

Welcome to the UK, and to the University of Worcester!

We have written this guide to help you prepare for your journey and for life in the UK. We hope that you will find answers here to some of your questions.

We think that you will find University of Worcester a friendly place to live and study. If you have opted for University accommodation you will be living on our lovely parkland campus very close to Worcester city centre. A ten-minute walk alongside the River Severn, with its more than one hundred white swans, will take you right to the heart of the city. There you'll find ancient buildings like the Cathedral side by side with High Street chain stores and trendy little shops.

Worcester has a long and interesting history but it is also one of the fastest growing cities in Europe. New business moving in to take advantage of the high quality of life, have brought an influx of new people and with them a range of multicultural restaurants, shops and night clubs.

While you are with us at Worcester you'll almost certainly want to travel and see more of the UK and Europe. Because Worcester is central it is well placed for the motorway system, it has good rail links and is only forty minutes away from Birmingham International Airport. Oh – and you'll be glad to hear that, as a traditional fruit growing area, we have a very mild climate!

Please take some time to read through the booklet and keep it with you for reference. If you still have a question don't hesitate to contact us at the International Office.

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About Worcester

Worcester is a thriving Cathedral city, set in beautiful riverside surroundings. Its modern amenities offer you a first class quality of life. Ideally situated in the heart of England, Worcester enjoys excellent access by road, rail and air.

Known as "The Faithful City" since its support of the monarch in the Civil War, Worcester has retained its traditional half-timbered buildings and character, with a street plan dating back to medieval times. The River Severn flows through the heart of the city. Next to the river is Worcester Cathedral, the beautiful setting for Worcester's Graduation Ceremonies. Alongside the tradition you will find a modern multicultural community with lots to offer, yet without the frantic pace of big city life. Worcester's shopping precinct is compact, smart and upmarket. It has all the usual chain stores, as well as small specialist shops. A permanent street market and many arcades, some dating back to the seventeenth century, add to Worcester's unique character. Worcester's other attractions include a variety of bars, restaurants, cinemas, bowling alleys and sporting facilities as well as several nightclubs and discos. If you are looking for a warm welcome, the Worcester is for you. To find out more why not visit the Tourist Information Web site at: <http://www.cityofworchester.gov.uk>

Coming to Worcester

Before you leave home, there are a number of things you need to arrange in order to ensure that your journey to and arrival in Worcester are as trouble free as possible. Here are some important items to consider, they may not all relate to you but it should be possible to see quite easily whether or not a particular matter is one for you or not.

Have you arranged the following?

- Passport and visa (European arrivals will not need a visa for entry into Britain) (*see note 1 below*)
- Transfer of money or bank draft
- Travellers' cheques or credit card or currency for the journey plus at least 3 days
- Insurance: Health Insurance (*see note 2 below*) and Insurance of personal possessions
- An X-ray report, if required
- Accommodation on campus or alternative accommodation
- Certificates to prove conditionals have been met, if you were made a conditional offer
- Payment of fees if applicable
- E-mailed the International Office confirming your arrival details

1) International students who need a visa to study in the UK should see the UKBA official webpage <http://www.ukba.homeoffice.gov.uk/studyingintheuk/> for details on whether they need a visa. Students studying for less than 6 months should see the 'Student visitor' section.

2) International students studying full-time in the UK for six months or more are eligible to receive full health care under the National Health Service (NHS) on the same basis as other UK residents from the day of their arrival in the UK.

International students studying full-time in the UK for less than six months must take out private health insurance.

Students from an EEA country or a country with a reciprocal health agreement with the UK may be eligible for certain types of NHS health care, mainly hospital treatment.

Luggage

It is possible to send your luggage in advance to the University. Please label it clearly:

To Await Arrival **Your full name**
C/o Housing Manager
University of Worcester
Henwick Grove
Worcester, WR2 6AJ
U.K.

Do not send luggage to arrive more than 2 or 3 days before your own arrival and **please notify the Housing Manager before sending it.**

Checklist for the journey

- Valid passport and visa
- Air ticket
- Vaccination certificates, if required
- X-ray report. If required
- Letter of acceptance from WORCESTER
- Documentary evidence that you have enough money to pay your tuition fees and accommodation
- Warm clothing
- British currency
- Address and telephone number of University of Worcester:
Henwick Grove, Worcester, WR2 6AJ, UK. Tel: +44 (0)1905 855416
- Details for onward journey to the University or previously arranged airport pickup details.

Travelling to the UK by air

The nearest airport to Worcester is **Birmingham International.**

It may be possible to arrange to have you met at the airport if you fly into Birmingham and have informed us of your arrival details.

If you fly into any of the other UK airports then we will be happy to advise details for the onward journey to Worcester after receipt of your planned arrival details in the UK.

Arrival in the UK

If you are travelling by air you should follow these steps on arrival:

- All passengers must go through the immigration zone dealing with their flight. Please note that there is a separate channel for passengers who have UK or EEA passports.
- The immigration officer will want to see that your documents are in order and that you have an up-to-date passport and, if required, a valid visa.
- Another part of the immigration process is health control: you might be asked to have an X-ray as part of a short medical examination.

If you require any other information we recommend that you contact your nearest British Embassy.

If you have travelled by train or car there will be different arrangements with documents being checked as you enter the country or, in the case of the Channel Tunnel, as you leave France.

Customs

The notices in the customs area will tell you if you need to declare anything you have brought into the country. If you are unsure you can check with Customs and Excise before leaving home by writing to:

HM Customs and Excise, Dorset House, Stamford Street, London SE1 9PY, UK

TRAVEL TO WORCESTER

Once you have entered the country, you need to make your way to Worcester. There are a number of options for you and the following instructions should act as a guide. Please be clear before you set off as to how you will get from the port or airport to Worcester.

By Rail

To Worcester Foregate Street Station

or to Worcester Shrub Hill Station

Train times can be found at the following website:

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

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

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

By coach

Worcester is on most major coach operators' destination routes.

See the web pages for National Express, a major coach operator:

<http://www.gobycoach.com>

By Road

http://www.worcester.ac.uk/uploaded_documents/Directional%20Map.pdf

<http://www.theaa.com>

Arrival on Campus

Providing we know in advance when you expect to arrive, every effort will be made to ensure that there is someone to meet you and welcome you to the University. Such an arrangement cannot be guaranteed, however, especially if you arrive after 4pm on a weekday or at any time over the weekend. There are, however, porters and security staff on duty and other students around who will be glad to provide immediate help if you should need it.

Please make sure that you have notified the International Centre of your arrival details at least 2 weeks before you depart from your home country.

Life at WORCESTER

International Centre

The International Office is situated in the Woodbury building on campus and we are ready to assist students with all aspects of University life. We also provide essential information and advice on a day-to-day basis. We provide support to Worcester's international community of students from all over the world. When you arrive there will be an induction programme for you which will help to introduce you to the University, the city and interesting sights in the area.

The office is normally open:

Monday – Thursday 09.00 – 17.00

Friday – 09.00 – 16.40

Accommodation

The Accommodation Office is situated in the Woodbury building on campus and will provide you with helpful information and advice, whether you are applying for a place or are already at Worcester. When your application to come to Worcester is accepted, you will receive information about the campus accommodation reserved for you. If, however, you prefer off-campus accommodation then we are able to help with further information.

The office is normally open:

Monday - Thursday 08.30 -16.30

Friday 08.30 -16.00

Further information on accommodation can be found at:

<http://www.worcester.ac.uk/student/accommodation/158.html>

Bedding Packs

Bedding packs consisting of: pillow and pillow case, duvet and duvet case, and fitted sheet are provided.

Laundry Facilities

There are several coin-operated launderettes on the campus equipped with washers and dryers

Security

The University's Security Staff are here to help you. They are on-site 24 hours every day. Their principle role is to provide you with a safe and secure environment in which to live and study. If you need their services you can go to reception or telephone the main switchboard.

Catering

The **Henwick's Dining Room** is situated on campus

Opening times:

during semester times

08:00 to 19:15 Monday, Tuesday and Thursday

08:00 to 20:00 Wednesday

08:00 to 18:00 Friday.

Outside of semesters closing times may vary.

Café Connections near the Main Reception area serves snacks and light meals

Opening times:

During semester times

09:00 to 20:30 Monday, Tuesday and Thursday

09:00 to 1700 Friday

'**Snack Attack**' is the Students' Union's own coffee shop and is situated in the **Students' Union Centre** serving drinks and snacks and is an ideal meeting place.

'**Café Ritazza**' is next to Henwick's Dining Room and serves drinks and snacks in a pleasant environment.

Student Support

The Student Enquiry Desk in Woodbury aims to provide you with a 'One Stop Shop' where you can find out how, when and where to access the particular kind of information advice and help you are looking for.

The information desk is normally fully operational during semesters at the following times:

Monday – Thursday - 08:30 -18:00

Friday - 08:30 -16:00

All students undertaking an award-bearing course at the University have a **Personal Tutor** who is responsible for monitoring academic progress and providing general academic guidance. Similarly, all exchange students have an **Advisory/Link Tutor** who has a particular knowledge of and responsibility for exchanges with a certain country or institution.

You will be informed of your Advisory or Link Tutor's name and you should make contact with him or her as soon as possible after your arrival. Your tutor will give you assistance and advice about registration procedures and generally help you settle into University.

Religious worship and spiritual support

A local Church of England vicar acts as Co-ordinating Chaplain to the University and she visits the campus regularly. Representatives from other faiths are also often present and a multi-faith Prayer Room is located in Bredon building. Further details of religious and spiritual support available at Worcester and in the surrounding area can be obtained from the Student Enquiry Desk.

Health Centre

Every effort is made to provide a healthy University environment. Our philosophy is promoting and encouraging healthy lifestyles.

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General Practice Services / Doctors

Although help and support is provided for any student who becomes ill or needs other health services, the Department of Health recommends that you register with a General Practitioner (Doctor) in the University locality when living away from home. To do this you just need to call into one of the local General Practitioners (Doctors) with your student card and complete one of their registration forms.

Don't forget that the University has a group of First Aid trained staff in various parts of the campus. If you ever need first aid, or encounter someone else who does, just contact the University's central reception desk in the foyer on extension '5150' or dial '0' where someone will find a 'First Aider' as quickly as possible. Alternatively, ring or call in to the Health Centre

It's worth noting, too, that if you study in the UK for six months or more, you qualify for free healthcare through the National Health Service. So there's no need to include the cost of health insurance in your budget.

Transport

There is a regular bus service between Worcester City Centre and the campus. The bus stop is outside the Students' Union building on the campus.

Shopping

- **Campus Shop**

The Students' Union run a shop on campus, where you can buy most of the basics plus additional items such as stationery and cards. There is also a "cash-back" facility on debit cards.

- **Local Shops**

The area of Worcester near to the Campus is called St Johns and is only about a 10 to 15 minute walk away. In St Johns you will find a selection of shops, including a Supermarket for your grocery items, Banks, Post Office, and Doctors.

- **City Centre**

Worcester has a thriving city centre where you will find most of the main Banks and Building Societies, together with all of the major stores and shops.

Banking

If you wish to open a Bank Account in the UK then it is advisable that you approach your bank in your own country for a letter of recommendation. This will assist in setting up an account over here. Visa and Mastercards are widely accepted in the UK and may be used as an alternative to opening a bank account in England.

To apply to open a Bank Account in the UK you will need to present the following to your chosen Bank:

- Passport (or could be a national ID card if from an EU country)
- Evidence of address in the UK (a letter from WORCESTER or tenancy agreement or student accommodation contract).

Police Registration

If your passport/entry stamp states that you must register with the Police, then this must be done within 7 days of arrival in the UK. You will be required to present the following to the local Police Station in Worcester:

- Passport
- Passport sized photograph
- Completed Police Registration form (available from the International Centre)
- Registration fee of £34 (*this may be subject to annual increase*)

Details of this will be explained during Induction.

Part-time work

If you are from outside the European Economic Area, and entering the UK on a student visa, you may be eligible to obtain work up to 20 hours per week in your spare time while studying on a full-time course.

BUT, you may not work if your visa or passport stamp states, 'No work' or 'Employment prohibited' or that you must 'not engage in employment' (unless it also contains the words 'consent of the Secretary of State').

Students entering the UK to take short courses or one-semester exchanges may be admitted to the UK as a 'Student Visitor' rather than as an 'Adult Student' student. See the official UKBA website for up-to-date information:

<http://www.ukba.homeoffice.gov.uk/studyingintheuk>

Learning Support and Information Services

IT Service

The University network facilities are available to all staff and students giving e-mail and Internet access used for administrative, research and teaching and learning purposes. After you have completed the formal Registration process you will be provided with a password giving you access to the computers on campus.

Peirson Library

The Peirson Library is the main Library on campus. The Library contains over 100,000 books, many journals, access to subject databases, over 60 PCs for accessing the Internet, word processing and CD ROM use.

Library staff are organised into Faculty teams to provide subject support for students and staff. Information skills sessions are delivered by Library staff so that students can make the best use of their time in the Library. They are happy to support you in your time at Worcester and welcome the opportunity to enable you to successfully complete your studies here.

There are many fact sheets and guides in the Library providing information on opening hours, borrowing allowances, fines etc so make sure you attend the Library induction and pick up all the relevant guides.

Media and Print Services

The Media and Print Department provides a full range of production, print and presentation equipment and services for staff and student use, also, provides access to up to date audio visual facilities for the entire University. It is responsible for providing audio visual resources in teaching rooms and lecture theatres, and access to further facilities and equipment by means of a hire system. It also provides off-air recording, filming, editing and photographic services.

Access to numerous self-help facilities is available including photocopiers, printers and multimedia PC's. A sales area supplies stationary, tapes, disks, etc. A 'while you wait' service is provided for small amounts of photocopying including specialist copying, such as, overhead projector acetates and full colour copying.

Book Shop

There is a Waterstones Book Shop on campus situated near Henwick's Dining Hall where you can purchase course books. They can also order books not available from stock.

The Languages Unit

The Unit offers English language programmes both for students studying on the University's degree and Foundation programmes, and for a wide range of people who wish to focus on enhancing their language skills for academic or professional purposes. It is based in newly refurbished accommodation with a full range of high quality language learning facilities including satellite TV, an audio-active language laboratory and a self-access study room offering audio cassette, video, CD ROM and Internet facilities for individual study.

Standard provision of English language support is made for overseas students within their annual fee for undergraduate studies. Students needing substantial additional language

and study skills support enrol on the Worcester International Student Support Programme during their first year at the University, for which an extra fee is charged. Detailed information can be obtained directly from the International Office. In addition, tailor-made intensive courses in EFL and ESP for overseas groups of adult learners can be negotiated.

Sport at Worcester

The University has excellent facilities for recreation as well as research and the practical study of sport. Facilities include: an indoor sports centre, floodlit synthetic pitch (to FIH standards), an exercise physiology suite (BASES accredited), two further sports science laboratories, nutrition laboratory, teaching rooms, gymnasias and dance studio. All students can book the University's sports facilities, whether or not you are studying sports studies as part of your degree. The international standard Astroturf can be used whatever the weather or time of day. There are also tennis courts, playing fields, Nottsbase artificial cricket nets, a dance studio and gymnasium.

The Sports Centre and fitness gym are a great place to work out and keep fit. Students who wish to use these facilities would need to pay the membership fee.

There are many sports clubs and the University is a member of the British Universities Sports Association.

The River Severn is a particular attraction for rowers, as the 4.5 mile stretch from Diglis Lock to Grimley is one of the best single stretches for rowing in the country. The University has its own professional rowing boats and coaching is available to the University team from the Regional Coaching and Development Officer for the West Midlands, who has a base here.

The University offers scholarships for rugby players, cricketers and netballers. For further details contact Malcolm Armstrong, Head of Physical Education and Sports Studies, e-mail: m.armstrong@worc.ac.uk

Students Union

Campus social life revolves around the Students' Union. As well as being a social hub, the Union is also active in student welfare, representation, and campaigning. Worcester has a wide range of activities, run for and by students. Further details can be found on the Students' Union website: <http://www.worcsu.com>

Payment of Fees:

Tuition: If you are required to pay tuition fees then at least half your fees must be paid in full before you arrive at Worcester. The balance should then be paid in full when you arrive at Worcester. Full payment details will be sent to you with your official acceptance letter.

Accommodation: You will be sent a housing contract before you arrive with details of the deposit payment. An invoice will be given to you for the accommodation fee when you arrive.

Useful contact/website details:

The University:

Main Reception
Tel: +44 (0) 1905 855000

International Office
Tel: +44 (0) 1905 855146

Accommodation Office
Tel: +44 (0) 1905 855137

Students Union
Tel: +44 (0) 1905 855188

Student Support
Tel: +44 (0) 1905 855502

Health Centre
Appointments and enquiries:
01905 855104

Book Shop (Waterstones)
+44 (0) 1905 855134

Worcester Tourist Office:
www.cityofworcester.gov.uk

Maps

www.worc.ac.uk ('How to find us')

Transport and Travelling

RAIL

www.nationalrail.co.uk
www.railtrack.co.uk
www.centraltrains.co.uk

COACH / BUS

www.gobycoach.co.uk

Miscellaneous

British Council
www.britishcouncil.org

UKCOSA
www.ukcosa.org.uk

UKBA Immigration Advice
www.ukba.homeoffice.gov.uk/studyingintheuk/

University of Worcester International Office: Telephone +44 (0) 1905 855146

*The country code for the UK is 44.
From overseas you dial +44 1905 855146
Dialling from within the UK, but outside of Worcester, you just dial 01905 855146.
Dialling from within Worcester you just dial 855146..*

ECTS

ECTS, the **E**uropean **C**ommunity **C**ourse **C**redit **T**ransfer **S**ystem, enables European Students to undertake a period of study of between three and twelve months in another European country with full credit transfer on return to the home institution. University of Worcester participates in the European Credit Transfer System.

Please consult the Module directories, Prospectuses and other information about Worcester which should be available in your college or university, as well as this guide, so that you are well informed and prepared for what will be a rewarding and enjoyable experience.

ECTS enables partner institutions to compare and approve their respective course content, thus maintaining standards throughout.

Characteristics of ECTS are:

1. ECTS credits These are allocated to a course/module of study. They should reflect the workload entailed in a course/module in terms of lectures, practical work, seminars, individual work, examinations etc. 60 ECTS credits represent the full workload of an academic year and 30 ECTS credits represent a Semester's full workload. At Worcester a student is expected to study four modules per Semester and each module is awarded 7.5 credits.
2. ECTS grading scale This scale provides an internationally comparable grade which is awarded in addition to the institution's grade.
3. Learning Agreements These are signed by both the host and home institution at the beginning of the exchange in recognition of the student's planned courses. They record the modules the student intends to study so that the students can be confident that the courses they take abroad will be recognised by their own college/university. A form is included in the folder.
4. Transcript of Records This is a record of the courses attended and grades awarded during the study period abroad. It enables students to prove what they have achieved in order that credits can be transferred to their home institution.

A Brief Guide to the Undergraduate Modular Scheme

1 Description of the Scheme

The Undergraduate Modular Scheme is an essentially conventional module scheme based on a two-semester academic year, with full-time students expected to take four modules per semester. The University moved to the semester system at the time the Scheme was implemented. The following description is that provided for validating parties and overseas visitors.

2 The Rationale of the Undergraduate Modular Scheme (UMS)

- 2.1 The fundamental feature of the UMS is that it is student-centred: it is designed to enable the student to exercise control over the details of course they follow.

2.2 UMS terminology is:

- a student's **course** is an individual programme of study, selected by the student
- a **programme of study** is a personal selection of modules
- a **module** is a component of study on a particular topic (e.g. Consumer Behaviour)
- the UMS gives students the flexibility to adjust their programmes of study during their studies to reflect their changing interests
- the UMS cumulative assessment pattern enables students to monitor their performance at the end of each semester and to adjust their programmes of study in response to this, if necessary

2.3 Students therefore have a considerable degree of control over what they study and when they study it - they take responsibility for their own studies.

2.4 The UMS is designed to be attractive to 'conventional' students, but also to

- attract mature students as well
- allow students to study part-time in the day-time or the evenings (or both)
- allow students to switch from full-time to part-time attendance or vice versa (or back again)
- provide full range of intermediate qualifications
- facilitate Credit Accumulation and Transfer both within the UMS and with other institutions

3 The Module

3.1 Students progress through the UMS by studying modules and accumulating them into programmes of study - the student's course. The module is a building block for the Scheme.

3.2 The module is a self-contained block of study on a particular topic. It contains class-contact time, private study and learning and assessment. Modules last for one semester (see below) and at the end of the semester the module is entirely completed, including the assessment. By the beginning of the next semester, the results for the previous semester's modules are confirmed and available to students.

3.3 A UMS module represents 150 hours of study (student effort) per semester in total. This includes class-contact (teaching - which must not be more than 60 hours in all) and private study, learning and assessment. Full-time students usually take no more than 4 modules per semester.

4 Levels of work in the UMS

Modules are offered at three levels of academic difficulty in the Scheme:

5 The semester system

There are two semesters each academic year. Each one is 15 weeks long. Students can enter the UMS at the beginning of either semester.

Of the 15 weeks, the first 12 are devoted to teaching. There will be no more no more than 5 hours teaching per week per module, or a 10 hours total study per week, per module. At the end of the semester, weeks 13-15 are devoted to assessment and other tasks.

6 Choice in the UMS

The UMS is designed to allow students a wide range of options in creating their programmes of study. Students can exercise choice in relation to:

6.1 Modules:

- Most modules are located in academic subjects
- Additionally, students have some free-choice 'elective' spaces in their programme which they can use to sample modules from outside their chosen subjects.

6.2 Pathways:

- Students may combine subjects in different patterns of study called 'Pathways'. The Pathways available are:
- Joint Pathway, in which students take two Fields, equally weighted
- Major/Minor Pathway, in which students take two Fields one for 66% of their time (the Major Field) and one for 34% (the Minor Field)
- Single Honours Pathway, in which, after year 1, students can specialise almost entirely in their single subject.

6.4 The UMS is designed to allow students to change their module choices each semester, and to change their Pathway until a relatively late stage in their career (normally up to the end of year 2). Changes of subject are also possible, but are more difficult because students have to be able to show they have a background in the new subject.

7 Assessment

7.1 The UMS assessment philosophy is based on four principles:

- all assessment is directly related to the modules, and takes place within the module (there are no end of year examinations). Module marks are released at the beginning of the semester after the module has taken place, so students can monitor their progress as they study.
- Fields are free to adopt assessment patterns and techniques which are appropriate to their own subject matter and disciplinary concerns: there are no UMS-level prescriptions about assessment techniques
- students must be offered a range of assessment experiences to give variety and to ensure that their achievement is maximised
- the weighting of assessments must be equal across the Scheme

7.2 In broad terms, then, subjects determine how students shall be assessed, but must use a range of different types of assessment and must ensure that the weight of assessment conforms to Scheme rules: no student should be asked to write more than 4000 words equivalent per module.

7.3 Examination boards meet at the end of each year. Students can graduate at the end of either semester: at one of two points in each academic year.

8 The Independent Study

All students intending to take a classified honours degree with the Scheme must pass an Independent Study. This is a dissertation-type double module which is taken in the student's

final year of study. It is equivalent to an 8000-10000 word-length dissertation, but where a conventional dissertation approach is not appropriate, a practical or experimental project may be completed instead.

9 Advice for students

- 9.1 To help students plan their programmes of study and to deal with other queries which may arise (especially over assessment), the UMS has a Programme Advisory Service, staffed by UMS Programme Advisers.
- 9.2 The Advisers operate an appointment system Mondays-Thursdays 10am-4pm, and evenings Mondays-Wednesdays 5pm-6pm for part-time students.
- 9.3 All the Advisers are generalists - any student can go to any Adviser with any query and get advice. The Adviser will refer students to other University services (such as the Welfare and Counselling Service, Finance, Medical Service) if appropriate.

10 Awards

The Scheme offers a full range of 'intermediate' awards:

- **Certificate of Higher Education** (after taking eight modules: the equivalent of one year's full-time study at Level 1 of the Scheme)
- **Diploma of Higher Education** (after taking 16 modules: the equivalent of two year's full-time study, one year at Level 1 and one at Level 2)
- **Degree** (after taking 20 modules, not including an Independent Study)
- **Degree with Honours** (after taking 24 modules: the equivalent of three year's full-time study, one year each at Levels 1, 2 and 3. Candidates for honours must successfully complete an Independent Study).

Working in schools – PE/Education

Any courses which entail working with children in schools require proof of police clearance from a student's home country. Students planning to study Education modules should consult the University on this matter in advance.

Grading

University of Worcester's grading system is measured in Grades A – G (with D- being the minimum grade required to achieve a pass)

International students will be awarded both with the Worcester grade and the ECTS credits (7.5 ECTS credits for each BA/BSc undergraduate module).

Incoming students – Procedure for application

- Students interested in participating in an exchange with Worcester will have access to the information about the University at their home institution. Each year the International Office sends out details in the form of the undergraduate and postgraduate prospectuses, the module directories and the Semester dates to every partner institution.
- Once students have decided to apply, they must complete and Exchange Application Form (included in folder) and return it to the International Office

- The form is then passed on to the appropriate Head of Department at Worcester and approval is sought for the application.
- If they have not already done so, students now need to choose the modules they wish to study and are advised to have their module choice approved by their home institution.
- The International Office is responsible for passing on students' details to Registry and organising the incoming students' accommodation.
- A letter confirming acceptance as an exchange student is provided for ease of travel through immigration at international border controls.
- For European exchange students, an ECTS form needs to be completed within two weeks of arrival and signed by both the host and the home institution. This guarantees the recognition of the study period abroad.
- On completing the exchange, students are provided with a Transcript of Records. This is a record of the courses attended and grades awarded during the study period abroad. It enables students to prove what they have achieved in order that credits can be transferred to their home institution.
- At the end of the exchange students are required to complete their Student Report Form and return it to their home institution.

How we can help you

If you have any queries about domestic travel and academic queries before you come, you can email the International Office on international@worc.ac.uk

During the exchange the International Office can help you to make contact with your home institution should the need arise.

An Induction Programme for incoming students is organised for two days prior to the start of the semester.

We hope that this guide and the rest of the pack give you the answers to any questions you may have had but if you still need help contact us by email international@worc.ac.uk and we will be pleased to find the answers for you.