

PRE-ARRIVAL GUIDE

MESSAGE FROM THE SUPPORT TEAM

Coming to the UK and finding your way in a new environment can be an exciting but challenging experience.

Therefore, we have put together this International Student Guide.

We work hard to create the best environment for you to achieve your academic and personal goals. If you find some of your questions are not answered, by reading this handbook, you are welcome to contact us directly.

We hope to help prepare you for your time here at Chichester College, as well as life in the UK.

The International team look forward to meeting you very soon.



studyabroad@chichester.ac.uk



+44 (0)1243 786321 (extension: 2535)

WELCOME TO CHICHESTER COLLEGE

Chichester College is very pleased to welcome you. We believe that you will find all the staff at the college very supportive and helpful. Don't forget that members of the International Student Services Team are especially here to help. No matter how big or how trivial the problem, we will try to help. We can only try to solve problems if you tell us about them.

We wish you all a very happy and productive stay in Chichester.

MEET THE TEAM

Director of International Operations
International Accommodation Manager
Westgate Advisor
Woodlands Advisor
International Student Support Officer
International Admissions Advisor

Steve Bannister
Denise Moon
Shaaron Ovenstone
Lisa Dawkins
Eleanor Fisk
Cristina Chirita



@chichestercollegeint



@chichesterinternational



www.ccgstudyabroad.com

VISA AND IMMIGRATION

Once you have applied to the College for your course and paid your required fees we will provide you with a Letter of Acceptance, which you will need for your application for Visa.

The letter will state the following:

- Your name
- The programme of study you have been offered
- Details of the start and end dates of your study programme
- Confirmation that you have paid your required fees.

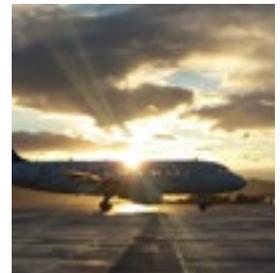
Please inform Chichester College when you have been issued with your Visa/Entry Clearance. If your Visa/Entry Clearance application is refused please send your visa refusal letter to the International Admissions Advisor at Chichester College of the reasons and they will be able to advise you of the next step.



UK VISAS

International students are normally required to apply for Visa before travelling to the UK. To find out more information, please visit the UK visa website www.gov.uk/check-uk-visa or contact your nearest British Embassy or High Commission.

Chichester College strongly advises you to apply for Entry Clearance before you leave your home country to travel to the UK. This information provides general advice. To check if you need to apply for a Visa, please visit: www.gov.uk/government/organisations/uk-visas-and-immigration



STUDENT SPONSOR

Chichester College maintains its rating on the list of Register of Student Sponsors (previously known as Tier 4 Sponsors). Thanks to this rating you know that Chichester College is a good sponsor for any international student.

STUDENT ROUTE or SHORT TERM VISA (UKVI)

Your responsibilities and important things you should be aware of:

- Make sure that the International Student Services team in the Student Centre have a copy of your current Passport, Visa, BRP card and latest immigration entry stamp. This will be needed for you to enrol.
- Inform International Student Services immediately of any changes to your permanent home address, your term time address, email address and mobile telephone number. There is a form in the back of this handbook.
- Inform International Student Services in the Student Centre if you decide to leave Chichester College before the end of your course.
- Request permission from the International Student Support Officer before taking any term time leave, including going home a few days early for the college holidays.
- Inform the International Student Support Officer before 9am each day if you are sick and will not be attending college on that day.
- Remember, if your visa allows you to work while you are studying in the UK, you must not work more than the allowed time during term time. Please check with the International team if you are unsure how many hours you are allowed to work per week during term time.
- Allow plenty of time to renew your visa- do not let the visa expire.
- If you should want to change college, you will need to apply for a new visa. This is because your current visa only allows you to study at Chichester College.
- Passport - The college strongly recommends that you photocopy your passport, visa/entry clearance and ID card and keep it safe in case you lose any of these.

SHORT TERM STUDENTS

Short term students must leave the UK either before their immigration permission ends or at the end of their course whichever is sooner. Student visitors are not allowed to renew or switch in the UK. If you wish to continue studying in the UK after your immigration permission ends, you will need to return home and apply for entry clearance as a Tier 4 student.



CHECKLIST - BEFORE YOU LEAVE

- A valid passport.
- Entry Clearance (often referred to as a visa).
- Proof of admission to Chichester College on a full time programme of study. This will be your offer letter.
- Paid your accommodation fees for the first term and returned your completed accommodation forms.
- Any required health or vaccination certificates, such as tuberculosis. (If applicable)
- Informed the International Office of your flight details (at least two weeks before arrival) so that a taxi can be arranged (if required) and to ensure your accommodation is ready.
- Adequate travel insurance.
- Suitable medical insurance if you intend staying less than six months in the UK.
- Any other relevant original documents e.g. original certificates. (If applicable)



IMMIGRATION IN THE UK

Every time you travel to the UK, you should bring evidence of your student status in your hand luggage, to show the Immigration Officer.

You may be questioned by Immigration Officers about your stay in the UK and asked to produce any of the documents you needed to obtain Entry Clearance, so make sure you have all the relevant papers with you in your hand luggage (originals not photocopies).



POLICE REGISTRATION

The UK Government has decided to abolish the Police Registration Scheme.

The scheme, which requires some migrants to register with the police, is suspended with immediate effect. The requirement to register with the police is being abolished as in its current form is outdated, and the data a migrant provides to the police on registration is already captured by the Home Office at visa application stage and is available to the police on request via Immigration Enforcement.

If you require any assistance, please ask the International team in the Student Centre.



EMPLOYMENT IN THE UK

Can I work during my studies?

Check your passport and BRP card. You need to see what your latest visa conditions, issued by the UK immigration authorities, say about employment.

1

Work 10 Hrs Max in Term Time
or
Work/Business as in Tier 4 rules

This stamp is referred to as a restriction on working stamp.

2

Leave to enter for 6 months
Employment and recourse to
public funds prohibited.
or
No Work

This stamp is referred to as a prohibition on working stamp.

EMPLOYMENT IN UK (CONTINUED)

If you have a prohibition stamp in your passport, you are not allowed to work. If you are permitted to work then you are allowed to take the following kinds of work:

Part-time work and work during vacations:

You may be allowed to work during term time and up to full-time hours during vacations, but you must not be:

- Engaging in business or self-employment
- Providing services as a professional sports person or entertainer.
- Pursuing a career by filling a permanent full-time vacancy.
- Work longer than the hours you are allowed.

Consequences of breaching work conditions:

- Criminal offence.
- Deportation.
- If not in breach of conditions, but working rather than studying – leave could be curtailed.
- Refusal of extensions.

Studying and part-time work:

Before you look for a job please consider the following points:

- Don't let your job get in the way of your studies. You have been accepted at Chichester College to study and will be expected to attend all the classes on your timetable. You will also be expected to complete all course work and homework, if you do not do this you risk failing your course.
- Check you know what you're getting. If you take work through an employment agency, make sure the conditions and pay are clearly explained before you start work, preferably in writing.
- In the past International students have had problems with agencies concerning this point.
- Will you have to pay tax? Ask your employer/agency to explain whether your pay will be taxed – if it is, you should be able to claim it back.
- Will I need a National Insurance number? Yes. Contact the local Benefits Agency or Job Centre for details of how to apply.
- How will I be paid? Most employers will pay by cheque or direct in to a bank account, before taking a job make sure you have a bank account in place.
- Problems – sorry, but the International Directorate cannot accept responsibility for any problems you may have with employers or agencies.

BIOMETRIC RESIDENCE PERMITS

What must I do when I receive my biometric residence permit?

You must check your permit carefully when you receive it, to make sure that all the details on it are correct. If you find a mistake, you must speak to the International desk as soon as possible.

How do I use my biometric residence permit?

Your biometric residence permit is evidence of your permission to stay in the UK, and shows the conditions of your stay. It enables you to confirm your identity and your rights to study.

You must take your permit with you if you go abroad while you have permission to stay in the UK. The permit proves that you are allowed to return to the UK, but it cannot be used instead of a passport or travel document.

What do I do if my biometric residence permit is near its end date?

If you have limited leave to enter or remain and you wish to remain in the UK, you will need to make a further application before your leave expires. You will need to enclose your biometric residence permit with your new application.

What must I do if my biometric residence permit is lost or stolen?

If your biometric residence permit is lost or stolen, you must report the loss or theft to the Police and obtain a crime reference number, once you have done this, then speak to the International desk who will help arrange your replacement BRP card.

If your permit is lost or stolen while you are outside the UK, you must apply for a Replacement BRP visa in order to re-enter the UK. You must then apply for a new biometric residence permit within 1 month of re-entering the UK, please see the International desk who will assist you with this.

What must I do if I change my circumstances?

You must tell the UKVI of any changes, by completing a Migrant Change of Circumstances (MCC) form, this can be found online. Print and complete the form, and post it to the address shown on its front cover.



WHAT TO BRING WITH YOU

MONEY

It is advisable to have British currency (GBP) when you arrive in the UK. It is unwise to carry too much cash but do bring enough for the first few days. Please ensure that your debit card allows you to withdraw cash in the UK.

In addition to the tuition and accommodation fees, which you must pay no later than 4 weeks before your course is due to start, you will also need to take into account the cost of living, such as food, transport, leisure activities, etc.

BOOKS

These are heavy, so do not bring too many with you. The books you will need for your course are readily available in the local bookshops.

An extensive range of books are also available for loan from the library at Chichester College. You may wish to bring a bilingual dictionary with you if English is not your first language.

CLOTHING

Wear Layers! If in doubt bring a number of layers of clothing – even in the summer time you may need a light jacket in the evening. The winters are cold although it rarely snows on the South Coast, however, the wind chill makes up for this and often makes it feel colder than it is.

CLIMATE

The climate remains the most frequent topic of conversation in the UK as it is rather changeable and difficult to predict, due to the fact that the UK is an island country and surrounded by sea. The weather is quite variable, with quite warm summers but colder winters, although how you find this depends on what you are used to in your own country.

In the summer it can occasionally be as warm as 30 °C but in winter temperatures can drop to 0 °C or lower. It also rains regularly and we usually achieve a minimum of 60mm per month with much more in winter. Therefore it can seem quite chilly and we advise you to bring warm and waterproof clothes. You may want to bring an umbrella with you to prepare for an unexpected shower.

In the winter months Britain uses Greenwich Mean Time – on the last Sunday in March the clocks “spring forward” to British Summer Time (GMT +1). The clocks go back to Greenwich Mean Time (GMT) on the last Sunday in October.

ELECTRICITY & ELECTRICAL EQUIPMENT

If you want to bring electrical equipment from your own country, please make sure that it can be used with 240 volts or that it can be converted. Most buildings are equipped with sockets which take a 13 Amp, 3 square pin fused plug. You may need to buy an adaptor, which you can purchase in Chichester from the local supermarkets. Please note, it is dangerous to overload sockets with too many adaptors and you should never use a 2 pin plug in a 3 pin socket. If staying in halls all of your electrical items will be PAT tested for safety within the first few weeks of your arrival.

Mobile phones and SIM cards are available in many retail outlets across Chichester and the UK. Make sure you shop around as there are lots of different packages available and some are cheaper than others. If you are unsure about what you can bring into the UK you should check with your local British Embassy or High Commission, before you begin your journey.

There are restrictions on animal and plant products that can be brought into the UK. Information on these restrictions can be found by visiting the Department for the Environment, Food and Rural Affairs (DEFRA) website at: www.gov.uk/defra

If you have any doubts about whether you can bring an item into the UK, you are advised to leave it out of your luggage. Do not bring any more than you can comfortably carry with you as you will be able to buy most things in Chichester.



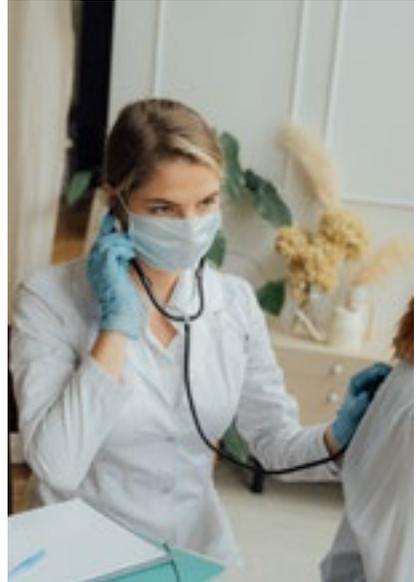
HEALTHCARE IN THE UK

If you are an international student on a Student Route visa (previously known as Tier 4 visa) or a 11 months Short-term study visa, you would have paid the International Health Surcharge which will mean that you can access the NHS for your Healthcare during your studies.

The International team can advise you on how to register with an NHS doctor. Even though you are covered for basic medical care through the NHS, you may wish to have extra insurance to provide additional medical cover.

If you are on a programme of study of less than six months, you are strongly advised to take out private medical insurance. Please be aware that due to Brexit, the European Health Insurance Card is no longer valid from the 1st of February 2021 in the UK.

Please check with your nearest British High Commission or Embassy whether a reciprocal agreement is in force and for what types of treatment you are covered.



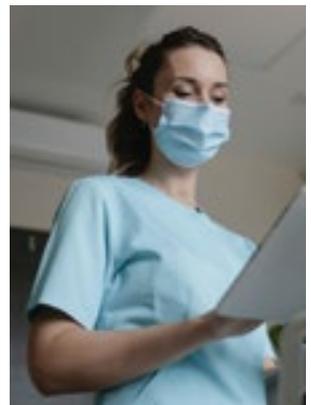
COLLEGE NURSE AND COUNSELLING SERVICE

During term time we have both of the above services on campus offering students professional health care and advice. If you need to see a nurse or counsellor please speak to a member of the International team and they will be pleased to help.

The college nurses are available on campus through the week. Please check with International Student Services for the times and where you can find her.

The nurses can deal with minor illness, cuts and bruises, strains and sprains, stomach upsets, coughs and colds and advice on emergency contraception.

Keep the Accident & Emergency department free for those who really need it and take care of everyday illnesses at home. Advice is available from the College Nurse or your local pharmacist.



DOCTORS SURGERY

If the options above are not appropriate to your condition or the college nurse recommends that you see a doctor, you will need to make an appointment with the doctors' surgery. The doctors can help with all medical advice. To find your local doctor, please speak to International Student Services or consult your International Handbook for doctor's details.

NEED A DOCTOR?

Ask the International staff in the Student Centre, or speak to your Halls of Residence Supervisor and they will be pleased to help you. If you live with a Host family, you should ask them to help you register with their doctor.

NEED A DOCTOR?

Here is a list of local doctors surgeries in the Chichester area:

PARKLANDS SURGERY, PARKLANDS ROAD, CHICHESTER
Telephone: 01243 786827

CATHEDRAL MEDICAL GROUP, CAWLEY ROAD, CHICHESTER
Telephone: 01243 813450

LANGLEY HOUSE, 27 WEST STREET, CHICHESTER
Telephone: 01243 782955

LAVANT ROAD SURGERY, 8 LAVANT ROAD, CHICHESTER
Telephone: 01243 527264

Out of hour's service for all of the above doctors - Telephone Number: 111

If you are ill please email your international student tutor Eleanor Fisk before 9am
Email: eleanor.fisk@chichester.ac.uk

DENTIST

The emergency Dentist is situated at St. Richards Hospital. Phone 01243 831790 ext.25 after 5.30pm to arrange an appointment. The cost will be approximately £25. There are other dentists including one at the Sainsbury's supermarket. Further details can be collected from the student centre.

PHARMACIST

Your local pharmacist is a qualified expert and can give confidential advice on common minor illnesses like coughs, colds and headaches, as well as medicines and emergency contraception. The nearest to the college is in North Street in BOOTS the chemist. The current charge for a prescription issued by the doctor for medication is £9.15 per item.

ACCIDENT & EMERGENCY DEPARTMENT

ONLY visit the Accident and Emergency department for emergencies, such as loss of consciousness, severe chest pain, breathing difficulties, deep wounds and severe bleeding, suspected bone breaks or serious accidents.

NEED A DOCTOR?

NHS 111 is the NHS non-emergency number. It's fast, easy and free. Call 111 and speak to a highly trained advisor, supported by healthcare professionals. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

VACCINATIONS & HEALTH CERTIFICATES

Vaccinations and medical requirements prior to entering the UK differ depending on your home country. The British Embassy or High Commission you apply to for entry clearance will be able to advise of any requirements.

SMOKING

On the 1st July 2007 the new Health Act came into effect in the UK. This new legislation prohibits smoking in specified premises, places and in vehicles. Further details on the health act is available at: www.smokefreeengland.co.uk.

PERSONAL HYGIENE

You will be responsible for keeping your bed/study room clean and tidy. Depending on your accommodation, you will have shared responsibility to ensure communal rooms such as the kitchen and hallways areas within your accommodation are kept clean and tidy.

ADJUSTING TO LIFE IN THE UK

Chichester has a number of large supermarkets where you can buy a wide variety of food. These are based in and around the City Centre and are local to the College.

The opening hours for these tend to be from 7.00am to 10.00pm; except on a Sunday when it is important to remember that opening hours are reduced, usually to between 10.00am and 4.00pm.

The College itself has a student and staff eating area called 'Coasters' which includes Pasta and Salad Bars and a Coffee Shop, in addition to serving a selection of hot meals. There is also a separate shop offering a variety of food, snacks and drinks. The College is committed to providing healthy options for all its students.

Chichester has a number of specialist food and health shops, so take the time to have a look around the city centre which includes regular farmers markets. You will find a wide choice of places to eat, from fast food outlets, coffee and tea shops, cafes and more upmarket gourmet restaurants.

One of the biggest cultural differences you may find is that of British food and British eating habits. This may include the food itself, eating times and how and where to buy food.



YOU MAY EXPERIENCE THE FOLLOWING:

- Initial excitement, everything is new and intriguing - sometimes good, sometimes bad.
- Homesickness, what seems new and exciting at first now seems unfamiliar and frustrating.
- Getting used to it... but not quite yet, more frustration, perhaps hostility towards the new environment

Some of the things you can do to minimise the effects of culture shock and help with adjusting include:

- Simply understand that this is a normal experience.
- Keep in touch with home or have familiar things around you e.g. photographs of your family and friends.
- After arrival, explore your immediate environment. Walk around your neighbourhood and find out where you can buy food that you are familiar with.

YOU MAY EXPERIENCE THE FOLLOWING (CONTINUED):

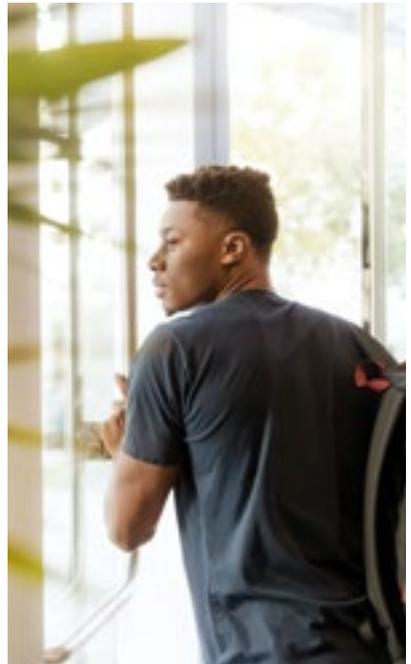
- Read campus notice boards to find out what is going on and which activities and social events are on offer and make an effort to participate in those which you would enjoy.
- Make friends with other international students who are likely to have gone through a similar experience.
- Be courageous and talk to your neighbours. If you live in Halls of Residence, your neighbours will be other students who will probably feel just the same as you.
- Talk to British people. Ask questions, most people will be glad to help.
- Take advantage of the College's support services.

SAFETY IN THE UK

PERSONAL SAFETY

Chichester is a safe city, but to help you to stay safe always – remember the following advice.

- When you go out, find out where you're going and let your host family or Halls supervisor know and tell them when to expect you back.
- Plan ahead – how are you going to get there?
- Always go out with people you know and trust.
- Always use well lit, busy roads and avoid shortcuts through dark, quiet areas.
- Walk with friends and never walk alone at night – use a taxi.
- Stay alert – be aware of your surroundings – don't wear your personal stereo when out alone, you won't be able to hear if someone is following you.
- Don't speak to people you don't know, or go up to their cars, - even if they speak to you first.
- Never take money or gifts from people you don't know.
- Consider carrying a personal attack alarm but not a self-defence spray as they are illegal in England.
- Do not walk straight into the road; remember to look right when you cross the road – cars in England drive on the left.



TRAVEL SAFETY

- If you are travelling alone on a bus, train or tube, always sit near other passengers.
- Plan your route and check on bus or train times before you leave. The phone number for this information can be found in the telephone directory.
- Never walk across or touch railway lines – they will kill you!
- Only share taxis with people you know.
- Never tell anyone your personal details.
- Never carry all of your money or passport with you and try to carry your valuables such as camera out of view.
- Never leave your bag unattended in public places. It may be stolen or regarded as suspicious.



EXCURSION SAFETY

The International Centre operates a number of organised trips to towns and cities of cultural and historical interest. To ensure your welfare and safety during these visits we have put together the following information. You will be given a map of the town or city you are visiting – make sure you check with the escort the time and place that you are to meet the coach for the return journey to Chichester. Always tell the member of staff before leaving the coach if you intend to make your own way back to Chichester.

Walk on the pavement at all times – remember that vehicles drive on the left in the UK so check both directions before crossing roads. Use pedestrian crossings where possible. Explore with a friend or in small groups, not on your own and try to stay in the major shopping/tourist areas.

Don't carry large amounts of cash. However, make sure you have access to funds should you miss the coach and need to take public transport back to Chichester. Don't carry your passport unless absolutely necessary!

Be alert at all times – keep your personal belongings safe and do not accept drinks or rides in cars from strangers. Avoid confrontation – walk away if you are being provoked or hassled.

If you get lost, miss the bus or have any difficulties then please contact the 24hr College Emergency Contact Number 01243 773533. This number is on the back the International Support Officer's card (Eleanor Fisk) that you will be given on your first day.



LIFE IN THE UK

BE POLITE

- It is usual to join the back of a queue in England – don't push in, it will make people angry.
- Don't block paths – if you need to group together, find an area with plenty of space.
- Don't drop litter – put it in the bin or take it home with you.

UK LAWS

- The laws in England may be different from your home countries. This especially applies to tobacco, alcohol and self-defence sprays.
- You must not carry drugs with you of any kind – unless prescribed by a doctor – or use illegal drugs including cannabis, ecstasy, LSD or amphetamines.
- You must be 18 to buy cigarettes or tobacco.
- You must be 18 to buy alcohol – some English pubs don't welcome under 18's.
- It is illegal to drink alcohol on the street in most city centres.
- It is illegal to carry weapons including self defence sprays.
- Don't shoplift or steal – you will be arrested and probably sent home.

BICYCLES

If you ride a bicycle you are required to follow the British Highway Code, for instance make sure you use the roads and cycle paths. DO NOT use the pavements and make sure that you wear bright clothing and use lights as soon as it starts to become dark. We also advise that you always wear a cycle helmet.

If you do not follow the Highway Code, the Police can fine you at least £30. If you cycle to college you are advised to lock your bicycle in one of the shelters with a padlock. Keys for the shelters can be obtained for a £5 (returnable deposit) from the College sports centre.



GENERAL COLLEGE LIFE

SOCIAL ACTIVITIES

The international team develops a yearly activity plan for students to make their experience at the college fun and exciting.

Follow our Facebook page (@chichestercollegeint) and watch out for posters and notices for information about forthcoming events - the programme includes sports, discos, theatre and cinema visits, bowling parties, and many more.

Details of which can be found on the notice board in C Block or on our Social Media Channels. You may be asked to pay for some of these activities.



RELIGIOUS REQUIREMENTS

The College has a multi-faith room to suit your religious requirements. In addition, there are several places of worship nearby for students of different religious denominations.

BANK ACCOUNTS

If you want to open a bank account in the UK, please check with the International Team on what documents you will need to open an account. The International team can help you to open your bank account.

They can provide you with a letter that will make things easier for you at the Bank. Fill in the form which you can collect from the Student Centre, or find it on chi-online and collect the letter the next day.

If you have a student visa and may need to renew your visa while in the UK, consider choosing an account or a bank that issues monthly bank statements. Online statements may not support a visa application. Keep and file your bank statements, obtaining reprints can take time, and is often expensive.

Please note that UK banks will not normally open an account for students who are studying for less than 6 months.

HOLIDAYS

It is important to take in consideration of your term dates when arranging your holidays. Book your flights early to ensure you arrive and leave at the correct times. Attendance will be monitored and it is advisable students must attend all the classes.

INTERNATIONAL STUDENT SERVICES

Our International Student Service team is always happy to assist with your enquiries. Opening times are 8.30am to 5.00pm Monday to Friday (except national holidays). They can be found in the Student Centre at the front of the College.

SPORTS AND FITNESS

The Sports Centre on campus offers a wide variety of sports activities, as well as a fitness gym and a climbing wall. All students are welcome to book an induction session with the Sports Centre to learn how to use these facilities. You may be asked to pay for some of the sports activities. Nevertheless, students who live at the Woodlands or Westgate Halls of Residence are entitled to free Gym membership.

CHICHESTER AND BEYOND

Chichester College is situated within the cathedral city of Chichester. Brimming with arts and culture and steeped in two thousand years of history, Chichester is situated between two areas of outstanding natural beauty - the South Downs and Chichester harbour. The district offers something different for all visitors. There is a spectacular variety of places to discover which makes the area an ideal place for all.

TRAVEL CONNECTIONS

Chichester is accessible from most parts of the United Kingdom. With direct rail links to London (1 hour 45 minutes), Brighton (45 minutes) and Portsmouth (35 minutes). Gatwick International Airport is 38 miles from Chichester, Heathrow International Airport is 57 miles and Southampton International Airport is 35 miles away.

CHICHESTER'S HISTORIC LOCATIONS

The area boasts four impressive historic houses - Petworth House, Uppark, Goodwood House and Stansted Park. Chichester's Roman heritage is very much on display at Fishbourne Roman Palace and medieval to Victorian buildings can be seen at the Weald and Downland Open Air Museum.

SURROUNDING LOCATIONS

The nearby coastline has glorious stretches of beaches to the south, and further afield you'll find many other picturesque towns and villages to explore, including the market towns of Midhurst and Petworth.

CHICHESTER AND CULTURE

Chichester is home to the internationally renowned Chichester Festival Theatre and events and festivities take place throughout the year. The Chichester area is full of great places to eat, from bustling city bistros and chic restaurants to elegant country manors, rustic tearooms, traditional pubs and bright and breezy beach cafés.

For more information about Chichester, visit: www.ccgstudyabroad.com/chichester-city

RESOURCES AT COLLEGE

If you have an additional support need it is very important that you let your tutor know during your first week of study. Please provide your tutor with any evidence you have to support this, such as an educational psychologist's report.

Any documentation should be no more than 2 years old and should be written in English. You may still be required to have an assessment by the College to determine what might be needed if taking an examination, such as extra time, use of a scribe or laptop.

If you are taking an examination, this information will need to go to the Exam Board for consideration as soon as possible.

CCG ONLINE

CCG-online is an online resource giving you access to all sorts of useful information about your studies as well as learning resources. You will also find all the information in this handbook and much more as well, so check it out soon!

Visit the website: ccgonline.chichester.ac.uk/course/view.php?id=1071

OPEN ACCESS

Once you have your student card, you will also be able to use the Open Access area, which is also in E Block, for your course work as well as emailing home and keeping in touch with your family and friends.

LIBRARY

All students, once you have your student card, can access the College Library which you will find in E Block.

BRINSBURY CAMPUS

If you will be studying at Brinsbury Campus, you can collect a map of the campus and a train timetable, from International Student Services in the Student Centre.

CODE OF CONDUCT

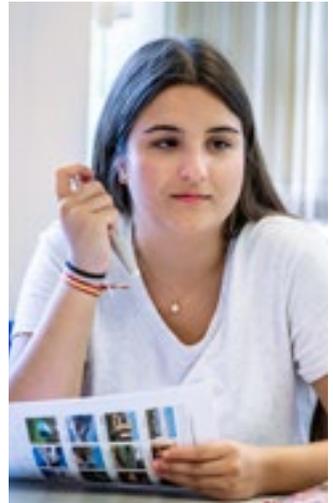
ATTENDANCE

Make sure you attend all your classes and arrive on time for each class. The College expects all students to maintain 100% attendance and punctuality. Poor punctuality will affect your final attendance percentage.

The College has a Positive about Behaviour Policy which supports all students through their time at the College. This policy talks through the College referral system which is there to support students to attend and achieve on their course. This covers any behaviour concerns raised as well.

If you are ill please email before 9am to inform Eleanor Fisk your student tutor. If you are taken ill during the day you must inform your subject teacher, student tutor AND come to the student centre on your way out. This is so we can offer support.

Please remember that the college keeps a record of your attendance that will be forwarded on to your new college or university and this could affect whether you are offered a place. It will also affect your application for a new visa if you need one.



TUTORIALS

Attend your tutorial with your personal/student tutor as this gives you a chance to discuss how your course is going. This is your opportunity to discuss your progress. **Do not forget to attend your tutorial.**

HOLIDAY AND ABSENCES

Please make a note of the term dates and do not take holidays during term time without your personal tutor's written permission. This must be forwarded to the International Student Support Officer (Eleanor Fisk) before you leave for your holiday! Any study time that is missed will affect your final mark. To be eligible for term time leave, all students must have at least 95% attendance and be up to date with all their course work.

Tier 4 Students must request permission from the International Student Support Officer before travelling. Failure to do so could mean that you are withdrawn from your course.

Please note that the college is now required to report to the Immigration Authorities any unauthorised absences during term time.

HOMEWORK

All students including those on study year programmes should hand in their homework on time and make sure it is clearly presented. Homework is not always written, sometimes it will involve reading or finding out information. This must also be done to enable you to participate fully in the class.

STUDENT REFERRAL PROCEDURE

The Student Referral process is an important part of the student support. It is designed to support you in taking responsibility for your own learning and behaviour. An individual strategy to address any issues or difficulty will be devised to support your learning. The purpose of referral is to get a speedy resolution for any difficulties experienced by you and so help prevent issues turning into major problems.

Referral support might be used:

- If you have been absent from lessons.
- If you have persistent difficulty with punctuality.
- If your behaviour is inappropriate and prevents learning.
- If you continually fail to submit assignments, coursework and do not meet deadlines set.

The process has 4 stages. Students may begin the process at any stage other than stage 1, depending on the seriousness of the problem. For example, acts of discrimination, harassment or victimisation are treated as a serious offence and may require a move directly to stage 4. Other serious offences include violence towards staff or students, drug offences, acts of vandalism, dangerous conduct, alcohol or theft. Students can go down as well as up the scale depending on their progress.

Please be aware that at Stage 4 you could be asked to leave the college.

EMERGENCY DETAILS

Our 7-day, 24-hour Emergency Telephone number is: - 01243 773533, we recommend that you put this number in your mobile phone so that you do not lose it. Emergency Services - Telephone: 999 (Ambulance, Police, Fire and Coastguard Service). This website will provide further information: www.britishcouncil.org/sites/default/files/safety-first.pdf

What if something happens? This is very rare in Chichester but if you are assaulted, followed or threatened, go to a shop, a police station or any public building and ask for help. Ask someone to contact the police for you. Do not worry about the language difficulties, the police will find someone who speaks your language free of charge. If anything happens, do not keep it to yourself, tell your tutor, your host family or speak to someone in International Student Services.

USEFUL CONTACTS

UK Visas

Website: www.gov.uk/visas-immigration

Foreign and Commonwealth

Website: www.gov.uk/fco

Telephone: +44 (0) 207 008 1500

Travel - Air

Gatwick Airport

Website: www.gatwickairport.com

Telephone: +44 (0) 844 811 8311

Heathrow Airport

Website: www.heathrowairport.com

Telephone: +44 (0) 844 355 1801

Travel - Coach and Bus

National Express

Website: www.nationalexpress.com

British Council

Website: www.educationuk.org

UKCISA

Council for International Student Affairs

9-17 St Albans Place, London N1 0NX

Website: www.ukcisa.org.uk

Telephone: +44 (0) 207 788 9214

Travel - Rail

National Rail Enquiries

Website: www.nationalrail.co.uk

Telephone: +44 (0) 845 748 4950

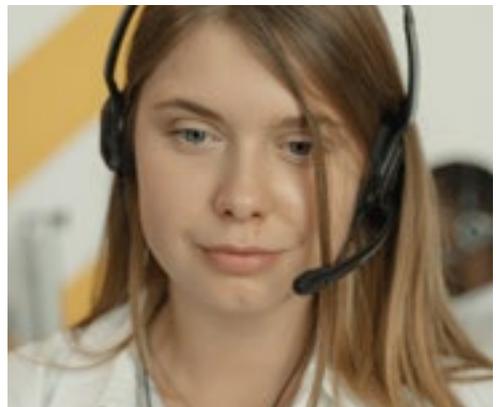
Gatwick Express

Website: www.gatwickexpress.com

Telephone: +44 (0) 845 850 1530

Eurostar

Website: www.eurostar.com





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