



BRADFORD
UNIVERSITY
School *of* Management

Exchange Students Handbook

Academic Year 2007/2008

INTRODUCTION

The Postgraduate Exchange Student Co-ordinator is Pauline Watson, telephone +44 (0)1274 235114, e-mail p.e.watson@bradford.ac.uk, Room EM15, School of Management.

For the purposes of Registration please bring a passport size photograph with you.

Please note: Medical Treatment

You will need a European Health Insurance Card (EHIC) to receive healthcare that becomes necessary during your visit to an EEA country or Switzerland. Please enquire in your home country as to how to apply for the EHIC.

HOW TO FIND THE SCHOOL OF MANAGEMENT

The City of Bradford is easily reached by road, rail or air. The School of Management is a separate campus from the University of Bradford and is located off the Keighley Road at Emm Lane, Bradford, BD9 4JL.

By Air

There are direct air services to Leeds-Bradford International Airport (LBA-Leeds Bradford) from Aberdeen, Amsterdam, Belfast, Brussels, Dublin, Edinburgh, Glasgow, the Isle of Man, Jersey, London, Paris, and Southampton. The School of Management can be reached from the airport by taxi or bus.

Manchester Airport is located 50 miles (80 km) south-west of Bradford and serves a wide range of international destinations.

By rail

Bradford Interchange has extensive rail links, many of which involve changing trains at Leeds. There are some direct trains from London to Bradford, Forster Square. Approximate journey times are:

London (King's Cross)	3 hours	Birmingham	3 hours
Edinburgh	4 hours	Manchester	1 hour
Glasgow	4 hours	Leeds	20 minutes

By road

Bradford is connected to the national motorway network by the M62 and M606. Coach services connect most parts of the country to Bradford's Travel Interchange. The School of Management can be reached from the Interchange by taxi or bus.

For more information about travelling in and around Bradford please visit:

<http://www.visitbradford.com/maps-travel/>

Accommodation

Long Stay (8 weeks or more)

For those studying in Bradford during Semester 2 for a period of 8 or more weeks the University may have a limited range of accommodation available within University halls of residence but this is not guaranteed.

To check availability and for general accommodation enquiries:

Telephone +44 (0)1274 234883/236124/235501

Fax +44 (0)1274 234882

E-mail: halls-of-residence@bradford.ac.uk

Website: www.bradford.ac.uk/accommodation

Additionally, there is a wide range of private accommodation available in Bradford.

For those interested in private accommodation contact UNIPOL:

Telephone +44 (0)1274 235899

24 hour information line: +44 (0)1274 235822

Fax +44 (0)1274 235824

E-mail: info@unipol.bradford.ac.uk

Website: <http://www.unipol.leeds.ac.uk/bradford/>

More purpose-built privately operated student accommodation is available at:

Arkwright Hall, Tumbling Hill Street

Telephone: +44 (0)1274 721378

E-mail: debbief@opalpropertygroup.com

Website: www.arkwrighthall.com

Please be aware that you will be asked to sign a tenancy agreement for the length of your tenancy and you should read this very carefully before signing as it is likely to be legally binding.

Please see overleaf for further details of local hotels and guest houses

UNIVERSITY OF BRADFORD – LOCAL HOTELS AND GUEST HOUSES

The Beechfield Hotel

4 Easby Road
Bradford BD7 1QX
Tel: 01274 728165

The Park Grove Hotel

28 Park Grove
Frizinghall, Bradford, BD9 4DR
Tel.01274 543444

Bed & Continental Breakfast

Single £38
Double £52
Twin £52
one person in double room £43



The Ivy Guest House

3 Melbourne Place
Bradford, BD5 0HZ
Tel: 01274 727060

Bed & Breakfast

Single £22
Twin & Double £36

The Westleigh Hotel

30 Easby Road
Bradford, BD7 1QX
Tel: 01274 727089



Norland House

695 Great Horton Road
Bradford, BD7 4DU
Tel : 01274 571698

Bed & Breakfast

Single - standard £22
Single en-suite £26
Double – standard £35
Double en-suite £40



LARGE CITY CENTRE HOTELS

Stakis Tel: 01274 734734
Victoria Tel: 01274 728708
Midland Tel: 01274 735735

HOTELS IN THE AREA SURROUNDING BRADFORD

Bronte Hotel, Haworth 01535644112
Courtyard by Marriott, Tong 0113 285 4646
Guide Post, Low Moor 01274 607866
Holdsworth House, Halifax 01422 240024

Novotel, Adjacent M606 01274 683683
Cedar Court, End of M606 01274 406606



The above addresses and telephone numbers are provided for information purposes only. The University does not accept responsibility for the quality of any hotel or guest house mentioned.

City of Bradford

A fascinating heritage combined with forward-looking developments and major attractions makes Bradford a dynamic place to be. Bradford is full of architectural gems with more listed buildings per square kilometre than any other regional city in Britain – a legacy from its pioneering textile industry and rich history. At the same time, it has all the facilities of a booming modern metropolis and is benefiting from millions of pounds of investment pouring into the city.

For more information about the City of Bradford and its facilities please visit <http://www.visitbradford.com/>

You may also wish to visit some of the beautiful countryside and historical cities and villages that are easily accessible from Bradford. These include, Leeds, York, Haworth, Ilkley, Saltaire and Harrogate. Please visit the following web sites for further information:

www.locateinleeds.co.uk

www.haworth.yorks.com

www.ilkley.yorks.com

www.saltaire.yorks.com

www.harrogate.com

www.yorkshiredales.org.uk

For travel information in and around Bradford please visit: <http://www.visitbradford.com/maps-travel/>

Teaching

Background

Each taught module represents 10 credits (5 ECTS credits) and 100 student learning hours made up of a mixture of lectures, tutorials, seminars and directed study. Direct classroom contact time is usually about 18 hours per module for MA programmes and 30 hours for MBA programmes, which may be less than is the norm in the US and the rest of Europe. "Directed study" is the term the University uses to describe the preparation time (including background reading, directed reading, case study preparation, group work and presentations) you will have to do in your own time (outside classes) for each module.

The UK educational system

Unlike in many overseas educational systems, in the UK we use a mixture of teaching and assessment methods. Students attend lectures and are also divided into smaller groups for tutorials and seminars, where a more interactive and participative approach is encouraged. About 2-3 hours of preparation time is needed before each tutorial. Many students find that these smaller groups help them to assimilate their knowledge and understanding of the lecture topics.

Assessment can also be different from what you might expect. It is often a mixture of examinations and assignments, with both counting towards the final module result. You complete some assignments individually and others in a group of 4-6 people.

Teaching material

Each module USUALLY has one core textbook and a list of recommended reading. You will be expected to buy and read the core textbook before the module begins, and to have read some of the other texts/articles listed (or others you have identified yourself) before the end of the module, to help you to prepare for your assignments or examinations.

Copies of lecture notes or PowerPoint slide presentations are normally made available to you as part of a module manual or via the Blackboard virtual learning environment. This reduces the need for you to take copious notes during lectures.

Learning Resources

The School of Management library, the Yvette Jacobson Library, houses about 35,000 books and 7,000 bound journal volumes, and subscribes to 250 periodical titles. CD-Rom and Internet database services are available for you to use both on and off-campus. They cover full-text journals, company financial information and market research.

Blackboard is a virtual learning environment that enables lecturers and students to share learning materials, communicate and collaborate on-line. It is web based and can therefore be accessed from any computer with a web browser and Internet connection.

Computing Resources

There are more than 50 personal computers available for general student use on the School of Management campus. All run the latest software. Almost all PCs at the School of Management are on a Local Area Network and the Internet. This allows the sharing of resources (e.g. printers) and files and also the use of the World Wide Web and E-mail facilities. Wireless networking is available to students from a large number of locations on campus.

Support and guidance

For students unfamiliar with assignments or working in groups, the School of Management operates an Effective Learning Service to help you to improve your study techniques, and provides weekly workshops on practical skills such as assignment writing, effective reading and examination techniques. The Effective Learning Service provides a number of workbooks and study aids that are available to download via the web. We would encourage you to look at these before you arrive.

<http://www.bradford.ac.uk/acad/management/external/resourceseffectivelarningservice.php>