

Inspiring success



A guide for international staff



Introduction

At Teesside University we are committed to promoting equal opportunities within a diverse environment for all our employees. We ensure that our policies and procedures are equally applied to all our staff.

As an employer the University offers excellent benefits and conditions and, as an Investor in People, we are committed to our staff and their development and wellbeing throughout their careers with us.

We offer:

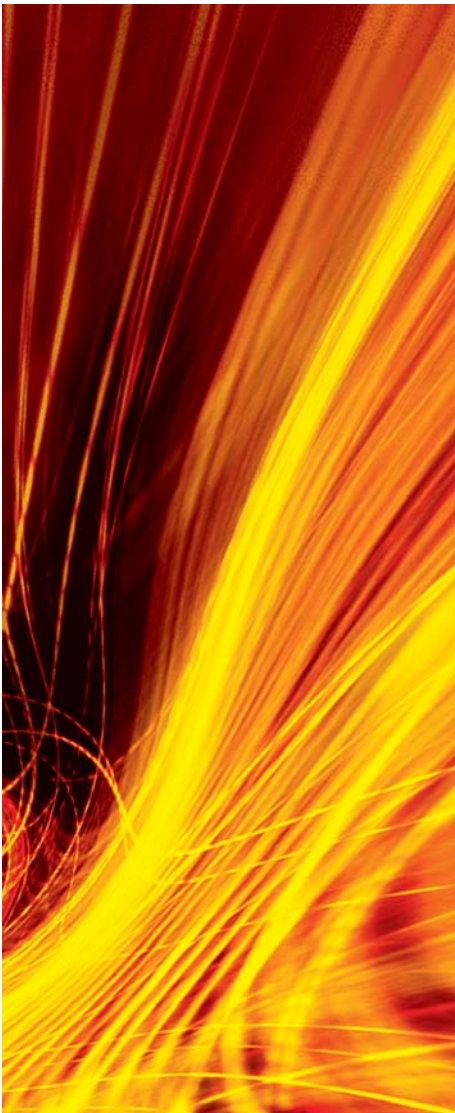
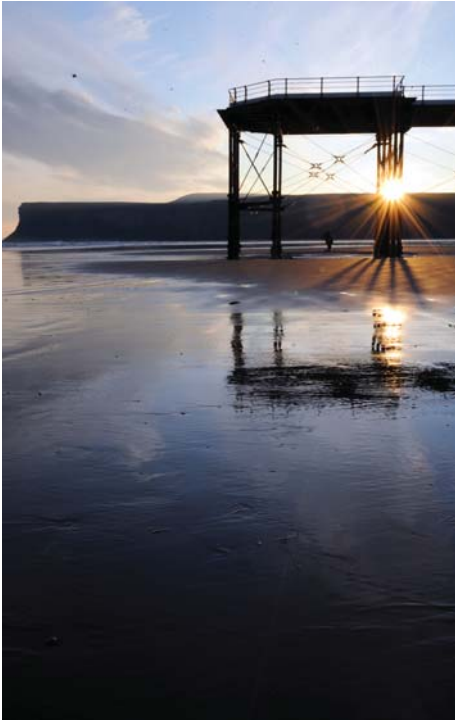
- attractive rates of pay
- a final salary pension scheme with either the Local Government or Teachers' Pension Scheme
- paid holidays of between 24 and 35 days
- an attractive relocation and assistance package for new staff moving to the area (conditions apply)
- onsite car parking
- a comprehensive induction programme and the opportunity to study part time
- staff development workshops covering professional development and IT skills
- a childcare voucher scheme
- paid maternity, paternity and adoption leave
- special leave for family and other reasons
- jobshare and part-time working opportunities
- a workplace nursery
- an onsite health and fitness suite
- a counselling service.



We believe that Teesside University is a great place to work.

Within Human Resources, we provide a friendly and professional service to the University and its staff. We operate an open door policy and pride ourselves on having close working relationships with colleagues in all schools and departments. You can call in to see us on campus at University House on Southfield Road at any time.

We hope this guide helps you to prepare successfully for living and working in the UK and, in particular, for your time at Teesside University. It doesn't include all the information you will need, but it should be a useful starting point.



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All details are correct at the time of print.

Before you arrive

A brief checklist

- ◆ Obtain entry clearance or a visa (if necessary) and carry all relevant documents with you for when you arrive in the UK

- ◆ Passport

- ◆ Air ticket

- ◆ Travel insurance documents

- ◆ Address and telephone number of your UK destination

- ◆ Details of your onward travel when you get to the UK

- ◆ Warm clothing

- ◆ British currency (approximately £200)

- ◆ A full list of the contents of your luggage, in case it gets lost

- ◆ Enough prescribed medication for your journey and a medical certificate or recent chest x-ray report (if available)

Part A

Preparing to come to the UK – immigration requirements

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Introduction

This information provides an overview of the regulations and procedures involved when the University wants to employ an overseas worker. The regulations are complex and subject to change. If you have any specific queries or concerns, contact Human Resources or refer to the Home Office website: www.homeoffice.gov.uk/passports-and-immigration and click on the link to UK Border Agency.

Points-based Worker Registration Scheme (work permits)

There are four broad categories of overseas nationals.

1. Those who are free to work in the European Economic Area (EEA) and are not subject to immigration control. Bulgarian and Romanian nationals need to register with the Home Office
2. Highly-skilled migrant workers from non-EEA countries who have been granted permission to live and work in the UK under Tier 1 (General) of the points-based immigration system.
3. Migrant workers from non-EEA countries who have been granted permission to live and work in the UK under Tier 2 of the points-based immigration system.

Tier 1

Although this route is now closed to new applicants, existing Tier 1 visa holders may work under this route until their current visa expires.

Tier 2

Tier 2 (General) was introduced on 27 November 2008 and replaced the previous Work Permit Scheme. This skilled worker category is for people coming to the UK with a skilled job offer (from Teesside University).

To apply under Tier 2, you must have a job offer from us and be sponsored by us. We will pay for and issue you with a certificate of sponsorship. You will then have to apply personally for permission to stay in the UK as a skilled worker for a maximum of three years. Once we give you the certificate number, you need to apply for a Tier 2 (General) visa. The form can be found on the Home Office website.

There may be some questions on the form that you need help with. Get in touch with Human Resources – we can help.

You need 70 points under the points-based Worker Registration Scheme. You are awarded points based on your:

- salary
- sponsorship
- English language skills
- maintenance funds

You must satisfy the points-based requirements which include having maintenance funds in your bank account and competency in English.

The current turnaround time for processing Tier 2 applications is approximately four weeks.

Information on the points system is available from the Home Office website.



Immigration requirements

If you have the right to live in the UK or you're from the European Economic Area (EEA) countries (countries of the European Union), you don't need a visa or entry clearance.

European Union member states

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland.

Visa and entry clearance

Nationals of countries listed on the visa required list (below) need to apply for a visa before travelling to the UK. You shouldn't apply to come to the UK as a visitor if you intend to work once you've arrived.

If you aren't on the visa required list, you are recommended to apply for an entry clearance certificate for the full duration of your stay before travelling. This isn't yet mandatory for all nationalities (see UK residence permits below) but has several advantages.

- An entry certificate is cheaper than an application to extend your stay once you are in the UK.
- Since the introduction of charging for extensions of stay in the UK, immigration officers at entry ports no longer grant extensions of stay. All applications now have to be made to the Home Office.
- Non-visa nationals who aren't on the UK residence permits (UKRP) list who arrive at a UK port without entry clearance can only be given a maximum of six months' leave. To extend their stay further, they will have to apply to the Home Office.

UK residence permits (UKRPs)

Nationals of Australia, Canada, Hong Kong, Japan, Malaysia, New Zealand, Singapore, South Africa, South Korea and United States who are coming to the UK for more than six months must obtain a UK residence permit before travelling. The permit isn't transferable – it doesn't allow residence in other EU member countries.

Nationals arriving from these countries who don't have prior entry clearance will be refused entry to the UK. If you aren't sure of the type of entry clearance you need, you should contact your nearest British Embassy or High Commission for advice.

Visa required

If you are moving to the UK from the following countries, you are likely to require a visa before travelling.

Afghanistan	Gabon	Nigeria
Albania	Gambia	Oman
Algeria	Georgia	Pakistan
Angola	Ghana	Peru
Armenia	Guinea	Russia
Azerbaijan	Guinea-Bissau	Rwanda
Bahrain	Guyana	Sao Tome e Principe
Bangladesh	Haiti	Saudi Arabia
Belarus	India	Senegal
Benin	Indonesia	Serbia & Montenegro
Bhutan	Iran	Sierra Leone
Bosnia Herzegovina	Jamaica	Somalia
Burkina-Faso	Jordan	Sri Lanka
Burundi	Kazakhstan	Sudan
Cambodia	Kenya	Surinam
Cameroon	Korea (North)	Syria
Cape Verde	Kuwait	Taiwan
Central African Republic	Kyrgyzstan	Tajikistan
Chad	Laos	Tanzania
Columbia	Lebanon	Thailand
Comoros	Liberia	Togo
Congo	Libya	Tunisia
Croatia	Macedonia	Turkey
Cuba	Madagascar	Turkish Republic of North Cyprus
Democratic Republic of the Congo (Zaire)	Maldives	Turkmenistan
Djibouti	Mali	Ukraine
Dominican Republic	Mauritania	Uzbekistan
Ecuador	Moldova	Vietnam
Egypt	Mongolia	Yemen
Equatorial Guinea	Morocco	Zambia
Eritrea	Mozambique	Zimbabwe
Ethiopia	Myanmar	
Fiji	Nepal	
	Niger	

Additionally, people holding passports or travel documents issued by the former Soviet Union or by the former Socialist Federal Republic of Yugoslavia (except Croatia and Slovenia) must obtain visas.

Applying for a visa, entry clearance or UKRP

Contact your nearest British Embassy or High Commission to see if they can deal with your application. If they can't, they'll tell you where to apply. Apply as early as you can as there can be long delays at some posts. You will need to complete form VAF1 and you may be asked to provide the following documents:

- Your University letter making you a job offer. Check the letter confirms the start and end dates of the post. Request that you are given leave to cover the whole period.
- Evidence that you have enough money to cover your living costs when you arrive.

Charges for extending your stay in the UK

Once in the UK, you may have to apply for an extension of stay if your visa date is due to expire and you are still working. Since August 2003 anyone applying to extend their stay in the UK is subject to a charge for each application made. Applications can be by post or in person at a public enquiry office.

These are separate procedures to issuing of certificate of sponsorship by the University. The certificate doesn't guarantee entry to the UK, permission to stay or an accession worker card.

Your Human Resources Manager can advise and guide you through the process.

Controls on entry to the UK

When you first arrive in the UK, you will be interviewed by an immigration officer – unless you have the right to live here, are a citizen of the EU, or have been granted leave to enter as part of the visa application process in your own country. The officer will want to see the same documents you used to obtain entry clearance – you should carry these documents in your hand luggage.

Arrivals from some countries will also be asked to provide a medical certificate or an up-to-date chest x-ray to ensure you are not carrying a transferable disease. Check before you arrive in the UK if this applies to you.

You can enter the UK up to 14 days before you start your job.

If you have any difficulty at the point of entry into the UK, and you have already obtained entry clearance before you arrive, you have the right to appeal against being refused entry. You can appeal by serving a notice of appeal on the immigration officer who refused you entry. You can stay in the UK until the appeal is heard. The Immigration Advisory Service (IAS) has offices at the main airports and their staff can advise and intervene on your behalf.

Immigration Advice Centre in Middlesbrough

First Floor Suite
Newham House
96-98 Borough Road
Middlesbrough
TS1 2HJ

T: 01642 219222

F: 01642 245535

Importing goods and produce into the UK

There are strict controls on bringing any plant or animal products into EU countries as they can carry animal pests and diseases. Most plants and any products derived from milk or meat are banned from being brought in.

For more information: www.defra.gov.uk

Restricted and prohibited goods

Breaking the rules on imports is a serious offence. Those found in possession of prohibited items can face an unlimited fine or imprisonment. For a comprehensive list on the HM Revenue & Customs website: www.hmrc.gov.uk

Pets

You should contact the carrier (airline or ferry company) for up-to-date advice on transporting animals.



Part B

Arriving in the UK

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Travelling to the University

General information

Teesside University is based in Middlesbrough – we're in the heart of the North of England, between York and Newcastle.

By road

Middlesbrough is linked to the national road network via the A1, A19 and A66 dual carriageways. Follow signs to the town centre – from there the University is signposted.

Middlesbrough town centre

The A19 and A66 pass within one mile of Middlesbrough. The University's main entrance and reception is at the intersection of Borough Road and Albert Road. You should go to Room M7.09, Department for Learning Development, 7th Floor, Middlesbrough Tower for your first day induction, unless you've arranged something different.

By train

Middlesbrough is just half an hour away by train from Darlington station which operates a national mainline service. There are direct trains between Middlesbrough and Newcastle, Manchester Airport, Leeds and York. A First TransPennine Express service also runs between Middlesbrough and Liverpool.

By air

Durham Tees Valley Airport

Durham Tees Valley Airport has frequent flights from Paris and Amsterdam. There are no direct flights from Heathrow or Gatwick airport to Durham Tees Valley Airport although flights can be arranged to Newcastle International Airport.

Durham Tees Valley Airport is 13 miles away from the University. A bus runs every hour between 8.35am and 4.35pm, and then at 5.20pm and 6.20pm (this is the last service of the day). A taxi from the airport costs approximately £23 and takes 15 minutes.

Newcastle International Airport

From Newcastle International Airport, you can take the metro to Newcastle Central Station where there are regular trains to Middlesbrough. The journey takes an hour and costs approximately £10.

By train

It's unusual for trains to have late night services (after 11.00pm) so try to travel early in the day to allow for connections and delays.

Train travel in the UK is quite expensive. Your ticket will cost more if you're travelling on a Friday, Saturday or during commuting times. Services on a Sundays are limited.

You can buy train tickets at stations and online. You should buy a ticket before boarding a train.

London Underground (Tube)

The Underground can be very busy and overcrowded at peak times. If you have a lot of luggage you may find it easier to travel by taxi.

From London Gatwick Airport to King's Cross station

Take the Gatwick Express train service directly to Victoria Station and underground to King's Cross Station.

From London Heathrow Airport to King's Cross station

Take the Underground (Piccadilly Line) or Heathrow Express.

Trains from the Port of Dover

From Dover, take the train to London Charing Cross station. Then take the Underground (Northern Line – northbound) to Leicester Square and then change to the Piccadilly Line (northbound) to King's Cross.

Eurostar services

From the Eurotunnel at Folkestone, the Eurostar trains terminate at St Pancras.

Trains from London King's Cross to Middlesbrough

The journey takes about three hours – you will need to change trains at Darlington station. The journey from Darlington to Middlesbrough takes around 30 minutes.

Trains from Manchester Airport to Middlesbrough

The First TransPennine Express leaves Manchester Airport railway station every hour and takes approximately three hours.

The University is about 10-15 minutes' walk from the railway station. There is a taxi rank outside the railway station and the journey should cost about £3.50. More about travel information and buying tickets:

www.nationalrail.co.uk

By coach

National Express Coaches has a comprehensive network of services between most major towns in the UK. It's a cheap way to travel.



By car

From Dover to Middlesbrough take the A2/M2. Join the M25 (anticlockwise). Take the M11 (signposted to Cambridge) and then the A604 and then join the A1 north. From the A1 you can join the A19 (signposted Teesside) or the A66 towards Middlesbrough.

Driving licences

If you want to drive in the UK, you need to be certain that you have a valid licence. It may be possible for you to use your existing licence.

If you are from an EU member country you can use your current licence for as long as it remains valid. If your EEA licence expires whilst you are in the UK, you will need to obtain a UK licence.

Important legal requirements for drivers

- In the UK you must drive on the left-hand side of the road and overtake on the right.
- Drivers and passengers must wear seat belts.
- It's against the law to drive if you're under the influence of alcohol or drugs, or if you use a handheld mobile phone whilst driving.
- You must observe the speed limits – 30 or 40 miles per hour (mph) in towns, 70mph on motorways and 60mph on all other roads. Make sure you observe speed limits – if you're caught by a speed camera you will be fined.
- The minimum age for driving a car or motorcycle is 17 years of age, 18 if you drive a medium-sized vehicle and 21 for large lorries and buses.

Important legal requirements for cars

- In the UK all vehicles are registered, taxed and insured. To licence the vehicle you should take all your vehicle documents to the local Driver and Vehicle Licensing Agency (DVLA) office.
DVLA
St Marks House
St Marks Court
Thornaby
Stockton-on-Tees
TS17 6QR
T: 0300 790 6802 – UK calls only
T: +44 0792 782341 – international calls, Monday to Friday
8.15am to 4.30pm
- To tax the vehicle, take the same documents to any post office and complete application form V55. The cost of taxing a used car depends on its age and engine size. We recommend that you contact your local DVLA office for up-to-date details of the documents you will need to tax and licence your vehicle.

Please note

- > To drive a vehicle without registration documents and/or insurance is illegal. If you are caught, you will be fined.
- > Parking fines should be paid promptly.
- > You should not borrow a friend's car without proper insurance arrangements.
- > More information on driving regulations in the UK: www.gov.uk.

Part C

Accommodation and living in the UK

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Accommodation

When you arrive in the UK you may wish to take a short-term rented property to allow you to familiarise yourself with the area before entering into a long-term rental agreement or purchasing a property. You can search the internet for sites advertising property rentals.

You can try:

www.rightmove.co.uk
www.findaproperty.com
www.adams-estates.co.uk

Monthly rental costs vary depending on the size, condition and location of the property, and whether it's furnished or not. The University doesn't have any accommodation available for staff to rent.

Letting agents will need references from previous landlords, or a character reference, or a reference from your employer. You may wish to bring printed copies of accommodation references if you can. The agents will also run a credit check – this may take up to ten days to process before you can move into accommodation.

Types of accommodation

Renting a house or flat

You will have a legal agreement with a landlord to rent the property. The minimum time you can live in the property is usually six months. You will have to pay a deposit which will be refunded at the end of the tenancy provided the property hasn't been damaged and all the bills have been paid.

Rent can be expensive but expect to pay anything from £100 to £200 per week.

Renting a bedsit

This is usually a single room with a shared bathroom. In some cases it will have a small kitchen area. It's a cheaper option than a flat or house – but they are often very small and sharing facilities isn't everyone's choice. You can expect to pay anything from £50 upwards a week.

Buying a house or flat

UK house prices are very high compared to other countries. Local estate agents can help you with your search.

You can try: www.rightmove.co.uk

Tenancy agreements

A tenancy agreement will normally contain information about the amount of rent you will pay, the length of your tenancy, what rights you and the landlord have under the law. Don't sign a tenancy agreement if you don't know what it means. You can get help and advice from Human Resources or at the Citizens Advice Bureau. When you do sign it, keep a copy in case you need to check any details.

The landlord may ask you to sign an inventory – a list of the items in the property. Keep a copy of this as well and check that everything is listed. If your landlord doesn't give you an inventory, do one yourself and send them a copy.

Other costs

Deposit

You will normally have to pay a deposit of one month's rent. Keep a written record of any rent paid in case of any disputes in the future.

Gas and electricity

When you move into the property, check and note the gas and electricity meter readings. You will normally receive a bill every three months. Let the gas and electricity provider know when you move out of the property and give them the final gas and electricity readings.

Television licence

You need a licence in the UK to watch TV.

For more information: www.tvlicencing.co.uk

Telephone

There may be an existing telephone in the property.

For more information: www.bt.com

Internet

Many properties offer an internet connection. It can cost between £15 to £25 per month.

Contents insurance

It's important to protect your possessions against damage or theft. It may be cheaper or more convenient to insure them before you come to the UK.

Council tax

Your local council website can guide you on the costs.

Relocation assistance

To be eligible for relocation assistance, you need to be appointed to a permanent post or a post that's more than two years long. This allowance can be used to help relocate your personal belongings to the UK.

The maximum relocation allowance payable will normally be £3,500 or 10% of your salary on appointment, whichever is the greater (up to a maximum of £6,000). All payments will be made when you produce the original receipts.

Claims need to be submitted within one year of you starting the post.

When submitting claims, you must give a formal undertaking that if you leave the University within a period of two years from the date you took up the appointment, you will have to reimburse this money in the following way.

- If you leave within 12 months, you will have to repay the full amount.
- If you leave within 12-24 months the amount you repay will decrease by $\frac{1}{24}$ of the full amount for every month you've worked in the University.

Living in the UK

There are around 61 million people living in the UK. It's a highly multicultural society – English is the main language, but other languages are spoken. The traditional UK culture has changed over the last 50 years and, due to its diversity, incorporates elements of other cultures.

The UK is made up of four countries – England, Scotland, Wales and Northern Ireland – and its full name is the United Kingdom of Great Britain and Northern Ireland. The UK is also a member of the European Union.

British politics

The British political system combines a hereditary monarchy with parliamentary democracy. The Queen (Elizabeth II) is officially the head of state, but her role is largely ceremonial. Political power rests with Parliament which consists of the House of Commons and the House of Lords.

The main forum of UK politics is the House of Commons, which is made up of elected members (MPs) who represent their constituency (the area that elected them). The government is formed by the party that won the majority of seats in the House of Commons at the most recent general election – the other main party forms the official opposition. The UK currently has a Conservative-Liberal Democrat coalition government and the Labour Party is the official opposition.

In 1999 Scotland elected to have its own Parliament, based in Edinburgh, and Wales its own National Assembly based in Cardiff. Local government is the responsibility of local authorities in charge of local issues such as roads, local planning and services.

Social customs

Over the last 50 years, the UK has become multiracial and multicultural. Sadly, racism does still exist. If you're unfortunate enough to experience this, please talk to someone in Human Resources, or your line manager at the University.

Women and men mix easily in daily life and often work and socialise together. Women in the UK are independent and have input into every level of society. There are many customs that you may not be familiar with, or you may find confusing. It is usually a good idea to talk to someone who is accustomed to British ways. Many British people place a great deal of importance on manners (politeness). For example, it's not polite to ask for something in a shop without saying 'please', or to receive anything without saying 'thank you'. It is also expected that you say 'sorry' or 'excuse me' if you bump into anyone.

Sometimes British people make remarks out of politeness which aren't to be taken literally. If you are introduced to a stranger who says, after a brief conversation, 'you must come to dinner sometime', they will probably be trying to indicate that they found it pleasant to talk to you. This kind of remark shouldn't be interpreted as an immediate invitation. If someone wishes you to visit them they will arrange a date and time with you.

Once you get to know British people, you should usually let them know by in advance that you're planning to visit them. Whilst many British people may seem quite difficult to get to know at first, we hope that you will find them quite friendly.

British climate

The climate can seem cold and damp, particularly if you are used to a warmer climate. It's best to make sure that you have warm clothes and dress in layers, ie shirts and sweaters over t-shirts, with a jacket on top. It is a good idea to have a waterproof coat and a pair of strong shoes. You will also need gloves, hats and scarves in the winter. It may be cheaper to buy these things in the UK when you arrive.

Cost of living

This will vary depending where you live. The figures below are based on what the government feel is the minimum you can live on in the UK. This includes money for food, toiletries, clothing, utilities and other items.

	Annually	Monthly	Weekly
Single person	£3,351.36	£279.28	£64.30
Couple	£5,212.10	£434.34	£100.31
Add for each dependent child	£2,467.40	£205.61	£47.45

Please remember that this is the minimum cost and doesn't include rent, socialising and travel costs. In reality you will probably need more money.

Utilities

These include gas, electricity, water, council tax and telephone. Gas and electricity costs in the UK vary from company to company and are very competitive. You may be able to save a considerable amount of money by changing your gas and electricity supplier. There are a number of websites which allow you to compare prices.

www.uswitch.com

www.switch2save.co.uk

www.theenergyshop.com

www.ukpower.co.uk

You must also have a television licence if you own a television. The current cost of a licence is £145.50 per year for a colour TV. You need one licence per house – if you move you can take your TV licence with you.

Part D

Healthcare, looking after yourself and holidays

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Healthcare

National Healthcare Service (NHS)

All visitors to the UK are entitled to some treatment from the NHS. Dependents of an international member of staff (husband, wife, children up to 16, or up to 19 if in full-time education) are entitled to free treatment on the NHS as long as they fulfil the following criteria.

- They have a passport stamp which confirms they are in the UK as the dependent of that international member of staff.
- They arrived in the UK at the same time as, or shortly after, that member of staff.
- The UK is their main home.

More information on the NHS website: www.nhs.uk

If you have a contract for six months or longer, you can get free healthcare from the NHS on the same basis as anyone who is ordinarily resident in the UK. This is from the beginning of your stay.

You're entitled to free treatment in NHS hospitals and you can register as a patient with an NHS doctor (general practitioner). To register, you'll need to visit a nearby surgery during opening hours and ask to be included on the list of NHS patients. If you're accepted, you'll be sent a medical card with your NHS number which you need to keep safe.

If you have a contract for less than six months, you are advised to obtain health insurance for yourself and your dependents. If you need any medicines, there is a fixed charge of £7.40 per item on prescription. If you're receiving regular medication or treatment, it's strongly recommended that you bring details with you to give to the GP.

You should register with a GP as an NHS patient as soon as possible after you arrive. You will need to take a copy of your University offer letter to prove you are resident in the UK.

Find your nearest GP surgery: www.NHS.uk/servicedirectories

Emergency services

If you need to telephone for an ambulance, fire or police you should dial **999**.

Accident or emergency treatment following accidents is free. In Middlesbrough, the Accident and Emergency Department (A&E) is at the James Cook University hospital on Marton Road.

Dentist

You can register with a dentist in the same way you register with a doctor. Find a dentist in your area, check that they offer NHS treatment, and ask to put your name on their list. You can also contact NHS Direct on **0845 46 47** to find out which dentists in your area are accepting NHS patients. If you aren't accepted as an NHS patient you will have to pay the full cost as a private patient.

The University has an NHS dental clinic on site and members of staff can register as a patient.

Looking after yourself

When you are in a new country it is sometimes easy to concentrate on your work and forget to take care of your health. A different climate, unfamiliar food, expensive clothing and heating costs can make it more difficult to keep warm, particularly in autumn and winter. Make sure that the rooms you work and live in are warm enough.

Minor illnesses

If you have a cold or other minor illness you should visit a local pharmacy where the staff can give you advice on medicine you can buy. If your symptoms get worse, or you're worried, call NHS Direct or make an appointment to see a doctor.

Counselling support service

The University has a free, confidential staff counselling service. The service is available Monday to Friday, normally between 9.00am and 5.00pm. You can have up to six sessions free of charge. This is a confidential service and you don't have to tell your manager you are attending a counselling session, but you should obtain approval to be absent from work.

To make an appointment in confidence telephone Alliance on **0800 107 5880**.

Staff with a disability

The University aims to ensure that all staff with a disability have access to the support they require. If you have a disability, a specific learning difficulty or a mental health difficulty, please contact our Equality and Diversity Adviser, Margaret McFee on **01642 738459**. Your enquiry will be treated in confidence and she will help you to find out what support is available to you.

Holidays

There are eight public holidays in the UK known as Bank Holidays when most offices, banks and shops are closed, and public transport may run a reduced service. Some of the dates change annually, but they traditionally occur at the following times of the year:

- New Year's Day – 1 January
- Good Friday – late March or early April
- Easter Monday – late March or early April
- May Day – first Monday in May
- Spring – last Monday in May
- Summer – last Monday in August
- Christmas Day – 25 December
- Boxing Day – 26 December

You will also receive paid annual leave as part of your University contract.

The University is closed between Christmas and New Year.

Part E

Money and banking

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Money and banking

British Currency

The unit of currency in the UK is pound sterling (£). It is divided into 100 pence (100p). Coins issued are 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2.

Notes are in denominations of £5, £10, £20 and £50.

UK bank accounts

Banks offer a wide range of financial services, including current and savings accounts, foreign currency conversion and bank drafts. It is worth visiting the banks to see what facilities they offer. The main banks all have branches in Middlesbrough. Banking hours vary but most are open from 9.30am Monday to Friday. Some banks have branches that also open on a Saturday morning.

Banks may provide you with a cash point card to withdraw cash from a cash dispensing machine located outside of the bank. There is an HSBC cash dispenser in the University main entrance and in the Students' Union.

Most of the major banks in Middlesbrough will open an account for international staff at the University if you can provide all of the following documents:

- your passport or EU identity card
- a University offer of employment letter to your home address
- your latest bank statement from your home bank
- a document confirming your local address during employment

You may have to wait for a household bill (gas, electricity or telephone) to prove your local address before the bank can fully open an account for you. Tenancy agreements aren't usually accepted. As a bill may take up to several weeks to arrive, we recommend that you bring sufficient money in the form of travellers cheques, or ensure you have a good balance on your credit/debit card to meet your living costs during this period. Once you have accommodation, you could ask your current bank to issue a statement to your UK address which you can also use as proof of your address.

Direct debits and standing orders

These are direct payments made from your bank account to pay for goods and services, usually on a monthly basis. They can be useful to help you manage your money effectively.

Bank statements

You should ask your bank to send you regular (usually monthly) statements which you should keep as documentary evidence for renewing your visa.

Middlesbrough banks

- Barclays, The Mall. T: 0845 7555 555
- HSBC, 60 Albert Road. T: 0845 7404 404
- Lloyds TSB Bank, 137 Albert Road. T: 0845 3000 000
- NatWest Bank, The Mall, Linthorpe Road. T: 0800 200 400

Income tax

All workers in the UK must pay income tax. The amount you pay depends on how much you earn. Not all income is taxed. Your tax will be deducted from your salary via pay as you earn (PAYE) by the University's payroll department. The salary quoted in adverts and in your contract of employment is the salary before taxes are deducted.

National insurance number

You will need to apply for a national insurance number to allow you to pay for contributions to healthcare and benefits.

National insurance numbers are issued on an individual basis and you keep the same one all your life. It is used as a reference number for the whole benefits and tax credits system. It's also used for making tax and national insurance deductions through the PAYE system, and recording entitlement to a state pension.

To obtain a national insurance number, you need to arrange an evidence of identity interview with Jobcentre Plus. They will advise you what documents to bring. During the interview they will check your identity, and your eligibility to work in the UK. An application for a national insurance number will be completed during the interview and they will contact you once the number has been issued.

To arrange an interview telephone **0845 6000 643** (8.00am to 6.00pm Monday to Friday) or text **0845 6000 644**.

Part F

Religion in the UK

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Religion in the UK

Everyone in the UK has the right to religious freedom and there are many faiths practiced. The Christian faith is the largest in the UK but we also have one of the largest Muslim communities in Western Europe with over 1.6 million people and more than 1,000 mosques and prayer centres.

There are also in excess of 336,000 people within the Sikh community in the UK. The largest groups are concentrated in Greater London, Manchester and Birmingham.

The UK Hindu community has in excess of 600,000 people. The first Hindu temple was opened in London in 1962 and there are now over 140 throughout the UK.

There are also over a quarter of a million Jewish people in the UK and approximately 150,000 Buddhists. Each religion has places of worship in each town and city.

Religious provision in the University and Middlesbrough

The University Chaplaincy team

The Chaplains can be contacted at the Chaplaincy office in the Student Centre. You don't need an appointment. If a Chaplain isn't available you can contact them by email, phone, or by leaving a message at the reception desk at the Student Centre.

The Chaplains provide an independent and confidential service. They offer friendship, support and time for everyone as they face the challenges of University life here at Teesside. They are here to listen, not to tell you what to do or think. If they can't help directly, they normally know someone who can.

Our resident Chaplain is Reverend Andrew Howard – you can contact him on **01642 342708**.

The Little House, 96 Park Lane (just behind Parkside Halls)

This is the University's multi-faith and chaplaincy meeting place. Although it's mainly used by students, you can drop in to meet other people and often share some international food and good conversation each Tuesday evening from 7.00pm to 10.00pm.

Pick up a programme of events and other opening times from the reception desk in Student Services. The Chaplains can also provide contacts and information about most religious traditions in the Teesside area.

Buddhism

There are four different traditions of Buddhism active in Middlesbrough: New Kadampa, Nicheren, Vadrajana and Zen. They meet regularly at the Middlesbrough Quaker Meeting House on Cambridge Road, Middlesbrough. T: **01642 851919**.

Christian

Anglican

All Saints, Linthorpe Road, Middlesbrough. T: **01642 820304**

St Barnabas Church, Linthorpe Road, Middlesbrough.
T: **01642 812622**.

Roman Catholic

Sacred Heart, Linthorpe Road, Middlesbrough. T: 01642 356654.

Methodist Church, Linthorpe Road, Middlesbrough. T: 01642 813089.

Baptist Church, Cambridge Road, Middlesbrough. T: 01642 826929.

Quaker, The Friends Meeting House, Cambridge Road, Middlesbrough. T: **01642 851919**.

Greek Orthodox, St Columba's Church (next to Sainsbury's supermarket) . Middlesbrough. T: **01642 824779**.

Hindu

The Hindu Cultural Centre, 54 Westbourne Grove, North Ormesby. T: **01642 218428**. Meals are served every day, except Saturdays, for a small price to anyone who wishes to eat there.

Islamic

Middlesbrough's principal mosque, Jamia Al Medina was opened in 1976 in Waterloo Road. There are now five mosques in Middlesbrough and Muslims are the second largest religious group in the town after the Christians.

In 1998 Radio Ramadhan was inaugurated broadcasting in four languages – Urdu, Punjabi, Mirpuri and English.

Jamia Al Medina Mosque, 133 Waterloo Road, Middlesbrough.
T: **01642 245855**.

Abu Bakr Mosque, 9 Park Road North, Middlesbrough.
T: **01642 873305**.

Dar-UI-Islam Central Mosque, 30 Southfield Road, Middlesbrough.
T: **01642 884224**.

The University also has a dedicated Muslim Prayer Room on the campus.

Jewish

Hebrew Prayer Room, Linthorpe Cemetery. Middlesbrough.
T: **01642 515664**.

Darlington Liberal Jewish Synagogue, Darlington. T: **01325 252234**.

Sikh

The Sikh Temple, 23 Lorne Street, Middlesbrough. T: **01642 826215**.

Part G

The Law

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Laws and rules in the UK

As police forces in the UK are organised on a local basis. Police constables are in constant contact with the public and they patrol the streets on foot, in cars and give advice and deal with disturbances.

Alcohol

Alcohol is classed as a drug in the UK and there are laws controlling its sale.

It is against the law for anyone under 18 to consume or buy alcohol in a pub or public place

Knives

It is an offence to carry a knife around with you that has a fixed blade or sharply pointed – this includes pocket knives. If you're found carrying a knife in a public place you'll be arrested.

Public order hate crimes

A hate crime is a serious criminal offence committed against a person or property because of hatred of that person's gender, race, religion, colour, ethnicity, disability or sexual orientation. People who do these things can be prosecuted in the courts, evicted from their homes, fined or put into prison.

Solvents

You can't buy solvents if you're under the age of 18, if it is believed that you are going to abuse them.

Tobacco

You must be over the age of 16 to buy any form of tobacco.

Part H

Sport and recreation

Sport and recreation

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Sport and recreation

Talking about and watching sport is a UK pastime – and half of the population regularly takes part in sporting events. The national game is football. Many other international sports such as rugby, cricket, boxing and tennis are also popular.

At Teesside we organise a full programme of sporting and recreational activities. We have an active programme of sport and recreational activities to suit all levels. Sports membership, available from the reception desks in the Olympia and the Brittan Building for Sport and Well-being, entitles you to use the University's sports facilities and provides discounted rates at a number of local sports venues. Inductions are available for all new users of the University gym and trained staff can provide information on facilities for squash, indoor tennis, swimming or advice on exercise programmes.



Part I

Families, childcare and schooling

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Partners and families

If you have entered the UK with your partner and have permission to work, it's a good way to meet local people, make new friends and earn extra money. It may be difficult to find well-paid work in your area of experience, so you may have to take a job that you would not normally do back home. There are many ways to look for work – here are some suggestions.

- Visit a job centre. They are run by the government and advertise a vast range of jobs.
- Look in local newspapers.
- Employment agencies recruit temporary staff for offices, telephone call centres, hotels, bars, hospitals, care homes and many other workplaces. You can find contact details for employment agencies in the Yellow Pages telephone directory.

Volunteering in the UK

Volunteering means giving your time and skills for free. Voluntary work can be a great way to learn new skills, gain experience and be involved in something worthwhile in the local community. If you are in the UK on a visitor visa, you won't be able to do unpaid work.

Library services and free internet access

You can join a local public library where you can borrow a large range of books, CDs and DVDs, use the internet, and find out about the local area. It's free to join a library. You will only need to show a document proving who you are – a passport or bank card and something with your current address.

Childcare and schooling

The government's Sure Start website has the most up-to-date help and advice about childcare in Middlesbrough.

www.direct.gov.uk/en/parents

University nursery

The University has a 66-place nursery available to staff and students, accommodating children from age 6 weeks to 5 years. The nursery is based on the University campus at Park Road North. Charges are £33 per day or £148 per week. The nursery is open from 8.15am to 6.00pm Monday to Thursday and 8.15am to 5.15pm on Friday.

For more information: www.tees.ac.uk/studentsupport

Or email: nursery@tees.ac.uk

Childcare vouchers

Childcare Vouchers are a government initiative to help working parents pay for childcare. Childcare vouchers are exempt from National Insurance and Tax, so parents can save £1,195 per year on childcare.

Childcare vouchers can be used to pay all registered or approved childcare providers for children under 16 years old. Sodexo operate a simple on-line childcare voucher scheme which is administered through Human Resources at the University. For more information please contact Janet Waine, Deputy HR Systems & Administration Manager, Human Resources on 01642 342205.

Schooling

State and private schools

If your child is under 16 years of age and will be with you as your dependant for more than six months, they should be able to go to a state primary or secondary school free of charge.

The state system is divided into three types of schools:

- nursery school (for children aged between 3 and 5 years of age)
- primary school (for children aged from 4 to 11 years of age)
- secondary school (for children aged from 11 to 16 years of age)

Children over the age of 16 and adults can attend college classes or adult education centres, but there's a fee. By law all children in the UK for more than a short stay should attend school full-time from the age of five.

Private schools are often referred to as public schools – this can be confusing as public schools are not for the public and charge fees. The Independent Schools Council lists all public schools in the country.

For more information: www.isc.co.uk

There are also some part-time schools in the UK catering for children from different religions or who speak different languages. Your children can attend these in addition to their main school. It's worth noting that you can't book a school place in advance of your child arriving in the UK.

School holidays

The academic year for state primary and secondary schools runs from early September to late July. The academic year is broken up into three terms. Half way through each term there is a holiday of one week. The term dates are:

- September to December, followed by a two-three week holiday at Christmas
- January to March or April, followed by a two-three week holiday at Easter
- March or April to July, followed by a six-week holiday during the summer.

Taking children out of school

In the UK parents don't have the automatic right to take their children out of school during term time. In fact parents can be prosecuted if their children fail to attend school. If you do need to take your child out of school, you should contact the school as early as possible to discuss it.

If your child is unwell or unable to attend school for another reason, you should contact the school as soon as possible.

After-school clubs and out-of-school services

After school clubs and services means childcare before or after school hours. This helps parents who have to drop off their children before school starts or aren't able to collect their children at the end of school time.

Part J

Leaving the UK

Leaving the UK – checklist

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Leaving the UK

A brief checklist

When your period of University employment ends, and you are leaving the UK, you need to:

- ◆ settle all your bills

- ◆ contact your gas and electricity supplier with a meter reading a few days before you leave so they can send you a final bill. You should also leave a forwarding address

- ◆ make sure your rent is fully paid and give your landlord your new address to return your deposit

- ◆ arrange for the post office to redirect your mail

- ◆ close any other accounts you have such as internet and telephone

- ◆ tell your bank that you are leaving the UK – give them your contact address

- ◆ inform your doctor and dentist so they can take you off their lists

- ◆ obtain your P45 from the University – you'll need to keep it to prove you've paid tax

- ◆ arrange transport for your personal belongings.

Part K

Human Resources contacts

We hope that you have found this guide useful. If you need any further help, please don't hesitate to contact Human Resources – your Human Resources manager can help.

Human Resources
University House
Teesside University
Middlesbrough
Tees Valley
TS1 3BA
United Kingdom

T: +44 (0)1642 342201
F: +44 (0)1642 342216
W: tees.ac.uk/humanresources

Human Resources managers

Your School or Department is assigned a specific Human Resources Manager.

Andy Burtenshaw

T: +44 (0)1642 342204
E: a.burtenshaw@tees.ac.uk

Responsible for:

- School of Computing
- School of Arts & Media
- Educational Partnerships
- Finance
- Academic Enterprise

Lynn Percy

T: +44 (0)1642 342202
E: l.percy@tees.ac.uk

Responsible for:

- School of Health & Social Care
- Campus Facilities
- Centre for International Development
- Human Resources
- Marketing & Student Recruitment

Sylvia Tevlin

T: +44 (0)1642 342215
E: s.tevlin@tees.ac.uk

Responsible for:

- School of Social Sciences & Law
- Library & Information Services
- ICT Systems
- Department for Learning Development

Tim Wren

T: +44 (0)1642 2214
E: t.wren@tees.ac.uk

Responsible for:

- School of Science & Engineering
- Teesside University Business School
- Student Services
- Student Records & Information
- Graduate Research School
- Vice-Chancellor's Executive
- Department for Quality & Governance

For more information

- Teesside University: tees.ac.uk
- Visit Tees Valley: visitteesvalley.co.uk
- International staff: internationalstaff.ac.uk – a one-stop shop support system for international staff applying for and coming to work at a UK academic institution.



This publication is available in alternative formats on request. Please contact the Enquiry Service on **+44 (0) 1642 342942** or email **enquiries@tees.ac.uk**

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