Preparing to start at the RNCM

Joining instructions for international students 2018/2019

www.rncm.ac.uk

RINCIYI

ROYAL NORTHERN

COLLEGE OF MUSIC

Contents ———

- 5 Welcome
- 6 Manchester
- 10 Coming to the UK
- 14 Accomodation
- 16 RNCM Catering
- 18 Insurance
- 20 Banking
- 22 Induction
- 26 Registration
- 30 Tuition Fees
- **31** Term Dates 2018/19
- 32 Checklist



Dear International Student.

We are looking forward to welcoming you to the Royal Northern College of Music in September.

You will be joining a dynamic community of creative people that prides itself on being at the forefront of best practice in teaching, research and performance. There are about 800 students at the RNCM of which nearly 300 are international representing over 60 countries. Our teaching staff come from more than 20 countries.

As a student from overseas you will find that there are a number of sources of special support. Every effort is made to ensure you feel welcome.

So that you can get ready for coming to the RNCM and to ensure that you arrive in Manchester and at the College fully prepared, we have put together this pack, which we hope you will find useful.

During your time at the RNCM, as Head of International Relations, I will be available to answer any of your questions and queries. I will also be available to offer you the assistance necessary to ensure that you enjoy your time at the College and have the best possible learning experience.

We look forward to welcoming you all to the RNCM in September.

Exumba

Tatyana Yekimova

Head of International Relations

E international@rncm.ac.uk | T + (44) (0)161 907 5432

Welcome to

ensure you feel welcome.'

Tatyana Yekimova

'As an international student you will find

that there are a number of sources of special support. Every effort is made to





Getting about

Manchester is at the centre of the most comprehensive motor and rail network in the UK. It is a major motorway hub and recent improvements on the West Coast mainline plus a rebuilt Piccadilly Station mean that rail travel to and from the city is now a pleasure. Getting about is easy, with the busiest bus route in Europe running past the RNCM, and trams to take you around the city. For more distant trips, the country's most popular airport is just a train or bus ride away.

Culture

Manchester has more theatres than any English city outside London. The Royal Exchange, Contact and The Lowry present contemporary and traditional performances. The Palace Theatre and Opera House host West End musicals. On a smaller scale there are three dedicated comedy venues. Manchester also has cinemas aplenty. Among the city's art galleries and museums is Manchester City Art Gallery, which houses one of the UK's finest art collections in spectacular surroundings, and the Whitworth Art Gallery with its impressive range of prints, watercolours, sculptures, wallpapers, textiles and contemporary art.

Live music

Manchester is a city of live music. It has three professional orchestras – the Hallé, BBC Philharmonic and Manchester Camerata – and a superb international concert venue in The Bridgewater Hall. The RNCM itself is the other major classical music venue. But there's much more than that of course. You can see the latest bands and live acts, from the unsigned to the internationally famous, at one of Manchester's small live venue or the Manchester Arena. There is a thriving jazz circuit with live music nightly at venues such as Matt and Phreds.

Eating and drinking

Manchester's food and drink scene is one of the most lively in the UK and one in which you can take your pick from up to 30 different international cuisines. At the top end of the scale, Manchester offers first class restaurants and an ever-increasing community of world-class chefs. For some of the busiest, most popular and reasonably priced restaurants, you can't go wrong in Chinatown or Rusholme's Curry Mile.

Shopping

The city centre includes all the usual high street stores, including affordable outlets such as Primark, H&M and Topshop, plus an upmarket concentration of designer outlets and Manchester's own Harvey Nichols and Selfridges. You will find more shopping opportunities at the nearby Trafford Centre, one of the largest regional shopping centres in the UK with over 230 stores under one roof. There is an extensive designer outlet village at Salford Quays by the Lowry Centre. There are several affordable supermarkets located nearby to the College, such as ASDA, Aldi and Tesco.

Keeping fit

One of the city's most successful collaborative ventures was the 2002 Commonwealth Games. As ever, the RNCM was involved, providing music at the closing ceremony, beamed across the world. The Games left as their legacy first-rate indoor sports facilities across Manchester, including a splendid Aquatics Centre just across the road from the College with pools, Jacuzzi, sauna and gym, all with reduced rates for our students. From Manchester you can also easily get to some of the most beautiful walking and climbing countryside in the UK: the Lake and Peak Districts, the Pennines and Snowdonia.

Sport

Manchester is home to the world famous football teams, Manchester United and Manchester City. The traditional summer game of cricket is played at Old Trafford, home to Lancashire County Cricket Club and host to many international test matches.



Coming to the UK ——



Visa

If you are not a national of the European Economic Area (EEA) (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden), or Switzerland, you will need to apply for a visa (called 'entry clearance') in your home country before coming to the UK. Most applicants will need to apply for a 'Tier 4 (General) Student' visa. You can find out if you need a visa by visiting UK Visas and Immigration.

You can apply for your visa online or in person at the nearest British diplomatic representation. For more information about applying for a Tier 4 visa, please **click here**.

For further advice, please contact the British Embassy in your home country. Some guidance and information from The UK Council for International Student Affairs (UKCISA) can be found here.

The following UKCISA guidance notes may be particularly helpful for you:

Making A Tier 4 (General) Application Outside The UK
Making A Tier 4 (General) Application Inside The UK

Before applying for a visa, you will need to obtain a Confirmation of Acceptance for Studies (CAS) from the International Office at RNCM. A CAS Number will only be assigned when you have met all of our admissions conditions and you hold a Guaranteed Unconditional (GU) offer.

You will be sent a CAS Request Form by the International Office and are required to complete the form in full, returning it to the International Office (international@rncm.ac.uk) with any documentation requested on the form. All international applicants that have formally accepted their offer will be sent the CAS Request Form automatically.

The full Tier 4 Migrant Guidance can be found here.

Before you submit your visa application, please make sure that you have all the required supporting documents listed in the guidance and that you fully understand the instructions on 'maintenance' or 'funds'.

If you have any questions at all about the visa application process, please contact the International Officer, Clair Rigby, at international@rncm.ac.uk.

Passport Control

When you arrive in England, you will need to pass through Immigration Control. It is important at this point that you have the following documents in your hand luggage ready for inspection:

- Passport
- · Visa, Entry Vignette (Sticker) or Resident Permit
- Confirmation of Acceptance for Studies from the RNCM
- Evidence of financial support for your time at College e.g. entrance award letter from the RNCM, bank statements
- · Evidence of your accommodation in the UK e.g. Sir Charles Groves Hall
- Contract

After viewing all or some of these documents, the Immigration Officer should put an entry stamp in your passport. Please check that the date is correct.

If you are refused entry by the Immigration Officer and you had obtained entry clearance before arrival, you cannot be removed from the UK until your appeal has been heard. You can contact the RNCM for assistance and to confirm your student status at the College (0161 907 5337 during office hours) or contact the Immigration Advisory Service on 0333 414 9244.

Delayed luggage/lost luggage

If your luggage does not appear on the luggage carousel, it is important to follow these instructions:

- Wait at the luggage carousel until all the luggage from your flight has finished going round.
 Check the areas near the carousel if you were delayed at immigration, then your luggage may have already been taken off the carousel and been put to one side.
- Go to the helpdesk/luggage enquiries/airline desk and tell the member of staff on duty that your luggage has not arrived. The baggage desk will need to see copies of your luggage receipts (these will have been stuck on your flight ticket), they will need a description of your luggage and need to know your new address in the UK so your bags can be sent on to you.
- You will then be given a lost luggage report do not lose this. This will give a telephone
 number to contact if your luggage is not delivered at the new stated time and a lost luggage
 reference number to quote in any further correspondence. Do not leave the airport without
 following these steps otherwise it will be much more difficult to locate your luggage.

Travelling from Manchester airport to the city

When you arrive into Manchester airport you can take a taxi or a train to get into the city:

Taxi

As you come out of the terminal, you will see outside a rank of taxis (black cabs), the taxi ride to the city centre will take about 20 minutes and will cost approximately £25.

Train

Trains from the airport to the city run every 15 minutes. You can check the timetable at www.nationalrail.co.uk.

The train journey takes 20 minutes and costs just a few pounds. The closest station to the RNCM and Sir Charles Groves Hall of Residence is Oxford Road Station.

Bus

Bus services 43 or 105 will take you to the city centre. The journey will take approximately one hour.

For an interactive map of Manchester please visit www.visitmanchester.com. If you have any further questions, please contact international@rncm.ac.uk.



Accomodation —

You should have arranged your accommodation for your time at the RNCM. If you haven't, and you would like to have a room at the Sir Charles Groves Hall of Residence, please contact Sofie Haig-Smith, General Manager, at S.Haig-Smith@libertyliving.co.uk.

Here is some further information about the accommodation choices you may have made:

The Sir Charles Groves Hall of Residence

The Hall is situated right next door to the RNCM. The facilities are modern and include 24-hour security.

Facilities

Every room is equipped with en-suite facilities, internet access and telephone. The benefit of staying in this accommodation is that you can practise your instrument in your room between the hours of 9am and 9pm, and the Hall's proximity to the College means that you can return there in-between lessons and rehearsals. The cluster rooms are arranged in flats of four, each having a fully-equipped lounge/kitchen and a TV aerial point. Larger studios are also available on a 51 week let only. Communal facilities include a student common room with widescreen TV and pool table, a launderette exclusively for the use of RNCM students, and a courtyard garden. The building is covered by 24-hour security, CCTV and swipe card access. Insurance cover up to £4,000 (additional may be required for instruments) is all part of the package.



Items included in a flat

- · cutlery, plates and cooking utensils
- saucepans, cooking pots and baking trays
- · glasses and mugs
- toaster
- kettle
- microwave
- iron

Items not included in a flat which you may want to bring with you from home

- pillows
- · duvet, duvet covers and sheets
- towels

If you are unable to bring any of these items with you, they can be easily purchased in Manchester. You can take the numbers 85 and 86 buses from outside the College to Argos or Asda, where many household items can be bought. Or you can take the bus into the town centre.

Support

Welfare and pastoral care systems are in place for RNCM students resident in the Hall, overseen by the Head of Registry and Student Wellbeing Advisor, with the assistance of two student residents. Contact Jane Grey at jane.gray@rncm.ac.uk if you need more information.

Management of the Hall of Residence

The Hall is the direct responsibility of Liberty Living Plc, which is a special purpose company responsible for the management and operation of the building. The RNCM works in partnership with Liberty Living to monitor performance, service delivery, and ensure customer satisfaction through its Liaison Committee.

Private accomodation

If you have not reserved a place in Sir Charles Groves Hall you should have arranged alternative accommodation. If you need assistance in finding rented accommodation, please contact Jane Gray, Student Wellbeing Advisor, on +44 (0)161 907 5219 or email jane.gray@rncm.ac.uk.

It is important to remember that rents can range from £55 - £120 per week, but there are extras to consider such as heating, lighting, and water. Before signing any rental contracts it is vital to check if amenities such as these are included in the rent or not.

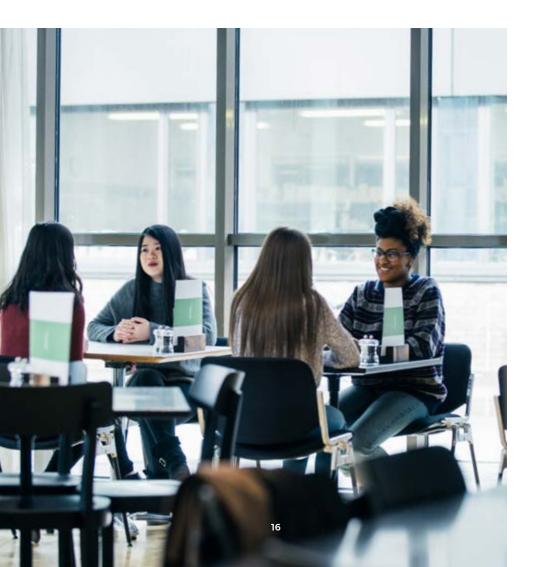
When renting you should also be clear if you are renting a furnished or unfurnished property. Even with furnished properties, sometimes crockery and cooking equipment may not be included, so remember to check with the landlord or letting agency.

RNCM Catering

The RNCM has a choice of catering outlets on site: Brodsky Restaurant and Bar, the Café and the Concert Bar. We serve freshly ground coffee, tea, soft and alcoholic drinks, hot and cold lunches and freshly prepared dinners.

Students get a discount in Brodsky of up to 30% off the published menu prices and 20% discount on most items in the Café.

You can use a pre-paid Eat@rncm card at our catering outlets, which allows you to buy food and refreshments without the need to carry cash.





Opening times (term time only):

Brodsky

Monday to Friday: 11am, serving a popular lunch menu between 12pm and 4pm. Pre-theatre dining is available between 5pm and 7.30pm every Monday to Saturday (on performance evenings only).

Café

Monday to Friday: 8am to the end of the evening concert interval Saturday: 8am - 3.30pm and (on performance evenings only) 6pm to the end of the evening concert interval.

Concert Bar

Monday to Saturday: from 5pm

Insurance



Travel insurance

As with taking any overseas journey, it is important that you take out travel insurance before you leave home to cover you on your journey to the UK and Manchester. This travel insurance is important in case your journey is delayed or if you encounter any medical emergencies on your journey. Travel insurance should also cover you in the event of losing or mislaying any of your baggage or personal items during your journey.

Personal insurance

For students staying in the Sir Charles Groves Hall, personal insurance of up to £4,000 is included in the package. If your instrument requires additional insurance it is your own responsibility to arrange this. Students not living in the Hall should arrange their own personal insurance.

Health insurance

If you come from a European Economic Area (EEA) country, you and your family qualify for full NHS treatment. You should obtain a European Health Insurance Card (EHIC) before coming to the UK, which entitles you to treatment.

All Tier 4 Leave applicants (and their dependents) need to pay an Immigration Health Surcharge. Applicants are charged for each year of the maximum leave granted to them, not for each year of their course.

You will pay for the Immigration Health Surcharge as part of the visa application. If your visa application is refused, this charge will be refunded.

Students should register with a UK doctor soon after their arrival at the College. Students staying at the Sir Charles Groves Hall may wish to register with Cornbrook Medical Practice because it is just across the road. However, you can find a list of all doctors' offices near to where you live at www.nhs.uk/services-search.



Banking —

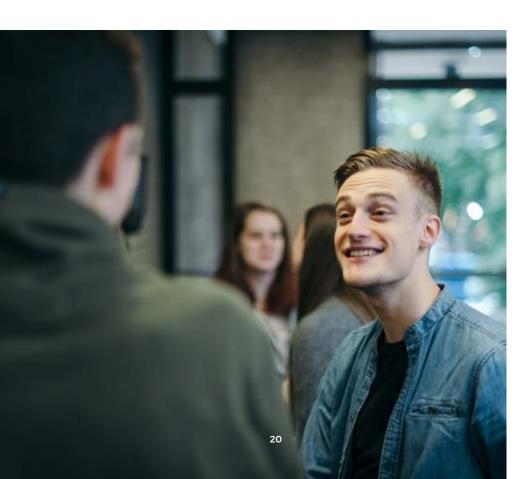
Documentation needed to open a bank account

Once you arrive in the UK, you may want to open a bank account. You will need to take the following documentation with you to the bank you have chosen:

- a) Your passport and student visa
- b) A letter from the RNCM confirming that you have registered at the College (This can be obtained from the Student Enquiries desk in the Registry Office, but cannot be issued until you have completed enrolment.)

What is the best way to bring money into the UK?

The safest way to bring money with you from home to the UK, is to ask your bank to give you a cheque in sterling (UK pounds) drawn on a London bank. Once you have opened your new UK bank account, you will be able to pay this cheque in. It is important to be aware that it could take about five working days for this money to clear and be available in your new bank account.



A basic bank account

Once you have opened your basic bank account, you will be able to pay money in and take money out. You can also pay bills by direct debit and standing orders, as long as you have the necessary money available in your account. Your new bank will issue you with a cash card. This will allow you to withdraw money from cash machines all over the country, depending on the type of account you choose. There is no minimum amount required to open a basic bank account. If you have a large amount of money to deposit the bank will probably recommend that you open a savings account.

There is a cash machine on the ground floor of the RNCM. There is a charge of £1 for cash withdrawal.

The UK Council for International Student Affairs (UKCISA) provides detailed information about opening a bank account in the UK.

The British Bankers Association has produced a booklet for international students. It includes a table with a list of all the UK banks and the types of accounts.

The Money Advice Service provides information on all of the fee free, basic bank accounts available in the UK.

Please note, the RNCM cannot advise students on which bank account to use.

The banks nearest to the RNCM are:

Lloyds Bank: 324/326 Oxford Road

Royal Bank of Scotland: 65 Whitworth Street

HSBC: 348/350 Oxford Road Natwest: 323 Oxford Road



Induction



Especially for new international students, the RNCM holds an International Induction and Registration from Monday 10 to Friday 14 September 2018. This is compulsory for all EU, EEA and overseas students.

The programme of events will include introductions to Manchester, the College and its information technology and library facilities. These introductions will be run in smaller groups and, for those whose first language is not English, at a slower pace than those held during the main Registration week. This will allow students who are new to the UK to fully understand College procedures. This will then aid you in your studies.

English language tests will also be held for all students whose first language is not English. This will enable the RNCM to provide the correct level of English language support over the duration of your course.

The main RNCM Registration week is very busy and there is a great deal of new information to absorb. By attending the compulsory International Induction and Registration, you will not be so busy during the main Registration week, making it easier for you to settle into your new life at the RNCM.

On the next page you will find a proposed timetable of events for the International Induction and Registration.

Please email us by 31 July 2018 at international@rncm.ac.uk to confirm your attendance for the International Induction and Registration.

For students who have secured a place at the Sir Charles Groves Hall of Residence, it may be possible for you to move in earlier, subject to availability of rooms upon request. This will cost an additional week, above the first terms rent quoted in the contract. To arrange this please email sircharlesgroveshall@libertyliving.co.uk or call +44 (0) 161 2769314 by 25 July 2018.

If you have any queries about International Induction and Registration please contact international@rncm.ac.uk.

International Student Induction 10 - 14 September 2018

Please note this schedule is subject to change. You will be sent any updates by the International Office.

Monday 10 September

10am - 11am	Welcome Talk	Studio 5	All Students
11am - 12pm	Student Union Orientation Activities	Studio 5	All Students
12pm - 2pm	College Tours		All Students (See Group Lists)
2pm - 4pm	Manchester City Centre Tours	Meet in Reception	All Students (See Group Lists)
5.30pm - 6.30pm	Students' Union Afternoon Tea	SCGH Common Room	All Students (See Group Lists)

Tuesday 11 September

10am - 12pm	UG Registration	Studio 3	Undergraduate Students Only
2pm - 4pm	PG Registration	Studio 3	Postgraduate Students Only

Wednesday 12 September

10am - 10.30 am	Health and Safety Session	Studio 5	All Students
10.30am - 11.15am	Information Seminar To include: English Language Support, Student Welfare, Student Finance, Orchestral Etiquette, Performances and Professional Engagement	Studio 5	All Students
11.15am - 12pm	Tier 4 Information Seminar	Studio 5	Tier 4 Students Only
1pm - 2pm	UG Study Methods	Studio 5	UG Students Only
2pm - 3pm	PG Study Methods	Studio 5	PG Students Only

Thursday 13 September

10am - 12pm	UG Library Inductions	Library	UG Students (See Group Lists)
10am - 12pm	PG English Language Test	Studio 5	PG Students Only
1pm - 3pm	PG Library Inductions	Library	PG Students (See Group Lists)
1pm - 3pm	UG English Language Test	Studio 5	UG Students Only
7pm - 10pm	SU 'Bring and Share Night'	SCGH Common Room	All Students

Friday 14 September

11am - 12.20pm	Biometric Identity Card Collection	Reception (Group 1)	Tier 4 Students Only
2.30pm - 4pm	Biometric Identity Card Collection	Reception (Group 2)	Tier 4 Students Only
5pm - 7pm	International Student Reception	Lower Concourse	All Students



Induction

Police registration

Some international students may be required to register with the Police on arrival in the UK. Your Biometric Residence Permit (BRP) will indicate whether this is required.

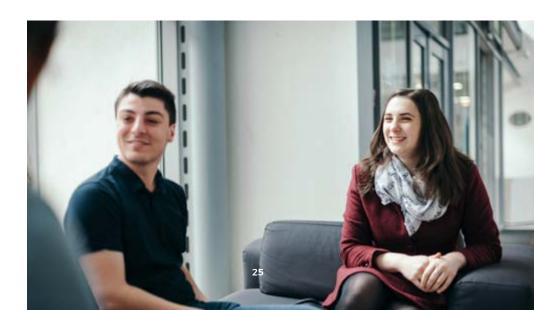
It is important that you attend the appointment on time and that you are prepared. Please ensure that you bring the following items with you to register:

- Passport
- Visa or Biometric Residence Permit (BRP)
- · Debit/credit card for £34 registration fee
- One passport sized photograph
- Your CAS or Offer Letter
- Proof of your address in Manchester

Medical care

It is important to register with a local General Practitioner (GP) when you arrive in Manchester in case you need medical advice/treatment while you are here. If you do not register you may have difficulty accessing NHS care when you need it. All students on full-time courses are eligible for NHS services.

To prove that you are eligible to register with the NHS, you should take a print-out of your course confirmation letter (which can be obtained from the RNCM during Induction week), proof of ID (your passport and student card) and proof of address in the UK.



Registration



In order to register at the RNCM, you will need to provide a number of documents. These are:

1. Original IELTS Certificate

An appropriate level of English is a condition of acceptance onto all RNCM programmes. Applicants should reach an overall score:

Programme	Minimum IELTS Scores Required				
	Listening	Reading	Writing	Speaking	Overall
BMus Pop Music	5.5	5.5	5.5	5.5	5.5
BMus	5.5	5.5	5.5	5.5	5.5
PGDip	5.5	5.5	5.5	5.5	5.5
MPerf (1 or 2 year)	5.5	5.5	5.5	5.5	5.5
*MMus (1 or 2 year)	5.5	5.5	5.5 - 6.0	5.5	6.0

Only IELTS and Trinity College London English language tests are approved by UKVI as Secure English Language Tests (SELTs) for immigration purposes. Tests can be taken around the world, but Trinity College London tests must be taken in the UK.

For more information or advice regarding suitable Secure English Language Tests (SELTs) please contact international@rncm.ac.uk.

It is important to be aware that once you have sat the IELTS test, the results will take 13 days to be issued. You should, therefore, ensure that you take the test well in advance of your start date at the RNCM to ensure that you have fulfilled the conditions of your offer and to ensure that you have the certificate at Registration.

If you have taken a language test and have not reached the score required for entry onto your course, it is important that you contact us so we that we can discuss the next steps with you.

2. Details of your educational background

All students starting a new course at the RNCM will be asked to provide original copies of their educational certificates at Registration.

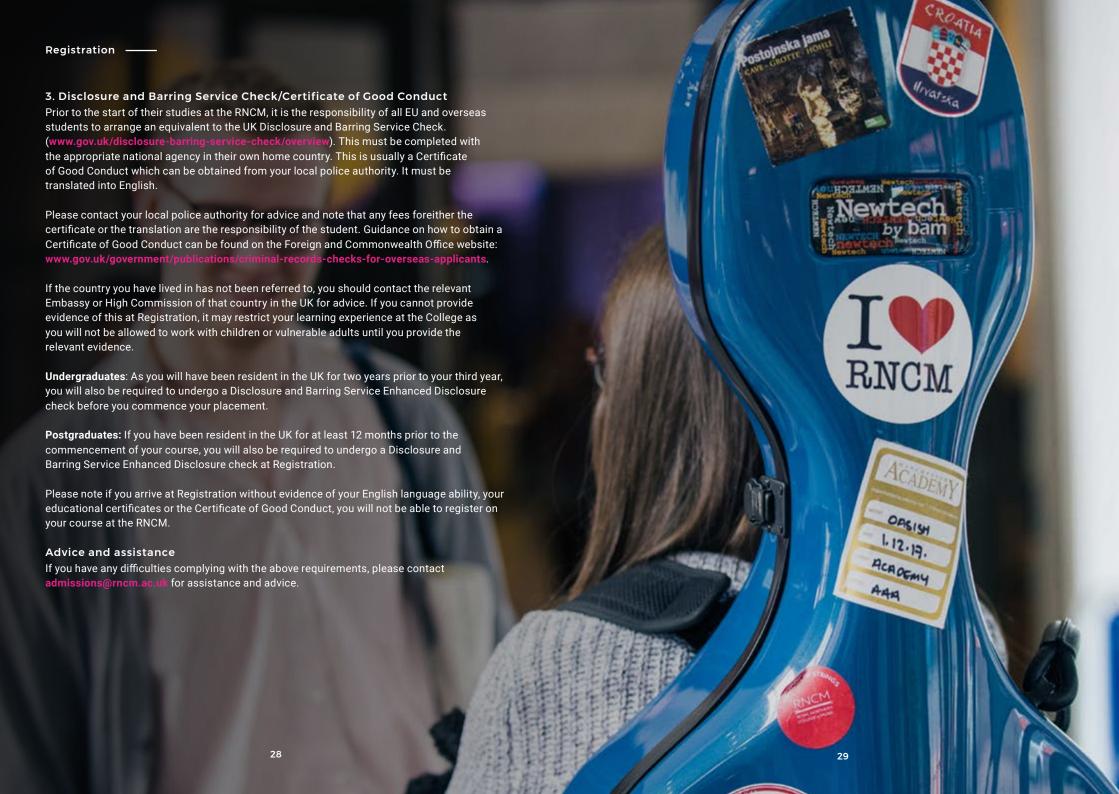
Undergraduate Programme: Entrants should have passes at GCE A Level (A2) in a minimum of two subjects and passes in three different subjects at GCSE level (grades A, B, or C) or acceptable equivalents.

Postgraduate Programmes: Entrants must hold a Bachelor's Degree with Honours, or equivalent.

If your certificates are not in English, you must also provide a certified English translation at Registration.

Please note if you arrive at Registration without evidence of your English language ability or without your educational certificates, you will not be able to register on your course at the RNCM.





Tuition Fees ——

Following the meeting of the Board of Governors, the following Tuition Fees were approved for the Academic Year 2018 - 19:

	Home/EU	International**
Programme	£	£
BMus*	9,250	20,000

Advanced PGDip	9,700	20,000	
MMus	9,700		
MMus (1 year)	10,900	24,750	
MPerf	26,500	26,500	
MPerf (2 year)	22,100	22,100	
MPhil/PhD	6,130	13,750	

Strings Leadership		2,800	-
International Artist Diploma		9,850	10,100
Associate Student Scheme MPhil/PhD	1 Term	3,630	6,250
	2 Terms	7,000	12,500
	1 Year	9,850	18,750

Notes:

Fees are per annum

- * includes GRNCM
- ** includes Isle of Man and Channel Islands

Tuition fees for 2019 entry onwards will be published in early 2019.

The government has confirmed that EU students applying for university places in the 2018 - 19 academic year will remain eligible for financial support.

Term Dates 2018/19

International Induction and Registration

Main Registration Week

Autumn Term

Spring Term

Mid-year Recess

Easter Day

Summer Term

10 - 14 September 2018

17 - 21 September 2018

24 September - 16 December 2018

7 January - 7 April 2019

18 February - 24 February 2019

21 April 2019

29 April - 7 July 2019



Checklist

Checklist for departing for the UK

- Visa for your period of study in the UK (if you are from outside the EEA)
- Passport
- Your letter of acceptance from the RNCM
- Evidence of financial support (for example, bank statements)
- Travel tickets
- Credit cards
- Cash/Travellers Cheques enough for the first month or two
- Insurance: Travel, Health and Personal
- Your English language evidence (e.g. original IELTS certificates)
- Original copies of your educational certificates (and official translations if necessary)
- Clothes/shoes
- Bed linen/crockery etc. (if required see section titled Accommodation)
- Your accommodation address in the UK
- Details of the travel arrangements to get to your accommodation
- Your musical instrument! (If you are flying to the UK, you may need to book an extra seat (even for a fairly small instrument) if you do not want it to go in the hold please check the hand luggage specifications of your airline.)





Items for Registration

You will be required to have the following items with you for Registration:

- GCSEs, A Levels, Scottish Highers/Advanced Highers or equivalent certificates/ transcripts used to verify your suitability for study at undergraduate level.
- Postgraduate students will also need to provide certificates/transcripts showing that they have achieved a qualification at Bachelor's level.
- Passport
- Visa or Biometric Residence Permit (BRP)
- IELTS certificate (or equivalent, as agreed by Admissions)
- Disclosure and Barring Service Check/Certificate of Good Conduct

Failure to bring any of the items above will mean that we cannot register you with the College.



