



**International Student  
Welcome Booklet  
2021**

## **Contents**

Introduction

First week in Dundee and Angus

First things first

Absence reporting and change of address

Opening a bank account

Travelling by bus and driving in the UK

Teaching, Learning and Assessment

Working in the UK

Student Services, Student Association & ESOL

Places to visit

Places to eat and drink & nightlife

Places of worship

Campus Location Maps

## Introduction

Dundee is the 4<sup>th</sup> largest city in Scotland and has a lot to offer. Situated at the mouth of the River Tay and surrounded by attractive countryside, Dundee has the best climate of all Scotland's cities with more sunshine and lower rainfall.

It is close to the coast, yet within easy reach of Scotland's beautiful highland mountains and lochs and many historic castles and monuments. A compact modern city, Dundee has all the amenities of a thriving commercial and cultural centre – cinemas and theatres, sports and leisure centres, pubs and clubs, galleries and museums.

To help you find your way around Dundee and Dundee and Angus College, we have put together this booklet designed to give you helpful information during your stay.

It contains details about Dundee and Angus College and what Dundee and Angus has to offer. It also gives useful contact numbers, including banking and doctors' facilities. In addition there is information on Learner Services Advice Centres where students can receive specialist advice, counselling or financial guidance.

Whatever your interest, we hope you find this booklet useful and informative. We know that moving to a new country can be an anxious time for you. That is why our international team is here to help you every step of the way, from your first enquiry to the day you graduate!

If you have a question, please get in touch. Our contact details are below.

**Micholla Finnegan**  
**Kingsway Campus**  
**Email: [m.finnegan@dundeeandangus.ac.uk](mailto:m.finnegan@dundeeandangus.ac.uk)**  
**Tel: 01382 834930**

Or you can contact our Help Points from 8:30am-4:30pm, Monday-Friday during term-time and remain open throughout the holidays with the exception of our Christmas break.

Email: [heretohelp@dundeeandangus.ac.uk](mailto:heretohelp@dundeeandangus.ac.uk)  
Tel: 0300 123 1036.

## **First week in Scotland – Culture Shock!**

The feeling of confusion on encountering a new and unfamiliar cultural experience is often described as a culture shock. This can affect you in a number of ways and when you least expect it!

There are different things you will especially notice and need time to get used to:

**Language** – You will naturally find it very tiring having to listen and speak in English. You might find the range of regional accents in Dundee surprising and have difficulty understanding someone speaking in a strong local accent. Ask people to repeat what they have said. Others may also struggle to understand you. Although you may have studied English in your own country you might still have difficulty expressing yourself at first.

**Climate** – The weather in Scotland is a constant topic of conversation, mainly because it is so unpredictable. If you are used to a warm climate the cold and dampness during the winter may be especially difficult to get used to.

**Dress** – You may find heavy winter clothing uncomfortable and you may think the sort of clothes other people are wearing are unflattering and unnecessary! Make sure you have some warm clothing and tough footwear. In the first few weeks be careful to avoid catching any infection while you acclimatise.

**The Common Cold** – The common cold is caused by a virus that irritates the nose and throat causing sneezing and coughing. It is a very common illness in the winter months. There is no effective cure for the cold but getting plenty of rest and drinking plenty non-alcoholic fluids will aid recovery. A cold will usually pass after a few days, however, if the symptoms get worse you should consult your doctor.

**Social Behaviour** – You will find people in Dundee are generally friendly and helpful. Also if you ask someone a question or make the first move to start a conversation they will usually be happy to speak to you.

## First things first

### Registering with the Police and Compliance with the law

Students from many visa national countries, who are staying in the UK for more than 6 months, are required to register with the police **within 7 days of arriving in the UK**. If you are a visa national your visa stamp will tell you whether or not you must register.

The Police Station in Dundee is located in Bell Street, Dundee, DD1 9JU.

When you register you must provide:

- Your passport and BRP
- 2 passport photos
- A fee of £34 (cash only) - *price correct at time of print*
- Proof of your address in Dundee and Angus
- Print out of your unconditional offer/CAS statement

Your passport will be returned to you after around 1 week. You will be given a registration certificate which you must carry with you at all times.

You must also inform the police within 7 days if you change your address.

You must obey the laws of the UK when you are studying in Scotland.

## Registering with Doctors and Dentists

The medical service in Scotland is provided through the National Health Service (NHS). This means that it is free, once you have registered as a patient.

You must register with a doctor **BEFORE** you can receive treatment.  
**Please register soon and do not wait until you are ill.**

Registration is a simple process:

- Go to your nearest surgery with proof of your local address and your student ID card and you can fill in the registration form here: <https://www.nhsinform.scot/care-support-and-rights/nhs-services/doctors/registering-with-a-gp-practice>
- Female students can ask to be registered with a female doctor
- If you need to see a doctor just call the surgery and ask for an appointment
- There is no charge to see a doctor or if you require medication from the pharmacy

**Please follow COVID guideline when you are visiting your surgery/ GP/ dentist.**

Ardler Surgery	Turnberry Avenue, DD2 3TP	01382 833399
Coldside Medical	129 Strathmartine Road, DD3 8DB	01382 880900
Douglas Medical Centre	Balunie Avenue, Dundee, DD4 8XZ	01382 480330
Fintry Mill Medical	Finavon Street, DD4 9DU	01382 510562
Hillbank Health Centre	1a Constitution Street, DD3 6NF	01382 221976
Lochee Health Centre	1 Marshall Street, Lochee, DD2 3BR	01382 611283
Princes Street Surgery	155 Princes St, Dundee, DD4 6DG	01382 461090
Ryehill Health Centre	St Peter Street, Dundee, DD1 4JH	01382 644466
Tay Court Surgery	50 South Tay Street, DD1 1PF	01382 228228
Terra Nova House	43 Dura Street, DD4 6SW	01382 451100

Westgate Medical	Charleston Drive, DD2 4AD	01382 668189
------------------	---------------------------	-----------------

If you feel unwell out of opening hours please contact NHS 24 ( phone 1111) to discuss your symptoms. They will then advise you what to do and may tell you to go to Wallacetown Out of Hours Medical Centre.

Registering with a dentist as an NHS patient has become increasingly difficult as many dentists no longer provide NHS treatment and charge their patients full fees. Students are therefore advised to try to register with a dentist as soon as possible after arriving in Dundee. There are still several dentists who take on new NHS patients but you may have to contact several in order to find one.

For a full list of dental practices in Dundee please look in the Yellow Pages or on [www.yell.com](http://www.yell.com)

### **Insurance**

Even if you are entitled to free NHS treatment whilst in the UK, you should consider taking out insurance which covers other medical-related costs. An insurance policy may cover, for example:

- lost fees if you are unable to complete your course;
- costs of returning home if a relative is ill;
- costs of a relative visiting you in the UK if you fall ill;
- cost of returning to your home country for treatment;
- or in the worst possible situation, returning a body home for burial.

There is often a long wait for NHS treatment, sometimes many months. An insurance policy which gives you access to private medical care could give you much quicker access to the treatment you need.

If you already have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking at options available from UK insurers.

## Absence reporting

The college now has a responsibility as a Sponsor to report unexplained absence to the UK Visa and Immigration.

Self certificates or absence forms are on My D&A. **Absences of more than 5 college days must be covered by a medical certificate provided by your doctor.**

**Students with 10 consecutive unauthorised absence will be reported to the UK Visa and Immigration which could affect your ability to remain in the UK.**

## Change of address

Students **must** notify the college of change of address as soon as they move. Once the new details have been completed, please log into My D&A and update your record.

You should also confirm your change of address with your doctor, gas/electric companies, employer etc.

## Opening a bank account

It is important to organise your financial arrangements after arriving. It is a good idea to open a UK bank account and transfer money into it as soon as possible. The following major banks have branches close to the city centre.

Bank of Scotland	65-69 Murraygate, Dundee DD1 2EA
Clydesdale Bank	7/8 High Street, Dundee
Lloyds TSB	96 Albert Street, Dundee
Royal Bank of Scotland	3 High Street, Dundee

Banks are normally open from 0930 to 1630 Monday to Friday. All have 24 hour automatic cash machines.

To open an account you will have to make an appointment with the bank and provide the following documents:

- Your passport and BRP
- Your full acceptance letter from the college



- A letter from the college stating your local address ( you can download the enrolment letter from My D&A life)
- Monies to deposit

### **Travelling by bus around Dundee and area**

Xplore Dundee offer students a discounted ticket which gives the holder unlimited travel on all their buses.

Tickets can be bought from the driver or using their app. Please ensure you show your student ID card at the time of purchase to obtain the deal.

Information on timetables, routes etc can be found at <https://www.xploredundee.com/>

### **Driving in Great Britain**

Anyone driving has to be in possession of a valid driving licence. The driver of the car must also ensure:

- That the vehicle has been registered and paid road tax for that particular vehicle
- That the driver is insured against risk of injury to other people and vehicles (third party insurance)
- That the car is in a roadworthy state and has passed its MOT

You can use your own national driving licence or international driving permit for up to 1 year from the date you arrive in Britain. After that you must take out a provisional driving licence before the year lapses and pass the appropriate test to qualify for a full British licence. Whilst waiting for the driving test you will need to comply with the conditions that apply to provisional licence holders. This means displaying L-plates and having the supervision of a qualified driver sitting in the passenger seat. However, for those who hold a licence issued by an EEA country, a full British driving licence can be issued without a test.

If you do not possess a valid driving licence of any description it is an offence to drive a motor vehicle on the road.

## Teaching, Learning and Assessment

The Scottish education system is based on student centred learning. This means that student is responsible for his or her learning. During your course of study you will experience a range of teaching and learning. Every course of study will not use every method.

The teaching and learning methods listed below will give you an indication of some of the methods and terminology you may experience during your course of study:-

ASSIGNMENTS	problem-solving exercises or mini projects with clear guidelines and of a specified length
CASE STUDIES	simulated situations which provide the student with the opportunity to display problem-solving and decision-making skills
DEMONSTRATIONS	presentations of practical skills and techniques
LECTURES	presentations and interpretation by a lecturer/outside speaker on the factual and theoretical aspects of a topic
PRACTICAL WORKSHOPS	controlled environments which allow the student to develop a range of practical skills to test theories and to enhance self confidence. Such environments include kitchen and training restaurants, science, computer and language laboratories
PROJECTS	investigations by the student/s into a chosen area which requires research
ROLE PLAY	simulated situations which allow the student to display behavioural and interpersonal skills.
SEMINARS	group meetings to discuss a given topic in order to promote

understanding, share knowledge and experiences to aid integration. Usually involves presentations by individual students

## TUTORIALS

group meetings to allow the exploration of course material and to enhance the student's understanding of that material

## VISITS

visits to organisations outwith College designed to allow the student to enhance his/her knowledge through the application of theory to the practical situation. A briefing is usually given prior to the visit and a debriefing afterwards

## WORK EXPERIENCE

experience in a real work situation

## **Assessment**

Assessment is the process:

- of determining whether you have acquired skills and knowledge to a standard reflecting the competence required in a particular unit
- of collecting and interpreting evidence of your performance
- which provides a means of recognising the achievement of outcomes

## **Carrying out assessment**

Assessment will take place usually in classrooms or in a simulated workplace environment eg training restaurant and will always involve observation, product evaluation or questioning or a combination of some or of all three.

## **Assessment methods**

There are a number of different methods of assessment which may be used:

ASSIGNMENTS	mini projects or any problem-solving exercises with clear guidelines and of specified length
AURALS/ORALS	opportunities for assessing the student's ability to listen, interpret, communicate ideas and sustain conversation in English or in a foreign language.
CASE STUDIES	provide students with a scenario giving them the opportunity to demonstrate problem-solving and decision-making skills and show ability to draw conclusions.
EXTENDED RESPONSE	an essay requiring the student to apply knowledge and interpretation to a given topic.
PRACTICAL EXERCISES	opportunities for the student to display practical skills which may involve carrying out a specific task or procedure or production of an artefact.
PROJECT	investigation by the student either individually or in groups, into a chosen area which requires research and unsupervised work, usually involves the completion of a project report.
SIMULATIONS	exercises involving the organisation and achievement of specific tasks which are resource based and which seek to simulate real life situations

### **Assessment guidelines**

We live in a very busy world which constantly makes demands on all of us. In an effort to cut down on additional work and duplication of work, we would be grateful if you would follow the guidelines given below.

Each piece of work submitted for assessment, whether it is home based or classroom based, must be completed in ink, submitted on the date and time given, and show:

- Your name
- Your class
- Your lecturer's name
- The date submitted
- The name of the unit and the number
- The title of the assessment

### **Remediation and reassessment**

Should you be unsuccessful in an assessment you may be reassessed. If you have to undergo reassessment the assessor will provide feedback to help you to concentrate on areas of weakness.

### **Assessment procedures and regulations**

The following guidelines on reassessment apply to all SQA provision within the College.

The amount of remediation and reassessment will be limited by what is practical and possible within the allocated teaching/learning time for the unit and in line with SQA recommendations.

When a student requires further remediation and reassessment outwith the allocated teaching/learning time then this will be available only if resources allow and an appropriate fee will be charged for the extra tuition and staff reassessment time involved.

### **Study time**

Study time is provided on your timetable to enable you to:

- Consolidate the work you have done in class
- Reinforce skills which improve your ability to study and to meet deadlines

- Increase your confidence in organising your work
- Encourage you to undertake personal research
- Reinforce the college/student partnership

Study time should be used to:

- Learn work studied in class
- Complete unfinished class work
- Undertake additional class work
- Undertake research
- Complete home-based assessment
- Prepare for classroom based assessment

**Please use your college diary to:**

- Note any work your lecturer may ask you to do at home
- Note assessment dates
- Note submission dates for home based assessment

## **Study skills**

**Benjamin Franklin said:**

**“Tell me and I forget, teach me and I remember, involve me and I learn.”**

Under the present education system you are involved in “doing” and you are responsible for your own learning. You must learn to do things for yourself, to organise yourself, decide for yourself what to do and how to do it, when to do it and indeed if to do it!

Here are a few questions and ideas to help improve your study technique.

### **WHY AM I STUDYING?**

The best person to answer that question is yourself. You will have your own long term goals. It is best at the beginning of your course of study to write down your goals so that when things get on top of you, you can remember why you are studying. A short term goal would be the completion of an assignment or studying for an assessment.

### **WHERE SHOULD I STUDY?**

You may decide to study at home or in a library, either in one of the college libraries or in a public library near your home. Valuable time may be lost travelling to a public library but the college library is very convenient for the odd hour you may have between classes. Very often the most convenient place to study is at home. A room set aside specifically for study is a luxury. Most students study in the bedroom or the kitchen. Wherever you choose to study make sure you have adequate lighting, heating, work-surface and privacy.

## **WHEN SHOULD I STUDY?**

You must **PLAN** your study time in advance. Don't wait for the mythical moment "when you are in the mood". You'll wait a very long time! Be firm with yourself - decide when you could study, bearing in mind your college timetable and other essential commitments. One of the best recipes for success in learning is "little and often". Ideally, you should study every day. Draw up a timetable and stick to it.

Remember to build in breaks:

- a mini-break - a couple of minutes of relaxation after 20-30 minutes of study to stretch, flex your hand muscles and relax your eyes.
- a maxi-break - 10 minutes of relaxation after 1½-2 hours of study to stretch your legs, have a cup of coffee or make a very brief telephone call.
- Breaks are essential - your concentration span is **NOT** indefinite.

## **TO RE-CAP**

### **WHERE TO STUDY**

a place which is QUIET, WARM (not too hot) and REASONABLY COMFORTABLE and out of bounds to family and friends while you are studying.

### **WHEN TO STUDY ASSIGNMENTS**

**DAILY**, when you are **ALERT**.  
plan your work each time you receive an assignment or an assessment deadline.

### **REMEMBER -**

Keep a **TIMETABLE** - study and leisure  
Keep it **REALISTIC**  
Enter **DEADLINES** - your own and assignment and assessment deadlines  
Check your timetable **DAILY**

## **Working in the UK**

Under the new guideline, student visa holder able to work in the UK during term time or in your vacation periods unless you are doing a work placement. Please check your BRP for hours you can work.

If you are not holding a student visa or short term student visa, you might be able to work depends on your current visa status.

If you are allow to work, you will need to get a National Insurance number as soon as you start work. It is a unique number. Every employer will ask you for this and every employee should have their own number. Contact your nearest Job Centre (online information at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)) to arrange your NI number. You will need to take proof of identity with you. If you already have a job take a letter from your employer as well as this confirms your employment.

Income tax will be deducted from your wages throughout the period you remain working in the UK. This is known as Pay As You Earn (PAYE). You can earn a certain amount within the tax year (April 6 – April 5) without paying any tax – this is known as your personal allowance. Tax rates vary according to your situation.

## **Dependants**

After April 2011(UKBA rule change), college students can no longer bring dependants to live in the UK.

## **Student Services**

A range of student services are available to you at our Advice Centres located in every campus.

Staff in the Advice Centres have developed expertise in helping students who may wish specialist advice, counselling or information on a range of matters which might affect them at College. Services offered include:

- Course Guidance
- Careers Advice
- Jobs 4U
- Accommodation



- Metal health support

## **Students Association**

Dundee and Angus College has an active Students' Association and as a student you are automatically a member. This allows you to use the services and facilities offered in all of our campuses.

The main role of the Students' Association is to support and co-ordinate Student Representation in the college. This means recruiting, training and meeting with students and supporting them in sharing their views and feedback about the college.

The association also runs several sports teams for students as well as various social and leisure events throughout the year. We also offer an information and welfare referral service, and support several awareness raising campaigns and events during the term.

You can visit us at:

- Gardyne Campus in the Students' Association Hub in the Atrium
- Kingsway Campus in the Students' Association Social Area
- Arbroath Campus next to the Clova Pod.

## **ESOL (English Speakers of Other Languages)**

Classes are available to all enrolled students studying full time. If you feel you could use some help with your English language please speak to your course leader. They will then contact Nicola Weston-Gokalp (n.westongokalp@dundeeandangus.ac.uk) and Allan Smith(a.m.smith@dundeeandangus.ac.uk), Course Leaders of ESOL in order to infill you into ESOL classes. Lessons will be arranged around your course timetable so you do not miss your scheduled classes.

## **Places to visit**

### **The Discovery**

The Discovery, built in 1901, reached the far corners of the world in the icy Antarctic expedition led by the famous Captain Scott. Having returned to Dundee, the ship has been carefully restored and is now the centrepiece of an award winning tourist centre.

## **The Dundee Law (Hill)**

An extinct volcano which rises to 571ft. The summit can be accessed by car or on foot. Excellent views of the surrounding countryside.

## **Mills Observatory**

The Mills holds planetarium evenings and permanent displays, has a powerful telescope, a resident astronomer, souvenir shop and free parking. This is located in Balgay Park and admission is free.

## **Sensation**

A visitors' attraction based on the five senses. It aims to make learning a lot more fun. It also houses an Internet room and café.

## **Verdant Jute Work**

Verdant jute museum is a grand attraction. The supply of whale oil in the city led to the establishment of the jute industry in the city in the 1840s.

## **Parks**

### **Camperdown Country Park**

Offers a variety of attractions from golf, wildlife centre, to holding annual fairs, fun runs and seasonal events.

### **Clatto Country Park**

A variety of watersports are on offer here. Hire is from May to September.

### **Caird Park**

If you like open space, then look no further. Great for golf, running and cycling. The park is also used when the carnival and circus come to town, meaning entertainment for everyone.

## **Places to eat and drink**

The city is well served by a cosmopolitan selection of restaurants. Greek, Mexican, Turkish, Chinese, Italian and French cuisine are on

offer in the City Centre. For local delicacies try any of the chip shops which are dotted across the city. The pie supper has been a Dundonian favourite for years.

Both the Overgate and Wellgate Shopping Centres have various food outlets from McDonalds, Burger King, Five Guys to sandwich shops and cafes.

### **Nightlife**

Dundee offers a huge and lively choice of pubs, bars and clubs. There are lots within easy reach of the town centre. Establishments close to the universities and along the Perth Road are favoured by students.

Bars are very busy at the weekend. This is where people usually start their nights before heading to the clubs .

Clubs open at 10.30pm and entry prices vary depending on the night of the week and time of entry.

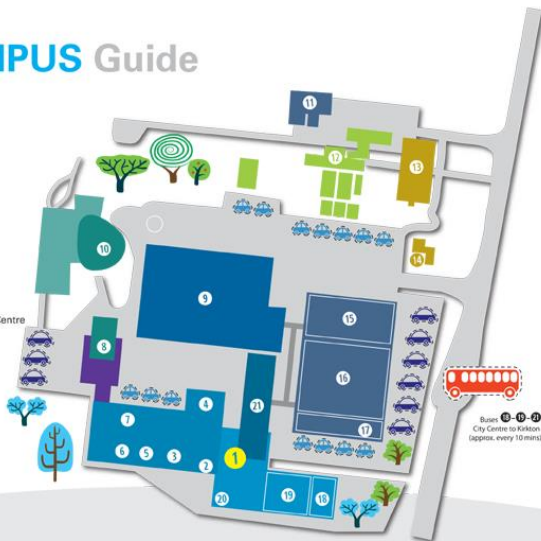
You can enter The Union in Dundee University using your College student card.

### **Places of Worship**

Baha'i Faith	5 Park Road	01382 827418
Islamic Centre	114 Hilltown	01382 228374
Hindu Centre & Temple	10 Taylors Lane	01382 669652
Sikh Temple	Victoria Road	01382 223383
Synagogue	9 St Mary's Place	01382 223557
Cathedral Church of St Paul	High Street	01382 224486
Central Baptist Church	Ward Road	01382 221319
Methodist Church	20 Marketgait	01382 221319
St Andrews Cathedral (Roman Catholic)	Nethergate	01382 225228

# KINGSWAY CAMPUS Guide

- 0 Reception (& Caretakers)
- 1 Student Association
- 2 Shop
- 3 Refectory
- 4 Travel & Tourism Centre
- 5 Energise Salon
- 6 KC Café & Restaurant
- 7 Gym
- 8 Construction & Built Environment
- 9 The Space
- 10 Motor Vehicle Sprayshop
- 11 Horticulture
- 12 Science Block and Special Programmes
- 13 The House
- 14 Motor Vehicle Engineering and Welding
- 15 Electrical / Electronic Engineering
- 16 B.E.S.T. (Buildings & Estates Support Team)
- 17 Wider Access: Schools & Community Open Learning, I.T. Suite
- 18 Library
- 19 Guidance Services, Student Funding and Employability Centre
- 20 Tower Block



© Dundee College October 2020. Certain projects managed by Dundee College are supported by European Funding. Dundee College is a charity registered in Scotland, No. SC021188

RESPECT

Buses 6-10-19  
City Centre to Incheon  
(approx. every 10 mins)

## Level 3

Centre for Creative and Digital Industries  
Centre for Access and Progression (ESOL)

## Level 2

Centre for Business and Enterprise  
Centre for Care, Sport and Social Sciences  
Essential Skills  
Swimming Pool

## Level 1

Main Reception/Sports Entrance  
Centre for Access and Progression  
Sports Entrance  
Learner Services  
Cafeteria  
Theatre & Cafe Bar  
Campus Shop  
IT Services

## Level 0

Theatre Workshop  
Drama Rehearsal  
Reprographics  
Sound & Animation Suite

# GARDYNE CAMPUS Guide

- 1 Entrance/Reception
- 2 Learner Services
- 3 Teaching Block/Theatre
- 4 Kitchen/Refectory
- 5 Atrium
- 6 Teaching Block
- 7 North Annexe
- 8 Sports Block



RESPECT

The Board of Management of Dundee College (which is Dundee College's Charity) is registered in Scotland, No. SC021188. Certain projects managed by Dundee College are supported by European Funding.

Buses 6  
City Centre to Arbroath Road  
(approx. every 20 mins)  
increasing at peak times

Buses 6-11  
City Centre to Southern Road  
(approx. every 20 mins)  
increasing at peak times

