



Student guide 2019-20

In conjunction with Cranfield Students' Association (CSA)

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Welcome from the Director of Education

Welcome to Cranfield Defence and Security (CDS)



As a civilian university based on a Ministry of Defence site, Cranfield Defence and Security offers a unique learning and social environment and I hope you will make the most of everything that is on offer to you whilst you are here.

Enjoy your time with us.

Jackie Akhavan
Director of Education

Settling in

Passes

You must show your current ID and parking permit each time you enter the site and you must remove both from sight when you exit. Personal passes should be displayed upon your person at all times when you are on site.

Parking permits

To obtain a permanent vehicle pass, you are required to produce your course registration document.

Security

Bags and briefcases should be labelled and should not be left unattended at any time or they will be treated as a security threat.

There is no general secure telephone system on-site. Please take note of any security briefings and notices that come into operation from time to time.

Internet Access

Use of Wi-Fi on-site

There are numerous wi-fi hotspots on-site, some of which are available for general use.

Details of these will be supplied on arrival and during your IT induction.

Students living in Mess accommodation should refer to page 40 for further information.

DII accounts for military staff

If students require DII access whilst on their course, it is suggested they acquire a DII account before arrival. No accounts will be issued to students on-site. Access can be gained from the first floor of Trenchard building.

Accessing information on internal web sites

Cranfield University and the Defence Academy are two independent but interacting entities – the Cranfield Intranet offers specific information on Cranfield University and the DAIS (Defence Academy Information Service) provides MOD specific information, as well as details of shared services at Shrivenham.

The University intranet provides all sorts of information related to studying at Cranfield University and the support available to you. It is also where student-related announcements are published.

Take a look:

<https://intranet.cranfield.ac.uk>

You can access it on and off the site – simply enter your Cranfield username and password when logging in. This will have been given to you when you registered.

Where to eat on-site

There are two main cafés on-site, both are on the maps available on the DAIS. Other places where food is available are also listed below.

Café & Chat

In Building 66 (situated between the Barrington Library and the chapel) – offers a range of hot and cold food including packed sandwiches, jacket potatoes, soup, confectionery and drinks. Indoor and outdoor seating.

Open 0730hrs to 1500hrs
Monday to Thursday, and
0800hrs to 1430hrs on Fridays.

Slim Café

In the Slim Building (near Beckett Gate) – offers a range of hot and cold food including packed sandwiches, jacket potatoes, soup, confectionery and drinks. Indoor and outdoor seating.

Open 0730hrs to 1600hrs
Monday to Thursday and
0730hrs to 1430hrs on Fridays.

Churchill shop

General shop In the Churchill Lecture Theatre.

Barrington Library

There is an informal seating area with a couple of vending machines providing snacks and hot and cold drinks.



Officers' Mess

Students are entitled to become members of the Officers' Mess and to use the bars and restaurants, even if they do not live on-site.

The mess dining room is based in Kitchener Hall near the main gate. It offers a canteen-style set menu with different options every day, which is displayed outside the mess hall. You can dine here, providing you are a member of the mess, or accompanied by one.

A variety of food is available, including hot main courses, filled baguettes and salads. A three course meal is also available. The mess uses a pay-as-you-dine system, and the cost of a three course evening meal is £3.46.

Mess rules must be adhered to and there is a dress code during the day and evening. Details of this are covered on page 42.

Other food outlets

There are supermarkets, restaurants, fast food outlets and pubs within walking distance in the nearby villages and all the facilities of the large town of Swindon are within a 20 minute bus ride or drive. Details can be found on page 15.

Once you're here

Communicating with the University

As you embark on your studies with Cranfield University at the Defence Academy it is important that you set up the most effective way to maintain contact with the University for your period of studies, which will likely be between 3 and 5 years.

Email

The University will provide you with a Cranfield email address XXXX@cranfield.ac.uk which is an 'academic' email address and this is the main means of communication with students by the University. The University will also ask you to provide an alternate email address which is the one you need to consider carefully before providing. We recommend the use of a personal email address, or MOD address. The email address needs to be readily accessible from an internet connection and an address you maintain. The use of DII or role based addresses are not as easily accessed as personal addresses.



It is very straightforward to set up a forward from the Cranfield email address to the one of your choosing – this can be done within EVE and is covered during your induction.

Mail

Mail for full-time students without a specific address will be delivered to the SAS office. Part-time students should arrange to have university related mail sent to their home address.

Libraries

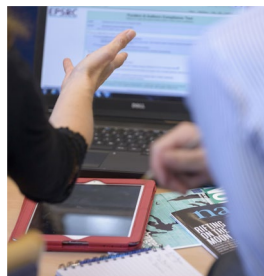
Barrington Library

Offers a comprehensive range of services and resources in support of the research and education needs of Cranfield Defence and Security students and staff.

You will receive a full introduction during your induction week, with advice from professional librarians to ensure you are able to take advantage of a wide array of world class resources both on-site and on-the-go via the Library website.

The Library building offers a comfortable, technology-enabled environment with spaces for group collaboration, individual study, and access to a unique collection of research and technical reports from industry and the defence sector.

More information regarding its services, including the library catalogue, can be found on the Barrington Library



website:

<http://barrington.cranfield.ac.uk>

The Hobson Library at JSCSC, Shrivenham

Has resources on security, strategy and military history. Cranfield students are welcome to join the Hobson Library at JSCSC - simply take your Barrington Library card and security pass with you to visit during normal office hours. Please respect the JSCSC dress code.

Careers Service

Careers advice is available from the University Careers Advisory Service, which operates from the Barrington Library – email cranfieldcareers@cranfield.ac.uk to make an appointment.

Funding

Advice and support on scholarships / loans.

Cranfield's Student Funding team offer advice on:

- matters relating to scholarships that you may have received for your studies,
- postgraduate loans with the Student Loans Company,
- funding schemes such as Prodigy Finance and Future Funding,
- matters relating to receipt of a US Federal Loan or Sallie Mae loan.



Funding opportunities to enhance your learning/personal development.

To support your personal development and enhance your learning while at Cranfield, there are various funding opportunities that may be available enabling you to:

- study at one of our European partner universities as part of your time at Cranfield under the Erasmus+ programme,
- undertake an internship as part of your studies.

These opportunities may vary. Current opportunities are publicised on the student intranet, under: Fees > finance > funding

Get in touch

By telephone

Speak to a member of the team on
+44 (0)1234 758181
+44 (0)1234 752970
+44 (0)1234 754179

Via email

studentfunding@cranfield.ac.uk.

Via Skype

studentfunding1.
studentimmigration1.

Via the Intranet

Under: Fees > finance > funding



First aid

A list showing your nearest First Aider is displayed in all classrooms. Defibrillators for use in the case of suspected heart attacks are in place at strategic points around the site.

Fire and emergency

Fire alarms are tested weekly on Wednesdays, in each building, lasting 30 seconds to one minute. If the alarm sounds for longer you are to leave the building and go to your Evacuation Assembly Point (EAP) – (see plans on display in classrooms, or in Health and Safety booklet) and await further instructions.

If the Station Siren is sounded it represents an 'Emergency State' and students are to remain in the buildings until further instructions are given.

For full details on emergency procedures, please see the CDS Health and Safety booklet in your induction pack.

Police station

The nearest police station is on the edge of Swindon, situated near to the Sainsbury's along the A420. The 66 bus route stops directly outside.

Please see Useful Contacts - page 61.

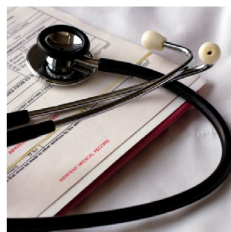
Medical and dental services

Military students

The on-site Medical Facility is available to military personnel only.

If you have more than one medical problem please make a double appointment at the time of booking.

The opening hours are Mon – Thu 0800 to 1630 and Fri 0800 to 1600, it is closed for lunch 1230 to 1330 daily. If you need to be seen out of hours (including weekends and bank holidays) please phone the NHS on 111 (this is a civilian number). In case of a genuine emergency at any time you should dial 999 immediately and quote postcode SN6 8TS.



The Main Gate Reception should also be notified so they can direct the ambulance to your location.

The Dental Centre is open the same hours as the Medical Facility.

If out of hours emergency dental treatment is required the Main Gate Reception should be contacted on 96161 5615 or +44 (0)1793 785615 who hold details of the Duty Dental Officer.

Please see Useful Contacts - page 60.

Civilian students

The nearest NHS GP Practice is Elm Tree Surgery in Shrivenham Village.

It is compulsory to register with a GP as soon as possible.

Please see the Useful Contacts section at the end of this booklet.

Insurance

All students are advised to take out insurance for their personal possessions and private overseas travel.

The University has arranged travel and medical insurance cover for students travelling overseas on University business, including project work and sandwich placements.

Students travelling abroad in this capacity should obtain a 'letter of indemnity' or 'travel insurance card' to carry with them. This will be required if medical treatment is necessary. Your Course Leader will advise you on this.

Please note that the University will not accept any liability for loss or damage to any personal property brought on to the Shrivenham site or left in vehicles.

Student Advice Centre

Based in the Slim building, the Student Advice Centre offers professional and confidential advice and guidance to help students during their time at Cranfield.

The Student Advisers offer information, advice and guidance on a wide range of issues including; how to meet academic challenges, specific support needs (e.g. learning, disability, emotional wellbeing), and general advice on managing day-to-day finances.

Our dedicated and experienced team work with staff across the University and with support networks outside of the University, to ensure all students have access to the advice and resources they may need during their time with us.

There is also a range of free and confidential counselling services available. Full details can be found on the Virtual Learning Environment (VLE).

Please see Useful Contacts - page 60.

Families and welfare

The Families and Welfare Team is housed near the Married Quarters patch in the Jubilee Community Centre (JCC).

The Welfare Team comprises:

- Major Edward Bell
Station Welfare Officer
- WO2 Andy Hadrick
Welfare Warrant Officer
- TBC - Assistant Families and Welfare Co-ordinator
- Rebecca Dunne - Families and Welfare Lead Administrator
http://dais/teams/Shrivenham_Station/Welfare/default.aspx



The Jubilee Community Centre

The Jubilee Community Centre and the Language Centre (see Watchfield plan) offer a wealth of information to all comers and are situated within close proximity of one another, just outside the perimeter fence, opposite the Medical Centre.

Within the Jubilee Centre you will find the Information Room, 'Shrivvenham Hub', where you can pick up leaflets on all aspects of life in and around Shrivvenham. You are welcome to drop in at the ESS Shop during your visit.

The JCC office is usually open Mon - Thurs from 0800 to 1600 and to 1530 on Fridays, although someone is often available outside of these hours.

The team was set up in 2004 with the intention of improving the level of service and assistance that is provided to those who are here at Shrivvenham.

We provide a variety of help and support. Our remit is extensive and changes daily as people present us with different issues.

Whether you have a problem with housing, banking, a posting issue, a seemingly minor problem or a more serious welfare issue you need to discuss, we will try to help; if we cannot, then we will endeavour to find someone who can.

We have network of contacts, the Army Families Federation,

RAFA, Army Welfare Services, DIO, Serco; to mention a few.

If you are new to Shrivvenham Station, then add us to your list of places to visit. Feel free to drop in for a chat at any time.

Please see Useful Contacts – page 60.

The Language Centre

For international students and family members who would like to improve their spoken English, there are several options available. There is the Defence Academy Language Centre, on Axis Road, just off the High Street in Watchfield, which offers both group and private tutorials for all experience levels.

For more information visit <http://www.da.mod.uk/Student-Services/Studying-at-Shrivvenham/Language-Centre> or call +44 (0)1793 784881.

You could also visit the Jubilee Community Centre on Wednesday afternoons between 1330 and 1500, for coffee and casual conversation. If you would like to participate, call +44 (0)1793 780793.

A list of other language tuition in the local area can be found by searching online for "language centres in Swindon".



Chaplain's office

The Chaplaincy Team comprises of: Father James Caulfield, Academy Chaplain and Reverend Stephen Hancock, Academy Chaplain.

Father James and Reverend Stephen are supported by Reverend Canon Richard Hancock who is a member of the local clergy.

The Chaplaincy Team offers pastoral care and support, regardless of religion and belief. Chaplains provide a listening ear where you can talk through a problem in a safe environment and comfortable surroundings. In addition, they can provide points of contact for members of other faiths.

The Chaplaincy Centre, containing a Chapel and the Chaplains' office, is located in Building 66 (the same building as the 'Café and Chat') and the Chapel is open between 0700-1800 daily for those wishing to spend time in quiet prayer.

St Alban's Church, the Ecumenical Church of Shrivenham Station, is located on the married quarters patch, at the junction of Folly Crescent and Ironside Drive, Watchfield.

Sunday Services at St Alban's include Mass at 0900 and an ecumenical service for all denominations at 1100. Children are most welcome at both services. There are also opportunities for worship, prayer and fellowship throughout the week.

Please call Janet Holt, the Chaplaincy Coordinator, on (+44 (0)1793) 785515, call in to the Chaplaincy Centre or visit: http://dais/teams/Shrivenham_Station/Chaplaincy/default.aspx

Cranfield Students' Association

The CSA Office is open Wednesdays 1300-1430 or email for advice and support on welfare issues. They can be a listening post or a more active role in helping you resolve any issues that may interrupt your studies. See page 22 for detailed CSA information.

Counselling Services

Allways Counselling Services are available for Cranfield students studying at Shrivenham, which the university will pay for. This is a confidential service which will not give any information back to the University. For full details please see the separate Counselling Services leaflet included in your induction pack.

Contact Details:

T: 07586 315720

E: info@allwayscounselling.com
www.allwayscounselling.com

Allways Counselling Services,
Health Hydro, Milton Road,
Swindon SN1 5JA.

Smoking

Permitted only in designated areas.

Local amenities

Travel in the local area

Buses

Travelling about the local area is relatively easy, with regular buses between all of the towns and most of the villages. The most useful of these bus routes is the S6 bus service, which runs between Swindon and Oxford, stopping in Shrivenham, Watchfield, and Faringdon and close to both the Main and Beckett Gates of the Defence Academy site. For more information on all of the bus services that are available in the area, head to, www.swindonbus.info or www.stagecoachbus.com.

For bus services that mostly relate to the Oxfordshire area, visit www.oxfordshire.gov.uk and click the Bus timetables and maps links in the A-Z list.

Stagecoach bus passes

As students you are offered discounted bus fares on all Stagecoach West services, as part of their Green Travel Initiative.

Your DMR pass (your site access pass) acts as your bus pass. It can be used to purchase discounted tickets, including single fares and weekly and monthly passes.

Trains

Both Swindon and Oxford have well-connected railway stations, and a train to London Paddington

Station takes less than an hour from either, and can cost much less when booked in advance.

Trains to Bristol take less than half an hour from Swindon, and about an hour from Oxford.

For all rail information including all train services from any railway station in the country, go to www.nationalrail.co.uk

It is also worth looking at www.southernrailway.com, which also provides tickets for the majority of services in the south of England and often have cheaper prices than National Rail Enquiries.

Coaches

An alternative mode of transport about the country is by coach. National Express, www.nationalexpress.co.uk have coach services to many destinations about the UK and can often be cheaper than travelling by train, with many services travelling from Swindon and Oxford.

Oxford also has a very good connection to London via the Oxford Tube coach service, www.oxfordtube.com, which leaves as often as every 15 minutes and runs throughout the night.

Taxis

Taxis are an effective way of getting around the local area, especially for those who do not know their way



around particularly well.

Taxis are generally more expensive than the local bus services but when the cost is split between several people they become a lot more affordable.

If you require a taxi to come onto the site you should inform Main Gate Reception, giving your name, taxi company name, time and location of pick up.

It costs approximately £15 to travel from Shrivenham to Swindon centre. The Main Gate Reception will already have details of your initial visit to the site.

Please see the section Travel and Maps of the local area on page 54 for details of local taxi companies.

Banking and cashpoints

Cash dispensing machines are available on-site at the Churchill Lecture Theatre and Café and Chat and off-site at the Co-op Swift Shop (next to McDonald's) opposite the main gate.

Petrol stations

The nearest petrol station is an Esso situated on the A420, just this side of the police station, but is only accessible when heading eastbound out of Swindon. Access from the other direction requires

continuing to the Gablecross Roundabout and returning back along the A420 towards Watchfield.

Sainsbury's has a petrol station situated next to its car park. The fuel prices here usually match up to those at the Esso petrol station on the A420.

There is a petrol station on the way to Oxford from Watchfield. There is one situated on the A417 close to the roundabout where it joins the A420 just outside Faringdon.

There are also a couple more petrol stations further along the A420 towards Oxford. The fuel prices here are usually a couple of pence more expensive than those on the edge of Swindon.

Supermarkets

The nearest supermarkets are Waitrose, Tesco and Aldi at Faringdon.

There is also a Sainsbury's on the edge of Swindon, located where the A420 meets the A419 at the White Hart Roundabout. The car park is accessed by the first roundabout along the A420, from the White Hart Roundabout, near the Police Station. There is also a large Tesco situated near to Swindon FC's football ground, and a large Asda and Marks and Spencer at the Orbital Shopping Centre on the north side of Swindon.

There are bus routes to each of these supermarkets.

**Sainsbury's**

23 - From Swindon (Route Terminus)
S6 – Both to and from Swindon

Tesco

7 and 21

Asda

11, 13, 14, 19 – From Swindon.
These Services all terminate here.
15 and 24 – From Swindon.
These services stop here along their routes.

See under Shopping in the following
contact details for further details.

Local amenities Contact details

Emergency

Ambulance/fire/police - dial 999
Non-urgent police – dial 101

Hospital**Great Western Hospital**

Marlborough Road
Swindon SN3 6BB

+44 (0)1793 604020

www.gwh.nhs.uk

Doctor**Elm Tree Surgery**

High Street
Shrivenham SN6 8AG

+44 (0)1793 782207

www.elmtreesurgery.co.uk

Dentist**Peter Walker & Associates**

8 Gloucester Street
Faringdon
OXON SN7 7HY

+44 (0)1367 240514

info@peterwalker dental.co.uk

www.peterwalker dental.co.uk

Highworth Dental Centre

11 Sheep Street
Highworth
Wiltshire SN6 7AA

+44 (0)1793 279144

www.highworthdental.co.uk

Euro Dental

9 Devizes Road
Swindon SN1 4BH

+44 (0)1793 616738

info@eurodentalswindon.co.uk

www.eurodentalswindon.co.uk

Euro Dental

Bath Road Surgery
45 Bath Road
Swindon SN1 4AU

+44 (0)1793 617 982

info@eurodentalswindon.co.uk

www.eurodentalswindon.co.uk

Optician**Watchfield Opticians**

2 Majors Road
Watchfield
Swindon SN6 8TQ

+44 (0)1793 783848

info@watchfieldopticians.com

<http://www.watchfieldopticians.com>

Specsavers Swindon

62/63 Regent Street
Swindon SN1 1JS

+44 (0)1793 617858

www.specsavers.co.uk/stores/swindon

Banks**HSBC**

Unit 6, The Lock
Canal Walk
Swindon SN1 1LD

+44 (0)8457 404404

www.hsbc.co.uk

Barclays Bank

28 Regent Street
Swindon SN1 1QB

+44 (0)345 7 345345

www.barclays.co.uk

Shopping

Most supermarkets have on-line shopping and delivery facilities. Please see their websites for more details.

Tesco

Park Road
Faringdon SN7 7BP

+44 (0)345 610 2913

www.tesco.com/store-locator/uk/?bID=4338

Tesco Extra

Ocotal Way
Swindon SN1 2EH

+44 (0)345 677 6953

www.tesco.com/store-locator/uk/?bID=3230

Waitrose

Mill Lane
Wichelstowe
Swindon SN1 7BX

+44 (0)1793 874273

www.waitrose.com

Waitrose

Unit 1 Henry Blake Way
Faringdon
SN7 7GQ

+44 (0)1367 242602

www.waitrose.com

Sainsbury's

Oxford Road
Swindon SN3 4EW

+44 (0)1793 828255
www.sainsburys.co.uk

Asda Walmart

Orbital Shopping Park
Thamesdown Drive
Swindon SN25 4BG

+44 (0)1793 707770
<http://storelocator.asda.com/store/swindon-haydon-supercentre>

Co-Op Food (7.00 am – 10.00 pm)

Majors Road, Watchfield
Swindon SN6 8TQ

+44 (0)1793 784591
www.co-operativefood.co.uk

Co-Op Food (7.00 am – 10.00 pm)

54 High Street, Shrivenham
Swindon SN6 8AA

+44 (0)1793 782579
www.co-operativefood.co.uk

One Stop (6.00 am – 10.00 pm)

39 High Street, Shrivenham
Swindon SN6 8AN

+44 (0)1793 782283
www.onestop.co.uk

Swindon Town Centre

Central Swindon Shopping
Brunel Centre, 29a The Plaza
Swindon SN1 1LF

+44 (0)1793 525857
<http://thebrunel.co.uk>

The Parade Shopping Centre

Swindon SN1 1BB

+44 (0)1793 644981
www.theparadeswindon.co.uk

Orbital Shopping Park

Thamesdown Drive
Swindon SN25 4AN

+44 (0)1793 726636
www.orbitalshoppingpark.co.uk
8:30 am – 8.30 pm

Swindon Designer Outlet

Kemble Drive
Swindon SN2 2DY

+44 (0)1793 507600
www.mcarthurglen.com/uk/swindon-designer-outlet/en/

Bicester Village Designer Outlet

50 Pringle Drive
Bicester OX26 6WD

+44 (0)1869 366266
www.bicestervillage.com

Pubs and Eating Out**The Prince of Wales**

16 High Street, Shrivenham
Swindon SN6 8AF

+44 (0)1793 782268
www.powshrivenham.com

The Crown

11 High Street, Shrivenham
Swindon SN6 8AN

+44 (0)1793 784584
www.thecrownshrivenham.co.uk

**The Gulshan Brasserie
(Indian Restaurant)**

47 High Street, Shrivenham

+44 (0)1793 782388 or 782611

gulshanbrasserie.com

College Farm

Majors Road, Watchfield
Swindon SN6 8TQ

+44 (0)1793 783170

collegefarm.watchfield@marstons.co.uk

www.collegefarmpub.co.uk

McDonald's

Majors Road, Watchfield

+44 (0)1793 784506

www.mcdonalds.co.uk/ukhome.html

Takeaways

Treasure Chinese Takeaway

Shrivenham

+44 (0)1793 782358

The Gulshan Brasserie (see above)

Highworth Pizzeria

+44 (0)1793 766966

Stratton St Margaret Domino's

+44 (0)1793 831999

JustEat.co.uk

www.just-eat.co.uk

Leisure

Empire Cinema

Greenbridge Retail Park

Drake's Way, Swindon SN3 3EY

+44 (0)871 471 4714

www.empirecinemas.co.uk

Cineworld Cinema

Swindon Regent Circus, 11 Victoria Road
Swindon SN1 1FA

+44 (0)871 200 2000

[www.cineworld.co.uk/cinemas/
swindon-regent-circus](http://www.cineworld.co.uk/cinemas/swindon-regent-circus)

Oasis Leisure Centre

North Star Avenue

Swindon SN2 1EP

+44 (0)1793 507110

[www.better.org.uk/leisure/
oasis-leisure-centre-swindon](http://www.better.org.uk/leisure/oasis-leisure-centre-swindon)

The Link Centre

Whitehill Way, Westlea

Swindon SN5 7DN

+44 (0)1793 877323

[www.better.org.uk/leisure/
the-link-centre](http://www.better.org.uk/leisure/the-link-centre)

Ten Pin Bowling

Shaw Ridge Leisure Park, Whitehill Way
Swindon SN5 7DN

+44 (0)871 222 3675

<https://www.tenpin.co.uk/swindon/>

Wyvern Theatre

Theatre Square

Swindon SN1 1QN

+44 (0)1793 524481

<https://swindontheatres.co.uk/Online>

Understanding your IT accounts

Cranfield Defence and Security (CDS) IT provision

The following is a brief introduction to the Cranfield University and Defence Academy IT provision at CDS, Shrivenham.

Unlike our other Schools at Cranfield University Bedfordshire, CDS is on a Ministry of Defence site and, consequently, has a complex IT infrastructure.

The IT network at the Defence Academy is classified RESTRICTED HIGH, therefore, it is essential that procedures in security operating procedures (link under the Defence Academy IT Account section) are followed to the letter.

Please note the use of USB sticks on Defence Academy network is not permitted. Cranfield University has endeavoured to provide you with a suite of IT resources which will support your learning throughout your postgraduate studies.

The use of international plugs is not permitted at the Defence Academy. Any electrical items which you intend to plug into the mains electrical system should have the international plug removed and replaced with a British 13 Amp 3 pin plug with the appropriate fuse. These works should be carried out by a competent person.

Prior to using any electrical equipment on-site, it must be subject to Personal Appliance Testing (PAT testing). There will be an opportunity for you to have your electrical items PAT tested during your induction process.

EVE

<https://eve.cranfield.ac.uk>

Normally your Cranfield username and password will be emailed to you two weeks before the start of your course. You will be given the opportunity to complete the pre-registration process online using these details to access EVE, thus simplifying the registration process on your first day on-site. Completing this process is also essential in the activation of your Cranfield IT account.

You will be asked to answer four security questions which are used by Cranfield to verify your identity. As your course progresses, you will also be able to view your examination results using EVE and update your personal details so that the University can maintain contact with you both during your registration and once you leave the University.

Defence Academy IT account

The Defence Academy IT account allows you to log onto the Defence Academy network from the majority of computers on-site.

The network is owned by the MOD and subject to MOD controls so before accessing the network you must:

- Read the User Security Operating Procedures (SyOPs) for workstations connected to the network
- Read the Acceptable Use Policy (AUP) for IT and Telephones
- Complete the Account Acceptance Form indicating that you agree to abide by the requirements of the SyOPs and AUP before your account will be issued.

Your network access allows you access to the internet. You will be given a Defence Academy account with a storage area which is only available on-site.

Your password will have to be changed regularly. It must be a 'strong' password and you cannot re-use any previous password. More details can be found in the SyOPs.

There are 60 machines available 24 hours a day in rooms CC26 and CC27 (provided the rooms are not being used for teaching) and 30 computers in the Barrington Library available during opening hours.

Wi-Fi / Bring Your Own Device (BYOD)

You will find free business class Wi-Fi for use with personal devices in several buildings on-site. It is supported by Serco IT and supplies internet access only. You cannot access the DA network using the Wi-Fi service. Further instructions on how to connect to the DA Wi-Fi can be found on the DAIS.

Cranfield IT account

Cranfield University provides you with a suite of Internet enabled services, available for the duration of your studies:

- Cranfield email account.
- Personal file store – available at home or throughout the world via the internet.
- Access to the Cranfield Intranet contains staff and student search, student association information, welfare links and a host of other information.
- Access to the Barrington Library – the Library is dedicated to CDS courses and research and contains resources specifically for the programme you are studying on. Using your Cranfield IT account you can access the Barrington Library resources from off-site.
- Virtual Learning Environment (VLE) – contains your learning content and is a repository for your assignments.

Note:

The resources below are designed to work on the internet; unfortunately, some resources may not work behind your employer's firewall, due to higher network security restrictions.

We recommend you check to see what will work as soon as possible so

that you are aware of the limitations and can manage your learning.

You will be given an induction on IT Services, accessing Library resources, and Turnitin, which is the University's anti-plagiarism software.

Understanding Your Cranfield Defence and Security (CDS) IT Accounts

Cranfield University – IT Services Guide (Shrivenham)

The IT Services guide provides details on accessing and using all university IT services and can be downloaded from Cranfield intranet. Alternatively a hard copy is available from Information Services.

Cranfield IT Service Desk

T: +44(0)1234 75 4199

E: servicedesk@cranfield.ac.uk

Cranfield IT Account

Cranfield IT Policies and Procedures can be found on the Cranfield intranet
Includes: acceptable use, information security, IT users penetration testing policies, network password guidelines and various procedures.

Cranfield Intranet

<https://intranet.cranfield.ac.uk>

Use your Cranfield IT username and password.

CDS Course/Module Timetables

<https://timetable.cranfield.ac.uk>

Use your Cranfield IT username and password.

<p>Secure Off-site Access / Extranet</p> <p>Allows you to access these services and resources with a single logon via the internet:</p> <ul style="list-style-type: none"> • Barrington Library Resources • Cranfield Intranet <p>https://extranet.cranfield.ac.uk Always use the Shrivenham Campus Realm.</p>	<p>Cranfield Moodle</p> <p>Allows you to access:</p> <ul style="list-style-type: none"> • Assignments • Learning content • Module feedback questionnaires (INVAL) for some courses • General information, resources and links <p>https://moodle.cranfield.ac.uk</p>
<p>Accessing Cranfield IT services directly</p>	
<p>Email for students</p> <p>Log in with your Cranfield IT username and password.</p>	<p>Barrington Library</p> <p>http://barrington.cranfield.ac.uk/ When off-site, log in with your Cranfield IT username and password (also known as your Institutional or Shibboleth login).</p>
<p>File store</p> <p>On your home computer or laptop you can map a network drive. Full instructions can be found in the IT Services Guide.</p>	
<p>EVE</p> <ul style="list-style-type: none"> • Access assessment results • Update personal details <p>https://eve.cranfield.ac.uk Available via the internet using your Cranfield IT username and password (See page 18 for more details).</p>	<p>Defence Academy IT Account</p> <ul style="list-style-type: none"> • Access to the Campus network • Defence Academy file storage (on-site only) • No USB devices are allowed to be connected to the Defence Academy Network. <p>NB: Password will expire every 180 days.</p>

Cranfield Students' Association (CSA)

Welcome from the CSA committee

Congratulations on arriving to study at Cranfield University!

You will already have noticed that Shrivenham is unique, as it is the meeting place of the MOD Defence Academy and Cranfield University Defence and Security, with numerous other stakeholders such as Serco and ESS also on-site. We are sure that you will find no shortage of interesting people to speak to.

As current and former students, we can highly recommend that students get involved with activities on-site as much as possible. This site is not based in a large urban space, but there is still plenty to do locally, including a splendid array of sports clubs, hobbies and crafts, language learning, and social events run by both the Mess and the Students Association. These organisations are fairly democratic, and always open to new ideas, so if there is an event which you feel you would like to see, we do hope you will contact us.

Of course, there will also be plenty of work to do while you're here. You will find that the facilities are also highly unusual for a University and we encourage you to take advantage of them. The staff are highly knowledgeable, and it is their profession to help you to grow as a researcher. Talk with them, listen to them and learn as

much as you can, and your hard work will be reflected in your academic record.

The Cranfield Students' Association is here for you, not only as your representatives to the Faculty and Sub-Faculty, but also as your guide to the University. If you need advice, we will point you in the right direction. If you are having difficulties, we will do our best to support you. And, naturally, we are here to host parties, take you out on trips, feed you, buy you drinks and celebrate with you.

We hope that, whether UK or international, part-time or full-time, Ministry of Defence or civilian, you will be challenged and inspired by your time at Cranfield, and also that you will find time to enjoy yourself and the company of your fellow students.

About the CSA

The CSA is here for the students, and run by students. We aim to make life lively and enjoyable, and to work as a support system in the unlikely event of something going wrong. We are primarily here to help you find the information you need, from 'What time does the bus go?' to 'How much is a pint?' all the way to 'Where do I go if?' The two main reasons you may get involved with us are for support and welfare, or to attend one of the social events we will be organising over the next year.

We have included information that we think you will need as a student

at Shrivenham, and that we believe will help make your time here more enjoyable. We are not responsible for all the official university stuff that you will find that in this handbook, but that does not mean we cannot be asked about it!

Meet your CSA committee

Vice President Sarah Gosling

Sarah is your CSA Vice President at Shrivenham. She is a full-time, second year PhD student working in Cranfield Forensic Institute, with a focus on breast cancer.

Her duties include leadership of the Students' Association at Shrivenham, being the face of the committee at events such as Inductions and representing the student body on committees and working groups.



Publicity Officer Marlene Vetter

Marlene is your CSA Publicity Officer at Shrivenham. She is a full-time second year PhD student working in Cranfield Forensic Institute, with a focus on capacitors. Her role involves advertising all the wonderful events organised by the Social Officer through

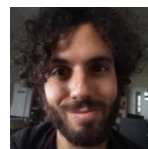


social media, posters and emails, so hopefully you won't miss any! She manages the sign up to events and organises CSA stalls at induction and graduation.

If you have an event you would like to advertise, please don't hesitate to get in touch, or come and have a chat.

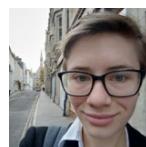
Secretary and Welfare Officer Marco Di Fraia

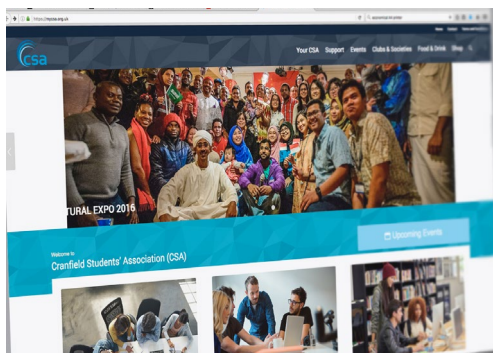
Marco is your Secretary and Welfare Officer at Shrivenham. He is a full-time third year PhD student working in Centre for Electronic Warfare, Information and Cyber, with a focus on space robotics. He is responsible for representing the student body on welfare issues at University committee meetings and acts as your voice in the definition of strategies to improve the student experience. His largest concern is for your wellbeing whilst you are at Cranfield. There are a number of people at the University that are here to help if things get tough; and Marco's job is to point you in the right direction.



Social Officer Emily Arnold

Emily is your CSA Social Officer at Shrivenham. She is





a full-time, third year PhD student working in Cranfield Forensic Institute, with a focus on osteoporosis. Her role is organising social events such as board game nights, coach trips and inter-centre events. Events are held during Induction Week too, including a Beer and Pizza night to socialise with current students, and the Freshers' Party. If you want to suggest any events, just get in touch!

Contact details

Slim Building 23

T: +44 (0)1793 785444

E: csa.shrivenham@cranfield.ac.uk

Facebook page

- CSA Shrivenham (@CSAShrivenham)
- Cranfield Students' Association, Shrivenham

Instagram

CSA Shrivenham ([csa.shrivenham](https://www.instagram.com/csa.shrivenham))

Twitter

@CSAShrivenham

Website

www.mycsa.org.uk

Intranet (on-site only)

<https://intranet.cranfield.ac.uk/csa/Pages/CSAShrivenham.aspx>

Course representatives

You will hear more about this when you have your induction talk, but each course should have a representative who liaises with us, Course Directors and Module Leaders to discuss any issues, worries or any successes. This is a position that is vitally important and mainly involves socialising and talking to your course mates, and meeting us for a free lunch three times a year. Speak to your Course Director or a Module Leader if you are interested in volunteering!

Where to find us

To supplement our contact details, we thought we would give you a bit of a hand finding the intranet and extranet pages:

We can be found on the intranet at: <https://intranet.cranfield.ac.uk/csa/Pages/CSAShrivenham.aspx>

The extranet page is identical to the intranet page, but is accessible off-site, provided that you log in with your Cranfield username and password, and select Shrivenham Campus from the drop down menu below the password field. This page can be found by going to:

- <https://extranet.cranfield.ac.uk>
- logging in using your Cranfield IT credentials,
- click the Intranet link, which is second in the Web Bookmarks list

on the left hand side of the page,

- type “Shrivenham CSA” in the search box in the top right of the web page,
- the Shrivenham CSA intranet page should be the first search result, and will link you to the same place as the intranet link would when on-site.

Drop in sessions

The CSA office is located in the Slim Building, Room 23 and will be open every Wednesday from 1300-1430. However, we can always be contacted by email, and are happy to meet outside of these times to settle any issues that may arise.

Please don't be afraid to ask us anything! We are here for you...

Events

As students, we understand how easy it can be to become engrossed in work, and we fully appreciate the importance of letting off steam and socialising with other students. We are always planning a variety of themed events (Halloween, Christmas, end of year BBQ and pool party) as well as trips further afield (theme parks, Christmas markets) and finally practical events to enhance your academic life (practice viva presentations and PhD Forum).

We also run the NUS-endorsed Student Led Teaching Awards, in which your



favourite lecturers, non academic department and support staff (as voted by you), are recognised for all their hard work. We provide cake too, of course.

This is by no means all the CSA do! We work closely with the Mess Committee who organise some unique military and civilian events such as the Trafalgar Dinner, The Purple Ball, Battle of Britain Dinner, Burns Night Supper – all of which you are invited to.

We have not covered everything, but rest assured whether dancing, drinking, culture or travel is your thing we are here to help make it happen.

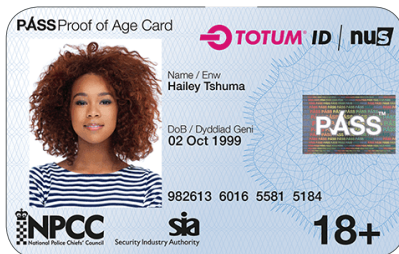
Provisional events for this year include a curry night, a visit to Bristol Christmas market, a trip to the pantomime, a dance class and hiking in the Cotswolds.

We are always open to new ideas, so contact our Social Officer at csa.shrivenham@cranfield.ac.uk to get involved.

TOTUM Cards (formerly NUS cards)

When you arrive at Shrivenham, you will be issued with a student ID pass (DMR pass) for entry to the Defence Academy. You will not be issued with a standard Cranfield student ID card,

therefore to take advantage of student discounts, most students purchase a TOTUM card (formerly NUS Extra). These are currently priced at £14.99 for the year, including a free International Student ID Card (ISIC), which will entitle you to student discounts in participating countries around the world (Prices correct at time of printing). Visit the TOTUM website www.totum.com for a full listing of discounts available, and to apply for a card.



Travel Grants

As students at the Shrivenham site, you are entitled to apply for a travel grant of up to £100 per year to aid your studies. This can be used to fund travel to conferences, meetings, data collection sites, or anything else relevant to your course. Email the CSA using the contact details on page 24 to request an application form.

The CSA's tips: Activities on-site

There are lots of things going on around site and many ways to keep occupied (other than studying!).

This section of the student handbook has been put together to let you know what there is to do and how to go about doing it.

Athletics Union

The Athletics Union is managed and run by the Shrivenham Station committee. The Athletics Union is responsible for organising and running all of the physical clubs and activities on-site. Here at the Defence Academy, a wide range of sports and activities are available, and each club is always looking for new members of all skill levels to join. There will be an Athletics Fair held in the JSCSC building during your second week, a bit like a sports fresher's fair. On page 29 is a list of sports and physical activities that take place at the Defence Academy.

Information about each of these clubs can be accessed from the Athletics Union page on the DAIS, which is only accessible on-site, and can be found at: <http://dais/shrivenhamstation/au/default.aspx>

Here you will find information on how to join the Athletics Union and how to get in contact with the organisers of each club. Some of these clubs do not require membership to the Athletics Union to be able to attend,

and some require extra subs on top of, or in place of the Athletics Union membership, but most are significantly cheaper than joining a similar club outside of the Defence Academy.

The Cranfield University representative on the AU committee is Paula Macphee. p.macphee@cranfield.ac.uk or tel +44(0)1793 314528

Gym

The gym is situated in Burgoyne House, between Kitchener and Roberts Halls. The gym has a cardio suite, weights room and holds circuit training and spinning classes several times a week. Opening hours are 0500 to 2300 Monday to Friday, and access can be gained via a code at weekends which you can obtain from Churchill reception on production of a valid gym card.

In order to use the gym, there is a subscription fee of £36.50 that can be paid in several ways. You can either pay in cash when you go to your gym induction (see below), you can pay via your Mess Account (see above) or if you are a student who lives on-site you are already paying for membership.

Before you can use the gym you must carry out an induction with a member of the gym staff, where you will be given an induction card. There are three induction sessions run weekly. These sessions are at 1315 on Monday, Tuesday and Wednesdays.

More information can be found on



the DAIS; <http://dais/Pages/DAIS.aspx> (this link will only work on-site).

Defence Academy swimming pool

The Defence Academy Swimming Pool is a heated outdoor pool situated in the grounds of Beckett House, adjacent to the golf course. The swimming pool is open from May until September.

More information can be found at: <http://dais/shrivenhamstation/au/swimming/default.aspx> (this link will only work on-site) or by emailing daswimming@gmail.com.

Membership to the swimming pool requires a subscription to the Athletics Union, but a pay-as-you-go option is available for more casual swimmers.

Admission charges

(Prices correct for 2017 season)

Day Pass

Adults (16 yrs +)	£4.00
Children (under 4s free)	£2.00
Spectator	£1.00

Full Season – (May-mid Sept)

Adults	£62.00
Students (16-22 yrs)	£46.00
Children (under 4s free)	£31.00
Family (2+4)	£166.00

Early Season (May-July)

Adults	£42.00
Students (16-22 yrs)	£31.00
Children (under 4s free)	£21.00
Family (2+4)	£111.00

Late Season (Aug-mid Sept)

Adults	£28.00
Students (16-22 yrs)	21.00
Children (under 4s free)	£14.00
Family (2+4)	£60.00

Short Pass




£20 per month or part-month limited to one month only (military only).

Other activities on-site

There are lots of clubs and societies meeting regularly on-site. For information on all clubs and societies, visit their pages on the DAIS, Shrivenham Station, and go to social clubs and societies in the drop down menu. Each club has a link in the left hand pane. These include:

Academy Players

The Academy Players are an amateur dramatics society that operates on-site. The Players welcome anybody to become a member and attend the auditions, regardless of experience or ability. The society also needs backstage crew, set builders, and have plenty of other roles that need filling as well.

	aerobics	archery
	boxing	clay target shooting
shooting/conservation	cricket	crossfit
cycling	fencing	fly fishing
football	golf	hockey
martial arts		mountaineering
netball		nordic walking
orienteering	parachuting	photograpghy
polo	rugby	running
saddle club	sailing club	squash
swimming	tennis	
waterskiing	wargaming	

Defence Academy Arts Society

The Defence Academy Arts Society meets most Tuesdays during term time. They are a small group of amateur artists who like to meet regularly with other artists. The programme covers many aspects of painting and drawing with contributions from invited tutors and demonstrators as well as members.

Academy Quilters

If you are interested in patchwork and quilting, whether as an experienced worker or an absolute beginner, then why not join the academy quilters. It doesn't matter whether or not you have ever threaded a needle.

The Defence Photographic Society

The photographic society meets fortnightly and aims to support and promote interest in photography through a comprehensive competition and exhibition programme.

The photographic society aims to pass on the skills and knowledge of more experienced members to all. All levels of experience are catered for and new members are always welcome.

Defence Academy Chess Club

This club needs very little explanation. The group generally plays online through <http://gameknot.com>

All experience levels are welcome.

Defence Academy Wargames Club

Wargames were originally developed by the Prussian Army as a tool to train officers in tactics and the art of war.

They are simulations of past, present and future conflicts, and have become popular as a recreational pastime.

Wargames range from the miniatures and figurines on a table top battlefield, to board games, computer games and even real world, team-based simulations.

The Wargames club tends to play using miniatures and figurines and welcomes players of all experience levels.

Academy's Military Wives Choir

The choir is open to the Defence Academy Community – wives, girlfriends, servicewomen, staff and students.

They sing a variety of music and perform locally where possible.



Daffys (Friends and Family of the Defence Academy)

DAFFYS arrange days throughout the year for families and friends of those studying on-site, to allow them a taste of life on-site. Contact: dadaffys@gmail.com

The CSA's tips: Activities off-site

Whilst there is a lot to do on-site, everybody needs to get away for a while, and there are lots of places to visit and see around the area.



There are a few things to do in Watchfield and Shrivenham, and the site is reasonably near to Swindon and Oxford. Swindon is only about ten miles away, and Oxford about twenty miles away in the opposite direction.

Both have excellent, regular bus services that stop outside the Defence Academy gates. Both places have all sorts of places to visit and things to do.

There are also many smaller towns and villages in the area, including Highworth, Faringdon and Wantage, and slightly further afield, Marlborough and Witney.

Even farther afield are the cities Bath and Salisbury. You could also catch a train to Bristol or London.



Links to tourist websites and What's On information for the local area are included below.

On top of the many towns and villages in the area, there

are also famous landmarks about the area such as the White Horse Hill near Uffington, and we're not too far to travel by car to see the historic sites Stonehenge and Avebury.

Watchfield

There are a small number of retail outlets across the other side of the Watchfield roundabout opposite the main entrance to the Defence Academy. Here you can find a bank of shops including a Cooperative mini supermarket, who also have a dry cleaners included (ask at the tills), an opticians, a Subway sandwich shop and a hairdressers.

There is also a McDonald's, and a pub restaurant called "The College Farm", who offer two for one on all main course meals, and also give 20% off the cost of any food on top of that if you eat there on a Monday and show your Defence Academy base pass.

Further along Majors Road there is an Industrial Estate called "Shrivenham Hundred Business Park". Situated here, visible from the road, is a coffee shop called "Bloomfields Cafe", which sells tea, coffee, cakes, breakfasts and hot lunches. There is also a hairdresser's on the Business Park called "Absolutely Gorgeous".

There is a pub, The Eagle, situated on Eagle Lane, just off High Street, in Watchfield.

Shrivenham

At the site end of the High Street there are three pubs popular with staff and students; The Prince of Wales, The Barrington Arms, which also provides bed and breakfast accommodation, and The Crown. Further along are two Indian restaurants and a Chinese take-away.

<http://forcesshrivenham.2day.uk>

Swindon

Swindon is a town that is currently undergoing rejuvenation. There are many banks and shops, as well as a cinema at Greenbridge retail park, and a bowling alley. There are a range of shows and concerts throughout the year at either The Wyvern Theatre or The Arts Centre.

www.swindon.gov.uk/

www.visitwiltshire.co.uk

www.swindonweb.com/event/

Oxford



Oxford is an historic University city that is famous for its culture, museums, mixed with modern restaurants, shops and night life. There are far too many things to list here, but a good



place to start may be the open top bus or walking tours of the city.

www.oxfordshire.gov.uk

<http://experienceoxfordshire.org>

Highworth

Highworth is a hidden gem. Deceptively small as you pass through, there are actually a number of restaurants and bars as well as an active community life.

www.highworthlink.co.uk

Faringdon

A small quiet town, with a healthy smattering of pubs. In the summer months there is a music festival, Ox-fest, which is heavily advertised in the area.

www.faringdon.org/

Wantage

Wantage has a thriving social life with many clubs and local organisations. Music is important with a brass band in the first division and an operatic society. A month long festival of music and arts is held in June and July. There is a Dickensian Evening before Christmas when shops open late and the Town Mayor and

Town Crier lead the townspeople and visitors around the town.

www.wantage.com/
[www.cotswolds.info/
places/wantage.shtml](http://www.cotswolds.info/places/wantage.shtml)

Marlborough

Marlborough, in the north east corner of Wiltshire, is the archetypal English market town — a place where coins were minted in Norman times, Tudor kings hunted for deer and where coaches heading west from London stopped to feed and water their horses.

There is plenty of accommodation, excellent shopping and a wide choice of places to eat and things to do. So all in all, Marlborough is a great place for a long or short weekend break at any time of the year.

Because Marlborough is a market town, yes you guessed it, on Saturdays and Wednesdays the High Street hosts a market selling all kinds of stuff from locally grown produce, to pots, plants, pashminas and pottery. A number of continental markets also descend on the town, but mainly in the summer months.

www.marlboroughwiltshire.co.uk/
[www.cotswolds.info/places/
marlborough.shtml](http://www.cotswolds.info/places/marlborough.shtml)

Witney

Witney is the closest town to Shrivenham on the Oxford side. It has many shops, restaurants and a

cinema. Witney is a combination of a modern town in a historic style.

There is also a famous English tea shop, Huffkins, on the High Street which is well worth a visit.

[www.cotswolds.info/places/witney.
shtml](http://www.cotswolds.info/places/witney.shtml)
www.witney.net/

Bath



Also an historic town founded by the Romans. Home to both Bath and Bath Spa Universities and only a short train journey from Swindon it is worth visiting to soak up the atmosphere, world famous architecture and treat yourself to a shopping trip, or a weekend at the spa.

<http://visitbath.co.uk/>

Salisbury

Described as the City in the Countryside, Salisbury, in the south of Wiltshire, retains much of its historic

past and makes an excellent short break destination. With timbered buildings, an Early English Gothic Cathedral which is home to the famous Magna Carta, a thriving market, a buzzing arts scene, museums and some of England's finest historic houses waiting to be explored.

Within Salisbury's Cathedral Close there is a lot to keep you busy, including Arundells, Mompesson House, The Rifles Military Museum and the award-winning Salisbury & South Wiltshire Museum with its Stonehenge Gallery. Find out more about some of the great things to do in Salisbury.

There are plenty of events which take place in and around the city and we have some great shopping in Salisbury too! If you are looking for places to eat in Salisbury then you'll be in for a treat as there are many types of restaurant and an excellent range of pubs to head to.

www.visitwiltshire.co.uk/salisbury/plan-your-break/tourist-information



Local what's on booklet - The Ocelot

The Ocelot, a free publication, details events taking place in Oxfordshire, Wiltshire and Berkshire.

www.theocelot.co.uk



Useful information for international students

We are aware that a large proportion of the student body here at Cranfield University, Shrivenham, are international students and may be arriving in the UK for the first time, or have little or no knowledge of the local area. The CSA is always very happy to give any advice that we can to help students solve problems that may arise, but we have also listed a few things that we think may be helpful.

Visa and immigration – advice and support

If you are an international student, Cranfield's dedicated Student Immigration team is here to support you. They offer confidential advice on a range of student-related immigration matters, including Tier 4 student and dependent visas.

How the team can help you

- Advising on Tier 4 visa responsibilities, such as work limitations and travel rules.
- Assisting with Tier 4 (General) visa extensions, including Doctoral Extension Scheme.
- Advising you should there be changes to your circumstances that may affect your visa.
- Providing advice on other visa categories, including Short-term Study visas.
- EU Schengen visa applications.

- Issuing endorsement letters for Tier 1 Graduate Entrepreneur applicants.
- Following up ATAS application delays.
- Advising on options to remain in the UK to work after study.

Get in touch

By telephone

Speak to a member of the team on:

+44 (0)1234 752970

+44 (0)1234 754901

+44 (0)1234 758181

+44 (0)1234 754179

Via email

studentimmigration@cranfield.ac.uk

Via Skype

studentfunding1
studentimmigration1
studentimmigration3

Via the Intranet

Visit the 'UK Visas and Immigration' section.

Health advice for international students

Before you travel to the UK

If you are undergoing medical treatment, have pre-existing serious health issues before you travel, or if you are registered as disabled, we advise you to bring your current prescriptions and a doctor's report (translated into English). This is to ensure you can get

the help you need while in the UK.

Your documents should give details of your condition, all treatment and medication you require, plus any assistance you will need while you study in the UK.

When you arrive for UK study, you may be asked to produce health certificates detailing your vaccinations. If you are coming from a tuberculosis (TB) high-risk area, a chest x-ray report may also be required. It is a good idea to carry these documents in your hand luggage, as you may have to show them before passing through UK immigration.

Ask the British Embassy or High Commission in your home country what inoculations you need to be admitted to study in the UK. To find your nearest office visit the FCO (Foreign and Commonwealth Office) website.

We hope you do not have any health issues while you are with us in the UK. But if you do then our health services are very accessible and many international students are entitled to free or subsidised treatment on the NHS (National Health Service). Your UK course needs to be at least six months in duration to be eligible, although free emergency treatment may be available if you are here for less time.

If you are not entitled to NHS treatment you should take out international student health insurance before you leave home or as soon as you arrive to study in the UK.

The NHS for international students

To find out if you are entitled to NHS services in the UK visit the Department of Health website.

www.foreignstudents.com/health/nhs

Many international students will be entitled to use the National Health Service (NHS), which offers free health care paid for by British tax-payers.

The following NHS treatments are free:

- some emergency treatment (but not follow-up treatment),
- family planning services,
- treatment of certain communicable diseases,
- compulsory psychiatric treatment.

However, all other NHS treatment is subject to restrictions. As an international student, you may not qualify for it, and may need to get medical insurance instead. Check our summary below to find out. As for health or life insurance you will have to look elsewhere. Providers and applicable laws vary from country to country.

EEA nationals

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. EEA countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

Non-EEA nationals

If you are not from an EEA country, you will still qualify for full NHS treatment if you meet the following conditions:

- If your course lasts six months or more. In England and Wales, if you have a husband, wife or children accompanying you as your dependents (not just as your visitors), they can also receive treatment. However, the children must be under the age of sixteen (or nineteen, if in full-time education).
- If your course is less than six months long and you are studying in Scotland.
- If your course is less than six months long, and the UK government is providing at least 35 per cent of the funding for your course. You will need to provide evidence of this. However, you might not be eligible for GP treatment.

Swiss nationals

If you are Swiss, or a national of one of the EU member states who has come

to study in the UK from Switzerland, you will have the same healthcare eligibility as EEA nationals. However, this may not apply to you if you are a national of Norway, Iceland or Liechtenstein and have been resident in Switzerland before coming to the UK.

Reciprocal health care agreement countries

The UK has reciprocal health care agreements with some countries. The list of countries sometimes changes, so check with your health authorities to see if your country is amongst them. If you are covered by a reciprocal health care agreement, you will be eligible for some NHS treatment even if your course lasts for less than six months. The reciprocal health care agreement will probably cover hospital treatment if a condition arises during your stay. However, it usually does not cover hospital treatment for a pre-existing condition. You should check with your country's health care authorities to find out how much treatment you will be entitled to; you may still have to take out medical insurance.

Keeping healthy while you study in the UK

You can keep healthy in the UK the same way you do at home:

- eat nutritious foods (see 'Where to eat, page 5)
- exercise regularly (see 'Activities on-site' page 27)
- get enough sleep.

Remedies for minor illnesses such as headaches and colds are available from high street chemists, most supermarkets and some other shops. They are available without a doctor's prescription. For minor health concerns, rather than visiting your doctor, you can get advice from a qualified pharmacist at any chemist.

Language centres

For international students who would like to improve their spoken English, there are several options available. There is a Defence Academy Language Centre on Axis Road, just off the High Street in Watchfield who offer both group and private tutorials for all experience levels. For more information visit the Living/Community pages on the DAIS, or call +44 (0)1793 784881.

You could also visit the Jubilee Community Centre on Wednesdays at lunchtime, for casual English conversation. If you would like to participate, call Rebecca Dunne on +44 (0)1793 780793.

You could also search for "language centres in Swindon" in Google for a list of other language tuition in the local area.

Driving in the UK

Many people find that it is very useful to be able to drive a car, especially as Shrivenham is 10 miles from the nearest large town. A lot of

international students who have driving licences may be able to use them in the UK directly, although some nationalities may have to convert their national driving licence to a UK driving licence. For more information go to the Driver Vehicle Licensing Agency (DVLA) website at <https://www.gov.uk/exchange-foreign-driving-licence>

Banking

Most high-street banks in the UK offer student accounts. There is a large choice of banks available in Swindon Town Centre. When you open an account with a bank, be sure to ask for a student



account and remember take your 'pink' student registration form with you as proof of student status. Make sure that you understand all of the terms and conditions associated with the account and ensure that there are no hidden charges associated with the account type you are opening.

Contact the CSA for help.

Communication

Being such a long distance from home can sometimes feel lonely and many people like to keep in regular contact with their families and friends. There are a number of options available, the cheapest of which is Skype.

For more information on Skype go to www.skype.com

When making phone calls to international mobile or landline numbers it can get very expensive. There are a number of international SIM cards available for mobile phones, designed with international phone calls in mind. These include Lycamobile and Lebara. For more information on each of these services visit their websites at www.lycamobile.co.uk and www.lebara-mobile.com respectively.

These SIM cards are free to obtain and can be ordered from the providers' websites, all they require is topping up with credit in order to be used.

Other networks such as O2, Vodafone, T-Mobile, Virgin, BT, Tesco, 3 and Orange provide both contract and pay-as-you-go service, which are very good for UK calls. Occasionally you may be able to pick up a decent package that allows international calls to a couple of numbers that you specify, but these international packages are usually more expensive than the above-mentioned international specific services.

Getting connected

The three main internet providers in the UK are BT, Virgin and Sky. Depending on your location and the exact specifications, such as speed, capacity, monthly usage limit and cost, each provider has different strengths



and weaknesses, and it is definitely worth shopping around and comparing each before deciding to go with one.

There is also the option to use a mobile broadband USB dongle from one of the above-mentioned networks, and there will usually be a discount for having a phone service and a mobile internet package provided by the same company.

The downside to mobile internet is that the download speeds and maximum monthly usage are usually less than those provided by broadband services.

Shrivenham Station Officers' Mess rules

Shrivenham Station Officers' Mess

The Shrivenham Station Officers' Mess currently comprises Kitchener Hall, Roberts Hall, Beckett House, Mountbatten House and Templar House and is an integral part of the Defence Academy. It is traditionally the officers' living quarters on-site. At Shrivenham, Kitchener and Roberts Mess Halls are used mainly for catering, with students staying in Mountbatten House and Templar House. These Mess buildings also provide temporary accommodation that can be booked by any member of the Mess. Please note rooms are limited with UK military and international military students having priority over civilians.

It is worth noting that there is a set of Officers' Mess Rules, including a smart-casual dress code that must be obeyed or you may be asked to leave; this includes no jeans, trainers, flip-flops, t-shirts or hoodies, and any skirts must be worn below the knee. The whole list of rules and regulations are available on the DAIS and will be provided to you upon mess membership.

All Cranfield University students are entitled to join the Officers' Mess, and it is compulsory for military students. There is a small amount of administration that needs to be carried out before mess membership can be achieved and a small fee applies.

All Mess information including accommodation, menus, pricing, etc is available on the Defence Academy Information Service (DAIS). Please access the site and familiarise yourself with rules and regulations. Meal times and dress code are summarised here.

Once you arrive on-site please visit: <http://dais/Pages/DAIS.aspx> for more details (this link will only work on-site).

Shrivenham Station Fund

Upon joining the Officer's Mess you will automatically contribute to the Shrivenham Station fund. This costs £0.10 per day, paid in monthly instalments by Direct Debit. The Shrivenham Station Fund subscription also provides you with membership to the Athletics Union, which permits membership of many excellent sports clubs.

Open access accommodation Wi-Fi

For students accommodated in any of the Defence Academy Officers' mess buildings, open access Wi-Fi is available through a commercial partnership between Serco and Wifinity Ltd. You may connect up to two of your own personal devices including PCs, laptops, smart phones, tablets or games consoles. Access is available on a daily, weekly or four weekly basis starting at just over 50p per day with no minimum contract. Wifinity provides service to over 45 military sites throughout the UK

Meal and Bar times

Kitchener Hall

Meals	Breakfast	Lunch	Dinner
Mon - Fri	0730-0845	1230-1345	1900-2000
Sat/Sun	closed	closed	closed

Bar Times	Midday	Evening
Mon - Fri	1230-1400	1800-2300
Sat / Sun	closed	1800-2300



Roberts Hall

Meals	Breakfast	Lunch	Dinner
Mon - Thu	0730-0845	1230-1345	1900-2000
Fri	0730-0845	1230-1345	closed
Sat/Sun	closed	closed	closed

Bar Times	Midday	Evening
Mon - Thu	1230-1400	1800-2300
Fri	1230-1400	closed
Sat / Sun	closed	1800-2300



JSCSC – Victory Dining Room

Meals	Breakfast	Lunch	Dinner
Sat/Sun	0800-0900	1230-1330	1830-1930

All dining arrangements at weekends are In the JSCSC Victory Dining Room. There is no brunch facility



and Germany, so if you already have an agreement with Wifinity, you can bring your devices to Shrivenham and connect straight to the network at no extra cost.

To connect to the service, simply open up your wireless settings and connect to the “Wifinity PAYG” network. On opening a web browser, you will be

Dress Code

	0730 -1900	1900 onwards
Weekdays	Uniform. Collared shirt or polo shirt (not rugby shirt, tee shirt or vest-top) and clean long trousers (no denim jeans or shorts). Female equivalent applies. No sports kit.	Open neck shirt/polo shirt (not rugby shirt) and clean, long trousers (no denim jeans or shorts). Female equivalent applies. No sports kit. No Uniform (Unless on Duty).
Weekends, Public Holidays and Stand Downs	Shirt, polo shirt, tee shirt (no vest-tops) and long trousers, including jeans. No sports kit. No Uniform (Unless on Duty).	Shirt, polo shirt, tee shirt (no vest-tops) and long trousers, including jeans. No sports kit. No Uniform (Unless on Duty).
Outdoor coats, jackets, hats, scarves, gloves, umbrellas and large bags are NOT to be taken into the public rooms at any times. They should be left in the cloakrooms provided. If you are concerned about the security of your possessions, it is recommended that you lock them in your office, car or room. If not required, blazers or sports jackets and pullovers should also be left in the cloakroom rather than hung over chairs. Note: Public rooms are the bar, dining room and ante room.		

prompted to log in or create an account. Payment can be taken on-line with a credit or debit card. If you experience any problems, you should contact Wifinity directly on +44 (0)208 090 1290 or e-mail support@wifinity.co.uk. Your agreement is between yourself and Wifinity and no support can be provided by the Defence Academy or Cranfield University IT departments.

The Wifinity network is connected directly to the Internet and access to Defence Academy resources is limited to those available via the

Internet. There is no direct access to the Defence Academy network through the Wifinity service. More information can be found on the Defence Academy Intranet (DAIS).

Personal portable equipment

All power leads and adaptors used on-site must be CE (Conformité Européenne) marked and meet British standards. Power leads that do not meet this requirement should not be used on-site. PAT testing sessions and more advice will be available during induction week.

Accommodation

Cranfield University does not have University owned or managed accommodation at Shrivenham.

Please note that the premises listed have not been inspected by university personnel and, as such, no guarantee, warranty, condition or recommendation is given by the University that the premises are safe and properly maintained. The safety of the premises is the legal responsibility of the landlord.

International students are strongly urged not to bring their families to the UK before satisfactory accommodation arrangements have been made.

Many of our students live in rented houses or rooms in shared houses, either in the nearby villages of Shrivenham or Watchfield, or in local towns such as Faringdon or Swindon. Rooms and accommodation are advertised on the Student Pad website www.shrivenhamstudentpad.co.uk

Cranfield Students' Association also has a Facebook page - if you ask to be a friend they will automatically add you, and you will be able to ask other students about accommodation options. www.facebook.com/groups/CSAShrivenham

The CSA provides a discussion board on our intranet page where students can advertise available rooms in their accommodation, or try and find housemates to rent a house with. The discussion board

also provides a place for students to recommend letting agents in the area.

TV licence

You may require a TV licence; check the website below. Failure to hold a TV licence can result in a fine of up to £1000. www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1/

Letting agencies

There are many letting agents who have details of property to let in Swindon, which is roughly 25 minutes away from Shrivenham.

Letting agencies provide help locating a suitable property for you to rent and they cannot charge you for just conducting a search. However, they can charge a fee if you decide to accept any accommodation they find for you.

A reputable letting agency should only let properties which have heating and which are safe for occupation.

If you decide to register with a letting agent, make sure they are accredited with the National Approved Letting Scheme or that they belong to a professional body such as the Association of Residential Letting Agents or the Royal Institution of Chartered Surveyors.

Do not be pressured into signing up for a property. Take your time to make sure the property is right for

you. Most agencies will charge an administration fee of between £150 - £300 for dealing with the letting.

You should check any paperwork thoroughly, especially the terms and conditions so that you understand what you are signing.

There should not be any excessive charges - if there are, do not sign the paperwork. If you sign an agreement in the offices of the letting agency, you do not have a cooling off period and will be committed to the lease agreement, unless you can prove that the letting agent has behaved in such a way that can be deemed a Breach of Contract.

Renting private accommodation

Do not hand over any money until you have had a good look around the property: check for obvious signs of disrepair, damp, badly fitting doors or windows, or anything that could compromise your security.

A checklist, which you could use when you view a property, is included on page 49. Do not be pressured into renting the property and always get a receipt for any money which you hand over. It might also help to take someone else with you to get their views on the property.

All properties, whether they are privately let or let through a letting agency, should have a Gas Safety

Certificate on display if the property has gas. This shows that the gas fire/cooker/boiler has been serviced and is safe to use.

You should also ask about electrical appliances, as they should be inspected and checked for safety by an approved contractor regularly. If there is a gas fire, the landlord does not legally have to provide a carbon monoxide detector (although it is good practice to do so).

Deposits

Deposits paid for most tenancies have to be protected under a Tenancy Deposit Protection scheme.

These schemes are designed to stop landlords from wrongly withholding part, or all, of your deposit and can help to resolve any disputes.

Landlords often ask for a deposit to cover missing rent or damage to the property. They cannot use the deposit to cover 'normal wear and tear'.

Always get a written receipt for money paid to a landlord or letting agent.

Your deposit should be returned to you if all fees have been settled and the property has not been damaged beyond normal wear and tear.

If you feel that it is being withheld unfairly, contact them by letter and ask for the deposit to be refunded. Say that you require written reasons for the full deposit not being returned.

Keep all copies of your correspondence, as you will need them if you decide to go to court.

If you do not get a reply, or you are unable to resolve the dispute between yourselves, you may need to contact the Citizens Advice Bureau. You can take action through the small claims court but this can be a lengthy process.

Guarantor

Your landlord may ask for a guarantor who agrees to cover costs if you do not pay the rent, or cause significant damage to the property.

A guarantor will usually be a parent or guardian. If you have a joint tenancy with another student, the guarantor will also be jointly liable for overdue rent or damage caused by the other tenants.

Joint tenancies are not recommended as it can place you in severe hardship if other students move out and you are unable to find alternative students to replace the ones who have left.

Guarantors can try and limit their liability by writing it into their guarantor agreement - to do this, you or they should seek independent legal advice.

Landlord

Ask your landlord or letting agent if they will provide an inventory of the contents of the house, including kitchen goods such as the microwave, fridge and toaster.

Take photographs when you move in and give the landlord a copy for future reference. Your landlord will usually be responsible for anything that requires repair, such as the structure of the property, its heating, hot water and sanitary installations, but you should check the terms of your lease to make sure that you understand who is responsible for what.

You should report any defects or damage to your landlord as soon as possible.

If your landlord is acting unreasonably, seek legal advice immediately. As a tenant, you have legal protection from illegal eviction.

For advice, contact the Citizens Advice Bureau or, in exceptional circumstances, the police. Your Local Authority will also be able to give you advice.

Houses in multiple occupation

If you want to live with friends in a house, check with your local authority to see if your landlord needs to get a 'House in Multiple Occupation' (HMO) license for the property.

The house must be licensed as a 'House in Multiple Occupation' if it has five or more unrelated people sharing and is three or more storeys high.

Some local authorities may also choose to license houses with smaller

numbers of occupants or storeys. If a property is a HMO, the license requires landlords to be capable managers and to ensure the house is occupied by a limited number of people.

Types of Tenancy Agreements

There are different types of Tenancy Agreements, which give different levels of protection during the time that you are in a rented property. It is important you are aware of which type of tenancy you have, as it can affect your rights over the property and how you use it. A tenancy is a contract between a landlord and a tenant that allows the tenant to live in a property as long as they pay rent and follow the rules.

It is the document agreed between a landlord and tenant which sets out the legal terms and conditions of the rent contract. A tenancy agreement should be prepared before anyone rents the property.

Tenancy agreements can be either written or verbal but you should use a written tenancy agreement where possible. This will avoid any problems at a later date, as all the tenancy information will be in writing.

Check you understand any terms before agreeing to them. If you have any doubts or concerns, seek legal advice or further advice from the Citizens Advice Bureau.

Types of tenancy

Tenancies usually run for a set period, normally of six months or longer (fixed-term tenancy), or on a month-by-month basis (periodic tenancy).

Assured Shorthold Tenancy (ASTs)

Most people who rent from a private landlord are assured shorthold tenants. You automatically have an assured shorthold tenancy if all of the following apply:

- you moved in on or after 28 February 1997,
- you pay rent to a private landlord,
- you have control over your home so that your landlord and other people cannot come in whenever they want to,
- your landlord does not live in the same building as you.

You will also be an assured shorthold tenant if you moved in between 15 January 1989 and 27 February 1997 and your landlord gave you a notice saying that you have an assured shorthold tenancy before your tenancy started.

Some types of tenancy cannot be assured shorthold tenancies. These include:

- business tenancies,
- tenancies where no (or a very low) rent is paid,
- tenancies that started on or

after 1 April 1990 and where the current rent is more than £100,000 per year,

- tenancies of agricultural land or holdings,
- college accommodation,
- holiday lets.

Assured tenancies

You may have an assured tenancy if the tenancy began before 28 February 1997.

This has similar legal rights to an AST but the tenant can stay in the property for an unspecified period of time. There is no automatic right for the landlord to repossess the property at the end of the tenancy.

The landlord must show the court that they have a good reason for wanting possession, using one of the grounds for possession in the legislation.

Assured periodic tenancies

This type of tenancy runs from rent payment to rent payment. The notice period for a tenant to end this type of tenancy will be a period equal to that of the rent period.

The exception is when the rent is paid weekly, when the notice period will then be 28 days.

If the rent is paid on a termly basis, a student will need to give the property owner a 'term's notice'. If the rent is paid on a monthly basis, then one

month's notice will be required, even if you have paid rent in advance.

Regulated tenancies

You may have a regulated tenancy if all of the following apply:

- you moved in before 15 January 1989,
- you live in a different building from your landlord,
- you do not get other services included, for example, cleaning.

Regulated tenancies give you more rights than an AST, like increased protection from eviction.

You also have a legal right to apply for a fair rent to be registered for the property. A fair rent is an amount set by a rent officer and is the maximum amount your landlord can charge.

If your tenancy was arranged between 28 November 1980 and 15 January 1989 it may be a protected shorthold tenancy.

This is a type of tenancy with the same legal protection, though it usually runs for a shorter period of time.

Rights and obligations under a tenancy agreement

All types of tenancies include the following rights and obligations.

Tenants' rights should normally include:

- freedom to live in the property undisturbed,

- the right to live in a property in a good state of repair - your landlord should make repairs and maintain the property,
- the right to access information about your tenancy at any time,
- protection from unfair eviction.

You also have the right to protection from unfair rent, to challenge excessively high charges and to have your deposit returned when your tenancy ends.

If you do not pay rent or break other terms of your tenancy agreement you can lose your legal rights as a tenant.

Landlords' rights under a tenancy agreement

Your landlord will also have rights. They can:

- repossess the property when the tenancy ends,
- take back the property if it gets damaged,
- access the property by giving 24 hours' notice,
- take legal action to evict the tenant in some instances – for example, for non-payment of rent.

The tenancy agreement

A Tenancy Agreement should include:

- the names of all people involved,
- the address of the property,

- details of the rent,
- the amount of deposit and how it will be protected,
- the start and end date of the tenancy,
- any tenant or landlord obligations,
- which bills the tenant is responsible for.

It may also include details about:

- how to pay rent,
- if and how the tenancy can be ended early,
- responsibility for minor repairs,
- whether the property can be let to someone else (sub-let) or have lodgers.

Once agreed, you and the agent/ landlord should both sign the agreement. You will receive a copy of your agreement which you should keep somewhere safe.

Do not forget that, at the end of the lease, you will probably have to give your landlord notice that you wish to end the tenancy agreement.

If you have any doubts about the Tenancy Agreement at any time, seek legal advice before you sign it.

More information can be found at www.direct.gov.uk

Checklist for use when viewing rented accommodation

- How much is the rent?
- How much is the deposit and do you have to pay rent in advance?
- Do you have to pay Council Tax?

Location and transport

- How far is it from friends or the University?
- Are shops or a supermarket close by?
- Is there good access to regular public transport?
- Where is the nearest doctor's surgery or Health Centre?

Condition of the property

- Is it furnished or unfurnished?
- What sort of heating does it use?
- What's an average monthly heating bill?
- Where is the meter?
- Is there hot and cold running water?
- Where is the stop cock?
- Are any of the gutters broken?
- Are there any broken roof tiles?
- Are the windows double glazed?
- Are there signs of damp or mould?
- Do the windows and doors open and close properly?

Furniture and fittings

- What (if any) furniture is provided?
- Is there enough storage space?
- Is there a washing machine?
- Is a vacuum cleaner provided?
- Condition of the curtains and carpets? (cleaning is one of the main

- deductions from a deposit)
- Any cooking equipment provided?
- Does the cooker work?
- Does the fridge work?
- If there is a bed, is it clean?

Health and Safety

- Look out for any fittings, plugs, etc, loose from the wall.
- Are the electrical appliances, provided by the landlord, safe? There should be a sticker on the electrical goods showing that they have been inspected and are safe to use.
- Is there enough ventilation and light?
- Is a certificate of gas safety provided by a Gas Safe Registered engineer within the last 12 months? This should be displayed for inspection if there is gas central heating, gas fire and/or gas cooker.
- If there is a gas fire, there should be a carbon monoxide monitor.
- Is there a working smoke or fire alarm system?
- Is there a fire blanket in the kitchen?
- Is there an alternative escape route in case the front door is blocked?
- Does the furniture comply with Fire Safety Regulations? Items such as sofas and mattresses should have labels on them to show they pass the regulations.
- How secure are locks on doors/windows?
- Does the door have a bolt or chain?

Accommodation useful contact details

The Citizens Advice Bureau

1 Faringdon Road, Swindon SN1 5AR

+44 (0)844 499 4114

www.citizensadvice.org.uk

Shelter

88 Old Street, London EC1V 9HU

+44 (0)808 800 4444

8am-8pm Mon-Fri and

8am-5pm Sat-Sun

<http://england.shelter.org.uk>

Wiltshire Law Centre

Temple House,

115 - 118 Commercial Road

Swindon SN1 5PL

+44 (0)1793 486 926

www.wiltslawcentre.org.uk

info@wiltslawcentre.org.uk

Letting agents

Student Pad (Shrivenham)

[www.shrivenhamstudentpad.](http://www.shrivenhamstudentpad.co.uk/Accommodation)

[co.uk/Accommodation](http://www.shrivenhamstudentpad.co.uk/Accommodation)

Andrews

www.andrewsonline.co.uk

Carter Jonas

www.carterjonas.co.uk

Charles Harding

www.charleshardinglettings.co.uk

Dewhurst & Co

www.dewhurstandco.com

In House (Swindon) Ltd

www.inhouseproperty.co.uk

Kemp & Kemp Residential Ltd

www.kempandkemp.co.uk

M Lettings

www.mlettings.com

Martin & Co

[www.martinco.com/estate-](http://www.martinco.com/estate-agents-and-letting-agents)
[agents-and-letting-agents](http://www.martinco.com/estate-agents-and-letting-agents)

Matren.co.uk

www.tcob.uk/estate-agents.htm

Minerva Property Management

(Local to Shrivenham area)

www.minervaproperties.co.uk

NFJ Property Management

www.nfj.co.uk/html/properties.asp

Paul Vitti Residential / Richard James

www.paulvitti.co.uk

Perry Bishop and Chambers

www.perrybishop.co.uk

Ridgeway

www.ridgewayestateagents.co.uk

Right Move

www.rightmove.co.uk

Strakers

www.strakers.co.uk

Swindon Advertiser

www.swindonadvertiser.co.uk/homes

To Rent

[www.torent.co.uk/Flats-To-](http://www.torent.co.uk/Flats-To-Rent-In-SWINDON-SN.htm)
[Rent-In-SWINDON-SN.htm](http://www.torent.co.uk/Flats-To-Rent-In-SWINDON-SN.htm)

Search engines

192.com

www.192.com/atoz/business/swindon/letting-agent/

Lettingweb

www.lettingweb.com

Zoopla

www.upmystreet.com/properties-in-uk.html

Rooms to let

Easy Roommate

www.easyyroommate.com

Gumtree

www.gumtree.com/swindon

RoomBuddies.com

www.roombuddies.com

Spareroom.co.uk

www.spareroom.co.uk

SwindonRooms.com

www.swindonrooms.com

Guides

Defence Academy

www.da.mod.uk/Student-Services/Studying-at-Shrivenham

Swindon Information On-Line

www.britinfo.net/index_Swindon.htm

Tour UK

www.touruk.co.uk/wilts/wilts_swind.htm

TouristNetuk England

www.touristnetuk.com/southern-england/wiltshire

Visit Wiltshire

www.visitwiltshire.co.uk/swindon/home

Local guest houses and hotels

We cannot take any responsibility for external sites. Apply direct to Hotel/Guest House for tariff, bookings etc

Cranfield students – special rates

Best Western Plus

Blunsdon House Hotel

The Ridge, Blunsdon

Swindon SN26 7AS

T: +44 (0)1793 721701

www.blunsdonhouse.co.uk/

Quote “Cranfield University” for special rate

Car/taxi required to get to Defence Academy (11.1 miles – 21 min)

De Vere Village Hotel

Shaw Ridge Park, Whitehill Way

Swindon SN5 7DW

+44 (0)871 222 4620

www.village-hotels.co.uk

Quote “Cranfield University” for special rate

Car/taxi required to get to Defence Academy (12.5 miles – 27 min)

Sudbury House Hotel

London Street

Faringdon SN7 8AA

+44 (0)1367 241272

www.sudburyhouse.co.uk

Quote “CDSSTU” for special rates

Car/taxi required to get to Defence Academy (6.0 miles – 12 min)

Other local establishments

Barrington Arms

25 High Street, Shrivenham
Swindon SN6 8AN

+44 (0)1793 784692

www.thebahotel.com/

Walking distance to Defence Academy

Highlands of Highworth

Swindon Road, Highworth
Swindon SN6 7DE

+44 (0)1793 765131

+44 (0)7974 468619

highlandsofhighworth@yahoo.co.uk

www.highlandsofhighworth.co.uk/

Car/taxi required to get to
Defence Academy

Holiday Inn

Marlborough Road
Swindon SN3 6AQ

T: +44 (0)871 9429079

<http://www.hiswindonhotel.co.uk/>

Car/taxi required to get to
Defence Academy

Jury's Inn

Swindon Hotel
Fleming Way
Swindon SN1 2NG

+44 1793 445 600

<http://swindonhotels.jurysinns.com/>

On the 66 bus route to
Defence Academy

The King and Queen

Longcot
Oxfordshire SN7 7TL

+44 1793 784348

enquiry@longcotkingandqueen.com

Car/taxi required to get to
Defence Academy

Rose & Crown Hotel & Restaurant

3 High Street, Ashbury,
Swindon SN 6 8NA

+44 (0)1793 710222

www.roseandcrownashbury.com

Car/taxi required to get to
Defence Academy

Stanton House Hotel

The Avenue
Stanton Fitzwarren
Swindon SN6 7SD

T: +44 (0)870 084 1388

Booking.com/StantonHouse

[www.stantonhouse.co.uk/
restaurant.php](http://www.stantonhouse.co.uk/restaurant.php)

Car/taxi required to get to
Defence Academy

The White Horse Inn

Woolstone
Faringdon
Oxon SN7 7QL

+44 (0)1367 820726

www.whitehorsewoolstone.co.uk

The Fairway Inn

Carswell Golf & Country Club
Faringdon
Oxfordshire SN7 8PU

T: +44 (0)1367 870472

<http://carswellgolfclub.co.uk/>

On the 66 bus route to
Defence Academy

Weston Farm B & B

Buscot Wick, Nr Faringdon
Oxfordshire, SN7 8DJ

+44 (0)1367 252222

[http://www.country-accom.
co.uk/weston-farm/](http://www.country-accom.co.uk/weston-farm/)

Car/taxi required to get to
Defence Academy

White Horse View B & B

Cherry Bungalow, Station Road
Shrivenham SN6 8JL

Colin Edenborough +44 (0)7967497926
or +44 (0)1793 780301

www.thewhitehorseview.com

Walking distance to Defence Academy

Travel and maps of the local area

Travel

(Please also see 'Local amenities' section on page 12).

Bus

The number S6 bus stops at various points in Shrivenham and Watchfield and will take you to either Swindon or Oxford (via Faringdon).

Timetable - www.swindonbus.info/tts/066.htm

Stagecoach Bus Passes

www.stagecoachbus.com/

Train

The nearest railway station is Swindon and is a short signposted walk from the Swindon bus station.

Trains leaving from Swindon go to London Paddington, Reading, Cheltenham Spa and Bristol.

Parking at Swindon Railway Station

Taxi

Black cabs are available at the railway station and are the only taxis which can be hailed by the side of the road. The cheaper option is private hire vehicles.

Brian's Hire are the only taxi firm which is permitted to access the Defence Academy, however, they are a little more expensive than some other taxi firms.

Brian's Hire (Shrivenham)

T: +44 (0)1793 827100

M: +44 (0)7812 162 567

www.brianshire.co.uk



V Cars

(charge approximately £11-15 from Shrivenham to Swindon train station)
+44 (0)1793 701701

United Radio Cars (Swindon)

T: +44 (0)1793 611111

Car Hire

Enterprise Rent-A-Car
Unit 1, Ravenscroft Park
Cheney Manor Industrial Estate
Swindon SN2 2QJ
+44 (0)1793 512266

www.enterprise.co.uk

Hertz Car Hire
Cheney Manor Industrial Estate
Darby Close
Swindon SN2 2PN
+44 (0)843 309 3074

www.hertz.co.uk

Post Office Ltd
32 High Street
Shrivenham
Swindon SN6 8AA
+44 (0)1793 782260

www.postoffice.co.uk



Local shops on the high street inc. hairdressers, chemist, florist, hardware store, One-Stop shop, Co-op mini supermarket, car repair garage, Lloyds TSB Bank, Post Office

to the Defence Academy

Ground

Dave's

Common

Close

Faringdon Road

Claypits Lane

to the Defence Academy

Longcot Road

The Mall

Vegetable Lane

Hazels Lane

The Crown

Barfais Wales

Stainswick Lane

Barrington Arms

Sandrick Lane

Fairthorne Way

Manor Close

Manor Lane

High Street

The Gulshan

Fairthorne Way

Berens Road

Charlbury Road

Station Road

Claycourt Road

Townsend Road

Cotton Road

Courts Road

Damson Trees

Marrens Close

Stallpits Road

Sand Hill

A420

Football Club

Tennis Club

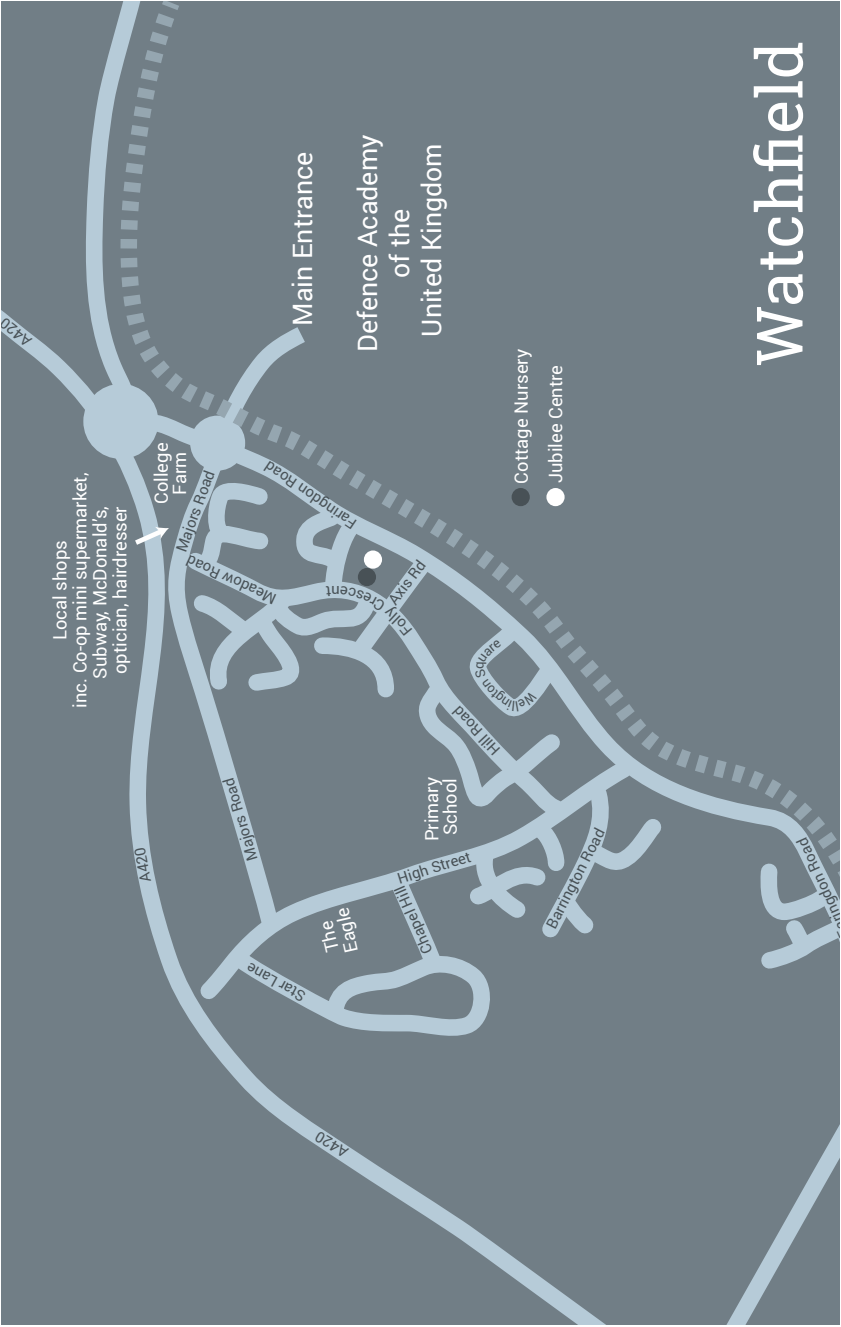
Village Hall

Highworth Road

Marrens Road

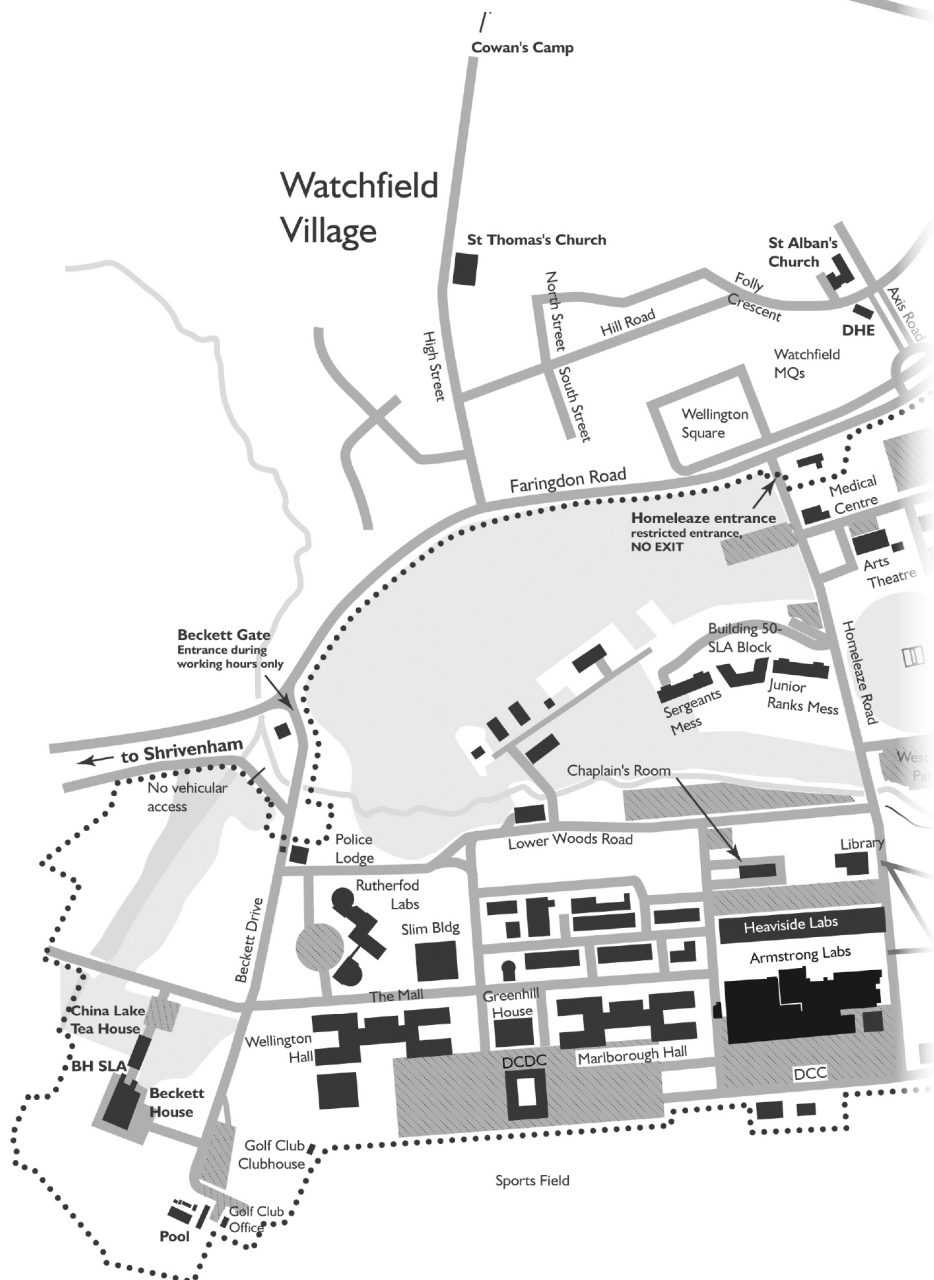


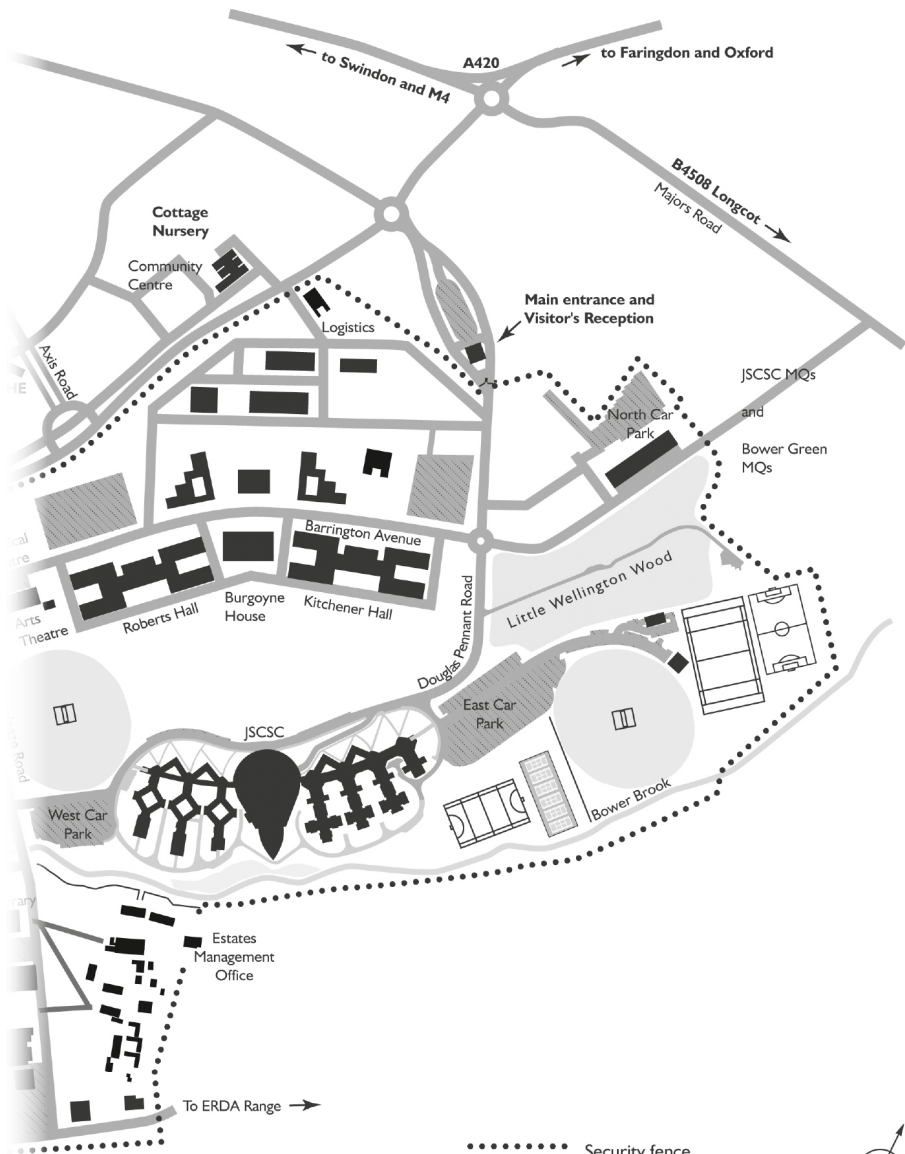
Local shops on the high street inc.
hairdressers, chemist, florist, hardware store,
One-Stop shop, Co-op mini supermarket,
car repair garage, Lloyds TSB Bank, Post Office



Watchfield

Defence Academy





..... Security fence

■ Car Parks



0 100 200 300 400 metres

Useful contacts

On-Site

Cranfield Switchboard
+44 (0)1793 785810

Reception Main Gate
+44 (0)1793 785615

Cranfield IT Service Desk
+44 (0)1234 754199
servicedesk@cranfield.ac.uk

Serco IT Service Desk
+44 (0)1793 788444
sercoservicedesk@defenceacademy.mod.uk

Barrington Library
+44 (0)1793 785743
library.barrington@cranfield.ac.uk

Families and Welfare
+44 (0)1793 785786

Chaplaincy Centre
+44 (0)1793 785515

Community Centre
+44 (0)1793 785927

Medical Centre (Military)
+44 (0)1793 785552
96161 5552 (mil)

Dental Centre (Military)
+44 (0)1793 785223
96161 5223 (mil)

Out of hours incident
+44 (0)1793 785616

Police MOD
+44 (0)1793 785616

Emergency (on-site)
+44 (0)1793 782222

Registry
shrivregistryss@cranfield.ac.uk

Cranfield Defence and Security
Information Services
ais.info@cranfield.ac.uk

Churchill Reception
+44 (0)1793 785548
+44 (0)1793 785542
DACIAccommodation.ess@Defenceacademy.mod.uk

MOD Accommodation Manager
+44 (0)1793 785929

Student Advice Centre
+44 (0)1793 785444
studentadvice@cranfield.ac.uk

Jubilee Community Centre, Watchfield
+44 (0)1793 780793

Jubilee Community Centre
Administrator
T: +44 (0)1793 785927

Station Welfare Office: JCC
+44 (0)1793 314791
ebell.hq@da.mod.uk
ahadrick.hq@da.mod.uk
rdunne.serco@da.mod.uk

Cranfield Students' Association (CSA)
Slim Building 23
T: +44 (0)1793 785444
E: csa.shrivenham@cranfield.ac.uk

Other on-site information resources

Postgraduate Handbook –
available via Moodle - login details
issued at registration

Cranfield (CDS) website
www.cranfield.ac.uk/cds

VLE: <https://vle.cds.cranfield.ac.uk>

For all course related enquiries -
Student and Academic Support (SAS)
+44 (0)1793 785810

Off-site

Elm Tree Doctors' Surgery

High Street, Shrivenham,
SN6 8AG
+44 (0)1793 782207
www.elmtreesurgery.co.uk

Out of hours Primary Care Centre

Swindon
+44 (0)1793 541111
<http://www.swindonccg.nhs.uk>

NHS Direct

0845 4647
www.nhs.uk

Accident and Emergency

Great Western Hospital
Marlborough Road
Swindon
+44 (0)1793 604020

Swindon Police Force

Gable Cross Police Station
Shrivenham Road
South Marston
Swindon SN3 4RB
+44 (0)845 4087000

Citizens Advice Bureau

1 Faringdon Road
Swindon SN1 5AR
+44 (0)844 4994114



Swindon Borough Council

Civic Offices
Euclid Street
Swindon SN1 2JH
+44 (0)1793 445500
customerservices@swindon.gov.uk
www.swindon.gov.uk/

Vale of White Horse District Council

Abbey House
Abbey Close
Abingdon OX14 3JE
+44 (0)1235 520202
comments@whitehorsedc.gov.uk

Oxfordshire County Council

County Hall
New Road Oxford
OX1 1ND
+44 (0)1865 792422

The Citizens Advice Bureau

1 Faringdon Road, Swindon SN1 5AR
+44 (0)844 499 4114
www.citizensadvice.org.uk

Wiltshire Law Centre

Temple House, 115 - 118 Commercial
Road, Swindon SN1 5PL
+44 (0)1793 486 926
www.wiltslawcentre.org.uk
info@wiltslawcentre.org.uk

See also useful contacts
lists at the end of individual
sections of this booklet.

