

Pre-arrival Pack for Exchange, Erasmus+, ISEP and IVSP Students

September 2019



Welcome to Bradford!

We're really looking forward to welcoming you to Bradford and showing you around our great campus. Within this booklet is a range of information to help you prepare for your time with us, and make the most of your experience here.

If you have any further questions, please feel free to get in touch:

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Contents

This page	■ Welcome ■ Contents ■ Term dates 2019/20
Page 3	The Green ■ 20% Discount for Exchange, Erasmus+, ISEP and Visiting Students
Page 4	Inbound exchange student testimonials ■ Student's impressions of Bradford.
Page 5	Checklist ■ Before you arrive ■ When you arrive
Page 6	Frequently asked questions ■ Getting to the University ■ Academic issues and enrolment Frequently asked questions ■ Academic issues and enrolment continued ■ Settling in: accommodation
Page 7	Frequently asked questions ■ Settling in: accommodation continued ■ Banking and Council Tax ■ Getting around
Page 8	Frequently asked questions ■ Student life ■ Health and wellbeing ■ Preparing to go home
Page 9	ERASMUS+ KA107: International Credit Mobility

Term dates 2019/20

The compulsory Welcome Induction for Exchange, Erasmus+, ISEP and Visiting Students will take place on Friday 13th September 2019.

Please visit the link below for more information regarding the term dates:
<https://www.bradford.ac.uk/term-dates/>

Inbound Exchange, Erasmus+, ISEP and Visiting Students

The Green

Inbound Exchange, Erasmus+ and Visiting Students can obtain a 20% discount for the University of Bradford on-site accommodation 'The Green': www.bradford.ac.uk/accommodation/

ISEP Students should contact the International Opportunities Team regarding their accommodation.



The Green is the centre of student life here at Bradford. It's located just a few minutes from the Students' Union, the library and the main campus buildings. This makes it the perfect place to call home during your time at university.

Living at The Green means you'll be a part of a close-knit community, our Green Ambassadors organise social events, trips, competitions and games - so you'll have plenty of opportunities to meet new people and make lots of friends.

The International Opportunities Team has secured a discount of 20% for all inbound exchange and visiting students. This means that instead of paying around £120 per week, you will only pay £95.

What should you do to secure this discount? You will need to apply for the accommodation at the Green. During the process, please do let them know that you are an inbound exchange or visiting student.

NOTE: You can only apply to the Green only after receiving the University of Bradford student number (UB Number).

During the application process, you might need to pay some rental fees, which will be returned to you or deducted from your accommodation charge.

We advise you to carefully read the information provided on the website and if you have any queries, send an email to accommodation@bradford.ac.uk and copy studyabroad@bradford.ac.uk.

Inbound exchange student testimonials 2018/2019



"Bradford's beautiful city hall was the venue for several enjoyable and worthwhile events during my Erasmus+ semester."



"A range of extra curricular activities made it easy to settle and make friends- especially my visit to Ilkley Moore Stone Circle."

Joline Comes,
Psychology, Bachelor's student,
Maastricht University, The Netherlands.



"Experiencing the British seasons with great friends and a lot of laughter is what I will remember about Bradford."



"Exploring the national parks of the UK, especially the Peak District, is a must for any exchange student!"

Carolina Busso,
Film and Media, Bachelor's student,
University of Palermo, Argentina.



“Bradford’s Student Union organise trips all year round to exciting cities like Liverpool, which is only 90 minutes away.”



“A visit to West Yorkshire’s largest city, Leeds, is really easy as it is only 20 minutes on the train from Bradford.”

Franck Galzi,
Business Administration, Masters student,
Grenoble Ecole de Management, France

“My experience with this exchange was both exciting and a little bit scary. It was my first time being this far from home by myself.

The support I received at Bradford was wonderful. They helped me to get a lay of the university and some bits of the city. Also, when I had to decide which courses I would follow they gave me the right support and brought me in to contact with the people who could help me with getting an idea of the courses.

The exchange helped me with developing a better time keeping schedule. Not only in my studies but also in my daily life, because I had to get used to a complete new environment. Meeting new people also meant that my communication skills became better due to the discussions I had with these people about a wide arranged of topics.

Join a society or sports group that doesn’t have an insane number of members (and does something you are interested in). This really helped me with getting to know people.

I really enjoyed my stay, the new thing I learned but especially the people I have met while in Bradford. I have had a wonderful experience and really hope to keep some of the friends I made.”

Bellenod Hagedoorn,
Molecular Science and Technology
Leiden University

All of our Student Testimonials and photographs have been as a result of our Incoming Student Photo Competition that we run each semester.

Checklist

BEFORE YOU ARRIVE:

- ❑ Check that your passport is valid for at least six months after the start of your course. If not, apply for a new one as soon as possible.
- ❑ Apply for a visa (if appropriate).
- ❑ Arrange accommodation - once you have the offer letter, please visit our website: www.bradford.ac.uk/accommodation/- See page 3 for a 20% reduction at The Green.
- ❑ Book flights - remember you need to be here for the Induction Day on 13 September.
- ❑ Online enrolment (look out for the pre-enrolment email early January).
- ❑ Book onto our free airport pick-up service: www.bradford.ac.uk/visas/new-students/your-journey-to-bradford/planning-your-journey/airport-pick-up-booking/
- ❑ Submit module choices.
- ❑ Get an European Health Insurance Card (EHIC) card if you are an EU student-however this could change after Brexit.
- ❑ Check your banking and financial arrangements.
- ❑ Research the layout of the Bradford's City Campus using the link below: <https://www.bradford.ac.uk/media-v8/site/global-content-assets/city-campus-map-oct-2017.pdf>



WHEN YOU ARRIVE:

- ❑ Finish your enrolment and collect your student card during Welcome Week. Students on Tier 4 Visa need to have an original copy of their transcripts, as well as proof of English language requirement (if needed) for enrolment on the 18 January.
- ❑ Attend the compulsory exchange Induction Day on the 18 January. The programme will be sent to you by the end of November.
- ❑ Get your arrival certificate signed (if required by your home university).
- ❑ Book onto one of the IKEA trips to buy home essentials. For more information about dates and tickets, contact the international student adviser.
- ❑ Come along to one of the day trips (Skipton and Bolton Abbey, Saltaire, Haworth, and York). For more information and to buy tickets, contact the international student adviser.
- ❑ Register for the Bradford Student Health Service: www.bradfordstudenthealth.co.uk
- ❑ Sign up with the Students' Union: www.bradfordunisu.co.uk
- ❑ Take part of Freshers' Week events. Many different events happening on and off-campus, as well as your chance to find out information about student sports and societies.

Frequently Asked Questions (FAQs)

Getting here

When should I arrive?

Students beginning their exchange semester at Bradford in September 2019 should plan to arrive on 12th September. You should be here in time to attend the Induction Day on Friday 18 January. If you are not able to make it, let us know in advance.

How do I get from the airport to the University?

There is a free airport pick up service and details of this service and other ways to get to Bradford are available online: <https://www.bradford.ac.uk/international/arrival/>

- You should check with your accommodation provider to make sure your room is available on your arrival date.

Academic

Who should sign my arrival certificate?

The International Opportunities Team is based at the Career and Employability Services in Student Central (Floor O). A member of the team can sign all documents regarding your exchange study. Other staff in the office can sign to prove your attendance too, just ask at the reception.

What about Learning Agreements?

The International Opportunities Team can sign your learning agreement.

Where can I enrol and get my UB student card?

There are 2 steps to follow:

1. **Enter your details on the pre-enrolment portal** - this will be emailed to you to be completed before your arrival in Bradford.
2. **Faculty Welcome, ID check and collection of your student card** during the Welcome Week.

How do I register for modules?

If you have already submitted your module choices along with your application documents then you will be enrolled on these choices. Any necessary changes will be communicated to you.



For Students on Tier 4 Visa, you will need to present an original copy of their transcripts, as well as proof of English language requirement (if needed) for enrolment.

How do I use Canvas and University email?

You will be given an introduction to this during your Faculty inductions during Welcome Week. You can contact your Faculty Support Office or Departmental Exchange Coordinator for any further advice.

Canvas is a Virtual Learning Platform used at the University of Bradford where lecture slides, module information and additional reading can be found. When you register for a module you will have access to this material on Canvas.

Your University Email will be used to communicate any important information by the International Opportunities Team. We recommend that you check this regularly after you have arrived in Bradford.

FAQs continued

You will have a chance to make any late amendments during Welcome Week. Timetable clashes may occasionally mean that you need to change your module choices.

How do I find my timetable?

Timetables are available online from early September:
<https://www.bradford.ac.uk/new-students/> &
<https://portal.tt.brad.ac.uk/SWS/SDBLive1819/Login.aspx>

Personalised timetables will be available after enrolment. For additional guidance you can also contact faculty support offices.

What if I have any problems with my classes?

Contact your Departmental Exchange Coordinator for advice.

You can get additional advice on study skills through our Academic Skills Advice: www.bradford.ac.uk/academic-skills/

You can get support with English Language through our Language Centre: www.bradford.ac.uk/study/languages/

Settling in

How do I find accommodation?

Student residences:

- www.bradford.ac.uk/student/accommodation
- www.accommodationforstudents.com/studentprivatehalls/studentaccommodation_lphs_Bradford.asp

Student halls that are within 10 minutes' walk from the University City Campus:

- The Green
- Wardley House - Sanctuary Students
- Arkwright House - Prodigy Living
- Longside House - Mezzino
- Forster Hall

Student accommodation is plentiful in Bradford, so you shouldn't worry about not having a place to stay.



The UNIPOL code ensures that students' accommodations comply with the quality standards set. So if you see the logo below, you can be confident about the quality of the property and its management.



What if I have a problem with my Accommodation?

- If you are living in The Green contact the Accommodation team accommodation@bradford.ac.uk
- If you are living in other student accommodation contact your landlord, warden or in-house accommodation office in the first instance.
- UNIPOL can offer advice on local accommodation and any problems you may be experiencing. www.unipol.org.uk/home

FAQs continued

I need things for my room and kitchen quick!

Pick-up a Shopping Guide at Careers in Student Central. There will be several trips to IKEA for new students happening in January. For more information and to buy tickets, visit the International Student Information Point.

How do I open a bank account?

It is difficult for exchange students to open a bank account in the UK as most requires a minimum stay of six months. There are strict regulations that the banks must adhere to when opening an account for you. Check that you have all the documents that you need to bring with you.

- We suggest that you bring some cash (around £300), or traveller's cheques, so that you can meet your everyday expenses until your bank account becomes active. For more info: <https://www.bradford.ac.uk/international/arrival/>

What is council tax?

Council Tax is a form of local taxation which is used to help pay for services used by the residents of the Bradford district. Students are usually exempt from paying council tax. MyBradford can provide you with documentation such as a 'supporting Council Tax letter' or will check and stamp a completed Council Tax Discount form. They are located in the Richmond Building. Tel +44 (0) 1274 23 2233 or email: mybradford@bradford.ac.uk

Getting around

What about transport?

Bradford is a relatively small city. The city centre is walking distance from the main campus. But there are a number of ways you can get around:

- **Buses** - There are free shuttle buses between the City Campus and Emm Lane campus during term time. Alternatively, you can travel locally with a FirstDay bus ticket from £4.10.
- **Student Safety Bus (UBUS)** - A free safe bus service operated by the Students' Union runs during term-time taking students and staff anywhere within a 2-mile radius of campus.
- **Cycling** - We aim to promote and encourage cycling around the University: on-campus provision includes bike storage, showers, a shop where you can buy second-hand bikes or donate your bike for recycling, and a University cycling club.



- **Further afield** - The Bradford Interchange is the main train and coach station; from here you can catch trains and coaches to various cities across the UK.
- There are also shuttle buses to and from Leeds/Bradford Airport from £3.80 one way (www.flyingtigerbus.co.uk).
- In addition, there are buses (www.nationalexpress.com) and trains (www.thetrainline.com) between Bradford and Manchester Airport.

There are not many student discounts for transport in the UK. However, you can get a 16-25 Railcard (www.railcard.co.uk) or a Young Person's Coachcard (www.nationalexpress.com/offers/coachcards/young-persons-coachcard.aspx)

- www.bradford.ac.uk/student/travel-and-transport/getting-around/



FAQs continued

Student Life

What is the Students' Union?

Every university in the UK has a Students' Union. The Union provides representation, academic support and advice and welfare advice. You can join sports clubs and societies here. Most students' social events are free to join. For more info: www.bradfordunisu.co.uk

How do I book on to day trips and events?

The booking system is now completely online. You will need to register and book on to trips and events: www.bradfordunisu.co.uk/events

How do I join societies and sports clubs?

Check the Bradford Student's Union Website where you can search for clubs and societies to join: www.bradfordunisu.co.uk

Student discounts

- You can get students discounts at numerous highstreets shops, restaurants and leisure activities, such as bowling. All you have to do is check at the store and show them your UB card.
- Amazon offers a 6-months free Prime Student trial (perfect for your exchange semester!)
- UniDays offers a variety of discounts for students too: www.myunidays.com

Health and wellbeing

What other facilities are available on and around campus?

Unique Fitness and Lifestyle sports centre - features a gym with a pool, a sports hall, climbing wall, and physiotherapy and beauty therapy services. www.bradford.ac.uk/unique/

Student Health Centre - provides a confidential and comprehensive service of health care, with access to specialist facilities. Students who live in the practice area can register with one of the doctors and make full use of the service: www.bradfordstudenthealth.co.uk

Counselling Service - our discreet and friendly counsellors are here to help, and there is nothing too big or too small to talk through with them. www.bradford.ac.uk/counselling



University Eye Clinic - a working eye clinic that is open to the public and run by experienced optometrists, dispensing opticians and orthoptists with help from students themselves. www.bradford.ac.uk/eye-clinic/



Preparing to go home

Who will sign my leaving certificate?

Come to the Career and Employability Services in the Student Central (Floor 0). Staff in the office can sign all documents regarding your exchange study. Just ask at the reception.

When am I going to receive my transcript?

Your transcript will be sent to your home institutions 8 weeks after all of your grades have been published.

Erasmus+ KA107: International Credit Mobility

Overview

The Erasmus started in 1987 and for 30 years has been an exchange scheme used by universities for exchanges within Europe. Over three million European students have participated in this EU exchange programme since its inception in 1987.



With the Erasmus+ Programme (2014-2020), the European Commission decided to open Erasmus to countries and Universities outside of Europe. The Erasmus scheme for exchanges with countries outside of Europe is called Erasmus KA107 - International Credit Mobility.

University of Bradford and Erasmus KA107 - International Credit Mobility

For the 1st time, the University of Bradford submitted a bid in the 2018 call to secure funding under Erasmus KA107 - International Credit Mobility (2018/2020 project). We have successfully secured funding for exchanges, students and/or staff, with the following countries and universities:

- Brazil Universidade de Sao Paulo
 Universidade Federal do ABC
 Universidade Federal do Rio Grande do Norte
- Egypt University of Cairo
- Jordan Al-Zaytoonah University of Jordan
 Mutah University
 University of Jordan
- Kosovo Universum College
- Palestine Hebron University
- Russia ITMO University
 Plekhanov Russian University of Economics

Until July 2020, the University of Bradford in cooperation with the partners mentioned above intends to implement 60 exchanges of students and staff.

In September 2019, the University of Bradford is delighted to accept the second ICM Students.