



International Students Handbook
2007/2008



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.

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INTRODUCTION

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.

Queen's International

Staff in the Queen's International Office are usually your first source of contact in the University. The names and email addresses of the senior staff are as follows:

Mrs Cathy McEachern, Acting Head: c.mceachern@qub.ac.uk

Mrs Donna Beckington, Senior International Officer: d.beckington@qub.ac.uk

Dr Gerry Cleary, Senior International Officer: g.cleary@qub.ac.uk

Ms Rosemary McAlonan, Senior International Officer: r.mcalonan@qub.ac.uk

Ms Monica Yang, Senior International Officer: m.yang@qub.ac.uk

The address and contact details are:

Queen's International,

Level 2,
Lanyon North,
Queen's University Belfast,
BELFAST BT7 1NN,
Northern Ireland
U.K.

Tel: +44 (0) 28 9097 5088

Fax: +44 (0) 28 9097 5089

Email: international@qub.ac.uk

Website: www.qub.ac.uk/ilo

Other useful contacts are listed below:

The University's general telephone number is +44 (0) 28 9024 5133. Individual local telephone numbers are listed beside the contact names.

Admissions Office

Administration Building
Tel: +44 (0) 28 9097 3079
Fax: +44 (0) 28 9097 5137
Email: admissions@qub.ac.uk

Student Records Office

Administration Building
Tel: +44 (0) 28 9097 3082
Email: s.records@qub.ac.uk

Student Accommodation Office

Elms Village
Tel: +44 (0) 28 9097 4403
Email: accommodation@qub.ac.uk

Students' Union

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

President

Room S.10
Students' Union
Email: su.president@qub.ac.uk

Deputy President

Room S.6
Students' Union
Email: su.dp@qub.ac.uk

Vice President (Welfare)

The Student Advice Centre
Students' Union
Email: su.vpwelfare@qub.ac.uk

Vice President (Education)

The Student Advice Centre
Students' Union
Email: su.vpeducation@qub.ac.uk

Vice President (Clubs and Societies)

Room S.14
Students' Union
Email: su.vpcs@qub.ac.uk

International Students' Officer

Room S.11
Students' Union
Email: su.iso@qub.ac.uk

British Council (N. Ireland)

Tel +44 (0) 28 9024 8220
Email: nireland.enquiries@britishcouncil.org
Website:
www.britishcouncil.org/northernireland

Director, British Council (N. Ireland)

Mr Colm McGivern

Norwich Union House
7 Fountain Street
Belfast, BT1 5EG

THE ACADEMIC STRUCTURE OF THE UNIVERSITY

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 is a hierarchy of staff. At the top of the academic hierarchy is a professor. Next in the hierarchy are readers and senior lecturers. Readers and senior lecturers occupy the same level in the hierarchy 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 in the hierarchy are lecturers. Tutors and teaching assistants are sometimes involved in teaching but only under the direction of a lecturer.

The schools and institutes are, in turn, grouped into 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 & Economics; Music & Sonic Arts; Politics, International Studies & Philosophy; Sociology, Social Policy & Social Work.
Institutes of: Byzantine Studies; Irish Studies; Lifelong Learning; Theology.

Faculty of Engineering and Physical Sciences

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

The Institute of Electronics, Communications and Information Technology.

Faculty of Medicine, Health & Life Sciences

Schools of: Medicine & Dentistry; Biomedical Sciences; Biological Sciences; Pharmacy; Nursing and Midwifery. Institute of Telemedicine and Telecare. Health & Social Care Research Unit.

Gibson Institute for Land, Food and Environment, The QUESTOR Centre.

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 2007-2008 are as follows:

AUTUMN SEMESTER

Orientation Programme for International Students		Thursday 13 September – Friday 14 September
Welcome and Induction Programme (all new students)		Monday 17 September – Friday 21 September
Weeks 1 – 12	Teaching	Monday 24 September – Friday 14 December
Christmas holiday (3 weeks)		Monday 17 December – Friday 4 January 2008
Week 13 - 15	Revision and Assessment	Monday 7 January – Tuesday 22 January
Inter-semester break		Wednesday 23 January – Friday 25 January

SPRING SEMESTER

Orientation Programme		Thursday 24 January – Friday 25 January
Weeks 1 – 7	Teaching	Monday 28 January – Friday 14 March
Easter holiday (3 weeks)		Monday 17 March – Friday 4 April
Weeks 8 – 12	Teaching	Monday 7 April – Friday 9 May
Weeks 13 – 15	Revision Period	Monday 12 May – Wednesday 14 May
	Assessment	Thursday 15 May – Saturday 31 May

IMMIGRATION AND FORMALITIES

Please read this section on immigration and visas/entry clearance carefully along with any other University information you have been sent. Note – 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, please ensure that you have the necessary documents to enable you to enter the country.

Please consult www.ukvisas.gov.uk to clarify whether or not you are required to obtain a visa (also known as prior entry clearance).

European Economic Area (EEA) and Swiss Nationals

If you are a national of the EEA (27 EU countries plus Iceland, Liechtenstein and Norway) or Switzerland you have the right of free movement and residence in the UK. There will be only a brief passport or identity card check on arrival in the UK.

Visa (Non-EEA) Nationals

Please see the UK Visas website (www.ukvisas.gov.uk) for a list of Visa National countries. If you are a Visa National, you must obtain a visa from the British Embassy or High Commission in your home country **before** travelling (you will need to show your Certificate of Acceptance from the University). 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 £99 (pounds sterling).

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

Non-EEA 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 Nationals Attending for More than Six Months

If you are a Non-EEA 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 £99 (pounds sterling).

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

If you are a Non-EEA National and you will be studying in the UK **for less than 6 months**, it is **not** compulsory that you obtain entry clearance from the British Embassy or High Commission in your home country before travelling.

However, even if it is not compulsory for you to obtain entry clearance, there are many good reasons to obtain it:

- You will be allowed to apply to extend your permission to be in the UK, if you move on to another course.

If you do not have prior entry clearance, then you may be expected to return home to apply for entry clearance, if you move on to another course. This might be expensive, and would probably disrupt your studies.

- If your first course will last 6 months or less, you are more likely to obtain conditions that allow you to work, if you apply for entry clearance.

If you do not apply for entry clearance, an Immigration Officer at the port will decide what conditions to give you about work. Usual practice is to prohibit students on courses of 6 months or less from working. You will have to make a special effort if you want to persuade them to give you conditions that allow you to work, and because Immigration Officers are often busy, you might not be successful.

- The people who process entry clearance applications (Entry Clearance Officers) have more time than Immigration Officers at ports to look at your application. They are therefore less likely to make mistakes about how much time, and what conditions about work, to give you.
- If a mistake is made about how much time, or what conditions about work you should have, you can ask for the mistake to be corrected free of charge.

You will need to do this before you travel to the UK. If you do not obtain entry clearance, and the Immigration Officer at the port makes a mistake, you will have to pay £295 or £500 to the Home Office if you want it to be corrected.

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

Making your Visa Application

You can make an application for a Visa or Entry Clearance at the British Embassy, High Commission or Consulate nearest to where you live. Please see UKvisas 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 £99.

The application procedures and processing times will vary from one Embassy to another.

You should allow several weeks for your application to be processed, as Embassies get especially busy in the summer months. You can usually apply up to 3 months 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 may also require you to have a fingerprint scan.

Some Embassies will expect applicants to have a medical examination and chest X-ray before coming to the UK. This requirement varies between countries depending on local healthcare systems and standards. Examinations are conducted 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.

Academic Technology Approval Scheme (ATAS)

From Summer 2007, non EEA postgraduate students who intend to study for either a PHD or an MSc in certain science or technology based subjects, will be required to obtain a clearance certificate before they can apply for a visa or visa extension. In order to obtain the certificate, students will need to complete a short online application form prior to submitting a visa application, at no charge. More information will be available nearer the time at www.ukvisas.gov.uk

Immigration Regulations and Academic Fees

Under UK immigration regulations an international student who requires a student visa or other entry clearance to study in the UK, is not entitled to study on a part-time basis. You must 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 our fees structure, please consult the Admissions Office before completing your application (admissions@qub.ac.uk).

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 13 to Friday 14 September 2007. University accommodation will be available from Monday 10 September. On entering the UK you will have to pass through Immigration Control and Customs. **We would recommend that you travel to Belfast directly or via another UK airport (eg London Heathrow) instead of via the Republic of Ireland (eg Dublin).** This is because if you arrive via the Republic of Ireland, 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. You would therefore be

required to submit your passport together with an application form, accompanying documents and a £295 fee to the Immigration and Nationality Directorate in Croydon, England. This process can take several weeks. If you enter Northern Ireland via this route, please contact Queen's International 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.

The stamp placed in your passport by the Immigration Officer when you enter the country will 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. Additional restrictions with regard to employment will also be indicated in your passport. 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 Queen's International (Tel: 028 9097 5088).

Customs

After passing through Immigration you will collect your luggage from the Baggage Reclaim and proceed to the Customs Hall. Usually there are two channels: 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 Affairs website: www.dardni.gov.uk. Please consult your nearest British High Commission or Embassy or Consulate for further information on Custom Regulations.

Luggage

If you have booked your air travel through to one of the Belfast airports from your original departure point, your baggage allowance should be honoured. 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.

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 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 Queen's International.

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

If you wish to extend your student visa or permission to remain in the UK it will be necessary to complete a special application form (FLR(S)) to stay on as a FULL-TIME STUDENT. This form can be obtained from Queen's International.

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

- **£295** for a postal application
- **£500** for a same day service for personal callers at immigration offices.

There is no public immigration office in Northern Ireland.

You **MUST** complete this form and supply all the documents requested on it before your visa expires. This should preferably be done up to a month in advance. If you require help with completing this form please contact Queen's International.

You should return the FLR(S) form to Queen's International, which will submit it to the Immigration and Nationality Directorate (IND) on your behalf.

NOTE THAT YOU WILL RECEIVE A FASTER RESPONSE IF YOUR FORM IS SUBMITTED TO THE IND BY QUEEN'S INTERNATIONAL THAN IF YOU SUBMIT THE FORM YOURSELF

WORKING IN THE UK AND WELFARE BENEFITS

Non-EEA Students

International students who have regularised their immigration status and who are enrolled on a 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, again, you should be aware that while there are no legal obstacles to working on a part-time basis, opportunities for casual work are limited and students really do need to have sufficient funds to support their studies without having to rely on finding part-time employment in Belfast.

EEA Students

Students who were nationals of the countries that were members of the European Economic Area (EEA) before May 2004, 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. Students who are nationals of the 2 countries which joined in January 2007 (Bulgaria and Romania) are normally required to apply for work authorisation.

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.

Useful Links

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

UKCOSA - The Council for International Education provides advice and information to international students studying in the UK: www.ukcosa.org.uk

The UK Immigration and Nationality Directorate: www.ind.homeoffice.gov.uk

GETTING TO BELFAST

Getting to Belfast is straightforward, 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.

WHEN YOU ARRIVE

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 €6.00 (€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 £3.50 (€5.50).

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

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 £8.00 (€12). 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 £1.05 (€1.60). Buses to the city centre run every 30-40 minutes from 6.00am to 9.50pm and a single ticket costs £2.00 (€3).

Coming by air – to Dublin Airport

There is a bus service directly to Belfast from Dublin International Airport (Stop 8) on Ulsterbus Goldline 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 €35.00.

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.

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.

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 10 September for students intending to live in Elms Village during the academic year. We recommend that you arrive between Monday 10 September and Wednesday 12 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 Halls on:

- **Monday 10, Tuesday 11 and Wednesday 12 September 2007**
- **and Wednesday 23 January 2008**

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.

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 compulsory and it is recommended that you try to arrive a few days before it starts. The dates of Orientation in 2007-2008 are: 13-14 September 2007 and 24-25 January 2008. To register for the Programme, complete the Orientation Registration form or contact Queen's International at **international@qub.ac.uk**.

In September 2007, 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.

Accommodation during Orientation

The residential year for University accommodation begins on Saturday 15 September 2007. For students attending the Orientation Programme on Thursday 13 and Friday 14 September, University accommodation will be available from Monday 10 to Friday 14 September inclusive at a fixed rate cost for the 5 days. This gives students the flexibility to arrive between Monday 10 and Wednesday 12 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 Queen's International if you require assistance.

LIVING IN BELFAST

Advice for International Students

The University will open a new Student Guidance Centre for all students in September 2007. The Centre will bring together under one roof a range 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. It is anticipated that visa and immigration advice for registered international students will also be provided by the Student Guidance Centre.

In addition, the Queen's International Office provides general advice and support for international students. All of the staff there are more than happy to be of assistance to you. Queen's International is located in the heart of the main university campus on Level 2 of the Lanyon North Building. The telephone number is: +44 (0)28 9097 5088 and the fax number is: +44 (0)28 9097 5089. The email address is: international@qub.ac.uk.

You may also wish to contact the Students Advice Centre of the Students' Union. Their telephone number is: +44 (0)28 9097 4803.

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.

If you have an **unconditional offer** we guarantee you a place if we receive your application form **before 1 August 2007**.

For **conditional offers** the closing date is **22 August 2007** – it is not necessary to wait for UCAS confirmation. Applications received after 22 August may not receive as favourable consideration.

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

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.

Accommodation for Married Students

The University has a very limited amount of accommodation for married students and most families have to rent property in the private sector. 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.

You are strongly advised to arrive by yourself in the first instance. You can then 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.)

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 such equipment for cooking purposes in your bedroom is prohibited at any time.

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.

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.

The approximate cost of a shared flat/house is £170 – £250 (€245 – €360) per room per month. This does not normally include the cost of heating/ lighting and telephone.

Accommodation Rates 2007 – 2008 – Please read carefully!

Note: All University accommodation is for single students only.

1. The Elms Village

- a) Elms Village Self-Catering Halls (*with internet access*)
Full Year: 15 Sept – 6 June £2,665.78
- b) Elms Village Self-Catering Halls (*with en suite facilities and internet access*)
Full Year: 15 Sept – 6 June £3,169.31

2. Queen's Houses – Self-Catering (Purpose-Built)

Full Year: 15 Sept – 6 June £2,665.78 (standard single room)
Full Year: 15 Sept – 6 June £2,820.93 (large single room*)
50 week period (15 September 2007 – 22 August 2008): £3,332.00 - £4,170.00
(selected Postgraduate accommodation)

3. Queen's Houses – Self-Catering (Other)

Full Year: 15 Sept – 6 June £2,221.48 (standard single room)
Full Year: 15 Sept – 6 June £2,538.83 (large single room*)

4. Vacation Residence – Self-Catering

Per night £10.00 – Standard rooms 7 nights or more
£11.90 – Ensuite rooms 7 nights or more
£17.00 – Standard rooms less than 7 nights
£20.00 – Ensuite rooms less than 7 nights

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

UNIVERSITY ACADEMIC TUITION FEES FOR 2007-08

Undergraduate Courses

Humanities, Law, Economics & Social Sciences:	£8,550
Science, Engineering, Agriculture & Food Science:	£10,474
Medicine/Dentistry	
First and Second Year:	£11,576
Clinical Years:	£21,830

EU students

Arts, Law, Economics & Social Sciences:	£3,070
Science, Engineering, Agriculture & Food Science:	£3,070

Study Abroad Students

One academic year:	£7,700
One semester:	£3,850

Postgraduate Courses and Research

Humanities, Law, Economics & Social Science:	£8,550
Science, Engineering, Agriculture & Food Science:	£10,474
Clinical:	£17,424
EU students (all faculties):	£3,240

NB: TO COVER YOUR LIVING COSTS (ACCOMMODATION, BOOKS, CLOTHES ETC) YOU WILL NEED ANOTHER £6,500 – £7,000 IN ADDITION TO THE FEES QUOTED ABOVE.

Payment Options for International Students

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.

You must pay by cheque or credit card. 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.

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" is 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. The tuition fee for the courses is £175 per week. Accommodation costs are extra.
- **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, 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.

LIBRARIES

The University has a number of major libraries which registered students may use. As well as this, the individual schools and institutes have their own collections. Most of the books and pamphlets in the Library can be borrowed, but some categories of material are not available on loan.

In addition to its traditional libraries, the University also has its purpose built interdisciplinary Seamus Heaney Library specifically designed to meet the needs of undergraduate students. In addition to providing multiple copies of recommended textbooks and course reading, a large number (240) of the 500 study places are equipped with PCs. The computing facilities enable students to use computer-based learning materials; commonly used software such as wordprocessing, spreadsheets and database packages; bibliographic databases; electronic journals and other full-text material; access to the Library's CD-ROM network; and access to the Internet.

All books and journals in all branches of the Library are included in the Library's computer catalogue. There are dedicated terminals in all the branches and the catalogue is also accessible over the campus network. The Library also makes available a range of electronic information services for the retrieval of bibliographic, statistical and other data.

The University has six libraries, the opening hours of which are generally between 8.30am and 10.00 pm during the week and extended hours during the examination period. For further information please visit: www.qub.ac.uk/lib/.

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

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.

All PCs in the Language Centre are equipped with the revolutionary VirtualLab™ system, unparalleled in Britain and Ireland, a sophisticated interactive language learning system, enabling students to progress at their individual pace.

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.

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. 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 with 240 PCs over three floors in the Seamus Heaney Library. 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 seven 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.

HEALTH SERVICES

All international students enrolled for a course of study at Queen's are entitled to emergency treatment under the UK National Health Service (NHS).

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 the University 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 £6.85.

If your spouse or children are accompanying you for longer than six months, they should also register with the University Health Centre, and are entitled to the same free services.

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 9.00am to 4.45 pm). Outside these hours, contact Contactors Bureau – Tel: 028 9066 8246.

A number of dentists who practise within the National Health Service work in the University area. There is a flat-rate charge for treatment but this is usually much less than private treatment. Dental appointments must be booked in advance. In an emergency students should go to the Accident & Emergency Department, Royal Victoria Hospital.

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 obtain some form of insurance cover for burglaries etc. 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) does 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 self while away from home, 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 Queen's International.

EDUCATION FOR YOUR FAMILY

If you are a mature student and 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.

Please contact Queen's International Tel: +44 (0)28 9097 5088 and email:

international@qub.ac.uk before you leave home. Staff can advise you on the process of securing school places for your children in one of the schools which are located convenient to the University.

Please note, however, that you cannot actually register your children for school enrolment until they arrive in the UK.

For children of pre-school age (usually between 1 – 5 years) there are crèche facilities available at the University but these have to be paid for. Again, you will make things easier for your children if you contact Queen's International or the Students' Union about this in advance.

It is perfectly acceptable for your spouse to 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.

LIVING EXPENSES IN BELFAST

Food

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. Full details are given below.

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

During the day various catering services are available within the University as follows during term time:

Cloisters and Café Tiki	Ground floor, Students' Union	8.30 am – 4.15pm
PFCafé	Peter Froggatt Centre	9.30 am - 8.30 pm
Restaurant	1st floor Students' Union	12.00 noon – 6.30 pm
Coffee Bar	1st floor, Students' Union	10.30 am – 1.15 pm
Union Bars	Students' Union	12.00 noon – 2.00 pm and 5.30 pm – 11.30 pm
Scholars Bistro and Bar	Elms Village	Food served daily 10am - 8pm Bar open daily 4pm – 11pm

Other snack facilities are available during semesters throughout the University in locations such as the Great Hall 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.

The most important advice as far as the purchase of food is concerned, is to “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 corner 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.

Cost of living

Accommodation costs are covered in the section above dealing with accommodation. The following list 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 23.04.07)

Item	Price		
	£ Sterling	€ Euros	\$ US Dollars
800g loaf of wholemeal bread	0.50	0.74	1.00
250g butter	0.95	1.40	1.90
340g jam	0.99	1.46	1.98
500g dried pasta	0.94	1.38	1.88
500g long grain white rice	1.88	2.77	3.76
1l milk	0.57	0.84	1.14
227g ground coffee	2.49	3.67	4.98
200g jar instant coffee	3.64	5.36	7.28
small fruit yoghurt	0.33	0.49	0.66
1l cooking oil	0.89	1.31	1.78
500g minced beef	1.40	2.06	2.80
500g beef steak	4.94	7.27	9.88
bananas (each)	0.12	0.18	0.24
750g tomatoes	1.08	1.59	2.16
2.5kg potatoes	2.50	3.68	5.00
500g onions	0.99	1.46	1.98
200g cheese (brie)	1.38	2.03	2.76
2l mineral water	0.75	1.10	1.50
75cl wine	3.99	5.87	7.98
0.5l washing-up liquid	0.75	1.10	1.50
100 paper tissues	1.57	2.31	3.14
cup of coffee in cafe/restaurant	1.70	2.50	3.40
glass of wine cafe/restaurant	3.25	4.78	6.50
1/2pt of beer in pub	1.70	2.50	3.40
hamburger and chips (McDonalds)	4.20	6.18	8.40
main course in Student's Union	4.00	5.89	8.00
pizza (bistro)	6.95	10.23	13.90
toothpaste	1.49	2.19	2.98
400ml shampoo	2.78	4.09	5.56
national newspaper	0.50	0.74	1.00
cinema ticket (with student reduction)	3.00	4.42	6.00
paperback book	6.00	8.83	12.00

Item	Price		
	£ Sterling	€ Euros	\$ US Dollars
compact disc	15.00	22.08	30.00
bus fare - main University building to city centre (oneway)	1.30	1.91	2.60
taxi fare (Belfast City Airport to main University building)	8.00	11.78	16.00
tee-shirt (chainstore)	10.00	14.72	20.00
jeans (chain store)	25.00	36.80	50.00
trainers (chainstore)	45.00	66.24	90.00
local phone call (5 minutes in evening)	0.10	0.15	0.20
phone call to Paris (5 minutes at weekend)	1.40	2.06	2.80
postage stamp	0.34	0.50	0.68

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 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. The Students' Union and Student Centre at the Elms Village have a launderette where you can wash your clothes cheaply.

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.

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 Queen's International Office
- The Warden of your Residence (if you are in University accommodation)
- The Students' Union International Students' Officer
- The Students' Union Vice-President (Welfare)

Any of these people will be able to put you in contact with a solicitor or other legal adviser. If you have an immigration difficulty, you should contact Queen's International in the first instance. You may also seek help from the Students' Advice Centre of the Students' Union. Should it become necessary you can be referred to:

The Northern Ireland Council for Ethnic Minorities
 3rd Floor, Ascot House,
 24-31 Shaftesbury Square,
 Belfast BT2 7DB
 Tel: +44 (0) 28 9023 8645
 www.nicem.org.uk

This organisation has expertise in immigration matters and may refer you to a local solicitor if necessary.

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. Be warned! There are **five** banking companies in Northern Ireland so it takes some time to get used to all these different pieces 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 note that if you bring a large amount of cash with you there is the possibility of theft as Queen's operates a relatively open campus policy. It is in your interest to open an account with a local bank as soon as you can. Queen's International 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, shop around 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 organized on the Students' Union "Fresher 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.

MOTORING

Bringing Your Own Vehicle

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

If you wish to import your vehicle for **less than 12 months** at a time (e.g. you wish to take it home after each semester, or each academic year) you do not need to make any special arrangements to do so, nor pay any customs duty. However, this is only the case if you have been resident abroad for at least 12 months in the previous two years.

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 dependents to drive it (provided, of course, that they are appropriately insured).

If your vehicle has no registration plates or they consist of non-British letters or numerals, or you have no registration documents, you must acquire temporary Belfast registration plates. These can be supplied by the Automobile Association at the port, upon receipt of customs form II5D and proof of valid insurance.

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 severe 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 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.

You should 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.

OTHER PRACTICAL 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

Mobile phones are very common in the UK. 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. An increasingly 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. Most other towns close half-day on one day a week (the day varies from town to town) and small shops tend to close at lunchtime. 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.

Household Items

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

THE STUDENTS' UNION

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 for all students: the International Students' Officer; the Union Vice President (Welfare); The Union Vice President (Education); The Students Advice Centre and 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 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 International Students' Officer is elected each year. This Officer attends to the particular education and welfare needs of international students. Be it a problem with immigration, accommodation, your course of study etc., you may consider going to the International Students' Officer for help. This Officer may be found in Room SE.II on the 2nd floor of the Students' Union.

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),
- 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 International Students' Officer, Students' Union or Queen's International.

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 8 Malone Road, Tel: 028 9027 4678. 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 will be working hard to develop a good relationship with an employer or Queen's Department in the interests of keeping up a supply of jobs. It is important to remember that you are representing the University to outside employers.

International students are permitted to work up to 20 hours per week without the requirement of possessing a Work Permit. If you must take part time work you should be aware that the above figure of 20 hours is the absolute maximum. Remember, you are enrolled on an 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.

STUDENTS' UNION SERVICES

The union provides a wide variety of services:

- Launderette:** A self-service laundry with washing machines and driers – prices are cheaper than outside the university precinct. (Ground floor)
- Shop:** The Union Shop sells a wide variety of goods – newspapers, confectionery, 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)
- Travel Shop:** For all your travel needs. A Travel-Save stamp affixed to an International Student Identity Card provides for discounted travel on trains and buses throughout Ireland and the UK and is well worth buying if you intend to visit other parts of the British Isles. (Ground floor)
- 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.

Sports Facilities

The University has a number of major sports facilities. The Physical Education Centre (PEC) 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 10.00 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/pec/.

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

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

The heritage of Northern Ireland is largely rural. Ulster people are outdoor people. They spend their leisure time pottering around the coast or going on family expeditions to the mountains at weekends. The rivers are full of fish, with friendly hotels and B&Bs (bed and breakfasts) along the banks to welcome anglers at the end of the day, and lively musical evenings in nearby hostelries. For golfers there are the famous fairways of championship courses and whole series of lovely links, many in enchanting 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. And if that's too strenuous a thought, try your hand at painting or birdwatching, or touring the gardens and stately homes of Ulster.

Concert Halls and Theatres

Waterfront Hall	Belfast's state-of-the-art concert venue
Grand Opera House	everything from panto to opera
Lyric 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
- The Queen's Film Theatre,
attached to the University, shows art and foreign
language films
- Warner Village, Odyssey Complex

Musical Pubs

Pubs are good places to hear live music – traditional, folk, jazz, blues and rock. Around the city centre: Duke of York, off Lower Donegall St; Kitchen Bar, Victoria Square; Front Page, Donegall St; Kelly's Cellars, Bank St; Frames Too Little, Donegall St; Maddens, Smithfield; Morrisons, opposite the BBC in Bedford St; The Errigle Inn, Ormeau Road running south from the city. Atmospheric docks pubs are: Pat's Bar, Prince's Dock St; Rotterdam, Pilot St; Muldoon's Bar, Corporation Square.

Art Galleries

<i>Ulster Museum</i>	includes paintings by Sir John Lavery, Andrew Nicholl and William Conor – all Belfast born
<i>Ormeau Baths Gallery, Ormeau Avenue</i>	contemporary art, bookshop
<i>Bell Gallery, 13 Adelaide Park</i>	Irish artists, graphics
<i>Tom Caldwell Gallery, 40 Bradbury Place</i>	living Irish artists
<i>Cavehill Gallery, 18 Old Cavehill Road</i>	living Irish artists
<i>Crescent Arts Centre, University Road</i>	contemporary exhibitions, craft demonstrations
<i>Eakin Gallery, 237 Lisburn Road</i>	established Irish artists
<i>Emer Gallery, 88 Great Victoria Street</i>	Irish artists
<i>Kerlin Gallery, 134 University Avenue;</i>	modern artists
<i>Nicholas Gallery, 571a Lisburn Road</i>	traditional, modern and contemporary Irish art
<i>Magee Gallery, 455 Ormeau Road</i>	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. These are indicated with an asterisk(*).

Baptist

Rev David McMillan
56 Ulsterville Avenue,
Belfast BT9 7AQ.
Tel: 028 9066 2877
E-mail: davidmcmillan@ntlworld.com

Brethren

Mr Noel McCormick
10 Hillside Crescent,
Belfast BT9 5EN.
Tel: 028 9066 0015
E-mail: noel.mccormick@btopenworld.com

Chinese Church Chaplaincy

Dr. Paul B. Coulter
Belfast Chinese Christian Church
Lorne Street,
Belfast BT9 7DU.
Tel: 028 9028 8880
Email: paul@bcc.co.uk

Church of Ireland*

(and other Anglican denominations)
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

Elim

Pastor Hugh Moore
7 Orby Green,
Belfast BT5 5HL.
Tel: 028 9022 8305
E-mail: hughmoore@talk21.com

Islam

Sheikh Anwar Mady
Belfast Islamic Centre
38 Wellington Park,
Belfast BT9 6DN.
Tel: 028 9066 4465

Jewish

Mr Avraham Citron
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

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
12 Elmwood Avenue,
Belfast BT9.
Tel: 028 9068 3245
E-mail: stocki@stocki.ni.org

Reformed Presbyterian*

Rev Harold G Cunningham
5 Parkside,
Dromore BT25 1RZ
Tel: 028 9269 9092

Roman Catholic*

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

FURTHER READING AND INFORMATION

- How to live in Britain – British Council Publications
- Queen's University Belfast Undergraduate and Postgraduate Prospectuses – available from Queen's International
- 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 Queen's International.

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 FACILITIES	
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	Créche'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
1s	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	Queen's International
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 Froggatt 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



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