



Durham
University

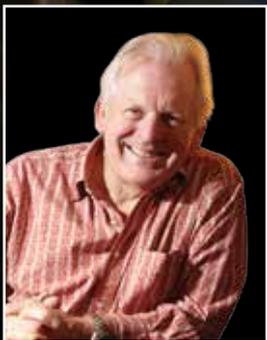
Human Resources

Welcome to Durham University

Working for us



www.durham.ac.uk



“No matter where my life and career have taken me, Durham has always held a special place in my heart.”

Sir Thomas Allen, Chancellor of Durham University

Welcome to Durham University

I am delighted to welcome you to Durham University – I hope your association with us will be a long and happy one.

When you join Durham, you will become part of a supportive and diverse community that is committed to creating a positive working environment and excellent opportunities for our staff.

Durham has an international reputation, not only for world-class research and education, but also for providing students with a rich and well-rounded learning experience through our college communities and extensive extra-curricular activities. As a member of staff, you are also part of these communities so you can enjoy learning, sport, music, cultural activities or just our beautiful surroundings.

Durham University offers an inspiring and exciting place to live and work. Durham City is full of history and tradition with a World Heritage Site at its heart, along with charming streets and beautiful riverside paths. Our contemporary Queen's Campus, situated near the lively town of Stockton-on-Tees, is purpose-built to deliver our world-class courses and enjoys a striking waterfront setting.

Durham County and the wider region is home to spectacular countryside, a fascinating heritage and vibrant cities. Whatever your interests, you will find much to discover and explore. And wherever you go, you can be sure of receiving the warm and friendly welcome for which the people of the North East are renowned.

Whether you are considering applying for a position here, or are soon to take up your new role with us, we hope you will find the information in this booklet useful.

Professor Stuart Corbridge
Vice-Chancellor and Warden



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Why Durham University?

A staff survey revealed:

91% are proud to work for Durham University

90% say it is a good place to work

81% feel inspired to do their best work every day.

We asked some of our staff why they chose to work at Durham, and have included a selection of their responses below.

“Durham University is difficult for any serious scholar to resist; steeped in history but defined by ambition and excellence, Durham is the perfect place to develop one’s work both by advancing ideas in the classroom and by subjecting them to the rigorous but collegial scrutiny of this dynamic community of scholars.”

Fiona de Londras, Professor of Law

“I came to Durham to experience professional life in a small town, but have found that Durham is international and broad beyond my imagination, while still remaining intimate and enchanting.”

**Bruno Van-Dyk, Director,
Development and Alumni Relations Office
Relocated from South Africa**



Cafe Aroma, Queens Campus.

“Durham University was attractive to me for its state-of-the-art facilities, collegial and friendly working environment as well as the opportunity to teach students of the highest calibre. From a personal perspective, its good schools and the friendly atmosphere of the North East were also important. It is a nice place to raise a family.”

Dr Conor O’Reilly, Research Fellow, Durham Law School Relocated from Portugal with his partner and children

“Why would I want to be anywhere else? I feel I’ve ‘come home’. Durham epitomises all that is excellent in University education in England: the atmosphere of discovery through research – that the next great thing is just waiting to be found, the strong sense of community, and the privilege of sharing this part of life’s journey with so many young people who are the future of not only this country but the world.”

Susan Jones, Head of Major Gifts, Development and Alumni Relations Office

“...I particularly relished the opportunity to become involved in the colleges, as they provide a unique environment to meet fellow colleagues and the students.”

Sophie Daniels, Policy Support Officer

“...most of all, we were impressed by our future colleagues and staff at the University. For us it was a big move coming from the United States, but the staff at Durham University made the transition very manageable, and our Business School colleagues have been very welcoming.”

Prof Robert Lord and Prof Rosalie Hall, Business School Relocated from Ohio, USA

“In order to stay in academia, your research needs to compete with the best in the field. You can only deliver such results in an environment that is challenging and gives you the support you need to accomplish your aims. That’s why I chose Durham.”

Dr Michael Knoll, Research Fellow, Business School Relocated from Germany with his partner and children

“Durham University represents an employer which invests in its employees, providing opportunities to train, career progression and excellent benefits!”

Pauline Dowson, PA to the Director of Catering

Durham University: Shaped by the past, creating the future

Durham University is distinctive - a collegiate university with ancient traditions and modern values. We seek to achieve the highest distinction in research and scholarship which make a real difference to societies world-wide. We are equally committed to excellence in all aspects of learning, education and the transmission of knowledge.

But Durham University is much more than that. The World Heritage Site at the heart of the City of Durham has been a leading centre of scholarship for over 1000 years, while our cosmopolitan Queen's Campus is set on the banks of the River Tees in Stockton, with a beauty and character of its own. Queen's delivers Durham University's world class research and professional and applied courses in business, education, health and wellbeing.



Top: Palatine Centre, bottom left: University College, bottom right: Infinity Bridge, Queens Campus.

FACTS AND FIGURES

3RD	oldest university in England, after Oxford and Cambridge, and a leading European centre of learning for 1,000 years	OVER 8,000	staff members
3	faculties: Arts and Humanities, Science, and Social Sciences and Health	32%	of academic staff are non-UK origin
25	academic departments or schools	150	countries represented in our staff and student bodies
16	colleges - Durham's distinctive residential and educational communities	5TH	in <i>The Complete University Guide 2014</i>
12,550	undergraduates (2013/14)	6TH	in <i>The Times and The Sunday Times Good University Guide 2014</i>
4,538	postgraduates (2013/14)	WORLD TOP 100	University (<i>THE & QS 2012/13</i>)
21%	of students are of non-UK origin	MAJOR	ongoing investment in academic staff, research and teaching facilities.

Innovating & leading

As one of the UK's leading institutions and a world top 100 university, Durham has always been a modern, forward looking university.

We were one of the first universities to admit women, to internationalise and award degrees in Africa (over 100 years ago), to develop the sciences, and the first to incorporate civil and mining engineering. We have research and alumni on every continent and in almost every country in the world.

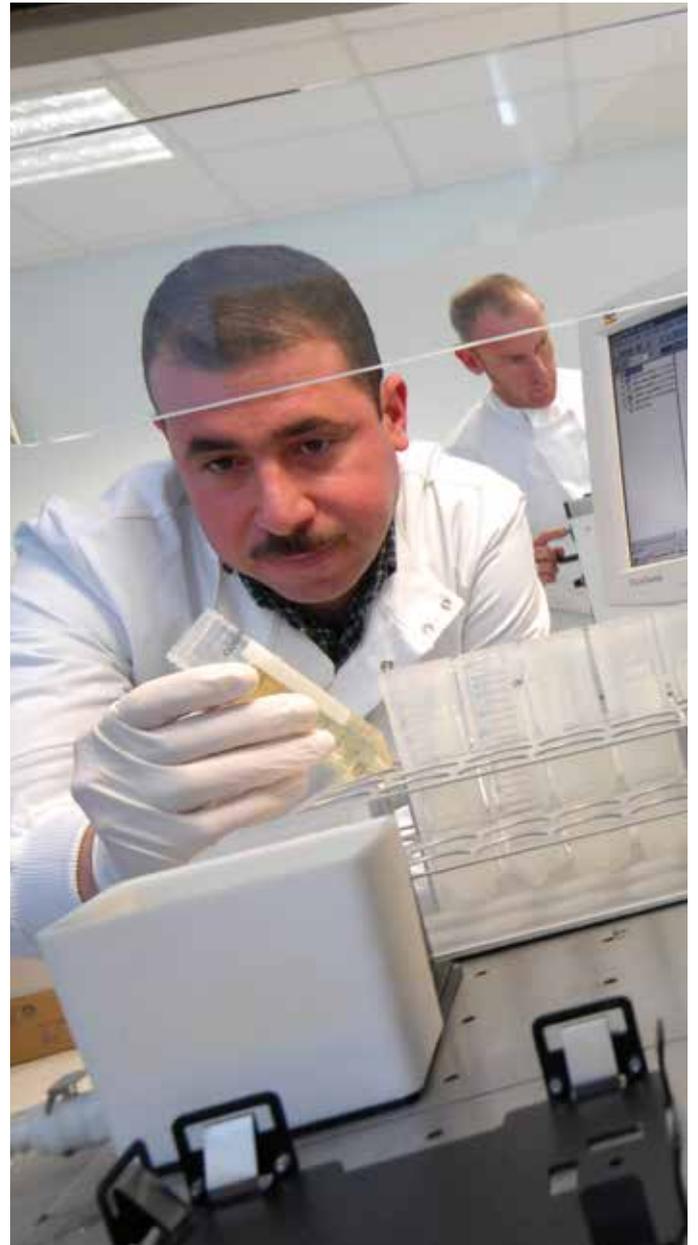
Today, we are continuing to provide students with a first-class and unique student experience. Durham's distinctive approach to research-led teaching ensures that our programmes are cutting edge and intellectually stimulating, while the state-of-the-art Bill Bryson library and the newly opened Palatine Centre enable students to have easy access to all the services they need.

Influencing & informing

Research, scholarships and ideas are at the core of Durham University.

We are home to some of the most talented researchers and scholars from around the world, tackling global issues, and making a difference to people's lives.

Research directly informs our undergraduate and postgraduate teaching, and in partnership with policy makers, industry, the public sector and communities around the world, shapes local, national and international agendas.



Durham University has nine multidisciplinary [research institutes](#):

Biophysical Sciences Institute

Durham Energy Institute

Institute for Computational Cosmology

Institute for Particle Physics Phenomenology

Institute of Advanced Research Computing

Institute of Advanced Study

Institute of Hazard, Risk and Resilience

Institute of Medieval and Early Modern Studies

Wolfson Research Institute for Health and Wellbeing.



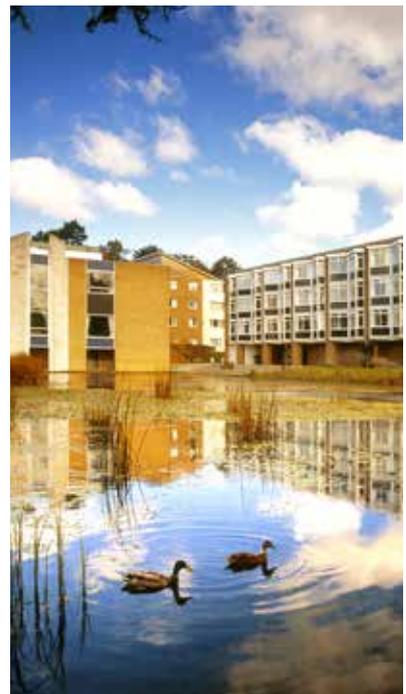
Our colleges

As a collegiate university, our 16 colleges play an important role in enhancing the academic and personal development of our students.

We encourage you to **take part in college life** by becoming a college mentor or member of the Senior Common Room (SCR).

Being a college mentor is an excellent way to become more involved in university life and develop new friendships. Our college mentor system helps foster a sense of community and provides support and advice to our students. Training is provided, along with regular events enabling you to meet other mentors and share experiences.

The SCR is a body made up of past and present members of the University, college tutors and local people with an interest in the college. It is an integral part of the life of any college, and holds a number of dinners, talks and social events throughout the year. Members are also able to use college facilities to meet colleagues and entertain visitors.



Left: Hatfield College, top right: St Hild and St Bede
bottom right: Collingwood College, far right: Van Mildert College.

Staff benefits

A staff survey revealed:

82% think that Durham University offers a good pay, benefits and reward package

92% say that Durham University offers good pension schemes

Pensions – Durham University offers access to attractive, defined benefit pension schemes, notably the Universities Superannuation Scheme (USS) and the Durham University Pension Scheme (DUPS).

Key benefits include:

- Generous contributions from the University (currently 13% for DUPS and 16% for USS of your contractual salary).
- Tax relief on pension contributions.
- Reduced National Insurance contributions through Pensions+ (the payment of member contributions by salary sacrifice)
- Additional Voluntary Contributions.
- Life Assurance.

You may have noticed that the Government has, once again, reduced the tax relief on pension savings. If you are already a long standing member of the USS, when you join the University, it is important for you to ensure that you are aware of the impact of any increase in the value your pension as a consequence of joining the University and the implications in relation to HMRC's Annual Allowance.

More information is available from the HR Department on request. You could also refer to HMRC guidance at:

www.hmrc.gov.uk/pensionschemes/understanding-aa.htm (Annual Allowance).

www.hmrc.gov.uk/pensionschemes/understanding-la.htm (Lifetime Allowance).

Pay – Our graded pay structure is based on the principles of equal pay for work of equal value with incremental salary progression. Discretionary awards reward staff or groups of staff who make a special contribution and our Exceptional Contribution Payments (ECP) scheme rewards sustained, outstanding performance with permanent pay increases

Leave – You will be entitled to 39 or 42 days paid annual leave each year. This includes eight Bank Holidays and four Customary Days and is pro-rata for part-time staff.

The University is committed to supporting our staff by providing excellent additional paid leave schemes, such as maternity and paternity leave and research leave.

Professional development opportunities

The University provides a wide range of training courses for staff. Your department may also support you to gain an external qualification if it is linked to your role. Our Annual Staff Review aims to ensure there is regular dialogue between you and your manager about your development. The University has clear criteria and structures for academic probation, progression and promotion.

For more information, please see our staff benefits [website](#).



County Durham & North East England





Located just a three hour train journey north of London, and an hour and a half south of Edinburgh, County Durham is a region steeped in history and natural beauty.

North East England's landmarks span millennia, from historical Roman and Norman World Heritage Sites to award-winning contemporary icons.

To the north of the region, and built in AD122 to mark the Roman Empire's northern frontier, Hadrian's Wall is just as awe-inspiring today. Its fellow World Heritage Site, Durham Cathedral and Castle, is one of the finest examples of Norman architecture in the world.



There are 15 National Nature Reserves in the region and over 250 Sites of Special Scientific Interest. There are more castles of distinction open to the public than in any other English region and numerous splendid country houses and gardens.

The market towns, villages and seaside resorts, with their distinctive character, historic buildings and friendly welcome are significant attractions in their own right. Long-established markets and shops selling local produce, arts and crafts are a shoppers' delight, with regional food specialities ranging from Craster's famous smoked kippers to traditional Lindisfarne Mead, stottie bread, cheese and handmade ice cream.



Left: Holy Island, top right: Hadrians Wall, middle: Bamburgh Castle, bottom right: Angel of the North.

Shopping and eating out

Durham and Stockton are both well-served by local shops and out-of-town supermarkets, so all your daily essentials are within easy reach. There are two out-of-town retail parks in Durham and one in Stockton: the Arnison Centre (DH1 5GB), Dragonville (DH1 2WP) and Teeside Shopping Park (TS17 7BT). All three are served by local bus routes.

Along with many of the well known chain stores, Durham City Centre offers a number of hidden gems in the form of unique independent retailers, such as clothing boutiques and craft shops.

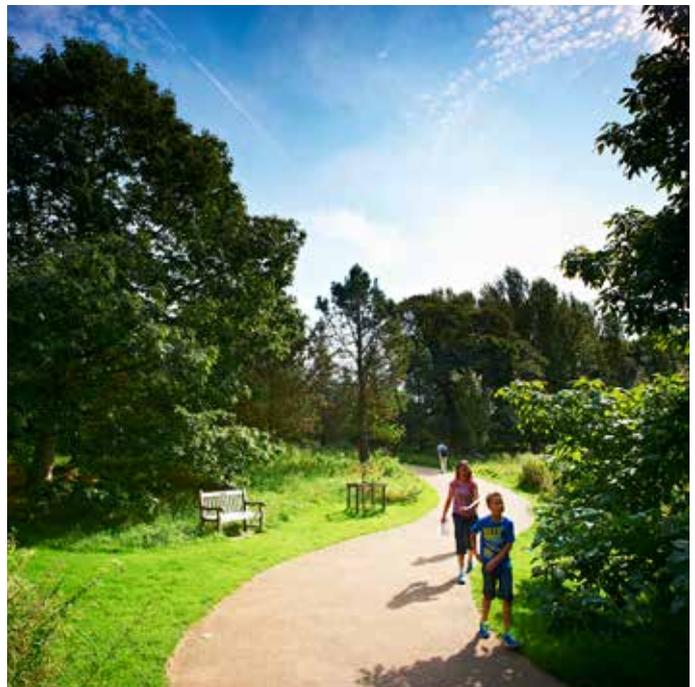
Durham's historic **indoor market** was named Best Private Market in the UK in 2011, and has stalls selling everything from groceries and clothing to household supplies and books. There is a Farmers' Market on the third Thursday of every month, providing an opportunity to buy quality fresh foods from local producers.

Stockton also hosts a market, which is one of the largest in the UK with over 150 stalls.

Further afield, Newcastle is a popular shopping destination, only 15 minutes by train from Durham. Just south of Newcastle (with good access by public transport) is Europe's largest shopping centre, **intu Metrocentre** in Gateshead.

For specialist foods, Newcastle and Stockton both have a number of shops stocking Halal meat as well as Asian and Continental ingredients at lower prices than in supermarkets.

Durham and Stockton have a choice of restaurants serving all types of cuisine at a range of prices, as well as many excellent cafés, bars and traditional pubs.



Top: Newcastle Gateshead Quayside,
bottom: Durham University's Botanic Garden.

Durham Cathedral and Castle – a UNESCO World Heritage Site

Situated in the heart of the City, [Durham World Heritage Site](#) contains the [Cathedral](#) and [Castle](#), both inspiring places to explore.

To most people the finest example of Norman architecture, Durham Cathedral is the burial place of St Cuthbert and the founder of European scholarship, the Venerable Bede. The Castle, originally built in the 11th century, is now home to the oldest of Durham University's colleges. The Cathedral and Castle are both open to the public, with guided tours available. There is also a Visitor Centre which provides more information about the World Heritage Site.

University attractions

As a member of staff, you can visit the following attractions for free with your campus card.

[The Oriental Museum](#) - the only museum in the North of Britain devoted entirely to the art and archaeology of the Orient.

[Palace Green Library](#) - holds Durham University's outstanding special collections, with treasures spanning millennia and the globe.

[Botanic Garden](#) - this beautiful 10 hectare garden is home to plant collections from around the world, including China, Japan, North America, South Africa, New Zealand and Chile.

Other places to visit

[Crook Hall and Gardens](#) - a 13th century Grade I listed medieval hall and themed gardens.

[Durham Light Infantry Museum](#) - a military museum which tells the story of one of the most famous County Regiments in the British Army.

[National Railway Museum at Shildon](#) - contains exhibitions which narrate the history of the railway from the 19th century to the present day.

[Beamish Living Museum](#) - an award-winning open-air museum which provides an interactive and hands-on exploration of life in early 20th century North East England.

[Newcastle visitor attractions](#) - Newcastle is home to a number of excellent museums including the Discovery Museum, the Great North Museum and the Life Science Centre, as well as several art galleries.

[Castles and historic landmarks](#) - the North East is home to more castles than any other English region. Highlights include Lindisfarne Castle, situated on the spectacular Holy Island, Raby Castle and Binchester Roman Fort.



Top: Beamish Museum, County Durham.
bottom: Palace Green Library.



Top left: student theatre, bottom left: North East countryside, right: Newcastle Theatre Royal.

Theatre, music and cinema

Across Durham and Queen's Campus there are **70 student theatre** companies and musical groups performing a wide variety of high-quality shows.

The **Gala Theatre**, in Durham City centre, has a theatre and two cinema screens, and hosts a regular programme of live events and film screenings.

Newcastle has numerous theatre and film venues, including the **Theatre Royal** (regional home to the Royal Shakespeare Company) and **Tyneside Cinema**. Intu Metrocentre at Gateshead also hosts the **ODEON IMAX** Cinema which offers a VIP area, 3D screen and the first IMAX screen in the region.

Stockton's entertainment venues include the **Stockton Arts Centre (ARC)** and the **Showcase Cinema Teesside**.

Sport and the outdoors

Members of staff can benefit from discounted membership at The **Graham Sports Centre** (Durham) and **Queen's Campus Sports Centre** (Stockton), which offer high-quality facilities and a range of fitness classes.

There are also many opportunities in the region to take part in **sporting activities**. Both Durham and Stockton have excellent leisure centres – Freeman's Quay and Splash.

The North East contains some of England's most stunning countryside. There are many opportunities for a peaceful walk in a park (like **Hardwick Park**), through woodlands (try **Hamsterley Forest**), or alongside the River Wear. Further afield, there are miles of **Heritage coastline** to explore, as well as the **North Pennines Area of Outstanding National Beauty** and **Northumberland National Park**. In less than two hours drive you can get to the **Lake District National Park**, famous for its magnificent scenery.



Helping you settle in

Accommodation

When you first arrive in Durham to take up your post, you may choose to stay in short-term accommodation, perhaps one of our college communities.

Contact [Event Durham](#) for information on short-term bed and breakfast accommodation in the University's colleges.

For hotel or bed and breakfast accommodation in Durham City Centre, you could stay at one of the following: [The Victoria Inn](#), [Castle View Guest House](#), [Kingslodge Hotel](#), [Travelodge](#), [Premier Inn](#), [The Radisson](#), or [The Marriott](#).

Visit the [Stockton tourism](#) website for information about short-term accommodation in Stockton.

To search for available properties to rent or buy, you could visit a property search website such as [Rightmove](#) or [Zoopla](#) or contact a local estate agent:

[Robinsons](#)

Durham: 1 Old Elvet, 0191 386 2777
Stockton: 21 Bishop Street, 01642 607555

[Reeds Rains](#)

Durham: 3a Old Elvet, 0191 384 1222
Stockton: 11 Silver Street, 01642 601601

[Your Move](#)

Durham: 17 Old Elvet, 0191 386 2070
Stockton: 25 High Street, 01642 607191

Relocation assistance

Subject to the terms of your contract and the level at which you join the University, you may be entitled to a financial contribution towards the costs incurred when relocating either nationally or internationally. This will be in accordance with the [University Relocation Policy](#).

Assistance with your move may also be available from our dedicated relocation support service. Our Relocation Manager, Stina Maynard, is available to offer assistance to senior staff with the many aspects involved with your move (including home and school searches and area orientations) to ensure you settle into the area as smoothly as possible.

Email stina.maynard@durham.ac.uk
or telephone 0191 334 9251.

Health

The University provides an [occupational health service](#) to promote the well-being of members of staff and support those who are experiencing health problems.

To view a list of doctors' surgeries in Durham and Stockton, visit the [NHS website](#).

Schools and childcare

Children between the ages of 5 and 16 are required to be in full-time education. Children under 5 may attend nursery school. Please visit the following websites for more information:

- [Education in the UK](#)
- Durham [state schools](#) and [nursery schools](#)
- Stockton [state schools](#) and [nursery schools](#)
- [Independent \(fee-paying\) schools](#)
- [OFSTED inspection reports](#)

To apply for a place for your child in a school in the Durham area, contact [Durham County Council](#) on 03000 265 896. For the Stockton area, contact [Stockton Borough Council](#) on 01642 526605.

The University has a [nursery](#) in Durham. You can save on the cost of nursery care through the University's [nursery+](#) scheme.

You can also make savings on the cost of childcare through the University's [childcare+](#) scheme.



Places of worship

Durham University is a multi-cultural, multi-faith community, committed to providing opportunities for staff and students to explore and follow their faith and beliefs.

[Information on places of worship can be found here.](#)

Staff induction

We have a comprehensive induction programme for all new members of staff to ensure you settle in quickly. In addition to your departmental or college induction, you will be invited to a University induction event. You will also find lots of useful information on our [induction website](#).

As a new member of staff, you will be assigned a mentor to advise and guide you during your first few months in your new role, which many have found to be invaluable.

Information sources

There are a variety of ways to be kept informed about developments and events at Durham University. There is a weekly email bulletin, Dialogue Signposts, as well as a fortnightly update from the Vice-Chancellor. In addition, the [Dialogue magazine](#) is produced six times a year.

Diversity and equality

Durham University embraces [diversity](#) by promoting and maintaining an inclusive and supportive work and study environment that enables all members of our University community to achieve their full potential. We have a dedicated diversity advisor to help us fulfil this aim.

Finding work in the North East

If a member of your family wishes to secure employment in the area, the links below may be helpful.

[Jobcentre Plus](#)

[Fish4jobs North East](#)

[Employment Agencies in Durham](#)

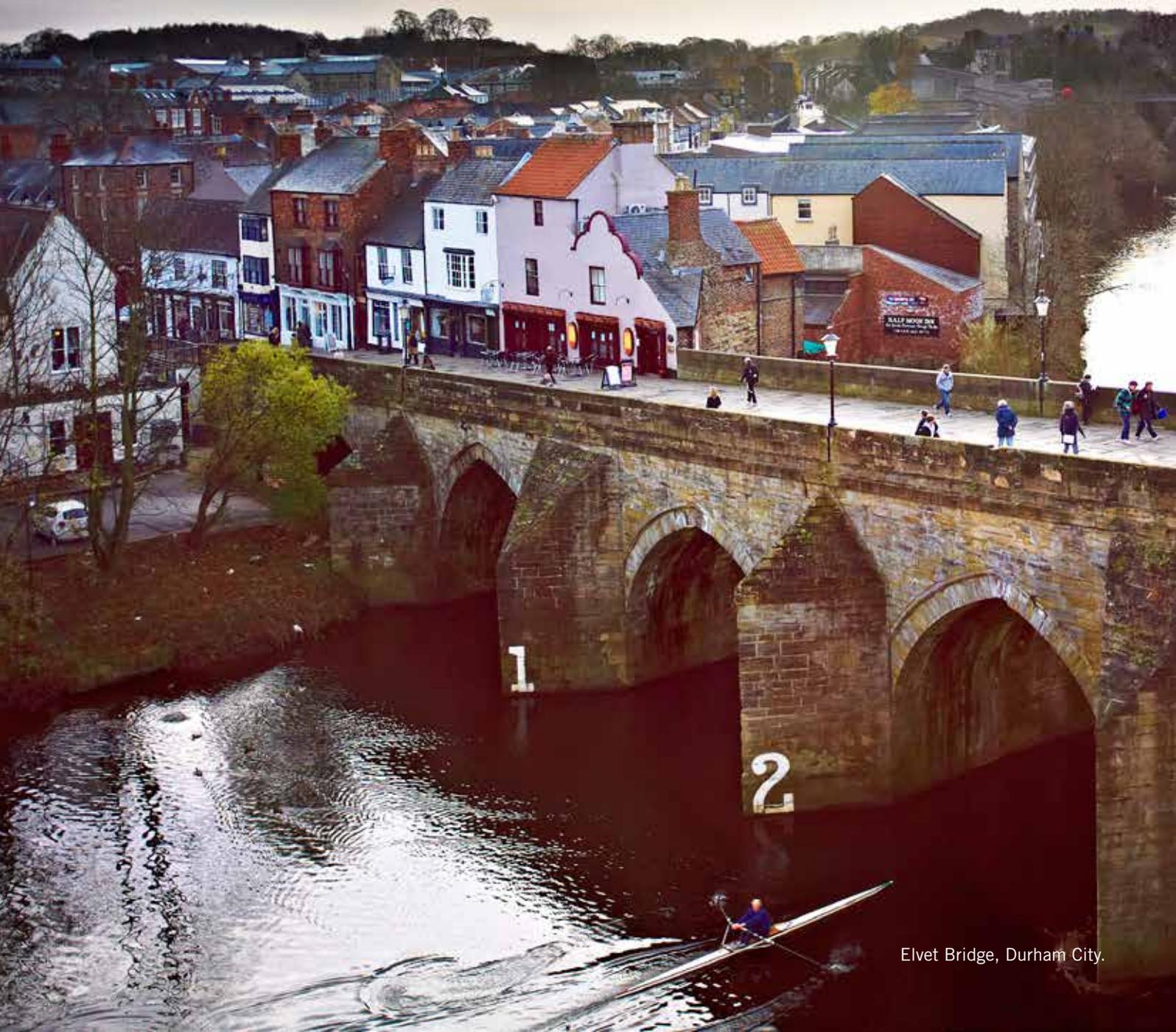
[Durham University jobs](#)

[Jobs.ac.uk](#)





Travelling to Durham University



Elvet Bridge, Durham City.

From Newcastle International Airport

Newcastle International Airport has regular flights from European and worldwide destinations as well as many internal flights from the UK (including London airports).

You can take a **metro train** from Newcastle International Airport to Newcastle Central Station and then take a **train** to Durham or Stockton followed by a taxi to your accommodation.

Alternatively you can take a taxi from outside the airport terminal directly to your accommodation:

- **[Durham taxi companies](#)**
- **[Stockton taxi companies](#)**

By ferry

There is a ferry connection to Newcastle from Amsterdam, operated by **[DFDS Seaways](#)**. The ferries arrive at the International Ferry Terminal, North Shields, which is approximately eight miles from Newcastle. There is a bus service to Newcastle Central Station, from where you can take a train to Durham or Stockton.

By coach

There are frequent **coaches** to Durham and Stockton from London and other major cities. Journeys are generally cheaper than the train and take approximately five hours from London.

By train

There are frequent **trains** to Durham and Stockton from London and other major cities. Journeys from London take approximately three hours.

By car

Durham City Centre is only two miles from the A1(M). Leave the motorway at Junction 62 on the A690 Durham – Sunderland road and follow signs to Durham City Centre.

Queen's Campus is linked by the A66 to the A1(M) and the A19.

Visit the University's **[travel website](#)** for more detailed instructions.

Public transport within the region

The North East region has a good public transport service; please visit the **[Traveline website](#)** for more details. You can also call Traveline on **0871 200 22 33** (lines are open 7am – 9pm daily).

Travelling to work

University car parking - there are a number of University car parks. If you wish to use these, you will need to apply for a **[car parking permit](#)**.

[Car sharing](#) - the University operates a car sharing scheme for students and staff.

Public transport - Free travel between Durham City and Queen's Campus is available on our **[inter-campus bus service](#)**.

Durham University has negotiated a **[discount](#)** on Arriva bus services if you pay for your annual season ticket on a monthly basis by direct debit.

Cycling - if you wish to **[cycle to work](#)**, you could save a third of the cost of purchasing a bicycle by using the University's **[Cycle+ scheme](#)**. You can also take advantage of discounts on parts and accessories at a number of local retailers.

Maps

To help you find your way around the University and locate departments and colleges, please use these **[maps](#)**.

You can also download the **[DU Guide App](#)**, available for Android and iPhone.

Information for international staff



Work permits, certificates of sponsorship and visas

Your job offer from the University will be conditional on you proving that you have permission to live and work in the UK. You will have permission to work in the UK if:

- You are a national of the UK, European Economic Area (EEA) or Switzerland. The citizens of Bulgaria and Romania require a Work Permit which must be applied for by Durham University, as well as an Accession Worker Card.

Although Iceland, Liechtenstein and Norway are not members of the European Union (EU) their citizens have the same rights as EU citizens to enter, live in and work in the UK.

Furthermore from 1 July 2013, Croatia became a member of the European Union (EU).

- You currently have an unexpired Tier 1 (General) or Tier 1 Post Study Worker visa.
- You are a dependant, husband, wife or civil partner of a UK or EEA national or individual who has an existing right to work in the UK and you hold a dependant's visa.
- You have indefinite leave to remain in the UK or have a UK Ancestry visa.
- You have a valid student visa which entitles you to work part-time (20 hours per week during term-time and subject to the permission of your course supervisor).

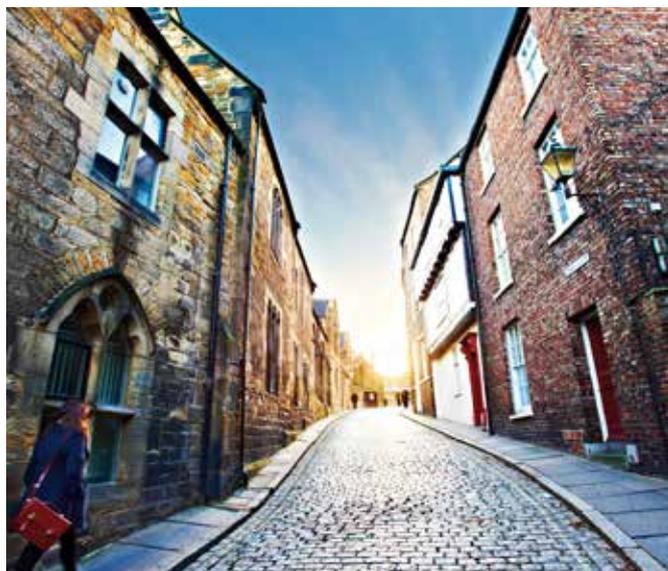
If you do not belong to any of the above categories, you will be required to gain permission to work and live in the UK.

For further guidance you are advised to visit the [UK Visas and Immigration \(UKVI\) website](#).

Furthermore, please take a look at our [Immigration & Eligibility to Work](#) and [Home Office Immigration Requirements](#) manuals.

Applying for a Visa

Once you have obtained permission to work, you will be directed by the UK VI on how to apply for a visa. Obtaining an entry and residence visa is your responsibility, and the University cannot act on your behalf. Obtaining permission to work does not guarantee that you or your family members will subsequently be given a visa. When you make a visa application you will have to pay the relevant fee and submit original copies of the documents requested, including your passport. If your visa application is approved you will be able to enter, reside and work in the UK for a specific period.



Owengate, Durham City.

Your first few weeks

Opening a UK bank account

There are a large number of banks in Durham and Stockton, and opening a bank account is a fairly quick and simple process, providing you have the correct documents. In order to confirm your identity and address, you are likely to need to provide the bank with the following (these must be original documents and not copies):

- Passport or EU National Identity Card
 - Evidence of your UK address (e.g. tenancy agreement)
 - Evidence of your address overseas (e.g. driving licence)
 - A bank statement from your existing providers (no more than three months old)
 - Confirmation of employment at Durham University (e.g. your offer letter).
-

National Insurance number

When you arrive in the UK, you will need to apply for a National Insurance Number (NINO) so your contributions to the UK National Insurance Scheme can be recorded. To apply for a NINO, call **0845 600 0643**. You will then be sent an application form, or invited to attend an interview at the local Jobcentre Plus Office in Newcastle or Middlesbrough. Following this, you will be issued with your NINO.

Registering with a doctor

The National Health Service (NHS) is the publicly-funded healthcare system in the United Kingdom. If you are moving

to England, you're entitled to free NHS treatment (along with your spouse or civil partner and children, if they live with you permanently). Like other UK residents you will pay some NHS charges (e.g. prescriptions) unless you are exempt. You may need to provide evidence to prove you live permanently in the UK, for example your job contract or tenancy agreement.

It is essential that you register with a local doctor (General Practitioner, GP) upon your arrival in the UK. To view a list of doctors' surgeries near you, visit the [NHS website](#). You can also telephone NHS Direct on 111 if you are concerned about your health or require information about local healthcare services.

If you need medical treatment urgently, call 999 or go to the nearest Accident and Emergency. In Durham, go to the University Hospital of North Durham, North Road, DH1 5TW. In Stockton, go to the University Hospital of North Tees, Hardwick Road, TS19 8PE.

Driving in the UK

Before you can drive a motor vehicle in the UK, you must:

- be licensed to drive
- have valid insurance cover
- display a valid UK road tax disc on your car
- register the car if you are in the UK for six months or more.

For information on whether your licence is valid in the UK, visit the [UK government website](#). The [Highway Code](#) is essential reading and contains full details of all UK driving regulations.



Police registration

If you need to register with the police, the requirement will be stamped in your passport and you must register within seven days of arriving in the UK. To register, you will need:

- Passport
- Visa or identity card
- Two passport-sized photographs
- £34 for the registration fee
- Offer letter/employment contract from Durham University
- Tenancy agreement as proof of address.

To make an appointment to register, telephone Durham Police on 0191 3752234 or email FNRO@durham.pnn.police.uk

If you are based at Queen's Campus, telephone Cleveland Police on 01642 301320 or email ForeignNationalsRegistrationUnit@cleveland.pnn.police.uk

Telephone line and Internet

To set up a telephone line and Internet connection in your property, you could contact one of the following companies: [TalkTalk](#), [Virgin Media](#), [BT](#) or [Plusnet](#). To compare deals, you may want to visit a website such as [Money Supermarket](#). It may take up to two weeks until your telephone line and Internet connection is ready for you to use.

Mobile phones

For details on how to use your current mobile phone in the UK, please contact your current provider.

If you would like to buy a mobile phone once you arrive in the UK, here is a list of some

mobile phone providers, along with their contact details:

[Carphone Warehouse](#)

Durham: 19 Silver St, 0843 538 0046
Stockton: Wellington Square Shopping Centre, 0870 142 1621

[EE](#)

Durham: 13/15 Silver Street, 0845 097 1774
Stockton: Wellington Square Shopping Centre, 01642 672846

[O2](#)

Durham: Prince Bishops Shopping Centre, 0191 383 9585
Stockton: Wellington Square Shopping Centre, 01642 618131

If you buy a phone on a pay monthly contract, you will need to provide proof of your signature (e.g. debit or credit card, passport) and UK address (e.g. driving licence, bank statement or utility bill).



Living in the UK

Cost of living

The cost of living in the UK varies depending on which area you live in. It is generally less expensive to live in the North than in the South of England. For examples of the cost of everyday items, you may wish to use this useful [cost of living calculator](#). To compare costs in your own currency, you could use an [online converter](#).

Council tax

When you rent or buy a property in England you have to pay council tax. Council tax is the system of taxation used to fund the services provided by the local authority such as the police service, fire service and refuse collection. The amount that you need to pay depends on where you live and the size of your property. Generally, the bigger your property is, the more tax will be charged. The full list of council tax charges is available on your local authority website:

- [Durham](#)
- [Stockton](#)
- [Other local authority](#).

As soon as you move into your property, you should inform your local authority.

Income tax

Income arising in the United Kingdom is liable to UK income tax by HM Revenue & Customs. The amount you pay depends on how much you earn, and not all income is taxable. Income tax will automatically be deducted from your pay each month. The amount deducted will be indicated on your pay slip. Please check the [government website](#) for more information.

To calculate your net pay after deductions, you could use this [online calculator](#).

Television (TV) Licence

If you watch or record TV as it's being broadcast (including on computers and mobile phones), you need to buy a TV licence. For details on how to pay, visit the [TV licensing website](#).

The Post Office

The Post Office has a wide range of services that you may find useful, with many services now available [online](#).

Through this website, you can:

- Buy stamps
- Check how much it costs to send letters and parcels within the UK and overseas



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- Check a postcode or address
 - Buy travel insurance.

The Post Office in Durham is located at 33 Silver Street, DH1 3RE. There are also smaller Post Offices in all the major residential suburbs of Durham.

The nearest Post Office to Queen's Campus is located in Stockton Town Centre at 90 High Street, TS18 1AD.

Climate

For detailed information about the climate in North East England, visit the [Met Office website](#).

Contact us

If you have any queries or require any further information, please do not hesitate to contact us:

Human Resources: 0191 334 6533 or find a contact at www.durham.ac.uk/hr/contacts/

Relocation: 0191 334 9251
or email stina.maynard@durham.ac.uk

Diversity: 0191 334 6528
or email diversity@durham.ac.uk

Pensions: 0191 334 6951
or email r.a.walters@durham.ac.uk

Payroll: 0191 334 6937
or email sandra.yates@durham.ac.uk



Durham Castle.

Further information...

General

[Durham University's homepage](#)

[Durham County Council](#)

[Stockton Borough Council](#)

[North East England tourism](#)

[Durham tourism](#)

[Stockton tourism](#)

For international staff

[International Staff website](#)

[UK Government information and services](#)

[UK Visas and Immigration](#)





“Durham, I have come to realise, has a capacity to astound out of all proportion to its size. I don’t know any place that manages to be more intimate and infinite at once.”

Bill Bryson,
international author and former Chancellor of Durham University