



## **STUDENT HANDBOOK**

### **Study Abroad Programme**

**2019-2020**

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## **1.0 Welcome to the Study Abroad Programme**

We are pleased that you have chosen to take advantage of the opportunities provided by the BUE-LSBU Study Abroad Programme. We hope you find your time studying at LSBU rewarding, satisfying and enjoyable. We encourage you to take full advantage of all the opportunities that it offers to you.

This Handbook contains important information to help your transition into your Study Abroad semester or short course as well as information about your programme of study. This will be useful to you during your stay at LSBU and so please retain this handbook for future use.

We look forward to working with you and wish you success in your studies.

## **2.0 Pre-departure Briefing at BUE**

### **2.1 Academic requirements for Study Abroad students**

You are expected to stay at LSBU for the duration of your Study Abroad Programme. You must also stay for any assessments that are required. You must complete the credit requirements set by BUE for successful completion of each semester/summer of study outlined by BUE within the specified time. These requirements are set out in the BUE Student Learning Agreement.

#### **Examinations**

Departments expect students to stay for any examinations at the end of the semester/summer. Please ensure that your department is aware that you are a Study Abroad student and will be expecting to take any exams as necessary.

#### **Private study**

You may seem to have a lot of spare time in your timetable. The UK academic system places an emphasis on private study, so during what you may perceive to be spare time you will be expected to be studying independently. This may be a more graduate style of learning than the type to which you are accustomed. If you require guidance on independent learning, please speak to the LSBU Study Abroad Team who can guide you to the best place to seek help.

#### **Coursework and essay writing**

Always keep a copy of your completed coursework and follow the submission requirements and deadlines as outlined in the LSBU Module Guides, which you will receive at the beginning of each module and will be available via Moodle.

### **2.2 The student learning agreement**

You are required to complete a BUE Student Learning Agreement. This sets out the requirements for study at LSBU during the Study Abroad Programme as well as completion of specific modules and credit within a set timescale as required by BUE.

### **2.3 The Academic Calendar**

Students participating on the Study Abroad Programme are governed by the deadlines in both the LSBU Academic Calendar and BUE Academic Calendar. Copies of each calendar can be found at:

BUE <https://www.bue.edu/quality-validation/#1568535132555-3-8>

LSBU <http://www.lsbu.ac.uk/about-us/key-dates>

## 2.4 Registered modules on the Study Abroad Programme at LSBU

Students are required to register for specific LSBU modules as part of the Study Abroad Programme. These are listed in the BUE Student Learning Agreement. Additionally, students may also be required to complete specific BUE modules within a set time as set out in the BUE Student Learning Agreement.

## 2.5 Modules to be completed at BUE to meet credit requirements and deadlines

The BUE modules that students must complete are listed in the BUE Student Learning Agreement. The arrangement for their completion, and associated deadlines, will be emailed to all students. Students are responsible to ensure that they comply with these requirements to be able to progress to the next semester and/or academic year.

## 2.6 BUE staff responsibilities in the Study Abroad Programme

Throughout your time at LSBU you may need to speak with a member of BUE staff about a variety of issues. Please consult the chart below to find the most appropriate contact for your needs.

Name	Telephone	Email	Office
Study Abroad Team			
Dr Mohamed Eid Director of the BUE Internationalisation Office (IO)	Ext. 1002	<a href="mailto:Mohamed.Eid@bue.edu.eg">Mohamed.Eid@bue.edu.eg</a>	Building C-first floor
Please Refer to your respective Head of Department, Programme Director, and/or Deans Offices			

## 2.7 Travel, medical and insurance requirements

All students participating in the Study Abroad Programme must purchase adequate travel and medical insurance and provide a copy of this to BUE. On the day of your travel to London, please make sure you take with you to the airport a full hardcopy of those documents and any other documents relating to your accommodation in London, LSBU offer letter and a print out of all the key contacts you have been given from the LSBU and BUE support teams.

## 2.8 Emergency contact details

All students participating in the Study Abroad Programme must provide BUE with emergency contact details for two family members/friends who can be contacted in case of emergency.

## 2.9 Visas

All students participating in the Study Abroad Programme must have a valid UK student visa. BUE and LSBU will assist students to make their applications. It is important that students abide by the specified visa conditions. The type of visa required and the documents for this will be advised by LSBU.

## **2.10 Flights and travel arrangements**

Travel arrangements and flights will be emailed to all students prior to departure.

## **2.11 Fees**

All fees associated with the Study Abroad Programme must be paid in advance and prior to travel.

### **3.0 Induction and Arrivals at LSBU**

#### **3.1 Welcome programme at LSBU**

Once you arrive on campus, you are invited to attend the LSBU welcome programme, which is held on campus. Special presentations and welcome events for all International and Study Abroad students will be held before the start of classes – details will be sent by email closer to the date.

#### **3.2 Registering with the University**

You are required to complete the following LSBU registration:

1. **Online pre-enrolment** – You will be sent an email from [enrol@lsbu.ac.uk](mailto:enrol@lsbu.ac.uk) asking you to complete your Online Pre-enrolment. Prior to this, the Study Abroad Team will send you a document detailing what you need to complete this process as it may differ from previous enrolments you have completed. Completing this process will generate a date and time for you to attend face-to-face enrolment.
2. **Face-to-face enrolment** – This process enables you to fully register at LSBU and to generate your Student ID card. You will need to bring with you the following documents:
  - a. Passport and visa
  - b. Second form of ID such as national ID card, birth certificate, driving license
  - c. Tuition fees payment record/receipt.
3. **Study abroad induction** – Details of the schedule of events will be sent to you prior to arrival in the UK. This session will include details of life in the UK, studying in the UK, health and safety information, etc.

Should you have any questions about any of this please contact the Study Abroad Team [studyabroad@lsbu.ac.uk](mailto:studyabroad@lsbu.ac.uk)



## **4.0 Living in London**

### **4.1 Contacting your family**

We ask all students to please contact your family as soon as possible to let them know that you have arrived safely. Due to data protection, we will be unable to confirm or deny the location of our students to any relatives that may phone our office. All University owned residences will have internet connections. Please enquire at your hall reception for more details. Wireless internet is available throughout the campus. Please see the IT section for more information.

### **4.2 Accommodation**

If you have chosen to live on campus you will need to book accommodation via the accommodation website: <http://www.lsbu.ac.uk/student-life/accommodation> The Study Abroad Team will send you details of this when it is time to book.

Please check your electrical items before you plug them in. Electrical voltage in the UK is 240v and you may require an electrical transformer.

Please contact your Residence Hall Receptionist if you experience any difficulties with your accommodation. Please also inform the Study Abroad team so that we are aware and can monitor the situation.

### **4.3 Public transport, food and activities**

When you arrive in London, you will receive a welcome pack from the Study Abroad Team. In this pack, you will find details of how to get around, where to shop, restaurants and supermarkets nearby, etc. Everything you need to help you settle in for the first few days before you begin exploring London, the UK and Europe for yourself.

## 5.0 Departmental Details

### 5.1 Communicating with LSBU academics and departments

Academic matters relating to the course structure, the submission, and marking of work, should be discussed with the relevant module leader. You are welcome to contact the administration in the department as any other student on campus, however if you feel you need special assistance due to the status of your exchange studies you may wish to contact the Study Abroad Team who can direct your query to the right people.

If you have any other questions, or you are unsure whom to contact, please contact the Study Abroad Office as a first point of contact and they will be able to advise you. We are located in the Admissions and Recruitment Centre and our office hours are 9:30am to 4:30pm, Monday to Friday. However, to ensure that they are available you should contact them via email at [studyabroad@lsbu.ac.uk](mailto:studyabroad@lsbu.ac.uk) to make an appointment.

### 5.2 Staff list and key contacts

Throughout your time at LSBU, you may need to speak with someone about a variety of issues. Please consult the table below to find the most appropriate contact for your needs.

Name	Phone	Email	Office
Study Abroad Team			
Sophie Atton	+44 20 7815 7034	<a href="mailto:international.advice@lsbu.ac.uk">international.advice@lsbu.ac.uk</a>	ARC
Welfare, Safety, Security			
Student Support Student Advisor	x6454	<a href="mailto:studentlife@lsbu.ac.uk">studentlife@lsbu.ac.uk</a>	SLC
Security	x8219	<a href="mailto:security-office@lsbu.ac.uk">security-office@lsbu.ac.uk</a>	
Emergency 24 hours	x6666 (020 7815 6666 from outside LSBU)		

Campus maps for directions to all buildings can be found here: <http://www.lsbu.ac.uk/contact-us/maps-and-travel>

### 5.3 Student communications and personal details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to the [MyLSBU system](#). If you experience any difficulties in editing your contact details, please contact the Study Abroad team.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University. After enrolment at LSBU, LSBU will only communicate with you via your LSBU email account.

#### **5.4 Facilities**

Students are welcome to use the on-campus IT facilities including computer suites and workstation zones, and the smart-printers across the campus. The Library has silent and group study zones with computers and printers.

Academic departments have different types of facilities, special book collections, material collections, supercomputers, equipment, and laboratories. Please check with the general departmental administration to ask which facilities are available to students. Charges may apply for consumables or services, please check with your department before use.

You can organise a Library Induction when you arrive on campus so that you can understand the full range of academic facilities available to you on campus.

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. At your Study Abroad Induction LSBU will point out the services available to you, how to access these and the particular learning styles in the UK. We will also cover referencing so that you can fully reference your coursework and projects before submission.

## **6.0 LSBU Life**

### **6.1 Students' Union**

LSBU's Students' Union (SU) is the centre of the student social scene and home to a number of services.

The union is a hub for a range of societies that cover cultural, political and social interests. Specialist staff at the Union can also advise on any course concerns and external matters our students experience.

The SU is run for the benefit of the student body and is there to represent students from within the University. Recent LSBU graduates are voted in as student sabbatical officers to run its daily management and handle student concerns. The SU also plays a role in the university's governance, with Sabbatical Officers holding roles on our Board of Governors. Students can benefit from its services while they are at LSBU and automatically become members of the National Union of Students while they study.

### **6.2 Societies and sports**

The SU hosts a variety of Sports Teams and activities and Societies. Further details of these can be found here: [https://www.lsbsu.org/activities/societies\\_sportsclubs/](https://www.lsbsu.org/activities/societies_sportsclubs/)

## **7.0 Regulations**

### **7.1 Student and LSBU responsibilities**

Students enrolled on a Study Abroad Programme are treated the same as full-degree seeking students. Therefore, you must abide by the Policies, Regulations, and Procedures that govern LSBU and their students. Up to date policies, regulations and procedures including, attendance and academic regulations, assessment and examinations procedures, immigration regulations, etc. can be found here: <http://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

### **7.2 Feedback from students**

We welcome feedback from students. Please contact the Study Abroad Team if you have any questions or comments. If you have any reports, comments, or photos to share please send them to [studyabroad@lsbu.ac.uk](mailto:studyabroad@lsbu.ac.uk)

Academic departments will also ask for your feedback at the end of each module.

## **8.0 Course Details**

### **8.1 Programme and module specifications**

Your BUE Student Learning Agreement will detail the modules you will be required to take each semester/summer. You must complete each module to ensure you stay on track with your studies when you return to BUE. Each module has its own specification that formally records that module's aims, teaching and learning methods, assessment components and their percentage weighting.

### **8.2 Teaching timetable**

You will have access to your timetable online after you enrol via the Student Portal (MyLSBU). It is important that you review your timetable and schedule to see that you are registered for the required credits, that there are no timetable clashes, and that you are happy with your allocated modules. Guidance on the process and the deadlines will be provided to students during the application process, pre-departure and Study Abroad Induction.

### **8.3 Class type terminology**

The language used to describe class types may differ from what you use at your home university. Please see the quick descriptions below for some guidance on what to expect:

- Seminar: A group of students smaller than a lecture led in discussion by an academic. Your group may explore a particular subject of interest or debate a question. You may be asked to give one assessed presentation per semester to open up discussion.
- Tutorial: A small discussion group to answer questions and provide guidance.
- Lecture: A large group of students. An academic lecturer will give a presentation, which may be recorded, on a particular topic. Students are expected to take notes during the lecture, and to ask questions during the seminar. Students should note that lectures provide a basis for further independent study, which should consist of several hours per week.
- Practical/lab: Scientific and lab-based subjects use these sessions for active practical applications.

### **8.4 Coursework submissions**

Please check with the relevant academic department for each module as necessary as different guidelines may apply for each department.

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes.

## **9.0 Personal Support for Students**

While you are studying at LSBU you may require additional support in student life experience, health and well-being, practical matters, and learning and career development. Please see below for more information.

### **9.1 Departmental student support arrangements**

Your first port of call for all academic matters should be your Course Director and your individual module leaders. They will be able to give specific advice on the topics covered and point you in the direction of academic support services on campus such as essay writing and referencing support.

### **9.2 Student services**

LSBU provides advice and support for students on a wide range of non-academic and educational needs. Their aim is to enable all students to achieve their potential while studying, by providing an approachable and reliable service that students can trust. They provide:

- Accommodation advice
- Disability and dyslexia support
- Employment and career advice
- Financial advice
- ID card support
- International student advice
- Mental health and wellbeing support
- Skills for learning, IT support and library resources
- Student status and Council Tax exemption letters

Students can speak to an advisor at the Student Life Centre (SLC) helpdesk, or book one-to-one appointments with the specialist teams depending on your situation.

Appointments can be either in person or over the phone, and can be booked by:

- Email [studentlife@lsbu.ac.uk](mailto:studentlife@lsbu.ac.uk)
- Phone 0207 815 6454 (lines open 10am-5pm)
- Visiting the SLC Helpdesk

### **9.3 Health care and registering with a doctor**

When you arrive on campus LSBU will provide you with details on how to register with a doctor and how to access a range of different healthcare for varying levels of needs.

## 10.0 Safety and Security

We hope that all students enjoy their time studying at LSBU. Part of this is the students' responsibility to stay safe and take adequate precautions and preparations. You may wish to consult the following contact and general information for safety and security while you are in the UK.

### 10.1 Campus security and emergency numbers

Welfare, Safety, Security				
Student Support	Student Advisor	x6454	<a href="mailto:international.advice@lsbu.ac.uk">international.advice@lsbu.ac.uk</a>	SLC
Security		x8219	<a href="mailto:security-office@lsbu.ac.uk">security-office@lsbu.ac.uk</a>	
Emergency 24 hours	x6666 (020 7815 6666 from outside LSBU)			

The UK is generally a safe place to live, but as an international student you may not know what precautions to take whilst living there. The best guide to staying safe in the UK is a booklet produced by the British Council and Education UK. You can download it at: <https://www.britishcouncil.org/sites/default/files/safety-first.pdf>

### 10.2 UK national emergency numbers

- Emergency Services (life-threatening): 999
- NHS emergency (non-life-threatening): 111
- Police (non-emergency): 101

### 10.3 Nightline service

Nightline is a student-run helpline that operates every night 6pm-8am during term-time. It aims to provide confidential emotional support on any topic that the caller wishes to discuss, a wealth of comprehensive information, or simply someone to share a conversation. Student volunteers are fully trained.

- For more information visit <http://nightline.org.uk/>

### 10.4 Personal belongings

Your personal belongings are not covered by the University's insurance. You are therefore advised to check whether your parents' or family insurance policies provide adequate protection. If not, private insurance arrangements should be made.



## 11.0 BUE – LSBU Study Abroad Programme Timelines

Deadline	Activity
17 <sup>th</sup> June	<b>Online Admissions applications</b> - <a href="http://www.lsbu.ac.uk/international/how-to-apply">http://www.lsbu.ac.uk/international/how-to-apply</a>
24 <sup>th</sup> June	<b>Submit documents for visa</b> – Students to provide LSBU with necessary documents for visa purposes as required by the type of visa (Short-term Study visa for those not undertaking an internship, Tier 4 for those who are): <a href="http://www.lsbu.ac.uk/international/visas-and-immigration">http://www.lsbu.ac.uk/international/visas-and-immigration</a>
02 <sup>nd</sup> July	<b>LSBU to issue Confirmation of Acceptance for Studies (CAS)s</b> - for any students requiring a Tier 4 visa providing all necessary documents have been received.
16 <sup>th</sup> July	<b>Visa applications</b> – BUE’s Internationalisation Office (IO) to assist BUE students in applying for Short-term Study Visas on the BUE campus. Will also provide student and staff Q&A.  <a href="https://www.gov.uk/study-visit-visa">https://www.gov.uk/study-visit-visa</a>
01 <sup>st</sup> August	<b>Accommodations applications</b> - <a href="http://www.lsbu.ac.uk/student-life/accommodation/applying">http://www.lsbu.ac.uk/student-life/accommodation/applying</a>
08 <sup>th</sup> August	<b>Submit module Choices</b> – to be sent to <a href="mailto:studyabroad@lsbu.ac.uk">studyabroad@lsbu.ac.uk</a>
31 <sup>st</sup> August	<b>Online Pre-enrolment</b> – detailed instructions will be sent to students via email
31 <sup>st</sup> August	<b>Pre-departure briefing</b> – LSBU to provide a pre-departure briefing via Skype to all BUE students
16 <sup>th</sup> September	<b>Arrive on campus</b>
23 <sup>rd</sup> September	<b>Classes Start</b>
24 <sup>th</sup> January	<b>Last day of classes</b>
25 <sup>th</sup> January	<b>Last day in accommodations</b>

Autumn Semester 2019-2020

Deadline	Activity	Spring Semester 2019-2020
31 <sup>st</sup> October	<b>Online Admissions applications -</b> <a href="http://www.lsbu.ac.uk/international/how-to-apply">http://www.lsbu.ac.uk/international/how-to-apply</a>	
7 <sup>th</sup> November	<b>Submit documents for visa</b> – Students to provide LSBU with necessary documents for visa purposes as required by the type of visa (Short-term Study visa): <a href="http://www.lsbu.ac.uk/international/visas-and-immigration">http://www.lsbu.ac.uk/international/visas-and-immigration</a>	
15 <sup>th</sup> November	<b>Visa applications</b> – BUE’s Internationalisation Office (IO) to assist BUE students in applying for Short-term Study Visas on the BUE campus. Will also provide student and staff Q&A.  <a href="https://www.gov.uk/study-visit-visa">https://www.gov.uk/study-visit-visa</a>	
02 <sup>nd</sup> December	<b>Accommodations applications -</b> <a href="http://www.lsbu.ac.uk/student-life/accommodation/applying">http://www.lsbu.ac.uk/student-life/accommodation/applying</a>	
15 <sup>th</sup> December	<b>Submit module choices</b> – to be sent to <a href="mailto:studyabroad@lsbu.ac.uk">studyabroad@lsbu.ac.uk</a> (Currently applicable only to Mass Communication and Media Students)	
04 <sup>th</sup> January	<b>Online Pre-enrolment</b> – detailed instructions will be sent to students	
24 <sup>th</sup> January	<b>Arrive on campus</b>	
27 <sup>th</sup> January	<b>Classes start</b>	
05 <sup>th</sup> June	<b>Last day of classes</b>	
06 <sup>th</sup> June	<b>Last day in accommodations</b>	

Deadline	Activity
15 <sup>th</sup> March	<ul style="list-style-type: none"> <li>• Provide your name, student ID and copy of your passport to your Dean's Office</li> <li>• Email <a href="mailto:Info.IO@bue.edu.eg">Info.IO@bue.edu.eg</a> a copy of your passport and a receipt of 50% payment in Sterling Pounds already made to the University finance office in building E ground floor using your BUE email address (no other email account will be accepted)</li> </ul>
01 <sup>st</sup> April	BUE's Internationalisation Office to confirm booking of accommodation with LSBU International Office Team
08 <sup>th</sup> April	Complete online application form:  <b>TBC</b>
16 <sup>th</sup> April	<b>Visa applications</b> – BUE's Internationalisation Office (IO) to assist BUE students in applying for Short-term Study Visas on the BUE campus. Will also provide student and staff Q&A.  <a href="https://www.gov.uk/study-visit-visa">https://www.gov.uk/study-visit-visa</a>
03 <sup>rd</sup> July	Arrival into London
06 <sup>th</sup> July	Teaching begins
17 <sup>th</sup> July	Last day of classes
19 <sup>th</sup> July	Depart London (2 weeks programme)

SUMMER PERIOD 2020