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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 in completing your administrative enrolment, traveling around, and providing 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
‘Discovery 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: ‘Discovery 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 Canvas, 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 Canvas 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 15th January 2018. For more help please go to: www.aro.stir.ac.uk/reg-enrol/CollectionofIDcard.php.
Before You Leave

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. You should upload a copy of your visa stamp **before** you come to collect your Student ID card. Just take a picture with your phone!

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 only 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 ‘Discovery’ process.

You must log in to the student portal using the username and password you created during the ‘Discovery’ 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. The Study Abroad Office register all study abroad and exchange students for their chosen modules as indicated by their returned Acceptance Form and you do not have to register for your modules online. If there has been a problem with some of your modules (e.g. a module is 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. 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.
Before You Leave

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, Panrimo, 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 uploaded 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, ‘Canvas’ 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 14th January 2018 from Cottrell 2Y5, you should go
to the Student Services Hub in the Cottrell Building. Please remember to bring your passport or European
Identity Card as identification.
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) student visa 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. 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/
Before You Leave

Entering the UK from Dublin, the Republic of Ireland

**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 days 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:  
[https://www.ukcisa.org.uk/What-is-UKCISA](https://www.ukcisa.org.uk/What-is-UKCISA)

Student Immigration Manager  
Email: [internationaladvisor@stir.ac.uk](mailto:internationaladvisor@stir.ac.uk)

Home Office (UK Visas & Immigration)  
[https://www.gov.uk/browse/visas-immigration/study-visas](https://www.gov.uk/browse/visas-immigration/study-visas)
Before You Leave

Travel to Stirling

When should I arrive on campus?

You are welcome to move in to your accommodation from Saturday 13th January – speak to Accommodation Services (accommodation@stir.ac.uk) about early availability.

Orientation sessions begin on Sunday 14th January 2018 so try to arrive no later than Saturday 13th January 2018 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 will normally be available for all study abroad and exchange students who apply by the published deadline, but on campus 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 will prefer living closer to the centre of town.

Accommodation Information

- University accommodation applications are now open and students can start their application at any time following their acceptance.
- 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-campus 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 your acceptance.
- 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 that.
- University of Stirling housing is not guaranteed so make sure to apply early and make sure 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.**
Accommodation

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** (standard flats, on the edge of campus)
- **Willow Court** (newly opened en-suite standard or studio flats in the middle of campus)
- **Lower Bridge Street, Stirling** (off-campus flats near the centre of Stirling city, which sit on the main bus route)

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.
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 (via the Student Services Hub, Cottrell Building) 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.
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. ATM
s 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
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 at the start of

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 will have a username and password for the university network to access the WiFi 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

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 They have information on life at Stirling 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 meet people.
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/collectingyouridcard
Section 5
Academic Life at 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 during which is it 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 schools allow you to audit a module, you should have the department email the Study Abroad Office.

Canvas

Canvas is the University of Stirling’s virtual learning environment. You will have access to your enrolled modules through Canvas once you have collected your student ID card and completed enrolment. Canvas is a learning management system to help transform your learning experience. It provides 24/7 help and support with classes, assignments and enhances communication through the messaging, chat and discussion functionality.
You can navigate through the software to find information on module content, reading lists, lecture and seminar materials and upcoming assignments. There is also an option to add notifications to help manage deadlines. Registering for seminars can also be done via the ‘Group Work & Sign-up’ section.

As well as online help being available from Canvas 24/7 via Chat and a dedicated support phone line, help is also available at the Information Centre in the library.

**Information Centre opening hours:** [http://www.stir.ac.uk/is/student/help/](http://www.stir.ac.uk/is/student/help/)

**Email:** infocentre@stir.ac.uk

**Phone Support:** 01786 467250
Our timetable is not finalised close 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 only show your timetabled classes and will not show the majority of seminars, tutorials and lab classes. You will have to sign up for these separately through Canvas.

Teaching takes place in a number of different formats, depending on the modules you’re taking. These formats include: lectures; seminars and tutorials; lab sessions; fieldwork excursions / practical labs; film screenings. Please refer to the timetable generator for an explanation about the codes used to describe the various formats.
Lectures

Lectures are taught in large groups. Lecture notes may be available beforehand and after the lecture on the module Canvas page. These notes can give you an idea about what will be or has been covered at the lecture. Often, lecture notes supplied beforehand will refer students to suggested readings in preparation for the lecture. Some lectures are recorded using the ‘Listen Again’ system so that you can replay them in your own time.

Seminars / Tutorials

Seminars are interactive sessions that take place in smaller groups than lectures. They allow you to develop your oral communication and group work skills. The timetable generator will show your scheduled lectures, but you will need to sign up to additional seminar groups using Canvas. There will often be preparatory work that you need to do before the seminars in the form of readings or short exercises.

Lab Sessions

If you are taking science subjects, you will typically also have lab sessions. You may have to sign up for these at scheduled times using Canvas. Labs allow you to participate in and carry out experiments or other practical work under supervision. You will also develop your computational and analytic skills.

Class Times

At the University of Stirling, classes will begin at five minutes past the hour and end at five minutes to the hour. This gives you ten minutes between back-to-back classes, allowing you to travel between buildings if necessary.

Independent Study

As well as scheduled classes, it is expected that you will be working on your own or with classmates. The amount of independent study required varies greatly depending on what level of modules you are taking. Your module tutors will be able to provide guidance on expectations.
Assessment—grading scale

Modules will normally be assessed using a combination of: final examinations; coursework essays and exercises; oral presentations; class tests; practical sessions and labs. You may be used to more frequent quizzes and exams, but this is not common in the Scottish education system where there is a greater emphasis on independent study.

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. Please note, this is a guide only and final grade transfer is decided by your home university.

<table>
<thead>
<tr>
<th>Degree</th>
<th>University of Stirling</th>
<th>North American University</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>90 - 100</td>
<td>A/A+</td>
</tr>
<tr>
<td>2nd</td>
<td>80 - 89</td>
<td>A</td>
</tr>
<tr>
<td>3rd</td>
<td>70 - 79</td>
<td>A</td>
</tr>
<tr>
<td>2:1</td>
<td>66 - 69</td>
<td>A-</td>
</tr>
<tr>
<td>2:1</td>
<td>63 - 65</td>
<td>B+</td>
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<td>2:1</td>
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<td>3rd</td>
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<tr>
<td>3rd</td>
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<td>C-</td>
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<tr>
<td>Marginal Fail</td>
<td>35 - 39</td>
<td>D/D+</td>
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<tr>
<td>Marginal Fail</td>
<td>30 - 34</td>
<td>D-</td>
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</tbody>
</table>
Assessment and Examinations

You will be given a module handbook for each course you take at Stirling. This will outline clearly your responsibilities as a student and how you will be assessed. 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 module 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 exams. **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 and Transcripts

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 modules taken and the overall marks awarded for each module. In most cases, two copies of the transcript will be sent to your home university or study abroad provider. Attached to each transcript is additional information the University of Stirling grading system which may be of use to you and your home institution when carrying out any grade transfer.

**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 faculties. 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 handout, provided at the start of the semester, 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

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 advising and 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 module you take will have a course tutor – this is the person responsible for running that module. Sometimes 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 module handout provided at the start of each module.
Plagiarism

Plagiarism can be a difficult concept to understand and to get to grips with whilst studying at University. The University has created a website to help students understand the importance of not plagiarising and how to avoid this in your academic work: www.plagiarism.stir.ac.uk. Electronic versions of assessments must be submitted through the plagiarism detection software Turnitin. Any cases of plagiarism are graded for severity and penalty points are issued.

Student Services Hub

The Student Services Hub 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. You can find full support from the following areas:

- Academic Registry
- Careers and Employability
- Income Office
- Student Learning Services
- Student Support Services

The Hub is located in the Cottrell Building, via the Queens Court entrance. For more information: www.stir.ac.uk/campus-life/studentserviceshub
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:

**Jo Hagerty**: Study Abroad and Exchanges Manager  
**Amy Lenathen**: Study Abroad Officer  
**Lisa Bettaney**: Admissions Officer

- Phone: 01786 467224 (7224 from an internal phone)  
- Email: study-abroad@stir.ac.uk  
- Office: International and Student Recruitment; 4B64; Cottrell Building
Section 6

Living in Stirling
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 its 500 seat theatre as well as a cinema which screens a variety of genres including blockbusters, documentaries, classics, world cinema and children’s films. Students receive a discount on all cinema tickets.

The Macrobert also serves a variety dining options in partnership with BaxterStorey. 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 Dining

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 Miller Building

Haldane’s Eatery

Atrium Market Street

Stir Café

Atrium Sidewalk

The Bite

Studio

Sports Centre

Sports Centre Café

INTO Building

UMAMI

Willow Court

Refresh

Pathfoot Building

Pathfoot Eatery

The Pod (Costa)
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 on-campus bar many regular social events. You can join in on the weekly quizzes, open mic and karaoke, as well as plenty of live sport.

**Underground**

Proudly serving Starbucks coffee, Underground is the place on campus to relax with a coffee or toastie, or even to get on with some revision or group study.

**Venue**

This dynamic space is used for all kinds of activities and events. During the day, it is the dedicated vegan and vegetarian café, whilst at night it can be a rehearsal for the Tango and Dance societies.

**STEER**

STEER is a University-wide peer support scheme linking in returning students with incoming international students during their time at Stirling. The scheme aims to help students make the most of their time at the University, help you settle in and realise the opportunities available to you.

If you are feeling unsure, anxious or just in need of some guidance then your STEER volunteer can help!
The Sports Union

Home to 50 different sports teams! A great way to learn a new sport or practice an old one. Check out sports such as Mountaineering and Gaelic Football for a truly unique sporting experience. Here are some examples of our most interesting clubs:

American Football

Your Stirling Clansmen compete in the BUCS American Football Scottish and British Championships. If you think you have the drive to better yourself and those around you, we are always looking for new players. No experience necessary, just a willingness to play hard and to push yourself harder than you have before.

Ultimate Frisbee

Stirling University Frisbee Club caters for all levels of abilities and interest. The majority of people currently involved in the club had in fact never heard of the sport before university. We enter teams into fun and competitive competitions in men's, women's and mixed divisions. Towards the start of the semester we enter competitions across Scotland specifically run for beginners to get involved with and enjoy playing Ultimate Frisbee.

Mountaineering

The mountaineering club organise weekly trips throughout the country in search of fresh air, stunning views, an adrenaline boost & the ultimate Fish and Chip shop to finish off a day in the hills. Wednesday afternoons are climbing days, and Saturdays/Sundays are for going to the hills.

Snow Sports

Every year the Snow Sports team hit the slopes of Hillend, racing and freestyling for both ski and board. We represent our team at the largest Snow Sports event in Britain and have a great time whilst doing so! We also partake at indoors and at BUCS championships in France. Whether you fancy a cheap snow sports holiday, want to learn something new or perhaps just attend some loose socials, everyone is welcome.

To join a sports club, you need:

- A Sports Union Membership
- A Sports Club Membership
- A Sports Facilities Membership
Our Societies

The Students’ Union is home to over 80 societies led entirely by students. Bringing together all nationalities and backgrounds, here are some examples of our most popular societies:

International Society

The International Society is your passport to exploring Scotland and meeting other cultures. The student committee often arrange events such as pub quizzes and traditional Scottish ceilidhs (pronounced ‘kay-lees’) on top of a busy schedule of trips across the country; from St. Andrews to Edinburgh Christmas Markets. We welcome all to join and be introduced to the real Scotland!

Greek System Society

Our Greek Life structure, currently comprises one fraternity (Alpha Sigma Phi) and one sorority (Zeta Kappa Rho). With intentions of working together towards common goals and objectives, delivering on charitable activities and collaborations with other student groups - expect a warm welcome and opportunity to meet other students.

Drama Society

Stirling University Drama Society (SUDS) hold regular performances, including The Importance of Being Earnest, The Crucible and The Cherry Orchard. Sign up to get involved in any aspect of the production, backstage or in the spotlight, and enjoy the experience of performing on stage.

Brig

Brig is your place to discover the news and features on everything from student life in Stirling to national politics. The publication holds the title of being the oldest student newspaper in the country. Sign up to join the team, create your own material and inform the student community.

LGBT+

A collective liberation group to help champion campaigns and support students during their studies at Stirling. The group runs various events and activities both on and off campus, such as screening the film Pride and hosting workshops on the latest issues affecting this community.
For more information

Learn more about our Clubs and Societies by visiting www.stirlingstudentsunion.com, or speak to a representative during your induction week.

You can also invited to try-before-you-buy and check out as many different clubs as you like!
Living in Stirling

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 campus. The Atrium is 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 stationery 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.
Sports Centre

The University of Stirling has outstanding sporting facilities and has been designated Scotland’s University for Sporting Excellence. Gym memberships can be purchased online for one semester or for the full

Your membership includes access to:

- The swimming pool
- Sport and fitness classes: [www.stir.ac.uk/sports-centre/classes](http://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 therapy
- Baxter Storey café
- Physiotherapy
- Personal Training
- 50 Sports Clubs (teams)

For facilities available: [www.stir.ac.uk/sports-centre/facilities](http://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 UK’s term for an emergency room and our closest is located about 20 miles away in the town of Larbert. Buses 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/)
Living in Stirling

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

How big is Stirling?

Stirling has a population of approximately 45,000 - 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.
Living in Stirling

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.
Public transportation in Scotland is inexpensive, safe and friendly. Use First buses 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 AKA roundtrip (£2) 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](http://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
Contacts

Summary of Contacts

Study Abroad Office
4B Corridor, Cottrell Building
01786 46 7224
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