



Visitor Welcome Guide

Welcome to the University of Nottingham!

This guide aims to provide you with helpful advice on the next steps of your visit to the University of Nottingham and the support available during your stay with us, whether you are an international visitor or visiting from within the UK for a short stay or longer.

What this guide will cover:

- About the University
- Visiting virtually
- Help with your visa
- Accommodation
- Financial advice
- Travelling to Nottingham
- Arriving at the University
- Health and wellbeing
- Safety and security
- IT Services
- About Nottingham
- Useful links and contacts

About the University

At the University of Nottingham, we deliver exceptional teaching, led by research that solves global challenges.

The University of Nottingham shares many of the characteristics of the world's great universities. The University's position as a world-class University is confirmed by its ranking in the global league tables. We are ranked in the UK and European top 30 and in the top 1 per cent of all universities worldwide. We are research-led and recruit top students and staff from around the world; we are committed to internationalising all our core activities so our students can have a valuable and enjoyable experience that prepares them well for the rest of their intellectual, professional and personal lives.

A truly global University, we were the first foreign university to establish a campus in China when it opened Ningbo in 2004. The University's Malaysia Campus became the first campus of a British university in Malaysia, opening in 2000.

The University operates out of 7 sites in the UK in addition to the campuses in [China](#) and [Malaysia](#). The UK sites are:

- [University Park](#)
- [Jubilee campus](#)
- [Sutton Bonington campus](#)
- [King's Meadow campus](#)
- [Queen' Medical Centre](#)
- [City Hospital](#)
- [Royal Derby Hospital](#)

Discover more about the University of Nottingham [here](#).

Visiting virtually

Where travel restrictions may be in place following the effects of COVID-19, more visits may take place through online platforms. Please refer to the University's Information Services guides about which platforms are available to use and further guidelines on usage:

- [Office365 Guides](#)
- [Information Security](#)

- [IT Support Services](#)
- [IT Services Information Guides](#)
- [MyNottingham app](#)

For longer term visitors, your host school/department will issue you with an 'Associate Account' and you will be provided with a University of Nottingham email address (firstname.surname@nottingham.ac.uk) for the duration of your visit. This account will also allow you access to certain IT services or library electronic resources.

[Microsoft Teams](#) in Office365 is the secure platform University staff use when conducting meetings online. More information about Teams can be found in the guide on the link above. With access to a University email address, this will allow you to communicate with staff through Teams.

Where an external email address is to be used, please refer to the above guides for assistance on how to create a new Team in the O365 guides link.

You are also able to take a look around our campuses on [virtual tours](#) available on our website.

For more information about COVID-19 guidance, you can read the University's [advice and daily updates](#) for [staff](#), [current students](#) and [prospective students](#).

Help with your visa

Academic visitors

Standard Visitor visa for non-EEA members

Maximum length of visa is 12 months and cannot be renewed. The University has a template letter for international academic visitors from outside the EEA, which meets strict immigration requirements and should always be used. Please contact the [Visa and Immigration team](#) for the template.

For further information and guidance, you can visit the [UK Visa and Immigration](#) website.

Sponsored researchers

Tier 5 Government Authorised Exchange permit for non-EEA members

The University, as a Tier 5 Sponsor, can assign a Certificate of Sponsorship (CoS) to researchers (which includes academics, researchers, scientists, research engineers or other skilled research technology specialists) for a maximum duration of 2 years.

When issuing CoS, the University is required to adhere to Home Office sponsorship responsibilities, ensuring the scheme criteria are met for any sponsored migrants and maintaining relevant sponsorship requirements in accordance with Home Office guidance. Failure to do so may result in the revocation of the sponsor license(s).

For more information and an application form, please refer to the University's [Human Resources visitors guidance](#).

Useful Visa and Immigration links:

- [UK Visa and Immigration updates](#)
- [EU, EEA, Commonwealth information](#)
- [Brexit](#)

Police Registration - <https://www.gov.uk/government/publications/police-registration>

Accommodation

Depending on the length of your visit, there are various options you can consider for short stays to longer term. You can arrange this through the University and there are options at each of our campuses on University Park, Sutton Bonington and Jubilee. Or if you prefer, there are other options within Nottingham city.

On-campus options

If you are visiting the University and need somewhere to stay, we can help you with several options from preparing a room in one of our halls of residence to booking you a hotel:

- [Guest rooms in Halls of Residence](#)
- [The Orchard Hotel](#)
- [Jubilee Conference Centre](#)
- [University houses](#)

Off-campus options

Most University staff choose to find longer-term accommodation in areas close to the University campuses, such as Beeston, Chilwell and West Bridgford in Nottingham and Kegworth or Loughborough for the Sutton Bonington campus.



Estate agents and letting agents can also help you to find suitable accommodation. Ensure that the agency is a member of a professional body, such as ARLA (Association of Residential Letting Agents) or NALS (National Approved Letting Scheme). Both organisations require their members to sign up to a code of practice, which guarantees you a certain minimum level of service.

You can search for rooms or properties to rent from these useful links:

- [Spareroom](#)
- [easyRoommate](#)
- [Rightmove](#)
- [Nottingham Post](#)
- [Adzuna](#)
- [Zoopla](#)

Local hotels for shorter stays

Nottingham city centre:

- [Park Plaza Nottingham](#)
- [Crowne Plaza Nottingham](#)
- [Hilton Nottingham](#)
- [Jurys Inn Nottingham](#)
- [Best Western Plus Nottingham City Centre](#)

Kegworth is the nearest town to the Sutton Bonington campus and East Midlands Airport:

- [Best Western Premier East Midlands Airport Yew Lodge Hotel](#)
- [OYO Kegworth Hotel and Conference Centre](#)
- [No.42 Kegworth House](#)
- [Pleasant House Bed and Breakfast](#)

Financial Advice

Cost of living

There are various costs to consider for longer term visits and it may help to know of some of the expenditures you are likely encounter. Information on the [Human Resources](#) webpages contain a comprehensive list which you may find useful and it may be beneficial to use a [currency converter](#) to help you plan.

Bank accounts

If your visit is up to 12 months in duration, it is advisable to open a bank or building society account and deposit your money as soon as possible after arrival in the UK. Guidance on how to do this can be found [here](#).

Health and travel insurance

Visitors from abroad are strongly advised to arrange travel insurance before travelling to the UK. Your travel insurance would typically cover the costs of any emergency medical care whilst you are in the UK and if necessary, repatriation to your home country as well as lost or damaged personal belongings. (Policies will vary and you should check the level of cover that you have). Please note the University cannot provide this cover and in the unfortunate event that you are ill or suffer some other loss we are unable to support with the costs.

Health costs in the UK

The NHS (National Health-Service) in the UK provides healthcare services to all UK residents. You can access this service for free for most health related issues, however you may need to pay a surcharge as part of a [visa application](#) and you will need to be registered with a doctor in the UK, often referred to as a GP (General Practitioner). International visitors.

Travelling to Nottingham

UK government guidance

For our international visitors, there are some great tips and general advice about travelling to the UK on the [UK Visa and Immigration](#) webpages, which may help you with what to expect on your arrival in the UK.

Public transport

There are many options for public transport and travelling to Nottingham. You can either travel by train or coach to the city and then make use of the city's bus and tram networks to navigate around and make use of the University's own free Hopper Bus service to travel between campuses:

- [National Rail](#) (trains)
- [Trainline](#) (trains)
- [London underground](#)
- [National Express](#) (coach)
- [Megabus](#) (coach)
- [Nottingham City transport](#) (buses)
- [Nottingham Express Transit](#) (trams)
- [Traveline](#)
- [Public transport to our campuses](#)
- [Getting here](#)
- [University Hopper Bus](#) (buses)

A single bus ticket in the city costs around £1.90 to £2.30 depending on the service provider. A [Robin Hood card](#) allows access to an integrated system of easy, accessible, smart travel across the Nottingham network of bus, tram and train operators. This is a pay as you go smartcard which deducts the cost of travel.

You can also make use of the black cab taxis from the train station in Nottingham but [Uber](#) also operates within the city. You can expect to pay approximately £12 to £18 for a taxi from the train station to the University Park campus which will take approximately 20 minutes.

Local taxi providers:

- Cable cars: 0115 922 9229
- Cabline: 0115 922 5226
- Cloud Card: 0115 824 4244
- DG Cars: 0115 960 7607

The University's [MyNottingham app](#) is a great way to keep up to date with Hopper Bus timetables in and out of term time and campus maps showing the bus stops.

Arriving at the University

Coronavirus (COVID-19)

The University is closely monitoring the ongoing coronavirus situation. You should use these [webpages](#) as your main source of information about our response. More information and support about building access and social distancing policies to follow.

Access to the University

For longer visits, you will be provided with an [Associate IT account](#) to allow access University certain systems such as a temporary email account. You will also be issued with an [Associate University card](#) which will allow access to University buildings.

Wi-Fi on campus

There are two ways you can access the wi-fi on campus with guidance on the following links:

- [eduroam](#)
- [Guest wi-fi](#)

School induction

For longer visits, your host school/department will provide you with an induction which will give you all you need to know for your visit including any health and safety briefs.

Food on campus - <https://www.visit-nottinghamshire.co.uk/food-and-drink>

There are a wide variety of cafes, bars and restaurants across all of our campuses to suit all tastes. For a full list and with location and opening times, visit the [Hospitality](#) link.

For eating out in the city, there is so much to choose from and the [Visit Nottinghamshire](#) webpages can provide a full list of restaurants.

Health and wellbeing

Health

More information about the Coronavirus (COVID-19) guidance from the UK government and the NHS (National Health Service) can be found here:

[UK government](#)

[National Health Service](#)

As mentioned, the NHS (National Health Service) in the UK provides healthcare services to all UK residents. You can access this service for free for most health-related issues, however international visitors may need to pay a [surcharge](#). You can access the [University of Nottingham Health Service](#) on the University Park campus in addition to the [Cripps Dental Centre](#). Alternatively, you can make use of the NHS urgent and emergency care service by dialling 111 or using their [online service](#) for any medical concerns you may have and are not sure what to do. If you need to visit the hospital in an emergency, the [Queen's Medical Centre](#) (QMC) is closest to the University Park campus and has an Accident and Emergency department. If you require a Pharmacy for medication, you can find a list of local stores [here](#) which also shows which ones operate late opening/out of hours access.

Wellbeing

[Mental health and wellbeing](#) is important to us and we have developed a [staff wellbeing guide](#) providing access to guidance, learning materials and policies to promote your overall wellbeing.

Equality, diversity and inclusion (EDI)

The University of Nottingham is committed to promoting equality of opportunity for all members of staff and students. Diversity expresses itself in many ways - age, disability, race, religion, gender, sexual orientation. More information on our EDI policies can be found [here](#) and further support on [staff networks](#).

Sport

[University of Nottingham Sport](#) offers more student sports clubs than any other UK University and there has never been a better time to get involved. With state-of-the-art facilities including the new £40m David Ross Sports Village, inclusive and disability sport provision, and the chance to see world-class sporting events right on your doorstep, there really is something for everyone.

Culture

For our international visitors, it is likely that the UK will have a different culture, traditions and values to your home country. Here are two interactive exercises which may help you consider some of the differences you are likely to encounter:

- [The Iceberg model](#)
- [UK culture quiz](#)

Visit our [Human Resources](#) web pages for more information and useful guides.

Safety and security

Health and Safety Team

The [Health and Safety Team](#) are responsible for providing advice and support to all Business Units within the University to assist them in ensuring a safe working environment for Staff, Students and Visitors.

Emergency contacts

In an emergency, you should dial **999** and your call will be free. You will be asked for which emergency service required from:

- Police service
- Ambulance service
- Fire services

In non-emergency situations you can telephone [Nottinghamshire police](#) on **101** or go along to your local police station.

The University Security Service

The [Security Service](#) at the University provides a seventy strong 24-hour uniformed presence on all campuses. Emergencies and crime/incidents on campus should all be reported directly to them using the numbers below:

- 0115 9513599 (ext 13599 internally) for Security Reception
- 0115 9513013 (ext 13013 internally) for 24 Hour Security Control
- 0115 9518888 (ext 18888 internally) for **Emergencies ONLY**

Email: security@nottingham.ac.uk

Security Control and Emergencies in operation 24 hours, 7 days a week. Hours of operation: 8.00am to 5.00pm Monday to Friday. Security reception is located at the back of the Hallward Library, [building 9](#) on the University Park campus.

IT Services

Services available

We have many comprehensive guides and support available for all your IT solutions:

- [IT Services](#)
- [Wifi](#)
- [Information Security](#)
- [IT Helpdesk](#)
- [Software and Storage](#)
- [Support for Researchers](#)
- [O365 Guides](#)
- [Tools and Media](#)
- [Working remotely](#)
- [MyNottingham app](#)

About Nottingham

Explore the city

With a huge student population, Nottingham is one of the most vibrant cities in the UK. No matter what your taste or budget, there is something for everyone:

- [Experience Nottingham](#)
- [Explore the city](#)
- [Eating out](#)
- [Nottingham city maps](#)
- [What's On](#)
- [Nottingham's Carbon neutral pledge](#)

Useful links and contacts

General information

During your time with us, we want to make sure you have all the support you need to make your visit a success. If you feel there is something else you would have liked to have received more information about prior to your visit, please do let us know.

We very much hope you enjoy your stay with us!

Key University dates

<https://www.nottingham.ac.uk/about/keydates/index.aspx>

University closure days

<https://www.nottingham.ac.uk/about/keydates/closure-dates.aspx>

New staff from overseas PDF booklet

<https://www.nottingham.ac.uk/jobs/documents/new-staff-from-overseas-guidance.pdf>

General Human Resources visitor information

<https://www.nottingham.ac.uk/hr/guidesandsupport/workingintheuk/visitors/index.aspx>

Useful numbers

<https://www.nottingham.ac.uk/contact/index.aspx>

Emergency procedures

- Dial Security on 18888 on any internal telephone to report an emergency such as:
 - Fire (activate the fire alarm first)
 - Injury or ill health requiring first aid
 - Any dangerous situation
- Dial 0115 95 18888 from a mobile phone
- Campus Security provide the first response, including First Aid, and will summon the emergency services if required. Always inform Security if a 999 call is made.



Fire safety

- Fire action notices are displayed in all buildings close to all fire alarm call points and building exits.
- They remind you what to do if you discover a fire or hear the fire alarm
- They will indicate which Fire Assembly point you are required to go to.

If you discover a fire:

- Sound the alarm
- Call Security on 18888 (or 0115 95 18888)

If you think it is safe:

- Check for people at risk
- Close all doors and windows ...
- ... and GET OUT
- Wait at the Assembly Point for further instructions.



Fire alarms

- All buildings are equipped with an automatic fire alarm system
- The fire alarm signal is a continuously sounding bell or siren
- When testing the alarms each week, it will sound for a brief period and then stop. You do not need to evacuate for an alarm test

