

INTERNATIONAL
STUDENT GUIDE 2018-19



Let Learning Flourish

RIVERSIDE CAMPUS



CITY CAMPUS



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INTRODUCTION

City of Glasgow College would like to offer a warm welcome to all our international students.

We have one of the largest international student populations in Scottish Further Education and our international student community is something we are extremely proud of here at the College. 2018/2019 will be an exciting year to study here at our state-of-the-art twin site super campus. Our Riverside campus, opened in September 2015, and our City Campus, opened in September 2016, both offer industry standard facilities providing our students with superior learning opportunities.

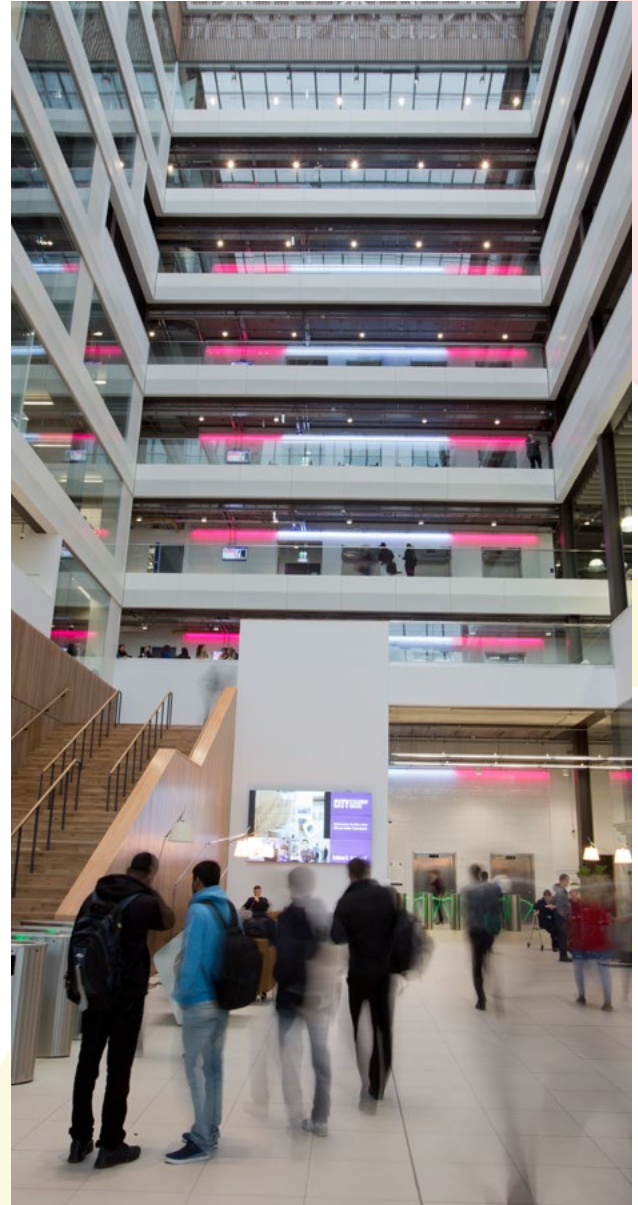
We hope this guide will help answer any questions you may have about your studies at City of Glasgow College. We have included practical information that we believe will support you to have a fun and happy experience while in Glasgow.

If you have any questions, need further information or guidance on any aspect of the guide, please get in touch with the International Team or the Student Engagement Team who will be happy to respond to your enquiry.

You can contact us between 9am-5pm UK time, Mondays - Fridays on:

International Team – 0141 375 5274 / 5275 / 5282
International@cityofglasgowcollege.ac.uk

Student Engagement Team – 0141 375 5375
studentengagement@cityofglasgowcollege.ac.uk



WELCOME TO GLASGOW

Glasgow is the largest city in Scotland and the third largest in the UK. It is also the creative capital of Europe and in recent years has held the Commonwealth Games, World Championship Gymnastics, European Championships and the World Pipe Band Championships. Glasgow is also home to the Glasgow Hydro, a fantastic venue that hosts national and international music mega stars as well as global entertainment and sporting events.

It is a very multicultural, friendly city, with plenty of festivals; including Glasgow Mela and Celtic Connections running throughout the year.

Glasgow is a short distance from some of the most beautiful countryside in the United Kingdom. Within an hour you can travel to Loch Lomond and Trossachs National Park, Edinburgh, and local beaches situated amongst a backdrop of hills. Within a few hours you can visit Glencoe or Cairngorm National Park, where you can ski, hike, climb and cycle. If you fancy venturing further south, destinations such as the Lake District or London are also accessible via national transport. Glasgow will also keep you busy: there are fantastic museums, art galleries and public parks as well as some great places to eat.



Applying to City of Glasgow College

If you haven't already applied to City of Glasgow College you can do so on our website. Visit our **'Find a Course'** www.cityofglasgowcollege.ac.uk/course-search and choose from our wide range of courses.

Tier 4 Students can only apply for courses at SCQF Level 6 or above. You will find the level in each course title. Please visit our website at www.cityofglasgowcollege.ac.uk for course entry requirements, information on visas, and information on our full application process.

Tier 4 courses incorporate 15 hours per week of classroom-based daytime study and lead to an approved qualification.

For more information on the SCQF course framework, please refer to the following website: <http://scqf.org.uk/>

<https://www.cityofglasgowcollege.ac.uk/studying-city/qualifications-explained>

Applying for a student visa

The UK Immigration rules affect everyone who requires a visa to enter the United Kingdom. There are specific visas for studying in the UK. The following link will take you to the section about student visas:

<https://www.gov.uk/browse/visas-immigration/student-visas>

For further information please contact our International team on:

Email: international@cityofglasgowcollege.ac.uk

Insurance

Before travelling to Glasgow, we recommend you purchase insurance to cover the cost of your personal property while you are travelling and while you are living in Scotland.

Endsleigh Student Insurance is endorsed by the National Union of Students and have insurance policies tailored towards student lifestyles. Accidents do happen so it is better to be covered for any eventuality.

For more information, check out:

<https://www.nus.org.uk/en/advice/endsleigh-insurance/download-the-endsleigh-student-checklist/>



ARRIVING IN GLASGOW

City of Glasgow College will make every effort to welcome first time international students at Glasgow Airport and travel with you to your accommodation. We advise that you arrive between 0900 and 1600 Monday to Friday so we can do our best to meet you.

If you are a Tier 4 Student and this is your first time travelling to the UK then you can access our Airport Pick Up Service. Nearing your time of departure, we will make airport pick-up forms accessible via email - please complete one of these forms if you would like to be welcomed at the airport by a member of staff.

Alternatively you can make your own way by taxi. It will cost approximately £23 to Glasgow city centre, and £8 (approx) by bus to get to your destination.

For more info:

<https://www.glasgowairport.com/to-and-from/>

What to bring

Money

It is a good idea to have some pounds sterling with you when you arrive in Glasgow. You may need money for a taxi or a bus, for food or even accommodation. We recommend you bring with you £250 in British currency as well as your credit card or bank card.

Clothing

Scotland has changeable weather and we advise you to bring clothing to suit all occasions. We recommend cold-weather clothes for winter; such as gloves, hats and fleeced materials, and a waterproof jacket. Lighter clothing is recommended for the summer months. Be prepared for a wet and windy climate!

What not to bring

Restricted items

There are controls on what you can and cannot bring into the UK. To ensure your goods are not taken from you by customs find out more on:

www.gov.uk/duty-free-goods/banned-and-restricted-good

Transport in Glasgow

Glasgow is well serviced with bus, train and subway links which are within walking distance of both campuses.

To find out more about transport in Glasgow, check out the following links:

Glasgow subway:

<http://www.spt.co.uk/subway/>

Scotrail:

<https://www.scotrail.co.uk/>

First Bus Glasgow:

<https://www.firstgroup.com/greater-glasgow>



On Campus

Students at City of Glasgow College are based at 2 campuses. City Campus is located on Cathedral Street in Glasgow city centre, within walking distance of train, bus and underground transport links.

Riverside Campus is based on Thistle Street on the south side of the city. It is also approximately 10 minutes' walk from the city centre and well serviced with local train, bus and underground transport links.

Both campuses have a variety of amenities and are fully accessible to students. Campuses are state-of-the-art and complete with a variety of lunch options, workshop spaces, lecture theatres, classrooms fit for purpose, and social areas.

To find out more about what both campuses have to offer, check out:

<https://www.cityofglasgowcollege.ac.uk/about-us/our-new-campuses>

If you fancy a sneak peek, take a 360 degree tour at the following links::

Riverside Campus:

<https://roundme.com/tour/262204/view/788965>

City Campus:

<https://roundme.com/tour/258731/view/772762>



ACCOMMODATION

College Student Accommodation

We strongly advise that you arrange your accommodation before travelling to the UK.

Our student accommodation is located at our Riverside Campus and St Luke's Terrace. The Halls are within the College grounds, and afford some breath-taking views of the city centre within a contemporary student environment. Both offer excellent rooms and the latest in modern facilities, including internet access, televisions, social areas and concierge security.

The student accommodation at Riverside and St Luke's both have single and double rooms available with en-suite bathrooms and shared kitchen/living facilities.

PRICES FOR RIVERSIDE CAMPUS HALLS, THISTLE STREET, GLASGOW, G5 9XB

ROOM TYPE	PRICE
Single bedroom with en-suite bathroom	£120 per week
Twin bedroom with shared en-suite bathroom	£90 per week

PRICES FOR ST LUKES HALLS, ST LUKES TERRACE, GLASGOW, G5 0TR

ROOM TYPE	PRICE
Single bedroom with en-suite bathroom	£115 per week
Twin bedroom with shared en-suite bathroom	£83 per week

To book a room:

Tel: **0141 565 2884** OR

Email: hall.of.residence@cityofglasgowcollege.ac.uk

We advise that you book your room as early as possible to avoid disappointment.



Private Halls

As an alternative to our student accommodation, there are many privately-run halls near the College. Specifically tailored for students, they're easily accessible and within walking distance from our campuses. You can find out more in our handy Student Accommodation Guide:

https://www.cityofglasgowcollege.ac.uk/sites/default/files/SS_Student_Accommodation18_19_Small.pdf

All rooms are fully furnished with optional internet packages and en-suite facilities. There's also an on-site laundry, management office, 24-hour caretaker, CCTV and secure door entry system. Before you sign on the dotted line, here are a few things to remember:

- You can either live in a single en-suite room and share a kitchen, or rent a flat on your own.
- It's usually cheaper to share.
- Prices can vary, so examine all your options.
- Rent usually includes utilities, so check if this is the case.
- Typical costs are £80-120 per week for a single en-suite bedroom. Usual fees, terms and conditions apply. Prices and facilities will vary depending on each residence.



Flats and houses

If you have a group of friends, you can share a flat or house somewhere in the city. This way, you share the rent, food and utility bills. This type of accommodation can often be more affordable than other alternatives.

There are a number of ways to find property with a private landlord. Some landlords manage the letting process themselves; while others use letting agents to help them rent and maintain their property. Regular ads for flats and bedsits can also be found in local newspapers such as The Herald, Daily Record and Evening Times. When looking for accommodation, be sure to ask your potential landlord questions; including requesting flat viewings, finding out more about payment plans, and signing legal documents to keep yourself safe. More information on renting in the UK can be found here:

<https://www.ukcisa.org.uk/Information--Advice/Studying-living-in-the-UK/Looking-for-housing>

Further information about student accommodation can be found in our City of Glasgow College Accommodation Guide.

ACCOMMODATION FOR STUDENTS

www.accommodationforstudents.com

S1 HOMES

www.s1homes.com

CITYLETS

www.citylets.co.uk

LETTING IN SCOTLAND

www.letting-in-scotland.co.uk

RIGHT MOVE

www.rightmove.co.uk/property/Scotland.html

Council Tax

Council Tax is a tax that pays for local services and water in the UK. Some full-time International Students will not pay Council Tax. However, there are some students who will not qualify for an exemption. Please contact the International Student Engagement Officer to find out more information. Please note, Engagement Officers can only signpost and offer information on council tax - UK authorities set the rules. It is a criminal offence in the UK to not pay council tax when it is required, so please pay attention to letters you may get regarding this issue. **You might be exempt from paying council tax if you fall into the following categories:**

- A full-time student who studies for 21 hours or more per week for at least 24 weeks or;
- A student under the age of 20 years old studying for 12 hours or more a week for at least 3 months.

UK Council Tax laws are set by local authorities and overseen by the British Government.

To find out more about UK law surrounding council tax, please refer to:

www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Council-Tax



IMMIGRATION REGULATIONS

Registration at City of Glasgow College

On your first day you should report to our International Team at Riverside. Ask for them at reception, or contact them on: **0141 375 5274 / 5275 / 5282** or **international@cityofglasgowcollege.ac.uk**

If you are on a Tier 4 Visa, you should bring your original documents such as qualifications, IELTS, and your passport to the International Office. The International Office will process your paperwork and give you some essential information about your Biometric Residence Permit (BRP).

Students on other types of visa should ensure to send a scanned copy of their visa to the International Office email: **international@cityofglasgowcollege.ac.uk**.

If your visa status changes during course of study you must notify the International Department as soon as possible.

Once you have registered with the International Office, you will be enrolled by the lecturer on your course. You will receive your timetable, essential course information and your student card within the first two weeks.

It is also a good idea to visit the Students' Association on your first day at College to find out about the sports clubs, societies and events that are available to you. You can even set up your own clubs if you or a group of friends would enjoy running one!

You will automatically become a member of the Students' Association when you enroll at the College. We will explain more about the Students' Association later in this guide.

TIER 4 Student Requirements

City of Glasgow College has a 'Tier 4 Sponsor Licence' awarded by the UK Visa and Immigration (UKVI) Office. This means that we take our immigration responsibilities very seriously. We comply with attendance monitoring and absence reporting as well as checking that you have the necessary documentation and permission allowing you to undertake study in the UK.

We require you to take your responsibilities seriously too. This means that you will need to:-

- collect your BRP (if applicable) within ten days of arriving in the UK
- register at the appointed time
- provide appropriate documents, eg passport and UK biometric ID card
- attend your course. If you can't attend even for a day contact the International Office at

international@cityofglasgowcollege.ac.uk to tell us why you are absent and the likely duration of your absence

- update Student Records of any changes to your circumstances, e.g. a change of address or phone number. You will find out more about College procedures at your induction or info session from International Student Engagement.

Employment

If you applied for your Tier 4 Visa after August 3rd 2015, your passport vignette or Biometric Residence Permit will say 'No Work'. This means you must not work in the UK while you are studying. If you work, you will be breaking the law, which will severely impact your visa and studies here in the UK.

If you are in the UK on a short-term study visa, your passport sticker or the stamp in your passport will say 'No Work' or 'Work Prohibited'. This means that you are not allowed to:

- take paid employment
- take unpaid employment
- Undertake a work placement, even if it is part of your course

You can volunteer within the Students' Association at College, but you cannot take any paid positions within the team. If you are on another Leave To Remain status, you may have different work permissions. Furthermore, there are certain visas and circumstances where you will not be able to bring your family or civil partner to the UK while you study. Please check with the International Office at: **international@cityofglasgowcollege.ac.uk**

To find out more about the Tier 4 Student regulations, please check out:

<https://www.gov.uk/tier-4-general-visa>

Pregnancy & Maternity

Students on Tier 4 Visa or Short Term Study Visa who become pregnant during studies at the College are advised to contact the International Office at Riverside Campus for up-to-date advice.



HEALTH CARE IN THE UK

NHS Treatment - Tier 4 Visa Students

If you are studying a full time course for 6 months and longer, you may qualify for free NHS treatment from the beginning of your stay until one month after your course ends. However, if you have paid the Immigration Health Surcharge (IHS), then your entitlement will continue until the end of your stay. If you bring your married or civil partner they, as well as any children under the age of 16 (or 19 if they are in full-time education), will be entitled to the same NHS treatment as yourself. (UKCISA 2015)

You should register with your local medical centre in case you require medical care while you are in Scotland. You can get a letter from the International Student Engagement Officer to help with this process.

You should bring your biometric residence permit and proof of student status with you when you access healthcare in the UK. For more information on accessing healthcare in the UK, including current prices for the Immigration Healthcare Surcharge, please check out:

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

<https://www.nhsinform.scot/publications/healthcare-for-people-coming-to-scotland-to-work-factsheet>

Non Tier 4 Visa Students

Student Visitors & Short-term students

If you are not a full time student, you should take out private medical insurance to cover you if you become unwell or injured during your stay. It would be your responsibility to organise your own insurance.

Dentist

Dental treatment is not free of charge, so when registering with a dentist it is a good idea to choose a practice who treats NHS patients as the cost for treatment will be lower than, if you were to be treated as a private patient.



STUDENT WELFARE

Money Matters

To be accepted at City of Glasgow College you must prove that you have adequate funds available to finance yourself to the end of your course.

THIS INCLUDES -	PRICE
Tuition Fees	£6,525
Living Expenses - The UK Government advice is that you allow £1,015 per calendar month for approx. 9 months	£9,135
Total Funds Required for 1 Year of Study	£15,660

Student Engagement Team

International students at City of Glasgow College have the opportunity to take part in monthly activities organised by the Student Engagement Team. These activities range from day trips around Scotland to attending sports games, and are organised to help you meet other students and learn more about Scottish culture. We also encourage you to talk about your learning experiences in focus groups or at class rep meetings. The Student Engagement team will provide you with information about the opportunities available at City of Glasgow College at your induction.

You can contact the International Student Engagement Officer on

0141 375 5382 OR
marj.clark@cityofglasgowcollege.ac.uk



Student Engagement and Students' Association teams, pictured with 2017-18's student Presidential and Executive team.



Pictured: 2017-18 Student President Megan Cartwright presents student Adeela Zirek with Class Rep of the Year Award at the SA Summit 2018.

Students' Association

The Students' Association is here to represent you within the College and at a national level through the National Union of Students (NUS).

Every student over the age of 16 is a member of the Students' Association which gives you the right to take part in the affiliated clubs and societies as well as vote in the Student Elections.

As a student of City of Glasgow College, you have access to sports clubs such as football, basketball, badminton and rugby. There is also a new gym facility at our City Campus where students can use the most up-to-date equipment. If you want to start a new club or society, the Students' Association are here to help turn your ideas into reality by offering support and funding.

You can speak to your elected Student President or contact the Students' Association Team on:

0141 375 5322 or
citysa@cityofglasgowcollege.ac.uk

Alternatively, you can check out our website at **<http://www.citysa.co.uk/>** for more information.



Student Representation

Students of City of Glasgow College are encouraged to get involved with the student representation system. Every class elects two Class Representatives who will champion the voice of the student population through the Class Representation System which is designed to enhance the learning in each faculty.

The Class Rep system provides an opportunity for students to gain new skills in communication, build confidence and responsibility in their engagement with College life, and take ownership of their learner journey.



Equality, Diversity & Inclusion

City of Glasgow College is committed to equality, diversity and inclusion. We have duties under the Equality Act 2010 which ensures our College is an accessible space to work and learn. These are reflected in our College Values. This includes ensuring fairness, opportunity and respect for all staff and students.

It is important to realise that the College is a diverse learning community with 135 nationalities represented. With so many backgrounds and cultures, City of Glasgow College is a great place to learn from others and remember that “different from me” does not mean “less important than me” – we are all equally valued.

Supporting your Studies

We want you to enjoy your studies and experience with us at City of Glasgow College. That’s why we have a range of support to help you at College.

If you need help with your course work or your assessments, you should speak to your lecturer as soon as possible who will organise extra help.

The College has a dedicated team of learning support tutors (Learning Support) that can help you with:-

- English language
- study skills
- report writing
- computer skills and numeracy

We can also lend you some equipment to help with your studies.

You can meet with a Learning Support tutor to discuss a particular topic that you wish to improve on to help you resolve an academic difficulty or to develop strategies for study. This may be for referencing, numeracy, mind mapping, managing time, or any other reason.

Beyond the College, here are some useful links if you need additional support during your time in Scotland.

Breathing Space (promoting positive mental health):
<http://breathingspace.scot/>

Wellness at Sea (promoting health and wellbeing of seafarers):
<https://www.sailors-society.org/ourprojects/wellness/>

ESOL (English as a Second Language) courses at City of Glasgow College:
<https://www.cityofglasgowcollege.ac.uk/studying-city/how-apply/esol>



GENERAL INFORMATION

Banks

There are many banks in Glasgow. The main Scottish banks are: The Bank of Scotland, The Royal Bank of Scotland, The Clydesdale Bank and Barclays Bank.

To open an account, you need your passport, evidence of your current course of study and evidence of your address. The International Student Engagement Officer can issue a letter confirming student status, which will aid you in opening a bank account. Ask at the Riverside Students' Association Office for further information.

Post Office

Post Offices are open Monday-Friday 0900-1700. Some Post Offices are open on Saturdays from 0900 - 1230, depending on the branch. Postage rates are calculated based on weight, size and the service you require. Ask at the Riverside Students' Association Office for information.

Libraries

City of Glasgow College has two well resourced libraries; the Riverside and City Campus libraries are open Monday - Thursday from 8.30am - 7.30pm and on Fridays from 8.30am - 5.00pm.

You will find out more about the College resources in your induction.

Glasgow also has great public libraries in most communities - The Mitchell Library at Charing Cross is the largest public reference library in Europe. For more information visit: www.glasgowlife.org.uk
Municipal library membership is free to anyone living in Glasgow.

Religion

Religion in Scotland includes all forms of religious organisation and practice. In Glasgow there are many places of worship - to find out more visit: www.glasgow.gov.uk/CHttpHandler.ashx?id=24747&p=0

City of Glasgow College provide a chaplaincy service which offers one to one support for the diverse spiritual and non-spiritual needs of our students. To find out more e-mail: chaplain@cityofglasgowcollege.ac.uk

City and Riverside campuses also offer a space for people of any or no religion. The Quiet Reflection Space is a space for quiet reflection, prayer and meditation. For information on how to use these spaces respectfully please refer to available guides on arrival.

Emergency Services

To call the Police, Fire Services or an Ambulance dial **999**.

Student Shopping List

Students find ways to live well within their means and by shopping around for the best deals, planning your week's food in advance and buying in bulk, you can spend very little and still have a fun and healthy lifestyle.

Here is how much you can expect to spend on various items:

STUDENT SHOPPING LIST	PRICE
2ltr Milk	£1.00
6 eggs	£0.90
500g cheese	£2.50
1 ltr cooking oil	£1.15
1kg dried pasta	£1.00
1kg rice	£1.50
Pack of instant noodles	£0.80
Whole chicken	£3.50
2ltr cola	£1.50
Magazines	£2.00 - £4.50
Coffee (from café)	£1.50 - £3.50
Cinema ticket	£8.20
Theatre ticket	£12.00 + Discounts offered on some tickets
Night Club entry	£4 - £15
Soft drink in club	£2.00

Remember you can also get student discounts by using your student card. If you are shopping online, you can sign up to websites like www.Myunidays.com to receive student only deals throughout the year.

Buying an NUS Extra card for £12 (<http://www.nus.org.uk>) for the year will get you even more discounts.

TESTIMONIALS

By coming to City of Glasgow College, you will be joining a community of talented students with prosperous futures. Here are some of our high achievers:



Wendy Lo



Ashwin Jha



Mian Azfar

Wendy Lo

Known as a rising star of City of Glasgow College, Wendy recently scooped Coup de pates' Chefs at Play title, winning a four-way cook-off held in London. She also competed in a competition in the USA!

Mian Azfar

Mian Azfar graduated from the HND Marine Engineering course in June 2018. Of his time at College, he states:

"I met with people from different cultures and corners of the world. I got a chance to be a flag bearer, I sharpened my skills in workshops and learned a wee bit about Scottish culture. It was a year full of surprises, amusements and sincere guidance."

Ashwin Jha

Ashwin graduated with an HND in Nautical science in June 2018. He won an award for Best Bridge Officer in his year. Ashwin's journey at College started with a "warm welcome" from staff and was completed with him building an excellent international career, with hopes to set sail towards "a never ending horizon".



STUDENT CHECKLIST

REMEMBER TO

Research & secure accomodation before arriving to Glasgow	
Let your family know you have arrived	<input type="checkbox"/>
Report to the International Office within 10 days of arrival.	<input type="checkbox"/>
Tier 4 Students - Collect BRP	<input type="checkbox"/>
Open a bank account	<input type="checkbox"/>
Register with police (if applicable)	<input type="checkbox"/>
Register with a Doctor	<input type="checkbox"/>
Register with a Dentist	<input type="checkbox"/>
Info session with Student Engagement	<input type="checkbox"/>
Like the City of Glasgow College International Student Engagement Facebook Page /cogcinternational	<input type="checkbox"/>
Like the CitySA Facebook Page / cogcsa	<input type="checkbox"/>
Like the City of Glasgow College Facebook Page /cofgcollege	<input type="checkbox"/>



USEFUL CONTACTS 2018/19

International Department

Tel: 0141 375 5274 / 5275 / 5282

Email: international@cityofglasgowcollege.ac.uk

International Student Engagement

Tel: 0141 375 5382

Email: internationalcogc@gmail.com

International Client Liaison Officer

Tel: 0141 375 5296

Email: Jan.Robertson@cityofglasgowcollege.ac.uk

Client Liaison Coordinator

Tel: 0141 375 5287

Email: Steven.Turner@cityofglasgowcollege.ac.uk

Accommodation:

Tel: 0141 375 5533

Email: accommodation@cityofglasgowcollege.ac.uk

Curriculum Heads

Ghaynoor Abbas (Curriculum Head Marine Engineering, Senior Marine and short courses):

Tel: 0141 375 3744

Email: Ghaynoor.Abbas@cityofglasgowcollege.ac.uk

Asad Gilani (Deck Senior Marine and Short Courses)

Tel: 0141 375 8722

Email: Asad.Gilani@cityofglasgowcollege.ac.uk

Websites:

City of Glasgow College:

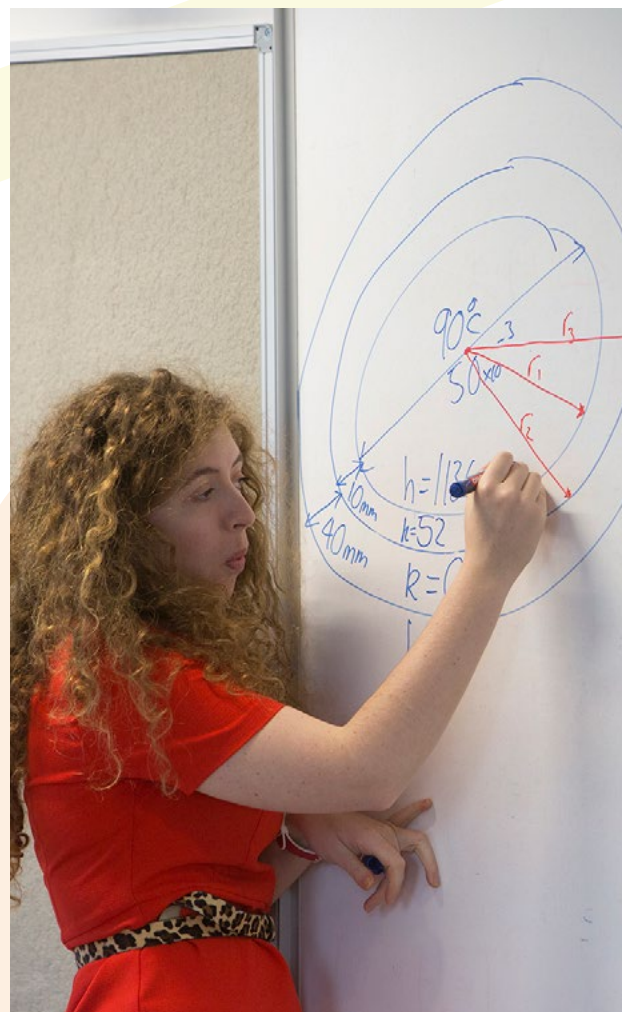
<https://www.cityofglasgowcollege.ac.uk/>

City of Glasgow College Students' Association:

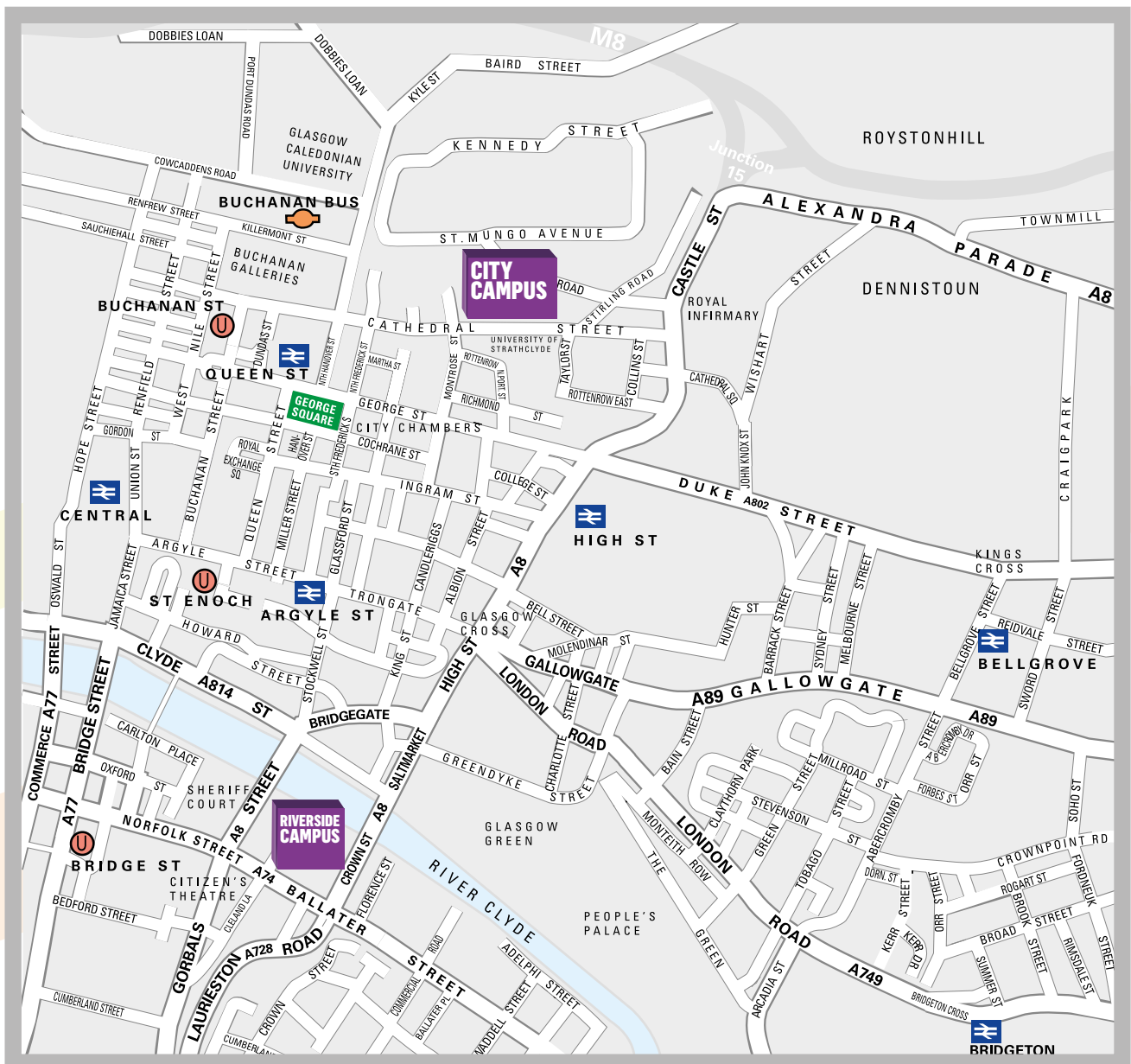
<http://www.citysa.co.uk/>



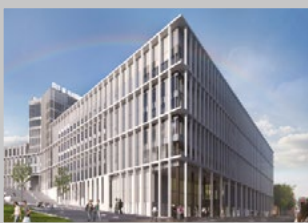
WE LOOK FORWARD TO WELCOMING YOU TO OUR COLLEGE



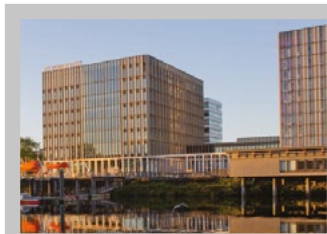
HOW TO FIND US



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City Campus
 190 Cathedral Street
 G4 0RF
 t: 0141 375 5555



Riverside Campus
 21 Thistle Street
 G5 9XB
 t: 0141 375 5555



Inspiration | Excellence | Innovation

www.cityofglasgowcollege.ac.uk



Scottish Charity No SC036198