

EXCHANGE STUDENTS

HANDBOOK







CONTENTS

WELCOME TO
PLYMOUTH

UNIVERSITY
CAMPUS

INTERNATIONAL
STUDENTS
ADVICE

STUDENT
ACCOMMODATION

SUPPORT FOR
STUDYING

ENGLISH
LANGUAGE
SUPPORT

LEARNING
DEVELOPMENT

YOUR
**HEALTH AND
WELLBEING**

YOUR
FINANCES

STUDENTS'
UNION


INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK

KEEPING YOU AND
YOUR BELONGINGS
SAFE

ADAPTING TO LIFE
IN THE UK

APPLICATION
PROCESS

INDUCTION AND
ENROLMENT


USEFUL
INFORMATION



WELCOME TO PLYMOUTH

Plymouth is located on the south coast of Devon. The amazing landscapes of the River Tamar and Cornwall are to the west, and the beautiful open spaces of Dartmoor National Park are to the north. You can take a trip to the largest indoor rainforest in the world at the Eden Project or try surfing on one of the South West beaches.

A short walk from campus takes you to the Hoe, where you can find beautiful views across Plymouth Sound and visit the famous Smeaton's Tower lighthouse. It's a perfect spot for a barbecue with friends in the summer! Take a stroll down the promenade and you'll enter the Barbican, Plymouth's old town and home to its independent scene. As you explore its historical cobbled streets, make sure you check out the vintage shops, galleries and eateries. You can also find the Plymouth Gin Distillery, as well as the National Marine Aquarium on Sutton Harbour – both perfect for a rainy day!









Not far from the Barbican is the Royal William Yard with stunning views, restaurants and events like outdoor theatre shows, open-air cinema screenings and festivals.

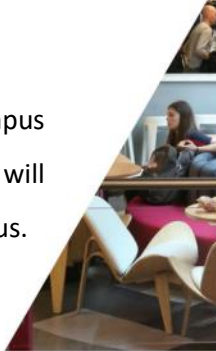
Many shops in the city centre and Drake Circus shopping mall offer student discounts. Plymouth is also a real foodie scene where the choices of places to eat are endless. Our campus couldn't be any better located for nightlife! The hub of Plymouth's student nightlife, North Hill, is only across the road. The Students' Union is open late on Fridays and Saturdays and there are many other clubs and venues in town, on the Barbican or elsewhere around Plymouth. The Theatre Royal Plymouth is also worth a visit.



UNIVERSITY CAMPUS

We have a welcoming and unique campus in the centre of the city. Everything you will ever need as a student is right on campus.

A 24/7 library, Students' Union, eight cafés, a multi-faith chaplaincy, a wellbeing centre, a sports centre and an array of state-of-the-art facilities.





Students' Union



The most popular meet up place for students. Between lectures, you can grab a coffee from Costa or a burger at the Quarterdeck and check out the latest UPSU events.

Drake's Place Gardens and Reservoir



Unwind and refuel away from the whirl of campus life. This Green Flag accredited community space is a lovely place to hang out in the sun after a lecture.

Nancy Astor Sports Centre



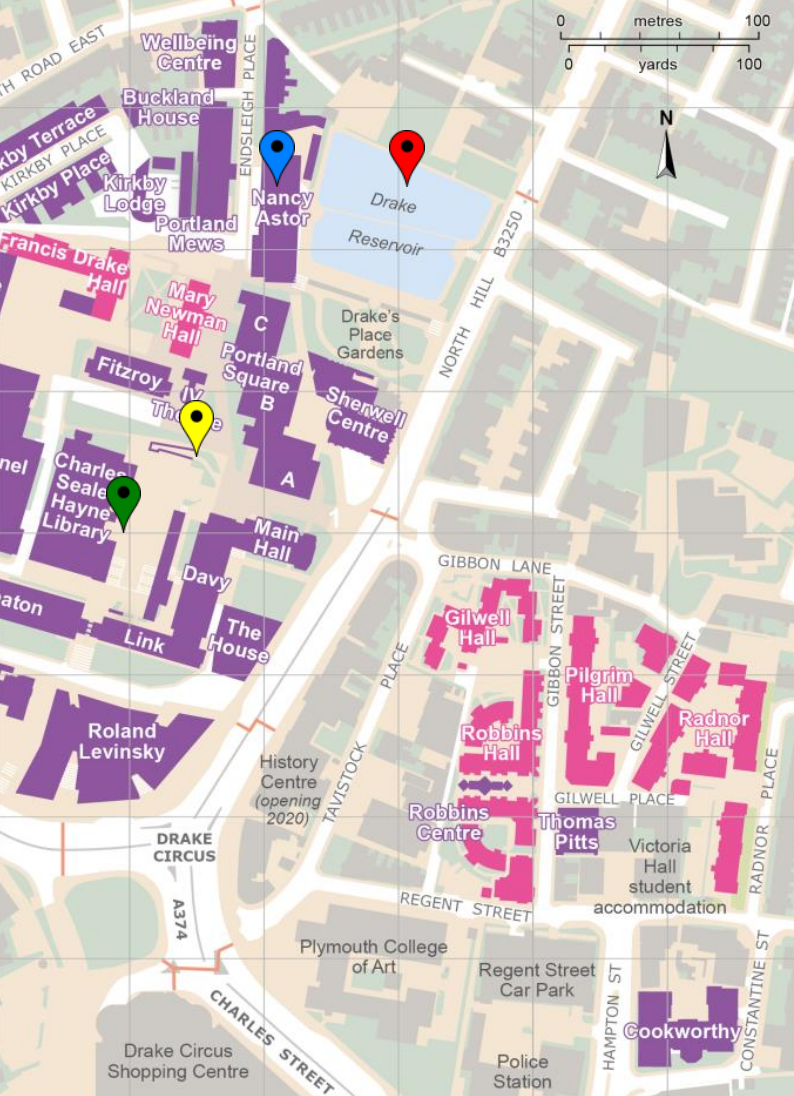
The gym on campus is here for you to let off steam after studying. With fully equipped facilities and a fun range of classes from Spin to Zumba and Body Pump, you're guaranteed a great workout here.

Charles Seale-Hayne Library



The library is open 24/7 all year round. You'll find dedicated student PCs, with specialist software and Wi-Fi. The library also offers multimedia labs with digital video editing suites, scanners, printers, and digital cameras available for loan. Friendly staff will be on hand to help you.







STUDENT ACCOMMODATION

University Halls

Living in halls is a really good way to get the full student experience, additional support and to make friends. We have a variety of halls of residence, all of which are in a safe and friendly environment, based either on campus or within 15 minutes walking distance of campus. There are Resident Assistants living in halls alongside students who are there to help and who are fully trained to assist student residents, support hall operations, build the community, and address emergency situations.

Private Accommodation

As well as halls of residence , we have our own database of private off campus accommodation called Plymouth Studentpad. All this shared accommodation has been assessed and approved by an Off Campus Housing Co-ordinator.

Standard accommodation application deadlines usually don't apply to exchange students. You will be advised on how to book the accommodation once accepted onto one of our exchange programmes. We highly recommend not to sign any contracts with private providers in advance.

For more information visit our Residence Life webpages:



“ I honestly enjoyed so much and met so many great people that I just couldn't resist becoming an RA. I get the best of both worlds now - gaining experience for the future whilst still living in halls! ”

Hannah Reek, BSc (Hons) Business Management

A SELECTION OF OUR HALLS



FRANCIS DRAKE

Average cost per week
£148- £171

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)



DISCOVERY HEIGHTS

Average cost per week
£135 - £155

Additional facilities

- Wi-Fi
- Within walking distance
- Supermarket on the lower ground floor

Contract term (weeks)



CENTRAL POINT

Average cost per week
£140

Additional facilities

- Wi-Fi
- Within walking distance
- Common room

Contract term (weeks)



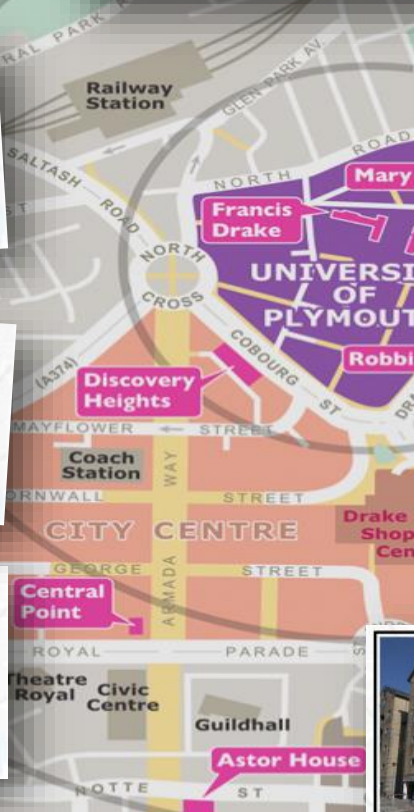
ASTOR HOUSE

Average cost per week
£122- £145

Additional facilities

- Wi-Fi
- Within walking distance
- Supermarket on the next-door

Contract term (weeks)





MARY NEWMAN

Average cost per week
£146- £160

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)



GILWELL

Average cost per week
£97- £100

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)



PILGRIM

Average cost per week
£142- £165

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)



RADNOR

Average cost per week
£142- £165

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)



ROBBINS

Average cost per week
£98- £127

Additional facilities

- Wi-Fi
- On campus

Contract term (weeks)





INTERNATIONAL STUDENTS ADVICE

International Student Advice (ISA) at the University of Plymouth is a team of specialist advisors and information assistants dedicated to supporting all international students.

International Student Advice staff are the only authorised staff at University of Plymouth that can offer immigration information and advice to students.

They specialise in giving confidential advice and offer following services:

- Student visas and connected issues

- International student orientation

- Passport and visa scanning

- Living in the UK (including money, health, council tax)

- Personal issues

- General academic queries



Passport and visa scanning:

All universities are required by the Home Office to keep a copy of passport pages showing all personal details and visa stamps or documents of non EU/EEA international students to evidence your entitlement to study in the UK. This will also include an Identity card (Biometric Residence Permit) which you should have collected within 10 days of entering the UK. You can get these documents scanned at ISA in Roland Levinsky Building.

You will not be able to enrol online until your documents have been scanned.



SUPPORT FOR STUDYING

Support for studying in the UK

The university education system in the UK may be quite different from the education system you have in your home country. You may come across differences in the style of teaching, your relationships with lecturers, what is expected of you, and the study support that is available. Often students are a little surprised by the amount of self-study and free thinking that are required of UK university students, but the learning support available can make the transition much easier.

It is also important that you take a look at the student handbook and the rules and regulations on the university web pages.



<https://www.plymouth.ac.uk/your-university/governance/student-handbook>



<https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations>






ENGLISH LANGUAGE SUPPORT

Exchange students are able to enrol on our accredited English Language modules (subject to their credit limit), or they can access extensive support provided by our English Language Centre which is available free of charge to all international students.

The English Language Centre schedules several sessions every week including:

- Support for international students at the Writing Café
 - Workshops on Academic English
 - English for Specific Academic Purposes
 - Pronunciation classes
 - Coursework tutorials
 - Languages Café
 - English Club
- 



PELICAN
BOOKS

CIVILIZATION

CLIVE
BELL



PENGUIN
BOOKS

CAKES AND
ALE

W. SOMERSET
MAUGHAM



PENGUIN
BOOKS

THE GARDEN
PARTY

KATHERINE
MANSFIELD



PENGUIN
BOOKS

PEARLS
AND MEN

LOUIS
KORNITZER



PENGUIN
BOOKS

THE ROMANTIC
EXILES



PENGUIN
BOOKS

MAN AND
SUPERMAN

BERNARD
SHAW



PENGUIN
BOOKS

HOTEL
SPLENDE
LUDWIG
BEMELMANS



PENGUIN
BOOKS

CHARLES LAMB
AND ELIA

PENGUIN
BOOKS

PENGUIN
BOOKS

EXPLOSIVES

JOHN BIRD



LEARNING DEVELOPMENT

The learning development team can help you address the academic demands and they offer a range of services such as one-to-one and small group tutorials, taught sessions within programmes, online resources and study guides, and much more at the Writing Café.

Areas they can help you with include:

- Writing and presenting
- Developing thinking
 - Using literature critically
 - Managing projects
 - Articulating knowledge
 - Communicating your ideas
- Preparing for exams and assessment



YOUR HEALTH AND WELLBEING

Taking a course of study in a new country can sometimes mean that you have little time to look after your health.

Registering with the Doctor

If you are coming for the full year you should register with a doctor after you arrive. You can register with either the University Medical Centre or with a GP surgery near where you live. To register you will need to visit them during opening hours and complete the registration form (with the University Medical Centre you can also register online at <http://www.umcplymouth.co.uk/>).

If you are coming under a visa you will need to take your passport and immigration documents as a proof of your entitlement to healthcare in the UK. If you pay the National Health Service (NHS) surcharge you will have the same access to the NHS as a UK permanent resident for the duration of your visa. If you are from EEA/EU you should obtain a European Insurance Card (EHIC) before arriving in the UK. You will be entitled to access all necessary medical treatment from the NHS while studying in the UK.

If you are coming for less than 6 months, you will not be able to register with the medical centre but instead you will be able to access their services when you need to see a doctor or for emergency treatment.

The Student Counselling and Personal Development Service

Our student wellbeing team offers [one-to-one consultations](#) and a whole range of [personal development sessions](#) and groups. Counsellors help you to deal with problems that create negative effects on your academic work, as well as your enjoyment of university life. We can help you:

- identify and overcome barriers to your potential
- develop your self-awareness and a range of life skills
- make informed choices in your academic, personal and social life
- contact [local services](#) that can support you
- access [self-help resources](#).



Wellbeing Cen



The Disability Assist Service

As a part of your application you should complete the Disability Monitoring Form and if you agree we will put you in contact with our Disability Assistance Service (DAS). They will be able to assess your individual needs and make sure that any reasonable adjustments are in place when required. It is always better to disclose your disability before you arrive even if you think that it will not affect you and respond positively to any requests for further details or for an information interview. It may not be possible to accommodate late requests.

The Multi-Faith Chaplaincy

Britain has a multicultural society and most of the world's major religions are practiced here with absolute freedom of worship. Our Chaplaincy is open for everyone on campus, whether you have a faith or just want to meet new people in a friendly social space.

There are over 100 churches in the local area and lots of them are close to the city centre and the student communities.



YOUR FINANCES

Opening a UK Bank Account

Most banks will offer international students a current account which will include a debit card that can be used to make cash withdrawals and to make payments in shops and online. Some accounts carry a monthly charge which, although it may seem like an unnecessary extra payment, it will usually cover some international bank transfers and other services which you would usually pay separately for. It is recommended that you check with several banks before you make a decision about where to open your account. To open an account, banks usually require:

- A valid passport or national ID
- A university bank letter confirming your enrolment (obtainable from your exchange administrator)
- You may also be asked for your BRP card

Visa holders must make sure that they can request original statements should they need it for visa purposes.

Living costs and budgeting tips:

Budgeting can be difficult when you move to a new country with prices very different compared to home. It is very important that you consider your finances carefully so that you know how much you have available to spend each month. Living costs in Plymouth could be lower than in some other cities in the UK, however, you will still require a minimum of £800 per month in order to live comfortably.

Try not to impulse buy. If you find yourself struggling to keep tabs on how much you're spending, budgeting apps on your phone can really help you to organise your finances.

You can try to look for a part-time job which will not only save you a bit of extra money but you will also meet new people and you can add the extra experience to your CV. You can visit our Careers & Employability Service to see if they can help. **If you are a visa holder don't forget to check the regulations before you take on part-time work. You are not allowed to work if you have entered UK under Short Term Study visa.**

Buy an NUS card and 16-25 rail card to save money when shopping and travelling, and remember to shop basics rather than branded goods.



STUDENTS' UNION

UPSU facilitates student representation at all levels, it hosts the sports clubs and societies, as well managing campus sports facilities and providing volunteering opportunities, independent advice, entertainment etc.



They are here to help you make the most of your free time.

On Friday and Saturday nights, the SU turns into a nightclub. It's a great place to socialise and have fun when you're not busy with course work. University students have an automatic membership.



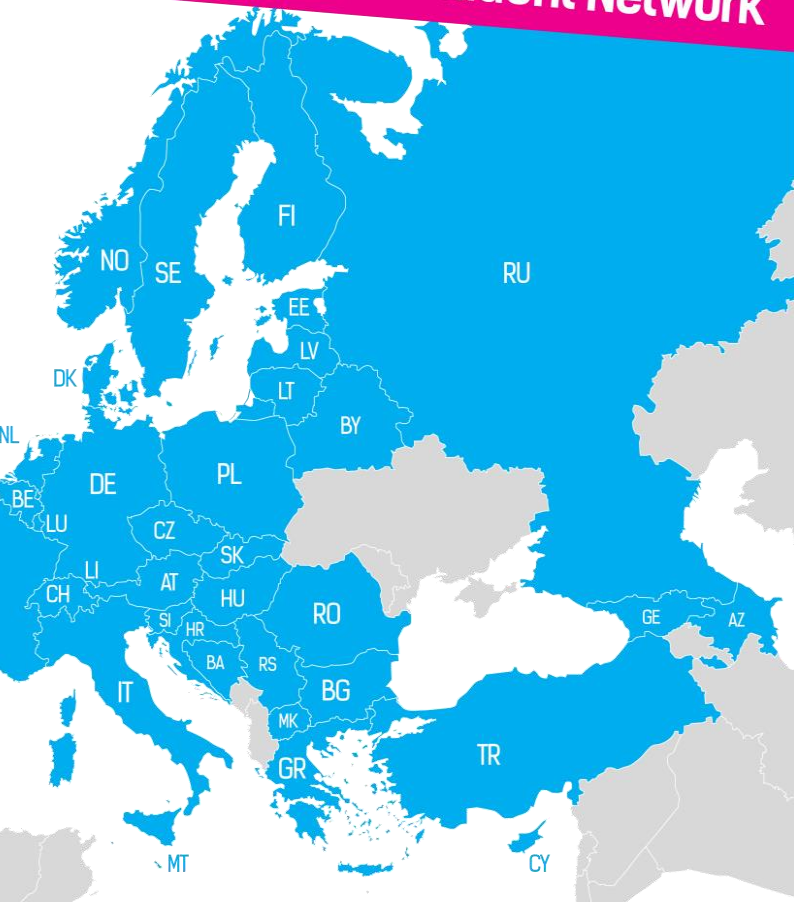
To find out more visit <https://www.upsu.com/>



The Erasmus Student Network (ESN) is the largest student association in Europe, present in over 500 Higher Education Institutions. It was established on the 16th October 1989 and legally registered in 1990 for supporting and developing student exchange and mobility. There is an ESN network at University of Plymouth and you can find them on Facebook.



Countries of the Erasmus Student Network





KEEPING YOU AND
YOUR BELONGINGS
S A F E

Plymouth is a safe place to live, study and work, however, we ask that you take the time to save these useful police contact details:

Police Emergency Number: 999 (you can ask to speak to University of Plymouth Police Liaison Officer)

Police General Enquiries Number: 101

Website: www.devon-cornwall.police.uk

Please be mindful of the following English laws:

- You must not carry drugs with you of any kind (unless prescribed by the doctor)
- It is illegal to carry weapons, including self-defence sprays (eg. pepper spray)
- You must be 18 to buy alcohol
- Stealing is illegal
- Both males and females must be 16 years and over in order to legally consent to sexual intercourse. Both parties must be able to consent in order for sexual intercourse to be legal.



Stay safe when you are going out.

Remember that vehicles in England drive on the left so don't forget to look both ways when you cross the road. Let your friends know where you are going, and always go with people you know and trust. Avoid dark and quiet areas, and try not to be walking alone at night. Always get an official taxi that has been booked in advance, and consider carrying a personal attack alarm. Never carry all of your money or passport with you.

While Britain is a multicultural society, unfortunately, there are individuals and minority groups who are prejudiced against. Racial verbal abuse, harassment or violence is against the law and should be immediately reported.

At home, keep all doors and windows shut and locked when you leave, and make sure all valuables are out of sight. Protect yourself against identity theft and fraud by shredding sensitive documents.



ADAPTING TO LIFE IN THE UK

Many international students will feel homesick at some point in their stay. Homesickness is often one of the stages of “culture shock”: the impact of moving from a familiar culture to one which is unfamiliar. It includes the shock of a new environment, meeting lots of new people, and learning the ways of life in a different country. It also includes the shock of being separated from the important people in your life.

There are many things which can contribute to culture shock, including: different climate, food, clothes, language, and having to learn new social “rules” and behaviours.

When experiencing culture shock you could experience following symptoms:

- Sadness, loneliness
- Aches, pains, allergies
- Insomnia or excessive sleep
- Changes in mood, depression, feeling vulnerable
- Anger, irritability, resentment
- Loss of identity
- Lack of confidence
- Longing for family
- Feeling of being lost overlooked.

Most people experience culture shock in stages. Many people go through different phases of this process a number of times. Some stages may only apply partially to you. Some students may go through the whole process in a day while others may take a lot longer.

It is important to realise that these feelings are normal and that there are many ways to deal with and overcome them. Our International Student Advice Service has experienced advisers who are available to talk with you in confidence.



APPLICATION PROCESS

If you wish to apply for an exchange programme at the University of Plymouth you will have to be a student at one of our partner institutions. We welcome applications for the whole academic year or for one semester only. The whole application process is formed by several steps as listed below:

1. You have to be nominated for an exchange by your home institution in line with the signed agreement
2. Following the nomination deadline, you will be contacted with the instructions to apply (you will have a month to complete your application form and submit it with relevant accompanying documents)
3. Following the application deadline, your application will be reviewed by relevant academic co-ordinators, and academic advice will be given where required
4. Once approved, you will receive your acceptance letter and visa letter where relevant

Module Choices

Part of your application journey includes electing the modules you wish to participate in. Incoming students make an initial choice of modules on their application form, but please note that module choices are not confirmed until students arrive at the University of Plymouth. As an exchange student, you are able to choose modules across stages and set programmes within your subject area, therefore, there is an increased chance of timetable clashes. In case of clashes, over subscription, or cancellation of modules, students may not be able to study all of their first choice modules. For that reason, you are advised to prepare back-up modules during the application process. You will have an opportunity to speak to module leaders during the induction, and in the first week of teaching. or you can contact them prior your arrival to discuss the module content.

Before you start working on your application please read carefully instructions about how to choose the modules on our exchanges website.

FAQs

Please read through our “International exchange student FAQs” page on our website which should answer many of the questions you might have during your decision process.



INDUCTION AND ENROLMENT

Orientation and Induction Programme

Students at both starting points within the academic year (September for Full Year and Semester 1 intake, and January for Semester 2) will be supported with orientation and induction activities.

The orientation programme is organised by the International Student Advice office. The complete programme, including a link for Airport pick-up service (Semester 1 only), will be available in a timely fashion on the University webpage.

The induction programme is organised either by Plymouth Global or relevant academic faculties. Induction will include information about academic policies and procedures, processes at the University, and final module enrolment. Please note that each faculty might follow different enrolment procedures.

Academic Calendar

Please refer to the University website for semester dates and other important dates during the academic year. Please note that Semester 1 teaching and exams continue throughout January, after the Christmas break. Off-campus exams can be arranged for exchange students in exceptional circumstances, i.e. when academic years of institutions don't align and students are required to be back home for Semester 2 teaching.

Online Enrolment

You will be notified when it is time to complete the online enrolment for your exchange programme. Please note this only includes enrolment onto your **programme**, your **module** enrolment will be completed manually during the induction week. Students coming under a visa will only be able to online enrol once they arrive and scan their visa and passport.





USEFUL INFORMATION

**For any exchanges related questions please contact the
Plymouth Global Team**



For all incoming advice, nominations, applications and individual correspondence:

@ incomingexchange@plymouth.ac.uk

☎ [+44 1752 587518](tel:+441752587518)

✉ Plymouth Global, Hepworth House Ground Floor, University of Plymouth, Drake Circus, PL4 8AA

We would appreciate your contacting Plymouth Global first with all your enquiries so we can keep an eye on the situation's progress while referring your query to the relevant departments. However, if you wish to discuss any issues with other faculties directly, please find some useful contact details below:

For any visa enquiries, contact International Student Advice

@ international.advice@plymouth.ac.uk

 [+44 1752 587740](tel:+441752587740)

For any questions about Disability Assistance Services, contact

@ ds@plymouth.ac.uk

 [+44 1752 587676](tel:+441752587676)

For accommodation enquiries, contact the Residence Life team

@ residencelife@plymouth.ac.uk

 [+44 1752 588644](tel:+441752588644)

For information about English Language Support, contact the English Language Centre

@ elc@plymouth.ac.uk



**UNIVERSITY OF
PLYMOUTH**