Welcome to the University of Edinburgh

This essential guide will help you get started at the University of Edinburgh, showing you where to find useful information and services throughout your time as a student.

Whether you are studying at a distance, or on-campus at the heart of one of Europe’s most loved capital cities, you will be very much a part of one of the world’s leading universities.

Stay connected
Get the latest announcements, news and events from the University:

- www.ed.ac.uk/news/students
- www.fb.com/EdinUniStudents
- twitter.com/EdinUniStudents
- #inspiringstudents
- #edwelcome
Principal’s welcome

On behalf of all students and staff at the University of Edinburgh, a huge congratulations on your successful application and a very warm welcome!

We are delighted that you have chosen to join one of the world’s greatest universities. We are a large global community made up of nearly 15,000 staff and over 35,000 students. Our students come from around 160 countries; few universities have such a diverse student body. This gives you the opportunity not just to learn about your chosen subjects, but to do so alongside people of many different backgrounds and cultures.

Arriving at University will be a very busy and extremely exciting time, and I encourage you to take every opportunity to meet your fellow students, learn about the services available to you and meet the staff you will be working with before you start your studies.

My top tips to remember when starting university:

1. **Work hard at your subject.**

2. **Take intellectual risks:** When offered the choice of an essay title, take the one that looks impossible. Challenge yourself.

3. **Broaden your interests:** Go to world-class talks, concerts and lectures - this city is full of opportunities.

4. **Make diverse new friends:** Connect with others from different cultures, from different subjects, and from different interests.

5. **Don’t be afraid to ask for help:** During your time at university, you will face challenges. They could be academic, financial, or social, and may challenge your confidence. Whatever challenge you face, however, will not be new. There is a breadth of experience in this university and support available to deal with just about anything.

6. **Enjoy Edinburgh:** Learn about the rich history of Edinburgh, eat haggis and go ceilidh dancing.

You will encounter lecturers who are among the leading figures in their field and passionate about their subjects. Take every opportunity that you can to learn from them to help build your own success. As you embark on your studies, do reflect from time to time on all those who helped to get you here; your families, your friends and your teachers. You will of course see less of them, but do remember to include them and to keep in touch. They will still be thinking of you, and will want to know about the experiences you have and the friends you make.

Many challenging and rewarding experiences lie ahead for you and I want to wish you the very best for your whole time here with us.

Warmest regards,

Principal and Vice-Chancellor Tim O’Shea
Welcome Week

The first few weeks at university can feel a bit overwhelming but we have everything that you need to know within this guide and also on the New Students website: www.ed.ac.uk/new-students

For those who are joining at one of the main intakes (September or January), Welcome Week includes important meetings and welcome events. Some of these events during this week, such as meeting with your Programme Director, Personal Tutor, or Supervisor for the first time are essential. Please check the 2017/2018 semester dates.

Other events are optional but very much recommended as they are designed to give you the opportunity to meet new friends and familiarise yourself with the university. For postgraduate students starting at other times there will be informal welcome events and sessions organised by your School, supervisor or central services.

Use our app...

To make things even easier within the first week of university, the University of Edinburgh Events app is downloadable from the end of July from the New Students website: www.ed.ac.uk/students/new-students/events/sept-welcome

The app makes it easy to browse through all of the events that are specific to your programme, your interests and your availability. The app enables you to create a personalised Welcome Week Calendar and includes checklists and other helpful resources.
Top 5 Tasks

We want you to feel confident when you join us, so have put together the following top 5 things to do when preparing to start at the University of Edinburgh:

1. **Activate your university email account**
   Make sure you have activated your Office365 email account. This is the primary way the university will contact you during your time here.
   - Go to [www.office365.ed.ac.uk](http://www.office365.ed.ac.uk)
   - Click the green Activate button
   - Enter your university password

   Once you have set up your Office365 account, you can use your university password to log in to the university computer system and access computers around the campus. The Information Services website provides useful information for new students on accessing your student email account, timetable and all other computing services, look online: [www.ed.ac.uk/is/new-students](http://www.ed.ac.uk/is/new-students)

2. **Complete the Matriculation process**
   Matriculation is the process by which you will formally enrol to the University of Edinburgh before you start your studies with us.
   For new students matriculation consists of four elements:
   - **Register as a student online** - this is done via the MyEd portal (specific registration information: [www.ed.ac.uk/student-systems/support-guidance/students/online-registration](http://www.ed.ac.uk/student-systems/support-guidance/students/online-registration))
   - **Confirm your attendance** - the School/College in which you will be studying will email you to arrange a mandatory meeting in your first week or soon after with your Personal Tutor/Programme Organiser or Supervisor.

   Guidance on the matriculation process (including registration instructions) is issued by Student Systems to your university email address in advance of your commencement date. Further information is also signposted online: [www.ed.ac.uk/students/new-students/top-5-tasks/matriculation](http://www.ed.ac.uk/students/new-students/top-5-tasks/matriculation)

   - **Fulfil any admissions criteria** - these will be outlined in your offer letter and may refer to criteria such as English language proficiency.
   - **Make arrangements to pay your tuition fees** (more detailed information below)

Your checklist

We have also put together a helpful ‘Getting Started’ checklist to help keep you on track. You can find the checklist at the end of this guide, or online: [www.ed.ac.uk/students/new-students/checklists](http://www.ed.ac.uk/students/new-students/checklists)
3. Pay your tuition fees
Up-to-date tuition fee levels are available online: www.ed.ac.uk/student-funding/tuition-fees
It is also recommended that you check your offer letter to see whether there are any additional costs associated with your programme.

You should view your full student fees account details (including payments you have made, sponsor invoices and confirmed instalment plans) on the Finance Channel in your MyEd (requires University password).

Financial support or sponsorship/scholarship funding – You may be entitled to financial support from an appropriate UK government funding body:

- Student Awards Agency Scotland (Scottish or non EU addresses)
- Student Finance England
- Student Finance Wales
- Student Finance Northern Ireland

Alternatively, you may be funded by a sponsor or have arranged some other form of student loan.

For most financial support you will have to apply as early as possible and for each year of study. Your relevant financial support or sponsor funding provider will be able to advise you further on this.

Payment methods
You can pay student fees with one or a combination of the following options:

In advance or at the programme start – The final dates to pay tuition fees in full are:
• 15 October 2017, for courses commencing in September 2017,
• 15 February 2018, for courses commencing in January 2018.

By instalment or invoiced at course level – To pay by instalment you can pay 50% of the tuition fees before:
• 3 October 2017, for courses commencing in September 2017,
• 3 February 2018, for courses commencing in January 2018.

Complete a direct debit mandate (agreement between the bank account holder, the bank and the University) by:
• 15 October 2017, for courses commencing in September 2017,
• 15 February 2018, for courses commencing in January 2018.

An instalment plan letter will be sent to your University student email account confirming the amount to be collected by direct debit on each instalment date once the mandate is received and actioned by the Income Section of the University.

Programmes invoiced at course level (ICL) are paid for as you enrol each semester. ICL invoices do not support instalment payment options so these invoices must be paid in full within 30 days of the invoice date.

Further detailed information and ‘How to Pay’ videos for all students commencing their studies in 2017/18 is available online: www.ed.ac.uk/finance/students/fees/self-funded/online

If you have any queries regarding your tuition fee level, your sponsor award letter, graduate or alumni discount or any problems with your Student Awards Agency Scotland or Student Finance (SLC) funding, get in touch at fees@ed.ac.uk or 0131 650 2230.

4. Apply for and collect your University Student Card
The university requires that you have an up-to-date student card. This serves as your student ID, your library card and door access control card.

Please note: you will be sent an email to your personal email account that you used in the university admissions process, informing you when and how to upload and submit a photograph online for use in the production of your first university card.

A guide to applying for and collecting your first student card is available online: www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card
5. **Build your personal timetable**

Each student will have a personalised timetable that can be accessed through your Office365 account. This can then be added to your phone, computer or other devices. Once set up, your timetable will automatically update if there are any changes to course and tutorial choices throughout the year.

More details and instructions on how to add your timetable to your Office365 account are online: [www.ed.ac.uk/information-services/computing/comms-and-collab/office365/email-calendar](http://www.ed.ac.uk/information-services/computing/comms-and-collab/office365/email-calendar)

Degree programmes are made up of individual courses. Many programmes (except BVM&S Veterinary programme) offer some level of flexibility, with a range of optional courses from which you can choose. It is therefore recommended that you research your course options before you start. It is also important to consider how these courses will fit into your timetable.

There are two helpful tools to help you make your decisions and generate a timetable that can be sent to your personal tutor to aid your initial discussions:

- **Course Timetable Browser** helps you explore how your courses will fit into your timetable and what each day will look like for you. It can be accessed through the Timetabling channel on MyEd (requires university password) or online: [https://browser.ted.is.ed.ac.uk](https://browser.ted.is.ed.ac.uk)

- **Path** (requires university password) is an additional tool that allows you to consider your degree pathway before your programme starts, review outside course choices, understand co-requisites and pre-requisites. To access go online: [https://path.is.ed.ac.uk](https://path.is.ed.ac.uk)

These tools will assist you to consider your options. Your final course choices will be confirmed after discussion with your personal tutor/supervisor.

Additionally, during September Welcome Week, you will also have the opportunity to explore these courses at the Undergraduate Academic Fair ([www.ed.ac.uk/students/new-students/events/welcome-week/undergraduates/academic-fair](http://www.ed.ac.uk/students/new-students/events/welcome-week/undergraduates/academic-fair)) where you can meet current academic staff and services that will offer you further guidance.

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**Get connected!**

The University wireless network is called EDUROAM. Instructions on how to set this up are on: [www.ed.ac.uk/is/wireless](http://www.ed.ac.uk/is/wireless)

(Other networks are available in University accommodation).

Check out a list of the Top 10 things to set up for IT and the library here: [www.ed.ac.uk/students/new-students/getting-started-guides](http://www.ed.ac.uk/students/new-students/getting-started-guides)
Still looking for accommodation?

We appreciate that finding somewhere to rent can be a daunting prospect, especially if you are new to the city. If university accommodation is not an option for you, Edinburgh is well supplied with private accommodation for students, with over 50% of our students living in privately rented accommodation around the city. Whether you are searching for accommodation, or just need help with some of the formalities, there are a number of resources here to help you:

**Student Homes**
The Student Homes search portal is operated by the university’s Accommodation, Catering and Events team and updated with any available properties throughout the year. View online: www.accom.ed.ac.uk/for-students/returning-next-year/student-homes/

**Advice Place**
The Advice Place is an advisory service run by the Edinburgh University Students’ Association. Their website has a very useful flat-hunting checklist detailing what to look for and expect when taking up a tenancy in the private sector. The Advice Place staff can also check over or explain any lease or tenancy agreement before you sign it to ensure you are getting a fair deal. View online: www.eusa.ed.ac.uk/support_and_advice/the_advice_place

**Edinburgh Studentpad**
The Edinburgh Studentpad is an external search portal which has detailed adverts for privately rented accommodation for groups of students, couples and families. It also has several message boards, on which you can post notices if you are looking for a vacancy for yourself, or if you want to team up with others in a similar situation. View online: www.edinburghstudentpad.co.uk

**ESPC**
Though not run by the university, ESPC is one of the best search sites showing the numerous properties for rent or to buy across all of Edinburgh, filterable by location, price, size, when added and property type. View online: www.espc.com
Arriving at Edinburgh

If you are moving into university accommodation details of when you can access your room will be emailed to you by Accommodation Services. If you are arranging private accommodation you may wish to arrive in Edinburgh early to allow yourself time to find somewhere to live before the welcome events begin. 2017/2018 semester dates are online: www.ed.ac.uk/semester-dates/201718

By road

Edinburgh can be reached easily by road, and is well-placed on the Scottish motorway network. Route information, including up-to-date traffic news, can be found online and/or by downloading the app from either of the following:

• AA Route Planner
• RAC Route Planner

The University of Edinburgh is located to the south of the city centre. There are regular bus and coach services to Edinburgh from local towns and major cities across the UK, visit and/or download the apps from any of the following:

• Lothian Buses
• Megabus
• National Express
• Scottish Citylink

By rail

Edinburgh has excellent rail links throughout the UK and Edinburgh Waverley (EDB) is the closest city centre train station to the University.

Approximate travel times to Edinburgh by rail:

• 50 minutes from Glasgow
• 1.5 hours from Newcastle
• 2 hours from Aberdeen
• 3.5 hours from Inverness
• 3.5 hours from Manchester
• 4 hours from Birmingham
• 4.5 hours from London
• 7 hours from Cardiff

For train times and ticket prices, visit any of the following:

• National Rail, for travel within the UK
• Scotrail, for travel within Scotland
• Trainline, for an independent train ticket retailer

By air

If you are an International Student, please see the New Students website for information about visas and travel to the UK online: www.ed.ac.uk/students/new-students/arrival (more information on page 12).

Edinburgh International Airport is a well signposted airport which is generally easy to navigate. However, if you are arriving during Arrival Weekend in September, the University Welcome Team will meet you at the airport and can assist you in arranging onward travel. More information on where and when to meet the Welcome Team is online: www.ed.ac.uk/students/new-students/arrival/airport-welcome

Travel from the airport

If you are arriving before or after the arrival period, you can take a bus, tram or taxi from outside the Terminal Building.

Airlink 100 & Lothian Bus No.35

The Airlink 100 is part of Lothian Buses service and runs a frequent service 24 hours a day, 7 days a week, between the airport and the city centre (last stop is Waverley Bridge, a 20 minute walk from the central university campus). The journey time is approximately 40 minutes. Cost: £4.50 single; £7.50 return. The No. 35 bus travels from the airport through the city centre, passing by the central university campus. The journey time lasts approximately an hour, with frequencies of buses averaging every 10 minutes during the day and every 30 minutes in the evening, running from 06:00 – 23:05, 7 days a week. Cost: £1.60 single; £4 unlimited day ticket. More information: www.lothianbuses.co.uk/airport

Edinburgh Trams

The Edinburgh Trams run a very frequent service from 06.30 – 22.30, 7 days a week between the airport and the city centre (last stop York Place). The journey time is approximately 35 minutes. Cost: £5.50 single; £8.50 return. More information: www.edinburghtrams.com

Taxis

All taxi companies at the airport will take you to your accommodation for around £30.00, (depending on your destination). You can pre-book a private taxi with Edinburgh City Private Hire (ECPH) through the website or app. Or you can pick up a ‘Black Cab’ provided by City Cabs which does not require pre-booking. The pick-up area for all taxis is on the ground floor of the multi-storey car park across from the entrance to Departures. More information: www.edinburghairport.com/transport-links/taxis
Travelling within Edinburgh

A city to walk in
Edinburgh is a relatively compact city, with most places around the central campus only a 10-15 minute walk away. Walking is often the easiest way to travel, and Edinburgh has many pedestrianised ‘cycleways’ that can make for a pleasant walking route. For suggestions of routes to take visit: http://walkit.com

A city to cycle in
Cycling is a popular choice amongst Edinburgh students. It offers a cheap, quick and healthy way to travel. We offer lots of advice and support for cyclists online: www.ed.ac.uk/transport/cycling

Getting around our campuses
The University of Edinburgh comprises of six campuses spread across Edinburgh. The extensive and frequent Lothian Bus network is invaluable for many students for transport between these locations.

For more information in how to plan your journeys to each of the campuses, please visit any of the following transport pages:

- Central Area (incl. Holyrood)
- King’s Buildings
- Medical School, Little France
- Veterinary School, Easter Bush
- Edinburgh College of Art (ECA)

The university offers a free shuttle bus service between Central campus and King’s Buildings campus. This service operates Monday – Friday and during semester and exam times. The journey time is approximately 12 minutes. Students must present student card upon boarding the bus.

More information on driving, parking and cycling facilities online: www.ed.ac.uk/transport

This app provides information on venue accessibility using access icons, together with highly detailed information in relation to each of the key facilities of the venue. The app describes your journey throughout the building and includes photos to make it easier for all students to find their way to a building and how to find information on the specific study, teaching or tutorial space for you.

The University of Edinburgh also has detailed up to date access guides for the majority of buildings across all campuses on the Disabled Go app. This is downloadable in August online: www.disabledgo.com/organisations/the-university-of-edinburgh
Managing your finances

1. Set up a UK Bank Account
   If you do not already have a UK bank account, it is strongly advisable to set one up during your first week at Edinburgh as many financial support transactions are paid by electronic transfer directly into your account. You may also need an account to pay for your accommodation, tuition fees or household bills by direct debit.

   All students who are studying at the university for one year or longer are eligible to open a UK bank account. For shorter visits the choice is more limited, but it is recommended that you seek more information from banks directly. There is a lot more information about banking; the types of accounts available to students and helpful guidance on how to open a UK bank account online: www.ed.ac.uk/students/new-students/money/banking

2. Plan your Budget
   In addition to any tuition fees you may have to pay, you will need to budget for living costs during your period of study. These costs will depend on your lifestyle and the type of accommodation you live in, and an estimate is available in this table:

<table>
<thead>
<tr>
<th>Lower range</th>
<th>Upper range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (per room)</td>
<td>£395 - £775</td>
</tr>
<tr>
<td>Food</td>
<td>£145 - £260</td>
</tr>
<tr>
<td>Gas/electricity*</td>
<td>£50 - £85</td>
</tr>
<tr>
<td>Internet</td>
<td>£20 - £65</td>
</tr>
<tr>
<td>Mobile phone</td>
<td>£10 - £55</td>
</tr>
<tr>
<td>Laundry/toiletries</td>
<td>£10 - £45</td>
</tr>
<tr>
<td>Printing, stationery, text books</td>
<td>£25 - £55</td>
</tr>
<tr>
<td>Total per month</td>
<td>£655 - £1,340</td>
</tr>
</tbody>
</table>

   * Most University accommodation includes gas and electricity costs

   For more costs to consider when planning your budget, more detailed information on bills can be found online: www.ed.ac.uk/global/student-advisory-service/welfare/utilities-bills

3. Understand any Additional Requirements
   • You may consider taking out adequate insurance protection to cover personal items, such as books, personal computers, bikes etc. Contents insurance can be purchased from any reputable insurance company and the University recommends looking at Endsleigh Insurance online: www.endsleigh.co.uk/personal/student-insurance
   • If you watch live TV or TV on demand on any device, you will require a TV License. For more information about how to apply and pay for this, please visit: www.tvlicensing.co.uk
   • Council Tax is a tax set by local Councils to pay for local services which issues one bill per dwelling.

   As a full-time student, you should not be liable to pay this tax but you must register your exemption with the Council yourself if you live in private accommodation. If you live in University of Edinburgh accommodation, this will be done on your behalf by the university.

   • Council Tax Exemption Letters can be viewed, printed and sent through the Personal Details channel in your MyEd (requires university password). More detailed information can be found on the university council tax pages online: www.ed.ac.uk/student-administration

Student Administration

Student Administration are responsible for providing services to all students throughout their time at the University of Edinburgh and where you can order useful documents including Council Tax Exemption forms, Academic Transcripts, Certificates of Matriculation and Bank Introduction Letters.
International, visiting & exchange students

If you come from outside the UK, regardless of your study term, there are some additional things to consider and organise for the start of studies.

You should know in advance about any additional requirements you need to meet, such as applying for a visa. If not, you will find useful information in the International Arrival Guide: www.ed.ac.uk/students/new-students/getting-started-guides

**International Student Advisory Service (ISAS)**  
The ISAS team provide advice on immigration, visa extensions, working in the UK during and after studies and general queries for all non-UK students and their dependants. They also offer informed and supportive advice or referrals on welfare issues, and run events and activities to help you settle in and integrate in your new student community. General points are in this guide but full information can be found online: www.ed.ac.uk/global/student-advisory-service

**1. Immigration advice**

**Visa application**  
If you are a European Economic Area (EEA) or Swiss national you don't need a visa to live, work or study in the UK.

If you are any other nationality, you need a visa to enter the UK. You can access detailed immigration information and advice about your visa application online: www.ed.ac.uk/global/immigration/applying-for-visa

**Tuberculosis screening**  
You will need a certificate to show that you are free from infectious pulmonary tuberculosis (TB) if you are from a country or region on the TB screening list, and will study in the UK for more than 6 months.

You can access the list of countries and more information about the TB test online: www.ed.ac.uk/global/immigration/applying-for-visa/tuberculosis-screening

If you require the TB certificate you must carry it with you in your hand luggage when you travel to the UK to show to an immigration officer on arrival.

**Police registration**  
Some students are required to register with the Police when they arrive in the UK if they will study in the UK for more than 6 months. If you need to register it will normally show on your Visa or Biometric Residence Permit (BRP). You can access full information about Police Registration online: www.ed.ac.uk/global/immigration/while-you-are-here/police-registration

**What you will need to bring:**

- passport
- registration fee of £34.00
- 2 passport sized photographs
- a printed copy of your unconditional offer
- proof of your address in Edinburgh
- a completed initial registration form (Download the form: www.ed.ac.uk/global/immigration/while-you-are-here/police-registration)
- UK visa/Biometric Residence Permit and accompanying letter
2. English Language Support

If English is not your first language, the University offers services to help you achieve your full academic potential.

**TEAM (Test of English at Matriculation)** is a short assessment test of listening comprehension and knowledge of grammar and vocabulary which will determine if you might benefit from free, non-credit language courses and materials at the University. It can also help determine what additional courses you can take if you are a Visiting or Exchange Student. These tests are available to take within the first few weeks of your arrival to the University.

You must take TEAM if your English test score you present for acceptance at the University is below 7.0 IELTS or 100 TOEFL iBT. It is also recommended for all international students.

Further information on all the TEAM, non-credit bearing courses and Academic English for International Students (AEIS) for credit courses are available online: [www.ed.ac.uk/english-language-teaching/students/future-students](http://www.ed.ac.uk/english-language-teaching/students/future-students)

3. Arrival events

If you arrive during September or January, there are events tailored to new international students. These offer a chance to find out about University support services, getting started in a new environment and opportunities to meet new people. Event information is available online: [www.ed.ac.uk/students/new-students/events](http://www.ed.ac.uk/students/new-students/events)
“THE COURSE IS FANTASTIC… WE RECEIVE PERSONAL, TAILORED GUIDANCE, AND ARE TAUGHT IN A VARIETY OF WAYS TO HELP DEVELOP OUR SKILLS.”

RHYS MCKENNA
BA (HONS) FASHION

BRITISH FASHION COUNCIL’S BURBERRY FASHION DESIGN WINNER 2016

#InspiringStudents
Health & wellbeing

Student Services ‘Here to Help’ Guide
While you are a student a wide range of support and services will be available to you. Detailed information about what is on offer and how you can access these services is contained online: www.ed.ac.uk/students/new-students/getting-started-guides. A printed copy of the Student Services ‘Here to Help’ Guide will also be made available to all students on arrival and throughout the year.

Health
It is essential that you register with a local General Practitioner (GP) medical practice in the first few weeks of your arrival if you are a student studying for longer than 6 months. To find the GP practices closest to your accommodation, visit the NHS24 website. If you will be living in university accommodation, it is recommended that you register with the Edinburgh University Health Centre (www.health-service.ed.ac.uk/) or another health centre close to where you are living; if living in private accommodation.

It is also important to protect yourself against any diseases and to have necessary vaccinations in advance of arriving to university:

1. Measles, Mumps and Rubella (MMR) You should have had two MMR vaccinations before coming to university, if not it is strongly advised that you get these before arriving.

2. Meningococcal ACWY (MenACWY) immunisation for first-time university entrants (only students under 25 years)

To protect yourself against meningitis and septicaemia it is strongly recommended that you get the MenACWY vaccine at least two weeks before you arrive at the university, regardless of where you are travelling from.

If it is not possible to obtain the necessary vaccinations before arriving to university, this must be arranged within a week of arriving, for the protection of yourself and other students. These can be arranged when you register with a doctor (see above).

For more information on other health services available to you (including dentists, opticians and health insurance), find it online: www.ed.ac.uk/students/new-students/health-insurance/nhs-treatment

Adapting well
No matter what your life experience has been, where you are from or how old you are, starting a new university course is a challenge - particularly if it’s your first time. The university has put together some very useful resources to help you manage these changes and make the most of your student experience. The Adapting Well website has articles and videos from current students on their experience and top tips to learn how to cope with change and can be found online: www.ed.ac.uk/students/academic-life/adapting-well

Sport, exercise and physical activity play a key role in both your physical and mental wellbeing. The state-of-the-art facilities, including 10 world class gyms, 25m swimming pool, climbing wall, outdoor centre and indoor and outdoor sport pitches will allow you to stay active and feel your best. And, with over 100 exercise classes a week, one of the UK’s leading performance athlete programmes and much more there is something for everyone here at Edinburgh. So, come Play. Train. Perform! and learn more online: www.ed.ac.uk/sport-exercise

This guide provides a brief outline of helpful information about getting involved with the services and resources available to students. All contact details are at the back of this guide.
Disability
The Student Disability Service offers a range of support services to students with learning difficulties, long-term mental or physical health problems, and physical, sensory or developmental impairments.

If you have not already sought support for a disability but would like to, it is recommended to get in touch with this service to discuss your needs at the earliest opportunity. The service can be reached at: disability.service@ed.ac.uk or on 0131 650 6828, with further information available online: www.ed.ac.uk/student-disability-service

If you would like to use the Student Disability Service, you will need to do the following once you arrive at the university:

1. Make an appointment with an advisor (www.ed.ac.uk/student-disability-service/making-an-appointment)
2. Provide evidence of your disability (www.ed.ac.uk/student-disability-service/new-students/evidence)
3. Let us know about your disability (www.ed.ac.uk/student-disability-service/about/contact)

Contact the service at the contact details above for further information or advice.

Student Counselling Service
Once you become a fully matriculated student (see Matriculation, page 5), you will have access to a wide range of psychological support or guidance.

The Student Counselling Service provides a programme of workshops, short term one-to-one counselling and evidence-based self-help resources for all students. More information can be found online: www.ed.ac.uk/student-counselling

Chaplaincy
The Chaplaincy in Bristo Square (Central campus) is a safe and welcoming space for students of all faiths and none. Through the Chaplaincy you can access a wide range of multi-faith and humanist chaplains, pastoral and spiritual support, and quiet spaces for reflection. The Chaplaincy also holds regular events such as social gatherings, fundraisers, discussions as well as weekly meditation, prayers, yoga and Tai Chi. More information can be found online: www.ed.ac.uk/chaplaincy
Useful information

Academic Development

**Library**
As a student, you will have access to one of the largest and most important academic libraries in the world. Our libraries currently house around 3.5 million printed volumes and a growing number of electronic resources. These include more than 300,000 electronic books and 50,000 electronic journals. These resources can be used remotely at any time. More information with library locations and opening times online: [www.ed.ac.uk/information-services/library-museum-gallery/using-library](http://www.ed.ac.uk/information-services/library-museum-gallery/using-library)

**Institute for Academic Development (IAD)**
The IAD provides a number of tailored resources for all University of Edinburgh students, to help students develop the skills, knowledge, and confidence needed for succeeding in your studies. These resources include: guidance and factsheets on good academic practice, study advice and support, and workshops throughout the academic year on various study skills such as essay-writing and exam preparation.

For more details on the events available to get you started and insights into the university learning experience, visit the IAD website online: [www.ed.ac.uk/institute-academic-development](http://www.ed.ac.uk/institute-academic-development)

For resources and exercises in preparing to study, find more new student material online: [www.ed.ac.uk/students/new-students/student-support/preparing-for-study](http://www.ed.ac.uk/students/new-students/student-support/preparing-for-study)

Digital and Information Skills Development

At University, you will also have access to an extensive library of high quality online video courses in technology, creative and business skills through Lynda.com, which is accessible through myEd and more information online: [www.lynda.com](http://www.lynda.com)

Massive Open Online Courses (MOOCs) are freely available online short-courses provided by universities around the world including the University of Edinburgh, and can be a valuable resource for study support and academic skills development. Enrol through any of the MOOC platform partnerships:

- Coursera - [www.coursera.org/edinburgh](http://www.coursera.org/edinburgh)
- FutureLearn - [www.futurelearn.com/partners/the-university-of-edinburgh](http://www.futurelearn.com/partners/the-university-of-edinburgh)
- EdX - [www.edx.org/school/edinburghx](http://www.edx.org/school/edinburghx)
Careers & Professional Development

The Careers Service will support you throughout your studies, helping you to connect your studies and your potential with today’s workplace, and to get the most out of your experience at Edinburgh.

It is never too early to engage with this service, and there are Career Consultants available to advise on your career path at any stage, to help you develop your CV, and to provide information on useful events and resources to help you think about your next steps.

Further information on appointments, Careers Fairs, and accessing the service can be found online: www.ed.ac.uk/careers/about-us

Employment during university

Whilst studying, you may consider applying for paid employment for financial reasons, but also as an opportunity for personal and professional development. Part-time jobs, summer work and internships are all advertised through MyCareerHub (University password required), the Careers Service’s online vacancies portal. The recommended number of hours for working during term time are 15 for undergraduates and 6 for postgraduates.

All students need a National Insurance Number to work in the UK. There is information outlining the application process for this on the Careers Service website (www.ed.ac.uk/careers/looking-for-work/your-rights-at-work) and also in the Starting Work document on the same webpage.

Most international students holding a Tier 4 student visa are allowed to work up to 20 hours a week. Students from the EU, EEA and Switzerland are able to work without restrictions in the UK. It is important, however, to find a healthy balance between paid work and study. Many positions within Edinburgh city and the Edinburgh University Students’ Association operate on zero-hour contracts, the flexibility of which can be uniquely useful to full-time students as you are under no obligation to work if academic commitments need to take precedence.

Should you encounter unexpected financial hardship during your studies which causes conflict between paid work and your study commitments, it may be helpful to speak to The Advice Place (www.eusa.ed.ac.uk/support-and_advice/the_advice_place) or your Personal Tutor about applying for short-term financial assistance from the university. Further information on working during your studies can be found online: www.ed.ac.uk/global/immigration/working-in-the-uk/during-studies

Extra-curricular activities

There are also many other opportunities for personal and professional development in university life, from clubs & societies to volunteering and enterprise activity. Many of these activities and pursuits are eligible for the Edinburgh Award (www.ed.ac.uk/edinburgh-award/about), a university award which gives recognition for outstanding voluntary contributions within the university and the city of Edinburgh.
Edinburgh University Students’ Association

Edinburgh University Students’ Association
When you enroll at the university, you automatically become a member of Edinburgh University Students’ Association, (www.eusa.ed.ac.uk) community of over 37,000 students. Your membership gives you access to the four Students’ Union buildings (Potterrow, Pleasance, Teviot and King’s Buildings House) and all the great cafés, bars, shops and events that you’ll find there.

Your Students’ Association gives you support and opportunities throughout your time at university, from Welcome Week right up to the Graduation Ball, to taking part in up to 250 student-run societies.

The Advice Place
Your Students’ Association also runs The Advice Place (www.eusa.ed.ac.uk/support_and_advice/the_advice_place) with offices at Potterrow and King’s Buildings House. This is a free, independent and confidential advisory service for all students at the university.

They offer information and advice on a wide range of topics including money, funding, academic issues, university processes and regulations, accommodation, employment, health, sexual health, harassment and crime reporting. It is a drop-in service, but you can also reach them at: advice@eusa.ed.ac.uk

The Sports Union is made up of 64 clubs and over 8,000 members, giving the university great pride in our athletic achievements as well as our academic excellence.

Sport is a huge part of the student experience for many university students. With such a range of sports clubs and intramural teams as well as other activities, the Sports Union has something for everyone whether you are a complete beginner or have your sights set on the 2020 Olympic Games. For more information on the various clubs involved and membership fees, visit online: www.eusu.ed.ac.uk

#InspiringStudents
You’re at the heart of the University and we’re always keen to celebrate your successes. Look out for #InspiringStudents online and around the University to find out about student achievements and their global impact, award-winning staff/student partnerships and innovative teaching, and how you can take advantage of some great opportunities during your studies. Be inspired to make the most of your Edinburgh experience!
# Checklist

After you have accepted your offer to study at Edinburgh, there are essential tasks you need to do to next to become a student. To ensure that you get the important tasks done first and keep track of what you complete, this checklist is in priority order and is interactive when downloaded and saved.

## ITEMS to have with you for your first week – if applicable

<table>
<thead>
<tr>
<th>Item</th>
<th>More info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential - Passport (proof of identity)</td>
<td></td>
</tr>
<tr>
<td>Essential - Proof of full time student (unconditional offer letter email)</td>
<td></td>
</tr>
<tr>
<td>Essential - Proof of Edinburgh address</td>
<td></td>
</tr>
<tr>
<td>Driving License (proof of identity)</td>
<td></td>
</tr>
<tr>
<td>Photocopies of any personal documents (just in case)</td>
<td></td>
</tr>
<tr>
<td>Funding sponsor letter</td>
<td>Page 06</td>
</tr>
<tr>
<td>Cash (recommended no more than £1000.00)</td>
<td>Page 11</td>
</tr>
<tr>
<td>Bank statement (showing funds available, if required by new bank)</td>
<td>Page 11</td>
</tr>
<tr>
<td>At least 3 months of prescribed medication and an explanation letter from your doctor</td>
<td>Page 15</td>
</tr>
<tr>
<td>2 x Passport sized photos (for police registration)</td>
<td>Page 12</td>
</tr>
<tr>
<td>UK Visa/Biometric Residence Permit and accompanying letter</td>
<td>Page 12</td>
</tr>
<tr>
<td>TB Certificate (must carry in hand luggage)</td>
<td>Page 12</td>
</tr>
<tr>
<td>Evidence of disability (if you have one) – recent letter within previous 6 months or documentation from a medical professional.</td>
<td>Page 16</td>
</tr>
<tr>
<td>Results of your English Test Score</td>
<td>Page 13</td>
</tr>
</tbody>
</table>

**Helpful tip:** When packing your essential clothing, remember that Edinburgh has a temperamental climate and best to prepare for all weathers – sunshine, wind, snow and rain.

## TO DO before you arrive – relevant for all new students

<table>
<thead>
<tr>
<th>Task</th>
<th>More info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the University of Edinburgh Essential GETTING STARTED Guide 2017-2018</td>
<td>Page 01</td>
</tr>
<tr>
<td>Know your UUN and University of Edinburgh email address</td>
<td>Page 05</td>
</tr>
<tr>
<td>Essential - Activate your Office365 email address</td>
<td>Page 05</td>
</tr>
<tr>
<td>Essential - Apply for your University Card</td>
<td>Page 06</td>
</tr>
<tr>
<td>Essential - Complete the Matriculation process</td>
<td>Page 05</td>
</tr>
<tr>
<td>Essential - Pay your tuition fees</td>
<td>Page 06</td>
</tr>
<tr>
<td>Check your offer letter for any additional costs associated</td>
<td>Page 06</td>
</tr>
<tr>
<td>Apply for your maintenance funding from your relevant UK government</td>
<td>Page 06</td>
</tr>
<tr>
<td>Send the Fees and Student Support team a copy of your sponsor award letter</td>
<td>Page 06</td>
</tr>
<tr>
<td>Essential - Build your personal timetable and consider your outside courses</td>
<td>Page 07</td>
</tr>
<tr>
<td>Check your accommodation check-in and key collection process and date</td>
<td>Page 09</td>
</tr>
<tr>
<td>Check your start date and plan your travel to arrive in time</td>
<td>Page 08</td>
</tr>
</tbody>
</table>

Continues on the next page...
### TO DO before you arrive – relevant for all new students

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read any information sent specifically by your school - this might involve completing an</td>
<td></td>
</tr>
<tr>
<td>online form, reviewing a reading list or any other preparatory material or buying relevant</td>
<td></td>
</tr>
<tr>
<td>equipment.</td>
<td></td>
</tr>
<tr>
<td>Check with your GP that your vaccinations are up to date (do not need certificates)</td>
<td>15</td>
</tr>
<tr>
<td>Plan your trip to Edinburgh and your accommodation</td>
<td>09</td>
</tr>
<tr>
<td>Plan your budget</td>
<td>11</td>
</tr>
<tr>
<td>Decide if you require personal insurance (contents, bike, medical, travel etc.)</td>
<td>11</td>
</tr>
<tr>
<td><strong>Essential</strong> - Download the University of Edinburgh Events App for Welcome Week activities</td>
<td>04</td>
</tr>
</tbody>
</table>

### TO DO before you arrive – if applicable

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay your accommodation fees</td>
<td>08</td>
</tr>
<tr>
<td>Apply for a visa (if outside the UK, EU, EEA or Switzerland)</td>
<td>12</td>
</tr>
<tr>
<td>Check the arrival times to meet the University Welcome team at Edinburgh Airport</td>
<td>12</td>
</tr>
<tr>
<td>Pay the Healthcare Surcharge online</td>
<td>12</td>
</tr>
</tbody>
</table>

### TO DO during your first week – relevant for all students

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong> - Go to your School Welcome Talks/Events</td>
<td>04</td>
</tr>
<tr>
<td><strong>Essential</strong> - Meet your Programme Director, Supervisor or Personal Tutor</td>
<td>04</td>
</tr>
<tr>
<td><strong>Essential</strong> - Register with a local GP</td>
<td>15</td>
</tr>
<tr>
<td><strong>Essential</strong> - Set up a UK bank account (if you do not have one already)</td>
<td>11</td>
</tr>
<tr>
<td>Collect your University card from the Main Library or from your University</td>
<td>06</td>
</tr>
<tr>
<td>accommodation</td>
<td></td>
</tr>
<tr>
<td>Set up your wifi access, Eduroam, on your devices (different access in University</td>
<td>07</td>
</tr>
<tr>
<td>accommodation)</td>
<td></td>
</tr>
<tr>
<td>Collect a Bank Introduction Letter from Student Administration, if needing to set up a</td>
<td>11</td>
</tr>
<tr>
<td>bank account</td>
<td></td>
</tr>
<tr>
<td>Collect a Council Tax Exemption letter from Student Administration, if living in private</td>
<td>11</td>
</tr>
<tr>
<td>accommodation</td>
<td></td>
</tr>
<tr>
<td>Finalise your programme and confirm your attendance with your school office</td>
<td>04</td>
</tr>
<tr>
<td>Update your budget</td>
<td>11</td>
</tr>
</tbody>
</table>

### TO DO during your FIRST week – if applicable

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for a TV license, if using any device to watch live or catch up television</td>
<td>11</td>
</tr>
<tr>
<td>Apply for an NI number, if you are a non-UK student and looking to work</td>
<td>17</td>
</tr>
<tr>
<td>Register with the Police</td>
<td>12</td>
</tr>
<tr>
<td>Take the TEAM test</td>
<td>13</td>
</tr>
<tr>
<td>Look out for the ResLife team at the University Accommodation</td>
<td>08</td>
</tr>
</tbody>
</table>
# Helpful contacts

<table>
<thead>
<tr>
<th>New Students Website</th>
<th><a href="http://www.ed.ac.uk/new-students">www.ed.ac.uk/new-students</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation, Catering &amp; Events</td>
<td><a href="http://www.accom.ed.ac.uk">www.accom.ed.ac.uk</a></td>
</tr>
<tr>
<td>The Advice Place</td>
<td><a href="http://www.eusa.ed.ac.uk/adviceplace">www.eusa.ed.ac.uk/adviceplace</a></td>
</tr>
<tr>
<td>Campus Maps</td>
<td><a href="http://www.ed.ac.uk/maps">www.ed.ac.uk/maps</a></td>
</tr>
<tr>
<td>Careers Service</td>
<td><a href="http://www.ed.ac.uk/careers">www.ed.ac.uk/careers</a></td>
</tr>
<tr>
<td>Card Services</td>
<td><a href="http://www.ed.ac.uk/is/card">www.ed.ac.uk/is/card</a></td>
</tr>
<tr>
<td>Chaplaincy Centre</td>
<td><a href="http://www.ed.ac.uk/chaplaincy">www.ed.ac.uk/chaplaincy</a></td>
</tr>
<tr>
<td>City of Edinburgh Council</td>
<td><a href="http://www.edinburgh.gov.uk">www.edinburgh.gov.uk</a></td>
</tr>
<tr>
<td>Edinburgh Global</td>
<td><a href="https://global.ed.ac.uk/">https://global.ed.ac.uk/</a></td>
</tr>
<tr>
<td>Edinburgh University Students' Association</td>
<td><a href="http://www.eusa.ed.ac.uk">www.eusa.ed.ac.uk</a></td>
</tr>
<tr>
<td>English Language Education</td>
<td><a href="http://www.ed.ac.uk/english-language-teaching">www.ed.ac.uk/english-language-teaching</a></td>
</tr>
<tr>
<td>Finance</td>
<td><a href="http://www.ed.ac.uk/finance">www.ed.ac.uk/finance</a></td>
</tr>
<tr>
<td>Institute for Academic Development</td>
<td><a href="http://www.ed.ac.uk/institute-academic-development">www.ed.ac.uk/institute-academic-development</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="http://www.ed.ac.uk/is/library-museum-gallery">www.ed.ac.uk/is/library-museum-gallery</a></td>
</tr>
<tr>
<td>Nightline</td>
<td><a href="http://www.ednightline.com/">www.ednightline.com/</a></td>
</tr>
<tr>
<td>Scholarships &amp; Student Funding</td>
<td><a href="http://www.ed.ac.uk/student-funding">www.ed.ac.uk/student-funding</a></td>
</tr>
<tr>
<td>Security</td>
<td><a href="http://www.ed.ac.uk/security">www.ed.ac.uk/security</a></td>
</tr>
<tr>
<td>Sport and Exercise</td>
<td><a href="http://www.ed.ac.uk/sport-exercise">www.ed.ac.uk/sport-exercise</a></td>
</tr>
<tr>
<td>Sports Union</td>
<td><a href="http://www.ed.ac.uk/sports-union">www.ed.ac.uk/sports-union</a></td>
</tr>
<tr>
<td>Student Administration</td>
<td><a href="http://www.ed.ac.uk/student-administration">www.ed.ac.uk/student-administration</a></td>
</tr>
<tr>
<td>Student Counselling Service</td>
<td><a href="http://www.ed.ac.uk/student-counselling">www.ed.ac.uk/student-counselling</a></td>
</tr>
<tr>
<td>Student Disability Service</td>
<td><a href="http://www.ed.ac.uk/student-disability-service">www.ed.ac.uk/student-disability-service</a></td>
</tr>
<tr>
<td>Tuition Fees</td>
<td><a href="http://www.ed.ac.uk/student-funding/tuition-fees">www.ed.ac.uk/student-funding/tuition-fees</a></td>
</tr>
<tr>
<td>Timetabling</td>
<td><a href="http://www.ed.ac.uk/student-administration/timetabling">www.ed.ac.uk/student-administration/timetabling</a></td>
</tr>
<tr>
<td>Transport</td>
<td><a href="http://www.ed.ac.uk/transport">www.ed.ac.uk/transport</a></td>
</tr>
<tr>
<td>University of Edinburgh (General enquiries)</td>
<td><a href="http://www.ed.ac.uk">www.ed.ac.uk</a></td>
</tr>
<tr>
<td>University Health Service</td>
<td><a href="http://www.health-service.ed.ac.uk">www.health-service.ed.ac.uk</a></td>
</tr>
<tr>
<td>Visiting Student CAHSS email</td>
<td><a href="mailto:cahssvisitingstudents@ed.ac.uk">cahssvisitingstudents@ed.ac.uk</a></td>
</tr>
<tr>
<td>Visiting Student CSE email</td>
<td><a href="mailto:scevisitingstudents@ed.ac.uk">scevisitingstudents@ed.ac.uk</a></td>
</tr>
<tr>
<td>Welcome events</td>
<td><a href="http://www.ed.ac.uk/students/new-students/events">www.ed.ac.uk/students/new-students/events</a></td>
</tr>
</tbody>
</table>