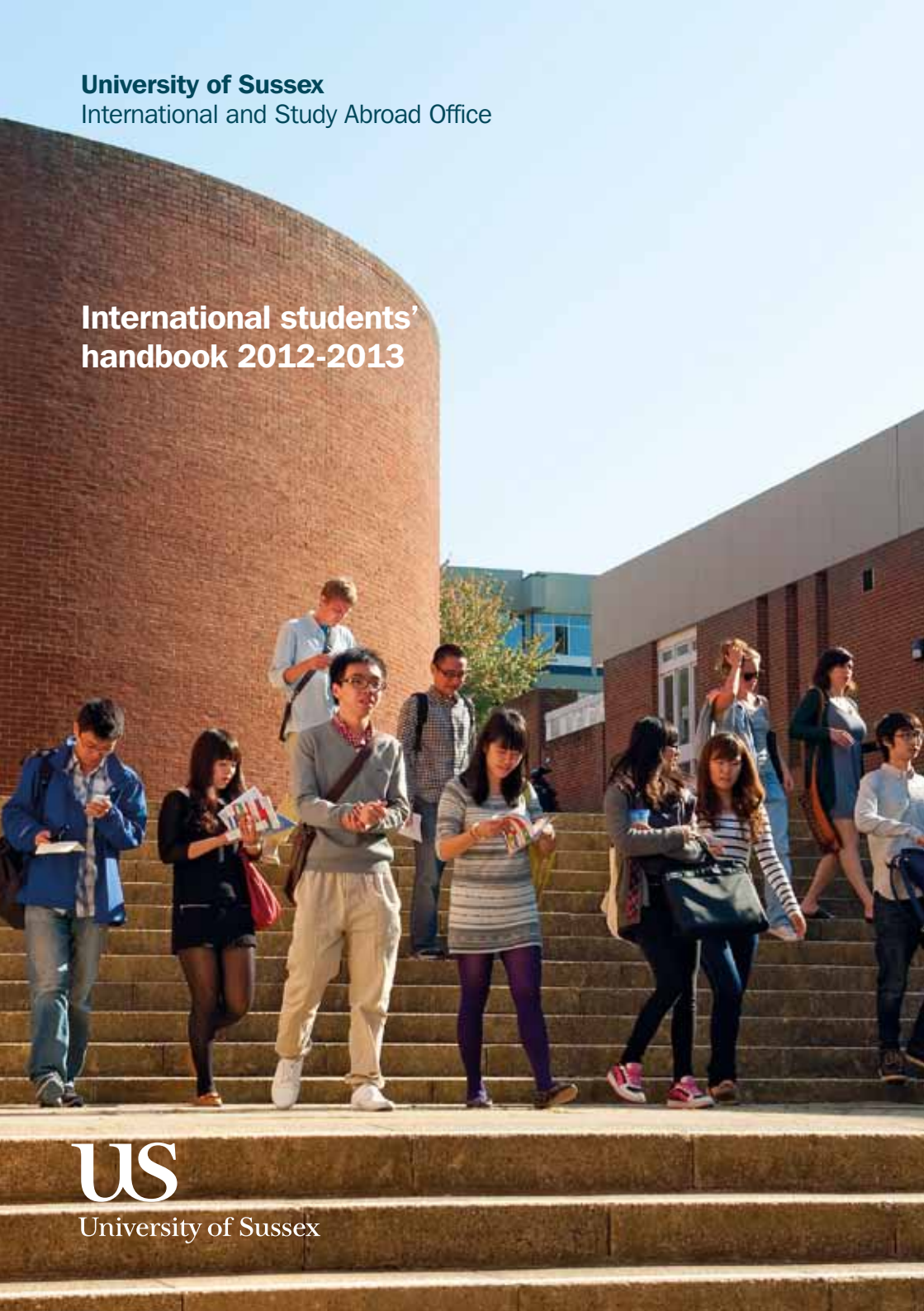


University of Sussex
International and Study Abroad Office

**International students'
handbook 2012-2013**



US

University of Sussex



The University of Sussex is just a few minutes away from the seaside city of Brighton & Hove, and under an hour from London. Excellent travel links make it an ideal base for exploring Britain, continental Europe and beyond.

By air

Britain's major international airports, London Heathrow and London Gatwick, are both within easy reach.

By sea

The major south coast ports offer regular ferry services to France, Holland and northern Spain.

By train

You can be in central London in as little as 50 minutes.

By road

Brighton is conveniently linked to the main UK road network.



Term dates 2012-2013

Autumn term Fresher's induction starts 15 September 2012
Teaching starts 20 September 2012
Teaching ends Wednesday 12 December 2012

Spring term Mid-year assessments 9 January to 18 January 2013
Teaching starts Monday 21 January 2013
Teaching ends Friday 19 April 2013

Summer term Year-end assessment period Monday 13 May to Friday 14 June 2013

Public holidays in England 2012-2013

2012	25 December	Christmas Day
	26 December	Boxing Day
2013	1 January	New Year's Day Holiday
	29 March	Good Friday
	1 April	Easter Monday
	6 May	May Bank Holiday
	27 May	Spring Bank Holiday
	26 August	Summer Bank Holiday



We would like to acknowledge the help of the many contributors and UK Council for International Student Affairs (UKCISA) for their assistance in providing information. Although every care has been taken to ensure that the information is accurate, the University cannot accept any responsibility for omissions or errors.

This handbook is intended to assist you in preparing for your time at Sussex and to serve as a reference guide during your stay in the UK. Please note that this handbook does not cover the programmes and academic requirements of the University. This information can be found in the University prospectuses and syllabuses, www.sussex.ac.uk/study

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The information contained in this handbook was correct at the time of going to press (May 2012).

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Welcome

Whilst coming to study in the UK is an exciting experience, with opportunities to broaden your academic, social and cultural horizons, we also recognise it can be a time of anxiety, especially when you are making arrangements to leave home. We aim to offer you a high level of support to ensure that your time with us is as rewarding and problem-free as possible.

We have been welcoming international students to Sussex for many years, and work in partnership with many of the world's leading universities and receive students from 120 countries. Around 20 per cent of our students come from outside the UK, while our teaching community comprises staff from 50 nations. We will do all we can to help you enjoy your time with us whether you are coming for a few months or several years.

If you would like to find out what previous Sussex students from all over the world thought about their time here, or for advice about Sussex and the UK, visit the overseas alumni webpage at www.sussex.ac.uk/alumni/gettinginvolved/overseasalumni

How to use this handbook

This handbook is intended to assist you in preparing for your time at Sussex and to serve as a reference guide during your stay in the UK.

When preparing to come to Sussex please read the 'Before you arrive at Sussex' section (pages 5-20) for all pre-arrival information on immigration, fees and finance, and use the pre-arrival checklist to help you remember the most important things you need to do before you leave home.

Go to the 'Travelling to the UK and in your first couple of days' section (pages 21-46) for information on travel, accommodation, bank accounts, registration and use the checklist to help you remember essential tasks in your first few days at Sussex.

The last section is intended as a reference guide with information to help you throughout your studies.

If you don't find an answer to a particular question, please do not hesitate to contact the International Students' Support team (see contact details on page 2) and we will do our best to help.

If you accept our offer of a place, we will contact you again about one month before the time of your arrival with further information about induction.

We look forward to welcoming you to Sussex and wish you a pleasant journey to Brighton & Hove.



Sara Dyer
Head of International Students' Support



Joanne Chee
International Students' Advisor



Claudine Grant
International Students' Advisor



James Gordon
International Students' Advisor

Before you arrive at Sussex



Checklist

Below is a list of the main things that you should think about before you leave for the UK. Detailed information can be found about all of these topics in this handbook and the relevant page numbers are included to help you.

- ☐ By August 1 apply for University accommodation, if required, or arrange private housing (page 31).
- ☐ Check your immigration requirements and apply for a visa/entry clearance for you (and any dependants) if necessary. Allow enough time for this to be processed, for many countries this is the busiest time of the year for British embassies and High Commissions (pages 7-14). A Tier 4 student visa application can only be made 3 months prior to your course start date.
- ☐ Have any medical checks that you need, arrange a chest x-ray or vaccinations if required (pages 14 and 50).
- ☐ Arrange travel insurance for your trip to the UK, and health insurance if you need it (page 49).
- ☐ Budget for your time in the UK. You will need enough money for airfares home, tuition fees, accommodation costs, living and other expenses (page 18-19).
- ☐ Arrange your currency for the UK (page 41).
- ☐ If you have a bank account in your home country, find out if your bank has any special arrangements with banks in the UK, which might make it easier to open an account when you arrive. Refer to pages 38-40 of this handbook for information about what type of bank account to look for.
- ☐ Register online and arrange to pay your fees (pages 44-45).
- ☐ Ensure you read all of the pre-arrival information that the University sends you, which will help you to know what's going on in your first few days.
- ☐ Read through the electronic copy of the International Student Induction programme (available online from August) that will help you with everything you need to start here at Sussex.
- ☐ Plan your transport to campus. Don't forget to look out for the student helpers at Heathrow and Gatwick airports (page 26). If you want to use our special coach transfer service from Heathrow airport, you can book onto this from 1 July.

Immigration matters

It is extremely important that you find out about UK immigration procedures and how they may affect you. If you prepare all of the necessary documentation in good time, you are less likely to experience problems.

This immigration information is correct at the time of going to print. However, the rules surrounding immigration are often amended. For the latest information and updates, please visit www.sussex.ac.uk/international/essential/visasandimmigration

Immigration for EU and EEA nationals

The European Economic Area (EEA) consists of the European Union countries, (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden and the UK) plus Iceland, Liechtenstein and Norway. Note that Switzerland is not part of the EU or EEA but does have a bilateral agreement with the EU which provides certain rights to students.

Before arrival

Make sure you have one of the following documents:

- a valid passport
- or
- a national identity card if you are a national of Belgium, France, Germany, Greece, Italy, Luxembourg, Portugal or Spain.

Entry to the UK

If you are an EEA national and have been accepted onto a programme of study, you are entitled to enter the UK freely and have the right of residence for the duration of your programme. You may also want to apply for a residence permit during your stay in the UK.

A residence permit is advisable but not compulsory. It will be particularly useful if:

1. you intend to stay in the UK to work after your studies, or
2. you are married to a non-EEA national or have non-EEA national children who wish to live with you in the UK. If you hold a residence permit, this may make it easier for them to apply for a family permit.

Residence permits are issued free of charge. Even if you do not intend to marry or work in the UK, the permit can be useful as evidence that you have the right to reside in the UK. To obtain a residence permit, you can complete the application form EEA1, available from www.ukba.homeoffice.gov.uk

Dependants

If your partner and children are EEA nationals they are free to join you in the UK. If they are not EEA nationals then your partner and dependent children under the age of 21 years will usually be able to join you but will need to apply for an EEA family permit from the British Embassy or High Commission where they are living.



Employment

If you are a national of Bulgaria or Romania, you must obtain permission from the UK Border Agency (UKBA) to work in the UK. Nationals from all other EU member states are free to work in the UK without restrictions. If you would like any more information on employment, visit www.ukba.homeoffice.gov.uk/eucitizens/rightsandresponsibilities

For further information if you are an EEA student and studying in the UK, check the following UK Council for Student Affairs (UKCISA) guidance notes at www.ukcisa.org.uk/student/eea.php

Immigration for all other international students

Do I need a visa (entry clearance)?

All non-EEA students are required to obtain entry clearance in order to enter the UK and, in most cases, you will have to get this before you travel.

Visa nationals

A visa national is an individual who needs a visa to come to the UK (to find out if you are a visa national refer to Appendix 1: Visa national list on page 91). If you are a visa national then you and any dependants must apply for a visa at your nearest British Embassy or High Commission before you travel to the UK. As a visa national you need to make sure that you obtain entry clearance as a general student. If you mistakenly obtain entry clearance in a non-student visitor category, you will have to return to your country to apply for entry clearance as a student before being allowed to begin your studies.

Non-visa nationals

If you wish to stay in the UK for more than six months you will need to apply for entry clearance (a visa) prior to entering the UK. If you do not do this, you may be refused entry and required to return home to obtain the required entry clearance. If you wish to stay in the UK for less than six months see above right for how to apply for a student visitor visa.

What type of visa do I need?

Student visitor visa

If you definitely only want to come to the UK for less than six months, do not wish to work while you are in the UK and you are aged 18 or over then you have the option of applying for a 'student visitor' visa. However, you cannot extend this visa or undertake employment while in the UK, so you need to be absolutely sure you will not want to stay in the UK for longer than six months. The main group of students who normally apply for this visa are Visiting & Exchange students studying a course of less than six months.

Visa nationals will need to apply for this visa before coming to the UK. However, if you are a non-visa national and are intending to stay in the UK for less than six months, you are not obliged to apply for student entry clearance before coming to the UK. Visit www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/ to find out more about coming to the UK as a student visitor and for details on the documentation you will need to show on arrival in the UK.

Tier 4 student visa

You should apply for a Tier 4 general student visa if you intend to work while you are in the UK and/or if your course will last longer than six months. To be able to travel to the UK on a Tier 4 general student visa (also known as an adult student visa), you must pass a points-based assessment by scoring 40 points before you arrive. You score:

- 30 points for Confirmation of Acceptance for Studies (CAS) from a licensed sponsor (please note that the University has Highly Trusted Sponsor status). A CAS is a unique number which is issued to you by the University and confirms that the University has permission to 'sponsor' your Tier 4 student application; and
- 10 points if you can show you have enough finances to cover your course fees (for the first year or in full if the course is less than a year) and monthly living expenses for up to nine months (known as maintenance).





How do I apply for a Tier 4 student visa?

You should contact your nearest British Embassy or High Commission and explain that you would like to apply for student entry clearance, or visit www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students where you can download the application form and other information. Some countries allow visa applicants to apply online. Visit www.visa4uk.fco.gov.uk for details of how to do this.

Make sure you apply in plenty of time (you can apply up to three months before your course is due to start), as certain commissions get very busy prior to the start of the academic year and you may miss the start of term if you have to wait for your application to be processed.

You will need to provide the documents listed above right but check the procedure opposite with the commission as these can vary. Your

application for a general student visa will cost £289 in local currency (and for each dependant). If you are bringing your family with you, you should apply on their behalf at the same time. Dependants need to complete application form VAF10 available from www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students

You also need to refer to the 'PBS Dependant Guidance notes' on the same web page. Please also see page 13 for more information on bringing your family to the UK.

Check your visa is correct as it is difficult to alter it once you have left your home country. If you are successful in obtaining a visa you should still bring the documents (listed on pages 11-12) with you as you may need to show these upon entry.

What documents will I need to apply?

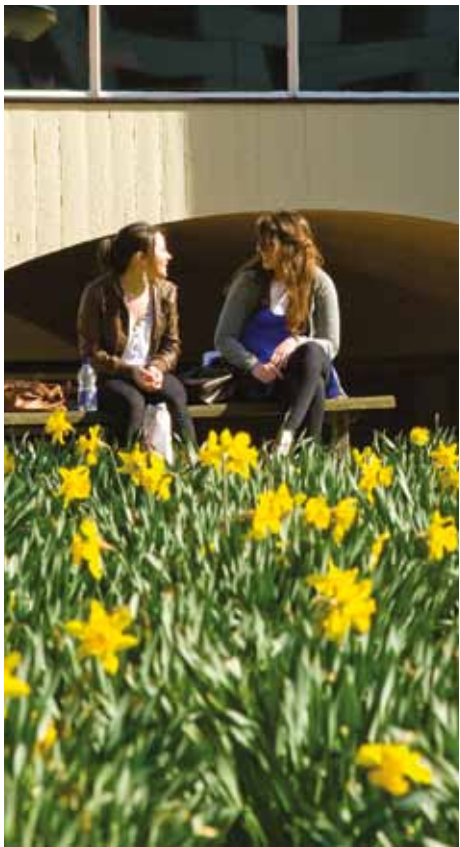
You will need to fill in the application form, pay your fee and include:

- a current passport or travel document
- a CAS number from a licensed sponsor (see page 9 for more details on this). If you have confirmed your place at Sussex we will provide you with a CAS number, if you require one.
- documents that show you have adequate funds (maintenance) available. For universities outside London (like Sussex), you will need to show the following:

Length of course	Money needed – course fees and monthly living costs
Nine months or less	Course fees and £800 for each month of the programme
More than nine months	First year of fees and £7,200 to cover your first year in the UK

- you need to show evidence that this money has been in your account for 28 days before you submit your application and your evidence needs to be less than one month old at the time of application. You will also need to sign a declaration stating that the funds are genuinely available for the purpose of funding your study and upkeep in the UK. The UKBA reserve the right to check that these funds continue to be available to you, if they have concerns regarding your ability to support yourself. You can also pay some of your fees and accommodation in advance, which reduces the total amount you need to show in your account. A maximum of £1,000 paid to the sponsor in advance for University accommodation can be deducted from the amount of maintenance required.

Students of designated low-risk nationalities attending courses at Highly Trusted Sponsors will not routinely have to present the specified documents at the visa application stage in respect of their maintenance funds or educational qualifications. Please visit the following link for more information on this and other recent changes to the immigration rules: www.sussex.ac.uk/international/essential/visasandimmigration



- acceptable evidence of maintenance includes: personal bank or building society statements; building society passbook; letter from a bank; letter from a regulated financial institution confirming funds or loan will be released to you when you get your visa; letter of official financial or government sponsorship.
- documents used by your sponsors when they accepted you onto the programme. You will need to show your original qualification certificates or any other education documents you used to obtain your offer of a place at Sussex. When we produce your CAS we will include the list of qualifications used for admission, which you will need to produce when applying for your visa.
- your biometric details.
- non-EEA postgraduate students who intend to study in certain science or technology-based subjects are required to obtain a clearance certificate through ATAS before they can apply for a visa or a visa extension. If this applies to you, and you are a new student, details about this UK Government scheme will be sent with your offer letter. In order to obtain the certificate, you will need to complete a short online application form prior to submitting a visa application (at no charge). More information about ATAS is available at www.sussex.ac.uk/admissions/pg/atas and www.fco.gov.uk/atas



What length of visa should I get?

For a course of 12 months or longer your visa should be the length of the course plus four months. If your course is six months or longer but under 12 months your visa should be the length of your course plus two months. For pre-session courses, which are under six months long your visa should be the length of your course plus one month.

Can I bring my family?

You will not be able to bring family to the UK with you unless you are taking a postgraduate course which lasts 12 months or more, or you are a government-sponsored student taking a course which is more than six months long. If this is applicable, you should complete the correct application forms and ensure the maintenance criteria is met. For a definition of who qualifies as your dependent, and for a more detailed look at the rules surrounding dependent applications, please see the UKCISA guidance at www.ukcisa.org.uk/student/info_sheets/your_family.php

In order to bring children with you as Tier 4 dependants, *both* parents must be lawfully living in the UK, rather than abroad. There are only a few exceptions to this such as one parent has died or if you have sole responsibility for the child's upbringing. If you think this situation will affect you, please contact an immigration advisor on immigration@sussex.ac.uk to discuss the implications further.

To find more information

Our web pages (www.sussex.ac.uk/International/admissions/immigration) will be updated with new information as things change.

As your application progresses, we may email you from time to time with important information relating to your admission to Sussex and visa arrangements.



The UK Council for International Student Affairs (UKCISA) also publishes a range of information for international students, including immigration advice, which you may find helpful. Visit www.ukcisa.org.uk/student/immigration.php

Their information sheet *Making a Tier 4 (General) application* gives a detailed description of the visa application process and required documentation.

Monitoring and reporting

Please be aware that as a Tier 4 sponsor, the University has a duty to keep records of your passport, visa and ID/biometric cards. Consequently, when you arrive at Sussex you will be asked to bring your passport or ID card for copying. If you apply for a visa extension during your studies, the University will need to take another copy of your new visa. You must also ensure that you keep your contact details up-to-date on Sussex Direct, a personalised online resource for University information.

The University also has a duty to report to the UK Border Agency::

- any students who fail to enrol on their course
- any unauthorised absences from the course
- any students who discontinue their studies (including permanent and temporary withdrawals/intermissions)
- any significant changes in a student's circumstances, such as a reduction in the length of the course
- if the University stops being the student's sponsor for whatever reason
- any suspicions the University may have or evidence that a student is breaking the conditions of their stay in the UK (eg working more than 20 hours per week during term time).

Health screening

Health screening is now a prerequisite for some students applying for a visa or entry clearance to come to the UK for six months or more. Students from the following countries will be required to show a certificate stating they are free from infectious tuberculosis (TB) at the time of making an application to the embassy or High Commission:

- Ghana plus Burkina Faso, Cote d'Ivoire, Togo and Niger (which Ghana also issues visas for)
- Kenya plus Eritrea, Somalia, Democratic Republic of the Congo, Rwanda, Uganda (visitor applications) and Tanzania (which Kenya also issues visas for)
- Pakistan
- Bangladesh
- Sudan
- Thailand plus Cambodia and Laos (which Thailand also issues visas for).

This certificate is obtained by visiting an International Organisation for Migration (IOM) clinic in your home country and having a chest x-ray. Details of these clinics are available on the website of the British Mission for your country. Nationals of other countries may be required to undertake this compulsory screening at a later date. If you are not a national of one of the countries mentioned above and you have been screened for TB, you are advised to bring your certificate or x-ray with you.

Important things to remember

- **For up-to-date information about completing your visa application and the points-based system please check the UK Border Agency website at www.ukba.homeoffice.gov.uk/visas-immigration/studying**
- **When applying for your visa, ensure that you give all the documentation asked for otherwise your application will be refused. Please email immigration@sussex.ac.uk if you have any questions on the process.**
- **Ensure your visa is for the correct length of time. Speak to the immigration officer if you think you have been given the wrong conditions.**
- **Take a photocopy of your visa and keep it in a safe place. Do this every time that you need to renew your visa.**
- **From April 2012, the UKBA has placed limits on the total amount of time you can spend studying in the UK under Tier 4. Please visit the following link for more information www.sussex.ac.uk/international/essential/visasandimmigration**

Fees and finance

Take time to ensure your finances are in place before you leave your home country. If you have insufficient funds it is very unlikely that you will find financial help in the UK, and if you run out of money you will almost certainly have to give up your course and return home. Be prepared for changes in the rate of inflation and the exchange rate, which can seriously alter your financial position.



Fees

The fees for the academic year 2012-2013 can be found at www.sussex.ac.uk/international/essential/feesandfinance

All fees and other charges are subject to review and may change without notice. For up-to-date information, please contact the International and Study Abroad Office (details on page 2). The fees apply to the majority of our courses, but you should note that some courses have different or additional fees, which are listed in the relevant undergraduate, postgraduate or study abroad prospectus.

Please note that the UK government is changing the arrangement for fees and funding at all UK universities for 2013 undergraduate entry. For further information please visit www.sussex.ac.uk/study/ug/funding

You may have been sent a fee-status questionnaire. Your answers to this will be used by the University to determine the appropriate level of fee. The rules for determining fee status are complex and each case is considered individually.

For more information on fees and how a student qualifies for home student status (the lower rate of fee), please see our website at www.sussex.ac.uk/International/admissions/fees

You can also check the relevant UKCISA guidance note, which can be found at www.ukcisa.org.uk/student/fees_student_support.php

Scholarships

Grants and scholarships are available from the University of Sussex and other organisations in the UK or overseas. Awards are usually competitive and made on the basis of academic merit. For most awards you will need to apply well in advance of the date that you wish to commence your degree programme.

Our online funding database allows you to search for funding opportunities to support your studies at Sussex. Look across the range of scholarships, fellowships, bursaries and study awards available by visiting www.sussex.ac.uk/study/funding

You should note that the majority of scholarships are for postgraduate study, and further information about sources of finance for postgraduate students is available in our *Alternative Guide to Postgraduate Funding*,

which can be accessed from the Funding section of the Postgraduate Prospectus on the Sussex website.

You should also contact the local British Council or the education department of your own government for information on financial aid.

How do I pay my tuition fees or University accommodation charges

Prior to your arrival (from 1 September) you can pay your tuition fees, accommodation charges or set up a recognised University payment plan, all online, at www.sussex.ac.uk/direct
You can also telephone +44 (0)800 8494979 during opening hours (10am-1pm and 2-4pm). Copies of award letters from recognised sponsors can be sent by fax to our student accounts team on +44 (0)1273 877367, including your email address. If it is possible to pay your fees before you arrive then you are encouraged to do so, as this is safer and easier for you and also allows you to complete your registration more quickly.

Options for payment – online

You can also pay your fees

- By Travelex bank-to-bank transfer (through Pay 24-7 and Travelex). The document needed to make a Travelex payment is available online at www.sussex.ac.uk/direct You will need to select the item (either fees or rent) you wish to pay in full, and click on the 'arrange to pay' button. Travelex will then appear as a payment option. If you choose to proceed you will be provided with online instructions. A payment transfer document will be generated that you should take to your bank. Your bank will then arrange a Travelex transfer to your student account with the University. This provides a guaranteed exchange rate with no additional charges from the University or Travelex when making transfers from an overseas bank account and it is cheaper than using a credit card.
- By credit or debit card (except Diners' Club and American Express) at www.sussex.ac.uk/direct
You can pay tuition fees or accommodation charges in full or in three installments. Advise your card issuer if the payment you intend to make exceeds the daily limit on your card.

Options for payment – other methods

- By bank transfer (prior to your arrival). Bank details are available on request by emailing cashiers@sussex.ac.uk Please note that bank transfers usually incur a small fee.
- By cheque on or before registration. Cheques should be made payable to 'The University of Sussex' and your registration number (if available) should be noted on the reverse.
- Traveller's cheque – there will be a charge if not in sterling.

Options for payment of tuition fees in instalments

You can usually pay in instalments if the tuition fee due is £300 or above and you are self-financing (ie the fee is being paid by you or a member of your family). However, the University reserves the right not to offer payment by instalments.

Instalments can be paid by credit or debit card. Fees can be paid in three instalments if you are here for the full academic year, or two instalments if you are here for two terms only. Further detailed financial information can be found at www.sussex.ac.uk/finance/services/feesandincome/studentaccounts





Living expenses

You should ensure that you have enough money to cover your period of study. We estimate that to cover the cost of accommodation and other living expenses, a single self-supporting student (with no children) should budget for between at least £814 and £1,150 each month, in addition to tuition fees. The cost of insurance, telephone calls and travel home will vary.

If you require a Tier 4 visa to study in the UK, you will need to show enough money to meet the maintenance requirements set by the UK Border Agency. Note that actual living costs are likely to be higher than this amount.

The table on page 19 shows a very generalised breakdown of how your living expenses might be allocated on a monthly basis. This figure is for guidance only. You may find that – depending on your lifestyle – you require more or less. The cost of

university managed accommodation varies. The rent stated in the table is an estimate. For more details about accommodation costs, see the Residential Services website at www.sussex.ac.uk/residentialservices/residences

If you are intending to come to the UK with a partner and/or children, your living expenses will be significantly higher. For visa purposes, you will need to show that you have £450 per dependant for each month that the dependant will be allowed to stay in the UK (up to a maximum of £4,050). If you will require childcare in the UK, you will need an estimated £5,028 per year for 25 hours of nursery care per week for each child under two and £97 per week for holiday childcare for school age children. There will also be additional costs for childcare during school term time if childcare is required after the end of the school day. (Based on findings of the Daycare Trust Childcare Costs Survey 2012.)

For more information about budget planning in the UK see the British Council's tips to help you manage your money at www.educationuk.org/UK/Article/Budget-planning-in-the-UK

The international student calculator will help you plan and manage your money for your studies in the UK www.studentcalculator.org.uk/international

This calculator has a useful budget section to help calculate your expected costs.

Estimated living expenses	
Rent*:	
Campus (single room including bills)	£254-570
Private sector (single room including bills estimate)	£385-435
Mobile phone:	£20-40
Food/housekeeping	£220
Local travel	£45
Insurance (personal)	£5
Books/stationery/photocopying/ equipment	£60
Clothing	£45
Socialising/leisure	£110
Miscellaneous (healthcare, etc)	£55
Total per month	£814-1150

* Please note that rent in the private sector does not include utility charges. Utility bills, internet access and contents insurance are included in the rent in all University-managed accommodation on campus; utility charges may be payable in some University-managed accommodation off campus.



Student discounts

Price reductions are available to students at many shops, cinemas, museums and galleries, and on national and local bus and train travel. Many of the discounts are negotiated by the National Union of Students (NUS), which represents the interests of all students in the UK.



Cost of everyday items**Food/housekeeping**

Bread (loaf)	£0.47-£1.32
Milk (pint)	£0.50
Fruit and vegetables for a week	£12-£15
Eggs (six free range)	£1.50
Pasta (1kg)	£1.80
Meal at Dine Central Restaurant (Bramber House)	£3.50-£5
Hot drink on campus	£1-£1.70
Takeaway meal	£5-£10
Laundry wash (add £1.20 for dryer for ½ hr)	£2.20

Insurance

Contents insurance per person (approx £3,000 value per year) in:

University single tenancy accommodation	included
in private accommodation	from £50

Books/stationery

Textbook	from £15
Course pack	from £15
Writing paper (200 pages)	£0.99
Project file	£0.99
<i>The Guardian</i> newspaper (subsidised in the Students' Union shop)	£0.50
Photocopy (per copy)	£0.05

Miscellaneous

Dentist (NHS) examination/fillings/crown work	£17/£47/£204
NHS prescription charge (per item)	£7.40
Postage stamp (within UK) from	£0.50
Letter/postcard (to Europe) from	£0.75
Cinema ticket	£5.50-£6.50
Theatre ticket	from £10 upwards

Please note all prices are approximate and depend on where you shop.

Travelling to the UK and your first few days



Checklist

Below is a list of the main things that you are recommended to do during your first few days in the UK. Detailed information about all of these topics can be found in this handbook and in the pre-arrival information mailings that will be sent to you.

- ☐ Call home!
- ☐ Pick up a copy of the International Student Induction programme from the International and Study Abroad Office
- ☐ Go along to the various academic and social events during Freshers' induction. Also, collect your free ticket for the International Students' welcome party (all details can be found in the induction programme).
- ☐ Register with the Police. A session is organised for students during the welcome week. See page 43 for details on which nationalities are required to register.
- ☐ Register with the Health Centre (page 46).
- ☐ Set up your computing account. Your username and password will have been issued to you when you started to complete online registration.
- ☐ Complete your University registration (including having your Tier 4 visa/passport scanned if you are not from the European Economic Area) and pay your fees (if you haven't already done so online – pages 44-45).
- ☐ If you have a Tier 4 visa which was issued after 5 October 2009 and it is for another institution, you cannot register with the University of Sussex until you have made a new immigration application to the UK Border Agency. You will need to do this and show us proof of postage before you can register. Please see the 'Switching institutions' section on page 76 for more details.
- ☐ Open a bank account. Refer to pages 36-40 of this handbook for information about what type of bank account to look for.
- ☐ Take out personal contents insurance for your belongings (if you are living in private accommodation).

Arrival information

On these pages you will find useful information for when you first arrive at your UK port of entry. Make sure you read it carefully and follow any relevant laws.

Immigration control

If you are from outside the European Economic Area (EEA) you will be asked to complete a landing card – with some personal details – before arrival at a UK port or airport. Once you have landed you will be asked to show your passport and landing card to an immigration officer. In your hand luggage you must also carry:

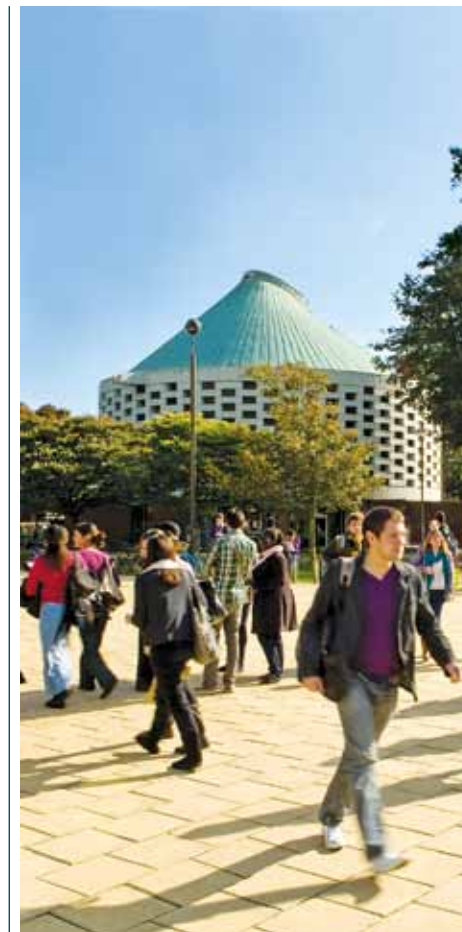
- your offer letter from Sussex
- evidence that you have sufficient funds to cover your stay in the UK (maintenance), even if you have a visa or entry clearance
- your ID card (if you have one).

There will be two queues at passport control, one for EEA nationals and one for non-EEA nationals.

If you travel as a passenger on the Eurostar train through the Channel Tunnel, you will have your passport and documents checked on the train. If you bring your car through the Tunnel, you will pass through UK immigration control in France before taking your car on the train.

You should allow plenty of time to get through immigration and customs as, depending on where you are from, this can take several hours.

See page 7 for further information on immigration.



Entry via the Irish Republic

Students without a student visa or entry clearance are advised not to enter the UK via the Irish Republic (Eire). Students who have entered this way only have permission to stay for three months from their date of entry to the Republic. It is not possible to extend this leave as a student from within the UK.

On arrival

Passport control

There have been significant changes to immigration control in the last few years. Check pages 7-14 for information on procedures and the documents you will need.

If you are refused entry, or given a very short period of temporary admission, contact an International Student Advisor on **T +44 (0)1273 678422** as soon as possible for assistance.

When you arrive in the UK

With entry clearance

You will have already obtained your visa or entry clearance prior to entering the UK but you may still need to show the following:

- a letter stating that you have been accepted onto a full-time course at the University;
- evidence that you will be able to support yourself financially during your course (eg recent bank statements, banker's draft, letter of sponsorship, etc).

The immigration officer may still ask you questions to establish that you are a genuine student and that you intend to leave the UK upon completion of your studies.

Without entry clearance

If you do not have a visa or entry clearance, please check the documents required on **www.ukba.homeoffice.gov.uk/visas-immigration/visiting**

You should have all the relevant documents listed in your hand luggage, ready to show

the immigration officer. On arrival, you will be interviewed and you will be asked about your reasons for coming to the UK. If they are satisfied that you meet the student requirements then they will put a 'student visitor' stamp in your passport. The stamp will show you how long you are allowed to stay for, which will be a maximum of six months.

You should check your stamp is correct and speak to the immigration officer if there is a problem (eg your stamp is 'general visitor' not 'student visitor'). If the immigration officer refuses to change your stamp, ask to see the chief immigration officer directly. If your papers are not complete, the immigration officer may allow you Leave to Enter for a short period, so that you can resolve things. If this happens to you, seek advice from an International Student Advisor (**T +44 (0)1273 678422**).

Important things to remember

► Even if you have obtained a visa or an entry certificate, the immigration officer still has the right to refuse you entry if they have reason to believe that you have made false statements to obtain it, or if there has been a material change in your circumstances since the visa was issued or you cannot speak English without assistance. If you hold a visa or entry certificate and are refused entry, you currently have the right of appeal to an independent adjudicator before being removed to your country of origin.

Customs and excise

Arrival at customs

When you arrive in Britain you will go through passport control and collect your luggage. You will then pass through customs where you may have to declare certain items, details of which will be clearly signposted. A system of red, green and blue symbols operates in all customs halls to help you through the procedure:

- green means 'nothing to declare'
- red means 'goods to declare'
- blue is for EEA Nationals only.

Even if you go through the green channel, a customs officer may stop you and search your luggage.

Duty and tax-free goods

If you are carrying more than the duty- and tax-free allowance, you must go through the red channel. You should consult the list available on your plane, train or boat to determine the allowances. If you have more than the allowance, you may have to pay charges on the excess. These charges depend on the quantity and kind of goods, and may be substantially more than the purchase price of the goods. As a student, you are allowed to import goods temporarily into the UK without the need to pay duty or tax. If you are importing goods other than just your personal belongings, you are advised to go through the red channel and explain to the customs officer that you will be re-exporting the goods at the end of your course.

Note: if you travel to the UK via another EU airport, you may have to pay duty on your belongings, particularly personal computers, but you can subsequently claim this back.

Prohibited and restricted goods

If you are carrying prohibited or restricted goods, you must declare them to the customs officer by going through the red channel.

Carrying cash in and out of the UK

Any person entering or leaving the EU, (this includes the UK) carrying 10,000 euros or more in cash, travellers cheques, money orders etc, or the equivalent amount in another currency, must declare this at the port of entry or exit. Failure to declare this information can lead to a £5,000 fine or penalty. As with cash found by customs or police officers at any place within the UK, if it amounts to £1,000 or more (or the equivalent in other currencies) it may be seized if the officer has reasonable grounds to suspect that it is either the proceeds of, or is intended for use in, unlawful conduct.

Food and plant imports

There are strict rules governing the import of many meat, dairy or plant products from non-EU countries into EU countries, including the UK. If you intend to bring any of the above mentioned items with you, you should check the DEFRA website, which will give you more information before you travel. Visit **www.defra.gov.uk** (or **T +44 20 7238 6951**).

Drugs

The laws concerning drugs are very strict and penalties are heavy. If you have to bring any drugs with you that have been prescribed by a doctor, you are advised to bring documentary proof of the nature of the drugs, otherwise they may be confiscated.

Drugs such as cannabis, LSD, cocaine and heroin are prohibited and customs officers and police have the right to search for illegal drugs.

Travel to the University of Sussex



Location

The University campus is at Falmer, about four miles (six km) from the centre of Brighton & Hove and four miles from the town of Lewes (refer to the maps on the inside cover). The following instructions should help you with your travel arrangements. Also, look at our website www.sussex.ac.uk/findus

Meet-and-greet service

During our main welcome and arrival weekend in September, representatives from the University of Sussex will be at Heathrow and Gatwick airports at various times to welcome you to the UK. All student representatives wear blue coloured t-shirts so they can be identified. The representatives will answer your questions as well as direct you to the coaches and trains to Brighton. More details will follow in the pre-arrival information we send during the summer.

The University will also be offering a free coach service from London Heathrow only on 15 and 16 September 2012. Coaches will take you directly from London Heathrow Terminal 5 to the University campus (also stopping at our off campus housing office if necessary). Places are limited and it is necessary to pre-book. You can find more information and complete the online booking form at the following link from 1 July 2012: www.sussex.ac.uk/studentrecruitment/meetandgreet

Travel to Brighton

The University is easily accessible and is well served by buses, trains and taxis from Brighton Train Station.

During welcome weekend the University runs a minibus service from Falmer Train Station to campus. When we write to you before your arrival we will let you know the times the minibus runs. If you can arrange to arrive

during these times, it will make your arrival at the University easier.

Where possible we have included approximate prices of travel after 9am. It is more expensive to travel before 9am. Please note that prices quoted below are subject to change.

From London-Gatwick Airport

If you are travelling by plane, Gatwick Airport is closer to the University than Heathrow. On arrival, follow the signs for the train station and take a train to Brighton (cost approximately £10, journey time 30 minutes). Several train operators run on this route and during the day trains run every 15 minutes.

You can buy a through ticket direct to Falmer Station (across the road from the Sussex campus) for the same fare but you will still need to change trains at Brighton Station.

From London-Heathrow Airport

If you arrive at Heathrow Airport and do not travel on our free meet and greet coach service (see page 26), there are two ways to get to Brighton:

Coach

This is the easiest option and is recommended if you have luggage. The journey takes about two hours. Several different services run from Heathrow Bus Station to Brighton, via Gatwick Airport. Please check the timetable on arriving. The fare is around £28. Coaches run every half hour during the day and every hour during the night and leave from Heathrow Central Bus Station, which is situated between Terminals 1 and 2 or at Terminal 4. For more information, call National Express on **T +44 (0)8717 818178** or visit www.nationalexpress.com

The coach will take you to Pool Valley Coach Station, which is near Brighton Pier. If you have heavy luggage, we advise you to take a taxi to the University. As there is no

taxi rank you will need to phone for a taxi. Recommended numbers (and details of special fares available) are listed on page 29. The fare to the University should be around £12.

Train

Take the underground train (Piccadilly line) to Hammersmith Station and change to the Circle or District lines to travel to Victoria Station. At Victoria, follow the signs to the mainline station and take the overground train to Brighton. This option is not recommended if you have heavy luggage.

Direct transport from Gatwick and Heathrow airports

Although public transportation links are generally good between the main airports and Brighton, you may prefer to travel directly from the airport to your accommodation. A local taxi firm, 581 Travel, who can transport you from Heathrow (£75-80 single journey) or Gatwick airport (£40-45 single journey). You will need to pre-book this service via phone or fax. Contact details are as follows:

T +44 (0)1273 581581

F +44 (0)1273 589589

You will need to pay the driver cash.

From London-Stansted Airport

There are two ways to get to Brighton:

Coach

The coach station is located in front of the terminal building. The journey takes about four hours and costs around £34. The coach leaves hourly but does not run overnight. Please see details below left on how to get to the University from Pool Valley Coach Station.

Train

This will be difficult if you have luggage. Take the train to London Liverpool Street Station. Change to the underground train (Circle line) to London Victoria Station. Then take the overground train to Brighton.



From Portsmouth and Southampton sea ports

Take the train direct to Brighton (cost approximately £15). The journey takes about two hours.

From Newhaven sea port

Take the train to Falmer. The journey takes about 20 minutes. The fare from Newhaven to Falmer is £3.30.

From any other arrival port

Take the train to London Victoria Station. There are also direct trains to Brighton from London Bridge and London St Pancras. The number for train enquiries is +44 (0)8457 484950 or visit www.nationalrail.co.uk

If you arrive at another mainline station in London, take the underground train to one of the previously mentioned London stations (you could also take a taxi but ask first how much it is likely to cost). There are maps in each underground station that are easy to follow and are colour coded for clarity. From there, take a train to Brighton. Ask for a ticket to Falmer, which is the same price as the ticket to Brighton. You will need to change trains in Brighton. The journey takes about one hour and costs approximately £28.

From the Channel Tunnel

The Eurostar train goes directly to St Pancras International Station in London. From there, you can get a train direct to Brighton. Alternatively, you can get off at Ashford International and get a train direct to Brighton.

To get to the University by train

Take a train direct from Brighton Station to Falmer Station (cost approximately £2.30), which will take about eight minutes. Falmer is the third stop on leaving Brighton, after London Road and Moulsecoomb. At Falmer, you will be met by Sussex student helpers during the main arrival times (details of which will be sent to you in advance), and a minibus will transport you to the University campus. If you are not able to arrive at Falmer during the hours when our minibus service operates, you should take a taxi from Brighton station (there are no taxis at Falmer station). The cost of the taxi is approximately £12.

To get to the University by bus

The number 25 bus runs every 10 minutes during the daytime from Brighton to the University (every 20 minutes in the evening) and will cost £2.20 for a single/one-way ticket. The journey takes approximately 30 minutes and the nearest bus stop to the station for this route is at Brighton's main shopping centre, Churchill Square, which is about five minutes walk from the station. If you arrive by coach, the nearest stop for the 25 is at the Old Steine which is situated just a short walk from the coach station.

Taxis in Brighton & Hove

There are many taxi companies in and around the city. You should make sure you pre-book a taxi or get one from the many licensed taxi ranks around the city. Citycabs: **T** +44 (0)1273 205205 Streamline Taxis: **T** +44 (0)1273 747474 Please note that Streamline Taxis operate a 'One Stop Fare Deal'. Students or visitors travelling from central Brighton to campus (or campus to central Brighton) can ask for a £12 fare deal.

Luggage

For insurance and security reasons, the University offices cannot take responsibility for luggage. You will need to make your own arrangements for storage while looking for accommodation etc.



Helping you to start at Sussex

Freshers' Induction

The University and the Students' Union organise a campus-wide induction for all students. Induction includes academic-based events, Students' Union social events, plus much more to help you settle into life with us.

Alongside this, the International and Study Abroad Office organises a programme of events for all new international students to provide you with information and help you in adjusting to life in the UK and at Sussex.

Our programme of events will cover immigration, teaching, banking and finance, housing, welfare, sports, IT/computing and library facilities. There will also be social events to help you get to know other students. We will contact you nearer the time of your arrival to provide more details about the events on offer. This information will also be available at www.sussex.ac.uk/International/admissions/arrival

We also organise a smaller welcome programme for students starting in the spring term.



Housing

When you move to a new country, you need to be certain you have somewhere comfortable and convenient to live. We have a range of accommodation offering a friendly and relaxed atmosphere in which to study.

University accommodation

All first-year international undergraduate students and visiting or exchange undergraduate students registering in October to attend for the full academic year are guaranteed University-managed accommodation as long as you have accepted the offer of a place and submitted a housing application form by 1 August. The accommodation provided may be on- or off-campus in single or shared (undergraduate only) rooms. There is also accommodation available for full-time research postgraduate students and all full-time international postgraduates on a taught masters course, who apply for housing by 1 August and pay a £250 prepayment.

Accommodation for students attending part year is limited although some rooms may be available. You may, however, need to consider alternative housing options including host family accommodation. The housing application form if you are arriving in January must be returned to the University by 1 November.

Students going into their second, third or fourth year, are not guaranteed accommodation in University housing. However, the Housing Office has details of a wide variety of accommodation available in the private rented sector and staff are on hand to provide information and advice on renting privately.

There are units of accommodation designated as quiet areas, and single sex only areas, as well as areas specifically for international and mature students. These areas are limited in number – we will, however, try to allocate you such a room if you indicate this on your application form.

Payment for accommodation should be arranged before the start of term. Students not living in the accommodation for the full academic year will be charged an early termination fee (currently £40) to cover the cost of reletting the room.

You must inform the relevant administrative office if you are going to be arriving late (undergraduates and postgraduates contact the Student Progress and Assessment Office, visiting and exchange students should contact the International and Study Abroad Office).

Types of University housing

All University accommodation is self-catering, with shared kitchens where you can cook your own meals. Meals and snacks are also available on campus. Most University accommodation is mixed sex and all campus rooms have broadband connectivity to the University computer network. All rooms on campus have a telephone that you can connect via 'Chain', the operating company.



Family accommodation

If you want to bring your family with you to Sussex you are advised to enquire well in advance as family housing cannot be guaranteed (see below for contact information). There is a very limited amount of University-managed accommodation for small families (ie a couple with one child): these consist predominantly of one-bedroom flats, although there are a few two-bedroom flats. These flats are located on campus in Northfield, Lewes Court, East Slope and Park Village, and a few are also available in Brighton. Costs vary, but on average a one-bedroom family flat costs £130 per week* and a two-bedroom flat costs £175 per week.* Lists of private rented housing in the area are available on request from the Housing Office.

Under no circumstances should you arrange to bring your family to the UK unless you have written confirmation of family accommodation either from the University or a landlord.

For further details, contact:
Housing Office, Bramber House,
University of Sussex, Falmer, BN1 9QU
T 01273 678220
E housing@sussex.ac.uk
www.sussex.ac.uk/residentialservices

The demand for family accommodation is high and, when applying, you will be placed on a waiting list until a suitable flat becomes available.

Hotels and guesthouses can be very expensive if you end up having to book your family into one.

The University is unable to house accompanying partners in double rooms, unless both of you are to be fully registered students.

For further information about family accommodation, visit
www.sussex.ac.uk/residentialservices

Students with disabilities

The University will make every effort to place you in housing that best meets your needs. It is important that you contact the University at an early stage so that suitable housing can be set aside for you. The University has adapted accommodation if you have a mobility difficulty or hearing impairment. We can also provide accommodation suitable for a range of other needs.

For further information, look at the 'Special Housing Needs'.

*Rents quoted are for the academic year 2011-12

Important things to remember

► **For more detailed information on what housing is available, please see your copy of the 2012/13 housing guide. This is also available online at www.sussex.ac.uk/residentialservices**

The housing allocation procedure

Following your housing application, and prior to your arrival, you will be notified whether you have been allocated University-managed housing. If there is sufficient time before your arrival, you will be sent an email which contains details of your allocation and a tenancy agreement by the Housing Office. If you wish to accept the offer of a room, you will be able to confirm this online by clicking 'I agree with the terms and conditions' that will be provided. Failure to respond within the specified time (normally five working days) may result in the room being withdrawn and allocated to another student. If you are concerned about your housing allocation, contact the Housing Office:

T +44 (0)1273 678220

F +44 (0)1273 678696

E housing@sussex.ac.uk

Enquiries should not be made before 1 September 2012.

Bedding and cooking equipment

A typical room has curtains, carpets and is furnished with a bed, wardrobe, shelves, desk, chair, desk lamp, and easy chair. A pillow, mattress and mattress protector are provided in all rooms, but you will need to provide other items of bedding such as pillow cases, sheets and a duvet. A set of quality bedding can be bought on arrival for £35, which will last for the duration of your stay. Please note that bedding charges will be added to your account, so you do not need to pay on arrival.

You will also need to provide your own cutlery, crockery, saucepans etc. If you are living on campus, welcome packs are usually available from the York House reception, priced at £30. Packs consist of a storage box containing one of each of the following: dinner plate, cup, dish, knife/fork/spoon and teaspoon, tin opener, vegetable knife,

wooden spoon, saucepan, frying pan, spatula and tea towel.

Private accommodation

The University Housing Office can provide details of private accommodation available in Brighton and the surrounding area, but it cannot arrange to rent accommodation for you. The average cost of accommodation in the private sector is approximately £90 per week plus bills. You are generally required to provide a deposit, which is usually one month's rent. (Although some landlords may request three to six months' rent in advance, in addition to the deposit.) You are advised to check very carefully the legal obligations imposed upon you by landlords before signing a contract. Further advice on this may be obtained from the Housing Office.



The Housing Office maintains an accommodation website, Yourstudentpad, which lists details of properties available to rent in the private sector in the Brighton & Hove and Lewes areas. To access Yourstudentpad, contact housing@sussex.ac.uk with your application number, UCAS ID or registration number (if you have one) and you will then be sent details.

Hotels in and around the area

The University has a list of approved local hotels that may be useful to you or your family. The list can be accessed at www.sussex.ac.uk/about/hotels

Luggage in advance

The University does not accept luggage in advance. If you have been allocated housing on campus you may send luggage to your campus address but you should ensure that the luggage does not arrive before you do. You should inform the porter at your residence on campus that you are sending luggage and complete all necessary customs declarations when sending your luggage to help prevent delays when it arrives in the UK.



Contents insurance

The University has negotiated personal contents insurance for all students living in the residences. The cost of this is included in the rent. Further details are included with the tenancy agreement. If you are living in private accommodation you are strongly advised to take out your own personal contents insurance to cover loss or theft of personal items.

There are many companies that specialise in student insurance cover, including:

Endsleigh Insurance
T 01273 678350
www.endsleigh.co.uk

Cover4students
T 0871 2263910
www.cover4students.com

Council Tax

Council Tax helps pay for local services in the UK and is based on the value of houses. As a student you will not normally be liable to pay Council Tax. However, you may be liable if you are on a course that lasts less than a year or if you live with someone who is not a full-time student. For further information please contact the International and Study Abroad Office. If you are not living in University accommodation you must inform the local council that you are a student. If you live in Brighton & Hove, you can submit your details online but if you live outside the Brighton & Hove area you will need to obtain a Council Tax exemption certificate and submit it to your local authority responsible for Council Tax. To do either of these things, visit

www.sussex.ac.uk/sas/counciltax

Your correspondence

Letters may be sent from family and friends direct to you at your residence address when this is known. In most cases, you will receive a tenancy agreement in advance of your arrival that will tell you what your term-time address will be. Any letters mailed to you via the International and Study Abroad Office will be forwarded to your pigeonhole (mailbox).

Mail should be sent to you in the following way:

On campus

Your name
Room number, residence/building
University of Sussex, Falmer, Brighton
Postcode (see below), UK

Off campus

Your name
Room number, residence address as it appears on the tenancy agreement
Postcode (see below), UK

Postcodes

On campus	Postcode	
Brighthelm	BN1 9SA	
East Slope	BN1 9RP	
Kent House	BN1 9RL	
Lancaster House	BN1 9QP	
Lewes Court	BN1 9RU	
Northfield	BN1 9BJ	
Norwich House	BN1 9QS	
Park Village	BN1 9RD	
Stanmer Court	BN1 9PU	
Swanborough	BN1 9NZ	
York House	BN1 9QR	
Off campus	Postcode	Telephone
18 Clifton Road, Brighton	BN1 3HN	01273 720139
12 Florence Road, Brighton	BN1 6DJ	01273 504247
14 Florence Road, Brighton	BN1 6DJ	01273 562693
49 Florence Road, Brighton	BN1 6DL	01273 501531
51/53 Kings Road, Brighton	BN1 1NA	01273 323549
13 Victoria Road, Brighton	BN1 3FS	01273 324485
8 Windlesham Road, Brighton	BN1 3AG	01273 736741
10 Windlesham Road, Brighton	BN1 3AG	01273 736508
10 and 12 York Avenue, Hove	BN3 1PH	01273 738490

Opening a bank account in the UK

Opening a bank account in the UK is by far the safest and most effective way of managing your money. Although UK banks offer services to international students, as you are a temporary resident in the country you may not have the same access to banking services as you do at home.

Why open a UK bank account?

Some students never open a UK account while they are here, but continue to use their overseas account. However, it is recommended that you open a UK account, particularly if you are going to be studying at Sussex for more than six months, because:

- if you are using a non-UK bank card you will be charged every time you withdraw money from cash (ATM) machines
- if you get a part-time job in the UK your employer will want to pay your money directly into a UK account
- you cannot set up direct debits (eg for accommodation or for a telephone contract) from an overseas account
- if you have a student visa you will be required to send bank statements to the Home Office if you apply to extend your leave. The Home Office specifies that funds should be in pounds sterling, so it is better to have a UK bank account so that you can meet this requirement
- if you are being sponsored, it will not be possible to cash a banker's draft or cheque in the UK unless you have a UK bank account
- for reasons of safety and security, it is not a good idea to carry lots of cash with you. It is best to safely deposit this in a bank account.

What sort of account?

You should be allowed to open what is called a 'basic bank account'. This allows you to pay money in and take money out and you are normally provided with an ATM card to withdraw your money from cash machines. Basic bank accounts do not normally offer students any form of credit, so you will not be given any overdraft facility, cheque book or credit card; although you may be issued with a debit card, depending on which account you choose.

If you are going to be studying in the UK for at least an academic year you will find that some banks will be prepared to offer an international student bank account that offers more flexibility than a basic bank account. These accounts may offer some limited credit facilities such as a cheque book. However, be aware that there is often a charge or a minimum balance requirement for these accounts.

If you want an account based on Sharia principles, check banks' websites and publicity materials. Some mainstream banks offer accounts and services that meet the principles and there also a few specialist banks that operate in accordance with them.

Things to consider before you come to the UK

To make the process of opening a bank account easier and less time consuming, we suggest that you:

- start looking at bank accounts in the UK before you come to Sussex so that you can decide which bank account you would like to open as soon as you arrive
- look into the possibility of applying for a UK bank account online before you come to the UK (see further details overleaf)
- ask if your own bank has a special relationship with a bank in the UK and whether they can help you with setting up an account
- try to open an account with a multi-national bank in your home country for example Barclays or HSBC
- make sure that you bring with you to the UK all the necessary documents that you will need in order to open an account (for example, your original offer letter from Sussex. See further details right).



How to open a bank account

To open a bank account in the UK, you will normally be required to provide documentary evidence of both your identity and your address here. Proving your identity can help to fight financial crime such as money laundering. This is why the law says financial services firms must check the identity of their new customers. It also protects you from identity fraud.

The following is a list of documents that you are normally required to provide in order to open an account. Please note that these documents do vary from bank to bank and from branch to branch:

Proof of identity

- current passport or EU identity card

Evidence of your student status and address

- original offer letter from Sussex sent to your permanent overseas address
- if you do not have your original offer letter or if it was sent to any other address (ie an agency, a PO box number of a correspondence address) you will need a 'letter of introduction to banking facilities' from the University.
- copy of your housing tenancy agreement.

If you require a 'letter of introduction' issued by the University this can be requested from the relevant office on arrival at Sussex:

- new undergraduate and postgraduate students – Admissions Office, Sussex House
- visiting and exchange students – International and Study Abroad Office, Friston Building.

The letter confirms that you are a current student at Sussex and includes your UK contact address and your home address held by the University. When requesting a letter, you will need to give the name of the bank

that you would like to open the account at, as some banks may not accept a letter for opening an account if it is not addressed to them. Please note that during the busy induction period it will take several days before the letter is available for collection.

Some banks require a minimum deposit to open certain accounts. (Some bank accounts also require you to maintain a minimum balance in your account.)

Where should I bank?

There are two banks on campus – HSBC (Bramber House) and Barclays (Sussex House). Most of the other well-known British banks have branches in the Brighton and Hove area and as many now offer online and telephone banking for which there is no charge, you may not feel it necessary to have an account with one of the campus banks. Representatives from Lloyds TSB and Santander are intending to come onto campus during welcome week to provide an account opening service for international students. Further details will be available in our pre-arrival letter.

There are some differences in the type of services and the opening requirements for different accounts so you need to research the different options and make your own decision, based on your own needs and what is available to you. The University is unable to recommend one bank over another.

If there is any possibility that you might need to make an immigration application while in the UK you should consider choosing an account or bank that issues monthly paper bank statements. Online statements or quarterly statements may not be suitable to support an immigration application, and the bank may not be able to provide any further proof of your balance. It is also important that you keep and file your bank statements. Obtaining reprints can take time and be expensive and often banks will not print them in the format required by UKBA.



British banks with branches in Brighton & Hove

Barclays Bank www.barclays.co.uk
(also has a branch on the University campus)

Co-operative Bank
www.co-operativebank.co.uk

Halifax www.halifax.co.uk

HSBC www.hsbc.co.uk
(also has a branch on the University campus)

Lloyds TSB www.lloydstsb.com

NatWest www.natwest.com

Santander www.santander.co.uk

Royal Bank of Scotland www.rbs.co.uk

How long does it take to open an account?

Some accounts can be opened quickly (less than 48 hours), but others may take longer particularly during the busiest periods, such as September. As it can sometimes take several weeks before your account is fully functional, make sure that you will have access to the money you need for this period by making financial arrangements similar to those you might make when you are a tourist (ie consider using traveller's cheques or a credit or cash card which you bring from home).

Important things to remember

- ▶ **Keep a record of the money that you pay in ('deposits') and money you take out ('withdrawals') – including money you take out from bank machines, payments with debit cards and standing orders and check your records against each bank statement you receive. If there are any unfamiliar transactions, notify your bank immediately.**
- ▶ **Opt for monthly paper statements to be sent to you to keep and file. You will need these if you have to extend your visa/leave to stay in the UK. Most banks charge for duplicate statements and it may take them several weeks to produce the documents.**
- ▶ **Keep your personal details and account details secure to prevent someone stealing your identity.**
- ▶ **If you pay bills by direct debit, you must have the money in your account the day before the direct debit is due to go out of your account. If not you will be charged penalty fees by the bank and often also by the organisation that is expecting to receive the direct debit payment.**
- ▶ **Do not go into debt on your account unless you have a pre-arranged overdraft facility with the bank.**
- ▶ **Always let your bank know in writing and as soon as possible if you change your address.**
- ▶ **If you are leaving the UK for a long break, for example the summer vacation, let your bank know, otherwise they might treat your account as 'dormant' and close it.**



Further information

Further information about choosing and opening a bank account, including a link to the British Bankers Association guide to opening a UK bank account for international students can be found on the UK Council for International Student Affairs (UKCISA) website at www.ukcisa.org.uk/student/bank_account.php

If you have any questions about opening a bank account, please contact the International & Study Abroad Office
E international@sussex.ac.uk

Transferring money to the UK

It is not advisable to carry large amounts of cash when you are travelling. Bring just enough cash to meet your immediate needs and send the rest of your money by another method, such as:

International money order

This is bought before leaving your home country, and on arrival you can either pay it directly into your UK bank account or take it to a post office to obtain cash. To exchange it for cash, the money order must be in sterling (British currency), and you will need to show your passport as identification.

Bank draft/demand draft

This is similar to an international money order, except that you can only pay it into a bank account; you cannot exchange it for cash. Ask to have it made out to you in sterling and drawn from a British bank. That way you will not have to pay a commission fee when you

pay it into your account, and the money will take less time to clear (ie move through the system and into your bank account).

Electronic transfer

Using this method, your bank in your home country transfers funds from your home account directly to your UK account. This is often the easiest way to transfer money, but you cannot arrange it until you have opened a bank account in the UK.

Telegraphic transfer

This is one of the fastest ways to send money from one country to another, but it is also one of the most expensive. As with an electronic transfer, you can only arrange a telegraphic transfer after you have opened your UK bank account.

We recommend that you contact your local bank for further information about how to transfer funds to the UK.

Traveller's cheques

This is a safe method of bringing funds. Traveller's cheques can be exchanged at banks, shops, hotels and bureaux de change. A commission charge is sometimes made for the service of changing traveller's cheques to sterling. Please note that some UK banks will not cash American Express traveller's cheques.

Telex

This is generally the quickest but one of the most expensive ways of transferring funds. Where possible, use the SWIFT system. Money sent in this way can be collected in cash or paid direct into an account.

Personal cheques

Bank accounts will purchase these from you at the current rate of exchange; a commission charge is made for this service. There may, however, be a delay while the cheque is returned to your home bank for payment. This method is not recommended

because of the possible delays to you in receiving the money. If you are in any doubt, check with your bank.

Note: There may be a charge for money transferred in another currency.

Cash

We recommend that only a small sum of cash is brought (about £100 should be sufficient in addition to traveller's cheques and your home credit/cash card) as you will not receive very good rates of exchange compared to other methods of transfer, and there is always the possibility of losing the money.





Important: export of currency

In some countries the transfer of funds to another country is illegal without government permission. In these cases, banks in the UK will not accept the funds and the cheques would be returned unpaid at considerable expense to yourself. You should make certain that you are allowed to transfer funds before you come to Britain. If there are restrictions, a copy of the document giving permission for the transfer of funds must be sent to the University. The original should be retained to show immigration officers on entry to the UK.

UK currency

The UK currency is the pound sterling. The sign for the pound is £.

GBP = Great British Pound (£)

Although a few of the big stores will accept the Euro, it is rarely used in the UK. The pound is divided into 100 pence. The symbol for pence is 'p', hence an amount such as

50p is often pronounced as such rather than as 'fifty pence'. Both coins and banknotes are used.

Current coins are: 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2.

Current bank notes are: £5, £10, £20 and £50.

Credit agreements

While most students are not eligible for credit facilities while studying in the UK, some high street stores may offer you the chance to buy goods on a fixed-term agreement, by which you pay them back an amount each month. While this can appear attractive, you should check the small print carefully as many of these agreements are at a high rate of interest, and sometimes you have to pay back up to a third of the price of the goods in interest. We would advise against entering into these types of arrangements.

Police registration

Nationals from certain countries are required to register with the police within seven days of arrival in the UK. This requirement will be stamped in your passport if it applies to you. The current registration fee is £34. There will be an opportunity for you to register on campus at the start of the autumn term. Check the international students' welcome programme for details. At all other times, you will need to email Sussex Police to make an appointment to register or amend your details. You should email the address below and the Police will give you an appointment for the next time they are on campus. You cannot visit the Unit in person.

The Nationality Unit

Sussex Police

Church Lane

Lewes BN7 2DZ

E nationality.unit@sussex.pnn.police.uk

You may be offered the opportunity to register at a Police station in Sussex, if the Police are not coming onto campus in the near future.

To register with the police, you will need:

- your passport
- two passport photographs
- a fee of £34 in cash
- a letter from the University confirming your status or a University ID card.

You should keep your registration document in a safe place and carry it with you if you travel and need to re-enter the UK at any point.

During your time in the UK, you must re-register with the police if you change your name or address, or if you extend your visa or change your immigration status. (There is no additional charge for this.) You should remember to update any changes promptly, especially if you plan to make a visa extension application in the near future, as your certificate will need to be up to date.

Registration with your embassy or consulate

Depending on where you are from, you may find that your home country's embassy or consulate advise you to inform them that you are temporarily living abroad. This is so that up-to-date contact details are held for you in case of emergency.



University registration

What is registration?

Registration is the formal process of becoming a member of the University, enabling you to attend lectures, receive tuition, sit examinations, use the Library and other facilities, and be a member of the Students' Union. It is primarily a financial process of paying fees and other charges; it is not where you sign up for classes.

Teaching arrangements and class details will be given to you at the start of term through the academic unit to which you have been admitted.

In the summer before you arrive (or December for students starting in January) you will be sent full details about how to complete the registration process.

Where do you register?

You should register online, which enables you to start registration before you arrive at the University of Sussex. To complete registration online you will need to pay or arrange to pay any tuition fees or accommodation fees that are due.

Important things to remember

► **Even if you are not able to complete the online registration process you should still try to do as much of it as possible. You can then use the button titled 'I can't complete registration' to find out where and when to complete registration in person. It is important that you have done as much of the online process as possible before completing it in person.**

What happens at in-person registration?

If you are unable to complete the registration process online (the system will tell you once you are fully registered), you must attend an in-person registration session. Registering in person can be quite a long process, although there are certain things that you can do to speed up the process.

- **Financial guarantee:** the University needs to know who will be paying your fees for the duration of your programme. Unless you are a visiting or exchange student whose tuition is covered by an arrangement with your home institution, you will be asked to provide this evidence at registration (if you have not already sent this information in advance).
- **Fees and rent:** at registration you will be given a statement of account. If this indicates that your fees and rent have not yet been paid, you will be asked to pay them at registration. You should be prepared to pay the whole year's fees (or for your length of stay if less than a year) and any accommodation charges for the forthcoming term. Self-funding students can apply to pay their fees by termly instalments (see page 15 for details of how to pay your fees).
- **Academic queries:** if the offer of a place at Sussex was conditional on you obtaining a particular academic qualification or proof of English language ability, you will be asked to provide evidence of this at registration (unless you have sent it in advance).

- **Passport/Visa Checking:** all international students will be required to show evidence that they have a valid visa which permits study and the University will take a scan of your passport and visa. Please see pages 13-14 for more details on the University's monitoring and reporting obligations as a Tier 4 sponsor. If you are switching to Sussex from another Tier 4 sponsor (including the International Study Centre), please see page 76 for further details.

The University issues two types of registration:

- **full registration** will be granted if you have no outstanding academic, financial or visa conditions
- or
- **provisional registration**, which is the same as full registration but only valid for a limited period. You will be given clear instructions on what to do to obtain full registration.

If you are refused formal University registration – which happens in the very rare case of a student being unable to pay fees or provide evidence that they will be paid then you will be given clear instructions as to what you should do. It is recommended that you act quickly to complete the registration.



Health centre registration

You should register with a doctor as soon as possible after completing University registration. The easiest way to do this is online at www.studentreg.com

It is also possible to register in person at the Health Centre, which is located next to Lancaster House on campus.

Please note that in order to register with the Health Centre, you need to meet the conditions of eligibility. As general practitioner (GP) surgeries/health centres in the UK operate on a geographical basis, you need to register with a GP surgery in your area. If you live off campus in the surrounding area, you may still be able to register with the

University Health Centre if you wish, or you can register with another surgery.

There is an NHS health centre located in central Brighton (just outside Brighton station on Queen's Road), which offers early morning, evening and weekend doctors' appointments and a walk-in service. It is open from 8am to 8pm seven days a week and offers convenience and flexibility if you want to see a doctor. For further information go to

www.brightonstationhealthcentre.co.uk

To find practices in your area, contact NHS Direct on **T 0845 4647** or look at their website www.nhs.uk and enter your postcode. Once you have found a practice, phone to ask if they are accepting new patients. If you have difficulty finding a practice that will accept you, contact NHS Direct on the above number.

For further information on the National Health Service (NHS) and medical services, please see pages 48 to 49.

Early arrival in the UK

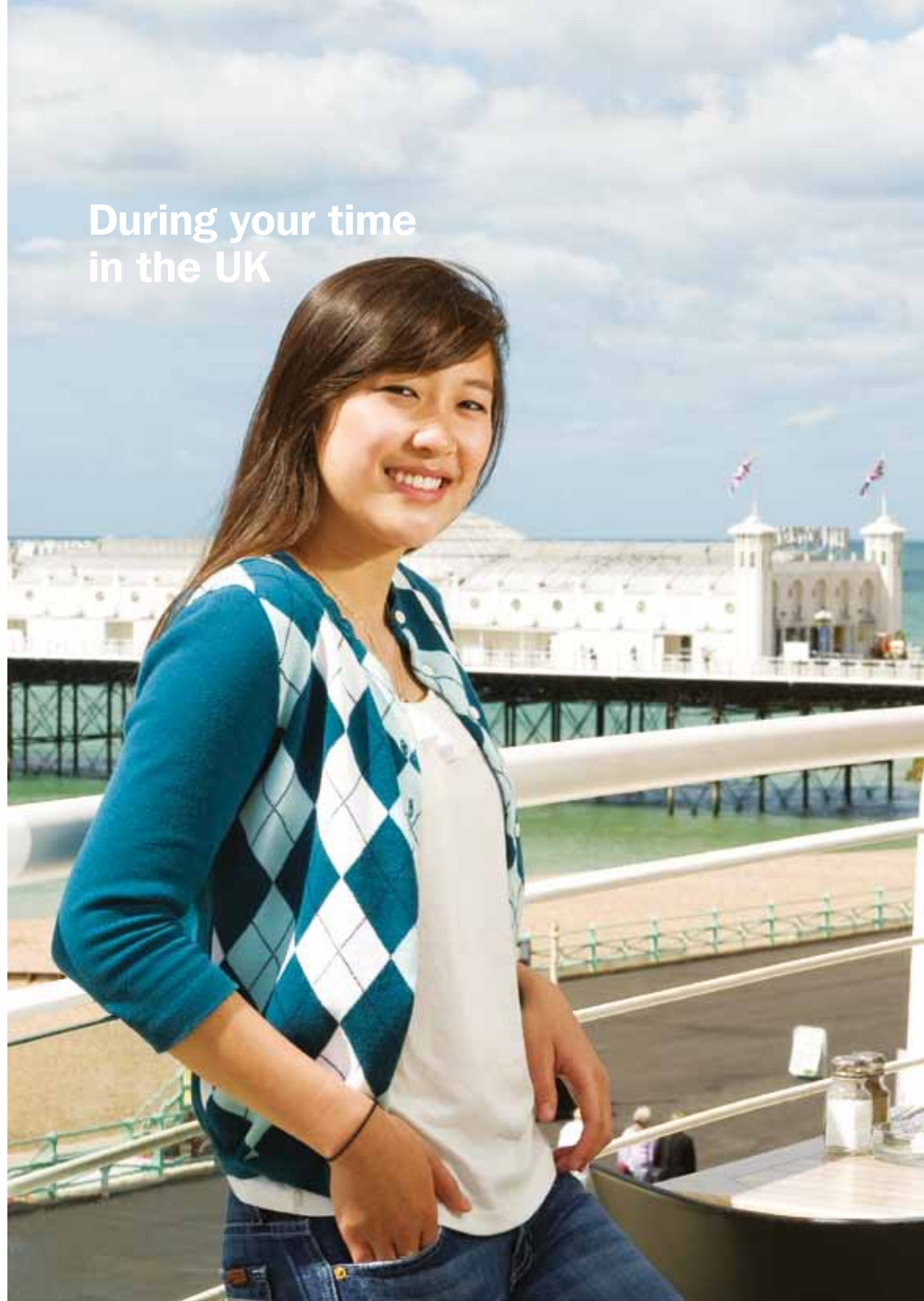
If you intend to arrive in the UK before the start of your programme you should have short-term medical insurance for the period between your arrival in the UK and the start of your programme.

Dentist

There is a dental surgery located in the Health Centre building. You must register by filling in a medical history form before you can make an appointment. Surgery hours are 8.30am-5pm Monday to Thursday and 7.30am-4pm on Friday (closed daily for lunch between 1-2pm). Appointments can be made by telephoning **T 01273 605555**. Dental treatment under the NHS is subsidised but not free.



During your time in the UK



Health and welfare services

The National Health Service

The National Health Service (NHS) is the UK's state health service, which provides treatment for UK residents through a wide range of health care services. Some services are free, and for others there is a charge.

Am I entitled to NHS treatment?

The following NHS treatments are free for everyone:

- some emergency treatments (but not follow-up treatment)
- family planning services
- treatment of certain communicable diseases
- compulsory psychiatric treatment.

To qualify for any other NHS treatments, you must meet the following conditions:

If your programme of study is for six months or more you will qualify for NHS treatment from the beginning of your stay on the same basis as residents in the UK. Your partner and children (up to the age of 16 or up to the age of 19 if they are in full-time education) with you in the UK will also be entitled to NHS treatment.

If your programme of study is for less than six months and you are studying on a programme that is at least 35 per cent funded by the UK Government, you will receive full NHS hospital treatment from the beginning of your stay, even if your programme is under six months long. You will need to provide evidence of the funding in order to qualify for free treatment. However, you might not be eligible for free GP treatment.

If you are in one of the eligible categories described above, you can register as a patient with a local doctor (also referred to as General Practitioner or GP). GPs are doctors who are trained and experienced in

diagnosing a wide range of health problems. The GP will be based in a local office (called a surgery) or in a health centre (see page 46 and Health Centre at Sussex right).

You are also entitled to free treatment in NHS hospitals.

Reciprocal health care agreements

The UK has reciprocal health care agreements for the following:

- nationals of countries in the European Economic Area (see right)
- nationals of: Armenia, Azerbaijan, Georgia, Kazakhstan, Kirgizstan, Moldova, New Zealand, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.
- residents of: Anguilla, Australia, Barbados, Bosnia and Herzegovina, British Virgin Islands, Channel Islands, Croatia, Falkland Islands, Gibraltar, Isle of Man, Macedonia, Montenegro, Montserrat, Serbia, St Helena, and Turks and Caicos Islands.

Please note that this list is subject to change.

If you are covered by a reciprocal health care agreement, you will be eligible for some NHS treatment even if your programme lasts less than six months. Reciprocal health care agreements generally cover hospital treatment if the condition started during your stay. They do not, however, always cover treatment for an existing condition. Before you travel, you should seek advice from the health authorities in your home country about what treatment will be covered. You may still need to take out limited medical insurance. If you are a Swiss national or a national of one of the member states of the European Union who has come to study in the UK from Switzerland, you will have the same healthcare eligibility as European Economic Area (EEA) nationals (see above right).

However, this does not apply to you if you are a national of Norway, Iceland or Liechtenstein, or if you have been resident in Switzerland before coming to the UK.

European Economic Area (EEA) Nationals

All non-UK European Economic Area (EEA) nationals and their family should obtain a European Health Insurance Card (EHIC) before coming to the UK. This card entitles the holder and their family to full NHS treatment on the same basis as the student categories described above. For more information on the EHIC, visit

<http://ec.europa.eu/social> or contact your government's health department. Please note that the University Health Centre recommends that you also take out comprehensive health insurance as you may want a quicker service than the NHS can deliver.

If you are not in one of the eligible categories described above, and your programme is under six months long, you and your family are only entitled to limited free NHS treatment. You will have free emergency hospital treatment, but only the treatment given in a NHS Accident and Emergency department is free of charge. Once you are admitted on to a ward or given an outpatient appointment, charges will apply. GPs may agree to treat you for free, but this will usually be limited to urgent treatment that cannot be delayed until you return home. You will have to pay for any other treatment as a private patient.

It is therefore very important that you take out medical insurance for the duration of your visit to the UK as medical treatment is very expensive if you do not have medical insurance.



Health Centre at Sussex

The Health Centre is located on campus next to Lancaster House. General medical care is provided by four doctors and their staff. Many services, including contraception, are provided at the Health Centre. Where appropriate, an individual will be referred on to other agencies. To make an appointment to see a doctor or nurse, call **T 01273 249049** or go to the Health Centre reception desk. Further information about the University Health Centre, including details of opening times, is available online at www.unimed.co.uk. For information on how to register, please see page 46.

Pharmacy

There is a pharmacist on campus located next to the Health Centre who will dispense medicines on prescription. The pharmacist can also provide emergency contraception and advice on the treatment of symptoms of minor illnesses such as coughs, colds, hayfever etc.

Charges

Although treatment under the NHS is normally free, some emergency services may incur charges and there is a standard charge for prescribed medications – currently £7.65 per item – which is payable to the pharmacist dispensing the drugs. Charges are also made for dental and optical treatments.

Meningitis

Meningococcal disease or meningitis is a relatively rare disease and the levels of infection at Sussex are comparable to the average levels at other UK universities. However, isolated cases have occurred and it is important for you to be aware of the symptoms of meningitis.

The symptoms for the disease are not easy to spot at first as they are very similar to those of the flu. Some of the symptoms include:

- being sick
- high temperature
- violent or severe headache
- stiff neck
- dislike of bright lights
- drowsiness and lack of energy
- painful joints
- fits
- rash – tiny spots or bruising under the skin that do not turn white when they are pressed.

An effective vaccine is now available to protect against meningitis C strain. You should try to be immunised with this vaccine before arriving in the UK as protection takes about two weeks to develop. If this is not possible, you can be immunised at the Health Centre free of charge. However, there is no vaccine protection against B strains of the disease, so please remain vigilant. If you

think that someone might have meningitis, contact your doctor immediately. If the doctor is unavailable, then go straight to the nearest Accident and Emergency department at the local hospital.

There have recently been outbreaks of mumps and measles among young people in Brighton and Hove who were not vaccinated as babies with MMR.

The Department of Health has recommended that young adults are fully immunised against Mumps, Measles and Rubella which are all highly infectious viral diseases. Two doses of the MMR vaccine are required to be properly immunised. All students should check their vaccination history through their family doctor before arrival and make sure that they have had them. Immunisation is available from the University Health Centre for those students who register with the practice and who have been unable to be immunised before arrival.

UKCISA produce a useful guide to medical services in the UK, as well as helpful information about diet, weather, and personal health issues. See

www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php

Families at Sussex

There are many issues that you need to consider before bringing your family (partner and/or children) to live with you during your studies, including accommodation, immigration and finance. If you do decide to bring your family, you should ensure you make preparations well in advance. Further information on accommodation (page 31) and immigration (pages 13 and 77) can be found on the relevant pages of this handbook, but please see below for more information on childcare and finance.

Nursery and Preschool facilities

There is a nursery taking children from four months to three years of age and a Preschool taking children from three to five years. The nursery is on the ground floor of Norwich House and the Preschool is on the ground floor of Silverstone.



Contact the Childcare Manager, Penny Peters, for further details. (Fees are currently between £23.60 and £26.80 per half-day session depending on the age of the child). This service can only be accessed by advance booking and it is advised that you apply at an early stage, preferably before you leave your home country, as places cannot be guaranteed. Places are allocated in the term before admission on a sessional/termly basis.

For the latest information, see www.sussex.ac.uk/childcare

Other childcare

There is a babysitting noticeboard in the Students' Union Advice and Representation Centre, where parents can advertise for a childminder and childminders can advertise their services. It is your responsibility to get references and/or Criminal Records Bureau checks for the childminders as the Students' Union does not check their suitability to work with children.

To access the babysitting noticeboard, please contact the Advice and Representation Centre or visit their web pages at www.sussexstudent.com/advice

In addition to the services provided by the Students' Union and University there are a wide range of other childcare services in the local area (eg registered childminders, nurseries, playgroups and after school clubs).

Family Information Service

The Family Information Service (FIS) is a free, impartial service giving detailed information and advice on childcare as well as general information on a wide range of services for children and young people aged 0-19 years and their families in the city.



Brighton & Hove FIS provides free information and advice on:

- registered childcare
- free early education
- children's activities
- family support
- childcare careers
- local childcare jobs.

They run a drop-in service at Brighton Town Hall which is open Monday to Friday 9am to 5pm and their helpline is **T 01273 293545**.

www.brighton-hove.gov.uk/fis

Directgov

This is a Government-run website that offers information and guidance for parents on everything from maternity leave to immunisation. Visit

www.direct.gov.uk/parents

The East Slope family room is available for parents who would like to either meet regularly or have one-off parties or events. The East Slope family room can be booked through Alex Castellano, East Slope Buildings Manager **T 01273 678236**.

Schools in the local area

Children aged 5-16 are required by law to go to school and are entitled to free schooling, with the exception of those who are here on a visitor visa. There is a wide selection of state schools in the Brighton & Hove area – you can get a list and application form by contacting:

Brighton & Hove City Council
School Admissions Team
PO Box 2503

Kings House
Grand Avenue
Hove BN3 2SU
T 01273 293653

E schooladmissions@brighton-hove.gov.uk

Information about schooling in Brighton & Hove is available online at **www.brighton-hove.gov.uk** (follow 'quick links' to 'schools'). You can also visit the Students' Union 'advice for students with families' pages at **www.sussexstudent.com/advice**

When you have chosen your school you can either make an online application via the Brighton and Hove City Council website or

post your application to the above address. If the school you applied for is already full, you will be offered an alternative.

Other support for Student Parents

The Students' Union also provides support for student parents including a publication called *Students with Kids* which contains advice on everything from benefits to childcare. There is also a Student Parents' Association which provides a great opportunity for you to meet other students with children. Information on this and more is available at

www.sussexstudent.com/studentparents

Finance

The cost of living in the UK is high and it can be expensive to support yourself and your family, particularly if you will require childcare (for either pre-school age children or after school/holiday care). If you intend to bring your partner and children with you, you will need to prove to the immigration authorities that you have sufficient money to house and maintain them without recourse to public funds. See page 32 for more details on the limited family accommodation available on campus and estimated prices. Private-sector housing can be more expensive, so you need to be realistic about costs and other issues before deciding that your family should accompany you. Also see page 18 for information about the additional costs you are likely to incur if you bring family to the UK.

English language classes

The Sussex Centre for Language Studies (SCLS) can assist your partner if he/she would like to develop their English language skills. Dependants can enrol on the fee-paying English courses and they will receive a 10 per cent discount on the published fees (except for the pre-sessional courses). At certain times of the year, the SCLS also provides free English classes (taught by trainees), which many dependants take.

Details and sign-up forms can be found at the relevant times of year on the SCLS website: **www.sussex.ac.uk/languages**

Welfare benefits

Welfare benefits are provided by the UK Government to assist people with low incomes. However, most international students and their dependants, including those from the EU and EEA, are usually not eligible to claim welfare benefits because the benefits are either regarded as 'public funds' to which international students are not entitled, or there are other criteria such as residency requirements.

Advice on benefits can be obtained from the Department for Work and Pensions and the Students' Union Advice and Representation Centre at Sussex. As the rules governing benefit entitlement are complex, it is essential to seek advice before making a claim.



Support services

During your time at Sussex you may need help with something that causes you concern or advice on a particular issue. In this section you can find out about the network of support services available on campus.

The International and Study Abroad Office (ISAO)

The International and Study Abroad Office provides services to international students from when you apply and throughout your studies. We also administer exchange programmes between Sussex and its partner institutions in the Americas, Asia and Europe (including LLP Erasmus programme).

Our role is to guide you through the various challenges and new experiences that you may face, such as police registration, immigration and using the health service. We hold various immigration drop-in advice sessions during the week and if you have a problem or issue that we are unable to assist you with, we will signpost you to the relevant service.

If you are a visiting or exchange student, we can act as a link with the co-ordinator/advisor at your home university over any academic issues that may arise. We also provide opportunities for you to get to know Sussex students who will be studying at your home university.

Our reception is in the Friston building and is open from 10am to 4pm on weekdays during term time (during vacations we are closed between 1pm to 2pm). Please contact us or drop in for a chat when you are at the University. Our full address can be found on the back cover.

News and information for international students

Information and news will be sent to your Sussex email address, or posted on the ISAO website. Please check both of these regularly.

We will also send you details of social events that are arranged by the ISAO during the year. Over the past year we have organised day trips to places including Cambridge, the Isle of Wight, Oxford and Stonehenge. These trips are very popular and receive lots of positive feedback from the students who have taken part. We also arrange evening social events such as international food parties. These events provide a great opportunity for meeting other international students and making new friends.

Specialist advisors

The University employs part-time specialist advisors (called country support officers) for students from China, Japan, and South Asia in recognition of the fact that the philosophy and organisation of education in those countries is very different from that of the UK. They provide advice and guidance on academic issues as well as welfare or personal difficulties. You can find their contact details opposite.

International and Study Abroad Office staff

International Student Support/Visiting and Exchange students

Head of International Students' Support	Overall responsibility for co-ordinating support for international students	Sara Dyer	T 01273 877489 E s.e.dyer@sussex.ac.uk
Executive Officer	Practical/administration matters for visiting and exchange students and general advice for all international students	Liz Akerblom	T 01273 877026 E e.h.akerblom@sussex.ac.uk
International Students' Advisors	Welfare and immigration advice	Joanne Chee	T 01273 678179 E j.m.chee@sussex.ac.uk
		Claudine Grant	T 01273 673840 E c.a.grant@sussex.ac.uk
		James Gordon	T 01273 678554 E j.gordon@sussex.ac.uk
International Students' Support Assistant	As above and general enquiries	Louise Mitchell	T 01273 678422 E l.mitchell@sussex.ac.uk
Clerical Assistant	Applications and enquiries for visiting and exchange students	to be announced	T 01273 E

Country Support Officers

Chinese Students' Support Officer	Julie Zhu	E j.zhu@sussex.ac.uk
Japanese Students' Support Officer	Mark Taniguchi	E m.taniguchi@sussex.ac.uk
South Asian Students' Support Officer	Laila Kadiwal	E southasia@sussex.ac.uk

International programmes

Head of International Programmes	Overall responsibility for co-ordination of all exchanges and study abroad	Emily Sinclair	T 01273 877033 E e.sinclair@sussex.ac.uk
Executive Officer (European Programmes)		Sarah Moffat	T 01273 677040 E s.moffat@sussex.ac.uk
Executive Officer (American Programmes)		Liz Wingfield	T 01273 678558 E e.wingfield@sussex.ac.uk
Clerical Officer		Lucy Cahalin	T 01273 678002 E l.cahalin@sussex.ac.uk
Clerical Assistant		Christine Feast	T 01273 872951 E c.feest@sussex.ac.uk



The Students' Union

The Students' Union is the focus of many student activities at Sussex, and apart from organising entertainment and running the shops and bars on campus it also provides advice on housing, student loans and any other issues you may face, whether academic or otherwise. The annually elected Students' Union officers ensure that there is student representation throughout the University community so that your opinions are heard and are conscious of international student issues. To find out who your officers are and to contact them, visit www.sussexstudent.com. Membership of the Union is free and all students are members.

Clubs and societies

Being on campus, one thing you can be sure of is that you need never be bored. The Students' Union provides a range of entertainment on and off campus – comedy, quizzes, live music nights and student-led DJ nights. The Students' Union supports over 140 societies, 25 sports clubs and hundreds of volunteering opportunities, so you're bound to find something that takes your fancy.

Many clubs and societies have a thriving social programme in addition to their main activities. For more information, visit www.sussexstudent.com/societies

International Society

The International Society meets fortnightly during term time and organises various social events. You can choose to get involved in the running of the Society, or you can attend events simply to meet other friendly



students. For more information, go to the official International Society facebook page, ask at the Students' Union when you arrive or visit

www.sussexstudent.com/international

Students' Union Events

The Students' Union also runs several major events throughout the academic year, including cultural and religious festivals and a host of social and academic activities. The Students' Union also runs welcome events for newcomers during Freshers' Week, which include introductory sessions to clubs and societies as well as live music and much, much more.

Volunteering

Volunteering is a great way to meet new people and learn more about British culture. The University of Sussex Students' Union has its own volunteering scheme which provides information and advice about volunteering in the Union and the local area. There are hundreds of opportunities on offer, from conservation gardening to volunteering in the Union Computer shop. For more information,

visit www.sussexstudent.com/volunteering. Please note that you will not be able to take on voluntary work if you hold a 'student visitor' visa.

Stay in touch with the Students' Union

To explore all the opportunities on offer you can visit the Students' Union website at www.sussexstudent.com. You can stay up to date on the great experiences waiting for you on Facebook (facebook.com/thestudentsunion). You can also follow us on Twitter (@USSU).

Students' Union Advice and Representation Centre

The Students' Union provides a free, independent, confidential advice and representation service, located on the first floor of Falmer House.

The Centre specialises in particular issues – for example their advisors can accompany you to University academic misconduct or disciplinary hearings; they can help you make a complaint if you are not happy with an aspect of University life; they can negotiate with you landlord on your behalf if you are having problems and they can help you deal with complicated fees and funding issues.

Staff at the Advice and Representation Centre work well with other support services, such as the Student Life Centre – whatever problems you may face while in the UK it is likely that someone at the Students' Union or University can help you!

There is a wide range of volunteering opportunities with the Advice and Representation Centre, for example looking after their reception desk and dealing with initial enquiries. If you would like to volunteer with them they would love to hear from you!

The Advice and Representation Centre has an information area stocked with leaflets and booklets that are free to take away.

The information area also has a computer you can use (which has useful websites bookmarked) and a telephone that is free to use for welfare-related calls.

Whether you are looking for something specific or just feel like browsing you are always welcome to come and use the information area.

The Students' Union Advice and Representation Centre contact details:
First floor, Falmer House
T 01273 877038

E advice@ussu.sussex.ac.uk
www.sussexstudent.com/advice

Sussex Student Lettings

The Students' Union runs its own private sector accommodation agency, Sussex Student Lettings, which does not charge students any fees if you find a place to live through them (unlike the majority of letting agents). Sussex Student Lettings is based in the Students' Union in Falmer House. For further details visit www.sussexstudentlettings.com



Student Life Centre (SLC)

At the heart of campus you will find our Student Life Centre – the place to go to if you have questions, queries, worries or concerns.

A team of specially trained staff are on hand to provide information, advice and guidance on a broad range of subjects. You can drop in at any time during opening hours or you can book an individual and confidential meeting with a student life advisor. Student Life Advisors provide support on personal matters and well-being concerns as well as guidance on student funding, University rules and resources. The Student Funding Team who provide the administration for scholarships, hardship funds and US Loans are also located in the Student Life Centre.

The Health and Wellbeing Coordinator runs educational events from the SLC promoting healthy lifestyles. There are weekly drop-ins for sexual health and alcohol/drugs advice.

Student Life Centre Contact details:
Chichester 1

T 01273 876767

F 01273 873344

Text 'slcentre' to 88020

E studentlifecentre@sussex.ac.uk

Student Mentors

Student mentors are undergraduate and postgraduate students who are here to help you succeed in your studies and to make the most of your time here at Sussex. They run informal study support workshops such as seminar/presentation skills or revision and exam techniques. There are mentors from each school and they have been trained to offer students advice and support on a range of issues:

- if you're feeling lost and unsure during the early months of university life

- if you want to talk through how to manage your time or improve your study skills
- if you want to be referred onto the most appropriate source of support
- if you need help finding your way around the library or any part of the Sussex website.

Contact details for student mentors can be found at www.sussex.ac.uk/mentors

Mental health problems

If you have a history of mental health problems please let us know so that we can put you in contact with the relevant support services available.

Studying abroad presents a whole series of new academic and personal challenges, which can sometimes be exacerbated by the fact that you are far from home and your normal support mechanisms. The University has a range of academic and student support services to help you cope with those challenges, and to ensure that you get the most out of your time at Sussex.

These include a mental health advisor (based in the Student Support Unit), whose role includes providing practical and on-going support if you have mental health difficulties and specialist advice and guidance to prospective students. With your consent, the advisor can liaise with your doctor or therapist, both before you arrive, and during your stay at Sussex.

The advisor can also support students with Asperger's Syndrome. You can contact the advisor before or during your studies:

T 01273 877466

E studentsupport@sussex.ac.uk

Psychological and counselling services

Psychological and Counselling Services (PCS) are located in the Health Centre building and offer a safe and confidential service to all students. Should you need extra help while

at Sussex the staff at the PCS are here to help. Brief periods of therapy can help you respond creatively to challenges and support you through periods of particular difficulty.

Typically, counselling occurs on a one-to-one basis for up to six sessions, though PCS also offers group psychotherapy, cognitive behavioural therapy, depression and stress management programmes. The service is completely confidential and no information is released to the University without your permission.

To make an appointment, call the receptionist **T** 01273 678156 between 9am to 1pm and 2 to 5pm. You can also leave a message on the confidential answerphone outside these hours or email counsellingreception@sussex.ac.uk

The service is open from 9am to 5pm Monday to Friday and from 9am to 9pm on Tuesday and Wednesday in term time.

www.sussex.ac.uk/counselling

PCS also offers a confidential online self-help package designed to support students with a variety of common difficulties including stress and depression. Online self-help is available through the PCS webpage and can be completed in complete confidence. Visit www.sussex.ac.uk/counselling for details.

Residential advisors

On arrival you will probably be greeted by a Residential Advisor (RA). RAs are students who have lived in University accommodation for at least one year and are trained in a variety of student support-related areas. RAs help to mediate flat disputes and act as a general guide for University orientation. Any question or problem that may arise during your stay at Sussex may be directed towards your RA. If your RA cannot help, they will put you in touch with a person who can. Your RA will be living with or near your area of residence. Each residence has a designated

senior RA. The senior RA helps co-ordinate activities and support within each area; their office hours are posted near the porter's office and are held at York House reception.

Meeting House and Chaplaincy

The Meeting House, located in the centre of campus, and with its distinctive stained-glass windows, houses the Chaplaincy. Here you can drink cheap tea and coffee and meet friends in the concourse, as well as work, nap, or look out at the campus from the quiet room. The Meeting House is open 8am to 9pm, Monday to Friday, with tea and coffee always available for late-night work sessions.

Upstairs is a chapel that is used for worship on Sundays and throughout the week, and is sometimes used for concerts and recitals. The main service is at 11.30am on Sunday when people of all denominations (or none) are welcome. Catholic Mass is at 6pm.

There are ten full- or part-time chaplains covering the range of denominations, who work closely together to help the University community reconcile the intellectual with the personal, social and spiritual. They try to be available for drop-in visits, but it is better to make an appointment with the Meeting House secretary.

The Muslim Student Centre on campus has a mosque (with a separate entrance for women) and a small library. There are also two mosques in Brighton & Hove.

Places of worship

In addition to the facilities for worship on campus, there are many places of worship elsewhere in Brighton & Hove. Listed below are just a few:

Anglican

St Nicholas
Clifton Road, Brighton
T 01273 321399

Baha'i

19 Stanford Avenue, Brighton BN1 9GA
T 01273 505 895

Buddhist

The Buddhist Centre
 14-17 Tichbourne Street, Brighton
T 01273 772090

Catholic

St Joseph's Church
 Elm Grove, Brighton
T 01273 386159

St Mary Magdalene's Priory
 55 Upper North Street, Brighton
T 01273 326793

Islamic

Dyke Road Mosque
 150 Dyke Road, Brighton
T 01273 505247

Jewish

Brighton & Hove Reform Synagogue
 Palmeira Avenue, Hove
T 01273 735343

Brighton & Hove Progressive Synagogue
 5 Lansdowne Road, Hove
T 01273 770703

For further information, see the University's Religion and Belief web page at

www.sussex.ac.uk/equalities/documentsandpolicies/religionandbelief

Academic advisors and tutors

You will be allocated a personal tutor/advisor or supervisor who will often be the first person to contact if you have an academic query or problem. Your personal tutor will usually have a weekly 'office hour' where they are available to see students.

In addition, you can visit student advisors who provide advice on a range of personal, financial or academic related issues and play a key role in activities such as induction and peer mentoring.

Student Support Unit

The Student Support Unit is the base for the University's dyslexia, disability, mental health and Asperger's Syndrome support services. It offers advice and assistance if you have a disability or learning support need, including:

- advice on additional support
- examination arrangements
- arranging note-takers, readers, specialist tutors and mentors, where funding is available
- assessment for specific learning difficulties such as dyslexia.

For further information, contact the Student Support Unit:

T 01273 877466 or

E studentsupport@sussex.ac.uk

Sussex Centre for Language Studies (SCLS)

All classes at the University, with one or two exceptions, are taught in English and you will be expected to have sufficiently good command of all aspects of the English language in order to cope with study at University level. You will share lectures and tutorials with native English speakers and you will prepare essays and projects. You may be required to read many texts in a short space of time. The SCLS offers a range of English language and study skills classes, resources and tutorial help to support you before and during your studies.

Pre-study courses

Full-time English language and study skills courses are offered throughout the academic year and during the summer vacation period. Before starting your academic studies, you may study at the SCLS for a period of between one month and a year, depending on your level of English. The Pre-masters course (October to June) and the two pre-session courses (5 week or 10 week which

run in July, August and September) are specifically designed to prepare international students for their studies at Sussex.

Language support

There is an English language and study skills tutor available in the SCLS who runs workshops and provides some individual help to international students who are doing a full degree at Sussex.

English language courses for credit

Undergraduate visiting and exchange students may take some English language courses for credit at a range of levels of proficiency.

SCLS facilities

SCLS' Language Learning Centre offers an extensive range of language study materials and facilities to support your personal study of English as well as a range of modern foreign languages. Facilities include: a state of the art language learning suite, an extensive audio and DVD library, Computer Assisted Language Learning, and access to satellite TV and the internet. These facilities are available to all Sussex students throughout the year.

Details of all courses and tuition fees are available at the SCLS, Arts A.

T 01273 873234

F 01273 678476

E efl@sussex.ac.uk

www.sussex.ac.uk/languages

There are some very useful learning activities to help you prepare for study in the UK available online at

www.prepareforsuccess.org.uk

Prepare for Success is an interactive pre-arrival learning tool for international students who are getting ready to come to the UK to study. These learning resources about different aspects of academic life in the UK help you find out what British academic life is



like and what kind of academic skills you will need for effective study.

Careers and Employability Centre

They can help you find part-time work as a student as well as developing the kind of skills UK and international employers look for, through a variety of student development opportunities, work experience and volunteering.

For more information visit

www.sussex.ac.uk/careers or see the Careers and Employability Centre section on page 81. Information specifically for international students can be found at **www.sussex.ac.uk/careers/jobs/internationalstudents**

Living in the UK

Immersing yourself in a different culture can seem daunting, but it is one of the best ways to develop independence and experience a new international perspective. Here is an introduction to some of the social attitudes and cultural challenges you might encounter in the UK.

Social attitudes

Life in the UK will almost certainly be different from what you are used to. It is difficult to summarise the 'British way of life', as attitudes and outlooks vary considerably according to where you are in the country. The UK is a very cosmopolitan country with residents from many countries and ethnic backgrounds. When you first arrive you may notice differences in the way people behave compared to your own country.

You will find that people are generally quite tolerant – they like to help if they can, so do not be afraid to ask. They may sometimes seem a little reserved and it can take time to establish close friendships. However, most

people respond politely and positively to offers of friendship. If they are not familiar with your culture, they won't understand your needs and concerns unless you explain them.

On campus you might be surprised by the lack of formality and generally relaxed atmosphere. Most members of faculty and staff enjoy being approached by students and talking whether or not it is directly related to academic work. The cafés and common rooms around the University will usually include a mixture of staff and students talking over tea or coffee.

Drinking

In the UK alcohol is available to buy for anyone aged over 18 and it is perfectly acceptable for adults of all ages to drink alcohol in moderate amounts. For many, drinking is an established part of their social life – 'going out for a drink' is how they relax or spend time with friends. This doesn't mean that you have to drink alcohol; you can always ask for a non-alcoholic drink instead. If you don't feel comfortable going to places that serve alcohol, explain this to your friends – there are lots of other places where you can meet. Pubs in the UK are open to anyone and usually close at 11pm, although some have extended opening hours, particularly at weekends.

Keep safe by never accepting drinks from strangers or leaving your drink unattended.



Smoking

Although many people in Britain smoke, in some ways smoking is less socially acceptable than drinking. There is a ban on smoking inside all public places in England, including the University buildings, pubs, clubs and restaurants (similar bans are also in place in Scotland, Wales and Northern Ireland). If you are caught smoking in a banned area you can be fined £50.

Smoking is still allowed outdoors and in private homes but many non-smokers find smoke unpleasant. If you are at a friend's house it's polite to ask before you light a cigarette.

Discrimination

The University is proud of its reputation for welcoming people from a variety of backgrounds, promoting equality and diversity, and offering an inclusive and supportive environment for all. We hope that you never encounter discrimination in the University environment. If, however, you think you have suffered from discrimination, in whatever form, confidential services on campus are ready to assist you. Further details, including a copy of the University's Equality and Diversity Policy, can be found on the University's website at www.sussex.ac.uk/equalities

Culture shock

'Culture shock' describes the emotional feeling many people experience when they move to a country with a different culture. As you prepare to leave home you are probably excited about coming to the UK, meeting new people and starting your programme. However, once the initial enthusiasm wears off, you may begin to feel overwhelmed. Things that you found exciting at first could seem strange and a little frightening. You may experience sudden mood changes and strong reactions, feeling lost, disorientated,

and even irritated and resentful. Above all, you may wish you were back among the familiar people and places at home. All international students can experience culture shock in some form – even those coming from countries with similar lifestyles to those in the UK. It's important to understand that these kinds of reactions are normal and that they will pass. You need to give yourself time to adapt.

To reduce the effects of culture shock, here are a few ideas that may help:

- arrive early – make sure that you arrive by the date stated in your offer letter and take advantage of the social events organised by the International and Study Abroad Office to help international students settle in.
- talk to a counsellor or a member of the Student Life team – (see pages 58-59 for information on counselling services offered by the University) or someone in the International and Study Abroad Office. These people have special training in offering advice and support, and they understand the challenges you are facing.
- keep in touch with home – stay in regular contact with your family and friends and, if possible, read newspapers from your own country. Many are sold in the shops around campus.
- spend time with other people from your country – if you arrive in the autumn term you can meet people who speak your language at the Home from Home event (see the Welcome and Information Programmes for details). You can also check with the Students' Union for details of the clubs, societies and activities they offer. There is an International Society that is very popular, further details can be found on page 56.

Specialist and international foods

There are many shops and restaurants in the Brighton area that sell these foods and a list of some of them can be found at www.sussex.ac.uk/International/admissions/food.shtml You may also find that the larger supermarkets stock some of the products you require.

Host scheme

The organisation ‘Host’ is a charity that helps international students by arranging short-term free accommodation with UK families throughout the country. This is useful if you would like to see more of the UK but have limited finances, or might want company during the holidays. You will have to pay for travel costs to the area you are interested in visiting although the accommodation is free of charge.

You will also be asked to contribute an administration fee when you submit your application. If you wish to take part in this scheme visit www.hostuk.org where you will find more information and an online application form.



Everyday essentials

Climate and clothing

You will soon discover that it is a national pastime for many British people to discuss the weather! The reason for this national obsession is that in Britain, the weather can be very changeable and unpredictable. The British Isles are in a maritime temperature zone, which means that our weather is greatly influenced by the seas around us. This keeps summer temperatures relatively cool but at the same time prevents very cold weather in winter.

The average temperatures of each month are provided below.

	°C	°F
January	5	41
February	6	42
March	10	50
April	13	55
May	17	62
June	20	68
July	22	71
August	21	70
September	18	64
October	14	56
November	10	50
December	7	44

If you are starting at Sussex in the autumn term, bring a warm sweater or coat in your hand luggage as late September can often be quite cool. Those arriving in January will need warm winter clothing, although you will be able to buy more clothing when you get to the UK. There are plenty of ‘second-hand’ shops in Brighton & Hove as well as cheap clothing shops.

Driving

Licences

To drive a motor vehicle on any road in the UK, you must hold a current driving licence. This may be one of the following:

- a full UK driving licence, obtained by passing the Department of Transport driving test
- a UK provisional driving licence. This is for learner drivers who must be accompanied by a qualified driver with a minimum of three years’ experience and over 21 years of age. The fact that you are a learner must also be clearly shown on the front and back of the vehicle in the form of ‘L’ plates, obtainable from most garages or motor shops
- an international driving licence or a full driving licence from your home country. Holders of licences issued in EU countries can use these in the UK for as long as they remain valid. Licences issued by other countries can only be used for the first 12 months of your stay in the UK. If you wish to continue driving after this time, you must apply to take a driving test through the Department of Transport within the first 12 months. However, if your licence was issued by one of the following countries, you can exchange it for a UK licence without taking a driving test (there is a charge for this service):
All EEA Countries
Australia
Barbados
British Virgin Islands
Canada
Falkland Islands
Faroe Islands
Gibraltar
Hong Kong
Japan (this must be accompanied by an official translation from the Embassy of Japan in London)

Malta
Monoco
New Zealand
Republic of Korea
Singapore
South Africa
Switzerland
Zimbabwe

- for motorcyclists there is a compulsory basic training assessment lasting about two weeks before you are allowed to drive on the road. On completion of the test, a certificate is issued that will allow you to ride a motorcycle with ‘L’ plates. If your machine has a larger engine size than 125cc, you must take a further two-part test, the first part of which will be within one year from the date of the basic training certificate. No passengers may be carried on any motorcycle displaying ‘L’ plates.

Further information and application forms can be obtained from main post offices.

Certificate of roadworthiness

Any vehicle that is over three years old must be tested each year, by law, to ensure that it is safe to drive (there is a charge for the test – approximately £55). Many garages are authorised by the Department of Transport to carry out this inspection and, if the vehicle is considered roadworthy, they will issue a certificate (called an MOT certificate) to confirm this.

Insurance

In addition to holding a driving licence, all drivers in the UK are required by law to be insured against damage or injury to other people or property. The minimum legal requirement is ‘third party cover’, which can be extended to include both fire and theft. ‘Comprehensive cover’ is also available, which includes all of the above and gives additional accidental damage cover for your own vehicle.

You are advised to bring proof of any previous vehicle insurance policies from your own country, as this can substantially reduce the cost of insurance in the UK.

Tax

All motor vehicles need to be taxed before they are allowed on the road. Costs depend on the level of CO₂ emissions from your car and its age. You can expect to pay up to £475 per year depending on your car. You can apply for a vehicle licence disc (or tax disc) at any main post office but will first need a current insurance certificate and registration document for the vehicle.

Important things to remember

► **You should note that it is compulsory for all motorcyclists and their passengers to wear crash helmets. It is also compulsory for seat belts to be used, where fitted, both in the front and rear of a vehicle. It is a serious offence to drive while under the influence of alcohol or drugs.**

For more information on driving in the UK, visit www.direct.gov.uk/en/Motoring

Car parking

Parking in the UK can be expensive. There are heavy restrictions on the use of private vehicles in many city centres and main shopping areas. Brighton & Hove has special resident-only zones for on-street parking, for which permits are required. There is usually a waiting list for permits, which are expensive and are for permanent residents only.

The University has a car parking policy that includes parking restrictions and charges. Students who live in University-managed accommodation on campus are not usually allowed to park a vehicle on campus. The only exceptions are for students with a mobility disability or students with their families living with them. Students who



live off campus are eligible to apply for a permit or pass to park, but charges apply. For current charges see www.sussex.ac.uk/efm/services/transport/campus-parking/parking-charges

For more information on our parking policy including contact details for queries – please go to our transport website at www.sussex.ac.uk/efm/transport

As Brighton & Hove has an extensive public transport system you will probably find this is quicker to use (see Travelling around the UK and abroad page 71).

Bicycles

Many students buy a bicycle and use it to get around the Brighton area, using cycle lanes that are provided on almost every main road (including from the campus to the city centre). If you decide to buy a bicycle, please note that you must have a white front light, a red back light and a red back reflector for night

riding. It is also highly advisable that you wear a cycle helmet for extra protection. In the UK, you should not ride on the pavements unless there are special signs allowing you to do so. It is an offence to ride under the influence of alcohol and/or drugs. If you would like to buy a second-hand bike you could try looking on www.Friday-ad.co.uk

Electricity

The UK electrical supply works on 240 volts/50 cycles and most buildings are equipped with sockets that take a 13-amp square-pin plug. Please check that any electrical equipment you bring from home can be used on this voltage or can be converted. You should be able to purchase an adaptor in the UK, but it is dangerous to overload sockets or circuits with too many adaptors and you should never put a two-pin plug in a three-pin socket.

Always use the right sort of fuse in your three-pin plug. Items such as table lights and clocks, and appliances up to 700 watts, should be fitted with a three-amp fuse (red). Most other high wattage equipment (eg irons, electric fires etc), need a 13-amp fuse (brown).

Important things to remember

► **Electricity supplies in the UK are very different to those in countries such as the USA. You may wish to buy high wattage items, such as hairdryers or hair irons, while you are in the UK to avoid compatibility problems.**

Post offices

Post offices offer a wide range of services including the sale of postage stamps, air mail forms, registered envelopes, postal orders and overseas money orders. Television licences and road vehicle licences can be renewed at main post offices. Most post offices are open 9am to 5.30pm Monday to Friday and 9am to 12.30pm Saturday. There is a post office on campus in the Co-Op supermarket in Bramber House. The main post office for the area is in WH Smith in Churchill Square, Brighton. Further information about post office services can be found at www.postoffice.co.uk

Public telephones

Public telephones or 'payphones' are located at most train stations and post offices as well as on some streets. Payphones are usually operated by the telecom company BT. Some accept coins only (£1, 50p, 20p) and some accept phonecards, coins or credit cards. A phonecard is a plastic card that contains credits for telephone calls. Phonecards can be purchased from post offices and shops displaying a 'phonecard' sign. You can also buy special international calling cards at many of these shops, including on campus.

Some useful telephone numbers

Operator (UK) 100
Operator (international) 118 505
Directory enquiries (UK) 118 500
Directory enquiries (international) 118 505
Emergency services
(police, fire, ambulance) 999

The local area code for Brighton & Hove is 01273. If you are calling from outside the UK, you should omit the zero from the area code. To make an international call you need to dial the international access code (00) followed by the country code, which is +44 for the UK.



Mobile phones

Many students choose to buy a mobile/cell phone to use in the UK. The pay-as-you-go option is favoured by most students as you do not have to sign a contract and you just pay for the calls you make. You should ensure that the company you choose enables you to get a signal on campus. Be careful when using your phone in public places as this can be a target for thieves. If you want to see which kinds of mobile phone deals are available, visit

www.carphonewarehouse.co.uk, an independent mobile phone company that has branches all over the UK.

Safety and security

We want Sussex to be a safe place for all students and staff. The University is an open campus; anyone is welcome to walk or drive on to campus. However, a 24-hour, 365-day-a-year security team is based

on campus (York House) and undertakes regular patrols. (T 8234 or 01273 678234). There are emergency telephones throughout the campus directly linked to the security team; if you are using another telephone on campus, you can dial 3333. Campus is well lit and several areas are observed by security cameras for your protection. Always ask for identification from anyone you do not recognise (eg tradesmen) if someone requests access to your accommodation.

We want your stay in the UK to be a safe one and recommend you read the British Council publication, *Comfort Zone – making sure that your time in the UK is safe and enjoyable*. You can download a copy at

www.britishcouncil.org/educ-comfort-zone.pdf

Important things to remember

► **After dark there is a safety escort facility for any member of staff or student anywhere on campus as well as to and from Falmer Station. To book this service, please telephone the Security Office on 8234 or 01273 678234 – giving as much notice as possible.**

Remember that you share responsibility for your own and others' security and peace of mind: report any security problems (even dead light bulbs), and any incident at all that might constitute criminal behaviour.

In an emergency off campus, you can contact the police, fire or ambulance service by calling 999 from any phone.

Students and the law

International students and their dependants are subject to the same laws as British citizens (with the exception of immigration,

voting and citizenship) and are guaranteed the same protection of the law and the same civil rights. One such right is that of free speech and assembly. You have the right to express your views, provided they are not illegal or an incitement to break the law and as long as you conduct yourself in a peaceful and orderly manner with due consideration for others.

If you break the law, you are liable for your actions in the same way as other UK citizens. Any legal agreements and contracts made by you are also binding. Normally this should not affect you greatly, except perhaps in the case of housing. Always make sure that you know what your obligations are before you sign any contract. If you do get into trouble with the police, you are guaranteed the same protection of the law as UK citizens. If you are arrested by a police officer, you should co-operate but you are not obliged to say anything. You must seek legal advice immediately.





Television licences

All UK residents, including those here temporarily, are required to hold a licence to use a television. A licence costs £145.50 per year for a colour television set and can be bought from post offices or online.

If you share your accommodation, you will need a licence to use a television in a shared area, but separate individual licences must be held by each student for televisions used in your own room.

Separate licenses are not required if you hold a joint tenancy with someone, and you live together as one household, sharing all facilities. Documentary evidence of such an arrangement must be supplied for this to apply.

Television detector vans do come on to campus and the penalty for having a television without a licence is a fine of several hundred pounds.

You should note that it is illegal to watch live television on a laptop or PC without a license but you are permitted to watch past television programmes available via the various television channels' online players.

For further information or to buy a TV licence, see www.tvlicencing.co.uk

Tipping

There are no fixed rules for how much and when you should tip, and the amount you give can reflect how you feel about the service you have received. The following is meant as a guide to customary practice in Britain:

Taxis: 10 per cent of the fare

Hairdressers: usually about 10 per cent of the cost

Restaurants: 10 per cent of the bill if service is not included.

Travelling around the UK and abroad

Studying abroad is great opportunity to travel throughout the UK and further afield.

Rail companies and some coach and bus companies offer substantial discounts for students. When you arrive in the UK it is a good idea to read the leaflets available at stations and post offices about travel cards, in order to decide which suits you best. Further details will be given to you during the Welcome and Information Programme.

Train travel

Tickets and discounts

If you are going to travel a lot by train and you are between 16 and 25 years old (or a mature student in full time education) you may wish to buy a 16-25 Railcard (£28 per year) or a Network Railcard (£28 per year) for travel within the south-east of England. Both cards offer discounts on train fares although the 16-25 Railcard is probably more useful as it offers more flexibility and value for money. Discounts amount to one-third off the normal cost, but there are certain times when you cannot use the card, usually before 10am or at peak travelling times. You should therefore explain clearly when purchasing a ticket, when and what time you wish to travel and when, if necessary, you will return (if buying a return ticket). A 16-25 Railcard is particularly useful for long distance rail travel.

It is worth planning your trips in advance to get the best prices. If you book in advance, travel off-peak and specify your return dates you will often find cheaper fares. Several

retailers sell discounted rail fares online, including www.thetrainline.com

Savings can also be obtained by purchasing weekly, monthly or yearly season tickets. In particular, students qualify for the Brighton UniZone Card, which gives discounted rail travel in the Brighton area. For further details, ask at one of the local train stations when you arrive.



Cheap day return tickets are available to anyone – ie you do not have to have a special student saver card in order to get the cheap rate. They are not normally available before 9am for local journeys, or sometimes before 10am depending on the destination. (At weekends they are available at all times.)

Be aware that all train services, travel concessions and conditions are subject to change at short notice.

Regulations and services

It is an offence to enter a station platform or board a train without a valid ticket – if stopped by an inspector you could be liable to pay a penalty fare.

Having a train ticket does not guarantee you a seat. At certain times, eg in the rush-hour, trains are often very full and you may find that you have to stand. If you want to be sure of a seat on some trains you can reserve one for a small fee. This can be done when you buy your ticket in advance.

First-class compartments are clearly marked on the windows and if you have not paid for a first-class ticket, you are not permitted to sit in these areas.

Further information about train travel in the Brighton area, including timetables, can be found at www.southernrailway.com

Bus travel

There are regular bus services between Brighton & Hove and the University. Number 25 buses run between the centre of Brighton and the University, bringing passengers directly onto campus. The journey time is approximately 30 minutes from the city centre. In addition, bus services 28, 29, 728, and 729 operate between Brighton (Old Steine) and destinations east of Falmer. They all stop right outside the University. The N25 service runs through the night from the city centre to the University.

In general it is cheaper to travel by bus, and there are various ways of making it even cheaper – eg time of travel, purchasing a return ticket or a discount card. The SAVER ticket is available to students for discounted travel on the Brighton & Hove buses. It costs £10.50 for seven days (this should be purchased from 1 Stop Travel in Old Steine, Brighton, or from NUS shops on campus), £100 for three months or £320 for one year (these can be purchased at 1 Stop Travel in Brighton, Brighton station or the Post Office on campus), enabling almost unlimited daily travel in the local area. Weekly Tickets available for use on METRO 25 and services 23/N25 are available from the driver for £8. These tickets are only valid on those services.

Further information about bus travel in the Brighton & Hove area, including bus times, can be found at www.buses.co.uk/tickets/student.aspx or ask at the International and Study Abroad Office.

For coach travel, normally used for long distance travel, discounts of about 30 per cent are available with the purchase of a student coach card (for students aged 16-26), costing £10 for a year. Discounts with this card also include certain Eurolines routes to mainland Europe. Further details are available at www.nationalexpress.com/coach/offers/studentcoachdeals.cfm

If you have any enquiries regarding local travel, contact 1 Stop Travel: 16 Old Steine, Brighton, or Brighton Station Concourse
T 01273 886200.

International travel

You may already have an ISIC Card (International Student Identity Card), which entitles you to discounted international travel. If not, you can obtain one from STA Travel (see address below or visit www.isiccard.org). This card costs £9. Note that the card may not entitle you to discounts in and around the Brighton & Hove area.

STA Travel
38 North Street
Brighton BN1 1RH
T 0871 7029807
www.statravel.co.uk

It is relatively easy and inexpensive to get to other European countries. There are a number of 'discount' airlines that offer cheap tickets through the internet. (See for example www.monarch.co.uk; www.ryanair.com; www.easyjet.com). If you wish to take a

more carbon-friendly option, it is possible to travel overland comfortably and affordably. See www.seat61.com for ideas.

There are some agencies that specialise in offering travel to students and these may be able to offer you special deals. If you use a travel agent, ensure that it is a member of the Association of British Travel Agents (ABTA) and/or the International Air Ticketing Association (IATA). Both these organisations scrutinise their membership thoroughly and require high standards, and can protect your purchase.

Before travelling to or from the UK, ensure that you have met the immigration requirements (see page 74).



Extending your visa as a general student from within the UK

If you need to extend your student visa from within the UK then you will need to do this through a points-based assessment. If you are applying for a visa in order to start a new programme, and this programme starts more than one month after your visa expiry date, then you will not be able to extend your visa from within the UK and will need to return home to obtain a new visa.

This immigration information is correct at the time of going to print. However, the rules surrounding immigration are often amended. For the latest information and updates please visit www.sussex.ac.uk/international/essential/visasandimmigration

We advise you to check the web page above regularly so that you have the information you need to meet immigration requirements.

When to apply for an extension

You should apply for an extension before your initial Leave to Enter/Remain expires if your permitted period of Leave to Enter/Remain is not long enough to cover the entire duration of your programme or you decide to enrol on a further programme of study. You are strongly advised to start completing your application form and start gathering your documentation at least two months before your Leave to Enter/Remain expires. Please remember it often takes time to get all the required documentation (please see the list opposite). Please note that from April 2012 all students on a Tier 4 visa will only be able to study at degree level in the UK for a maximum of five years (with exceptions for some programmes and PhD students). If you think this will affect you please email immigration@sussex.ac.uk

How to extend your stay as a Tier 4 (general) student

To extend your student visa, you must pass a points-based assessment scoring 40 points.

You score:

- 30 points for a Confirmation of Acceptance for Studies (CAS) from a licensed sponsor (your education provider ie the University of Sussex); and
- 10 points if you can show you have sufficient finances to cover your course fees and monthly living expenses for up to 12 months (known as maintenance).

To download the current form and policy guidance for student visa extensions, visit www.ukba.homeoffice.gov.uk/visas-immigration/studying

The International & Study Abroad Office also has a range of guidance notes which you can access on our website (as above). You should also look at the UKCISA guidance note: www.ukcisa.org.uk/student/info_sheets/immigration_uk.php

Documents needed to extend your visa

You will need to fill in the application form, pay your fee and include:

- a current passport or travel document
- a CAS number from the University of Sussex (which is your 'licensed sponsor')
- documents to show you have the right finances (maintenance) available. See tables on next page.

The amount of maintenance you need depends on whether you have an established presence in UK. To find out which category you fit into, you should look at paragraphs 147-148 of the Tier 4 Student policy guidance: www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/applying-inside-uk

Money needed if you do not have an established presence in the UK

Length of programme	Money needed – programme fees and monthly living costs
Nine months or less	Programme fees and £800 for each month of the programme
More than nine months	First year of fees and £7,200 to cover the first year in the UK

Money needed if you do have an established presence in the UK

Length of programme	Money needed
Nine months or less	Programme fees and £800 to cover living costs for each calendar month of the programme up to a maximum of two months
More than nine months	First year of fees and £1,600 to cover the first two months of living in the United Kingdom

You can apply to extend your stay as an adult student with the lower amount of money needed either from inside the UK or from the country in which you made your initial student visa application. However, to qualify for the lower amount you must have current leave.

You must be able to prove that the money you need to apply has been in your account for 28 days before you submit your application and the evidence must be no more than one month old. You will also need to sign a declaration stating that the funds are genuinely available for the purpose of funding your study and living expenses in

the UK. The UK Border Agency reserve the right to check that these funds continue to be available to you, if they have concerns regarding your ability to support yourself. Acceptable evidence of maintenance may include:

- personal bank or building society statements; building society passbook; letter from a bank; letter from a regulated financial institution confirming funds or loan will be released to you when you get your visa; letter of official financial sponsorship (ie from any government, British council, international organisation etc). You can use evidence of a parent or guardian's funds, but this is subject to strict evidence of your relationship (see the Tier 4 policy guidance for more details) You can deduct money already paid for your tuition fees and up to £1000 paid for university accommodation (provided it is shown on your CAS) from the total amount you need to show.

You will also need:

- documents used by your sponsors when they accepted you on to the programme. You will need to show your qualification certificates or any other education documents that you used to obtain your offer of a place at Sussex. When we produce your CAS statement we will include the list of qualifications used for admission, which you will need to show when applying for your visa. (If you are a continuing student you will not need to provide qualification certificates)
- your ID card if you have one
- your up-to-date Police Registration certificate (if you are required to have one)
- your ATAS certificate (students studying certain science- or technology-based subjects are required to obtain a clearance certificate through ATAS before they can apply for a visa or a visa extension. You will

have been informed if this applies to you.) More information about ATAS is available at www.sussex.ac.uk/admissions/pg/atas and www.fco.gov.uk/atas

Monitoring and reporting

As a licensed sponsor, the University is responsible for collecting copies of students' passports/visas and for notifying the UK Border Agency if a student does not register as expected, withdraws or is withdrawn from their programme after arriving (eg if they are in debt to the University), defers or suspends their studies or does not keep good attendance during their studies. It is very important to have a good attendance record if you wish to apply for a visa extension. See pages 13-14 for more details.

How much will it cost?

The student visa application fee is currently £394 by post and £716 in person. Dependants applying at the same time will be charged £193 and £351 respectively.

Switching institutions

There are immigration implications if you are currently in the UK on a non-Sussex Tier 4 student visa and want to enrol at Sussex (this includes students who have been studying with the International Study Centre).

If you applied for your current Tier 4 student visa before 5 October 2009 and you still have leave remaining which you want to use to study at Sussex, you will need to obtain permission from the UKBA by completing a Permission to Switch application form (cost £160). Details on how to do this can be found in the Tier 4 policy guidance paragraphs 294-298. It will be necessary for Sussex to see proof that you have sent this application before we can enrol you, so please keep a copy of the postage receipt or acknowledgment letter from the UKBA and bring it to registration with you.

If you applied for your current Tier 4 student visa on or after 5 October 2009, this visa will be tied to your previous Tier 4 sponsor. Before we can enrol you at Sussex, we will need to see proof that you have made an application to the UKBA using a University of Sussex CAS. You will need to bring your postage receipt or a letter from the UKBA to registration to show you have made this application. We will also need to see proof that you made this application before your current visa expired, so please bring a copy of your most recent visa with you.

Please email immigration@sussex.ac.uk if you are unclear about any of the above procedures.

Examinations re-sit and repeat of study

An extension of your Tier 4 visa is sometimes permitted in order for you to re-sit or repeat studies. However, under the current immigration rules, most students will be expected to return home and return to the UK at a later date to re-sit the exam or submit coursework. We advise you to contact one of our immigration advisors for more information, where required. Please come to one of our advertised drop-in sessions or email immigration@sussex.ac.uk

Intermission

If you decide to intermit from your studies at any time, you should be aware of both the academic and immigration implications of doing so. Most students are required by law to leave the UK while they take a break from their studies. If you require further advice on this whilst you are at Sussex, please arrange to see one of our immigration advisors.

Further information

For more information on extending your student visa, visit www.ukcisa.org.uk/student/info_sheets/immigration_uk.php or www.ukcisa.org.uk/student/pbs_students.php

For the latest information from the Home Office, visit www.ukba.homeoffice.gov.uk/studyingintheuk

Biometric Residence Permits (BRPs)

When you apply to extend your stay in the UK as a student, you (and your dependants) will have to provide biometric information (have your fingerprints scanned and a photo of your face taken) and, if you are granted an extension of stay in the UK, you will be issued with a Biometric Residence Permit, which will be your visa. This means that, even if you apply by post, you will need to go to a Post Office to provide biometric information. If you are sending an extension application by post, the UKBA will wait until they have processed your fee before writing to you with a biometric enrollment letter that you will need to take with you to the Post Office. The nearest Post Office to Brighton which accepts biometrics is in Newhaven (15 mins by train from Falmer). You will need to be ready to respond to any letters from the Home Office and should prioritise attending the appointment over everything else, however important those things are (for example, you may have to miss classes or lectures).

If you apply in person you will probably not be sent any letters, but will have your fingerprints and photo taken at your extension appointment. You will not be given your student extension (the BRP) on the day, but will have to wait for it to be sent to you by post. Do not make plans to travel until you receive your BRP card.

If a BRP card is lost, a replacement card can be applied for. You will need to fill in a form is available for this purpose and pay £37 replacement fee. Biometrics (fingerprints and photo) would have to be given again. Should the card be lost abroad, eg if you travel home during the holidays, you should contact the nearest Entry Clearance Office.

They may be able to issue a one-way vignette allowing you to travel back to the UK where a replacement card should then be applied for.

If you hold a BRP you will be required to show this at the UK border when you travel into the UK, in addition to your passport.

Important things to remember

- ▶ **It is recommended that you take photocopies of all documents you send to the UKBA.**
- ▶ **Always make your visa extension application before your current visa expires. If you make a late application you become an overstayer and you lose your right to appeal if your application is rejected. Overstaying by more than 28 days in the UK will result in a one year entry clearance ban if you subsequently try to re-apply from your home country to return to the UK.**

Dependants

Your partner and children may be able to accompany you as dependants and may be permitted to stay the same length of time as you. There have been recent changes to the dependant rules and you are advised to study these closely and talk to an immigration advisor if you are unsure. Postgraduate students on a course of 12 months or longer and also government sponsored students on a course of more than 6 months, are both allowed to bring dependants with them and extend their stay here in the UK. However, if you are already in the UK and do not fit into either of these categories, you are advised to email us on immigration@sussex.ac.uk, to discuss your case. There have also been recent immigration changes for babies born in the UK. For information on all of these issues, please look at the very useful UKCISA handout: www.ukcisa.org.uk/student/info_sheets/your_family.php

In all cases, you must be able to prove certain conditions to the UK authorities, for example, that you intend to live together and that you do not intend to take employment unless permitted. Dependants are free to work as long as the student they are dependent on has been granted Leave to Enter for at least 12 months. Dependants over the age of 16 are permitted to study full- or part-time and children up to the age of 16 are able to go to free state schools. Dependants should always obtain prior entry clearance before coming to the UK if they plan to travel separately from you.

For further information visit www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/family

Marriage in the UK

In 2005 the government introduced laws regarding non-EEA nationals who wish to marry in the UK. Civil partnerships for gay or lesbian couples are now also legal in the UK and these partnerships bring similar rights to those of married couples. For more information on marriage in the UK, plus guidance on your rights once you have married, visit www.ukcisa.org.uk/student/info_sheets/your_family.php

Travelling abroad

If you are leaving the UK but are planning to return, you will have to satisfy the immigration officer at the port of entry that you meet the necessary requirements for entry into the UK as a student.

Before you travel abroad you should:

- check that your passport is not going to expire while you are away. If it is, you should apply for a new one in plenty of time before the trip, check that you have evidence that you are a student enrolled on a full-time course (eg a letter from the the Student Progress and Assessment Office, or International and Study Abroad

Office (ISAO)) and evidence that you have enough money to support yourself

- check the Foreign and Commonwealth Office website for the UK embassy of the particular country you want to visit (choose the 'London Diplomatic List' on that web page for a list of websites). The website will tell you whether people of your nationality need to apply for visas before travelling to that country. If the website says that you need a Schengen Visa, see below
- seek advice from the ISAO about re-entering the UK if you do not meet all three of the following requirements:
 1. The last time you were given permission to stay in the UK was for a period of more than six months.
 2. You will re-enter the UK before that stamp – or the validity of your entry clearance – runs out.
 3. Your circumstances have not changed since you got the stamp or entered the UK with the entry clearance.
- ensure that you carry your Biometric Residence Permit (if you have one).

Schengen Visas

There are agreements between a number of EU states that allow certain nationals to travel freely for up to three months between the states as long as they obtain a visa to enter one of the countries and actually enter via that country. Countries that are currently part of the Schengen Visa scheme are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain and Sweden. For information about how to apply, you should contact the embassy of the country in which you will be spending the most time or visit www.ukcisa.org.uk/student/immigration.php#travel_europe

Working in the UK

The following section contains advice on employment in the UK. We recommend that you also look at the UKCISA guidance notes on working during your studies at www.ukcisa.org.uk/student/working_during.php

There may be opportunities for you to work while you are studying, but you should be aware that competition for part-time employment is high on campus and in the local area, so you should not rely on income from employment to cover your fees and living expenses. Before undertaking any employment you should satisfy yourself that your studies will not be adversely affected.

Who is allowed to work?

Most nationals of EEA member states are allowed to work without seeking permission from the UK Home Office (except Bulgarian and Romanian nationals). See page 8 for more details.

If you are an EEA student and want to check that you can work in the UK and, if so, whether you need to apply for permission to work, visit the UKCISA WorkChecker www.ukcisa.org.uk/student/eu_interactive/index.php

Most students who come from non-EEA countries are allowed to work unless you have a student visitor visa. However, you must ensure that your permit has a 'restriction' on working and not a 'prohibition'.

If your stamp has a 'restriction' it means you can work but only under the following conditions:

- you can work in your spare time while studying but this should not exceed 20 hours per week (you can work full-time during vacations). If you are taking courses below degree level (except foundation degrees) you are only permitted to work a maximum of 10 hours per week
- you do not engage in business, self-employment or provide services as a professional sportsperson or entertainer
- you do not pursue a career by filling a permanent full-time vacancy.

If your visa has a 'prohibition', this means that you are not allowed to work.

Important things to remember

- **After you have an offer of employment, you should obtain a National Insurance number from the Department of Social Security. For an appointment call into the Jobcentre Plus at 30-35 Edward Street, Brighton or T 0845 600 0643. They will tell you what documentation you will need to bring to your appointment.**



Short-term students

If you are a non-EEA student coming to study in the UK for less than six months you are routinely given a student visitor entry clearance with a work prohibition stamp. If you will be studying in the UK for less than six months and want to work, you should apply for Tier 4/general student entry clearance at the British Embassy or High Commission in your country before travelling to the UK, since this allows you to do part-time work under the conditions outlined above.

Dependants

Dependants of Tier 4 students have unrestricted access to the UK labour market.

Employer's responsibilities

An employer has a legal responsibility to ensure that all employees are officially permitted to work for them and penalties are severe for both you and an employer should

the law be broken. Therefore all employees, regardless of nationality, should expect an employer to ask to see documents that establish their right to work in the UK prior to being offered a job. Usual examples of required documents include your passport, residence permit or UK birth certificate. For more information please see www.ukcisa.org.uk/student/info_sheets/working_during_studies.php#prove_can_work

Working in the UK after the completion of your studies

We recommend that you read the UKCISA guidance notes on working after completion of your studies for the latest detailed information at www.ukcisa.org.uk/student/info_sheets/working_after_studies.php

Visit www.ukba.homeoffice.gov.uk/visas-immigration/working for more details of all work permit schemes on offer.

This information was correct at the time of going to press but could change.



Careers and Employability Centre

We can help you if you are looking for part-time and vacation work while studying at Sussex. (Please see page 61 for more information about how the Careers and Employability Centre can help you.)

Once you are a registered Sussex student, you can access part-time, work experience and after-graduation vacancies via the website – visit www.sussex.ac.uk/careers

We do not operate like an employment agency (and cannot place you in a job) but there is a lot of support on offer to enable you to be effective in your job search in the UK. Alongside the International and Study Abroad Office, the Careers and Employability Centre will help you to make sense of the regulations about working in the UK during and after your studies.

We provide advice and guidance on the employment-selection process, particularly how to present yourself effectively to employers during the application and interview stages. The Careers and Employability Centre website has a wide range of information and advice. You can also register for Sussex Plus – www.sussex.ac.uk/careers/sussexplus Sussex Plus is a project where you develop your skills and create a multimedia webfolio to showcase who you are and what you can do.

Finding part-time work in Brighton can be competitive and it may take you some time to find work; you therefore need to be flexible about what you are willing to do. Brighton attracts lots of visitors, and many jobs are in tourism; there is also a large financial services sector and a growing creative and digital media sector. The Careers & Employability Centre advertise jobs on campus, however most jobs will be in Brighton or the local area.



The Careers and Employability Centre also runs employer recruitment presentations, skills development sessions, recruitment fairs and workshops for students who have questions about working in the UK while studying. Career Development Advisers are available daily for one-to-one discussions or come and talk to their friendly information staff.

The Careers and Employability Centre is based in the Library.

T 01273 678429

F 01273 678846

E careers@sussex.ac.uk

www.sussex.ac.uk/careers

www.sussex.ac.uk/careers/jobs/internationalstudents

Teaching and learning

You may find that the style of teaching and learning in the UK is different from that in your home country. At Sussex we place a lot of emphasis on the development of critical, analytical and problem-solving skills. We will expect you to do substantial work outside the classroom, and to take a high level of responsibility for your own studies. We hope this summary will be helpful and show you some of what you can expect.

Undergraduate and visiting and exchange students

Most undergraduate courses involve a combination of lectures, smaller group teaching and, in science, practical or field work. You will also be expected to study independently – reading, solving problems, writing reports or essays, and reviewing class material. Classroom hours depend on the courses you are taking, and are not necessarily related to the amount of credit for a course. Science programmes or courses usually have more contact hours, including laboratory and workshop sessions. You need to have good study habits, and manage your time effectively to make sure that you keep up with the material and make the most of your learning opportunities. Visiting students sometimes find that they have fewer class hours than they would at home – but attendance is compulsory, and fewer class hours does not mean less work.



Lectures may provide a core body of knowledge for a course, but they are the beginning rather than the end of the learning process. They provide a good introduction and overview of a topic, and you will be expected to read around the subject discussed in lectures, using the reading lists given. Many lecturers provide hand-outs or CDs, use powerpoint presentations that can be made available, or put materials on course websites. This will help you to prepare for seminars, write essays, and revise for examinations.

Lectures are often supported by seminars, in which a smaller group of students and a tutor talk through ideas, question assumptions, and discuss various aspects of a topic in depth. You may be asked to present for the group on a particular topic – preparing this deepens your understanding, and doing it regularly will help you to improve your presentation and communication skills. Workshops or exercise classes are features of science courses, where you work through problems set in advance by the instructor.

Laboratory and practical classes allow science students to test experimentally the concepts they learn about in lectures. Safety is taken very seriously – safety briefings are always mandatory, and you may be excluded from a session if you do not attend. Sometimes you will work individually, sometimes in pairs or groups. Make sure



that you are clear on whether you should be working individually or collaboratively. The report that you write on the practical component is usually a part of the formal assessment for the course. Even when you have worked with someone else on the experiment, you will usually be expected to write your report individually. Be sure that you understand what is expected.

You may also be involved in group work, in which you work with others on a project, production or presentation. This gives you a chance to learn various skills, including leading a group, and to develop skills of teamworking that are highly valued by prospective employers.

Postgraduate students

There are two main types of postgraduate course, taught courses and research degrees.

- Masters degrees and other taught courses (eg Master of Arts (MA), Master of Science (MSc), LLM (Master of Laws), Common Professional Examination (CPE), Postgraduate Certificate in Education (PGCE) and postgraduate diplomas).

Some of these advanced academic courses are designed to deepen your knowledge of your undergraduate subject, and others are conversion courses that will introduce you to a new subject. With taught Masters courses, typically between half and three-quarters of your time is devoted to coursework, with the remainder spent researching and writing up a supervised dissertation or project on a topic chosen in conjunction with your assigned tutor.

- Research degrees (eg Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) and New Route PhD)

A research degree is the ultimate opportunity to pursue your own specialist interest. You develop your own topic under the guidance of an appropriate supervisor. To be successful, you will need to demonstrate intellectual independence. You'll also need well-developed time management skills and a sense of self-discipline, because you will have to set and keep to your own schedule.



UK academic culture

It may take some time for you to adjust to studying in the UK. Academic culture and expectations vary according to the subject and the level of study. However, here are some general trends that you may notice:

- you often work independently, studying on your own for significant periods of time
- you are expected to develop critical judgment, which means an ability to assess whether an argument is coherent and well-supported by evidence
- learning factual data is important, but in higher level courses a critical approach is considered key to mastering the subject.

Know what is required

It is important to know what you need to do to fulfil the course requirements. Understanding this is the key to effective working. For example:

- how long is the required piece of work? Are footnotes/diagrams included in this length?
- is a piece of work being formally assessed and what proportion of your marks does it constitute?

- what is the deadline for submission of the work (deadlines at Sussex are very strictly enforced)?

This information should be included in the course handbook (syllabus), which you will be given at the start of term.

Lecture notes

Many lecturers provide an outline of the content of the lectures either in a hand-out, on a CD, or on the internet. If you have the outline in advance, it will be useful to print this out and take it to the lecture. You can then annotate it with additional material and questions that occur to you. You will need to make some notes, but you don't need to take down every word. Remember:

- if there is something you don't understand, make a note to ask after the lecture, in a tutorial or office hour. Keep your notes in order in a file, and make sure, immediately after the lecture, that they are clear enough for you to use them later for study and review
- don't worry if you find it difficult to understand the lecturer. This will get easier as you get used to their style and, if you are not a native speaker, as your English improves.

Seminars

Seminars can be challenging if you are not used to this kind of teaching. Don't worry, many other students feel the same initially. Participating actively in seminars is an important part of the learning process, so try to contribute even if it seems difficult at first. You may find it helpful to make notes before the seminar of any points you would like to raise. If you are having difficulty in seminars, discuss this with your tutor.

Reading

On most courses you will be given a reading list. You will not usually be expected to buy or

even read every book and journal article on the list. Items on a book list may contain:

- essential, basic reading or reference material for the course
- an overview of the subject or background information
- useful information for a specific topic or piece of work.

Check with your tutor which books are essential for you to buy. Most books will be available in the Library, but 'core' texts may be difficult to borrow because everyone on the course needs them. Second-hand books are available in the bookshop, and are also advertised on notice boards around campus. Also, many journal articles are available through the electronic library for download. It is usually best to take notes as you read, starting with the title, author, and any other reference material (eg date published). Try to avoid copying out large sections from the text. Make a note of the main points and summarise arguments in your own words. If you copy out a section of the text, put it in 'quotation marks' so that you know to reference it properly if you use it in your work (see section on plagiarism, opposite).

Sources of advice and help

If you have a question or problem with your studies you should first talk to the course tutor or convenor, or your academic advisor. Most tutors have a weekly office hour, a designated time when they are available to see students. It is best to seek advice early rather than wait for a problem to become serious. Student Life Advisors are available to discuss more general problems, either personal or related to study skills, that may be affecting your work. The Student Support Unit is available to advise on specific learning difficulties (eg dyslexia), or if you are very anxious about aspects of assessment such as examinations. The Sussex Centre for

Language Studies offers a range of support classes, including English language and study skills. Helpful information on study skills is available on the Centre's website at www.sussex.ac.uk/languages

Plagiarism and academic misconduct

All assessment exercises, including assessed coursework that contributes to a final mark for a course, are governed by strict rules about collusion, plagiarism and other forms of misconduct. Definitions of the major forms of misconduct are as follows:

1. Collusion is when students work together on assignments that should be completed alone. For some assignments, you may be required to work together and even submit joint/group work for assessment, but usually you must submit work that is entirely your own. A student who helps another produce work is guilty of collusion, along with the student who has benefited from their help. The course documentation should clearly state which assignments, if any, can be done in collaboration with others and whether that includes producing a joint piece of work or only the preparation for it. You must only work together on producing an assignment if the course specifically allows it. Otherwise this is collusion and is an offence.

2. Plagiarism is when you use other people's work and don't acknowledge that you have done so by citing the sources. If you copy sentences, phrases or expressions without saying where you have found them then it is plagiarism; if you paraphrase someone and don't say where the original came from, this is plagiarism. Listing the source in the bibliography isn't good enough. Each time you use a source you have to say so. Word-for-word quotations must either be in quotation marks or indented, and be fully referenced. If you don't correctly indicate in the text every time you have used someone else's work, this is plagiarism.

3. Fabrication of results or observations in practical or project work constitutes an offence.

4. Misconduct during unseen examinations includes having access to, or attempting to gain access to, any books, memoranda, notes, unauthorised calculators or other material, except such as may have been supplied by the invigilator or authorised by official University bodies.

5. Personation is where someone other than the student prepares the work submitted for assessment. This includes purchasing essays, commissioning someone else to write an assessment or asking someone else to sit an examination.

There are set procedures for hearing cases of suspected academic misconduct and those found guilty may be disqualified or be liable to penalties. The number of international students found guilty of plagiarism (particularly involving essays found on the internet) or collusion has increased recently. You should be aware that modern software makes such cases easy to detect and that this is regarded seriously in the UK. You should seek advice if you have any questions about Sussex's regulations.

For further information on resources and guidance for students about academic misconduct and referencing see www.sussex.ac.uk/tldu/ideas/acadmiscon/students

Further information about studying in the UK

For further information about studying in the UK, we recommend that you visit www.prepareforsuccess.org.uk Prepare for Success is a interactive pre-arrival learning tool for international students who are getting ready to come to the UK.

IT Services

IT Services provides a range of computer facilities to help you study successfully:

- there are over 800 computers (both PC and Mac) across campus
- many computers are available 24 hours a day
- all computers have a full Microsoft Office suite, high speed internet and access to laser printing in both monochrome and colour
- additional specialist software
- help and advice via the web, by email, telephone and in person
- extensive range of IT skills and training courses from beginner to advanced level
- personal networked file storage that is backed up overnight and is accessible from all campus computers as well as remotely
- a campus wide Wi-Fi network that has recently been upgraded and enhanced to increase capacity
- a residential network on campus which provides internet access to student bedrooms using a wired connection as well as Wi-Fi
- assistive PCs for students with disabilities and additional learning needs.

You are encouraged to bring your own equipment with you – whether laptop, netbook, tablet or smartphone. As well as being able to prepare your written assignments when and where you choose, you will be in a better position to take advantage of the investment Sussex is making in virtual learning and access to online support and information.

For more details, visit the IT Services website at www.sussex.ac.uk/its

Useful contact details



University contacts

In the event of an emergency at home, students may be contacted via the International and Study Abroad Office during office hours, 9am to 5pm Monday to Friday (an answering machine is in operation when the office is closed), or the Security Office in York House outside these times. See below for telephone contact details.

The International and Study Abroad Office is not always able to contact a student directly, but has to telephone the school office or use the internal courier/postal system, so it would be helpful if enquirers also gave the name of the school or residence of the student when asking at the main University switchboard. Please note that the international country code for the UK is +44.

Development and Alumni Relations Office, Bramber House

T Internal: 8258
External: 01273 678258
F 01273 677002
E alumni@sussex.ac.uk
www.sussex.ac.uk/alumni

Dentist

T External: 01273 605555

Emergency Contact Number

(on campus only)
T Internal: 3333
External: 01273 873333
For all emergencies off campus dial 999

Health Centre

T External: 01273 249049
F 01273 249040
www.unimed.co.uk

Housing Office, Bramber House

T Internal: 8220
External: 01273 678220
F 01273 678696
E housing@sussex.ac.uk
www.sussex.ac.uk/residentialservices

International and Study Abroad Office, Friston

T Internal: 8422

External: 01273 678422
(answerphone outside office hours)

F 01273 678640
E international@sussex.ac.uk
www.sussex.ac.uk/international

Psychological and Counselling Services

T Internal: 8156
External: 01273 678156
www.sussex.ac.uk/counselling

Security, York House

T Internal: 8234
External: 01273 678234 (24 hours)
www.sussex.ac.uk/efm/services/security

Student Accounts Office, Sussex House

T Internal: 8204/7905
External: +44 (0)800 0194979
F 01273 877367
E studentaccounts@sussex.ac.uk
www.sussex.ac.uk/Units/finance/students/index.shtml

Student Progress and Assessment Office, Sussex House

T Internal: 7093
External: 01273 877093
E spaenquiries@sussex.ac.uk
www.sussex.ac.uk/sas/1-3-1.html

Students' Union, Falmer House

T Internal: 8152 or 8555
External: 01273 678152 or
External: 01273 678555
E reception@ussu.sussex.ac.uk
www.sussexstudent.com

Students' Union Advice and Representation Centre, 1st Floor, Falmer House

T Internal: 7038
External: 01273 877038
F 01273 873501
E advice@ussu.sussex.ac.uk
www.sussexstudent.com/advice

Switchboard

T Internal: 01
External: 01273 606755

Useful information

Below you will find contact details of various organisations that have been mentioned throughout the handbook.

Local addresses

Department of Social Security/ Job Centre

(For obtaining national insurance numbers)
30-35 Edward Street
Brighton
T 0845 600 0643

Police Stations

John Street, Brighton
T 0845 607 0999
Holland Road, Hove
T 0845 607 0999

STA Travel

38 North Street
Brighton
T 0871 7029807

1 Stop Travel

16 Old Steine
Brighton
T 01273 886200

National addresses

UK Border Agency

Lunar House
40 Wellesley Road
Croydon, CR9 2BY
T 0870 606 7766
www.ukba.homeoffice.gov.uk

British Council

10 Spring Gardens
London SW1A 2BN
T 0207 389 4385
www.britishcouncil.org.uk

British Council

Bridgewater House
58 Whitworth Street
Manchester M1 6BB
T 0161 957 7755

UKCISA – The Council for International Student Affairs

9-17 St Alban's Place
London N1 0NX
T 020 7107 9922
(Student advice line, 1pm to 4pm, Monday to Friday)
www.ukcisa.org.uk

Publications

There are many publications available for students coming to the UK. The best starting points are the British Council and UKCISA websites (details can be found below) where you will find many guides and guidance notes that will help you prepare. Alternatively, contact your nearest British Council office.

Useful websites

The following are websites which you may find useful before you arrive in the UK or during your stay here:

www.adviceguide.org.uk

The Citizens Advice Bureau's online advice guide to rights in the UK

www.airportguides.co.uk

The complete UK and Ireland airport guide

www.bbc.co.uk

News, current affairs, sport, and the arts, from the BBC

www.britishcouncil.org.uk

British Council

www.direct.gov.uk

A guide to public services in the UK and information about money, motoring, health, education, rights and responsibilities etc.

www.dvla.gov.uk

Information on driving in the UK

www.embassyworld.com

Information on embassies around the world

www.endsleigh.co.uk

Endsleigh Insurance company

www.equalityhumanrights.com

The Equality and Human Rights Commission

www.fco.gov.uk

Foreign and Commonwealth Office

www.hostuk.org

Visiting and staying with families in the UK

www.isiccard.co.uk

Student travel and discounts

www.multimap.com

Interactive map of the UK

www.nationalrail.co.uk

Rail travel in the UK

www.nhs.uk

National Health Service information

www.nus.org.uk

National Union of Students (NUS)

www.onlinenewspapers.com

Worldwide newspapers

www.studentcalculator.org.uk/International

To help you plan and manage your money for your studies in the UK

www.ucas.com

UCAS (Universities and Colleges Admissions System)

www.ukba.homeoffice.gov.uk

The Home Office Border and Immigration Agency

www.ukcisa.org.uk

UK Council for International Student Affairs

Check their online guidance information notes for international students.

www.ukstudentlife.com

Advice on all aspects of International student life in the UK

www.oanda.com/currency/converter/

Currency converter

www.prepareforsuccess.org.uk

An interactive pre-arrival learning tool aimed at international students preparing to come to the UK

www2.pacific.edu/sis/culture

What's up with Culture? – online training to help students make successful cultural adjustments before going overseas and upon returning home

Appendix 1: Visa national list

If you are from one of the following countries you are obliged to obtain a student visa before you travel to the United Kingdom. Please note that this list may change at short notice, you will find the current list at **www.ukba.homeoffice.gov.uk/visas-immigration/general-info**. It was correct as of April 2012. The Home Office can advise on current regulations (**T** +44 (0)870 606 7766).

Afghanistan	Ethiopia	Mali	Tanzania
Albania	Fiji	Mauritania	Thailand
Algeria	Gabon	Moldova	Togo
Angola	Gambia	Mongolia	Tunisia
Armenia	Georgia	Montenegro	Turkey
Azerbaijan	Ghana	Morocco	Turkmenistan
Bahrain	Guinea	Mozambique	Uganda
Bangladesh	Guinea-Bissau	Nepal	Ukraine
Belarus	Guyana	Niger	United Arab Emirates
Benin	Haiti	Nigeria	Uzbekistan
Bhutan	India	Occupied Palestinian Territories	Vatican City
Bolivia**	Indonesia	Oman	Venezuela**
Bosnia-Herzegovina	Iran	Pakistan	Vietnam
Burkina Faso	Iraq	Peru	Yemen
Burma (Myanmar)	Ivory Coast	Philippines	Zambia
Burundi	Jamaica**	Qatar	Zimbabwe
Cambodia	Jordan	Russia	*Since 1 July 2009, nationals of South Africa, Lesotho and Swaziland need a visa to enter or transit through the UK.
Cameroon	Kazakhstan	Rwanda	**Since 18 May 2009, nationals of Bolivia and Venezuela need a visa to enter or transit through the UK.
Cape Verde	Kenya	Sao Tome and Principe	Venezuelan nationals holding valid biometric passports containing an electronic chip issued since 2007 will be exempt from the visa requirement.
Central African Republic	Korea (Dem People's Rep)	Saudi Arabia	***Since 3 March 2009, nationals of Jamaica need a visa to enter or transit through the UK.
Chad	Kosovo	Senegal	
China, Peoples Rep of	Kyrgyzstan	Serbia	
Colombia	Kuwait	Sierra Leone	
Comoros	Laos	Somalia	
Congo, Dem Rep of	Lebanon	South Africa*	
Congo, Rep of	Lesotho*	Sri Lanka	
Cuba	Liberia	Sudan	
Cyprus, North	Libya	Surinam	
Djibouti	Macau (Travel permit only)	Swaziland*	
Dominican Republic	Macedonia	Syria	
Ecuador	Madagascar	Tajikistan	
Egypt	Malawi	Taiwan (unless your passport has a personal identification number)	
Equatorial Guinea			
Eritrea			

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Arundel	28	John Clifford West	35
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Education and Social Work	A	Mathematical and Physical Sciences	L
Engineering and Informatics	G	Life Sciences	J
English	B	Media, Film and Music	D
Global Studies	C	Psychology	I
<div><div> Bus stop</div><div> Information point</div><div> 24-hour security point/reception</div><div> Car park</div><div> Railway station</div><div> Wheelchair access for Library</div></div>			

