



# Welcome

We hope you have had a good journey to the UK and we would like to welcome all our new students to Lancaster University. If you have any immediate questions please do ask one of our representatives. In the meantime, please make yourself comfortable and we will help you to the coaches as soon as possible. Once you have arrived at Campus, there will be representatives waiting to help you to guide you to your College.

The International Student Advisory Service office is open Monday to Friday between 9am and 5pm so if you need any assistance, please do get in touch with us.

To make an appointment to speak to one of our advisors, please telephone 'The Base' on 01524 592525.

If you have a question that you think can be dealt with quickly, you can e-mail [international.support@lancaster.ac.uk](mailto:international.support@lancaster.ac.uk)

## **The International Student Advisory Service**

The International Student Advisory Service is part of Student Based Services, based in University House . We are the designated Lancaster University immigration and advice service provider for all our international students.



The Base—a one stop enquiry desk for Student Based Services and is located to the left of the reception desk in University House— call in or telephone 592525 to make an appointment.



Speak to us directly via telephone at 01524 592010 for advice or to make an appointment to see one of our Advisors regarding immigration or welfare issues.



Use our quick response email service at

[international.support@lancaster.ac.uk](mailto:international.support@lancaster.ac.uk)

You can find further information at our webpages here:

<http://www.lancs.ac.uk/sbs/international/>

International Student Advisory Service, Student Based Services, University House, Lancaster University, LA1 4YW

*“Authorised to provide immigration advice and services by an order made under section 84(4)(d) of the Immigration Asylum Act 1999 (The Immigration and Asylum Act 1999 (Part V Exemption: Educational Institutions and Health Sector Bodies) Order 2001 (Statutory Instrument 2001 No.1403)”*

# INTRO WEEK EVENTS

During Intro Week there are many sessions that are designed to help you make the most of your time at Lancaster. You are welcome to attend any of the sessions that are listed in your Intro Week Guide booklet – remember to join in the fun stuff too!

We have listed below some sessions that are designed especially to help international students and we do hope you will be able to attend these.

Sunday 2<sup>nd</sup> October – Wednesday 5<sup>th</sup> October Main registration sessions including Police registration (please see further details below)

## **POSTGRADUATE REGISTRATION**

**Research students (i.e. students studying for MDs, PhDs and MPhils) must register on Tuesday 4th October, between 9:00 and 10:30.**

You should then make every effort to attend the central induction programme that follows from 10:30.

If, for any reason, you are unable to attend registration, please visit 'The Base' in the foyer of University House from Thursday 6th October onwards to register.

At registration, you will be able to pick up your Library card, which is also your student identification card. You will also be issued with your computer account details .

It is essential that you complete the online pre-registration procedure prior to arrival. You must print off your "Confirmation on of Registration and Membership of the University" form and bring this with you to registration.

Students responsible for their own fees will also be expected to pay at least the first instalment when they register. You can pay with most major credit cards (except American Express and Diners Club). If you are going to pay by cheque, please prepare your cheque in advance, making it payable to 'Lancaster University'.

Please ensure that you:

- Pre-register online and bring your "Confirmation of Registration on and Membership of the University" form to registration.
- Have appropriate proof of identification on in order to register. If you are an overseas student (non EU) you will need to bring both your passport and visa. UK and EU students will require either their passport, or two of the following: National Health Medical Card, driving licence, National Insurance Card, credit card, or cheque book/bank documentat on. If you do not have appropriate ID, you will not be allowed to register. You will also need to provide proof that you have met your conditions (if you have been given a conditional offer).

**Registration for taught courses (PGDip, MA, MBA, MSc, MMus, MRes and LLM)**

**Library Reading Room, Tuesday 4 October & Wednesday 5 October**

Taught course students must register at the appropriate session, as shown below. To avoid queuing you may prefer to arrive later in the session, when it is usually much quieter. Please note that students on some part-time programmes will receive details of their registration on event directly from the department - please still complete the pre-registration procedure.

Accounting & Finance	Wednesday 09:30-10:40
Applied Social Science	Tuesday 10:30-11:20
Biomedical and Life Sciences	Wednesday 14:30-15:00
Computing & Communications Systems	Wednesday 15:00-16:00
Economics	Wednesday 10:40-11:50
Educational Research	Tuesday 11:20-12:00
Engineering	Wednesday 15:00-16:00
English & Creative Writing	Wednesday 14:00-14:30
European Languages & Cultures	Wednesday 14:00-14:30
Graduate Management School	
MBA Programme	Wednesday 09:00-09:30
MSc E-Business and Innovation	Wednesday 11:50-13:00
MSc/MRes/PGDip IT, Mgt & Org Change	Wednesday 11:50-13:00
MSc/MRes/PGDip in Management	Wednesday 11:50-13:00
MSc Management & Innovation	Wednesday 11:50-13:00
MSc Management & Law	Wednesday 11:50-13:00
MSc Management & Marketing	Wednesday 11:50-13:00
Health Research	Tuesday 10:30-11:20
History	Wednesday 14:00-14:30
Lancaster Environment Centre	Wednesday 14:30-15:00
Lancaster Institute for Contemporary Arts	Wednesday 14:00-14:30
Law	Tuesday 10:30-11:20
Linguistics & English Language	Tuesday 10:30-11:20
Management Learning & Leadership	Wednesday 10:40-11:50
Management Science	Wednesday 10:40-11:50
Marketing	Wednesday 10:40-11:50
Mathematics & Statistics	Wednesday 15:00-16:00
Organisation, Work & Technology	Wednesday 11:50-13:00
Politics, Philosophy & Religion	Tuesday 11:20-12:00
Psychology	Wednesday 15:00-16:00
Sociology	Tuesday 11:20-12:00

## UNDERGRADUATES

### Sunday Registration

Another essential, if your arrival day was Saturday you must register with the University today in the Library Reading Room. See the timetable below and go at the time allocated to your surname, and read more detail about the process in your intro week guide.

	A-B	C-F	G-J	K-P	Q-S	T-Z
Lonsdale	09:00	09:20	09:40	10:00	10:20	10:40
Fylde	11:00	11:20	11:40	12:00	12:20	12:40
Pendle	13:00	13:20	13:40	14:00	14:20	14:40
County	15:00	15:20	15:40	16:00	16:20	16:40

### Monday Registration

Another essential, if your arrival day was Sunday you must register with the University today in the Library Reading Room. See the timetable below and go at the time allocated to your surname, and read more detail about the process in your intro week guide.

	A-B	C-F	G-J	K-P	Q-S	T-Z
Cartmel	09:00	09:20	09:40	10:00	10:20	10:40
Furness	11:00	11:20	11:40	12:00	12:20	12:40
Grizedale	13:00	13:20	13:40	14:00	14:20	14:40
Bowland	15:00	15:20	15:40	16:00	16:20	16:40

### Wednesday 5 October

#### Part One Enrolment

**09:00-17:00:** George Fox Building: The first of two major events today. You must attend to enrol on your part one courses, and this includes part time students. Alternative arrangements for Direct to Part Two and Study Abroad students will be sent separately as relevant. The timetable is below, with further information your intro week guide.

**09:00-10:00:** Furness

**10:00-11:00:** County

**11:00-12:00:** Grizedale

**12:00-13:00:** Lonsdale

**13:00-14:00:** Bowland

**14:00-15:00:** Pendle

**15:00-16:00:** Fylde

**16:00-17:00:** Cartmel

**NB** Natural Sciences, Combined Science & Combined Technology students should register between 10:00 & 14:00. Students from departments within the Management School, with the exception of Accounting and Finance, should report to the Management School Building to enrol.

## **Do I need to register with the Police?**

If you are a national of one of the countries on the list below, as part of your University registration session on **you will also be required to register with the Police who will be in attendance in the Library throughout the registration period Sunday 2<sup>nd</sup> October to Wednesday 5<sup>th</sup> October**. If you are unable to attend any of these sessions you must ensure that you register with the Police at Lancaster Police Station within 7 days of arrival in the UK.

### **Please ensure you bring these documents with you to the registration session**

- Registration fee of £34.00 per person, payable by cash only. Please ensure you have the correct amount of money.
- Your original passport and/or travel documents (visa, biometric residence permit etc).
- A photocopy of your passport photograph page and your visa page.
- One passport sized photograph.
- The completed [Overseas Registration Form](#)

Afghanistan	Lebanon
Algeria	Libya
Argentina	Moldova
Armenia	Morocco
Azerbaijan	North Korea
Bahrain	Oman
Belarus	Palestine
Bolivia	Peru
Brazil	Qatar
China	Russia
Colombia	Saudi Arabia
Cuba	Sudan
Egypt	Syria
Georgia	Tajikistan
Iran	Tunisia
Iraq	Turkey
Israel	Turkmenistan
Jordan	UAE
Kazakhstan	Ukraine
Kyrgyzstan	Uzbekistan
Kuwait	Yemen
	Holders of Stateless Documents

In accordance with [Paragraphs 325 and 326](#) of the Immigration Rules, nationals of countries in the above list are required to register with the police where they are given

leave to enter for more than 6 months. **The entry clearance vignette must state if registration is necessary.** Dual nationals should not be required to register unless both the nationalities held are listed above. Dependants aged 16 or over of nationals required to register with the police are only required to register if they are also nationals or citizens of one of the countries where registration is required.

### **Wednesday 5th October – International Students' Evening**

Great Hall Foyer from 6.30 pm

All new international and EU students are invited to a reception, where you will be welcomed with a speech by the Pro Vice-Chancellor and the Student Union President. Free food and soft drinks will be served. Following the reception there will be performances and displays featuring some of the University societies and groups.

### **Thursday 6th October – Orientation and free breakfast for International Students**

George Fox Building, Lecture Theatre 1, 9.30am – 1.00pm

The International Student Advisory Service (Student Based Services) invites all international (including EU) students for breakfast and to the following sessions, which will provide information about living and studying in the UK. You are welcome to attend all these sessions or just those that are of interest to you. There will also be display stands in the George Fox Building foyer area where organisations including the Health Centre, banks, UniTravel, the International Women's Group (and many more) will be there to provide you with useful information about their services.

**09:30:** Breakfast is served in the George Fox Building foyer. Please come and join us for a continental breakfast including fruit, croissants, muffins, fruit juice, tea, coffee and much more.

**10:00:** Welcome from Professor Steve Bradley, Pro-Vice Chancellor for International Students.

**10:05:** The International Student Advisory Service: Presentation on a wide range of support available for international (including EU) students.

**10:20:** Student Based Services & The Base: An explanation about student support facilities and how to use The Base.

**10:40:** Managing your Money: Information about costs in the UK, advice about where to shop in Lancaster, insurance, avoiding fines, driving in the UK and other useful tips.

**11:00:** Health and well-being: Presentations on how to access the UK's National Health Service and information about the welfare and counselling services.

**11:20:** Getting used to life in Britain: Making the cultural adjustment to living in the UK. The session will cover recognising and dealing with culture shock, information and tips about British culture.

**11:40:** Lancaster University Students' Union (LUSU) – Find out about how LUSU works, how you can be involved and the work they do.

**12:00:** Life as an international student – A personal journey: Some tips and insights from current international students.

**12:20:** The UK's academic and learning culture: What every international student should know about studying in the UK. Advice and information about the UK academic learning environment and study skills support at Lancaster University.

**12:40:** Working in the UK: Practical advice about working in the UK during and after your studies. Session to include information about your legal entitlements, work related visas and UK recruitment culture.

There will also be many other useful organisations displaying information in the George Fox foyer throughout the morning.

**Sunday 9th October - International Students tour of Lancaster and surrounding area.**

A coach trip around the local area, including Williamson's Park in Lancaster and Morecambe Bay. This trip is free of charge, but limited in number – Please register and collect your free ticket from The Base A8, University House. The coach will leave from the Chaplaincy Centre at 1.00pm and return to campus around 4.00pm.

**World Mental Health Day – Monday 10<sup>th</sup> October 2011**

The graphic contains the following elements:

- Three 'Treasure Hunt' booklets with a cartoon character and city skyline.
- Lancaster University logo (text and red stylized symbol).
- Two white t-shirts: one with 'Mental Health' and another with 'Treasure Hunt! Find Us!'.
- Central text in red: 'Come and FIND US! At Lancaster University's GREAT HALL MONDAY 10<sup>TH</sup> OCTOBER 2011 Visit [www.lancs/sbs/counselling](http://www.lancs/sbs/counselling) to see event program and book on workshops!!'

As part of World Mental Health Day, the Counselling Service are organising a Treasure Hunt. To enter the treasure hunt collect one from The Base or The Great Hall on the day – you have until Monday 17<sup>th</sup> October 2011 to complete and submit to – The Base – to be entered into a prize draw.

We have some amazing prizes! (Make sure you write your names on the back!!) Results will be posted on the University website.

The treasure hunt is based around Lancaster Town Centre – and is for students, staff & their families. The hunt is suitable to be completed alone – however is also very suitable in a group of up to 4 people per booklet.

You can find further information about what you need to do during the first week here:

<http://www.lancaster.ac.uk/sbs/fresh/theguide2011ug.pdf> (undergraduates)

<http://www.lancaster.ac.uk/sbs/fresh/theguide2011pg.pdf> (postgraduates)

### **Carnforth Rotary Dinner 27<sup>th</sup> October 2011**

Carnforth Rotary Club would like to invite 20 international students to join them for a 3 course meal at Longlands Inn, Carnforth. <http://www.longlandshotel.co.uk/>

This event will be held on Thursday 27<sup>th</sup> October starting at 7pm, finishing at approximately 10pm. Transport will be arranged by the University to depart at 6.30pm. To book a place, please sign up at The Base.

### **Events coming soon:**

#### **International Women's Group**

The group aims to provide a place where women can meet and chat and share experiences of living in Lancaster. It is also a good place to practice English and learn more about British and other cultures. The group will meet from mid-Michaelmas term and we will send further details nearer the time.

#### **English Language Classes**

English Language Classes will also be available for the spouses of international students and further details will be sent soon.

#### **Mayor's Welcome**

There will be an opportunity to visit Lancaster Town Hall and to meet the Mayor during Michaelmas term. Further details will be available soon.

## Postgrad Group – Monday @ 8pm



Postgrad Group is a social group which includes postgraduate students, members of university staff, mature students and ex-students who have stayed in Lancaster.

The group usually meet on Monday nights starting at 8pm. We spend our time having socials, presentations from group members or visitors, or stimulating discussions on a range of topics. The group isn't a 'Christian' one by constitution, in fact the group doesn't have a constitution. We welcome members from varied backgrounds, and try to tailor our programme to reflect this. Here's an idea of what's coming up this term (the programme may change a little as the term progresses):

Date	Week	What's going on?	Where is it?
26 <sup>th</sup> September		Film Evening	Catholic Flat
3 <sup>rd</sup> October		Build your own Quiz	Catholic Flat
10 <sup>th</sup> October	1	Welcome Social	Catholic Flat
17 <sup>th</sup> October	2	Talk from Brian 'Furness Abbey - History and Architecture'	Catholic Flat
Sat 22 <sup>nd</sup> October		Visit to Furness Abbey	Furness Abbey
24 <sup>th</sup> October	3	Shared Meal	Chaplaincy Centre
Thu 27 <sup>th</sup> October		Opera - Carmen	Grand Theatre
31 <sup>st</sup> October	4	Pumpkin Carving	Chaplaincy Centre
Sat 5 <sup>th</sup> November		Fireworks	Lancaster
7 <sup>th</sup> November	5	Photography Session	Catholic Flat
14 <sup>th</sup> November	6	Talk from David 'Fire and Death'	Catholic Flat
21 <sup>st</sup> November	7	Games Evening	Catholic Flat
28 <sup>th</sup> November	8	Pub Trip to Garstang	Garstang
5 <sup>th</sup> December	9	Talk from Hugh 'The poisoning of the Cardinal'	Catholic Flat
12 <sup>th</sup> December	10	Christmas Party	Chaplaincy Centre

Feel free to join us anytime, and if you'd like to join our mailing list to keep up with updates to the programme, email us at:

[postgradgroup@gmail.com](mailto:postgradgroup@gmail.com)

<http://sites.google.com/site/lancsunipg>



## Contacts for Study Advisers in faculties

- Joanne Wood Faculty of Arts & Social Sciences  
[studyadvice.fass@lancaster.ac.uk](mailto:studyadvice.fass@lancaster.ac.uk)
- Robert Blake Faculty of Sciences & Technology, School of Health & Medicine  
[studyadvice.fstandshm@lancaster.ac.uk](mailto:studyadvice.fstandshm@lancaster.ac.uk)
- Gill Burgess Lancaster University Management School  
[studyadvice.lums@lancaster.ac.uk](mailto:studyadvice.lums@lancaster.ac.uk)

Gill Burgess is the academic adviser for LUMS and works with all students on aspects of study. Gill offers regular drop-in sessions and you can find further details at the webpages here: <https://luvle.lancs.ac.uk/studyadvice/studyadvicelums.nsf>

## **BANKS**

The offices of Barclays and NatWest will be open on campus during the arrivals weekend and there will be further information available at the International Students Orientation day.

Representatives from Lloyds TSB will also be distributing information on campus over the weekend and will also be available at Orientation. They will be having late evening opening until 7pm at their Lancaster city centre branch on Thursday 6<sup>th</sup> October.

There are many banks available in Lancaster including: HSBC, Yorkshire Bank, Halifax, Royal Bank of Scotland, Lloyds TSB, NatWest, Barclays. You will need your passport or EU national ID card and confirmation of your UK address to open your bank account. You can ask your College Residence Officer for a letter confirming your address on campus.

## **LUSU SOCIETIES**

There are many societies at Lancaster University, run by the Student's Union (LUSU). You can find a list from the following LUSU web page: <http://activities.lusu.co.uk/>

## **HOST**

HOST brings together international students at universities and colleges in the UK with friendly British residents who welcome students to their homes for a short visit. Hosts give students an experience of the culture and way of life in Britain. Students give hosts a personal insight into other parts of the world. It is a unique opportunity for both students and hosts to be ambassadors for their own country and to make a positive contribution to

international understanding. You can get an application form and further information from the website [www.hostuk.org](http://www.hostuk.org).

## **BUSES AND TRAINS**

We have a very good bus network at Lancaster. Typically, buses leave the Chaplaincy Centre to Lancaster and from Lancaster Bus Station to the University every 10 – 15 minutes. Buses are also available to Preston, Blackpool (south of Lancaster) and to the Lakes (north of Lancaster). It is a few minutes on the bus to the train station if you are travelling further afield – there are regular services to as far north as John O’Groats in Scotland or as far south as Land’s End in Cornwall!

A train to the Lake District takes approx 30 minutes from Lancaster or if you would like to take a trip to London, the train takes between 3 – 4 hours. For further information about places to visit take a look at [www.visitbritain.com](http://www.visitbritain.com) or [www.nationalrail.co.uk](http://www.nationalrail.co.uk) for train timetables.

## **HARASSMENT NETWORK**

We sincerely hope that you will never need to consider using the Harassment Network while you are at Lancaster, but if you ever do consider that you have received treatment, or any form of attention, that makes you feel uncomfortable, fearful or embarrassed then you might wish to consider talking to a member of the Network. You can find contact details and more information about what might constitute harassment in the orange ‘Lancaster University says NO! to harassment & bullying’ leaflet available from ‘The Base’ and college foyers or by emailing [HarassNet@lancaster.ac.uk](mailto:HarassNet@lancaster.ac.uk)

## **HEALTH MATTERS**

### **BAILRIGG HEALTH CENTRE**

The Bailrigg Health Centre is located on the perimeter road to the south of the roundabout at the top of the drive up to campus. The telephone number is 01524 387780. This practice also has a surgery in town at 38 King Street in Lancaster. You can contact this office on 01524 541651.

### **DENTAL PRACTICE**

This dental practice on campus does not offer treatment under the National Health Service (NHS). If you wish to register with this practice you will be treated as a private patient, which is very expensive. The dental clinic can be found adjacent to Bailrigg House. Appointments may be made by telephoning 01524 59459

### AMBULANCES

Anyone needing an ambulance should dial 999 on the internal telephone system rather than a mobile. The call is channelled through Security, who can meet the ambulance and quickly direct to the scene.

### USEFUL TELEPHONE NUMBERS

NHS Direct (telephone line for medical help) 0845 4647

Royal Lancaster Infirmary 01524 65944

Royal Lancaster Infirmary Accident & Emergency 01524 583100

## **CHRISTMAS**

Although it no doubt seems a long way away still, you might want to build into your holiday planning the fact that the University closes for Christmas. During this time, most of the administration and support services on campus will be closed as will most shops. Although there are some services available you may want to plan in advance as to how you will spend this time.

Lancaster offers some good entertainment over the holidays and many shops in the city remain open apart from Christmas Day (25th December) and Boxing Day (26th December). We will be sending out some information and details of what is available over the Christmas holidays nearer the time.

The Lancaster Guardian is a local newspaper (available from the Newsagents on campus) and you can find details of what's on in Lancaster and the surrounding area as well as local news. This is also available online: [www.lancastertoday.co.uk/](http://www.lancastertoday.co.uk/)

You can also find information about what's on during vacations at the Students Union webpages here: <http://vacation.lusu.co.uk/>