Important information for students who are under 18 years of age
January 2015
October 2015

This information sheet is for students who will be under 18 at the start of their course at the University of Essex. Please read all of the information provided; do not hesitate to contact the University if you or your parents (or guardians/carers) have any queries.

Arrival and Induction
If you will be under 18 at the start of your course you must arrive at the University on the specified arrival day for your course. This is to help you to take part in the induction and welcome activities provided for new students and to help you to settle in. For students studying at the Colchester campus the arrival day is:

- **Monday 12th January 2015** (for those starting in the 2014/15 academic year spring term OR
- **Sunday 27th September 2015** (for those starting in the 2015/16 academic year autumn term)

For students studying at the Southend and Loughton campuses, you will be informed at a later stage of the arrival date for your course.

Induction events for under 18s are compulsory. Details of these events will be on the following webpage: www.essex.ac.uk/welcome and you will be provided with a paper copy of the information. To ensure you receive a full induction and are not disadvantaged late registration **may not be permitted for students who are under 18**. Please make travel arrangements (including applying for a visa if required) in good time.

Support
The University provides a wide range of support services for all students, and you are welcome to make use of any of these services. A summary of the services at each campus can be found at http://www.essex.ac.uk/students/contact/default.aspx. Within your department you will have a Personal Tutor who will be aware that you are under 18 years of age at the start of your course. Your Tutor will meet with you and will be available for you to discuss any concerns you might have.

Living and studying independently
The University of Essex is an adult environment with relatively few students or visitors who are under 18. Although we make some additional provision for students who are under 18, we generally expect students to be self-sufficient and to live and study independently. If you experience difficulties, it is your responsibility to ask for help and assistance from the wide range of support services available.

You will not be more closely monitored than other students, it is up to you to ensure that you attend your classes, complete your work and ensure that you take care of your day to day activities such as cooking and laundry.

There are restrictions under UK law for students who are under 18, these are outlined later in this document.

Accommodation
At the Colchester and Southend campuses, students who are under 18 will be expected to live in University-managed accommodation in their first year- **you must book this in advance, it is not done for you**. Please see http://www.essex.ac.uk/accommodation for more details and deadlines. Communal parts of the accommodation (such as kitchens) will be shared with students who are over 18. Please note that all accommodation is self-catering; although it is possible to buy meals from catering outlets, it is advisable for all students to be able to prepare some of their own meals. Second year students who are still under 18 may also apply for University accommodation.
At our Loughton campus there is no University managed accommodation and students usually live in shared houses in the local area. There is limited assistance available outside office hours. For this reason we would prefer students who are under 18 to live with a local family rather than living alone or sharing facilities with older students.

Safety and Security
The University of Essex is statistically safe, with low levels of crime at all sites. Guidance is provided for students on keeping safe [http://www.essex.ac.uk/students/experience/safety.aspx](http://www.essex.ac.uk/students/experience/safety.aspx) and we encourage all students to familiarise themselves with security and emergency information once they arrive.

On the Colchester and Southend campuses there are 24 hour campus information and security teams.

The University is an adult environment and as such does not restrict or filter internet sites. We expect you to be aware of, and report, any unsuitable or inappropriate material when using University computing facilities.

Policies and Procedures
The University has many regulations, policies and procedures which apply to all students - see [www.essex.ac.uk/academic/docs/regs/rpp.shtm](http://www.essex.ac.uk/academic/docs/regs/rpp.shtm)

Students who are under 18 and their families should be aware of some specific policies such as;

- Policy for the Protection of Under 18s and Vulnerable Adults [http://www.essex.ac.uk/staff/student_support/safeguarding/definitions/policy.aspx](http://www.essex.ac.uk/staff/student_support/safeguarding/definitions/policy.aspx)
- Drugs and Alcohol Policy for Students [http://www.essex.ac.uk/students/health-and-wellbeing/documents/alcohol-drugs-policy.doc](http://www.essex.ac.uk/students/health-and-wellbeing/documents/alcohol-drugs-policy.doc)
- Equality and Diversity policies including harassment guidelines [www.essex.ac.uk/ eo/](http://www.essex.ac.uk/eo/)
- Health and Safety policies including fire safety [www2.essex.ac.uk/safety/](http://www2.essex.ac.uk/safety/)
- Third party contact policy [http://www.essex.ac.uk/records_management/policies/third_party_contact.aspx](http://www.essex.ac.uk/records_management/policies/third_party_contact.aspx)

Health care
You must register with a doctor in the UK. Please note that if your course is for less than six months and you are an international student you may be treated as a private patient. If you are unwell you should seek medical care from the relevant National Health Service. At Colchester and Southend some health services are available on campus. However, please note that there is no sick bay provision and no arrangements for collecting or monitoring medication for students.

We suggest that you consider what you would do if you had a minor illness - for example to seek practical support from friends and family.

Legal restrictions
Please remember that until your 18th birthday, there are certain things you cannot do:

**Alcohol** – if you are under 18 it is illegal for you to buy or for anyone else to sell you alcohol. A court of law could fine both you and the seller. This means you mustn’t drink alcohol in the bars on campus and you may not be permitted to enter some licensed venues or events.

**Tobacco** – it is illegal to sell tobacco or cigarettes to anyone who is under 18.

**Gambling** – under 18s are not allowed to gamble or work in betting shops or clubs. Over 18s are not allowed to place bets for underage people.

**Cinema/Videos and DVDs** – There may also be restrictions on what you can watch in the cinema or on DVD.

International students
If you require a visa to study in the UK, please check our web pages for up to date information: [http://www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/). If you are 16 or 17 years old, different Tier 4 Visa requirements will apply to you. As we expect students to arrive on the specified arrival day, the
University has set a latest date for providing a Confirmation of Acceptance for Study document (CAS) in support of visa applications to under 18s - this is a minimum of four weeks before the arrival date although we reserve the right to decline a CAS before this date for students in countries where we know it would not be possible to secure a visa within four weeks.

**Vacation arrangements**
During the vacation periods, the University can be very quiet with many facilities offering a reduced service (at certain times during the Christmas and Easter breaks the University is closed for a number of days). You are advised to make arrangements to go home or stay with family or friends off campus during such times. If you decide to stay on campus please contact Student Support in advance for details of reduced services.

**Emergency contacts**
You have been asked to provide emergency contact details which will be held by the University. These may be used if there are serious concerns about your health or welfare or if we have been trying to contact you and you have not responded. We may also have to liaise with your emergency contact if you are unable to register and need help returning home. Except in an emergency situation we will not discuss details of your progress or any personal issues with your emergency contact or any other third party, unless you have given permission. The UK Data Protection Act applies to those over 16.

**Further information**
If you have questions about any aspect of this information sheet or any problems, please contact Student Support in the first instance sso@essex.ac.uk +44 (0)1206 872366

University of Essex
Student Support

September 2014