

Student Handbook 2016



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Welcome

A very warm welcome to you!

This Student Handbook is designed to provide information and advice that you will find useful during your studies with us at Community Revival UK in this fantastic city of Manchester.

We pride ourselves on having an extremely friendly and diverse environment where everyone feels welcome and is encouraged and supported to achieve to their very best of their ability. All the staff are keen to help you wherever and however they can.

We are confident that you will enjoy your studies with us and that they will serve as a springboard for you to realise your ambitions.

The City Of Manchester

Inviting, original, edgy, happening, different: spend any time in Manchester and you'll soon see it's a place like no other. This free-spirited city demands your attention with a warm, no-nonsense welcome and a liberating open-mindedness that challenges you to take part. Bring your ideas, your energy and your attitude and you'll fit right in – that's what makes our city uniquely Manchester....

Before You Arrive

Entry into the UK -

Before you make firm arrangements to travel to the UK you must meet the UK's immigration requirements and it may take several weeks so you must begin the process as soon as possible. If you are from outside the European Economic Area (EEA) should obtain 'entry clearance'.

You may need to obtain a Student Visa and you can confirm this by contacting the British Embassy or High Commission in your country or check <http://www.ukvisas.gov.uk/en/>

If you require a visa, you will not be allowed to enter the UK without one.

If you do **not** formally require a Student Visa, it is still advisable to obtain entry clearance and an entry certificate, particularly if your course is for less than 6 months, or if family will travel with you – this will make the immigration process easier on arrival in the UK.

In order to obtain a visa or entry clearance certificate you must apply to your nearest British Embassy or High Commission. There is a fee, payable in your local currency. You will need to provide the following:

- The relevant completed application form(s)
- Your valid passport – check that it will not expire before 6 months after the end of your course of study
- Your Community Revival admission letter
- Your educational certificates
- Evidence of sufficient funds (or sponsorship) to cover your tuition fees and living costs whilst studying, without working in the UK or claiming public funds
- Two recent passport photographs.

The application process may include an interview. You will have to satisfy the entrance clearance officer that you do not intend to work in the UK (except part-time or vacation work as permitted by current UK law) and that you intend to leave the UK at the end of your studies. You should bring all relevant documents with you when you travel to the UK, to be shown at immigration control at your port of entry if required.

For immigration and visa advice see:

www.ukvisas.gov.uk (Visa information)

www.homeoffice.gov.uk (UK Home Office immigration & nationality directorate)

www.i-uk.com (general guide to the UK including Visa info)

www.embassyworld.com (Embassies & High Commissions)

www.fco.gov.uk (UK Foreign Office)

www.ind.homeoffice.gov.uk (to extend your stay)

www.iasuk.org (Immigration issues)

The Manchester Weather

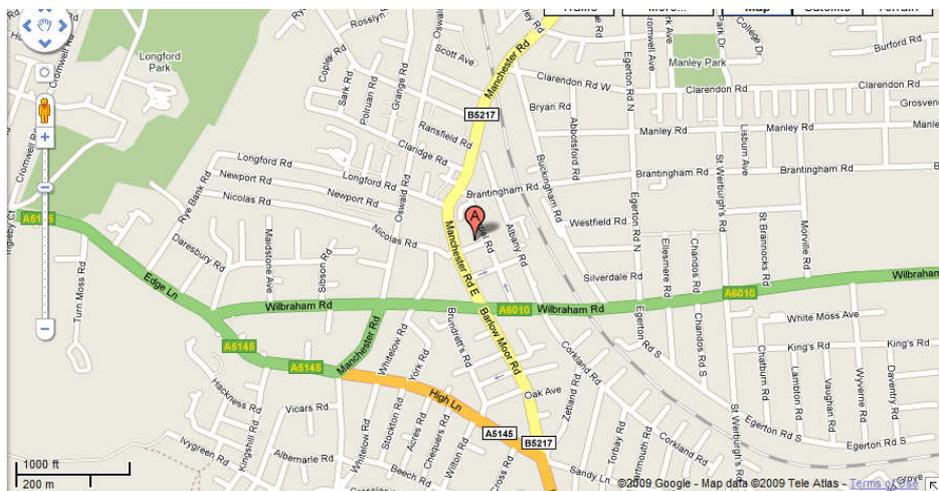
Manchester benefits from a daily average of over 6 hours of sunshine in the peak of summer and has the same annual average as London. Daylight hours in the summer are far longer than in the South of England. By mid-June it stays light until nearly 11 pm.

Manchester tends to avoid the most extreme winter temperatures but snow and ice is not unusual between December and February. You may find Manchester colder than your own country, especially when you have just arrived.

Extra warm clothing will help you to adjust to the change in temperature. If you are coming from a hot country it is not necessary to buy warm clothes, except for travel, until you arrive here. You are likely to have more choice in Manchester and may find prices here are lower than at home.

Getting to Community Revival

We are situated between Chorlton Library and the centre of Chorlton, just off Barlow Moor Rd/Manchester Rd



Buses

No. 86 (from City Centre) stops immediately outside our premises on Barlow Moor Road.

No. 85 (from City Centre); **No. 168** (from Longsight); **No. 276** (from Trafford and Didsbury) stop on Wilbraham Road, round the corner from us

No. 23A (from Stockport/Didsbury) passes through the centre of Chorlton

Car Parking

There is a Pay 'n' Display car park available at the Chorlton Precinct. Alternatively, you can park in the surrounding side streets but please take note of any parking restrictions.

From Manchester Airport

You can catch a local train from the Airport train station to East Didsbury then catch the 23A bus from Parrs Wood to Chorlton.

Alternatively, you can catch a taxi which will cost approximately £25.

If you wish to be picked up from the Airport, make sure you give us at least 2 weeks notice prior to your arrival.

Note the address for Community Revival is 2 Selborne Road, Chorlton, Manchester M21 0BL.

Starting Life in Manchester

Starting life in a new country is an exciting time – but at first, it may also cause a little anxiety or nervousness. ***However, Community Revival is here to help you every step of the way – just ask!***

There are different things you will especially notice and need time to get used to:

Dress – You may find heavy winter clothing uncomfortable and you may think the sorts of clothes other people are wearing are unflattering or unnecessary!

Make sure you have some warm clothing and tough footwear.

In the first few weeks are careful to avoid catching any infection while you acclimatise.

The Common Cold – The common cold is caused by a virus that irritates the nose and throat, causing sneezing and coughing. It is a very common illness in the winter months. There is no effective cure for the common cold, but getting plenty of rest, drinking plenty of non-alcoholic fluids and fruit juices will aid recovery. A cold will usually pass after a few days. However, if symptoms get worse, or the cold lasts for a long time, you should consult your doctor.

Language – You will, naturally, find it very tiring having to listen and speak in English. You might find the range of regional accents in Manchester surprising, and have difficulty understanding someone speaking in a strong local accent. Ask people to repeat what they have said.

Others may struggle to understand your accent – although you may have studied English in your own country, you might still have difficulty expressing yourself at first.

Social Behaviour – You will find people in Manchester are generally friendly and helpful. Also if you ask someone a question, or make the first move to start a conversation, they will usually be happy to speak to you.

Security and Safety - Theft is an unfortunate aspect of modern life and Manchester is no exception. Theft of your personal belongings may have particular consequences for you as an International student. However, those of you who choose to stay in private accommodation are strongly advised to take out an insurance policy to cover personal belongings. Always think of your personal safety and make sure that you have companions with you when walking home at night. Keep to well-lit streets and stay away from pubs and clubs late at night.

Living Costs - Manchester offers students a lower cost of living than most other parts of the UK. In addition to your tuition fees you will need living expenses to cover the following:

- Accommodation & household items
- Food
- Books & stationery
- Clothing
- Telephone calls/ Postage
- Travel
- Entertainment & leisure

Your expenditure will depend on your lifestyle and the type of accommodation you may have. You

will spend more than normal in your first week or two as you establish yourself, but your expenditure will soon settle down. Careful students can manage on £100/week.

Approximate expenses per month:

Accommodation	£200-£320
Food/Household Goods	£120
Entertainment	£75
Phone/Postage	£25
Misc	£20

Possible additional annual expenses:

Household Items	£120
Books & Stationery	£250
Warm Clothing	£250
Travel outside Manchester	£200
Baggage Expenses	£180

(Please note that the above figures are a guide only)

Registering with a Doctor

Choose the Doctor (GP) surgery that you want to register with. You can register with any surgery with Contact the GP surgery and ask to register with them. Two surgeries close to Community Revival are:

Kaya Practice_1 Nicolas Road, Chorlton, Manchester M21 9NJ T: 0161 881 6131

Dr Ratcliffe & Chew-Graham Chorlton Health Centre, 1 Nicolas Road, Manchester M21 9NJ T: 0161 881 4545

They will ask you to complete a GMS1 registration form with details such as:

- your name and address,
- your date of birth,
- your NHS number (if you know it), and
- other information, such as the name and address of your previous GP.

They may also ask you for your NHS medical card or your NHS number. However, you don't need either of these to register with a GP or to get NHS treatment.

The GP surgery will send the completed GMS1 to the local primary care trust (PCT), who will write to you confirming that you're registered with the GP surgery. Your medical records (if applicable) will be transferred to the new surgery.

Some PCTs will also send you a new NHS medical card. However, not all PCTs issue medical cards and some will only do so on request.

Registering with the Police

Some nationalities need to register with the police when they arrive in the UK. You only have to register if the sticker in your passport or your ID card says this. If you have permission to stay in the UK for less than six months, you won't need to register. You can check the list of nationalities on the UK Border Agency website.

Facilities at Community Revival

Information, Advice and Guidance (IAG)

We have fully-qualified and experienced IAG staff who will provide impartial advice and guidance to you before you even enrol. If we feel that our courses are not best suited to your short-term and long-term plans, then we will signpost you to the most appropriate institution. The support continues whilst students are with us and is still available, even when students have progressed into further learning or employment. Our intention is for you to maximise your learning experience whilst comfortably interfacing with the local community.

Learning Environment

All our rooms are equipped with appropriate equipment, resources and learning materials, in paper-based, audio/visual and online formats. In addition, the well-stocked Chorlton Public Library is just a couple of minutes walk from our campus.

Internet Access

We have wi-fi Internet available throughout the campus providing free, high-speed access, either through a number of desktop computers or laptops.

Catering Facilities

We do not have a designated on-campus cafeteria, but there is space available for students to enjoy their refreshments. There is an independent restaurant on the ground floor of our premises and the Chorlton area itself has numerous cafes, fast-food takeaways, coffee shops and delicatessens, all within a 5-minute walk.

Community Revival is probably the only learning institution that offers free tea and coffee on-site for all our students!

Accommodation

Community Revival can help students secure comfortable and affordable accommodation before they start their course with us. You can arrange to pick you up from the airport and taken to temporary lodgings, if necessary, whilst your term time accommodation is being confirmed. We work with a number of letting agents that will ensure you can live within easy reach of our campus.

Trips & Bring-a-Dish Parties

Trips are regularly organised to places like the bowling alley, a day out to the Trafford centre or a bit further out to the Lake District or Alton Towers Theme Park. We regularly have bring-a-dish parties where we encourage students to bring in a traditional food item to share with their classmates. We often need very little excuse to have a party!

Opening a Bank Account

Students from outside the UK who are aged 18 or over and studying in the UK for at least six months should be able to open a 'basic bank account' with most UK banks. A basic bank account allows you to pay money in and take money out, but does not allow access to credit. You will be given a cash card that you can use at any cash machine.

To qualify for a 'student account', you must have lived in the UK for the previous three years and be studying on a higher education course.

If you already have an account in your home country with a bank that has a branch in Manchester, it makes sense to open an account with that bank. Enquire at your bank in your home country to find out if they have any UK branches.

To open a bank account in the UK, you will need proof of who you are and where you live. You will need your passport (or national identify card, if you are from an EU country), with a valid visa. You also need a letter, on headed paper from The Manchester Institution and with the Institution stamp, addressed to the bank of your choice confirming

- the name of the bank and the full address of the branch
- your UK and overseas addresses
- the title of your course
- the start and end dates of your course
- whether the course is full time or part time.

You can apply for this letter through the Institution's International Office.

What is the best way to bring money with me into the UK?

The best method is to ask your bank abroad to issue a cheque drawn in sterling on a London bank. Make sure that you take with you the proofs of identity and address as above when you do this.

Applying for a National Insurance (NI) Number

You can also apply for an NI number if:

- You're starting work;
- You're looking for work;
- You want to make voluntary NI contributions and would benefit from paying them.

YOU NEED CONFIRMATION FROM THE UKBA THAT YOU ARE ALLOWED TO WORK IN THE UK AND FOR HOW MANY HOURS.

If you want to apply for a NI number to start work or make voluntary contributions in the area you live to book an appointment to attend an interview for National Insurance Number. Telephone number of your local Job centre plus is available from the yellow pages.

Contact Job centre Plus on +44 (0)845 6060234 (8am - 6pm Monday to Friday).

'Evidence of Identity' Interview

The interview will usually be one-to-one (unless, for example, you need an interpreter).

The interviewer will ask you questions about your background and circumstances. The interviewer may also ask you to fill in an application form. You will be told by a staff of Job Centre Plus documents required for the interview usually your passport, birth certificate, home office document, letter from your Institution and letter from your employer (if applicable). Please, note that Job centre plus do not accept photocopies only original documents.

If you've lost your NI Number card

If you've lost your NI number card you should tell your local Job Centre Plus or Social Security office. If you want a replacement card you'll need to fill in an application form. Remember you're only allowed one replacement card.

Driving in the UK

Anyone driving has to be in possession of a valid driving license. The driver of a car must also ensure:

- That the vehicle has been registered and displays a valid road tax disk for that particular vehicle
- That the driver is insured against risk of injury to other people and vehicles (third party insurance)
- that the car is in a roadworthy state, and has passed its Ministry of Transport Test (MOT).

You can use your own national driving license or international driving permit for up to one year from the date you arrive in Britain. After that you must take out a provisional driving license before the year elapses, and pass the appropriate test to qualify for a full British license. Whilst waiting for the driving test you will need to comply with the conditions that apply to provisional license holders.

The provisional license conditions require the displaying of L-plates and the supervision of a qualified driver sitting in the passenger seat. However, for those who hold a license issued by an EEA country, a full British driving license can be issued without a test. Anyone driving a car is obliged to show his license when asked to do so by a police officer. If the driver does not have his license with him, he must produce it - in person - at a police station of his choice within 5 days of being asked to show it.

Failure to comply with any of these requirements is an offence punishable by a heavy fine (up to £1,000 in some cases). There are rules concerning the conduct of cars on the road with regard to careless driving, driving under the influence of alcohol and drugs, and so on. If you do not possess a valid driving license of any description; it is an offence to drive a motor vehicle on the road.

Student Conduct and Discipline

Class Attendance and Absences

Students are expected to attend all lectures and tutorials (at least 15 hours of day time study a week). In the event of absence for medical and other reasons, you should inform your Tutor or the Office.

Change of Address and Telephone

If there are changes in your home address or telephone number and other personal details, these should be notified to the Office immediately.

Health & Safety Policy & Fire Action

The Institution operates a Health & Safety policy that covers personal safety, fire and accident. The full Health & Safety policy is on the notice board and our website.

Accidents and First Aid

All accidents must be reported to the welfare officer. First aid boxes are available within the Institution premises and kept with the welfare officer. If emergency assistance or first aid is required outside normal teaching hours/office hours contact ambulance services on 999.

Equal Opportunities Policy

The Institution community encompasses its students, staff and management. The Institution looks to all members of the Institution community to maintain a lively and positive atmosphere in which teaching and learning, scholarship and research can flourish and where there is encouragement to all individuals to achieve their full potentials. The Institution is committed to the fair and equal treatment of all individuals regardless of gender, age, disablement, colour, ethnic or political beliefs. The Institution will treat breaches of this policy seriously.

Institution Disability Policy Statement

The Institution is committed to a Policy of Disability Equality. The aim of the policy is to ensure that all applicants, students, employees, all those involved in its work and other users of Institution facilities receive fair and equal treatment.

It is important that we identify those candidates with a disability in order to establish any individual need for support. When you tell us of a disability the information will be passed on to those needing to know in the Institution, unless you inform us otherwise in writing. If you ask us not to pass on this information, the support we can offer may be affected

Data Protection Act

The Institution is required to collect, hold and process personal information on students for various academic and related administrative purposes. This information will largely be provided by the students themselves on application to the Institution, on registration and on notification to the Registry from time to time. The Institution will confirm, update and enhance personal records as student's progress with their studies.

All personal information will be processed in accordance with the Institution's data protection policy which in turn, enshrines the data protection principles as set out under the Data Protection Act 1998.

Student Conduct Policy

This policy is applicable to all students enrolled at Community Revival. This policy is used in order that students are afforded equal protection and that all practices and actions are applied equally and in a non-discriminatory manner.

Students Rights

- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of the students.
- The right to counsel, to a fair hearing, and to an appeal when a disciplinary action is applied to the student as an individual or as a group member.

Discipline

The following are types of misconduct which, if established, will result in appropriate disciplinary action:

- Poor Institution attendance
- Academic cheating and plagiarism of any kind
- Destruction, damage, unauthorised possession, or misuse of support Institution property including Library
- Forgery, alteration, unauthorised possession, or misuse of the Institution's documents, records, or identification cards
- Incurable or persistently irresponsible behaviour
- Personality problems which disrupt teaching with detrimental effects upon other students.

Disciplinary Action

Any one or more of the following disciplinary actions may be imposed upon the student:

- Admonition and warning
- Loss of such privileges which may be consistent with the offence committed and the rehabilitation of the student
- Disciplinary probation with or without loss of designated privileges for a specified period of time
- Suspension from the Course for a definite period of time
- Expulsion from the Course

Student Feedback

Student feedback is considered to be the most important aspect of programmed enhancement and development Course. Student's feedback forms will be given to students at the beginning of the semester. All information is treated in confidence

Failure to Meet Academic Obligations

All students are expected to honour their academic obligations by turning in their work on the due dates, and attending classes regularly. If for some reason a student is not able to adhere to the time frames prescribed; he should communicate the reasons for not doing so to the student support officer.

Student Orientations

Each student enrolled at Community Revival must complete an Orientation/Induction programme satisfactorily before starting studies. The orientation is conducted on a pre-designated day and

lasts for about 2 hours during which they are introduced to various facets of the mode of delivery, rules and regulations and introduction to staff at Community Revival.

Withdrawal from a Course

Students who wish to withdraw from a Course must inform the Centre Co-ordinator. Course withdrawals, two weeks after the semester starts will result in complete forfeiture of the tuition fees. Community Revival reserves the right to inform the UK Border Agency that a particular student has withdrawn from the Institution.

Payment & Refund Policy

All courses are subject to an initial deposit of £500. A student may choose any one of the following methods for payment of the balance of the Tuition Fees:

1. Annual Payment:

If full payment is made at the start of the course, a reduction of 5% in the total cost of the course will be applied.

2. Payment per Semester:

This plan requires the student to pay on a semester basis. Fees must be paid before the start of the semester.

Refunds will only be made in the case of Community Revival cancelling the course, less any time spent in class.

Complaints Procedure

Community Revival UK aims for the highest possible standards of customer care at all times. If ever the need arises for complaint, students should in the first instance contact their Subject Tutor. If the complaint is not dealt with satisfactorily, then an Appointment can be made with a Learning Advisor.

If the student feels that the complaint needs to be taken further, then an Appointment can be made through Reception with a member of the Community Revival UK Management. At all stages Community Revival UK aims to deal with any complaint fairly, promptly and in confidence. We are always striving to enhance and improve the service we provide. Whereas it is understood that the staff of Community Revival UK will abide by the Complaints Procedure, it is necessary to formulate regulations appropriate to participants with whom there is no contract of employment.

A complaint is a violation of, or non-compliance with the terms and conditions under which a participant has joined Community Revival UK, including the Centre's various policies on Health & Safety and Equal Opportunities. Complaints will be dealt with only in the following ways:

Stage 1: A participant who has a complaint may discuss the matter in the first instance with his/her Trainer. An official reply to the grievance will be given within a week. If the participants Trainer is directly involved in the grievance the participant may start the procedure at Stage 2.

Stage 2: If the participant is still dissatisfied he/she may raise the matter with the appropriate Course Co-ordinator, who will reply within 5 training days.

Stage 3: If no settlement has been reached, the participant may, with or without a representative, raise the matter with the head of Community Revival UK. An official reply will be given within 5 training days.

A grievance will be deemed to have been settled if it is not referred to the next stage within 5 training days. Students have the right to raise the matter with any special body related to training which they feel is appropriate to do so, or apply to the Independent Adjudicator (details available from the office). If the complainant is not satisfied with the response, he or she is entitled to make a formal complaint to any partner organisation Community Revival UK is working with. Complaints regarding assessment, moderation or examination results should be addressed to the Awarding Body.

Places of Worship

Baha'i

360 Wilmslow Road
Manchester M14 6AB
(0161) 224 6490

Buddhism

Kagyü Ling Buddhist Centre
20 Macefin Avenue
Chorlton-cum-Hardy
Manchester M21
(0161) 445 3044

Christianity

Chorlton Evangelical Church
Chorlton Green
Manchester M21 9FG
(0161) 881 1023

Our Lady & St. John RC
Chorlton-cum-Hardy
Manchester M21 1EE
(0161) 881 3558

St Clement Church of England
6 Edge Lane
Chorlton-cum-Hardy
Manchester M21 9JF
(0161) 881 3063

Hinduism

Gita Bhavan Hindu Temple
231 Withington Road
Whalley Range
Manchester M16 8LU
(0161) 861 0606

Islam

Didsbury Mosque
271 Burton Road
Manchester M20 2WA
(0161) 434 2254

Minhajul Qur'an
122 Withington Road
Whalley Range
Manchester M16 8FB

Jaffaria Shia Centre
404 Moss Lane East
Rusholme
Manchester M14 4PX

Judaism

Manchester Reform Synagogue
Jackson's Row
City Centre
Manchester M2
(0161) 834 0415

Sikhism

Guru Gobind Singh Gurdwara
61 Upper Chorlton Road
Manchester M16 7RQ

If you would like to add any other place of worship to this list, please inform the Office

Student Accommodation in Manchester

Opal

211 Hathersage Road
Victoria Park
Manchester
M13 0JQ
(0161 225 8881
www.opalstudents.com

Student Property Shop

www.studentpropertyshop.com

Liberty Court

Court 1 & 2
87 Dantzig Street
City Centre
Manchester M4 4DW
(0161 831 7896
www.libertyliving.co.uk

CSH Student

Grafton St
Manchester M13
0870 600 4777
www.cosmostudents.com

Unite Student

25 Chester Road
Manchester
M15 6JX
(0161) 923 8200

Stockport Union

Wellington Road North
Manchester
SK1 3UQ
(0161) 958 3100
www.stockportsu.com

Manchester Student Village

Lower Chatham Street
City Centre
Manchester M1 5SX
(0161 200 5540
www.mcrstudents.com

Homes4u

406 Barlow Moor Rd
Chorlton
Manchester
(0161) 882 1571
www.homes4u.co.uk

On the Student Notice Board ...

... you will find information about:

- Places of Worship
- Travel Information
- Hairdressers
- Sports, Leisure & Recreational Facilities
- Places of Interest in Manchester
- Employment Agencies & Job Vacancies

& much, much more!

This is the end of the Community Revival Student Handbook. If there is something you don't understand or you feel there is some information missing, speak to your Tutor.

Remember, we are here to help you!

