ASSISTANCE

Private Medical Insurance

If you are an international exchange student you must obtain private medical insurance before you travel.



European Health Insurance Card

If you are a national from either an **EU Member State or an EEA country or if you are of Swiss nationality, you should have a European Health Insurance Card** obtained in your home country from your national healthcare authority. The European Health Insurance Card (EHIC) allows you to receive medical treatment in another member state for free, or at a reduced cost. A patient contribution is required for prescriptions, medical examinations, oral and dental care.



Hospital

The nearest hospital to the University with an Accident and Emergency unit is:

**City Hospital
Dudley Road
Birmingham
B18 7QH
Tel: 0121 554 3801**

In an emergency telephone 999



The UCB Nurse:

The UCB Nurse is available for advice on a wide range of health issues including diet, exercise, immunisations, contraception and sexually transmitted diseases, as well as treating minor ailments. The Nurse is based in the Student Information Suite on the 7th floor at the Summer Row building.



BEFORE YOU LEAVE HOME

Application Form



You **must** be nominated by your home university **before** completing the application form. Once your nomination has been accepted by the Exchanges Team, you can request a copy of the application form to fill out from your Erasmus Coordinator or International Exchange Coordinator as it is not available on-line. Note that it needs to be completed by you and **signed by your Erasmus or International Exchange Coordinator.**

Travel Insurance



Your health insurance will likely not cover any damage or loss of belongings during travel and stay in Birmingham. We strongly advise you to insure your most precious and expensive belongings such as laptop and other electronics. Travel insurance would also cover any loss of important documents such as passport, credit cards, etc. Your travel insurance may also cover emergency medical expenses and medical evacuation. Do a search and compare the benefits and see how they complement your health insurance abroad. If you do bring your laptop it is important you insure it against damage or theft. Never leave your belongings unattended anywhere on campus, in the library, computer lab, etc.



Short-term study visa (non-EU students only)

You can apply for a Short-term Study Visa if you are doing a short (that is a one semester or 13 week) course of study in the UK or an English language course or a training course and you are from outside the European Economic Area (EEA) or Switzerland.

You can apply for a visa up to 3 months before your date of travel to the UK and you should get a decision on your visa within 3 weeks of applying.

Once your visa has been granted, you can stay in the UK for a maximum of six months on a short course.

Your need to apply online for the Short-Term Study Visa <http://www.gov.uk/apply-uk-visa> and make an appointment to have fingerprints taken at a Visa Application Centre in your home country and to submit supporting documents.

To obtain your visa, you will need to be able to show proof of:

- The course you are studying, ie a letter of acceptance from UCB – on official headed paper, stating the course's name, duration and cost (including accommodation)
- Your previous study ie academic certificates, academic references, academic transcripts
- Any English language ability or qualifications



Medication

Most medications can be purchased over-the-counter in chemists or in a pharmacy, but some are available only by prescription in the UK. We suggest that you stock up on any medication you will need during the stay. You may also want to verify the availability of certain drugs in the UK and their equivalent English names. Make sure you put all your medicine in the main luggage and not in your hand luggage as you do not want to have your medication confiscated at customs.

Useful items



- Photocopies of important documents (eg your passport) (non EU students will need the copy of every single page of their passport for the PERMIT OF STAY procedures).
- Health insurance (private) or European Health Insurance Card (EHIC)
- Any medical certificates
- Passport photos

Clothing

The weather in England can be variable from one day to another and you can experience a noticeable climate change in a year. December to February are the coldest months, and occasionally it snows! May usually brings warmer and drier weather. The summers in the UK are never too hot! One item you might want to pack is an umbrella as the British weather is known for unpredictable rain. Students on campus generally dress informally, but you may want to bring with you something more formal for special events and if you have to do a presentation on your course of studies.



Mobile Phones



You will find a number of mobile phone stores in the city centre. Before buying mobile phone check the different companies and the billing rates. Consider whether a contract or a 'pay as you go' option is suitable for you. Also consider the consequences if you lose your phone – this may mean you owe the mobile phone company a lot of money, in which case you are advised to get insurance. Check which network your friends are using as using the same network may reduce the cost of calls and texts. If you have to sign a contract for a phone you will need proof of your identity and also your address.

The following documents may be required:



- UK credit card
- UK/Irish/International passport
- Tenancy agreement
- Utility bill – dated within last 3 month (Showing current address and names)
- Bank/building society/credit card statement – dated within last 3 months

Other items to bring

A laptop will be really useful to you, but if you do not have one do not worry as UCB has numerous computers which can be used by students. We even loan out laptops for University work. If you are on medication please ensure that you bring adequate supplies with you to last you through your stay with us. You are advised to bring some bedding (a duvet, pillows, covers etc.) with you if you are staying in the Maltings or Cambrian, although bedding can be purchased very cheaply in various stores around the city.



ACCOMMODATION

Our aim is to provide you with a high quality, safe, affordable and happy environment for both your academic and social life. The University has a dedicated service to help you find the accommodation you need, which is open throughout the academic year. Our Accommodation Service is available to all students enrolled at the University. You can use the service on a 'drop-in' basis or telephone us for advice and information about any housing related issue. Assistant Hall managers, based in all University managed accommodation, are responsible for your welfare and security as well as offering advice. Students who prefer not to live in halls will receive assistance in finding suitable privately rented accommodation. It is very important that you organise your accommodation as quickly as possible. For further information about UCB accommodation you should contact the Accommodation Service:



The Accommodation Manager
Student Services Unit – 7TH Floor
University College Birmingham
Summer Row
Birmingham
B3 1JB

Email: accommodation@ucb.ac.uk

Telephone: 0121 604 1000 Ext 2331

Website: www.ucb.ac.uk/accommodation

Note that application for UCB accommodation is an on-line process only. Please follow the link below: <https://portal.ucb.ac.uk/#/accommodation/application>. As an exchange student you do not need a UCAS code. It is important you arrange your accommodation as quickly as possible. If you are booking UCB accommodation, it is vital that you return the relevant documentation and make the deposit and pre-payment within **14 days**. Failure to do so will result in your accommodation being cancelled unless contact has been made with the Accommodation Manager prior to the expiry of the 14 day period.

Please note that both UCB residences have agreements that are for fixed periods as follows: 19 weeks for semester 1; 23 weeks for semester 2; 42 weeks for academic year. It is important that you are aware that you will be responsible for paying the residence fees for the entire period stated on your contract. It is therefore advisable

to ensure that the residence and room meets your requirements before you book your accommodation. To help you get a real feel for both accommodation sites, The Maltings and Cambrian Hall, take a look at the virtual tours using the following link:

<http://www.ucb.ac.uk/student-life/accommodation/accommodation-virtual-tours.aspx>.

Please 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 (accommodation@ucb.ac.uk)

If you have a car

It is worth noting that there is no student allocated parking anywhere on the University Campus. Only public parking is available in the immediate vicinity which is metered and extremely expensive. There is parking available at The Maltings Halls of Residence at the price of £200 per semester for residents only, which is allocated on a first come first served basis upon arrival. For further information please contact **+44 121 232 4131** or by email on accommodation@ucb.ac.uk.

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UCB ACCOMMODATION

The Maltings

A purpose built student accommodation site built on the site of a Birmingham brewery, in Bath Row, the Maltings is popular with students coming to UCB for the first time and is situated around a 10 minute walk from the University. There are 827 study bedrooms available, including 809 en-suite rooms of which 5 are twin rooms. All rooms are fully furnished and have both telephone and television points as well as free Broadband, Internet access and Internet Protocol Television which students can watch using laptops or PC's. Each study bedroom is centrally heated and is fully furnished with a fitted wardrobe, desk, chair, shelves, notice boards and bed. En-suite rooms have a toilet, wash hand basin and shower. As the rooms are all self-catering, and you will have to provide your own cooking utensils and bedding. Generally flats are mixed between males and females, typically housing between 6 and 9 residents. Each flat has its own fully fitted kitchen and dining areas with a fridge/freezer, electric cooker, iron and a kettle all provided.

- **Standard £107 / En-Suite £117 / Twin £169**
(inclusive of heating, lighting, wi-fi and contents insurance cover)

Cambrian Hall

Cambrian Hall is in a perfect location for any UCB student. Being just 150 metres from the main UCB Site and a short walk from shops, bars, restaurants rail and coach stations. It is also close to Birmingham's famous Jewellery Quarter. With a great location and keen pricing, Cambrian Hall is a very attractive option for many UCB students. Cambrian Hall is a purpose-built hall of residence providing 247 student places. Popular with more mature and overseas students, it is a self-catering hall with each flat accommodating ten students in single study bedrooms. Each flat contains a well equipped kitchen and dining room. Bathroom facilities are shared between two students and comprise of a toilet, wash hand basin and shower. All rooms are fully furnished and have both telephone and television points and each room have free Broadband Internet access. As the rooms are all self-catering, you will have to provide your own cooking utensils and bedding. Please note there is no parking facility at Cambrian Hall.

- **Standard £98** (inclusive of heating, lighting, wi-fi and contents insurance cover)

All prices include heating, lighting, wi-fi and contents insurance cover

LIVING IN BIRMINGHAM

Birmingham is a multi-ethnic city with a population of just over one million. Culturally, the city is home to the Birmingham Royal Ballet and the City of Birmingham Symphony Orchestra, and possesses a good range of theatres, arts centres, galleries and museums. Nightlife is centred around Broad Street and Brindley Place; both in very close proximity to the University and the student halls of residence!

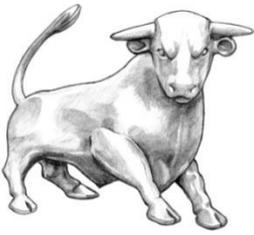
In terms of sport, professional cricket is played at Edgbaston, while the city is home to Aston Villa and Birmingham City.

In recent years Birmingham has become a major centre for conferences, with impressive facilities such as the National Exhibition Centre (NEC), The International Convention Centre (ICC) and the Barclaycard Arena (formerly known as the National Indoor Arena (NIA)).

There are a number of green spaces in the city, and Birmingham boasts more trees per head of population than any other town or city in Europe. The canals that thread their way through the modern centre are a reminder of the city's industrial heritage and have become a focal point for the regeneration of the heart of the city. Just beyond the city boundary lies beautiful countryside, historic houses, interesting towns and pretty villages.

Recently the Bullring area has been subject to one of the largest development projects in the country, and shops such as Selfridges and Harvey Nichols now add great appeal to those seeking 'retail therapy' in the City. Birmingham is also home to some of the country's largest markets, with the food and rag (clothing) market providing numerous bargains.





HISTORICAL BIRMINGHAM

Birmingham is steeped in history, with a range of heritage sites to discover. It is believed that the city dates back to the 15th Century, but its real growth came in the 19th Century as a result of Birmingham being the place where industry is believed to have started. The canals characterising Birmingham were built at this time. As a result, much of Birmingham's heritage is industrial in nature and dates back to the 19th Century. You can visit the Jacobean Aston Hall, Matthew Boulton's 18th century home, Soho House and Sarehole Mill, a working watermill built in the 18th century and much more. Exploring the world famous Jewellery Quarter, you will experience unique surroundings that have been in operation for over 250 years. The top visited tourist attraction in Birmingham is Cadbury World, at Bourneville, a short bus ride from the city centre, which is an interactive museum based on chocolate. If you would like to explore one of the city's literary connections, J R R Tolkien lived in Birmingham and the Tolkien Trail will allow you discover the mysterious Moseley Bog, Sarehole Mill, Perrott's Folly and Waterworks Tower which were inspirations for his Lord of the Rings trilogy.

Sport and International-grade sporting venues feature highly on the list of Birmingham attractions. Villa Park, the home of Aston Villa, is one of the foremost stadiums in the Championship League. It has played host to England International matches, and FA Cup semi-finals. Add to this, Championship sides West Bromwich Albion and Birmingham City, and the area is well represented at the highest standard of English Football. Birmingham has one of the World's leading Golf venues, The Belfry. Many international tournaments have been hosted here including the Ryder Cup.

Useful Links to learn more about Birmingham:

- <http://visitbirmingham.com/explore-birmingham/guides-and-maps/>
- www.studentbirmingham.com
- www.visitbirmingham.com/students
- <https://www.visitengland.com/things-to-do/city&birmingham#central%20england&west%20midlands>



CULTURE SHOCK

Many international students experience culture shock when they arrive in the UK. The language, clothes, food and behaviour may seem strange compared to what you are used to at home. The rules of academic and social life may be quite different from what you expected.

You may have thought you knew a lot about Britain before you came but now find it hard to settle. This is a very normal experience and most international students find that they soon become accustomed to their surroundings. But sometimes culture shock can feel like an emotional rollercoaster.

Tips to help with transition

- Remember that culture shock is a normal experience and you are not alone. Talk to other international students who are probably feeling the same way
- Bring a few familiar items with you to make your room feel more like home
- Talk to people in your residence and in your classes, even if you are nervous. Most people will be friendly and you will feel more confident
- Join student society where you can enjoy socialising with British and international students with the same interests
- If you are finding the transition particularly difficult, talk to our counsellor, Monday to Friday 8am to 4pm (by appointment only)

We are always willing to listen and help in any way we can.



STUDENT BIRMINGHAM



Birmingham is one of the UK's greatest student cities, with over 65,000 students studying in its Universities and Colleges of Higher and Further Education. University College Birmingham is one of the five Higher Education institutions in Birmingham to collaborate on a new and free iPhone app from Lonely Planet - Birmingham: a Student and Graduate guide.



Britain's second city is full of energy and life. As a leading centre for business, entertainment, sport and retail, it has an international reputation and can offer something for everyone. The quality of student life in the city is one of the major reasons why many students choose to come to Birmingham to study and why 40% of Higher Education students choose to stay on in the city after their graduation.



Birmingham is constantly changing and evolving. Recent changes have seen the city change from an industrial one to a city dominated by service industries. This change has brought great opportunities for students both in their leisure time and for part-time work.

From Punk to Classical



Birmingham has countless ways to spend your free time whatever your interests. The city offers everything from punk to classical music, from pavement cafes to stylish restaurants and from traditional pubs to Superclubs. So if you are looking for a wide variety of entertainment, Birmingham is hard to beat.



If retail therapy is your thing, Birmingham city centre is the place to be. With its modern shopping malls, streets and arcades lined with small specialist shops, department stores and indoor and outdoor markets, there is something for everyone.

THE GUILD OF STUDENTS

Guild of Students

Upon enrolling onto a course at UCB (both Further and Higher Education) you automatically become a member of the UCB Guild of Students (Student's Union). This is the organisation run by students for students. The Guild has numerous responsibilities which include; student representation, students 'welfare and of course ensuring your social life is jam packed with a variety of sports, societies and events to keep you entertained!

The Guild of Students is run and directed by an Executive Committee, elected solely by the students. There are seven executive positions on the Guild. The Guild of Students' offices can be found on the ground floor of the Summer Row building. There is also a small office in the basement floor of Richmond House. Office hours are between 10.00 am and 4.00 pm Monday to Friday. Telephone number 0121 604 1000, extension 2373, or Website Address: www.ucbguild.co.uk

Events

Many social events are organised by the Guild of Students which are advertised on the Guild of Students Notice Boards within the University or on Canvas. Alternatively you can contact the Guild of Students on telephone number 0121 604 1000 extension 2373.



University College Birmingham
Guild of Students

ARE YOU LOOKING FOR A JOB?

We have an outstanding Careers team that have received the Matrix standard of excellence. They will be available 9am-5pm Monday to Friday within the 'Hired@ucb' unit, 7th Floor, Summer Row Building. They can advise you on contacting potential employers, creating CVs and running through mock interviews, whilst employability workshops help prepare you for the real thing.

For more information please contact Hired on +44 121 232 4100.

Recruitment Agency – Unitemps

Whether you would like part time work during term time or short full time work during the vacation periods then Unitemps is here to help you. You can register with Unitemps and upload your latest CV by visiting www.unitemps.com.

If you intend to work while studying in the UK, any employer will require you to provide them with your **National Insurance Number (NI)**, so that they can pay your wages and make any applicable tax/national insurance deductions. Contact the National Insurance Office on Tel: 0845 600 0643. You will hear an automated statement. You will then be put through to a person who will deal with your request for a National Insurance Number. Explain that you are an Erasmus/International exchange student that you are currently seeking work (or have already started working) and that you want to apply for a National Insurance Number.

Jobcentre Plus will arrange an 'Evidence of Identity' interview for you or send you a postal application. You can apply online on <https://ni-apply.co.uk/> and if any guidance is needed the Careers & Employability centre on the 7th floor of the Summer Row campus can help.

PLEASE CHECK WORK RESTRICTIONS ON YOUR VISA.



BUDGETING FOR LIFE IN THE UK

Living in Birmingham is comparable to living in any other major UK city and your cost of living will depend a great deal on your lifestyle. It is estimated that a single student living in Birmingham will need approximately £850 a month to meet basic living expenses such as accommodation costs, food, books, equipment and other necessities.

The information below should help you begin to plan your finances for living in the UK. Another easy way to understand whether you have budgeted enough is to visit International Student Calculator www.studentcalculator.org.uk/international

Basic Goods	<u>Approximate cost in £</u>
Loaf of white bread	£1.30
1 litre of semi-skimmed milk	£1.20
6 medium eggs	£1.50
Pasta and Rice	£0.85 - £1.45
2 litre Bottle of Coke	£1.50

Top tips for managing your money

- ✓ Plan ahead – set yourself a realistic budget and keep to it
- ✓ Take advantage of student discounts and sign up for the NUS card (National Union of Students discount card)
- ✓ Reduce your day-to-day spending:
 - If possible walk to the University or if you do use the bus or train, it is worth investing in a monthly travel pass as this works out cheaper (not applicable if in UCB accommodation)
 - Before buying any books, find out what is available from the library



SUMMER ROW CAMPUS

ELEVENTH FLOOR

SEMINAR ROOMS

TENTH FLOOR

BUSINESS HUB / TEACHING ROOMS / ENGLISH LANGUAGE CHECKING SERVICE

NINTH FLOOR

RESEARCH CENTRE / ENGLISH LANGUAGE AND MODERN LANGUAGE TEACHING ROOMS

EIGHTH FLOOR

THE ROOFTOP CAFE / LECTURE ROOMS

SEVENTH FLOOR

INTERNATIONAL STUDENT CENTRE / STUDENT SERVICES / HIRED@UCB UNIT

SIXTH FLOOR

LECTURE ROOMS / WINE TASTING LABORATORY / REGISTRY /
ACADEMIC DEVELOPMENT CENTRE
THINKSPACE

FIFTH FLOOR

THE CAFÉ / THE LIBRARY

FOURTH FLOOR

FOOD DEVELOPMENT INNOVATION SUITE / SPORTS THERAPY LABORATORIES

THIRD FLOOR

BAKERIES / PERSONNEL UNIT / MARKETING UNIT

SECOND FLOOR

FOOD PRODUCTION KITCHEN

FIRST FLOOR

FINANCE OFFICE / ADMISSIONS OFFICE

GROUND FLOOR

RESOURCE CENTRE / CAKES'N'BAKES / COFFEE POD /
ATRIUM & BRASSERIE RESTAURANTS

McINTYRE HOUSE CAMPUS

THIRD FLOOR

ROOFTOP GARDEN

TEACHING ROOMS

SECOND FLOOR

BRENDAN CARROLL LECTURE THEATRE

TEACHING ROOMS

FIRST FLOOR

EDWARD PARGETER CENTRE (POSTGRADUATE COMMON ROOM)

TEACHING ROOMS

LECTURE THEATRES

GROUND FLOOR

RECEPTION

EATSPACE (CAFÉ)

STUDENT HUB (UNDERGRADUATE)

IT SUPPORT

YOUR INTERNATIONAL STUDENT CENTRE HOSTS

If you have any queries concerning the modules you will be studying, please contact:

ANDY ROBERTS	EXCHANGES COORDINATOR INTERNATIONAL STUDENT CENTRE	a.roberts@ucb.ac.uk
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LYNN WAIN	EXCHANGES ADMINISTRATOR INTERNATIONAL STUDENT CENTRE	l.wain@ucb.ac.uk
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Social media – contact us



The official Facebook group related to new starters at University College Birmingham:

www.facebook.com/ucbpage

The Facebook group for international students is www.facebook.com/pages/University-College-Birmingham-International-Students-Society/





Campus Map

Summer Row | Birmingham | B3 1JB - McIntyre House | 2 Holland Street | Birmingham | B3 1PW - Richmond House | 84 Newhall Street | Birmingham | B3 1PB



Summer Row, Birmingham B3 1JB

Tel: 0121 604 100 • Fax: 0121 608 7100

McIntyre House

2 Holland Street, Birmingham B3 1PW

Tel: 0121 604 1000

Richmond House Campus

84 Newhall Street, Birmingham B3 1PB

Tel: 0121 604 1020

Walking Routes

From New Street Station: 10 mins

From Snow Hill Station: 10 mins

From the Coach Station it is advisable to take a taxi

Please note: The routes shown are suitable for wheelchair users.

New Street Station

Leave the station through the main exit (near Boots), and enter onto Stephenson Street. Turn left onto Stephenson Street and turn immediately right onto Lower Temple Street. Walk up Lower Temple Street and turn left onto New Street. Continue to follow New Street until you reach Bennetts Hill on your right hand side. Follow Bennetts Hill, crossing Colmore Row into Newhall Street until the traffic lights at Great Charles Street. Cross to the other side and turn left. Follow Great Charles Street and turn right at the end into Summer Row, where the UCB entrance is situated.

For McIntyre House, continue down Summer Row. Cross over the road towards The Shakespeare public house and continue past the restaurants. Cross over the road, going past Fleet Street Kitchen. Continue along the A457/B4135 and take the first right onto Charlotte Street. Follow the road and McIntyre House is situated on the left on Holland Street.

Snow Hill Station

On exit turn right into Colmore Row, continue crossing Livery Street and Church Street and turn right into Newhall Street at the traffic lights. Follow Newhall Street until the traffic lights at Great Charles Street. Cross to the other side and turn left. Follow Great Charles Street and turn right at the end into Summer Row, where the UCB entrance is situated.

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Travel Telephone Numbers

Trains: 0845 000 8000

Buses (Centro): 0121 200 2700

National Express: 0870 5757747

Summer Row, Birmingham B3 1JB
Tel: 0121 604 100 • Fax: 0121 608 7100

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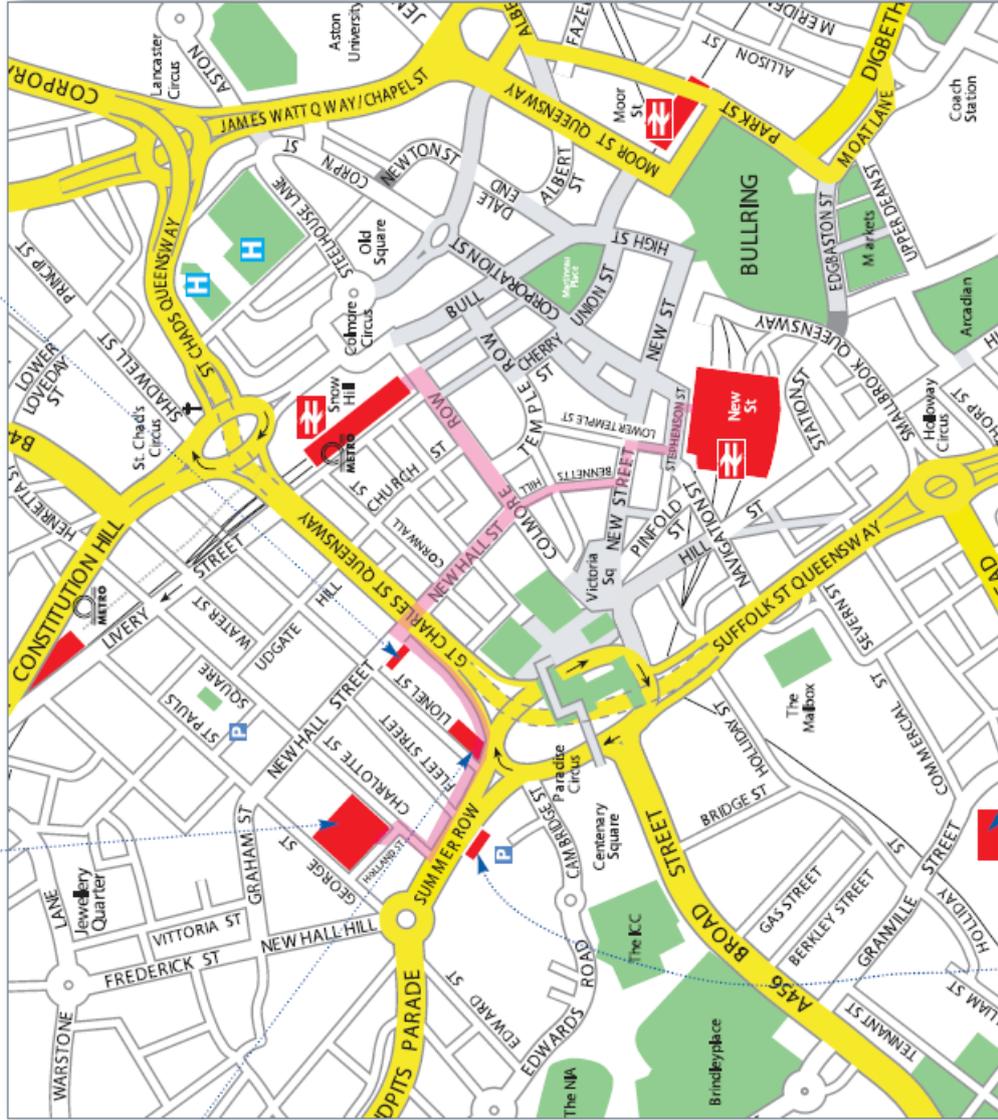
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McIntyre House

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Cambrian Halls of Residence

The Maltings - University College Birmingham Halls of Residence