

International Study Centre

My Induction Programme

January 2019



Welcome to LJMU International Study Centre

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Centre Expectations

What we expect from you	What you can expect from us
Always speak English	We will welcome you and value your contribution.
Respect staff and student to help maintain a positive environment.	We will provide a positive learning environment and provide the facilities to help you succeed.
Arrive to classes on time and with all the materials and stationery you require.	We will be available and always do our best to help you.
Participate in class and do your best.	We will support you to access medical services in Liverpool.
Ask for help when you need it.	We will provide resources and support.
No food or drink in the classroom – with the exception of bottled water.	We will give you constructive feedback on your academic performance.

Other Important Information

Your LJMU email account - This must be accessed at least twice a day. You must use this email account to contact staff at the centre.

IT Suite - The centre has a computer room available for students to support extra learning.

Canvas: LJMU's Virtual Learning Environment - This is an online learning environment for students to access class materials and extra resources to support independent learning. Canvas is used to submit assessments and gain further knowledge of subjects you are taught at the centre.

Pre-Arrival Study Materials

Who is this course for?

This course is for all students who will be joining one of the following Foundation courses at LJMU International Study Centre:

Business and Law International Foundation Year
Engineering, Computing and Life Sciences International Foundation Year
International Foundation Programme (Lab based) Additional

What the course is for:

- This course will help you understand what to expect, and what is expected of you at your University in the UK
- It will guide you through the key skills you will need in academic writing, reading, listening and speaking to be successful at University, giving you practice and tips on how to improve
- It will give you the opportunity to submit short tasks to tutors at your University in the UK, who will give you feedback on your work
- It will introduce you to the assessments you will need to complete on the Academic English Skills module, and give you the opportunity to practice real papers.

Taking a university course in the UK is extremely challenging; this course has been designed by tutors who have worked with international students for many years to make sure you have the best possible chance to be successful. Not only will the course make sure you arrive in the UK prepared, it will allow your tutors to know how best to support you in your studies.

How to access:

You can access the course through an online learning platform called Study Smart by following this link:

<http://studysmart.studygroup.com/>

Username: Student ID – 7 digit number which can be found at the top of your offer letter or confirmation of enrolment.

Password: Your date of birth – 8 digits in the format xx/xx/xxxx, excluding slashes (e.g. 5th of December 1990 would be 05121990)

If you are unable to log in or have any trouble accessing the course then please contact the [LJMU ISC Central Student Support Team](#) for advice. Please note that it can take up to 24 hours after you confirm your place for your account to become active.

My Induction Week

3rd – 4th January 2019

Welcome to your LJMU International Study Centre (ISC) Induction Schedule. Below you will find a timetable of induction activity, which is designed to help you settle in at the centre and prepare you for your studies.

As part of the induction week:

- You will be supported to become a fully registered and enrolled student at LJMU.
- You will provide the centre with personal and contact details.
- You will learn many things about your programme of study.
- You will meet the teachers and support staff at the centre.
- You will have a welcome talk, which will include the opportunity to meet with LJMU university staff.
- You will have a programme induction, which will conclude with a Q&A (question and answer) session.
- You will have an English module induction, which will conclude with a Q&A (question and answer) session.

During your programme of study, you will also be given the opportunity to meet with LJMU teaching staff, have departmental visits and engage in LJMU teaching activities (such as guest lectures and seminars). A library induction will also be scheduled for all students within the first few weeks of study.

Thursday 3rd January

9.00am-5.00pm	Enquiry Desk – staff are available all day to answer any questions you have about life in Liverpool and studying at the ISC	All students welcome	International Study Centre (ISC) 0151 231 3774
10.00am-11.00am	Welcome Talk	Compulsory for all ISC students	Classroom 1 Classroom 3 International Study Centre
11.00am-12.00pm	Document Checking – providing passport and BRP (or collection letter) to ISC staff	Compulsory for all ISC students	
12.00pm-1.00pm	Lunch – opportunity to explore the local area with staff and former students		
1.00pm-2.30pm	Class Placement Tests – subject relevant testing to help us support your learning whilst studying at the ISC.	Compulsory for all ISC students	Classroom 1 Classroom 3 International Study Centre
2.30pm-3.30pm	Online Enrolment – completion of LJMU's online registration process. <i>(If this is completed in advance of you arriving to centre, you can collect your LJMU Student Card on arrival. If not, you must wait 1-2 days. You will receive an email from LJMU with information about how to complete this process in advance.)</i>	Compulsory for all ISC students	ICT Suite International Study Centre

Thursday 3rd January

3.30pm-5.30pm	Social Event: City Centre and Albert Docks Tour <i>Students will be escorted around Liverpool City Centre and the Albert Docks area to highlight the retail and leisure facilities the city has to offer. This event is also an opportunity for you to spend some time with teachers chatting and asking any questions you may have.</i>	All students encouraged to attend	Departing from ISC Common Room at 3.30pm
5.00pm	Reception closes		

Friday 4th January

9.00am-5.00pm	Enquiry Desk – staff are available all day to answer any questions you have about life in Liverpool and studying at the ISC <i>Those who arrived on Thursday must ensure they have collected their BRPs (if available), have provided all documentation to the reception staff, have completed online LJMU registration, and have collected their University ID cards. Anything outstanding to be completed by the end of the day.</i>	All students welcome	International Study Centre (ISC) Rodney House 70 Mount Pleasant L3 5UX 0151 231 3774
9.00am-10.30am	Late Arrivals Welcome Talk & Document Checking	Compulsory for all late arriving ISC students	Classroom 1 Classroom 3 International Study Centre
10.30am-11.30am	Late Arrivals Class Placement Tests – subject relevant testing to help us support your learning whilst studying at the ISC.	Compulsory for all late arriving ISC students	Classroom 1 Classroom 3 International Study Centre
11.30am-12.30pm	Lunch – opportunity to explore the local area with staff and former students		
12.30pm – 1.00pm	Welcome Talk by Head of Centre	Compulsory for all ISC students	Lecture Room 1 John Lennon Art and Design Building L3 5RD
1.00pm-1.45pm	Programme Induction <i>Students will spend time with tutors, hearing more about their specific course. The Head of Programmes and Subject Leaders will deliver these sessions.</i>	Compulsory for all ISC students	
2.00pm-2.45pm	English Module Induction <i>You will hear about the Academic English Skills (AES) module, which you will all complete as part of your programme. The Head of English and Academic Skills will deliver the session.</i>	Compulsory for all ISC students	

Friday 4th January

3.00pm-3.45pm	<p>ISC Rules & Regulations and Welfare Introduction</p> <p><i>You will be informed about the ISC's regulations in terms of attendance, punctuality and student safety. The Head of Professional Services will deliver the session. The Student Welfare and Progression Officer will also introduce themselves and the services offered at the ISC.</i></p>	Compulsory for all ISC students	Lecture Room 1 John Lennon Art and Design Building L3 5RD
4.00pm-4.45pm	<p>Meet your Tutor</p> <p><i>You will have an opportunity to meet with your group tutor and find out about the group tutorials: why we offer them and how they support your learning.</i></p>	Compulsory for all ISC students	
5.00pm	Reception closes		
5.00pm-7.00pm	Social Event: Meal out	All students encouraged to attend	Departing from ISC Common Room at 5.00pm

Police Registration

Registering with the Police, what does this mean?

You may be required to register with the police upon arrival to the UK if you hold a passport from the list of nationalities below. This will also be listed on your visa in your passport and will state that you must register with the police within 7 days of arriving in the UK (if you applied for a visa outside the UK) or if you have been issued a new Biometric Enrolment Permit if you applied for a new visa inside the UK.

Who needs to register?

You will need to register with the police if:

- you are 16 or older
- your visa or permission to stay in the UK is longer than 6 months
- you are a national of one of the below:

Afghanistan	China*	Kazakhstan	Oman	Tajikistan
Algeria	Colombia	Kuwait	Palestine	Tunisia
Argentina	Cuba	Kyrgyzstan	Peru	Turkey
Armenia	Egypt	Lebanon	Qatar	Turkmenistan
Azerbaijan	Georgia	Libya	Russia	United Arab Emirates
Bahrain	Iran	Moldova	Saudi Arabia	Ukraine
Belarus	Iraq	Morocco	Sudan	Uzbekistan
Bolivia	Israel	North Korea	Syria	Yemen
Brazil	Jordan			

*If you're a student who holds a passport issued by the Special Administrative Region of either Hong Kong or Macao is classed as a Chinese national and needs to register.

How to register

You will need to take the below documents and information to the police station for your area.

- £34 for the registration fees
- 2 recent [passport size colour photographs](#)
- your passport
- your visa “vignette” (sticker in your passport), if you applied outside the UK
- the letter you got from the Home Office when your application was approved, if you applied inside the UK
- your [biometric residence permit](#), if you have one

You will receive a police registration certificate once you have successfully registered with the police. Please keep it while your visa is valid. If you lose your certificate please contact your local police station and they will tell you what to do.

If you failed to register, your visa might be at risk as it is a condition of your visa in the UK. Failure to register in time could impact on any visa applications in the UK in future.

Updating your details

You need to inform the police if any of the information you gave to the Police has changed. (for example a new visa granted, a passport number and/or a new contact address etc.)

If you are studying outside London – please contact the local police station about registration

If you are studying within London – please check the process from [Overseas Visitors Records Office \(OVRO\)](#) about registration