



Queen's University
Belfast

International Students Handbook
2009/2010

Air links from Northern Ireland



Important

Queen's University Belfast has made all reasonable efforts to ensure that this Guide is accurate and up-to-date when compiled, but the University can accept no responsibility for any errors or omissions. The University reserves the right to revise, alter, or discontinue courses of study and to amend the Statutes and Regulations at any time without notice. Students and others should enquire as to the up-to-date position when they need to know this.

CONTENTS

Vice-Chancellor's Welcome	5
Introduction	6
International Student Support at Queen's	7
Semester Dates	9
Orientation Programme	10
Immigration	11
Visa/Entry Clearance	
Points Based System for Immigration	
Making your Visa Application	
Immigration Rules for Married Students	
Immigration Regulations and Academic Fees	
Academic Technology Approval Scheme (ATAS)	
After Arrival – Extension of Visa or Leave to Remain	
Arrival in Belfast	23
Arriving in the United Kingdom	
Immigration Control	
Customs	
Luggage	
Police Registration	
Getting to the University	27
Coming by Air	
Coming by Sea	
Free Airport Welcome and Transfer Service	28

Accommodation 29

- Arriving at your Accommodation
- Accommodation during Orientation
- University Accommodation
- University Accommodation Rates 2009-10
- Vacation Residence
- Accommodation for Married Students and Families
- Private Rented Accommodation

Academic Information 34

- Enrolment and Registration
- Attending Classes
- Academic Methods of Study
- Plagiarism
- Learning Support
- Methods for learning at Queen’s
- Academic Structure

University Academic Tuition Fees 2009/2010 39

- Undergraduate Courses
- Postgraduate Courses and Research
- Paying Tuition Fees

Library and Computing Facilities 42

- Libraries
- Email
- Computing Facilities
- Equipment and Facilities for Disabled Students

Learning Support 45

- English Language Courses
- Peter Froggatt Centre
- Language Centre

Working within the UK and Welfare Benefits	48
Non-EEA Students	
EEA Students	
During your Studies - Permission to Work	
National Insurance Number	
After your Studies	
Careers Service	
Student Jobshop	
Health Services, Dentists and Opticians	51
National Health Service Eligibility	
University Health Centre	
Hospitals	
Dentists	
Opticians	
Emergencies	
Insurance	53
Education for Your Family	54
Childcare	
Schools	
Living in Belfast	56
Culture Shock	
Advice for International Students	
Food and Living Expenses	57
Shops/Restaurants	
Cost of Living	
Clothing	
Money Matters	62
Currency	
Bank Accounts	

Legal Advice	63
Personal Problems	64
The Students' Union	65
International Student Representation	
Societies	
Students' Union Services	
Electrical Equipment	67
Television	68
Motoring	70
Safety	71
Social Life	72
Sports Facilities	73
Belfast Festival at Queen's	73
Beyond the University	73
Entertainment	75
Chaplains and other religious representatives	76
Visas for Travelling	78
Other Useful and Important Information	80
Contact Details	81
Further Reading and Information	84
Checklist	85
Map of University Campus	88

Vice-Chancellor's Welcome

Congratulations on deciding to study at Queen's University Belfast. We are confident that your student days at Queen's will be among the most exciting, academically rewarding and enjoyable times of your life.

Both Queen's and Northern Ireland have much to offer. The region is famous for its quality of life, its beautiful countryside and the hospitality and friendliness of its people. The University has close links with the local community and plays a leading role in the educational, economic and cultural life of Northern Ireland.

Founded in 1845, Queen's is a dynamic, modern University with a world-class academic reputation, and you will find student life busy, fun and intellectually stimulating. As a member of the Russell Group of leading UK universities, it is recognised as one of the best research-driven universities in the UK and Ireland.

We believe that our students deserve the best, and we have put this belief into action by creating some of the best student facilities and services throughout these islands, including the £50 million new Library at Queen's, our refurbished Students' Union and our outstanding Physical Education Centre.

Our international students play a crucial role in enriching the university experience for all



of us and in line with that, the University is developing exciting plans for a new International and Postgraduate Centre. We will aim to ensure that your time at Queen's is as fulfilling as possible. Our International Office is there to help you, and the relevant contact details are at the back of this guide.

I wish you a safe and pleasant journey and look forward to welcoming you to Queen's University Belfast.

A handwritten signature in black ink, appearing to read 'Peter J Gregson'. The signature is stylized and written in a cursive-like font.

Professor Peter J Gregson
President and Vice-Chancellor

Introduction

While going to live and study in another country is a very exciting time, it can also be a challenging time. We have many years experience of welcoming international students to Queen's and are here to help you from the time you plan your journey to Belfast, and during your time as a student at the University. We know that you will have many questions before you leave home and the aim of this Handbook is to answer as many of them as possible. The Handbook contains essential information for international students and it is very important that you take the time to read through it.

At the back of the Handbook is a checklist you can use to double-check the most important things you need to do when you are planning to come to Queen's and when you arrive. We have included a blank page for you to make notes. Please carry this Handbook in your hand luggage when you travel to Belfast.

If you are a student who is bringing your family with you to live in the UK during your studies you should read carefully the sections on immigration, accommodation and living in Belfast.

This Handbook is a brief introduction for the benefit of international students coming to Queen's University Belfast. It is intended to guide and inform you about life in Belfast and to prepare you for the cultural adjustments which are necessary when moving from one country to another. We hope that the information will ensure that your travel to and arrival in Belfast goes as smoothly as possible.

Much of the information contained here, particularly that concerned with immigration regulations, is very important, so please read it carefully and keep it close to hand, especially on your entry into the British Isles.

If after reading this booklet you have any questions please do not hesitate to contact us. Our details are shown on page 81 'Contact Details'.

You do not have to wait until you have a question to contact us: if you want to email to say 'hello' and introduce yourself, we would love to hear from you. We look forward to meeting you when you arrive.

Helen Eastham
International Students Adviser

International Student Support at Queen's

We are very proud of the outstanding and excellent support we offer to international students at Queen's. There will be times when you have questions and members of the International Student Support team are available to give advice, guidance and support to all our international students and answer any questions you may have. Here at Queen's our International Student Support team is trained to deal with any immigration questions you might have. The team can be contacted at the International Office.

Support to international students is available for students who are planning to come to Queen's and students already studying at Queen's. We have a huge amount of experience dealing with international students and understand the many different experiences you will have. Our support services cover a wide range of topics including; immigration support and guidance, induction and orientation, guidance on academic issues, childcare/school advice, financial issues, and general support.

We are looking forward to meeting you when you arrive but would also welcome an email from you before you arrive too – contact **international@qub.ac.uk**. Student facilities at Queen's provides a wide range of facilities for our students including an excellent library, computer rooms, sports facilities, Careers Service and Students' Union. When you arrive, you will be taken on a campus tour and you will be able to see the facilities available and talk to the staff who are there to help you.



Main entrance, Lanyon Building.

Semester Dates

The University's academic year is based on two semesters. Each semester lasts 15 weeks.

The first 12 weeks of each semester are devoted to teaching and the last 3 weeks are devoted to revision and assessment. Dates of semester for 2009-2010 are as follows:

Autumn Semester

	Start date	End Date
Orientation Programme for International Students	Thursday 17 September 2009	Friday 18 September
Welcome and Induction Programme (all new students)	Monday 21 September	Friday 25 September
Weeks 1 – 12 Teaching	Monday 28 September	Friday 18 December
Christmas holiday (3 weeks)	Monday 21 December	Friday 8 January 2010
Weeks 13 - 15 Revision and Assessment	Monday 11 January	Tuesday 26 January
Inter-semester break	Wednesday 27 January	Friday 29 January

Spring Semester

	Start date	End Date
Orientation Programme for International Students	Thursday 28 January 2010	Friday 29 January
Weeks 1 – 8 Teaching	Monday 1 February	Friday 26 March
Easter holiday (3 weeks)	Monday 29 March	Friday 16 April
Weeks 9 – 12 Teaching	Monday 19 April	Friday 14 May
Weeks 13 - 15 Revision and Assessment	Monday 17 May	Saturday 5 June

Orientation Programme

Before the start of each semester, the University holds an Orientation Programme for international students. The Orientation covers basic academic and practical matters such as enrolment for courses, familiarisation with the university ICT systems and living in Belfast. It also includes tours of the libraries, computing and recreational facilities and the Students' Union. There is also a bus tour of Belfast. The programme also includes a welcome reception and dinner attended by all international students and key members of Queen's staff.

Please note that attendance at the Orientation Programme is strongly advised and it is recommended that you try to arrive a few days before it starts.

The dates of Orientation in 2009-2010 are:

- 17-18 September 2009
- 28-29 January 2010

To register for the Programme, complete the online Orientation Registration form or contact the International Office at: **international@qub.ac.uk**.

In September 2009, this special programme for international students will be followed by a Welcome and Induction programme of activities for all new students, national and international, which will provide you with an opportunity to get to know Queen's students from Northern Ireland and the rest of the British Isles.



Visit to Belfast City Hall during Orientation

Immigration

Visa/Entry Clearance

Please read this section on immigration and visas/entry clearance carefully along with any other University information you have been sent.

You should note that this is for general information only; it is your responsibility to find out what the requirements are for you to enter the UK. Before leaving

your home country for the UK (or Ireland), please ensure that you have the necessary documents to enable you to enter the UK.

Please consult www.ukvisas.gov.uk to check whether or not you need a visa (also known as entry clearance).

The length of visas permitted by the UK Border Agency should normally be as follows:

Type of course	Length of course	Length of stay allowed
Degree level or above	12 months or more	Full length of course plus four months after the end of the course
Degree level or above	Six months or more but less than 12 months	Full length of course plus two months after the end of the course
Pre-sessional (course to prepare for study)	Less than six months	Full length of course plus one month after the end of the course
Short course (not to prepare for study)	Less than six months	Full length of course plus seven days after the end of the course
Below degree level	12 months or more	Full length of course up to a maximum of three years if 18 years old or over plus four months after the end of the course
Below degree level	Six months or more but less than 12 months	Full length of course up to a maximum of three years if 18 years old or over plus two months after the end of the course
Postgraduate doctors and dentists on a recognised Foundation programme	Maximum of three years	Full length of course up to a maximum of three years plus one month after the end of the course

If you think the visa you have been granted does not give you the correct time for your studies please contact the International Students Adviser as soon as possible at **international@qub.ac.uk**

Useful Links

UK Visas - for advice on applying for a UK visa: **www.ukvisas.gov.uk**

UKCISA - The UK Council for International Student Affairs provides advice and information to international students studying in the UK: **www.ukcisa.org.uk**

The UK Border Agency:
www.ukba.homeoffice.gov.uk

Immigration Advisory Service:
www.iasuk.org



Points Based System for Immigration

The UK Immigration rules have been changed to introduce the Points Based System (PBS). The Points Based System has five tiers (categories) of visas which will allow non-EEA/EU/Swiss nationals to work or study in the UK.

Students will come under **Tier 4** which will affect non-EEA/EU/Swiss nationals who are applying for entry clearance to come to the UK or those applying for an extension of their student visa in the UK. The first changes are from March 2009 for entry clearance visas, and then from autumn 2009 for students applying for leave-to-remain in the UK to continue their studies.

Between April 2009 and February 2010, when you are applying for a PBS visa to enter the UK to study, you will require a 'visa letter' from Queen's which will include our sponsor registration number and other mandatory information needed by the UK Border Agency.

From February 2010 if you are applying to enter the UK as a student or are applying to extend your leave-to-remain in the UK to continue your studies you will require a 'Confirmation of Acceptance for Studies' certificate number which Queen's will

provide for you. Continue to check our website for updates.

Under PBS your visa will be issued for study at Queen's University Belfast only, so if you wish to change institution you will need to obtain the permission of the new institution which will provide you with a new 'Confirmation of Acceptance for Studies' certificate number and you will need to re-apply for permission from the UK Border Agency.

Points required to apply for a visa

You will need to have 40 points before you can apply for Tier 4 entry clearance/ a student visa. 30 points will be awarded for the visa letter/'Confirmation of Acceptance for Studies' certificate number issued to you by Queen's University. This is confirmation that you have been offered an unconditional place to study at Queen's University. 10 points will be awarded for meeting the financial maintenance requirement set by the UK Border Agency. This will be proof that you have the means to pay the full fees for your first academic year to Queen's. If you are studying for 9 months or less you will also need to demonstrate that you have £600 per calendar month of the course for living expenses. If you are studying for more than 9 months you will need to show £5,400.00 living expenses for the first year in the UK.

If you are bringing dependants you will need evidence of an additional £535 per month for each dependant plus a visa fee of £50.00 per dependant.

How will PBS affect my entry clearance/student visa application?

When you are applying for your entry clearance visa from April 2009 you will need a 'Visa Letter' which Queen's University will provide you with. The visa letter will include our sponsor registration number and other important details about your course which are required by the UK Border Agency. If you were issued with an unconditional letter before the end of March 2009 you will also need to ask Queen's for a 'visa letter' before you can apply for your visa. When your visa is issued it will be for study at Queen's University Belfast only.

After February 2010, you will need a 'Confirmation of Acceptance for Studies' certificate number which Queen's will provide you with. Further guidance will be given about this closer to the time. Continue to check our website for PBS updates.

Under the Points Based System your visa letter/Confirmation of Acceptance for Studies certificate will be valid for six months, during which time you can apply for your entry clearance visa in advance of your travel date.

When your entry clearance visa is issued you must travel to Queen's within three months. If you do not apply for an entry clearance visa using your visa letter/ Confirmation of Acceptance for Studies certificate within six months, your visa letter/Confirmation of Acceptance for Studies certificate will be invalid and you will need a new one to apply for entry clearance – this will require a second visa application payment of £145.00. If you do not use your entry clearance visa within three months of issue, it will be invalid and you will need to apply for a new entry clearance visa and will require a new visa letter/Confirmation of Acceptance for Studies certificate. This will cost you an additional visa fee of £145.00.

Does this affect extending my visa in the UK?

From 31 March 2009 if you need to extend your visa to continue your studies, the International Students Adviser will provide you with a visa letter. The International Students Adviser will answer questions you might have about PBS and will be able to help you check your documents. From autumn 2009, if you need to extend your visa in the UK to continue your studies, you will need a Confirmation of Acceptance for Studies certificate number which Queen's will provide for you.

Further guidance about this will be issued on our website. The International Students Adviser will keep you informed about the documents you will need. Your visa extension will be issued for study at Queen's University only.

Changes to your student registration status

Under the new points based system the University will be obliged to tell the UK Border Agency about any new students who:

- (1) Fail to arrive and enrol at the agreed time for the start of their course;
- (2) Defer their studies;
- (3) Take temporary withdrawal/suspend their studies;
- (4) Withdraw from their studies;
- (5) Fail to attend their course for significant periods of time;
- (6) Have changes to their studies which shortens their completion time
- (7) Do not register with the Police within 7 days if required to do so.
- (8) Work more than 20 hours per week during term time
- (9) Use public funds

Current students on degree programmes who applied before the Points Based System was introduced are not affected by these new requirements.

Further information about the Points Based System

If you have any questions you can email the International Students Adviser at **h.eastham@qub.ac.uk**

You can find more information about PBS at UK Border Agency website:

www.ukba.homeoffice.gov.uk

You can also contact your nearest British Embassy or High Commission at **www.ukvisas.gov.uk/en/howtoapply/wheretapply/**

UKCISA (Council for International Student Affairs) on preparing for the Points Based System: **www.ukcosa.org.uk/student/pbs_students.php**

European Economic Area (EEA) and Swiss Nationals

If you are a national of the EEA (EU countries plus Iceland, Liechtenstein and Norway) or Switzerland you have the right of free movement and residence in the UK. You will not need a visa and there will be only a brief passport or identity card check on arrival in the UK. You must remember to bring your travel/ID documents in your hand luggage.

Visa Nationals

Please see the UK Visas website (www.ukvisas.gov.uk) for a list of Visa National countries. If you are a Visa National wishing to study for more than 6 months, you must obtain a Student visa from the British Embassy or High Commission in your home country before travelling (you will need to show your visa letter/Confirmation of Acceptance for Studies certificate from the University). If you are a visa national and intend to study for less than 6 months, you are required to apply for prior entry clearance as either a Student or Student Visitor. Please see the UK Visas website for details of the Embassy or High Commission in your country. They will be able to provide you with guidance about applying for a UK visa in your country and supply you with the appropriate form or website. The current application fee for a student visa is £145 (pounds sterling).

Please ensure that you obtain the correct entry clearance before you travel, as it is not possible to change from visitor status to student status once you arrive in the UK.

Non-EEA (Non-Visa) Nationals

All Non-EEA (Non-Visa) Nationals studying in the UK for more than six months must obtain entry clearance before travelling to the UK. Please see the UK Visas website for a list of Non-Visa National countries (www.ukvisas.gov.uk).

(i) Non-EEA (Non-Visa) Nationals Attending for More than Six Months

If you are a Non-EEA (Non-Visa) National and you will be studying in the UK **for more than 6 months**, you must obtain entry clearance from the British Embassy or High Commission in your home country before travelling. Please see the UK Visas website for details of the Embassy or High Commission in your country. They will be able to provide you with guidance about applying for a UK visa in your country and supply you with the appropriate form or website. The current application fee for a student entry clearance is £145 (pounds sterling).

**(ii) Non-EEA (Non-Visa) Nationals
Attending for Less than Six Months**

If you are coming to the UK **for less than 6 months**, and your country is not on the visa national list (for example Australia, Canada, Japan or the USA), it is not compulsory to apply for Entry Clearance before you travel. You can present your papers to the immigration officials on arrival at a UK airport. You will need your passport, your University letter of offer and evidence that you can support yourself financially for the duration of your course. You will be given 'Student Visitor' rather than full 'Student' visa status, which means that you will not be permitted to work part-time or apply to extend your visa to continue your studies in the UK – you will have to leave the UK on or before the date your visa expires and apply for new entry clearance from your home country.

Although it is not compulsory to apply for Entry Clearance before travelling, **we recommend strongly that you do so**. This is especially important if you would like to get a part-time job whilst you are studying.

Finally, if for any reason the airport immigration officers do not want to let you enter the UK, having Entry Clearance before travelling ensures you have permission to remain in the UK to appeal against their decision.

Please consult the UKCISA website which provides advice for international students (www.ukcisa.org.uk) for more details.

Making your Visa Application

You will normally make an application for a Visa or Entry Clearance at the British Embassy, High Commission or Consulate nearest to where you live. Please see **UK Visas (www.ukvisas.gov.uk)** to find the relevant Embassy contact details in your country. The Embassy will be able to provide you with guidance about applying for a UK visa in your country and supply you with the appropriate form or website link. The current application fee is £145.

Biometric Data

You will need to provide 'biometric' information as part of the visa application process. This biometric information consists of an electronic scan of all 10 of your fingers and a full-face digital photograph. You will have to go to the nearest Visa Application Centre (VAC) in person to provide this biometric information. In those countries

where there is no VAC, you will need to go to the British mission. Your visa application will not be processed until you have provided the necessary biometric information. The whole procedure should take no more than five minutes to complete.

You should allow several weeks for your application to be processed, as Embassies get especially busy in the summer months. Under the Points Based System your visa/letter (Confirmation of Acceptance for Studies Certificate) will be valid for six months during which time you can apply for your entry clearance visa in advance of your travel date. Some Embassies take applications online, some by post, some through a courier company and some require you to attend an interview.

Some Embassies will expect applicants to have a medical examination and chest X-ray before coming to the UK. You should check with your nearest Embassy if this is a requirement for you. Examinations are held at clinics approved by the Embassy, and you will be given a certificate to present with your Entry Clearance application. You will have to pay a fee for the examination.

If you have applied for your course through one of the University's representatives (agents) in your home country, they may be able to offer you free visa advice. For example, in India our representatives are Preferred Partners of the British High Commission and can assist with the verification of your documents which may speed up your application.

Further information about identity cards

For further information about the national identity cards see the following websites.

UK Border Agency

www.ukba.homeoffice.gov.uk/managingborders/idcardsforforeignnationals

Directions to the UK Border Agency

Offices processing the biometric scans see:

www.ukba.homeoffice.gov.uk/contact/contactspage/biometricenrolment/

Information from UKCISA (UK Council for International Student Affairs):

www.ukcisa.org.uk/student/immigration.php - identity_cards

www.ukcisa.org.uk/student/immigration.php#identity_cards



Immigration Rules for Married Students

If you are a married international (i.e. non-EEA) student you will usually be able to bring your spouse and any children under the age of 18. However, you must be able to demonstrate to the immigration authorities that you can support your family financially without having to rely on UK state support or working part-time.

They may also want to know if you have arranged suitable accommodation for your family. A certificate of marriage, or other proof of your marital status, is required. Your family will be permitted to stay in the UK only for as long as your taught course or research programme continues.

If your spouse and dependants have been given leave to remain for a period of 12 months or more, then they can work without applying for permission. They do not require a work permit in these circumstances. You should note however, that it may not be easy for them to find work in Belfast.

If your spouse and family are travelling to Queen's University without you, we can supply them with a letter of introduction from the University. This can be useful when they are dealing with the immigration authorities. If you think that your family

would need this type of letter, please contact the International Office.

Immigration Regulations and Academic Fees

Under UK immigration regulations an international student who requires a **general (adult) Student visa** or other entry clearance to study in the UK, is not entitled to study on a part-time basis. You may only apply for a full-time English Language, undergraduate, or postgraduate course or for full-time postgraduate research.

You will, therefore, normally be charged full international academic fees for such courses or programmes. If you have any concerns about the status of the course you are applying for or you do not fully understand the University's fees structure, please consult the Admissions Service before completing your application (admissions@qub.ac.uk).

Academic Technology Approval Scheme (ATAS)

On 1 November 2007, the UK government introduced the Academic Technology Approval Scheme (ATAS). If you are a national of any country outside the UK or EU/EEA (including Switzerland) and you are intending to undertake postgraduate research in certain science, engineering or technology disciplines you must obtain an ATAS certificate before

you can apply for entry clearance to come to the UK. There is no charge for the certificate, which you apply for online before you apply for your visa.

If you do not obtain a certificate, your Entry Clearance application will be refused.

If you are a current student studying one of these research degrees at Queen's and you have to extend your leave to remain to continue your studies in the UK, you may also need an ATAS certificate. If you are making an application to re-sit an examination or to write up a thesis and the last visa you obtained was a student visa, granted before 30th November 2007 then you will not need to obtain an ATAS certificate.

When you apply for an ATAS certificate, you will need Queen's to provide you with a description of your intended research. This will normally be included, together with your JACS, in your offer letter or sent as a separate attachment to that letter from the Postgraduate Office.

You will be notified by the Admissions Service if you are required to obtain a clearance certificate.

More information, including the ATAS application form, can be found at www.fco.gov.uk/atas.

After Arrival – Extension of Visa or Permission ('Leave') to Remain

UK Immigration Rules have changed and are now part of a 'Points Based System' (PBS). This means that with effect from 31 March 2009, students already in the UK who are applying to extend their leave to continue their studies must fulfil PBS criteria and this includes filling in the new application form called the Tier 4 (G) Student (T4 (G)S). To find more information about filling in the T4 (G)S form go to the UKBA web page:

www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/

You must print off an application form. It is called '*Application for a grant of leave and biometric immigration document under Tier 4 (General) Student – main applicant*' and is known as T4 (G)S. You can download the form at: **www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier4applicationform**

For further information go to the UKBA website where you will find full student guidance notes: **www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf**

Please note that the current charges for extending a student's permission to stay in the UK are:

- £357.00 for a postal application
- £565.00 for a same day service for personal callers at immigration offices known as Public Enquiry Offices (PEOs).

There is no PEO in Northern Ireland.

You MUST complete the T4 (G)S form and attach all the documents needed before your visa expires. This should preferably be done up to a month in advance.

The International Students Adviser can check your T4 (G)S and documents. You will have three ways of submitting your application form:

- (1) Make an appointment at a PEO
- (2) Post your application yourself
- (3) Post your application using the Home Office Student Batch Scheme which is operated by the International Students Adviser



Arrival in Belfast

Arriving In the UK

You should plan to arrive at Queen's in time for the International Students' Orientation Programme, which will take place from **Thursday 17 to Friday 18 September 2009. University accommodation will be available from Monday 14 September.** On entering the UK you will have to pass through Immigration Control and Customs.

We strongly recommend that you travel to Belfast directly or via another UK airport (e.g. London Heathrow, Gatwick, Manchester) instead of via the Republic of Ireland (e.g. Dublin). Northern Ireland is part of the United Kingdom and its legal jurisdictions including immigration law. If you arrive in the Republic of Ireland, your entry clearance visa cannot be stamped at a UK Border Control point and the procedure for clarifying your immigration status in the UK is more difficult. There are no border controls between Northern Ireland (part of the UK) and the Republic of Ireland, for your passport to be checked. To be valid, your entry clearance visa **MUST** show an official border control stamp. If you do not come to Queen's via a UK port of entry, you would still need to obtain a border control stamp and would then have to post your passport together with an application form,

accompanying documents and a £357.00 fee to the UK Border Agency in England. This process can take several weeks. If you enter Northern Ireland via this route, please contact the International Students Adviser as soon as possible after your arrival.

Immigration Control

To receive official permission to enter the UK you will need the following documents:

- Valid passport containing where appropriate your student visa (entry clearance)
- Certificate of Acceptance from the University, showing that you have been unconditionally accepted on to a course
- Evidence of adequate financial support (i.e. bank statements, proof of receipt of scholarship or other form of financial aid)
- Evidence of a recent medical check up and chest x-ray if these were recommended when you applied for entry clearance

Do not forget to carry all of these documents in your hand luggage as you will be asked to show them on arrival at immigration control.

Your visa will contain information about permission to work in the UK and tell you whether you have to register with the police (usually within 7 days of entry to the UK) and length of time you are permitted to remain in the UK. The current charge for registration with the police is £34 (pounds sterling).

If you have problems with immigration as you enter the UK, either ask to see a representative of the UK Immigration Advisory Service or contact the International Students Adviser (Tel: + 44 (0)28 9097 5088).

Customs

When you come through Immigration Control you will collect your luggage from the Baggage Reclaim and go through the Customs Hall. Usually there are two routes to go through: look for a green sign if you have no goods to declare and a red sign if you do have goods to declare. UK custom regulations allow students to bring in personal belongings, e.g. computer, for use in their studies without being liable to pay duty (tax), as long as they take them out of the country again when they finally leave. Food imports into the UK are strictly controlled. The following products are not permitted to be brought into the UK except from approved countries: meat and meat products, milk and milk products, fish, shellfish, eggs, honey, potatoes, plants.

For more detailed information please see the Northern Ireland Department of Agriculture and Rural Development website: www.dardni.gov.uk. Please consult your nearest British High Commission or Embassy or Consulate for further information on Customs Regulations.

Luggage

If you have booked your air travel with connecting flights to one of the Belfast airports from your original departure point, your baggage allowance should be the same for your entire journey. However, if you break your journey in Britain and transfer to another domestic airline you may be subject to a reduced baggage allowance and have to pay additional excess charges. Please check all baggage allowance conditions (including size and weight restrictions) before you leave home.

Police Registration

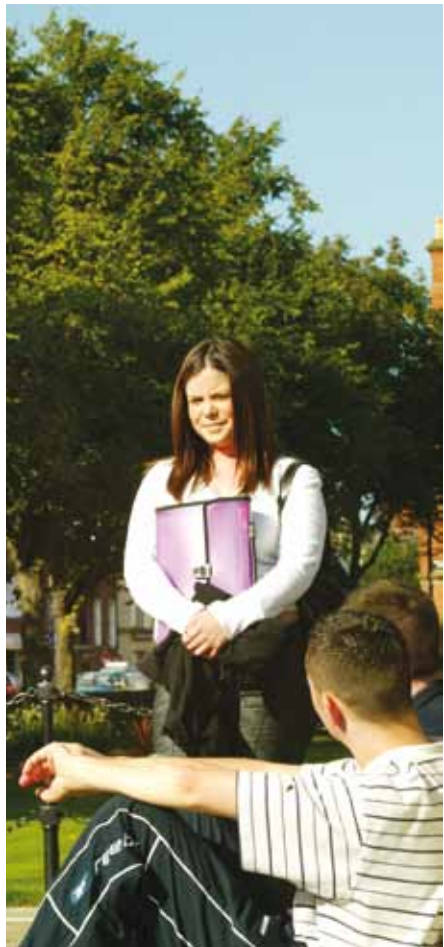
If you are a citizen of one of the countries listed overleaf and will be in the UK for more than six months, you will need to register with the Police within seven days of your arrival in the UK. When you arrive, the International Students Adviser will help with your registration.

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

The requirement also applies to stateless persons and people travelling with non-national travel documents. **Please note, you are only required to register with the police if the requirement has been included on your visa or stamped in your passport.**

When you are registering with the Police you will need the following:

- Two passport sized photographs
- A letter confirming your course
- Your passport
- The fee of £34.00



Getting to the University

Getting to Belfast is easy, especially by air (see the map on the inside cover of this handbook). Most students coming to Queen's travel through London. Connections between London and Belfast are excellent. London is served by five airports and Belfast is served by two (Belfast International and George Best Belfast City). The flight time is about one hour. As well as flights from London, there are also frequent flights from regional airports in Great Britain.

There are also ferry services across the Irish Sea with good rail and bus connections to Belfast. You must ensure that you enter a valid UK point of entry so as your visa can be stamped at immigration control. See 'Arriving in the UK' for more important information.

Coming by air – to Belfast International Airport

The airport is approximately 32 kilometres from the city centre, and there is a transfer bus service available. Buses run at half hourly intervals Monday to Saturday and at hourly intervals on Sundays. The journey time is approximately 30 minutes and a single fare is approximately £7.00 (€8). The route terminates at Great Victoria Street bus and train station in the city centre. Queen's Elms Village University accommodation is about

30 minutes walk from Great Victoria Street station so you are advised to take a taxi. A taxi fare from the bus station to Elms Village is about £5.00 (€5.50).

Note: Taking a taxi directly from Belfast International Airport to the University is expensive - approximately £25 (€28).

Coming by air – to George Best Belfast City Airport

Belfast City Airport is only 5 kilometres from the city centre. A taxi from the airport to the University or to the City Centre is about £9.00 (€10). There is also a rail connection to the City Centre (Central Station, Botanic Station and Great Victoria Street Station). The journey time is about 5 minutes and a single ticket is £2.00 (€2.20). Buses to the city centre run every 20 minutes from 6.00am to 9.50pm and a single ticket costs £1.50 (€1.65).

Coming by air – to Dublin Airport

There is a bus service directly to Belfast from Dublin International Airport (Stop 8) on Ulsterbus Goldline Express Service 200, Bus Eireann Service 001 and the Aircoach. Alternatively you can take an Airbus to the centre of Dublin, and then get the bus (from Bus-Arus) or train (from Connolly Station). The cost of a single fare from Dublin to Belfast is about £12 (€14.00).

You must ensure that you enter a valid UK point of entry so as your visa can be stamped at immigration control. See 'Arriving in the UK' for more important information.

Note – The currency used in the Republic of Ireland (Euros) is different to that used in Northern Ireland and the rest of the UK (Pounds Sterling).

Coming by sea

There are three main sea routes from Great Britain to Northern Ireland: Liverpool to Belfast; Stranraer to Belfast; Cairnryan to Larne.

Free Welcome and Airport Transfer Service

The University makes special arrangements to meet students arriving at Belfast International and George Best Belfast City Airports for the orientation programmes in September and January. Students who cannot fit in with these arrangements should make their own way to their accommodation (see above). For students attending the Orientation Programme (see below), University accommodation will be available from Monday 14 September for students intending to live in Elms Village during the academic year. We recommend that you arrive between Monday 14 September and Wednesday 16 September.

In collaboration with the International Friendship Association (www.qubifa.com), the University will be running a free transportation service from Belfast International Airport and Belfast City Airport to the Elms Village accommodation on:

- **Monday 14, Tuesday 15 and Wednesday 16 September 2009 and**
- **Wednesday 27 January 2010**

Queen's is located in the prosperous south-side of Belfast, about 1.5 kilometres from the main city centre shopping area. Most University academic Schools, and most student accommodation, are within a few minutes' walk of the main building. Similarly there are many cafes, restaurants and bars located close to the main campus. Students do not need their own transport in Belfast. Even though the city centre is within walking distance, there is a frequent and cheap bus service. Public transport connections with the rest of Ireland are also good.

Accommodation

Arriving at your accommodation

All students who have been allocated University accommodation must go to the 24 hour reception desk at the Queen's Elms Village, 78 Malone Road.

If you have not received confirmation about your accommodation arrangements, you should also report directly to the Reception at Queen's Elms Village.

Accommodation during Orientation

The residential year for University accommodation begins on Saturday 19 September 2009. For students attending

the Orientation Programme on Thursday 17 and Friday 18 September, University accommodation will be available from **Monday 14 to Friday 18 September** inclusive at a **fixed cost** for the 5 days. This gives students the flexibility to arrive between Monday 14 and Wednesday 16 September, to take advantage of the free welcome and transfer service from the two airports. Note that this accommodation option is only available to students who have reserved a place in University accommodation for at least the first semester of the academic year.



Students wishing to attend the Orientation programme who have opted to live in private accommodation should make alternative arrangements. Please contact the International Students Adviser if you require assistance.

University Accommodation

New international students who have applied for single accommodation are normally guaranteed a place in University accommodation for at least their first year of study. Preference is given to international students in the allocation of University accommodation in a residence or house which is either completely administered by the University or administered by the University in conjunction with another body.

Accommodation is available in a number of residences and houses. All students will be required to pay a £300 booking deposit, to be paid by credit card or bank draft when applying for accommodation.

Student Accommodation Handbooks and application forms become available in late June, and will be sent to prospective students at that stage. Applications can be made online – see www.stayatqueens.com.

You will need a valid credit or debit card to pay your deposit online in order to complete and submit the application.

Alternatively, a paper application can be made by downloading the forms from the same web site and posting them to Elms Village Reception Office with your deposit. Remember to sign the form and enclose your deposit.

All applications for University accommodation must be sent to:

Elms Village Reception Office,
78 Malone Road,
Belfast, BT9 5BW
Email: accommodation@qub.ac.uk.

All undergraduate applicants for accommodation should include their UCAS number on the application form.

If you have an unconditional offer we guarantee you a place if we receive your application form before **1 August 2009**. For conditional offers the closing date is **24 August 2009** – it is not necessary to wait for UCAS confirmation.

Further information on University Accommodation can be found on the Student Accommodation website at www.qub.ac.uk/sacc/.

Accommodation Rates 2009 – 2010 – Please read carefully!

Note: All University accommodation is for single students only.

1. Queen's Elms Village

Elms Village Self-Catering Halls (standard with internet access)	Full Year: 19 Sept – 12 June	£2,899.40
Elms Village Self-Catering Halls (with en suite facilities and internet access)	Full Year: 19 Sept – 12 June	£3,444.70

2. Queen's Houses – Self-Catering (with internet access)

Standard single room	Full Year: 19 Sept – 12 June	£2,899.40
Large single room*	Full Year: 19 Sept – 12 June	£3,210.62
Selected Postgraduate accommodation	50 week period (19 Sept 2009 – 5 Sept 2010):	£3,815.15 - £4,532.25

3. Queen's Houses – Self-Catering (without internet access)

Standard single room	Full Year: 19 Sept – 12 June	£2,415.28
Large single room*	Full Year: 19 Sept – 12 June	£2,761.08



Elms Village

4. Vacation Residence – Self-Catering

Per night

£10.90 – Standard rooms

7 nights or more

£12.95 – Ensuite rooms

7 nights or more

£20.70 – Standard rooms

less than 7 nights

£24.45 – Ensuite rooms

less than 7 nights

Orientation Week - £54.50

14 – 18 Sept (5 nights)

**Only a limited number of large single rooms are available.*

Vacation Residence

Not all University accommodation is open during the Christmas, Easter and summer vacations. However, if necessary, alternative accommodation will be available during the summer vacation but it is advisable to check this out a few weeks before the semester ends, and to book accommodation as required. There will normally be an extra charge for this. Forms are available from the Elms Village Reception. All University accommodation is within walking distance of the main buildings on campus.



Elms Village

Accommodation for Married Students and Families

The University has a very limited amount of accommodation for married students and families. All requests for University accommodation for families should be made through the Elms Village Reception in the first instance. The Student Accommodation Office cannot book private accommodation on behalf of students. If you do not want to book University Accommodation please email the International Students Adviser before you come to Belfast – you will be sent details of how to organise alternative accommodation.

If you cannot arrange accommodation for you and your family before coming to Northern Ireland, you are strongly advised to arrive by yourself and make suitable arrangements for your family to arrive later. Please do not come to Queen's with your spouse/family if you have not arranged suitable accommodation for them. (Note: a student who has been allocated a room in a Queen's residence is not permitted to share that room with any unauthorised person.)

Private Rented Accommodation

The University normally guarantees accommodation for international students for at least their first year of study. However, as noted above, you may feel that it is more appropriate for you to rent private

accommodation. You should be aware that demand in this sector in the University area exceeds supply, so you have to be prepared to spend a few weeks hunting for your own place before your course or research programme starts. Note that due to high demand, University accommodation during the Orientation Programme for International Students in September will only be available to students who have reserved a room in University accommodation for the academic year.

Students wishing to take up private sector accommodation rather than University owned accommodation are advised to check out 'Studentpad', at **www.nistudentpad.co.uk** The website is hosted by the Northern Ireland Housing Executive and carries a listing of NIHE approved properties.

A list of estate agents willing to let to students is available from the Students' Advice Centre in the Students' Union.

The Union also operates an accommodation notice-board service which offers up-to-date information on accommodation in the University area. The notice-board is located on the second floor of the Students' Union beside the General Office.

If you do decide to rent a house or flat, it is advisable to consult the Housing Rights Centre or the Students' Advice Centre before signing anything, as tenancy agreements are very often complicated and cause legal difficulties when it is time to leave. The normal tenancy agreement is for 12 months, normally from early July until the end of June the following year.

The approximate cost of a shared flat/house is £170 – £250 (€185 – €270) per room per month. This does not normally include the cost of heating/ lighting and telephone. The cost of housing for a family is more expensive (normally £400.00 per month).

Before you agree any accommodation with a landlord you should check if your rent includes bills (electricity, gas, telephone etc) – if it does not include these amounts then you must ensure that you have enough money to pay your rents, bills and other living expenses (food, clothing etc).

Academic Information

Enrolment and Registration

You must ensure that you enrol on your course as soon as you can. Full details will be sent to you from your School or the Admissions Service. Enrolment will take place during the first few days of the Orientation Programme and Welcome Week.

It is a UK government requirement that the University ensures that non-EU international students who enrol on courses of study have satisfied UK immigration regulations. If you are a non-EU student it is therefore necessary for you to bring your passport to Enrolment and Registration to show to University authorities before you are issued with your Student Card.

You should bring your original passport and, if possible, a photocopy of both the personal details/photo page, and the page showing your entitlement to study in the UK (the visa page).

These photocopies will be verified against your passport by the University authorities and your passport handed back to you. The copies will be retained in your student record held by the University, and, if requested, may be made available to the UK Border Agency.

Attending Classes

It is very important that you attend your classes so that you get the most out of your studies and so that you satisfy the requirements of your student visa. If you need to extend your visa to continue your studies you will have to demonstrate to the UK Border Agency that you had good progress and attendance on your course. Under the new Points Based System immigration rules, universities will be obliged

to report to the UK Border Agency any students who fail to attend for a significant period of time. If you are absent due to sickness you should notify your School. Please do not stop attending without telling someone – speak to your personal tutor and/or the International Students Adviser.

Academic Methods of Study

You may find the way students carry out study and research, and write their essays and course work in the UK to be very different from how you worked in your home institution. During your course you will be given information about reading widely about your topic and how to research it thoroughly. You will also learn how to analyse and describe the work you have undertaken. The way we teach at Universities in the UK may be different to teaching methods in your home country. You might be used to your tutors telling you everything you need to know. In the UK you are responsible for getting the information you need and you will be expected to check the School notice boards and the Queen's website on a daily basis. You will be assigned a Queen's email address at the time of enrolment and you are expected to check this account regularly.

Plagiarism

It is very important that you learn how to present and write your work at Queen's.

Plagiarism is defined as the presentation of the work of others as the writer's own without appropriate acknowledgement and is treated as a serious academic offence. It is also an academic offence for a student to permit another student to copy his/her work submitted for assessment. Both parties will be dealt with in accordance with these procedures. The University takes a very severe line on students who plagiarise work.

Students who plagiarise may receive a mark of zero. In some cases, acts of plagiarism can result in the student failing the entire degree. Remember, plagiarism includes information from books, newspapers, journals AND the Internet. All suspected cases of plagiarism will be investigated in line with University procedures, full details of which can be found in the School's Student Handbook and in the General Regulations of the University (see www.qub.ac.uk/info/calendar/) (see Study Regulation 7).

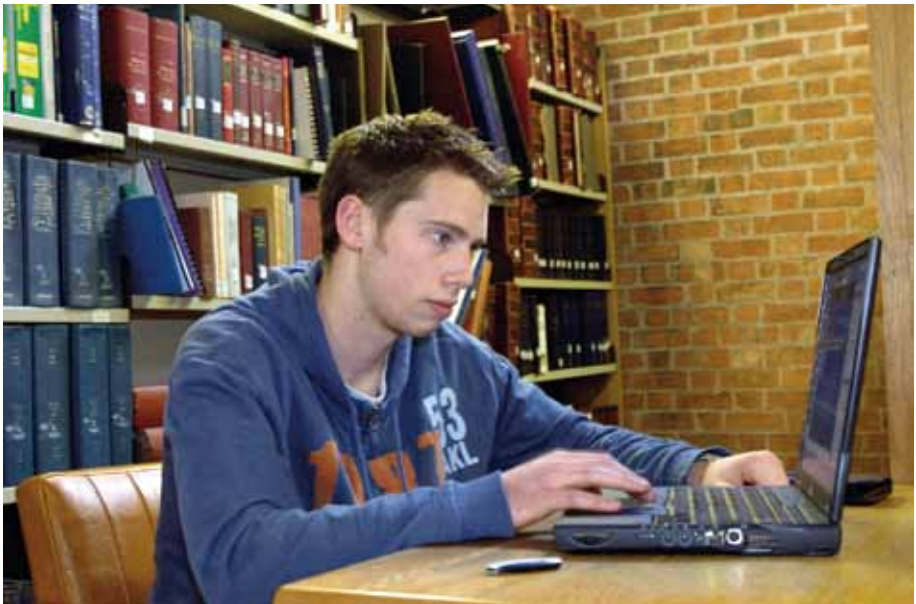
In effect, plagiarism is a form of theft. This could include:

- handing in another student's essay and pretending that it is your own work;
- copying chunks out of articles, chapters or books and pretending that it is your own work;

- taking phrases or sentences from the work of another and pretending that it is your own work;
- copying out chunks of another's work without using quotation marks to show that this is the work of another;
- borrowing ideas from a source without giving a reference (footnote etc.) for what is borrowed.
- copying from the Internet.

Learning Support

The Learning Development Service offers academic help and advice and will assist you with your learning support requirements, while studying at Queen's. The service has the resources, workshops and people to help you deal with the common academic issues that students experience at some point during student life. Our highly trained and experienced professionals offer



one-to-one advice that may cover study and organisational strategies, academic writing skills, coping with examinations, managing deadlines, presentation skills and other topics related to academic study.

If you go to the following website you will find lots of useful tips which will help you: www.qub.ac.uk/directorates/sgc/learning/

Methods for learning at Queen's

Lectures are where a tutor will talk to a large class in a lecture theatre, and give information about the subject. You are expected to listen and make your own notes. You are not expected to write down everything the tutor may say but you should write down the most important information.

Seminars are small group discussions with your tutor and some other students. During seminar sessions you could discuss the previous lecture or discuss a piece of reading material. Seminars allow you to be more involved with your studies through discussion of what you have learned and are also an opportunity for you to ask any questions. These are very important to attend and you must also ensure that you are prepared to participate.

Tutorials are when you meet with your personal tutor. During these meetings you can discuss planning and preparation for your work including study methods. You can also discuss with your tutor any problems you might be having.

Small working groups allow you to work with other students on tasks assigned by your tutor. Working in groups is enjoyable and will allow you to share your ideas, develop your English and make friends with other students on your course.

Laboratory, workshop or studio work may be required as part of your course. These are valuable sessions which will allow you to develop your course skills.

Computer work is required by almost all subjects. You will be expected to submit typed work to your tutors.

You will also be expected to carry out study by yourself. This is known as 'independent study' and is expected of all students in the UK. This will include reading about your subject and making referenced notes and research information. If you need more information about this you should speak to your tutor who can help you plan and prepare for this. The Learning Development Service can also assist: www.qub.ac.uk/directorates/sgc/learning/

If you have any problems with your course it is very important that you speak to your tutor as quickly as possible. If you are still worried you can make an appointment to see the International Students Adviser.

Academic Structure

Teaching and research in the different subjects in the University are carried out in schools or institutes, for example, the School of Law, the Institute of Byzantine Studies. Within a subject there are different levels of staff the highest of which is a professor, next are readers and senior lecturers. Readers and senior lecturers have the same level but a reader has been promoted on the basis of his or her research while a senior lecturer has been promoted on the basis of teaching and/or contribution to academic administration. Next are lecturers. Tutors and teaching assistants are sometimes involved in teaching but only under the direction of a lecturer.

The schools and institutes are located in one of the three faculties. Each faculty is headed by a Dean. Above the three Deans is the Vice-Chancellor who is the academic and administrative head of the whole institution. The faculties, and their constituent schools and institutes, are:

Faculty of Arts, Humanities and Social Sciences

Schools of: Education; English; History & Anthropology; Languages, Literatures & (Performing) Arts; Law; Management; Music & Sonic Arts; Politics, International Studies & Philosophy; Sociology, Social Policy & Social Work.

Institutes of: Byzantine Studies; Irish Studies; Theology.

Faculty of Engineering and Physical Sciences

Schools of: Chemistry and Chemical Engineering; Electrical Engineering & Computer Science; Geography, Archaeology & Palaeoecology; Mathematics & Physics; Mechanical & Aerospace Engineering; Planning, Architecture & Civil Engineering; Electronics; Psychology.

The Institute of Electronics, Communications and Information Technology.

Faculty of Medicine, Health & Life Sciences

Schools of: Biological Sciences, Medicine, Dentistry & Biomedical Sciences; Nursing and Midwifery; Pharmacy.

**University Academic
Tuition Fees 2009-10
Undergraduate Courses**

International (non-EU) students

Humanities, Law, Economics & Social Sciences:	£9,418
Science, Engineering, Agriculture & Food Science:	£11,539
Medicine/Dentistry First and Second Year:	£12,757
Clinical Years:	£24,066

EU students

Arts, Law, Economics & Social Sciences:	£3,225
Science, Engineering, Agriculture & Food Science:	£3,225
Study Abroad Students One academic year:	£8,476
One semester:	£4,238



Postgraduate Courses and Research

Non-EU students

Humanities, Law, Economics & Social Science:	£9,418
Science, Engineering, Agriculture & Food Science:	£11,539
Clinical:	£21,087

EU students

(all faculties):	£3,380
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NB: to cover your living costs (accommodation, books, clothes etc) you will need another £6,500 – £7,500 in addition to the fees quoted above.

Payment Options for Non-EU International Students

For courses lasting more than one year, the tuition fee for second and subsequent years is fixed at the rate payable in year one.

As a condition of completing the enrolment/ registration process, in September all students must either:

1. Provide evidence of sponsorship or scholarship from a government or other official organisation, OR
2. Pay the total annual fee. Please note that cash will NOT be accepted at any of the enrolment sites OR

3. Pay an advance of 50% of their fees, the balance being payable on invoice by February, OR

4. Pay by Direct Debit:

25% of the total fees must be paid at enrolment.

Direct Debit Mandate and Advance Notice Waiver form must be completed.

Direct Debits are taken in three equal payments at the end of December, January and February, or within four working days of each date.

The direct debit facility is only available to those students who have a UK current bank account (not savings account) which is recognised by the Direct Debit Scheme.

If your fees are being paid by a sponsor you must, on enrolment, supply the University with an official letter from your sponsor which contains appropriate contact address details.



Main Library

Library and Computing Facilities

Libraries

The new Sir Anthony O'Reilly Library will open in September 2009 offering a wide range of integrated Library and IT support services in a landmark new building.

With 2,000 reader seats in a mixture of formal and informal spaces, it will blend the best features of a traditional library with the latest technology to create a truly 21st century environment for our students. There will be places for quiet study and significant provision for group work allowing students to suit their individual learning and research style. The highest quality services and support will be fully integrated within the building, making it an exciting and essential part of the student experience at Queen's. As well as extensive collections covering the Arts, Humanities, Social Sciences and Science and Engineering, the Library will house the University's Special Collections and a substantial short loan collection of undergraduate reading materials. The Library will also provide significant numbers of PCs for student use and have wireless access throughout so that students may access network services using their own laptops. The services in the Sir Anthony O'Reilly Library will be available to students across extensive opening hours, including a period

of 24 hour opening in the weeks before and during examinations.

In addition, there is a modern Medical Library at the Royal Victoria Hospital site with supplementary facilities in the recently opened Biomedical Library on the Lisburn Road. Both libraries offer a wide range of services for students in the Medical and Health Care disciplines and are open during the evening and at weekends throughout the busy times of the year. There is also an Agri-Food and Biosciences Institute Library located at Newforge.

The Library provides access to a wide range of books and journals in support of each subject area. Increasingly, the Library provides access to a wide range of electronic resources via the web and these are accessible both on and off campus. These resources include electronic journals and books as well as bibliographic databases and full text services.

The following loan periods apply for most of the Library's books and pamphlets. Special conditions apply to short-loan or consultation material.

	Loan Period	Loan Limit
undergraduate students	2 weeks	10 books
undergraduate students (Medical and Biomedical Libraries)	4 weeks	10 books
postgraduate students pursuing a taught course	2 weeks	10 books
postgraduate students (Medical and Biomedical Libraries)	4 weeks	10 books
research students	12 weeks	25 books

For further information please visit:

www.qub.ac.uk/lib/

Email

All international students will have access to email. On collection of your student card you will be given your username and password to access your account. This service is free. You can use any of the Student Computer Centres around the University to access the Internet. Assistance on using the Internet is provided at Orientation and daily in the Computer Centres.

You will be expected to use your Queen's email account for communication with the University.

Computing Facilities

Central computing facilities for students are provided in Student Computer Centres. There are 15 Student Computer Centres with over 800 PCs all of which operate Windows XP. WiFi hotspots are located in several sites across the campus, including libraries, the Students' Union, and the Student Guidance Centre. Students can view an interactive web page to find out how many computers are in use in the central Student Computing Centres at any time. The majority of the Centres are within easy access of the central campus. All students have access to e-mail and the Internet and have their own filestore account on the campus network. In addition to these central facilities, many schools have their own computing facilities.

The University extensively uses email and the Web to communicate with, and provide information to, students. All Elms Village accommodation has internet access.

Computer Based Learning (CBL) materials are available on all the systems in the Student Computer Centres to help students become familiar with the core IT products. They include Introduction to PCs, Windows, Word, Excel, Access and Powerpoint.



During semester the Student Computer Centres are normally open from 8.30 am to 9.30 pm or 11.30 pm from Monday to Friday, with a number open on Saturday and Sunday.

Equipment and facilities for disabled students

The University has developed specialised Assistive Technology provisions for students with disabilities over recent years. The main facilities are as follows:

A dedicated equipment facility located in one of the Student Computer Centres. Students can make use of up-to-date technology (including CCTVs, scanners with synthesised speech and braille printing options and associated PC hardware and software).

In the University's network of 15 Student Computer Centres located throughout the campus, over 800 work stations are available to any member of the academic community. Specialised software is available at all these locations to enlarge text and graphics on all existing installed packages. Specific software facilities are also available for use by those with visual impairment and dyslexia who have typing, spelling and reading difficulties.

IT provisions for deaf and hard of hearing students are housed in a new "Hearing Enhancement Technology Room", sited at

the centre of the campus. Facilities include the following: a desktop PC, offering access to email, the Internet and standard applications; a laptop PC which can be borrowed, offering standard applications and the package HI LINC (designed to let deaf and hard of hearing students receive information in lectures simultaneously with other hearing students); printing and photocopying facilities; a minicom; an amplified handset; hearing-aid related supplies including batteries and a spare Phonic Ear Personal FM; a portable loop; and a monitor and video unit (suitable for playing and recording subtitled videos). A stock of video materials for use as courseware is also being developed.

Learning Support English Language Courses

The English Language Unit (ELU) at Queen's, accredited by the British Council, provides English language training and support to international students on behalf of the University in the form of both preparatory (pre degree) and in-sessional (during degree) courses. In addition, ELU is a University of Cambridge Language Examination Centre offering English language assessment including the internationally recognised IELTS test. ELU is the only official IELTS testing centre in Northern Ireland.

ELU offers the following courses and support services:

- **Pre-sessional and Foundation English Courses at Queen's**

These are full-time intensive English for Academic Purposes courses with entry points throughout the year. They are designed for students who need to improve their language skills in order to take up a course of academic study at Queen's University or at another UK University. Intensive 3-week, 6-week and 12-week courses, entitled "Pre-sessional English for Academic Purposes" are offered prior to the commencement of the academic year. These courses concentrate on the academic English which students will need to use in their future studies.

- **Summer General English and Intensive General English Courses**

These are full-time General English courses with entry points throughout the year.

- **Tailored English Courses plus social programmes**

These are full-time short duration English courses designed to meet the language needs of specific groups of students. Social programme includes excursions and evening activities.

- **Public Examinations - IELTS**
- **English language classes for students on degree programmes at Queen's**

The English Language Unit provides free, optional English courses for students who may need English language support in order to follow their studies successfully. These include courses on Academic Writing, Speaking, Reading and Listening. These courses are normally two hours per week and are scheduled to run at times which suit most students. There is a small administrative charge to register for these classes.

If you would like further information on any of these courses, including costs, please visit www.qub.ac.uk/elt or,

Tel: +44 (0)28 9097 5374,
Fax: +44 (0) 28 9097 5379.
Email: elu@qub.ac.uk.

Peter Froggatt Centre

The Peter Froggatt Centre, providing state-of-the-art teaching and learning resources for students, can accommodate up to 1,650 students in 32 seminar rooms, computer and language laboratories and lecture theatres. The Centre blends traditional and new technologies, including video and data conferencing for remote lectures and tutorials and computer based language teaching.

Language Centre

With the establishment of a multimedia Language Centre at Queen's, the University has demonstrated its commitment to offering students the best facilities to enhance their own learning of a foreign language. Courses are run in most European languages as well as in Mandarin Chinese, Arabic and Japanese.

The Language Centre offers online multimedia computer labs (installed with Can-8, Melissi and TRADOS software) and a Private Study area which all university students can use on a 'drop in' basis.



Working in the UK and Welfare Benefits

Non-EEA Students

International students who have been granted permission on their visa immigration status and who are enrolled on full-time courses of study are permitted to work up to 20 hours per week. A work permit is not required for such part-time employment. However, opportunities for casual work are limited and students should not be dependent on having part time work and should have sufficient funds to support their studies without having to rely on finding part-time employment in Belfast. Your visa will state that you are not allowed access to 'Public funds' known as Welfare benefits.

EEA Students

Students who were nationals of the countries that were members of the European Economic Area (EEA) before May 2004, or Swiss nationals, do not need a work permit. Students who are nationals of the 10 countries which joined in May 2004 are normally required to register under the Worker Registration Scheme. The following website will provide you will information **www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/**

Students who are nationals of the two countries which joined in January 2007 (Bulgaria and Romania) are normally required to apply for work authorisation. More information can be found at **www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/liveworkuk/**

Welfare benefits are available to students who are UK or EU nationals but only in exceptional circumstances to other international students. Normally you would be expected to have sufficient funds to support yourself during your course.

The Department of Health and Social Services may consider awarding benefit to an international student in their final year whose funds have been cut off through no fault of the student's (e.g. political crisis at home). However, this payment would most probably be in the form of a loan.

During your Studies – Permission to Work

Most non-EU/EEA nationals will need permission granted on their Student visa. If you have permissions you can:

- Work part-time for up to 20 hours per week in term-time.

- Work full-time in vacation.
- Undertake a placement approved by the University.
- Undertake a paid internship placement for up to 3 months.
- Start work without a National Insurance number being issued (an employer can deduct National Insurance on a temporary number).

Please speak to the International Students Adviser before you start work.

If you have a **prohibition** on employment stamp in your passport, **you cannot work under any condition**. However, it may be possible for your stamp to be changed; you should contact the International Students Adviser.

WARNING

You must **NOT** exceed working 20 hours per week during term time. Working over 20 hours per week during term time is a breach of your Student visa and the UK Border Agency could suspend or refuse your visa.

National Insurance Number

If you are going to undertake paid employment in the UK, you will need a National insurance number (NI number). Every NI number is unique and made up of

letters and numbers like this example (do not use this number):

AB 12 34 56 C (example only)

How to Apply for a National Insurance Number

You need to find a job and telephone the Job Centre for an appointment. When you go for your appointment bring the employer's letter, your passport and other identification you are asked to bring. You are also required to bring a letter from the International Office confirming your address. Please email international@qub.ac.uk to request this letter.

Before you leave the Job Centre, ask for a letter confirming that you have applied for a National Insurance number. It can take up to 12 weeks to receive the number but you can start work immediately as your employer can issue you with a temporary NI Number in the meantime.

Useful Links

The following links will give you more information:

UKCISA: (www.ukcisa.org.uk/student/working_during.php) –'Working in the UK during your studies'

UK Border Agency: (www.ukvisas.gov.uk) guidance on visa applications for the UK; Information for students (<http://www.ukvisas.gov.uk/en/howtoapply/infs/inf5students>)

Government: (<http://www.dfes.gov.uk/international-students/workleaflet>) International students on working in the UK

After your studies

When you have finished your studies you can apply for a visa called a Post Study Work (PSW) visa. Details of this can be found in the PSW information sheet available from the International Office and at the UK Border Agency website (www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/). For information about other types of visas allowing you to work please go to www.ukba.homeoffice.gov.uk/workingintheuk/.

Careers Service

For more information about your future working opportunities please speak to a Careers Adviser. For more information go to the **Student Guidance Centre** website at www.qub.ac.uk/sgc.

Student Jobshop

The Jobshop exists to help students to find fairly paid, part-time, temporary employment inside and outside the University while they are studying. It is located at the Student Guidance Centre, Tel: 028 9097 2727. The Jobshop will also assist the University and external employers in the recruitment of good quality part-time staff often at short notice.

The Jobshop provides a free service. Opening hours will normally be: Monday to Thursday 9.30am – 4.30pm. For more information about the Jobshop please visit: www.qub.ac.uk/jobshop

The Jobshop works hard to develop good relationships with external employers and Queen's departments in the interests of keeping up a supply of jobs. It is important to remember that you are representing the University to outside employers.

Remember, you are enrolled on a full-time academic course and this should be your first priority. Arrange your part-time work so that lectures do not suffer, and so that you will not be under undue strain near essay or examination times.

Health Services, Dentists and Opticians

National Health Service Eligibility

Most medical treatment in the UK is provided under the National Health Service (NHS). Some services are free and there are charges for others.

If you are following a full-time course of study lasting at least six months you will be entitled to treatment under the National Health Service. If you are married, your spouse and any children will also be entitled to free cover.

If your course lasts less than six months, you will not be entitled to treatment except by a hospital in an emergency unless you come from a country which has a reciprocal health care agreement with the UK. Further information is available in the UKCISA information sheet guidance note '**Keeping Healthy**' (www.ukcisa.org.uk). You should note, however, that in some cases reciprocal health care agreements exclude treatment for conditions that existed prior to your arrival in the UK.

University Health Centre

The University Health Centre at Queen's is a General Practice that provides both student-focused and general National Health services. Please follow the link below for more information.

www.universityhealthcentreatqueens.co.uk/

The University Health Centre at Queen's is situated close to the main campus and student residences at 5 Lennoxvale, Belfast. It is a National Health Service (NHS) GP practice, providing a full range of NHS services.

Doctors, nurses and staff within the Health Centre have many years of experience of providing health services for students. They have extensive knowledge of how working and living in an institutional environment can impact on an individual's health, both physical and mental. Services include: Family Planning; Asthma Clinic; Diabetic Clinic; Ante Natal Care; Sports Injury; Minor Surgery.

The Doctors within the Health Centre also provide agreed institutional services, which include; certification for late submission of work; non- attendance due to illness; reports to Advisers of Study and Progress Committee. These services, which are outside NHS Services would normally attract a fee, but are available free of charge to registered patients.

If you are an international student studying at Queen's for six months or more, you must register with a Health Centre. This entitles any student from any country to treatment from the University Health Centre; hospital treatment in emergencies from the Royal Victoria Hospital and the Belfast City Hospital; and subsidised dental and ophthalmic services.

You will be required to pay a fixed rate charge for any prescriptions (medicines, pills, etc) in the same way as UK residents. The current charge for each prescribed item is £3.00.

If you are an international student studying at Queen's for less than six months, you are not required to register with the University Health Centre. Should illness occur, such students should contact the University Health Service for further guidance. Students from countries with which the UK has a reciprocal health care agreement may receive health care as

"temporary residents". Students from other countries may be required to show personal medical insurance.

A doctor is "on call" in the case of an emergency for those students who have registered with the University Health Service – Tel: 028 9097 5551 (Monday - Friday 8.30am to 5.30 pm). Outside these hours, contact 028 9079 6220.

Hospitals

The two nearest hospitals to the University are:

Belfast City Hospital NHS Trust
51 Lisburn Road
Belfast
BT9 7AB
Telephone: 02890 329 241
Website: **www.belfasttrust.hscni.net**

Royal Victoria Hospital
Grosvenor Road
Belfast,
BT12 6BA
Telephone: 028 9024 0503
Website: **www.belfasttrust.hscni.net**

Dentists

There is a charge for all dental treatment but it is less expensive to be treated under the NHS than as a private patient. It might not be possible to find a dentist who can provide you with dental treatment under NHS. When you register with a dentist you should check if they can treat you under the NHS. A list of dentists in Belfast is available from the Student Guidance Centre. In an emergency students should go to the Accident & Emergency Department, Royal Victoria Hospital.

Opticians

There is a minimum charge for an eye test and you will have to pay the cost of any spectacles or contact lenses you might need. A list of opticians in Belfast is available from the Student Guidance Centre

Emergencies

The national emergency number in the UK is **999**. This is for police, ambulance and fire service and is *ONLY TO BE USED FOR VERY SERIOUS EMERGENCIES*.

You can call this number free from any phone, if you are using a normal phone (i.e. landline and not your mobile phone) the emergencies services will be able to track your call and will know where you are. If you

are calling from a mobile phone you will have to explain where you are.

If you are not sure about whether or not you should ring 999, you can ring Queen's Security: Tel. 028 9097 5099 who will help you.

Insurance

The University does not accept liability for students' personal belongings, or personal illness cover. Students should make their own arrangements for insuring their personal belongings. You are **strongly** advised to buy some form of insurance cover. If, during your stay, something happens to your clothes, laptop or other personal belongings as a result of an accident, loss or burglaries etc, you will need to replace them and having insurance will help you do this without a high cost to you. Thefts and break-ins do occur in the Queen's area as is the case in any big UK city. Endsleigh (the insurance company which is approved by the National Union of Students) offers very good policies whereby all your personal belongings (including your laptop computers) are insured against theft etc. over the whole campus (i.e. laboratories, libraries, your room, the Students' Union etc.).

For further information, please visit
www.endsleigh.co.uk

They will also arrange motor insurance if you buy a car or motor bicycle.

You are advised to consider repatriation insurance which provides cover in the event of death or serious illness of you or any dependants with you in the UK while you are at Queen's studying, or relatives at home.

- a) This would allow you to go home to be with a seriously ill (close) relative or to attend the funeral of a close relative.
- b) It would also allow a close relative to come to the UK to be with you should you be seriously ill.
- c) In rare but tragic circumstances it allows the insured person's body to be transported home.

Further information can be obtained from the International Students Adviser.

Education for Your Family

If you have brought your family with you, you should be aware that education in the UK is compulsory for all children between 5 and 16 years of age and is free of charge.

Crèche, nursery, childcare facilities

If you want to place your children in the Queen's crèche you should contact the crèche as quickly as possible. You can also choose to use other crèche facilities details of which can be found at the following links:

**[www.childcaredirectory.co.uk/towns/
county-antrim/childcare-belfast.htm](http://www.childcaredirectory.co.uk/towns/county-antrim/childcare-belfast.htm)**

**[www.thebestof.co.uk/local/belfast/
business-guide/day-nursery-childcare](http://www.thebestof.co.uk/local/belfast/business-guide/day-nursery-childcare)**

When you have found a nursery or crèche you would like your children to attend, you must telephone them and make an appointment to discuss whether there are places available for your children. You will have to pay a monthly charge to the crèche.

Schools

Guidance for school attendance in the UK can be found at the Department for children, schools and families' website www.dcsf.gov.uk/schoolattendance/faq/

Types of schools in the UK

Children's education in the UK begins with primary education at the age of five until they are eleven. Children then move to secondary school where they stay until they reach sixteen, seventeen or eighteen years of age. These are normally local authority maintained schools (State Schools) and are free to all children between the ages of 5 – 16. You could choose to send your child to an independent school, (private/public schools) but you would pay for their education.

You are expected to make sure that your child has a pen, pencil, ruler etc. but the cost of other more specialised equipment, books, examination fees are covered by the school. You would be expected to pay for your child's school uniform and items of sports wear. Charges may also be made for music lessons and for board and lodgings on residential trips. When you have found a school you would like your children to attend, you must make an appointment with the Head Teacher to discuss whether they have places available.

Schools list

To find a list of schools in the Belfast area, go to www.belb.org.uk/parents/schools.asp and enter your Northern Ireland postcode in the highlighted box.

Please note you cannot register your children for school enrolment until they arrive in the UK. It is your responsibility to find crèche or schools for your children. Queen's University cannot book this for you.

If your husband/wife is with you as your dependant, they can, under immigration rules study either full-time or part-time. However, you should note that he/she will be subject to the same university fees assessment regulations as yourself. Please talk to the International Students Adviser for further information about this.

Living in Belfast

Culture Shock

Living and studying in a new country can be stressful and even though it may be something you have planned and prepared for, the effect culture shock has on you may surprise you. It is good to remember that most international students will experience this when they first arrive – it is normal to experience culture shock. There are a few things you can do to help:

Tips for dealing with culture shock

1. It is okay to feel culture shock. Don't try and deal with it alone. Try talking to a friend. Share your experiences. Talk to the International Students Adviser.
2. Spend time with your friends. It's all right to admit that you are having a bad day. Organise activities together to help yourself and your friends get you minds off the pressures of everyday life.
3. Exercise. Going for a walk, getting out or going to the gym can really boost your energy levels.
4. Keep a journal. Writing is very therapeutic and it will prove invaluable when you want to look back and reflect on your first few months at Queen's.

5. Keep in touch with family and friends at home
6. You can talk to a counsellor – contact the counselling service at www.qub.ac.uk/directorates/sgc/counselling/

Advice for International Students

The University Student Guidance Centre opened for all students in September 2007. The Centre provides a number of services offering information, advice and guidance throughout your academic life at Queen's on issues such as Student Records, Examinations, Careers, Counselling, Disability and Student Finance.

The International Students Adviser provides general advice and support for international students about most aspects of living and studying in the UK and also is responsible for providing advice about visas and immigration.

The Students' Union provides a large number of services to all Queen's students and you should make sure you go there as it is an excellent place to learn more about the University and to meet other students, both home students and international students. You can contact the Students Advice Centre of the Students' Union at +44 (0)28 9097 4803.

Food and Living Expenses

It is really important that you eat a healthy diet – it will help you stay well and give you energy. The food in the UK may seem strange at first but it is interesting to try new foods as part of your experience of living in a different country. It is generally cheaper to live in Belfast compared to many other cities in the UK. However, some household budget items such as the cost of heating can be more

expensive than in Britain. More details are given below.

There is a shop and café in the Student Centre at the Elms Village.

Shops and Restaurants

During the day various catering services, which provide hot and cold food and drinks, are available within the University as follows during term time:



Clements, Students' Union

Cloisters

Situated on the ground floor of the Students' Union Building, this popular venue offers a range of hot and cold meals, salad bar, made to order sandwich bar, pizzas and grilled paninis. Opening hours Monday -Friday: 8.30am - 4.15pm during term time.

Cafe Krem

A convenient coffee bar situated on the ground floor of the Peter Froggatt Centre on the main University campus offering hot and cold drinks, pastries, snacks, soup, paninis and sandwiches. Opening hours Monday - Thursday: 8.30am-8.30pm; Friday: 8.30am-3.30pm.

Scholars Bistro and Bar

A bistro and bar in the Elms Village that offers a wide range of food and drink. A social meeting place to enjoy a meal or drink with friends, watch Sky Sports or have a friendly game of pool. Entertainment is organised weekly to suit all tastes. Opening hours: Food served daily 10am - 8pm; Bar open daily 4pm – 11pm.

Clements at Queen's

Situated on the ground floor of the Students' Union, the Medical Biology Centre and the Physical Education Centre, these coffee bars offers specialty coffee, hot lunch or a quick snack. Opening hours Monday - Thursday: 8.30am-4pm; Friday: 9am – 3.30 during term time.

Union Bars

Situated in the Students' Union and open from 12.00 noon – 2.00 pm and 5.30 pm – 11.30 pm

Other eating facilities are available during semesters throughout the University in locations such as the Medical Biology Centre and in the Ashby Building.

There are many restaurants and cafes in the University area. Some, such as McDonalds and Pizza Hut offer very good value. Others are more expensive. The range of restaurants includes Chinese, French, Greek, Indian, Japanese and Mexican establishments. Most display their prices outside but you may have to allow for a possible service charge of up to 15%. Tipping is optional.

To find the best value possible you should “shop around”. There are local supermarkets in the University neighbourhood where prices are quite reasonable. Tesco Supermarket on the Lisburn Road, opposite Derryvolgie Avenue, offers a wide variety of foods and is good value. There are two international outlets for food located near to the University. They are the Asia Supermarket and the Cam Seng Supermarket. Small shops and garage stores stay open late but their food prices tend to be higher than in supermarkets. Examples include the Centra Supermarket at the corner of Camden Street and the Lisburn Road which remains open until 11.00 pm. The Students’ Union Shop opens from 8.30 am to 6.45 pm during the week. Shopping areas include Stranmillis, Botanic Avenue and the Lisburn Road.

Every Friday and Saturday mornings a special market is held close to the city centre at St George’s Market. There are some excellent food bargains available in the “Wet Market” section. During the winter months a minibus shuttle service may be provided by prior arrangement by the Students’ Union to the Friday market.

You will miss the foods you would normally eat in your home country, however, there are some smaller shops selling Polish, Arabic, Chinese and Indian food.

Asian supermarkets in the University Area

Asia Supermarket

189 Ormeau Road
Belfast
BT7 1SQ
Tel: 028 90326396

Lee Foods

96 Donegall Pass
Belfast
BT7 1BX
Tel: 028 90234222

Cost of living

Accommodation costs are covered in the section above dealing with accommodation. The following list (overleaf) will give an idea of the cost of living generally, if you shop for food and groceries at the local large Supermarket, Tesco. (Exchange rates as at 08.04.09)

Item	Price		
	£ Sterling	€ Euros	\$ US Dollars
800g loaf of wholemeal bread	1.00	1.11	1.47
250g butter	0.84	0.93	1.23
340g jam	1.17	1.29	1.72
500g dried pasta	1.49	1.65	2.19
500g long grain white rice	0.68	0.75	1.00
1l milk	0.69	0.76	1.01
227g ground coffee	2.50	2.76	3.67
200g jar instant coffee	3.00	3.32	4.41
small fruit yoghurt	0.41	0.45	0.60
1l cooking oil	1.36	1.50	2.00
500g minced beef	2.99	3.30	4.39
400g beef steak	5.49	6.07	8.06
bananas (each)	0.14	0.15	0.21
750g tomatoes	1.48	1.64	2.17
2.5kg potatoes	2.99	3.30	4.39
3 pack onions	0.76	0.84	1.12
200g cheese (brie)	1.53	1.69	2.25
2l mineral water	0.84	0.93	1.23
75cl wine	4.99	5.51	7.33
0.5l washing-up liquid	0.67	0.74	0.98
100 paper tissues	1.83	2.02	2.69
cup of coffee in cafe/restaurant	1.80	1.99	2.64

Item	Price		
	£ Sterling	€ Euros	\$ US Dollars
glass of wine cafe/restaurant	3.75	4.14	5.51
1/2pt of beer in pub	1.80	1.99	2.64
hamburger and chips (McDonalds)	4.20	4.64	6.17
main course in Student's Union	4.00	4.42	5.88
pizza (bistro)	6.95	7.68	10.21
toothpaste	1.49	1.65	2.19
400ml shampoo	2.12	2.34	3.11
national newspaper	0.60	0.66	0.88
cinema ticket (with student reduction)	4.25	4.70	6.24
paperback book	6.00	6.63	8.81
compact disc	9.77	10.80	14.35
bus fare - main University building to city centre (oneway)	1.40	1.55	2.06
taxi fare (Belfast City Airport to main University building)	9.00	9.95	13.22
tee-shirt (chainstore)	10.00	11.05	14.69
jeans (chain store)	18.00	19.89	26.44
trainers (chainstore)	35.00	38.68	51.42
local phone call (5 minutes in evening)	0.30	0.33	0.44
landline call to Paris (5 minutes at weekend)	1.40	1.55	2.06
postage stamp	0.37	0.41	0.54

Clothing

There are no formal requirements regarding dress and most students wear casual clothes. If you prefer to continue to wear your own national style of dress you are welcome to do so but you will still need a warm winter coat, a raincoat, one or two woollen jumpers or sweatshirts and strong waterproof shoes, particularly for the winter.

It is wise to arrive with a sweater or light raincoat in your hand luggage. Prices of clothes vary widely and you may well find it cheaper to wait until after your arrival to buy other warm clothing. The best value will probably be found in the large “chain” stores in the city centre (Debenhams, Topshop, T K Maxx etc) though small local shops may often have good bargains and it is possible to buy quite cheap second hand clothes in local charity shops. The Union Shop (on the ground floor of the Students’ Union) sells sweatshirts and T-Shirts etc. at reasonable prices.

If you are invited out and are not sure whether the occasion may demand something more formal, don’t be afraid to ask. Student Centre at the Elms Village has a launderette where you can wash your clothes cheaply.

Money Matters

Currency

Northern Ireland’s currency is the pound sterling (£) divided into one hundred pence (100p). Notes are issued to the value of £50, £20, £10, and £5 and coins to the value of £2, £1, 50p, 20p, 10p, 5p, 2p and 1p.

However, in addition to sterling bank notes, every major bank in Northern Ireland is entitled to issue its own notes.

There are five banking companies in Northern Ireland so it takes some time to get used to all these different types of paper money!

Please note that if you decide to spend some time in the Republic of Ireland you should be aware that the currency used there is the Euro. **The Euro and Sterling are not interchangeable.**

Bank Accounts

It is quite acceptable in Northern Ireland to use an overseas bank account. Also, MasterCard (Access) and Visa credit cards are generally acceptable. Diner’s Club and American Express are less so. However, if you are going to be here for longer than six months, you are recommended to open a Northern Ireland bank account as soon as possible after you arrive in the UK.

Most banks offer two types of account, namely interest bearing deposit accounts (sometimes requiring notice of withdrawal) and current accounts (cheque or checking accounts) with immediate access. Many people have both.

It is recommended that you bring sufficient travellers cheques to cover the first couple of weeks after your arrival in Belfast. If you bring a banker's draft in sterling with you (payable to yourself) or arrange for it to be sent, then you can open an account at a convenient bank on arrival. It may also be useful to bring a letter from your bank at home (or some other documentation) to confirm your credit status. Please be very careful if you are bringing a large amount of cash with you there is the possibility of theft as Queen's operates an open campus policy. It is in your interest to open an account with a local bank as soon as you can. ***The International Office can supply you with a letter for the bank which confirms your full time student status here. If appropriate this letter can also contain details of your new address in Northern Ireland. It is also helpful to bring official confirmation of your home address in your own country (e.g. utility bill).***

Before opening an account, find out as much as you can about the different banks and read each bank's literature carefully; it is also worthwhile to have a chat with the Student Officer for each bank. They can be contacted by simply calling into a local bank, or at their stalls at the Clubs and Societies Bazaar, which is organised on the Students' Union 'Freshers Day' which takes place at the beginning of the academic year.

The following banks have branches located within a few minutes walk of the main campus of the University:

Bank of Ireland

Northern Bank

First Trust Bank

Ulster Bank

HSBC Bank located in the centre of Belfast may also be of interest to international students.

Legal Advice

If you encounter any difficulties with the police or, perhaps, with a private landlord concerning the conditions of your lease or rental agreement or any other major problem not directly connected with your university life, you may need legal advice.

If you are having any difficulties, you should contact the International Students Adviser immediately. A number of people and organisations would be happy to help you in these circumstances. They include:

- Staff in the Student Guidance Centre
- Staff in the International Office
- Community Youth Worker in your Residence (if you are in University accommodation)
- The Students' Union Vice-President (Equality and Diversity)
- The Students' Union Vice-President (Welfare)

You may also seek help from the Students' Advice Centre of the Students' Union.

A list of solicitors can be found at www.venables.co.uk/firmnort.htm or www.accessplace.com/solicitor/county-antrim/belfast.htm or you can email the International Students Adviser at international@qub.ac.uk

Personal Problems

The Counselling Service is based in the Student Guidance Centre. Their service is confidential and is about you feeling comfortable to talk freely to trained advisers, whenever you need them most.

The Counselling Service will take care of you and make sure you get the support you need, particularly during tough and challenging times. The counsellors are friendly and approachable; experienced and qualified and there is no problem too big or too small.

The Counselling Service offers a full service to all types of student - helping international students adapt to their new environment; assisting students with disabilities; offering advice to post-graduates as they enter a new and important phase of study; and helping mature students meet the challenges of later life study. For more information about this service go to www.qub.ac.uk/directorates/sgc/SGCCounsellingService/

If you are not sure what to do you can email the International Students Adviser at international@qub.ac.uk or make an appointment by telephoning (028) 9097 5088.

The Students' Union

It is really good to make as many new friends as possible and a good way of doing this is to join a club or society. The Students' Union exists "to promote the general and particular interests of its members and to represent them in all matters affecting such interests".

All full-time and part-time students at Queen's are automatically members of the Union – therefore, all international students enrolled at Queen's are also members of the Union.

Wide-ranging welfare services exist in the Union. For further information about these, please contact one of the following: the Vice President for Equality and Diversity (who represents international students); the Union Vice President (Welfare); The Union Vice President (Education); the Students Advice Centre or Student Counselling. If you are experiencing a problem, regardless of the nature of that problem, please contact one of the people listed above. Nobody will pass judgement on you, moral or otherwise, so don't wait until something which is at first a



Students' Union Building

small irritation becomes a major obstacle in your life, personal, medical or academic.

International Student Representation

Structures exist within the Union for international students to be fully represented. The Vice-President for Equality and Diversity is elected each year. This Officer attends to the particular education and welfare needs of international students. Be it a problem with accommodation, your course of study etc., you may consider going to the VP Equality and Diversity for help. This Officer may be found on the 2nd floor of the Students' Union, in the Student Advice Centre.

Societies

A noteworthy side of the Union is the large number of societies formed by the students themselves. It includes almost every type of interest imaginable - from sub-aqua-diving to chess. There are, of course, the innumerable sporting societies, but what should be of major interest to the international student are the various international students' societies. These include:

- The Chinese Students' and Scholar Association (Peoples Republic of China) - Queen's University Branch,
- The South Asian Students' Society,

- The Malaysian Students' Society of Northern Ireland (Queen's University Branch),
- Queen's Malay Club
- SUROC (The Students' Union of the Republic of China on Taiwan) - Queen's University Branch
- The Islamic Students' Society of Northern Ireland

If you have any queries regarding student clubs and societies please contact the Students' Union or the International Office.

Students' Union Services

The union provides a wide variety of services:

Shop:

The Union Shop sell newspapers, chocolate, sweets (candy), stationery, dairy goods, food and University T-shirts and souvenirs. (Ground floor)

Catering:

A coffee bar, bar and main dining room provide good quality snacks and meals at reasonable prices.

Secondhand Bookshop:

Sells secondhand text books at between 50% and 75% of the original price. (2nd floor)

The Space:

With wireless internet access and computer terminals The Space is the perfect place to catch up on your emails or finish that last bit of project work. It's also a place to relax with friends, grab a drink from the vending machine and play some air hockey or watch some television before heading home. The Students' Union aims to make The Space as socially inclusive as possible with international television stations streamed to the plasma screens, and events to cater to all tastes.

General Office:

Does typing and room-booking for clubs and societies. The switchboard is situated here and international calls can be arranged – ask at the counter. (2nd floor)

Porters' Office:

Enquiries, telephone directories, public transport timetables. They will put calls out over the public address system for you.

Other services include cloakroom, showers and bath facilities, TV rooms, snooker and darts room, and minibus hire.

Electrical Equipment

The voltage in Northern Ireland is 240V, 50AC. Some University rooms have 13 amp sockets. Others have 2 amp or 5 amp sockets. Plugs are available for purchase from the Reception Desk at the Elms Village, and international adaptors can be bought from local electrical stores. Advice is available from the Reception Desk 24 hours a day.

Please note that if you decide to bring any portable electrical appliances (for example, portable stereo systems or rice cookers) you are required to inform the University accommodation authorities as soon as you arrive. Your portable electrical appliances must conform to UK Health and Safety regulations and they will be tested to confirm this by an authorised member of the University's Health and Safety Unit within the first few weeks of your residence here. The equipment will normally be checked for problems such as:

- Damage to plugs (e.g. cracked casings).
- Suitability of plug wiring for UK use.
- Damage to the external covers of the equipment.
- Electrical cable located where it might be subject to damage.

- Burn marks, staining or discoloration which might suggest over heating.
- The presence of inappropriate external objects on or inside the equipment.
- The presence of trailing wires.

Equipment which fails the test cannot be used on University property.

The use of equipment for cooking purposes in your bedroom is not allowed at any time.

Television

When you live in the UK and you have a television (TV) you MUST buy a TV Licence. It will cost you £135.50 annually (the price usually increases in April) and the payments can be spread the year if you pay by direct debit.

If you do not have a licence you could be taken to court and fined £1,000 at a magistrate's court for not having a TV Licence. Check with Elms Village or with your landlord if you have a TV in your room – you normally need your own TV Licence if you have a TV in your own room in Elms Village or in private accommodation.

Go to the TV Licensing website for more information, including how to pay www.tvlicensing.co.uk/index.jsp

If you receive any letters from the TV Licensing Agency you should contact the International Students Adviser as quickly as possible.

Email international@qub.ac.uk, or to make an appointment to meet the International Students Adviser – telephone (028) 9097 5088.



Belfast City Hall

Motoring

Bringing Your Own Vehicle

The laws relating to this are complicated; see your motoring organisation before you leave home.

If you bring your vehicle with you from your home country, then you may do so for up to 6 months in any 12-month period provided that it is fully registered and tax paid in the country of registration. If you wish to keep your vehicle in the UK for over 6 months, you will need to register your vehicle in the UK by contacting the DVLNi **www.dvlni.gov.uk**.

www.dvlni.gov.uk

For more information on Vehicle Registration see **www.dvlni.gov.uk/vehicles/register.htm**

You must have at least Third Party Insurance if you wish to drive in the UK.

Your own driving licence is valid in the UK for up to 12 months.

You may not sell your vehicle in the UK, nor allow anyone else other than your dependants to drive it (provided, of course, that they are appropriately insured).

If you wish to import your vehicle for a period of more than 12 months, you may be subject to customs and various other charges. The

vehicle must meet specific technical and safety requirements, and you will have to pay for UK registration. If the vehicle is more than 4 years old, you will need an M.O.T. certificate showing that the vehicle is roadworthy.

Your own driving licence is valid for 12 months, during which time you should take a British driving test in order to take out a British licence for the time when your own expires. If you do not do this, you must apply for a provisional licence which may place restrictions on your driving until you have passed a driving test.

Parking may be severely restricted in city and town centres.

Driving a New Vehicle in the UK

Cars: If you do not hold a valid overseas driving licence, you must apply for a Provisional British Licence. You may then only drive a car displaying 'L' plates and when accompanied by a holder of a full licence, and you must not drive on motorways or freeways until you have passed your test.

Motorcycles: If you do not hold a valid driving licence, you must apply for a Provisional British Licence. You may then only drive a motorcycle under 125 cc, you may not carry passengers, or drive on motorways, and you must display 'L' plates, until you have passed

the driving test. General Application forms for Provisional Licences and driving tests are available from Post Offices.

Both motorcars and motorcycles must be road-taxed and insured for your use at all times. It is compulsory for all occupants of a car to wear seat belts.

It is compulsory to wear a crash helmet when riding a motorcycle or when a passenger. It is forbidden to drink and drive.

You must be familiar with the Highway Code, available at book shops. This explains British road signs, the driving laws, etc. It is supplied if you apply for a provisional licence.

There are a number of motoring organisations in the UK that offer a range of services to the motorist, including breakdown assistance and recovery, insurance and route planning. They tend to charge a membership fee and make additional charges for the particular services you may wish to buy. You may find that NUS (National Union of Students) members get special rates from some motoring organisations.

Examples of motoring organisations:

www.rac.co.uk

www.theaa.com

Safety

Belfast is one of the safest cities in Europe, but you should ensure that you take responsibility for your own personal safety:

- Never walk home alone at night – walk home with friends or get a taxi
- Keep your money secure and out of sight
- Keep your bank cards safe and separate from any note of your pin numbers
- When you are not in your student accommodation keep your windows closed and doors locked – even if you are only out for a short time
- If you are worried or concerned about anything please contact the International Students Adviser
- Out of working hours you should contact Queen's Security if you need help (contact number overleaf).

The following are very useful links and will provide you with more information about staying safe while you are in the UK:

UKCISA – UK Council for International Student Affairs
www.ukcisa.org.uk

British Council
www.britishcouncil.org

Queen's Security:

T: +44 (0) 28 9097 5099

F: +44 (0) 28 9097 3157

E: security@qub.ac.uk

Police Service of Northern Ireland

www.psni.police.uk

Social Life

It is important to get a good balance between your academic studies and your social life while you are at university. Having a good social life will help you settle in well, provide you with a network of friends and enable you to try new activities you might never have thought of before! If English is your second language then it will be a good way of improving your English.

Here are some tips:

- Go to the Students' Union and check what events are planned
- Join a Society as this is a good way to make friends
- Check the International Friendship Association website (**www.qubifa.com**) for information about their events and activities



Sports Facilities

The University has a number of major sports facilities. The Queen's Sports Centre is 5 minutes walk from the main building, in the Botanic Gardens, and recently underwent a £7million extension and refurbishment. It provides facilities for swimming, basketball, badminton, netball, squash, volleyball, the martial arts, mountaineering, weights training and aerobics. There is also a fitness suite and a sports injuries clinic. The Centre is open from 9.00 am to 10.00 pm from Monday to Friday, from 10.00 am to 6.00 pm on Saturdays, and from 12.00 noon to 6.00 pm on Sundays. The swimming pool is open from 7.30 am on weekdays. There is a small entrance charge for each visit. For further information please visit www.qub.ac.uk/sport.

The University Playing Fields are 3 kilometres from the main site. There are a number of pitches to accommodate most outdoor sports in which the University has a tradition of competing: rugby, soccer, Gaelic football, camogie, hurling, hockey, cricket, tennis.

There are two synthetic pitches – one full-size hockey pitch and one full-size ball pitch. The Playing Fields are open from 9.00 am to 10.00 pm from Monday to Friday, 9.00 am to 6.00 pm on Saturday and by arrangement on Sunday.

The Athletics Club makes use of the excellent facilities at the Mary Peters Track about 3 kilometres from the main site. The Boat House is about 2 kilometres from the main site.

Belfast Festival at Queen's

Queen's is unique as a university in having its own international arts festival. In two and a half weeks each October/November, the Festival offers more than 200 performances in every area of the arts. Alongside major visiting orchestras and top classical musicians are to be found a wide ranging theatre programme, jazz and folk music, and a whole host of lighter events. It is the largest arts festival, after Edinburgh, in the British Isles.

Beyond the University – living in the UK

One of the benefits of living and studying in a different country is the opportunity to meet new people, eat new foods and find out about other cultures. Living in another culture may seem strange and you may be unfamiliar with western culture. Even if you are from a western culture you will notice that the UK is different from your own country. In the UK you will find that people say 'please' and 'thank-you' very often. These are forms of politeness which are expected.

You will notice in shops, banks, pubs and bus stops etc that people queue. This means that you stand in line and wait your turn to be served or get on the bus. It is seen as rude if you do not queue. If you are invited to someone's home for a meal it is usual to take a small gift such as flowers or chocolates. You should also tell them if you have religious or dietary needs.

You have to be aged 18 to drink alcohol in the UK. You do not have to drink alcohol in pubs, you can choose from a wide range of soft drinks and fruit juices.

Smoking is banned inside all Queen's buildings and there are designated outdoor smoking shelters in the University grounds. Smoking in all indoor public places is banned in the UK, this includes pubs, restaurants, nightclubs and private clubs. You will see 'No Smoking' signs. You cannot smoke in Queen's student accommodation and if you rent via a landlord you must also check if smoking is banned or allowed.

Men and women have equal rights in the UK and it is illegal to discriminate against someone because of their race, gender, age, class, sexual orientation or disability.

Around Northern Ireland

Information in this section has been provided by the Northern Ireland Tourist Board www.discovernorthernireland.com.

The heritage of Northern Ireland (also known as Ulster) is largely rural. Ulster people are outdoor people. They spend a lot of their leisure time visiting and walking around the coast or going on family expeditions to the mountains at weekends. The rivers are good for fishing and there are lots of friendly hotels and B&Bs (bed and breakfasts) which welcome visitors, and local pubs often have lively musical evenings. For golfers there are the famous fairways of championship courses and whole series of lovely links, many in beautiful cliff-top settings. There are 50 miles of cruising waters on Lough Erne, sailing on Lough Neagh – the biggest lake in the British Isles – sea fishing off Strangford and the Antrim coast, and many other water sports. You can go cycling and pony trekking along the seashore and backpacking in the Mourne Mountain region. If these activities are too strenuous, you could try painting or bird watching, or touring the gardens and stately homes of Ulster.

Entertainment

In addition to outdoor activities, Ulster has many Concert Halls and Theatres, cinemas, pubs and galleries.

Concert Halls and Theatres

Waterfront Hall - Belfast's state-of-the-art concert venue

Grand Opera House - everything from pantomime to opera

Lytic Theatre - Irish plays, new plays, international theatre

Group Theatre - home and local dramatic societies

Golden Thread Theatre - new plays, community plays

Ulster Hall - everything musical from rock to organ recitals

Whitla Hall, Queen's University - concerts, recitals, occasional dramatic and operatic performances

King's Hall - large-scale exhibitions, superstar concerts

Odyssey Arena - musical and sporting events

Cinemas

Belfast's cinemas include:

Movie House, Dublin Road

Strand, Hollywood Road

Movie House at Yorkgate, York Street

Movie House, Glengormley

Queen's Film Theatre (attached to the University, shows art and foreign language films)

Storm Cinemas, Odyssey Complex

Art Galleries

Ulster Museum - includes paintings by Sir John Lavery, Andrew Nicholl and William Conor – all Belfast born

Ormeau Baths Gallery - Ormeau Avenue contemporary art, bookshop

Bell Gallery - 3 Adelaide Park Irish artists, graphics

Tom Caldwell Gallery - 40 Bradbury Place living Irish artists

Cavehill Gallery -18 Old Cavehill Road living Irish artists

Crescent Arts Centre - University Road contemporary exhibitions, craft demonstrations

Eakin Gallery - 237 Lisburn Road
established Irish artists

Emer Gallery - 88 Great Victoria Street
Irish artists

Kerlin Gallery - 134 University Avenue
modern artists

Nicholas Gallery - 571a Lisburn Road
traditional, modern and contemporary Irish
art

Magee Gallery - 455 Ormeau Road
established painters

Chaplains and other religious representatives

The Chaplains are associated with the University and represent their respective religious denominations or faiths.

Religious representatives are available for the support of other religious groups. Some denominations have residential accommodation available for students with meals, study facilities, entertainments, religious services etc.

Baptist

Rev David McMillan
5 Danesfort Park Wood,
Belfast BT9 7RH
E-mail: davidmcmillan@ntlworld.com

Brethren

Mr James Crookes
c/o Crescent Church
11 University Road
Belfast BT7 1NH
Tel: 028 9024 4026

Chinese Church Chaplaincy

Belfast Chinese Christian Church
Lorne Street,
Belfast BT9 7DU.
Tel: 028 9028 8880

Church of Ireland Centre

Rev Patrick McGlinchy
22 Elmwood Avenue,
Belfast BT9 6AY.
Tel: 028 9066 7754
E-mail: coisc@.dnet.co.uk

Congregational

Rev Tom Boyle
12 Glen Ebor Park,
Belfast BT4 2JJ.
Tel: 028 9076 0269

Islam

Sheikh Anwar Mady
Belfast Islamic Centre
38 Wellington Park,
Belfast BT9 6DN.
Tel: 028 9066 4465
Email: info@belfastislamiccentre.org.uk

Jewish

Rabbi Brachman
5 Fortwilliam Gardens
Belfast BT15 4BS.
Tel: 028 9077 5013

Methodist

Mrs Gail Mercer
24 Elmwood Avenue,
Belfast BT9 6AY.
Tel: 028 9038 1443
E-mail: gail.mercer@
irishmethodist.org

Orthodox

Rev Fr Irenaeus du Plessis
8 Wheatfield Gardens
Belfast BT14 7HU.
Tel: 028 9071 2523
Email: irenaeus@
btopenworld.com

Evangelical Presbyterian

Rev Gareth Burke
33 Onslow Gardens,
Belfast BT6 OAQ.
Tel: 028 9045 0900
Email: gnburke@yahoo.co.uk

Free Presbyterian

Rev David Anderson
82 Belfast Road,
Stoneyford
Glenavy BT29 4HS.
Tel: 028 9264 8808

Non-Subscribing Presbyterian

Rev David Steers
233 Upper Lisburn Road
Belfast BT10 0LL.
Tel: 028 9094 7850
Email: nspresb@hotmail.com

Presbyterian

Rev Steve Stockman
Derryvolgie Hall
49a Derryvolgie Avenue,
Belfast BT9 6FP
Tel: 028 9066 9078

Moravian Chaplaincy

Rev Paul Holdsworth
5 Locksley Park
Belfast
BT10 0AR
Tel: 028 9061 9755

Reformed Presbyterian

Rev W D J McKay
37 Old Holywood Road
Belfast BT4 2HJ
Tel: 028 9076 0589

Roman Catholic

Father Gary Toman
The Catholic Chaplaincy
28 Elmwood Avenue
Belfast BT9 6AY.
Tel: 028 9066 9737
Email: cc@qubcc.org

Salvation Army

Captain Michael Kinnear
Belfast Citadel Corps
38 Dublin Road
Belfast
BT2 7HN
Tel: 028 9032 9429

Humanist

Ms Ruth Yeo
4 Upper Malone Gardens
Belfast BT9 6LY
Tel: 0798 2125194

Visas for Travelling

During your time at Queen's we hope you will take the opportunity to travel to other countries which will widen your experience of other cultures and enhance your time in the UK. You may also need to travel as part of your studies at Queen's

Applying for a visa can seem confusing or difficult so it is important that you plan and prepare in advance. Most students will apply to travel to Europe and will apply for a Schengen visa.

Schengen Visas

The following are the Schengen countries. You will need to go in person to apply for a visa at those countries marked with an asterisk (*).

Existing Schengen countries are as follows:

Austria*	Germany*	Netherlands*
Belgium	Greece*	Norway*
Denmark*	Iceland*	Portugal
Finland*	Italy*	Spain
France	Luxembourg*	Sweden*

The following Countries joined the Schengen Agreement on 21st December 2007

Czech Republic	Hungary	Estonia
Latvia	Lithuania	Malta
Poland	Slovakia	Slovenia

Please contact the International Students Adviser for more information about applying for a visa to travel.

Republic of Ireland

You must check if you need a visa to travel to the Republic of Ireland. Go to the Irish Embassy website www.ireland.embassyhomepage.com/ for more information.

Other countries

For information about travel to any other countries you should go to www.embassyworld.com/

Getting Help

If you have any questions about a travel visa please email the International Students Adviser. When you have prepared your application form and documents you can make an appointment to see the International Students Adviser to check them before you post them or go for your appointment.



Giant's Causeway, Antrim Coast

Other Useful and Important Information

Climate

The climate in Northern Ireland is generally mild and temperate, with mild winters, very little snow, and warm summers. It tends to be breezy, with sudden changes from cloudy to sunny skies and vice versa. The sunniest months are May and June and the driest period is March to June.

The average rainfall is 1.07m. Lightweight woollen and cotton clothes are suitable in summer, with thicker wool sweaters or jackets for spring and autumn. A raincoat is needed whatever the season. Average temperatures (Celsius) are:

January/February	7°
March/April	11°
May/June	16°
July/August	19°
September/October	15°
November/December	8°

Post Offices and Telephones

Post offices are open 9.00am – 5.30pm Monday to Friday and until 12.30pm on Saturdays. Many small shops and filling stations sell postage stamps.

Minimum charge for a local call from a payphone is 20p. Most calls, including international ones, are cheapest between 6pm and 8am (UK time), and at weekends. Most public telephones are British Telecom, however, other payphones are beginning to appear in Northern Ireland. The use of prepaid phonecards, available from newsagents and post offices, is a cheap and convenient way to make long distance calls.

International Calls

To call overseas, dial 00, then the country code, then the number.

Mobile Phones

Most people in the UK now have mobile phones. However, although they may be cheap to buy, they can be quite expensive to use. Make sure you check the monthly payment and call charges before signing any contract. A popular option is the “Pay-as-you-Talk” mobile phone. Once you have paid for the phone, you are not tied into any contract, and can simply purchase “talk-time” and use it as and when you need it. This makes budgeting easier and means you won’t be surprised by a large bill at the end of the month. If you intend to use the mobile phone to make calls overseas, do check that the phone you are purchasing is capable of doing that, as many are not. The following Web site can give you information on UK

mobile networks and prices:

www.mobiles.co.uk

Voice-over-internet-protocol (VOIP) phone calls via computer are increasingly common and virtually free of charge.

Shopping

Shops in Belfast city centre are open from 9.00am – 5.30pm Monday to Saturday, and from 9.00am – 9.00pm on Thursdays. Some large shopping centres on the outskirts of town stay open until 9.00pm on several nights of the week. Many also open on Sunday between 1pm and 6pm.

Household Items

Household items like kitchen utensils and bedding can be bought at shops in the city centre, e.g. Tesco's, Debenhams, BHS, Primark or Dunnes Stores.

Useful University Contact Details

International Office

Level 2
Lanyon North
Queen's University Belfast
BELFAST BT7 1NN
Northern Ireland
United Kingdom
Tel: +44 (0) 28 9097 5088
Fax: +44 (0) 28 9097 5089
Email: international@qub.ac.uk
www.qub.ac.uk

International Students Adviser

Helen Eastham
h.eastham@qub.ac.uk
Tel: +44 (0) 28 9097 5178

Academic & Student Affairs

Administration Building
Tel: +44 (0) 28 9097 5003
Fax: +44 (0) 28 9097 3012
Email: dasa@qub.ac.uk

Academic Affairs

Administration Building
Tel: +44 (0) 28 9097 3006
Fax: +44(0)28 9097 5110
Email: academic-affairs@qub.ac.uk

Admissions & Access Service

Student Guidance Centre
Tel: +44 (0) 28 9097 2727
Fax: +44 (0) 28 9097 2828
Email: admissions@qub.ac.uk

Counselling Service

Student Guidance Centre
Tel: 028 9097 2774
Fax: 028 9097 2627
Email: counsellor@qub.ac.uk

Disability Services

Tel: 028 9097 2900
Fax: 028 9097 2627
Email: disability.office@qub.ac.uk

Emergency/Out of Hours Number

Tel: +44 (0) 28 9097 5099

Emergency Number (internal)

Ext: 2222

Income and Student Finance

Student Guidance Centre
Tel: +44 (0)28 9097 2767
Fax : +44 (0)28 9097 2856
Email : IncomeOffice@qub.ac.uk

Queen's Sport

Tel: +44 (0) 28 9068 1126
Fax: +44 (0) 28 9068 1129
Email: sport@qub.ac.uk

Student Affairs

Student Guidance Centre
Tel: +44 (0) 28 9097 2903
Email: sgc@qub.ac.uk

Student Guidance Centre

University Terrace
Queen's University
Belfast
BT7 1NN
Tel: +44 (0) 28 9097 2727
Email: sgc@qub.ac.uk
www.qub.ac.uk/sgc

Student Accommodation Office

Elms Village
Tel: +44 (0) 28 9097 4525
Fax: +44 (0) 28 9097 4489
Email: accommodation@qub.ac.uk

Student Records and Examinations

Student Guidance Centre
Tel: +44 (0) 28 9097 2727
Email: s.records@qub.ac.uk

Students' Union

Tel: +44 (0) 28 9097 3106
Email: studentsunion@qub.ac.uk
www.qubsu.org

Students' Union Officers:

President

Email: su.president@qub.ac.uk

Deputy President

Email: su.dp@qub.ac.uk

Vice President (Welfare)

Email: su.vpwelfare@qub.ac.uk

Vice President (Education)

Email: su.vpeducation@qub.ac.uk

Vice President (Equality and Diversity)

Email: su.vpequality@qub.ac.uk

**Queen's University Switchboard/
Main Number**

Tel: +44 (0) 28 9024 5133

Vice-Chancellor's Office

Lanyon Building

Tel: +44 (0) 28 9097 5134

Fax: +44 (0) 28 9097 0808

Email: vc.office@qub.ac.uk

Welcome Centre

Tel: +44 (0) 28 9097 5252

Fax: +44 (0) 28 9097 5200

Email: queens.welcomecentre@qub.ac.uk

Other Useful Numbers

British Council (N. Ireland)

Tel: +44 (0) 28 9024 8220

Email: nireland.enquiries@britishcouncil.org

www.britishcouncil.org/northernireland

**U.S. Consulate General, Belfast,
Northern Ireland**

Danesfort House

223 Stranmillis Road

Belfast BT9 5GR

Tel: +44 (0)28 9038 6100

Fax: +44 (0) 28 9068 1301

Transport:

Airports:

Belfast International Airport:

www.belfastairport.com

George Best Belfast City Airport:

www.belfastcityairport.com/

Manchester:

www.manchesterairport.co.uk

London Heathrow:

www.heathrowairport.com

London Gatwick:

www.gatwickairport.com

Liverpool:

www.liverpoolairport.com

Trains:

www.nationalrail.co.uk
www.translink.co.uk

Driving in the UK

www.dvla.gov.uk/vehicles.aspx

Immigration

Foreign and Commonwealth Office

www.fco.gov.uk

Home Office

Immigration & Nationality Directorate
Lunar House
40 Wellesley Road
Croydon CR9 2BY
+44 (0)870 606 7766

UKCISA

UK Council for International Student Affairs
www.ukcisa.org.uk

Work permits

[www.bia.homeoffice.gov.uk/
workingintheuk26](http://www.bia.homeoffice.gov.uk/workingintheuk26)

National Insurance

www.direct.gov.uk/

Further reading and information –

- Living in the UK – British Council Publications - www.britishcouncil.org/learnenglish-central-culture-living-uk-home.htm
UKCISA: www.ukcisa.org.uk/
- Queen's University Belfast Undergraduate and Postgraduate Prospectuses – available from international@qub.ac.uk
- Study Skills – Information Videos – available from University Library
- Students' Union Handbook – available from Students' Union
- Student Welfare Manual – available from Students' Union
- New Student Guide – available from Student Services, the Admissions Office and the International Office.

Checklist ✓

Things to do before you leave home

- Keep original unconditional offer letter
- Make accommodation arrangements
- Apply for your visa
- Make travel arrangements to come to the UK
- Buy travel insurance
- Medical requirements
- Register for Queen's International Orientation Programme
- Make travel arrangements for getting to Belfast
- Luggage
- Currency
- Make arrangements to pay your tuition fees

Things to do when you arrive at Queen's

- Contact your family
- Pay tuition fees
- Bring your passport and visa sticker to Enrolment
- Enrol on your course
- Pay accommodation fees
- Open a bank account
- Register with a doctor
- Register with the Police

QUEEN'S CAMPUS MAP

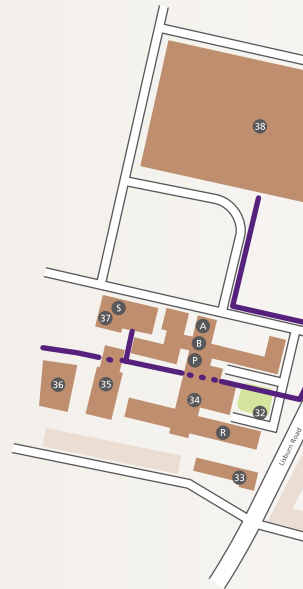
- School Offices**
- A Biological Sciences
 - B Biomedical Sciences
 - C Chemistry and Chemistry Engineering
 - D Education
 - E Electronics, Electrical and Computer Science
 - F English
 - G Geography, Archaeology and Palaeocology
 - H History and Anthropology
 - J Languages, Literatures and Performing Arts
 - K Law
 - L Management and Economics
 - M Mathematics and Physics
 - N Mechanical and Aerospace Engineering
 - P Medicine and Dentistry
 - Q Music and Sonic Arts
 - R Nursing and Midwifery
 - S Pharmacy
 - T Planning, Architecture and Civil Engineering
 - V Politics, International Studies and Philosophy
 - W Psychology
 - X Sociology, Social Policy and Social Work

- University Faculties**
- Y1 Arts, Humanities and Social Sciences
 - Y2 Engineering and Physical Sciences
 - Y3 Medicine, Health and Life Sciences

- Off Campus Sites**
- ECIT@Titanic Quarter
 - Medicine and Dentistry @ Royal Victoria Hospital

- Location**
- 3 Academic and Student Affairs Directorate
 - 3 Administration Building
 - 19 Ashley Building
 - 38 Belfast City Hospital
 - 1n Commercial Services
 - 23 Crossland Building
 - 25 Bookshop at Queen's
 - 1 Canada Room/Council Chamber
 - 24 Careers Service
 - 36 Centre for Cancer Research and Cell Biology
 - 8 Centre for Drama and Film @ Queen's
 - 30 Chrono

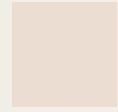
- 10 Crèche's
- 22 David Keir Building
- 1n Development and Alumni Relations
- 1n Disability Services
- 33 Dunluce Health Centre
- 14 Elms Village
- 26 Elmwood Hall
- 31 Elmwood Learning and Teaching Centre
- 3 Estates
- 3 Finance
- 28 Governance
- 19 Great Hall
- 29 Guthrie House (Student Accommodation)
- 5 Harty Room, School of Music
- 32 Health Sciences Campus
- 3 Human Resources
- 1s Information Services
- 39 Lifelong Learning
- 18 Institute of Professional and Legal Studies
- 1n International Office
- 1 Lanyon Building
- 4 Main Library
- 1n Marketing, Recruitment and Communications
- 37 McClay Pharmaceutical
- 16 Media Services
- 34 Medical Biology Centre Research Centre
- 1 Naughton Gallery at Queen's
- 11 New Library
- 20 Northern Ireland Technology Centre
- 2 Peter Froggart Centre
- 37 Pharmacy
- 12 Physical Education Centre
- 1n QUBIS Ltd
- 9 Queen's Film Theatre
- 1s Registrar
- 1n Research and Regional Services
- 13 Riddell Hall
- 17 Science Library
- 6 Seamus Heaney Library
- 21 Sonic Arts Research Centre
- 40 Student Counselling Services
- 27 Students' Union
- 15 University Health Centre
- 1 Vice-Chancellor's Office
- 1 Visitors' Centre
- 7 Whitla Hall
- 35 Whitla Medical Building



Key



University buildings



Other buildings



Accessible route through building



Accessible route through building

Roads



Accessible Car Park

International Office

Queen's University Belfast
BELFAST BT7 1NN
Northern Ireland
United Kingdom
Email: international@qub.ac.uk



CDS N111832