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University of the
West of England

Welcome to UWE Bristol

UWE Science without Borders handbook 2015/2016

UWE Ciência sem Fronteiras – Manual 2015/16

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This information provided in this handbook is for guidance only, and is, to the best knowledge, correct at the time of publication. Version May 2015.



Welcome • Bem Vindo!



Welcome to the University of the West of England (UWE)! Selecting to study at UWE Bristol through the Science without Borders scheme will guarantee you a truly unforgettable student experience.

UWE Bristol is one of the UK's leading universities for graduate employment, and we have excellent links with leading global organisations such as Airbus, BBC, CERN, Hewlett-Packard, Santander and more.

Bristol is a brilliant city to study and live, famed for its music, festivals, food and culture. It is also only 90 minutes by train to London, and has an excellent transport network providing you easy access to the rest of the UK.

During your first few weeks, we will help you settle in and meet new people from around the world. These connections and contacts stay with you throughout your time at UWE Bristol, enriching your UK study experience.

Please read this handbook carefully, as it contains important information about becoming a student at UWE Bristol. The Study Abroad team is here to assist during your stay so please do not hesitate to contact us via studyabroad@uwe.ac.uk should you have any further queries.

Enjoy your time with us!

Seja bem-vindo à University of the West of England (UWE)! Optar por estudar na UWE Bristol através do Ciências sem Fronteiras irá garantir à você uma verdadeira e inesquecível experiência estudantil.

A UWE Bristol é uma das universidades líderes do Reino Unido, com alta taxa de empregabilidade para seus alunos e excelentes parcerias com as principais organizações mundiais, como: Airbus, BBC, CERN, Hewlett-Packard, Santander e muitas outras.

Bristol é uma cidade fantástica para estudar e viver. Uma cidade famosa por sua música, festivais, comida e cultura. Bristol está apenas 90 minutos de trem de Londres e possui uma excelente rede de transporte, oferecendo fácil acesso a todo o Reino Unido.

Durante suas primeiras semanas no campus, vamos ajuda-lo a se instalar e a conhecer novas pessoas de diferentes partes do mundo. Essas conexões e contatos ficarão com você durante todo o seu tempo na UWE Bristol, enriquecendo assim sua experiência de estudo no Reino Unido.

Por favor, leia este manual com atenção. Este é um guia muito importante, que tem como objetivo ajudar a resolver e a responder perguntas frequentes. O Study Abroad team está aqui para auxiliar durante a sua estadia, sendo assim, por favor, não hesite em nos contatar caso tenha mais alguma dúvida. Email: studyabroad@uwe.ac.uk

Aproveite o seu tempo com a gente!

A handwritten signature in black ink that reads "Steve West".

Professor Steve West
Vice-Chancellor, UWE Bristol

How to use this handbook

This handbook is your essential guide to studying at UWE Bristol through the Science without Borders programme.

It is very important that you read this handbook before you arrive to our University and bring it with you so that you can refer to it during your stay.

Further information will be sent to you by email and through the UWE Welcome website, so please make sure you keep checking your email account and let us know if you change your email address.

You should also bookmark some helpful pages including:

UWE Science without Borders page:

www.uwe.ac.uk/sciencewithoutborders

Like UWE Bristol on Facebook for all the latest news and events and to connect with other UWE students:

www.facebook.com/uwebristol

Join the UWE Bristol Study Abroad Facebook group to connect with other UWE Study Abroad students.

www.facebook.com/groups/UWEBristolStudyAbroad

Like UWE Global on Facebook. This page is specifically for international students studying at UWE Bristol to keep them up-to-date on essential information as well as social events:

www.facebook.com/uweglobal

Follow us on Twitter

<https://twitter.com/uwebristol>



UWEmobile is an application for iPhone and Android, keeping you connected to UWE and gives you access to the most useful information you need on the move.

Download from the iTunes App store or the Google Play store.



Science without Borders check list

This checklist has been designed to help you to prepare for your studies and to ensure smooth running of your experience at UWE Bristol.

✓ Before you arrive

- Accept offer from SwB UK (see pg. 6)
- Receive letter of sponsorship from CsF
- Apply for UWE accommodation (see pg. 14)
- Upload documents needed for your CAS via MyUWE
- Receive CAS if you need Tier 4 (General) Student Visa (see pg. 9)
- Apply for Tier 4 (General) Student Visa (see pg. 9)
- Receive visa (see pg. 10)
- Book flight
- Accept UWE accommodation offer
- Book UWE airport pick up or arrange alternative transport (see pg. 15)
- Arrange insurance (if needed) (see pg. 16)
- Obtain a medical report and prescriptions (if necessary)
- Obtain notarised copies of official documents to bring with you e.g. Passport, Brazilian ID card, Visa

✓ When you arrive

- Collect your keys and complete forms for your UWE accommodation (see pg. 17)
- Collect BRP from local Post Office (Tier 4 (General) visa students only) (see pg. 18)
- Register as a student with UWE Bristol (see pg. 17)
- Complete visa and passport scanning (for those on a Tier 4 student visa) (see pg. 18)
- Report to an Info Point in person once a term to complete attendance monitoring (see pg. 18)
- Register with the police in the UK (if required by your visa) (see pg. 18)
- Register with a doctor (see pg. 18)
- Log in to your University account and use your UWE e-mail (see pg. 18)
- Attend International Student Orientation and course induction (see pg. 19)
- Open a bank account (if needed) (see pg. 20)

✓ Whilst you are here

- Visit your campus library (see pg. 23)
- Visit the Students' Union and pick up your discount card (see pg. 24)
- Join student networks (see pg. 24)

✓ Returning to Brazil

- Obtain Certificate of Credit and syllabus (see pg. 21)
- Get involved with UWE/SwB Alumni network (see pg. 28)
- Look into PhD/Masters study at UWE (see pg. 28)

Section 1: Before you arrive

Once you have accepted your offer from UWE Bristol

All official university communication with **Science without Borders students** will be via the **UWE Welcome Website**. You will be sent your login ID and a password by email once you have been offered a place at UWE Bristol and accepted us as your first choice. All information about joining the University, airport pick ups, registration and the International Student Orientation will be provided here.

The Study Abroad team will also be in contact regarding any further information. Please make sure you keep checking your email account and let us know if you change your email address.

Term dates

Your study duration at UWE will depend on your subject area. The academic year runs from September to May/June for most subjects. For further information please see the [term dates](#).

UWE SwB students who enroll for September 2015 entry or with a 3 month Pre-sessional English language course (PSE) will normally complete:

- 3 month PSE course (from 22 June 2015) if applicable
- International Student Orientation:
9 September 2015 - 10 September 2015
- Welcome Week: 12 September 2015 - 18 September 2015
- First semester of academic study:
14 September 2015 – 15 January 2016
- Second semester of academic study:
18 January 2016 – 20 May 2016
- Research project / Internship: 1 June 2016 – 31 August 2016

Vacations:

14 December 2015 – 1 January 2016 (Christmas break)

21 March 2016 – 4 April 2016 (Easter break)

Examination Period:

4 January 2016 – 15 January 2016

25 April 2016 - 20 May 2016

Please note: Students who require a Pre-sessional English (PSE) language course are not permitted to travel directly after their Pre-sessional course finishes and before their main course begins. This is because they will need to be in Bristol to apply for their visa for their main course and to move accommodation.

Under the terms of your sponsorship, students are not permitted to return to Brazil until the end of their studies in the UK. Students can choose to undertake personal travel within and outside the UK during University vacations. However, students are not permitted to take personal travel during their term dates.



Section 1: Before you arrive

Visa and immigration advice

EU or EEA national/dual nationals

If you want to come to the UK to study and you are a national or dual national of an EU or an EEA country, you do not need a visa to study in the UK. If this applies to you it is important you inform UWE of this as soon as possible during the admissions process. You will need to upload a copy of your EU/EEA passport to your UWE Welcome Portal so UWE can update your student record.

Non-EU or EEA national/dual nationals

If you are not a national/dual national of an EU or an EEA country you will need to apply to the UK immigration authorities under Tier 4 of the Points Based System (PBS) to study in the UK. You must meet the requirements of the Immigration Rules which are in force on the date that you submit your immigration application.

Please note that Immigration Rules are subject to change so please check with the UK Embassy, High Commission or Consulate in Brazil for the most up to date rules before submitting a visa application.

If you want to make a successful Tier 4 (General) application, it is extremely important that:

Before you apply, you read and understand the Tier 4 (General) Student Visa Policy Guidance which can be found on this website: www.gov.uk/tier-4-general-visa/overview

- You check that you meet all the requirements before you apply
- You provide evidence in the exact format required by the UK Visas and Immigration (UKVI) department, as explained in the policy guidance and on the application form

- You complete all sections of the form, fully and accurately
- You allow plenty of time to collate the documents required to make your application
- Your application does not come under the general grounds for refusal
- You check with an adviser at UWE if you are unsure of any part of your visa application. The email address to use is: immigrationadvice@uwe.ac.uk

You should wait until you have received the outcome of your student visa application before you book any travel to the UK.

Where and how do I apply for a visa to study at UWE?

You apply for a Tier 4 (General) Student Visa outside the UK, in the country where you are living. In this context, “living” somewhere means that you are there lawfully for a reason other than a short-term visit. If you are the national of a country where you are not living, you can also apply in that country if you wish.

You can apply online using the online application form which can be found on this website: www.visa4uk.fco.gov.uk

All applicants should read the Tier 4 (General) Student Visa Policy Guidance before applying which can be found on this website: www.gov.uk/tier-4-general-visa/overview

The online form asks you to specify which type of Tier 4 application you are making:

- Tier 4 (General) Student: for most applications

- Tier 4 (General) (Sponsored) Student: for applicants with an official financial sponsor*

*** Please note that as a Science without Borders student you are fully sponsored therefore you will need to select Tier 4 (General) (Sponsored) Student.**

Science without Borders starting with Pre-sessional English language programme

If you are coming to UWE to study a Pre-sessional English (PSE) language course before your main programme of study, you will need to make a second visa application after you complete the PSE language course as the first visa that will be issued to you will be for the PSE course only.

You will be required to prepare in advance for this visa application and you will also need to submit an online visa application before you can start your main programme of study.

Due to the very limited amount of time between the end of the PSE language course and the start of the main programme of study you should not make any travel plans for immediately after the end of the PSE language course.

Section 1: Before you arrive

When should I apply for my visa?

The date when you apply for a visa must be:

- before you have travelled to the UK; and
- no more than three months before the start date of your course; and
- no later than six months after your CAS was issued.

Check the visa processing times in Brazil for an indication of how long it will take for your application to be processed. You can check the times using this website:

<https://www.gov.uk/visa-processing-times>

How much does it cost to apply for a visa?

Equivalent in local currency to £322.00 from April 2015. From 6 April 2015 applications for visas that are more than six months long will also include an 'immigration health surcharge'. The cost of this is based on the length of the visa that you are applying for.

The surcharge is calculated as £150 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £75 for this period. If your visa includes part of a year that is more than six months, you will have to pay £150 for this period.

You can use the [Immigration Health Surcharge tool](#) on the Home Office website to check how much you will have to pay.

The Tier 4 application will direct you to create an account on the [Immigration Health Surcharge \(IHS\) portal](#) and pay the required charge. Once you have done this you will be given a reference number which you must write on the front of your Tier 4 application form.

If you do not pay the IHS your application will be refused. The Home Office may contact you and request payment before refusing your application for this reason but you should not rely on this happening.

What biometric data do I have to give?

As part of the Tier 4 (General) application, you are required to provide your biometrics (your facial photograph and fingerprints).

Contact your nearest British Embassy, High Commission or Consulate and make an appointment to give your biometrics as part of your application for entry clearance.

Do I have to go for an interview as part of my visa application?

It is very likely that you will have to have an interview as part of your application. The UK Visas and Immigration (UKVI) department intends to interview most Tier 4 student applicants before granting them immigration permission to come to the UK. Therefore you might be sent an email asking you to attend an interview as part of the application process. You should check your email (including the 'junk' folder) regularly as your application is likely to be refused if you are asked to attend an interview and you do not do so without providing a reasonable explanation.

Interviews take place when you attend a visa application centre to give your biometric information. A UKVI member of staff will ask you about your course, where you want to study and your reasons for studying in the UK. The report of the interview will be sent to the Entry Clearance Officer who makes the decision on your Tier 4 application. The Entry

Clearance Officer must be satisfied that you are a genuine student, and that your English language ability is at the correct level, otherwise you might be called for a further interview and/or your entry clearance application may be refused.

Do I need to have a medical check?

Students from some countries are required to provide a medical certificate confirming that they are clear of Tuberculosis (TB), if they are coming to the UK for more than six months. Brazil is currently not on the list of countries that require TB screening but you should check with the British Embassy, High Commission or Consulate for up-to-date information.

Section 1: Before you arrive

Requirements and evidence for your visa

There are some requirements that you must meet in order to apply for a Tier 4 (General) visa. Also, the evidence you submit in support of your application must meet specific requirements, otherwise your application is likely to be refused.

Confirmation of Acceptance for Studies (CAS)

You must have a CAS statement before making an application as a Tier 4 (General) student. A CAS statement is an electronic document issued to you by UWE, your CAS will be valid for use for six months from the date that it was generated and you will be able to access your CAS statement via your UWE Welcome Portal.

The CAS statement will contain a unique reference number that you need to include in your online application form.

You will be guided through what you need to do to obtain your CAS from UWE as part of the admissions process, please ensure you check your UWE Welcome Portal frequently for messages from the Admissions Team.

The CAS statement itself is not required for your Tier 4 application, but it gives you all of the information about your course and UWE, and some of the information about money, that you need to complete your Tier 4 application form. If there are any discrepancies between the information used by UWE to generate the CAS and the information on your application form, then your application may be refused. **Please check your CAS carefully before you use the information contained within it. If there are any errors or omissions please contact the Admissions Team.**

If you are studying a PSE language course at UWE before your main award study programme the CAS statement will list the course dates for the PSE language course only and you will need to extend your student visa from inside the UK once you have successfully completed your PSE language course.

If you are not studying a PSE language course the CAS statement will list the dates of your main award study programme only.

Your qualifications

Send the **original** certificate or results transcript for all qualifications which are listed in the 'Evidence used to obtain offer' section of your CAS statement.

The UKVI will not accept a copy of these documents, they must be original. This means they must be issued by the awarding body such as IELTS or your University.

Financial evidence

As a fully sponsored student you will need to provide your original Science without Borders sponsorship letter with your visa application.

The letter must be on official letter-headed paper or the stationery of the official financial sponsor which must have the official stamp of that organisation on it. The letter must show:

- Your name
- The name and contact details of the official financial sponsor
- The date of the letter
- The length of the sponsorship
- That all course fees and living costs will be covered by your sponsor

Translations

If your application includes any documents which are not in English you must also include an original translation of each document. Each translation must contain:

- Confirmation from the translator / translation company that it is an accurate translation of the original document
- The date of the translation
- The full name and original signature of the translator, or of an authorised official of the translation company
- The contact details of the translator or translation company

Translations used for visa applications made inside the UK

Please note that if you need to make a visa application inside the UK and you need to provide a translation of a document, the rules inside the UK are different to those in Brazil and additional information is required on the translation.

The additional rule is as follows:

- The translation must be certified by a qualified translator and details of the translator or translation company's credentials must be stated on the translation.

Section 1: Before you arrive

Letter from your parents if you are under 18 years old

If you submit an application as a Tier 4 (General) student when you are 16 or 17 years old, you must include a letter from your parent(s) or legal guardian(s) to show that they support your application. Their letter must confirm all of the following:

- Their relationship to you
- That they consent to your application as a Tier 4 (General) student
- That they consent to your living arrangements in the UK
- If you are applying for entry clearance, that they consent to your independent travel to the UK

If one parent or legal guardian has legal custody or sole responsibility for you, the letter must confirm this and be signed by that parent or legal guardian. If not, then both parents or legal guardians must give their consent and the letter must be signed by both parents or legal guardians.

Photographs

An entry clearance application requires one passport photo of you.

The background of the photo must be light grey or cream and must meet the UKVI standard.

The UKVI photo guidance can be found on the following website: <https://www.gov.uk/photos-for-passports>

When your visa is issued

Your visa will be issued as a vignette (sticker) in your passport. In most instances this will be valid for your whole stay in the UK.

However, if you applied for your visa after 31st July 2015 and your application was for leave for more than six months then the vignette in your passport will only be valid for 30 days.

This 30 days will start from the date that you entered on your visa application form as the date that you intend to travel to the UK (or from the date your visa was issued, if this is after your intended travel date). If you do not travel to the UK during this 30 day period then your vignette will expire and you will need to apply for another 30-day vignette if you still wish to travel to the UK.

You will have to pay a fee for this new application and provide your biometric information again, but you will not have to submit a new Tier 4 application.

Your 30-day vignette will be accompanied by a letter. When you enter the UK you should show the border force officer your 30-day vignette and this letter.

You must collect a Biometric Residence Permit from a Post Office within 10 days of arriving in the UK. When you complete your visa application the form will give you a choice of post offices from which to collect your BRP. The form will select these post offices based on the addresses you provide on your application, that is the address where you will be living and the address of

your Tier 4 sponsor (UWE). If you are unsure which Post Office you should select please ask a UWE Immigration Adviser.

The letter that accompanies your 30-day vignette will contain the details of the post office that you selected. If you change your mind and would like to collect your BRP from a different post office then you will have to pay a fee.

You do not have to make an appointment at the post office but you must take your 30-day vignette and your letter with you. If you do not collect your BRP within ten days of arriving in the UK you may have to pay a fine and/or your visa may be cancelled.

The Home Office have confirmed that Tier 4 students are allowed to enrol at UWE using their 30-day vignette and letter. However, if you do this you will have to show UWE your BRP before the expiry of your 30-day vignette. You may therefore find it easier to collect your BRP before you enrol at UWE, if you are able to do so.

If there are any changes to this arrangement UWE will notify you through your UWE joining instructions.

You are advised not to travel outside of the UK until you have collected your BRP. If you have an urgent reason for needing to do so then you should seek advice from a UWE Immigration Adviser first.

For up-to-date information about the visa application process please contact your nearest British Embassy, Consulate or High Commission in Brazil.

Section 1: Before you arrive

Pre-sessional English Language course

The Pre-sessional English language (PSE) course is designed for Science without Borders students who need to acquire the requisite level of English language to undertake their main programme of study at UWE Bristol.

English for Academic Purposes (EAP)

This course will cover the following skills:

- writing academic essays
- participating in seminars and discussions
- listening to lectures and taking notes
- reading academic texts and making notes
- summarising and paraphrasing
- research and referencing skills
- critical thinking skills
- academic vocabulary
- grammar revision

Extended writing: the research project

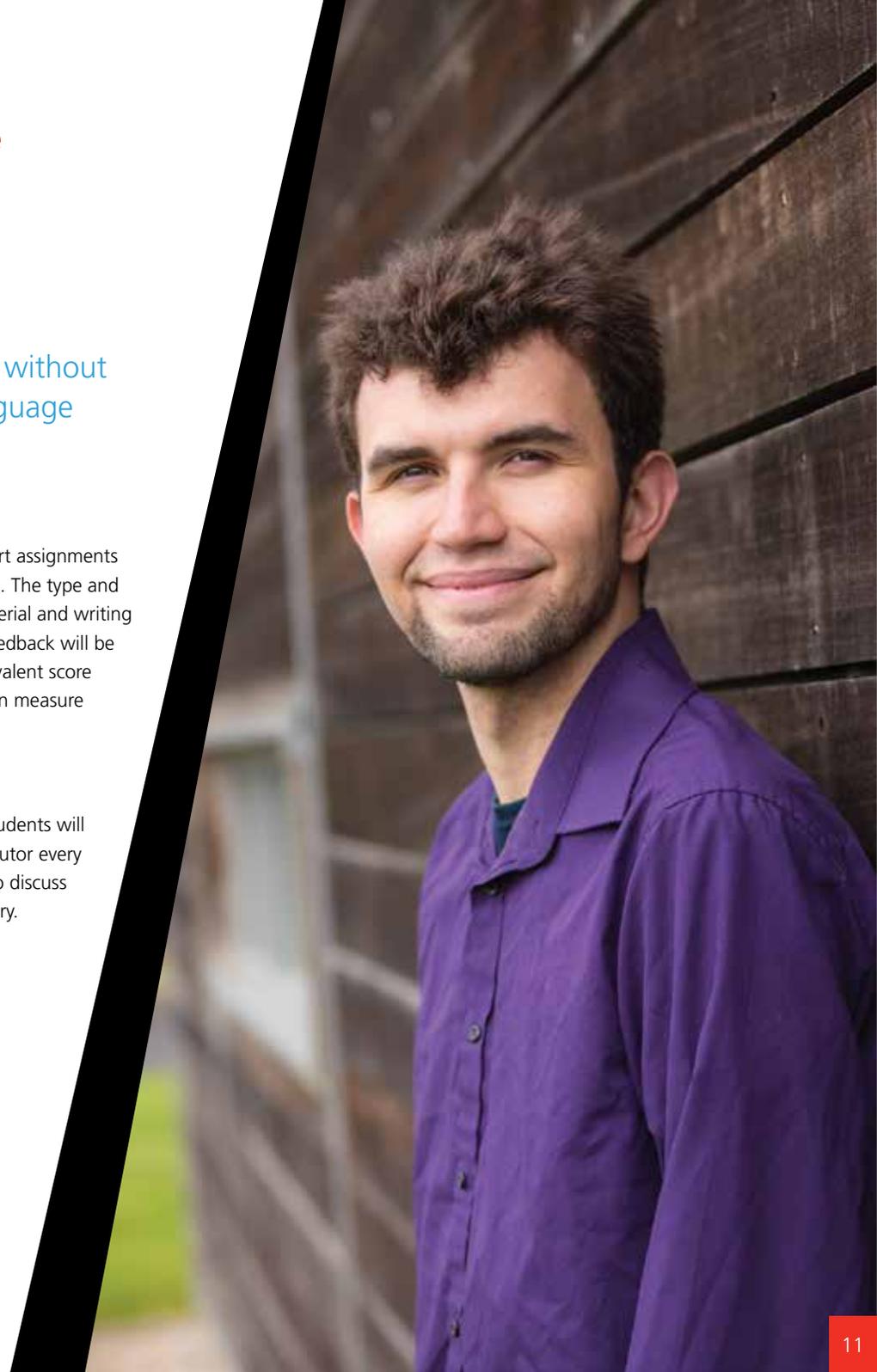
As a Science without Borders student at UWE Bristol, you will be required to produce longer written assignments than you may have produced so far in your academic life. In order to prepare for this, you will be required to write a research project of around 2,000 words during the final six weeks of the programme, which is to be submitted in September. It will be marked and will form part of the final written assessment component for this course. You will be given a selection of topics/titles to choose from.

Assignments

You will be asked to write a number of short assignments during the course (around 500 words each). The type and topic of the assignment will reflect the material and writing skills covered that week in class. Written feedback will be given on the assignment and an IELTS equivalent score will be given, so that you and your tutor can measure your progress.

Tutorials

In the final six weeks of the programme, students will have a one-to-one tutorial with their class tutor every two weeks. The purpose of the tutorial is to discuss the research project. Tutorials are compulsory.



Section 1: Before you arrive

Independent study

You will be expected to do a considerable amount of independent study during your PSE course. You will have language work to complete outside the classroom, as well as weekly written assignments and project work. Independent study is an important part of any course, and it is vital that students work outside of the classroom as well as in class, if they are to reach their required score.

Assessment

In the final week of the programme, you will be assessed on all 4 skills: *Reading, Writing, Listening and Speaking*. This will be similar in format to that of the IELTS test. Each skill will be awarded a band score of 1-9 and will be equally weighted. Students will have an opportunity to do exam practice during the course.

And finally...

The Pre-session English course is not just about improving your language and study skills; it is also an opportunity for you to settle in and make new friends before your main course begins.

Click on the link to watch our [Pre-session English Language course film](#) where some of our students who studied a Pre-session English language course talk about their experience and how the course benefited their study at UWE Bristol and life in the UK.



Section 1: Before you arrive

Choosing your modules

Before you arrive at UWE Bristol you will be sent a list of available modules for your programme of study by email. Please also provide us with reserve choices in case of timetable clashes.

Science without Borders students normally join Level 2 or Level 3 of a study programme at UWE Bristol. Due to timetable clashes students are normally discouraged from mixing level 2 and level 3 modules.

Please note that cross-faculty study is not permissible.

How many credits?

Science without Borders students will normally need to select 120 UWE credits (= 60 ECTS / 30 US Credits). This will be an equivalent of a full academic year at your home institution.



Section 1: Before you arrive

Accommodation

UWE Science without Borders students are guaranteed University accommodation, usually on Frenchay Campus.

UWE Bristol has 3 campuses:

[Frenchay](#) – Main Campus (Environment and Technology; Health and Applied Social Sciences, Architecture, Computing, Creative Product Design, Engineering, Biological Sciences)

[Glenside](#) – Faculty of Health and Life Sciences (Diagnostic Imaging, Physiotherapy)

[Bower Ashton](#) – School of Art and Design (Arts programmes, Graphic Design, Film studies)

Accommodation for SwB students starting with PSE in June 2015

Students will be placed in UWE managed accommodation on Wallscourt Park or the Student Village for the duration of their PSE course and will then move to new accommodation for the duration of their main course.

Accommodation for SwB students September 2015 entry

Students who will be studying at Frenchay Campus are likely to be placed in the Carroll Court Student accommodation.

Glenside students are normally housed in Glenside or Hollies, which is close to Glenside. Bower Ashton students are normally housed in the City centre.

This information is for guidance only and may be subject to change. Please note that additional charges may be payable for students who choose en-suite accommodation or alternative UWE managed accommodation where there is a difference in costs.

Accommodation contract

Accommodation is provided for the duration of your Science without Borders programme at UWE Bristol.

Please note that it may not be possible to remain in your term time accommodation during your summer placement period. If this is the case, you will be moved to alternative UWE accommodation.

[UWE accommodation](#) includes the cost of gas and electricity; contents insurance for personal possessions (excludes bicycles); internet connection.

Click [here](#) to view the UWE accommodation video.

Applying for accommodation

Students starting in September will receive an email with instructions on how to make an online application for University accommodation. Students starting in June will be advised by email on how to apply for an accommodation.

Accommodation Services can be contacted on:

+44 (0)117 32 83601 or accommodation@uwe.ac.uk. Please include your UWE Welcome ID in all communications.

Section 1: Before you arrive

Planning your arrival

International Student Orientation

Science without Borders students are advised to attend the International Student Orientation in September. Orientation will give you important information about UWE and the Bristol community. It is also a great way to meet other new students.

For up-to-date information about International Student Orientation please [click here](#).

There will also be a welcome event specifically for Science without Borders students. Details will be sent to you by email.

Airport pick-up

UWE Bristol offers an airport pick-up service for new students, operating from Heathrow Airport on pre-arranged dates in June and September, subject to minimum numbers. Information and registration will be supplied to you via the Welcome Website. A schedule is also available [online](#).

Finances

As a sponsored student, tuition fees and accommodation will be paid by your funding agency (CNPq/CAPES) to UWE Bristol.

Science without Borders students are responsible for all other personal expenses. The estimated cost of living expenses in Bristol is approximately £300-400 per month. This includes food and other personal needs and will vary according to individual habits.



Section 1: Before you arrive

Healthcare and health insurance

UWE Bristol has its own [Health Centre](#) based on the Frenchay campus and can treat students for minor injuries and illnesses.

We strongly recommend that you register with a doctor within the first couple of weeks of arriving in the UK, even if you do not feel ill. This will make it easier to see a doctor when you need to. If you need to be referred to hospital by your doctor for all non-urgent appointments and procedures, there are waiting lists. Therefore, you may have to wait to be treated until you go home.

Basic medical care from doctors and hospitals (except prescription costs) is free from the NHS (National Health Service) from the beginning of your stay if you are:

- an EU/EEA student, or
- or a national of a country with a reciprocal agreement (please check with your nearest British Commission or Embassy on this)

If you are an international student studying with a student visa you will need to pay the Immigration Health Surcharge at the point you apply for a visa of more than 6 months in length. This surcharge will cover some medical treatment provided by the National Health Service.

If you are studying a Pre-sessional English language course on a Tier 4 student visa, which is less than 6 months, you might not be eligible for free NHS treatment in the UK. You may also be liable to pay for some NHS treatment in the UK even if you are studying a course that is more than 6 months in length, therefore we strongly advise all students to take out private medical insurance before you leave Brazil for the duration of your Pre-sessional English language course.

For more information see our [International student health](#) web page.

Immigration Health Surcharge: Access to NHS treatment in the UK for Tier 4 students

Since 6 April 2015, most Tier 4 applicants who are applying for more than six months leave are subject to an additional charge as part of the application process, known as an '**Immigration Health Surcharge**'.

Paying this charge as part of your application will mean that you are entitled to receive free health services from the National Health Services (NHS) while you are in the UK.

The surcharge is calculated as £150 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £75 for this period. If your visa includes part of a year that is more than six months, you will have to pay £150 for this period.

You can use the [Immigration Health Surcharge tool](#) on the Home Office website to check how much you will have to pay.

The Tier 4 application will direct you to create an account on the [Immigration Health Surcharge \(IHS\) portal](#) and pay the required charge. Once you have done this you will be given a reference number which you must write on the front of your Tier 4 application form.

If you do not pay the IHS your application will be refused. The Home Office may contact you and request payment before refusing your application for this reason but you should not rely on this happening.

Content and travel insurance

Even if you are entitled to free NHS treatment whilst in the UK, you should consider taking out insurance which covers other medical-related costs. An insurance policy may cover, for example:

- lost fees if you are unable to complete your course
- costs of returning home if a relative is ill
- costs of a relative visiting you in the UK if you fall ill
- cost of returning to your home country for treatment
- or in the worst possible situation, returning a body home for burial

There is often a long wait for non-urgent NHS treatment, sometimes many months. An insurance policy which gives you access to private medical care could give you much quicker access to the treatment you need.

Section 2: When you arrive

Getting to UWE

UWE's main campus at Frenchay is set in countryside 4 miles north of Bristol city centre.

Bristol itself is just 120 miles from London. All campuses are well served by buses from the city centre and Bristol Parkway train station. For further information, see www.uwe.ac.uk/comingtouve/campusesmapsandtravel

Please also see page 15 for Airport Pick-up and page 26 for Getting Around Bristol.

Moving into accommodation

When you arrive, you must collect your keys and complete an arrival form. If you need assistance, you can contact your Warden, Courtyard Receptionist, or **Accommodation Services**.

Accommodation Services can be contacted on: +44 (0)117 32 83601 or accommodation@uwe.ac.uk. Please include your UWE Welcome ID in all communications.

Registration

You will be sent login details and a password for MyUWE before you arrive to the University. MyUWE is the portal for registered students and will replace your Welcome website, the portal for applicants. You will be able to upload your photo in MyUWE on the MyDetails tab. More information on this can be found in the MyUWE guidance [here](#).

Science without Borders students who enroll for a Pre-session English language course will all complete a paper registration form when they arrive, but should still be able to upload a photo for their ID card as described above. Once you have completed your Pre-session English language course, you will need to enroll on your main course online and attend the Exhibition and Conference Centre to register.

Science without Borders students who enroll for September 2015 will be able to register online via MyUWE. You will be sent instructions on how to do this as well as an invitation to attend registration at the Exhibition and Conference Centre.

At the final stage of UWE registration you will be able to collect your student ID card.

MyUWE

You will be using [MyUWE](#) during your time at UWE Bristol. Here you will find all your personal resources, including course information, access to Blackboard, faculty and service news, University e-mail, library resources and your library account.



Section 2: When you arrive

Collection of Biometric Residence Permit

If you are an International student who has been issued with a 30-day visa you will need to collect your student visa in the form of a Biometric Residence Permit (BRP) from the Post Office that you chose when you submitted your Student Visa Application in Brazil.

You will need to take your passport and the letter that was issued to you with your 30-day visa to the Post Office.

Visa and passport scanning

If you required a visa to enter the UK you will need to have your passport and visa scanned by UWE Bristol at registration. If your visa includes a separate Biometric Residence Permit (BRP) please bring this along as well. Students arriving late should go to the Information Point at Frenchay Campus for scanning.

Attendance monitoring

UKVI regulations require all universities to monitor the attendance of their students. If you are a Tier 4 student, your engagement with your studies will be monitored electronically and you will be invited to report to an Information Point in person once a term. For more information on the attendance monitoring policy please [click here](#).

Police registration

If it states on your visa that you must register with the police, this must be done **within seven days** of your arrival in the UK. You can register on campus during the orientation programme or at **Clifton Police Station**, Bristol BS8 2RE, which is open Monday to Thursday (no appointment necessary but arrive before 3.15pm).

Register with a doctor

You must register with a doctor as soon as you arrive. If you live on Frenchay campus or close by we advise you to **register with the UWE Health Centre**, 23 Carroll Court, Frenchay Campus, Telephone +44 (0)117 32 86666.

Alternatively you can find doctors, dentists and opticians close to where you live on the [National Health Service \(NHS\) website](#). For more information see page 16 for Access to Healthcare and Health Insurance.

Disability disclosure

If you have a disability or long term medical condition and need extra help or support whilst at University, you should contact the **Disability Service** for advice. Many things are considered as a disability in the UK including dyslexia, so it is worth informing the University about your condition.

IT login

You should have received your IT login details for your University account and UWE e-mail prior to your arrival. If you need your username or password, visit one of the Information Points to receive this information (you will need photo ID).



Section 2: When you arrive

International Student Orientation

We will send you details of your Orientation Induction via your Welcome portal.

If you are arriving late, after the scheduled orientation dates, or require further details please visit an Information Point on campus. Please advise the staff on the Information Point that you are a Science without Borders student.

Course induction and joining instructions

Science without Borders students will be invited by email to a welcome meeting by the Study Abroad Office or UWE Departmental Coordinators where they will receive information on their academic induction.

Forms confirming your arrival/attendance issued by your home institution can be signed by your UWE Departmental Coordinator, Study Abroad Office or at an Information point.

For any queries please contact: studyabroad@uwe.ac.uk



Section 2: When you arrive

Opening a bank account

If you decide to open a UK bank account please consider the below guidance:

When choosing a bank consider its location, opening hours, services and account charges. Spend time comparing the banks before you open an account. Many banks offer free basic accounts and some require a minimum deposit or have a monthly fee.

To open your account you will need a **UWE bank letter addressed to your chosen bank** confirming your student status and residential address. To receive your letter, fill in and submit the [bank letter request form](#) online and within three days you will be able to collect your letter from a designated Information Point.

TIP

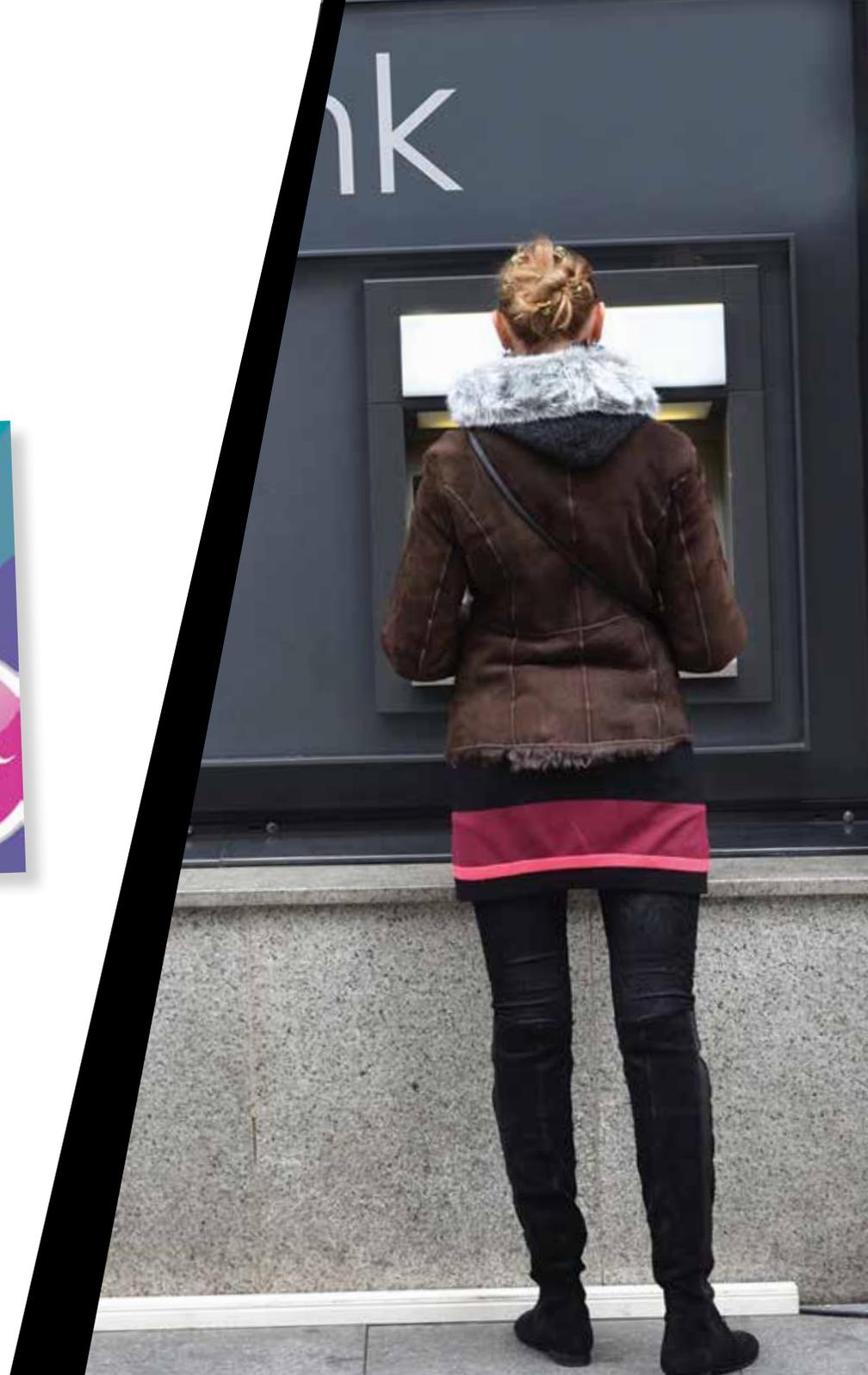
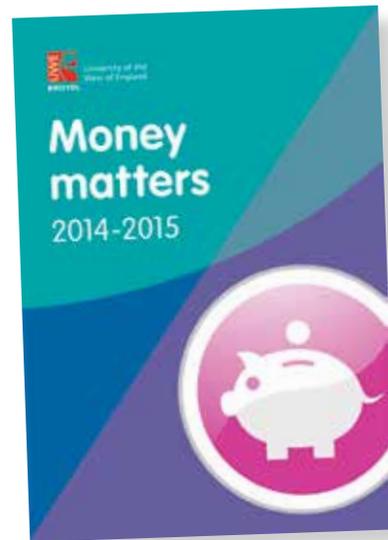
If you select paper rather than internet bank statements you can show these if you need to extend your visa.

TIP

Opening an account can take up to a few weeks so please make sure you have access to money during this time.

TIP

Use an online budgeting calculator to manage your money:
www.uwe.ac.uk/money



Section 3: Whilst you are here

Student support

Study Abroad Office at UWE Bristol

The [Study Abroad team](#) ensures the smooth running of your study experience at UWE and is happy to answer any queries from Science without Borders students. The team is the first contact point for all queries and can be contacted by email: studyabroad@uwe.ac.uk or phone: + 44 (0)117 32 86740. Students are also welcome to visit the team in the Room 2P1 in P Block on the Frenchay campus at UWE Bristol.

Science without Borders UK

If you have any queries regarding your scholarship and any other general queries regarding Science without Borders UK and not specific to UWE Bristol please contact sciencewithoutborders@international.ac.uk

Study support in your department

Academic and support staff will be available to help you with your studies throughout your course:

UWE Frenchay campus

Department: Geography and Environmental Management

BEng Civil and Environmental Engineering
Key contact: Dr Jay Millington, Programme leader
jay.millington@uwe.ac.uk

Department: Architecture and the Built Environment

BSc Architectural Technology and Design
Key contact: Andrew Peters, Programme leader
andrew.peters@uwe.ac.uk

BA Architecture and Planning
Key contacts: James Burch, Programme leader
james.burch@uwe.ac.uk

Mike Devereux, Programme leader mike.devereux@uwe.ac.uk

BSc Architecture
Key contact: Scott Hills, Programme leader scott.hills@uwe.ac.uk

BSc Creative Product Design
Key contact: Andrew Batchelor, Programme leader
andrew.batchelor@uwe.ac.uk

Department: Computer Science and Creative Technologies

BSc Games Technology
Key contact: Dr Simon Scarle, Programme leader
simon.scarle@uwe.ac.uk

UWE Glenside campus

Department: Allied Health Professions

BSc Diagnostic Imaging
Key contact: Karen Dunmall, Programme leader
karen.dunmall@uwe.ac.uk

UWE Bower Ashton campus

Department: Art and Design

Key contact: Colum Leith, Programme leader
colum.leith@uwe.ac.uk

Examinations and assessments

Science without Borders students are assessed in the same way as any other UWE Bristol student. You must therefore attend any examinations and submit assessments as required for your chosen modules. Examination timetables can be viewed through [MyUWE](#) and are published in December (for the January examination period) and March (for the April/May examination period). See [here](#) for further information.

We are not able to award UWE Credit to students who do not submit assessments or complete examinations. Examination dates cannot be amended for Science without Borders students on the

basis of individual travel plans, or assessment dates at students' home institutions. If you are unable to attend an examination, please contact your UWE Departmental Co-ordinator and studyabroad@uwe.ac.uk.

Information and advice on [assessments](#) is available on the UWE Bristol website. Guidance on examinations arrangements can be sought from [Central Examinations](#).

Results, Transcripts and Certificates of Credit

All students can print out official results, known as a Notification of Credit and Assessment Marks (NOCAMS) via MyUWE after your marks have been confirmed in mid-June. Guidance on how to do this is [available](#).

This document can then be stamped and signed at any InfoPoint or by the Study Abroad team in 2P1 on the Frenchay campus and used in any requests for documentation from your home University, funding agency, or Ciencia sem Fronteiras.

An official Certificate of Credit will be produced following the completion of the entire programme at UWE and will be posted to the address held on UWE systems.

A Certificate of Credit is an official record of your studies at UWE and will include modules successfully completed at UWE, together with the mark or grade achieved for each module, credit points and credit levels (including ECTS credits). Please see our [Certificates and Transcripts policy](#) for further information.

Section 3: Whilst you are here

Placements vs research projects at UWE

As a part of your Science without Borders scholarship you are required to complete a 3 month research project or placement during the summer period – usually from the beginning of June until the end of August.

You should start thinking about arranging a supervised research project/placement from April onwards. Please discuss your options with your Departmental coordinator/academic tutor at UWE.

Your Departmental coordinator/academic tutor will assist you in choosing the right topic within your research area and supervise you during the project period.

Please note that UWE Bristol can guarantee a supervised research project but not a placement/internship.

If you choose to undertake a placement/internship in an external company you will be supported and advised on how to look for one by your Departmental coordinator/academic tutor and UWE Careers Service.

[UWE's Careers Service](#) organises workshops for international students on how to look for jobs and provides continuous advice and information about jobs, developing your CV and completing applications for both the UK and international job market.

Please note that placement/internship of your choice will need to be approved by your academic department at UWE Bristol.

UWE Bristol will provide you with a formal document to demonstrate that you completed your research project/placement after successful completion.

If you want to leave early

You can only leave UWE Bristol before the official end date of your SwB programme if you have permission from UWE Bristol, your home institution, Universities UK and your funding agency (CNPq/CAPES). Please note that the permission is arranged on individual basis and only under exceptional circumstances.

Working in the UK

SwB students starting with 3 month PSE

If you have a Tier 4 student visa issued to you to study a 3 month PSE course you should be permitted to work a maximum of 10 hours per week during term time. This is because the Pre-session English language course is below degree level study and your working restrictions are different to those if you were studying at or above degree level.

SwB students starting with main 12 months programme of study

If you have a Tier 4 student visa issued to you to study a degree level course which is more than 6 months in length you should be permitted to work a maximum of 20 hours per week during term-time. During the vacation periods you should be permitted to work an unrestricted number of hours as long as your job is not permanent, you are not working as a professional sportsperson or self-employed.

Your immigration permission will state your working restrictions, if you are permitted to work in the UK it may state 'work permitted' or 'work limit 20 hrs p/w term time'.

If you hold an EU/EEA passport you can work in the UK without any restrictions however, we strongly suggest that you do not work more than 15-20 hours per week during term-time. You may work full-time during vacations.

If you are unsure of your working rights in the UK please check with a UWE Immigration Adviser before you commence both paid and unpaid work.

Please visit UKCISA webpages for more information about [working in the UK during your studies](#).

Finding a job

The Student's Union [Jobshop](#) is a great way to find flexible part-time work which fits around your studies. UWE's [Career's Service](#) also provides assistance in looking for jobs.

National Insurance number

If you wish to start working you must apply for a National Insurance number by calling your local [Jobcentre Plus office](#), telephone +44 (0)345 600 0643, and attend an interview. You will only be issued a National Insurance number if you have the right to work in the UK.

Leaving the UK for vacation/emergency during your studies

If you are a Tier 4 Student Visa Holder and you need to leave the UK during your studies due to an emergency you must speak to an Immigration Adviser before you leave the UK. This is because the University must be aware if you are not in the UK and you may be required to request an 'authorised absence' before you leave the UK. If you do not follow this procedure and you leave the UK without informing the University your student visa may be cancelled and you will not be able to continue with your studies at UWE.

Section 3: Whilst you are here

If you need to return to Brazil in case of an emergency, please inform your sponsor, UWE Bristol, your home university and Science without Borders UK.

Should you wish to travel to Europe during your studies it is strongly advisable that you speak to an Immigration Adviser before making any travel plans, to ensure that you avoid problems travelling with a Tier 4 Student Visa and you understand the visa requirements of the country you wish to visit.

Adjusting to life at UWE Bristol

Coming to a new university, in a new country can be an adventure, but it can also be a time when you have many questions. You will find lots of useful information to help you adjust to life in Bristol on the [International student support](#) webpages and [UWE Students' Union \(UWESU\)](#) web pages.

Joining our **day trips** and taking part in the University's **social events** is a great way to see local historical sites and meet other UWE students. Check out our website for [What's on](#).

[UWE volunteering](#) is a good way to discover the city and increase your employability skills.

Global PALs

Global PALs are existing UWE students who can **offer support and guidance** as you settle in. They will help you to find your way around the campuses and Bristol and provide general information about UWE's services and facilities.

UWE support services

Student Services provides a range of services to help you during your time at UWE including information, advice and support on finance, visas, course related matters, careers, social activities and issues specific to international students.

The Wellbeing Service offers a comprehensive array of support services to help you with your mental health and personal development needs.

Study support

The style of teaching, learning and assessment at UWE may be quite different to what you are used to.

During your course you will be expected to increase your knowledge of specialist subject areas whilst developing skills in research, independent study and critical thinking. These skills will help you to form your own opinions which you will be asked to share with your tutors and classmates and demonstrate through your assessments.

As well as guidance from your course tutors there is a range of support and tools to help you with your studies:

English language support

[UWE's English Language and Academic Skills Unit](#) offers a range of support for EU/EEA and international students to meet individual academic language and communication needs.

The English Language and Academic Skills Unit provide [English language courses](#), [drop-in sessions](#) and [Study support workshops and seminars](#) to support Frenchay and Glenside students with their studies. Students at Bower Ashton can be supported in workshops and one-to-one appointments provided by the [ACE study support team](#).

Library services

UWE libraries offer **study skills** resources, including a section called 'Being a UWE student', as well as books, journals and other electronic resources.

WiFi

UWE offers free wifi access to students across all campus libraries and in various locations within the faculties and accommodation. To login use the following format: Username: Your UWE name@uwe.ac.uk Password: Your UWE password.

Peer Assisted Learning (PAL)

UWE has developed a support network where trained current students (PALs) pass on their experience and knowledge to new students:

Global PALs will help you settle in, help you find your way around campus and Bristol and give you general information about UWE's services and facilities.

Academic PALs pass on their experience and knowledge of the course they have studied to students in the lower years.

Library PALs will help you make good use of your library, and can also help you develop the skills you need to get the most out of your studies.

Careers PALs help students with spelling and grammar on CVs, letters and application forms and booking careers appointments.

Section 3: Whilst you are here

Students' Union support

[UWE Students' Union](#) provides confidential advice and support to all UWE students and has a wide range of sports clubs, societies and networks for you to get involved with.

Student discount card

An NUS Extra discount card gives you savings on bus fares, cinema tickets, high street stores and restaurants. You can get yours at the Freshers' Fair where you can also join student networks or apply online www.uwesu.org/discounts. The cost of the NUS Extra card is £12.

Student networks

As well as offering advice and support, hosting events and running sports societies, our Students' Union has over 30 Student Networks. Student Networks are groups of like-minded students who share similar identities, cultures and beliefs through a fun and inclusive social environment. They're a great way to settle in to UK life and make new friends:

Religious

Believers Loveworld
Buddhist Students
Christian Union
Deeper Life Campus Fellowship
Hindu Students
Interfaith
Islamic Students
Jewish Students
Redeemed Christian Church of God (RCCG)
Sikh Students

Cultural/Social

iUWE - International UWE

Equality/Social/Support

British Sign Language
Disabled Students' Campaign
Mature Students
Mental Health Campaign
OutUWE (LGBT)

If you can't see your cultural interests listed here, don't worry as each year new [networks](#) are formed.

Sports clubs

Whether you want to continue with a sport you played at home or want to try something new, from football to dance to badminton, [UWE SU Sport](#) has something for everyone.



Section 3: Whilst you are here

Staying safe

Emergencies

If there is an emergency and you need the Police, Fire Service or Ambulance **call 999**. The Accident and Emergency Department at Southmead Hospital is open 24 hours a day. If you are on campus and there is an emergency, please inform a member of staff or University security who will be able to direct the emergency services to your location.

Non-emergencies

For a non-emergency, such as reporting stolen goods or lost property, or to find your nearest Police station, **call 101**. To report suspicious behaviour or a theft on campus, please speak to University security staff or visit the Security Office in 1E20.

For non-emergency health treatments **call 111**, contact **NHS Choices** online, go to a **Walk-in Health Centre**, contact your own doctor or health centre, or seek advice from a pharmacy.

Your nearest Walk-in Health Centre is: **Broadmead Medical Centre**, 59 Broadmead, Bristol BS1 3EA. Telephone: +44 (0)117 954 9828. Opening times are Monday - Saturday 8:00 - 16:00, with bookable appointments from 16:00 - 20:00.



Section 3: Whilst you are here

Getting around Bristol

Local buses

The best way to travel to the City Centre from the campuses is by taking the **UWE Wessex Red** bus service.

Buses to Bristol City Centre from:

- **Frenchay - 14 (term time only), 11 and 12**
- **Glenside - 13**
- **Bower Ashton - 11**

Bristol has three local bus services: **Wessex Red**, **Wessex** and **First**. Some services offer student discounts. You can buy discounted bus passes from the UWE Student's Union. Routes, maps and timetables can be found on their web pages and from the main Information Point.

Useful apps:

- **Travelwest**
- **Wessex Red**

TIP:

To catch a bus in the UK you need to hold out your hand at the bus stop so that the driver can see you wish to get on.

UK-wide buses

There are two main bus services that connect Bristol to the rest of the UK: **Megabus** (from UWE Frenchay North Entrance and City Centre) and **National Express** (City Centre Bus Station).

Trains

The three train stations in the Bristol area are: **Bristol Parkway**, two miles from the UWE Frenchay campus, **Filton Abbey Wood**, also just under two miles from the UWE Frenchay campus and **Bristol Temple Meads** in the City Centre, six miles from the UWE Frenchay campus.



Section 3: Whilst you are here

Shopping

Essential items and food shopping

The nearest supermarkets to UWE Frenchay Campus are Sainsbury's and Asda, which are both a short walk away. Here you can buy your essential items including bedding and clothing. Bristol has two main shopping areas - Cribbs Causeway, an out of town shopping mall, and Cabot Circus/Broadmead, which is in the City Centre. Along the Gloucester Road and in the Easton area of Bristol, independent shops sell food from around the world.

Many students now shop online and can even order groceries to be delivered to their accommodation.

Buying a mobile phone

You may find buying a UK mobile/SIM card is more economical. There are many mobile phone companies in the UK. Some companies specialise in international calls.

'Pay as you go'

Allows you to top-up as you need without a contract. You can buy credit online, in shops and through ATM machines.

A contract phone/SIM card

You pay a set amount each month for phone/text/internet usage. If you go over your allowance you will have to pay extra for this. Once agreed a contract can't be cancelled and you must pay this bill until your contract expires.

Useful apps:

- **VIBER** – for free calls worldwide
- **Whatsapp** – for free text worldwide
- **Skype** – for free calls/messaging worldwide



Section 3: Whilst you are here

Returning to Brazil

Before returning to Brazil you will need to obtain the following documents:

1. Copy of your Certificate of Credit
2. Copy of your syllabus
3. Letter from UWE Bristol confirming you completed your research project/placement

Alumni

Stay involved with UWE after your studies by becoming an International Alumni Ambassador for UWE on your return to Brazil! Please contact the Alumni team at UWE Bristol alumni@uwe.ac.uk and our existing International Alumni Ambassador, **João Batista** for further information.

João studied Architecture and Planning at UWE and is now back in Brazil where he continues his studies and intends to start a UWE Brazilian Alumni Network. The network will provide opportunities for students to stay in touch with other alumni from Brazil, make friends, and receive support and network.

There is also a Science without Borders UK Alumni Network. Visit their Facebook page to share experiences with other SwB UK Alumni, find out about the UK Network's activities such as events, jobs and scholarship opportunities and stay in touch with other SwB UK students. To join the group click here: www.facebook.com/groups/swbuk.alumni
For further information, contact the email swbuk@fco.gov.uk

Returning to UWE Bristol: PhD and Masters Study

We hope you enjoy your studies at UWE Bristol and would be delighted to see you here again!

To see the range of postgraduate courses we offer please see:

www.uwe.ac.uk/whatcanistudy/postgraduatestudyguide

Research degrees at UWE Bristol offers you the opportunity to contribute to our vibrant and leading edge research. You can work alongside and learn from our international experts.

Please visit our Science without Borders website for up to date information on SwB research opportunities:

www.uwe.ac.uk/sciencewithoutborders

If you decide to come back to UWE Bristol please email us at studyabroad@uwe.ac.uk
We will be happy to see you again!

We hope you had a wonderful time at UWE Bristol and would love to keep in touch, so please share your successful stories with alumni@uwe.ac.uk



Glossary of terms

BRP	Biometric Residence Permit. This is a small credit-card sized document that is issued by the UKVI and contains a persons biometric data such as fingerprints. It also contains information about a persons immigration status in the UK. The BRP replaces the visa sticker in a passport.
CAS	Confirmation of acceptance for studies (CAS). Students need to have a CAS before making an application as a Tier 4 (General) student. A CAS is an electronic document issued to students by the institution (college, school or university) that student has chosen to study at. A CAS will be valid for use in a Tier 4 application for six months from the date that it was generated by the institution.
EU/EEA	European Union / European Economic Area.
Home country	The country where you are registered for their degree (as opposed to country of birth or nationality).
Home institution/HEI	Where students are registered for their degree programme, for Science without Borders students this is whatever institution the student is registered for their full degree with.
Host country	The country you will be studying in during your Science without Borders programme.
Host institution/HEI	The University hosting the Science without Borders student (ie UWE).
IHS	Immigration Health Surcharge. This is a healthcare fee payable by all UK migrants applying for a UK visa of more than 6 months in length.
PSE	Pre-sessional English course.
SwB	Science without Borders - known in Portuguese as Ciencia sem Fronteiras.
UKCISA	UK Council for International Student Affairs.
UKVI	UK Visas and Immigration service. Responsible for issuing visas to visitors in the UK.
US credit	United States credit (US credit equivalent to ¼ of UWE credits).
UWE Bristol	The University of the West of England, Bristol.



University of the
West of England

UWE Bristol

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