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Welcome to the University of Stirling!

We are delighted that you have chosen to study with us here at the University of Stirling.

This is our Student Handbook which contains important and useful information for students travelling to Scotland and studying at the University of Stirling. The handbook will assist you to complete your administrative enrolment, traveling around and information on your new home!

We are certain that you will have a successful and unforgettable time in Scotland and the Study Abroad Team will be here to support you from your arrival in Scotland to the end of your course.

We look forward to meeting you soon!

The Study Abroad Team
Section 1

Before You Leave
‘Discover Process’ and Administrative Enrolment

You must complete a four step process to become fully enrolled at the University of Stirling.

**Important note:** you must ‘discover’ your account (Step A below) before you can apply online for University accommodation.

**Step A: ‘Discover Process’: how can I ‘discover’ my account?**

Before Online Enrolment can be carried out it is necessary to ‘discover’ or activate your University of Stirling student computer account—this is called the ‘Discovery Process’. This account provides access to the University Portal (internal website), computer network and Succeed, our Blackboard-based online virtual learning environment.

1. You cannot ‘discover’ your account until you have returned your Acceptance Form to the Study Abroad Office (study-abroad@stir.ac.uk). You can ‘discover’ your Student Computer account now at portal.stir.ac.uk/discovery. Please note you cannot apply for housing or gain access to Succeed until you have completed this process.

2. To ‘discover’ you will need to first ‘Accept’ and then use the username ‘discover’ and the password ‘discover’ ensuring that the domain name is set as ‘students’ to be able to access ‘Account Discovery’. You will also need to have your Stirling ID number to hand—you can find this on your Offer Letter.

The following web page will give you a link to start the ‘Discovery Process’ and also links to instruction sheets for either on or off campus:

www.stir.ac.uk/is/student/it/account/network-account/

**Step B: Upload your ID card photo**

Any time after you have completed the “Discovery Process” you can upload a photo through your portal page: portal.stir.ac.uk.

Here’s a useful video if you have issues uploading your photo: listenagain.stir.ac.uk/media/keep/registry/listenagain.html

Please note – if you don’t upload your photo and complete enrolment before arrival on campus you will not be able to collect your ID card at the induction programme on 11th September 2017. For more help please go to: www.aro.stir.ac.uk/reg-enrol/CollectionofIDcard.php.
Step C: Confirming and uploading Passport and Visa details

In order to complete this process, you should access the ‘Passport and Visa Details’ link under the ‘My Enrolment Tasks’ on your Student Portal. This gives you the opportunity to provide us with your passport and visa details and upload a scanned copy (if you have received it) for your student record.

If you are coming for up to 6 months study and will not be receiving a visa document before you leave your home country, then you will be seeking ‘leave to enter’ the UK as a ‘Short Term Student’. This means that your passport will be stamped upon entry to the UK. Therefore you just need to confirm this as part of the ‘Passport and Visa Details’ and upload your Passport. We will take a copy of your visa entry stamp when you come to collect your Student ID card.

Step D. Completing the hurdles - Online Enrolment

While you can “discover” your account at any time after you have returned your Acceptance Form, and upload your ID card photo any time thereafter, you will be able to enrol at the University at the time enrolment opens. Make sure you keep a note of your username and password created during the Discover Process so that you can complete enrolment on or after this date.

You must log in to the student portal using the username and password you created during the “Discover Process”. If Online Enrolment is open for you, the link appears and has a red message saying ‘Enrol Now’ beside it. The enrolment link will be available for students who have returned their Acceptance Forms to the Study Abroad Office prior to the start of semester. Before you can progress through the enrolment process, the system checks to see if your module registration is complete. We in the Study Abroad Office register all study abroad and exchange students for their chosen modules as indicated by their returned Acceptance Form. You do not have to register for your modules online. However, if there has been a problem with some of your modules (e.g. you have chosen modules which are full) and we are waiting for you to confirm alternative modules with us, you will not be able to complete the Online Enrolment process until this is resolved. Only students who have been registered for at least two modules will be permitted to enrol. Unless you hear from us directly, you can assume that you have been registered for modules as per your returned Acceptance Form. If you pass the check noted above, you will be taken to the enrolment pages. Simply follow the step-by-step instructions. As part of the enrolment process, you will be asked to confirm some information we hold about you, or enter this information if it was not supplied in your application.
Payment of Fees

If you are responsible for paying your own tuition fees to the University of Stirling then you will be presented with the option of paying your fees online during enrolment. If you are an exchange or ERASMUS student, or your fees are being paid by a third-party such as study abroad providers CGS-Arcadia University, IFSA-Butler, ISA, CISabroad, CCIS, API, SUNY-Brockport, USAC, or Science Without Borders, you will not be presented with the fees hurdle during the Online Enrolment process.

Result Screen

This screen will tell you your enrolment status and lists any outstanding issues. The last remaining hurdle is for you to collect your ID card and complete the passport check. Congratulations! You have completed the online steps of the Online Enrolment process and are ready to begin your semester at the University of Stirling! Come and pick up your ID card during the induction programme as indicated in the ‘First Week Timetable’. Please remember to bring your passport (and visa document if you received this separately).

Please Note

All students who have completed enrolment and successfully upload a photo should be able to pick up their University of Stirling ID card when indicated in the ‘First Week Timetable.’ All students who have completed enrolment and upload a photo before the start of semester will also be able to access the University's virtual learning environment, ‘Succeed’ from the beginning of the semester and will be able to sign up for module tutorials, seminars and labs.

If you do not complete online enrolment and upload a photo before the start of semester you may not be able to sign up for module tutorials, seminars and labs until you arrive on campus and complete the necessary steps. You are therefore strongly encouraged to complete enrolment in advance of arrival.

If you are not able to pick up your student ID card on 11th September 2017 from the Pathfoot Dining Hall. If you are arriving after this then you should go to Student Administration in 2z Cottrell Building. Please remember to bring your passport or European Identity Card as identification.
VISA: Immigration Information for Incoming Study Abroad/Exchange/Erasmus Students

Do I need a visa (entry clearance) to enter and study in the UK?

Anyone who is not a citizen of the European Union (EU) or a European Economic Area (EEA) national needs a visa (entry clearance) to enter and stay in the UK. Exchange and study abroad students from outside the EU or EEA who will study at the University of Stirling for a full academic year are required to obtain a Tier 4 (General) before entering the UK. The Study Abroad Office will issue a Confirmation of Acceptance for Studies (CAS) number and visa information to students once they have accepted their offer of a place at Stirling. Please click this link to check if you require a visa. Exchange and study abroad students from qualifying countries (USA, Canada, Australia, Chile, Mexico and Japan) outside the EU or EEA studying at Stirling for one semester will not need to obtain a visa document and would seek ‘Leave to Enter’ the UK as a ‘Short Term Study Visa’ at the airport. Exchange and study abroad students who are not from qualifying countries will need to obtain a ‘Short Term Study’ visa document before leaving their home country. Students who will be studying at Stirling for one semester and wish to obtain a visa should contact the Study Abroad Office for advice – study-abroad@stir.ac.uk. The University will not normally issue a CAS number to one semester exchange and study abroad students.

If you are coming to the UK as a Short Term Study Student

If you are coming to the UK for less than six months, you should seek entry with a Short Term Study Visa for the purposes of study.

Please note before seeking entry as a Short Term Student, you must:

- Only intend to stay in the UK for a maximum of six months;
- Leave the UK at the end of the period of study;
- Support and pay for accommodation for yourself and any dependants, without help from public funds;
- Be able to meet the cost of the return or onward journey

You must not:

- Undertake any employment (paid or unpaid, including volunteering) in the UK;
- Undertake a work placement or internship (paid or unpaid) as part of your course of study;
- Be under the age of 18.
Before You Leave

How to Apply as a **Short Term Study Student:**

Visa Nationals
First you should determine if you are a ‘visa national’ by checking this link. If you are a visa national from one of the relevant countries you must apply for and receive a Short Term Study visa before arriving in the UK and should follow the application instructions for a Short Term Study visa. If you are a visa national and hold a Short Term Study visa then that document is normally valid for 6 months and allows multiple entries into the UK within that 6 month period.

Non Visa Nationals
If you are a ‘non visa national’ (i.e. if you are from a country not listed by the Home Office as visa national, including the USA, Canada, Australia, Chile, Mexico and Japan) you can seek Leave to Enter as a Short Term Student for the purposes of study from an Immigration Officer at the airport when you arrive in the UK.

When you arrive in the UK, you should explain to the Immigration Officer at the airport that you are coming to study and show your Offer Letter from the University of Stirling to confirm this. You may be asked to provide proof of financial support, such as recent bank statements or a student loan confirmation, to show that you have enough money for the duration of your stay, so be sure to carry all of these documents in your hand luggage. It also does not hurt to carry a copy of your return flight ticket if available.

If you are travelling outside the UK before your course ends (e.g. during mid-semester break), you should carry your University Offer Letter with you when you travel. It is also advisable to carry evidence of financial support. You should ask to be granted Leave to Enter as a Short Term Student for the purposes of study upon your return to the UK.

**If you are coming to the UK as a Tier 4 (General) student**
If you will be studying at Stirling for more than six months you will need a Tier 4 (General) visa. Please refer to the following webpage for instructions on how to apply for your visa.
www.stir.ac.uk/study-in-the-uk/successful-applicants/visa-information/applyingforyourvisa/
Entering the UK from the Republic of Ireland; Dublin

We would discourage students from arriving via Dublin.

The Republic of Ireland has a ‘Common Travel Area’ with the UK. This means there is no immigration presence on arrival in Edinburgh or Glasgow from Dublin. Therefore you cannot apply for leave to enter as a Short Term Student or activate your Tier 4 visa when using this route. You are deemed to have permission to stay for only 90 and you would need to leave the UK to a location outside of the Common Travel Area (i.e. Amsterdam, Paris or Frankfurt) to return and legally apply as a Short Term Student. This will be inconvenient for you and involve additional costs. If you do enter the UK as a Short Term Student or a Tier 4 (General) student visa please keep copies of your boarding pass and flight tickets for your journey from Dublin to Edinburgh/Glasgow.

Further helpful guidance

UK Council for International Student Affairs immigration information:
www.ukcisa.org.uk/International-Students/Immigration-

Student Immigration Manager
Email: internationaladvisor@stir.ac.uk

Home Office (UK Visas & Immigration)
https://www.gov.uk/browse/visas-immigration/study-visas
Travel to Stirling

When should I arrive on campus?

You are welcome to move in to your accommodation from the 9th September – speak to Accommodation Services (accommodation@stir.ac.uk) about early availability.

Orientation sessions begin on Sunday 10th September 2017 so try to arrive no later than Saturday 9th September 2017 if you can.

We do not recommend that students fly to Scotland via the Republic of Ireland (through Dublin) as this can cause immigration problems. Please see our earlier note on Immigration.

Travelling to Scotland

Detailed information about getting to the University is available on our website at: www.stir.ac.uk/about/getting-here

Most students will fly into the UK via London’s Heathrow or Gatwick airports. You can also fly directly into Scotland’s Glasgow or Edinburgh airports from many European hubs and some North American airports. If you are flying into a London airport and taking an internal flight up to Scotland, we recommend you book your entire journey in advance.

There are many maps available to help you arrive on campus: www.stir.ac.uk/about/getting-here/maps/

Residential services should provide you with details about how to arrive at your specific accommodation, including where to go and pick up your keys.

Airport Transfers

The university’s main advice page for students needing a transfer from Edinburgh or Glasgow airports can be found here: www.stir.ac.uk/study-in-the-uk/airport-collection/

The University works with the company Stirling Direct to offer an airport collection service operating 24 hours a day, 365 days of the year. They offer a shared travel service from Edinburgh, Glasgow and Prestwick airports. Airport collection with Stirling Direct must be booked in advance and can be done through their website www.stirlingdirect.org. You can also contact them via email at info@stirlingdirect.org or phone them on +44 (0)7538 117 618. Stirling Direct will meet and greet you from your flight, assist you with your luggage and transfer you to your destination, making any stops to pick up keys that may be needed.
Travel to Stirling

Travelling from Glasgow and Edinburgh airports

If you choose not to use Stirling Direct for an airport collection, the best way to get to Stirling from the airports is by airport bus then train to the rail station in Stirling. Taking a taxi will cost you up to £90 and is not recommended. You can take the airport bus from Glasgow airport to Glasgow Queen Street station or from Edinburgh airport to Edinburgh Haymarket station and take a train to Stirling from there. You can buy train tickets at the railway station (buy a ‘single’ – one way – ticket); there is no need to purchase them in advance of the day you travel. If you have a heavy suitcase and enough cash (approximately £20) you might find it easier to take a taxi from the airport to the railway station in Glasgow or Edinburgh.

From Stirling rail station it is either a ten minute bus or taxi ride (less than £10) to the University of Stirling campus or a comparable distance to any off-campus university accommodation.

If you arrive into Prestwick airport south of Glasgow there is a direct rail link from the airport into Glasgow Central railway station. You will need to take a bus from outside the main entrance to Glasgow Central which will transfer you to Glasgow Queen Street railway station (less than 10 mins) where you get the train to Stirling, or it is a ten minute walk.

Distances

Stirling campus to:

Glasgow - 33 miles / 53 kilometres - 32-42 minutes direct by train

Edinburgh - 31 miles / 49 kilometres - 40-60 minutes by train

London - 355 miles / 571 kilometres - 5 and a half hours by train, one hour flight from Glasgow/Edinburgh airports
Where is the University of Stirling?

The University of Stirling is which is in the centre of Scotland where the Scottish Highlands and Lowlands meet. Known as the heart of Scotland, Stirling is nestled in the picturesque Forth Valley between Scotland’s two largest cities, Edinburgh and Glasgow. www.stir.ac.uk/about/getting-here
Section 2
Accommodation
University accommodation is available for all study abroad and exchange students who apply by
the published deadline, but university housing is not guaranteed. For this reason, we
recommend you apply for housing as soon as possible after applications open. Multiple on
campus and off campus housing options owned and managed by the University are available.
Off campus accommodation is only a short bus ride from the campus and some students actually
prefer living closer to the centre of town.

Accommodation Information

- University accommodation applications will be open from April. Further details will be
  communicated shortly.
- University accommodation is available on a first-come, first-served basis and students are
  encouraged to apply early. Please note that study abroad students have a choice of on– or
  off-campus housing, and that neither housing option can be guaranteed.
- When considering accommodation choices, please be aware of different charges
  associated with certain residences.
- You cannot apply for housing until you have completed the ‘Discovery Process’ (see
  above) and activated your student account. You should do this as soon as possible.
- After you ‘Discover’ your student account you can start using your University of Stirling
  email address, pay any applicable fees and update your contact information as well as
  apply for accommodation.
- 24 hours after completion of the ‘Discovery Process’, you will be able to apply for
  accommodation. The following is a guide on how to do just that.
- University of Stirling housing is not guaranteed so make sure to apply early and ensure you
  confirm your accommodation offer.
- Once you accept your offer of accommodation please print out your housing
  contract and keep it with you while traveling. After a few weeks you will no longer be
  able to view your housing contract so it is important that this is printed in the first
  instance.
Where can I live?

The following university-owned residences will be available to incoming study abroad and exchange students during the academic year 2017/18 (through May 2018):

- **Alexander Court** (flat-style Standard Flats, on edge of campus)
- **Beech Court Flats** (en-suite flat-style flats, in middle of campus, newly opened)
- **Union Street, Stirling** (flat-style flats, off campus near centre of Stirling city on main bus route)
- **Andrew Stewart Hall** (en-suite dorm style) (FYSAE students only)

For more information about accommodation options for incoming students please visit: [www.stir.ac.uk/campus-life/accommodation/visitingstudents/](http://www.stir.ac.uk/campus-life/accommodation/visitingstudents/).

When the listed accommodation is full or an applicant is late then students may be placed in accommodation other than these listed properties. You can learn about all university-owned properties by going to [www.stir.ac.uk/campus-life/accommodation/properties/](http://www.stir.ac.uk/campus-life/accommodation/properties/) and clicking on the link of your property on the left. For email assistance throughout the process please contact: accommodation@stir.ac.uk

How to apply: [www.stir.ac.uk/campus-life/accommodation/applying/visiting](http://www.stir.ac.uk/campus-life/accommodation/applying/visiting)
Accommodation

How to Apply

Please visit: www.stir.ac.uk/campus-life/accommodation/applying/visiting-students/

After you have applied

You will be sent an accommodation offer which you must accept and confirm to secure your housing assignment. After you receive your housing assignment, more information will be given about when/how to check in to your flat and what you need to bring with you.

It is important to download a copy of your housing agreement once it’s available on your Portal page. You may be asked to show this at immigration when entering the UK.

Non-university housing and payment of council tax

If students choose to live in non-university housing or are unable to secure university housing because of space limitations or late applications please note the following: students on one semester programmes would be liable to pay council tax to the local authority (for example Stirling council, the council in which the University of Stirling sits). Students who are studying at Stirling for the full year will qualify for a council tax exemption. The amount of council tax a student would have to pay would be determined by the type of property and the others residing in that property.

For more information please go to: www.stir.ac.uk/campus-life/accommodation/renting-privately/
Section 3

Finances
Tuition Fee Payment Information

Unless you are coming from one of our exchange partner universities (including ERASMUS exchange), through a study abroad provider, or have arranged to have your tuition billed to your home university or college you will be expected to pay tuition fees to the University of Stirling at the time of completing online Administrative Enrolment.

If you are unable to pay your fees at the time of enrolment you will not be able to complete your enrolment prior to arrival, and you will have to visit the University’s Income Office (Cottrell 2Z) when you arrive to arrange the payment of fees.

Electronic wire payments can be made directly to the university Income Office and the University also offers an online payment facility. Students can make online payments during the online enrolment process or after arrival through the Student Portal. Invoices for housing will be issued to students and arrangements for payment can be made after arrival.

Students pay for housing after arriving at the University.

We accept all major credit and debit cards with the exception of American Express. A 1.5% surcharge will be applied to all credit cards and non UK debit cards.

Other payment options are available and include bank transfers and cheque

For a summary of payment options: www.stir.ac.uk/how-to-pay.
**Personal Finances**

You should bring sufficient money to cover general expenses for the first few days as banks are often not open on Saturdays or Sundays in the UK.

There are ATM (cash point) machines on campus in the Andrew Miller and Pathfoot Buildings. Off campus, ATM machines are very easy to find. International ATM cards should work with a 4-digit pins.

ATMs in the UK do not charge to withdraw with a UK bank card, however charges may occur if you are using an overseas card.

If you need to open a bank account, the international bank Santander has a branch on campus and other banks have branches close to the University in nearby Bridge of Allan or in the city of Stirling.

Students will need a passport, their Offer Letter from the university or student ID card, and proof of address (university accommodation agreement or private rental agreement) in order to open a bank account. It is not possible to open a bank account prior to your arrival in the UK.

**Note:** Some banks will not open accounts who are only studying for one semester. It is recommended that you only open an account if you need to.
Estimating My Costs and Expenses

In addition to tuition fees and accommodation costs, you will likely incur some of the following costs while studying at Stirling:

- Travel to/from Scotland (Edinburgh or Glasgow airport), normally by international flight: £500-1000. This depends on your point of origin.
- Airport transfer to/from Edinburgh or Glasgow airport: £15-90 each way, depending on whether you use public transportation or private taxi.
- Food: about £30/40/week, assuming no alcohol.
- Textbooks: about £20-40/module. For many modules no textbooks need to be purchased while for others multiple titles are required.
- Local transportation: about £10/week.
- Council tax paid to the local council you live in—applies only if you live in private, non-University accommodation: varies.
- Extracurricular activities and weekend travel: varies.
Section 4
When You Arrive
Accommodation check-in

1. Check in to your accommodation. If you are using Stirling Direct (see above) for your airport pickup, you will be brought directly to your residence. The Accommodation Services office will have sent you (provided that you applied for housing in good time) all the necessary details of where you are living and how to register and collect your keys.

2. Have YOUR copy of the housing contract with you for check in—make sure you print it off after agreeing to it, through the Portal.

3. If you arrive on Saturday or Sunday morning, we’ll see you at the Study Abroad welcome session on Sunday. Please refer to the final orientation schedule (available on our website from mid-August) for location information.

Phone/email home!

Phone call or email home as soon as you can and let your parents, family or friends know that you have arrived safely. Public phones can be found in the Andrew Miller and Cottrell Building. You can access a computers in the library or the 24 hour computer labs. If you have completed the Discovery Process, you have a username and password for the university network to access the Wi-Fi in accommodation and to access university computers.

Every semester we get frantic calls from parents who have not heard from their children. So please let your family know you have arrived safely!

Guide to Your First Week

More information on what events and sessions that are organised in Your First Week can be found at www.stir.ac.uk/welcome/first-week. They have information on the Student Union’s Fresher’s Week as well as important semester dates.

First week timetable

More information and a timetable outlining the orientation activities for your first week will be sent to your University of Stirling email account and available on the study abroad website from the middle of December at www.stir.ac.uk/welcome/first-week/timetable.

Please make sure you attend those sessions marked as compulsory for study abroad students. You should try to go to as many things as you can, as this is the best way to settle in and meet
When You Arrive

Tier 4 Students
If you have a UKBA Tier 4 visa in your passport you may be required to register with Police Scotland within the first seven days of your arrival in the UK. Your Tier 4 visa in your passport will specifically state whether you are required to do this. If it says ‘register with the police’ or similar please follow the instructions on this link:

www.stir.ac.uk/study-in-the-uk/successful-applicants/visa-information/policeregistration

Collecting Your ID Card
Full time students are required to present proof of their identity before an ID card can be issued.

Acceptable forms of ID:

**UK students** – passport

**EU/EEA students** – passport or national ID card

**International students** - passport and visa/entry stamp

www.stir.ac.uk/registry/studentinformation/idcards/collectionyouridcard
Section 5
Studying in Stirling
Course Modules

Full time students at the University of Stirling take three modules each semester. You can take two modules and still be considered full-time, but you should make sure that your home university is happy for you to do this. You cannot take more than three modules. We will have registered you already for your chosen modules as indicated by your acceptance form. Once the semester starts and you have enrolled, you will be able to see your course modules on your academic record when you log in to the student portal. Please note that your modules will not show up in your Portal until close to the start of the semester.

We have already registered you for your course modules. You do not register for courses / modules / classes online when you enrol.

Changing Your Enrolled Modules

You will have a period of two weeks from the start of teaching in which it is possible to change your existing modules or register for new ones. Thereafter, you may only withdraw from a module and you cannot register for any new ones. Students have two weeks from the start of teaching to withdraw completely from a module and not have it appear on their transcript. After this two week period, students who withdraw from a module will receive an ‘X’ or ‘no grade’ on their transcript. There is a very specific procedure which must be followed if you want to change modules. Please email study-abroad@stir.ac.uk with your name, your Stirling student number, the module you would like to drop and the module you would like to add.
Course Modules

Notes on modules;

- Module changes can only occur with Stirling Advisor approval and if there is space available on the course module.
- Please do not contact the Student Programmes Office directly to request module changes.
- If you stop attending a module, miss more than the minimum allowed number of classes or fail to complete the required coursework, you will be awarded either a ‘Fail’ or ‘No Grade’.
- This shows up on your transcript as an X and cannot be removed from your student record or transcript. Auditing of course modules is permitted by some Schools, and you should check with the individual division directly. Auditing of modules may be permitted for study abroad and exchange students by some divisions. If a School allows you to audit a module, you should have the department email study-abroad@stir.ac.uk.

Succeed

Succeed is the University of Stirling’s online ‘blackboard.’ You will have access to your enrolled modules through Succeed once you have collected your student ID card and completed enrolment. Succeed will be used for seminar and tutorial sign-ups as well as a source of information for lecture notes, assignments, deadlines and communication within each module.

Academic Timetable

The timetable is finalised a few weeks prior to the start of semester and you will be able to follow the Teaching Timetable Generator link on the student portal at that time. It may be that there are timetable clashes between some of your chosen modules and we will address ways to deal with this during our orientation at the start of semester. You can also see the section ; Changing your enrolled modules.

Please be aware that your Academic Timetable will not show the majority of seminars, tutorials and lab classes. You will have to sign up for these separately through Succeed.
Assessment

Modules are normally assessed by a combination of written coursework, presentations, class participation and final exams. You might be used to frequent quizzes and exams but this is not common in the Scottish university system and you are expected to be more independent in your study habits.

The University of Stirling uses a grading scale that may look quite different from one that you are used to. One Stirling module (20 SCQF credits) equates to 5 US credits at most partner institutions in the US. One Stirling module (20 SCQF credits) equates to 10 ECTS (European Credit Transfer System) in many universities in Europe. Please email study-abroad@stir.ac.uk for additional country’s recommended grade conversions.

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<th>American University</th>
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Assessment and Examinations

You will be given a course handbook for each course module you take at Stirling. This will outline clearly your responsibilities as a student and how you will be graded. Students are expected to work independently and you might find that 50% of your grade is based on two essays. You will be expected to do outside reading and research in your own time and this work may only be used in the final exam.

If you are unclear about any of this, speak to your course tutor early on in the semester. A draft exam timetable will be published around the mid-semester break to give students an idea about when their exams will be.

There will be changes between this and the final timetable published a few weeks later so **MAKE SURE** you check the final timetable so that you don’t miss your exam! You should not confirm any return travel plans until you know the date of your final examination(s). **Students will not be permitted to take examinations early, or be permitted a resit examination if they miss an exam because of return travel plans.**

Exam timetable: [www.stir.ac.uk/registry/studentinformation/exams/examtimetables](http://www.stir.ac.uk/registry/studentinformation/exams/examtimetables).

Credit Transfer

To help your home university assign credit for your period of study here at Stirling, we issue official University of Stirling transcripts for all study abroad and exchange students. The transcript records the course modules taken and the overall grades awarded for each module. In most cases, two copies of the transcript is sent directly to you, the other is sent to your home university unless your home university or study abroad provider has instructed us otherwise. Attached to each transcript is additional information about translating University of Stirling grades which may be of use to you and your home institution when carrying out your translation.

Transcripts are generally issued 6 – 8 weeks after the end of the study period but may take longer. In the meantime, you will be able to check your final grades by logging into the Portal a couple of weeks after the end of the examination period.

The University of Stirling provides no other documents. It is not possible for the University to provide original or copied examination papers to a student’s home university. It is also not possible for the University to provide copies of other assessed work.
Attendance requirements

University attendance requirements are prescribed on behalf of the Academic Council by University departments. Students are expected to attend all prescribed classes. With good cause shown, students may be permitted to miss up to one-third of the prescribed classes (check your module hand-outs, provided at the start of the course, for more information) but any further non-attendance at such prescribed classes will result in an ‘X’ or ‘no grade’ appearing on your transcript for that module. This cannot be made up.

If you are ill or unable to attend a session you must explain your absence to your module tutor, and if necessary provide a medical certificate. The important thing is to get in touch with your module tutor as soon as possible.

Academic Support

Studying in a new academic environment can be challenging no matter what year of study you are in. Universities in the UK rely on students to work independently and you may have a lot more time outside of the classroom that you are used to. Academic support is available for all students, and there are a few options available to you.

Personal Tutor

Succeed You will be assigned a personal academic tutor while at Stirling. You will automatically be assigned a personal tutor upon arriving at the University of Stirling. The contact details will be provided on your Portal and your tutor can assist with providing you with general academic support. You can talk to them about any questions or concerns that you have about your course / assessment / academic expectations. For more information: www.stir.ac.uk/tse/personal-tutor/student/student-faq/.

Course Tutors

Each course module you take will have a course tutor – this is the person responsible for running that module. Sometimes course tutors are also called module coordinators. All modules at the University of Stirling are taught by course tutors and they all have office hours. You can go and speak to the course tutor with any questions you have about their module. Office hours are usually listed on course outlines provided at the start of each module.
Student Learning Services (SLS)

The aim of SLS is to enable you to make the most of your academic studies at the University. This is facilitated through collaborative work with experienced tutors and by offering a variety of courses, workshops and tutorials. They are located in 4B50 and 4B52 in the Cottrell Building. For more information: www.stir.ac.uk/student-support/.

Student Development and Support Services

The Student Development and Support Services team brings together a wide range of services and opportunities to help you to get the most out of your time here at the University of Stirling. They offer support in the forms of information and advice for students, a confidential counselling and wellbeing service and our Career Development Centre. They are located in 4Y in the Cottrell Building. For more information: www.student-support.stir.ac.uk/ You may choose to sign on to the STEER programme to get a mentor to help you through your University of Stirling studies: www.steer.stir.ac.uk/.

Study Abroad Office

We are here to help you with any problems that might arise during your time here. Our office is open Monday to Friday, 9am to 5pm and we have three members of staff:

Amy Easton: Internationalisation Officer
Lisa Bettaney: Admissions Officer
Maria Cid Castilla: Internationalisation Manager

- Phone: 01786 466052 (6052 from an internal phone)
- Email: study-abroad@stir.ac.uk
- Office: Room C3, Pathfoot Building
Section 6
Living in Stirling
Campus Facilities

On campus we have a variety of facilities that are enjoyed by students and the Stirling community. From restaurants to a cinema, there is always plenty things to do and see on campus.

MacRobert Arts Centre

MacRobert Arts Centre houses live performances in it’s 500 seat theatre as well as a cinema which screens a variety of genres including blockbusters, documentaries, classics, world cinema and children’s films.

The MacRobert also serves a variety dining options in partnership with Baxter Storey. Great for a quick lunch and coffee as well as a sit-down meal and a drink at the bar. Check out this space for its art exhibitions as well.

Restaurants and Other Dinning

In addition to MacRobert Arts Centre, the University of Stirling has a variety of other dining options available. Further details including opening times can be found at www.stir.ac.uk/campus-life/campus-facilities/catering

Andrew Millar Building

Haldane’s Eatery
Atrium Food of the World
Stir Café
Atrium Deli
The Bite (Cottrell Building)

Sport’s Centre

Baxter Storey at the Sport’s Centre

Pathfoot Building

Pathfoot Eatery
The Pod

Willow Court

Refresh
The Students’ Union

University of Stirling Students' Union is run by students for the students. Dining, social events, support, and plenty more all are run through the Students’ Union [www.stirlingstudentsunion.com](http://www.stirlingstudentsunion.com).

**Studio**

Studio not only serves breakfast, lunch and dinner but also is home to our student bar and many social events.

**Underground**

Unique as the only Starbucks selling coffee house, Underground provides a relaxed space for food and coffee. Check out their Coffee House Sessions for up and coming live music!

**Venue**

This multipurpose space will host Open Mic Night and other social activities throughout the semester. Clubs and societies will be seen here and food is also served here during the day. Waffles and smoothies are always a highlight.

**Clubs and Societies**

The student Union is home to over 60 different clubs and societies run by students. From Harry Potter to politics there is something for everyone.

**Sports union**

Home to 50 different sports team! A great way to learn a new sport or practice an old one. Check out sports such as Octopus and Gaelic Football for a truly unique sporting experience.
Andrew Miller Building Shops

Just as Stirling is the heart of Scotland, the Andrew Miller Building (the Atrium) is the heart of the University of Stirling. Home to our library, Students’ Union, plenty of catering outlets and shops for all your essentials.

John Smith’s

The campus Book shop; www.johnsmith.co.uk/stir

Union Shop

The Union Shop sells stationary as well as all your University of Stirling memorabilia; www.stirlingstudentsunion.com/intheunion/shop/.

Pharmacy

The pharmacy can fill prescriptions and sells over the counter medications.

Supermarket

The on campus convenience store stocks a wide range of grocery items.

Santander

Our international bank can help you set up an account and provides ATM facilities.

Green + Blue Space

This space allows you to reduce, reuse, fix and recycle all kinds of items. Great for picking up kitchenware and other essential items as students can donate and collect items from past students. It is also space that allows you to fix clothes and bikes as they require helping hands and the tools required.
Sport Centre

Gym memberships can be purchased online for one semester or for the full academic year.

www.stir.ac.uk/sports-centre/memberships

Your membership includes access to:

- the swimming pool
- Sport and fitness classes: www.stir.ac.uk/sports-centre/classes
- Our state of the art gym
- Sports hall
- Squash courts
- Reduced rate indoor-cycling classes
- The strength and conditioning centre
- The athletics track

Other features:

- Unique Beauty
- Baxter Storey
- Physiotherapy
- Personal Training
- 50 Sports Clubs (teams)

For facilities available: www.stir.ac.uk/sports-centre/facilities
Medical Centre

The Airthrey Park Medical Centre (APMC) is located on campus across from Juniper Court and is open Monday – Friday 8am – 6pm.

**Semester only:** you will be considered a visiting patient and can attend walk in appointments between Monday and Friday 9am — 10.30 am. **Please bring £40 in cash for all appointments.**

**Academic year:** you must register with APMC when you first arrive and then you will be able to access all of the services offered. You will not have to pay for appointments.

Airthrey Park Dental Centre is also located on campus. Appointments should be made in advance by calling 01786 448896.

Additional Medical Attention

**NHS 24:** free professional medical advice over the phone. Dial 111 for free advice; [www.nhs24.com](http://www.nhs24.com)

**Stirling Minor Injuries:** Can assist with small injuries such as cuts and burns and is a good place to go locally for suspected broken bones. [nhsforthvalley.com/hospitals/stirling-community-hospital/minor-injuries-unit](http://nhsforthvalley.com/hospitals/stirling-community-hospital/minor-injuries-unit).

**Accident and Emergency:** A&E is the equivalent to the USA’s ER and is located about 20 miles away in the town of Larbert. Busses can get you here in the day but a taxi will cost approximately £30. [nhsforthvalley.com/hospitals/forth-valley-royal-hospital/](http://nhsforthvalley.com/hospitals/forth-valley-royal-hospital/).

**Emergency Services:** should you find yourself in an emergency please phone 999 while off campus and 01786 46 7999 while on campus.

Further advice can be found here [www.stir.ac.uk/welcome/international/health-care/](http://www.stir.ac.uk/welcome/international/health-care/)
The City of Stirling

Known as the ‘Heart of Scotland’, Stirling city is cosmopolitan, student-friendly and a lively place to be. It is one of the UK’s most attractive places to live, capturing the historic and contemporary in a unique atmosphere.

Your New Surroundings

Our Stirling campus is located in a picturesque part of Scotland about 2 miles from the city’s centre. There is a lot to see and do at all times of the year. It is easy to get around and you can experience both local Scottish and British culture [www.destinationstirling.com](http://www.destinationstirling.com).

How big is Stirling?

Stirling has a population of approximately 40,000 - 20 per cent of which is accounted for by the student community. This makes Stirling big enough to offer a full ‘city experience’, with shopping, a café culture, performing arts and nightlife. However, it is still compact enough to retain a friendly and welcoming environment.

What else is nearby?

Stirling is an excellent location for outdoor activities such as walking, canoeing, mountain biking and sailing.

Stirling has reliable and quick links to destinations in the rest of UK and the world. The cities of Edinburgh and Glasgow are less than an hour from Stirling by road or train.
Weekend Trip to Skye

Trips to the Isle of Sky with Heartland Travel.

Maximise your stay in Scotland and include a weekend trip to The Highlands, Isle of Skye and Loch Ness with Heartland Travel. Explore Scotland, famous for its historic castles, beautiful lochs and stunning scenery.

Don’t miss this chance to experience some of the best Scotland has to offer. Heartland Travel will greet you with a world famous Scottish welcome, right from your doorstep at Stirling University.

Skye is a gem of an island, the largest of the Inner Hebrides islands lying off the west coast of Scotland and has a distinctly Highland feel—beautiful heather-clad mountain scenery, stunning sea lochs, interesting geology and an abundance of wildlife!

Skye is not the limit! On this weekend trips you will also have the opportunity to appreciate the magnificence of Glencoe and sense the atmosphere of its troubled history, visit the famously romantic Eilean Donan castle, see Loch Ness and look out for the Loch Ness monster! You will also have the chance to spend an hour on a fishing boat with an experienced local fisherman on a beautiful sea loch. Book one of our incredible value mini coach tours and experience authentic Scotland.

Our aim is to make sure you see as much as possible and it’s our intention that you have a truly amazing time.

To book your trip visit www.heartlandtravel.co.uk

From here you will see the trip itinerary.

There are limited places on each date (16) so if your first choice date is full, you will be returned to the booking page and have a chance to pick a different date.

If this doesn’t sufficiently whet your appetite I suggest you simply ‘Google’ Isle of Skye or Scottish Highlands or Oban, Mull and Iona and look at the Images tab. These areas are among Europe’s truly beautiful destinations, rain or shine!
Weekend Trip to Skye

Please note: these are not 'hiking' trips but there are numerous stops that involve walking and students who sign up for these trips are strongly encouraged to bring at minimum a good pair of walking shoes, comfortable walking trousers and a water– or at least shower-proof jacket.

These trips are also open to the general public so you are encouraged to sign up as soon as possible.

Before booking please carefully consult the Academic Timetable and check for any seminar, tutorials or labs before you confirm your trip to Skye.
Living in Stirling

Public transportation in Scotland is inexpensive, safe and friendly. Use First busses in Stirling to get to and from the city centre and the campus. Present your student card and ask for a single (£1.10) or a return (£2.00; AKA roundtrip) to get a student discount. You can also use your student card for a discounted weekly (£9.50) and monthly (£30) unlimited bus pass for the UniLink bus.

Trains are also a great way to travel throughout the UK. Look into purchasing a 16-25 Railcard to receive discounted tickets. Definitely worth considering for trains to London [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk).

**Bus travel in the UK**

- **Buses in Scotland**
  - First
    - [www.firstgroup.com](http://www.firstgroup.com)
  - CityLink
    - [www.citylink.co.uk](http://www.citylink.co.uk)

- **Buses in UK**
  - (leaving from Glasgow or Edinburgh)
  - National Express Coaches
    - [www.firstgroup.com](http://www.firstgroup.com)
  - Megabus
    - uk.megabus.com

**Train travel in the UK**

- **Travel in Scotland**
  - First ScotRail
    - [www.scotrail.co.uk](http://www.scotrail.co.uk)

- **Travel in UK**
  - National Rail
    - [www.nationalrail.co.uk](http://www.nationalrail.co.uk)
  - Virgin Trains
    - [www.virgintrains.co.uk](http://www.virgintrains.co.uk)
  - The Train Line
    - [www.thetrainline.com](http://www.thetrainline.com)

**Saving Money**

Section 7

Contacts
Summary of Contacts

Study Abroad Office
C3 Pathfoot Building
01786 46 6052
Study-abroad@stir.ac.uk

Airthrey Park Medical Centre
Hermitage Road
01786 463831

Emergency Services
Ambulance, Fire Brigade or Police
01786 46 7999

On Campus Police
101
gordon.currie@scotland.pnn.police.uk

24 Hour Campus Security
Control Room ; Cottrell Building.
01786 467003