

International students pre-arrival Guide

2018-2019

International Student Support



**Harper Adams
University**

JULY 2018

Welcome to Harper Adams University



We are very pleased that you have chosen to study at Harper Adams University (HAU) and we hope that you find your stay both rewarding and enjoyable. This handbook contains information to help answer some of your questions before you arrive.

If you have any further questions prior to your arrival or need advice during your stay, please contact the staff member responsible for your course or alternatively, Rebecca Hayhurst, Head of Student Services or Kai Ma, International Officer in Student Services office.

Mrs Rebecca Hayhurst

Head of Student Services

Room: Faccenda Building FF9

Tel: +44 (0)1952 815222

Mrs Kai Ma

International Officer

Room: Faccenda Building FF8

Tel: +44 (0)1952 815396

E-mail: internationalstudentsupport@harper-adams.ac.uk

University Address

Harper Adams University

Edgmond, Near Newport

Shropshire TF10 8NB

Telephone: +44 (0) 1952 820280

Fax: +44 (0) 1952 814783

Website: <http://www.harper-adams.ac.uk>

The Local Area

Harper Adams University is set in rural Shropshire, located in central England, in the heart of a mixed farming area. Due to the importance of agriculture to the economy of the local area, there are many local businesses which supply the farming industry. The rural location of the university provides a unique perspective on a variety of farming systems and the food supply chain.

The beautiful local countryside provides opportunities for walking and cycling. Less than 150 km away are the Welsh mountains and the North Wales coastline. The UK's second city, Birmingham is only 50 km away. The historic town of Shrewsbury (30 km distant) and the urban new town of Telford (15 km distant) offer access to museums, parks, cinemas, theatres, ice rink, ten pin bowling and shopping.

Please note that Harper Adams University is located in the village of Edgmond, just outside the small market town of Newport in the county of **Shropshire in the West Midlands of England**.

There are several other towns called Newport in the UK. Make sure on arrival in the UK that you are travelling to the correct Newport (Shropshire, England). The postcode will help - TF10 8NB



Academic Calendar 2018-2019

AUTUMN TERM: Monday 1st October - Friday 14th December 2018 Inclusive (11 weeks)
Monday 17th December 2018 - Sunday 13th January 2019
(Christmas Holiday)

SPRING TERM: Monday 14th January - Friday 29th March 2019 Inclusive (11 weeks)
Monday 1st April - Sunday 28th April 2019 (Easter Holiday)

SUMMER TERM: Monday 30th April - Friday 5th July 2019 Inclusive (10 weeks)

National Bank Holidays Tuesday 25th December 2018 (Christmas Day)
(In England) Wednesday 26th December 2018 (Boxing Day)
Monday 1st January 2019 (New Year's Day)
Friday 19th April 2019 (Good Friday)
Monday 22nd April 2019 (Easter Monday)
Monday 6th May 2019 (Early May Bank Holiday)
Monday 27th May 2019 (Spring Bank Holiday)

End of Year Exams: Held end of May/start of June. Exact dates TBC

End of Academic Year: Friday 5th July 2019 @ 5pm

For postgraduates, term time may vary. Please check your timetable or contact **Heather Hogan, Taught Postgraduate Officer** hhogan@harper-adams.ac.uk; for Researchers, please contact **Research Office** vslann@harper-adams.ac.uk for more information.

Accessing help from staff before arrival

Once acceptance on a course has been confirmed, the following staff may be able to assist with a variety of queries you may have before arriving in the UK.

Head of Student Services (FF9)

Rebecca Hayhurst 01952 815222

rhayhurst@harper-adams.ac.uk

Student Services Assistant Manager (FF8) - Accommodation matters etc.

Joana da Silva 01952 815286

jdasilva@harper-adams.ac.uk

International Officer (FF8) - International Student Support, including Student Visa

Kai Ma 01952 815104

kma@harper-adams.ac.uk

Head of Registry (FS2) - Admissions, Student Records and Visa Compliance

Laura Harper 01952 815403

lharper@harper-adams.ac.uk

Student Records Officer (FS1)

Nora Stokes 01952 815320

student.records@harper-adams.ac.uk

Post Graduate Administrator (PC105)

Heather Hogan 01952 815289

postgraduate@harper-adams.ac.uk

International Exchange Co-ordinator (PC105)

Mitch Crook 01952 8155432

mcrook@harper-adams.ac.uk

PHD/Research Administrator (M42)

Vivian Slann 01952 815328

vslann@harper-adams.ac.uk

BAU/HZAU Joint Programmes Course Manager (JAF40)

Sandra Turner 01952 815280

sturner@harper-adams.ac.uk

CAU Joint Programme Course Manager, Senior lecturer (EF3)

Sam Wane 01952 81 5527

swane@harper-adams.ac.uk

English Language Support Team Manager (FS6)

Stephen Giles 01952 815005

sgiles@harper-adams.ac.uk

Induction (Arrival and Orientation)

For students from overseas starting courses in September, there is an induction course which we strongly advise you attend. Dates for 2018/19:

BAC/HZAU: Monday 10th September – Tuesday 25th September 2018

Erasmus: Monday 10th September – Tuesday 25th September 2018

Taught Postgraduate (TPG): Monday 10th September – Saturday 15th September 2018

Following general Induction, for TPGs, course Induction and 1st module commence Monday 17th September 2018. For more information, contact Heather Hogan, Taught Postgraduate Officer hhogan@harper-adams.ac.uk

For Research Postgraduate, Induction starts at the beginning of your course. For detail, please contact Research Office vslann@harper-adams.ac.uk

For those students arriving mid-year, please ensure you visit Student Services, first floor of the Faccenda building on the first working day after arrival. We will provide information as listed below on an individual basis we and are here to support your transition to the UK.

Transition to the UK

During Induction day(s)/week(s), you get to know your way around the campus, meet members of staff, receive introductions to the library and IT facilities and attend workshops on important aspects of university study and life in the UK. Induction is also a chance to get to know other international and UK colleagues through a variety of social events and trips to local sites of interest and nearby cities. You will be assisted in opening a UK bank account, registering with the on-campus Doctors surgery and if necessary, collecting BRP cards and registering with the local Police. For resident students, you will meet with your Student Wardens, who are final-year students living on campus.

For those needing to collect Biometric Resident Permits (BRP), you must do this within 10 days of arriving in the UK. Check your decision letter. It will tell you to collect your BRP from either a named Post Office branch, or the university, depending on which option you chose when you applied. For those needing to register with the Police, this registration needs to be completed within 7 days of arriving in the UK.

Any queries to Induction Course should be directed to International Student Support internationalstudentsupport@harper-adams.ac.uk

Immigration

It is very important that you find out about immigration procedures well in advance of travelling to the UK to study. That way you will be less likely to experience problems.

You are strongly advised to look at the following UK government website for advice on your entry clearance/visa application. This includes details of your nearest British Consulate, application forms and other charges, required documents and guidance on how to complete the forms:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

EEA Nationals

If you are from an EEA country or Switzerland, you can enter the UK with either a valid passport or a national identity card issued by an EEA country. It must be valid for the whole of your stay. The EEA includes EU countries and also Iceland, Liechtenstein and Norway. It allows them to be part of the EU's single market. Switzerland is neither an EU nor EEA member but is part of the single market - this means Swiss nationals have the same rights to live and work in the UK as other EEA nationals. The EU countries are:

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

Tier 4 (General) Student Visa

If you are non-EEA resident and are not a close relative of someone with the right to reside in the UK, you will need a visa or immigration permission to study in the UK. Please contact International Student Support internationalstudentsupport@harper-adams.ac.uk for more information on types of immigration permission. If you study a full-time course, you should apply for a Tier 4 Student Visa. You can apply for a Tier 4 (General) student visa up to three months before you start your course. Depending on your country, it could take up to two months for your visa to be processed, so it's best to start your application as soon as possible. For up-to-date information about the cost of your visa, processing times in your country, what you'll need to apply and how to apply, visit the UK Government website <https://www.gov.uk/tier-4-general-visa>

Confirmation of Acceptance for Studies (CAS)

A CAS is an electronic document that university issues when we make you an unconditional offer. You must have a valid CAS to apply for a Tier 4 Student visa. It is stored on a database the Home Office can see. Your CAS will provide the caseworker with your personal details, details about your proposed course of study and any course related fees. When you fill in Tier 4 application form on-line, you need to enter the unique CAS reference number.

English Language Ability

When you apply to study in Harper Adams University, you may need to prove your knowledge of the English language. This helps us to make sure you'll cope with your course. We'll let you know more about this during the application process. If you need a Tier 4 (General) Student Visa for undergraduate or postgraduate study, you must show evidence that your English Language Skills are at B2 level on the CEFR (Common European Framework of Reference). For more detail, please see the website <https://www.harper-adams.ac.uk/university-life/international/english-language.cfm>

Immigration Health Surcharge (IHS)

For visa application (more than 6 months) made outside the UK, you need to pay a healthcare surcharge, also called the immigration health surcharge (IHS), as part of student visa application. The amount you have to pay depends on how much leave you are granted. You can find out more on the website of Home Office <https://www.gov.uk/healthcare-immigration-application>

Tuberculosis Tests

If you are resident in some countries and come to stay in the UK for more than 6 months, you will need to have a tuberculosis (TB) test and submit the test certificate as part of your visa application. For details, please open the link <https://www.gov.uk/tb-test-visa>

Credibility Interviews

Before visa is granted, most Tier 4 (General) Students will be interviewed by the Home Office about a range of matters going beyond the Tier 4 requirements, in order to assess whether you genuinely intend to study in the UK. Your entry clearance application may be refused if you do not attend an interview required by Home Office. For more information, see Harper Adams University website <https://www.harper-adams.ac.uk/university-life/international/visas.cfm>

Biometric Residence Permit (BRP)

If your Tier 4 visa application is successful, you will be granted a 30-day vignette on your passport. This is able you to enter the UK. Your actual visa is in form of a BRP card and you must collect your BRP once you are in the UK. You must do this before your vignette expires or within 10 days of arriving in the UK, whichever is later. You will be able to collect your BRP card from university when your visa application is successful. **This is ONLY applied to Tier 4 (General) student, not including dependants or other types of visa.** In order to collect BRP on campus, you must enter ACL code on your Tier 4 visa application. ACL code for Tier 4 applicants studying in Harper Adams University is 2HE877 The collection point on campus is Registry.



Help and Advice

Further help and advice can be found at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> The UK Council for International Student Affairs also produces information and guidance sheets on many aspects of arriving in the UK for study and can be found at www.ukcisa.org.uk It is far better to get advice from within your home country, but you can also contact International Student Support Team internationalstudentsupport@harper-adams.ac.uk if you are experiencing difficulties.

Immigration on Arrival in the UK

Immigration Control

On arrival, at an airport in the UK, you will be asked to show your passport and entry clearance/visa to an immigration officer. This is before you collect your luggage. There will be two queues; one for EEA nationals and the other for non-EEA nationals. Make sure you join in the correct queue.

For EEA nationals and Switzerland, you can enter the UK with either a valid passport or a national identity card issued by an EEA country. You can use the EU/EEA channel to get your passport or identity card checked - this is usually faster than the other channels. You can use automatic ePassport gates at some

airports if your passport has a 'chip' on it and you're over 18. These gates use facial recognition technology to check your identity against the photo in your passport.

For Non-EEA nationals, your carrier will give you a landing card - fill this in before you arrive at border control. Your passport, landing card (and visa permission if you have one) will be checked. You'll usually be asked why you're coming to the UK and if there are sufficient funds to cover the cost of studies, including asking to see documents to prove both. Be prepared to answer questions about yourself and make sure you have all the necessary documents in your hand luggage. These must be in paper format. Along with your passport (containing your visa permission or vignette if appropriate) these documents may include:

- Proof of studies, including unconditional offer letter from Harper Adams University, Confirmation of Acceptance for Studies if you are coming to the UK as a Tier 4 student.
- Proof of funds to pay for your course or receipts (if you have paid already) and your maintenance fee, for example bank statement.
- Visa receipt letter (if appropriate) in order to collect biometric residence permit (BRP) from the Post Office/university campus.
- Proof of where you stay in the UK.

Once satisfied, officials will stamp your passport with an arrival date. If you are refused entry, seek advice immediately from the representative of the Immigration Advisory Service (IAS) at your port of entry. They will be able to advise you on your right to appeal. If you are refused entry, we advise you also to contact Ms Laura Harper, Head of Registry and Admissions at Harper Adams University (telephone +44 (0)1952 815403) as soon as you are able.

NB: If you are refused entry at immigration control and you have not obtained an entry clearance visa/ a vignette in your passport before your arrival in the UK, you will be sent home immediately with no right to appeal. However, if you are refused entry but have received an entry clearance visa/ a vignette in your passport prior to arrival, you have the right to remain in the UK whilst any appeal is heard.

Before you depart from your home country to join Harper Adams University, you must have already been granted your student visa to stay in the UK or be issued with a vignette on your passport which is valid for 30 days. The vignette is proof only of your permission to enter the UK and will allow you to travel to the UK. If you do not travel to the UK within this 30 day period you will have to apply for another 30 day vignette, for which there will be an additional fee.

Customs

There are strict rules about bringing some foodstuffs (plant and animal products) into the UK due to the spread of plant pests and diseases. Meat or meat products and dairy products are banned from most countries outside of the EU along with other items too.

For more information on what you may and may not bring to the UK, before travel, see:

<https://www.gov.uk/government/publications/travelling-to-the-uk>

There are also restrictions on the amount of money you can bring into the UK. If you bring €10,000 or the equivalent in another currency, to the UK from outside the European Union (EU) you must declare it. Cash includes notes and coins, bankers' drafts and/or cheques of any kind (including travellers' cheques). If you are travelling as a family, you will still need to declare cash over 10,000 Euros.

For more information on this: <http://www.hmrc.gov.uk/customs/arriving/declaring-cash.htm>

Red or green channels are the areas you walk through to leave airports, international train stations and ports. If you are unsure about any of the items you are bringing in, speak to a UK Visa and Immigration

Service officer in the red channel or on the red point phone. If your products are illegal, the goods will be seized and destroyed but you will face no further action (like a fine or prosecution).

If you go through the green channel and Visa and Immigration officer find undeclared items, you could face long delays, the goods will be seized and destroyed and you may be fined and face legal prosecution.

If in any doubt, do not bring it to the UK

Tier 4 Visa Students – Note: there will be occasions throughout the academic year when you will be required to register/meet with specific university staff, in order to fulfil your Tier 4 visa obligations.

Information of Transport

Getting to the Campus

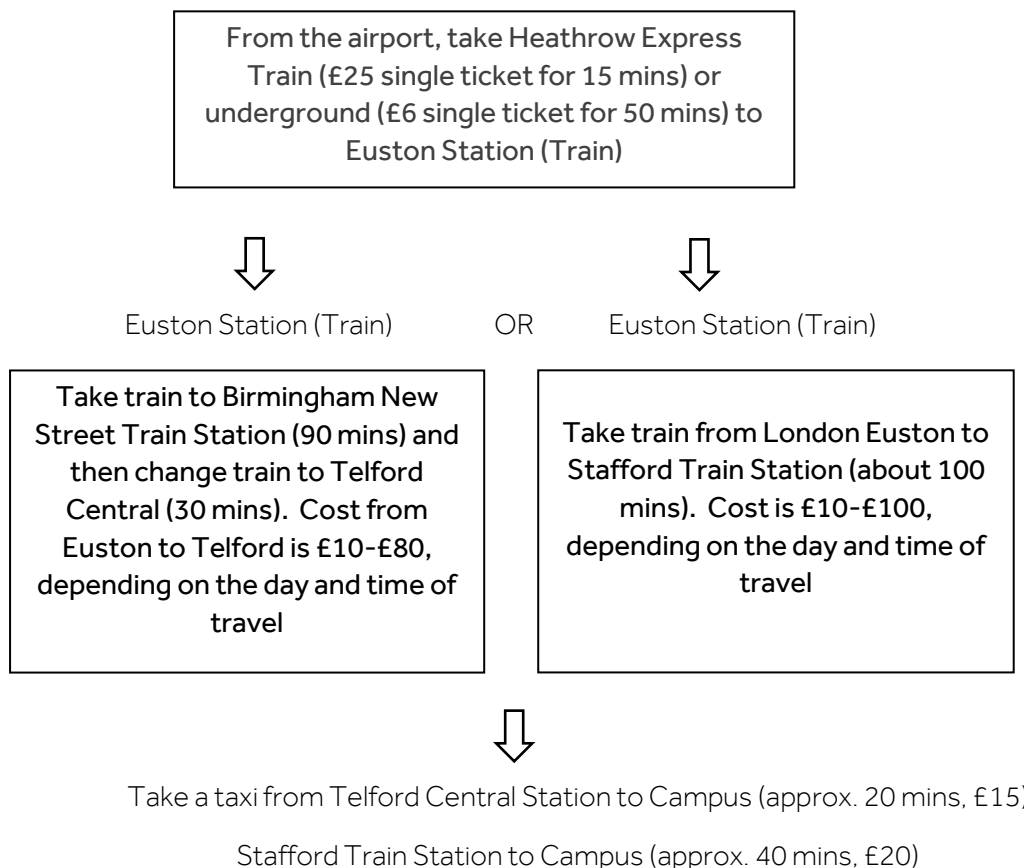
Students are responsible for the cost of getting to the university. However, if you would like assistance, please email Student Services Office, in advance of your arrival, on studentservices@harper-adams.ac.uk or liaise with the staff member responsible for organising your course. There is further information on the Harper Adams website: <http://www.harper-adams.ac.uk/general/find-us.cfm>

By Train

From Heathrow airport, near London:

<http://www.heathrowairport.com/transport-and-directions>

Heathrow Airport (Arrival)



From Birmingham International Airport:

Consider a flight to a regional airport in England when you book your ticket. Birmingham is the closest airport to the university and Birmingham International train station is located at the airport. From here, you can take a train direct to Telford. On arrival at Telford train station, you would then need to take a bus or taxi to campus. If you take public bus to campus, you need to get Bus 5/5A to Newport Interchange and then change to Bus 519 to Campus.

From Birmingham (50 minutes by train), Manchester, Liverpool or East Midlands airports (2 hours by train)

By Coach

National Express runs coaches from Heathrow Airport to Birmingham and Telford direct. You will need to take a taxi to campus from Telford bus station. See www.nationalexpress.com. The coach costs £40 approx. but takes about 5 hours.

Local Transport

Public Bus

There is a public bus stop outside the university campus which takes you to Newport (and then to Stafford or Telford) or in the opposite direction to Shrewsbury. This is not a frequent service, passing only every two hours approximately. The name of the bus company is Arriva. For information on timetables, go to <http://www.arrivabus.co.uk/Midlands/timetables>

Bus Numbers 519 and 5/5A are the most used for access to and from the university.

Campus Shuttle-Bus

Transport provided by the university

The university provides a free minibus service during TERM TIME ONLY, the shuttle-bus is very popular with international students and may be busy at peak times.

Harper Adams University to Newport and return between the times below:

Monday-Friday	07:45-09:00	12:00-13:30	17:00-18:30
Saturdays	10:00-17:30		
Sundays	10:00-16:30	From Harper Adams to Telford (return service)	

Copies of all bus/shuttle-bus timetable are available from Student Services office.

Trains

The nearest train stations are Telford, Stafford and Shrewsbury. Stafford offers fast trains south to London (1 hour 20 mins) and north to Scotland (4 hours). Telford and Shrewsbury are on the Birmingham to Wales (East/West) line.

Taxis

There are a few main local taxi providers. It is necessary to telephone the taxi company to order a taxi. Average cost of single taxi journey, seating 4 passengers from HAU to Newport approx. £5, HAU to Telford approx. £15, and HAU to Stafford train station approx. £20.

Local Taxi companies are:	Ultimate Taxis:	01952 813636
	Go Carz:	01952 501050
	ABC Taxis:	01952 616161
	A Star Travel:	07861 455556

Diamond Cars:	01952 222222
Wrekin Taxi:	01952 610610
Roger Bicknell:	07854 415346

Useful travel contacts

Rail Travel Enquiries	+44 (0)20 7278 5240	www.nationalrail.co.uk
Virgin Trains	+44 (0)8719 774 222	www.virgintrains.co.uk
London Midland Trains	+44 (0)844 811 0133	www.londonmidland.com
Arriva Wales Trains	+44 (0)845 606 1660	www.arrivatrainswales.co.uk
Arriva Bus	+44 (0)871 200 22 33	www.arrivabus.co.uk
For information on train timetables and prices:		www.thetrainline.com

Contacting the Emergency Services in the UK

For life threatening, emergency situations, the free phone number to call is **999/112**.

An operator will ask which service you require – Police, Ambulance or Fire Brigade. You will be asked to give your name and location and are expected to be available when the emergency services arrive.

For non-emergency situations, the Police telephone number is **101** and the medical number for urgent advice, but not life threatening is **111**. For advice on healthcare and appointments to see a doctor, we will give you the relevant contact information during your induction course.



Accommodation

Joana da Silva (see page 12) in Student Services will be able to assist with accommodation selection. On-campus accommodation may not always be available. This is in high demand and is not suitable for couples or families. Assistance will be offered to you to help you find private accommodation in the locality. Please ensure you contact Student Services as early as possible in order to notify them of your accommodation requirements. They can offer advice on whether accommodation and contracts are suitable. Please remember that contracts are legally binding, once you sign a contract you are committed to the terms (including financial obligations).

On-Campus Accommodation

Kitchens

In international self-catered accommodation, there are fridges, freezers, ovens, hobs, microwaves, kettles, toasters for your use. You will be expected to keep these clean and to share these facilities with fellow flat mates. We recommend you **DO NOT** bring electrical kitchen items e.g. rice cooker, from your home country. These can be widely purchased at a reasonable price in the UK, conforming to UK electrical and safety standards. **Any electrical items or travel adapter plugs not conforming to UK electrical standards will be removed for reasons of safety. A 'multi-country to UK' travel adaptor will be provided free of charge to each international student on arrival and further adaptors will be available to purchase with a cost from Student Services Office.**

Laundry

Depending on your accommodation choice, you will either have access to machines to wash and dry your own personal clothes/bedding or this will be done for you during term-time. Outside of term-time, all students will be responsible for their own laundry. There are washing and drying machines on campus, for

students use, for a small charge. You must purchase your own washing powder. This is available to purchase from the shop on campus.

Warden Service

Harper Adams runs a Warden Service during **TERM-TIME ONLY** for the benefit of all students on campus. Student Wardens are Harper Adams final year students, whose job it is to give advice and guidance on many matters. Since they are students themselves, they understand the stress and strain of student life. They will be glad to help you with any problems or questions you have - just ask! Each warden is responsible for a specific accommodation area. Make sure you know who your warden is. This service runs during the term only. Outside of term (during holiday dates), an emergency 24 hour service is provided by our Security team. Term dates are listed in this handbook on page 3.

OUTSIDE OF-TERM TIME AND DURING INDUCTION

Security Telephone number: 07980 061128

TERM TIME USE ONLY (Starts 1st October 2018)

On Duty Warden Telephone: 07976 881772

If you are expected to arrive at Harper Adams University outside of office hours and you have reserved on-campus accommodation, your accommodation key may be left with our Security staff, who operate 24 hours.

The Security office is located at the rear of the main building. Follow the signs for 'Staff and Visitor Parking' and just before you arrive at the car park, you will see blue doors on the building on your left. The door to the right of this is the Security Office and is clearly signed. If no-one is in the office, the staff may be on patrol. Please phone the Security number above to inform them of your arrival. There is also a panel outside the security lodge, which allows you to call Security and alert them that you are waiting at the lodge. The lodge is located at the back of the Main Building. Security will be notified of planned and expected arrivals.

Off-Campus Accommodation

Those students arriving with families will not be able to secure on-campus accommodation and will need to find short-term hotel/bed and breakfast accommodation before finding (mostly) unfurnished accommodation in the nearby towns. This has increased cost implications and in most cases, we would highly recommend arriving without family initially, in order to find a place to live/find suitable schools etc. before the arrival of family members.

For those needing or wishing to choose off-campus accommodation, there are two choices – either as an individual to rent a room in a house shared with others or to rent a private house/flat. Approximate costs of renting in a shared house are £80-£90 per person per week, including bills. If you have family with you and wish to rent a private house or flat, please be aware of the following:-

- Family accommodation can be expensive, particularly if you are looking for accommodation within walking distance of the campus or in Newport. Cheaper accommodation can be found in Telford but travel to the campus will be an additional consideration as well as an additional cost.
- Initial set up costs can be high – these generally consist of a deposit of one month's rent, plus 2 months' (as financial security) in advance. The agency who is responsible for the tenancing of

the accommodation will have an administration charge of £50 - £150 per contract in addition. It may cost in excess of £1,500 initial charge for securing a privately rented home.

- 6 months contract is usually a minimum first contract, thereafter continuing month-by-month. Contracts are legally binding, once you sign a contract you are committed to the terms (including financial obligations).
- Some accommodation in private houses/flats is unfurnished. You will be responsible for furnishing the accommodation yourself – including furniture, kitchen wares, and electric appliances (generally a cooker/oven is provided but you may need to provide a fridge freezer, washing machine and any other appliances you require). Furniture re-cycling and charity shops often have a good stock of reasonably priced versus quality goods.
- Bills – The bills you will be expected to pay will be electricity, water, possibly gas if this is connected, phone and internet, TV licence, council tax (if appropriate). Most students do not need to pay council tax, but some may.

Please visit Harper Adams University website for more information on off-campus living <https://www.harper-adams.ac.uk/university-life/accommodation/>

For more information see:

<http://ukcisa.org.uk/International-Students/Fees--finance/Council-Tax/> and <https://www.gov.uk/council-tax/who-has-to-pay>

In addition to the assistance the university can give you, estate agents and private landlords advertise their properties locally and online; one of the many commercial websites available is: <http://www.rightmove.co.uk>

This and other similar websites can give you an idea of what is available but we strongly advise you to contact our Accommodation Office accommodationoffice@harper-adams.ac.uk in the first instance as they may have details of other properties available. As well as budgeting for any furniture or other household items you may require, please also consider the distance, logistics and additional costs involved in travelling between your accommodation and the university and to other facilities you may require on a daily basis e.g. access to schooling.

TV Licence

Anyone with a TV in their accommodation or watching downloaded live TV on their laptop/other device (whether you are in on-campus or off-campus accommodation), must buy a TV licence. Failure to do so may result in a large fine from the TV licencing authority.

For further information, see <http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1>

Costs of Living in the UK

Food Costs

Here is a sample shopping list of prices currently in the UK - this is not definitive and costs depend on where you purchase your goods.

<http://international.studentcalculator.org/further-information/shopping/sample-shopping-list>

Accommodation Costs

Generally, accommodation on campus ranges from £70-£120 per week, depending on whether this is a shared room in a shared house up to an individual bathroom and study room with a shared kitchen and laundry done for you. Off-campus, a room in a shared house may be £85 per week approximately and rent for an individual flat or house ranges from approximately £400-£800+ per month, depending on size and location of accommodation.

Transport Costs

Local taxi from Newport town to Harper Adams costs approx. £5 one way. Bus is approx. £1.30 per person. Note the bus only passes the campus once in every two hours. Taxi to Telford is approx. £15 each way and £20 from Stafford. Return train fares from Telford/Stafford to London vary considerably, depending on time of departure and duration of journey from £20 -£200 return. If you plan to use the train more than twice per year, we recommend you purchase a student rail card. This card costs £30 per year and offers 1/3 discount on all rail fares in that year.

For more information on costs of living in the UK, go to: <http://international.studentcalculator.org/>



Students Bringing Families

If you are bringing family with you, once you have all met the necessary visa requirements and arranged suitable accommodation. Student Services can advise you about the family activities and opportunities available in the local area. Unfortunately the University does not have any crèche or nursery facilities.

UK state schools provide free education for children between 5-18 years old. Primary schools take children aged from 4–11 years of age. Secondary schools from 11-16 years of age (with 6th form or college options for 16-18 year olds). **Only once you have settled into suitable family accommodation can you apply for a place at a UK school.** Telford and Wrekin Council coordinate all admissions to the local state schools. Contact them by email on admissions@telford.gov.uk and they will be able to inform you about which schools have spaces available, give you links to each school's website and advise you about the application process.

Not all state schools are of the same standard so we would encourage you to visit the prospective school(s) prior to submitting an application and also review their inspection reports on the UK government website <http://reports.ofsted.gov.uk/>. **It is not possible to apply for a school place in advance of your arrival in the UK.**

PLEASE NOTE: It is important to think about the school you wish your children to attend and to check that this school has spaces, when considering the location of your accommodation. Previously, families have accepted an accommodation and signed a 6 month contract, to only then realise that the preferred school nearest to home has no spaces and this creates difficulties of travel to a school further away. Very rarely do schools accept appeals as they are limited by law to limit class sizes to a maximum class size of 30 pupils per class in ages 5-7 years.

We are fortunate at Harper Adams that we have an excellent quality of schooling in the local area. Edgmond is a very small community and has one nursery and one primary school, with two further village primary schools nearby:

- Edgmond Owls (2-4 years)
<http://edgmondowls.co.uk/enquiries/>
- St Peters Church of England Primary School (4-11 years)
<http://www.stpetersedgmond.org.uk/>
- Tibberton Primary School (4-11 years)
<http://www.tibbertonschool.org.uk/>
- Crudgington Primary School (4-11 years)
<https://crudgington.taw.org.uk>

Newport is the nearest town, offering further options for nurseries, primary and secondary schools:

- Abacus Day Nursery
<http://www.abacus-nursery.co.uk/Abacus/>
- Tiggy's Montessori Nursery
<http://www.tiggysmontessori.co.uk/>
- Forton Nursery
<http://www.fortonnursery.com/>
- Newport Infant School
<https://newportinfants.taw.org.uk/SitePages/Home.aspx>
- Newport Junior School
<https://newportcejuniorschool.taw.org.uk/SitePages/Home.aspx>

- St Peter & St Paul Catholic Primary
<https://stpeterandpaulcatholicprimary.taw.org.uk/SitePages/Home.aspx>
- Moorfield Primary School
<https://moorfield.taw.org.uk/SitePages/Home.aspx>
- Castle House Primary
<http://www.castlehouseschool.co.uk/>
(Castle House is an independent school, fees are approximately £7000 per year)
- Burton Borough School (11-16)
<http://www.burtonborough.org.uk/>
- Newport Girls High School (girls 11-16, entrance exam)
<http://www.nghs.org.uk/>
- Adams Grammar School (boys 11-16, entrance exam)
<http://www.adamsgs.org.uk/>

Further away is the large town of Telford which has more than 10 of each category of schooling. Further details of these education providers can be found on the Telford and Wrekin Council website:

<http://www.telford.gov.uk/directory/16/schools>

Food and Shopping

On campus, there are 3 cafés (Kaldi, Graze and Costa), the main dining hall (QMH) and a small shop in Faccenda Building. There is a Costa coffee machine located in the foyer area of the Weston Building.

In Edgmond

There is a small village shop (Spar) with Post Office in Edgmond village (walking distance from campus). For exact location, ask in Student Services office, on first floor of Faccenda building. The shop is open daily from 0800-2000 hours and closes at 1300 hours on Sundays.

In Newport

A small market town, Newport has a variety of small shops including bakers, cafes and discount stores. There is a market on a Friday and Saturday. There are two supermarkets in central Newport (B&M and Waitrose) and a further one (Aldi-providing free bus in Newport) on the edge of town.

In Telford

Telford is the largest local town and a free minibus leaves campus for Telford town centre every Sunday. This service is operated on a first-come, first served basis. The main supermarket in Telford is Asda but there are many shops in the shopping centre, both retail and food outlets, discount stores and home ware shops. (See www.telfordshopping.co.uk)

Online Shopping

In recent times, many students have ordered their groceries on-line. Most supermarkets in the UK now offer this facility for a small delivery charge (less than £5, sometimes free). This is most convenient and cost effective if you buy in groups, as a household, to do your weekly shop, but do remember the amount of storage/fridge and freezer space you have available in your accommodation, before buying large amounts of food in one order.

See:

- www.asda.co.uk
- www.sainsburys.co.uk
- www.waitrose.co.uk
- www.tesco.co.uk

Supermarkets in the UK now offer a wide range of products from other countries, so there may be products you recognise from home in the local stores. There are, however, several supermarkets which specialise in foodstuffs from other countries and offer on-line home delivery e.g. www.wingyip.com

For all **on-line grocery deliveries**, you state a delivery date and time slot at the time of ordering. When you are ordering, ensure the company has your phone number and give clear instructions for the driver on how to get to your accommodation, as they may not know the layout of campus buildings.

You must ensure that you are in your accommodation at the pre-arranged time for your delivery.

Grocery deliveries will not be accepted at the main campus buildings and should there be no-one in your accommodation when delivery is made, the order will be returned to store, at your cost.

For parcel delivery of shopping ordered on-line, which is not grocery (food stuffs) shopping, you may collect your parcel from the Reception in Faccenda building, on production of your student ID card.

We recommend you bring 3-6 small passport sized photographs with you for such items as a discount student rail card, international student card etc. should you wish to purchase these.

****It is safe to drink cold water from the taps****

Money and Banking



You are advised not to carry large amounts of cash with you and **not to leave it in your accommodation for security reasons**. If you are only in the UK for a short time, check with your own bank at home to see if you are able to use your bank card in UK machines and the relevant charges for this. The UK uses a 'chip and pin' system for use with debit and credit cards, where a 4 digit security pin number is necessary to purchase goods/obtain cash using your card. The three main High Street banks located in Newport are Lloyds, National Westminster (NatWest) and HSBC.

If you intend to open a UK bank account, we recommend you bring NO MORE than £1,000 in cash and the remainder in cheques, made payable to yourself. Consider bringing travellers cheques with you, as these offer more security or ask in your home country about a 'world currency card'. This can be purchased in certain countries for sterling use in the UK. This type of card can be pre-loaded with credit from your home country and used in the UK like a debit card. If available, they generally offer a better exchange rate than a bank and have no fee for use. This is fairly new to market, so may not be on offer in all countries to purchase. For more information on this, go to <http://www.moneysupermarket.com/travel-money/money-saving/products/>

The cash you bring will be used to pay for items before your account is opened, which should take approximately three weeks. Do remember that the maximum amount of money you will be allowed to bring through customs into the UK as an individual traveller **without declaration** at entry is ten thousand Euros (approx. £8,000). In excess of this, you will have to declare at the Red channel, at customs.

Opening a UK bank account

We will assist you in opening a UK bank account. This way, you should have a current bank account with debit card, within several weeks of arriving on campus. If you have a bank account in your home country, it would be helpful if you could bring the details with you, as this provides added security for UK banks. You will need to first make an appointment at the bank, then attend this interview with your passport, current visa and a letter from Harper Adams. After your interview, it should take approximately 2 weeks to receive your debit card and security pin number.

Should you arrive after induction, ask in Student Services for assistance in opening a bank account. If you are only in the UK for a short period and do not wish to open a UK bank account, you can access sterling cash with a debit or credit card from your home country bank account from most major bank cash machines in the UK.

Working in the UK

If you're studying in the UK on a Tier 4 visa, you can take on some part-time work in the UK. Depending on your visa, you will only be able to work a maximum of 10-20 hours per week. On your student visa, you are not allowed to take on a full-time job or be self-employed. If there is a work placement or internship as part of the course you're studying, you'll be allowed to do this, even if it is full-time work. You can also work more hours in the holidays, providing there are no specific restrictions on your visa. Please be aware that your primary purpose is your studies so working to a maximum number of hours allowed is likely to have a detrimental impact on the success of your studies. It is an immigration offence to work in excess of the hours permitted on your visa. You will need to apply for a National Insurance (NI) number as soon as you have a job. For further information on how to apply for a NI number, see: <https://www.gov.uk/apply->

[national-insurance-number](#) For those over 21 years, the minimum wage is £7.38 per hour (April 2018). For more details on this go to <https://www.gov.uk/national-minimum-wage-rates>

If you are from an EU country, there are no restrictions on the amount of hours you can work alongside your studies, but working a lot of hours might impact your studies.

International Student Card

An international student card is an identity card which identifies you as a student, world-wide. In large cities with high student populations, not only in the UK but Europe wide, this card will give you discounts on the cost of tickets, such as cinema, tourist sites, retail shops and travel centres. You will need a passport photo to apply. For more information, go to: www.isic.org

Health and Insurance

Most overseas students are entitled to receive free Doctors' visits and emergency healthcare by the UK National Health Service (NHS). The Immigration Health Charge, established in April 2015, ensures those students from outside of the EU can still receive free, confidential, NHS treatment. The following treatment provided by the UK's National Health Service (NHS) is free for everyone, there are no fees:

- Accident and emergency services (but not follow-up treatment, or admission as an in-patient to hospital).
- Family planning services.
- Diagnosis and treatment of sexually transmitted infections.
- Diagnosis and treatment of certain infectious diseases.
- Treatment of conditions caused by torture, female genital mutilation, domestic violence or sexual violence (provided you did not come to the UK for the specific purpose of seeking such treatment).
- Compulsory psychiatric treatment or treatment that has been ordered by a court.
- Treatment in prison or immigration detention.

Should the Doctor issue you with a prescription for medication, you will need to pay the standard charge of £8.80 (April 2018) per item. This is paid to the chemist dispensing your medication, not at the Doctors office.

For more information on healthcare charges for international students in the UK, go to:

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

Please note: all students arriving from the European Union – you must have comprehensive sickness insurance (CSI), to ensure full cover of health services whilst in the UK. For more information, go to:

<https://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Staying-in-the-UK-as-a-student#layer-5121>

Registration with the university's Doctors Office (Linden Hall Surgery) will take place during the induction course or through the Student Services if you arrive after induction. There is a doctor's surgery on campus, open every weekday lunchtime or you can go into Newport to see a Doctor at the surgery. More details can be seen on Harper Adams website <https://www.harper-adams.ac.uk/university-life/student-support/health.cfm>

We recommend that you take advice in your home country about additional health insurance as the level of free medical cover you may receive in the UK may not cover all medical bills. It may be useful to make enquiries about whether the cost of repatriation (in the event of serious illness or death while in the host country) is covered, especially for non-European Union and non-Commonwealth nationals.

Dentists are not free, can be expensive and it can be difficult to make appointments for those not registered, so we **strongly recommend that you have your teeth checked before you arrive in the UK**. Should you need to see a dentist whilst studying at Harper Adams, you can find lists of dentists in your local area who give treatment at: <http://www.nhs.uk/Pages/homepage.aspx> or call into the Student Services for assistance.

Personal Insurance

We strongly recommend that all students insure their personal possessions, especially items such as laptop computers and mobile handheld devices, which can be expensive. Try the Student Union supported

'Endsleigh Insurance Services Ltd' which has a policy for international students studying in the UK. See www.endsleigh.co.uk.

Personal Safety

Every country has a lesser or greater level of crime and the UK is no exception. We are fortunate to be situated in a beautiful rural area of the UK, where crime is relatively low. However, it does, on rare occasion, still exist. If you take sensible precautions, as you would expect to do anywhere in the world, your stay in the UK should be trouble free.

For more information on advice, see the following links:

- <http://www.educationuk.org/global/articles/safety/>
- <http://content.met.police.uk/Site/crimepreventionpersonalsafety>

Harper Adams University is located in Newport Shropshire in England. Our campus is in a nice, safe and beautiful rural area. It is on a whole an extremely safe place to study and enjoy life. However you still need to make sure your belongings safe and protect ourselves. Here are some tips to keeping safe and feeling confident in your new surroundings:

1. Always keep entry/front door and room door of accommodation locked and close windows if you go out;
2. Do not carry a large amount of cash. Please keep money in your bank.
3. For high value items such as jewellery, passport and BRP card, consider installing a small personal safe or lock in your drawer;
4. Ideally avoid travelling alone but if you have to then use a taxi or use public transport-walking by yourself at night is not advisable.

Studying in the UK is exciting and rewarding; taking these sensible security measures ensures it is safe as well.

Driving in the UK

Owning a car - Before driving any vehicle in the United Kingdom, you should check that you meet all of the legal requirements which apply (a) to the driver and (b) to the vehicle; and that you are aware of the correct procedures and driving legalities, which may be very different from your home country.

For more information on driving in the UK, see:

<https://www.gov.uk/driving-nongb-licence/y/a-foreign-student-studying-in-great-britain>

Purchasing a car may not seem incredibly expensive but valid insurance is a legal requirement for all car owners/drivers. We strongly recommend you check insurance costs before purchasing a car. Insurance costs are based on age of driver, type of licence (of which an overseas licence generally makes this more expensive) and vehicle type/engine size. Often, the insurance can be more expensive than the car!

Other costs associated with owning a car are paying an annual government vehicle tax (this is done on-line and cost varies according to the size of engine of the vehicle) and a roadworthiness certificate, called an MOT. The MOT must be undertaken once a car is over 3 years old, on an annual basis. For more information, go to:

- <https://www.gov.uk/getting-an-mot>
- <https://www.gov.uk/government/news/vehicle-tax-changes>

Social Life

The Students' Union (SU) is a very important part of student life on campus, and is a great way to meet other students, practice using your English, try new things and get involved. Go and see the Student Union president and SU team on the first floor of Faccenda for further information. Have a look at the Student's Union website: <http://www.harpersu.com>

Clubs and Societies

There are many to choose from – Basketball, Gym, Netball, Cricket, Football, Hockey, Rugby, Mountain Biking, Gaming, Music, Polo, Off Road 4x4, Motorsport, Equestrian, Squash and Racquet ball, Field Sports, Christian Union, Conservation Society, and Planet Harper Society. There might be a small charge for each club you would like to join. For more information, visit the Fresher's Fair, starting at 10am, on Saturday 29th September 2018 (TBC) in the Sports Hall. See the posters around campus at induction.

If you enjoy a sport or activity that does not have a club at Harper Adams University, why not think about starting one with your friends? Why not email Student Union (SU) with your questions and thoughts on any activities you would like to see available at Harper Adams before you arrive:

Megan Pope, HASU Events and IT Officer, Student Union (SU) mpope@harper-adams.ac.uk

Andy Jefferies Sports and Societies Officer, Student Union (SU) ajefferies@harper-adams.ac.uk



Religious Activities

The University has a Quiet Room (on the ground of the Foulkes Crowther Building, Room TG9) which can be used by anyone for quiet reflection and prayer. Christian churches of several denominations are located in Edgmond, Newport and Telford. The nearest mosques to campus are in the Wellington and Telford areas (approximately 10 miles/16 kilometres away). There is a Gurdwara in Hadley and a Buddhist priory in Telford. Other faith centres tend to be located in the larger towns of Wolverhampton and Birmingham.

If you would like more information about British culture and life in the UK, go to:

- UK Council for International Student Affairs <http://www.ukcisa.org.uk/>
- Education UK <http://www.educationuk.org/global/>

If you have any queries before you arrive, do contact any one of us detailed in the information provided in this handbook. We would be happy to help.

We look forward to meeting you when you arrive.

