



# London School of Social and Management Sciences

## **Pre Arrival Information for International Students**

**September 2019**

*Version 1*

*Please note this pre arrival information is based on international students studying in the UK*

We are delighted that you have been offered a place at London School of Social and Management Sciences and we look forward to welcoming you.

The School appreciates and enjoys the cultural diversity brought by international students. The majority of our students are from different parts of the world. The aim of this booklet is to give you some practical advice and information to help you prepare for your arrival and for living and studying in the School. We hope this information will help you plan in advance and make your move to the United Kingdom as smooth as possible.

We hope that you will thoroughly enjoy your time with us and get involved in all aspects of the School life. If you have any questions or concerns about coming to study in the United Kingdom, please do contact us so that we can help you.

We look forward to meeting you at London School of Social and Management Sciences.

With Best Wishes

Admissions Team

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## **1. Pre Arrival**

### **1.1 Important Issues**

Applicants from overseas are reminded that they must comply with the Immigration department regulations, particularly, in respect of attendance, notification of change of contact details/personal circumstances and satisfactory progress at London School of Social and Management Sciences during their period of study. Students must give good reasons along with supporting evidence for absence and will be accepted only if the School finds it genuine and acceptable. Any unauthorised absences will be reported to the Immigration Department.

The School will keep all students' passport pages, showing all personal details (including biometric details) and leave stamps or immigration status documents – including evidence of their entitlement to study in this country and the period that they have permission to stay here. The School will update these records as necessary. It is the students' responsibility to ensure that they will notify the School immediately if there is any change in their contact details e.g. address, telephone number, mobile telephone number, or any other change in their personal circumstances. The student can notify any changes by completing the Change of Details Form manually or by using the self-service system in the Student Management Systems (SMS).

Students' must provide the details of their next of kin at the time of application and notify the School immediately should there is any change pertaining to their next of kin.

The School will report to the immigration department any student fails to enrol on their course within the enrolment period.

The School will report to the immigration department if any student discontinues their studies which include any deferrals of study.

The School will also report to the Immigration department if there are any significant changes in students' circumstances e.g., if the length of a course of study shortens.

If the School authority has any information which suggests that the students are breaching the conditions of their leave, the Immigration department will be notified immediately.

Students' at London School of Social and Management Sciences will only be allowed to re-sit examinations or repeat any part of their course up to two times per individual examination or module.

### **1.2 Immigration Requirements**

#### **1.2.1 Introduction**

London School of Social and Management Sciences offers ATHE Level 3 diplomas in Business, Law and Health and Social Care. The School is committed to provide high quality education and learning facilities to students coming from all over the world. The School aims to provide progression routes to the home and international learners with diverse backgrounds by cutting the amount of time and money they spent on achieving a university degree. At London School of Social and Management Sciences duration of the ATHE Level 3 Diplomas is 3 to 4 months. A non-visa nationals (NVNs) can travel to the UK for Short-term Study (STS). A non-visa national (NVN) is a non-EEA national.

#### **1.2.2 Short Term Study (STS) Visa**

The short-term study routes (previously student visitor routes) are for people who want to come to the UK to study for a short period of time on a course that does not include a work placement or work experience.

There are 3 short-term student routes:

- short-term student (6 months) – for applicants aged 16 and over for a maximum of 6 months' study
- short-term student (11 months) – for applicants aged 16 and over for a maximum of 11 months' English language study only

- short-term student (child) – for applicants aged under 16 for a maximum of 6 months’ study

**People should use Tier 4 of the points-based system if they want to come to the UK to study:**

- an English language course that lasts longer than 11 months
- any other course that lasts longer than 6 months (other than distance learning, which is addressed under “Studying at a UK Institution by distance learning”)
- a course that includes a work placement or work experience,

**1.2.3 Short-term student (6 months)**

A short-term student (6 months) can come to the UK for up to 6 months to:

- study a course (meaning one or more consecutive or concurrent programmes of study that will be completed within the validity period of the short-term study visa)
- complete a period of research
- complete research tuition (for example, to learn about research)
- complete one or more elective courses linked to their overseas study, where they are studying medicine, veterinary medicine and science, or dentistry as their principal course of study equivalent to at least degree level study in the UK
- complete a study-abroad programme in the UK as part of an overseas course, where the programme is less than 6 months in length
- re-sit an examination or retake a module
- take an oral (viva) examination for part of a PhD qualification at a UK institution

**1.2.4 Eligibility requirements for short-term student routes (6 months)**

**To be eligible to apply under this route applicant must:**

- be genuinely seeking entry to study as a short-term student
- be aged 16 or over
- have been accepted on one of the following:
  - a course of study by an accredited institution;
  - to undertake research or learn about research at a UK higher education institution (HEI) (short-term student (6 months) only)
  - to undertake an elective course linked to their graduate level study, where they are studying medicine, veterinary medicine and science, or dentistry as their principal course of study at an overseas HEI
- intend to leave the UK either within 30 days of the end of their declared course of study or at the end of the period of leave granted, whichever is the earliest
- maintain and accommodate themselves out of funds available to them
- meet the cost of their onward or return journey
- hold a valid entry clearance as a short-term student (when they arrive in the UK) if they are a visa national seeking to come to the UK for any length of time, or if they are a non-visa national seeking to come to the UK for more than 6 months

**If the student is aged 16 or 17, they must also:**

- show that suitable arrangements have been made for their travel to, reception and care in the UK
- have a parent or guardian in their home country or country of habitual residence who is responsible for their care and who confirms that they consent to the arrangements for the applicant’s travel, reception and care in the UK

### 1.2.5 Short-term students and employment

Short-term students are not allowed to work in the UK. They must not engage in:

- paid or unpaid work
- work placements
- work experience in the UK
- self-employment
- in business or any professional activities in the UK

However, short-term students can volunteer but may not do voluntary work. You must be clear on the difference between the two.

#### **Voluntary workers:**

- often have a contract with their employer (this means the employer must provide the work and the voluntary worker must attend at particular times and carry out specific tasks)
- are also usually remunerated in kind

#### **Volunteers:**

- do not have a contract of employment
- must not take the place of an employee
- must not receive payment in kind but reimbursement for reasonable travel and subsistence expenses is allowed
- usually help a charity or voluntary or public sector organization

A short-term student must be accepted on a course of study provided by an accredited institution. The London School of Social and Management Sciences is accredited by the Accreditation Service for International Colleges (ASIC). The ASIC is a UK Home Office approved accreditation body.

### 1.2.6 Requirements for Short-term Students (6 months)

<b>Short-term student (6 months)</b>	<b>Requirements</b>
Entry clearance endorsements	Cat C: short term student
Biometric Residence Permit	Not required
Length of leave	Maximum 6 months
Are dependants allowed?	Not allowed
Is switching into this category permitted?	Not permitted
Is the Immigration Health Surcharge payable?	No
Can you apply for further leave to remain (in country) after this visa?	No
Does police registration apply?	No
Does this category lead to settlement (Indefinite Leave to Remain)?	No
Tuberculosis (TB) certificate	No required for short-term student (6 months)
Knowledge of language and life	No
Work allowed?	No paid or unpaid work is allowed.

#### **Furthermore, for short term (6 months) study visa:**

- The courses do not need to lead to a specific qualification.
- There are no minimum academic requirements for immigration purposes. The courses can be at any level, but your course providers may have specific admissions criteria. London School of Social and Management Sciences has set admission criteria for each of the offered course.

- You are not required to have a minimum English language ability, but your course providers may have specific admissions criteria. Furthermore, to enter for this qualification, learners must have an appropriate standard of English to enable them to access relevant resources and complete the unit assignments. However, London School of Social and Management Sciences ensures that the international applicants are competent in the English language at a minimum of CEFR level B1 (IELTS 4.0-5.0) for a qualification at levels 3-5. If a learner does not have formal certification in English, the School offers him/her four weeks of English language classes to enable him/her to meet a minimum of CEFR level B1.
- There are no minimum hours which you must be studying during your time in the UK. However, London School of Social and Management Sciences has its own timetable to finish the course within the given timeframe. Please refer to your course handbook for further information.

### **1.2.7 Travel Insurance**

Before you travel, you are advised to insure your luggage and label it clearly with London School of Social and Management Sciences name, or name of your accommodation in the UK. Insurance, however, is not compulsory.

### **1.2.8 Medical Insurance & Health Care**

Non-EEA/Swiss national students studying for less than 6 months are not entitled to free NHS care, excepting emergency treatment. Therefore, it is important that you take out medical insurance for the duration of your stay. If you are using the 6-month 'short-term student' route you should make sure you have private health insurance from the beginning of your stay.

### **1.3 Disabled Students**

London School of Social and Management Sciences is committed to ensuring that all students receive equal opportunities for study. Please note that international students are not entitled to funds from the UK government to assist them with their disability during their studies.

### **1.4 Financial Advice**

Please make sure that you have sufficient funds to pay for your tuition fees, accommodation and cost of onward and return journey.

#### **1.4.1 Scholarships**

London School of Social and Management Sciences is pleased to offer a limited number of scholarships to deserving students. The value of these scholarships will depend on the program. The criteria considered when granting scholarships are a respectable academic record, a substantial contribution to school life – athletics, intercultural activities etc. Each program may have specific criteria for granting student scholarships.

#### **1.4.2 Banking**

You must ensure adequate funds prior to accepting a place of study at London School of Social and Management Sciences. When you move to the UK you'll need access to your money and the easiest way is to open a UK bank account. You'll need to open a UK bank account if you want to pay your fees in instalments, however you may be able to complete registration before you do this. If you are here for less than six months, you will have a limited choice of accounts to open. In some cases, students are able to open an account with Barclays, HSBC and Santander, but it is worth confirming this with the branch in person. If your visa is for less than one year, you will be able to open an ordinary cash account at some banks.

Student Services can provide you with information on how to open a bank account on arrival at London School of Social and Management Sciences.

Whilst there is no limit on funds brought into the UK, you may need to meet exchange control requirements in your own country. You should avoid bringing large amounts of cash into the country as this poses a security risk. Instead, bring travellers cheques or a bank draft.

To open up a bank account in the UK you will need to provide the following information:

- London School of Social and Management Sciences Enrolment Letter
- Passport
- Confirmation of your UK and Overseas address
- Money for Your Travel to the UK
- Confirmation of Address

You are advised to limit the amount of cash that you bring into the country with you, for security reasons. It is also advisable not to keep your cash and personal documents all in the same place on your person (for example passport, acceptance letter, traveller cheques, personal contact addresses and numbers etc.). We also recommend that you take two sets of photocopies of your personal documents prior to travelling, taking one copy in your check-in luggage and leaving one with your family. You will need to bring some sterling cash with you for your first few days in the country (approximately £200), and money in the form of traveller cheques (approximately £300) for immediate expenses. If you are renting accommodation you may need more immediate money for deposits and advance rent.

Please note that it may take a few days to set up a bank account. Be careful when carrying large sums of cash on your person, and take a note of your traveller cheque numbers, to be kept separately from your hand luggage.

### 1.4.3 Living Expenses

On top of your course fees, you must have enough funds available to support yourself while you are studying in the UK. You will need £1,015 per month for living costs if you are studying outside London or anywhere else in the UK for the majority of your study (more than 50% of your study time), or, £1,265 per month for living costs if you are studying in London for the majority of your study (more than 50% if your study time). London School of Social and Management Sciences is based in London.

The cost of living expenses is dependent on so many factors. For example, if you want to live the lifestyle you have been doing with your parents back in your home country - this will probably be very expensive to do, so you might have to make compromises. As a rough guide we have calculated what it could cost you for the major items you will need when you are in the UK:

- **Accommodation**  
may cost you £70 to £120 per week.
- **Bills**  
if you live in a house or apartment you will need to calculate water, heating and electricity into your budget - this can be anything from £10/week for all bills depending on the time of year.
- **Food**  
if you buy your own food, try and budget in about £40 to £50 per week to purchase food supplies. You can of course be smart about this and save much more.
- **Travel**  
if you live away from London School of Social and Management Sciences you will need to include travel expenses in your budget. Travel expenses may cost you £20 to £60 or

more a week depending on what means of transport you use (buses, trains, underground) and how far you live from the School.

- **Study Materials**

London School of Social and Management Sciences will provide you free e-library access where you can find all relevant study material and books. In addition, notepads, paper, printer cartridges are all things you will need and you should budget about £7 a week for this.

- **Telephone (mobile)**

The cost of mobiles varies depending on the provider and tariff you are on. Prepaid is generally cheaper to control costs, but if you make a lot of calls a contract may start at £5 a week (£20 a month).

- **Internet**

Most companies charge a base of £15 to £20 a month for standard Internet in the UK.

- **Fun**

It's not all study when you come to the UK, there will be time for some fun so you need to think about the cost of this. A cinema ticket in the UK costs around £10. These are costs you will need to budget. So set aside what you'll need for fun!

Of course this list is not comprehensive, but will give you a starting point to work out what things will cost and the cost of living in the UK. There are also some things you can do to lower your living expenses and here are few tips:

#### **1.4.4 Tip 1!**

Use pay as go Oyster Card for your travel. It will save you money. You can have travel and fare information at <https://tfl.gov.uk>

#### **1.4.5 Tip 2!**

Your international calling costs will probably be high as you may want to call home often. If you have Internet, you can take advantage of WhatsApp or Skype etc to call around the world for little or nothing.

#### **1.4.6 Budgeting**

Be sure to budget sensibly whilst you are studying in the UK. It is difficult for students to supplement their income and you should not rely on part time work to provide for your living expenses. If you do experience any financial difficulties whilst you are studying, contact Student Services of London School of Social and Management Sciences immediately, so that you will be provided with financial advice.

#### **1.4.7 Checklist before Arrival**

- Have I obtained all the entry clearance/visa information I need?
- Have I booked my accommodation?
- If I have booked accommodation through London School of Social and Management Sciences, do I have the letter confirming the address?
- Have I received the Letter of Acceptance?
- Have I contacted the Head of Admissions regarding my disability (disabled students only)?
- Have I bought my ticket and travel insurance?

- Have I checked the government's restrictions on taking money out of the country?
- Have I spoken to my bank about transferring money to a UK account, or about obtaining an ATM/Cash Card?
- Have I checked luggage restrictions and allowances?
- Have I obtained cash in UK sterling and travellers cheques for the first few weeks of my stay?
- Have I spoken to my doctor about any drug prescription I may need to bring with me?
- Have I had a dental/eye test?
- Have I arranged airport pick up with London School of Social and Management Sciences or with a contact in the UK?
- Do I have the following documents in my hand luggage or on my person when travelling: passport, acceptance letter, evidence of financial support, accommodation and contact addresses for the UK, other relevant personal documents, and traveller's cheques/cash?

## **2. Arriving in the UK**

### **2.1 When Should I arrive?**

Students should aim to arrive a few days before induction day begins in order to familiarise themselves with the London School of Social and Management Sciences and local surroundings, and rest before classes begins. If possible aim to arrive at the School for the first day of enrolment. If you have not pre-arranged permanent accommodation you should leave at least one to two weeks in order to do this.

### **2.2 Immigration Control**

When you enter the terminal and approach passport control, you will see electronic screens indicating where you should queue. There will be two types of queue: one for travellers with British or EEU (European Economic Area) passports, and another for all other passport holders. Make sure you join the correct queue or you could waste a lot of time. When you reach the front of the queue, the Immigration Officer at the desk will want to see that your documents are in order, so make sure that you have the following documents ready:

- Your passport/travelling document
- Your London School of Social and Management Sciences acceptance letter
- Evidence of your funding, such as: sponsor's letter or bank statements

You should also be prepared to answer some questions about yourself, including where you will be staying and what you intend to do during your time in the UK.

You may be asked to undergo a brief, routine health check by the airport doctor, which might include an X-ray. The health check will take place in a separate room. Afterwards, you will need to return to immigration control.

As long as your documents are in order, you should pass through Immigration smoothly. However, if you find that you need help for whatever reason, you can ask the immigration officer to telephone London School of Social and Management Sciences (keep the telephone number readily available).

## 2.3 Customs Control

Once you have collected luggage, you will have to pass through Customs Control, which is divided into three different channels:

**BLUE CHANNEL** is for travellers from the EU who are not declaring any goods for customs duty.

**GREEN CHANNEL** is for travellers from outside the EU with nothing to declare. Customs Officials may still stop you and ask you to open your luggage for inspection.

**RED CHANNEL** is for travellers with goods to declare.

If you are carrying more duty free or tax-free goods than you are allowed to bring, you will be asked to pay duty on them before you can proceed. So if you choose to bring in more goods than your duty-free allowance, do make sure you have a credit card or enough extra cash to pay the duty.

Make sure you know what the prohibited goods are and that you are not bringing anything prohibited with you.

There are strict rules regarding the importation of food and plant products into the EU from non – EU countries, for example importing meat and dairy products is prohibited.

## 2.4 Registration with the Police

Your entry clearance, or the stamp that the immigration officer gives you when you arrive in the UK, will state whether or not you have to register with the police.

EEA and Swiss nationals and Commonwealth citizens so not have to register.

Your entry clearance or stamp will probably tell you to register with the police if:

1. You are aged 16 or over and are either from one of the countries listed below, or a stateless person, or are travelling on a non-national travel document (rather than passport): Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestinian, Territories, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen

**and**

2. If you intend to stay in the UK for more than six months as a student.

If your entry clearance or stamp tells you to register, your spouse, civil partner or child is likely to be given an entry clearance or stamp that tells them to register too.

### 2.4.1 How to Register

If you do need to register (check the stamp in your passport), you must do so within seven days of your arrival in the UK. Go to your local police station and take:

- Your passport
- Two passport-sized photographs of yourself
- The registration fee (currently £34)

All students studying in London should register in the Overseas Visitors Record Office instead of the police station:

**Overseas Visitors Records Office,**  
180 Borough High Street,  
Borough,  
London,

SE1 1LH.  
Telephone: +44(0)2072301208

Each time you change your address and whenever you extend your permission to be in the UK, you must renew your police registration. There is no charge for renewal unless you have lost your original registration document.

## **2.5 Airport Collection**

Overseas students arriving in the UK for the first time may wish to be met by London School of Social and Management Sciences representatives at the airport. Students wishing to be collected from the airport must inform the School of the following at least four weeks before the arrival date:

- Airline and the Flight Number
- Arrival Airport and the Date of Arrival

From the airport, students are brought to the School except for weekends when they are taken directly to their lodging. A fee of £60.00 is charged for this service.

To arrange this service please contact the admission team.

## **2.6 Travel to London School of Social and Management Sciences**

### **2.6.1 By Train**

The nearest train station to the School is Ilford. The School is just at 5 minutes walk from the Station. Ilford railway station is on the Great Eastern Main Line serving Ilford town centre in the London Borough of Redbridge, East London. When you come out of the station, walk to your right hand side. Reaching on traffic lights you will see NatWest Bank right across the road, turn straight towards Barclays Bank and walk to the high road, after 2 minutes walk you will see Boots on your back and Halifax Bank on your front, cross the road walk pass the Halifax Bank, you find Olympic House right in front of you. You can get direct trains for Ilford from Stratford and Liverpool stations. You can use Transport for London/ Plan a journey to get help.

<https://tfl.gov.uk/plan-a-journey>

### **2.6.2 By Bus**

There are number of buses come towards or pass by the Ilford station. Again, you can use Transport for London/ Plan a journey to get help and select Bus only option.

<https://tfl.gov.uk/plan-a-journey>

## **2.7 What to Bring**

### **2.7.1 Baggage Allowance**

Be sure not to exceed your baggage allowance and try not to bring a lot of luggage with you as you will have to carry it at some point! It is often cheaper to buy things locally, if you take into account extra baggage and freight costs. In your suitcase you are advised to carry the following:

- Photocopies of important documents (and leave a copy with your family at home too).
- Warm clothing and comfortable shoes
- Any sharp objects, liquids or gels (for example perfume and face cream) as these cannot be carried in your hand luggage.

- Photos and reminders of family and home
- Small gifts and souvenirs to give as thank-you presents if you visit someone's house.
- Passport sized photos

### **2.7.2 Clothes & Personal Items**

You will need warm clothing when you arrive, particularly if you are coming from a hot climate. Be sure to take a pullover or jacket in your hand luggage.

There is no dress code at London School of Social and Management Sciences – most students dress informally, for example in jeans, trousers, or a skirt with a jumper or t-shirt.

Bring your normal range of clothes and buy additional items when you are here. There are many cheap shops in the local area, for example Primark, TK Max, Tesco, H&M, Asda, Peacocks and local markets.

Bring clothes for a special occasion, for example a suit, dress or national costume.

Religious dress can be worn at any time and discrimination on religious grounds is illegal in the UK.

You may bring your laptop - it is advisable to get this insured before you travel.

## **2.8 Do not bring**

Do not bring valuables, plants/seeds, and dairy or meat products. There are strict controls on importing foodstuffs and plants, including heavy fines and imprisonment. Your food stuffs can be purchased in the local area around London School of Social and Management Sciences, which has excellent international food shops and markets.

### **2.8.1 Books/Equipment**

You might want to bring textbooks and dictionaries that you use frequently and which will help you with your studies. Wait until you reach the School before you purchase the books on the reading lists, with the advice of other students or staff. You must take advantage of e-library and e-learning sources at London School of Social and Management Studies.

### **2.8.2 Cooking Equipment and Bedding**

We do not advise that you bring cooking equipment or bedding to the UK as these are bulky items to carry and can be purchased locally quite cheaply. For advice on where to purchase these goods, please speak to Student Services on arrival.

## **2.9 Welcome to London School of Social and Management Sciences**

On arrival at the School you will be taken to the Admissions Office where you will be welcomed to the School and given your registration and induction pack, and have some refreshments.

## **3. Studying at London School of Social and Management Sciences**

### **3.1 Lectures**

A lecturer will talk about the subject of study, and students are expected to take notes, even where handouts are provided. They are designed to give a basic understanding of the particular subject under study, which a student will be expected to enhance through private research.

### **3.2 Seminars**

These are interactive discussion groups. The tutor will discuss a pre-arranged topic with the class, who are expected to have prepared and read in advance in order to take part fully in the debate. Students may be asked to prepare a presentation for the class, which will then lead to the discussion.

### **3.3 Attendance**

Students **must** attend the classes listed on their timetables. According to the London School of Social and Management Sciences attendance policy, students must attend a minimum of 80% of their whole course of study. The only way you can get exemptions from the attendance of the classes are that there must be exceptional circumstances that force you to be absent from the classes. Severe illness, accident, or an issue of life and death are good examples that will give you exemptions. Circumstances other than those will be of little help for you.

### **3.4 Punctuality**

Being late for classes is not only detrimental to the academic progress of the latecomer, but is disruptive for the entire class. Students arriving late may be marked absent. Persistent offenders may be suspended from the School.

### **3.5 Teaching Period**

At London School of Social and Management Sciences the ATHE Level 3 Diplomas are a 60-credit qualification and equivalent level to an A Level or Access to Higher Education (HE) qualification. The Total Qualification Time (TQT) is 600 hours. The Total Guided Learning Hours (GLH) is 360 hours and the remaining 240 hours learners will spend on independent research and learning. At London School of Social and Management Sciences duration of the ATHE Level 3 Diplomas is 4 months. All full-time students are expected to attend daytime classes for 24 hours per week from Monday to Thursday to complete 360 Guided Learning Hours (GLH) in the classroom for consecutive 16 weeks. This includes revision, feedback and submission. The School runs free English Language classes every Friday for its registered students. However, attendance to free English Language classes is optional for the students.

Course start and end dates are an indication of the academic calendar and are not expected to change. The School reserves the right to alter dates in order to facilitate or improve the provision of the course and its examinations.

### **3.6 Books & Stationery**

The London School of Social and Management Sciences provides students, where applicable, with the relevant course materials. The textbooks and other course materials forming an essential part of class work must be brought to the class by students. Students are expected to buy their own textbooks (if required) and stationery.

### **3.7 Examination Entry**

Though the School informs, advises and assists students in examination entry procedure, it is entirely the students' responsibility to register with the professional bodies as Student Members and to register for examinations in good time. All examination fees and student membership fees must be paid by the student.

### **3.8 Lab Facility**

We believe in hands-on training provision. We have an up-to-date computer laboratory sufficient for student groups to have their practical training. It is our policy to update and upgrade the lab from time to time to meet the ever-changing nature of technology.

### **3.9 Library Facility**

The School e-library is stocked with books, journals and other materials on different courses and subjects of concern. There are also available reading facilities for private and group study.

### **3.10 Careers Advice**

Students are given advice on their choice of courses and guidance in their future career. Career guidance is provided by specialists in the field and the head of the Department.

### **3.11 Part-time Work**

On short-term study visa for 6 months, international students are not allowed to take any paid or unpaid job during their stay in the UK.

### **3.12 Conduct**

Students are expected to conduct themselves responsibly on the School premises. Misconduct may result in suspension of the student from the School. In such cases no refund of fees will be given and any outstanding tuition fees will be payable.

## **4. General Information**

### **4.1 Life in the UK**

Coming to the UK to study will be an exciting time for you to meet new people and find out about a new culture. For students unused to the Western way of life, however, you may find the culture and some of the traditions very strange! This section aims to familiarise you with some UK customs and give you some basic insight into the UK way of life.

Politeness is ingrained into the British way of life thus 'please', 'thank you' and 'sorry' are some of the most commonly used words in the UK. It is advisable to use these, especially when in the company of strangers.

British people are relaxed, but also quite reserved especially with people they do not know. If strangers do not greet you on the street, for example, it is not personal - merely an expression of this reserved culture.

It is important to be on time in Britain and being late is generally considered to be rude. If you are going to be late you should inform the person you have arranged to meet beforehand.

Equal rights for all people - whatever race, gender, class, religion, disability or sexual orientation - is extremely important in the UK. It is illegal to discriminate against anyone on these bases. In accordance with this law, you are free to wear religious dress at any time.

Tipping is not obligatory and should be given for good service only. You may wish to tip a taxi driver or a waiter in a restaurant.

If you are invited to someone's house for a meal it is polite to bring a small gift (bottle of wine, flowers, chocolates or a souvenir from your country) to say thank you.

## **4.2 Safety & Emergency**

If an emergency occurs, dial 999 on the nearest phone. This is a free number, which will put you in contact with the emergency medical, police, fire or coastguard services.

Please note that police officers are friendly and approachable, and will be happy to help you. They are not connected to the military and are not usually armed.

## **4.3 Climate & Clothing**

The UK has a temperate climate, with warm damp summers and cool wet winters. Generally, the weather is unpredictable and can vary even within one day. The average temperature during winter is approximately 4°C, and during the summer months 18°C.

There are four seasons in the year:

### **4.3.1 Autumn** - September to November

In autumn the weather can be both cold and warm. Temperatures vary between 7-18 degrees centigrade, but are likely to get colder towards November. You will need a warm jacket and an umbrella!

### **4.3.2 Winter** - December to early March

Winter brings Britain's shortest and coldest days (about 7-8 hours of daylight) but these can be beautifully crisp and bright. Temperatures vary between 0-5 degrees centigrade. Occasionally it snows.

### **4.3.3 Spring** March to May

In Spring, the weather can be warm and mild or cold and wet! Temperatures vary between 6-11 degrees centigrade. It gets warmer towards May.

### **4.3.4 Summer** June to August

Most days are warm, and sometimes hot, but evenings can be cool. Temperatures average 15-25 degrees centigrade, but can reach 28-38 degrees. During winter, the longest night of the year is 22<sup>nd</sup> December when it is dark for about 15 hours. During summer, the shortest night of the year is 21<sup>st</sup> Jun when it is dark for a little more than 5 hours.

### **4.3.5 Dress Code**

There is no dress code at London School of Social and Management Sciences and student clothing is generally informal. You are free to wear religious dress. For special occasions you might want to wear your national costume. It is advisable to carry extra layers with you - a warm jumper, a waterproof coat or jacket, and an umbrella, as the weather often changes throughout the course of a day.

## **4.4 Diet**

The British diet may seem very heavy and unfamiliar to some students. It tends to include meat, one or two vegetables, and potatoes. However, there is plenty of variety in the UK, including food from many different countries. You can eat this food in restaurants or buy it from international supermarkets and markets.

It is important that you eat a good diet as a student and do not rely too heavily on fast food.

## **4.5 Religion**

The UK is a multicultural society and discrimination on the basis of religion is illegal.

London School of Social and Management Sciences is a tolerant institution. We encourage students to practise their own faith and have respect for others. The area where the School is located is a particularly multi-cultural area, and there are plenty of places to worship, whatever your faith.

## 4.6 Staying in Contact

It is possible to stay in contact with home through a variety of methods:

- Postal services
- International Direct Dialling
- Phone cards
- Public payphones
- Mobile phones
- Email
- Social media

## 4.7 Useful Contacts

**UK Border Agency:** [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

**UK Border Agency- Visa Services Directorate:** [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

### **Travel Information**

<http://traveline.info/>

### **British Council**

[www.britishcouncil.org](http://www.britishcouncil.org)

### **Embassies around the world**

[www.embassyworld.com](http://www.embassyworld.com)

### **UKCISA**

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### **OISC**

[www.oisc.gov.uk](http://www.oisc.gov.uk)

**Emergency Police, Fire Service and Ambulance Contact No: 999**