



BUDDY GUIDE

The buddy scheme is an informal process designed to help new international staff settle into life at the University of Bristol, and life in the city of Bristol in general. The main purpose of a buddy is to ease the transition of both moving to a new city and adjusting to the higher education system in a new country.

A buddy can help with navigating the university, introducing the new starter to colleagues, and providing local knowledge.

This document aims to outline the responsibilities of a buddy and provide guidance and support. Once a buddy has been assigned a new starter, they will be notified by the Staff Immigration team who will provide the new starter's name, start date, job role and email address. The Staff Immigration team will advise the new starter of who their buddy is and to expect contact.

Essential activities for a Buddy once assigned a new starter:

- Email your new starter within a week of being provided their name with a brief introduction of who you are and how best to contact you as and when required.
- Respond in a timely fashion to any contact/questions from your new starter, looping back to the Staff Immigration team, as necessary.
- Arrange to meet your new starter face to face for a coffee/lunch when they arrive in Bristol, or alternatively this can be done virtually.
- Introduce your new starter to other colleagues at all opportunities either virtually or in person.
- Arrange to meet your new starter either face to face or virtually after 1 month of employment for a check in.



Suggested activities for a Buddy:

- Arrange a welcome lunch / drinks for your new starter to introduce them to colleagues.
- Make your new starter aware of any clubs or social activities you participate in or know about & provide detail.
- Invite your new starter round for dinner one evening.
- If your new starter has a family who have relocated with them think of ways to introduce them to other families in a similar situation.



Responsibilities of the Staff Immigration Team:

In relation to the buddy programme:

- Source pool of buddies.
- Allocate buddies to new starters.
- Maintain a spreadsheet of buddies, their allocation, and end dates.
- Notify a buddy once they have been allocated a new starter and provide name, start date, job role, email address, and the Buddy Guide.
- Email new starter to make them aware to expect contact from their buddy.
- Oversee scheme and answer queries from new starters and buddies throughout.

Main role responsibilities are to support international staff with all matters relating to relocation including:

- Money matters
- Healthcare
- Transport
- Accommodation
- Relocating with family (schools, nurseries, language courses, etc.)
- Life in Bristol



Responsibilities of the New Starter:

- Utilise their buddy to help them navigate the university.
- Utilise their buddy for any informal local knowledge they may need, alongside the help of the Staff Immigration Team
- Utilise their buddy to help build a network of colleagues.
- Notify the Staff Immigration team if they do not receive contact from their buddy.