



WELCOME

2018

BATH
SPA
UNIVERSITY

International

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Welcome to Bath Spa University

We are delighted to welcome you to Bath Spa University's global community. Bath Spa is more than just studying; it's about making, creating, thinking and doing. It's about bumping into friends on campus, embracing challenges and genuinely caring. A space where we push boundaries as well as ourselves.

In this guide you will find useful information on what you need to start your journey at Bath Spa, including advice on finance, transportation, student support, visas and much more. Please take some time to read this guide – there are useful instructions on what you'll need to do upon arrival and during your first week in Bath.

Don't worry if you have questions or things are unclear – we are here to offer advice and guidance during your first few weeks of settling into university life, and throughout your time here at Bath Spa.

We look forward to helping you along your educational journey and are so happy to have you as a part of our community.

We hope you will have a thoroughly enjoyable time with us.

All the best,

**The International Team
at Bath Spa**



International checklist





Pre-arrival

Before you arrive with us make sure to check out our 'Before you get here' page on our website for useful information on sending us your visa, what to do if you're delayed and what to pack in your hand luggage. Go to bathspa.ac.uk/international/incoming-students/ to find out more information.



Access your teaching timetable

Log onto The Hub to access your timetable, you'll see which lectures and seminars you have and on what days! It's also a great talking point for you and others on the same course. For any issues or queries about your timetable email: timetables@bathspa.ac.uk



Make sure you bring the necessary medication

Make sure you bring the medication you need and check any health insurance you already have, as this may also cover you while you're abroad.



Log onto the WiFi

You will have access to the WiFi when you have completed your enrolment. In the meantime you will receive a temporary login at the International Orientation Day. Depending on your student accommodation you will also receive WiFi information, particularly if you are in off-site accommodation. For more information please see page 21.



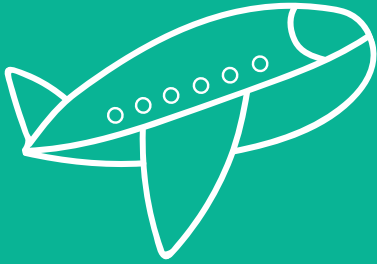
Attend your Orientation Day

View the schedule on page 8 for your International Orientation Day. It includes an introduction to the University, information sessions on a variety of subjects, and is the chance for you to meet some of your fellow students.



Do your first food shop

When you arrive you will need to think about where you do your first food shop. In Bath there are two main supermarkets, Sainsbury and Lidl, which are easily accessible by the University buses. If you are arriving late make sure to check out the many takeaway options available to you.



International Orientation Day

You're invited to attend our International Orientation Day on 21 September 2018. During the day, you will receive information on how to settle into your new life in Bath and to help you start your academic journey. You will be able to ask us questions throughout the day and meet other international students.

You can find more information about the day and a timetable of events on page 6.

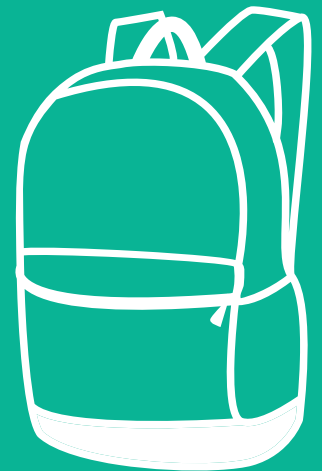


Timetable of events

TIME	ITEM	DESCRIPTION
10:00-10:30	Arrival	Join us for a hot drink and pastries in Commons.
10:30-11:30	Welcome to Bath Spa University How Bath Spa University Works	Introduction to the University – overview of support available at Bath Spa and an introduction to the International Team.
11:30-12:30	Campus Tour of Newton Park	An hour-long campus tour of Newton Park.
12:30-13:30	Lunch and Mini Fair	Lunch at our mini fair: learn more about your department, what opportunities are available to you and ask us any questions you have.
13:30-15:00	Information Sessions	You can choose to attend two information sessions from the following: <ul style="list-style-type: none"> • Working in the UK • Things to do and how to get there • Banking in the UK • Opportunities at Bath Spa: travel abroad and more • How to get the best student experience • Support for students: advice on money, mentors and health
15:00-16:00	Fed Aid Talk	The Finance Team will be talking about Fed Aid to American Students.
16:00-16:30	Session: What to Expect at Registration Weekend	Information on what registration is, why it is important, how it works and what documentation you will need to bring with you.
16:30-17:00	BREAK	
17:00-18:30	BBQ in the Walled Garden	Join us for a BBQ in the Walled Garden by the Students' Union.
18:30-21:00	Social Event at the Students' Union	Continued evening activities in the Students' Union.



Living in the UK



Our campuses

Newton Park

Our Newton Park campus is a true one-off. It has everything you'd expect from a modern university, plus lots of things you wouldn't: a castle, nature reserve, lake and a herd of friendly cows.

If you're studying any subject that's not in the School of Art and Design, this will be your base. Just four miles from central Bath, it's a parkland campus with plenty of room to stretch yourself and think big. It's also home to some spacious, modern residences where you can live while you study.



Sion Hill

The Sion Hill campus is the main base for all things art and design. Located in the Lansdown area of Bath, it's surrounded by historical buildings, green, leafy spaces – and it's within walking distance of central Bath. Sion Hill is a hive of creative thinking and challenging ideas.

Locksbrook Road

We've recently acquired an iconic Grade II listed building which is being transformed into a new campus for art and design. It's a central location with great connections to both the main student accommodation areas and the cycle path to the Newton Park campus. It's due to be completed and ready for students from September 2019.



Corsham Court

What could be more spectacular than Newton Park? Corsham Court may be a contender. Built in 1582, this is a specialist centre for the University's postgraduate teaching and research. It has workshops, studios, study rooms, a library, common room, plus specialist facilities for music, photography, film and textiles.

Based in the beautiful town of Corhsam, just 11 miles out of Bath, you will find character and a beautiful study place. You can catch a bus from the centre of Bath all the way to Corsham.



Other teaching sites

Depending on what you study, you may also use some of our other sites. Burdall's Yard is a lively art and performance centre in Bath. And Ashman's Yard is a theatre production centre located between Newton Park campus and the city. If you're a theatre production student, you'll do most of your practical work here.



Transportation and safety

For most people who travel to the UK the British seem to drive on “the wrong side” of the road – in the left hand lane. It can take some time to adjust to a new system. However, most roads have arrows marking the direction of travel. Use the arrows as guidance when crossing the road and be careful!

Public Transport

The best way to travel around the city of Bath is by bus. Both Bath and Corsham benefit from excellent public transport. You can purchase a First Bus pass online and find information on bus timetables and routes. Students are also offered discounted tickets. firstgroup.com/bristol-bath-and-west/tickets/where-buy.

From the Newton Park campus there are two bus stops which can take you directly to the city centre – one is outside Commons and the other is near the Library.

Parking

Parking is limited within the centre of Bath and at our campuses, but you may be able to purchase a permit depending on the zone you live in. If you live in student accommodation you will not be allowed to have a car.

For more information on buses and transport please go to:

bathspa.ac.uk/about-us/find-us/

NextBike

We've partnered with NextBike to offer free bike hire for Bath Spa students and staff for up to 40 minutes between docking stations. This flexible scheme is available 24/7. For more information please go to: bathspa.ac.uk/getting-around



Safety

Bath is ranked as one of the safest student cities in the UK and is known for its friendly and welcoming environment. However, we advise you to be attentive and take measures for safety, regardless of where you are.

Useful tips for staying safe:

- Lock your room/flat when you leave, don't keep large sums of cash in your room.
- Be careful around the river and the lakes.
- Don't leave valuables on show.
- Insure your valuable items and register them with www.immobilise.com.
- Check the bus timetable for the last service, before heading for a night out.
- At night, travel with friends and stay on the main streets and well-lit pathways.

Finance

International students should open a UK bank account as soon as possible after arrival.

You will need documentary evidence of your status in the UK; you can get a student status letter after enrolment by emailing mycourse@bathspa.ac.uk from your university email account, or by visiting the Student Information Desk in Commons with photographic ID.

You can choose from several banks to open your account such as Santander, Barclays, Lloyds, HSBC and many more.

Santander has a branch on Newton Park campus; however, please note that they don't accept any cash deposits over the counter. Alternative options are available, and we will inform you of these on International Orientation Day.

In case international transfers are needed, Bath Spa University has partnered with Flywire to provide an easy and secure method of sending international fee payments. Go to Bath Spa's Flywire gateway for more

information on the payment process:

bathspa.ac.uk/students/student-finance/how-to-pay

For extra information on Finance for International students please go to:

bathspa.ac.uk/international-finance

Money Advice and Engagement Service

Our Money Advisor can help you manage your money and provide professional advice and guidance on budgeting and additional funding options, including the Emergency Access Fund.

Here are their top money tips:

- Open your student account.
- Spend some time planning your budget.
- Don't go crazy and spend all your money in the first few weeks!
- Buy a bus pass – it's the cheapest way to travel around Bath.
- You could look for part-time employment – but be careful not to breach the terms stated on your visa!

- Avoid credit cards at all costs.
- Don't be afraid to ask Student Support for help.

You can find more information on the Money Advice pages within The Hub.

Go to thehub.bathspa.ac.uk to log on, using your student username and password. Find information about logging onto the hub on page 17.

Contact us:

We run a number of drop-in sessions for you to talk to us about any issues you may have.

We aim to respond to all initial enquiries within 24 working hours. Book an appointment by contacting us:

Tel: **01225 876543**

E-mail: studentsupport@bathspa.ac.uk

Living in Bath

Shopping in Bath

When you get to your student accommodation it is a good idea to stock up on some basic food essentials. The main supermarkets in Bath are Sainsbury's, which is located in the city centre and Lidl which can be found along Lower Bristol Road.

Our University buses can take you to both of these supermarkets; for Sainsbury's you will take the U5 bus and for Lidl you will take the U6. Those living in Waterside Court and Charlton Court will notice Lidl right next door.

There are many other smaller shops in Bath, such as Tesco Express, Sainsbury's Local and Morrison's, which may be a short walking distance from you.



Traditional Customs

Whilst living in the UK may feel daunting, there are many traditions and celebrations that you can join in to feel at home. Such events include Bank Holidays, Christmas and more.



Quick Guide to Bath

Bath is overflowing with beautiful sites, places to eat and drink, and has some of the best shopping to be found in the UK. When you're not in studying, make sure you enjoy everything the city has to offer.

View our Quick Guide to Bath here:

bathspa.ac.uk/be-bath-spa/why-bath-spa/life-in-bath

Did you know?

Bristol is the largest city in the South West and only a 15 minute train journey away. It is famous for art and music and is a very exciting place to be. Highlights include the Clifton Suspension bridge, the SS Great Britain, Bristol Zoo and more.

Support, Services and the Students' Union

International Student Support

International Advice

The International Advice service is here to help and advise you with any questions you may have relating to visas or immigration.

We offer a year round service to our international students, which you can access by:

- Attending a drop in session. These are available at various campuses and halls of residence on a weekly basis throughout term time.
- Booking a one to one appointment with an adviser, available throughout the year.
- Attending information workshops. Topics include working in the UK whilst you study and after your studies.
- Details of the above services can be found on our Hub pages along with useful information from settling in through to your post study options.

Contacts us

Email: [internationaladvice@](mailto:internationaladvice@bathspa.ac.uk)

bathspa.ac.uk

The Hub: thehub.bathspa.ac.uk/

Student Support Service

Student Support provides a wide range of information, advice and guidance; enabling you to fulfill your potential whilst at Bath Spa University.

Student Support covers three main areas:

- Accessibility & Disability
- Mental Health & Wellbeing (including Medical Service)
- Money Advice & Engagement (including Peer Mentor Scheme)

Get In Touch

We aim to respond to all initial enquiries within 36 working hours.

Tel: **01225 876543**

email: studentsupport@bathspa.ac.uk

Accessibility and Disability

We believe that an inclusive learning environment at Bath Spa University enables all our students to reach their potential.

Student Support provides information, advice and guidance for disabled applicants and students. This includes students with a disability, a specific learning difference (such as dyslexia, dyspraxia, AD(H) D), autism spectrum, mental health or medical conditions, sensory or mobility impairments.

For more information please go to:

bathspa.ac.uk/accessibility-disability

Mental Health and Wellbeing

We understand the value of speaking about mental health and how important your wellbeing is to your academic success.

Student Support provides a range of mental health & wellbeing services.

Mind Your Head

Daily drop-in
11.00 to 14.00

This is a drop-in service where you can speak with one of our Mental Health Practitioners (no appointment necessary). In these sessions you can speak about any emotional, mental health or wellbeing concerns and discuss a variety of options.

Medical Service

We encourage all students to register with a medical service when living in Bath. Fairfield Park Health Centre provides

the University Medical Service. We have Doctor and Nurse appointments available in Student Support (term-time) and Fairfield Park Health Centre (all year round).

When you become a student you can register with Fairfield Park Health Centre if you wish to make use of these services. You can register online before arrival on the Fairfield Park Health Centre website:

fairfieldparkhc.co.uk



Measles and Meningitis

Measles is a very unpleasant illness and can put others in danger if they have underlying health conditions. If you have not had the MMR (measles, mumps and rubella) vaccination; especially if you are from outside the UK, the advice is to go ahead and have it.

Meningitis is a serious illness and can be lifethreatening.

If you have not had the Men

ACWY vaccination, the advice is to make an appointment with the Medical Service.

BSU Medical Service offers MMR and MenACWY vaccinations.

For more information go to:
bathspa.ac.uk/medical-service

Peer Mentoring Scheme

Peer Mentors are second and third year students who can support you as you embark on your undergraduate course.

A Peer Mentor can carry on supporting you during your first year, sharing their knowledge and experience with you.

If you don't have a Peer Mentor and would like one, please email:
peermentor@bathspa.ac.uk

Get In Touch

We aim to respond to all initial enquiries within 36 working hours.

Tel: **01225 876543**

email: studentsupport@bathspa.ac.uk



The English Language Unit

If English is not your first language and you need more support, the English Language Unit (ELU) can help. Join their short courses, language workshops or arrange an individual tutorial by emailing elu@bathspa.ac.uk or visit the ELU web page bathspa.ac.uk/international/elu

The Students' Union

The Students' Union is a separate registered charity which works to support your interests at University. All students automatically become a member of the SU when they enroll on their course.

SU Bar, Kitchen and Shop

Enjoy great, affordable food within the SU Bar, grab a drink with friends or relax in between lectures. The SU Shop is right next to the bar and the perfect place to pick up anything you are running low on.

Opening times

SU Bar

Monday - Friday	10:00- 23:00
Saturday - Sunday	12:00 - 23:00

SU Kitchen

Monday - Friday	10:00 - 19:00
Saturday - Sunday	12:00 - 23:00

SU Shop

Monday - Friday	8:30 - 18:00
Saturday - Sunday	11:00 - 16:00

SU Clubs and Societies

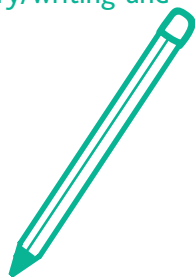
The SU is home to over 100 clubs and societies that are run by fellow students and a great way to meet new friends, discover a new hobby or continue an existing passion. If you fancy getting involved, are looking for inspiration and or want to help organise events let us know!

The Writing and Learning Centre (WLC)

The Writing and Learning Centre's purpose is to support you in your academic work, at any stage of your academic career. They can help you with all types of academic writing, referencing, digital literacy, academic reading and much more.

For more information please go to:

bathspa.ac.uk/library/writing-and-learning-centre



Student Information Desk (SID) and The Hub

SID is often students' first point of contact for advice and support. If your question is more specialist, the team can put you in direct contact with the person or team who can best assist.

SID provides:

- student status letters (proof of student status)
- timetabling queries

- making an application for mitigating circumstances
- intercalating (taking a break from) your studies
- restarting your current academic year
- transferring to another course
- changing your mode of attendance (full or part time study)
- changing modules
- withdrawing from your course.

SID Opening Times

Monday- Friday: 8:30-16:30

Contact the SID desk:

Tel: 01225 876115

Email: mycourse@bathspa.ac.uk

You can find the Student Information Desk in the main entrance foyer within Commons.

Alternatively, you can use our SiD online enquiry management system. You can log your own

enquiries or search a database of frequently asked questions at sid.bathspa.ac.uk

The Hub

The Hub is the place for you to find important information about the University and its policies.

From The Hub, you can:

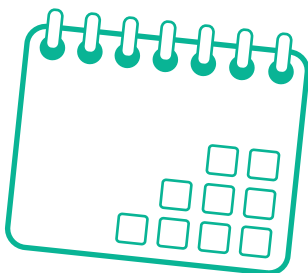
- access course information via Minerva, the University's Virtual Learning Environment (VLE)
- access your timetable
- report absences and read the University's attendance policies
- make payments and access your fee statements
- get information on mitigating circumstances, assessments, exams, and graduation
- reset your password and access the IT Self Service help area.



Timetables

You can access your timetable via The Hub, it will give information on each of your lectures and seminars, the time and day, and also which room you will be taught in. Each timetable is student led and created in response to your individual module selections.

If you have any queries about the module selection process or your timetable please email: timetables@bathspa.ac.uk



IT Support

University Network

Your University Logon Account is used across all our internal systems such as The Hub, Library and Minerva. Your username is your six digit student number [123456] and your password will be sent to you during Registration.

WiFi

You will be able to access the WiFi once you have registered as a student. In the meantime you will receive a temporary log on when you arrive at our International Orientation Day.

You can access the university WiFi Eduroam over all of our campuses. It is very simple to access, once you have selected Eduroam you will need to logon with your Bath Spa account. Your username is your student ID followed by @bathspa.ac.uk (123456@ bathspa.ac.uk) and your password will be sent to you during Registration.

If you have any issues with IT the University's main IT service Desk can be contacted via email itservicedesk@bathspa.ac.uk or by phone 01225 876500

Telephone support
is available 24/7
364 days a year.

Alumni Office

The Development and Alumni Relations Office have a number of ways they can support you.

There are a number of financial awards available to current students to help them make the most of their time here. Find out more:
bathspa.ac.uk/scholarships-and-funding

If you have a project or idea and there is no funding available, the Alumni office also run a crowdfunding platform, Launchpad. More information here:
bathspa.hubbub.net/projects

They also offer employment opportunities throughout the year which we will advertise in the student newsletter.

If you have any questions email the Development and Alumni Relations Office:
DARO@bathspa.ac.uk

Visas and Immigration Compliance



What do you need to know?

Our dedicated section on the website has detailed information on Visas and Immigration Compliance to help you feel supported.

bathspa.ac.uk/international/visas

Topics include:

- Biometric Residence Permits (BRP): What is it, why do I need it, what are the conditions and where do I collect it?
- Police Registration: Do I need to register with the police? How do I register and where do I need to go?
- Travelling during your studies: How do I travel within Europe; apply for alternative visas; and other travel tips
- General Immigration - Tier 4: What's my right to rent; right to work; and what fraud and scams should I look out for?
- Tier 4 Responsibilities: What are your responsibilities; what are Bath Spa University's duties?

For more information on each of these topics, please go to:

bathspa.ac.uk/international/visas

We are very excited to welcome you, and we hope you will enjoy your time in the UK!

Remember, you are not on your own. Whatever issue you may be facing, we're always here to help you. We are happy to answer any questions that you may have, so feel free to get in touch!



Key services and contacts



Useful contacts

For general enquiries:

Email: enquiries@bathspa.ac.uk

Tel: 01225 875875

Or contact the Student

Information Desk:

Email: sid@bathspa.ac.uk

Tel: 01225 875985

For questions about your course:

Email: mycourse@bathspa.ac.uk

For international enquiries:

Email: international@bathspa.ac.uk

Tel: 01225 875777

For information on visas:

Email: internationaladvice@bathspa.ac.uk

Tel: 01225 875328 or 01225 875329

For Student Support services:

Email: studentsupport@bathspa.ac.uk

Tel: 01225 876543

For Students' Union, Clubs and Societies enquiries:

Email: bathspasu@bathspa.ac.uk

Tel: 01225 875588

For Accommodation enquiries:

Email: accommodation@bathspa.ac.uk

Tel: 01225 875843

For Student Finance:

Student Payments

Email: studentpayments@bathspa.ac.uk

Student Fees

Email: myfinance@bathspa.ac.uk

Student Funding

Email: funding@bathspa.ac.uk

Emergencies:

UK emergency hotline - 999

Non emergency or life threatening medical number - 111

Non emergency or life threatening number - 101

In an emergency on campus, you can also report incidents to:

Security: Newton Park

Tel: 01225 875555

Security: Sion Hill

Tel: 01225 875533

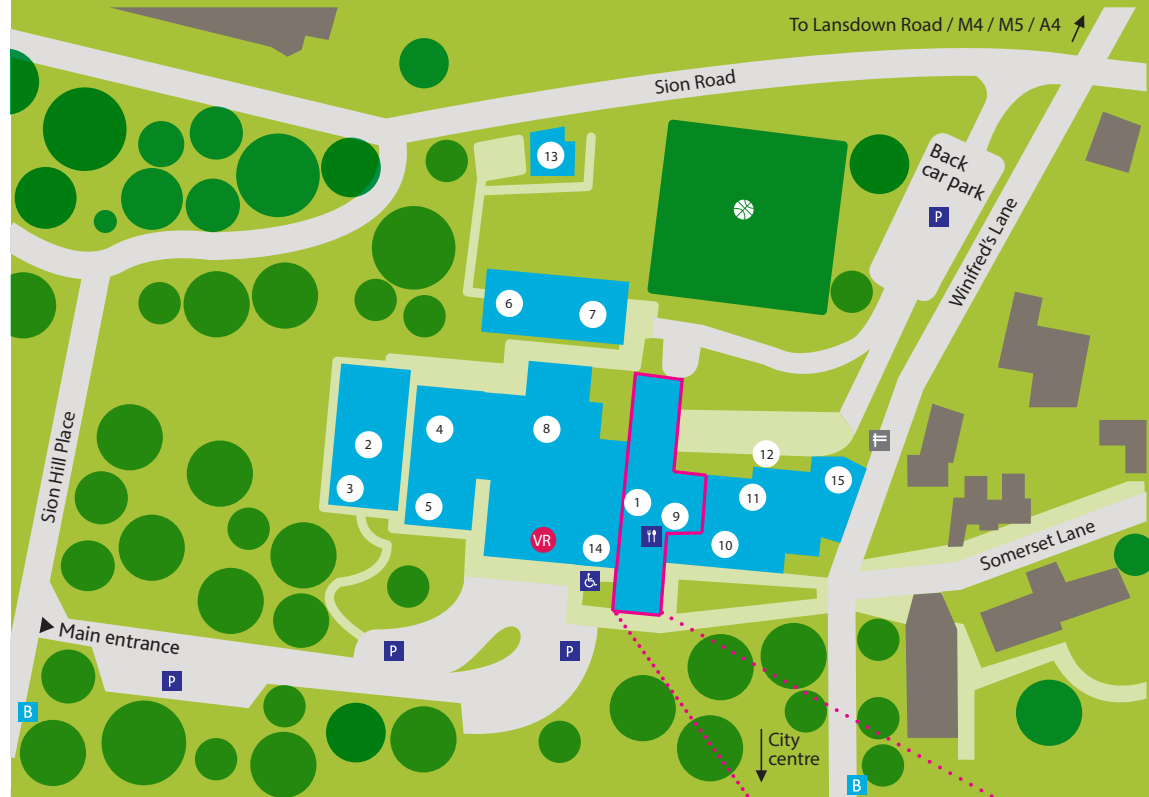
All Halls of Residence have a Security Team on site. When you arrive, please note down the security team relevant to you.

Newton Park Campus



Key		Teaching Buildings	Residences
① Oak Tree Day Nursery	VR Visitor Reception	② Michael Tippett Centre (MT)	A Hiscocks
② Michael Tippett Centre (MT)	SID Student Information Desk	⑭ Commons (CM)	B Harington
③ Refectory and Santander	= Security	⑮ Twiverton (TN)	C Temple House
④ Stewards Lodge (SL)	B Bus Stop	⑯ Compton (CP)	D Temple
⑤ Library (LY)	P Parking	⑰ Ashton (AN)	E Langton
⑥ East Wing Coffee Shop	♿ Disabled Parking	⑱ University Theatre (UT)	F Sydney
⑦ Main House (MH)	🚲 Cycle Parks	⑳ Newton (NE)	G Pope
⑧ Dairy (DY)	🚲 Nextbike Point	㉑ Stanton (SN)	H Gore House
⑨ Students' Union (SU)	🔌 Electric Vehicle Charging Point	㉒ Twinhoe (TE)	I Beech
⑩ Vinery	🍹 Refreshments	㉓ Corston (CN)	J Chestnut
⑪ Walled Garden	🚽 Washroom	㉔ Castle (CE)	K Elm
⑫ Sophia (SO)	🧺 Laundrette	㉕ Wellow (WE)	L Maple
⑬ Stable (ST)	📧 Post Room	Gatehouse (GH)	M Holly
⑰ University Theatre (UT)	🏥 Student Support/Doctors Surgery		N Lime
⑱ Lambing shed	🏟 Sports Pitches		O Oak
	A Amphitheatre		P Redwood
	💵 Cash Machine		Q Walnut
	🚬 Smoking Shelter		

Sion Hill Campus



Teaching and Administration buildings

- ① Main Building
- ② Fine Art
- ③ Wood Workshop
- ④ Print Room and Etching
- ⑤ Silkscreen Workshop
- ⑥ Metal Workshop
- ⑦ Sculpture Workshop
- ⑧ Fine Art Studios
- ⑨ Photography
- ⑩ Graphic Communications
- ⑪ Ceramics Workshop
- ⑫ Plastics Workshop
- ⑬ Art Shop
- ⑭ Library
- ⑮ Lecture Theatre

- VR Visitor Reception
- P Parking
- ♿ Disabled Parking
- B Bus Stop
- ☕ Sion Hill Café
- 🎾 Tennis Courts
- 🚶 Pedestrian Gate

Floor

T0

Ceramics
Furniture and Product Design
Photography

T1

Offices
Fine Art
Graphic Communication
Student Support
Seminar Rooms

T2

Graphic Communication
Photography
Electronic Media Workshop

T3

Textile Design
Historical and Critical Studies

T4

Textile Design

