

# TRANSFORM YOURSELF

WITH SHEFFIELD HALLAM UNIVERSITY



## INTERNATIONAL **STUDENTS' HANDBOOK** 2011-12

# WELCOME TO SHEFFIELD HALLAM UNIVERSITY

This handbook will help your student life run smoothly. Inside is information about important things such as safety, accommodation and money. Then there's information about work – studying in the UK, the help we can offer, and how to succeed.

And finally there's the information about play – having fun in Sheffield, making new friends and how to get involved. Please keep this handbook while you are here in Sheffield. Familiarise yourself with its contents, and refer to the different sections when you need to. Using it will also help you improve your reading skills if English is not your first language.

To the right is a checklist of things to do in your first few weeks at University. Follow it and you will find out everything you need.

**The International Student Support Team**

## My course details

Course title

.....  
.....

Start date and time

.....

My faculty/course office is located at

.....  
.....  
.....

The contact person for my course

.....

Email

.....

Phone

.....

## Checklist first week

- Introduce yourself to the friendly staff on the meet and greet desk
- Call or email home to tell friends and family you have arrived safely
- Find your faculty or course office and make a note of its location
- Make sure your student visa or entry clearance is correct – visit Student and Learning Services (see page 6) if you are unsure
- Join in the city and campus tours
- Shop for household items you need

- Pay your tuition fees
- Enrol and finalise your study programme
- Get your SHUcard
- Open a bank account
- Attend the welcome and social activities for new international students
- Participate in the orientation programme
- Register with the Student Health Service
- Register with the police, if you are required to do so – see page 34 for more information
- Take part in University induction week activities (if you start in September)

## Checklist second week

- Activate your University email address
- Log in to the international students' Blackboard site
- Explore the library facilities in the learning centres
- Learn about the University's computing services
- Find out about clubs, societies and volunteering activities
- Check out membership at the University's Sport Hallam fitness facilities



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# JOINING SHEFFIELD HALLAM

## A guide to your first days on campus and starting your University life.

### 1) Go to the meet and greet desk

When you arrive go to our friendly meet and greet desk in the Owen Building main entrance. Our student guides will welcome you and provide you with helpful information. They can tell you where you can buy a phone card to call home and other items you may need. If you arrive after 6pm when the meet and greet desk is closed, contact security by pressing the buzzer to the right of the main University entrance.

### 2) Attend our orientation events

We have a full programme of orientation events you should attend before your course starts. This includes

- an introduction to University services, facilities and support staff
- the chance to meet lots of other students from around the world
- information about studying in the UK and life in Sheffield
- guided tours of the campus and city centre
- social activities such as trips and visits, film screenings and parties

Even if you are an international student transferring to Sheffield Hallam from another UK institution, we recommend that you attend, as academic and administrative systems can vary greatly from one institution to another.

### 3) Pay your fees

If you are paying the tuition fees yourself, you must pay 50 per cent of the annual fee before enrolment. The remaining balance will be due at the beginning of your second semester. Please pay at the Cashiers Office, Floor 2, Surrey Building, City Campus, or in the Heart of the Campus at Collegiate Crescent.

If you are being sponsored by your employer or other professional body, you must supply a letter from them before enrolment to confirm

- your name, address and the academic year for which your sponsor will be paying
- the amount of tuition fees they will be paying (for example, 100 per cent)
- the contact name, company name, address and telephone number where we should send the invoice

Exchange students do not have to pay tuition fees. If you have problems paying your fees, talk to the Student Finance Centre immediately.

### 4) Enrol

#### Pre-enrolment

You should complete your online pre-enrolment before you come to Sheffield. If you have not completed pre-enrolment, when you arrive, speak to your faculty reception immediately.

#### Enrolment day

You must enrol on your course on the date and time assigned to you. **Please note that if you arrive in Sheffield after your enrolment day and you have missed a significant part of the course, you may not be able to enrol at all.**



### You need to bring with you to enrolment

- confirmation of your offer of a place on your chosen course
- your printed pre-enrolment summary from online pre-enrolment
- evidence of your previous qualifications
- your passport and visa documentation

You may also be required to bring other things. Please contact your faculty office if you are unsure. Our staff will guide you through the enrolment process, which will include taking copies of your immigration documentation, checking your certificates and collecting any missing information.

### After enrolment

After you enrol you can collect your SHUcard. This is your official University ID and Students' Union membership card. It gives you access to the learning centres, where you can borrow books and use other information services. You will only be given a SHUcard when you have enrolled.

## EXCHANGE STUDENTS

If you are an exchange student, you will need to arrange your study programme through your exchange co-ordinator – this is usually done in specially arranged meetings.

# YOUR CAMPUS

There are many facilities and lots of support available to you on campus. Use this guide and the campus maps in the back of this handbook to help you.

## Student Services Centres

Our Student Services Centres provide a wide range of high quality support and guidance services. These include • student advice and information • careers and employment • disabled student support • student wellbeing • study support • specialist support for international and exchange students.

Our Multifaith Centre, on level 2 of the Owen Building, provides a quiet room for prayer and reflection. The centre includes other spaces for prayer and meetings in addition to Muslim prayer rooms. There are also Muslim prayer rooms and a quiet room at the Collegiate Crescent Campus at 43 Broomgrove Road.

### Reception **City Campus**

Level 5, Owen Building (near the main entrance)  
Email [guidance@shu.ac.uk](mailto:guidance@shu.ac.uk)  
Phone 0114 225 3813  
Fax 0114 225 2161

### Reception **Collegiate Crescent**

Heart of the Campus, 42 Collegiate Crescent  
Email [guidance@shu.ac.uk](mailto:guidance@shu.ac.uk)  
Phone 0114 225 2491  
Fax 0114 225 4335

## International Student Support

Some of the first people you will meet at the University will be International Student Support staff and the student guides who work on the meet and greet desk. We offer specialist advice, guidance and activities to help you make the most of your time at University. Come and see us if you have further questions – we are based in Student and Learning Services at City Campus, where we offer

- one-to-one support with UK study methods
- course related workshops
- immigration advice

## International student bulletin

This is a fortnightly email sent to all international students at Sheffield Hallam. It will help you keep up to date with local events, study support and job opportunities. Make sure you check your University inbox regularly. You will also have access to the international students' Blackboard site on shuspace for more help and advice.

## BOOKS

The learning centre offers over 500,000 books and 17,000 eBooks. You can borrow up to 15 books at a time. New and second-hand books can be bought from a variety of locations in the city centre and online. Bookshops in Sheffield include **Blackwells, Waterstones** and **WH Smith**.



## Learning centres

Sheffield Hallam has two Learning Centres (our libraries) – the Adsetts Learning Centre and Collegiate Learning Centre. They offer

- books, journals and media resources for the subjects taught on each campus
- helpful staff with specialist subject knowledge
- space for quiet study and group work
- long opening hours (check shuspace for details)
- drop-in sessions for maths help and help with academic writing
- a café where you can buy drinks and food

If you have any questions, need more information or for computer help, ask at the learning centre helpdesk.

## Computer and email access

There are 3,000 computers in the learning centres and around the University for students to use. These can be booked in advance using shuspace (see below) or you can simply sit down and start working. You can also borrow laptops to use on campus from the learning centre helpdesks.

You need to enrol before you can use University computers. When you enrol you will get a username and password to log-in to the computers. You can use another email account but make sure you check your Sheffield Hallam email inbox regularly for University announcements and important information from your tutors, course administrators and the International Student Support team.

## shuspace

When you access the web from a University computer, the first thing you will see is the student portal, known as shuspace. Shuspace is your complete online guide to being a student at Sheffield Hallam. It provides information about services available and guidelines on University academic policies and regulations. You can also use it to access

- Blackboard – the virtual learning environment
- the University email system
- the Library Gateway
- personalised information about your timetables and student record

You can access shuspace from an external computer at [shuspace.shu.ac.uk](http://shuspace.shu.ac.uk)

The best way to find something on shuspace is to use the search box at the top right of the screen. This handbook suggests many things to look for on shuspace – try searching for 'international student support' to get started.

## Library resources

Use the Library Gateway (via shuspace) to find library resources for your assignments. The subject guides are a good starting place. If you are not sure where to begin, ask at the helpdesk.

## Printing and photocopying

Both learning centres also have black and white and colour laser printers and photocopying machines. You can print your work on the laser printers from any networked University PC. All photocopiers (Xerox machines) are self-service.

A personal printing account is used to pay for the printing you do. Photocopying uses the same payment system as printing.

- You can put money onto your account easily by using the print top-up machines in either of the learning centres.
- You will need to use your username and password (and keep them safe) whenever you use the photocopiers.

For information about printing and photocopying facilities – including prices – visit one of the learning centres, or search for 'printing' on shuspace.

## Learning centre helpdesks

- Adsetts Learning Centre, level 4 (near the entrance)
- Collegiate Learning Centre, ground floor (to the right of the entrance)
- Phone 0114 225 3333 option two for IT help, option three for learning centre help
- Email [learning.centre@shu.ac.uk](mailto:learning.centre@shu.ac.uk)

## University Print Services

Print Services is based within the Adsetts Learning Centre at City Campus. It offers printing services for students including

- full colour printing for assignments, projects and presentations
- large format printing up to A0 size
- binding for coursework and dissertations
- flyers, posters and stationery

Find out more at Level 1, Adsetts Centre, City Campus – phone 0114 225 4541/4763, email [printservices@shu.ac.uk](mailto:printservices@shu.ac.uk) or search for 'print services' on shuspace.





# SAFETY AND SECURITY

Sheffield is widely regarded as a safe city, but crime does still happen. Here are some tips to keep you and your belongings safe.

If you need the police, fire department or an ambulance, call 999 free from any phone. This should only be called in an emergency. There is a separate number to call for the police in non-emergency situations, which is **0114 220 2020**. You should save this number to your phone.

## Personal safety

- Do not leave your books, backpack or purse unattended anywhere.
- If you have a laptop, carry it in a normal backpack. A laptop bag is an easy target.
- Keep your wallet, keys and other small valuables (mobile phone) in your pockets, NOT in your bag. Don't have valuables on show.
- Avoid using cash points at night when you are alone. Don't show the contents of your wallet to anyone.

## Home safety

- Keep your door locked at all times.
- Lock your windows at night and when you are out.

- If you are living in a halls of residence, never hold the main entrance door open for people you don't know.
- If you have room-mates, talk to them about always locking your (shared) unit door whenever they leave.
- If you are living in a private house, ask your landlord to show you how all the locks, bolts and alarms work. Make sure you and your housemates keep the front and back doors locked at all times.
- Never leave expensive electrical equipment or cash where it can be seen through a window or door.
- Never lend your key or access card to anyone. If your keys are lost or stolen, change the locks immediately. If you live in University halls of residence, inform the senior resident straight away.
- Don't let strangers in to make telephone calls or use the facilities in your room.
- Do not leave notes on your door saying that nobody is in.

## Passports, cash and valuables

- Don't carry your passport with you unless it is absolutely necessary, for example when you are going to set up a bank account or register for a railcard. Your SHUcard should be all you need for day-to-day use.

## FOR MORE INFORMATION

### Crime prevention advice

[www.homeoffice.gov.uk/crime-victims/how-youcan-prevent-crime/studentsafety](http://www.homeoffice.gov.uk/crime-victims/how-youcan-prevent-crime/studentsafety)

### Local and regional crime prevention

[www.southyorks.police.uk](http://www.southyorks.police.uk)

### Personal safety for international students

[www.educationuk.org/uk/article/stay-safeduring-your-uk-studies](http://www.educationuk.org/uk/article/stay-safeduring-your-uk-studies) and look at the document **comfort zone**



- Keep a record of your credit card and passport numbers, and any serial numbers from valuable electronics.
- Do not carry large amounts of cash.
- Unless you are buying something from a secure source, never give your credit card number, bank account number, or national insurance number to anyone.

### **Safety in social situations**

- Never accept a drink from someone you don't know and never leave your drink unattended.
- Monitor what and how much alcohol you are drinking.
- Don't go off alone with someone you don't know well or who makes you feel uncomfortable.
- Try to stay with a group of people or arrange to meet in a public place.
- Always have money for a taxi and keep it separate from the rest of your cash.
- Be aware that signals of physical or sexual intimacy may not be the same for all cultures. Communicate your limits clearly – if someone is pressuring you, say no clearly. Be direct and assertive.

### **Safety while walking**

- Stay with a group of people if possible, especially at night. If alone, walk confidently and look like you know where you are going, even if you don't. If followed, walk quickly to a well-lit area with lots of people. Do not take shortcuts through poorly lit areas or back streets.
- Do not wear headphones as this will prevent you from hearing what is happening around you.
- Carry your keys in your hand so you can get into your home quickly.
- Make sure someone you trust knows where you are going and, if possible, give a time when you think you will be returning.
- If you are approached by someone demanding your money and threatening to hurt you, do not resist – your safety is more important than your possessions.

### **Reporting crimes**

If you have been the victim of a crime on or off campus, no matter how small, report it to the police (by dialling 999) or the University Security Control Room (by dialling 0114 225 3856 for City Campus or 0114 225 2574 for Collegiate Crescent).

# YOUR HEALTH

**Being ill when you're away from home can be scary, but there is lots of support for you at University.**

## Healthcare in the UK

The NHS (National Health Service) is the UK's public health service. If you are on a course lasting six months or more you can access a range of health services. You will not have to pay for hospital treatment, but you may have to pay for dental treatment and prescriptions/medicines. You should register with a doctor as soon as possible after arriving in the UK. We also recommend you register with the Student Health Service, which provides a service at City Campus.

To register with a local doctor you will need

- your passport
- your SHUcard or enrolment letter
- proof of your UK address (accommodation contract)

## MMR, meningitis C and tuberculosis screening

In the UK we recommend that all new higher education students, under and including the age of 25, receive at least one and preferably two MMR (measles, mumps and rubella)

vaccinations if they have not already had these illnesses or vaccinations. We also recommend that all new University students, whatever their age, have a meningitis C vaccination.

If you come from a country where there is a high risk of contracting tuberculosis, please contact the medical centre.

## Student Health Service

The Student Health Service's team of ten doctors and six nurses offer a full range of medical services including

- normal appointments
- sexual health checks
- repeat prescriptions
- contraception
- asthma management
- diabetes management
- vaccinations
- minor surgery
- physiotherapy

The City Campus Medical Centre in the Surrey Building is for Sheffield Hallam students only. There is also another medical centre close to Collegiate Crescent Campus, called Porter Brook Medical Centre. A map of both sites is on the Student Health website (see 'more information').

## FOR MORE INFORMATION

### Student Health Service

[www.studenthealthatshu.co.uk](http://www.studenthealthatshu.co.uk)  
0845 122 2925

### UKCISA guide to keeping healthy

[www.ukcisa.org.uk/files/pdf/info\\_sheets/keeping\\_healthy\\_print.pdf](http://www.ukcisa.org.uk/files/pdf/info_sheets/keeping_healthy_print.pdf)

### NHS Direct (Call 24 hours a day)

Phone 0845 46 47  
[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

### Sheffield Teaching Hospitals NHS Trust

[www.sth.nhs.uk](http://www.sth.nhs.uk)

## Registering with the service

You can register with the Student Health Service during your orientation session in your first week at Sheffield Hallam. You can also register anytime at the medical centre in the Surrey Building.

### City Campus Medical Centre

Floor 1, Surrey Building, 5103  
Phone 0845 122 2925

Open as below from September to May.

During the summer (June–August) opening hours change, please check new drop-in times on the website and on University TV screens.

Monday 9am–4.30pm  
Tuesday 9am–4.30pm  
Wednesday 9am–4.30pm  
Thursday 9am–12.15pm and 1.30pm–4.30pm  
Friday 9am–4.15pm

### Porter Brook Medical Centre

9 Sunderland Street, Sheffield, S11 8HN  
Phone 0845 124 5567

Open throughout the year, excluding Bank Holidays

Monday 9am–4.30pm  
Tuesday 9am–4.30pm  
Wednesday 9am–4.30pm  
Thursday 9am–12.15pm and 1.30pm–4.30pm  
Friday 9am–4.15pm

Please note that if you have an appointment with the medical centre, it is very important that you arrive on time.

## Medical cover for short-term courses

If you are from a country in the European Economic Area or with a reciprocal healthcare agreement with the UK, you are eligible for some NHS treatment, even if you are studying for less than six months. However, you may still need insurance. See the UKCISA guide to keeping healthy under 'more information'.

## Other sources of medical help

- If you cannot get to the medical centre, there are several other services providing healthcare information and advice.
- NHS Walk-in Centre, Broad Lane – you do not need an appointment. You can be seen for emergency contraception, treatment for rashes, vomiting, sprains, abdominal pains and other symptoms.
- Accident and Emergency, Northern General Hospital – for serious injuries that require urgent, emergency treatment. You should only dial 999 for an ambulance if you cannot transport yourself.

## Staying healthy

Eating a well-balanced diet and getting regular exercise and sleep whilst maintaining regular routines are key to being a successful student. Food is very important to everyone and the relationship people have with food is often specific to their culture. You may not be used to cooking for yourself. You may also be unfamiliar with a lot of the food which is available in the UK. You may not want to try it or you may be tempted by expensive fast food, which is not good for your health.

### Food survival tips

- Find the shops which sell the food you like and are accustomed to. For more information see page 22.
- Use the market for fruit and vegetables.
- Learn which supermarkets have cheap basic items and which ones are expensive.
- Make sure you eat regularly and try to eat fresh fruit or vegetables daily as well as some protein.
- Buy large quantities of food, for example rice sacks, meat in the market or supermarket special offer items. You can then share the food and cost between a group of you.
- Ask other students to teach you their cooking skills, and start taking it in turns to cook for each other. Although it can be fun to eat out, it's much cheaper to cook at home.

## Keeping active

Regular exercise keeps you fit. It also improves your mood and helps you sleep better, which will help you manage your studies more effectively. There are many sports and activities you can get involved in (see page 33). Try walking to and from classes as a way to keep active. Although it may seem a long way at first you will soon become accustomed to the extra activity and fresh air.



# PERSONAL WELLBEING

**A different climate, unfamiliar food and the emotional strains of being away from home can affect your health. Follow the advice in this section, and remember to look after yourself while you are studying.**

## Feeling homesick?

Most people experience anxiety if they are away from what feels safe and familiar. So it is perfectly normal as a student in a foreign country – faced with a new language, different accents, a new culture and different ways of life – to feel a bit confused. You may be surprised by the way people dress, talk and behave. British society allows the individual a great deal of freedom of expression and behaviour.

Here is some basic advice to help you if you feel homesick.

- Talk to your friends, keep in contact with people from home, but also allow yourself to make friends at the University.

- Talk to a tutor, faith adviser, or one of our counsellors.
- If you are anxious about your studies, you should talk to someone from your faculty.
- If you are thinking about a change of course or location, make sure you get advice from your faculty.
- Try to maintain a balance between study and leisure time. Eat well, get enough sleep and do some exercise.
- Remember it takes time to adapt to new surroundings.

## Need to talk to someone?

If you find it difficult to adjust to life in the UK, consider having an informal chat with a University chaplain, counsellor or adviser to discuss your feelings. If you feel alienated or isolated this can link with other anxieties you might have about managing your studies, money, or pressure from family. All these things can create high levels of stress, so seek support as soon as you can.

## FOR MORE INFORMATION

### UKCISA advice on culture shock

[www.ukcisa.org.uk/files/pdf/info\\_sheets/culture\\_shock\\_print.pdf](http://www.ukcisa.org.uk/files/pdf/info_sheets/culture_shock_print.pdf)

### Contraceptive and sexual health advice

Central Health Clinic Phone 0114 271 6816

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

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

### Healthy eating information and recipes

[www.bbc.co.uk/health/healthy\\_living/nutrition](http://www.bbc.co.uk/health/healthy_living/nutrition)

### Alcohol and drugs advice

[www.askthe.police.uk](http://www.askthe.police.uk)

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

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

### Central Health Clinic

Phone 0114 271 6816

[www.sheffield.nhs.uk](http://www.sheffield.nhs.uk)



## Counselling Service

Phone 0114 225 2136

Email [counselling@shu.ac.uk](mailto:counselling@shu.ac.uk)

Confidential counselling for personal, family and relationship issues as well as study anxiety, isolation and bereavement.

## Multifaith Chaplaincy

Phone 0114 225 3813

Email [chaplaincy@shu.ac.uk](mailto:chaplaincy@shu.ac.uk)

Personal support, opportunities to explore faith and belief, religious advice and information, space for prayer and stillness.

## International Student Support

Phone 0114 225 3813

Email [guidance@shu.ac.uk](mailto:guidance@shu.ac.uk)

Social support and advice to help your studies.

## Sex and relationships

### Dating and sex in the UK

Dating may be called 'going out with' or 'seeing' someone. Typically you should expect to pay your own share of the bill unless the other person offers to pay for (treat) you. Going on a date with someone, or having them pay for you, means simply that – it does not imply or suggest a promise of sexual intimacy. It's very important to clearly communicate with your partner about your comfort level, values and priorities around physical and sexual intimacy. Make sure you understand your partner's wishes, and be clear that women and men expect to have equal rights and respect in all relationships.

### Sexual health

Contraception, advice and sexual health testing are free in the UK. For more information you can speak to a doctor or a nurse at the Student Health Service. The Central Health Clinic in the city centre also provides advice and emergency contraception.

### Sexual orientation

In the UK, people who are attracted to others of the same sex may be known as homosexual, lesbian, gay or bisexual.

Those with a gender identity that is different from their sex at birth may call themselves transgender or transsexual. Same-sex couples are often as open about their relationships as heterosexual couples. It is illegal to harass anyone for their sexual orientation or gender identity. If you feel you have been harassed, support is available from the Students' Union Advice Centre (phone 0114 225 4148).

## Alcohol and drugs

In the UK, it is legal to purchase and consume alcohol and tobacco from the age of 18. However, there are strict rules about who, where and when you can consume these products. Cigarette smoking is not permitted in any indoor public place in England. You may be asked to provide ID, such as an identity card, passport or driving licence, if you want to buy alcohol or cigarettes. You are not allowed to drink alcohol on the street in the city centre. Although alcohol is commonly consumed in social settings, it is very acceptable and quite normal not to drink, and you should not feel pressured into drinking alcohol if you do not want to. Ask for a soft drink (non-alcoholic) or water.

## Date rape drugs

There have been a few reports of sexual assaults occurring after an offender put drugs into their victim's drink, making the victim disoriented or unconscious. Never accept a drink from someone you do not know well, and keep an eye on your drink at all times. If you think you have been drugged or sexually assaulted, get to a safe place and call 999 or go to the nearest hospital accident and emergency department.

## Illegal drugs

University students may encounter illegal drugs, including marijuana (pot), amphetamines (speed), or ecstasy (E). Other illegal drugs include, but are not limited to, cocaine, heroin, LSD (acid), mephedrone and magic mushrooms. There are considerable health risks if you consume these drugs – you have the right to refuse them if they are offered to you.

# FINDING A PLACE TO LIVE

If you have not yet arranged somewhere to live, you should do so as soon as possible. We guarantee all international students a place in University allocated or private sector accommodation.

## Choosing where to live

Living in halls of residence is a great way to get involved in the many activities available on campus and meet new people. The amenities will be different in each hall or house, so make sure to check what is included. Most halls of residence offer rents inclusive of lighting, heating and internet costs. When considering your preferences please think about what you can afford. The Accommodation Office can answer any questions you may have.

There are lots of private houses for rent in Sheffield, and many students choose to live in this type of accommodation. Residents have joint financial responsibility for paying the utility bills, which is something that is taken care of for you in halls. Before you sign a contract for a property, ask Accommodation Services if it is a good area to live in. If you wish to be considered for house-hunting, you should apply for accommodation online at [www.shu.ac.uk/accommodation](http://www.shu.ac.uk/accommodation) indicating that you wish to be considered for private sector housing. Once your online application has been received, you will be sent house-hunting details either by email or post.

Further information about all types of accommodation – including locations and facilities – is available on the Accommodation Services website and in the Accommodation Guide. Use the links in 'More information'.

## Important things to know when looking for accommodation

When you are viewing places to rent, there are several important features you should look out for, such as locks on all doors and windows, fully-working appliances and any signs of damp, dirt or damage to the property.

- Make sure you read the contract for your accommodation carefully before signing it. If you are choosing to live in private sector accommodation you should not sign a contract before you have seen the accommodation.
- Contracts for different residences vary in length. They cover the majority of the academic year and can only be terminated before the end of the contract period if a tenant finds a suitable replacement student and pays an administration charge to Accommodation Services.
- An assured shorthold tenancy agreement (fixed term) is a type of agreement which offers a guarantee to both you as a tenant and the landlord. The landlord cannot ask you to leave before the end of the fixed period (without going to court on specific grounds). In return, you are legally bound to pay the rent for the whole period – even if you leave early.
- A bond or deposit is an amount of money held by a landlord that should be returned to you at the end of your tenancy – as long as the property is left in a satisfactory condition.
- If you need advice about accommodation contracts, deposits or other issues visit the Students' Union Advice Centre, which produces a range of leaflets that provide more detailed information on the most common housing issues and other topics.

For more advice on what to look for, see the *Accommodation guide*, which is available from Accommodation Services.



## DON'T MISS IMPORTANT MAIL

The University will send you important mail while you are a student. If you move, please ensure your personal information and postal address are updated by logging onto 'My Student Record' in shuspace at <http://shuspace.shu.ac.uk>

### Phone and internet advice

- You must pay for all phone calls on private lines, including local calls. This is with the exception of 999 emergency calls, which are free.
- You can buy SIM cards to use in your current mobile phone in many shops in the city centre. Make sure you work out how much you will be spending per week/month and be sure to plan ahead before you sign a contract. If you are in the UK for less than a year you must not sign up to a mobile phone contract. This is against the law.
- There are public phones within the University as well as throughout the city. You will find instructions for use inside each booth. You pay for calls either by inserting coins or using a phone card.
- A phone card entitles you to a specific number of units so you pay for your calls in advance. You can buy phone cards at some shops, post offices, and newsagents. There are various phone card suppliers. It is advisable to research how much each provider charges for calls to your home country.
- More and more people are using the internet as a phone facility. This offers easy – and often free – access to calls. Many basic services are free, although you may pay a fee for enhanced services, adaptors or other specific equipment. The best service is provided by Skype as it is free and easy to use. You will need a broadband internet connection to set up this facility.
- Internet access is provided by all University-allocated residences and is provided at the discretion of private landlords. Please refer to the Accommodation Services website for further details on the types of internet service available and the costs.

## FOR MORE INFORMATION

### Sheffield Hallam University Accommodation Services

[www.shu.ac.uk/accommodation](http://www.shu.ac.uk/accommodation)  
You can apply for accommodation on this website

### Hallam Union Advice Centre

<http://hallamunion.org/advice/advice-leaflets>

### Tenancy deposit protection

[www.direct.gov.uk/en/tenancydeposit](http://www.direct.gov.uk/en/tenancydeposit)

### Internet phone account

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

# TRANSPORT

Sheffield is a large city, but it is easy to travel around. This section provides some information about the different ways of travelling around the city. For information about travelling outside Sheffield, see 'Beyond the city' on page 24.

## Finding your way around

The campus maps at the back of this handbook should help you during your first week. After that you may want to buy a Sheffield A–Z street map, which you can buy from many shops.

It takes approximately 20 minutes to walk from the City Campus to Collegiate Crescent Campus.

## Buses and trams

There are two main bus companies in Sheffield which can confuse new students. They have different routes, fares and student offers, but luckily the buses look very different.

First Mainline buses are white with pink and purple stripes. Stagecoach buses are blue with orange stripes.

Stagecoach also operates the Supertram (light railway) service, which runs along several routes through the city centre.

**There are a variety of passes available for the bus and tram, visit the travel centre in the bus station on Pond Street for further information.**

FreeBee is a frequent, free bus service around the city centre. It operates on a circular route beginning and ending at Sheffield Interchange.

## FOR MORE INFORMATION

### Guide to travel in South Yorkshire

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

### Traveline – local transport information

Tel. +44 (0)1709 515151

### Bus and tram travel in Sheffield

[www.firstgroup.com/southyorkshire](http://www.firstgroup.com/southyorkshire)

[www.stagecoachbus.com/sheffield](http://www.stagecoachbus.com/sheffield)

[www.supertram.net](http://www.supertram.net)

### Driving in the UK

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

[www.ukcisa.org.uk/files/pdf/info\\_sheets/driving\\_print.pdf](http://www.ukcisa.org.uk/files/pdf/info_sheets/driving_print.pdf)

### Information for motorists

[www.direct.gov.uk/en/TravelAndTransport/Highwaycode](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode)  
[www.theaa.co.uk](http://www.theaa.co.uk)  
[www.rac.co.uk](http://www.rac.co.uk)

### Cycling, walking and public rights of way

[www.sheffield.gov.uk/roads-and-transport/cycling-and-walking-and-prow](http://www.sheffield.gov.uk/roads-and-transport/cycling-and-walking-and-prow)

### Online street maps

[maps.google.co.uk](http://maps.google.co.uk)  
[www.multimap.com](http://www.multimap.com)  
[www.streetmap.co.uk](http://www.streetmap.co.uk)



## Taxis

Taxis can be quite expensive, but are good if you are travelling with several people or at night.

Black cabs can be stopped on the street if their orange 'TAXI' light is on. If you are in the city centre you can easily find one at the bus station, train station, or outside the City Hall.

Private taxis must be booked in advance, and look like normal cars except for large signs on the doors. It may be unsafe to enter a private hire taxi you did not order – only black cabs are licensed to pick you up on the street without a booking. The biggest taxi company in Sheffield is City Taxis (0114 239 3939), but many more can be found in the phone directory or Yellow Pages.

## Driving

As in any large city, car parking is not easy, and the University does not provide car parking facilities at any campus or halls of residence unless you have a registered mobility problem.

However, if you wish to drive, make sure you are driving legally. You must have a licence that allows you to drive in the UK, and your vehicle must be covered by insurance, be registered in the owner's name, have valid road tax, and a current MOT certificate.

## Cycling

Sheffield has many hills, but cycling is still a fun way of getting around town. There are many bike lanes and storage racks around the city – search for 'cycling' on shuspace and check the links in 'More information'.

# SHOPPING AND EATING

Living to a student budget can be difficult, so talk to your friends and other students to find out the best places to shop. Our city centre tours will help, as will this simple guide.

## Where to go

There are several different shopping areas in Sheffield. **Fargate** has many high street and mainstream chain stores. Many cheaper, discount shops are situated on **the Moor**. On **Devonshire Street** and **Division Street** you can buy more expensive, chic clothes and other fashion items. **Ecclesall Road** near Collegiate Crescent has a lot of small, specialist shops.

**Meadowhall** is a large out-of-town shopping mall located on the outskirts of Sheffield. It has a large choice of shops to suit all budgets and tastes. You can reach Meadowhall by train, bus or the Supertram.

## Food

Sheffield has several Indian, Asian and Chinese grocers where you can find vegetables, spices, large sacks of rice and other foods.

There are many large supermarket chains in Sheffield, which have a large selection of food and general household supplies. The main UK chains are **Tesco**, **Asda**, **Sainsburys**, **Morrisons** and the **Co-Operative**.

Some supermarkets are much more expensive than others, so use one that you can afford. If you have a limited budget,

**Netto** on Queens Road, or **Lidl** on St Marys Gate are much cheaper than the big supermarket chains.

## Markets

Sheffield city centre has one main indoor market, **Castle Market**, which is especially good for cheap meat, fish, fruit and vegetables. There are also outdoor markets held daily on **the Moor**. Here you can purchase clothes, fresh fruit, vegetables and various other items cheaply.

## Clothing and household goods

**Wilkinson's** and **Primark** are both near Castle Market, and **TK Maxx** in Orchard Square, are department stores in the city centre where you can buy clothing and various household items at low prices. '**Pound shops**' can be found throughout Sheffield, selling household and personal goods for £1 – but be aware that the goods may be low quality. Charity shops are also a good place to find a bargain and help a good cause. These shops will be run by individual charities and contain a variety of goods.

## FOR MORE INFORMATION

### Shopping

[www.shop-sheffield.com](http://www.shop-sheffield.com)

[www.meadowhall.co.uk](http://www.meadowhall.co.uk)

[www.sheffieldmarkets.co.uk](http://www.sheffieldmarkets.co.uk)

### Eating out in Sheffield

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

[www.sheffieldforum.co.uk](http://www.sheffieldforum.co.uk)



### Pharmacies and cosmetics

The largest pharmacy (chemist) chain is Boots, which also sells toiletries, cosmetics and other personal care products. There are also smaller, independent pharmacies around the city. While you can buy some medicines over the counter, others require a prescription from a doctor.

### Food and drink at Sheffield Hallam University

The University has a range of restaurants, snack bars, deli bars and vending machines, so you need never be hungry or thirsty on campus.

For more information, pick up a Where to eat brochure from a University catering outlet, or search for 'catering' on shuspace.

### Takeaways (takeouts)

Takeaway food is popular with many British people, but can be very unhealthy and expensive, so you should only eat takeaway food occasionally. Everything from pizza to sushi is available to deliver or collect.

### Restaurants, cafés and coffee houses

On West Street there are a number of restaurants, including Indian, Chinese, Lebanese, Italian and tapas. **Ecclesall Road**, near Collegiate Crescent Campus, has lots of bars, cafés and restaurants, and has a lively student-orientated atmosphere.

One of the best areas in Sheffield for eating out is along London Road and **Abbeydale Road**. Here you can taste food from around the world, with over 55 different restaurants, including

Chinese, Indian, Polish, Italian, Iranian, Turkish and Thai.

Sheffield has many pubs in the city centre that serve food, normally from lunchtime until early evening (around 8pm).

## MONEY-SAVING TIPS

- You can find good value lunch deals at the University and in some shops, but eating out every day is expensive. The cheapest option is to prepare your lunch at home.
- Shops that are open 24 hours are often a lot more expensive than supermarkets with normal opening hours, so only use them if you urgently need something.
- Supermarkets reduce prices on food that is about to expire at the end of the day, so try shopping on your way home from University for good deals.
- When buying food or household goods, try shopping with friends – you can save money by buying in bulk, and taking advantage of offers such as 'three for two' and 'buy one, get one free.' You can then share the goods between you.
- Remember that many shops and services offer discounts of 10 per cent or more to students. For some you will need to complete a form, for others you can simply show your SHUcard when you pay.

# BEYOND THE CITY

**There's more to life than University, and there's more to the UK than Sheffield. Take a break from your studies from time to time and find out what the UK has to offer.**

## **The Peak District**

The beautiful Derbyshire countryside is a great place to visit when city life gets too busy.

The Hope Valley train from Sheffield to Manchester stops at many of the Peak District villages. There are also regular buses from the bus station (interchange) to Bakewell, Castleton and Chatsworth House.

## **Bakewell**

The largest town in the Peak District. Home of Haddon Hall, a medieval manor house, and the traditional British dessert, Bakewell Pudding.

## **Castleton**

A very small town with, unsurprisingly, a castle. Castleton used to be a mining town, and four large caverns are now open to the public for tours.

## **Chatsworth House**

A striking stately home surrounded by beautiful gardens. Entry to the house and gardens is expensive, but it's free to wander around the grounds.

## **Where to stay**

The Peak District is easily accessible for a day trip, but if you are staying overnight consider staying at a youth hostel.





## FOR MORE INFORMATION

### **Britain's National Parks**

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

### **The Peak District**

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

[www.peakdistrictonline.co.uk](http://www.peakdistrictonline.co.uk)

### **Sheffield Tourist Information Centre**

Phone 0114 221 1900

Email [visitor@yorkshiresouth.com](mailto:visitor@yorkshiresouth.com)

14 Norfolk Row, Sheffield, S1 2PA

### **Youth Hostel Association**

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

### **Travel South Yorkshire**

Phone 01709 515151

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

### **National Rail Enquiries**

Phone 08457 484 950

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

### **Travel timetables and tickets**

[www.eastmidlandstrains.co.uk](http://www.eastmidlandstrains.co.uk)

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

<http://megabus.com/uk>

### **16-25 Railcard**

[www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

### **STA Travel**

Phone 0871 230 0040

[www.statravel.co.uk](http://www.statravel.co.uk)

### **Worldwide travel guides**

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

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

### **Foreign and Commonwealth Office**

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

### **Travel insurance**

[www.endsleigh.co.uk](http://www.endsleigh.co.uk)

# MONEY AND BUDGETS

**Managing your money is an essential part of student life. In this section you will find tips for opening a bank account, budgeting, saving money and finding employment.**

## **Banking in the UK**

UK banks are subject to strict financial regulations when opening accounts for non-UK students. These require thorough data checking to prove your identity. Different banks apply the rules in different ways, so some accounts are easier to open than others. Most banks will provide international students with a basic bank account for free and others will charge a fee. NatWest and Santander are the main banks of choice for Sheffield Hallam students, but this decision is yours. The nearest branch of NatWest is on the High Street and the closest Santander branch is on Fargate. There are many other banks to choose from, including HSBC, Lloyds TSB and Barclays. Before deciding which bank you want to use, look thoroughly at what you will be charged and what you will receive in return.

- If you are only in the UK for a short time, you won't be able to get any form of credit card.
- Many people use automated facilities, such as ATMs or cash machines to access their money.

## **Opening your account**

You must go to the bank in person to open your account. You must take

- your passport and ID card (if you have one)
- proof of funding or sponsorship (if any)
- proof of your current address, for example your tenancy agreement or letter from the University
- your enrolment letter as proof of your address in your home country

## **Budgeting and saving money**

- Buy used books whenever possible.
- Buy second-hand furniture, clothing and household supplies.
- Always ask for student discounts when you buy tickets. Many shops and service providers in town will also have discounts for students.
- Try not to eat out too often, and try to prepare food to bring with you to classes.

## **FOR MORE INFORMATION**

### **Student budget planners**

[www.educationuk.org/UK/Article/Budgetplanning-in-the-UK](http://www.educationuk.org/UK/Article/Budgetplanning-in-the-UK)  
[www.studentcalculator.org.uk/international](http://www.studentcalculator.org.uk/international)

### **Fee payments**

Phone 0114 225 2039

### **Invoice/payment queries**

Phone 0114 225 4594/3918

### **Advice on financial hardship**

[www.ukcisa.org.uk/files/pdf/info\\_sheets/financial\\_hardship\\_print.pdf](http://www.ukcisa.org.uk/files/pdf/info_sheets/financial_hardship_print.pdf)

### **Avoiding scams**

[www.consumerdirect.gov.uk/watch\\_out](http://www.consumerdirect.gov.uk/watch_out)

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

### **Martin's Money Tips**

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



- Watch out for sales and collect discount coupons from newspapers.
- Record all of your expenses and income each month. Do your best to write an estimated monthly budget and stick to it.
- Do not use ATMs (cashpoint machines) that charge you for withdrawals – you can always press cancel when the screen says you will be charged.

### **Financial problems**

If you do run into any money problems, take the initiative and sort them out quickly – do not risk going into debt or falling behind with your rent. If you can't pay your fees, talk to the University's finance department as soon as they request payment – do not delay. If you have any problems with money then please speak to the finance department immediately.

### **Avoiding financial scams**

A scam is an illegal scheme aiming to make money by deception. Scams come in many different forms, including letters, emails, telephone calls and text messages. They may pretend to be advertising a job opportunity, or a seemingly easy way of making lots of money. Some emails – known as phishing emails – can look as if they are from a well known bank or organisation asking you to update your account details. To protect yourself, remember the following.

- If you receive an email or text you think is a scam, delete it immediately without replying .
- Never give your personal information or bank details to any person or company you don't know or are unsure of.
- Reputable organisations, such as banks, do not ask for personal information by email.
- Never tell anyone your PIN (personal identification number) or lend them your bank card.
- If you make a payment in a restaurant, shop or bar using a credit or debit card, do not let the card out of your sight.
- Be very careful when you are asked to give out security information such as a password, PIN or security code.
- To ensure you're visiting the correct website, type the address into your browser or add the site to your list of favourites or bookmarks, rather than clicking on a hyperlink.
- Be careful when using cash machines (ATMs). If there is anything strange about the machine, or there is anybody watching you, do not use it.
- Be wary of postal scams inviting you to contact a company you have not heard of.
- If you do become a victim of financial fraud, you should contact your bank and the police as soon as possible. You may also need to close your bank account and open a new one.
- Finally, please remember – if an offer seems too good to be true, it probably is.

# EMPLOYMENT

**You may want to work whilst studying to gain valuable skills and experience and to earn extra money. Find out how the University can help you find work and about any restrictions on the employment you take.**

The Careers and Employment Service offers advice and assistance on finding and applying for work whilst studying as well as after graduation. Help can also be found online which includes specific information for international students. Search for 'careers' or 'jobs' on shuspace to access

- part-time, on campus, vacation and graduate vacancies from regional, national and international employers
- details of careers events, including employer presentations, skills sessions and recruitment fairs
- information on writing CVs
- guidance on completing application forms
- interview hints, tips and techniques

## **Career coaching**

International Student Job Seeking is a weekly workshop run by a specialist careers advisor. Attend this session if you require help with

- putting a CV together
- completing an application form
- finding a part-time job

You will receive regular reminders about these sessions in the international student bulletin emails, so please check your University inbox regularly.

## **National minimum wage**

The national minimum wage is a legal right which covers all workers aged over 16. Ask at the Careers and Employment Service for details of the current rate or visit [www.direct.gov.uk](http://www.direct.gov.uk) and search for 'minimum wage'. If you are being paid less, you should contact the Pay and Work Rights Helpline on 0800 917 2368.

## FOR MORE INFORMATION

### **Careers advice and job vacancies**

Search shuspace for 'careers' or 'jobs'  
Phone 0114 225 3940  
Email [employment.service@shu.ac.uk](mailto:employment.service@shu.ac.uk)

### **Working in the UK during your studies**

[www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)  
[www.educationuk.org/UK/Article/Workingwhile-you-study-in-the-UK](http://www.educationuk.org/UK/Article/Workingwhile-you-study-in-the-UK)

### **Hallam Union Advice Centre**

<http://hallamunion.org/advice/category/advice-centre>

### **Working in the UK after you have finished your studies**

[www.ukcisa.org.uk/student/working\\_after.php](http://www.ukcisa.org.uk/student/working_after.php)  
[www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)



### **National insurance number and income tax**

Everybody who works in the UK (paid or unpaid) must have a national insurance number. It is advisable to apply for a national insurance number as soon as you start looking for work. For more information about this and paying tax, visit [www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/NationalInsurance/IntroductiontoNationalInsurance/DG\\_190048](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/NationalInsurance/IntroductiontoNationalInsurance/DG_190048)

### **Working in the UK while you are studying**

Your ID card or visa will say if you are allowed to work while studying, and for how long. Most students can work up to 20 hours per week in term time and full-time in vacations. You can get a letter for your employer indicating vacation and term dates from your faculty office or from Student and Learning Services reception. If your ID card does not allow you to work, you must not work at all or you may be deported.

### **Having problems?**

If you are working you have certain rights and responsibilities. The Careers and Employment Service and the Students' Union Advice Centre can provide information about these. You may come across an employer who offers you 'cash in hand' – that is, cash with no wage slip and no deductions being made for income tax and national insurance. This is unlawful. Do not be tempted to agree to any such arrangement as you will be breaking immigration rules.

### **Working in the UK after you have finished your studies**

Look at the careers web pages for sources of information about finding work in the UK or in another country after studying in the UK. To find out in detail what is required to work in the UK after your studies, you should look at the UKCISA website, which also has key links to important online information from Home Office UK Border Agency.

Be sure to check regularly as government regulations are currently under review and subject to change. See the 'more information' box for details.

# SOCIAL LIFE

**Meeting new people, joining student organisations and getting involved on campus are all important to make the most of your time in the UK and at University. Here are a few ways to start meeting friends and improve your student life.**

## **Meeting local people**

Many of you will be keen to experience British life and culture and to make friends with local people during your studies. Here are some ideas of how you can do this.

### **Local Friends**

This scheme will put you in touch with local volunteers to help you experience a taste of British life. Check the international student bulletin for more details.

### **Hallam Union societies**

Joining a society gives you the chance to meet like minded people, develop new skills and take part in activities you enjoy. There are over 50 societies, from the Salsa Society to the Film Society, and if there isn't one that interests you, you can create your own.

### **Hobby groups**

Sheffield Telegraph, the local paper, has listings of many local hobby groups which meet regularly in the city. Joining one of them is the quickest way to meet English people who share your interests. The list of hobbies includes activities such as dancing, singing, knitting and walking.

### **Faith groups**

The University's Multifaith Chaplaincy can put you in touch with faith groups and places of worship in Sheffield. Joining their regular activities will put you in touch with local families.

### **Staying connected**

To make the most of your time here, you must stay in touch with fellow students and the University. There are a several ways of doing this.

### **Facebook**

Join Facebook with your University email address and you will find many Sheffield Hallam student groups, with lots of different interests. Sports, games and course subjects can all be found. Introduce yourself on the discussion board and invite others to get in touch. The SHU international group on Facebook is a great way to meet other students from your home country.

### **Conversation club**

This club gives you the chance to meet other students and practice your English in everyday conversations. Informal chat is enhanced by music, videos and games to start you talking. The conversation club runs every two weeks throughout term time. Check the international student bulletin for dates.

### **Organised social events**

There are many opportunities to meet other students. Try to attend social events organised in your faculty so you can make friends with people on your course. Days out to nearby tourist attractions are advertised on the international student bulletin. Visit Hallam Union regularly to find out about events and entertainment at the HUBs.



## A quick guide to local customs

### Hello and goodbye

Often, 'Hi, are you all right?' or 'Y'all right?' means 'Hello'. 'Cheers' can mean 'Goodbye,' as well as 'Thank-you.'

### Keeping time

Being late is considered rude in Britain. If you have an appointment, class or interview, arrive in plenty of time.

### Meals

As well as the drink, 'tea' can mean the evening meal. Sheffield people also refer to their midday meal/lunch as 'dinner.' Luckily, 'breakfast' usually means the same thing throughout the UK

### Names

In Sheffield you will hear people calling each other 'chuck'' 'duck,' 'pal,' 'pet,' and even 'love' – this does not mean they are romantically attached or related.

### Equality

Sheffield is a multicultural city, populated by people from all around the world and everyone is treated with respect, regardless of any differences in appearance, speech, dress, beliefs, nationality, religion, sexuality, behaviour or culture.

# THINGS TO SEE AND DO IN SHEFFIELD

As well as being a great place to study, Sheffield is a fantastic city to live in, with plenty to keep you occupied in your spare time. This section provides information about some of the things to see and do in Sheffield.

## Theatre and cinema

Sheffield has two large theatres in the city centre – the Crucible and the Lyceum. You can buy cheaper rehearsal and standby tickets on the day of the performance. The City Hall hosts some stage performances, as well as live music and comedy. Some concerts have special student discounts, so ask for the best price.

Sheffield has four cinemas showing newly released films including Bollywood productions, as well as independent and art house movies. You will get a student discount with a SHUcard.

## Dancing and live music

Sheffield is renowned for its music scene. To find out what's on, pick up free listings magazines from local pubs, music venues and record shops. Hallam Union in the HUBs also offers a full calendar of entertainment including club nights, comedy and live bands.

International touring artists play live at the Motorpoint Arena, Don Valley Stadium, the O2 Academy and City Hall. Tickets for the Arena and Stadium are available from City Hall. The O2 Academy has its own box office.

## FOR MORE INFORMATION

### Hallam Union societies

[www.hallamunion.org/societies](http://www.hallamunion.org/societies)  
Phone 0114 225 4111

### Religious Groups

search for 'multifaith chaplaincy' on shuspace

### Movies

[www.showroom.org.uk](http://www.showroom.org.uk)  
[www.cineworld.co.uk/cinemas/54](http://www.cineworld.co.uk/cinemas/54)  
[www.odeon.co.uk/fanatic/film\\_times/s125](http://www.odeon.co.uk/fanatic/film_times/s125)  
[www.filmunit.org.uk](http://www.filmunit.org.uk)

### Sheffield Theatres

[www.sheffieldtheatres.co.uk](http://www.sheffieldtheatres.co.uk)

### Sheffield City Council

[www.sheffield.gov.uk/out--about](http://www.sheffield.gov.uk/out--about)

### Museums and galleries

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

### Other entertainment

[www.eventsheffield.com](http://www.eventsheffield.com)  
[www.sheffieldcityhall.co.uk](http://www.sheffieldcityhall.co.uk)  
[www.sheffieldarena.co.uk](http://www.sheffieldarena.co.uk)  
[www.hallamunion.com/entertainment](http://www.hallamunion.com/entertainment)

### Sport Hallam

[www.hallamunion.org/sports](http://www.hallamunion.org/sports)  
search for 'sports' on shuspace  
Phone 0114 225 2150/2449  
Email [srs@shu.ac.uk](mailto:srs@shu.ac.uk)

### Sport and recreation in the city

[www.shu.ac.uk/sheffield/sport](http://www.shu.ac.uk/sheffield/sport)  
[www.sivltd.com](http://www.sivltd.com)

### Open spaces in Sheffield

[www.sheffield.gov.uk/parksandcountryside](http://www.sheffield.gov.uk/parksandcountryside)





## **Museums and galleries**

There are several art galleries in Sheffield, with many free exhibitions. The Millennium Gallery, opposite the Owen Building on City Campus, has several small rooms with free art, craft and metalwork exhibitions. Graves Art Gallery is on the top floor of the Central Lending Library and is free to visit.

Weston Park Museum is Sheffield's free natural and local history museum. Kelham Island Museum holds many interesting objects from Sheffield's industrial history.

## **Sport, leisure and recreation**

Sheffield boasts extensive facilities for a diverse range of indoor and outdoor sports. You can see football, rugby, ice hockey as well as snooker in the city.

Sheffield Ski Village has several artificial ski slopes where you can try a wide range of winter sports. If you enjoy ice sports, try Ice Sheffield, near the Motorpoint Arena in the east of the city. You can also get involved in sports at the University. Sport Hallam has two fully equipped fitness suites on campus, and offers a wide range of exercise classes.

Hallam Sports Union provides a wide range of competitive and friendly sporting opportunities at various levels.

## **Parks, gardens and public spaces**

If you prefer more relaxing exercise, Sheffield is one of the greenest cities in Europe, with a large number of public parks and gardens to explore. The Winter Garden offers a lush, indoor green space in the heart of the city. The Botanical Gardens are elegantly landscaped, with trees and plants from around the world.

Other less formal parks include Endcliffe and Bingham Parks (near Ecclesall Road).

# IMMIGRATION

**Please check your immigration documents carefully to make sure they are valid for study in the UK. It is your responsibility to ensure you are studying at University legally, but the International Student Support team can help you.**

## **Your passport and visa**

Most international students will have a visa printed in their passport. Your visa will say how long you are allowed to stay in the UK and if you are allowed to work. It will also tell you if you are required to register with the police.

Please keep a photocopy of your passport and visa. If you lose your passport you should report it to the police immediately. They will give you a crime reference number which you will need to apply to the UK Border Agency for a replacement visa.

If you lose your passport, or if it expires while you are in the UK, you must tell your country's embassy. They will be able to help you renew or replace it.

## **Extending your visa**

Information on how to extend your visa is on the International Student Blackboard site. There are regular group information sessions which you must attend if you would like the University to assist with your visa extension application.

Always prepare your documents early to make the process easier. You can also see our immigration advisers who will be able to answer any questions you may have.

## **Registering with the police**

If you are required to register with the police it will say this on the visa in your passport. We arrange police registration sessions during orientation week – staff at the meet and greet desk will be able to tell you when to attend and what you need to bring.

It currently costs £34 to register with the police. If you are not able to register during one of the sessions at the University, ask at Student and Learning Services to find out how to register yourself.

## FOR MORE INFORMATION

### **International student support**

Phone 0114 225 3813

Email [guidance@shu.ac.uk](mailto:guidance@shu.ac.uk)

### **South Yorkshire Police**

Phone 0114 2202020 ext 8212/8213

Email [foreign.nationals@southyorks.pnn.police.uk](mailto:foreign.nationals@southyorks.pnn.police.uk)

<http://www.southyorks.police.uk/>

### **UKCISA**

Phone 020 7107 9922

(Advice line open to students Monday-Friday from 13.00-16.00)

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

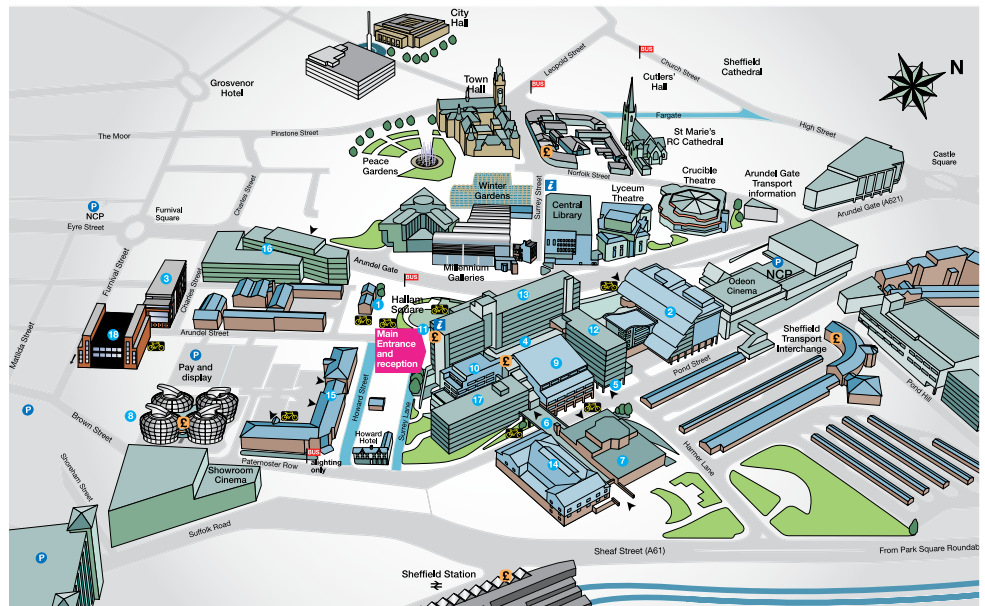
### **UK Border Agency**

[www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

Extending your visa

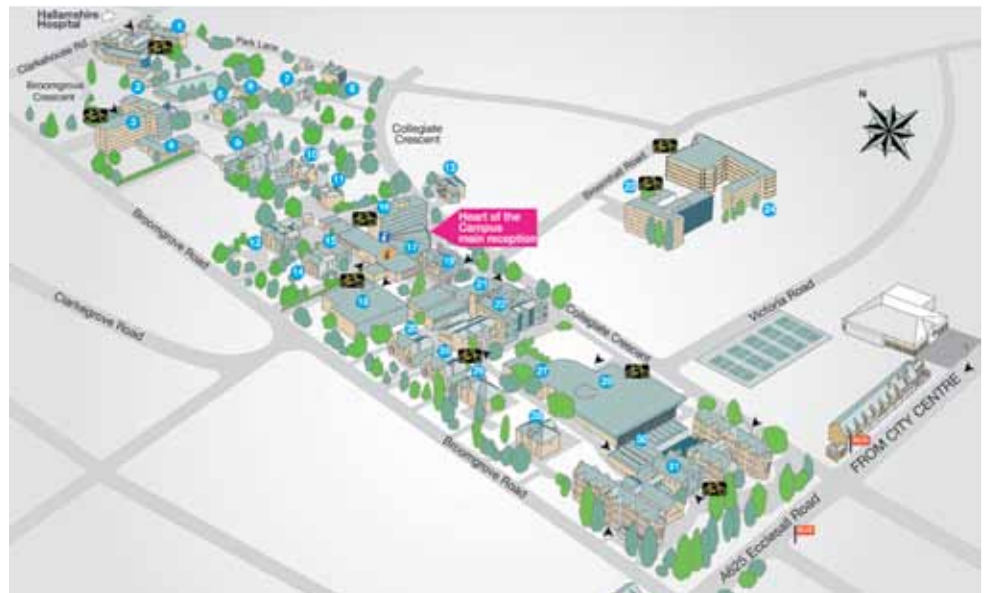
[www.ukcisa.org.uk/student/info\\_sheets/immigration\\_uk.php](http://www.ukcisa.org.uk/student/info_sheets/immigration_uk.php)

# MAP OF CITY CAMPUS



- |  |  |                      |
|--|--|----------------------|
| 1 Accommodation Services                   | 7 Eric Mensforth Building                  | 14 Sheaf Building    |
| 2 Adsetts Centre                           | 8 Hallam Union Building of Students (HUBS) | 15 Science Park      |
| 3 Arundel Building                         | 9 Harmer Building                          | 16 Stoddart Building |
| 4 Atrium, Cutting Edge and Heartspace Café | 10 Howard Building                         | 17 Surrey Building   |
| 5 Club Hallam - sports facilities          | 11 Main Entrance and reception             | 18 Furnival Building |
| 6 Concourse                                | 12 Norfolk Building                        |                      |
|  | 13 Owen Building                           |                      |
- 
- |                 |             |          |             |
|-----------------|-------------|----------|-------------|
| Campus building | Entrance    | Parking  | Information |
| Cashpoint       | Cycle racks | Bus stop |             |

# MAP OF COLLEGIATE CAMPUS



- |                                   |                                       |                                    |                               |    |
|-----------------------------------|---------------------------------------|------------------------------------|-------------------------------|----|
| 25 Broomgrove Road                | 14 Collegiate Crescent                | 29 Mercury House                   | 10 Robert Winston Building    | 24 |
| 33 Collegiate Crescent            | 18 Collegiate Crescent                | 31 Montgomery House                | 7 Saunders Building           | 30 |
| 35/37 Broomgrove Road             | 20 Collegiate Hall                    | 17 Mundella House                  | 5 Southbourne and White House | 1  |
| 39 Broomgrove Road                | 25 Heart of the Campus main reception | 21 Nursery                         | 12 The Lodge                  | 2  |
| 43/45 Broomgrove Road             | 26 Main Building                      | 22 Oak Lodge                       | 11 The Mews                   | 6  |
| 51/53 Broomgrove Road             | 28 Main Hall                          | 21 Parkholme                       | 19 Woodville Hall             | 23 |
| Broomgrove Hall                   | 3 Marshall Hall                       | 16 Pearson Building - Sport Hallam | 8 Yorkon                      | 15 |
| Broomgrove Teaching College House | 4 Mary Badland Lecture Theatre        |                                    |                               |    |

- |                 |             |          |             |
|-----------------|-------------|----------|-------------|
| Campus building | Entrance    | Parking  | Information |
| Cashpoint       | Cycle racks | Bus stop |             |

## Contact us

If for any reason you need to contact us to ask a question, simply come in to our office based in the Student Services Centre, or phone or email us.

### **Student Services Centre**

Level 5, Owen Building, City Campus

Phone 0114 225 3813

Email [internationalsupport@shu.ac.uk](mailto:internationalsupport@shu.ac.uk)

[www.shu.ac.uk/international](http://www.shu.ac.uk/international)

The information in this publication is accurate at the time of going to print. The information in this publication can be made available in other formats. Please contact us on +44 (0)114 225 5555 for details.