



The  
University  
Of  
Sheffield.

The  
Sheffield  
International  
College.

# Student Pre-Arrival Guide September 2011

Welcome to our college!

[www.sheffield.ac.uk/sic](http://www.sheffield.ac.uk/sic)



# Welcome

Welcome to Sheffield International College. This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

## So, what's studying at Sheffield International College (SIC) really like?

You have probably already imagined what your life will be like in Sheffield. You might have ideas about life in the United Kingdom based on films, television or stories from friends and family. This guide aims to make your transition into the United Kingdom as enjoyable and easy as possible and will tell you what to expect when you attend a Kaplan College. We hope that this information will help you to form realistic expectations and encourage you to take advantage of the many opportunities ahead.

## Will I be able to adjust to a new culture?

At SIC we understand that living in a new place may be challenging at times – but it will also be fun. You will soon meet people from around the world, try new things, and live in a different culture. One of the best ways to make sure that your transition goes smoothly is to maintain a positive attitude and stay healthy. View your new environment as a place to learn interesting things about yourself and others. Try to get enough sleep, eat properly, exercise, and participate in social activities. Take time to observe and enjoy the new things going on around you and appreciate the differences you find in your host country.

## What can I expect from my classes at SIC?

Programmes delivered at SIC are designed to reflect your needs and level of English. Whether your course is a Foundation Certificate, Graduate Diploma or Integrated Programme, you'll be in the classroom for approximately 20 hours each week and will have a significant amount of work to do at home or in the library. Our programmes are tailored to prepare you for every aspect of your chosen course at The University of Sheffield (TUoS).

## I have more questions...

Please contact your local representative if you have more questions before you depart. After you arrive, SIC staff at the College will be happy to help you with any problems that you have or any questions you want to ask.

## Contents

Before you leave	3
Checklist	4
When you arrive	5
Your first day	5
College facilities	6
Social activities	6
Local information	7
Residential and private accommodation	8
Under-18 students and sponsored students	9
Health and safety	10
Laws and customs	11
The pathway to academic success	12
Important dates to remember	13
Contact details	13



Students outside Sheffield International College

# Before you leave...

We understand that at times you may feel nervous when preparing for your stay in the United Kingdom. There are some important things you need to know before you leave that will make your life easier when you arrive. Use our checklist on the next page to ensure that you do not forget anything and you are well prepared for the exciting times ahead of you.

## Pocket money

We recommend that you budget £80-100 for every week. This should be enough for personal expenses, laundry, local travel and social activities. You will need additional money if you plan to take weekend trips or travel. Please note that it may take up to two weeks to open a bank account after you've arrived in the UK, so make sure you bring enough cash or a credit card to use when you first arrive.

## Clothing

Students dress casually for classes. You should bring some nice clothes for going out to restaurants, nightclubs etc. You should also bring clothing for sports and outdoor activities. You can usually rent sporting equipment. The climate is changeable and may be very different from your own. The typical temperature is 20°C in summer and 0°C to 10°C in winter, although it can drop below freezing. Bring warm waterproof clothing if you are arriving in autumn or winter. An umbrella would also be useful as it often rains in Britain.

## Bank account

When you've arrived and registered at SIC, we can assist you with opening a bank account. There are many banks to choose from in the UK and we suggest that you check with a few different banks to see which one can offer you the most suitable account for your purposes. When you've decided which bank you'd like to use you can request a Bank Letter from Student Services which confirms that you are a student. You will need this letter, your Passport and proof of your UK address to open an account.

## Insurance

Living in a foreign country is very interesting and a lot of fun, but can sometimes be quite challenging and unpredictable. We have therefore created a bespoke Kaplan Care medical and travel insurance policy that will cover you for any unexpected incidents. For more information about Kaplan Care, contact your Kaplan representative. Please note that adequate insurance cover is compulsory for students coming to SIC.

## Electrical current

Standard voltage in the UK is 240 volts. To make sure that you are able to use all your electrical appliances bring an adaptor with you.



SIC students enjoy small class sizes and one-to-one support services

# ✓ Checklist

Use this checklist to make sure that you have packed everything you will need and that you are well prepared for your trip to the United Kingdom. Check off each item as you pack it, or complete the task.

- Passport and passport photographs**  
Bring your passport and any other identity document you might need, such as your driving licence. You also need to make and bring one photocopy of the outside cover and picture page of your passport, and to bring two passport-sized photos for College registration. Pack your passport in your hand luggage as you will need it at immigration.
- Acceptance letter**  
Pack your CAS statement / Offer Letter in your hand luggage so that it is easy to access on arrival. You also need to make and bring one photocopy of your CAS statement.
- Student visa**  
Ensure that your student visa is with your passport and is stored in your hand luggage. You will need your student visa when passing through immigration. You also need to make and bring one photocopy of your student visa.
- Original academic and English language qualifications**  
You will need these when registering at the College, as well as certified translations if the original documents are not in English. You also need to make and bring one photocopy of each of these documents.
- Residence address details and tenancy agreement**  
Remember to pack your residence address details within your hand luggage so they are easy to access on your arrival. If you have booked accommodation before leaving your home country, you will have received these details from the College. You should also bring your residence tenancy agreement as you will need this as proof of your address at College registration - further details can be found on page 5.
- Proof of medical and travel insurance**  
Students coming to Sheffield International College must have adequate travel and medical insurance to cover them and their possessions. We recommend you keep a copy of your insurance documentation with your family back home in case you lose any during your stay. Living in a foreign country is very interesting and a lot of fun, but can sometimes be quite challenging and unpredictable. We have therefore created a bespoke Kaplan Care medical and travel insurance policy that will cover you for any unexpected incidents. To find out more about Kaplan Care, please visit [www.sheffield.ac.uk/sic/support/before\\_arrival](http://www.sheffield.ac.uk/sic/support/before_arrival) or contact your Kaplan representative or Kaplan International Colleges office. Students without insurance must pay for Kaplan Care insurance on arrival at the College.
- Money**  
Store any cash on your body or in your hand luggage. Try to avoid counting or pulling out your money in busy public places. You can also use credit cards from abroad.
- Proof of deposit payment and payment for any fees outstanding (cheque or debit/credit card)**  
You will need these at College registration.
- Payment or proof of payment for accommodation**  
You must bring the first term's rent for your reserved accommodation. This can be cash, cheque or credit cards. If you have paid by bank transfer before leaving your home country you must bring proof of payment. Details of how much to pay are included with your reservation confirmation.
- Additional documents if you are under 18 and/or a sponsored student**  
If you are under 18 years old, you must bring an original copy and one photocopy of your guardianship letter. If you are a sponsored student, you must bring your original and one photocopy of your sponsorship letter.
- Correct clothing**  
Pack something warm in your hand luggage and ensure that you are wearing layers in case you get hot. In the winter it often times gets quite cold in Sheffield. Appropriate footwear and a good, warm jacket are essential.
- Adaptor for electrical appliances**  
Remember standard voltage in the UK is 240 volts and the fitting may be different so bring an adaptor.
- Prescription medication**  
Pack medication carefully in the original packet in case you are questioned at customs on your departure or arrival.
- Emergency information stored in your wallet or purse!!**  
This can be found on the last page of this booklet.
- Laptop**  
The College provides a free wireless hotspot service, so take advantage by bringing your own computer. All rooms in College residences have internet access.



## When you arrive

### SIC Transfers

Students should try to arrive at Manchester International Airport as this is the closest airport to Sheffield. Another benefit to arriving here is that SIC provides a schedule of free transfers from Manchester International Airport; please refer to the Arrivals Form where these dates are listed. If you reserve the free transfer service you will be met at Manchester International Airport by SIC Members of staff and Student Helpers who will accompany you on the coach and help you check-in to your accommodation. Students who have booked the free transfer service can use the free Hospitality area at Manchester Airport. Light Refreshments are available throughout the weekend and it is an ideal opportunity to meet students and staff at SIC.

If you choose not to use the free coach pickup or you arrive at a time when a coach pickup is not available, SIC can help you to book a taxi transfer. The driver will meet you at the airport terminal when you arrive, and will have a sign with your name on it. SIC Transfer Service must be arranged in advance. Transfer Service prices are: Manchester £65. Please make sure you send your arrival confirmation form to the College in good time.

### Independent Transfers

If you choose to make your own way to Sheffield, here is some helpful information:

#### Manchester International Airport to Sheffield

Train: Leaves from Manchester International Airport Station. The journey takes approximately 1 hour 20 minutes and costs approximately £21.00.

Bus: Leaves from the Airport Bus Station, journey takes approximately 2.5 hours, costs approximately £10 (single journey, plan in advance [www.nationalexpress.com](http://www.nationalexpress.com))

#### London Heathrow Airport to Sheffield

Bus: Leaves from Terminal 4. The journey takes approximately 5 hours and costs approximately £40. (Plan in advance: [www.nationalexpress.com](http://www.nationalexpress.com))

#### Central London to Sheffield

Train: Leaves from London St. Pancras. The journey takes approximately between 2 and 3 hours and costs around £80.00. (Plan in advance: [www.thetrainline.com](http://www.thetrainline.com))



The SIC Student Services team will welcome you on your first day at college

## Your first day

On your registration day you need to come to the College to register. All registration dates are listed on your CAS statement and arrival form. You will need to bring the following items to registration:

- Passport (original and one photocopy of the outside cover and picture page) and two recent passport-sized photographs
- Visa (original and one photocopy)
- CAS statement (original and one photocopy)
- Proof of deposit payment and payment for any fees outstanding (cheque or debit/credit card)
- Academic certificates and English language certificate plus certified translations if applicable (originals and one photocopy of all documents and translations)
- Proof of address in the UK (e.g. residence tenancy agreement, police registration certificate or utility bill)
- Proof of travel and medical insurance, or payment for Kaplan Care if you do not have insurance on arrival
- Guardianship letter if you are under 18 (original document and one photocopy)
- Sponsorship letter if you are a sponsored student (original and one photocopy)

See below for a sample induction programme. Please note that this schedule does change every term, but these are the kinds of activities you can expect to have offered during your first few weeks in Sheffield.

## Sample induction programme

Day	Induction Activities
Tuesday	<ul style="list-style-type: none"> <li>• Welcome and introduction to SIC</li> <li>• Registration and document check</li> <li>• University of Sheffield campus tour</li> <li>• Evening social activity - Bowling, ice skating or trip to Meadowhall Shopping Centre</li> </ul>
Wednesday	<ul style="list-style-type: none"> <li>• City of Sheffield familiarisation walking tour</li> <li>• Health and safety talk</li> <li>• Evening social activity – Bowling, ice skating or trip to Meadowhall Shopping Centre</li> </ul>
Thursday	<ul style="list-style-type: none"> <li>• Introduction to SIC's Library and resources</li> <li>• Health Centre registration</li> <li>• Fresher's Fair (information on banks and local amenities)</li> <li>• Evening social activity –All new student welcome party at the University of Sheffield Student's Union</li> </ul>
Saturday	<ul style="list-style-type: none"> <li>• Timetable collection</li> </ul>
Following Saturday	<ul style="list-style-type: none"> <li>• Day trip to York</li> </ul>





# College Facilities

## Classrooms

All rooms are spacious, complete with desks and chairs and a whiteboard. There are televisions, DVDs and overhead projectors available for lessons. We also have access to several large lecture theatres.

## Library and Resource Centre

The College is situated 5 minutes by walking from the main TUoS library and resource centre. It is called the Information Commons, it is open 24 hours and is home to a vast amount of computing facilities, resources and books.

## Cafeteria

The North Campus Cafeteria is situated in the same building as the College (The George Porter Building) and it offers a range of competitively priced food and drinks. There are also many shops, cafes and coffee outlets in close vicinity to the College.

## Sports and Gym facilities

The TUoS sports facilities (Goodwins Sport Centre) are situated approximately 15 minutes walking distance to the College and this includes multiple sports courts and a gym. These are offered at a discount student rate and can be booked privately or you can join one of the many sports societies TUoS has to offer.



The University of Sheffield's Information Commons. Its facilities, which include study areas, computers, library books and a café, are available to SIC students from the day they enrol.

## College Timetable

Below is an example timetable. Class times are subject to change and you should only use this timetable as an example of what type of structure to expect. Classes are from Monday to Friday and you could have classes either in the morning or in the afternoon, or sometimes both.

### Morning timetable

9.00 - 11.00	Class
11.00 - 11.10	Break
11.10 - 13.10	Class

### Afternoon timetable

13.10 - 13.20	Break
13.20 - 15.20	Class
15.20 - 15.30	Break
15.30 - 17.30	Class

## Activities/Social Programme

SIC arranges a variety of social activities for students ranging from Welcome Parties to day trips to the beautiful nearby Peak District, visiting Chatsworth House and visiting the world famous Manchester United Football Stadium and Museum. A full Learning Outside the Classroom (LOTC) Programme is published each term which includes Guest Lectures, e.g. a visit by Ben Wildavsky, a leading expert on global trends in higher education and author of "The Great Brain Race: How Global Universities are Reshaping the World", recently visited Sheffield International College. He wrote about his visit in 'The Chronicle', North America's premier higher education publication. For full details visit <http://chronicle.com> and search for "A profitable pathway".

We also have our own clubs organised by members of the academic staff at SIC. Some examples of clubs we have offered in the past are: Vocabulary, Discussion, Photography, Drama Club, Ladies Tea and Travel Clubs and Volunteering opportunities are also included in the LOTC schedule providing a wide variety of activities for the students. Traditional UK and local customs are also part of the LOTC schedule, making students aware of their new surroundings and local Sheffield communities.

## Academic Programme Representatives and other representation

We value everything you have to say and to ensure all your needs are heard and understood, we coordinate student representative elections during the first half of your first term. This is an opportunity for you to demonstrate your leadership qualities and to become the voice of the student body at the Programme Committee, where academic matters are discussed. In order to discuss non-academic matters, we also have Regional Representatives, Under 18's Representatives and Mature Students Representatives at the College.





# Local Information

## Transport - buses and trains

The University campus is a very short walk from the city centre, allowing a level of interaction between students and the local community rarely seen in UK universities. Sheffield has a very efficient bus and tram public transport network available if you prefer not to walk. Daily, weekly and monthly travelcards can be bought for cheaper travel around the city. As a student you will receive a substantial discount on your travelcard. If you would like to visit other parts of the UK whilst you are here, Sheffield has excellent rail links to all major cities. Students can apply for a Young Person's Railcard, which will give you discounts on train journeys outside of Sheffield.

## Banks and Post Office

There are numerous banks and Post Offices in the vicinity of the College. Post boxes are red and located on many street corners. Most branches of popular banks are located in the city centre, which is about a 10 minute walk from SIC. During the first few weeks of class of your first term, SIC will hold a bank fair where you can learn more about how to open an account, and what each bank can offer students.

## Restaurants and cafés

Sheffield has a wide selection of restaurants and cafés catering for a wide range of cuisines many of them just a short walk from SIC and the halls of residences.

## Department stores and supermarkets

Numerous supermarkets and department stores can be found in the city centre - a short walk from the College and close to all halls of residences. Also one of the biggest shopping malls in the UK Meadowhall Shopping Centre is only a 15-minute tram ride away from SIC.

## Telephone and Internet

There are public telephones within a five-minute walk of the College. Students are advised to buy phone cards from local shops (Student Services can provide information) and call in the evenings or on weekends as it is cheaper then. You can also collect UK SIM cards from reception to use in your mobile phone. Internet and email can be accessed throughout the College and university.

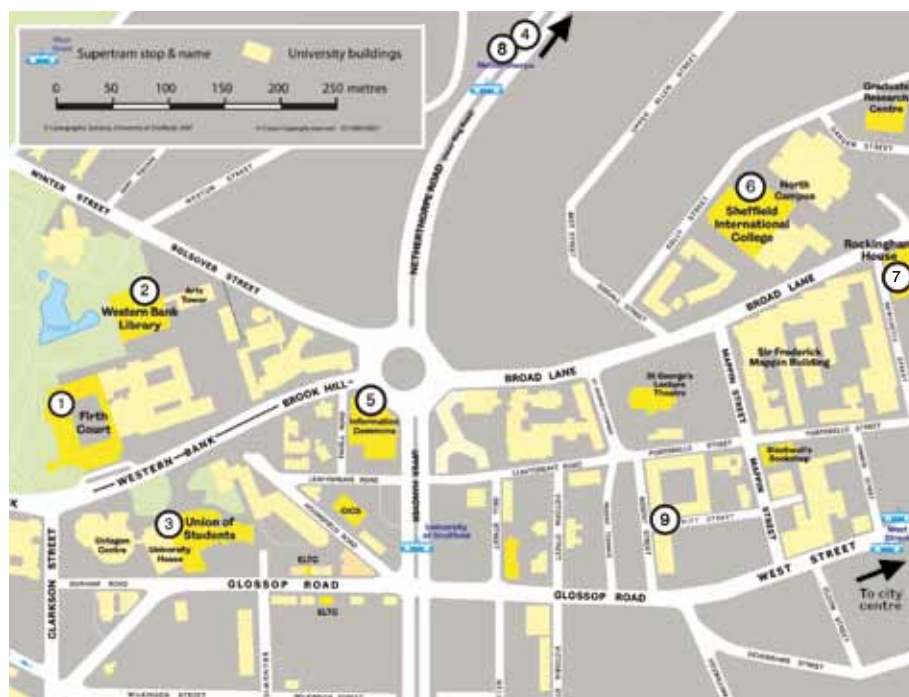
## Places of worship

There are places of worship for all religions and faiths close to the College. A list of these and their locations is posted at the College.

## Cost of Living

Approximate prices in GBP

Sandwich	£2.00
Lunch	£3.50
Hamburger	£3.00
Meal in restaurant	£10.00
Tea / coffee	£1.50+
Tickets:	
Cinema	£6-8.00
Bus (per journey)	£1.50
Monthly travelcard or equivalent (approx. per month)	£60.00



## Key

- ① **Firth Court**
- ② **Western Bank Library:** This is the biggest of the libraries on the University campus; together they stock 1.3 million books and journals.
- ③ **Union of Students:** The focal point for every student's social life is the Union, which was rated 'Excellent' in the 2008 Virgin Alternative Guide.
- ④ **Opal Three hall of residence**
- ⑤ **Information Commons:** This popular study area is open 24/7.
- ⑥ **Sheffield International College**
- ⑦ **Rockingham House hall of residence**
- ⑧ **IQ Brocco hall of residence**
- ⑨ **IQ Steel hall of residence**





# Residential accommodation

Please refer to your reservation confirmation for specific details of your residence.

## What to bring

You need to send your first term's accommodation fee and deposit before you arrive in the UK. When you register at SIC you should bring with you the second term's payment for accommodation. The residence includes kitchen appliances and furniture. In the kitchen you will find a cooker (hob and oven), microwave, sink and fridge and freezer. You will be given on arrival a KIC Pack which is included in your accommodation price. This invaluable KIC Pack contains comfortable bedding (blanket, pillow and sheets), all the kitchenware you need for eating, drinking, cooking a simple meal. Personal toiletry items can be bought locally and you must bring towels, or buy them when you arrive here.

## Tenancy agreement

You will be required to sign a tenancy contract for your accommodation. Remember that this is a legally binding document and by signing it you agree to be bound by the terms of the contract, including the rule that you may not sub-let your room to another person.

## Your flat

Though you will have your own study bedroom, you will be sharing a flat with other students. You are all responsible for keeping the communal areas tidy, clean and hygienic. You must also be careful and keep your door locked. Don't let strangers into your flat. Be considerate of your flatmates and neighbours when playing music or making noise. Room inspections are undertaken regularly to check you are complying with health and safety regulations and reasonable levels of hygiene. All rooms are fitted with smoke detectors as it is illegal to smoke in your room. If you smoke in your room you could be asked to leave.

## Laundry facilities

There are laundry facilities at each residence. You will share several washing machines and dryers with other students in the residence. Average cost per load of washing is approximately £5. An iron and ironing board are available for you to do your own ironing.

## Security

You are responsible for keeping your own room secure and for items that are lost or stolen from the accommodation. Keep your personal belongings safely stored.

## Going to and from college

Public transport in Sheffield is excellent. You can use the tram, buses or taxi to get to the College if you would rather not walk. Public transport tends to cost around £60 per month and is cheaper if you pay for a monthly pass.

# Private accommodation

Many students choose to stay in private accommodation, rather than in SIC arranged residences. Only students aged 18 and over are permitted to stay in private accommodation.

## If you are over 18 here are some tips if you want to find your own apartment or share a house with friends:

- Ask Student Services for a list of good local letting agencies or if they know of any accommodation to rent locally.
- Check whether the accommodation you are viewing is in a safe area and not too far from the College.
- Take a friend with you when you go to view any accommodation.
- If you are sharing an apartment or house find out who has access to the accommodation.
- Make sure the accommodation has a recent safety certificate - all cookers, electric fires are safe and smoke alarms are fitted.
- Make sure your room is secure. We strongly recommend that you have insurance for your laptop, camera, TV, DVD, personal music player and other valuable items.
- Make sure you get a genuine contract from your landlord.
- Bear in mind that utilities (gas, electricity and water) can be quite expensive.





# Under 18 Students

If you are an under 18 student in the UK, you are considered a minor and you need special care.

## Caring for under 18s

You cannot consume or buy alcohol, cigarettes, tobacco, you cannot buy knives and you cannot gamble. SIC has a special system designed to look after under 18 students. We want to ensure that you are healthy, safe and in appropriate accommodation. We monitor your attendance, welfare, academic progress and we keep in regular contact with your parents, UK Guardian and your agent.

## Arriving at SIC

When you arrive at SIC to register for your course, you have to provide us with an Underage Consent Form signed by your parents and it must contain your UK Guardian's contact details.

# Sponsored Students

SIC regularly welcomes a number of international students that are sponsored to study a Foundation or Pre-Masters Course at the college before progressing to the university. We classify a sponsored student as a student whose tuition fees are paid directly to the college by a government, company or other organisation that is recognised by Kaplan International Colleges.

## Arriving at SIC

If you are a sponsored student, you have to provide us with a Financial Guarantee Letter when you arrive at SIC to register for your course. During your studies at the college we monitor your attendance, welfare, academic progress and we keep in regular contact with your sponsor.





# Health and safety

If you or a friend is seriously ill or has had an accident call 999. Stay calm and describe to the operator on the line what type of help you need (ambulance, fire or police) and your location. You may be required to describe any symptoms. Explain as much as you can, don't worry if you are not confident with your English - say as much as you can, as clearly as you can. For further information on health and safety in the UK visit the British council website at [www.britishcouncil.org/educ-safety-first.pdf](http://www.britishcouncil.org/educ-safety-first.pdf).

## Medical and travel insurance

All students must have a comprehensive medical and travel insurance plan for the entire duration of their stay in the UK. If you would like to receive more information about Kaplan Care medical and travel insurance, contact your Kaplan representative or Kaplan International Colleges office.

## If you get sick

If you get sick while you are in the United Kingdom you should visit a doctor. All SIC students can register with the TUoS Health Centre, which is located close by on the University campus. It's a good idea to do this during induction week or as soon as possible after you've arrived. Alternatively, you can ask Student Services where the nearest doctor is. If you have a minor illness you can often ask staff at a local chemist for advice. If you are ill, make an appointment to see a doctor and take any relevant insurance or medical documentation with you. You are required to register with your local doctor.

If you have any ongoing medical concerns or disabilities please inform SIC so that we can offer you as much support as possible during your studies here. Any information given will be treated as confidential.

Medical costs are at the discretion of your local doctor or hospital. A guide to costs in the United Kingdom are as follows:

- A consultation with an NHS doctor - free
- A consultation with a private doctor - minimum £40
- Prescriptions at a chemist - minimum £7.20 per item
- Dental treatment - minimum £50
- Eye tests or new glasses - minimum £30

## Protecting your belongings

We recommend that you are always vigilant about your personal belongings no matter where you are, especially cameras, personal music players, laptops and other digital equipment. Kaplan Care insurance covers your personal belongings as long as they are left in a safety deposit box or in your locked accommodation. It is of utter importance however that you take care of your personal belongings at all times. Students are reminded not to walk around at dark using mobile telephones or with earphones. Sheffield is a safe city but everyone must always remain alert and aware at all times.

## Things to remember...

- Call 999 in case of fire, medical emergency or need for the police.
- You must have medical and travel insurance for the duration of your stay in the United Kingdom.





# Laws and customs

You may find that laws in the UK differ from those in your home country. You must obey the country's laws and respect its customs. It is important that you understand the laws, rules and customs that you may encounter.

## Laws

- No one under the age of 18 in the United Kingdom may buy or consume alcohol, cigarettes and tobacco. It is against the law to buy alcohol, cigarettes and tobacco for someone you know to be under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- Buying, selling and using drugs (including cannabis) is illegal.
- It is illegal to possess offensive weapons such as knives, guns and chemical spray, even as deterrents or for personal protection against possible assault.

The police and SIC are very strict in enforcing these laws.

## SIC's rules

SIC has rules that must not be broken. These rules may apply to academic work at college as well as life in your residence.

- It is important that you register on time as a new student. If you are a returning student you will also be given a date to re-register for the next term, please make sure you arrive on this date and are not late. If you are late registering, you will be marked absent and if you continue to be absent, we have to report you to the UK Border Agency which could affect your visa.
- If you leave your SIC course, the visa you used to study at SIC will not be valid to use at another institution. If you want to change institutions you will need to apply for a new student visa.
- The College provides a registration and induction week which all new students must attend.
- **You must attend all classes.** If you do not attend classes your parents, your UK Guardian and your sponsor may be informed. As a Highly Trusted Sponsor, the College is obliged to inform the immigration authorities if you are continually absent. This may affect your visa.
- Always tell SIC if you are going to be absent from College for any reason. We are concerned about the welfare of our students, so if you are unable to attend, please make sure you contact the College.
- If you commit a criminal offence or have to be severely disciplined you may be sent home, in which case no refund will be given. We may also inform the immigration authorities.
- Be on time for all your lessons as any persistence lateness will be recorded and will affect your attendance record as well as your academic studies.

## Customs

Customs are an accepted way of behaviour in a country. You need to know the customs of the United Kingdom to help you feel comfortable with people. Some important customs to know include:

- **Women:** Women in the United Kingdom are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.
- **Queues:** Always stand in line and wait your turn when buying tickets, in a bank, post office or waiting for a bus. Keep to the right when standing on escalators.
- **Friendliness:** English people talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.
- **Please and Thank you:** These are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.

## Things to remember...

- If you are under 18 years of age it is illegal to drink alcohol
- Buying, selling and using drugs (including cannabis) is illegal
- Notify SIC if you are going to be absent from college
- Women are treated equally to men in the UK
- Remember to say please and thank you





# The pathway to academic success

There is an excellent relationship between students and staff at SIC. Staff work hard to give their students support and advice, and in return, they expect students to attend all of their classes and complete homework and assignment tasks on time. As you will be adapting to the UK education system, part of your classroom time will be spent improving your critical analysis skills. This means that while your teacher will give you information and guidance, you too will also be expected to formulate your own ideas and questions, carry out independent research, and work with other students in group scenarios. This will ultimately improve your academic knowledge and language proficiency and prepare you for university study.

## What can I expect from my classes at SIC?

Classes are two hours long with a short break in the middle. Classes start at 9am and finish at 5.30pm, although occasionally we do run evening classes. You will usually have one to three classes per day.

## Subject Modules

The subject modules are taught through lectures and seminars. In lectures, you are expected to listen and take notes. The teacher may ask questions throughout the class to ensure knowledge and understanding. Do not be afraid to ask the teacher lots of questions either, or meet with fellow students outside class time to discuss the key points of the lecture. Seminar classes involve case studies and working alongside fellow students. This is intended to enable you to discuss key issues and arguments with fellow classmates and it is expected that you will actively participate in these sessions. Listening to different opinions and ideas will enable you to broaden your knowledge and understanding of the topic which is an important and exciting part of academic life here in the UK.

## Skills for Study Modules

The Skills for Study modules are taught in interactive-style classrooms in groups of 15-20 students. You will receive a study pack containing information such as how to conduct research, how to give presentations, and how to structure an argument in an essay or reports. These skills will prove vital for your university studies. In addition, every term there are one-to-one tutorials with a tutor who will look at drafts of your essays or reports and will be able to give you advice and feedback on how to improve your grade.

## Language for Study Modules

These modules focus on improving your English language level, which is required for you to progress to university. Three-term students will have at least four hours of English classes per week, while two-term students will have two hours. These classes will cover all aspects of English language: speaking, writing, reading and listening. Living and learning in an English environment will substantially improve your English level; it is however also important to complete your own independent study with areas in which you may be experiencing problems. Reading newspapers, magazines, and watching television will all contribute to your overall English level and is highly encouraged.

## How will I be assessed?

This will depend on the modules that you study. Some modules will have short tests from week 4 onwards, while others may have mid-term exams in week 6. Some exams may be multiple-choice or short-answer questions, while others will require you to write a long, comprehensive answer. The final exam period is in week 12. Exams are not the only way you will be assessed. There may also be coursework during the term, or individual or group presentations. It is important that you attend and complete all assessments and hand them in on time.

Remember, tutors are always happy to offer advice and guidance on how best to prepare for assignments.



# Important Dates to Remember

## National Holidays 2011-12

Christmas Holiday	26/12/2011	Early May Bank Holiday	07/05/2012
Boxing Day Holiday	27/12/2011	Spring Bank Holiday	04/06/2012
New Year	02/01/2012	Queen's Diamond Jubilee	05/06/2012
Good Friday	06/04/2012	Summer Bank Holiday	27/08/2012
Easter Monday	09/04/2012		

The dates above are the dates for observed holidays in 2011-12.  
For holiday dates in other years, consult your Kaplan representative.

SIC's term dates for students starting in September 2011 are as follows:

13th September to 9th December 2011

17th January to 13th April 2012

15th May to 10th August 2012

There will be no classes during each vacation period between the end of one term and the beginning of the next. If students wish to return to their home country between terms, we strongly advise that they do not leave the UK until examination results are received so that they can ensure that they will be present at SIC for any re-sit examinations. All students are required to re-register at SIC at the start of each new term. Re-registration always takes place the week before teaching begins. Students should return to the UK no later than one week before classes begin in order to successfully complete the re-registration process. If you are late registering, you will be marked absent and if you continue to be absent, we have to report you to the UK Border Agency which could affect your visa.

**We look forward to seeing you at Sheffield International College. If you have additional questions please ask our staff on arrival.**

Sheffield International College  
North Campus  
The University of Sheffield  
Broad Lane  
Sheffield  
S3 7HQ  
Tel: +44 (0) 114 222 7140/7144  
Fax: +44 (0) 114 222 7141  
E-mail: sic\_admin@kaplan.com



The  
University  
Of  
Sheffield.

The  
Sheffield  
International  
College.

Keep these numbers with you at all times!

Emergency SIC Number  
+44 (0) 7943 315273 (Emergencies ONLY!)

Emergency Services Number  
(Police, Fire Brigade, Ambulance): 999



Information in this guide is correct at the time of publication and is subject to change.  
Published June 2011.

