



BPP
UNIVERSITY

International student booklet

2018-2019



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A warm welcome from your Vice Chancellor

“ I am delighted to welcome you to BPP University. We intend to make sure that the time you spend with us is a valuable investment that will provide you with the knowledge, skills and professional values to enable you to succeed in your chosen career.

BPP University is committed to creating a learning environment, which is not only stimulating and supportive, but also offers you memorable and rewarding student experiences. We recognise that your time at BPP University will be a unique period in your life and we want to work with you to make it all the more special.

We hope that your studies with us will be both successful and enjoyable. We want you to benefit from the academic and pastoral guidance we offer. You can take advantage of our comprehensive library and IT resources, as well as make the most of our specialised Careers Service, and award-winning Students' Association.

The purpose of this handbook is to help you get the most out of your induction period, and introduce you to our services and opportunities at BPP University. ”

Professor Tim Stewart
Vice-Chancellor, BPP University



Police registration

Some international students are required to register with the police within seven days of arrival in the UK.

When you are issued a visa, the vignette (visa sticker in your passport) or the biometric residence permit (BRP) will indicate if you are required to register with the police.

For a full list of countries whose nationals are required to register with the police, please see the below link:



www.gov.uk/register-with-the-police

Please note: This is not necessary for EU Citizens.

To register with the police

If you are required to register with the police and do not do so this will affect all future immigration applications whilst in the UK. Please take care to register within **seven** days of arrival in the UK. You will need the following documents for registration:

- Passport
- Your BRP (if you have one)
- A copy of both sides of your visa
- Completed OVRO Pro form (this is essential)
- 2 Passport photographs
- £34 in cash
- A student status letter from BPP University

You will be required to register at one of the following addresses dependent upon your location, within seven days of arrival in the UK:

Birmingham Police Registration:

Digbeth Police Station,
113 Digbeth, Birmingham,
B5 6DT, West Midlands.

Bristol Police Station:

Police Registration Unit,
Clifton Police Station,
2-10 Kings Parade Mews,
Clifton, Bristol, BS8 2RE.

London Police Registration:

The Overseas Visitors Records
Office (OVRO),
Brandon House,
180 Borough High Street,
London, SE1 1LH.

Opening times: 9.00am - 4.00pm
(Monday, Tuesday, Wednesday and Friday
excluding Thursdays and Bank Holidays).

Leeds:

Overseas Registration Department,
Pudsey Police Station,
Dawson's Corner,
Bradford Road, Leeds,
West Yorkshire, LS28 5TA.

Manchester:

The International Visitor Registration
Office, Greenheys Police Station
Charles Halle Road
Moss Side Manchester
M15 6NP.

After police registration

The Police will issue you with a Police Registration Certificate. Please take care in looking after this. If any of the information you have given changes, the police will need to be informed within **seven** days of the changes coming into effect.

The following changes will need to be reported:

- Change of address
- Change of course
- Change of name
- Extension of your visa
- A new Passport
- If you are going to get married or divorced

If you have any concerns or questions about your police registration, please contact an International Student Adviser at the nearest opportunity. Please note that at the London campuses students can register with the Police at BPP University directly during the months of September and October.

Healthcare

The National Health Service (NHS)

The NHS is the UK's health service provider which is free to UK residents and international students who are studying on full time courses and have paid the International Health Surcharge (IHS).

Free NHS treatments available to everyone:

Some emergency treatments (but not follow up treatments)

Family planning services

The diagnosis and treatment of communicable diseases

Compulsory psychiatric treatment

In order to qualify for NHS treatments your course must be for the duration of six months or more in England, Wales and Northern Ireland (this stipulation does not apply in Scotland). If you applied for your visa on or after 6th April 2015 you will have paid an immigration health surcharge which will qualify you for free healthcare. Please make sure that you take your Biometric Residence Permit with you to access this.

Registering with a doctor (GP)

It is advisable to register with a GP as soon as you complete your registration at BPP University. Please put your postcode into this website's search engine in order to find all the surgeries close to you:



www.nhs.uk/service-search/GP/locationsearch/4

You will be required to take with you the following documentation to your chosen doctor's surgery:

Your passport and visa

Your letter of registration status, which you will receive at registration from BPP University

Proof of address, (student status letters which are available from Student Advice and Guidance are accepted as well as utility bills and bank statements)

NHS 111 Service

NHS 111 Service is a free 24-hour telephone advice line which is manned by professional NHS staff. If you wish to discuss a medical condition that you may have you can call them on **111** or go to the following webpage:



www.nhs.uk/NHSEnglandAboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx

HC1 Forms and HC2 Certificates

Standard prescriptions in England cost £8.80 per item; however, students on full time courses may qualify for free prescriptions. To see if you qualify please fill out a HC1 form from the following webpage:



<https://www.nhsbsa.nhs.uk/nhs-low-income-scheme>

If you do qualify you will receive a HC2 certificate which will allow you to claim financial help with the following:

Paying health/travel costs

NHS prescriptions

NHS dental treatment

Sight tests

Glasses/contact lenses

A&E (Accident and Emergency)

If you need to see a medical practitioner in an emergency you can go to A&E, which is located in your local hospital. A&E will assess and treat patients with serious injuries or illnesses. Major A&E departments offer access 24 hours a day, 365 days a year. A doctor or nurse will assess your condition and decide on further action.

Generally, you should visit A&E or call **999** for life-threatening emergencies, such as:

Loss of consciousness

Acute confused state and fits that are not stopping

Persistent, severe chest pain

Breathing difficulties

Severe bleeding that cannot be stopped

If you have a condition or injury that is not life threatening and your GP is not available, you can contact the NHS 111 Service who will direct you to the most appropriate local service, for example a Minor Injuries Unit or Walk-In Centre.

Dental Care

It is advisable to have a dental check-up at least once a year. Lists of local dentists can be accessed at:



www.nhs.uk/Service-Search/Dentist/LocationSearch/3

To register with a dentist you will need:

Your passport

Your letter of registration status

Proof of address (student status letters which are available from the Advice Team are accepted)

The NHS number on your medical card (given to you by your GP)

Eye Care

Eye care is provided by opticians, not hospitals. Opticians are generally located on the local high street. Unless you are in receipt of a valid HC2 certificate you will have to pay for sight tests which cost around £25. HC2 certificates assist with the cost of glasses and contact lenses, so it is well worth applying for a HC1 form.

Sexual Health

Family planning/sexual health clinics in the UK offer free confidential advice and information on matters with regard to sexual health and birth control. Most clinics offer services to both men and women but offer separate facilities. Some clinics work on an appointment basis whereas others welcome drop-ins.

They provide free of charge:

Condoms

Contraceptives such as the contraceptive pill and emergency contraception (the morning after pill)

Pregnancy tests

Smear tests

Sexually transmitted infection/
HIV screening

To find out more please see the following NHS website:



www.nhs.uk/Livewell/Sexualhealthtopics/



Opening a bank account

When you arrive in the UK, you will need to open a bank account in order to receive funds from overseas from either your own or your financial sponsor's account.

To open an account you will need to firstly choose a bank and then provide them with the following documentation:

Your passport

Your biometric residence permit (BRP) if you have one

A letter from BPP University confirming that you are a student with us for banking purposes

If you would like to request this, please e-mail advice@bpp.com or fill out a request form at the Student Advice Office. We can print this for you within 48 hours of making your request.

There are a number of local banks available to you, which are close to our study centres. The type of bank account can vary greatly and you will need to decide which type works best for the type of transaction you will be making. The British Banking Association and financial services has provided a helpful guide to UK bank accounts:



www.bba.org.uk/publication/leaflets/international-students/

Banking terminology

'Cashpoint', 'ATM', 'hole in the wall' or 'Cash machine'- These are ways to describe the machine where you can get money out and check your balance even when the bank is closed. Some machines charge you to take money out so you should check this before you make a transaction.

Sort code

Sort codes have the following format 00-00-00; they are assigned to a specific branch of the bank. You may require this if you are transferring money.

PIN number

This number will be assigned to you by the bank and is usually four digits long. You will need this to access your money at cashpoints or in paying for items with your bank card. You must keep this number secret.

Chip and pin

The chip relates to a microchip inside your bank card. When you purchase items you will not have to sign for them, but put your card into a chip and pin reader when you make the transaction. The card reader will ask you for your PIN number, which is explained above.

IBAN

(International Bank Account number)

It's a national standard for bank account identification and is series of alphanumeric characters that helps to identify accounts held anywhere in the world. You might need this number to receive or make payments overseas.

Direct debit

Is a method of allowing an amount of money to be taken from a Bank account, set up by the recipient and can vary in amount and exact time that it is taken from an account.

Standing order

This is an instruction a bank holder gives to his or her bank to pay a set amount at regular intervals to another account. The amounts paid are fixed so a standing order is not usually suitable for paying variable bills such as credit cards or gas and electricity bills.

Contactless technology

Some bank cards use contactless payment without the need to put in your pin number. A chip inside the card can make a secure radio frequency connection with the card reader to take a payment. Please ask your bank if this applies for you. In the UK it is limited to transactions under £30.

Personal safety

We hope that your time studying with us in the UK will be enjoyable. Please take some time to read through our general safety advice to make yourself aware of the small things you can do to ensure your safety and security.

Please note that this is not an exhaustive guide, for further information and guidance please speak to a member of the BPP University Student Advice team. Alternatively the British Council have a handy resource at the following webpage:



www.educationuk.org/global/articles/safety/

If there is an emergency

Call **999** in the first instance to contact the police, fire brigade or ambulance service. The police non-emergency number is **101** and should be used to report crime and other concerns that do not require an emergency response.

The Suzy Lamplugh Trust have compiled a list of student crime prevention tips, listed below and available from the following web page:



<https://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety>

Safety at home

Keep your doors and windows locked when you go out

Mark your property with your University and Student Number

Do not leave cash and valuables on display in your room

Leave a light or radio on when you go out, to give the impression someone is in - maybe use a timer switch

Safety on the streets

Avoid walking alone after dark

Keep to busy, well-lit roads and try to look confident even if you don't feel it

If you think you are being followed, cross the road and keep walking. If it continues, head for a busy area or lighted house to ask for help

Get a personal attack alarm and carry it in your hand

Carry your bag close to you, with the fastening next to your body, but if someone tries to grab it, let it go

Keep your house keys in your pocket for easy access

When you go out, tell people what time you expect to arrive home. When out at night, get a taxi or someone you trust to take you home

Never use an unlicensed minicab; you should never hail a cab either as your journey will not be recorded

You can check if a taxi or minicab is licensed by calling: **0343 222 444** from 08:00-20:00 Monday to Friday

Additionally, you can plan your journey by searching for a licensed minicab via this web address: <https://tfl.gov.uk/info-for/taxis-and-private-hire/licensing/licence-checker>

Always sit in the back seat of the taxi

Do not be tempted to hitch a ride or accept a lift from someone you don't know

Do not carry large quantities of cash

Drink spiking

Drink spiking occurs when a substance, such as drugs or alcohol, is added to your drink without you knowing about it. You may not feel any symptoms at the time. When the incident has happened you may also not be able to remember what has happened. Remember;

Never accept a drink from someone you don't know

Never leave your drink unattended

Plan your night out if you can

Appoint a drink watcher if you go to the toilet or for a dance

Alcohol affects your reactions and you may be less alert

If you think for one moment that your drink has been tampered with, don't take a chance, get another one


Soft drinks can also be spiked

Males can also have their drink spiked

If you think that this has happened to you, inform a person that you trust. If you feel unwell, go to the Accident and Emergency (A&E) department in your nearest hospital. Make sure that you report this to the police as soon as possible after the event. Further information on Drink Spiking is available on the NHS website:

 www.nhs.uk/Livewell/abuse/Pages/drink-spiking.aspx

or alternatively at:

 www.checkyourdrink.co.uk/section.php/2/1/drink_spiking

Mobile phone safety

If you are using a mobile phone in a busy area do not advertise that you have a piece of valuable property on your person. Use your mobile out of public view where you are able to see what it is happening around you. Only make essential calls in the street.

Many mobile phones are stolen in places like pubs and nightclubs when they are left on a bar, table or on a nearby seat. Open handbags also prove tempting for thieves, as do rucksacks, coats left hanging on chairs and phones left unattended in vehicles and other places.

Security mark your phone with a postcode and house number using an ultra-violet pen. The best place is underneath the battery near to the SIM card and on the back of the battery.

Please check out the UK Government's Mobile Phone Crime website for further advice:

 www.immobilise.com

Fire safety

Advice taken from Cheshire Fire and Rescue Services:

 www.cheshirefire.gov.uk/

Don't overload plug sockets

Don't leave cooking unattended

Never leave candles unattended

If a fire starts get out, stay out and dial **999**

Check furniture has the permanent fire resistant label

Take extra care with cigarettes and smoking materials. Don't smoke in bed and make sure you've extinguished your cigarette properly before you go to sleep

Do not attempt to cook whilst under the influence of alcohol

Take extra care when frying with oil as this is an extremely common cause of fire. If one does occur NEVER put water on it as it will turn into a fireball

Fit smoke alarms on each level of the house. Test them weekly

Switch off electrical appliances, like mobile chargers and hair straighteners, when not in use

Keep candles away from flammable surfaces or textiles such as curtains, TV sets or bath tubs and never leave them unattended. Always remember to extinguish them properly before going to sleep

Secure portable heaters up against a wall, so they don't fall over. Keep them away from curtains and furnishings and never dry clothes on them

Practice an escape route with your housemates

Know your escape route. Make sure you and your housemates know the quickest way out in the event of fire and consider an alternative route in case your usual one is blocked

In all properties the landlord must: ensure gas appliances are installed and maintained annually by a corgi-registered plumber

Know your rights: landlords are responsible for supplying safe gas appliances and electrical wiring

For more help and advice, please visit the fire service website:

 www.gov.uk/firekills/

There is also a downloadable pdf leaflet on safety in the home available at:

 <https://www.gov.uk/government/publications/make-your-home-safe-from-fire>

If you wish to discuss any concerns regarding your safety please see a Student Adviser at the Student Advice office for confidential advice.

Transport

If you intend to use public transport to get around whilst you are in the UK you might be eligible for a student discount on your chosen method of travel.

The London Underground (Tube)

For all information about travel around London, please go to the Transport for London (TFL) webpage:



www.tfl.gov.uk

This provides information about applying for an Oyster card to receive discount on your tube travel. For further information please go to the BPP Students Association webpage:



<https://www.bppstudents.com/directory/business/22/>

Trains

For all train times and fares please visit:



www.nationalrail.co.uk or



+44 (0)3457 484950

(Open 24 hours every day except Christmas Day).

From overseas: +44(0)20 7278 5240
(International rates apply)

Tips on booking cheaper train fares:

Look for fares three months in advance to save money

If you can travel in non-peak hours you can make a significant saving

Purchase your return travel at the same time as this will usually be discounted

You can save a third on all travel by applying for a 16-25 rail card from National Rail. The card costs £30 per year and is open to full time mature students (over 25 years) as well as students aged 16-25. To be able to apply please go to the train station and ask for a form at customer services. They will require a passport sized photograph and for your form to be signed and stamped at BPP University. If you bring it to the Student Advice Office they can prepare your form within forty eight hours. You can also apply at the following webpage:



www.16-25railcard.co.uk

Buses

As a student you may be eligible for discounted travel. In the UK the bus services are run by a number of different companies, therefore there is not a single discount system. Please ask your provider if a discount could be applicable. If they require proof that you are a student then please let Student Advice and Guidance know and we can provide you with a student status letter.

Taxis

Taxis are generally a more expensive form of travel and you cannot negotiate on the price to your chosen destination. You must always use a licensed taxi, as they are regulated to a strict standard. A taxi should always have a meter, if it does not, do not get in. If you wish to get a recommendation of a taxi firm, please ask the customer services team at reception and keep that telephone number handy.

Driving in the UK

If you hold a valid driving licence in your respective country, you may want to get yourself a car whilst you are in the UK or even hire one. Please be aware that before you do so, you need to check that your driving licence is valid in the UK here:



www.gov.uk/driving-nongb-licence

You must also check that you have met other legal requirements, such as:

The car is registered

You have insurance

The car has passed its last MOT (Ministry of Transport test)

The car has been road taxed

You can take out a copy of The Highway Code from the library or view online at the following web address:



<https://www.gov.uk/guidance/the-highway-code>

Employment

Your ability to work in the UK during your studies depends on the type of visa that you have. This section will discuss the position of international students sponsored by BPP University (Tier 4).

If you want further advice after reading this, please contact your International Student Adviser at:

✉ internationaladvice@bpp.com

or come to the Student Advice and Guidance Office.

Can I work in the UK?

BPP University students are allowed to work between 10-20 hours per week depending on the level of their course e.g. degree student can work 20 hours and foundation degree students 10 hours.

A week is defined under the immigration rules as being 7 days from Monday to Sunday.

The hours that you can work per week is written on your vignette (visa sticker) in your passport and on your biometric residence card (BRP).

The maximum working hours rule is inclusive. This means that you cannot work fewer hours one week and then make up your hours by exceeding your allowance the following week

You can work full-time during your holidays and between the times when your course ends until just before the expiry date on your visa

Please note that all holiday dates and course end and start dates are set by BPP.

Where on my visa does it state that I can work?



Is there any work that I am prohibited from?

Yes, as Tier 4 students you cannot undertake the following employment:

Self-employment (including running your own business)

Employment as a professional sportsman or coach

Employment as an entertainer

Permanent full-time work

Please note that work is not permitted on a short term visa if you get one to enter the UK

If you have no work hours endorsed on your visa, e.g. due to UKVI error

Do I need any documents to start work?

Yes, you require a visa which states the amount of working hours and a National Insurance Number.

National Insurance Number

Just before you start work or immediately afterwards, you must apply for a National Insurance Number. National Insurance contributions help pay for contributory benefits such as; unemployment benefits, state pension, sickness and disability allowances. The number that you will be provided with will be unique to you, and will ensure that your contributions are properly recorded. To apply for a National Insurance Number, please call the Job Centre Plus application line Monday to Friday 8am to 6pm on **0800 141 2075**.

The exact amount you pay in National Insurance depends on how much you earn. Any employee earning over £157 per week is liable for payments. The payments on your payslip will go through as 'HM Revenue and Customs'. For further information please see the following government website:



www.gov.uk/apply-national-insurance-number

What are my rights as an employee?

Your employer has duties towards your care, these are:

To pay you at least the minimum wage. The minimum wage per hour is:

- £7.83 for workers aged 25 years or over
- £7.38 for workers aged 21-24 years
- £5.90 for workers aged 18-20 years

To ensure that Health and Safety standards are met, so that you have a safe working environment

To ensure that they comply with your work restrictions, and not put you in a position where you are forced to breach your maximum weekly working hours

To provide you with wage slips detailing how much you have been paid and how much has been deducted and to ensure that national insurance contributions have been made through your pay

To ensure anti-discrimination measures are in place in the workplace for all employees, creating an inclusive working environment

If your employer is not compliant with these regulations and you are concerned about their practices, please speak with your International Student Adviser for further support

Useful websites for further reading

UK Council for International Student Affairs (UKCISA)



www.ukcisa.org.uk

The UK Government's one stop website for all services



www.gov.uk

Culture shock

The move from a familiar country and from family and support network at home to a new environment can be very demanding.

Common factors which will underpin the difficulty in adjustment will be changes to:

Climate

This could greatly differ to your home country as the weather in the UK is changeable.

Food

Missing familiar home cooking and having a different diet.

Language

If your mother tongue is not English, speaking English to communicate can be very tiring.

Dress

You may find the clothes in the UK different to your home country and it can be difficult to find appropriate clothes to suit the weather.

Social behaviour

The behaviour between sexes may differ from that of your home country, which might be confusing, surprising or offensive at times.

Rules of behaviour and values

Some behaviours that are permissible in the UK may not be acceptable in your home country.

There are a number of positive actions that you can take to help you during each phase of culture shock:

Keep in regular contact with your support network at home

Exercise and keep a well-balanced diet. It will help stabilise your emotions and keep you healthy

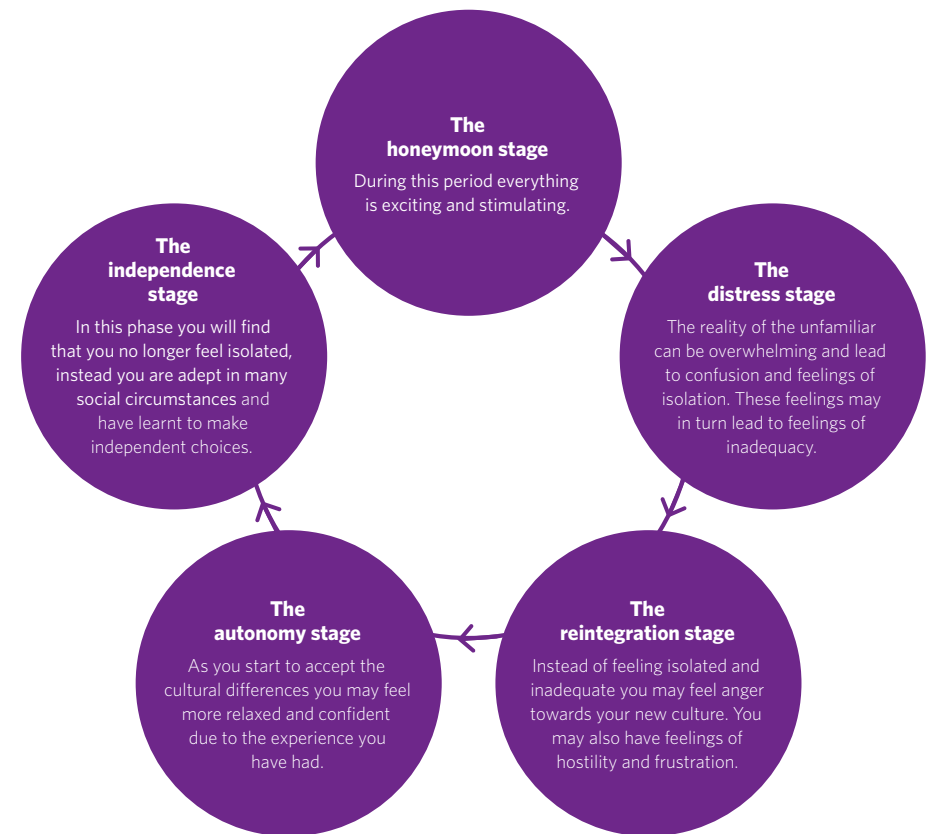
Have familiar things around you (as much as you can carry with your luggage allowance)

Make friends with other international students

Get involved. Join the Students Association at BPP University and meet students from many different cultures. For more information please go to: www.bppstudents.com

Find someone to talk to who is a good listener

The phases of culture shock are not restricted to one cycle; you may find yourself going through these phases many times during your studies with us. The stages are:



Please do not get annoyed with yourself. This is part of living amongst a new culture. You will experience strong personal growth during this time. If you require any help with adjusting please contact your International Student Adviser at: internationaladvice@bpp.com for an appointment.

Necessary arrangements and budgeting

Council Tax

Council tax helps pay for local services like policing and rubbish collection. Council tax applies to all domestic properties including houses, bungalows, flats, maisonettes, mobile homes and houseboats, whether owned or rented.

All full-time BPP University students are exempt from paying council tax if they are in courses lasting a complete academic year and involve at least 21 hours study per week. You may not receive a full exemption if your dwelling has non-students living in it. For more details on the finer points of exemption please go to the Gov.uk website at the following address:



www.gov.uk/council-tax/who-has-to-pay

To apply for council tax exemption you will require a letter from BPP University stating that you are a student with us.

To get a letter you can e-mail **advice@bpp.com**, telephone the Student Advice and Guidance team on: **03300 603777**, or ask at the Student Advice and Guidance Office.

Please note that you can only receive this letter once you are fully registered.

TV Licence

If you intend to watch live television or record television whilst it is being aired then you will be required to purchase a TV licence. This is regardless of whether you are watching on a laptop or on a television. The cost of a TV licence is £150.50 per year for a colour TV and £50.50 per year for a black and white TV. The licence can be purchased annually or by spreading the payments quarterly, monthly or weekly. You can pay by direct debit, debit and credit card, cheque, postal order, BACS transfer online, PayPoint, TV Licensing payment card or on the phone.

It is a criminal offence to watch a TV without a valid licence. You could be prosecuted and face a fine of up to £1000.

For further information please go to:



www.tvlicensing.co.uk

Insurance

You may wish to take out insurance on the contents of your accommodation and possessions and for medical treatments whilst you stay in the UK. Popular student insurance providers are:

Endsleigh, for further details please go to:



www.endsleigh.co.uk

Cover4students, for further details please go to:



www.cover4students.com

You may already be covered depending on the accommodation that you are living in. Please speak with the landlord to check whether the contents of your accommodation is insured in case of loss or theft. If you are staying in private halls of residence, speak with the reception staff. It may be the case that you can add extra cover if required, at an additional cost.

Further sources of budgeting advice:

A free online resource to help you manage your money:



international.studentcalculator.org



A message from BPP University

Learning Support

Global diversity at BPP University

The UK is a very open and tolerant culture in which all people are able to express their religion, culture and beliefs. This may not be something that you are used to and it can take time to adjust to this environment. It is important to take the time to listen and respect the values and beliefs of others; this is a crucial part of your educational experience at BPP University and living in the UK.

We are committed to promoting equality and tackling discrimination to ensure fair access to learning and facilities for all students. At BPP University, our services take account of the diversity of local, national and international students. Services are accessible to students regardless of age, disability, gender, race, sexual orientation and religion or belief. Within the university, we have students from all over the world who bring a rich variety of cultures and experiences and we want to ensure that all students interact and learn from each other to develop their own global perspective through our professional education.

If you would like to discuss UK culture, settling in to the UK or anything else such as the use of multi-faith rooms please contact International Student Advice or the Inclusion team as detailed on the next page.

Contacts:

Head of Inclusion and Learning Support:

✉ nicholasglossop@bpp.com

Learning Support Officer:

✉ anastasiapateraki@bpp.com

✉ learningsupport@bpp.com

☎ +44 (0) 20 7430 7069

Inclusion Officer:

✉ christinalambi@bpp.com

☎ +44 (0) 330 060 3342

🌐 bppuniversity.ac.uk/inclusion

BPP VLE:

go to 'more' 'Inclusion and Learning Support'

Follow us on Twitter:

🐦 [@BPPIInclusion](https://twitter.com/BPPIInclusion)

Diversity groups

At BPP we believe that our students should be at the heart of everything we do. The Inclusion team have a network of Diversity Groups which are run by students for students. We invite you to get involved so that we can learn from you about your culture, faith, personal beliefs and improve our services and your experience at BPP. If you would like to join one of our groups and help develop our services then please contact our Inclusion Officer, Christina Lambi on the details to the left.

Health, wellbeing, disability and learning support

In the UK 'disability' is a term which refers to a wide range of personal characteristics, including people who are registered blind, unable to hear (deaf), have a mental health condition, have learning difficulties (such as Dyslexia), or have a physical difficulty. At BPP we have a dedicated Learning Support team to assist students with a Disability, Health conditions and Wellbeing issues. Please contact the Learning Support Team well in advance of starting your programme to ensure that we can assist and support you through your studies. Students should complete the relevant 'Disability' section on application and registration forms. This information will be sent to the Learning Support team who will then contact you. You can also contact the Learning Support team at any point during your time at BPP.

Learning support agreements

Once it has been agreed that you require Learning Support, a Learning Support Agreement will be put in place. This document will detail the support that you are entitled to including exam arrangements. The information provided by you is therefore an important aspect of the whole process.

Exam arrangements

If you have a disability or health problem you may be entitled to extra time or support during your examinations. The Learning Support service will share (assuming disclosure consent to share is given) information relating to your disability or learning difficulty with the exams team and make recommendations, based on evidence provided, for reasonable adjustments in exams. For example, a dyslexic student may be entitled to 25% extra time.

Useful contacts

Action Fraud:

🌐 www.actionfraud.police.uk

BPP University Student Advice and Guidance:

☎ 03300 603777

✉ advice@bpp.com

BPP University International Student Advice:

✉ internationaladvice@bpp.com

BPP University Examinations and Assessments:

☎ 03300 603344

✉ examinations@bpp.com

BPP University Office of Regulation and Compliance:

✉ orc@bpp.com

BPP University Student Finance:

☎ 02070 611301

✉ studentfinance@bpp.com

BPP University Learning Support:

☎ 02074 307069

✉ learningsupport@bpp.com

BPP University Study Visas:

✉ studyvisas@bpp.com

BPP University IT Support:

☎ 0300 100 0706

✉ bpptac@bpp.com

BPP University Library:

✉ library@bpp.com

BPP University Student Records:

✉ studentrecords@bpp.com

BPP University Students Association:

☎ 0845 075 3506

✉ engage@bpp.com

BPP University out of hours support:

☎ 03300 603800

British Banking Association:

🌐 www.bba.org.uk

Endsleigh

🌐 www.endsleigh.co.uk

The Forced Marriage Unit:

🌐 www.fmu@fco.gov.uk

The Family Planning Association (Advice on reproductive and sexual health services):

🌐 www.fpa.org.uk/

Immobilise:

🌐 www.immobilise.com/

International Organisation for Migrants

🌐 www.unitedkingdom.iom.int/about-us

International Student calculator:

🌐 <http://international.studentcalculator.org/>

Job Centre Plus:

☎ 0345 600 0643

Marie Stopes (Advice on reproductive and sexual health services):

🌐 www.mariestopes.org.uk

Mental Health Foundation

🌐 www.mentalhealth.org.uk

National Rail (trains):

🌐 www.nationalrail.co.uk

NHS Choices:

🌐 www.nhs.uk

Prepare for Success (online learning activities):

🌐 www.prepareforsuccess.org.uk/

Refugee Action:

🌐 www.refugee-action.org.uk/our-services

Study UK British Council

🌐 <https://study-uk.britishcouncil.org>

Tier 4 (General) student visa information:

🌐 www.gov.uk/tier-4-general-visa

Transport for London:

🌐 www.tfl.gov.uk

TV Licensing:

🌐 www.tvlicensing.co.uk

The Samaritans (a confidential charity who can help you talk through whatever may be troubling you):

🌐 www.samaritans.org/

UK Council for International Student Affairs:

🌐 www.ukcisa.org.uk/





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