



University of Brighton

Brighton Business School

Incoming Exchange Student Programme

Brighton Business School

Information Handbook

Full Year & Semester 1, 2015/16

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WELCOME TO THE UNIVERSITY OF BRIGHTON, ENGLAND,

Congratulations on your successful application to our incoming exchange student programme at the University of Brighton! This handbook is designed to give you some more information about the processes we have at the University of Brighton and what will happen between now and the start of your studies with us in September 2015.

We look forward to welcoming you to Brighton Business School and hope that, like the many other exchange students before you, you will enjoy living and studying in Brighton. Although there is much to occupy your free time in the Brighton area and London is only a short train ride away, we do hope that, during your stay, you will take the opportunity to see different parts of the United Kingdom as the country boasts a wide variation of interesting landscapes, historic towns and cities, and different and friendly people.

You will find that there is a friendly, relaxed atmosphere at the University and there is a good rapport between students and the teaching and administrative teams. We will endeavor to make your time at Brighton as interesting and fulfilling as possible and our major expectation of you is to rise to this challenge, practice your English at every opportunity, attend classes regularly, actively participate in class, and work hard in all your studies.

BRIGHTON BUSINESS SCHOOL

The department of the University of Brighton in which you will be studying is Brighton Business School. Our website is www.brighton.ac.uk/bbs/.

We are based on the Moulsecoomb campus of the university in Mithras House. Please see <http://www.brighton.ac.uk/prospective/locations/#brighton> for maps and further details.

Our full address is as follows:

Undergraduate Office
Brighton Business School
University of Brighton
Mithras House
Lewes Road
Brighton
BN2 4AT
UK

Please see our specific exchange programme webpage at http://www.brighton.ac.uk/bbs/courses/undergrad_exchange.php

UNIVERSITY OF BRIGHTON

The University of Brighton is a medium-sized university with around 21,000 full and part-time students based on a number of different campuses both in Brighton and the neighbouring town of Eastbourne. The University of Brighton is regularly ranked in university league tables (such as those produced by the Sunday Times) in the top five new (post-1992) universities in the UK. It has received many accolades for its teaching quality and innovation and for its international quality research. Graduates from Brighton are also particularly successful in finding good employment opportunities upon completing their degrees.

Our main university website is www.brighton.ac.uk.

WHEN WILL I RECEIVE MY OFFICIAL ACCEPTANCE LETTER?

For Full Year or Semester 1 only students starting in September, your official offer/acceptance letter confirming your place on our incoming exchange programme will be sent out to you by early-mid July. Letters will be sent out via email and postal mail to the addresses you provided in your application form.

Once you have received your letter, please complete and return the required acceptance slip to confirm that you will be taking up your place on our programme. Your place is not confirmed until we have received this acceptance slip.

WHEN WILL I RECEIVE CONFIRMATION ABOUT MY ACCOMMODATION?

I applied for housing in university Halls of Residence:

If you indicated on your accommodation form that you would like to be housed in our university Halls of Residence, your details have been forwarded to our Accommodation Office. They will contact you directly later in the summer with a room contract for you to sign and confirmation of move-in dates etc.

The Accommodation team may not get in touch until late August so if you do not hear anything until then, please do not worry. If you applied for a room in our Halls of Residence, it is likely that you will get one.

If there is a problem with your accommodation and we regrettably cannot offer you a room, we will be in touch directly as soon as possible.

I will be finding my own private accommodation:

If you did not apply for accommodation in the university Halls of Residence and will be finding your own private accommodation in Brighton, please see

<http://www.brighton.ac.uk/accommodation/private/index.php?PageId=75> for tips and advice.

Please be careful if you search for accommodation online as advertisements are sometimes not completely genuine. We recommend that you search for housing through

www.yourstudentpad.co.uk as this is monitored by the university. To gain access to Studentpad, please contact accommodation@brighton.ac.uk with your University of Brighton student ID (this will be shown on your official acceptance letter) and your date of birth. More details about Studentpad can be found at <http://www.brighton.ac.uk/accommodation/studentpad.php?PageId=90>.

WHEN SHOULD I BOOK MY FLIGHTS/TRANSPORT TO THE UK?

Our Term and Semester dates are as follows:

2015/16 Academic Year

Teaching Semesters:		
Semester 1:	28 September 2015	5 February 2016
Semester 2:	8 February 2016	10 June 2016
Academic Terms:		
Autumn term:	28 September 2015	11 December 2015
11 Dec – 4 Jan = Christmas vacation/no teaching		
Spring term:	4 January 2016	18 March 2016
18 March – 11 April = Easter vacation/no teaching		
Summer term:	11 April 2016	10 June 2016

Move-in dates for university Halls of Residence are usually scheduled for the weekend immediately preceding the start of the academic term, i.e. Saturday & Sunday 26 – 27 September 2015.

Likewise, move-out dates are usually the weekend immediately following the end of the academic term, i.e. Saturday 6 February 2016 for those leaving after Semester 1 or Saturday/Sunday 11 – 12 June 2016 for those leaving at the end of the year.

Exact move-in and move-out dates will be confirmed in your room contract which will be provided by the Accommodation Office.

If you are finding your own accommodation, you should confirm your tenancy dates with the landlord and arrive in the UK accordingly.

WHEN WILL MY STUDY AT THE UNIVERSITY START?

Your first day with us at the Business School will take place on Monday 28 September 2015 with various welcome and induction sessions. Please see page 11 of this handbook for further details.

If, however, you will be taking part in our International Orientation Programme then this will take place a week earlier (week beginning 21 September 2015). Please see page 9 of this handbook for details about the International Orientation Programme.

TRANSPORT – ARRIVING IN THE UK AND TRAVEL WHILST YOU’RE HERE

Air:

The main airports in the South East region are London Gatwick and London Heathrow. London Gatwick is closest to Brighton (approximately 30 mins by road) whereas Heathrow is further away on the west outskirts of London (approximately 1 ½ hrs by road). You can then travel to Brighton from either airport by either coach or train.

National Express coaches run from both Gatwick and Heathrow and tickets can be booked on their website www.nationalexpress.co.uk.

Direct trains run from Gatwick to Brighton regularly via Southern Railway (www.southernrailway.com) and the Gatwick Express (www.gatwickexpress.co.uk) whereas you can travel from London Heathrow through London on the Underground (www.tfl.gov.uk) and then take a Southern Railway train from London Victoria train station.

Eurostar/Eurotunnel:

If you are travelling from the European continent, you can take the Eurostar train (<http://www.eurostar.com/dynamic/index.jsp>) from a number of stations in France, Germany, Belgium, The Netherlands, or Switzerland to London St. Pancras International.

You can then travel through London (www.tfl.gov.uk) to London Victoria train station before boarding a Southern Railway train to Brighton.

Alternatively you can drive and take the Channel Tunnel (<http://www.eurotunnel.com/uk/home/>) from Calais to Folkestone and drive to Brighton. Please be aware, however, that there is **NO** parking available at the university Halls of Residence so you should not bring your car to university if you are staying in one of our rooms.

Rail:

The main rail station in central London for direct trains to Brighton is London Victoria (http://www.nationalrail.co.uk/stations_destinations/vic.aspx). London – Brighton trains to and from London Victoria are operated by Southern Railway (www.southernrailway.com). Tickets can be bought on the day at both Brighton and Victoria stations but it is often cheaper to buy online in advance. Direct train journeys between London Victoria and Brighton last approximately 55 minutes.

Trains also run from Brighton to London Bridge railway station (<http://www.nationalrail.co.uk/stations/LBG/details.html>) but this station is undergoing renovation work until 2018 so some trains can be disrupted.

Travel in London:

Brighton is only about 1 hour outside of London by train so it is probable that you will either arrive through London, or visit the capital at some point during your stay in the UK. London's official transport website is www.tfl.gov.uk and this site has everything you need to know about travelling in London, from bus and tube maps to details about prices and live travel updates.

Travel in Brighton:

Mithras House and the University of Brighton's Moulsecoomb campus can be accessed by the number 25 bus which runs from the centre of town to the university campus and to the halls of residence at Falmer. Details of Brighton & Hove buses can be found at www.buses.co.uk.

Local trains also run between Brighton central station, Moulsecoomb (the stop for the university buildings), and Falmer (the stop of Halls of Residence). Please see www.southernrailway.com for details.

INTERNATIONAL ORIENTATION PROGRAMME

The university will be running a free Orientation Programme for all incoming international and EU students from Tuesday 22 to Friday 25 September 2015.

This orientation programme is designed to help you integrate with other international and European students and help you settle into your studies and life in the UK. You will need to book a place on this programme which can be done through <http://www.brighton.ac.uk/international/orientation-programme> once booking is open. Please note that you must have received an offer and also accepted your place on our exchange programme before you can book a place on the International Orientation.

Booking for the International Orientation Programme will open on the above webpage in August 2015 so please check back then.

The programme usually includes:

- Free airport pick-up service for those arriving at London's Heathrow or Gatwick airports (university staff will be at the airports to arrange travel by train or coach to Brighton) on the first day of the orientation (Please note that if you arrive either before or after this date, you will be required to make your own way to Brighton).
- Free accommodation in halls of residence during the orientation programme (you will then move to the room allocated to you for your main study period, or to your private housing, over the weekend 27 – 28 September)
- An information fair to give you an opportunity to find out about the university, local services and Students' Union activities.
- Tours of Brighton, Eastbourne and Hastings.
- Talks on a range of issues relating to life in the UK.
- Evening social events, including an official welcome to the university

DO I NEED A VISA TO STUDY IN THE UK?

NO

Students who hold an EU (European Union) passport do NOT require a visa to study in the UK.

YES

Students from any country outside the EU, i.e. the USA, Canada, or Turkey, will require a visa to study with us.

- **If you are staying for 6 months or less**, i.e. one semester only, the University of Brighton will provide you with a Student Visitor Visa letter which you will need to present to the UK Border staff on arrival in the UK.

We will be in touch with you directly once you have formally accepted your place on our exchange programme as we will need various details from you in order to issue a Student Visitor Visa letter, i.e. your passport number and issue and end dates, etc.

Once you have been issued with your Student Visitor Visa letter, you will need to keep it in a safe place and ensure that you take it with you when you travel as you will be required to present it to the UK Border staff on arrival in the UK. You don't need to do anything in advance.

Please see <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/> for further information about Student Visitor Visas.

- **If you will be studying with us for MORE than 6 months**, i.e. the full academic year, you will be required to apply for a full Tier 4 student visa from the UK Border Agency. The University of Brighton will issue you with a CAS number around July which you will then use to apply for your Tier 4 visa.

Please see <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/> and <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/> for further information and how to apply.

ENROLMENT AND YOUR REGISTRATION WITH THE UNIVERSITY OF BRIGHTON

In order to become a full student and formally commence your studies with us, you will be required to officially register with the University of Brighton. This is known as 'Enrolment' and is completed via two steps:

Step 1: Online Enrolment. This will be completed through Studentcentral, our online Virtual Learning Environment. Full details of how to complete online enrolment will be sent to you around the end of August/beginning of September.

Step 2: In-Person Registration. This will be completed on your arrival at the University of Brighton in September. You will be required to visit our central Academic Services department in person to collect your University of Brighton student ID card, known as the UniCard.

If you participate in the International Orientation Programme, they will arrange your in-person registration. If you do not take part in this programme, a specific registration time-slot will be set up for you during the first week of term. Full details of this time-slot will be provided at the Induction session on Monday 28 September 2015.

Please note that you will not have full access to University of Brighton facilities, Studentcentral or your chosen module online areas and materials until both of the above enrolment and registration steps have been completed successfully.

INDUCTION

You will have a Welcome and Induction session on your first day with us, Monday 28 September 2015. This session will be taken by the Exchange Programme Course Leader, Helen Berry, and the Exchange Programme Administrator, Suzanne Carver. They will welcome you to the university and go through all the information you need to start your studies with us.

You will also confirm your module choices and receive your timetables at this session. Please note that occasionally some modules may clash with each other in a way which cannot be corrected. If this is the case, please be aware that you will be required to drop one of these modules and choose an alternative.

The time and location of this induction session will be confirmed to you by email in mid-September.

TIMETABLES

You will receive your study timetables on the first day of term (Monday 28 September 2015) at your initial Welcome and Induction session with us.

Please note that timetables are not personalised to each student but rather general for everyone. You will need to work out which lectures and seminars you need to go to and you will need to alert us if there are any clashes between your sessions that we have not already picked up on.

Some larger modules will have a number of different seminar group sessions. Where applicable, your individual seminar groups will be confirmed to you during the Welcome and Induction session as well.

WHEN WILL I RECEIVE MY UNIVERSITY OF BRIGHTON RESULTS?

Your transcript of results from the University of Brighton will be released as follows:

- **Provisional Gradeslips – Semester 1 students only.** A gradeslip of your provisional assessment results will be sent to you and your home university via scanned email by the end of March 2016.

PLEASE NOTE: at this stage ALL results are provisional until they are formally agreed by our official Examination Board in July. Whilst it is unlikely that any marks will change, it is a possibility. We cannot provide you with any firm or final results until July.

- **Final Transcripts.** Your final transcript of results will be sent to you and your home university by postal mail in early – mid July 2016. Final transcripts cannot be sent out any earlier than this as all marks must be formally agreed by our Examination Board in the first instance.

BRIGHTON & HOVE AND THE SURROUNDING AREA

The University of Brighton is located in the city of Brighton & Hove, which is on the South-East coast of the United Kingdom.

Tourism information regarding the city, the surrounding area and England in general can be found at the following websites:

Brighton & Hove: <http://www.visitbrighton.com/>

South-East England: <http://www.visitsoutheastengland.com/>

London: <http://www.visitlondon.com/>

England: <http://www.visitengland.com/ee/>