

Welcome to the University of Winchester!

Greetings to all our Study Abroad students from the Study Abroad Team at the University of Winchester!
Enclosed is information for students who will be attending the University of Winchester in **January 17/18**.

Please note this is an information booklet – it is not an official acceptance letter. We will be sending out official acceptance letters very shortly. We are very much looking forward to meeting and working with you all during the upcoming semester. We are here to ensure that you are welcomed safely to Winchester, receive a helpful induction to the University, and feel supported throughout this exciting time. There will be an orientation programme for all Study Abroad students.

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Contacts

Please find below a list of useful contacts. It is strongly recommended that you make a note of these and carry them with you whilst in the UK. If you are dialling from outside the UK, you must dial 00 (access code) followed by 44, then the city prefix without the first 0. E.g. Study Abroad is 0044 1962 827210

University of Winchester, International Contacts

Study Abroad, Registry

studyabroad@winchester.ac.uk 01962 827210
Room 122, Main Building – no. 7 on the map 01962 827683

Geoff Titchener, International Officer (Welfare and Visas)
International.Students@winchester.ac.uk 01962 827482
The Zone, Main Building – no. 7 on the map

Alasdair Spark, Director of Internationalisation
Alasdair.Spark@winchester.ac.uk 01962 827360
Faculty of Arts – no. 17 on the map

University of Winchester, General Contacts

24 Hour Site Stewards 01962 827666 / 7667
Main Campus/ West Downs Campus

Finance
Credit.control@winchester.ac.uk 01962 827536
Main Building – no. 7 on the map

Housing
housing@winchester.ac.uk 01962 827533
St. Swithuns – no. 2 on the map

Student Services (Health/Wellbeing, Doctor Registration, Study Support)
Student.advice@winchester.ac.uk 01962 827341
The Zone, Main Building – no. 7 on the map

Main Reception (Switchboard) 01962 841515
University Centre – no. 11 on the map

External Contacts

Emergencies – Ambulance, Fire, Police 999
National Health Service enquiries – for non-emergencies 111

<http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

Finding your way around the University of Winchester



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| 1. Alwyn Hall: Staff offices and Halls of Residence | 13. Torn Atkinson Building (TAB) | 26. Masters' Lodge, Research and Knowledge Exchange Centre |
| 2. St Swithun's Lodge | 14. Fred Wheeler Building (FWB) | 27. St Edburga Building (SEB) |
| 3. The Cottage | 15. Bowers Building | 28. Performing Arts Studios |
| 4. Kenneth Kettle Building (KKB) and Cyber Italia Café | 16. Centre for Sport | 29. Queen's Road Student Village |
| 5. Herbert Jarman Building (HJB) | 17. St Alphege Building (SAB) | 30. Burma Road Student Village |
| 6. The Chapel | 18. The Stripe | A. Visitor parking (must be pre-booked) |
| 7. Main Building (MB) | 19. Beech Glade | B. Dytche parking |
| 8. St Grimbold's Court (SGC) | 20. Medecroft | C. Medecroft parking |
| 9. St Elizabeth's Hall | 21. Medecroft Annexe (MCA) | D. St James parking |
| 10. St James' Hall | 22. Winchester Business School and West Downs Centre | E. Visitor parking (must be pre-booked) |
| 11. University Centre; Student Union; Main Reception | 23. West Downs Student Village | F. Alwyn parking |
| 12. The Martial Rose Library (MRL) | 24. Holm Lodge | G. West Downs visitor parking |
| | 25. Cemetery Lodge | |

Things to do / note before arrival

Attendance dates

Semester one

Arrivals on site - Saturday 16 September 2017
Enrolment / Orientation – week beginning Monday 18 September 2017
First day of teaching – Monday 25 September 2017
Last day of teaching - Friday 15 December 2017
Move out day - Saturday 16 December 2017

Semester two

Arrivals on site - Thursday 11 January 2018
Enrolment / Orientation - Friday 12 January 2018 (semester two starters only)
First day of teaching - Monday 15 January 2018
Last day of teaching - Friday 6 April 2018
Move out day - Saturday 7 April 2018*

**unless you have applied to stay on for spring break and the May 2018 assessment period. Please check with Studyabroad@winchester.ac.uk if you are unsure.*

Apply for University Managed Housing

Erasmus, EU or Overseas Visiting (partner and non-partner universities)

Erasmus, EU or Overseas Visiting students should submit a Housing Application form with their Study Abroad application. Please make sure to select a bedding pack*. Kitchen packs are also available on request for approx. £42 for those in self-catered accommodation. Please note that places in Housing are limited and you will be advised to arrange accommodation in the private sector if University Managed Housing is oversubscribed.

American/Canadian Visiting and Exchange (partner university students only)

Students from our American/Canadian partner universities who were nominated before the deadline do not need to apply for housing. Students from American/Canadian Partners are normally contracted to stay in catered accommodation, with a meal plan of approximately 14 meals per week.

Check housing arrangements

If you are in University Managed Housing, please check that you have received an email confirming your housing allocation. You will receive your room number and a “sample licence” via email from our Housing Department. You will then sign your actual license agreement when you arrive. A bedding pack will be provided*.

If you have any queries regarding housing, please contact Housing@winchester.ac.uk

**For Study Abroad students, bedding packs are included in accommodation costs advertised on our webpages. Bedding packs consist of a duvet and cover, pillow and cover, and sheet – all for a single bed.*

PAT testing of electrical items you bring to University Managed Housing

All portable electrical items brought into the accommodation must be PAT (Portable Appliance Tested) tested for safety (e.g. laptop computers, hairdryers). EU and US electrical supplies are of a lower voltage and your electrical item may not be earthed. To use the item in the UK, you will need an earthed adaptor that is compatible with UK electrical outlets. If your adaptor is deemed unsafe, we will arrange a suitable alternative. ANY electrical items deemed unsafe

will be held in trust by the University. Exact details of when your items will be tested will be provided after you move in.

Check visa arrangements

Please check the website www.ukba.homeoffice.gov.uk and <https://www.gov.uk/check-uk-visa> for up to date visa regulations. Please note that students coming to the UK for **six months or less** and not intending to work (or undertake work experience) **do not** require a Tier 4 student visa. Instead they need a Short Term Study Visa.

Non visa nationals can apply at the airport upon arrival. You will need to bring your University of Winchester acceptance letter, and tell the Immigration Officer that you wish to enter as a 'Student Visitor'. Please ensure that the Immigration Officer gives you the Short Term Study Visa entry stamp. Without this endorsement, your entry clearance will be that of a General Visitor.

Visa nationals should apply at the British Embassy nearest to them for a Short Term Study Visa. Student Visitors are a different immigration category to Tier 4 Visa Students and carry several restrictions:

- You must be at least 18 years old
- You cannot extend your time as a Student Visitor
- You are entirely prohibited from working
- You cannot 'switch' into the 'Student' category whilst here, e.g. to work
- You cannot bring a dependent.

Students can study part-time or full-time under the Short Term Study Visa route.

Students who require visas are advised to travel directly to England and not via the CTA*, as this causes immigration complications.

**The Common Travel Area (CTA) comprises the UK, the Republic of Ireland, the Bailiwick of Guernsey, the Bailiwick of Jersey, and the Isle of Man*

American and other Non-EU nationals intending to work whilst in the UK (including work experience), and/or considering the possibility of **extending their stay beyond six months**, MUST contact studyabroad@winchester.ac.uk for further advice regarding visas. Non-EU students will normally be advised to contact us to obtain a Confirmation of Acceptance for Studies (CAS) form so that they may apply for a Tier 4 student visa from a British diplomatic mission in their home country, which must be done before arrival in the UK.

Find out how and when to pay tuition and/or housing fees

Students who pay tuition fees and/or housing fees will be emailed with further information regarding how to make payments online or via bank transfer. This information will be sent out in early August.

One semester

For student staying for one semester only, payment can be paid in two instalments if this is helpful; the first instalment before you arrive and the second at enrolment.

Students staying for whole academic year: EU, US and other overseas visiting students

If you wish to pay in three instalments by the University's preferred payment method the three instalments are 13 October 2017, 19 January 2018, and 11 May 2018. If you wish to pay in full, the deadline for full payment is 13 October 2017.

If your home university pays on your behalf, an invoice will be sent to them before your arrival date.

Complete 'Online Registration' – Opens 4 December

Online Registration opens on 4 December and must be completed by students prior to arrival. Your username and password have been sent to you via email. Online registration is simply an online process to confirm your personal details. At this time, you will gain access to the University Intranet and other services, including our Wi-Fi Network (Eduroam Network).

Book a place on the airport pick-up coach

We run an airport pick-up service on the specified arrival date for students flying in to Heathrow. We ask that you book as early as possible to guarantee a place. For January 17/18, the specified date is Thursday 11 January. The Airport Pick-up booking form is available from International.Students@winchester.ac.uk or <http://www.winchester.ac.uk/Studyhere/studyabroad/incoming/PracticalInformation/Pages/Practical-Information.aspx>

Arrivals to airports/ ferry terminals other than Heathrow

If you are travelling via another airport/ ferry terminal, you can either make your way to Heathrow and join the University's coach service, or travel independently to the University. If travelling independently, you can use the following websites to plan your journey: www.nationalrail.co.uk (website for all UK train companies) or www.nationalexpress.com (UK's main coach company). The University is a short walk from the railway station, and a slightly longer walk from the coach stop. You may want to consider taking a taxi (5 -10 minute ride): www.wintaxcars.com (01962878727); www.winchtaxis.com (0792 2233 545); www.wessexcars.com (01962 877749).

If you are travelling independently and have an estimated time of arrival, we recommend that you advise our International Officer at International.Students@winchester.ac.uk. If you are arriving on our main arrivals day (11 January), you will need to arrive at Main Reception, Sparkford Road (open 7 am-7pm). If you arrive out of hours, please ring the Site Steward (Security). There is an internal phone and instructions in the foyer to Main Reception. The internal number for the Main Campus Site Steward (Security) 7666 will be listed. The external number is 01962 827666. For Maps and Directions to the University of Winchester, please go to: <http://www.winchester.ac.uk/contactusandmaps/Pages/contactusandmaps.aspx>

Arrange Student Support

Disabilities, Learning Differences, Long-term Health / Mental Health Issues

The Disability and Learning Diversity Team within Student Services will be happy to discuss any support requirements with you. If you require support whilst studying at Winchester and have not already been in contact with the team, please do contact them at Disability@winchester.ac.uk as soon as possible. Please note that evidence (e.g. Educational Psychologist report or medical letters) will be required.

Medical cover for students on short courses

<https://www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/access-services-in-England.aspx>

Non-UK residents will be charged for hospital treatments. If you are an overseas visitor to the UK, you may be charged for some treatments and, depending on urgency, you will usually have to pay in advance. Hospital treatment is free to 'ordinary residents' of the UK, but if you are visiting the UK then you are likely to be charged by an NHS hospital for the treatment you receive. Not paying this charge may have an effect on any future immigration application you make

and you risk being rejected. Certain people who are not ordinary residents in the UK are still entitled to some hospital treatment free of charge. These include those working for UK-based employers and students on courses of at least six months. UK state pensioners living outside the EEA, and those visiting from countries that have a reciprocal healthcare agreement with the UK, are also entitled to free hospital treatment, but not pre-planned treatment or treatment that can await their return home. If one of the following applies to you, then you will be exempt from charges for all of your NHS hospital treatment, except any statutory charges such as prescriptions (see www.nhs.uk/NHSEngland/Healthcosts/Pages/Prescriptioncosts.aspx).

Also for EU/EEA see: www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/visitors-from-the-eu-eea.aspx

If you are a visitor from the European Economic Area (EEA) then you are strongly advised to bring a valid European Health Insurance Card (EHIC) (see www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx) with you, otherwise you may be charged for your healthcare. Your EHIC entitles you to state healthcare at a reduced cost (or sometimes free of charge). It will cover you for treatment that is needed to allow you to continue your stay until your planned return. It also covers you for treatment of pre-existing medical conditions and for routine maternity care, as long as you're not going abroad to give birth. Bear in mind that the UK's healthcare system may be different from your home country and therefore your EHIC might not cover everything that you would expect to get free in your home country. Also, the EHIC is not an alternative to travel insurance. It will not cover any private medical healthcare or costs such as mountain rescue in ski resorts, being flown back home, or lost or stolen property. Therefore, it is important to have both an EHIC and a valid private travel insurance policy.

Ensure you have the appropriate documents for arrival at immigration

- Your University Acceptance letter
- Your accommodation contract/confirmation email
- Evidence of financial means (e.g. bank statement or student loan letter)
- Your passport
- Proof of travel into the UK if you enter through a Common Travel Area* port/airport to show it was less than 90 days earlier (if you are on a Student Visitor visa).

**The Common Travel Area (CTA) comprises the UK, the Republic of Ireland, the Bailiwick of Guernsey, the Bailiwick of Jersey and the Isle of Man.*

If you are a non-visa national applying for entry clearance as a Student Visitor at the airport, please ensure that the Immigration officer writes 'VST' or 'STV' over your immigration stamp. Without this written endorsement, your entry clearance will be that of a General Visitor.

International Society

Please consider joining the **International Student Society 2017/18** Facebook page before or after you arrive. You'll get to meet new and returning international students, and we will be there to answer your questions: <https://www.facebook.com/groups/1936524963300967>

Pre-arrival check list

- Received confirmation of Housing (if staying in University Managed Housing)
- Visa arranged (if required)
- Find out how and when to pay
- Inform us if Student Support is required
- Complete online registration (pre-enrolment)
- Book a place on the Heathrow pick-up coach (if required)
- Check and gather documents required

Upon arrival

You will undoubtedly be bombarded with lots of information during your arrival and orientation. Please don't worry as you'll soon find things fit into place once you become more familiar with your surroundings.

Enrolment and Orientation

At Enrolment and Orientation you will be formally enrolled into the University and will have the opportunity to find out lots of information and meet staff and other students. This is also your opportunity to find out about Support Services at the university, register with a doctor, meet new people, and just generally find your feet. We recommend you attend as many of the sessions as you can!

Please refer to the International Student Orientation Schedule details, times and locations.

There are three compulsory sessions on 12 January:

- Passport and visa checks - ALL Study Abroad students, including Erasmus/Visiting/Exchange
- Enrolment and finance checks
- Erasmus/Visiting/Exchange information – you will get to meet students and staff from Study Abroad

We also ask you to ensure you attend the relevant Academic Study in the UK session:

12 January:

- Academic Study in the UK – English as a 1st language (e.g. USA and other native English speakers)
- Academic Study in the UK – tailored for Norwegian students

12 January:

- Academic Study in the UK for Erasmus and EU visiting students
- Academic Study in the UK – English as a 2nd language

Please do attend the International Student Welcome Reception on 12 January

Academic Skills

Assignments at UK Universities are likely to differ from assignments at your home University. The differences go beyond different spelling or language practices. The free Academic Skills service can help you to understand what is required and to develop techniques to manage those differences. Find ways to both enjoy and engage with your studies in an efficient and successful way. Try out workshops on a range of subjects, including essay writing, academic referencing, and presentations to help you adapt your experience to UK University practices. For more details, email: academicskills@winchester.ac.uk

Welfare / Academic concerns

Our Student Services team is here to support you. If you find yourself concerned by personal or academic issues, please contact our Student Services team. They will signpost you to the correct support, or liaise with your programmes if you need to take absence/obtain extensions due to extenuating circumstances (e.g. illness or bereavement). Please remember to tell the adviser that you are a Study Abroad student and may be taking modules from more than one programme/faculty. Please also contact Study Abroad and/or the International Officer for advice. Email Student.Advice@winchester.ac.uk | Tel: 01962 827341 | Visit: The Zone, Main Building (Ground Floor) – no.7 on the map | <http://www.winchester.ac.uk/Studyhere/student-services/Pages/StudentAdvice.aspx>

Internet access and mobile phones

Internet Access

Eduroam is the University's wireless provider with hotspots located around all campuses and in Student Housing. Select Eduroam as the Wi-Fi network on your device and enter your Winchester username and password (password set at online registration). Ensure you accept the Client Authentication certificate. If you are having any difficulty, contact the IT Helpdesk in the Library, *no.12 on the map*.

Username: username@unimail.winchester.ac.uk

Password: the password you set at online registration

To ensure guaranteed internet connection for students in University Managed Housing, there are wired data points within all study bedrooms, although Wi-Fi is also available in all communal areas and most study bedrooms.

Mobile Phones

The International Officer (Student Services) will provide free SIM cards containing a small amount of credit, which will be sufficient to send several texts (SMS) or make a quick call home when you first arrive. If you subsequently wish to keep using the SIM card, you can register with the company online and purchase additional credit. The University takes no responsibility whatsoever for your use of the SIM card, the network provider, or for any contract you may enter into with the company.

Module Registration

You should submit your module choices with your Study Abroad application. You will be emailed the modules/classes you are registered on before your arrival. You can also see which modules you are officially registered on by going to My Record on the University Intranet. **Please note that it is your responsibility to ensure that the modules you have been registered on satisfy the credit and programme requirements for your home University.** Please note that module registration is subject to change, due to module cancellations or timetable clashes. In this situation, we will refer to your reserve modules or contact you for a new selection. Each module also has a Canvas page which can be easily accessed. Please note the Canvas pages are managed by the Faculties and provide access to lecture information only. Canvas does **not** confirm official registration on a module.

Timetables

Your official timetable will be given to you during Induction/Orientation activities. Due to the logistical complexities of room scheduling, we are unable to provide this in advance. You must ensure that you are signed up to four modules (or 60.00 credit equivalent), as this is a full-time study load. Please ensure that your chosen modules add up to a total of 60 credits per semester. Most modules are worth 15 credits (7.5 ECTS). If you require less than 60 credits, please ensure that your home institution approves. In this case, we will require written proof of your University's official approval.

How/when to change your modules

The deadline for module changes will be the end of Teaching Week 2. Any changes to your timetable should be made by emailing Studyabroad@winchester.ac.uk. Your modules cannot be changed by professors, by Faculty Offices or via Canvas. **You will only be assessed and receive the results for modules on which you are registered. Please note that you are responsible for contacting your home institution regarding any proposed changes to your registered modules.**

Erasmus students will require a new Learning Agreement to be signed by their home institution

Faculty Offices

Each module belongs to a programme and each programme belongs to a Faculty. You will also be assigned to a 'Home Faculty' and this will be shown on 'My Record' and your student ID card.

Faculty of Arts (ARTS)

Faculty Office, St Alphege – *no. 17 on the map*

American Studies, Communication, Creative Writing, Dance, Drama, English, Film, Journalism, Media

Faculty of Business, Law and Sport (BLS)

Faculty Office, West Downs, Room WD15 – *no. 22 on the map*

Business, Digital Media, Event Management, Fashion, Law, Sports

Faculty of Education, Health and Social Care (EDN)

Faculty Office, St Grimbold's Court, *Room SGC115 to SGC114 – no. 8 on the map*

Childhood Youth and Community Education Studies, Interprofessional Studies, Modern Liberal Arts, Teacher Training

Faculty of Humanities and Social Sciences (HSS)

Faculty office, Medecroft – *no. 21 on the map*

Archaeology, Classical Studies, Criminology, Forensics, Geography, History, Politics, Sociology and Theology

Psychology Admin will be in the Herbert Jarman Building (HJB 11) – *There is disabled access via Burma Road.*

Value Studies module options are offered by our Institute for Value Studies: www.winchester.ac.uk/valuestudies

Assessments and Results

Please be aware that several modules spans both semesters (i.e. a 30 credit module with an assessment at the end of semester 2). If you are only here for one semester, you will need to notify your module tutor for alternative assignments. If you are on Study Abroad in semester 1, your modules are normally assessed by assignment rather than by exam. Please check with your module tutors to clarify what assessments you will need to do. If you are on Study Abroad in semester 2, you may find that your module is assessed by exam in the May exam period. If you are not staying for the May exam period, you will need to ask your module tutors for an alternative assignment. An e-copy of your transcript of results will be emailed to your University email (unimail) and a hard copy will be posted to your home institution. **Please note that we are unable to give out results early.**

Semester 1 students should expect their semester 1 results to be sent in **late-February**

Semester 2 students should expect their semester 2 results to be sent **early July**

If you fail a module, you will be contacted by the programme administrator (by email) with the offer of a redemption exercise. The redemption work will need to be submitted by email by a stated deadline. **Please always ask for a submission receipt! The maximum mark you could achieve for a redemption exercise is 40% (a pass).**

And finally... Please don't hesitate to check our webpages or contact Study Abroad at Winchester if you still have queries: <http://www.winchester.ac.uk/Studyhere/studyabroad/incoming/Pages/Incoming-Students.aspx> and <https://learn.winchester.ac.uk/course/view.php?id=2677>

We are looking forward to welcoming you!

Beth Holding – on behalf of Study Abroad at Winchester

Study Abroad Coordinator, Registry

The University of Winchester

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