YOUR WELCOME GUIDE
HIGHER EDUCATION COURSES 2019/2020
#ReadyForWrittle
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Thank you for choosing to study at Writtle University College. Upon your arrival at our 220 hectare estate in rural Essex, you will be joining a community of around 1,000 undergraduate and postgraduate students.

This book is yours to keep and aims to guide you through your first few weeks as a student at Writtle. This is your opportunity to find out more about the campus and student life – from what to expect on your arrival to essential information on where to eat, finance and where the different departments are located. The guide also includes handy hints, tips and useful dates!

If you have any further questions that you would like answering before you arrive and are not covered by this guide, feel free to refer to the useful contacts at WUC on page 47 and please get in touch at askus@writtle.ac.uk.
“A very warm welcome to Writtle University College. We are delighted you have chosen Writtle for the next stage of your academic journey. One of the reasons students choose Writtle University College is that, in addition to our academic reputation, we are also known for our friendly and caring approach. So, if you need more information on anything covered in this guide or you have any questions to help you settle in, please get in touch.

“We wish you every success in your studies.”

Professor Tim Middleton
Vice-Chancellor
BEFORE YOU ARRIVE ON CAMPUS

Our Online Registration is now open!

• Our online registration process is fast and simple and should only take approximately 15 minutes to complete. All students are required to register with the University College on an annual basis.

• You may access the online registration system at student.writtle.ac.uk

You will be asked for your student username and password supplied on your induction registration email.

• Your login (username) is your eight digit Writtle University College student number 98***** (found at the top of your original offer letter and all correspondence).

• Your password is your date of birth preceded by Wuc in the format WucDDMMYYYY. For continuing students, this will be the same as the one you use to log onto networked computers on campus and for email.
You will be asked to:

- Check/amend your personal details, including home, term-time and emergency contacts.
- Check your academic record e.g. your course.
- Check/amend your funding source.

What if I can’t complete my online registration from home?

If you experience difficulty using the online registration system please contact our Registration Support Team at registration.support@writtle.ac.uk

The team will guide and support you through the process.

What should I do if I don’t have internet access?

If you are unable to access the internet, you can register when you arrive. We will provide access to a computer and support you through the process.

Students who will be living on campus can register on the day they move into university accommodation (visit page 17 for information on how to find the Registration Support Centre). Students who do not plan to live on campus can register in the Library, not far from Main Reception, from 16th September.
What do I have to do before I arrive on campus?
Firstly, it is important that you fully complete your online registration.

If you intend to bring a vehicle to the University College, you must register the details. A vehicle parking permit will be generated for you to display in the vehicle. You will have received an induction and registration email – check it for arrival and induction information.

Why should I register before I arrive?
Registering before you arrive gives you early access to your student email account. If you have registered a vehicle, your vehicle parking permit will be available to download and print.

How can I pay?
To pay tuition and on-site accommodation fees, please find the Finance Office window, Room L08, which is located in the Main Building.

The office is open 10am to 4.45pm Monday to Thursday and Friday 10am to 4pm.

The following methods for payment of fees are offered:

• Credit/Debit card in person or by telephone (excluding American Express and Electron).
• Bank transfer:
  • Quoting Barclays Bank Chelmsford
  • Sort Code 20-20-35
  • Account Number 50936146
  • Swift Code BARC GB 22
• IBAN No. GB05BARC20203550936146 Please ensure that your student ID number or name is quoted when processing the transaction.

• Cash at the Finance Office, L08.

• Cheques payable to Writtle University College.

• Telephone payments may also be made Monday-Friday between 9am and 4.30pm. Direct line for cashier: +44 (0)1245 424207.

It is your responsibility to ensure that invoices and fees are paid promptly by the date due.

Student Loan

If you are a home student and have applied for a student loan the University College needs to inform the Student Loans Company (SLC) that you have completed your registration and are in attendance before they release the first part of your loan to your bank account via the BACS payment system.

When you have completed your online registration, provided the University College has all the required information, an automated message will be sent to the SLC informing them that you have registered as a student. Please note that student loans will only be released by the SLC after the official start of the semester, which is 16 September 2019. Loans normally take three to five working days to reach your bank account. This could take longer if the SLC have not completed your loan assessment.

When you arrive at the University College please provide Registry with a copy of your ‘University or College Payment Advice’ form from the SLC.

Should you have any concerns or require any assistance in relation to your loans, please email student.finance@writtle.ac.uk

Higher Education Regulations and Policies

By registering as a student of Writtle University College you are agreeing to abide by and accept Higher Education Regulations and Policies.

writtle.ac.uk/HE-Regulations-&-Policies

Scan here to go to the HE Regulations and Policies
HOW TO GET TO WUC

Writtle University College is 64km/40 miles north-east of central London. Our attractive 220 hectare estate is in the historic village of Writtle, situated 3km/2 miles west of the city of Chelmsford in Essex.

By rail
The train journey from London Liverpool Street Station to Chelmsford takes about 35 minutes, with three to four trains running per hour. You can then get a taxi or catch a bus.

You can also travel from Stansted Airport, Clacton, Ipswich, Colchester, Braintree, Brentwood, and Southend to Chelmsford by train.
By shuttle bus
Writtle University College currently operates a shuttle bus service from and to Chelmsford Railway/Bus Station area on a first come first served basis during Further Education term dates only. The shuttle buses stop in Coval Lane, Chelmsford (by the City Council offices approximately 0.3 miles from the train station). No fee or prior booking is necessary.

The service operating times are Monday to Friday 8.15am to 9.15am; 2pm to 4.15pm (limited service) and 4.15pm to 5.15pm during Further Education term times.

By bus
First Buses numbers 45 and 32 take you to Writtle Village Green which is approximately 10 minutes’ walk from the main campus.

First Bus number 46 stops right outside the campus.

For a full route map, go to firstgroup.com/essex/routes-and-maps

First Bus Essex offers discounted travel to Writtle University College students, subject to a passcode and terms and conditions. For more information, email the transport office on transport@writtle.ac.uk

By car
We are 25 minutes’ drive from the M25 with ample free parking in designated areas on-site for students and visitors. Download the most appropriate version of a detailed route map from writtle.ac.uk/contact-us.

By air
London Stansted is only a 35 minute drive from Writtle with flights to many EU destinations. London Southend Airport is around a 45 minute drive from Writtle with some EU destinations. Heathrow and Gatwick, with international destinations, are also easily accessible via the M25 (90 minute drive).

By coach
A regular coach service is available to Chelmsford Bus Station from London and all three major London airports (Stansted, Heathrow and Gatwick).
FINDING YOUR WAY AROUND CAMPUS

Here’s a campus map to help you find your way.
1 — Main Entrance and Reception
2 — Main Building
3 — Library
4 — The Garden Room
5 — HE Study Hub
6 — Maddison Halls
7 — Tabor Halls
8 — Hamilton Halls
9 — Harvey Halls - Launderette
10 — Strutt Halls
11 — Gill Halls
12 — Dent Halls
13 — Landscaped Gardens
14 — Design Studio 1
15 — Multi Faith Room
16 — Recreation & Fitness Centre
17 — Student Baa
18 — Design Studio 2
19 — Stoneyshotts
20 — Allotments
21 — Amenity Landscape
22 — Willmott Building
23 — Moat
24 — Baroness Platt Building
25 — Tithe Barn
26 — Post Harvest Technology
27 — Short Courses/Design Studio 3
28 — Lordship Science Centre
29 — Northumberland Building
30 — Sports Science Centre
31 — Lordship Tea Room
32 — Turner Building
33 — Research Glasshouse
34 — Children’s Day Nursery
P — Parking
T — Tennis Courts
Your Academic Induction
Your exciting first step into academic life at WUC. Every course scheme has its own programme to introduce you to your subject area, your course manager and your timetable. Attendance at academic inductions is compulsory; turn to page 49 to learn where and when your induction takes place.

Your Registration Support
Your student ID card will be one of your best friends at WUC and should be worn at all times. It helps you to access buildings, buy food (if you are a resident in halls) and even check out library books. It's issued on your first day, once you're registered as a student, at the Registration Support Centre.
Your Welcome Zone in the HE Study Hub

Have a question about student life, support, finances or IT? Or looking for a place to relax and meet other students? Our Welcome Zone is here to help! Open 12-4pm Monday, Tuesday, Thursday and Friday during your first two weeks, it offers a one-stop-shop for helpful advice, information and support from both staff and fellow students. You’ll find it marked at number 5 on the campus map in this booklet and it’s featured on the special map we’ll give you upon arrival.

Your Freshers’ Week

We aim to offer something for everyone during our Freshers’ Week. From a Freshers’ Ball to meeting our clubs and societies, at the Freshers’ Fair you’ll have the chance to make new friends and gain a taste of the social life at Writtle University College. Flick to page 24 for a full list of events.

Ask Us

Send us your questions by emailing askus@writtle.ac.uk

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ARRIVAL INFORMATION
Q&A – WHAT YOU NEED TO KNOW

WHERE CAN I GET HELP AFTER ARRIVAL?
The Registration Support Team will help with your registration queries, produce student ID cards and general student information. Our Welcome Hub (marked as number 5 in the map on this booklet) will be open from 11am-4pm on Moving In Day and 12 until 4pm, Monday to Friday, for your first two weeks. Drop in to ask for help with administration, finance, wellbeing and IT requests or with questions on student life.

HOW DO I GET MY STUDENT IDENTITY CARD?
You will be issued with a student ID card once you arrive on campus. Your ID card is your best friend at WUC – it identifies you as a student, lets you borrow library books, access buildings, prove your identity in exams and much more. If you are a resident, you will also need your ID card to access your meal allowance and Halls. Your ID card must be worn on your lanyard at all times whilst on campus.

Please collect your student ID card, from the Registration Support Team in the Welcome Zone in the HE Study Hub on Moving In Day. From September 16th the Team will relocate to the Library in the Main Building.

I WILL BE ARRIVING LATE, WHAT DO I DO?
If you know that you will be arriving after than the published arrival dates email your Course Manager to make them aware of your late arrival. This will help ensure that your registration remains active and provisional. When you arrive, please make your way to the Registry Office - Room L67 on the ground floor of the Main Building. The Registry Office is open from 8.30am to 5pm.
HOW WILL MY PERSONAL DATA BE USED AND PROTECTED?

The information that you provide during the admissions and registration process will be held electronically and maintained in accordance with the Data Protection Act. We ensure data is held securely and not disclosed to third parties without your consent. When you register or re-register online you will be asked to read a declaration about the methods we use to store and communicate your data when required. You must read this declaration carefully.

WHAT’S A STUDENT STATUS LETTER?

During your studies you may be required to provide information to confirm your student status. If you need a student status letter or a letter for your bank, please contact Registry. These letters include your course start and end dates, registration status, mode of attendance, your name, address and date of birth. Please contact or visit the Registry Office (Main Building – Room L67): admissions@writtle.ac.uk

HOW DO I UPDATE MY PERSONAL DETAILS?

If you change your term-time or home address, or your name, telephone number or other personal details, you must inform the University College. You will be able to update your personal details at the Registry Office. Please bring identification with you. Writtle University College is not responsible if you do not receive correspondence because you did not update your contact details.

HOW DO I FIND MY WAY AROUND THE CAMPUS?

We hope you enjoy getting to know our friendly, welcoming campus. We’ve placed a small map on page 10/11 of this guide. When you arrive on campus, we will give you a larger, fold-up map that you can attach to your lanyard. If you ever need directions, ask any member of staff for assistance.
MOVING IN DAY

Information for students living on campus

MOVING IN DETAILS:
• Date: Sunday 15th September
• Time: 11am to 3pm
• Destination: Writtle University College, Lordship Road, Writtle, Chelmsford CM1 3RR

YOUR CHECKLIST
✓ Clothing
✓ Personal items including toiletries, stationery and electronic items
✓ Bedding, towels, laundry products
✓ Crockery and cutlery
✓ Cooking utensils for using on a hob and in a microwave
✓ You may bring a small ‘desktop’ sized fridge for your bedroom only, but must inform the accommodation office

Not all Halls have TV aerial sockets in the bedrooms (the quality of the signal cannot be guaranteed) so many students choose not to bring their own TV and watch programmes via the internet. For information on TV licences please go to tvlicensing.co.uk
WUC doesn’t offer a 24/7 arrival service. Please make every effort to arrive on the date and between the times shown. If this is not possible due to exceptional circumstances, contact the Accommodation Office in advance.

Arrivals cannot be accepted between 11pm and 8am. If your arrival is likely to be during this time period, we recommend you make alternative accommodation arrangements and arrive at campus the next day. Please be aware that on-site eating areas will be closed out-of-hours.

We hope our halls of residence will become your new home-away-from-home. Please arrive on Sunday 15th September 2019 between 11am and 3pm. Members of staff and Freshers’ Angels will be on hand, to help your big move go as smoothly as possible.

You are welcome to bring along family and friends to help you move, however the number of vehicles brought onto campus should be kept to a minimum. Moving in day can be busy so we ask you to drive carefully and slowly around the campus to the student car park.

Our Moving In Day Sunday Lunch takes place from 12-2pm in the Garden Room, for £4 per person. It’s a nice opportunity to say farewell to your friends and family over a roast dinner!

Guests

Light refreshments will be available for your friends and family, however during arrivals weekend we ask that no guests remain on campus after 4pm. Guests are permitted for Induction Week but must be authorised.

In future, a guest form will need to be completed by you every time you have a guest to stay. The form can be found on the University College’s intranet system, Moodle.

The Next Step

1 Visit main reception for your big welcome! Collect your welcome pack, accommodation pack, keys and register with the local GP surgery.

2 Once you have parked, our Freshers’ Angels will direct you to your new home.

3 Head over to the Welcome Zone in our HE Study Hub to where our Registration Support Centre is located on Moving In Day only (relocating to the library). You’ll get to meet other students, and find out more about the support available. IT support will be on hand to help get your devices up and running.

4 At 3.15pm the Freshers’ Angels will direct you to the Main Hall for our compulsory accommodation talk for all residents. It’s a great way to learn about your new home!

5 Join us for an evening of fun and games in the Student Baa (our on-campus bar) from 6pm. A buffet dinner will be served and you’ll have the opportunity to meet new friends!
Help & Support

We have a dedicated team of support staff on-site to support our residential students. The Residential Student Support Officers (RSSO) work through the night to help you with any problems you may have and offer pastoral support, see page 35 for more information. The wardens will be around to assist you if you are locked out or have other emergencies. The RSSO is based in the HE Hub between 6pm and 6am and can be contacted using the number opposite.

Each hall also has a Hall Representative living alongside you in residence (usually a 2nd or 3rd year student) who will help you settle into halls and guide and advise you over the first few weeks. They will also be able to help answer any queries you have to help you get the best out of living on campus.

Security

There is a swipe door access system to all main campus entrance doors, including Halls of Residence. Please do not leave front doors or corridor doors wedged open or allow food delivery or other delivery people to enter the Halls. Instead, please arrange to collect any deliveries at the Hall entrance. Don’t leave money or credit cards lying around; all bedrooms have a safe. Be vigilant and report any suspicious activity or people to a member of staff.

Residential Student Support Team (emergencies and out of hours only):
T 07880 557796
E wardens@writtle.ac.uk

Senior Warden
Tracey Coop
Lives in Strutt House
Based in L28 ext: 25728

Deputy Senior Warden
Strutt Warden
Caroline Farr
Lives in Strutt Flat

Harvey Warden
Dr Roy Browne
Lives in Harvey 2 Flat

Hamilton Warden
Esme Hills
Lives in Hamilton Flat 1

Gill Warden
Katie Russell
Lives in Gill Flat

Maddison Warden
Dr Hannah Scott Browne
Strutt North Flat

Tabor Warden
Lisa Herret & Garry Urwin
RSSOs
As a small and specialist institution, we can give you an advanced level of support, starting with dedicated induction activities in your first week.

Online registration is available for home/EU postgraduate students from now. We advise you to complete these formalities prior to your arrival and before your course start date.

Please remember to bring your eight-digit student number, found on your offer letter, with you when you come to Writtle University College for your first week.

If you are a taught postgraduate and do not live on campus, you will need to report to Library, in the Main Building of the campus at 9am on Friday 20th September (Friday 13th September for Veterinary Physiotherapy students) to complete your registration. The final part of the registration procedure will allow you to obtain your Writtle ID card which gives you access to University College facilities such as the Library.
If you want to pay your fees in person, please visit the Finance Office window, Room L08 in the Main Building.

Your induction (for postgraduates other than MSc Veterinary Physiotherapy students) will start with a welcome from the Vice-Chancellor of the University College at 10am in U60 in the Main Building. There will be a course-specific induction for taught postgraduates, giving you the opportunity to meet your Course Scheme Manager, members of the teaching team, other postgraduate students and incorporating a general introduction to what is expected at postgraduate level. An important part of your postgraduate career at Writtle is skills development and the day will highlight the career and professional development opportunities we offer during your studies. This induction will have a full programme and will finish at approximately 4.15pm.

If you are an international student, you should keep Registry and Accommodation informed of your intended date of arrival prior to departure from your home country and read the information in this booklet. On arrival, please follow the advice for international students in this guide and ensure you comply with the Tier 4 regulations by reporting to Registry and International Admissions in the Library (between 9am and 5pm Monday 16th September to Friday 20th September).

There is a full programme of events planned for Freshers’ Week and you will find out more about the activities on offer when you arrive. International students and other taught postgraduate students living on campus will be able to access the introductory academic sessions being held in Induction Week.

If you require any further advice or information, please do not hesitate to contact Registry at admissions@writtle.ac.uk.
When you study at Writtle University College you become part of a small and friendly community. We have International Staff to help you through your first days, settling into student life and your next steps after graduation.

When you arrive:

Arrival day is Sunday 15th September between 11am and 3pm. If you have difficulty arranging a flight to arrive on this day please let the Accommodation Office know by emailing accommodation@writtle.ac.uk so we can make suitable arrangements for your accommodation and the collection of your keys prior to the 15th September. Please refer to our Moving In Day section on Page 16 for more information.

In your first week:

1. Enrol at Writtle University College

You must enrol each academic year to gain access to your University College email address, the Library and free Wi-Fi.

• If you haven’t already paid the second instalment of your tuition fees please do so at the Finance Office window in the Main Building, Room L08.

• If you are a Tier 4 visa holder, please report to the Registry Support Centre (HE Hub) between 9am and 3pm on Sunday 15th September, or between 9am and 5pm Monday 16th September to Friday 20th September (Library), with the following documents:

  • Your passport
  
  • Your visa or immigration status document showing your permission to stay in the UK
  
  • Your Biometric Residence Permit (if you have one)
  
  • Your original academic qualifications and certificates
  
  • Once the University College has taken copies of these documents you can then attend the Registration Support Centre in the Library in the Main Building
All students must enrol by 5pm on Friday 20th September. If you do not enrol or contact the University College we are obliged to inform the UKVI that you have not arrived and your leave to remain in the UK may be stopped.

If you have any questions about enrolment please email international@writtle.ac.uk or once you arrive please visit Registration Support Centre in the Library. If you need advice about collecting your Biometric Residence Permit from a local Post Office please visit the Welfare Adviser (International) in the Main Building.

2. Register with the Police

- If you have a visa which is stamped with “Must register with the police within seven days of arrival in the UK” please follow the instructions

- You must go to Chelmsford Police Station, New Street, Chelmsford, CM1 1NF to register

- To register with the police you must make an appointment. Appointments are available Monday to Thursday
• The Welfare Adviser (International) can make an appointment for you or you can phone 101 and ext. 420003 to make an appointment yourself.

• You will need to obtain a Police Registration Letter from the Welfare Adviser (International) and this must be taken to your appointment. You will be asked to hand over your documents and wait within the Police Station for approximately 45 minutes whilst the registration is processed.

Key contacts and for further information:

Welfare Adviser (International)
T +44 (0)1245 424200 Ext 25566

International Registry Office
E international@writtle.ac.uk

Accommodation Office
E accommodation@writtle.ac.uk

Further information on processes
writtle.ac.uk/arrive-in-the-uk

General information about studying in the UK
educationuk.org ukcisa.org.uk
Freshers’ Week – from Monday 16th September
University is a great opportunity to socialise and enjoy yourselves. We hope to see you all at Freshers’ Week and beyond, so we can all keep making memories of your time at Writtle. Here’s the schedule for your first few fun-packed days.

Sunday 15th September
• Moving in day: Meet and greet for students living on campus, including dinner and games in the evening, finishing in the Student BAA!

Monday 16th September
• ‘Glitter and Paint’ night

Tuesday 17th September
• Ibiza-themed Bingo

Wednesday 18th September
• Freshers’ Fair and an evening out in Chelmsford

Thursday 19th September
• We’re bringing out the inflatables!

Friday 20th September
• Not to be missed – The Ibiza Freshers’ Ball
Sport at WUC

Love sport? After a short induction, students are welcome to become members of our Recreation and Fitness Centre. We have a fully equipped gym with resistance machines, cardiovascular machines, a free weights area and a functional training area. There is a Sports Hall available for badminton, five-a-side football, fitness classes and other related activities. We have a squash court and space for cricket, football and rugby as well as netball and tennis.

Fitness Classes and On-Site Sports Clubs

Wondering what to do in your free time? Try something new and meet more people with our ‘Give it A Go’ exercise sessions for basketball, badminton, volleyball and much more. Look out for ‘Sports Wednesdays’ which feature games such as Giant Jenga and ping pong.

We are also well represented in team sports, with the teams playing in the British University and College Sport (BUCS) leagues and mini tournaments.

If you’re interested in setting up a new team, speak to the Sports Development Officer! To learn more about sport on campus go to www.sport.writtle.ac.uk. Or follow the QR code here.

Students’ Union (SU)

The Students’ Union Council is a passionate group of people, elected by the students to support all aspects of student life.

The SU organises social events throughout the year, including party nights, barbecues, a beer and cider festival, and sports events. We also have Sober Socials.

Three big events take place every academic year, starting with the Freshers’ Ball in your first week at Writtle, followed by Winter and Summer events later in the year.

We also have RAG (Raise and Give) events for our chosen charities. The events include Moulshams 11, a traditional pub crawl in Moulsham Street in Chelmsford city centre.

Keep up to date

@WUCSU_Academic

WrittleSU

WUCSU

WUCSU

T: 01245 422752

E: studentunion@writtle.ac.uk

Come and see us in our SU office on the ground floor of the Main Building.
Clubs and Societies

Club and societies can help you to make new friends and meet like-minded people. Sign up during our Freshers’ Fair on Wednesday 18th September.

Can’t spot what you’re looking for? Take ideas for new groups to the SU, they’re always interested in hearing from you!

- Christian Union
- Cycling Club
- Equine Society
- LGBTQIA+ Society
- Music Society
- Table Top Gaming
- Yoga Society

What else does the SU do for you?

- Represent students on any matter or issues brought to them.
- Sit on boards and meetings to help initiate change from within the University College.
- Help organise social events, clubs and societies
- Give academic, welfare and general advice & support.
- Campaign with the National Union of Students (NUS) to help improve the experience of students across the country.
Meet your SU team for this September:

SU President
Kelly Flude

“As the president, my aim is to work with and represent all FE and HE students. Attending meetings, campaigning for policies, and simply acting as someone to speak to regarding issues or enquiries will all enable me, and the SU to create a strong connection between students and the university. This ability to effectively communicate and resolve problems will help make the university environment a better place academically and socially. As after all, there is so much more to a university than its courses!”
Eating In at WUC

Hot and cold meals, grab and go drinks and snacks are served at the main restaurant on campus, The Garden Room.

Thyme Out, next to the Student Baa (yes, that’s right– our bar is called the baa!), is our on-site coffee shop. You can buy breakfast from 7.30am and there is a good range of baguettes, sandwiches, wraps, and other items available throughout the day to satisfy your hunger!

The Watering Hole at Cow Watering Campus offers a range of hot and cold items such as paninis, breakfast baps, lunchtime jacket potatoes and pasta, alongside a range of grab and go food, drinks and snacks.

September will see the launch of a new app called ‘93, that will allow you to download special offers and menus.

The Garden Room weekday opening times*
Monday to Friday in term time
Breakfast 7.30am – 10.30am
Lunch 12pm – 1.30pm
Dinner 4.45pm – 6.30pm

Weekend Opening Times
Saturday 11.30am to 1pm
Sunday 12.30pm to 2pm

Thyme Out weekday opening times*
Monday to Friday in term time
7.30am – 3.30pm

The Watering Hole weekday opening times*
Monday to Friday in term time
8am – 1.30pm

Allergies and dietary needs
Please pop in to the Catering Office or email writtle@caterlinkltd.co.uk if you have any allergies or dietary needs.
Using your meal card

• Hall fees include a meal allowance of £40 per week which is added to your ID card.*

• You should monitor your spend to ensure you have enough to last you through the term.

• You can gain a full transaction history by emailing writtle@caterlinkltd.co.uk or by popping into the Garden Room’s Catering Office.

• You can also top up your card value at Finance.

• You can spend your meal allowance in the Garden Room, Thyme Out and the Watering Hole.

• You can’t use your meal allowance on vending machines.

• There is no cash redemption value

• You can’t transfer your allowance to another student and only the card holder can use their allowance against transactions.

• If you don’t present your ID card at the till, you won’t be able to use your allowance as payment.

• For further information, please contact the Catering or Accommodation offices.

*Opening hours are subject to change; the most up to date opening times will be displayed at the venues. Restricted hours during the holiday.

Meal cards are topped up each term with the next term’s allowances. They will be wiped when you vacate your room.
YOUR LIFE OFF CAMPUS
Our main campus is only a short walk from essential amenities. Writtle village features a petrol station, a Co-Op food store and several places to eat, including restaurants.

The area includes traditional English pubs, such as the Rose and Crown, the Wheatsheaf and The Horse and Groom. The Tiptree Tea Rooms are a popular destination, serving home-made cakes and fresh lunches on Writtle University College’s Lordships Campus.

Writtle has all the elements you would expect of an English countryside village; traditional lovingly maintained Tudor houses, an ancient Church, a village green and a duck pond.

**Chelmsford**

Writtle is also just three miles from Essex’s only city. Chelmsford was named one of The Times’ Best Places to Live in 2019 and boasts outstanding nightlife, shops, sport, culture and multiple restaurants.

Essex’s regular bus services or scenic cycle routes take you straight to the heart of Chelmsford. Students who have bought their car to campus (taking advantage of our league-table-topping parking facilities) can make the trip in around ten minutes.
Nightlife
With dozens of bars, clubs and pubs, Chelmsford has all of the ingredients for a good night out. Take your pick from live music, big club anthems, cocktails and traditional pints. Student nights during the week offer discounted entry and drinks.

Parks
Spent all day studying? Take a break by cycling or walking by the beautiful river Can in Admirals Park. This sprawling green area is a popular place for a picnic. Enjoy landscaped gardens, wild areas, tennis courts, cricket and football pitches.

Shopping
Get your bags at the ready! With two shopping centres plus the luxurious brands of Bond Street, Chelmsford has all the usual big-name brands, individual stores and more besides. You’ll find food and the latest fashions within the city centre.

London
Chelmsford Train Station takes you straight to London, one of the world’s busiest and most exciting capital cities, in around 35 minutes. Once there, you can access globally-famous shops, restaurants, nightlife and cultural facilities.
Culture
With two cinemas, theatres, a museum and plenty of galleries, Chelmsford is a cultural hot spot. Want to avoid the crowds? Head to The Stables, at the nearby Highlands Estate, to browse the work of resident artists.

Sports
If acres of parkland wasn’t enough, Chelmsford recently opened the brand-new Riverside Leisure Centre. The state-of-the-art complex will include a 130-station gym, high-spec swimming pool and dedicated group cycling studio. Or if winter sports are your thing, enjoy the refurbished ice skating rink.

For more information on Chelmsford and what’s on go to http://www.visitessex.com/chelmsford.aspx or click here:
WUC recognises that flourishing at University College is determined as much by a student's wellbeing as it is their academic ability. As such, WUC has invested in developing its in-house wellbeing services and we now have more counselling and pastoral/welfare support available to our students than ever before. Core services include:

• General welfare/wellbeing support
• Specialist international student welfare (including advice about living and working in the UK) writtle.ac.uk/International-Student-Support
• Mental health support and advice
• Counselling
• Residential student support* (including a re-modelled service providing 24/7 pastoral student support)
• Safeguarding (including Prevent duty responsibilities)
• Sexual Violence Liaison Officer Support
• Disabled Students’ Allowance specialist mentoring (mental health and autism)
• Chaplaincy
• External referrals and partnership/multi-agency working (including with mental health services, Canine Concern, Social Services, the police, drugs and alcohol support services and other agencies and charities)

In addition and often in partnership with the Students’ Union, the Wellbeing team get involved in lots of new institutional, local and national initiatives/campaigns, such as the eC-Card Scheme, the Red Box Project, Look After Your Mate and SH:24. They also develop and run a range of wellbeing workshops and events throughout the year.

Contact them at wellbeing@writtle.ac.uk. Follow them at @WUC_Wellbeing or find them on Moodle.

Go to our Online Wellbeing resources for WUC students

Residential Student Support

Resident students have access to 24 hour support from a dedicated team of Residential Student Support Officers (RSSOs) and Wardens. The team is here through the night and at weekends to assist with any emergencies and pastoral support needs you may have, from being locked out to needing 1:1 wellbeing meetings. RSSOs also run a series of events throughout the year to try and ensure that you get the most out of residential student life at WUC.

Contact them at wardens@writtle.ac.uk. 07880 557796 (out of hours only).
Here to help you succeed

We pride ourselves on getting to know you as an individual. Specialist student support services are here to provide practical support, advice and guidance to you when you most need it. Some of the services available are detailed below.

Learning Support Services

We actively encourage early disclosure of any learning difficulties, disabilities and/or health conditions you may have as it allows us to consider reasonable adjustments to ensure you have equal access to all aspects of student life.

We will require evidence before we can make recommendations for your support and adjustments. Evidence could take the form of a Disabled Students’ Allowance (DSA)* needs assessment report, a diagnostic report from a suitably qualified specialist or
a letter from a doctor/consultant/psychiatrist. This should confirm that your condition is ongoing and has lasted (or is predicted to last) 12 months or more. It is helpful if your evidence also indicates how your disability/condition may affect your studies.

Contact student.support@writtle.ac.uk or come and see a member of the Learning Support team to discuss your individual situation and needs.

Reasonable adjustments could include:

- alternative exam or assessment arrangements, such as extra time, rest breaks, or using a PC
- teaching materials and exams in alternative formats
- support workers, such as Communicators (for our hearing impaired students)
- changes to field trips and work placements (where possible and appropriate)
- changes to buildings, teaching venues or your accommodation (where possible and appropriate)
- hearing loops
- use of marking guidelines for written work for students with Specific Learning Difficulties

Reasonable adjustments cannot change competence standards. All students are measured by the same learning outcomes.

If you unexpectedly become ill or are injured, you would need to apply for extenuating circumstances.
Disabled Students’ Allowance (DSA)

We would strongly encourage all disabled UK home students to apply for DSA to see what support can be funded. Disabled Students’ Allowances (DSAs)* can cover some of the extra costs you may have because of a disability. DSAs may fund one-to-one support, such as study skills or specialist mentoring. DSAs may also fund specialist equipment, software and/or travel costs.

DSAs ([https://www.gov.uk/disabled-students-allowances-dsas](https://www.gov.uk/disabled-students-allowances-dsas)) are grants, not loans, so there is never anything to pay back. DSAs are only available to UK home students and are not means tested. If you need help or advice in applying, please come and see a member of the Learning Support team as soon as possible.

Exam Arrangements

Exam arrangements should ensure that you are not disadvantaged by your learning difficulty/disability/health condition.

These can include:

- extra time in exams
- using a computer or other specialist equipment
- rest breaks
- a smaller or separate exam venue
- a reader
- a scribe
- an alternative format for your exam paper (e.g. coloured paper)

These need to be agreed at least three weeks in advance of your exam.
Financial support
Financial assistance may be available to help you if you are finding it difficult to continue your studies due to financial hardship. If you are facing financial difficulties and meet residency requirements you can make an application. Levels of support vary according to individual circumstances and each application is individually assessed. Assistance is subject to eligibility and the availability of funds.

To apply for support through the Higher Education Hardship Fund* you must have a Student Loan. You will need to complete and submit an application form to Student Finance, along with evidence of income or any benefits received and an academic staff recommendation.

*subject to the availability of the funding

Student Success Team
This team supports the whole Higher Education learning community to ensure every student can maximise their potential and unlock opportunities to reach their goals. Two Learning Mentors give study and life skills coaching, which is complemented by our specialists in Academic Writing, IT Skills and Statistics who run one-to-one and group sessions to support students alongside the curriculum.

Your future is supported by our employability provision, which includes careers fairs, entrepreneurial coaching and academic progression advice, along with Matrix-accredited Careers Advice. This is also a team that organises a lot of research and evaluation into life and study at WUC, so we can develop to best meet the needs of all our students from every background.

Email success@writtle.co.uk or visit ‘Student Success’ on Moodle.
INFORMATION SERVICES AND TECHNOLOGY (IS&T)

Here’s a bit of information about the computer facilities – you’ll need these for your assignments (not just for social networking!)

Getting started
Each student receives their own network account and email address. Your user ID is your student number, and initially your password will be Wuc followed by your date of birth in DDMMYYYY format (e.g. 15 December 2000 would be Wuc15122000). You are advised to change this password as soon as possible.

Using your own computer
You can bring your own computer onto campus. Ensure you have adequate anti-virus protection and all updates to the operating system, applications etc. have been applied. The IS&T Support Desk can assist in troubleshooting problems on personal PCs. This service is free and as such is limited in terms of the amount of time spent on each individual problem - you may be referred to an external company for assistance.

Some software is available for use on your own PC. Your lecturers will inform you when a specific piece of software is required and whether it is available to you. Media/licensing information can be obtained from the Library.

Induction Week Drop in Sessions
IS&T will hold drop-in sessions from 12 to 2pm on Monday, Tuesday, Thursday and Friday (not Wednesdays) during Induction Week and first week of teaching.

Support
During the rest of your time at Writtle please feel free to contact the support desk (U51 in the Main Building) with any issues or queries you may have between 9am and 5pm Monday to Friday.
E supportdesk@writtle.ac.uk
W insert.writtle.ac.uk

Or scan the QR code here
The Library, which is in the Main Building, has an extensive collection of books, journals and magazines to support your studies, as well as providing access to online materials such as e-journals and e-books.

All students are automatically members, but you will need your student ID card with you to borrow items.

The Library offers plenty of study space, including two bookable study rooms. You may bring your own laptop or use one of our computers.

The Careers Adviser, the English Language Co-Ordinator – who also provides academic writing support – and the IT Trainer are based on the first floor of the Library.
The HE Study Hub

Exclusively for the use of Higher Education students, the building is equipped with a range of modern equipment and resources. The layout features a mix of quiet study areas and more social learning spaces for group study available on each floor.

The building is a bright and dedicated space for students and features contemporary study furniture alongside acoustically-treated pods with screens for students to practise presentations and work collaboratively.

Opening Hours

Open access via your student card is from 7am to 11pm during term time.

Library Opening Times

Term Time
Weekdays: 8.30 am – 9.00 pm
Weekends: 12.00 pm – 6.00 pm

Please note that opening hours are subject to change. Please visit the library or Moodle for the most up to date information.

Getting Started in the Library

You will receive an introduction to the Library as part of your induction week. We also recommend that you explore the Library Moodle page for full details of all our resources and services, including subject guides relevant to each course area and a range of ‘how to’ leaflets and videos.

1. You will need your student card to access the library and to borrow items.
2. You can borrow/return/renew books using the library self-service machine
3. You can manage your library account by logging on to ‘Heritage online’
4. Our eResources platform is ‘Writtle Discovery’, located on Moodle

Have a question? Either call in or contact the library via thelibrary@writtle.ac.uk or check our A-Z guide on Moodle for the answer to many general library queries.

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Writtle University College works hard to ensure the campus is as safe as possible for all students, staff and visitors.

Safety and security on campus

Everyone using the on-site facilities has a responsibility to ensure they do not take part in any activities or behaviour that is likely to put themselves or others at risk. Any student found to be in breach of Health and Safety Regulations will face disciplinary action.

Students also have a responsibility to report anyone or anything that they feel is a health and safety risk. Reports should be made to the Health and Safety Officer H&S@writtle.ac.uk or another staff member immediately. If out of hours, please inform the Duty Warden on 07880 557796.
Student lanyards
It is compulsory for students to wear their Student ID lanyards whilst on campus. This is to ensure the safety of individuals and to prevent unknown persons from entering the grounds.

Emergencies
In an emergency, students and guests should take appropriate action and, depending on the nature of the emergency, contact the emergency services by dialling 999. You should also inform either the Reception desk or, if outside of office hours, the Duty Warden or other staff members immediately.

Driving on campus
Please adhere to campus speed limits to ensure your safety, the safety of other drivers, pedestrians and livestock.

Smoking and vaping rules on campus
Please note that smoking and vaping is only allowed at the designated areas. These areas can be identified by the green and white signage. All smoking and vaping materials must be disposed of responsibly in the receptacles provided.

Personal Protective Equipment (PPE)
The wearing and use of PPE will be strictly enforced in locations where it has been identified as necessary.

Fire Safety
Fire extinguishers must not be tampered with or used inappropriately (i.e. as door stops.) Fire doors must not be propped open as they are installed to contain a fire and to prevent its spread.
On hearing a fire alarm you must evacuate the building you are currently occupying. You must not re-enter a building until you are informed it is safe to do so.

**General Health and Safety**

Writtle University College has a duty of care to ensure the safety of students, however you also have a duty to make sure that you do not injure others by your actions.

The Writtle University College Health and Safety Policy sets out its commitment to comply with the relevant legislation and identifies those job roles which have responsibilities for ensuring adherence to the policy. Health and safety is everyone’s responsibility and therefore it is essential that all students read and understand their duties as well as those of the University College.

You must co-operate with the University College by following its policies and procedures, to ensure that the institute can fulfil its statutory duties.

**Good Housekeeping**

Keeping your workspace clear and tidy will reduce the risk of injury through slips, trips and falls.

**First Aid**

The campus has people trained in First Aid on-site. Please contact the relevant staff members if you require them or ring the Duty Warden if outside office hours.

Duty Warden  
**Tel:** 07880 557796

Reception  
**Tel:** 01245 424200
CONTACTS

Accommodation
Ground Floor, Main Building, L11
Open Monday to Friday during office hours
T 01245 424212
E accommodation@writtle.ac.uk
W writtle.ac.uk/accommodation

Admissions
Ground Floor, Main Building Open Monday to Friday during office hours
T 01245 424200
E admissions@writtle.ac.uk
W writtle.ac.uk/admissions

Baa
Monday 7pm to 1am
Wednesday 4pm to 10pm
Friday 3pm to 11pm
Saturday 3pm to 11pm

Careers
First floor in the Library Open three days per week
T 01245 424257
E careers@writtle.ac.uk
W writtle.ac.uk/careers

Chaplain
Revd Andrew Merchant on campus every Wednesday
E chaplain@writtle.ac.uk

Finance Window
Monday 10am to 4pm
Tuesday 10am to 4pm
Wednesday 11am to 4pm
Thursday 10am to 4pm
Friday 10am to 4pm
E student.finance@writtle.ac.uk

Gym
Recreation and Fitness Centre
Check at the gym office for up-to-date opening times

HE Study Hub
Access via Student ID Card from 7am to 11pm during term time.

Information Services & Technology (IS&T) Support Desk
Upper Floor, Main Building, U51
Open Monday to Friday during office hours
T 01245 424211
E supportdesk@writtle.ac.uk
W insert.writtle.ac.uk

International students
International Admissions, Registry Office
Main Building Open Monday to Friday during office hours
T 01245 424200
E international.enquiries@writtle.ac.uk
W writtle.ac.uk/international

Kiddi Caru Day Nursery
If you are registered as a full-time student you will be eligible to apply for a subsidised nursery place at Kiddi Caru Day Nursery
T 01245 421341
E writtlecollege@kiddicaru.com
W kiddicaru.com

Launderette
Harvey 1, Ground Floor
Cards available from Accommodation or use the Circuit app
T 0800 0924068
Library
Weekdays: 8.30 am – 9.00 pm
Weekends: 12.00 pm – 6.00 pm

Student Support
Includes Learning Support, Safeguarding. Ground Floor, Main Building Open Monday to Friday during office hours
T 01245 424254
E student.support@writtle.ac.uk
W writtle.ac.uk/Learning-Support
W writtle.ac.uk/Safeguarding-Wellbeing-and-Prevent

Student Success
E success@writtle.ac.uk
or find us on Moodle

Students’ Union
Ground Floor, Main Building
T 01245 422752
E studentunion@writtle.ac.uk

Wellbeing Team
Includes wellbeing advisors, counsellor, mental health advisor, senior warden and sexual violence liaison officer.
T 01245 424 200 ex. 25566
E wellbeing@writtle.ac.uk

Opening hours and contact details are subject to change. Please check with the relevant departments for the latest information.
INDUCTION WEEK TIMETABLE

How to use this timetable

Over the next pages is a timetable of Induction activities for your first days at Writtle University College.

There are events that you must attend. Please look for the sessions that apply to your course.

Later in the week, there are also drop-in sessions. Please pick what you would like to find out more about and pop along!

There is a 2019 Fresher’s Week timetable – with activities for every evening – look out for the timetable when you arrive.
## INDUCTION WEEK

### Friday 13th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am to 5pm</td>
<td>MSc Veterinary Physiotherapy students only</td>
</tr>
<tr>
<td>9am Online</td>
<td>Online Registration and ID cards</td>
</tr>
<tr>
<td></td>
<td>Library</td>
</tr>
<tr>
<td>10am</td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Main Hall Room L41</td>
</tr>
</tbody>
</table>

### Sunday 15th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11am to 3pm</td>
<td>‘Moving In Day’ for all students living in Halls of Residence supported by Freshers’ Angels</td>
</tr>
<tr>
<td></td>
<td>Main reception – Main Campus</td>
</tr>
<tr>
<td>9.30am to 4pm</td>
<td>Registration and Student ID Cards</td>
</tr>
<tr>
<td></td>
<td>HE Hub – Main Campus</td>
</tr>
<tr>
<td>11am to 4pm</td>
<td>Welcome Zone</td>
</tr>
<tr>
<td></td>
<td>HE Hub – Main Campus</td>
</tr>
<tr>
<td>12 to 2pm</td>
<td>Welcome – Family Sunday Lunch</td>
</tr>
<tr>
<td></td>
<td>The Garden Room, Main Campus</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Hall Residents Meeting</td>
</tr>
<tr>
<td></td>
<td>Main Hall – L41, Main Campus</td>
</tr>
<tr>
<td>6pm</td>
<td>Moving In Night @ The Baa</td>
</tr>
<tr>
<td></td>
<td>The Baa, Main Campus</td>
</tr>
<tr>
<td>6pm</td>
<td>Evening Buffet Dinner</td>
</tr>
<tr>
<td></td>
<td>Meet the SU Team</td>
</tr>
<tr>
<td></td>
<td>Fun and games for all Freshers</td>
</tr>
<tr>
<td></td>
<td>Meet new friends</td>
</tr>
</tbody>
</table>

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50  Writtle University College
## INDUCTION WEEK

### Monday 16th September

#### Check for your course and year group

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am to 4pm</td>
<td>Welcome and Introduction to WUC</td>
<td>Animal Science Year 1, Animal Management Year 1, Bioveterinary Science Year 1, Equine Year 1, Sports Performance / Cycling / Outdoor Activity Year 1, Veterinary Physiotherapy Year 1, Animal Therapy Year 1, Canine Therapy Year 1</td>
</tr>
<tr>
<td></td>
<td>Academic Induction</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Northumberland Building, Lordship Campus</strong></td>
<td></td>
</tr>
<tr>
<td>11am to 5pm</td>
<td>Welcome and Introduction to WUC</td>
<td>Agriculture – Year 1, Horticulture – Year 1, Landscape Architecture – Year 1, Garden Design – Year 1, Art and the Environment – Year 1</td>
</tr>
<tr>
<td></td>
<td>Academic Induction</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Main Hall L41, Main Campus</strong></td>
<td></td>
</tr>
<tr>
<td>12 to 4pm</td>
<td>Welcome Zone</td>
<td>Drop in and meet the teams:</td>
</tr>
<tr>
<td></td>
<td>Meet the Support Teams</td>
<td>Student Success, Students’ Union, Main Campus Tours by Student Ambassadors</td>
</tr>
<tr>
<td></td>
<td><strong>HE Hub – Main Campus</strong></td>
<td></td>
</tr>
<tr>
<td>12 to 2pm</td>
<td>Specialist Support in the Welcome Zone</td>
<td>IT Help and Support, Residential Queries, Wellbeing</td>
</tr>
<tr>
<td></td>
<td><strong>HE Hub – Main Campus</strong></td>
<td></td>
</tr>
<tr>
<td>9am to 4pm</td>
<td>Online Registration</td>
<td>Online Registration and ID Cards</td>
</tr>
<tr>
<td></td>
<td><strong>The Library, Main Campus</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Specific Induction Programme by course will be issued on this day*
## INDUCTION WEEK

### Tuesday 17th September

**Check for your course and year group**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Group</th>
</tr>
</thead>
</table>
| 10am to 4pm | Academic Induction Continues  
 Rooms to be advised | All Year 1 Students                        |
| 10am    | Welcome and Introduction to WUC  
 Academic Induction  
 Northumberland Building, Lordship Campus | Year 2 / 3 /4 Returns and Direct Entry  
 Animal Science  
 Animal Management  
 Bioveterinary Science  
 Sports Performance / Cycling / outdoor Activity |
| 12 to 4pm | Welcome Zone  
 Meet the Support Teams  
 HE Hub – Main Campus | Drop in and meet the teams:  
 Student Success  
 Students’ Union  
 Main Campus Tours by Student Ambassadors |
| 12 to 2pm | Specialist Support in the Welcome Zone  
 HE Hub – Main Campus | IT Help and Support  
 Residential Queries  
 Wellbeing |
| 9am to 4pm | Online Registration  
 The Library, Main Campus | Online registration and ID Cards |

### Wednesday 18th September

**From 10am**  
 Freshers’ Fair

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th></th>
</tr>
</thead>
</table>
| 9am to 4pm | Online Registration  
 The Library, Main Campus | Online registration and ID Cards |
## INDUCTION WEEK

### Thursday 19th September
Check for your course and year group

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am</td>
<td>Academic Induction</td>
<td>Main Hall L41, Main Campus</td>
<td><strong>Canine Therapy Year 2 / 3</strong></td>
</tr>
<tr>
<td>12 to 4pm</td>
<td>Welcome Zone</td>
<td>HE Hub – Main Campus</td>
<td>Drop in and meet the teams:</td>
</tr>
<tr>
<td></td>
<td>Meet the Support Teams</td>
<td></td>
<td>Student Success</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students’ Union</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Main Campus Tours by Student Ambassadors</td>
</tr>
<tr>
<td>12 to 2pm</td>
<td>Specialist Support in the Welcome Zone</td>
<td>HE Hub – Main Campus</td>
<td>IT Help and Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residential Queries</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wellbeing</td>
</tr>
<tr>
<td>9am to 4pm</td>
<td>Online Registration</td>
<td>The Library, Main Campus</td>
<td>Online registration and ID Cards</td>
</tr>
</tbody>
</table>
## INDUCTION WEEK

### Friday 20th September
Check for your course and year group

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am</td>
<td>New Postgraduate Students Welcome to WUC and Academic Induction/Enrolment</td>
<td><em>Registration – Main Library</em></td>
</tr>
<tr>
<td></td>
<td><em>Main Library, Main Campus</em></td>
<td></td>
</tr>
<tr>
<td>10am onwards</td>
<td>Welcome to WUC by the Vice Chancellor and Academic Induction</td>
<td><em>All New Postgraduate Students</em></td>
</tr>
<tr>
<td></td>
<td><em>U60, Main Campus</em></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td>Academic Induction</td>
<td><em>Equine – Year 2</em></td>
</tr>
<tr>
<td></td>
<td><em>Northumberland Building, Lordship Campus</em></td>
<td><em>Animal Therapy – Year 2 / 3</em></td>
</tr>
<tr>
<td></td>
<td><em>Veterinary Physiotherapy – Year 2 / 3</em></td>
<td><em>Equine – Year 3</em></td>
</tr>
<tr>
<td>11am</td>
<td>Academic Induction</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Northumberland Building, Lordship Campus</em></td>
<td></td>
</tr>
<tr>
<td>12 to 4pm</td>
<td>Welcome Zone Meet the Support Teams</td>
<td><em>Drop in and meet the teams:</em></td>
</tr>
<tr>
<td></td>
<td><em>HE Hub – Main Campus</em></td>
<td><em>Student Success</em></td>
</tr>
<tr>
<td></td>
<td><em>HE Hub – Main Campus</em></td>
<td><em>Students’ Union</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Main Campus Tours by Student Ambassadors</em></td>
</tr>
<tr>
<td>12 to 2pm</td>
<td>Specialist Support in the Welcome Zone</td>
<td><em>IT Help and Support</em></td>
</tr>
<tr>
<td></td>
<td><em>HE Hub – Main Campus</em></td>
<td><em>Residential Queries</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Student Finance</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Wellbeing</em></td>
</tr>
<tr>
<td>9am to 4pm</td>
<td>Online Registration</td>
<td><em>Online registration and ID Cards</em></td>
</tr>
<tr>
<td></td>
<td><em>The Library, Main Campus</em></td>
<td></td>
</tr>
</tbody>
</table>
# INDUCTION WEEK

## Monday 23rd September to Friday 27th September

Check for your course and year group

| Following Teaching Timetable | Academic Induction | Year 2 / 3  
|-------------------------------|--------------------|-------------
| Northumberland Building, Lordship Campus | Agriculture  
| Horticulture  
| Landscape Architecture  
| Garden Design  
| Art and Design  
| Professional Floristry and Floral Design |

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
</table>
| 12 to 4pm | Welcome Zone (Closed Wednesday)  
Meet the Support Teams | HE Hub – Main Campus |
| 12 to 2pm | Specialist Support  
| Welcome Zone – HE Hub – Main Campus | IT Help and Support  
Residential Queries  
Student Finance (Friday Only)  
Wellbeing |
## 2019/2020 SEMESTER DATES

### SEMESTER ONE: Monday 23 September 2019 – Friday 20 December 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Weeks 1-13 (including assessment period if applicable)</td>
<td>Monday 23 September 2019 – Friday 20 December 2019</td>
</tr>
<tr>
<td>Reading Week (Week 6)</td>
<td>Monday 28 October 2019 – Friday 1 November 2019</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Monday 23 December 2019 – Friday 17 January 2020</td>
</tr>
<tr>
<td>Deadline for Extenuating Circumstances Forms for Semester One Assessments due before Christmas</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
<tr>
<td>Deadline for Extenuating Circumstances Forms for Semester One Assessments due after Christmas</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
<tr>
<td>Examinations for students with approved Extenuating Circumstances for Semester One only</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
<tr>
<td>Deadline for Extenuating Circumstances Forms for approved Extenuating Circumstances examinations held in January/February only</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
</tbody>
</table>

### SEMESTER TWO: Monday 20 January 2020 – Friday 15 May 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Weeks 1-10</td>
<td>Monday 20 January 2020 – Friday 27 March 2020</td>
</tr>
<tr>
<td>Reading Week (Week 5)</td>
<td>Monday 17 February 2020 – Friday 21 February 2020</td>
</tr>
<tr>
<td>Easter Break</td>
<td>Monday 30 March 2020 – Friday 17 April 2020</td>
</tr>
<tr>
<td>Teaching Weeks 11-14 (including assessment period if applicable)</td>
<td>Monday 20 April 2020 – Friday 15 May 2020</td>
</tr>
<tr>
<td>Deadline for Extenuating Circumstances Forms for all Semester Two Assessments</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
<tr>
<td>Re-sit Examinations: Years 1, 2 and 3 – Semester One and Two</td>
<td>Monday 6 July 2020 – Friday 10 July 2020</td>
</tr>
<tr>
<td>Deadline for Extenuating Circumstances Forms for Semester One and Two Re-sit Assessments</td>
<td>Visit Moodle for a complete list of dates</td>
</tr>
</tbody>
</table>

### GRADUATION CEREMONY DATE(S)

Early September 2020 (TBC)

You must be available for the examination and resit examination periods stated above. If you are ill or there is some other serious reason why you are unable to attend, you must submit an Extenuating Circumstances Form by the published deadline dates (see above).
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