



2017 EU Pre-arrival Guide



The University welcomes students from all over the world.

The University has over 800 students from outside the UK. Students come from China, India, Pakistan, South-east Asia, Africa, North and South America and the European Union. We at the University are sure that you will find your chosen programme of study and the university experience both challenging and rewarding. The University hopes that both will lay invaluable foundations for your development both personally and professionally. The University prides itself on the friendly and supportive atmosphere and its ability to treat you as an individual – something you only get from a small institution.

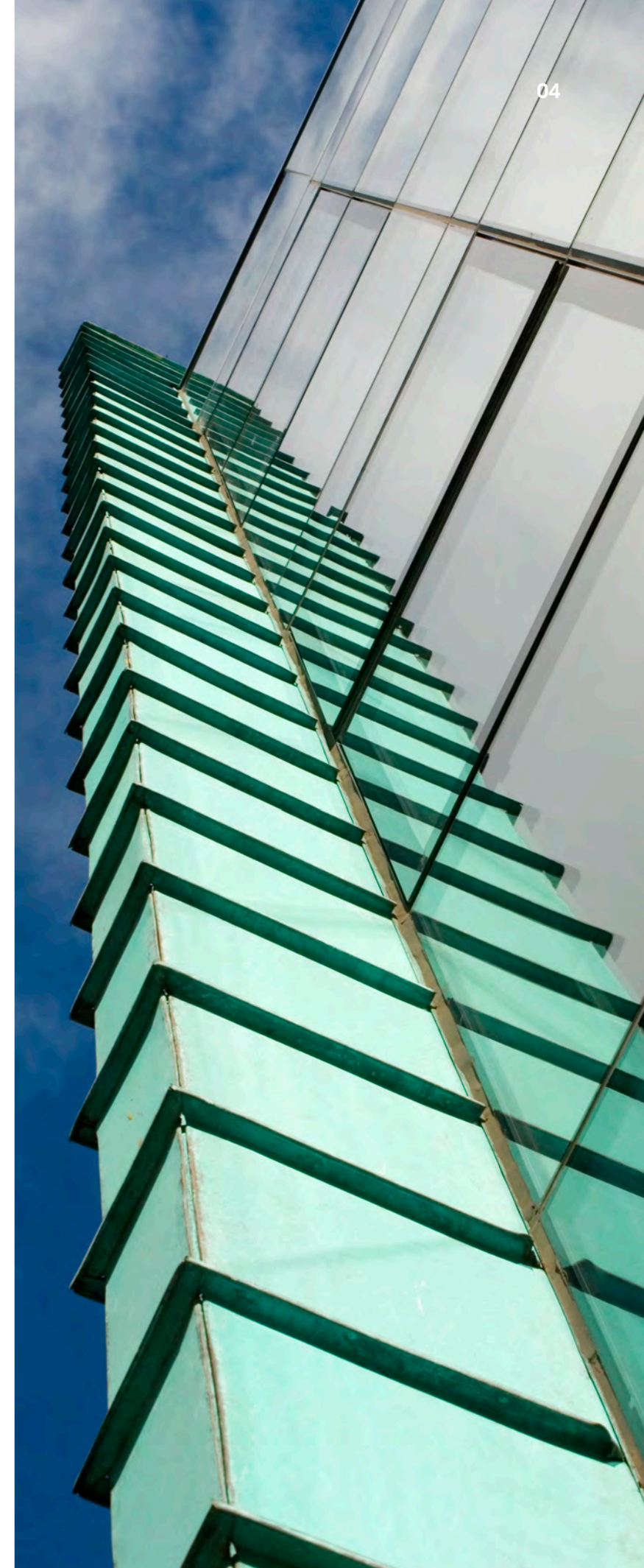
We have no doubt that moving from school, further education, home and family or the world of work to university will be both an exciting and daunting experience, involving considerable changes for many of you. We are aware that the lead up to coming to Scotland and your first few days in the University may feel a little bewildering; this booklet has been prepared to help you settle in as quickly and smoothly as possible. We hope it is of assistance to you.





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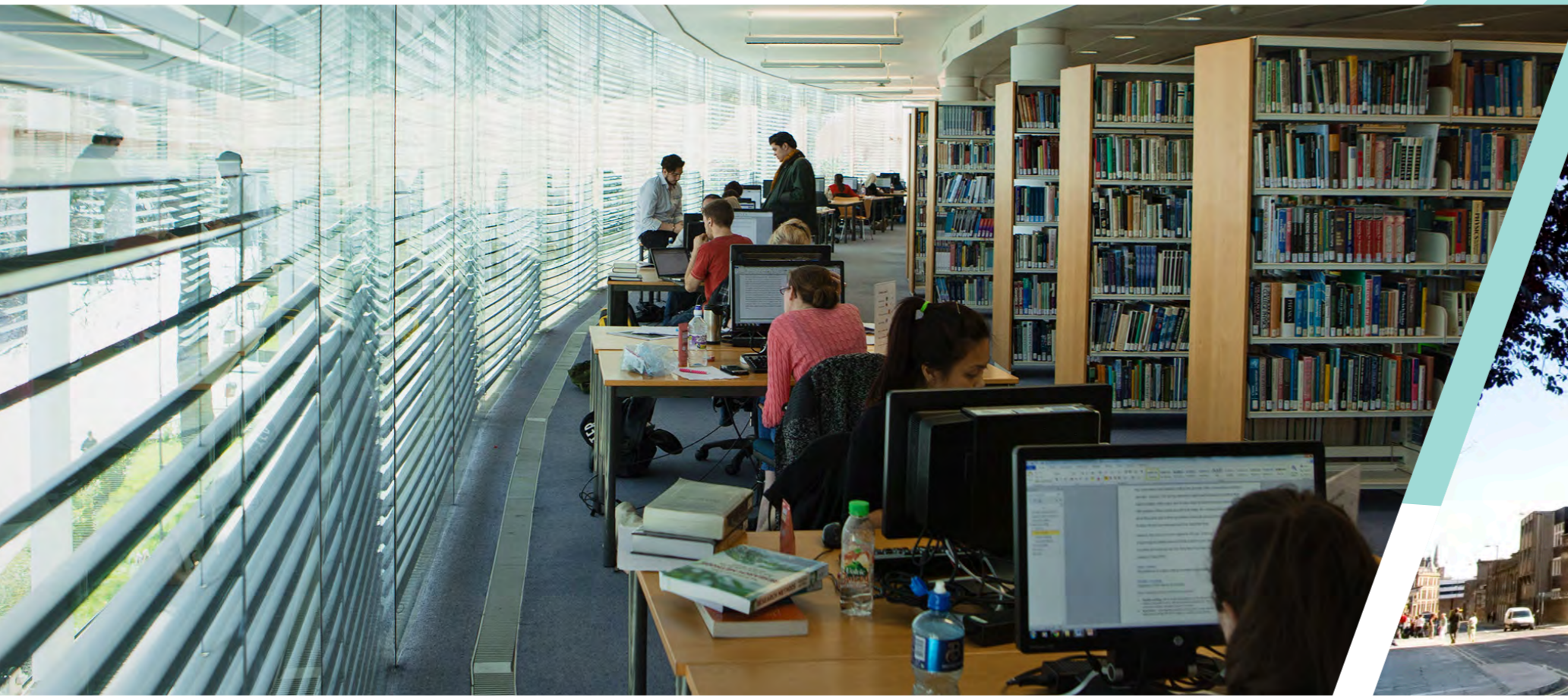


About Abertay

Abertay University is a modern new university, one with a long history and has quickly become one of Scotland's leading universities, highly ranked for academic performance and it is the talented group of students and academics that make Abertay successful.

We place teaching and student support at the heart of the University, and provide a network of support services to help you with all aspects of your life whilst you are at Abertay. The University has some of the most innovative and well-designed buildings in the UK and our library and student centre have set the standard for universities across the UK. The facilities available across our close-knit city centre campus are excellent and we pride ourselves that we are ranked very highly in the UK for our investment in IT. Our library houses access to over 150,000 books and journals. Our student centre is equipped with our Aroma Cafe, campus shop, Bar One, Sports Bar, Common Room and HMC - art exhibition space.

Abertay benefits greatly from its central location, the proximity to all transport links, shopping malls and civic amenities means that our students have everything within walking distance and can take advantage of the vibrant city of Dundee.



Essential facts

- Abertay offers world-leading courses in Computer Arts and Computer Games Technology.
- Abertay is ranked as the best university in Scotland for its environmental research.
- Over 60 nationalities are represented in our student community.
- Abertay has over 5084 students, with 4476 based on our Dundee campus.
- Around 66% of our students are from Scotland, 5% from Northern Ireland, 3% from England and Wales, and 26% from overseas.
- We have a state-of-the-art library, fully networked for the digital age.
- Over 600 personal computers are available for student use - one of the highest proportions in the UK.
- Abertay has been educating Scotland's workforce since 1888.
- Dundee is a wonderful and scenic city in a beautiful location at the mouth of the River Tay.
- Dundee offers students excellent value for money and a low cost of living.
- In the UK top ten for lowest student debt upon completing University.
- The Abertay Sports Injury Clinic provides expert rehabilitation to sports performers or members of the public, allowing them to get back to fitness in time for their next match.
- There is a revitalised gym that is on campus making it ideal to use in between classes. For a minimal membership you have the use of 14 cardiovascular stations, 15 strength stations and as much training advice as you want.
- Around 66% of our students are from Scotland, 5% from Northern Ireland, 3% from England and Wales, and 26% from overseas.



Preparing for your journey

Before you arrive in the UK and Abertay University, it is important that you are fully prepared for your journey and arrival at the University.

What documents will I need for my journey to the UK?

Below is an example of the documents that you will require and should bring with you in your hand luggage.

- A valid passport or travel document.
- An air ticket and any connecting travel tickets/instructions.
- If applicable, vaccination certificates i.e. Meningitis 'C' strain and Tuberculosis. Please view www.meningitis.org, www.nhs.uk/conditions/tuberculosis/pages/introduction.aspx
- A letter of acceptance/unconditional offer letter from Abertay.
- Originals or certified copies of any degree certificates or qualifications you have obtained.
- Some warm clothing.
- Some British currency or travellers' cheques (can be exchanged at a bureau de change at an airport, bank, post office or travel agent).
- Insurance documents.
- A list of what you are carrying in your luggage in case you have to make a luggage claim.
- Any prescribed drugs you are taking plus a letter from your Doctor explaining what they are.

Checklists

Place of Study

- Do you have your unconditional offer letter?
- Do you have sufficient funds for living expenses?
- Have you advised Abertay of your arrival details?
- Do you have a contact for when you arrive at Abertay or other meeting point e.g. Dundee railway or bus station?
- Have you planned your journey from the point of entry to your final destination?

For your Journey

- Do you have all your travel tickets?
- Have you obtained a letter from your doctor for any prescribed drugs you may need to bring with you?
- Have you ordered British currency and/or traveller's cheques for your immediate arrival expenses?
- Have you checked whether you need permission to transfer money to the UK?
- Have you checked whether your own government has restrictions on the amount of money you can take out of your country?
- Have you taken out personal and medical insurance?
- Have you checked with your local British Mission what you must declare at customs?
- Have you weighed your bags to ensure they are within your baggage allowance and is easily transportable for your ongoing journey?
- Pack some clothes in your hand baggage in case of delayed or lost luggage.



What is the best way to travel to Dundee/Scotland/UK?

Many European flights to the UK land at London Heathrow, London Gatwick or Birmingham International first before taking a connecting flight to Edinburgh or Dundee. The duration from Heathrow, Gatwick or Birmingham International to Edinburgh or Dundee is approximately 1 hour and 30 minutes.

Flights to Edinburgh from Amsterdam, Frankfurt and a number of other European countries have flight durations of approximately 1-2 hours.

If arriving at Edinburgh airport, the Airlink 100 coach service will take you directly to the City Centre where onward travel by train or bus to Dundee can be arranged. Please note that the train or bus service to Dundee varies in price and duration but is approximately 1 hour and 30 minutes. Travel from London to Dundee via road or rail will vary in price, times and duration.

Dundee has its own airport with direct flights from London Stansted.

To organise your transfer to Dundee, please see the travel websites at the back of this guide.

Student Helpers who will be wearing red t-shirts will be available at Dundee Bus and Train stations on Saturday 26th and Sunday 27th August between 10.00 - 16.00 to guide you to Abertay University.

For further information, please contact the Advisory Service by emailing advisory@abertay.ac.uk.

Living expenses for Dundee

The tables below will provide you with an approximate indication to the likely costs of living in Dundee from your accommodation and fuel bills to everyday living costs.

With Dundee being a smaller city than that of Glasgow, Aberdeen, Edinburgh or England in general – the living expenses are slightly less in comparison.

Average cost of living per month:

All below costs are an approximate guide therefore could be slightly more or less than stated below.

Accommodation	£300 - £400+
Electricity/Gas	£30 - £50+
Food	£200
Laundry	£12
Textbooks	£12 - £30
Telephone ¹	£15+
Personal Hygiene Items	£10 - £12
Library Photocopying	5p single sided 8p double sided 20p single colour 38p double sided

¹Please note that this average cost does not include how much you would perhaps spend on social calls per month.

Electrical - average cost per item:

Small electrical appliances i.e hairdryer/kettle/iron	£15 and under
Laptop/notebook	£250 upwards, second hand

Clothing - average cost per item:

Dry Cleaning	£3+
T-shirts/Underwear	£3+
Lightweight shirts/sweaters	£5+
Jeans/casual trousers/skirts	£10+
Lightweight outdoors jacket	£15+
Heavier sweater, heavier shoes	£20+
Raincoats and other	£30+
Outerwear boots	£30+
Winter coat	£40 and under

Please note that you may be able to find above items cheaper in a supermarket than from a retail store in the city centre.

Travel - average cost per item:

Travel by bus (in and around Dundee)	Day saver ticket costs £3.80 or Student Saver (weekly) ticket costs £9.50. Fares correct as of April 2017.
Travel by bus outside Dundee	Megabus Travel from £2 upwards. Booking in advance will keep the cost low.

Social and specific items - average cost:

Alcohol (wine/beer)	£2 - £5
Newspapers/magazines	30p and upwards
CDs	£5 and upwards
Telephone charge cards (for use in public telephones)	Available in £5, £10, £15 & £20
Restaurant meal	£8 per head +
Cinema ticket	£6+
Theatre ticket	£10+
Concert ticket	£10+
Nightclub entry	£5+
Leisure centre i.e. swimming/tennis etc.	£3.90+

Please note: Student discounts are offered at many local shops, theatres, cinemas, museums, galleries, bars/nightclubs and leisure facilities. Student dis-counts are also available for transport (bus/train). Please ask the Student Association for more details.

Miscellaneous - average cost:

Insurance (Endsleigh Insurance) ³	£10.99 per month
Television License	£147 for colour and £49.50 for black and white per year, can be paid monthly. Please note: You must be covered by a TV Licence to download or watch BBC programmes on iPlayer - live, catch up or on demand.
Textbooks ⁴	£10 - £50 per book
Haircut	from £6 (men) from £25+ (women)
Personal health insurance	Prices will vary

³www.endsleigh.co.uk

⁴Textbooks can be bought second hand reasonably cheaply and will also be found in the University Library





Getting your tuition fees paid

The following advice about tuition fees and the Students Awards Agency for Scotland (SAAS) is designed for EU Students who have applied independently to study at Abertay University.

For Erasmus+ students please view the following for further information about studying at Abertay. www.abertay.ac.uk/studying/exchange-study-abroad/incoming/incoming-erasmus

For EU Visiting Students please view the following for further information about studying at Abertay www.abertay.ac.uk/studying/exchange-study-abroad/incoming/eu-visiting-student-programme

Please note: During Orientation Week there will be a session(s) on how to complete your SAAS application form online for those who are eligible for funding.

Scottish and EU nationals are eligible to apply for an award to pay for their tuition fees by applying to the Students Awards Agency for Scotland (SAAS). The tuition fees for EU students will vary according to the level of course you are studying. For undergraduate courses beginning in 2017/18, the fees are £1820. SAAS will not pay tuition fees if you already hold a degree qualification.

For more information on SAAS please log onto the following website www.saas.gov.uk

For a postgraduate course, the fees for EU students vary, but are competitively priced. For some Postgraduate courses SAAS will pay the tuition fees, if you apply for funding. See www.saas.gov.uk/full_time/pg/index.html. You can find out if your course is eligible for funding under the terms of the Postgraduate Students' Allowance Scheme (PSAS).

If you are not sure of your tuition fee status, you will need to complete a fee assessment form during the application process. All cases are judged in accordance with the government's guidelines and are treated fairly and equally.

If you would like more information log onto: www.moneyadvice.service.org.uk/en/categories/managing-your-money

Transferring money

Bringing money to the UK can be problematic if you do not plan ahead. There are a number of ways of getting money into the country, but even the quickest method can take one or two days for the transfer arrangements to be completed.

The various options open to you are listed below:

- **Credit Cards** – Most banks in the UK will accept MasterCard, American Express, Eurocard or Visa. These can be used to withdraw cash from cash dispensing machines and enable you to obtain money when you first arrive and before you have opened a bank account, provided you know the PIN number (Personal Identification Number) of the card.
- **International Money Order** – This can be purchased from home prior to travel and can be exchanged for cash at a Post Office using your Passport as identification. The money order must be in British (Sterling) currency and can also be made payable to your UK institution if you wish, allowing you to pay for your tuition fees. Any additional expenses such as living costs should be placed on a separate money order.
- **Transfer of funds⁵** – This is one of the quickest ways of transferring money from a bank in your country to one in the UK. You can use this method only when you have opened a bank account in the UK. It can be quite expensive and the transfer must be organised with your bank either by yourself, on the phone, via fax or through your parents at home. It is therefore very useful to bring your bank's telephone

and fax number with you in case you need to organise this type of transfer. Please note that if you wish to transfer any funds to the University, make sure to make it clear what the funds are to be used for i.e. to pay for fees or accommodation etc and provide your student ID number if known.

• **Traveller's cheques** – Travellers cheques are very useful because they can be changed into sterling at a bureau de change, bank or hotel (although not all hotels offer this facility) enabling you to obtain money before you have organised a bank account.

In the UK, there are no restrictions on the amount of money you can bring in, however your own government may control the flow of funds coming into and out of your home country. Therefore please check the following prior to departure

- How and do you need permission to transfer money to the UK?
- Is there a limit on how much you can transfer to the UK?
- Are there any money regulations that you must comply with?

Money on arrival

You will need approximately £200 in British (sterling) currency on arrival in the UK. This is to pay for transport, meals and perhaps overnight accommodation for the first few days if needed. Do not carry any more than this in case it gets lost or stolen. It is a good idea to bring some travellers cheques with you for emergencies; they can be cashed at an airport Bureau de Change, Post Office or at a bank.

⁵Please note that the university cannot act as a bank and transfer funds from another source i.e. sponsor into cash/cheque or your personal bank account for you.





Opening a bank account

You may consider opening a bank account in the UK before you arrive. Banks such as HSBC (www.hsbc.com) have branches around the world where you can open foreign currency accounts. The advantage of doing this is that it is easy to make payments in advance of your arrival, for example, paying a deposit in order to secure a private accommodation which can involve quite a lot of money. It is also useful in obtaining a Visa to study (should you require one), as you will be able to show your financial status in sterling, which some embassies require. A list of web sites for other UK banks can be found at the end of this guide.

If you are planning on opening a bank account when you arrive at the University it is important that you have the following documents ready as this will speed up the process of opening a bank account.

- Passport.
- Visa (if applicable).
- Letter from the University confirming your student status and address both in the UK and home country⁶
- If you are privately renting, you may be required to present your original lease or contract.
- Money (please note you only need a minimum of £1 to open an account).

For more information please refer to www.moneyadvice.service.org.uk

⁶Letters from the University confirming your address and student status are available from the Support Enquiry Zone (SEZ) who are based on the ground floor of the Library. Please allow for 24 - 48hrs for your letter. During busier periods please allow letters to be delayed by more than 48hrs.

Employment

National Insurance Number

You will be required to obtain a National Insurance Number in order for your employer to correctly record any National Insurance Contributions. If you do not already have one contact the Jobcentre Plus once you have arrived in Dundee. See www.hmrc.gov.uk/ni/intro/number.htm for more details.

Part-time employment

Many international students choose to work in the UK during their studies. Part-time employment can provide an opportunity to make new friends and the chance to learn more about Dundee and its people. More importantly, it helps to improve your employability; with the chance to learn and develop work-related skills. Other benefits include, practice at making applications and improving your language skills – whilst earning extra cash of course!

A good place to start your search for a job is the university's Career Development Centre. They can offer practical advice and guidance when searching and applying for work and frequently post suitable vacancies on their Facebook page www.facebook.com/abertaycareerdevelopmentcentre and on the jobshop noticeboard next to the Career Development Centre (level 2, Bernard King Library). Local part-time jobs are also posted online at www.abertay.prospects.ac.uk, but you will need to register first to use this service. Alternatively, try local newspapers, the government job search site - www.gov.uk/jobsearch, recruitment agencies, shop windows or friends and other contacts. Students can be successful in gaining work in local retail outlets, call centres, bars and restaurants and administrative offices. These types of opportunities are better suited to a student's timetable as hours worked can be flexible. It is sometimes possible to find a job related to your course – talk to a Careers Adviser to discuss this in more detail.

The following websites are a good source of information for International students considering working part-time:

Abertay Careers: www.abertay.ac.uk/careers

Education UK (British Council): www.educationuk.org

UKCISA (The UK Council for International Student Affairs): www.ukcisa.org.uk/Information--Advice/Working/Can-you-work

Directgov: www.gov.uk/browse/working

Tax Advice: www.hmrc.gov.uk/students
Tel: 0845 300 0627 (Mon-Fri 8am-8pm, Sat 8am-4pm)

National Insurance: www.hmrc.gov.uk/ni/intro/number.htm
Tel: 0845 600 0643

Morethanwork website:
International students: www.nases.org.uk
All students: www.nases.org.uk/morethanwork

Accommodation

Moving away from home to study in higher education is an exciting time in life. There are new friends to be made, new places to discover and the chance to develop many new interests. An important part of the process is finding somewhere to live and our residences office is there to help you find suitable accommodation and to offer advice to help you settle in quickly.

Students new to Dundee normally look for somewhere affordable, comfortable and within daily travelling distance of the University. There are a variety of different types of student residential accommodation, either privately owned or directly leased by the University. Staying in any of the University of Abertay's halls of residence means that you can look forward to living in modern, comfortable surroundings with all the facilities you need to make your stay enjoyable.

The University's five self-catering residences offer a wide range of high quality accommodation. The size of the accommodation varies from single bedsits to multi-occupancy flats, and it is all located within easy walking or travelling distance to the University.

The self-catering flats are furnished and are complete with standard kitchen facilities. There are now a significant number of self-catering flats available with en-suite facilities and our residences all have internet access (either wi-fi or hard wired). You can have the added peace of mind of

knowing that when you are staying in University accommodation there is a 24 hour campus security service and an on-call caretaker.

Abertay's website has lots of information on residences including the range of room types and prices of accommodation currently available. www.abertay.ac.uk/studying/accommodation/

Residences policy

When allocating accommodation the University gives priority to first entrants and to overseas students who are new to Dundee.

For those who do not wish to be placed in the University accommodation, our Residences Office staff are happy to give information on finding accommodation within the private rented sector.

Living in the University's residential accommodation

Living in student residential accommodation is great fun and an ideal opportunity to make friends. In the self-catering flats, which are grouped together on separate sites, students have their own study bedroom and share a communal living/kitchen area. Students therefore have daily contact with the people in their own flats, and in the other flats situated on the same site.

This provides the ideal environment for arranging nights out and entertainment, while the single study

bedrooms provide privacy and an area in which to study and relax. The contract for all residences is for the full duration of the academic session, inclusive of Christmas and Easter vacations. The contract is 40 weeks in duration with 43 and 51 week contracts available for Parker House.

Co-habiting students and students with families

The University has limited number of double/premium rooms in Lyon Street which are ideal for couples who wish to live in University accommodation for the duration of their studies. The Accommodation Officers are happy to give advice on finding suitable accommodation in the private sector or in local authority housing for students planning on coming to Dundee with their families.

How to apply for University accommodation

Once a course offer becomes Unconditional Firm, that is once a student has been offered a place on a course, met the conditions (passed exams) and accepted the offer, the student's status on the University system changes and an Orientation Pack is sent out automatically from our Registry department which contains details on how to apply for accommodation online as well as other useful information.

What will happen once you apply for University accommodation?

Once the Residences Team receives your application, it will be processed in turn. We know you'll be

anxious, but you can't speed it up by phoning the office. This only slows down the process, so please try to be patient. They will allocate you a room based on your age and the preferences you have made. You will receive a response by email within seven days of applying.

Living in private rented flats

Many senior students prefer to stay in private rented flats with friends, and the majority of students living away from home - in the second or later years of their course - choose to stay in private rented accommodation. Prices of flats vary and range from £50 upwards per person per week, depending on the location and facilities of individual properties. www.abertay.ac.uk/studying/accommodation/ Student Services have some literature available about how to find private accommodation, you can also check out the www.shelter.org.uk website for top tips on how to find a good at.

Residences Officers

Hilary Smith - Commercial Services Manager

Lorraine McLean - Residences Officer

Gill Hunter - Residences Officer

Tel: +44 (0)1382 308059

Email: residences@abertay.ac.uk





Medical care

All students enrolling on an undergraduate or post-graduate course do not have to pay for treatment under the National Health Service (NHS). This includes general medical treatment and any hospital or emergency treatment. All students are expected to pay for most dental treatment and eye tests including the prescription of glasses or contact lenses.

IMPORTANT: You should still purchase health/medical insurance in case you need to be repatriated to your home country to continue hospitalisation and to be close to family. If you do not have this insurance it can cost you £5000+ to be airlifted home. The spouse and/or dependents of eligible international students are also eligible for NHS treatment.

When you arrive at the university it is important you register with a doctor as quickly as possible (Directory of Doctors in the Dundee area can be found at the following link www.dundecity.gov.uk, select the A-Z option and then 'Doctors and Health Centres').

The University has a link with Hillbank Health Centre who will be presenting during Orientation. Hillbank will advise you of how you can register with them and the services that they offer. Hillbank also provides 1 hour each day dedicated to only seeing Abertay students, therefore you are guaranteed to be seen very promptly if you are feeling unwell. The Health Centre is situated approximately 5-10 minutes walk from the University. For more information please log onto their website at the following address: www.hillbankhealthcentre.co.uk

Religion

As a sea port, the City of Dundee has a long history of welcoming visitors from overseas. Many faiths and cultures are represented in the general population and the increasing size of the international student population means that the City today is a lively and tolerant multicultural and multi-faith community.

The University is a lively multi-faith and multi-cultural institution. The Chaplaincy seeks to serve the whole University community in a spirit of openness, friendship and mutual respect. We maintain a directory of the many places of worship in Dundee and Tayside together with contact numbers. We serve as a reference point for those with particular faith needs and as a forum for dialogue between those of different faiths.

The Chaplaincy is part of Student Services and works closely with the Student Association. The Chaplaincy seeks to be a resource for the conscious broadening and developing of the spiritual insight and ethical awareness of those willing to be challenged by the broader implications of university life.

If you have any questions or require assistance to locate representatives of your religion either before or on arrival the Student Services Reception will be glad to speak with you and offer all possible assistance.

Student Services

Abertay University
Bell Street
Dundee
DD1 1HG
Email: advisory@abertay.ac.uk
Tel: +44 (0) 1382 308051

Help at the university

Student Services

There are a number of specialist services within the University's Student Services Directorate that provide high- quality, professional, non-judgemental, confidential counselling, information, advice and guidance on issues related to money, wellbeing, disability and careers.

Where to find Student Services

Level 2, the Bernard King Library.

Advisory Service

We are here to help support you in your academic and professional development by providing advice which is professional, caring, student-centred and accessible. We provide support with funding issues, alternative funding options, guidance on money management, international student support, visa and immigration enquiries and all general welfare and pastoral support issues. If you are experiencing any difficulties, or you would like advice, then please do not hesitate to contact us by emailing advisory@abertay.ac.uk.

University Chaplaincy

The University has a number of honorary Chaplains who can be contacted at any time by contacting Student Services on 01382 308051 or email advisory@abertay.ac.uk.

Advisor for Students with Disabilities

For more information please log onto the following page on our website www.abertay.ac.uk/studying/support/disabilities/ or alternatively you can

How to contact Student Services

Tel: +44 (0) 1382 308051
Email: studentservices@abertay.ac.uk
or advisory@abertay.ac.uk

telephone or email.

Tel: +44 (0)1382 308051

Email: disabilityadvisors@abertay.ac.uk

Student Academic Support

How you study is as important as what you study. Student Academic Support is here to help you improve the way you study so you can improve your grades.

Here are some of the topics we can help you with:

- Taking control of your own studies
- Organising yourself and making the most of your time
- Thinking for yourself
- Effective reading and research skills
- Writing better coursework
- Proof-reading
- Maths and statistics
- Group work
- Revision and exam techniques

Furthermore please have a look at the following web learning resource for international students coming to study in the UK www.prepareforsuccess.org.uk.





Counselling

What is Counselling?

Counselling is an opportunity to discuss issues that are concerning or distressing you in a safe and confidential environment. It is an active process which gives you the time and encouragement to explore your concerns more fully. This can help you to see your problem from a different perspective and to increase your awareness of yourself, your situation and the choices open to you. Counselling is not advice, but it is about working with you to find the best ways of understanding and resolving the issues which have been troubling you. Coming to see a counsellor can sometimes seem like a big step to take, but there are times when all of us may need the support of someone else for things we are struggling with, and it is a sign of strength to recognise this.

How do I make an appointment?

The Counselling Service is open from 9.00am to 5.00pm, Monday to Friday throughout the year except when the University is closed in the Christmas vacation. Counsellors meet with students on an appointment only basis, and the standard length of an appointment is 50 minutes.

You can make an appointment with the Counselling Service by telephoning 01382 308926 or by emailing counselling@abertay.ac.uk or by speaking to staff in Student Services Reception.

Your first appointment with a counsellor is intended to provide information which will help you in deciding whether to opt for ongoing sessions and in guiding allocation decisions. We aim to offer a first appointment as soon as possible after you have contacted us – hopefully within 10 working days. You will be offered ongoing appointments as soon as possible thereafter.

If you need to speak to someone urgently we also have “on the day” appointments. Please see question entitled ‘Can I be seen today?’

Can I be seen today?

If you feel that you can’t wait to speak to a counsellor you can use one of our “on the day” appointments. These are available every afternoon (Monday to Friday) and can be booked by calling into Student Services Reception or phoning 01382 308926.

Abertay Language Centre

Intensive English for Academic Purposes Programme

The Pre-Sessional Programme runs during the The IEAP Programme runs for six weeks during July and August, and is for students from outside the United Kingdom who plan to study for a degree at Abertay University. It is designed to help you get the most from your time here by preparing you for your degree, as well as helping you to familiarise yourself with the university and the city of Dundee. And of course, you’ll meet other students!

Although some students are required to attend as a condition of their offer from the university, the Intensive English for Academic Purposes programme is recommended for all international students because of the benefits it provides. The programme consists of 20 hours of classes a week, focussing on developing the four skills:

Writing: including understanding and planning different assignments, using sources, avoiding plagiarism, and improving your accuracy.

Reading: strategies to help you to read academic books, journal articles and internet sources more effectively. Listening: strategies for both formal settings such as lectures, and informal discussions and conversations.

Speaking: including giving presentations and taking part in seminars.

Successful study in the UK also involves other skills: academic literacy, critical thinking, independent learning, and research skills. Additionally, we

aim to develop your language skills so you can communicate with confidence in and out of class.

English for Study

English for Study classes and workshops are provided FREE and are held throughout the academic year.

The classes are designed to support international students with coursework and to help to develop the Academic English skills you need, including strategies for reading university texts, understanding and planning different assignments, using sources, avoiding plagiarism, and improving your accuracy when writing in English. Speaking classes both develop presentation and seminar skills and provide lots of practice. In addition we run grammar workshops, to review and extend your knowledge of the rules of English, and pronunciation classes which allow individualised exercises and practice. For students undertaking long assignments, particularly postgraduates, dissertation writing courses are held at different points during the academic year.

Details of upcoming classes can be found on Blackboard, in the Learning Zone section, along with details of how to register for classes. We also offer a drop-in service for individual support, including help with assignments – you can find us on level 2 of the Library.

For more information:

Contact Liz MacDougal, Senior Language & Learning Development Advisor, Abertay Language Centre
l.macdougal@abertay.ac.uk

Useful information

Contacting the University [Correspondence]

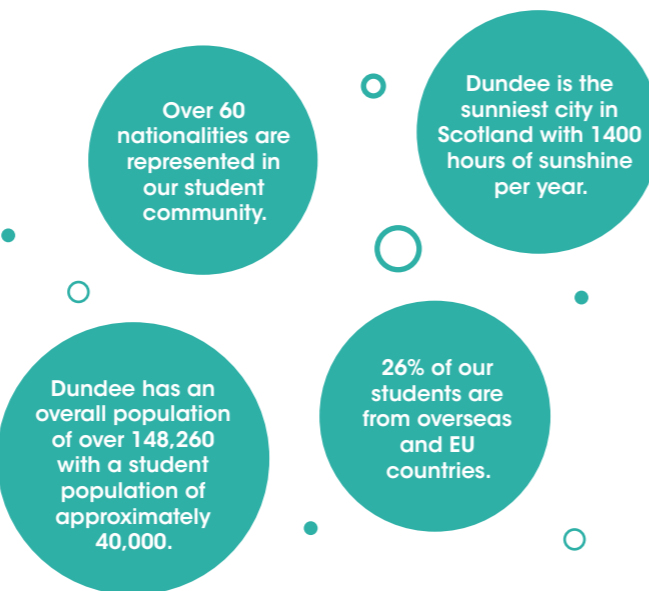
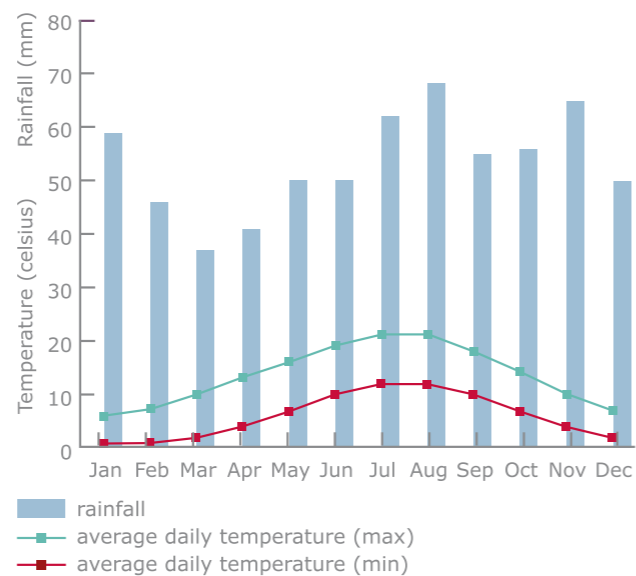
Please make sure that any contact made with the University either by mail or Email has your correct full name as stated in your Passport. This will ensure your application[s] is processed quickly and effectively.

Climate

Dundee has the most sunshine hours in Scotland. The weather in Dundee can sometimes be unpredictable.

However, during the summer months it can be warm and sunny. On the whole the climate is considered mild. January and February is the coldest time, when the temperature can be below freezing at night, with occasional snow.

Average Monthly Daytime Temperature range:



Clothing

During autumn [October, November] and winter [December, January and February] months you should make sure you bring warm and waterproof clothing with you, as the weather tends to get wet and cold and you may experience snowfall.

Shopping and Banks opening times

General and Clothes Shops	Monday - Saturday	09:00 - 17:30/18:00
	Thursday (later opening hours)	09:00 - 19:00/19:30
	Sunday	12:00 - 17:00
Supermarkets	Open 7 days	07:00 - 20:00 (some 24 hours)
Banks and Building Societies	Monday - Friday	09:00 - 17:00
	Saturday	09:00 - 12:00
	Sunday	Closed

Electricity

In the UK, electricity works on 240 volts/ 50 cycles and most sockets take 13amp square pin fused plugs. Please make sure if you bring any electrical equipment with you that it is compatible. If you wish to stay in Halls of Residence, conditions may apply, please refer to your student accommodation handbook.

Cheques and Postal Orders

It is advisable to send any money by post using a bank cheque or postal order. Postal Orders can be easily obtained from the local post office. For more information log onto www.postoffice.co.uk/postal-orders.

Recorded Delivery, Registered Mail and Special Delivery

If you need to send important documentation for example your passport(s) to the Home Office please use Special or Registered mail. By sending your documents using special or registered mail, you are automatically given a receipt (including reference code), as proof of posting, and your parcel must be signed for on delivery. You will also be able to track and trace where your parcel is within the postal system using the post office website and reference number from your receipt.

Driving in the UK

If you are planning on driving in the UK you must make sure of a valid driving licence and must also make sure of the following:

- The vehicle has been registered and has valid road tax for that particular vehicle.
- The driver of the vehicle has insurance against risk of injury to other people and vehicles.
- The vehicle has passed its Ministry of Transport Test (MOT).

If your licence was issued in the EEA you can drive for as long as your licence remains valid or you can apply at any time to exchange it for a British one. If your licence expires while you are here and you wish to continue driving in the UK, you must obtain a British licence.

Please note that if you have not driven in the UK previously, then it is beneficial to take at least two driving lessons in the UK in order to familiarise yourself with the UK driving system.

For more information log onto www.ukcisa.org.uk/International-Students/Study-work--more/Other-useful-information/Driving.

Private Accommodation

If you are looking to rent private accommodation in Dundee, the cost of renting per month can range from approximately £300 per month up to approximately £800 per month depending on what size of flat you are looking to rent for example a 2, 3, 4 bed or larger.

The majority of flats for rent in the Dundee area are fully furnished. This means the flat already has a bed, table, sofa/chairs, washing machine, cooker and fridge etc.

Please note that you may be able to find private accommodation cheaper than the approximately stated amounts above, however you must be aware that the cost of rent will be reflected by the age/contents and style of the flat and the geographical position in Dundee.

The University holds no responsibility for the representation of private accommodation in Dundee nor can the University recommend or endorse any individual landlord or company when making your decision in choosing private accommodation. Dundee City Council has a landlord accreditation scheme to help you identify responsible landlords and approved landlords can be identified by the logo below. For more information go to www.dundee.gov.uk/housing/landlordaccreditation/.

For more information on how much accommodation costs, types of accommodation, how to find the right accommodation for you and student reviews, please refer to the following link www.accommodationforstudents.com/Dundee.asp.



What has Dundee got to offer

London's Trafalgar Sq has Nelson on his column, Edinburgh's Princes St has its monument to Sir Walter Scott and Belfast has a statue of Queen Victoria outside City Hall. Dundee's City Sq, on the other hand, is graced - rather endearingly - by the bronze figure of Desperate Dan. Familiar to generations of British school children, Dan is one of the best-loved cartoon characters from the children's comic the Dandy, published by Dundee firm DC Thomson since 1937.

Dundee enjoys perhaps the best location of any Scottish city, spreading along the northern shore of the Firth of Tay, and boasts tourist attractions of national importance in Discovery Point and Verdant Works museum. Add in the attractive seaside town of Broughty Ferry and the Dundonians themselves - among the friendliest, most welcoming and most entertaining people you'll meet . . .

The waterfront around Discovery Point is currently undergoing a massive redevelopment, preparing the ground for a branch of London's Victoria & Albert Museum (scheduled to open in 2017).

As Scotland's fourth largest city (after Glasgow, Edinburgh and Aberdeen), Dundee grew greatly through the industries of Jute, Jam and Journalism, affectionately referred to as "The 3 J's". Dundee is very proud of its industrial heritage and many of the mill buildings repurposed into residential and commercial properties. You will be able to see the remnants of the Jute industry in the many public buildings and parks which were gifted to the city and its people by the mill owners. Contemporary Dundee can be labelled as "Three S's"; Science, Schools and Software. The city is home to ground breaking research regarding cancer drugs and treatments for HIV/ AIDS. Scientists have voted Dundee University one of the world's most attractive workplaces in an international poll. The city has

two universities, Islamic & Arabic Centre and a college: University of Dundee, Abertay University, Al-Maktoum Institute of Islamic & Arabic studies and Dundee & Angus College which means over 40,000 students study in the city each year.

Within the last 20 years the software/gaming production industry in the city has grown dramatically and Dundee is now responsible for 10% of Britain's digital entertainment industry with an annual turnover of £100 million. Many popular gaming titles were produced in part or whole in Dundee including Lemmings and Grand Theft Auto.

Geographically, Dundee is in a prime position in Scotland. 90% of Scotland's population lives within 90 minutes of the city. Many people choose to live in Dundee and commute elsewhere due to the relatively low cost of living compared to Glasgow, Edinburgh or Aberdeen. Dundee has a population of approximately 148,260 and a travel to work population of 300,000 within 30 minutes and 600,000 within 60 minutes drive.

Positioned on the shore of the river Tay and surrounded by hills, the weather in Dundee is unpredictable but on the whole mild. Dundee is in fact the sunniest city statistically in Scotland with 1400 hours of sunshine per year.

Dundee has many student friendly areas and is bustling with social areas and entertainment facilities. With theatres, nightclubs, exhibition spaces, cinemas, a science centre, restaurants, a bowling alley, gyms, swimming pools and an observatory to name a few, you are spoilt for choice and never bored!

For more information log onto Dundee's information portal www.dundee.com.



• **Do I need private health insurance or is the treatment under the National Health Service enough for Overseas students?**

All international students in full time education in Scotland are eligible for NHS (National Health Service) treatment, whatever the length of studies from the first day of arrival in Scotland. This also applies to their dependants, i.e. their spouse and children under 16 years of age. It is still advisable to take out private health care insurance in case you need to be repatriated to your country to continue hospitalisation.

From April 2015. Any student wishing to study in the UK for more than 6 months, will be required to apply for and pay for an Immigration Health Surcharge (IHS) as part of your visa application for the UK. For further information please visit www.gov.uk/healthcare-immigration-application/overview

• **Do I need any specific vaccinations?**

Tuberculosis and Meningitis 'C' strain are common worldwide and so it is important to make sure you are vaccinated against both before you arrive in the UK. The UK has a national programme of vaccination against these two diseases. Up to date medical advice suggests that all students should ensure they are vaccinated as students are designated as a 'high risk' group for these diseases.

• **Should I take lots of medicine with me or isn't it that expensive in Scotland?**

Please only bring prescribed medicine including a doctor's letter explaining what each medicine is with you. For all other medicines, they can be purchased quite cheaply at a pharmacy.

• **Can I get assistance with health costs?**

Yes. As a student you may be eligible for full or part exemption towards the cost of the following:

- NHS Dental treatment

- NHS wigs and fabric supports
- Sight tests, glasses and contact lenses
- Travel to receive NHS treatment under the care of a consultant

In order to be eligible for help or exemption, you must complete an HC1 form, which is available from your local doctor's surgery (GP) or post office. You can download an HC1 form from the following webpage: www.nhsbsa.nhs.uk/HealthCosts/1128.aspx

• **Is the Scottish accent difficult to understand and will I have any language problems in the lectures?**

The Scottish accent is regional and therefore can be stronger in some areas. To accustom you to the Scottish accent try viewing AbertayTV at www.youtube.com/user/abertayTV. AbertayTV will not only allow you to familiarise yourself with the Scottish accent, but allow you to view some of the University and students who are and who have previously attended. You may also wish to log into BBC Radio Scotland www.bbc.co.uk/scotland/radioscotland. It will normally take a couple of weeks for your ear to become attuned to the accent.

If you have the required English language proficiency, you shouldn't have any difficulties in lectures.

• **Do I need warm clothes in September/October or is it OK if a package with winter clothes is sent on later?**

During the months of September and October the weather begins to turn colder and wetter and therefore it is recommended that you bring suitable clothes with you, however you can have heavier weight clothing sent on to you before November.

• **Do I need an adapter for using the electricity with my hairdryer/notebook etc?**

Yes. You will need an adapter for using electricity. You will need to bring a square 3 pin fused adapter plug with you. You should be aware that some appliances will not work in the UK, as they do not have the ability to cope with 240 volts.

• **Should I change some money in my home country or will there be a possibility at Edinburgh airport?**

It is advisable to bring some sterling £ with you. However there is a Bureau de Change in Edinburgh airport where you will be able to exchange traveller's cheques or money.

• **Where can I go shopping just after my arrival to get some food?**

There are a variety of large supermarkets and smaller specialist food stores available in Dundee:

- Alnoor Halal Food Store
202 Blackness Road, Dundee, DD1 5PL
- Bismallah Halal Food Store
122a Hilltown, Dundee, DD3 7BG
- Zamzam Halal
65 Perth Road, Dundee, DD1 4HY
- Health Food Shop
95 Commercial Street, Dundee, DD1 2AF
- Lidl Supermarket West Marketgait
- Matthews Chinese Market
Gellatly Street, Dundee, DD1 3DY
- Continental Food Store
146 Hilltown, Dundee, DD3 7BJ
- Tesco Supermarket Riverside Drive (open 24hrs)
Kingsway and the Murraygate (2 minutes from the university)
- The Guzzling Gourmet
127 Nethergate, Dundee, DD1 4DP
- Polish Deli
140 Cotton Road, Dundee, DD3 7BR
- Russian Food Store (Slavyanski)
236 Blackness Road, Dundee, DD2 1RG
- Bazar Food Store
Victoria Road, Dundee
- Shop Africana
262 Hilltown
- Wing Fung Cash and Carry
45-47 Trades Lane



- **Is it safe to drink the water?**

Yes, in the UK it is safe to drink water from the tap.

- **How can I improve my English?**

When you start your degree course you will be able to enrol on free English study classes, which will help with your coursework and understanding during lectures.

The University also has a Student Academic Support centre where they offer sessions on essay writing, presentation skills, exam techniques and much more.

For further information on English Study classes please log onto www.abertay.ac.uk/courses/ug/english or alternatively if you require further information on our Student Academic Support centre please log onto www.abertay.ac.uk/studying/support/academic.

- **Should I bring my IELTS/TOEFL certificate with me?**

Yes. Please make sure you bring your certificates with you, as you will be required to provide evidence of your English language proficiency.

This does not apply to EU Articulation Scheme students. For those students their home university must sign their EU Articulation Scheme Application Form to confirm ability in the English language. EU Articulation Scheme students do not need to send or bring other proof of proficiency.

- **Should I insure my belongings and if so how do I do this?**

Yes, you should insure all your personal belongings when you arrive in the UK. For more information on how to insure your personal belongings log onto www.endsleigh.co.uk.

- **Does the University have a swimming pool?**

No, unfortunately the University does not have a swimming pool; however there is a fully equipped gymnasium for your use. The nearest swimming pool is an approximate 5-minute walk from the University campus and as a student you will also receive a discount on all leisure activities at all leisure centres in Dundee. For more information on sports available at the University log onto www.sport.abertay.ac.uk.

- **What societies and clubs does the University offer?**

The University offers a range of societies and clubs from football, basketball and skydiving to poker (card game), to rock music and much more. There is also an International Student Society (ISS). The ISS is run by international students for international students. The society's aim is to organise the social side of University life, for example organising day trips to Edinburgh Castle and Loch Ness while organising regular cultural, social and sports events.

The International Student Society is your opportunity to have your say in the social side of University life and it's a great opportunity for you to meet students from all corners of the world. For more information log onto the Abertay Student Union Association website at www.uadsa.com.

- **How can I prepare myself for Academic Life in the UK?**

There are various ways in which you can prepare yourself for life in the UK and there may be various aspects of living in the UK which concern you. The following website has been created in order to give you an insight into what it is like to study in the UK. www.prepareforsuccess.org.uk



Countries which students are from

Austria

Bahrain

Bangladesh

Belgium

Bulgaria

Canada

China

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

Guiana

Gambia

Germany

Ghana

Greece

Hong Kong

Hungary

Iceland

India

Indonesia

Iran

Ireland

Israel

Italy

Japan

Kenya

Kuwait

Latvia

Libya

Lithuania

Luxembourg

Malawi

Malaysia

Malta

Mauritius

Nepal

Netherlands

Niger

Nigeria

Norway

Pakistan

Palestine

Poland

Portugal

Romania

Rwanda

Saudi Arabia

Singapore

Slovakia

South Korea

Spain

Sweden

Switzerland

Taiwan

Thailand

Trinidad & Tobago

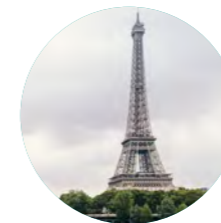
Turkey

United States of America

Venezuela

Vietnam

Zambia





International Abertay

Student views

Really want to know why previous and current Abertay students chose to come to Abertay – want to know their top tips and handy hints of living and studying in Dundee, then read on.

Top Tips and Handy Hints:

- “A good way to meet Scottish students is to join sports and cultural societies.”
- “I found my English Language skills improved by living with students not from my home country and my outlook on life also improved.”
- “Practical preparation prior to arrival in the UK, check with your home bank to see if they have a connection with a UK bank. If they do, it is much easier to set up a bank account in the UK from home before you actually arrive.”
- “Remember personal insurance.”
- “If you have never been away from home, ask family about everyday things such as cooking, cleaning, laundry, ironing and managing a budget.”
- “Cultural preparations prior to arrival in the UK – get info about Scotland, Dundee and Abertay (there are even some quite good articles about it on Wikipedia) and on the way of living in Scotland before you arrive.”
- “Don’t rush to get accommodation prior to arrival, it is easy to find one here all kinds of comfort, all kinds of budget and don’t be shy on the arrival: it’s an occasion to make good friends”
- “EU students are eligible for SAAS (Students Awards Agency for Scotland) funding to pay for tuition fees – only available in Scotland.”
- “Lots of international students at Abertay – can meet and learn about other cultures.”
- “Studying in another country makes your experience in any branch of life bigger, better and more useful in further life.”
- “A very good trip is visit Edinburgh Castle, Whisky distillery and the Isle of Skye.”





Useful organisations

Outside the University

Citizens Advice Bureau Dundee

Dundee Central Library
Level 4 Wellgate Centre
Dundee DD1 1DB
T: +44(0) 1382 307494
W: www.dundeeecab.org

Immigration Advisory Service (IAS)

115 Bath Street
Glasgow G2 2SZ
T: +44(0) 141 248 2956
F: +44(0) 141 221 5388
Telephone advice line: +44(0) 141 222 4888
Email: info@iasservice.org
W: www.iaservices.org

British Council

W: www.britishcouncil.org.uk

Foreign and Commonwealth Office

– for information on visas W: www.fco.gov.uk

United Kingdom Council for International Student Affairs (UKCISA)

9 – 17 St Albans Place
London N1 0NX
T: +44(0) 020 7107 9922 W: www.ukcisa.org.uk

Dundee City Council

Tayside House
Dundee DD1 3RZ
T: +44(0) 1382 434000
W: www.dundee.gov.uk

UK Banks

Bank of Scotland

www.bankofscotland.co.uk

Clydesdale Bank

www.clydesdalebank.co.uk

Santander

www.santander.co.uk

Royal Bank of Scotland

www.rbs.co.uk

Nat West Bank

www.natwest.com

Halifax Bank

www.halifax.co.uk

HSBC

www.hsbc.com

Useful addresses and telephone numbers

Student Services

Abertay University Student Services
Level 2, Library
Bell Street
Dundee DD1 1HG
T: +44(0) 1382 308051
F: +44(0) 1382 308122
E: studentservices@abertay.ac.uk
W: www.abertay.ac.uk

The Advisory Service

Abertay University Student Services
Level 2, Library
Bell Street
Dundee DD1 1HG
T: +44(0) 1382 308051
F: +44(0) 1382 308122
E: advisory@abertay.ac.uk
W: www.abertay.ac.uk/

Student Recruitment Office

Abertay University
Bell Street
Dundee DD1 1HG
T: +44(0) 1382 308080 F: +44(0) 1382 308081
E: sro@abertay.ac.uk W: www.abertay.ac.uk

Residences Office

Abertay University
Bell Street
Dundee DD1 1HG
T: +44(0) 1382 308059
F: +44(0) 1382 308118
E: residences@abertay.ac.uk
W: www.abertay.ac.uk

Travel websites

Edinburgh Airport [Getting into the City Centre from Airport]

www.edinburghairport.com

Glasgow Airport

www.glasgowairport.com

Virgin Trains

www.virgintrains.co.uk

East Coast Trains

www.eastcoast.co.uk

Scotrail Trains

www.scotrail.co.uk

Train line timetable

www.thetrainline.com

CityLinking Coach service

www.citylink.co.uk

Megasbus (Very cheap bus fares, can only be booked online)

www.megasbus.com

Travel Line Scotland

www.travelinescotland.com

For Cheaper flights to the UK and Europe

www.skyscanner.net

The visa national list 2017

- Afghanistan
- Albania
- Algeria
- Angola
- Armenia
- Azerbaijan
- Bahrain
- Bangladesh
- Belarus
- Benin
- Bhutan
- Bolivia
- Bosnia-Herzegovina
- Burkina Faso
- Burma
- Burundi
- Cambodia
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- People's Republic of China
- Colombia
- Comoros
- Congo
- Cuba
- Democratic Republic
- Dominican Republic
- Ecuador
- Egypt
- Equatorial Guinea
- Eritrea
- Ethiopia
- Fiji
- Gabon
- Gambia
- Georgia
- Ghana
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- India
- Indonesia
- Iran
- Iraq
- Ivory Coast
- Jamaica
- Jordan
- Kazakhstan
- Kenya
- Korea (North)
- Kuwait
- Kyrgyzstan
- Lesotho
- Liberia
- Libya
- Macedonia
- Madagascar
- Malawi
- Mali
- Mauritania
- Moldova
- Mongolia
- Morocco
- Mozambique
- Nepal
- Niger
- Nigeria
- Oman
- Pakistan
- Peru
- Philippines
- Qatar
- Russia
- Rwanda
- Sao Tome e Principe
- Saudi Arabia
- Senegal
- Serbia
- Sierra Leone
- South Sudan
- Sri Lanka
- Sudan
- Surinam
- Swaziland
- Syria
- Taiwan
- Tajikistan
- Tanzania
- Thailand
- Togo
- Tunisia
- Turkey
- Turkmenistan
- Uganda
- Ukraine
- United Arab Emirates
- Uzbekistan
- Venezuela
- Vietnam
- Yemen
- Zambia
- Zimbabwe
- The territories formerly comprising the socialist
- Federal Republic of Yugoslavia





abertay.ac.uk

Student Services

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T: +44 (0)1382 308051

F: +44 (0)1382 308118

E: advisory@abertay.ac.uk

Switchboard: +44 (0)1382 308000



[@AbertayAdvisory](https://twitter.com/AbertayAdvisory)



[Abertay Advisory](https://www.facebook.com/AbertayAdvisory)



[Abertay Advisory](https://www.pinterest.com/AbertayAdvisory)

Abertay University is an operating name of the University of Abertay Dundee, a charity registered in Scotland No: SC016040.