



Welcome
to our
college!



Nottingham Trent International College
Student Pre-Arrival Guide January 2012

www.kic.org.uk/nottingham-trent

Welcome

Welcome to Nottingham Trent International College. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

So, what's studying at Nottingham Trent International College (NTIC) really like?

You have probably already imagined what your life will be like in Nottingham. You might have ideas about life in the United Kingdom based on films, television or stories from friends and family. This guide aims to make your transition into the United Kingdom as enjoyable and easy as possible and will tell you what to expect when you attend a Kaplan college. We hope that this information will help you to form realistic expectations and encourage you to take advantage of the many opportunities ahead.

Will I be able to adjust to a new culture?

At NTIC we understand that living in a new place may be challenging at times – but it will also be fun. You will soon meet people from around the world, try new things, and live in a different culture. One of the best ways to make sure that your transition goes smoothly is to maintain a positive attitude and stay healthy. View your new environment as a place to learn interesting things about yourself and others. Try to get enough sleep, eat properly, exercise, and participate in social activities. Take time to observe and enjoy the new things going on around you and appreciate the differences you find in your host country.

What can I expect from my classes at NTIC?

Programmes delivered at NTIC are designed to reflect your needs and level of English. Whether your programme is Preparatory English, Foundation, Diploma or Graduate Diploma you'll be in the classroom for approximately 20 hours each week and will have a significant amount of work to do at home or in the library. Our programmes are tailored to prepare you for every aspect of your chosen course at Nottingham Trent University (NTU).

I have more questions...

Please contact your local representative if you have more questions before you depart. After you arrive, NTIC staff at the college will be happy to help you with any problems that you have or any questions you want to ask.

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Nottingham is a lively city, popular with students

Before you leave...

We understand that at times you may feel nervous when preparing for your stay in the United Kingdom. There are some important things you need to know before you leave that will make your life easier when you arrive. Use our checklist on the next page to ensure that you do not forget anything and you are well prepared for the exciting times ahead of you.

Pocket money

We recommend that you budget £80-100 for every week. This should be enough for personal expenses, laundry, local travel and social activities. You will need additional money if you plan to take weekend trips or travel. Please note that it may take up to two weeks to open a bank account after you've arrived in the UK, so make sure you bring enough cash or a credit card to use when you first arrive.

Clothing

Students dress casually for classes. You should bring some nice clothes for going out to restaurants, nightclubs etc. You should also bring clothing for sports and outdoor activities. You can usually rent sporting equipment. The climate is changeable and may be very different from your own. The typical temperature is 20°C in summer and 0°C to 10°C in winter, although it can drop below freezing. Bring warm waterproof clothing if you are arriving in autumn or winter. An umbrella would also be useful as it often rains in Britain.

Bank account

When you've arrived and registered at NTIC, we can assist you with opening a bank account. There are many banks to choose from in the UK and we suggest that you check with a few different banks to see which one can offer you the most suitable account for your purposes. When you've decided which bank you'd like to use you can request a Bank Letter from Student Support Services which confirms that you are a student. You will need this letter, your NTIC Confirmation of Acceptance of Studies (CAS) statement and proof of your UK address to open an account.

Insurance

Living in a foreign country is very interesting and a lot of fun, but can sometimes be quite challenging and unpredictable. We have therefore created a bespoke Kaplan Care medical and travel insurance policy that will cover you for any unexpected incidents. For more information, visit www.kic.org.uk/nottingham-trent or contact your Kaplan representative. Please note that adequate insurance cover is compulsory for students coming to NTIC.

Electrical current

Standard voltage in the UK is 240 volts. To make sure that you are able to use all your electrical appliances bring an adaptor with you.



NTIC students enjoy small class sizes and one-to-one support services

Checklist

Use this checklist to make sure that you have packed everything you will need and that you are well prepared for your trip to the United Kingdom. Check off each item as you pack it, or complete the task.

- Passport and passport photographs**
You must bring your passport and any other identity document you might need, such as your driving licence. You also need to make and bring one photocopy of the outside cover and picture page of your passport, and to bring two passport-sized photos for college registration. Pack your passport in your hand luggage as you will need it at airport immigration.
- Acceptance letter**
Pack your CAS statement / Offer Letter in your hand luggage so that it is easy to access on arrival. You also need to make and bring one photocopy of your CAS statement.
- Student visa**
Ensure that your student visa is with your passport and is stored in your hand luggage. You will need your student visa when passing through immigration. You also need to make and bring one photocopy of your student visa.
- Original academic and English language qualifications**
You will need these when registering at the college, as well as certified translations if the original documents are not in English. You also need to make and bring one photocopy of each of these documents.
- Residence address details and tenancy agreement**
Remember to pack your residence address details within your hand luggage so they are easy to access on your arrival. If you have booked accommodation before leaving your home country, you will have received these details from the college. You should also bring your residence tenancy agreement as you will need this as proof of your address at college registration - further details can be found on page 5.
- Proof of medical and travel insurance**
Students coming to Nottingham Trent International College must have an adequate travel and medical insurance plan to cover them and their possessions. We recommend that you keep a copy of your insurance documentation with your family back home in case you lose any during your stay. Living in a foreign country is very interesting and a lot of fun, but can sometimes be quite challenging and unpredictable. We have therefore created a bespoke Kaplan Care medical and travel insurance policy that will cover you for any unexpected incidents. To find out more, visit www.kic.org.uk/nottingham-trent or contact your Kaplan representative. Students without insurance must pay for Kaplan Care on arrival at the College.
- Money**
Store any cash on your body or in your hand luggage. Try to avoid counting or pulling out your money in busy public places. You can also use credit cards from abroad.
- Proof of deposit payment and payment for any fees outstanding (cheque or debit/credit card)**
You will need these at college registration.
- Payment or proof of payment for accommodation**
You must bring the first term's rent for your reserved accommodation. This can be cash, cheque or credit cards. If you have paid by bank transfer before leaving your home country you must bring proof of payment. Details of how much to pay are included with your reservation confirmation.
- Additional documents if you are under 18 and/or a sponsored student**
If you are under 18 years old, you must bring an original copy and one photocopy of your guardianship letter. If you are a sponsored student, you must bring your original and one photocopy of your sponsorship letter.
- Correct clothing**
Pack something warm in your hand luggage and ensure that you are wearing layers in case you get hot.
- Adaptor for electrical appliances**
Remember standard voltage in the UK is 240 volts and the fitting may be different so bring an adaptor.
- Prescription medication**
Pack medication carefully in the original packet in case you are asked questions in customs on your departure or arrival.
- Emergency information stored in your wallet or purse!!**
This can be found on the last page of this booklet.
- Laptop**
The college provides a free wireless hotspot service, so take advantage by bringing your own computer. All rooms in college residences have internet access, though there may be a separate charge for this.

When you arrive

NTIC Transfers

Students should arrive at Heathrow, Birmingham or East Midlands Airport. If you book a taxi transfer through the College the driver will meet you at the airport terminal when you arrive, and will have a sign with your name on it. The NTIC transfer service must be arranged in advance. Transfer service prices are: Heathrow £160, Birmingham £90 and East Midlands £35. Please make sure you send your arrival confirmation form to the college in good time.

Note: Students who use the NTIC transfer service will be taken to their accommodation and may gain access at any time during the week and weekend when they first arrive.

Independent Transfers

London Heathrow Airport to Nottingham

Train: Leaves from London St. Pancras. The journey takes approximately 2.5 hours and costs around £85. (Plan in advance: www.thetrainline.com)

Bus: Leaves from Terminal 4. The journey takes approximately 4 hours and costs approximately £39.

(Plan in advance: www.nationalexpress.com)

Birmingham International Airport to Nottingham

Train: Change trains at Birmingham New Street Station. The journey takes approximately 1.5 hours and costs around £20. (Plan in advance: www.thetrainline.com)

Bus: Leaves from Birmingham City Centre bus station. The journey takes approximately 2.5 hours and costs around £13. (Plan in advance: www.nationalexpress.com)

East Midlands Airport to Nottingham

Bus: Skylink Airport Shuttle leaves from the airport. The journey takes approximately 1 hour and costs around £5.

Note: students who travel independently may only access their accommodation within office hours (0900-1600, Monday to Friday) when they first arrive. If you arrive in Nottingham outside of these hours, you must arrange alternative accommodation for your first night(s).



NTIC enjoys excellent tram links to Nottingham city centre

Your first day

On the first day of your course you need to come to the college to register. You will need to bring:

- Passport (original and one photocopy of the outside cover and picture page) and two passport-sized photographs
- Visa (original and one photocopy)
- CAS statement (original and one photocopy)
- Proof of deposit payment and payment for any fees outstanding (cheque or debit/credit card)
- Academic certificates and English language certificate plus certified translations if applicable (originals and one photocopy of all documents and translations)
- Proof of address in the UK (e.g. residence tenancy agreement, police registration certificate or utility bill)
- Proof of travel and medical insurance, or payment for Kaplan Care if you do not have insurance on arrival
- Guardianship letter if you are under 18 (original document and one photocopy)
- Sponsorship letter if you are a sponsored student (original and one photocopy)

Your course will begin with an induction programme, which will include the following:

- Welcome and introduction
- Enrolment and registration
- Meeting the Student Support Services staff
- Health and Safety information
- Registration with the Police and University Health Centre
- Introduction to Nottingham Trent University (NTU) Library and services
- Evening and weekend social activities

See below for a sample induction programme.

Sample induction programme

Day	Induction Activities
Tuesday	<ul style="list-style-type: none"> • Welcome and introduction to NTIC • Meet the Learning Support Tutors • Registration and document check • Evening social activity - Bowling
Wednesday	<ul style="list-style-type: none"> • Programme Introduction • Health and safety talk • Police registration • Evening social activity – Laser Games
Thursday	<ul style="list-style-type: none"> • Introduction to NTU's Library and resources • Health Centre registration • Fresher's Fair (information on banks and local amenities) • Campus tours • City tour • Evening social activity – Ice Skating
Saturday	<ul style="list-style-type: none"> • Day trip to Chatsworth House

College Facilities

Classrooms

All rooms are spacious, complete with desks and chairs and a whiteboard. There are televisions, DVDs and overhead projectors available for lessons. We also have access to several large lecture theatres.

Library and Resource Centre

The college is situated opposite the large Boots library. This is the main NTU library and resource centre and is home to a vast amount of computing facilities, resources and books.

Cafeteria

The college is situated a short distance from several university cafeterias offering a range of competitively priced food. There are also many shops, cafes and coffee outlets in close vicinity to the college.

Sports and Gym facilities

The NTU sports facilities are found next door to the college, these include multiple sports courts and a gym. These are offered at a discount student rate and can be booked privately or you can join one of the many sports societies NTU has to offer.

Activities/Social Programme

NTIC arranges a variety of social activities for students ranging from parties and theme parks to day trips to the beautiful English countryside. We also recently took a group of students to Scotland for the weekend!

College Timetable

Below is an example timetable. Class times are subject to change and you should only use this timetable as an example of what type of structure to expect.

Classes are from Monday to Friday and you could have classes either in the morning or in the afternoon.

Morning timetable

9.00 - 11.00	Class
11.00 - 11.15	Break
11.15 - 13.15	Class

Afternoon timetable

13.15 - 14.00	Break
14.00 - 16.00	Class
16.00 - 16.15	Break
16.15 - 18.15	Class



NTIC provides a free wireless internet hotspot service



Lecture theatre at NTIC



Boots Library - available to NTIC and NTU students

Local Information

Transport - buses and trains

Nottingham has a very efficient public transport network of buses, trams and trains. Daily, weekly and monthly travelcards can be bought for cheaper travel around the city. As a student you will receive a substantial discount on your Travelcard.

Banks and Post Office

There are numerous banks and post offices in the immediate vicinity of the college. Post boxes are red and located on many street corners.

Restaurants and cafés

Nottingham has a wide selection of restaurants and cafés catering for a wide range of cuisines

Department stores and supermarkets

Numerous supermarkets and department stores can be found in the city centre - a short walk from the college.

Telephone and Internet

There are public telephones within a 5-minute walk of the college. Students are advised to buy phone cards from local shops (Student Services can provide information) and call in the evenings or on weekends as it is cheaper then. You can also collect UK SIM cards from reception to use in your mobile phone. Internet and email can be accessed throughout the college and university.

Places of worship

There are places of worship for all religions and faiths close to the college. A list of these and their locations is posted at the college.



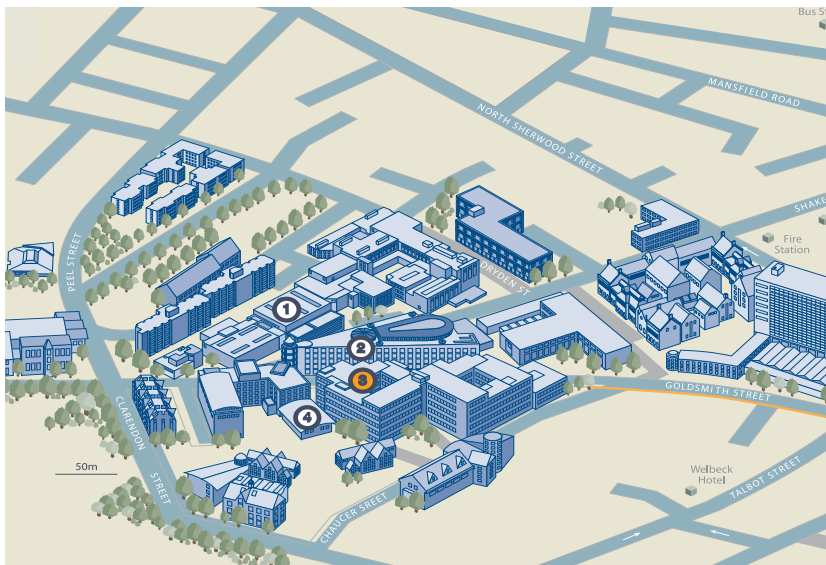
Part of the Nottingham tram system and the Theatre Royal

Cost of Living

Approximate prices in GBP

Sandwich	£2.00
Lunch	£3.50
Hamburger	£3.00
Meal in restaurant	£10.00
Tea / coffee	£1.50+

Tickets:	
Cinema	£6-8.00
Bus (per journey)	£1.50
Monthly travelcard or equivalent (approx per month)	£40.00



NTU City campus

- ① Students' Union
- ② Boots Library
- ③ Chaucer building, home to NTIC
- ④ O2 Max Fitness Suite

Residential accommodation

Please refer to your reservation confirmation for specific details of your residence.

What to bring

You must bring proof of your first instalment payment and a copy of your signed tenancy agreement when you arrive at your residence. Any outstanding accommodation fee instalments must be paid on registration at the college. Payment can be made by credit or debit cards, cheque or bank transfer. Your residence includes appliances and furniture. In the kitchen you will find a cooker, fridge, freezer and microwave. All students receive a KIC Student Pack free of charge when they arrive at their pre-booked accommodation. This includes all the main essentials that you'll need to cook and eat, and a warm duvet, pillow and a full set of fresh bed linen for a comfortable first night.

Your flat

Though you will have your own study bedroom, you will be sharing a flat with other students. You are all responsible for keeping the communal areas tidy, clean and hygienic. You must also be careful and keep your door locked. Don't let strangers into your flat. Be considerate of your flatmates and neighbours when playing music or making noise.

Laundry facilities

There are laundry facilities at each residence. You will share several washing machines and dryers with other students in the residence. Average cost per load of washing is approximately £5. An iron and ironing board are available for you to do your own ironing.

Security

You are responsible for keeping your own room secure and for items that are lost or stolen from the accommodation. Keep your personal belongings safely stored. NTIC advises you to have your own Insurance to cover any loss or theft.

Going to and from college

Monthly passes can be purchased at a special student rate from the Card Services desk in the Newton Building (City Campus) – buy it early in the term to save money.

Things to remember...

- Bring your signed Tenancy Agreement and proof of your first instalment payment when you first arrive at your accommodation
- Keep communal areas of your flat clean and tidy
- Getting a monthly transport pass usually works out cheaper than buying a ticket for each journey

Private accommodation

Many students opt to stay in private accommodation, rather than in residences. Only students aged 18 and over are permitted to go into private accommodation.

If you are over 18 here are some tips if you want to find your own apartment or share a house with friends:

- Ask the Student Support Services for a list of good local letting agencies or if they know of any accommodation to rent locally.
- Check whether the accommodation you are going to see is in a safe area.
- Take a friend with you when you go to view any accommodation.
- If you are sharing an apartment or house find out who has access to the accommodation.
- Make sure the accommodation has a recent safety certificate - all cookers, electric fires are safe and smoke alarms are fitted. Make sure you switch everything off before you leave the accommodation each day.
- Make sure your room is secure. We strongly recommend that you have insurance for your laptop, camera, TV, DVD, personal music player and other valuable items.
- Make sure you get a genuine contract from your landlord.
- Bear in mind that utilities (gas, electricity and water) can be quite expensive.

Health and safety

If you or a friend is seriously ill or has had an accident call 999. Stay calm and describe to the operator on the line what type of help you need (ambulance, fire or police) and your location. You may be required to describe any symptoms. Explain as much as you can, don't worry if you are not confident with your English - say as much as you can, as clearly as you can. For further information on health and safety in the UK visit the British council website at www.britishcouncil.org/educ-safety-first.pdf.

Medical and travel insurance

All students must have a comprehensive medical and travel insurance plan for the entire duration of their stay in the UK. For more information about Kaplan Care medical and travel insurance, visit www.kic.org.uk/nottingham-trent or contact your Kaplan representative.

If you get sick

If you get sick while you are in the United Kingdom you should visit a doctor. All NTIC Students can register with the NTU Health Centre, which is located close by on the city campus. It's a good idea to do this during induction week or as soon as possible after you've arrived. Alternatively, you can ask Student Services where the nearest doctor is.. If you have a minor illness you can often ask staff at a local chemist for advice. If you are ill, make an appointment to see a doctor and take any relevant insurance or medical documentation with you. You are required to register with your local doctor.

If you have any ongoing medical concerns or disabilities please inform NTIC so that we can offer you as much support as possible during your studies here. Any information given will be treated as confidential.

Medical costs are at the discretion of your local doctor or hospital. A guide to costs in the United Kingdom are as follows:

- A consultation with an NHS doctor - free
- A consultation with a private doctor - minimum £40
- Prescriptions at a chemist - minimum £7.20 per item
- Dental treatment - minimum £50
- Eye tests or new glasses - minimum £30

Protecting your belongings

We recommend that you are always vigilant about your personal belongings no matter where you are, especially cameras, personal music players, laptops and other digital equipment. Kaplan Care insurance covers your personal belongings as long as they are left in a safety deposit box or in your locked accommodation. It is of utter importance however that you take care of your personal belongings at all times.

Things to remember...

- Call 999 in case of fire, medical emergency or need for the police.
- You are strongly advised to have medical and travel insurance for the duration of your stay in the United Kingdom.

Laws and customs

You may find that laws of the UK differ from those in your home country. You must obey the country's laws and respect its customs. It is important that you understand the laws, rules and customs that you may encounter.

Laws

- No one under the age of 18 in the United Kingdom may buy or consume alcohol, cigarettes and tobacco. It is against the law to buy alcohol, cigarettes and tobacco for someone you know to be under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- Buying, selling and using drugs (including cannabis) is illegal.
- It is illegal to possess offensive weapons such as knives, guns and chemical spray, even as deterrents or for personal protection against possible assault.

The police and NTIC are very strict in enforcing these laws.

NTIC's rules

NTIC has rules that must not be broken. These rules may apply to academic work at college as well as life in your residence.

- If you leave your NTIC course, the government may take away your student visa and advise you to return home.
- You must attend all classes. If you do not attend classes your representative and parents may be informed. If you do not then improve your attendance you may be reported to the immigration authorities.
- Always tell NTIC if you are going to be absent from college for any reason.
- If you commit a criminal offence or have to be severely disciplined you may be sent home, in which case no refund will be given. We may also inform the immigration authorities.
- Be on time for all your lessons.

Customs

Customs are an accepted way of behaviour in a country. You need to know the customs of the United Kingdom to help you feel comfortable with people. Some important customs to know include:

Women: Women in the United Kingdom are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.

Queues: Always stand in line and wait your turn when buying tickets, in a bank, post office or waiting for a bus. Keep to the right when standing on escalators.

Friendliness: English people talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.

Please and Thank you: These are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.

Things to remember...

- If you are under 18 years of age it is illegal to drink alcohol
- Buying, selling and using drugs (including cannabis) is illegal
- Notify NTIC if you are going to be absent from college
- Women are treated equally to men in the UK
- Remember to say please and thank you

Important dates to Remember

National Holidays 2011-12

New Year	02/01/2012
Good Friday	06/04/2012
Easter Monday	09/04/2012
Early May Bank Holiday	07/05/2012
Spring Bank Holiday	04/06/2012
Queen's Diamond Jubilee	05/06/2012
Summer Bank Holiday	27/08/2012

The dates above are the dates for observed holidays in 2011-12.
For holiday dates in other years, consult your Kaplan representative.

NTIC's term dates for students starting in January 2012 are as follows:

Spring Term – 17th January 2012 to 14th April 2012

Summer Term – 15th May 2012 to 10th August 2012

Autumn Term – 11th September 2012 to 7th December 2012

There will be no classes during each vacation period between the end of one term and the beginning of the next. If students wish to return to their home country between terms, we strongly advise that they do not leave the UK until examination results are received or they can ensure that they will be present at NTIC for any re-sit examinations.

**We look forward to seeing you at Nottingham Trent International College.
If you have additional questions please ask our staff on arrival.**

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NOTTINGHAM
TRENT UNIVERSITY

Nottingham Trent
International College

**Keep these numbers
with you at all times!**

Emergency NTIC Number:
+44 (0) 7908 323420

Emergency Number (Police, Fire, Ambulance):
999



Information in this guide is subject to change. Published December 2011.