STUDY ABROAD PROGRAMME
WELCOME WEEK 2018

www.reading.ac.uk/studyabroad
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INTRODUCTION

Welcome to Reading! This booklet will provide you with information about registering for the Study Abroad Programme upon your arrival at the University of Reading, as well as giving you information about the Welcome Programme and other activities taking place before the start of the academic term. You should have hopefully already received our Arrival Guide booklet.

There are a number of events arranged for you between Friday 21 September and Sunday 23 September that are provided for new Study Abroad Programme students including tours and social events, all of which you are strongly encouraged to attend.

Please remember that attendance at the Study Abroad Programme registration and subsequent meetings (including the Orientation Programme) is compulsory, and should take priority over anything else that is taking place at the same time.

If you have any queries about the Study Abroad Programme or travelling to the UK please contact us at studyabroad@reading.ac.uk

Our Study Abroad Student Ambassadors will also be available for SKYPE chat sessions where you can talk to them about what it is like to be a student at Reading. Details will be published on our Facebook page www.facebook.com/studyabroadreading

We look forward to welcoming you on the Study Abroad Programme this September!
**REGISTRATION FOR STUDIES**

**Online enrolment**

Online enrolment is the final stage of becoming a student at the University of Reading, and every student who studies at Reading needs to complete this. In late August / early September you will receive important information from the Erasmus & Study Abroad Office (ESAO) about how you can enrol with the University prior to arriving in the UK.

Enrolment at the University is online and should be completed before arriving in the UK. During online enrolment you will be taken through steps to confirm your personal data, your academic data, your fee and sponsorship data (if applicable) and you will be asked to confirm your acceptance of the University’s rules and regulations. It is likely you will be asked to upload a photo of yourself for the University records. Details will be in the Online enrolment instructions ESAO will provide to you.

Students who are paying the Study Abroad Programme tuition fees themselves will have to pay at least 50% of the tuition fee for the period of study before you can complete your enrolment. When making your tuition fee payment, please ensure you note this is for your tuition fee. When using the **online payment**, this is one of the options you can select.

If you need a visa to study in the UK (i.e. you are a non-EU visa national) you will not be able to complete your enrolment process until you have had your visa document(s) scanned, where applicable.
Study Abroad Programme registration

After you have checked into your accommodation in Reading, and before you join any University Welcoming activities, you must visit the Erasmus & Study Abroad Programme registration desk located in Palmer Building (no. 26 on campus maps).

Please note that the Study Abroad Programme registration desk is separate and different from the general information desks for degree-seeking students located in the same building. Information given at general information desks may be inaccurate for students (including Erasmus) joining the Study Abroad Programme.

At the Study Abroad Programme registration desk – the one with the red Welcome Banner shown on page 4 of this booklet – you will receive a welcome pack and other information related to your Study Abroad Programme (which will not be provided at the general information desks), and you can register your arrival. Members of the Erasmus & Study Abroad Office and our Study Abroad Student Ambassadors will be there to greet and assist you. You will receive appropriate guidance regarding what steps you need to take next as there will be different requirements depending on your visa status. It is also a great opportunity to ask any questions you may have or to submit any forms for signing which your home university might need you to complete and return (particularly for Erasmus students).

Please visit: https://reading.onlinesurveys.ac.uk/study-abroad-programme-arrival-info-september-2018 to let Reading know when you think you will arrive in Reading and visit the Study Abroad Programme registration desk so that we can ensure that we have sufficient staff to assist you. Please see pages 9 - 11 for the daily opening hours of the Study Abroad Programme registration desk between Thursday and Sunday.

For those of you who have been unable to complete your online enrolment before arriving in the UK there will be computers available for you to use in order to complete this. However we strongly encourage you to complete this before you travel.

For those students who require a visa to study in the UK (Tier 4 or Short-Term Study Visa) you must register your immigration documents with the University on arrival. after you have registered at the Study Abroad Programme welcome desk. There will be opportunities to do this during Welcome Week.
Campus Card

Once you have completed online enrolment, registered at the Erasmus & Study Abroad Registration desk, had your visa scanned (not required if you are a EU, EEA or Swiss national) and paid at least 50% of your tuition fee (if you are personally required to pay tuition fees), you will be able to collect your Campus Card (Student ID card).

This is used for a number of things, including borrowing books from the library, accessing your Hall, using the 24 hours PC labs and purchasing food at certain catering outlets on campus.

More details about Campus cards will be provided in the General University Welcome Guide which you will receive upon arrival.

You should collect this from the Palmer Building. You will be able to do this from Thursday 20 September onwards.

Please note: Erasmus+ and exchange students do not pay tuition fees to Reading.
Opening times of University Medical Practice, 9 Northcourt Avenue
Monday–Friday 8.00 – 18.30
Thursday evening and Saturday morning clinics
For health advice and information, please telephone NHS Direct on 111

Registration at the University Medical Practice

The University Medical Practice offers students the opportunity to register for medical care under the National Health Service (NHS).

All students joining the Study Abroad Programme at Reading will have access to the University Medical Practice, providing that they register with the Medical Practice.

Details regarding how to do this can be found at: www.reading.ac.uk/internal/welcome/Beforeyouarrive/ww-medical-practice-registration.aspx

Students should ensure that they are covered either by European Union reciprocal arrangements (for EU students citizens i.e. European Health Insurance Card), or by their home university or by private insurance arrangements made before you arrive in Britain. Your home university will be able to provide you with more information.

The University Medical Practice is located in Northcourt Avenue, opposite St Patrick’s Hall.

Other Medical Practices are available near to the campus (please see Welcome website – link above) but they might not allow students studying at Reading for less than 6 months to register. Please check with them direct before registering.
Police registration

You must register with the Police **only** if you are a non-EU student studying for more than 6 months **and** you are explicitly advised to do so by the University of Reading Immigration Advice Service when you arrive at the University.

The University of Reading Immigration Advice Service will give advice on how to register with the Police, if they advise that you need to do so.

For more information on Police registration, please see: [https://student.reading.ac.uk/essentials/international/visa-and-immigration/police-registration.aspx](https://student.reading.ac.uk/essentials/international/visa-and-immigration/police-registration.aspx)
FULL WELCOME PROGRAMME EVENTS 2018

Thursday 20 September

10.00 – 16.00 Study Abroad Programme Registration Desk
Palmer Building
Please note: After you have checked into your accommodation, please come to collect your welcome pack from us before proceeding to anything else.

Registration of Immigration documents
Palmer Building Details provided at Study Abroad Programme registration desk.

12.00 New Study Abroad student ‘drop-ins’
Meet with your fellow new Study Abroad Programme students at the Welcome Hub.

14.00 Study Abroad Programme campus tour
Tours run by Study Abroad student ambassadors for Study Abroad students showing you the main places you will need to know in the first few days and weeks of your time as a Study Abroad Programme student.

Friday 21 September

09.00 – 17.00 Study Abroad Programme Registration Desk
Palmer Building
Please note: After you have checked into your accommodation, please come to collect your welcome pack from us before proceeding to anything else.

Registration of Immigration documents
Palmer Building Details provided at Study Abroad Programme registration desk.

12.00 New Study Abroad student ‘drop-ins’
Meet with your fellow new Study Abroad students at the Welcome Hub.

14.00 Study Abroad Programme campus tour
Tours run by Study Abroad student ambassadors for Study Abroad students showing you the main places you will need to know in the first few days and weeks of your time as a Study Abroad Programme student.

14.00 Walking tour of Reading
Walking tour of Reading to help you get to know the town.

14.00 Bus tour of Reading
Bus tour of Reading to help you get to know the town.
Saturday 22 September

09.00 – 17.00  Study Abroad Programme Registration Desk
Palmer Building
Please note: After you have checked into your accommodation, please come to collect your welcome pack from us before proceeding to anything else.

Registration of Immigration documents
Palmer Building  Details provided at Study Abroad Programme registration desk.

12.00  New Study Abroad student ‘drop-ins’
Meet with your fellow new Study Abroad students at the Welcome Hub.

14.00  Study Abroad Programme campus tour
Tours run by Study Abroad student ambassadors for Study Abroad students showing you the main places you will need to know in the first few days and weeks of your time as a Study Abroad Programme student.

18.00 – 21.00  Study Abroad Film Night
Further information will be provided in your Welcome Pack which you will collect from the Study Abroad Programme Registration Desk on arrival.

Sunday 23 September

Last day of arrival for students joining the Study Abroad Programme.

09.00 – 17.00  Study Abroad Programme Registration Desk
Palmer Building
Please note: After you have checked into your accommodation, please come to collect your welcome pack from us before proceeding to anything else.

Registration of Immigration documents
Palmer Building  Details provided at Study Abroad Programme registration desk.

12.00  New Study Abroad student ‘drop-ins’
Meet with your fellow new Study Abroad students at the Welcome Hub.

14.00  Study Abroad Programme campus tour
Tours run by Study Abroad student ambassadors for Study Abroad students showing you the main places you will need to know in the first few days and weeks of your time as a Study Abroad Programme student.
15.00 – 19:00 **Campus Festival**
Students’ Union

17.00 **Study Abroad Programme campus tour**
Tours run by Study Abroad student ambassadors for Study Abroad students showing you the main places you will need to know in the first few days and weeks of your time at Reading.

22.00 – late **Welcome Mash Up**
Students’ Union

**Monday 24 September**

10:00 – 13:30 **Study Abroad Programme Orientation**
Compulsory event for all Study Abroad Programme students to attend.

Midday **Personal Tutor meetings**
Further details to be provided in Welcome pack and Orientation programme.

**Please note:** Certain meetings for new degree students take place on Tuesday afternoon, 25 September which subjects might not think appropriate for new Study Abroad Programme students ie. Undergraduate Tutorial Group Introductions. Each subject area will invite you, in advance and by email, if they want you to attend their School Briefing.
Tuesday 25 September
Meetings with Study Abroad Academic Coordinators should always take precedence over social or other activities.

Meetings with Study Abroad academic coordinators in various subjects to gain approval for module / class choices
Details to appear on your timetable

All day (1 hour) Finding your way in the Library
Library
Come along to a one-hour ‘Finding your way’ session. Sessions start every half hour from 10:00 until 12:00, then every half hour 14:00 until 16:00. Places can be booked via the RISIS portal.

Wednesday 26 September
Meetings with Study Abroad Academic Coordinators should always take precedence over social or other activities.

Meetings with Study Abroad academic coordinators in various subjects to gain approval for module / class choices
Details to appear on your timetable

11.00 – 16.00 Societies Fayre
Student’s Union
With over 100 societies at RUSU there’s something for everyone. The huge range includes: Academic and Career; Arts & Dance; Campaigns and Causes; Culture and Faith; Hobbies and Interest and Political Societies. Most of them will be in attendance at the Societies Fayre on Wednesday and available to answer any questions you might have.

All day (1 hour) Finding your way in the Library
Library
Come along to a one-hour ‘Finding your way’ session. Sessions start every half hour from 10:00 until 12:00, then every half hour 14:00 until 16:00. Places can be booked via the RISIS portal.

IKEA Shuttle Bus
Chancellor’s Building
Buses depart every hour from the Chancellor’s Building from 10:00 until 16:00. Buses return hourly from IKEA to the Chancellor’s Building.
Thursday 27 September
Meetings with Study Abroad Academic Coordinators should always take precedence over social or other activities.

Meetings with Study Abroad academic coordinators in various subjects to gain approval for module / class choices
Details to appear on your timetable

11:00-16:00 Sports Fayre
Students’ Union
RUSU run over 50 different sports clubs. Competitive teams play in the South East divisions of BUCS, the university sports leagues and there are also lots of social sport, outdoor pursuits and fitness opportunities available. Come along to meet other students who play in and run the clubs and find out what taster sessions available so you can try them out before joining.

All day (1 hour) Finding your way in the Library
Library
Come along to a one-hour ‘Finding your way’ session. Sessions start every half hour from 10:00 until 12:00, then every half hour 14:00 until 16:00. Places can be booked via the RISIS portal.

20.00 – late Quiz and Karaoke
Students’ Union
Friday 28 September

All day  **Networking and transition to learning events**
If you are coming to Reading on a specific subject owned agreement you can attend the School organised event for new students, if you wish. Students coming to Reading on a University-wide arrangement can attend a Study Abroad Programme networking event. Further details will be provided nearer the time.

All day (1 hour) **Finding your way in the Library**
Library
Come along to a one-hour ‘Finding your way’ session. Sessions start every half hour from 10:00 until 12:00, then every half hour 14:00 until 16:00. Places can be booked via the RISIS portal.

Saturday 29 September

All day - **Study Abroad Programme Trip:**
Excursion organised for Study Abroad Programme students. Details and ticket information will be provided separately.

Monday 1 October

**It’s the first day of the academic year and classes! Please start to attend the classes that you have had approval to study.**

More details about finalising your modules and learning agreement with be provided to you at the compulsory Study Abroad Programme Orientation on Monday 24 September.
FINANCE AND INSURANCE

Payment of tuition fees

Erasmus+ and exchange students from one of Reading’s global partner universities do not pay tuition fees to study at the University of Reading. Please check the notification received offering you a place on the Study Abroad Programme if you are unsure, or alternatively contact us at studyabroad@reading.ac.uk.

Students whose sponsors will pay their tuition fees do not have to pay the tuition fees direct to Reading – the Erasmus & Study Abroad Office will liaise with your sponsor.

Students who need to pay tuition fees will have been sent a Pro Forma invoice before arrival and will have a copy of the Pro Forma invoice included in their Welcome Packs.

Payment can be made via the online payment system at https://www.webpay.reading.ac.uk/studentpayments
Opening a bank account

You may want to consider opening a UK Bank account while in Reading depending on the duration of your study period. There are a range of banks in the Reading area:

- **Santander Bank** (on campus)
- **Natwest Bank** (Christchurch Road, just off the main Whiteknights Campus)
- **Barclays Bank** offer an International student account which you may be able to open before leaving for the UK

In Reading town centre there are a number of other banks which you may wish to consider.

Normal banking hours are from 09.30 to 16.30 Monday to Friday. Some banks are open on Saturday mornings.

We will provide you information on opening a UK bank account when you register at the Study Abroad Programme Registration Desk from Thursday 20 September to Sunday 23 September 2018.

Students studying at the University for less than six months may not be able to open a bank account.

In this case, it is recommended that before you leave your home country you should:

- Speak with your bank in your home country and ask their advice about running a bank account in the UK.
- Find out different methods of transferring money
- Ask if your home country bank has a special relationship with a bank in the UK
- Ask if you can use a case card from your home country bank to withdraw money from a cash point or ATM machines in the UK. You will need a Personal Identification Number (PIN) for that card.

If you want an account based on Sharia principles, check banks’ websites and publicity materials. Some mainstream banks offer accounts and services that meet these principles and there are also a few specialist banks that operate in accordance with them.

Once you have opened a bank account in the UK, always let your bank know in writing and as soon as possible if you change your address.

If you are leaving the UK for a long break, for example during the summer break, let your bank know – otherwise they might treat your account as ‘dormant’ and close it.

It is also important to keep your bank statements (details of your transactions and current bank balance sent regularly by your bank) safe as you will need these if you renew your visa.
Travel insurance

You are strongly advised to buy comprehensive travel insurance before leaving home to cover you for your journey and stay in Reading.

It is recommended that you speak with your home university or sponsor who might be able to provide you with advice regarding insurance coverage for your studies at Reading.

Health insurance

Students staying in the UK for more than six months are covered by the UK National Health Service and do not normally need to take out any additional health insurance.

Students staying for six months or less should be sure that they are covered either by the European Union (EU) reciprocal arrangements (for EU students), or by their home university, or by private insurance arrangements made before they arrive in the UK.

Contents Insurance

For students living in Hall, a basic contents insurance policy is included in the rent. Details of the policy and how to add any additional items to the cover will be included in your accommodation welcome pack upon arrival.
CHECKLIST FOR BEFORE YOUR ARRIVAL AT READING

Do you have everything you need for your journey and first few weeks in Reading? Use our checklist to make sure that you have the essentials.

Things to consider before leaving home

✓ Do I need a Visa? You should not enter the UK with an incorrect Visa for your period of study as this will cause problems later.
✓ Have you arranged all of your travel? And notified ESAO of your arrival details via the following link: https://reading.onlinesurveys.ac.uk/study-abroad-programme-arrival-info-september-2018
✓ Does your home university/organisation provide you with insurance?
✓ Have you arranged medical insurance? (necessary if you intend to stay for less than six months)
✓ Have you arranged travel insurance for your journey?
✓ Have you arranged accommodation? Do you know when you need to arrive and check into your accommodation?
✓ Do you have the address of the place where you will be staying when you arrive?
✓ Have you ordered your bedding pack (if living in hall)?
✓ Have you worked out a budget for your living costs? You can use: international.studentcalculator.org
✓ Do you have enough warm clothes? The weather in the UK can often be cold in winter. Remember though that you can buy clothes when in Reading.
✓ Do you need adaptors for your electrical equipment?
✓ You may feel rather homesick when you first arrive. Have you packed a few photos, or favourite objects to have around you to help you feel more at home in your University room?
✓ If some of your original module choices are not available, have you considered which modules you may want to study instead?

PLEASE NOTE

Non-EU national students must arrive direct to the UK and not into the Republic of Ireland (Eire). If you land in the Republic of Ireland before the UK you will not be seen by UK Immigration and therefore will not get the necessary visa stamps in your passport that are required to allow you to study in the UK, and you will be obliged to leave the UK to travel to another European country and re-enter via a port of entry to the UK where there is UK immigration control.
✓ Does your home university expect you to complete and return certain documentation when you arrive at Reading? If so, do you have it?
✓ Visit www.ukcisa.org.uk
✓ Have you organised to bring some money with you (UK Sterling)? We suggest you bring £200 for your immediate needs (meals, bus and taxi fares, etc). Avoid carrying any more cash in case it gets lost or stolen. Most shops and hotels will accept credit cards. There are also three cash machines on campus, which you can use to get money out from your bank account.

Hand luggage checklist

Make sure you carry the following items in your hand luggage:

- **Valid passport** or travel documents
- Copy of your **offer e-mail** to the Study Abroad programme
- **Money** (including change for the bus)
- **University documentation** and qualifications.
- Evidence of **financial support**, e.g. bank statement, details of any scholarship/award or Sponsor (if applicable)
- **Address** of your accommodation in Reading
- Relevant **medical records** and details of any existing medical conditions (if applicable)
- **Visa** and **CAS number** e-mail (if applicable)
- Copy of this **Welcome Week guide** (hard copy or electronic)

**PREPARE FOR SUCCESS**

You could also try the UKCISA online resource – Prepare for Success – an interactive web learning tool for international students who are getting ready to come to the UK for study in further or higher education. It contains learning resources which are activity-based to help you find out about different aspects of academic life in the UK and the skills needed for effective study (although please note it is intended primarily for international students whose first language is not English and for students who are studying for degrees):

prepareforsuccess.org.uk
GET INVOLVED!

There are lots of great ways to make new friends both before and after you arrive in Reading...

**Skype**

We will have weekly Skype sessions available for you to either talk direct to the Erasmus & Study Abroad Office, or one of our Student Ambassadors. Get in touch and ask any questions leading up to your arrival in Reading.

**Social Media**

Start talking with other incoming Study Abroad students and our student ambassadors before you arrive:

- [studyabroadreading](https://www.facebook.com/studyabroadreading)
- [@ReadingAbroad](https://twitter.com/ReadingAbroad)
- [ReadingAbroad](https://www.instagram.com/ReadingAbroad)

**Clubs and societies**

Clubs and societies are an excellent way to make friends and Reading offers c. 200 clubs and societies so there should be something to suit everyone’s tastes. See what is available via the Student Union website: [www.rusu.co.uk](http://www.rusu.co.uk).

**Get involved in the Welcome Programme**

Welcome week is designed specifically to bring all new students (including Study Abroad Programme students) together, which will be perfect for getting to know UK and International Reading students.

**In hall**

This can be one of the most important places to make new friends, and you do not necessarily need to live in hall to join in. Chat with everyone and try to get involved.

**In class**

Don’t be shy – introduce yourself to whomever you are sitting next to in lectures or seminars. If you’re not sure of something ask!

*We look forward to seeing you in Reading soon!*
### Building Directories

Please make sure you find out which Building the department you are visiting is based in.

#### A–Z

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<tr>
<th>Building number</th>
<th>Building name</th>
<th>Grid ref/Campus</th>
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<tbody>
<tr>
<td>59</td>
<td>Agriculture</td>
<td>D6 EG</td>
</tr>
<tr>
<td>48</td>
<td>The Allen Laboratory</td>
<td>C4</td>
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<tr>
<td>30</td>
<td>AMS Tower</td>
<td>B4</td>
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<tr>
<td>74</td>
<td>Archaeology</td>
<td>D4</td>
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<tr>
<td>37</td>
<td>Archway Lodge (Muslim Centre)</td>
<td>C3</td>
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<td>10</td>
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<td>C3</td>
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<tr>
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<tr>
<td>186</td>
<td>Central Kitchen</td>
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<tr>
<td>259</td>
<td>Chancellors Building</td>
<td>C3</td>
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<tr>
<td>6</td>
<td>Chemistry &amp; Pharmacy</td>
<td>D4</td>
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<tr>
<td>1</td>
<td>Edith Morley</td>
<td>C3 C4</td>
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<td>1</td>
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<td>C4</td>
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<td>3</td>
<td>JJ Thomson</td>
<td>D4</td>
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<td>4</td>
<td>Mathematics and IT Services</td>
<td>D4</td>
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<tr>
<td>5</td>
<td>Wagner</td>
<td>D3</td>
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<td>Chemistry &amp; Pharmacy</td>
<td>D4</td>
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<td>Park House</td>
<td>C4</td>
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<td>Whiteknights House</td>
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<tr>
<td>29</td>
<td>Students’ Union / RUSU</td>
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<td>AMS Tower</td>
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<td>Harborne</td>
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<td>Philip Lyle</td>
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<td>URS</td>
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<td>Polly Vacher</td>
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<td>SportsPark</td>
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<td>Park House Lodge (Chaplaincy)</td>
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<td>The Lord Zuckerman Research Centre (RSSL)</td>
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<td>Harry Nursten</td>
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<td>The Allen Laboratory</td>
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Useful links

University campus maps
www.reading.ac.uk/maps

Route information
Transport Direct
www.transportdirect.info

AA Route Planner
www.aa.com/route-planner

RAC Route Planner
www.rac.co.uk/route-planner

Rail information
The Trainline
www.thetrainline.com

Great Western Railway
www.gwr.com

National Rail
nationalrail.co.uk

Local Bus information
Reading Buses
www.reading-buses.co.uk/university

Airport Information
www.heathrow.com
www.gatwickairport.com

Coach Information
National Express Coaches
www.nationalexpress.com

Rail Air
(coach service from Heathrow and Gatwick airports to Reading Railway Station)
www.railair.com
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